

RFP No. NNM06169943R

SOLICITATION, OFFER AND AWARD		➤	RATING D0-C9	PAGE 1 OF 281
2. CONTRACT NO.	3. SOLICITATION NO. NNM06169943R	4. TYPE OF SOLICITATION <input type="checkbox"/> SEALED BID (IFB) <input checked="" type="checkbox"/> NEGOTIATED (RFP)	5. DATE ISSUED October 10, 2006	6. REQUISITION/PURCHASE NO. 4200169943
7. ISSUED BY National Aeronautics & Space Administration George C. Marshall Space Flight Center Procurement Office Marshall Space Flight Center, AL 35812		CODE MGC	8. ADDRESS OFFER TO (If other than Item 7) NASA/Marshall Space Flight Center Attn: PS33/Rhoney Triplett Marshall Space Flight Center, AL 35812 Deliver to: Building 4203 Room B300 (256) 961-2095 or (256) 544-4096	

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

SOLICITATION

9. Sealed offers for furnishing the supplies or services in the Schedule will be received at the place specified in Item 8, or if handcarried, in the depository located in **Building 4203 Basement, Elevator Lobby Area** until 4:00 pm local time, on (See Provision L.15 DUE DATE FOR RECEIPT OF PROPOSALS). CAUTION - LATE Submissions, Modifications, and Withdrawals: See Section L, Provision No. 52.215-1. All offers are subject to all terms and conditions contained in this solicitation.

10. FOR INFORMATION CALL: ➤	A. NAME Rhoney Triplett	B. TELEPHONE NO. (NO COLLECT CALLS)			C. EMAIL ADDRESS Rhoney.triplett-1@nasa.gov
		AREA CODE (256)	NUMBER 961-2095	EXT. N/A	

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OFFER (Must be fully completed by offeror)

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

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

13. DISCOUNT FOR PROMPT PAYMENT (See Section I, clause No. 52-232-8) ➤	10 CALENDAR DAYS [redacted] %	20 CALENDAR DAYS [redacted] %	30 CALENDAR DAYS [redacted] %	CALENDAR DAYS [redacted] %
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14. ACKNOWLEDGMENT OF AMENDMENTS (The offeror acknowledges receipt of amendments to the SOLICITATION). For offerors and related documents numbered and dated:	AMENDMENT NO	DATE	AMENDMENT NO	DATE
	[redacted]	[redacted]	[redacted]	[redacted]

15. NAME AND ADDRESS OF OFFEROR	CODE [redacted]	FACILITY [redacted]	16. NAME AND TITLE OF PERSON AUTHORIZED TO SIGN OFFER (Type or print)
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15B. TELEPHONE NO. (Include area code) [redacted]	15C. CHECK IF REMITTANCE ADDRESS IS DIFFERENT FROM ABOVE – ENTER <input type="checkbox"/> SUCH ADDRESS IN SCHEDULE	17. SIGNATURE [redacted]	18. OFFER DATE [redacted]
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AWARD (To be completed by Government)

19. ACCEPTED AS TO ITEMS NUMBERED	20. AMOUNT	21. ACCOUNTING AND APPROPRIATION
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22. AUTHORITY FOR USING OTHER THAN FULL AND OPEN COMPETITION <input type="checkbox"/> 10 U.S.C. 2304(c) () <input type="checkbox"/> 41 U.S.C. 253(c) ()	23. SUBMIT INVOICES TO ADDRESS SHOWN IN: ➤ ITEM (4 copies unless otherwise specified)
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24. ADMINISTERED BY (If other than Item 7) CODE	25. PAYMENT WILL BE MADE BY CODE
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26. NAME OF CONTRACTING OFFICER (Type or print) David A. Iosco	27. UNITED STATES OF AMERICA (Signature of Contracting Officer)	28. AWARD DATE
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IMPORTANT – Award will be made on this Form, or on Standard Form 26, or by other authorized official written notice.

PART I - THE SCHEDULE

SECTION B - SUPPLIES OR SERVICES AND PRICE/COSTS

B.1 SUPPLIES AND/OR SERVICES TO BE FURNISHED

(a) The Contractor shall provide all resources (except as may be expressly stated in this contract as furnished by the Government) necessary to furnish the services delineated in the Performance Work Statement (PWS) in Attachment J-1, entitled: "Office of Strategic Analysis and Communication (OSAC) Support Services."

(b) The services will be procured under two separate portions, Mission Services (MS) and Indefinite Delivery/Indefinite Quantity (IDIQ). The requirement is being procured on a cost-plus-incentive-fee basis (see Attachments J-2 and J-3). The contract and supporting data are organized as shown below:

(1) The Mission Services portion covers work identified in 3.0 – 6.0 of the PWS (Attachment J-4, Work Breakdown Structure, WBS). Project management and administrative resources necessary to manage both the Mission and the IDIQ contract portions are costed in the Mission Services.

(2) IDIQ task orders will be used to procure those services identified in WBS 7.0 of the PWS that cannot be predetermined or quantified in advance.

(End of Clause)

B.2 ESTIMATED COST AND FEES

(a) The total estimated cost of this contract is \$ [See Table B-1 below]. The total target cost incentive fee for this contract is \$ [See Table B-1 below]. The total maximum performance incentive fee for this contract is \$ [See Table B-1 below].

(b) The total target cost of this contract for determining cost incentive fee (IF) earned is specified in Clause B.4.

(c) Table B-1 reflects the contract values of individual contract line items (CLINs) and is set forth below:

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TABLE B-1, ESTIMATED COST AND INCENTIVE FEES (IF)

CLIN	DESCRIPTION	PERIOD COVERED	ESTIMATED COST	TARGET COST	TARGET COST IF	MAXIMUM COST IF	MAXIMUM PERFORMANCE IF	COST IF EARNED	PERFORMANCE IF EARNED	TOTAL VALUE
1.	Mission Services, Base Year (BY)	4-01-07 through 3-31-08	\$*	\$*	\$*	\$*	\$*	TBD	TBD	\$*
1.a. (See Table B-3)	IDIQ Summation of Task Order Values (BY)	4-01-07 through 3-31-08	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD

*To be completed by Offeror

NOTE TO PROSPECTIVE OFFERORS: The Government expects that of the total fee proposed 25% will be allocated by the offeror to the target cost incentive fee pool and 75 percent will be allocated to the maximum performance fee incentive pool. The Government expects that the maximum cost incentive fee will not exceed 150 percent of the target cost incentive fee.

(d) If the Government exercises any of its Options pursuant to the terms of the contract, the estimated costs and fees for each Mission Services CLIN shall be as set forth in Table B-2 below.

TABLE B-2, MISSION SERVICES – OPTION VALUES

CLIN	DESCRIPTION	PERIOD COVERED	ESTIMATED COST	TARGET COST	TARGET COST IF	MAXIMUM COST IF	MAXIMUM PERFORMANCE IF	TOTAL VALUE
2.	Option I, Mission Services	4-01-08 through 3-31-09	\$*	\$*	\$*	\$*	\$*	\$*
3.	Option II, Mission Services	4-01-09 through 3-31-10	\$*	\$*	\$*	\$*	\$*	\$*
4.	Option III, Mission Services	4-01-10 through 3-31-11	\$*	\$*	\$*	\$*	\$*	\$*
5.	Option IV, Mission Services	4-01-11 through 3-31-12	\$*	\$*	\$*	\$*	\$*	\$*

*To be completed by Offeror

(End of Clause)

B.3 INDEFINITE DELIVERY/INDEFINITE QUANTITY (IDIQ)

(a) The IDIQ portion of this contract is only applicable to the work described in Attachment J-1, PWS 7.0, Indefinite Delivery/Indefinite Quantity (IDIQ). This work will be authorized via task orders (TO) issued by the Contracting Officer (CO) in accordance with Clauses H.2 and H.3.

(b) This clause establishes the minimum and maximum quantity values including cost and performance incentive fees for each IDIQ CLIN of the contract as set forth in Table B-3 below.

TABLE B-3 IDIQ MINIMUM AND MAXIMUM VALUES

IDIQ CLIN	CONTRACT PERIOD	MINIMUM QUANTITY	MAXIMUM QUANTITY
1.a.	Base (Year 1)	\$0.00	\$1,250,000
2.a.	Option 1 (Year 2)	\$0.00	\$2,250,000
3.a.	Option 2 (Year 3)	\$0.00	\$4,000,000
4.a.	Option 3 (Year 4)	\$0.00	\$4,000,000
5.a.	Option 4 (Year 5)	\$0.00	\$4,500,000

(c) Government task orders for services specified above the minimum and below the maximum shall not constitute a basis for equitable adjustments to the Mission Services CLINs.

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

(e) The actual estimated cost and fee values of the individual CLINs will be the summation of the individual task orders values issued pursuant to this Clause and Clauses H.2 and H.3. A reconciling unilateral modification to the contract will be periodically issued that reflects the current task order summation value in Clause B.2.

(End of Clause)

B.4 COST AND PERFORMANCE INCENTIVE FEE

(a) There are two (2) separate incentive fee pools for cost and performance that will be used to determine incentive fee earned and paid to the contractor for performance of the contract.

Note to Prospective Offerors: The Government expects that of the total fee proposed, 25 percent will be allocated by the Offeror to the cost incentive fee and 75 percent will be allocated to the performance incentive fee.

(b) Cost Incentive Fee:

(1) The target cost, target cost incentive fee, and maximum cost incentive fee applicable to each Mission Services CLIN are set forth in tables B-1 and B-2. Attachment J-5 sets forth the IDIQ target and maximum fee rates for each IDIQ CLIN. The minimum cost incentive fee for each CLIN shall be \$0.00.

(2) For the Mission Services CLINs, the target cost for the purposes of determining the cost incentive fee earned and paid in accordance with this Clause and Clause B.5, Incentive

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Fee, shall be the total estimated cost less the estimated direct cost for purchased materials, supplies, equipment, and travel (see Table B-4 below). The target cost for the IDIQ CLINs shall be the summation of the target costs of the current task orders.

Table B-4, TARGET COST

CLIN	ESTIMATED COST	LESS ESTIMATED DIRECT COST for Materials, Supplies, Equipment & Travel	TARGET COST
1	\$*	\$ 1,500,000.00	\$*
2	\$*	\$ 1,500,000.00	\$*
3	\$*	\$ 1,500,000.00	\$*
4	\$*	\$ 1,500,000.00	\$*
5	\$*	\$ 1,500,000.00	\$*

*To be completed by Offeror

(3) For the Mission Services CLINS, the actual allowable costs for determining cost incentive fee earned and payment in accordance with Clause B.5, Incentive Fee, shall be reduced by the actual direct costs for materials, supplies, equipment & travel.

(4) Clause B.5 is only applicable to the cost incentive fee pool of the contract and not the performance incentive fee pool. The supplemental definitions of target cost and actual cost provided in this Clause are in addition to and take precedence over the definitions provided in Clause B.5. (See paragraph (e) (5) of Clause B.5.)

(5) The share ratio for target cost underruns is 80/20 (Government/Contractor). The share ratio for target cost overruns is 70/30 (Government/Contractor).

(6) The Contractor must earn at least 85% of the performance incentive fee for a CLIN to earn any cost incentive fee above the target cost incentive fee (for underruns) for that CLIN.

(7) The cost incentive fee will be evaluated at the end of each contract year.

(c) Performance Incentive Fee:

(1) The Contractor may earn performance incentive fee from a minimum of zero dollars to the maximum stated in Clause B.2 of this contract.

(2) The Contractor's performance will be evaluated as described in Attachments J-2 and J-3 of this contract. Semi-annual performance scores earned will be averaged to determine an annual amount of performance incentive fee earned for each CLIN. Performance incentive fee for a CLIN that is not earned cannot be reallocated to future evaluation periods.

(3) The Government will advise the Contractor in writing of the performance evaluation results and the amount of performance incentive fee earned which will be incorporated in the contract by unilateral modification.

(4) Provisional Performance Incentive Fee Payments:

(i) Provisional performance incentive fee payments, pending the determination of the amount of performance incentive fee earned, will be paid to the Contractor on a monthly basis. The total amount of performance incentive fee available for provisional payment

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for each CLIN will be the lesser of 75 percent of the maximum performance incentive fee or the prior performance incentive fee evaluation score.

(ii) Provisional performance incentive fee payments for each CLIN will be superceded by the final performance incentive fee evaluation score for that CLIN. If provisional payments exceed the final score, the Contractor will either credit the next payment voucher for the amount of such overpayment or refund the difference to the Government, as directed by the Contracting Officer.

(iii) If the Contracting Officer determines that the Contractor will not achieve a level of performance commensurate with the provisional rate, payment of provisional performance incentive fee may be discontinued, or reduced in amount, as the Contracting Officer deems appropriate. The Contracting Officer will notify the Contractor in writing if it is determined that such discontinuance or reduction is appropriate.

(5) After 85 percent of the potential performance incentive fee has been paid, the Contracting Officer may direct withholding of further payment of performance incentive fee until a reserve is set aside in an amount that the Contracting Officer determines necessary to protect the Government's interest. This reserve shall not exceed 15 percent of the total maximum performance incentive fee for an individual CLIN.

B.5 INCENTIVE FEE (FAR 52.216-10) (MAR 1997)

(a) *General.* The Government shall pay the Contractor for performing this contract a fee determined as provided in this contract.

(b) *Target cost and target fee.* The target cost and target fee specified in the Schedule are subject to adjustment if the contract is modified in accordance with paragraph (d) of this clause.

(1) "Target cost," as used in this contract, means the estimated cost of this contract as initially negotiated, adjusted in accordance with paragraph (d) of this clause.

(2) "Target fee," as used in this contract, means the fee initially negotiated on the assumption that this contract would be performed for a cost equal to the estimated cost initially negotiated, adjusted in accordance with paragraph (d) of this clause.

(c) *Withholding of payment.* Normally, the Government shall pay the fee to the Contractor as specified in the Schedule. However, when the Contracting Officer considers that performance or cost indicates that the Contractor will not achieve target, the Government shall pay on the basis of an appropriate lesser fee. When the Contractor demonstrates that performance or cost clearly indicates that the Contractor will earn a fee significantly above the target fee, the Government may, at the sole discretion of the Contracting Officer, pay on the basis of an appropriate higher fee. After payment of 85 percent of the applicable fee, the Contracting Officer may withhold further payment of fee until a reserve is set aside in an amount that the Contracting Officer considers necessary to protect the Government's interest. This reserve shall not exceed 15 percent of the applicable fee or \$100,000, whichever is less. The Contracting Officer shall release 75 percent of all fee withholds under this contract after receipt of the certified final indirect cost rate proposal covering the year of physical completion of this contract, provided the Contractor has satisfied all other contract terms and conditions, including the submission of the final patent and royalty reports, and is not delinquent in submitting final vouchers on prior years' settlements.

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The Contracting Officer may release up to 90 percent of the fee withholds under this contract based on the Contractor's past performance related to the submission and settlement of final indirect cost rate proposals.

(d) *Equitable adjustments.* When the work under this contract is increased or decreased by a modification to this contract or when any equitable adjustment in the target cost is authorized under any other clause, equitable adjustments in the target cost, target fee, minimum fee, and maximum fee, as appropriate, shall be stated in a supplemental agreement to this contract.

(e) *Fee payable.*

(1) The fee payable under this contract shall be the target fee increased by 20 cents for every dollar that the total allowable cost is less than the target cost or decreased by 30 cents for every dollar that the total allowable cost exceeds the target cost. In no event shall the fee be greater than see Tables B-2, B-3, and B-4, or less than 0 percent of the target cost.

(2) The fee shall be subject to adjustment, to the extent provided in paragraph (d) of this clause, and within the minimum and maximum fee limitations in paragraph (e)(1) of this clause, when the total allowable cost is increased or decreased as a consequence of—

(i) Payments made under assignments; or

(ii) Claims excepted from the release as required by paragraph (h) (2) of the Allowable Cost and Payment Clause.

(3) If this contract is terminated in its entirety, the portion of the target fee payable shall not be subject to an increase or decrease as provided in this paragraph. The termination shall be accomplished in accordance with other applicable clauses of this contract.

(4) For the purpose of fee adjustment, "total allowable cost" shall not include allowable costs arising out of—

(i) Any of the causes covered by the Excusable Delays clause to the extent that they are beyond the control and without the fault or negligence of the Contractor or any subcontractor;

(ii) The taking effect, after negotiating the target cost, of a statute, court decision, written ruling, or regulation that results in the Contractor's being required to pay or bear the burden of any tax or duty or rate increase in a tax or duty;

(iii) Any direct cost attributed to the Contractor's involvement in litigation as required by the Contracting Officer pursuant to a clause of this contract, including furnishing evidence and information requested pursuant to the Notice and Assistance Regarding Patent and Copyright Infringement clause;

(iv) The purchase and maintenance of additional insurance not in the target cost and required by the Contracting Officer, or claims for reimbursement for liabilities to third persons pursuant to the Insurance Liability to Third Persons clause;

(v) Any claim, loss, or damage resulting from a risk for which the Contractor has been relieved of liability by the Government Property clause; or

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(vi) Any claim, loss, or damage resulting from a risk defined in the contract as unusually hazardous or as a nuclear risk and against which the Government has expressly agreed to indemnify the Contractor.

(5) All other allowable costs are included in "total allowable cost" for fee adjustment in accordance with this paragraph (e), unless otherwise specifically provided in this contract.

(f) *Contract modification.* The total allowable cost and the adjusted fee determined as provided in this clause shall be evidenced by a modification to this contract signed by the Contractor and the Contracting Officer.

(g) *Inconsistencies.* In the event of any language inconsistencies between this clause and the provisioning documents or Government options under this contract, compensation for spare parts or other supplies and services ordered under such documents shall be determined in accordance with this clause.

(End of clause)

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

(a) For purposes of payment of cost, exclusive of fee, in accordance with the Limitation of Funds clause, the total amount allocated by the Government to this contract is \$ TBD. This allotment is for the Office of Strategic Analysis and Communications Support Services effort described in Attachment J-1, Performance Work Statement, and covers the following estimated period of performance: April 01, 2007 – March 31, 2012.

(b) An additional amount of \$ TBD is obligated under this contract for payment of fee.

	PREVIOUS	THIS ACTION	TOTAL
Mission Estimated Cost			
IDIQ Estimated Cost			
Provisional Cost Incentive Fee			
Provisional Performance Incentive Fee			
Total Sum Allotted			

B.7 ALLOWABLE ITEMS OF COST

(a) In accordance with the advance agreement between the Government and the Contractor for this contract, allowable costs for the items listed below are subject to the General and Administrative (G&A) Rate Ceiling:

Period Of Performance	G&A Ceiling*
Base Year	To be completed by Offeror
Option Year 1	To be completed by Offeror
Option Year 2	To be completed by Offeror
Option Year 3	To be completed by Offeror
Option Year 4	To be completed by Offeror

*G&A Ceiling shall apply to both the Mission and IDIQ portions of the contract.

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

(c) In accordance with an advance agreement between the Government and the Contractor, material handling overhead shall be the only burden applied to the cost reimbursable other direct cost of materials, supplies, equipment, and travel as referenced in PWS, J-1. Neither G&A nor fee shall be applied to the procurement of materials, supplies, equipment or travel. Table B-4, of Clause B.4, contains the Government estimates for materials, supplies, equipment, and travel.

(End of Clause)

[END OF SECTION]

SECTION C - DESCRIPTION/SPECIFICATION/WORK STATEMENT

C.1 DESCRIPTION/SPECIFICATIONS/PERFORMANCE WORK STATEMENT (MSFC 52.211-93) (FEB 2001)

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

(End of Clause)

C.2 EXCLUDED FUNCTIONS AND RESPONSIBILITIES

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

- Policy making or management of MSFC operations;
- Program or project management;
- Technical management of Government contracts;
- MSFC management planning, programming (including preparation of scopes of work and/or procurement requests for items to be contracted for by MSFC), budgeting, review, and analysis;
- Government purchasing (except training related purchasing), contracting, contract administration, and/or performance, and pay and accounting;
- Direction or supervision of other Government Contractors or Government agencies, or otherwise acting as an agent to obligate or commit MSFC in any capacity;
- Clerical and other administration-type functions required to be performed by civil service personnel; and
- Supervision of Government employees.

(End of clause)

[END OF SECTION]

SECTION D - PACKAGING AND MARKING

D.1 LISTING OF CLAUSES INCORPORATED BY REFERENCE

NOTICE: The following contract clauses pertinent to this section are hereby incorporated by reference:

I. FEDERAL ACQUISITION REGULATION (48 CFR CHAPTER 1)

<u>Clause Number</u>	<u>Title</u>	<u>Date</u>
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None included by reference.

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

<u>Clause Number</u>	<u>Title</u>	<u>Date</u>
1852.211-70	Packaging, Handling, and Transportation	(Sep 2005)

(End of Clause)

[END OF SECTION]

SECTION E - INSPECTION AND ACCEPTANCE

E.1 LISTING OF CLAUSES INCORPORATED BY REFERENCE

I. FEDERAL ACQUISITION REGULATION (48 CFR CHAPTER 1) CLAUSES

<u>Clause Number</u>	<u>Title</u>	<u>Date</u>
52.246-3	Inspection of Supplies – Cost Reimbursement	(MAY 2001)
52.246-5	Inspection of Services – Cost Reimbursement	(APR 1984)

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

<u>Clause Number</u>	<u>Title</u>	<u>Date</u>
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None included by reference.

(End of Clause)

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

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

<u>Item</u>	<u>Quality Assurance Function</u>	<u>Location</u>
All	Final Inspection & Acceptance	

(End of Clause)

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

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

<u>Title</u>	<u>Number</u>	<u>Date</u>
Marshall Management Manual	MPD 1280.1	Latest issue

(End of Clause)

E.4 CHANGES TO HIGHER-LEVEL CONTRACT QUALITY REQUIREMENTS

It is mutually agreed and understood that the Government may unilaterally update Clause E.3 with future versions and require full compliance to the latest requirements. Such action shall not give rise to an equitable adjustment to the estimated contract value, including both cost and performance/incentive fees, or any other expressed terms and conditions of this contract.

(End of Clause)

E.5 CONTRACTOR'S TECHNICAL PROGRESS REPORTS

Each instance where the Contractor is found to be inaccurate in the Contractor's self-evaluation reports shall be resolved in accordance with Attachment J-3, Surveillance and Cost Plus Incentive Fee Plan, paragraph 5.0, "Audit Reporting Integrity."

(End of clause)

[END OF SECTION]

SECTION F - DELIVERIES OR PERFORMANCE

F.1 LISTING OF CLAUSES INCORPORATED BY REFERENCE

I. FEDERAL ACQUISITION REGULATION (48 CFR CHAPTER 1)

<u>Clause Number</u>	<u>Title</u>	<u>Date</u>
52.242-15	Stop-Work Order (Alternate I)	APR 1984
52.247-34	F.O.B. Destination	NOV 1991

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

<u>Clause Number</u>	<u>Title</u>	<u>Date</u>
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None included by reference.

(End of Clause)

F.2 OPTION TO EXTEND THE TERM OF THE CONTRACT (FAR 52.217-9)(MAR 2000)

(a) The Government may extend the term of this contract by written notice to the Contractor prior to the expiration of the current period of performance provided that the Government shall give the Contractor a preliminary written notice of its intent to extend at least 30 days before the contract expires. The preliminary notice does not commit the Government to an extension.

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

(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed 60 months.

(End of Clause)

F.3 PLACE OF PERFORMANCE MSFC (52.237-91)(FEB 2001)

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

(End of Clause)

F.4 PERIOD OF PERFORMANCE

(a) The period of performance of this contract shall be April 1, 2007, through March 31, 2008. If applicable, the contract phase-in period shall be from March 13, 2007, through March 31, 2007.

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

<u>Contract Periods</u>	<u>Period of Performance</u>
Option 1	April 1, 2008 – March 31, 2009
Option 2	April 1, 2009 – March 31, 2010
Option 3	April 1, 2010 – March 31, 2011
Option 4	April 1, 2011 – March 31, 2012

(End of Clause)

F.5 SECTION 10721 RATES (MSFC 52.247-90) (FEB 2001)

The Contractor shall use carriers that offer acceptable service at reduced rates (Section 10721 rates), if available.

(End of Clause)

F.6 PHASE-IN AND PHASE-OUT

(a) Contractor Phase-In

(1) The services provided by this Order are vital to the Government's overall effort. Therefore, continuity of these services must be maintained at a consistently high level without disruption. To this end, the Contractor shall conduct an orderly phase-in of contract activities prior to assumption of responsibility for the effort described in the PWS.

(2) The Contractor shall have up to 14 work days immediately prior to the effective date of the contract in which to conduct phase-in. Office space will not be provided by the Government during the phase-in period. During this time, the Contractor shall not be responsible for performance of the effort described in the PWS. It is understood that during phase-in the predecessor contractor(s) will be performing the work described in the PWS.

(3) On April 1, 2007, the Contractor shall assume full responsibility for the effort covered by the PWS.

(4) During phase-in the Contractor shall:

(i) Participate in meetings with the predecessor contractor(s) to identify and discuss problems or areas requiring attention during the phase-in period; and

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(ii) Perform all activities described in the Contractor's phase-in plan submitted with its proposal, and all activities necessary to ensure effective transfer of all effort from the predecessor contractor(s) and readiness to assume full contract performance. As part of phase-in activities, the contractor shall provide the following: 1) Final Safety, Health and Environmental Plan (see DRD 1140SA-001); 2) Badged Employee and Remote IT User Listing (see DRD 1140MA-004); 3) Position Risk Designation for Non-NASA Employees (see DRD 1140MA-006); and 4) qualified staff available, badged (in accordance with the Personal Identity Verification (PIV) Procedures provided in Attachment J-6), and ready to assume performance.

(b) The Contractor shall invoice the Government for phase-in activities only at the completion of the purchase order. The Government's obligations under this contract will not commence until after the successful completion of the separate phase-in purchase order.

(c) Contractor Phase-out

(1) Prior to contract completion, a successor contractor(s) may be selected to perform the work requirements covered by the PWS. The Contractor shall conduct an orderly phase-out of all required activities prior to completion of this contract and assumption of responsibility for the effort described in the PWS by a successor contractor(s). The Contractor shall remain responsible for the effort covered by the PWS during phase-out activities.

(2) Upon written notice by the Contracting Officer prior to the contract completion date, the Contractor shall conduct phase-out activities for up to 30 calendar days in accordance with FAR 52.237-3, Continuity of Services.

(End of Clause)

[END OF SECTION]

SECTION G - CONTRACT ADMINISTRATION DATA

G.1 LISTING OF CLAUSES INCORPORATED BY REFERENCE

I. FEDERAL ACQUISITION REGULATION (48 CFR CHAPTER 1)

<u>Clause Number</u>	<u>Title</u>	<u>Date</u>
None included by reference.		

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

<u>Clause Number</u>	<u>Title</u>	<u>Date</u>
1852.242-71	Travel Outside of the United States	DEC 1988
1852.242-73	NASA Contractor Financial Management Reporting	NOV 2004
1852.245-70	Contractor Requests for Government-Owned Equipment	JUL 1997

(End of Clause)

G.2 SUBMISSION OF VOUCHERS FOR PAYMENT (NFS 1852.216-87) (MAR 1998)

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

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

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

Or other designated billing office as specified in writing by the Contracting Officer (i.e., NASA Shared Services Center, etc.).

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

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

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

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

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

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

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

(d) Public vouchers for payment of fee shall be prepared similarly to the procedures in paragraphs (b) or (c) of this clause, whichever is applicable, and be forwarded to the address specified in paragraph (b)(1). This is the designated billing office for fee vouchers for purposes of the "Prompt Payment" clause of this contract.

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

(End of Clause)

G.3 SUPPLEMENTAL PAYMENT INSTRUCTIONS (AUG 2006)

Reference Section B, Clause B.5, INCENTIVE FEE. Incentive fee vouchers shall be approved by the Contracting Officer's Technical Representative (COTR) and the Contracting Officer before payment is made to the Contractor.

All provisional and final vouchers shall be submitted to the address listed in Clause G.2 (b)(1) and shall be approved by both the COTR and the Contracting Officer before payment. The COTR will only approve provisional incentive fee payments if warranted by acceptable work performance.

(End of Clause)

G.4 TECHNICAL DIRECTION (NFS 1852.242-70) (SEP 1993)

(a) Performance of the work under this contract is subject to the written technical direction of the Contracting Officer Technical Representative (COTR), who shall be specifically appointed by the Contracting Officer in writing in accordance with NASA FAR Supplement 1842.270. "Technical direction" means a directive that approves approaches, solutions, designs, or refinements; fills in details or otherwise completes the general description of work or documentation items; shifts emphasis among work areas or tasks; or furnishes similar instruction to the Contractor. Technical direction includes requiring studies and pursuit of certain lines of inquiry regarding matters within the general tasks and requirements in Section J-1 of this contract.

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

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

(2) Constitutes a change as defined in the changes clause (52.243-2 Changes-Cost Reimbursement)(Alternate II);

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

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

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

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

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

(1) Rescinded in its entirety; or

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

(e) A failure of the contractor and contracting officer to agree that the instruction or direction is both within the requirements of the contract and does not constitute a change under the changes clause, or a failure to agree upon the contract action to be taken with respect to the instruction or direction, shall be subject to the Disputes clause (52.233-1) of this contract.

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

(End of Clause)

G.5 INSTALLATION-ACCOUNTABLE GOVERNMENT PROPERTY (1852.245-71) (NOV 2004)

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

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Government retains accountability for, and title to, the property, and the Contractor assumes the following user responsibilities:

The contractor shall retain responsibility for ensuring proper use, care, and protection (safeguarding) of all Installation-Accountable Government Property (IAGP) under his/her custody and control. Individual users shall be responsible for the following: (1) Ensuring IAGP is used only in pursuit of approved programs and projects, or as otherwise authorized; (2) Notifying cognizant Property Support Assistant (PSA) and/or Property Custodian, of all assigned equipment location changes; (3) Ensuring that any lost, missing or damaged IAGP is officially reported to his/her supervisor, the appropriate PSA, and the Protective Services Department; (4) Notifying PSA of IAGP not being actively used; (5) Ensuring that IAGP is turned in to the Property Disposal Officer through the PSA when no longer needed. Under no circumstances will the contractor dispose of IAGP, whether tagged or untagged; and, (6) Notifying the Contracting Officer, cognizant PSA, and the Center's Supply and Equipment Management Officer upon termination of employment.

The contractor shall establish and adhere to a system of written procedures for compliance with these user responsibilities and shall detail them in DRD 1140LS-001. Such procedures must include holding employees liable, when appropriate, for loss, damage, or destruction of Government property.

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

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

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

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

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

(2) After transfer of accountability to the Government, the contractor shall continue to maintain such internal records as are necessary to execute the user responsibilities identified in paragraph (a) and document the acquisition, billing, and disposition of the property. These records and supporting documentation shall be made available, upon request, to the SEMO and any other authorized representatives of the contracting officer.

(End of Clause)

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

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

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

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

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

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

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

(c) Supplies from stores stock.

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

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

(f) Installation facility services: none.

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

(h) Cafeteria privileges for Contractor employees during normal operating hours.

(i) Building maintenance for facilities occupied by Contractor personnel.

(j) Access to the Wellness Center fitness facilities consistent with the Center's policies (fee required).

(k) Moving and hauling for office moves, movement of large equipment, and delivery of supplies. Moving services shall be provided on-site, as approved by the Contracting Officer.

(l) The user responsibilities of the Contractor are defined in paragraph (a) of the clause at 1852.245-71, Installation-Accountable Government Property.

(End of Clause)

G.7 CONTRACTOR EMPLOYEE BADGING AND EMPLOYMENT TERMINATION CLEARANCE (MSFC 52.204-90) (JUL 2006)

(a) It is anticipated that performance of the requirements of this contract will require employee access to and picture badging by the Marshall Space Flight Center. Contractor requests for badging of employees shall be by MSFC Form 1739, "MSFC Contractor Badge/Decal Application." Requests for badging shall be submitted to the appointed Contracting Officer Technical Representative for completion and approval prior to processing by the MSFC Protective Services Department.

(b) The Contractor shall establish procedures to ensure that each badged employee is properly cleared in accordance with MSFC Form 383-1, "Contractor Employee Clearance Document," prior to finalization of employment termination.

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

(End of Clause)

G.8 PERSONAL IDENTITY VERIFICATION OF CONTRACTOR PERSONNEL (JAN 2006)

(a) The Contractor shall comply with agency personal identity verification procedures identified in the contract that implement Homeland Security Presidential Directive-12 (HSPD-12), Office of Management and Budget (OMB) guidance M-05-24, and Federal Information Processing Standards Publication (FIPS PUB) Number 201.

(b) The Contractor shall insert FAR 52.204-9 in all subcontracts when the subcontractor is required to have physical access to a federally-controlled facility or access to a Federal information system.

Note: The agency personal identity verification procedures are provided in Attachment J-6, Personal Identity Verification Procedures.

(End of clause)

[END OF SECTION]

SECTION H - SPECIAL CONTRACT REQUIREMENTS

H.1 LISTING OF CLAUSES INCORPORATED BY REFERENCE

I. FEDERAL ACQUISITION REGULATION (48 CFR CHAPTER 1)

<u>CLAUSE NUMBER</u>	<u>TITLE</u>	<u>DATE</u>
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None included by reference.

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

<u>CLAUSE NUMBER</u>	<u>TITLE</u>	<u>DATE</u>
1852.208-81	Restrictions On Printing And Duplicating	NOV 2004
1852.242-72	Observance Of Legal Holidays (Alternate II)	OCT 2000

(End of Clause)

H.2 TASK ORDERING PROCEDURE

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

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

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

(2) Performance metrics that will apply to the TO. Note: As TOs are added to the contract, if the TO performance incentives are not listed in J-2, the contract will be unilaterally modified to include the performance incentive metrics for the service(s) listed in the TO. Also, performance incentive metrics listed in J-3 will be modified to include the new metric(s) and revised weighting of the performance metrics.

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

(c) Within 5 calendar days after receipt of the Contracting Officer's request, the Contractor shall submit a task plan conforming to the request.

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

- (1) Date of the order.
- (2) Contract number and order number.
- (3) Functional description of the work identifying the objectives or results desired from the task order, including special instructions or other information necessary for performance of the task.
- (4) Performance standards, and where appropriate, quality assurance standards.
- (5) Maximum dollar amount authorized (cost and fee or price).
- (6) Any other resources (travel, materials, equipment, facilities, etc.) authorized.
- (7) Delivery/performance schedule including start and end dates.
- (8) If contract funding is by individual task order, accounting and appropriation data.

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

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

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

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

(End of Clause)

H.3 SUPPLEMENTAL TASK ORDERING PROCEDURES

(a) This clause supplements the Task Ordering Procedure defined in H.2.

(b) Work to be performed under this portion of the requirement will be within the broad parameters of PWS 7.0 and more clearly defined in the Task Orders (TOs) approved by the Contracting Officer and the Contracting Officer's Technical Representative (COTR). An overview and flowchart of this process is provided at Attachment J-8.

(c) When the Government issues a Task Order Request (TOR) in accordance with paragraph (d) of Clause H.2, the Contractor shall prepare, as part of the Task Order Plan (TOP), the Contractor's estimate of the labor hours, labor categories, indirect cost, and other direct costs required to perform the Task Order requirements. In preparing the estimate, it is mutually agreed

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and understood that the Contractor or its Teammate(s) and/or Subcontractor(s) shall use the labor categories and their current rates or those set forth in Attachment J-5 (whichever is lower). It is further agreed and understood that the maximum available cost and performance incentive fees and indirect rates, equating to a percentage, set forth in Attachment J-5, shall be used by the Contractor to calculate the estimated cost, target cost, target cost incentive fee, maximum cost incentive fee and maximum performance incentive fee dollars for each Task Order.

(d) Each TO will include the period covered, estimated cost, target cost, target cost incentive, and maximum potential fees. At the end of each cost and performance incentive fee evaluation period, the current period values of all task orders that were active during that evaluation period will be summed and the resulting total value summation will be used as the target cost incentive fee and maximum potential cost and performance incentive fee for that evaluation period. A reconciling unilateral modification to the contract will be issued semiannually (at a minimum) revising Clause B.2, to reflect the summation of the current total task order values.

(e) The assigned CO and COTR will review and approve each TO and any revision thereto. The Government retains the right to disapprove any Task Order Plans at the sole discretion of the Government.

(f) Approval of TOs does not relieve the Contractor of its obligation under the "Limitation of Funds" clause and the "Availability of Funds" clauses of the contract.

(End of Clause)

H.4 TASK ORDER COST INCREASE NOTIFICATION REQUIREMENTS

(a) The requirements of this clause are in conjunction with the Limitation of Cost clause or the Limitation of Funds clause of this contract.

(b) The Contractor shall notify the Contracting Officer in writing when the Contractor has reason to believe that the total cost for performance of any individual task order, exclusive of any fee, will be either greater or substantially less than the total estimated cost stated in the task order. Notification shall not be delayed pending preparation of a revised estimate.

(c) A revised estimate is required to support a request for an increase in the estimated cost of the contract line item or task order. The revised estimate should be submitted as soon as possible after the above notification but no later than 30 calendar days before the incurred costs are expected to exceed the estimated cost. This will allow adequate time for the Government to evaluate the revised estimate and to mutually establish any increase or decrease in estimated cost with the Contractor.

(d) (1) the revised estimate shall be submitted in the following format unless some other format is directed or approved by the Contracting Officer:

- Incurred costs to date
- Projected cost to completion
- Total cost at completion
- Current negotiated estimated cost
- Requested increase or decrease in estimated cost

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(2) The “projected cost to completion” shall consist of the following “other than cost or pricing data” unless the Contracting Officer requests or approves the submittal of a greater or lesser amount of information:

(i) Elements of cost with supporting detail for estimated direct labor hours, direct and indirect rates, materials and subcontracts, and other elements.

(ii) Supporting explanation for the increases and projections, sufficient for the Government to understand the reasons for the increased estimated cost.

(End of clause)

H.5 SAFETY AND HEALTH (NFS 1852.223-70) (APR 2002)

(a) Safety is the freedom from those conditions that can cause death, injury, occupational illness, damage to or loss of equipment or property, or damage to the environment. NASA’s safety priority is to protect: (1) the public, (2) astronauts and pilots, (3) the NASA workforce (including contractor employees working on NASA contracts), and (4) high-value equipment and property.

(b) The Contractor shall take all reasonable safety and occupational health measures in performing this contract. The Contractor shall comply with all Federal, State, and local laws applicable to safety and occupational health and with the safety and occupational health standards, specifications, reporting requirements, and any other relevant requirements of this contract.

(c) The Contractor shall take, or cause to be taken, any other safety, and occupational health measures the Contracting Officer may reasonably direct. To the extent that the Contractor may be entitled to an equitable adjustment for those measures under the terms and conditions of this contract, the equitable adjustment shall be determined pursuant to the procedures of the changes clause of this contract; provided, that no adjustment shall be made under this Safety and Health clause for any change for which an equitable adjustment is expressly provided under any other clause of the contract.

(d) The Contractor shall immediately notify and promptly report to the Contracting Officer or a designee any accident, incident, or exposure resulting in fatality, lost-time occupational injury, occupational disease, contamination of property beyond any stated acceptable limits set forth in the contract Schedule; or property loss of \$25,000 or more, or Close Call (a situation or occurrence with no injury, no damage or only minor damage (less than \$1,000) but possesses the potential to cause any type mishap, or any injury, damage, or negative mission impact) that may be of immediate interest to NASA, arising out of work performed under this contract. The Contractor is not required to include in any report an expression of opinion as to the fault or negligence of any employee. In addition, service contractors (excluding construction contracts) shall provide quarterly reports specifying lost-time frequency rate, number of lost-time injuries, exposure, and accident/incident dollar losses as specified in the contract Schedule.

(e) The Contractor shall investigate all work-related incidents, accidents, and Close Calls, to the extent necessary to determine their causes and furnish the Contracting Officer a report, in such form as the Contracting Officer may require, of the investigative findings and proposed or completed corrective actions.

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(f) (1) The Contracting Officer may notify the Contractor in writing of any noncompliance with this clause and specify corrective actions to be taken. When the Contracting Officer becomes aware of noncompliance that may pose a serious or imminent danger to safety and health of the public, astronauts and pilots, the NASA workforce (including contractor employees working on NASA contracts), or high value mission critical equipment or property, the Contracting Officer shall notify the Contractor orally, with written confirmation. The Contractor shall promptly take and report any necessary corrective action.

(2) If the Contractor fails or refuses to institute prompt corrective action in accordance with subparagraph (f)(1) of this clause, the Contracting Officer may invoke the stop-work order clause in this contract or any other remedy available to the Government in the event of such failure or refusal.

(g) The Contractor (or subcontractor or supplier) shall insert the substance of this clause, including this paragraph (g) and any applicable Schedule provisions and clauses, with appropriate changes of designations of the parties, in all solicitations and subcontracts of every tier, when one or more of the following conditions exist:

(1) The work will be conducted completely or partly on premises owned or controlled by the Government.

(2) The work includes construction, alteration, or repair of facilities in excess of the simplified acquisition threshold.

(3) The work, regardless of place of performance, involves hazards that could endanger the public, astronauts and pilots, the NASA workforce (including Contractor employees working on NASA contracts), or high value equipment or property, and the hazards are not adequately addressed by Occupational Safety and Health Administration (OSHA) or Department of Transportation (DOT) regulations (if applicable).

(4) When the Contractor (or subcontractor or supplier) determines that the assessed risk and consequences of a failure to properly manage and control the hazard(s) warrants use of the clause.

(h) The Contractor (or subcontractor or supplier) may exclude the provisions of paragraph (g) from its solicitation(s) and subcontract(s) of every tier when it determines that the clause is not necessary because the application of the OSHA and DOT (if applicable) regulations constitute adequate safety and occupational health protection. When a determination is made to exclude the provisions of paragraph (g) from a solicitation and subcontract, the Contractor must notify and provide the basis for the determination to the Contracting Officer. In subcontracts of every tier above the micro-purchase threshold for which paragraph (g) does not apply, the Contractor (or subcontractor or supplier) shall insert the substance of paragraphs (a), (b), (c), and (f) of this clause).

(i) Authorized Government representatives of the Contracting Officer shall have access to and the right to examine the sites or areas where work under this contract is being performed in order to determine the adequacy of the Contractor's safety and occupational health measures under this clause.

(j) The contractor shall continually update the safety and health plan when necessary. In particular, the Contractor shall furnish a list of all hazardous operations to be performed, and a list

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of other major or key operations required or planned in the performance of the contract, even though not deemed hazardous by the Contractor. NASA and the Contractor shall jointly decide which operations are to be considered hazardous, with NASA as the final authority. Before hazardous operations commence, the Contractor shall submit for NASA concurrence

- (1) Written hazardous operating procedures for all hazardous operations; and/or
- (2) Qualification standards for personnel involved in hazardous operations.

(End of Clause)

H.6 MAJOR BREACH OF SAFETY OR SECURITY (NFS 1852.223-75) (FEB 2002)

(a) Safety is the freedom from those conditions that can cause death, injury, occupational illness, damage to or loss of equipment or property, or damage to the environment. Safety is essential to NASA and is a material part of this contract. NASA's safety priority is to protect: (1) the public; (2) astronauts and pilots; (3) the NASA workforce (including contractor employees working on NASA contracts); and (4) high-value equipment and property. A major breach of safety may constitute a breach of contract that entitles the Government to exercise any of its rights and remedies applicable to material parts of this contract, including termination for default. A major breach of safety must be related directly to the work on the contract. A major breach of safety is an act or omission of the Contractor that consists of an accident, incident, or exposure resulting in a fatality or mission failure; or in damage to equipment or property equal to or greater than \$1 million; or in any "willful" or "repeat" violation cited by the Occupational Safety and Health Administration (OSHA) or by a state agency operating under an OSHA approved plan.

(b) Security is the condition of safeguarding against espionage, sabotage, crime (including computer crime), or attack. A major breach of security may constitute a breach of contract that entitles the Government to exercise any of its rights and remedies applicable to material parts of this contract, including termination for default. A major breach of security may occur on or off Government installations, but must be related directly to the work on the contract. A major breach of security is an act or omission by the Contractor that results in compromise of classified information, illegal technology transfer, workplace violence resulting in criminal conviction, sabotage, compromise or denial of information technology services, equipment or property damage from vandalism greater than \$250,000, or theft greater than \$250,000.

(c) In the event of a major breach of safety or security, the Contractor shall report the breach to the Contracting Officer. If directed by the Contracting Officer, the Contractor shall conduct its own investigation and report the results to the Government. The Contractor shall cooperate with the Government investigation, if conducted.

(End of Clause)

H.7 EXPORT LICENSES (NFS 1852.225-70) (FEB 2000)

(a) The Contractor shall comply with all U.S. export control laws and regulations, including the International Traffic in Arms Regulations (ITAR), 22 CFR Parts 120 through 130, and the Export Administration Regulations (EAR), 15 CFR Parts 730 through 799, in the performance of this contract. In the absence of available license exemptions/exceptions, the Contractor shall be

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responsible for obtaining the appropriate licenses or other approvals, if required, for exports of hardware, technical data, and software, or for the provision of technical assistance.

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

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

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

(End of Clause)

H.8 KEY PERSONNEL AND FACILITIES (NFS 1852.235-71) (MAR 1989)

(a) The personnel and/or facilities listed below (or specified in the contract Schedule) are considered essential to the work being performed under this contract. Before removing, replacing, or diverting any of the listed or specified personnel or facilities, the Contractor shall (1) notify the Contracting Officer reasonably in advance and (2) submit justification (including proposed substitutions) in sufficient detail to permit evaluation of the impact on this contract.

(b) The Contractor shall make no diversion without the Contracting Officer's written consent; provided, that the Contracting Officer may ratify in writing the proposed change, and that ratification shall constitute the Contracting Officer's consent required by this clause.

(c) The list of personnel and/or facilities (shown below or as specified in the contract Schedule) may, with the consent of the contracting parties, be amended from time to time during the course of the contract to add or delete personnel and/or facilities.

[Offeror shall list the personnel and/or facilities considered essential.]

(End of Clause)

H.9 ASBESTOS MATERIAL (MSFC 52.223-90) (JUN 2002)

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

(End of Clause)

H.10 SECURITY/BADGING REQUIREMENTS FOR FOREIGN NATIONAL VISITORS AND EMPLOYEES OF FOREIGN CONTRACTORS

(a) An employee of a domestic Marshall Space Flight Center (MSFC) contractor or its subcontractor who is not a U.S. citizen (foreign national) may not be admitted to the MSFC site for purposes of performing work without special arrangements. In addition, all employees or representatives of a foreign MSFC contractor/subcontractor may not be admitted to the MSFC site without special arrangements. For employees as described above, advance notice must be given to the MSFC Protective Services Office at least 3 weeks prior to the scheduled need for access to the site so that instructions on obtaining access may be provided.

(b) All visit/badge requests for persons described in paragraph (a) above must be entered in the NASA Foreign National Management System (NFMMS) for acceptance, review, concurrence and approval purposes. When an authorized company official requests a MSFC badge for site access, he/she is certifying that steps have been taken to ensure that its contractor or subcontractor employees, visitors, or representatives will not be given access to export-controlled or classified information for which they are not authorized. The authorized company officials shall serve as the contractor's representative(s) in certifying that all visit/badge request forms are processed in accordance with MSFC security and export control procedures. No foreign national, representative, or resident alien contractor/subcontractor employee shall be granted access into MSFC until a completed request has been approved and processed through the NFMMS. Unescorted access will not be granted unless the MSFC Protective Services Office has completed a favorable National Agency Check (NAC).

(c) The contractor agrees that it will not employ for the performance of work onsite at the MSFC any individuals who are not legally authorized to work in the United States. If the MSFC Industrial Security Specialist or the contracting officer has reason to believe that any employee of the contractor may not be legally authorized to work in the United States and/or on the contract, the contractor may be required to furnish copies of Federal Form I-9 (Employment Eligibility Verification), U.S. Department of Labor Application for Alien Employment Certification, and any other type of employment authorization document.

(d) The contractor agrees to provide the information requested by the MSFC Protective Services Office in order to comply with NASA policy directives and guidelines related to foreign visits to NASA facilities so that (1) the visitor/employee/ representative may be allowed access to MSFC or other NASA Centers for performance of this contract, (2) required investigations can be conducted, and (3) required annual or revalidation reports can be submitted to NASA Headquarters. All requested information must be submitted in a timely manner in accordance with instructions provided by MSFC or any other Center to be visited.

(End of Clause)

H.11 SAFETY PERFORMANCE EVALUATION

1. Contractor Responsibility. The Contractor is responsible for maintaining an effective safety program during the course of the contract with a goal to achieve a world-class program within the term of the contract. The Contractor will ensure that the requirements of the MSFC approved Contractor's Safety, Health Plan and applicable Data Requirement Description (DRD) are met. Contractor safety performance evaluation will be based on the MSFC safety program elements. The Contractor shall conduct a quarterly self-evaluation based on these criteria. The

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CO/COTR, in coordination with the MSFC Safety & Mission Assurance (S&MA), will validate the Contractor’s self-evaluation.

Every quarter, the agreed score will be used to assess performance appropriately—positive or negative.

For the purpose of assessing the quarterly score, the Contractor and the CO/COTR, in coordination with the MSFC S&MA, will reach a mutually agreeable determination based on the metrics reflected in the attachment. In cases where the Contractor and the CO/COTR cannot reach agreement, the MSFC Ombudsman will hear arguments from both sides and make a final decision. This process shall not preclude the contracting Officer from taking immediate action for any serious, willful, blatant, or continued violations of MSFC safety policy or procedures.

2. Evaluation Criteria. Contractor self-evaluation and Government validation will be based on the applicable elements and sub-elements of the MSFC safety program shown below. Specific criteria are shown on Attachment J-10 entitled “Safety Health Management Implementation Guide and Assessment Matrix.” Deviations from the matrix criteria may be made, for cause, and must be approved by the COTR, CO and Government Safety Representative. It should be noted that Element 1 has a management and an employee component. These are simply averaged to obtain the score for Element. The result should be carried to the second decimal point.

MANAGEMENT COMMITMENT AND EMPLOYEE INVOLVEMENT HAZARD PREVENTION AND CONTROL

(ELEMENT 1)	(ELEMENT 3)
Documented Safety Policy And Goals Safety Committees	Hazard Identification Process Facility and Equipment Maintenance
Safety Meetings	Emergency Program and Drills
Subcontractor Safety	Emergency Medical Care Program
Resources	Personal Protective Equipment
Access to Professional Safety Staff	Health Program
Accountability (Disciplinary Program)	

(ELEMENT 2)	(ELEMENT 4)
System And Worksite Hazard Analysis	Safety and Health Training
Complete and Update Baseline Surveys	Employee
Performance Analysis of New Work	Supervisor
Job Hazard Analysis/Process Review	Manager
Self-Inspections	

3. Performance Recognition. Contractor performance will be recognized as follows:

<p>Level I – Annual rating score of ≥ 36 based on the average of the quarterly assessment scores, and a Lost-Time Case (LTC) Rate $\leq 50\%$ of the LTC for the applicable Standard Industrial Classification (SIC) rate.</p>	<p><i>Formal award with public recognition.</i></p> <p><i>Appropriate past performance referrals provided.</i></p>
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Exception: Contractors with less than 100 employees located onsite MSFC. To be rated in Level I, the Contractor shall have no lost time injuries during the past year.

<p>Level II – Annual rating score of ≥ 28 based on the average quarterly assessment score, and a Lost-Time Case (LTC) Rate less than the applicable Standard Industrial Classification (SIC) rate and the scores remain the same, or reflect improved performance, from the previous period. If scores reflect a decrease in performance, no letter of commendation will be issued.</p>	<p><i>Formal letter of commendation.</i></p> <p><i>Will impact contract evaluation and past performance referrals.</i></p>
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Exception: Contractors with less than 100 employees located onsite MSFC. To be rated in Level II, the Contractor shall have no more than one lost time injury during the past year.

<p>Level III – Quarterly rating score of ≤ 16 or a Lost Time Case (LTC) Rate more than the Standard Industrial Classification (SIC) rate <i>Database</i></p>	<p><i>Formal letter expressing concern.</i></p> <p><i>Corrective Action Plan requested</i></p> <p><i>Date placed in Past Performance</i></p>
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Failure to improve could result in contract options not being exercised.

Exception: Contractors with less than 100 employees located onsite MSFC. A *Level III rating will be given to a contractor having greater than two lost time injuries during the past year.*

<p>If contractor's Safety Performance evaluation does not fall within the above categories.</p>	<p><i>No recognition</i></p>
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NOTE: The most current Department of Labor NAICS rate, effective at the beginning of the annual evaluation period, will be utilized for LTC evaluation. Lost Time Case Incidents shall be recorded in accordance with NASA requirements specified in MWI 8621.1, "Close Call and Mishap Reporting and Investigation Program." Final decisions on any disputed lost time injury determinations will be handled by established Government regulatory procedures.

4. Contractor Accountability for Mishaps. The Contractor shall not be held accountable for injuries to their personnel or damage to the property they control that is caused by individuals or situations clearly outside the control of their contract.

5. Evaluation Process. The evaluation process will be based on the major elements and their sub-elements cited in Paragraph 2. The evaluation process will include these steps:

- Contractor to conduct quarterly self-assessment and assign numerical score to each element.

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- Contractor self-assessments will address compliance with their approved Safety, Health Plan
- Contractor to have self-assessment validated by CO/COTR and S&MA Office.
- On an annual basis, the Contracting Officer will apply contract incentives/recognition or consequences based on the average quarterly scores. The Contracting Officer will make a determination on a quarterly basis for items requested in paragraph 6 that are not reported. (Also, see paragraph 7 below.)

The evaluation process will use the Safety Health Management Implementation Guide and Assessment Matrix at Attachment J-10. The Safety Performance Evaluation Summary is also located at Clause J-10.

6. Safety Metric Reporting. The Contractor shall utilize MSFC Form 4371, "MSFC Contractor Accident/Incident Statistics" to submit, on a monthly basis, information on all personnel and property mishaps that meet the criteria of a NASA Procedural Requirement for Mishap and Close Call Reporting, Investigating, and Recordkeeping" (NPR 8621.1B). Close calls and minor cases, including first aid and non-injury cases, shall be reported when there is a potential lessons learned or when action needs to be taken to prevent more serious damage, loss, or personal injury, (including communication of the incident to promote employee awareness). The report shall also include total hours worked and the number of safety inspections and safety meetings conducted during the month. The Contractor shall also utilize NASA Form 1627, "NASA Mishap Report" to include details of any mishap, results of the investigation, and the corrective action plan.

7. Failure to Report. If the Contractor fails to report the items in paragraph 6 above in accordance with this contract, an amount of \$1,000 will be deducted for each occurrence of failure to report the required data.

(End of Clause)

[END OF SECTION]

**PART II - CONTRACT CLAUSES
SECTION I - CONTRACT CLAUSES**

I.1 LISTING OF CLAUSES INCORPORATED BY REFERENCE

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

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

NASA FAR Supplement clauses:
<http://www.hq.nasa.gov/office/procurement/regs/nfstoc.htm>

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

I. FEDERAL ACQUISITION REGULATION (48 CFR CHAPTER 1)

<u>Number</u>	<u>Clause Title</u>	<u>Date</u>
52.202-1	Definitions	Jul 2004
52.203-3	Gratuities	Apr 1984
52.203-5	Covenant Against Contingent Fees	Apr 1984
52.203-6	Restrictions on Subcontractor Sales to the Government	Jul 1995
52.203-7	Anti-Kickback Procedures	Jul 1995
52.203-8	Cancellation, Rescission, and Recovery of Funds for Illegal or Improper Activity	Jan 1997
52.203-10	Price or Fee Adjustment for Illegal or Improper Activity	Jan 1997
52.203-12	Limitation on Payments to Influence Certain Federal Transactions	Jun 2003
52.204-4	Printed or Copied Double-Sided on Recycled Paper	Aug 2000
52.204-7	Central Contract Registration	Oct 2003
52.204-9	Personal Identity Verification of Contractor Personnel	Jan 2006
52.209-6	Protecting the Government's Interest When Subcontracting with Contractors Debarred, Suspended, or Proposed for Debarment	Jul 1995
52.211-15	Defense Priority and Allocation Requirements	Sep 1990
52.215-2	Audit and Records – Negotiation	Jun 1999
52.215-8	Order of Precedence – Uniform Contract Format	Oct 1997
52.215-11	Price Reduction for Defective Cost or Pricing Data-Modifications	OCT 1997
52.215-13	Subcontractor Cost or Pricing Data – Modifications	Oct 1997
52.215-14	Integrity of Unit Prices	Oct 1997
52.215-15	Pension Adjustments and Asset Reversions	Oct 2004
52.215-16	Facilities Capital Cost of Money	Jun 2003
52.215-18	Reversion or Adjustment of Plans for Postretirement	Oct 1997
52.215-21	Requirements for Cost or Pricing Data or Information Other Than Cost or Pricing Data – Modifications (Alternate II)(Oct (Alternate III) (Oct 1997) <i>Insert in paragraph (c): MS Word & Excel CD-R</i>	Oct 1997

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<u>Number</u>	<u>Clause Title</u>	<u>Date</u>
52.216-7	Allowable Cost and Payment <i>Insert in paragraph: 30 days</i>	Dec 2002
52.217-8	Option to Extend Services <i>Insert in paragraph: 30 days</i>	Nov 1999
52.219-6	Notice of Total Small Business Set-Aside	Jun 2003
52.219-8	Utilization of Small Business Concerns	May 2004
52.222-1	Notice to the Government of Labor Disputes	Feb 1997
52.222-2	Payment for Overtime Premiums <i>Insert in paragraph (a): as approved by Contracting Officer</i>	Jul 1990
52.222-3	Convict Labor	Jun 2003
52.222-21	Prohibition of Segregated Facilities	Feb 1999
52.222-26	Equal Opportunity	Apr 2002
52.222-35	Equal Opportunity for Special Disabled Veterans, Veterans of the Vietnam Era, and Other Eligible Veterans	Dec 2001
52.222-36	Affirmative Action for Workers with Disabilities	Jun 1998
52.222-37	Employment Reports on Special Disabled Veterans, Veterans of the Vietnam Era, and Other Eligible Veterans	Dec 2001
52.222-38	Compliance with Veteran's Employment Reporting Requirements	Dec 2001
52.222-41	Service Contract Act of 1965, As Amended	May 1989
52.223-3	Hazardous Material Identification and Material Safety Data -- Alternate I (Jul 1995)	Jan 1997
52.223-5	Pollution Prevention and Right-to-Know Information (Alternate I)(Aug 2003) (Alternate II) (Aug 2003)	Aug 2003
52.223-6	Drug-Free Workplace	May 2001
52.223-10	Waste Reduction Program	Aug 2000
52.223-14	Toxic Chemical Release Reporting	Aug 2003
52.224-1	Privacy Act Notification	Apr 1984
52.224-2	Privacy Act	Apr 1984
52.225-1	Buy American Act – Supplies	Jun 2003
52.225-13	Restrictions on Certain Foreign Purchases	Feb 2006
52.227-17	Rights In Data-Special Works	Oct 1987
52.228-7	Insurance-Liability To Third Persons	Mar 1996
52.230-2	Cost Accounting Standards	Apr 1998
52.230-3	Disclosure And Consistency Of Cost Accounting	Apr 1998
52.230-6	Administration of Cost Accounting Standards	Apr 2005
52.232-9	Limitation On Withholding Of Payments	Apr 1984
52.232-17	Interest	Jun 1996
52.232-19	Availability of Funds for the Next Fiscal Year <i>Insert: September 30, 2007</i>	Apr 1984

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<u>Number</u>	<u>Clause Title</u>	<u>Date</u>
52.232-22	Limitation Of Funds	Apr 1984
52.232-23	Assignment Of Claims	Jan 1986
52.232-25	Prompt Payment (Alternate I)(Feb 2002)	Oct 2003
52.232-33	Payment By Electronic Funds Transfer- Central Contractor Registration	Oct 2003
52.233-1	Disputes (Alternate I) (Dec 1991)	Jul 2002
52.233-3	Protest After Award (Alternate I)(Jun 1985)	Aug 1996
52.233-4	Applicable Law for Breach of Contract Claim	Oct 2004
52.237-2	Protection Of Government Buildings, Equipment, And Vegetation	Apr 1984
52.237-3	Continuity of Services	Jan 1991
52.239-1	Privacy Or Security Safeguards	Aug 1996
52.242-1	Notice Of Intent To Disallow Costs	Apr 1984
52.242-3	Penalties For Unallowable Costs	May 2001
52.242-4	Certification Of Final Indirect Costs	Jan 1997
52.242-13	Bankruptcy	Jul 1995
52.243-2	Changes-Cost Reimbursement (Alternate II)(Apr 1984)	Aug 1987
52.244-5	Competition In Subcontracting	Dec 1996
52.244-6	Subcontracts for Commercial Items	Feb 2006
52.245-1	Property Records	Apr 1984
52.245-5	Government Property (Cost-Reimbursement, Time-And-Material or Labor-Hour Contracts)	May 2004
52.246-25	Limitation Of Liability-Services	Feb 1997
52.247-1	Commercial Bill Of Lading Notations	Feb 2006
52.248-1	Value Engineering	Feb 2000
52.249-6	Termination (Cost-Reimbursement)	May 2004
52.249-14	Excusable Delays	Apr 1984
52.251-1	Government Supply Sources Interagency	Apr 1984
52.253-1	Computer Generated Forms	Jan 1991

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

<u>Number</u>	<u>Clause Title</u>	<u>Date</u>
1852.216-89	Assignment and Release Forms	Jul 1997
1852.219-74	Use of Rural Area Small Businesses	Sep 1990
1852.223-74	Drug and Alcohol-Free Workforce	Mar 1996
1852.227-87	Transfer of Technical Data under Space Station International Agreements	Apr 1989
1852.237-70	Emergency Evacuation Procedures	Dec 1988
1852.242-78	Emergency Medical Services and Evacuation	Apr 2001
1852.243-71	Shared Shavings	Mar 1997

(End of Clause)

I.2 NOTIFICATION OF OWNERSHIP CHANGES (FAR 52.215-19) (OCT 1997)

(a) The Contractor shall make the following notifications in writing:

(1) When the Contractor becomes aware that a change in its ownership has occurred, or is certain to occur, that could result in changes in the valuation of its capitalized assets in the accounting records, the Contractor shall notify the Administrative Contracting Officer (ACO) within 30 days.

(2) The Contractor shall also notify the ACO within 30 days whenever changes to asset valuations or any other cost changes have occurred or are certain to occur as a result of a change in ownership.

(b) The Contractor shall

(1) Maintain current, accurate, and complete inventory records of assets and their costs;

(2) Provide the ACO or designated representative ready access to the records upon request;

(3) Ensure that all individual and grouped assets, their capitalized values, accumulated depreciation or amortization, and remaining useful lives are identified accurately before and after each of the Contractor's ownership changes; and

(4) Retain and continue to maintain depreciation and amortization schedules based on the asset records maintained before each Contractor ownership change.

(c) The Contractor shall include the substance of this clause in all subcontracts under this contract that meet the applicability requirement of FAR 15.408(k).

(End of Clause)

I.3 ORDERING (FAR 52.216-18) (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 April 1, 2007 through March 31, 2012, if options are exercised.

(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.4 ORDER LIMITATIONS (FAR 52.216-19) (OCT 1995)

(a) Minimum order. When the Government requires supplies or services under WBS 7.0 of the PWS in an amount of less than **\$1,000.00**, the Government is not obligated to purchase, nor is the Contractor obligated to furnish, those supplies or services under the contract.

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

- (1) Any order for a single item in excess of **\$4,500,000.00**;
- (2) Any order for a combination of items in excess of **\$4,500,000.00**; or
- (3) A series of orders from the same ordering office within 30 days that together call for quantities exceeding the limitation in subparagraph (b)(1) or (2) of this section.

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

(d) Notwithstanding paragraphs (b) and (c) of this section, the Contractor shall honor any order exceeding the maximum order limitations in paragraph (b), unless that order (or orders) is returned to the ordering office within 10 days after issuance, with written notice stating the Contractor's intent not to ship the item (or items) called for and the reasons. Upon receiving this notice, the Government may acquire the supplies or services from another source.

(End of Clause)

I.5 INDEFINITE QUANTITY (FAR 52.216-22) (OCT 1995)

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

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

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

(d) Any order issued during the effective period of this contract and not completed within that period shall be completed by the Contractor within the time specified in the order. The contract shall govern the Contractor's and Government's rights and obligations with respect to that order to the same extent as if the order were completed during the contract's effective period; provided, that the Contractor shall not be required to make any deliveries under this contract after March 31, 2013.

(End of Clause)

I.6 LIMITATIONS ON SUBCONTRACTING (FAR 52.219-14) (DEC 1996)

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

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

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

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

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

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

(End of Clause)

I.7 NOTIFICATION OF EMPLOYEE RIGHTS CONCERNING PAYMENT OF UNION DUES OR FEES (FAR 52.222-39) (DEC 2004)

(a) Definition. As used in this clause—"United States" means the 50 States, the District of Columbia, Puerto Rico, the Northern Mariana Islands, American Samoa, Guam, the U.S. Virgin Islands, and Wake Island.

(b) Except as provided in paragraph (e) of this clause, during the term of this contract, the Contractor shall post a notice, in the form of a poster, informing employees of their rights concerning union membership and payment of union dues and fees, in conspicuous places in and about all its plants and offices, including all places where notices to employees are customarily posted. The notice shall include the following information (except that the information pertaining to National Labor Relations Board shall not be included in notices posted in the plants or offices of carriers subject to the Railway Labor Act, as amended (45 U.S.C. 151-188)). Notice to Employees Under Federal law, employees cannot be required to join a union or maintain membership in a union in order to retain their jobs. Under certain conditions, the law permits a union and an employer to enter into a union-security agreement requiring employees to pay uniform periodic dues and initiation fees. However, employees who are not union members can object to the use of their payments for certain purposes and can only be required to pay their share of union costs relating to collective bargaining, contract administration, and grievance adjustment. If you do not want to pay that portion of dues or fees used to support activities not related to collective bargaining, contract administration, or grievance adjustment, you are entitled to an appropriate reduction in your payment. If you believe that you have been required to pay dues or fees used in part to support activities not related to collective bargaining, contract administration, or grievance adjustment, you may be entitled to a refund and to an appropriate reduction in future payments. For further information concerning your rights, you may wish to contact the National Labor Relations Board (NLRB) either at one of its Regional offices or at the following address or toll free number:

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National Labor Relations Board Division of Information
1099 14th Street, N.W.
Washington, DC 20570
1-866-667-6572
1-866-316-6572 (TTY)

To locate the nearest NLRB office, see NLRB's website at <http://www.nlr.gov>.

(c) The Contractor shall comply with all provisions of Executive Order 13201 of February 17, 2001, and related implementing regulations at 29 CFR Part 470, and orders of the Secretary of Labor.

(d) In the event that the Contractor does not comply with any of the requirements set forth in paragraphs (b), (c), or (g), the Secretary may direct that this contract be cancelled, terminated, or suspended in whole or in part, and declare the Contractor ineligible for further Government contracts in accordance with procedures at 29 CFR Part 470, Subpart B— Compliance Evaluations, Complaint Investigations and Enforcement Procedures. Such other sanctions or remedies may be imposed as are provided by 29 CFR Part 470, which implements Executive Order 13201, or as are otherwise provided by law.

(e) The requirement to post the employee notice in paragraph (b) does not apply to—
(1) Contractors and subcontractors that employ fewer than 15 persons; (2) Contractor establishments or construction work sites where no union has been formally recognized by the Contractor or certified as the exclusive bargaining representative of the Contractor's employees; (3) Contractor establishments or construction work sites located in a jurisdiction named in the definition of the United States in which the law of that jurisdiction forbids enforcement of union-security agreements; (4) Contractor facilities where upon the written request of the Contractor, the Department of Labor Deputy Assistant Secretary for Labor-Management Programs has waived the posting requirements with respect to any of the Contractor's facilities if the Deputy Assistant Secretary finds that the Contractor has demonstrated that—

- (i) The facility is in all respects separate and distinct from activities of the Contractor related to the performance of a contract; and
- (ii) Such a waiver will not interfere with or impede the effectuation of the Executive order; or
- (iii) Work outside the United States that does not involve the recruitment or employment of workers within the United States.

(f) The Department of Labor publishes the official employee notice in two variations; one for contractors covered by the Railway Labor Act and a second for all other contractors. The Contractor shall—(1) Obtain the required employee notice poster from the Division of Interpretations and Standards, Office of Labor-Management Standards, U.S. Department of Labor, 200 Constitution Avenue, NW, Room N-5605, Washington, DC 20210, or from any field office of the Department's Office of Labor-Management Standards or Office of Federal Contract Compliance Programs; (2) Download a copy of the poster from the Office of Labor-Management Standards website at <http://www.olms.dol.gov>; or (3) Reproduce and use exact duplicate copies of the Department of Labor's official poster.

(g) The Contractor shall include the substance of this clause in every subcontract or purchase order that exceeds the simplified acquisition threshold, entered into in connection with this contract, unless exempted by the Department of Labor Deputy Assistant Secretary for Labor-Management Programs on account of special circumstances in the national interest under authority of 29 CFR 470.3(c). For indefinite quantity subcontracts, the Contractor shall include the substance of this

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clause if the value of orders in any calendar year of the subcontract is expected to exceed the simplified acquisition threshold. Pursuant to 29 CFR Part 470, Subpart B— Compliance Evaluations, Complaint Investigations and Enforcement Procedures, the Secretary of Labor may direct the Contractor to take such action in the enforcement of these regulations, including the imposition of sanctions for noncompliance with respect to any such subcontract or purchase order. If the Contractor becomes involved in litigation with a subcontractor or vendor, or is threatened with such involvement, as a result of such direction, the Contractor may request the United States, through the Secretary of Labor, to enter into such litigation to protect the interests of the United States.

(End of Clause)

**I.8 STATEMENT OF EQUIVALENT RATES FOR FEDERAL HIRES
(52.222-42)(MAY 1989)**

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

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

A. Classification, Grades, and Rates

<u>Classification</u>	<u>Grade</u>	<u>Hourly Rate</u>
Exhibits Specialist III	GS-09	\$20.73
Exhibits Specialist II	GS-07	\$16.95
General Clerk IV (Media Clips Specialist)	GS-04	\$12.23
Writer/Editor III	GS-11	\$25.09
Writer/Editor II	GS-09	\$20.73
Writer/Editor I	GS-07	\$16.95
Materials Coordinator	WG-07	\$17.46

B. Fringe Benefits (applicable to all classifications)

1. Health and Insurance

Life, accident and health insurance, and sick leave programs, 25% of basic hourly rate.

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2. Holidays

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

3. Vacation or Paid Leave

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

4. Retirement

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

(End of clause)

I.9 SUBCONTRACTS (FAR 52.244-2) (ALTERNATE I) (MAR 2005)

(a) Definitions. As used in this clause—

“Approved purchasing system” means a Contractor’s purchasing system that has been reviewed and approved in accordance with Part 44 of the Federal Acquisition Regulation (FAR).

“Consent to subcontract” means the Contracting Officer’s written consent for the Contractor to enter into a particular subcontract.

“Subcontract” means any contract, as defined in FAR Subpart 2.1, entered into by a subcontractor to furnish supplies or services for performance of the prime contract or a subcontract. It includes, but is not limited to, purchase orders, and changes and modifications to purchase orders.

(b) This clause does not apply to subcontracts for special test equipment when the contract contains the clause at FAR 52.245-18, Special Test Equipment.

(c) When this clause is included in a fixed-price type contract, consent to subcontract is required only on unpriced contract actions (including unpriced modifications or unpriced delivery orders), and only if required in accordance with paragraph (d) or (e) or this clause.

(d) If the contractor does not have an approved purchasing system, consent to subcontract is required for any subcontract that—

- (1) Is of the cost-reimbursement, time-and-materials, or labor-hour type; or
- (2) Is fixed-price and exceeds—

(i) For a contract awarded by the Department of Defense, the Coast Guard, or the National Aeronautics and Space Administration, the greater of the simplified acquisition threshold or 5 percent of the total estimated cost of the contract; or

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(ii) For contracts awarded by a civilian agency other than the Coast Guard and the National Aeronautics and Space Administration, either the simplified acquisition threshold or 5 percent of the total estimated cost of the contract.

(e) If the Contractor has an approved purchasing system, the Contractor nevertheless shall obtain the Contracting Officer's written consent before placing the following subcontracts:

NOTICE TO CONTRACTOR: ALL SUBCONTRACTS REQUIRE CONTRACTING OFFICER'S APPROVAL

(f) (1) The Contractor shall notify the Contracting Officer reasonably in advance of placing any subcontract or modification thereof for which consent is required under paragraph I, (d), or (e) of this clause, including the following information:

- (i) A description of the supplies or services to be subcontracted.
- (ii) Identification of the type of subcontract to be used.
- (iii) Identification of the proposed subcontractor.
- (iv) The proposed subcontract price.
- (v) The subcontractor's current, complete, and accurate cost or pricing data and Certificate of Current Cost or Pricing Data, if required by other contract provisions.
- (vi) The subcontractor's Disclosure Statement or Certificate relating to Cost Accounting Standards when such data are required by other provisions of this contract.
- (vii) A negotiation memorandum reflecting –
 - (A) The principal elements of the subcontract price negotiations;
 - (B) The most significant considerations controlling establishment of initial or revised prices;
 - (C) The reason cost or pricing data were or were not required;
 - (D) The extent, if any, to which the Contractor did not rely on the subcontractor's cost or pricing data in determining the price objective and in negotiating the final price;
 - (E) The extent to which it was recognized in the negotiation that the subcontractor's cost or pricing data were not accurate, complete, or current; the action taken by the Contractor and the subcontractor; and the effect of any such defective data on the total price negotiated;
 - (F) The reasons for any significant difference between the Contractor's price objective and the price negotiated; and
 - (G) A complete explanation of the incentive fee or profit plan when incentives are used. The explanation shall identify each critical performance element, management decisions used to quantify each incentive element, reasons for the incentives, and a summary of all trade-off possibilities considered.

(2) Unless the Contractor maintains an approved purchasing system, the Contractor shall notify the Contracting Officer reasonably in advance of entering into any (i) cost-plus-fixed-fee subcontract, or (ii) fixed-price subcontract that exceeds the greater of the simplified acquisition threshold or 5 percent of the total estimated cost of this contract. The notification shall include the information required by paragraphs (f)(1)(i) through (f)(1)(iv) of this clause.

(g) Unless the consent or approval specifically provides otherwise, neither consent by the Contracting Officer to any subcontract nor approval of the Contractor's purchasing system shall constitute a determination –

- (1) Of the acceptability of any subcontract terms or conditions;
- (2) Of the allowability of any cost under this contract; or
- (3) To relieve the Contractor of any responsibility for performing this contract.

(h) No subcontract or modification thereof placed under this contract shall provide for payment on a cost-plus-a-percentage-of-cost basis, and any fee payable under cost-reimbursement type subcontracts shall not exceed the fee limitations in FAR 15.404-41(4)(i).

(i) The Contractor shall give the Contracting Officer immediate written notice of any action or suit filed and prompt notice of any claim made against the Contractor by any subcontractor or

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vendor that, in the opinion of the Contractor, may result in litigation related in any way to this contract, with respect to which the Contractor may be entitled to reimbursement from the Government.

(j) The Government reserves the right to review the Contractor's purchasing system as set forth in FAR Subpart 44.3.

(k) Paragraphs (d) and (f) of this clause do not apply to the following subcontracts, which were evaluated during negotiations:

[To be filled in at time of award.]

(End of Clause)

I.10 1852.204-76 SECURITY REQUIREMENTS FOR UNCLASSIFIED INFORMATION TECHNOLOGY RESOURCES (NOVEMBER 2004) (DEVIATION)

(a) The Contractor shall be responsible for information and information technology (IT) security when the Contractor or its subcontractors must obtain physical or electronic (i.e., authentication level 2 and above as defined in National Institute of Standards and Technology (NIST) Special Publication (SP) 800-63, Electronic Authentication Guideline) access to NASA's computer systems, networks, or IT infrastructure, or where information categorized as low, moderate, or high by the Federal Information Processing Standards (FIPS) 199, Standards for Security Categorization of Federal Information and Information Systems, is stored, generated, or exchanged by NASA or on behalf of NASA by a contractor or subcontractor, regardless of whether the information resides on a NASA or a contractor/subcontractor's information system.

(b) IT Security Requirements.

(1) Within 45 days after contract award, a Contractor shall submit to the Contracting Officer for NASA approval an IT Security Plan, Risk Assessment, and FIPS 199, Standards for Security Categorization of Federal Information and Information Systems, Assessment. These plans and assessments, including annual updates shall be incorporated into the contract as compliance documents.

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

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

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

(2) The Contractor shall produce contingency plans consistent, in form and content, with NIST SP 800-34, Contingency Planning Guide for Information Technology Systems, and any additions/augmentations described in NPR 2810. The Contractor shall perform yearly "Classroom

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Exercises.” “Functional Exercises,” shall be coordinated with the Center CIOs and be conducted once every three years, with the first conducted within the first two years of contract award. These exercises are defined and described in NIST SP 800-34.

(3) The Contractor shall ensure coordination of its incident response team with the NASA Incident Response Center and the NASA Security Operations Center.

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

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

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

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

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

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

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

(c) Physical and Logical Access Requirements.

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

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NASA installation will be screened based on their IT access risk level determination only. See NPR 1600.1, Chapter 4.

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

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

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

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

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

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

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

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

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

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

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

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

(f) The Contractor shall insert this clause, including this paragraph (f), in all subcontracts when the subcontractor is required to --

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

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

(End of Clause)

I.11 OMBUDSMAN (NFS 1852.215-84) (OCT 2003) (Alternate I) (Jun 2000)

(a) An ombudsman has been appointed to hear and facilitate the resolution of concerns from Offerors, potential Offerors, and contractors during the pre-award and post-award phases of this acquisition. When requested, the ombudsman will maintain strict confidentiality as to the source of the concern. The existence of the ombudsman is not to diminish the authority of the contracting officer, the Source Evaluation Committee, or the selection official. Further, the ombudsman does not participate in the evaluation of proposals, the source selection process, or the adjudication of formal contract disputes. Therefore, before consulting with an ombudsman, interested parties must first address their concerns, issues, disagreements, and/or recommendations to the contracting officer for resolution.

(b) If resolution cannot be made by the contracting officer, interested parties may contact the installation Ombudsman, Ms. Robin N. Henderson, George C. Marshall Space Flight Center, DE01, Building 4200, Marshall Space Flight Center, AL 35812, telephone: 256-544-1919, facsimile: 256-544-7920, and e-mail address: Robin.N.Henderson@nasa.gov.

Concerns, issues, disagreements, and recommendations which cannot be resolved at the installation may be referred to the NASA ombudsman, the Director of the Contract Management Division, at 202-358-0445, facsimile 202-358-3083, e-mail, james.a.balinskas@nasa.gov. Please do not contact the ombudsman to request copies of the solicitation, verify offer due date, or clarify technical requirements. Such inquiries shall be directed to the contracting officer or as specified elsewhere in this document.

(End of Clause)

I.12 MINIMUM INSURANCE COVERAGE (NFS 1852.228-75) (OCT 1988)

The Contractor shall obtain and maintain insurance coverage as follows for the performance of this contract:

(a) Worker's compensation and employer's liability insurance as required by applicable Federal and state workers' compensation and occupational disease statutes. If occupational diseases are not compensable under those statutes, they shall be covered under the employer's liability section of the insurance policy, except when contract operations are so commingled with the Contractor's commercial operations that it would not be practical. The employer's liability coverage shall be at least \$100,000, except in States with exclusive or monopolistic funds that do not permit workers' compensation to be written by private carriers.

(b) Comprehensive general (bodily injury) liability insurance of at least \$500,000 per occurrence.

(c) Motor vehicle liability insurance written on the comprehensive form of policy which provides for bodily injury and property damage liability covering the operation of all motor vehicles used in connection with performing the contract. Policies covering motor vehicles operated in the United States shall provide coverage of at least \$200,000 per person and \$500,000 per occurrence for bodily injury liability and \$20,000 per occurrence for property damage. The amount of liability coverage on other policies shall be commensurate with any legal requirements of the locality and sufficient to meet normal and customary claims.

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(d) Comprehensive general and motor vehicle liability policies shall contain a provision worded as follows:

"The insurance company waives any right of subrogation against the United States of America which may arise by reason of any payment under the policy."

(e) When aircraft are used in connection with performing the contract, aircraft public and passenger liability insurance of at least \$200,000 per person and \$500,000 per occurrence for bodily injury, other than passenger liability, and \$200,000 per occurrence for property damage. Coverage for passenger liability bodily injury shall be at least \$200,000 multiplied by the number of seats or passengers, whichever is greater.

(End of Clause)

I.13 RELEASE OF SENSITIVE INFORMATION

(a) As used in this clause, "sensitive information" refers to information, not currently in the public domain, that the Contractor has developed at private expense, that may embody trade secrets or commercial or financial information, and that may be sensitive or privileged.

(b) In accomplishing management activities and administrative functions, NASA relies heavily on the support of various service providers. To support NASA activities and functions, these service providers, as well as their subcontractors and their individual employees, may need access to sensitive information submitted by the Contractor under this contract. By submitting this proposal or performing this contract, the Contractor agrees that NASA may release to its service providers, their subcontractors, and their individual employees, sensitive information submitted during the course of this procurement, subject to the enumerated protections mandated by the clause at 1852.237-72, Access to Sensitive Information.

(c) The Contractor shall identify any sensitive information submitted in support of this proposal or in performing this contract. For purposes of identifying sensitive information, the Contractor may, in addition to any other notice or legend otherwise required, use a notice similar to the following:

Mark the title page with the following legend:

This proposal or document includes sensitive information that NASA shall not disclose outside the Agency and its service providers that support management activities and administrative functions. To gain access to this sensitive information, a service provider's contract must contain the clause at NFS 1852.237-72, Access to Sensitive Information. Consistent with this clause, the service provider shall not duplicate, use, or disclose the information in whole or in part for any purpose other than to perform the services specified in its contract. This restriction does not limit the Government's right to use this information if it is obtained from another source without restriction. The information subject to this restriction is contained in pages [insert page numbers or other identification of pages].

Mark each page of sensitive information the Contractor wishes to restrict with the following legend:

Use or disclosure of sensitive information contained on this page is subject to the restriction on the title page of this proposal or document.

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(2) The Contracting Officer shall evaluate the facts supporting any claim that particular information is "sensitive." This evaluation shall consider the time and resources necessary to protect the information in accordance with the detailed safeguards mandated by the clause at 1852.237-72, Access to Sensitive Information. However, unless the Contracting Officer decides, with the advice of Center counsel, that reasonable grounds exist to challenge the Contractor's claim that particular information is sensitive, NASA and its service providers and their employees shall comply with all of the safeguards contained in paragraph (d) of this clause.

(d) To receive access to sensitive information needed to assist NASA in accomplishing management activities and administrative functions, the service provider must be operating under a contract that contains the clause at 1852.237-72, Access to Sensitive Information. This clause obligates the service provider to do the following:

(1) Comply with all specified procedures and obligations, including the Organizational Conflicts of Interest Avoidance Plan, which the contract has incorporated as a compliance document.

(2) Utilize any sensitive information coming into its possession only for the purpose of performing the services specified in its contract.

(3) Safeguard sensitive information coming into its possession from unauthorized use and disclosure.

(4) Allow access to sensitive information only to those employees that need it to perform services under its contract.

(5) Preclude access and disclosure of sensitive information to persons and entities outside of the service provider's organization.

(6) Train employees who may require access to sensitive information about their obligations to utilize it only to perform the services specified in its contract and to safeguard it from unauthorized use and disclosure.

(7) Obtain a written affirmation from each employee that he/she has received and will comply with training on the authorized uses and mandatory protections of sensitive information needed in performing this contract.

(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.

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(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.

(h) The Contractor shall comply with all requirements of DRD1140-MA-007, Organizational Conflict of Interest (OCI) Avoidance Plan.

(End of clause)

I. 14 ACCESS TO SENSITIVE INFORMATION (NFS 1852.237-72) (JUN 2005)

(a) As used in this clause, "sensitive information" refers to information that a contractor has developed at private expense, or that the Government has generated that qualifies for an exception to the Freedom of Information Act, which is not currently in the public domain, and which may embody trade secrets or commercial or financial information, and which may be sensitive or privileged.

(b) To assist NASA in accomplishing management activities and administrative functions, the Contractor shall provide the services specified elsewhere in this contract.

(c) If performing this contract entails access to sensitive information, as defined above, the Contractor agrees to –

(1) Utilize any sensitive information coming into its possession only for the purposes of performing the services specified in this contract, and not to improve its own competitive position in another procurement.

(2) Safeguard sensitive information coming into its possession from unauthorized use and disclosure.

(3) Allow access to sensitive information only to those employees that need it to perform services under this contract.

(4) Preclude access and disclosure of sensitive information to persons and entities outside of the Contractor's organization.

(5) Train employees who may require access to sensitive information about their obligations to utilize it only to perform the services specified in this contract and to safeguard it from unauthorized use and disclosure.

(6) Obtain a written affirmation from each employee that he/she has received and will comply with training on the authorized uses and mandatory protections of sensitive information needed in performing this contract.

(7) 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.

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(d) The Contractor will comply with all procedures and obligations specified in its Organizational Conflicts of Interest Avoidance Plan, which this contract incorporates as a compliance document.

(e) The nature of the work on this contract may subject the Contractor and its employees to a variety of laws and regulations relating to ethics, conflicts of interest, corruption, and other criminal or civil matters relating to the award and administration of government contracts. Recognizing that this contract establishes a high standard of accountability and trust, the Government will carefully review the Contractor's performance in relation to the mandates and restrictions found in these laws and regulations. Unauthorized uses or disclosures of sensitive information may result in termination of this contract for default, or in debarment of the Contractor for serious misconduct affecting present responsibility as a government contractor.

(f) The Contractor shall include the substance of this clause, including this paragraph (f); suitably modified to reflect the relationship of the parties, in all subcontracts that may involve access to sensitive information

(End of clause)

I.15 REPRESENTATIONS, CERTIFICATIONS, AND OTHER STATEMENTS OF OFFERORS OR QUOTERS INCORPORATED BY REFERENCE (MSFC 52.252-90) (FEB 2001)

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

(End of Clause)

[END OF SECTION]

PART III - LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACHMENTS

SECTION J - LIST OF ATTACHMENTS

<u>Attachment No.</u>	<u>Description</u>	<u>Pages</u>
J-1	Performance Work Statement (PWS)	J-1-1 – J-1-21
J-2	Performance Requirements (PRS) Summary	J-2-1 – J-2-4
J-3	Surveillance and Cost Plus Incentive Fee Plan	J-3-1 – J-3-12
J-4	Work Breakdown Structure (WBS)	J-4-1
J-5	Schedule of Fully Burdened Not-to-Exceed IDIQ Labor Rates for the Prime Contractor	J-5-1
J-6	Personal Identity Verification (PIV) Procedures	J-6-1 – J-6-4
J-7	Installation-Provided Property and Services	J-7-1 – J-7-11
J-8	IDIQ Task Order Process Flow Chart	J-8-1
J-9	Safety, Health and Environmental Plan	J-9-1
J-10	Safety & Health Management Implementation Guide and Assessment Matrix	J-10-1 – J-10-3
J-11	Strategic Communication Process	J-11-1
J-12	(Reserved)	N/A
J-13	Data Procurement Document (DPD)	J-13-1 – J-13-28
J-14	Work Management / Work Order Process	J-14-1
J-15	(Reserved)	N/A
J-16	(Reserved)	N/A
J-17	IDIQ Labor Category Position Descriptions	J-17-1
J-18	Wage Determination	J-18-1 – J-18-9
J-19	Applicable Regulations, Procedures, and Documents	J-19-1 – J-19-3
J-20	Acronym List	J-20-1 – J-20-3

ATTACHMENT J-1

PERFORMANCE WORK STATEMENT (PWS)

- 1.0 Scope
- 2.0 OSAC Mission
- 3.0 Program Management
 - 3.1 Contract Management
 - 3.2 Property Management
 - 3.3 Occupational Safety and Health
 - 3.4 Work Management
 - 3.5 Data Collection
 - 3.6 Information Technology Security
- 4.0 Strategic Research & Analysis
 - 4.1 Environmental Monitoring
 - 4.2 Stakeholder Analysis
 - 4.3 Audience Research
 - 4.4 Measuring Communication Effectiveness
 - 4.5 Benchmarking
- 5.0 Communication Strategy, Planning and Message Management
 - 5.1 Communication Goals & Strategy
 - 5.2 Communication Plans
 - 5.3 Key Message Development and Management
 - 5.4 Channel Relationship Development
- 6.0 Communication Services and Product Development / Delivery
 - 6.1 Center Collateral Development
 - 6.2 Executive Communications
 - 6.3 Employee Communications
 - 6.4 Public Inquiry Responses
 - 6.5 Media Products
 - 6.6 Web Content Management
 - 6.7 Technical Documents and Products
 - 6.8 Exhibits
 - 6.9 Events
- 7.0 Indefinite Delivery/Indefinite Quantity

1.0 Scope

The scope of this Performance Work Statement (PWS) provides comprehensive communications services to support the Office of Strategic Analysis and Communications (OSAC) in achieving the communication goals and strategies of NASA and Marshall Space Flight Center (Marshall). To that end, OSAC will execute an overarching communication strategy that includes clearly and consistently communicating NASA's strategic vision and guidance, and Marshall's direction, roles, capabilities, and expectations – internally and externally – to various stakeholder groups. In accomplishing these communication activities that directly support the advancement of Agency goals and Marshall mission assignments, the contractor shall provide communications related support as outlined below.

The contractor shall support Marshall in implementing and maintaining a strategic communications capability that integrates and aligns the Center's communications with Agency direction to enable informed communications and manage effective stakeholder relationships for advancement of NASA's strategic goals. The communications capability shall consist of three primary, integrated functional areas: strategic research & analysis; communication strategy, planning and message management; and communication services and product development/delivery.

Strategic research & analysis, as described in PWS 4.0, shall serve as the foundation for communications by infusing research and analysis results into the development of strategy and planning consistent with Agency direction; message management aligned with NASA's key messages; and communication services and products required by the Center and its assigned programs and projects. Communication strategy, planning and message management, as described in PWS 5.0, shall serve as a major cohesive element and drives all communication service and product development activities. Communication services and product development / delivery, as described in PWS 6.0, shall provide vehicles and venues for communications with NASA and Marshall's stakeholders. A visual representation of this communication process is included in Attachment J-11.

In performing the requirements of the PWS, the contractor shall clearly demonstrate an understanding of the difference between communications and strategic communication as an integrative process guiding strategy and messaging through audience-driven delivery mechanisms. The contractor shall ensure that communications are based on a clear understanding of the targeted audience and convey NASA direction and guidance and Marshall's role and responsibilities in accomplishing the Agency's missions. Messages must be designed to reach and connect with the desired audience in a compelling format, and the right mix of channels must be selected to obtain the desired exposure and outcomes. The contractor shall measure communication results and incorporate refinements into future communication strategies.

In order to establish successful communication capabilities, the contractor shall develop, implement, and execute a comprehensive suite of services, products, tools, and techniques across all functional and sub-functional elements within the PWS.

The contractor shall support OSAC management and OSAC's customers in a responsive, integrated, and communicative manner. The contractor shall work as a team with OSAC to contribute to the organization's success. The contractor shall demonstrate an understanding of OSAC's communication mission and act as a member of an integrated OSAC team in providing new and innovative communication services.

2.0 OSAC's Communication Mission

Consistent with Agency direction and guidance, OSAC, as Marshall's organization chartered to develop and manage the Center's communications system, is responsible for creating, preserving, and strengthening support for NASA's vision and missions, and ensuring that analysis and communications are integrated and aligned with NASA direction and guidance and Marshall mission assignments. OSAC's Organizational Chart, Attachment L-7, shows communication functions and performance management functions as outlined below:

Communication Management:

OSAC's communication mission is to develop, execute and guide a strategic communications capability to manage stakeholder relationships based on agency direction, program intelligence, and center strategies and priorities. OSAC will fulfill its mission by:

- Building a communication system (people, processes, tools) that is recognized within Marshall as the preferred provider of communication strategy, products and services and as a critical capability to enable Marshall's future
- Enabling message-sharing and exchange to promote an accurate and positive representation of Marshall throughout NASA and the external community with communication products and services
- Increasing the Center workforce's knowledge about NASA direction and guidance and Marshall's goals and objectives in fulfilling the Center's assignments
- Promoting inter-organizational information-sharing across the Center and with key stakeholders
- Supporting accountability for communication within the Center's workforce
- Fostering two-way communication throughout the Center

The infusion of communications into daily activities is essential for organizational health and sustainability. OSAC's mission approach is customer-driven, results-oriented and multi-faceted. OSAC is committed to helping Marshall achieve success through efficient, responsive and timely planning and execution of a continuum of communications products and services.

Performance Management:

OSAC's overall mission also includes the Center's performance management function. This function provides integrated analysis, planning, and evaluation of Marshall's program, project, and institutional performance relative to Agency direction and guidance and Marshall's mission assignments. Performance Management efforts are not included in this PWS.

3.0 Program Management

The contractor shall provide administration and technical management for effective direction, control, and integration of all efforts performed under this contract. This includes the development and execution of a disciplined management philosophy and clearly defined processes and tools to be applied and integrated throughout contract activities to meet all requirements of the performance work statement. The contractor shall provide a system to measure and monitor contact performance on all PWS activities. Additionally, the contractor shall be required to travel in support of various PWS activities.

The contractor shall report and document this work and fulfill the requirements of associated Data Requirement Descriptions (DRD's) as outlined in Data Procurement Document (DPD) 1140 (Attachment J-13). The contractor shall determine the data restriction that applies to each data deliverable and mark or transmit the data restriction in accordance with section 2.3.3 of the Data Procurement Document.

In performing the effort delineated in this PWS, the contractor shall provide systems and applications associated with the six covered Electronic and Information Technology Accessibility product groups specified below. All systems and applications associated with these groups shall comply with the applicable standards contained with the Federal Acquisition Circular 97-27, Electronic and Information Technology (EIT) Accessibility, Section 508 of the Rehabilitation Act of 1973 by implementing the applicable Technical Standards (Subpart B) including:

- 1) Software Applications and Operating Systems (1194.21)
- 2) Web-based Intranet and Internet Information and Applications (1194.22)
- 3) Telecommunications Products (1194.23)
- 4) Video or Multimedia Products (1194.24)
- 5) Self-Contained Closed Products (1994.25)
- 6) Desktop and Portable Computers (1194.26)

The contractor shall comply with the requirements of the Americans with Disabilities Act.

3.1 Contract Management. The contractor shall provide planning, integration, and management of all contract activities to ensure disciplined and quality performance of work and timely application of resources necessary for work completion. Contract management effort shall apply to the entire performance work statement (PWS); including, the mission schedule and all Indefinite Delivery/Indefinite Quantity (IDIQ) task orders issued by Marshall.

The contractor's plan and approach for contract administration and technical management shall be documented and submitted in a Management Plan in accordance with DRD 1140MA-001. The contractor shall clearly document in the Management Plan the integrated processes by which the PWS will be performed. The contractor shall provide and use an integrated management system to monitor and measure performance of planning, scheduling, progress reporting, quality assurance, and completion of work orders or projects. This shall include an automated electronic work order management system for life cycle management of all work orders and shall include the capability to provide real-time current and historical status of all work orders from initiation to completion.

In support of the contractor's management approach, the contractor shall prepare and submit the following: Financial Management Report (533M and 533Q) in accordance with DRD 1140MA-002; Quarterly and Monthly Technical Progress Reports in accordance with DRD 1140MA-003; Badged Employee and Remote IT User Listings in accordance with DRD 1140MA-004; Contractor

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Employee Clearance Documents in accordance with DRD 1140MA-005; Position Risk Designation for Non-NASA Employee Forms in accordance with DRD 1140MA-006; and Organizational Conflict of Interest (OCI) Avoidance Plan in accordance with DRD 1140MA-007.

3.2 Property Management. The contractor shall implement an inventory control system for all controlled property and equipment. The contractor shall prepare and maintain a database identifying and listing all equipment, materials, tools, etc., provided by the Government for use by the contractor in the performance of contracted effort, and for which the contractor has been given physical custody. The Government Property Management Plan shall be prepared and maintained in accordance with DRD 1140LS-001.

The contractor shall comply with the following specifications and government work instructions:

MWI 4220.1	Space Utilization, Communications Furniture, Relocation, and Special Event Services
MWI 4200.1	Equipment Control
MWI 4300.1	Disposal Turn-Ins / Reutilization Screening
MWI 4500.1	Property Support: Furniture Operations, Retail Supply Operations, Warehousing, and Food Services
MWI 4520.1	Receiving
MWI 4520.2	Use of Procurement Discrepancy Tracking System (PDTS)
MPR 4000.2	Property Management
FAR Part 45	Government Property
NFS Part 1845	Government Property

3.3 Occupational Safety and Health. The Contractor shall establish and implement an industrial/occupational safety, health, and environmental program and provide a Safety, Health, and Environmental (SHE) Plan in accordance with DRD 1140SA-001. The contractor's industrial/occupational safety, health, and environmental program shall incorporate the following:

- a. Management leadership and employee involvement.
- b. System and worksite analysis.
- c. Hazard prevention and control.
- d. Safety and health training.
- e. Environmental compliance.

The contractor shall report mishaps and safety statistics to the Marshall S&MA Office in accordance with DRD 1140SA-002.

The contractor shall provide building managers and safety monitors for buildings 4466, 4631, and 7214. For these buildings, the contractor shall perform required surveys and reports on chemical inventories and warehouse space requirements.

The contractor shall place special emphasize on safety procedures for all exhibit operations, especially as it relates to the use of hazardous/controlled chemicals, fabrication and heavy equipment usage, transportation, and public safety in all venues, etc.

3.4 Work Management. The contractor shall establish, implement, and maintain an automated electronic work order system required to plan, organize, direct, and control contract activities for materials, supplies, equipment and travel associated with the core mission portion and IDIQ Task Orders. The work order system shall reflect technical and budget content in support of OSAC and OSAC's customers (including Marshall's Engineering Directorate, Shuttle Propulsion Office, Exploration Launch Office, Science & Missions Systems Office and NASA Headquarters Exploration Systems Management Directorate and Public Affairs Office). The contractor shall provide the Government with access to the automated electronic work order management system as depicted in Attachment J-14. The automated electronic system shall be an interactive system to be used by the government and the contractor. The automated electronic system shall provide electronic routing and approval of work orders (WOs) to authorized government and contractor approving officials. In addition, the contractor's automated system shall track the status of each WO from planning/initiation to completion and record projected and actual resources data for each. This data shall be reported by unique project numbers (UPN) and have direct tracking capability to the estimated and actual costs back in the contractor's Financial Management Report (per DRD 1140MA-002) at all levels down to WO cost sub-elements and organizational funding levels. The contractor's automated electronic system shall be an integrated system that allows insight and management of the PWS requirements.

The contractor's automated electronic work order management system shall provide a unique project numbering system with traceability of tasks through their lifetime; electronic notification of the order's status; approval tracking, revision tracking, traceability to a minimum of PWS level 3, delineation of inactive and active tasks, period of performance of each task, and estimated and actual costs. The system shall be capable of allowing the COTR, Performance Monitors, and Contractor Program Manager the ability to review and approve each work order prior to beginning the task.

Each Work Order shall include: a WO number allowing traceability to OSAC or the requesting organization; traceability to a minimum of PWS level 3; name of the government requesting official; work order initiator; work order description and/or objectives; total estimated and actual costs by major cost element, as applicable (such as materials, supplies, equipment and travel, etc.); deliverables and milestone dates; benefiting program(s); and special instructions.

The automated electronic work order system shall be capable of providing a Cost Summary Report, in spreadsheet form, that contains the following information for the base year and each option year for each organization/customer: WO number; WO title; total estimated and actual costs with and without fee. The Cost Summary Report shall roll-up each PWS level 3 elements into an overall contract performance summary. Additionally, the system shall allow query capability by each UPN element and work order number. The contractor shall submit a monthly work order report in accordance with DRD 1140MA-003, Quarterly and Monthly Technical Progress Reports.

3.5 Data Collection. The contractor shall develop and maintain an integrated, electronic data collection system to capture and store information and content for PWS functional sub-elements. The automated electronic system shall be an interactive system to be used by the government and the contractor. The electronic system shall provide data cross-referencing capability across PWS functional sub-elements to inform and assist in the execution of all strategic communication contract activities. Additionally, the contractor shall provide a relational electronic archive of all final products and plans delivered and accepted by OSAC for version control and reference. The contractor shall provide and maintain a comprehensive matrix of all databases and systems to be implemented in support of the PWS data control measures. The

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contractor shall identify administrative POC's, data / information captured by functional sub-element, accessibility requirements, and integration capabilities.

3.6 Information Technology Security. The contractor shall prepare a Contract Information Technology Security Program Plan (CITSPP) that documents how the contractor and subcontractor personnel will comply with the requirements of NPR 2810.1, Security of Information Technology. The contractor's CITSPP shall address security measures for any systems and databases containing Government information. The contractor shall prepare the Contract Information Technology Security Program Plan in accordance with DRD 1140CD-001.

4.0 Strategic Research & Analysis

The contractor shall provide personnel with core competencies comprised of researchers and analysts to provide analysis and interpretation of the external environment and identification of relevant issues and trends important to NASA and Marshall. The strategic research & analysis function will serve as the foundation for the strategic communication program. Strategic research & analysis activities include: environmental monitoring; stakeholder research and analysis; audience research; measuring communication effectiveness; and benchmarking/identifying best practices.

4.1 Environmental Monitoring. The contractor shall support the strategic communications plan through continual monitoring and reporting of external program or technical environment factors that could potentially influence or impact Marshall's ability to successfully accomplish its mission assignments. The contractor shall develop effective strategic communication vehicles consistent with NASA and Marshall goals, which deliver the knowledge gained from external monitoring and assessments. This effort shall provide Marshall with an increased awareness to foster effective decision-making.

4.1.1 The contractor shall provide environmental assessment services to improve program literacy and environmental awareness. These services will provide critical content and information to be incorporated into communication product development activities. Environmental monitoring services shall include, but not be limited to, the following:

- Synopses of Agency and Center management council minutes, reports and policy;
- Biographical briefs on key stakeholder and annual external environmental characterizations;
- External environment profiles or special topic research;
- Alerts and news highlight services targeted to Center executives and management.
- Weekly notification of events, headlines, Agency developments and planned products, and pertinent articles that relate to strategic analysis, planning, and management functions;
- Support the strategic research & analysis function to include concentration on Agency, legislative, political, economic, social, technological, and macro- and micro- event monitoring relevant to Marshall's mission assignments;
- Develop daily packages that provide senior management with insight to Marshall external published activities that include sources from newspapers clips, magazines, clip services, internet, and other media venues (such as TV interviews, news releases issued, etc.).

4.1.2 The contractor shall provide and maintain an integrated calendar of strategic events and external and internal studies and reports of interest to the Agency.

4.2 Stakeholder Analysis. The contractor shall provide research on stakeholders' positions and needs that impact NASA and Marshall's ability to accomplish its mission assignments. Based on the results of this research, the contractor shall provide proposed recommendations, strategies, and products that integrate strategic research and analysis with Marshall's decision-making process. This support provides a crucial interface with the Marshall end-users and is especially important for ensuring timely and appropriate feedback from the end-users for informed senior management decisions.

4.2.1 The contractor shall continuously research internal and external stakeholders' positions and needs to capture critical information such as significant trends, satisfaction measures, future requirements and technology developments. Results shall be analyzed and incorporated into executive summary reports that are used to inform Center planning and message alignment and development. Internal audiences include: NASA Headquarters, NASA Field Centers, and Marshall Employees. External audiences include: Congressional Delegations / Elected Officials / Executive Branch Offices; Aerospace Industry Primes and Contractors; Department of Defense (DoD); Local and Regional Communities; and International, National, and Local Media.

4.2.2 The contractor shall recommend and research topics relevant to Marshall in accomplishment of its missions. Examples include governance, funding stability, budget processes and schedules, acquisition systems and program complexity, technology priorities, organizational structure and culture, and decision processes.

4.3 Audience Research. The contractor shall provide ongoing research and analysis of audience/stakeholders and their evolving needs and requirements for information. This support shall include evaluation and targeting of internal and external audiences to help maximize the communication impact within each group. Audience research and analysis will be critical in assisting OSAC in the development of effective communication plans and implementation strategies that are integrated and aligned with Agency direction and guidance.

4.3.1 The contractor shall continuously research and analyze audience trends; segments; needs and requirements; preferred venues; current and recommended communication channels/vehicles; recommended communication frequency; and recommended communication tactics.

4.3.2 The contractor shall develop audience briefs, presentations, whitepapers, and profiles for NASA / Marshall audiences to support executive communications.

4.4 Measuring Communication Effectiveness. The contractor shall evaluate the effectiveness of key messages, vehicles, and channels to assist in the identification of any communication delivery obstacles; aid in the adjustment of a particular communications approach; or inspire new direction. The contractor shall develop, implement, and maintain a communications measurement system comprised of both quantitative and qualitative methodologies to evaluate pre- and post- event message effectiveness and communication value. The system shall define forecasted, measurable outcomes to judge the effectiveness of communication implementation. The measurement of communication effectiveness shall be used as a building block for OSAC strategic planning and tactical decision-making.

4.4.1 The measurement system shall gauge the effectiveness of all aspects of the strategic communication program. Data sources may include measurement sources such as: Public & Employee Communications press and exhibits activity metrics; web based content feedback; campaign feedback; value analysis; focus groups, and a variety of surveys (climate

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survey, customer satisfaction survey, and internal communications survey). The contractor shall assist OSAC in the continuous refinement of data sources and attributes to include in the measurement system.

4.4.2 The contractor shall measure the effectiveness of communication services and products in areas such as: communications activities including results of ongoing communications efforts, tactics, and evaluation of new approaches; message effectiveness including awareness, comprehension and audience reaction; and response or action including level of agreement, debate or acceptance of communications messages, overall attitude of the stakeholder(s) and behavior change. Additionally, the contractor shall utilize measurement results to develop and maintain an accurate baseline of current Marshall communications services and products.

4.4.3 The contractor shall conduct pilot tests for any new instruments / tools used to measure communication effectiveness and customer satisfaction. Pilot tests shall be analyzed for reliability by the contractor and approved by OSAC management prior to implementation. The contractor shall assist OSAC in the administration of all system measurement instruments / tools.

4.4.4 The contractor shall provide communication measurement results, analyses, and proposed recommendations to assist in on-going improvements for strategic planning and communication product development.

4.5 Benchmarking. The contractor shall provide OSAC with process and best practices benchmarking on a wide variety of program processes and/or functions using a broad range of research tools and techniques. This information shall be used to assist OSAC in identifying best practice and process strategies for adoption and integration into an interactive and dynamic strategic communication approach.

4.5.1 The contractor shall identify and develop a broad range of benchmarking tools and techniques that may include informal conversations with customers, quantitative research, in-depth marketing research, surveys, questionnaires, process mapping, and focus groups.

4.5.2 The contractor shall identify and recommend organizations, such as government agencies and industry leaders, to be included in continuous benchmarking efforts that monitor the communication field's state-of-the-art processes and practices. This information will be used to enhance the organization's communication capabilities / processes and to establish a standard of comparison in Center and organizational assessments. The contractor shall also identify and recommend best-practice external entities with whom to establish partnerships.

5.0 Communication Strategy Planning and Message Management

The contractor shall provide strategic communication planners as a core competency for this effort. The communication strategy planning and message management function drives all communication service and product development / delivery activities and serves as a major cohesive element within strategic communications. The contractor shall incorporate the results of strategic research and analysis to assist the Center in ensuring communication strategies, planning and message management activities are integrated and aligned with Agency direction and guidance and Marshall's mission assignments. The contractor shall provide data and analysis that measures the progress toward accomplishing communications goals.

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Planning and messaging activities shall include: communication goals & strategy, plans, key messaging, and channel relationship development.

5.1 Communication Goals & Strategy. The contractor shall assist OSAC in ensuring the Center's communications are integrated and aligned with Agency direction and guidance by recommending communication strategies consistent with this purpose. The contractor shall assist OSAC in communication strategy development to address existing communication needs and ensure communications are measured, effective, promote synergy, control cost, and maximize resources. This function shall enable the development of effective communication planning. The contractor shall provide proposed recommendations for the development and continuing enhancement of communication goals and strategies consistent with Marshall's mission assignments.

5.1.1 The contractor shall assist OSAC in researching, recommending and documenting communication strategies and goals; facilitate partnerships with industry, academia, DoD, government agencies, NASA Headquarters, and other NASA Centers; increase workforce knowledge about program performance; engage information sharing, and develop a self-sustaining communication process to support integrating communication and dissemination.

5.1.2 The contractor shall assist OSAC in researching, recommending and documenting strategies for using emerging technologies to more efficiently and rapidly deliver media and other communication products in a manner compatible with the audience / stakeholder needs, requirements, and capabilities to increase coverage of Marshall programs and activities.

5.1.3 The contractor shall assist OSAC in researching, recommending and documenting a variety of outreach strategies that focus on educating and informing members of Congress and staff of relevant programs.

5.2 Communication Plans. The contractor shall develop comprehensive communication plans that are designed to integrate Agency direction and guidance and achieve organizational program goals and objectives consistent with Marshall's mission assignments. The communication plans shall unify multiple activities to form a singular purpose, promote accountability, and support efficiency by focusing communication efforts and maximizing resources. The communication plans shall support the organization's mission and key program objectives and provide the foundation for integrated communication service and product development and delivery. All plans shall be maintained in a relational electronic archive for version control and reference. Communication planning shall be structured to support all functional sub-elements of communication service and product development and delivery activities.

5.2.1 The contractor shall ensure that communication plans are comprehensive and answer key questions such as: which segments of the defined audience(s) shall be addressed; which communication messages and vehicles shall be used to reach targeted audiences; how frequent shall communication occur to audience(s); which vehicles are already serving the defined audience(s); what communication tactics are recommended to reach each audience; and how the effectiveness of tactics will be measured.

5.2.2 The contractor shall assist OSAC in planning for a broad range of government and community outreach initiatives that educate, inform, and build relationships with key stakeholders. The contractor shall identify, research, and oversee the development of a variety of written and

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audiovisual communication products to support an integrated, regional outreach program to community leaders, news media, community service organizations, programs, and local and regional governments. This effort includes supporting the Center's Speaker's Bureau Program to include research, monitoring, and analysis of the greatest potential for speaking engagements as well as providing recommendations on the most appropriate speaker(s), topics, message, and products for the event. The contractor shall identify speech points of contact, event background information, past performance, and audience demographics. The contractor shall evaluate speakers and provide feedback to OSAC.

5.2.3 The contractor shall identify internal and external publications that are appropriate for inclusion in the public inquiries archives and other communication venues and channels.

5.2.4 The contractor shall research, recommend and document exhibit venue opportunities to appropriately support Marshall's mission assignments and role in support of achieving the Agency's strategic goals.

5.2.5 The contractor shall develop and maintain a report matrix that documents the status of each communication plan and an OSAC strategic calendar for action and decision-tracking. The contractor shall monitor the status of Marshall and OSAC agendas to ensure that they are progressing on time and according to plan. The contractor shall alert OSAC management as accountability reports or deadlines come due.

5.3 Key Message Development and Management. Consistent with Agency direction and planning, OSAC generates and communicates key messages about NASA, and Marshall's progress and plans to provide an accurate and positive representation of the Agency to both internal and external audiences. The contractor shall assist the government in the development and integration of key messages and decisions that are consistent with NASA Agency direction; reflect understandable, repeatable core messages; and are credible to audiences. Key messages shall identify and articulate program objectives and themes to stakeholder groups. The contractor shall establish and implement a key message development and management process that allows Marshall to effectively reach its targeted audiences. This includes continuously refreshing messages, creating new messages to maintain current and relevant content, and ensuring consistency of all messages.

5.3.1 The contractor's message management process shall include: notification to communicators of new Agency direction; development, review, and approval criteria; capture and store capability; and distribution and publishing of key messages and decisions to Marshall management and communicators. The contractor shall infuse key messages into key Center collateral products and provide updates on a quarterly basis.

5.3.2 The contractor shall implement and maintain a key message tool or relational database to store and version control key messages and communication themes. Pertinent information may include: targeted audience, date implemented, revision dates and rationale. Additionally, the contractor shall develop and maintain a Communicator Corner's website, a resource for communicators across the Center that promotes message consistency and currency.

5.3.3 The contractor shall promote key message sharing and exchange by transmitting critical messages and decisions from senior management to those who need it; incorporating key messages and decisions that represent the Agency's vision and mission; implementing a broad range of communication vehicles to reach the Marshall stakeholders; and supporting extensive political and public outreach initiatives.

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5.3.4 The contractor shall assist in the development and execution of effective communications by facilitating the creation of recognizable messages that accurately portray organizational-unique capabilities and attributes tailored to each Marshall stakeholders' needs.

5.3.5 In the event of an emergency or crisis, the contractor shall provide immediate support to create, re-establish or re-direct key messaging as necessary to ensure that Marshall maintains the ability to effectively portray its capabilities, attributes, and intentions to its stakeholders.

5.4 Channel Relationship Development. The contractor shall assist OSAC in structuring tailored communication programs, consistent with Agency direction and guidance, and supportive of the Center's overarching communication plans based on channel strategies and relationships through informed media venues such as newspaper, radio, magazines, television, internet, sound bites, etc. Multi-channel integration, value propositions, and media placement / positioning shall be included in the overall channel strategy. The contractor shall provide recommendations on optimum media venues to achieve the most effective communication results.

5.4.1 The contractor shall assist OSAC in channel segmentation based on relationship development and may include major themes such as commitment, cooperation, trust, and conflict management.

5.4.2 The contractor shall also measure media positioning effectiveness through a broad-range of techniques such as perceptual mapping, factor analysis, multi dimensional scaling, etc. It is expected that this aspect of channel relationship development will integrate tightly with the audience research and communication effectiveness measurement functions describe in PWS 4.3 and 4.4.

6.0 Communication Services and Product Development / Delivery

The contractor shall provide personnel with a core competency comprised of "Communicators" to identify and create services and products aligned with Agency direction and guidance and Marshall's organizational objectives and goals driven by mission assignments. This function shall provide vehicles and venues for effective communications with Marshall's stakeholders. Services and products shall be driven by established communication goals, strategies, plans and messages that are informed by the key message management process. The contractor shall also seek opportunities for cross-promotion among communication vehicles and repurposing of content for efficiency and results. Communication Service and Product Development / Delivery activities shall include: Center collateral development; executive and employee communications; public inquiry responses; media products; web content management; technical documents and products; exhibits; and events management. The contractor shall be required to travel in support of this function with the potential for extensive travel in the areas of media products, technical web content management, and exhibit support.

6.1 Center Collateral Development. The contractor shall assist OSAC in the development, production, and continual enhancement of strategic communication products targeted to specific stakeholder groups. This effort may include coordination with other Center organizations to create products. Center Collateral products include: Center Overview Kit with customized fact sheets and presentations, brochures, posters, and animation / video that include relevant Agency and Marshall messages. This support shall include the creation of high-level communications products with maximum impact and flexibility for leveraging at multiple venues.

6.2 Executive Communications. The contractor shall assist OSAC in the development and implementation of comprehensive, effective executive communications consistent with Agency direction and guidance and Marshall strategies, goals and objectives driven by mission assignments. The contractor shall coordinate within the OSAC organization and with Marshall Programs and Projects and other sources for appropriate, accurate, and consistent information. Executive communication products may include but not be limited to articulate, inspiring, and accurate speeches and speech materials, talking points, articles, white papers, and presentations.

It is expected that strategic research and analysis will be infused into executive communication product development as well as used to prepare executives for their engagements. To promote integration, coordination of executive communication products within OSAC is expected prior to delivery to the executives.

The output of PWS 4.0 that pertains to preparing executives for communicating includes, but is not limited to, information and analysis about the Center and its operations; stakeholder briefs; digest of minutes from council and board meetings; environmental assessments to improve program literacy and environmental awareness; and research papers on important issues that affect Marshall decision making. To meet the objective of preparing the executives, the output of strategic research and analysis must be timely, effectively communicated, and packaged for a high-level executive audience.

6.2.1 The contractor shall coordinate speechwriting actions so that one or more speeches or presentations can be in production simultaneously. This effort shall include support to senior Marshall management, including the Center Director, Deputy Center Director, Associate Directors; and other executives speaking in a variety of public venues.

6.2.2 The contractor shall provide the executives and OSAC with feedback and training on proven and/or innovative tools and techniques to ensure effective and consistent communications. Training shall be provided as requested and shall include proper and effective speaking, diction, and non-verbal cues.

6.2.3 The contractor shall coordinate closely with Marshall technical subject-matter-experts to ensure executive communication materials convey accurate and timely content. Additionally, the contractor shall support executive engagements with both internal and external audiences, including those at top-levels of government.

6.3 Employee Communications. The contractor shall assist OSAC in the development and implementation of comprehensive, effective employee communications that are consistent with Agency direction and guidance and with Marshall's goals and objectives driven by mission assignments. This program shall focus on the creation and management of deliverables to communicate NASA, Marshall, and organizational messages and progress to the workforce. Employee communication products may include but not be limited to: important time-sensitive information and news for Marshall employees; newspaper with news, articles, human interest pieces, announcements, classifieds for Marshall employees; information on upcoming NASA and Marshall events; and updates with web links to Marshall events, news, safety bulletins. Effective internal communications help engage Marshall's workforce and align employee's performance to NASA, Marshall, and organizational goals.

6.3.1 The contractor shall monitor employee communication needs and provide recommended strategies, messages and vehicles to meet those needs to assist in on-going tactical improvements to the internal employee communications program and refinement of integrated communication plans.

6.3.2 The contractor shall assist OSAC in the development, production, and continual enhancement of internal communication vehicles including written, electronic, and broadcast products. All communication products shall be submitted for review to OSAC management in a final layout product ready for publication. The final products shall meet all publication requirements, including formatting for posting on the Marshall World Wide Web Home Page in HTML format.

6.4 Public Inquiries Responses. The contractor shall provide consistent, easily understood communications on Marshall activities in response to public inquiries. This includes responses to complex and general requests on all NASA and Marshall programs, past and present. The contractor shall provide responses by using stock answers when available or refer calls to appropriate experts as needed. When necessary, the contractor shall develop new and updated stock responses consistent with communication strategy planning and message management. Public Inquiry requests shall include written, electronic, walk-in, and telephone requests.

6.4.1 The contractor shall prepare written correspondence for official signature in response to general public inquiries as required.

6.4.2 The contractor shall develop, maintain, and update a database of stock responses to the most frequently asked questions (FAQ). The contractor shall post and keep current all appropriate FAQs in a web-based file.

6.5 Media Products The contractor shall provide media relations support through print and electronic media channels / products to increase public awareness of NASA and Marshall activities. The contractor shall research and identify to OSAC management topics and activities that hold the greatest potential for media appeal. Based on OSAC management approval, the contractor shall develop, compile, and distribute a comprehensive suite of media products for treating those topics. To accomplish this effort, the contractor shall utilize a broad range of news and feature writing skills, public affairs judgment, knowledge of journalistic and photo-journalistic style, news media requirements, public affairs policies, mission and program requirements, and communicate complex technical topics in an easily understood manner.

6.5.1 The contractor shall research and develop resource material and participate in necessary media training. During Marshall-managed missions, the contractor shall also write, coordinate, compile and distribute written and audio status reports for the news media and mission management on research activities, progress, and accomplishments.

6.5.2 The contractor shall research, schedule, and facilitate the preparation of art and photos; coordinate, write, update, proofread, edit, compile, and distribute text; prepare media products for printing or electronic posting; and provide other non-technical writing tasks as needed. In addition, the contractor shall plan, develop, and oversee the creation of photo releases, video files, graphics and other required illustrations to accompany media products.

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6.5.3 The Contractor shall provide clear and articulate payload mission commentary using knowledge of public affairs policies and sound public affairs judgment, an understanding of broadcast journalism, as well as radio and television news programming techniques, requirements, and deadlines.

6.5.4 The contractor shall develop and maintain current media product distribution lists and other media-support products; establish and maintain working relationships with national, regional, local, and specialized media in coordination with channel strategy; actively market media products to these outlets, and distribute media product through appropriate channels.

6.5.5 The contractor shall facilitate visits by news representatives to Marshall, in conjunction with media activities. The contractor shall also assist OSAC in operating facilities to which media representatives can visit or call to cover missions or events.

6.5.6 The contractor shall maintain the media electronic archives of media materials / products and ensure Media Relations publications are available to the media in HTML, PDF, and other required PostScript versions. Additionally, the contractor shall ensure that the PostScript versions of media publications can be downloaded at other NASA Centers and printed in their entirety.

6.5.7 The contractor shall identify discussion topics, b-roll, and individuals for live interviews on NASA and Marshall related topics to be conducted via satellite with television news stations and networks nationally and work with television staff to implement.

6.5.8 On a quarterly basis, the contractor shall research, compile, create and distribute special media relations and exhibits metrics reports. Report activity shall be integrated with measurement of communication effectiveness, strategy, and planning.

6.6 Web Content Management. The contractor shall provide support to NASA Headquarters, OSAC, and OSAC customers through web content management and web posting efforts. The contractor shall work with NASA Headquarters and other NASA center media page curators to ensure Marshall information is accurate, appropriate, and highlighted on the NASA Portal and other associated websites. The contractor shall research, monitor, and provide recommendations to OSAC and its customers on web efforts such as procedures, design, and other improvements. These efforts shall highlight the communication goals and objectives of the Agency and Marshall in highly specialized and technical areas.

6.6.1 Basic Web Content Management. The contractor shall support OSAC and its NASA Headquarters Public Affairs Office customers by providing content management of Marshall managed public affairs web sites on the NASA portal. The contractor shall develop (as necessary), maintain, and post on the web all content for the Marshall Home Page and Marshall News Room web site, including several program media and exhibit sub-sites. Web content shall reflect key messages and themes determined by an integrated communication strategy. This shall include ensuring that the layout, presentation, and information are current, consistent, and accurate. The contractor shall routinely review all web links on, to, or from the current Marshall home page for appropriateness and currency. Additionally, the contractor shall support NASA websites as identified and approved by OSAC management. The contractor shall post NASA and Marshall headline(s) to the Inside Marshall Intranet site regularly.

6.6.1.1 The Contractor shall identify and implement ideas to engage the stakeholders in Marshall space activities through links to live mission and educational activities, electronic inquiries, and other venues that communicate Agency and Marshall messages.

6.6.1.2 The contractor shall meet with other Marshall web site personnel, including the Marshall systems curator responsible for Marshall Home Page server, to ensure inter-connectivity and consistency between the News Room site and other Marshall home pages and web sites.

6.6.2 Science / Technical Content Management. The contractor shall support OSAC and its Science & Mission Systems (S&MS) customer by developing, coordinating, and posting on the web an average of 12 stories per month that contain basic science and technical content. Web content shall be incorporated into an overall, integrated communication plan that addresses Agency direction and guidance for scientific communications. The contractor shall translate English stories into Spanish and develop audio versions of English and Spanish stories. This effort includes the review of complex and detailed scientific, technical literature, and other materials associated with very specialized research areas, to produce written articles and to develop compositions targeted to designated audiences. The contractor shall provide extensive knowledge and understanding of the sciences associated with NASA's research areas, the scientific method and NASA's technology and development approaches. The contractor shall coordinate with Agency and Marshall officials to review, verify and approve all content to ensure compliance with NASA and Marshall guidelines and requirements. In addition, the contractor shall travel to participate in reviews and status meetings at various NASA Centers and at NASA Headquarters. The contractor shall participate in S&MS editorial board process and support planning activities that ensure alignment and integration of site content with Center and S&MS goals.

6.6.2.1 The contractor shall provide quarterly reports and statistical analyses of science communications outcomes and other assessments as requested by NASA. In addition, the contractor shall provide story readership metrics that include but are not limited to audience reach, audio download frequency, and secondary use detection.

6.6.2.2 The contractor shall be responsible for managing and implementing the Science@NASA subscriber's lists. The contractor shall develop and execute enhancement projects to bring science to new audiences including testing and evaluating various uses of subscriptions lists and other public outreach approaches.

6.7 Technical Documents & Products. The contractor shall provide technical document and product development in highly specialized scientific and technical areas. The contractor shall write and edit material for keynote speakers, panel leaders, and technical presenters, and other subject-matter-experts in support of technical and industry reviews, status meetings, and conferences. Additionally, the contractor shall compile technical papers, fact sheets, technical summaries, meeting minutes, action items, and other relative documentation that describes detailed scientific and technical activities. This support shall provide Marshall stakeholders and audiences with an increased awareness and understanding of the progress of NASA's programs and projects.

6.8 Exhibits. The contractor shall provide management, design, fabrication, and operations support for the Marshall and NASA Headquarters' exhibit program. The exhibit program is comprised of static and traveling exhibits that are designed and updated using a variety of audio / visual products and hardware to detail key messages and themes of NASA, Marshall, and specific organizations. Exhibits are both interior and exterior types, ranging from small models to large theme exhibits. Interior exhibits include a large quantity of models and displays of varying sizes and complexity, specialized audio-visual equipment, prototype hardware,

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and artifacts (such as a lunar rock) that require special handling. Exterior models include small and large-scale models, and mobile exhibits that require special transportation arrangements. All activities shall be conducted in accordance with MPR 1380.2, "Center Public Exhibits and Requirements Process."

6.8.1 Exhibit Management. The contractor shall be responsible for conducting the implementation of multiple simultaneous exhibit programs throughout the contract performance. The contractor shall respond to all exhibit requirements, including those with rapid turn-arounds, in a timely manner. The contractor shall arrange for support and material for all aspects of exhibit management, including traveling exhibits, communication workshops, mementos, and NASA giveaways. The contractor shall administer all applicable material purchases, such as NASA giveaways, through established NASA Headquarters processes prior to acquisition. Supplies, materials and associated expenditures should be itemized in reports to Strategic Communications on a monthly basis.

6.8.1.1 The contractor shall coordinate all content for exhibit publications through the OSAC message management process and recommend exhibit brochures and other giveaway material (such as pins, buttons, posters or lithographs), and regularly write or update text and graphics, etc., for exhibits.

6.8.1.2 The contractor shall be responsible for owning or leasing the vehicle used to transport HQ sponsored traveling exhibits. The contractor shall maintain all transport vehicles for these exhibits, including but not limited to painting transport vehicles in the same color as the traveling exhibits and affixing NASA insignias on both sides of vehicles.

6.8.1.3 The contractor shall support quarterly safety reviews and monthly safety tours with OSAC management. Additionally, the contractor shall oversee mandatory safety training and required physicals.

6.8.2 Exhibit Design / Fabrication. The contractor shall create, develop, and coordinate new exhibit and display designs considering such things as aesthetics, costs, industry standards, efficient and cost-effective operations, audiences, Agency themes and messages, and Marshall's mission assignments. The contractor shall provide timely fabrication and maintenance to existing exhibits, displays, layout for media and public exhibit information materials, including minor updates and changes as required. The contractor shall incorporate visual, audio, and hands-on materials and effects (i.e., space hardware, scale models, computer programs, live demonstrations, hands-on displays, photographs, illustrations, transparencies, slides, models, typography, dioramas, video productions, animation, creative lighting, sound effects, music, narration, etc.) into new and existing exhibits. The contractor shall produce or purchase models, limited graphics, special Center mementos for official Center presentations, or mounted, matted, and/or framed photographs. The contractor shall ensure exhibits are designed to maximize efficient maintenance, shipping, setup, teardown, and storage. The contractor shall also ensure that all exhibits receive safety assessments prior to completion. The contractor shall coordinate and prepare exhibits for shipping; assemble and disassemble exhibit items locally, nationally, and occasionally internationally; perform minor at-site repair of exhibit hardware; and ensure the safe operation of all exhibits.

6.8.2.1 The contractor shall possess extensive knowledge and ability to trouble shoot computer networking with approved computer operations systems; repair and maintain multiple projector operations; construct and install exhibit structures; electric wiring and fixtures using hand and power tools; analyze sketches or scale drawings for temporary or permanent display of exhibit structures and determine amount and cost of material required.

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6.8.2.2 The contractor shall inform the government when exhibit updates and changes are needed and recommend when decommissioning is required.

6.8.2.3 The contractor shall maintain in good repair the graphics, models, and hardware assigned to the contract on display in the "Heritage Gallery", building 4200 Lobby, the U.S. Space and Rocket Center, and other exhibit locations.

6.8.3 Exhibit Operations. The contractor shall be responsible for coordinating and operating all on-site and traveling exhibit programs for Marshall and its NASA Headquarters customers. Based on government approved communication plans, the contractor shall organize and implement operational activities that support exhibits (identify and coordinate required staffing and support media interviews, editorial boards, school visits, special tours, demonstrations, lectures, talk show appearances, etc). The contractor shall order and distribute publicity products to support exhibit events. The contractor shall be responsible for the transport of exhibits locally, regionally, and nationally.

6.8.3.1 The contractor shall interact with the public, serve as a NASA representative, and act as a tour-guide for all exhibit venues. This effort shall require the contractor to be knowledgeable of NASA / Marshall messages and maintain the most current knowledge of NASA programs and projects. The contractor shall have the ability to convey NASA messages and technologies to the public in a professional and courteous manner as well as instructing other exhibit staff personnel. The contractor shall wear clothing that is NASA identifiable. Clothing will be purchased at the contractor's own expense, and shall be approved by the COTR.

6.8.3.2 The contractor shall plan staffing for all exhibits including coordination of contractor and government support across the Agency and Marshall.

6.8.3.3 The contractor shall provide the following support for all NASA and Marshall exhibit programs: research, compile, propose, coordinate, and update exhibit schedules for the current and following year; complete event cost estimates (travel, per diem, drayage, booth space, etc.); evaluate audience participation; provide attendance estimates; develop proposals for special events; coordinate logistics (booth space, electricity, carpet and other logistical details associated with exhibiting hardware, including pre-payments when necessary); prepare correspondence to transmit approvals/disapprovals; coordinate loan agreements where applicable; arrange shipping for documents and other information to sponsors and requesters of NASA exhibits; develop and maintain exhibit files; and provide after-action reports for major events (including newspaper clips and other media coverage).

6.8.3.4 The contractor shall be responsible for transporting and delivering all traveling exhibits to scheduled display sites. Responsibilities include the following: consideration of all variables that will affect route time to the event; maintaining functionality of the exhibit set-up, support, and disassembly (such as exterior and interior audio visual equipment, electrical hook ups and access to power outlets, exterior exhibits, and disassembly in preparation for safe transport to other designated venues or safe holding); configuring the exhibit to support the duration of each scheduled event; maintaining the exhibit so that the interior and exterior of the entire exhibit are clean and ready at all times; coordinating and verifying with host sites the logistics requirements related to placement of the exhibit and operations of the trailer (such as level parking, clearance, and safety concerns); and assisting the exhibit team in scheduling and booking arrangements, metrics, and reports.

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6.8.3.5 In support of HQ sponsored traveling exhibits, the contractor shall carry and provide proof of all current state and federal certifications (including Federal Administrations, Single State Registration, Interstate Fuel Tax Agreement, and all other certificates and registrations required for a company to legally engage in and profit from the interstate transport of contractor owned / leased property). In addition, the contractor shall be responsible for making repairs while on the road as needed (all repairs above \$500.00 must be coordinated for approval); identifying maintenance problems and provide recommended actions to be taken in a manner that will not impact the exhibit schedule; delivery of the traveling exhibits to and from authorized maintenance and repair firms as needed (repairs greater than \$500.00 shall be pre-approved by the Marshall technical representative in writing); provide in writing the repairs and modifications needed and suggest vendors, if applicable, to continue operations and functionality of the exhibit. The contractor shall also retain copies of all set-up instructions, cleaning and repair procedures, warranties, equipment purchase agreements, and maintenance records for future reference. The records shall be provided to NASA at the end of the contract or when requested by NASA.

6.8.3.6 The contractor shall be responsible for all safety requirements in and around traveling exhibits including safety validation of the exhibits and all exhibit operations, processes, and procedures. Safety requirements shall include: maintenance of all safety equipment; identifying and upgrading all equipment that does not meet safety standards; identification of potential hazards and concerns while at an event; and safety of all visitors in and around the exhibits. In addition, safety responsibilities include defining and implementing established procedures for immediate contact to "911" in the event of an emergency and notification of local police / security during a threatening situation.

6.8.3.7 The contractor shall assist disabled visitors with safe ingress and egress to/from exhibits; ensure publication storage / stocking; and adjust temperature, lighting, audio and video levels. The contractor shall ensure that traveling exhibits and all associated equipment are secure at all times. The contractor shall be responsible for maintaining the entire exhibit and maintaining a clean appearance for public presentation, which includes: vacuuming the floors, sweeping inside and outside the exhibit, wiping down the walls and screens, and cleaning the floors.

6.8.4 Property / Inventory. The contractor shall implement and maintain an electronic inventory control system to track, control, and distribute all publications and Government furnished, contractor acquired property. The contractor shall track, store, maintain, ship and receive the exhibit inventory to be used in museum loans and other venues. In addition, the contractor shall warehouse, stock, and deliver to distribution sites a consolidated inventory of publications for Marshall's media, exhibits, public inquiries, employee relations, government, community, and guest operations. This effort includes providing bulk quantities of publications from on-hand inventories as requested. Additionally, the contractor shall store and manage publications for current and future reference documents and publications in the appropriate medium (hard copy or electronic). Documents and publications include: fact sheets; news references; press kits for Shuttle missions; information and mission summaries; brochures; standardized responses to inquiries; and audiovisual resources such as still photos. The contractor shall comply with the Government property clauses specified elsewhere in the contract.

6.9 Event Management. The contractor shall assist Marshall in coordinating, facilitating, and implementing event management activities in support of Marshall sponsored center and special events. The contractor shall provide support for multiple events occurring at the same time and at various locations. Events may be on-site in the local commuting area or at a remote location requiring overnight stays. The contractor shall maintain contacts, technical

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experts, purchasing sources, and other resources to respond rapidly to last minute or quick-turnaround requirements. The contractor shall support and coordinate Marshall vendor services, including filling out all necessary paperwork, and procuring services in a timely manner.

6.9.1 Event Coordination. The contractor shall provide special event coordination to organize conferences, meetings, workshops, technical interchange meetings, symposia, display areas, outdoor activities, and other on-site and off-site events. The contractor shall coordinate with the requestor to determine event needs. The contractor shall support and coordinate all event logistical requirements. The contractor shall arrange all logistics associated with organizing programs and events to include: managing the creation and production of publicity products consistent with key messages and communication plans, catering, room and speaker support, audiovisual needs, including photography, audio-video; coordinating all necessary arrangements with facilities, graphic needs, and janitorial requirements to support an event. The contractor shall coordinate all requirements from beginning to completion, and assure their quality during the event.

6.9.2 Logistics Support and Guest Operations. The contractor shall facilitate requested government and community events and guest operations to foster relationships with stakeholders. This includes supporting a broad range of government, community, and guest operations such as Marshall's Speaker's Bureau Program, the Von Braun Forum and Dinner, the annual Huntsville Chamber of Commerce breakfast and biennial Open House, Combined Federal Campaign, NASA Administrator and Associate Administrator visits, Congressional visits, NASA dignitaries visits, Industry / academia VIPs, international visits, and other public events and receptions at which Marshall hosts community representatives. These efforts frequently include coordinating support from organizations across the Agency, Marshall, and the community.

6.9.2.1 The contractor shall support event and guest trips by facilitating host responsibilities and coordinating topics, talent, presentation support, event-unique requirements, transportation, and other logistical details. The contractor shall also receive, evaluate, and coordinate requests; maintain executive engagement planner in coordination with OSAC executive communications and Director's staff; recommend adjustments to schedules and agendas; and identify requirements for speechwriting, exhibits, audiovisual and other outreach support.

6.9.2.2 The contractor shall identify all materials / merchandising needed for government, community, and guest operations, conduct cost analysis, and negotiate with vendors to obtain best value for the government.

6.9.2.3 The contractor shall maintain a contact database containing information such as names, addresses, titles, and historical data for elected officials; NASA contractor companies; NASA and Marshall senior leaders; regional and local university and colleges; and Redstone Arsenal officials. The contractor shall utilize this database to invite participants to Marshall's events and outreach activities. Additionally, the contractor shall maintain Speakers Bureau information on the Marshall web site.

7.0 Indefinite Delivery / Indefinite Quantity (IDIQ)

During the course of the contract, it is anticipated that work will be fluid and that work fluctuations will be handled within existing mission capacity. IDIQ task orders will be required for special studies and assignments not being performed in the mission portion of the contract. These IDIQ task orders will require Subject Matter Expert support – interim and long term, for the OSAC PWS functional areas of Strategic Research and Analysis (4.0); Communication Strategy, Planning, and Message Management (5.0); and Communication Product and Service Development and Delivery (6.0). These task orders will require senior expert guidance, analysis, research, and content development related to strategic communication activities including, but not limited to, environmental monitoring, stakeholder analysis, measuring communication effectiveness, communication planning, and key message management. Personnel support must be provided with minimal turn-around time as required by the customer.

Each IDIQ task order will be funded separately and the Contractor shall estimate, track, and report technical and budget progress on an individual task order basis. The number of IDIQ tasks will vary year-to-year. Task Orders will be submitted by the COTR and approved by the Contracting Officer. An overview of the IDIQ task order process is provided at Attachment J-8. The contractor shall submit a monthly IDIQ task order progress report in accordance with DRD 1140MA-003, Quarterly and Monthly Technical Progress Report.

[END OF ATTACHMENT J-1]

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ATTACHMENT J-2

PERFORMANCE REQUIREMENTS SUMMARY (PRS)

Contract Requirement	Standards of Performance	Acceptable Quality Level (METRICS)	Surveillance Method & Frequency	Weight
OVERARCHING QUALITY AND COST MEASUREMENTS				
QUALITY	Competence and availability of contractor personnel; responsiveness, quality and timeliness of deliverables; integration, collaboration and proactive communications; recognition of and improvement in critical problem areas.	Average score of 3.0 to 5.0 on the OSAC Monitor Survey.	Quarterly Monitor Surveys	20%
COST	Actual Cost vs. Planned Cost	Contract Cost maintained in accordance with negotiated value for planned cost, see Clause B.2 and Attachment J-3.	533M and 533Q reports (DRD 1140MA-002)	25%
UNIQUE PERFORMANCE METRICS				
WBS 3.0 Program Management	1. Policy, Procedures, and Process Conformance	1. NASA, Marshall, and OSAC policies, procedures, and processes shall be adhered to 100% of the time.	Note: The following methods apply to all Standards of Performance in WBS 3.0. Management Plan (DRD 1140MA-001) and Quarterly and Monthly Technical Progress Reports (DRD 1140MA-003)	4%
	2. Staffing	2. 100% of positions/ vacancies staffed within 30 calendar days (unless exception approved by COTR)		3%
	3. Database / System Management	3. Databases and systems are current, accurate, and available 98% of the time		3%
	4. Timeliness / Schedule	4. No milestones missed for submissions of reports,		2%

ATTACHMENT J-2 CONTINUED

Contract Requirement	Standards of Performance	Acceptable Quality Level (METRICS)	Surveillance Method & Frequency	Weight	
WBS 3.0 Program Management (continued)	5. Estimating Process	plans, or other deliverables 5. All work order estimates shall be within 5% of actuals	Note: The following methods apply to all Standards of Performance in WBS 3.0. Management Plan (DRD 1140MA-001) and Quarterly and Monthly Technical Progress Reports (1140MA-003)	2%	
	6. Property Management	6. No Property Management discrepancies		2%	
	7. Quality (ISO)	7. ≤1 non-conformances per audit cycle		2%	
	8. IT Security	8. 100% of eligible employees complete annual IT Security training, and no IT related breaches		2%	
Total=20%					
WBS 4.0 Strategic Research and Analysis	Note: Substantive quality of products is measured as noted in "Quality" section above	1. 95% or better error free rate in all products / services (content, grammar, style) 2. Meet 100% of all required deadlines 3. Products, services, and results of research and analysis activities are current and available 100% of the time.	Note: The following methods apply to all Standards of Performance in WBS 4.0. Management Plan (DRD 1140MA-001) and Quarterly and Monthly Technical Progress Reports (DRD 1140MA-003)	2%	
	1. Accuracy			3%	
	2. Timeliness			3%	
3. Currency / Availability	Total = 8%				
WBS 5.0 Communication Strategy Planning and Message Management	Note: Substantive quality of products is measured as noted in "Quality" section above	1. 95% or better error free rate in all products / services (content, grammar, style) 2. Meet 100% of all required deadlines	Note: The following methods apply to all Standards of Performance in WBS 5.0. Management Plan (DRD 1140MA-001) and Quarterly and Monthly Technical Progress Reports (DRD 1140MA-003)	2%	
	1. Accuracy			2%	
2. Timeliness					

ATTACHMENT J-2 CONTINUED

Contract Requirement	Standards of Performance	Acceptable Quality Level (METRICS)	Surveillance Method & Frequency	Weight		
WBS 5.0 Communication Strategy Planning and Message Management (Continued)	3. Currency / Availability	3. All communication strategies, plans, and messages are current and readily available 100% of the time.	Note: The following methods apply to all Standards of Performance in WBS 5.0. Management Plan (DRD 1140MA-001) and Quarterly and Monthly Technical Progress Reports (DRD 1140MA-003)	2%		
	4. Consistency	4. All communication strategies, plans, and messages are consistent with Agency direction and Marshall strategies, goals, and objectives 100% of the time.		3%		
	5. Integrated / Informed Products	5. All communication plans and messages are developed and updated based on strategic research & analysis results 100% of the time.		3%		
				Total = 12%		
WBS 6.0 Communications Service and Product Delivery	Note: Substantive quality of products is measured as noted in "Quality" section above		Note: The following methods apply to all Standards of Performance in WBS 6.0. Management Plan (DRD 1140MA-001) and Quarterly and Monthly Technical Progress Reports (DRD 1140MA-003)			
	1. Accuracy				1. 95% or better error free rate in all products / services (content, grammar, style)	3%
	2. Timeliness				2. Meet 100% of all required deadlines	3%
	3. Currency / Availability				3. All communication products and services are current and readily available 100% of the time.	2.5%
	4. Consistency				4. All communication products and services are consistent with Agency direction and Marshall strategies, goals, and objectives 100% of the time.	2.5%
5. Integrated / Informed Products	5. All communication products and services are developed and updated based on	2%				

ATTACHMENT J-2 CONTINUED

Contract Requirement	Standards of Performance	Acceptable Quality Level (METRICS)	Surveillance Method & Frequency	Weight
WBS 6.0 Communications Service and Product Delivery (continued)	6. Logistics Support	strategic research & analysis results and Government approved strategies, plans, and messages 100% of the time. 6. All logistical requirements and customer needs are met 98% of the time.	Note: The following methods apply to all Standards of Performance in WBS 6.0. Management Plan (DRD 1140MA-001) and Quarterly and Monthly Technical Progress Reports (DRD 1140MA-003)	2% Total = 15%

[END OF ATTACHMENT J-2]

ATTACHMENT J-3

SURVEILLANCE AND COST PLUS INCENTIVE FEE PLAN

The Contractor's performance for the Office of Strategic Analysis and Communications at MSFC, as outlined in Attachment J-2, Performance Requirements Summary (PRS), and explained in Attachment J-1, Performance Work Statement (PWS), and Section B, shall be evaluated using this Surveillance and Performance Incentive Fee Plan. The evaluation criteria and incentive fee structure are outlined below. The Government will evaluate contractor performance every six months to determine the performance incentive fee earned for that period. The Government will evaluate contractor cost control within 30 days of receipt of actual costs at the end of each contract year.

1.0 Evaluation Criteria This contract is performance based and utilizes various methods to calculate fee based upon the defined acceptable quality levels for the performance of this contract. The Contractor's Financial Management Report (DRD 1140MA-002), Quarterly and Monthly Technical Progress Reports (DRD 1140MA-003), and the PRS (Attachment J-2) will be used to assess Contractor performance and to determine fee. Problems with services will be identified through Government analysis and assessment, periodic inspections, customer questionnaires, contract monitor surveys, and Contractor self-identification.

2.0 Cost Incentive Fee (25% of total fee pool). The Contractor shall control cost consistent with the negotiated cost. To be eligible for cost incentive fee (in the event of a contract under-run), the Contractor must receive a minimum of 85% of the total performance incentive fee. See Section B for complete information on Cost Incentive Fee determination.

3.0 Performance Incentive Fee (75% of total fee pool). Performance Incentive Fee shall be weighted and distributed as shown in Attachment J-2 (PRS). Due to dynamic Center commitments and changing priorities, the Government may issue a contract modification to revise the PRS prior to the start of any 6-month evaluation period and whenever any IDIQ tasks are added. The performance incentive fee (75% of total estimated fee) weighting for both Mission and IDIQ work can be thought of as having three major components:

- Quality = 20%
- Program Management = 20%
- Unique Performance Metrics = 35%

Fee for performance of a service specified in column two of the PRS, is accepted and paid at the fee percentage indicated in column five of the PRS when the Acceptable Quality Level (AQL) meets or exceeds that indicated in column three. The Contractor shall submit Quarterly and Monthly Technical Progress Reports (DRD 1140MA-003), along with rationale explaining any PRS area where performance deficiencies were noted. If the performance is below an AQL during a 6-month evaluation period, the Contractor shall submit a written corrective action plan to ensure these deficiencies do not occur in the future. The Contracting Officer (CO), with the support of the Contracting Officer's Technical Representative (COTR), will review the Quarterly and Monthly Technical Progress Reports, along with other evaluation criteria stated herein, and determine if there were any actions by the Government, or any other mitigating circumstances, that should be considered in the fee score evaluation.

3.1 Quarterly Quality Monitor Survey Measurement (20%). The need for a high level of quality is important in the performance of this contract. Products and services produced have high visibility and play a vital role in communicating Marshall's roles and capabilities to internal and external stakeholders. In addition, products and services support numerous change

ATTACHMENT J-3 (CONTINUED)

initiatives that require the contractor to be flexible and proactive. Therefore it is important that the Contractor demonstrate competence, responsiveness, collaboration, integration, and the ability to recognize critical problem areas and develop mitigation plans. These critical areas of performance are difficult to measure in a purely objective manner, unlike the program management or unique performance metrics discussed further in this attachment. To address these important areas of quality performance the OSAC will administer a Quarterly OSAC Monitor Survey to evaluate the competence and availability of contractor personnel, their responsiveness, the level of integration and collaboration accomplished within the team, and the recognition of (and improvement in) critical problem areas. A copy of the OSAC Monitor Survey Questionnaire is included at the end of this attachment.

The COTR shall, on a quarterly basis, distribute the OSAC Monitor Survey questionnaire to each of the contract monitors within OSAC. Each survey respondent will provide performance evaluation input and forward the results to the COTR. This information will be used to assess Contractor performance and determine fee for each 6-month evaluation period. 20 percent of the available fee shall be based upon the OSAC Monitor Survey score for the Mission and IDIQ segments of the PWS.

The Contractor must average a score of 3.0 or better (on a 5.0 scale) on the OSAC Monitor Survey to be eligible for fee for this element. Ratings of poor, fair, good, very good, and excellent will be assigned to the different performance areas which are shown below:

- Competence and availability of contractor personnel
- Responsiveness (unique requests, special assignments, change management, emergencies, etc.)
- Quality of deliverables (appropriateness, completeness, on message, comprehensive, integrated, etc.)
- Collaboration, integration and proactive communication among team members, OSAC, other contractors, and customers
- Recognition of, and improvement in, critical problem areas

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ATTACHMENT J-3 (CONTINUED)

Ratings for each of these performance areas will be scored on a scale of 1-5 as follows:

ADJECTIVE RATING	DESCRIPTION	NUMERICAL SCORE
Excellent	Performance is consistently of high quality with only negligible issues. Performance exceeds standard by a substantial margin, with few elements for improvement, all of which are minor.	5
Very Good	Performance is generally above average with only minor issues. Performance exceeds standard; and although there may be several elements for improvement, these are more than offset by better performance in other elements.	4
Good	Average performance level from a competent contractor with few issues noted. Performance is considered standard; and elements for improvement are approximately offset by better performance in other elements.	3
Fair	Generally average performance but several performance issues noted. Performance is less than standard; and although there are elements of standard or better performance, these are more than offset by lower performance in other elements.	2
Poor	Numerous performance issues noted. Performance is less than standard by a substantial margin; and there are many elements for improvement which are not offset by better performance in other areas.	1

The scored ratings will be averaged from all applicable inputs in any one rating period. Fee for this element will then be calculated based on the contractor's final average score applied to the following scale:

<u>Average Score on Monitor Survey</u>	<u>% of Fee paid</u>
≥ 4.75	100%
4.51 – 4.74	90%
4.0 – 4.50	80%
3.75 – 3.99	65%
3.51 – 3.74	55%
3.0 – 3.50	45%
0 – 2.99	0%

Contractor performance which scores an average monitor survey score below 3.0 eliminates the Contractor from eligibility for payment of this fee. Each technical monitor shall have an equal input into the overall Monitor Survey score. Specific comments or suggestions for

ATTACHMENT J-3 (CONTINUED)

performance improvement will be discussed with the Contractor by the COTR and Contracting Officer after each quarterly assessment.

3.2 Program Management Measurement (20%). The efficiency of the Contractor's Program Management is evaluated by the individual AQLs listed below:

3.2.1 Policy, Procedure, and Process Conformance (4%) The Contractor shall adhere to all NASA, Marshall, and OSAC policies, procedures and processes at all times in order to earn 100% of the eligible fee. To earn 80 percent of the fee, the Contractor shall have no more than 2 instances of non-compliance. If the Contractor has 3 or more instances of non-compliance, the Contractor shall receive 0 percent fee.

Instances of Non-compliance	% of available fee
0	100%
1 - 2	80%
3 or more	0%

3.2.2 Staffing (3%). The contractor shall fill 100 percent of the vacancies and new positions within 30 calendar days of a formal Government request to earn 100 percent of the fee allocated to this AQL. To earn 80 percent of the fee, the Contractor shall fill all vacancies and new positions within 45 calendar days of a formal Government request. Where the Contractor is unable to fill any vacancies and new positions after 45 calendar days (without a Government-approved extension) within any 6-month evaluation period, the contractor shall receive 0 percent fee. In rare cases the COTR may grant extensions to these requirements, which must be approved before the 30 day requirement expires.

Time to fill vacancies	% of available fee
100% ≤ 30 days	100%
100% ≤ 45 days	80%
Any vacancies open > 45 days	0%

3.2.3 Database/System Management (3%) The Contractor shall maintain all databases and systems under their control and ensure that the systems are current, accurate, and available 98% of the time to be eligible for 100% of the fee. This equates to not more than 3 instances (in a six-month rating period) when informational databases are not available, not current, or not accurate. To earn 75% of the available fee, the Contractor shall not have more than 6 instances in a six-month rating period. When the Contractor exceeds 6 instances during a 6 month evaluation period, the Contractor shall receive 0 percent fee.

Number of database non-compliance instances	% of available fee
3 or less	100%
4 - 6	75%
Greater than 6	0%

ATTACHMENT J-3 (CONTINUED)

3.2.4 Timeliness/Schedule (2%) The Contractor shall meet all schedule milestones for submission of reports, plans, Data Reporting Descriptions (DRD), or other deliverables (excludes deliverables otherwise noted in PWS 4.0, 5.0, and 6.0) to receive 100% of the available fee for this requirement. To earn 75% of the fee available, the Contractor shall not slip the scheduled reporting dates more than 2 times. Where the Contractor delivers any deliverable more than 2 times late during any evaluation period, 0 percent fee shall be earned for this requirement.

Number of schedule deliverables late	% of available fee
0	100%
1-2	75%
More than 2	0%

3.2.5 Estimating Process (2%) 90% of the time the Contractor's work order estimates shall be within 5% of actuals to earn 100% of the fee for this requirement. If the Contractor's estimates are within 5% of actuals 80-90% of the time the Contractor shall earn 75% of the available fee for this requirement. When the Contractor's estimates are within 5% of actuals less than 80% of the time, 0 percent fee shall be earned for this requirement.

Estimates within 5% of Actuals	% of available fee
≥ 90% of the time	100%
80 -90% of the time	75%
Less than 80% of the time	0%

3.2.6 Property Management (2%) The Contractor shall manage all property under this contract in accordance with the Government Property Management Plan (DRD 1140LS-001) and have no property management discrepancies to receive 100 percent of fee for this requirement. To earn 75% of the fee available, the Contractor shall not have more than one discrepancy reported. If the Contractor exceeds 1 discrepancy, or is found in non-compliance with the Government Property Management Plan (DRD 1140LS-001) during the six-month rating period, 0 percent fee shall be earned for this requirement.

Number of Property discrepancies	% of available fee
0, and complete adherence to the established property plan	100%
1, and complete adherence to the established property plan	75%
More than 1 discrepancy and/or lack of adherence to the established property plan	0%

3.2.7 Quality (ISO) (2%) The Contractor shall adhere to the MSFC Quality (ISO) System. The Contractor shall adhere to the ISO 9001 and Marshall Management System with one or less non-conformances (NCR's) assessed by internal or external auditors for the Contractor to earn 100 percent of fee. The Contractor shall adhere to the ISO 9001 and Marshall Management System with responsibility for no more than 2 NCRs for the Contractor to earn 75

ATTACHMENT J-3 (CONTINUED)

percent of the available fee. Where the Contractor has more than 2 NCRs for which the Contractor is responsible, the Contractor shall receive 0 percent of fee for this requirement.

Number of non-conformances	% of available fee
0 -1	100%
2	75%
More than 2	0%

3.2.8 IT Security (2%) The Contractor shall ensure 100% of eligible employees complete required annual IT Security Training and have no IT Security breaches to receive 100 percent of fee for this element. When the Contractor causes an IT Security breach or fails to complete 100% of required training, 0 percent fee shall be earned for this requirement.

Number of IT Security Breaches and/or instances of required training missed	% of available fee
0	100%
1	0%

3.3 Unique Performance Metrics Measurement (35%). The Contractor shall perform self-evaluation and report findings on the Quarterly and Monthly Technical Progress Reports (DRD 1140MA-003). The reported items shall include the standard of performance tasks outlined in Attachment J-2, PRS. Not all efforts under this contract are included in the PRS; however, lack of inclusion in the PRS in no way relieves the Contractor of the obligation to perform all delineated tasks as defined in the PWS. The progress report data will be reviewed and validated by COTR appointed technical monitors. The technical monitors will be responsible for reporting any discrepancies to the COTR. The Government will conduct random audits of the progress report to validate the accuracy of data submitted by the Contractor. Other surveillance techniques employed by the Government include use of the Office of Strategic Analysis and Communication (OSAC) Quarterly Monitor Survey (described in paragraph 3.1 above), review of financial management data procurement documents (DRD 1140MA-002), and audits of the Contractor’s Management Plan (DRD 1140MA-001).

As a measure of the quality of the services provided for the WBS Mission portions, unique metrics are listed for each functional area. The combined total of these unique metrics for the Mission (and any IDIQ tasks awarded) represent 35 percent.

3.3.1 Strategic Research and Analysis Measures (8%) WBS 4.0 describes contractor efforts required to provide analysis and interpretation of the external environment and identify relevant trends important to Marshall and NASA. Functional tasks include environmental monitoring, stakeholder analysis, audience research, measuring communication effectiveness, and benchmarking. The efficiency of the Contractor’s Strategic Research and Analysis effort is evaluated by the individual AQLs listed below:

3.3.1.1 Accuracy (2%). The contractor shall provide all products and services required in WBS 4.0 with a 95% or higher accuracy rate (content, grammar, style, etc.). To earn 80 percent of the fee, the Contractor shall provide all products and services with a 90% or

ATTACHMENT J-3 (CONTINUED)

higher accuracy rate. Where the Contractor is unable to meet a 90% or higher accuracy rate within any 6-month evaluation period, the contractor shall receive 0 percent fee.

Accuracy Rate	% of available fee
≥ 95%	100%
90 – 94%	80%
< 90%	0%

3.3.1.2 Timeliness (3%). The contractor shall meet all required product and service deadlines (as mutually agreed to by the COTR/designee and the Contractor) to earn 100% of the fee available for this element. To earn 75 percent of the fee, the Contractor shall not exceed 5 instances of late deliverables. When the number of late deliverables exceeds 5 instances, the contractor shall receive 0 percent fee.

Number of Late Deliverables	% of available fee
0	100%
1-5	75%
> 5	0%

3.3.1.3 Currency/Availability (3%). The contractor shall ensure that all products, services, and results of research and analysis activities are current (latest available updates or releases) and readily available at all times to earn 100% of the fee for this element. To earn 75 percent of the fee, the Contractor shall not have more than 2 instances where these products, services and research and analysis results are not available and/or current within any 6-month evaluation period. When the contractor exceeds 2 instances, the contractor shall receive 0 percent fee.

Number of instances late/unavailable	% of available fee
0	100%
1 - 2	75%
> 2	0%

3.3.2 Communication Strategy Planning and Message Management Measures (12%) WBS 5.0 describes contractor activities required to integrate all communication strategy planning and message management functions for the strategic communications program. Functional tasks include communication goals and strategy efforts, plans, key messaging, and channel relationship development. The efficiency of the Contractor’s Communication Strategy Planning and Message Management effort is evaluated by the individual AQLs listed below:

3.3.2.1 Accuracy (2%). The contractor shall provide all products and services required in WBS 5.0 with a 95% or better error free rate (content, grammar, style, etc.). To earn 80 percent of the fee, the Contractor shall provide all products and services with a 90% or

ATTACHMENT J-3 (CONTINUED)

better error free rate. Where the Contractor is unable to meet a 90% error free rate within any 6-month evaluation period, the contractor shall receive 0 percent fee.

Accuracy Rate	% of available fee
≥ 95%	100%
90 – 94%	80%
< 90%	0%

3.3.2.2 Timeliness (2%). The contractor shall meet all WBS 5.0 required product and service deadlines (as established by the COTR or designee) as established at issuance of task) to earn 100% of the fee available for this element. To earn 75 percent of the fee, the Contractor shall not exceed 5 instances of late deliverables. When the number of late deliverables exceeds 5 instances, the contractor shall receive 0 percent fee.

Number of Late Deliverables	% of available fee
0	100%
1-5	75%
> 5	0%

3.3.2.3 Currency/Availability (2%). The contractor shall ensure that all products, services, and results of research and analysis activities are current (shall include latest available updates or releases) and readily available at all times to earn 100% of the fee for this element. To earn 75 percent of the fee, the Contractor shall not have more than 2 instances where these products, services and research and analysis results are not available and/or current within any 6-month evaluation period. When the contractor exceeds 2 instances, the contractor shall receive 0 percent fee.

Number of instances late/unavailable	% of available fee
0	100%
1 - 2	75%
> 2	0%

3.3.2.4 Consistency (3%). The contractor shall ensure that all communication strategies, plans, and messages are consistent with Agency direction and MSFC strategies, goals, and objectives 100% of the time to earn 100% of the fee available for this element. To earn 50 percent of the fee, the Contractor shall not exceed 1 instance where developed products are not consistent with Agency and/or Center strategies, goals, or objectives. If the number of instances exceeds one, the contractor shall receive 0 percent fee.

Number of Inconsistent Products	% of available fee
0	100%
1	50%
> 1	0%

ATTACHMENT J-3 (CONTINUED)

3.3.2.5 Integrated/Informed Products (3%). The contractor shall ensure that all communication strategies, plans, and messages are developed and updated based on the latest available strategic research and analysis results at all times to earn 100% of the fee available for this element. To earn 50 percent of the fee, the Contractor shall not have more than 1 instance where these communication strategies, plans, and messages are not developed and updated based on current strategic research and analysis results. If the number of instances exceeds one within any 6-month evaluation period, the contractor shall receive 0 percent fee.

Number of instances products not integrated/informed	% of available fee
0	100%
1	50%
> 1	0%

3.3.3 Communication Service and Product Delivery Measures (15%) WBS 6.0 describes contractor activities required to identify and create communication products and services to support OSAC, organizational objectives, and communication goals. This element provides vehicles and venues for effective communications with all MSFC stakeholders. Functional tasks include Center collateral development, executive and employee communications, public inquiry responses, media products, web content management, technical documents and products, exhibits, and events management. The efficiency of the Contractor’s Service and Product Delivery effort is evaluated by the individual AQLs listed below:

3.3.3.1 Accuracy (3%). The contractor shall provide all products and services required in WBS 6.0 with a 95% or better error free rate (content, grammar, style, etc.). To earn 80 percent of the fee, the Contractor shall provide all products and services with a 90% or better error free rate. Where the Contractor is unable to meet a 90% error free rate within any 6-month evaluation period, the contractor shall receive 0 percent fee.

Accuracy Rate	% of available fee
≥ 95%	100%
90 – 94%	80%
< 90%	0%

3.3.3.2 Timeliness (3%). The contractor shall meet all WBS 6.0 required product and service deadlines (as established by the COTR or designee) to earn 100% of the fee available for this element. To earn 75 percent of the fee, the Contractor shall not exceed 10 instances of late deliverables. When the number of late deliverables exceeds 10 instances, the contractor shall receive 0 percent fee.

Number of Late Deliverables	% of available fee
0	100%
1-10	75%
> 10	0%

3.3.3.3 Currency/Availability (2.5%). The contractor shall ensure that all communication products and services are current (shall included latest available updates or releases) and readily available at all times to earn 100% of the fee for this element. To earn

ATTACHMENT J-3 (CONTINUED)

75 percent of the fee, the Contractor shall not have more than 3 instances where these products and services are not available and/or current within any 6-month evaluation period. When the contractor exceeds 3 instances, the contractor shall receive 0 percent fee.

Number of instances late/unavailable	% of available fee
0	100%
1 - 3	75%
> 3	0%

3.3.3.4 Consistency (2.5%). The contractor shall ensure that all communication products and services are consistent with Agency direction and MSFC strategies, goals, and objectives at all times to earn 100% of the fee available for this element. To earn 50 percent of the fee, the Contractor shall not exceed 1 instance where developed products and services are not consistent with Agency and/or Center strategies, goals, or objectives. If the number of instances exceeds one, the contractor shall receive 0 percent fee.

Number of Inconsistent Products	% of available fee
0	100%
1	50%
> 1	0%

3.3.3.5 Integrated/Informed Products (2%). The contractor shall ensure that all communication products and services are developed and updated based on current strategic research and analysis results and Government approved strategies, plans, and messages at all times to earn 100% of the fee available for this element. To earn 50 percent of the fee, the Contractor shall not have more than 1 instance where these communication products and services are not developed and updated based on current strategic research and analysis results and Government approved strategies, plans, and messages. If the number of instances exceeds one within any 6-month evaluation period, the contractor shall receive 0 percent fee.

Number of instances products not integrated/informed	% of available fee
0	100%
1	50%
> 1	0%

3.3.3.6 Logistics Support (2%). The contractor shall ensure that all logistical requirements and customer needs are met to earn 100% of the fee available for this element. To earn 90 percent of the fee, the Contractor shall not have more than 5 instances where these logistical requirements and customer needs are not met. If the contractor incurs between 6 and 10 instances where these requirements are not met, fee percentage will be 50

ATTACHMENT J-3 (CONTINUED)

percent. If the number of instances exceeds 10 within any 6-month evaluation period, the contractor shall receive 0 percent fee.

Number of requirements not met	% of available fee
0	100%
1 - 5	90%
6 - 10	50%
> 10	0%

4.0 IDIQ Fee (WBS 7.0)

IDIQ task orders will be required for special studies and assignments not being performed in the mission portion of the contract. These IDIQ task orders will require Subject Matter Expert support – interim and long term, for the OSAC PWS functional areas of Strategic Research and Analysis (4.0); Communication Strategy, Planning, and Message Management (5.0); and Communication Product and Service Development and Delivery (6.0).

As effort is added to the contract under the IDIQ process, the contractor’s performance will be evaluated in accordance with Sections 3.3.1 through 3.3.3 utilizing the assigned weights to determine percent of fee earned.

5.0 Audit Reporting Integrity

If random audits by the COTR or appointed designee(s) detect self-surveillance reporting errors during any six month evaluation period, the Contractor’s total performance incentive fee for that period will be reduced as shown below. This deduction does not apply to reporting errors that have no effect on the incentive fee.

Number of self-surveillance report errors	% of performance fee available
0	100%
1-2	98%
3-4	95%
5-6	90%
>6	85%

ATTACHMENT J-3 (CONTINUED)
OSAC MONITOR SURVEY

OSAC Monitor Survey

Date _____

Monitor Name _____

Functional Area _____

Performance Area

Poor Fair Good Very Good Excellent

1. Competence and availability of contractor personnel.
2. Responsiveness (unique requests, special assignments, change management, emergencies, etc.).
3. Quality of deliverables (appropriateness, completeness, on message, comprehensive, integrated, etc).
4. Collaboration, integration and proactive communication among team, OSAC, other contractors, and with customers.
5. Recognition of, and improvement in, critical problem areas.

To be completed by COTR

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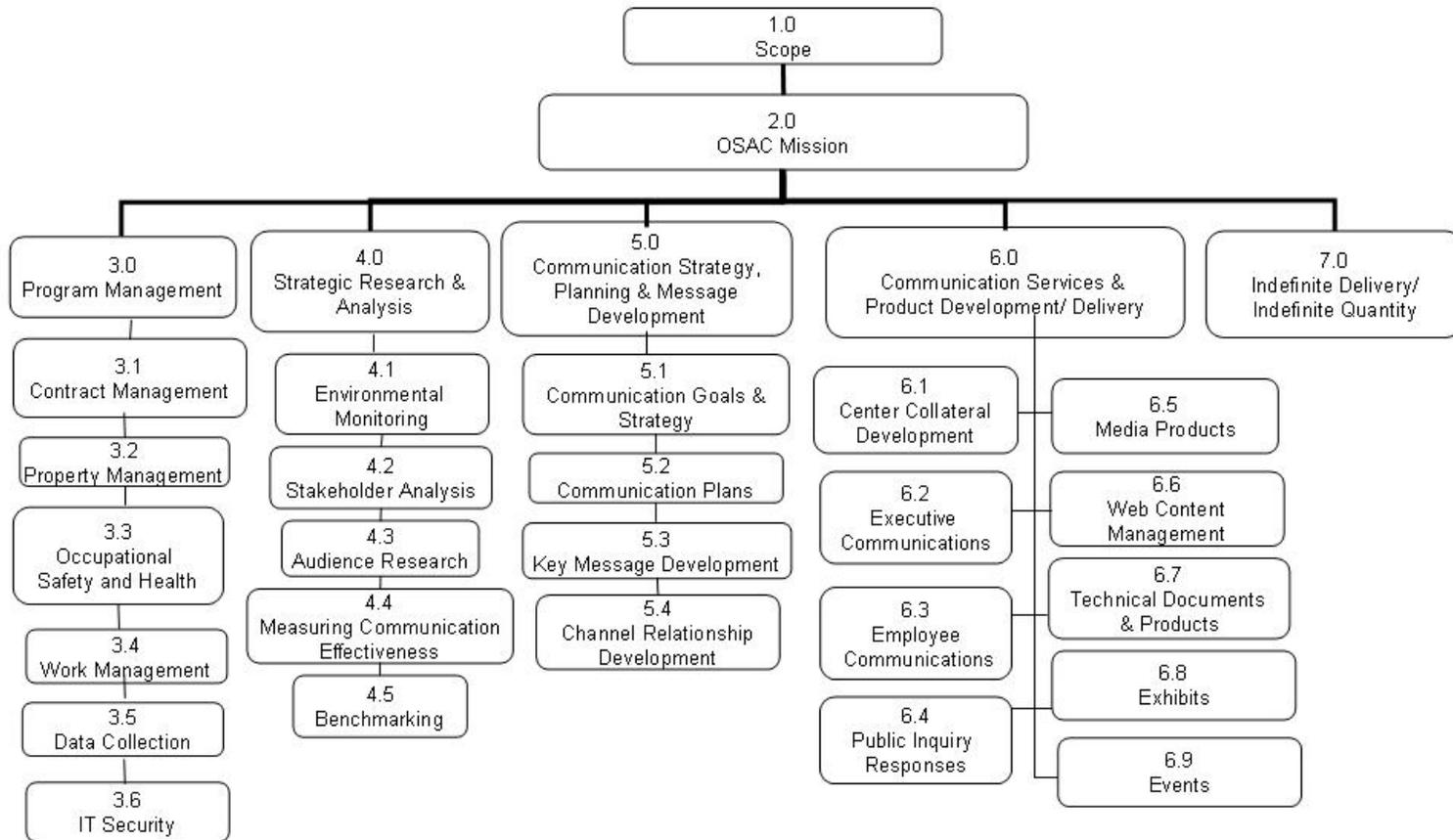
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Ratings:

Poor = Numerous performance issues noted
Fair = Generally average performance but several performance issues (three or more)
Good = Average performance level from a competent contractor with few issues noted
Very Good = Performance is generally above average with only minor issues
Excellent = Performance is consistently of high quality with only negligible issues

[END OF ATTACHMENT J-3]

ATTACHMENT J-4
WORK BREAKDOWN STRUCTURE (WBS)



[END OF ATTACHMENT J-4]

ATTACHMENT J-5

**SCHEDULE OF FULLY BURDENED NOT-TO-EXCEED IDIQ LABOR RATES
FOR THE PRIME CONTRACTOR – PWS 7.0**

The Contractor shall not exceed the fully burdened labor rates specified below for pricing all task orders contemplated or issued in accordance with Clause H.2, Task Order Procedures, and H.3, Supplemental Task Order Procedures. These rates shall be inclusive of any Teammate and/or Major Subcontractor fee (as applicable) and any Prime Contractor burdens (exclusive of Prime Contractor fee).

To be completed by Offeror:

Labor Category	Base Year	Option 1	Option 2	Option 3	Option 4
Communications Subject Matter Expert I					
Communications Subject Matter Expert II					
Communications Subject Matter Expert III					

The Contractor shall not exceed the following rates for pricing all task orders issued in accordance with Clauses H.2 and H.3

CLIN	G&A CEILING RATE	TARGET COST INCENTIVE FEE RATE	MAXIMUM COST INCENTIVE FEE RATE	MAXIMUM PERFORMANCE INCENTIVE FEE RATE	LABOR ESCALATION RATE	OTHER INDIRECT RATES
1.a. (Year 1)	*	*	*	*	*	*
2.a. (Year 2)	*	*	*	*	*	*
3.a. (Year 3)	*	*	*	*	*	*
4.a. (Year 4)	*	*	*	*	*	*
5.a. (Year 5)	*	*	*	*	*	*

*The Offeror shall complete the Cost Incentive fee and Performance Incentive fee rates, which shall be used to calculate the maximum available Cost Incentive and Performance Incentive fees for all task orders issued under the resultant contract. The Offeror shall include the proposed G&A ceiling rate, which shall not be exceeded in computing a fully burdened labor rate in all task orders. The Offerors shall include all indirect rates and their proposed labor escalation rate.

NOTE: The Government has determined that proposed cost and performance incentive fee rates, and escalation rates listed in the above table are expected to be the same for IDIQ as those proposed for the mission portion of this contract (see Clause B.2).

NOTE: Duplicate this sheet as necessary for each teammate(s) and/or major subcontractor(s).

Reminder to teammate(s) and/or major subcontractor(s): all burdened labor rates must be inclusive of teammate(s) and/or major subcontractor fee (as applicable) and any applicable prime contractor indirect burdens.

[END OF ATTACHMENT J-5]

ATTACHMENT J-6

PERSONAL IDENTITY VERIFICATION PROCEDURES

PIV Card Issuance Procedures (in accordance with FAR Clause 52.204-9, Personal Identity Verification of Contractor Personnel, and Clause G.8, Personal Identity Verification of Contractor Personnel):

FIPS 201 Appendix A graphically displays the following procedure for the issuance of a PIV credential.

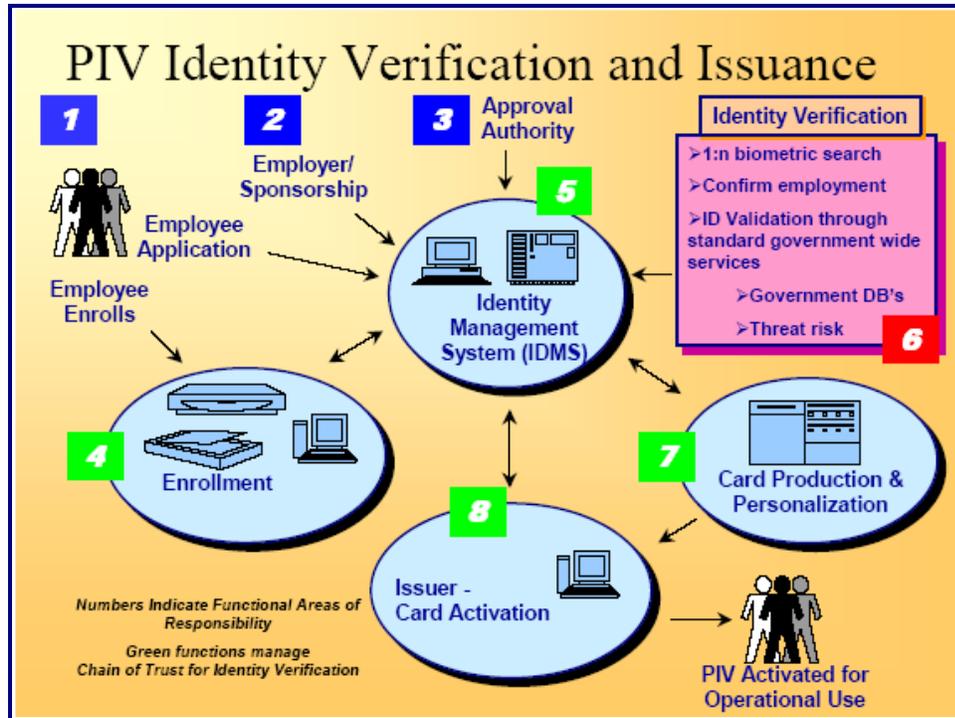


Figure A-1, FIPS 201, Appendix A

The following steps describe the procedures for the NASA Personal Identity Verification Card Issuance (PCI) of a PIV credential:

Step 1:

The Contractor's Corporate Security Officer (CSO), Program Manager (PM), or Facility Security Officer (FSO) submits a formal letter that provides a list of contract employees (applicant) names requesting access to the NASA Contracting Officer's Technical Representative (COTR). In the case of a foreign national applicant, approval through the NASA Foreign National Management System (NFMMS) must be obtained for the visit or assignment before any processing for a PIV credential can take place. Further, if the foreign national is not under a contract where a COTR has been officially designated, the foreign national will provide the information directly to their visit/assignment host, and the host sponsor will fulfill the duties of the COTR mentioned herein. In each case, the letter shall provide notification of the contract or foreign national employee's (hereafter the "applicant") full name (first, middle and last), social security number (SSN) or NASA Foreign National Management System Visitor Number if the foreign national does not have a SSN, and date of birth. If the contract employee has a current satisfactorily completed National Agency Check with Inquiries (NACI) or an equivalent or higher degree of background

ATTACHMENT J-6 (CONTINUED)

investigation, the letter shall indicate the type of investigation, the agency completing the investigation, and date the investigation was completed. Also, the letter must specify the risk/sensitivity level associated with the position in which each applicant will be working (NPR 1600.1, §4.5 is germane) Further, the letter shall also acknowledge that contract employees may be denied access to NASA information or information systems based on an unsatisfactory background investigation/adjudication. .

After reviewing the letter for completeness and concurring with the risk/sensitivity levels, the COTR/host must forward the letter to the Center Chief of Security (CCS). The CCS shall review the OPM databases (e.g., DCII, PIP, et al.), and take appropriate steps to validate the applicant's investigation status. Requirements for a NACI or other investigation shall be initiated only if necessary.

Applicants who do not currently possess the required level of background investigation shall be directed to the e-QIP web site to complete the necessary background investigation forms online. The CCS shall provide to the COTR/host information and instructions on how to access the e-QIP for each contract or foreign national employee requiring access

Step 2

Upon acceptance of the letter/background information, the applicant will be advised that in order to complete the investigative process, he or she must appear in-person before the authorized PIV registrar and submit two forms of identity source documents in original form. The identity source documents must come from the list of acceptable documents included in Form I-9, Employment Eligibility Verification, one which must be a Federal¹ or State issued picture identification. Fingerprints will be taken at this time. The applicant must appear **no later than** the entry on duty date.

When the applicant appears, the registrar will electronically scan the submitted documents; any document that appears invalid will be rejected by the registrar. The registrar will capture electronically both a facial image and fingerprints of the applicant. The information submitted by the applicant will be used to create or update the applicant identity record in the Identity Management System (IDMS).

Step 3:

Upon the applicant's completion of the investigative document, the CCS reviews the information, and resolves discrepancies with the applicant as necessary. When the applicant has appeared in person and completed fingerprints, the package is electronically submitted to initiate the NACI. The CCS includes a request for feedback on the NAC portion of the NACI at the time the request is submitted.

Step 4

Prior to authorizing physical access of a contractor employee to a federally-controlled facility or access to a Federal information system, the CCS will ensure a National Crime Information Center (NCIC) with an Interstate Identification Index check is/has been performed. In the case of a foreign national, a national check of the Bureau of Immigration and Customs Enforcement (BICE) database will be performed for each applicant. If this process yields negative information, the CCS will immediately notify the COTR/host of the determination regarding access made by the CCS.

¹ A non-PIV government identification badge, including the NASA Photo Identification Badge, MAY NOT BE USED for the original issuance of a PIV vetted credential

ATTACHMENT J-6 (CONTINUED)

Step 5

Upon receipt of the completed NAC, the CCS will update IDMS from the NAC portion of the NACI and indicate the result of the suitability determination. If an unsatisfactory suitability determination is rendered, the COTR will advise the contractor that the employee is being denied physical access to all federally-controlled facilities and Federal information systems.

Based on a favorable NAC and NCIC/III or BICE check, the CCS will authorize the issuance of a PIV federal credential in the Physical Access Control System (PACS) database. The CCS, based on information provided by the COTR/host, will determine what physical access the applicant should be granted once the PIV issues the credential.

Step 6:

Using the information provided by the applicant during his or her in-person appearance, the PIV card production facility creates and instantiates the approved PIV card for the applicant with an activation date commensurate with the applicant's start date.

Step 7:

The applicant proceeds to the credential issuance facility to begin processing for receipt of his/her federal credential.

The applicant provides to the credential issuing operator proof of identity with documentation that meets the requirements of FIPS 201 (DHS Employment Eligibility Verification (Form I-9) documents. These documents **must** be the same documents submitted for registration.

The credential issuing operator will verify that the facial image, and optionally reference finger print, matches the enrollment data used to produce the card. Upon verification of identity, the operator will locate the employee's record in the PACS database, and modify the record to indicate the PIV card has been issued. The applicant will select a PIN for use with his or her new PIV card. Although root data is inaccessible to the operator, certain fields (hair color, eye color, et al.) may be modified to more accurately record the employee's information.

The applicant proceeds to a kiosk or other workstation to complete activation of the PIV card using the initial PIN entered at card issuance.

ATTACHMENT J-6 (CONTINUED)

**ALTERNATIVE FOR APPLICANTS WHO DO NOT HAVE A COMPLETED AND
ADJUDICATED NAC AT THE TIME OF ENTRANCE ON DUTY**

Steps 1 through 4 shall be accomplished for all applicants in accordance with the process described above. If the applicant is unable to appear in person until the time of entry on duty, or does not, for any other reason, have a completed and adjudicated NAC portion of the NACI at the time of entrance on duty, the following interim procedures shall apply.

1. If the documents required to submit the NACI have not been completed prior to EOD, the applicant will be instructed to complete all remaining requirements for submission of the investigation request. This includes presentation of I-9 documents and completion of fingerprints, if not already accomplished. If the applicant fails to complete these activities as prescribed in NPR 1600.1 (Chapters 3 & 4), it may be considered as failure to meet the conditions required for physical access to a federally-controlled facility or access to a Federal information system, and result in denial of such access.
2. Based on favorable results of the NCIC, the applicant shall be issued a temporary NASA identification card for a period not-to-exceed six months. If at the end of the six month period the NAC results have not been returned, the agency will at that time make a determination if an additional extension will be granted for the temporary identification card.
3. Upon return of the completed NAC, the process will continue from Step 5.

[END OF ATTACHMENT J-6]

ATTACHMENT J-7

INSTALLATION-PROVIDED PROPERTY AND SERVICES

The Government will provide the use of the following property and services to all on-site personnel under this contract as necessary. The Government will not supply cell phones, pagers and/or personal data assistant devices for Contractor use. These items include the following:

- (1) Approximately 50 computer workstations (one seat license per person under MSFC's Outsourcing Desktop Initiative for NASA (ODIN) contract and accountable to the ODIN contract) and associated maintenance (general and specialized)
- (2) Printers, plotters, and scanners
- (3) Application software
- (4) Specialized Commercial-Off-The-Shelf (COTS) software as required to meet specific MSFC program/project objectives
- (5) Document Reproduction Equipment and Reproduction Services
- (6) Adequate work space and appropriate office furniture including technical work rooms, conference rooms, and storage areas
- (7) Custodial and maintenance services
- (8) A government vehicle (at MSFC) as needed for local travel
- (9) Taxi service
- (10) Telecommunication devices: The Government anticipates no specific requirement for telecommunications devices (e.g., cellular phones, pagers, and personal data assistants) beyond that of managerial / administrative functions for normal business operations, and will not provide such devices. However, in the event telecommunications devices are required to access NASA information technology (IT) systems or services (e.g., e:mail), those devices shall be provided by the Government after obtaining Contracting Officer and COTR approval).

ATTACHMENT J-7 (CONTINUED)

- (11) The following property will be made available to the contractor as Installation – Accountable property for use by the contractor in the performance of contract requirements. The contractor assumes user responsibilities as outlined in Clause G.5, Installation-Accountable Government Property.

Description	Building	Location
EXPERIMENT, ATMOSPHERIC EMISSION	7214	Warehouse
MODEL, HUBBLE SPACE TELESCOPE 1:25 SCALE	Louisiana Tech/The Idea Place	Ruston, LA.
MODEL, SHUTTLE-C, FULL STACK SCALE 1:15	Cape Coalwood	Welch, W.V.
REPRODUCER LASER DISK	7214	Warehouse
REPRODUCER LASER DISK	7214	Warehouse
CONTROL MOMENT GYRO (NO. 2)	USSRC	USSRC
TRUCK, LIFT, FORK	7214	Warehouse
LATHE SPINNING MACHINE	4631	4631
MODEL HEAVY LIFT LAUNCH VEHICLE	4631	107Upstairs
EXHIBIT, SOLAR PHYSICS	7214	Warehouse
DISPLAY UNIT (FLAT SCREEN MONITOR)	4631	107A
DISPLAY UNIT (FLAT SCREEN MONITOR)	4631	107A
EXHIBIT LUNAR MODULE 1:3	7214	Warehouse
MODEL ASTRO 1 1:20	4631	107Upstairs
MODEL ASTRO 1 1:20	4200	121 Heritage Gallery
MODEL AEROASSIST FLIGHT EXPERI	4631	107Upstairs
MODEL 1/5 SCALE TELESCOPE	USSRC	Main Floor USSRC
MODEL AEROASSIST 1:20 SCALE	4631	107Upstairs
MODEL CRRES	4631	107Upstairs
MODEL HUBBLE SPACE TELESCOPE 1:15	Huntsville International Airport	Airport

ATTACHMENT J-7 (CONTINUED)

Description	Building	Location
CAMERA-S052 FILM 35MM	4466	Publication Warehouse
CAMERA-S052 FILM 35MM	4466	Publication Warehouse
CAMERA-S052 FILM 35MM	4466	Publication Warehouse
MAGAZINE ASSY S054	4466	Publication Warehouse
MAGAZINE ASSY S054	4466	Publication Warehouse
MAGAZINE FILM S082A	4466	Publication Warehouse
MAGAZINE FILM S082A	4466	Publication Warehouse
MAGAZINE FILM S082A	4466	Publication Warehouse
MAGAZINE FILM S082A	4466	Publication Warehouse
MAGAZINE FILM S082A	4466	Publication Warehouse
MAGAZINE FILM S082A	4466	Publication Warehouse
MAGAZINE FILM S082A	4466	Publication Warehouse
MAGAZINE FILM S082A	4466	Publication Warehouse
MAGAZINE FILM S082A	4466	Publication Warehouse
MAGAZINE FILM S082A	4466	Publication Warehouse
MAGAZINE FILM S082B	4466	Publication Warehouse
MAGAZINE FILM S082B	4466	Publication Warehouse
MAGAZINE FILM S082A	4466	Publication Warehouse
SPACELAB MISSION I MOCKUP FULL SCALE	Cradle of Aviation	Garden City, New York
APOLLO-SOYUZ TEST PROJ. 1:20	Cernan Earth and Space Center/Triton College	River College, IL.
MODEL LUNAR ROVER VEHICLE 1:5	4631	107Upstairs
MODEL HUBBLE SPACE TELESCOPE 1:20	Herman-Oberth Raumfahrt Museum	Feucht, Germany
MODEL, SHUTTLE 1:100	Boston Museum of Science	Boston, MA.
PILOT/SEAT/COMMANDER	7214	Warehouse

ATTACHMENT J-7 (CONTINUED)

Description	Building	Location
PILOT/SEAT/COMMANDER	7214	Warehouse
NEUTRAL BUOYANCY TRAINER FSS	7214	Warehouse
MODEL HUBBLE SPACE TELESCOPE 1:10	4200	121 Heritage Gallery
MODEL MAIN ENGINE SPACE 1:10 SCALE	4200	121 Heritage Gallery
ENGINE LATHE	4631	107
MILLING MACHINE	4631	107
ENGINE LATHE	4631	107
NEUTRAL BUOYANCY MMU	7214	Warehouse
ELECTROPHRESIS UNIT	4631	107A
ELECTROPHRESIS UNIT	4631	107A
MODEL SPACE SHUTTLE 1:100 W/LP	7214	Warehouse
MODEL SATURN IB 1/10 SCALE	7214	Warehouse
MODEL SKYLAB 1:20	Buffalo Museum of Science	Buffalo, N.Y.
MODEL SATURN 1 BLOCK 11 1-20	7214	Warehouse
EXHIBIT LUNAR MODULE 1/3 SCALE	7214	Warehouse
MODEL NEUTRAL BUOYANCY	7214	Warehouse
MAGAZINE FILM	Cradle of Aviation	Garden City, New York
RECORDER IMPACT	USSRC	USSRC
EXHIBIT SKYLAB STUDENT PROJECT	Weatherbee Planetarium	Albany, Ga.
EXHIBIT SATURN-I BOOSTER SECTI	Kalamazoo Aviation History Museum	Portage, MI
MODEL SKYLAB 1:20	Kalamazoo Aviation History Museum	Portage, MI
MODEL SKYLAB 1:20	Kansas Cosmosphere & Space Center	Hutchinson, KS
MODEL VAB 1:96	Weatherbee Planetarium	Albany, Ga.
EXHIBIT APOLLO LUNAR MODULE 1:3	USSRC	USSRC
EXHIBIT APOLLO COM MODULE 1:3	7214	Warehouse

ATTACHMENT J-7 (CONTINUED)

Description	Building	Location
EXHIBIT LUNAR MODULE 1/3 SCALE	Cradle of Aviation	Garden City, New York
EXHIBIT APOLLO COM MODULE 1:3	Bigelow Aerospace	North Las Vegas, NV.
MODEL SATURN IB 1/10 SCALE	7214	Warehouse
MODEL SATURN V 1/20 SCALE	7214	Warehouse
EXHIBIT SKYLAB STUDENT PROJECT	Weatherbee Planetarium	Albany, Ga.
EXHIBIT SKYLAB STUDENT PROJECT	Weatherbee Planetarium	Albany, Ga.
EXHIBIT SKYLAB STUDENT PROJECT	Weatherbee Planetarium	Albany, Ga.
MODEL SATURN IB 1/20 SCALE	ETF/ERC AT USSRC	ETF/ERC AT USSRC
EXHIBIT TRIAD	South Florida Science Museum	West Palm Beach, FL.
NEUTRAL BUOYANCY SIMULATOR	USSRC	MAIN FLOOR USSRC
MODEL, SKYLAB 1:20 SCALE	South Florida Science Museum	West Palm Beach, FL.
EXHIBIT SPACE SHUTTLE 1:100	Weatherbee Planetarium	Albany, Ga.
EXHIBIT SHUTTLE -SRB- ROLLOUT	Weatherbee Planetarium	Albany, Ga.
EXHIBIT SKYLAB	Weatherbee Planetarium	Albany, Ga.
EXHIBIT APOLLO CAPSULE 1/2 SCA	Clarksville/Montgomery County Museum	Clarksville, TN.
MODEL MERCURY CAPSULE 1/3 SCALE	Huntsville International Airport	Airport
LUNAR ROVER SCALE 1:5	USSRC	MAIN FLOOR USSRC
MILLING MACHINE	4631	107
MILLING MACHINE	4631	107
MAGAZINE FILM	Cradle of Aviation	Garden City, New York
MAGAZINE FILM	Cradle of Aviation	Garden City, New York
MAGAZINE FILM	Cradle of Aviation	Garden City, New York
MAGAZINE FILM	Cradle of Aviation	Garden City, New York

ATTACHMENT J-7 (CONTINUED)

Description	Building	Location
MAGAZINE FILM	Cradle of Aviation	Garden City, New York
MAGAZINE FILM	Cradle of Aviation	Garden City, New York
MODEL, MSL-2	7214	Warehouse
FLAT PLANEL MONITOR	4200	101
MVI-HELMET	4631	107Upstairs
TRAILER, MOBILE SHUTTLE	4471	OUTSIDE
TRAILER, VAN 2040 TRAILER	4471	OUTSIDE
GENERATOR, ENGINE ACCESSORY	4483	OUTSIDE
MISSILE REDSTONE DISPLAY	4665	HRTS
STRUCTURE, RACK HANDLING, DOUBLE	USSRC	7241 USSRC Warehouse
RECORDER-REPRODUCER, VIDEO	4619	122
RECORDER-REPRODUCER, VIDEO	4631	107Upstairs
MODEL, MOBILE SHUTTLE	4471	Outside
MODEL SATURN I BLOCK II 1/10 S	Kalamazoo Aviation History Museum	Portage, MI
STRUCTURE, RACK HANDLING, SINGLE	7241	USSRC Warehouse
STRUCTURE, RACK HANDLING, SINGLE	7241	USSRC Warehouse
STRUCTURE, RACK HANDLING, DOUBLE	7241	USSRC Warehouse
MPESS	7241	USSRC Warehouse
LUNAR ROVER VEHICLE	USSRC	USSRC Warehouse
EXHIBIT, APOLLO COMMAND MOD	National Technology Transfer Center	Wheeling, WV
COMPUTER, MICRO	4631	107Upstairs
RECORDER-REPRODUCER, SOUND	4631	107Upstairs
RECEIVING SET, TELEVISION	7214	Warehouse
CONTROLLER, DISPLAY BOARD	7214	Warehouse
COMPUTER, MICRO	7214	Warehouse
COMPUTER, MICRO	7214	Warehouse

ATTACHMENT J-7 (CONTINUED)

Description	Building	Location
CAMERA-RECORDING, VIDEO	4471	191B
MODEL EARTH-SPHERE 7-1/2 FT	7214	Warehouse
MODEL LUNAR ROVING VEHICLE	4200	Heritage Gallery
LETTER CUTTING MACHINE	4631	107
GAS (MGAS) ANALYZER	4631	107Upstairs
RECEIVER WIRELESS	4631	107Upstairs
RECEIVER WIRELESS	4631	107Upstairs
MILLING MACHINE ROUTER	4631	107
MONITOR, TELEVISION	4200	115
SPACE SHUTTLE	4200	LOBBY
MODEL, HEAVY LAUNCH VEHICLE	4631	107Upstairs
MODEL, WRIGHT FLYER	7214	Warehouse
MODEL, SPACE STATION SCALE 1:100	4200	121 Heritage Gallery
MODEL, SPACE STATION SCALE 1:100	USSRC	MAIN FLOOR USSRC
MODEL, SPACE SHUTTLE SCALE 1:15	7214	Warehouse
MICRO COMPUPTER USED TO RUN ENGRAVER	4631	107
DISPLAY UNIT	4471	191B
MODEL, MSL2	4471	181
COMPUTER, MICRO, LAPTOP	4200	107
EXHIBIT, ROBOT	4610	1000
MODEL, X34	4631	107Upstairs
GENERATOR, DIESEL	4319	YARD
GENERATOR, DIESEL	4319	YARD
TRAILER, EXHIBIT	USSRC	OUTSIDE
TRAILER, EXHIBIT	USSRC	OUTSIDE
COMPUTER, MICRO LOCATED INSIDE TRAILER	USSRC	OUTSIDE
PLOTTER PRINTER	4631	107
DISPLAY UNIT	4631	107
SKIRT ASSY ENGINE	4624	WAREHOUSE
TRANSPORTER ROCKET ENGINE	4694	OUTSIDE

ATTACHMENT J-7 (CONTINUED)

Description	Building	Location
ENGINE ROCKET	4200	OUTSIDE
MODULE HABITABILITY SPACE STATION EUROPEAN COLUMBUS MODULE	USSRC	USSRC
MODEL, RESOURCE NODE #2 COMMON JAPANESE EXPERIMENT MODULE	USSRC	USSRC
MODEL, RESOURCE NODE #1	USSRC	USSRC
MODULE HABITATION US UNITY NODE	USSRC	USSRC
MODEL, RESOURCE NODE #2	USSRC	USSRC
RECEIVING, SET, TELEVISION	7214	WAREHOUSE
SPACE VEHICLE APOLLO- SATURN 1B	I65 ARDMORE VISITOR CENTER	I65 ARDMORE VISITOR CENTER
ADP PRINTER	4631	4631
MODEL, X43C	Bigelow Aerospace	North Las Vegas, NV.
MONITOR, PLASMA VISION EXHIBIT	4631	107Upstairs
MONITOR, PLASMA VISION EXHIBIT	4631	107Upstairs
MONITOR, PLASMA VISION EXHIBIT	4631	107Upstairs
CULTURE ASSEMBLY	7214	Warehouse
MODEL, SPACE STATION	7214	Warehouse
MOCKUP, MSG STATION	NOC	CNI
MONITOR, PLASMA VISION EXHIBIT	4631	107Upstairs
MONITOR, PLASMA VISION EXHIBIT	4631	107Upstairs
COMPUTER, MICRO, LAPTOP	4631	196

ATTACHMENT J-7 (CONTINUED)

Description	Building	Location
COMPUTER, ADP KIOSKS	4631	191B
COMPUTER, ADP KIOSKS	4631	191B
COMPUTER, ADP KIOSKS	4631	191B
PLAYER DIGITAL VIDEO	4200	121
PLAYER DIGITAL VIDEO	4200	121
MODEL, SPACELAB TUNNEL	USSRC	Floor of USSRC
MODEL, SPACE LAB PALLET	USSRC	USSRC
MODEL, SPACE LAB PALLET	USSRC	USSRC
SPACE STATION NODE	7214	Warehouse
DISPLAY BOARD, MESSAGE	7214	Warehouse
MODEL, SPACE STATION	7214	Warehouse
EXHIBIT APOLLO COMM MODULE 1:3	USSRC	Warehouse
SPACE STATION LABORATORY MODULE	USSRC	USSRC
MOCKUP SATURN I BLOCK I BOOSTER	4572	Outside
MODEL SATURN V 1/10 SCALE	7214	Warehouse
MOCKUP MODULE LABORATORY SPACE	USSRC	OUTSIDE
LAPTOP COMUPTER	USSRC	USSRC
PROJECTOR LCD	USSRC	USSRC
PROJECTOR LCD	USSRC	USSRC
MODEL, SPACE STATION	Huntsville International Airport	Airport
VACUUM PROBE CRYOGENIC (GRAVITY PROBE-B)	Stanford University	Stanford University
CORETRMP RECORDER	4631	107A
CEV-MOCKUP	4631	107A
ARES I MOBILE TRAILER	4631	107A
DISPLAY UNIT (FLAT SCREEN MONITOR)	4631	107A
ADP PRINTER	4631	4631
TRUCK, TRACTOR, TRAILER	4483	V1235
FORK LIFT TRUCK	4711	V2363

ATTACHMENT J-7 (CONTINUED)

Description	Building	Location
MODEL, ISS, HIGH FIDELITY SCALE 1:23	National Space and Air Museum	Washington, DC
ADP PRINTER	4631	4631
COMPUTER, MICRO, LAPTOP	USSRC	USSRC
COMPUTER, MICRO, LAPTOP	USSRC	GTL
PROJECTOR, VIDEO	USSRC	GTL
PROJECTOR, VIDEO	USSRC	GTL
MONITOR, VIDEO IN DOME EXHIBIT	4631	107Upstairs
MICRO LAPTOP COMPUTER GOES WITH PHOTOBOOTH	4466	4466
MULTIMEDIA LCD PROJECTOR	4631	107Upstairs
PROJECTOR, MULTIMEDIA LCD	4631	107Upstairs
MONITOR, TELEVISION, PLASMA	ASRC	USSRC
MONITOR, TELEVISION, PLASMA LOCATED INSIDE THE NASA BOOM BOX	4631	107Upstairs
PROJECTOR, DIGITAL LOCATED INSIDE DOME EXHIBIT	4631	107Upstairs
PROJECTOR, DIGITAL LOCATED INSIDE DOME EXHIBIT	4631	107Upstairs
PROJECTOR, DIGITAL LOCATED INSIDE DOME EXHIBIT	4631	107Upstairs
PROJECTOR, DIGITAL LOCATED INSIDE DOME EXHIBIT	4631	107Upstairs
PROJECTOR, DIGITAL LOCATED INSIDE DOME EXHIBIT	4631	107Upstairs
LIGHT UNIT, PORTABLE LOCATED INSIDE DOME EXHIBIT	4631	107Upstairs
LIGHT UNIT, PORTABLE LOCATED INSIDE DOME EXHIBIT	4631	107Upstairs
DISPLAY UNIT APPLE COMPUTER	4466	4466

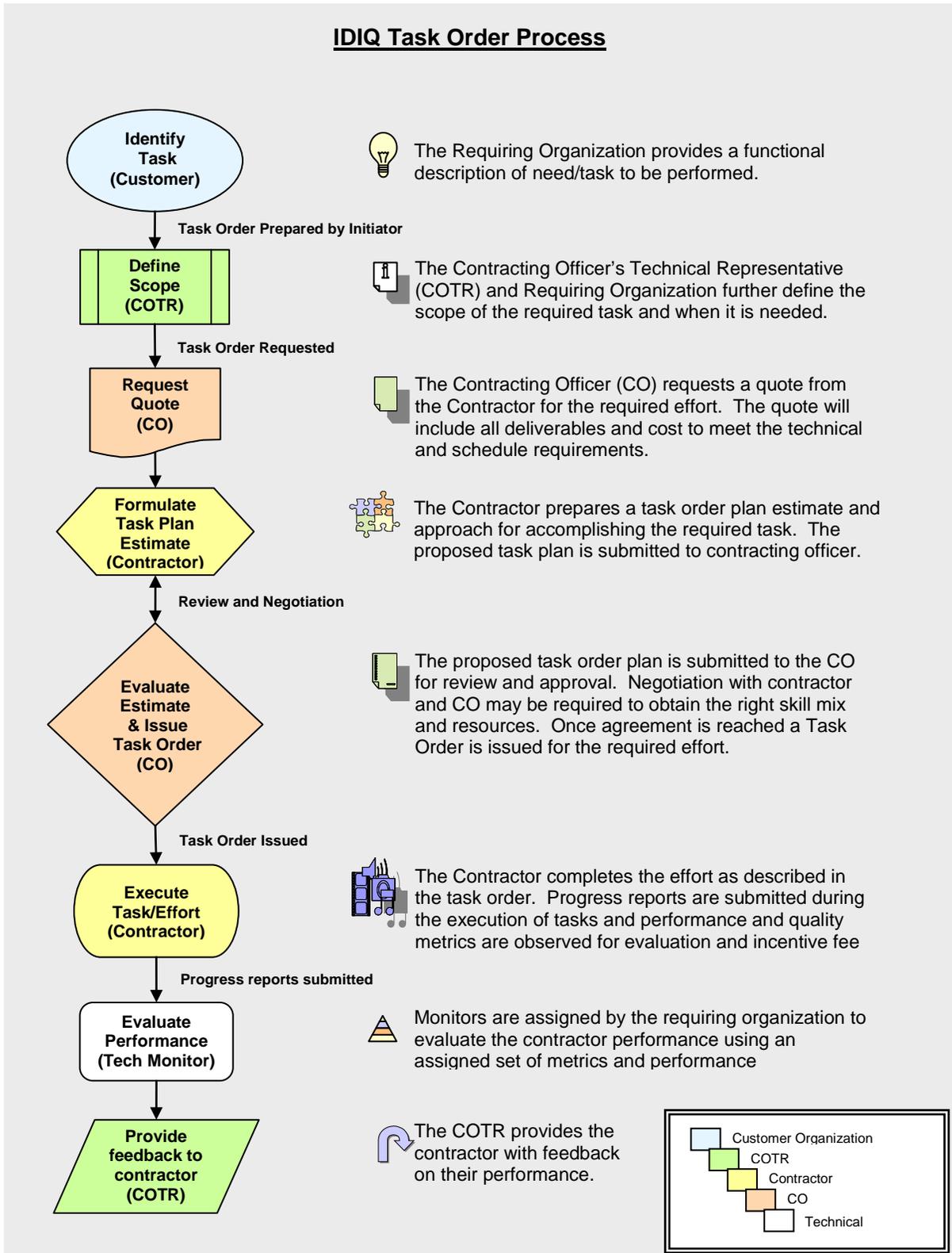
ATTACHMENT J-7 (CONTINUED)

Description	Building	Location
DISPLAY UNIT APPLE COMPUTER	4466	4466
DISPLAY UNIT APPLE COMPUTER	4466	4466
DISPLAY UNIT APPLE COMPUTER	4466	4466
DISPLAY UNIT APPLE COMPUTER	4466	4466
INFRARED TELESCOPE	USSRC	USSRC
ELECTRONIC UNIT GFFC	Cradle of Aviation	Garden City, New York
MODEL, HUBBLE SPACE TELESCOPE SCALE 1:25	Adler Planetarium & Astronomy Museum	Chicago, IL.
MODEL SATURN V 1-10 SCALE	7214	Warehouse
MODEL, ASTRO/BBXRT 1:15 SCALE	4631	107Upstairs
MODEL, ASTRO/BBXRT 1:15 SCALE	4631	107Upstairs
COMPUTER, MICRO	4631	107Upstairs
JUPITER-C, ROCKET	4471	Outside
REDSTONE ROCKET	4471	Outside
JUPITER ROCKET	4471	Outside
V-2 ROCKET	4471	Outside
HERMES ROCKET	4471	Outside
SATURN I ROCKET	4471	Outside
APOLLO COMMAND MODULE	USSRC	Outside

[END OF ATTACHMENT J-7]

ATTACHMENT J-8

IDIQ TASK ORDER PROCESS FLOW CHART



[END OF ATTACHMENT J-8]

RFP No. NNM06169943R

ATTACHMENT J-9

SAFETY AND HEALTH PLAN

TO BE COMPLETED BY THE CONTRACTOR

[END OF ATTACHMENT J-9]

ATTACHMENT J-10

Safety Health (S) Management Implementation Guide and Assessment Matrix

Score	Commitment and Involvement (Element 1)		Worksite System and Analysis (Element 2)	Hazard Prevention and Control (Element 3)	Safety and Health Training (Element 4)
	A. Management	B. Employee			
10	Benchmarking indicates “best in Class.” In areas of visible management leadership, responsibility/accountability, meaningful metrics, and incentive/recognition systems.	Employees fully involved, safety committees functioning well, is a complete behavior process functioning at least one year, employees involved in process planning and risk assessment.	All sub-elements fully in place and functioning well for at least one year.	All programs and sub-elements fully functioning for one year, strong professional support.	All training processes functioning, all levels of personnel trained to identified needs, management training ongoing.
9	All sub-elements are in place and functioning well, but have as yet to reach full maturity.	All processes functioning but for limited time, employees involved to great extent.	All sub-elements in place, employees actively participating.	All programs and sub-elements in place and functioning.	All training processes established, management initial training complete.
8	One sub-element not fully in place but all are being implemented.	Most processes in place, employee involvement growing.	All sub-elements functioning, employee participation growing.	At least five sub-elements functioning and one in final stage of implementation.	Most personnel trained to identified needs, training recordkeeping and recall system functioning.
7	Two sub-elements not fully implemented. Implementation in process on all elements. Employee participation and commitment widespread.	Process activities expanding through organization. Committees and teams functioning.	At least five sub-elements functioning and remainder established.	At least four sub-elements functioning, remaining two developing.	Management and supervisor training in process specialized training in process.
6	All sub-elements in process or in place. Strong management leadership and commitment begun, metric systems in place, resourcing appropriate.	Employee representatives functioning, joint committees functioning, participating in risk assessment and accident investigation.	At least four sub-elements functioning and remaining three in process, employee participation beginning to spread through organization.	Medical and safety programs strengthening, emergency preparedness program established and exercised.	Management training in process developed, supervisor training developed, training recordkeeping and recall system developed.
5	Management commitment and leadership accepted by workers, worker participation and commitment begun, metric system.	Employee representatives appointed/elected, committees beginning to perform functions (investigation, analysis, process improvement).	All sub-elements established, employees beginning to participate.	Rules written, medical and safety programs developing Personal Protective Equipment adequate.	Training template completed for all personnel, training needs identified, process development begun, recordkeeping and recall system being developed.
4	Management commitment and leadership flowing down to workers, metric systems being developed, incentive/recognition system in process.	All processes being established, involvement and awareness enhancement growing.	At least five sub-elements initiated including self-assessment, hazard reporting, and mishap close call investigations.	Rules in process, emergency preparedness program being developed.	Training development in process, specialized training established, mandatory training in process
3	Generally good management commitment and leadership, implementation plans approved for all elements.	All process needs identified, awareness and involvement enhancement activities begun.	Job Hazard analysis established, investigations strengthened and include employees.	Medical program initiated safety and health program initiated.	Training needs evaluation complete, training templates in process, recordkeeping and recall system needs to be established
2	Management exhibits some aspects of leadership, accountability systems not well defined, employee participation framework defined, limited metrics.	Committees established, little activity, employee involvement beginning, awareness of process started.	Plans established to implement all sub-elements, at least two sub-elements beginning to function.	Personal protective equipment requirements established and being enforced, plans developed for other elements.	Training needs evaluation begun, training template forms developed.
1	Sub-elements have not been established to any significant extent, management leadership is lacking, little or no employee participation.	No committees, little or no employee involvement, no process, little process planning.	Two or fewer sub-elements established, no self-inspection, shallow accident investigation process.	Few or no programs or sub-elements established, few written rules, limited enforcement.	Training needs not established, no management training, limited or no supervisor training.

ATTACHMENT J-10 – (CONTINUED)

The MSFC Environmental Engineering and Occupational Health Office performs periodic environmental compliance inspections to assess contractor performance relative to the provisions of DRD 1140SA-001. These findings are provided to MSFC senior management. In incidences of non-compliance, the contractor is liable for all clean-up expenses and all applicable fines.

ATTACHMENT J-10 – (CONTINUED)

**SAFETY PERFORMANCE EVALUATION SUMMARY
EVALUATION CRITERIA AND PERFORMANCE RECOGNITION**

Evaluation Criteria

- Management Commitment and Employee Involvement
- System and Worksite Hazard Analysis
- Hazard Prevention and Control
- Safety and Health Training

Score	≥ 36 points (Annual Score)	≥ 28 points (Annual Score)	≤ 16 points (Quarterly Score)
LTC (Lost Time Case Report)	<p align="center">and</p> <p>≤ 50% of the LTC Rate for the applicable SIC rate</p> <p>Exception: Contractors with less than 100 employees located onsite MSFC shall have no lost time injuries during the past year</p>	<p align="center">and</p> <p>less than the applicable SIC rate</p> <p>Exception: Contractors with less than 100 employees located onsite MSFC shall have no more than one lost time injury during the past year.</p>	<p align="center">or</p> <p>more than the applicable SIC rate</p> <p>Exception: Contractors with less than 100 employees located onsite MSFC. A Level III rating will be given when greater than two lost time injuries are reported during the past year.</p>
Grade Levels	I	II	III
Recognition	Formal award publicly recognized. Appropriate Past Performance referrals provided.	Formal letter of commendation – will impact contract evaluation and past performance. (Score must either be the same score or higher from the last evaluation.)	Formal letter expressing concern. Corrective Action Plan requested. Data placed in Past Performance Database. Failure to improve could result in Contract Options not being exercised.

NOTE: If the contractor’s safety performance evaluation does not fall within one of the above categories, no recognition will be provided.

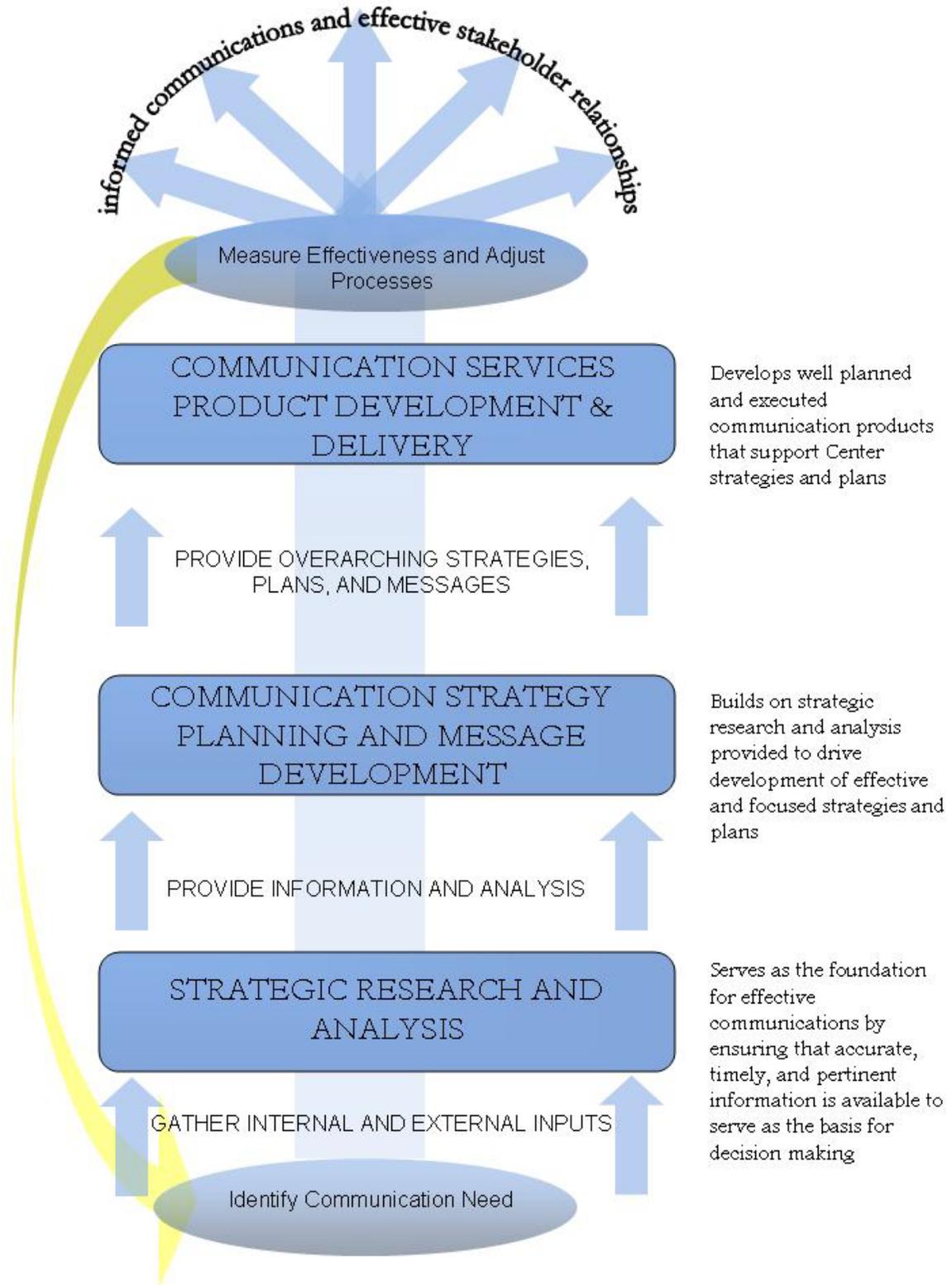
DEDUCTIONS

Failure to report information on all personnel and property mishaps that meet the criteria of NASA NPR 8621.1B, on a monthly basis will result in a deduction of \$1,000 for each occurrence of failure to report. Information to be reported includes items listed in paragraph 6 of the clause.

[END OF ATTACHMENT J-10]

ATTACHMENT J-11

STRATEGIC COMMUNICATION PROCESS



[END OF ATTACHMENT J-11]

RFP No. NNM06169943R

ATTACHMENT J-12

(RESERVED)

ATTACHMENT J-13
DATA PROCUREMENT DOCUMENT (DPD)

DATA PROCUREMENT DOC.
NO. ISSUE
1140 **RFP**

NNM06169943R

CONTRACT/RFP

EXHIBIT NUMBER

J-13

ATTACHMENT NUMBER

Office of Strategic Analysis and
Communication (OSAC)
Support Services

PROJECT/SYSTEM

DATA PROCUREMENT DOCUMENT

Contractor

CONTRACTOR

October 10, 2006

DATE

National Aeronautics and
Space Administration

ATTACHMENT J-13 DATA PROCUREMENT DOCUMENT (DPD) (CONTINUED)

National Aeronautics and Space Administration					DATA PROCUREMENT DOC.
<i>DOCUMENT CHANGE LOG</i>					NO. ISSUE
					1140 RFP
INCORPORATED REVISIONS OUTSTANDING REVISIONS				AS OF: 10-10-06	SUPERSEDING: PAGE:
AUTHORITY	PORTION AFFECTED - PAGE NO./NO.				REMARKS
	INTRO	SGR	DRL	DRD	

MSFC - Form 3461-1 (Rev August 1970)

ATTACHMENT J-13 DATA PROCUREMENT DOCUMENT (DPD) (CONTINUED)

National Aeronautics and Space Administration			DATA PROCUREMENT DOC.		
PAGE REVISION LOG			NO.	ISSUE	
			1140	RFP	
NOTE: The current revision is denoted by a vertical line in the outer margin adjacent to the affected text.		AS OF: 10-10-06	SUPERSEDING:	PAGE:	
INSERT LATEST REVISED PAGES.			DISCARD SUPERSEDED PAGES.		
ITEM	PAGE	STATUS	ITEM	PAGE	STATUS

MSFC - Form 3461-2 (Rev August 1970)

ATTACHMENT J-13 DATA PROCUREMENT DOCUMENT (DPD) (CONTINUED)

1.0 INTRODUCTION

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

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

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

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

1.2.3 Data Requirements Descriptions (DRD's)

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

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

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

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

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

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

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

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

ATTACHMENT J-13 DATA PROCUREMENT DOCUMENT (DPD) (CONTINUED)

- 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 DPDs 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.

ATTACHMENT J-13 DATA PROCUREMENT DOCUMENT (DPD) (CONTINUED)

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

ATTACHMENT J-13 DATA PROCUREMENT DOCUMENT (DPD) (CONTINUED)

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.

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

ATTACHMENT J-13 DATA PROCUREMENT DOCUMENT (DPD) (CONTINUED)

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.

ATTACHMENT J-13 DATA PROCUREMENT DOCUMENT (DPD) (CONTINUED)

- 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 ECPs 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.

ATTACHMENT J-13 DATA PROCUREMENT DOCUMENT (DPD) (CONTINUED)

- 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 and Page Revision Log. The actual revised material on the DPD page shall be identified by placing a heavy vertical line in the right-hand margin extending the entire length of the change. In addition, the numerical control number of the contractual direction authorizing the change shall be placed adjacent to the vertical revision line. These revision identifiers shall be used to reflect the current revision only; any previous symbols on a page shall be deleted by the current revision.
- 3.3.2 The date of the contractual direction paper, e.g., Change Order, Supplemental Agreement, or Contracting Officer's letter shall be entered under the "Status " column of the Page Revision Log adjacent to the affected page or DRD number, and in the "as of" block. The date that was in the "as of" block shall be entered in the "Superseding" block.
- 3.3.3 The Document Change Log entitled "Incorporated Revisions" shall be changed to indicate the number, portions affected, and associated Supplemental Agreement number, if applicable.
- 3.3.4 The Document Change Log entitled "Outstanding Revisions" is changed periodically to indicate outstanding Change Orders and Contracting Officer notification letters.
- 3.4 DPD Reissues
- 3.4.1 When conditions warrant, the DPD shall be reissued by NASA and shall supersede the existing DPD in its entirety. Reissues shall be issued by contractual direction.
- 3.4.2 All revision symbols (vertical lines and contractual direction control numbers) shall be removed from all pages; revision dates shall remain in the Date Revised block on DRD's that have been revised. The issue symbol, which shall commence with "A" and progress through "Z," shall be entered in the DPD identification block of each DRD page of the DPD.

ATTACHMENT J-13 DATA PROCUREMENT DOCUMENT (DPD) (CONTINUED)

Office of Strategic Analysis and Communications (OSAC) Support Services

Data Requirements List

<u>DRD</u>	<u>DATA TYPE</u>	<u>TITLE</u>	<u>OPR</u>
CD - Contractual Data 1140CD-001	2	Contract Information Technology Security Program Plan	IS10
LS -Logistics 1140LS-001	2	Government Property Management Plan	AS41
MA - Management 1140MA-001	1	Management Plan	CS01
1140MA-002	3	Financial Management Report (533M and 533Q)	CS40
1140MA-003	3	Quarterly and Monthly Technical Progress Reports	CS01
1140MA-004	3	Badged Employee and Remote IT User Listing	AS50
1140MA-005	3	Contractor Employee Clearance Documents	AS50
1140MA-006	3	Position Risk Designation for Non-NASA Employee Form	AS50
1140MA-007	2	Organizational Conflict of Interest (OCI) Avoidance Plan	CS01
SA - Safety 1140SA-001	2	Safety, Health and Environmental (SHE) Plan	AS10/QD50
1140SA-002	3	Mishap and Safety Statistics Report	QD50

ATTACHMENT J-13 DATA PROCUREMENT DOCUMENT (DPD) (CONTINUED)

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 1140 **ISSUE:** Draft RFP
2. **DRD NO.:** **1140CD-001**
3. **DATA TYPE:** 2
4. **DATE REVISED:**
5. **PAGE:** 1/1
6. **TITLE:** Contract Information Technology Security Program Plan
7. **DESCRIPTION/USE:** To ensure that the contractor fully understands the Information Technology (IT) security requirements of NFS 1852.204-76 and NPR 2810.1. This plan will demonstrate that the contractor understands the Federal and NASA IT security requirements and details how they plan to implement IT security and remain compliant with changing IT security requirements.
8. **OPR:** IS10 9. **DM:** CS01
10. **DISTRIBUTION:** Per Contracting Officer's letter. One copy shall go to the Organization Computer Security Official.
11. **INITIAL SUBMISSION:** 30 days after contract award.
12. **SUBMISSION FREQUENCY:** Revise as required after any significant changes.
13. **REMARKS:** The Federal Information Security Management Act (FISMA) of 2002 applies to both information and information systems used by NASA, its contractors, and other organizations and sources, it has somewhat broader applicability than that of prior security law. That is, the NASA IT security program and its requirements apply to all organizations (sources) which possess or use Federal or NASA information - or which operate, use, or have access to Federal or NASA information systems - on behalf of NASA.
14. **INTERRELATIONSHIP:** PWS paragraph 3.6
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The extent of the Contract IT Security Program Plan can vary and shall be appropriate to comply with the breadth of sensitivity level security requirements for protecting the collection, processing, maintenance, use, sharing, dissemination, or disposition NASA information.
- 15.2 **APPLICABLE DOCUMENTS:**

NFS 1852.204-76	<i>Security Requirements for Unclassified Information Technology Resources</i>
NPR 2810.1	<i>Security of Information Technology</i>
ITS-SOP-00018	<i>Contract IT Security Program Plan Procedures</i>
- 15.3 **CONTENTS:** The Contract IT Security Program Plan shall meet the requirements of ITS-SOP-00018.
- 15.4 **FORMAT:** Contractor format is acceptable. The requirements of ITS-SOP-00018 shall be adequately covered and readily identifiable.
- 15.5 **MAINTENANCE:** Changes shall be incorporated by change page or complete reissue.

ATTACHMENT J-13 DATA PROCUREMENT DOCUMENT (DPD) (CONTINUED)

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 1140 **ISSUE:** Draft RFP
2. **DRD NO.:** **1140LS-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:** CS01
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 3.2
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The Government Property Management Plan defines the contractor's methods of care, accounting, and control of Government property.
- 15.2 **APPLICABLE DOCUMENTS:**

FAR	<i>Federal Acquisition Regulation, Part 45</i>
NPR 5100.4B	<i>Federal Acquisition Regulation Supplement, (NASA/FAR Supplement) Part 18-45 and latest revisions thereto</i>
- 15.3 **CONTENTS:** This plan shall satisfy the requirements of the documents listed in 15.2, and the contract. This plan shall consist of those procedures which constitute the contractor's property management system and shall include the following categories:
 - a. Property management.
 - b. Acquisition.
 - c. Receiving.
 - d. Identification.
 - e. Records.
 - f. Movement.
 - g. Storage.
 - h. Physical inventories.
 - i. Reports.
 - j. Consumption.
 - k. Utilization.
 - l. Maintenance.
 - m. Subcontractor control.
 - n. Disposition.
 - o. Contract close-out.
- 15.4 **FORMAT:** Contractor format is acceptable.
- 15.5 **MAINTENANCE:** Changes shall be incorporated by change page or complete reissue.

ATTACHMENT J-13 DATA PROCUREMENT DOCUMENT (DPD) (CONTINUED)

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 1140 **ISSUE:** Draft RFP
2. **DRD NO.:** **1140MA-001**
3. **DATA TYPE:** 1
4. **DATE REVISED:**
5. **PAGE:** 1/1
6. **TITLE:** Management Plan
7. **DESCRIPTION/USE:** To provide a description of the Contractor's management system, organization and provide insight for accomplishing the requirements set forth in the contract.
8. **OPR:** CS01 9. **DM:** CS01
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** 30 days after Authority to Proceed (ATP)
12. **SUBMISSION FREQUENCY:** Revise as required
13. **REMARKS:**
14. **INTERRELATIONSHIP:** PWS paragraph 3.1
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, experimental work, management interfaces, and staffing. The plan shall be in such detail as necessary to convey the Contractor's internal procedures.
- 15.2 **APPLICABLE DOCUMENTS:** None
- 15.3 **CONTENTS:**
 - a. The plan shall include a detailed description by which the Contractor proposes to accomplish each task down to the Level III WBS task level.
 - b. The plan shall also include a description of management concepts, plans, project management and task/control systems, organizational approach, and communication channels between the Contractor and the Government. This shall include descriptions, flow charts, schedules, and other documentation necessary to give a comprehensive plan of organization and accomplishment.
 - c. The plan shall include the Contractor's approach for risk assessment.
- 15.4 **FORMAT:** Contractor format is acceptable.
- 15.5 **MAINTENANCE:** Changes shall be incorporated by change page or complete reissue.

ATTACHMENT J-13 DATA PROCUREMENT DOCUMENT (DPD) (CONTINUED)

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 1140 **ISSUE:** Draft RFP
2. **DRD NO.:** **1140MA-002**
3. **DATA TYPE:** 3
4. **DATE REVISED:**
5. **PAGE:** 1/2
6. **TITLE:** Financial Management Report (533M and 533Q)
7. **DESCRIPTION/USE:** To provide quarterly and monthly financial reports for monitoring program costs. The 533M and 533Q reports are the official cost documents used at NASA for cost type, price redetermination, and fixed price incentive contracts.
8. **OPR:** CS40 9. **DM:** CS01
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** An initial report in the 533Q format is required within 30 working days after Authority to Proceed. Initial 533M reporting shall begin no later than 30 days after the incurrence of cost.
12. **SUBMISSION FREQUENCY:** 533Q: Quarterly; no later than the 15th day of the month preceding the quarter being reported in columns 8a, 8b, and 8c. 533M: Monthly; no later than 10 working days following the close of the contractor's accounting month.
13. **REMARKS:** The data contained in the reports shall be auditable using Generally Accepted Accounting Principles.
14. **INTERRELATIONSHIP:** NFS 1852.242-73, *NASA Contractor Financial Management Reporting*, (November 2004). PWS paragraphs 3.1 and 3.4
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The Financial Management Report provides data on accumulated costs and funding projections for management of the contract.
- 15.2 **APPLICABLE DOCUMENTS:**
NPR 9501.2D *NASA Contractor Financial Management Reporting*
- 15.3 **CONTENTS:** The elements of cost for financial reporting shall be mutually agreed by the contractor and NASA project office. The Financial Management Reports (533M and 533Q) shall be prepared in accordance with the detailed instructions provided on the reverse side of the NASA Forms 533M and 533Q and the supplementary instructions set forth in NPR 9501.2D, Chapter 3.
 - a. 533Q Quarterly Report shall include actual cost and cost projections at the total contract level. The initial 533Q report shall reflect the original contract value detailed by negotiated reporting categories and serve as the original baseline plan.
 - b. 533M Monthly Report shall include actual cost and cost projections at the total contract level.

A summary level page reflecting cumulative total contract cost since inception shall be included. In addition, the contractor shall provide a detailed break-out of current month and cumulative costs by labor totals and work order totals, by customer. In addition, cumulative costs for these elements shall be provided by contract year and fiscal year, by customer. Reconciliation between the 533M/533Q and the Monthly IDIQ Task Order Progress Report and Monthly Work Order Progress Report shall be submitted as an attachment to the 533M/533Q Report.

The contractor shall also provide a written narrative as an attachment to the 533M/533Q Report for estimate versus actual variances greater than 5%.

DRD Continuation Sheet

TITLE: Financial Management Report (533M and 533Q)

DRD NO.: **1140MA-002**

DATA TYPE: 3

PAGE: 2/2

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

15.4 **FORMAT:** Contractor internal automated printout reports may be substituted for 533M/533Q forms (with NASA Contracting Officer's approval) provided that the contractor report contains all of the data elements required by NASA Forms 533M and 533Q. Electronic submission of contractor data is strongly encouraged (reference NPR 9501.2, paragraph 3.7).

15.5 **MAINTENANCE:** None required

ATTACHMENT J-13 DATA PROCUREMENT DOCUMENT (DPD) (CONTINUED)

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 1140 **ISSUE:** Draft RFP
2. **DRD NO.:** **1140MA-003**
3. **DATA TYPE:** 3
4. **DATE REVISED:**
5. **PAGE:** 1/2
6. **TITLE:** Quarterly and Monthly Technical Progress Reports
7. **DESCRIPTION/USE:** To provide data for the assessment of contract progress. To provide visibility to Contractor and MSFC Management of actual and potential problems and progress toward meeting the requirements of the contract.
8. **OPR:** CS01 9. **DM:** CS01
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** Quarterly Self-Evaluation: Ten calendar days following the end of the first calendar year quarter. Monthly Work Order Progress: Ten calendar days following the end of the first month after ATP. Monthly IDIQ Task Order Progress: Ten calendar days following the end of the first month after ATP.
12. **SUBMISSION FREQUENCY:** Quarterly Self-Evaluation: The report shall be submitted ten calendar days following the end of each calendar year quarter. Monthly Work Order Progress: The report shall be submitted ten days following the end of each month. Monthly IDIQ Task Order Progress: The report shall be submitted ten days following the end of each month.
13. **REMARKS:**
14. **INTERRELATIONSHIP:** PWS paragraphs 3.1, 3.4 and 7.0
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The Quarterly and Monthly Technical Progress Reports shall provide a comprehensive status on all IDIQ tasks and work orders in support of the PWS. Reports shall include the necessary information to assess status, obtain required approvals from authorizing government officials, track cost and workforce information, and identify problems that need resolution for accomplishment of contract efforts.
- 15.2 **APPLICABLE DOCUMENTS:** None
- 15.3 **CONTENTS:** The Quarterly and Monthly Technical Progress Reports shall contain the following information as a minimum:
 - a. **Quarterly Self-Evaluation:**
 1. Significant accomplishments of work performed, status of on-going activities, upcoming events and milestones, and outstanding issues which may impede performance or impact performance, schedule or cost for all PWS activities outlined in Attachment J-1.
 2. Schedule of major actions and/or milestones to be performed for all PWS activities outlined in Attachment J-1.
 3. Any other information that may assist the technical evaluators in evaluating the technical and administrative program: such as technical results and recommendations, innovative processes, cost-reduction initiatives, etc
 4. Performance metrics and a summary of incentive metrics for all PWS activities outlined in Attachment J-1.

DRD Continuation Sheet

TITLE: Quarterly and Monthly Technical Progress Reports

DRD NO.: 1140MA-003

DATA TYPE: 3

PAGE: 2/2

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

5. Labor hours and corresponding WYEs expended in each Level III WBS task by sponsoring organization/customer, for the current months and cumulative months, showing overtime hours separately. Labor hours and corresponding WYE's shall also be broken down by prime contractor, teammates, and sub-contractors.
 6. Total dollars/cost actuals expended in each Level III WBS task by sponsoring organization/customer, for the current months and cumulative months. Total dollars and cost shall also be broken down by prime contractor, teammates, and sub-contractors.
 - (a) Mission (including overtime).
 - (b) IDIQ Task Orders.
 7. Estimated (anticipated) dollars/cost needed through current Government Fiscal Year in each Level III WBS task by sponsoring organization/customer.
 - (a) Mission (including overtime).
 - (b) IDIQ Task Orders.
- b. Monthly IDIQ Task Order Progress:
1. Contract number, task order number, and date of the order.
 2. Task ceiling price.
 3. Cost and hours summary of the status of all tasks issued under the contract.
 4. Cost and hours incurred, for the month and cumulative, to-date for each issued task.
 5. Significant issues/problems and corrective action associated with a task.
 6. Accounting and Appropriation Data (cost and hours) reported to the Unique Project Number (UPN) or its equivalent.
 7. Supporting data down to WBS Level III.
- c. Monthly Work Order Progress:
1. Work Order Number, Work Order Title, Unique Project Number (UPN).
 2. Cost and hours summary of the status of all work orders issued under the contract by organization / customer.
 3. Estimated and actual costs incurred for each issued task.
 4. Copies of all active work orders. Each work order shall provide the following information:
 - (a) Name of Government Requesting Official / Organization.
 - (b) Work Order Originator and date of order creation.
 - (c) Description of services to be performed and/or products to be delivered.
 - (d) Period-of-performance.
 - (e) Special instructions, rationale, and comments as applicable.
 - (f) Estimated and actual total dollar cost and workforce requirements by major cost element (labor, travel, etc.) for each work order and in summary for each contract year.
 - (g) Time limitations as applicable.
 - (h) Deliverables and milestone dates.
 - (i) Status Tracking, approval tracking, and revision tracking as applicable.
 - (j) Accounting and Appropriation Data (cost and hours) reported to the Unique Project Number (UPN) or its equivalent.
 - (k) Supporting data down to WBS Level III.
- 15.4 **FORMAT:** Quarterly Self-Evaluation. The Progress Report shall be in presentation chart format. Submittal shall be standard hard copy as the presentation, electronic submission or other media as directed by the Contracting Officer. Monthly IDIQ Task Order Progress and Monthly Work Order Progress. Contractor format is acceptable.
- 15.5 **MAINTENANCE:** None required

ATTACHMENT J-13 DATA PROCUREMENT DOCUMENT (DPD) (CONTINUED)

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 1140 **ISSUE:** Draft RFP
2. **DRD NO.:** **1140MA-004**
3. **DATA TYPE:** 3
4. **DATE REVISED:**
5. **PAGE:** 1/1
6. **TITLE:** Badged Employee and Remote IT User Listing
7. **DESCRIPTION/USE:** To assist NASA in conducting contractor floor checks and to determine if the employees meet the minimum background investigation requirements.
8. **OPR:** AS50 9. **DM:** CS01
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 3.1
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 list shall include the following information for each employee: employee's full name (first and middle names must be birth names), last four digits of the Social Security Number (SSN), date of birth, place of birth, duty position, duty location (building/room number), shift assignment, and supervisor's name. Additionally, if applicable, the type of security background check already completed (NACLC or SSBI) and the date it was completed.
- 15.4 **FORMAT:** Contractor format using Excel Spreadsheet is acceptable.
- 15.5 **MAINTENANCE:** None required

ATTACHMENT J-13 DATA PROCUREMENT DOCUMENT (DPD) (CONTINUED)

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 1140 **ISSUE:** Draft RFP
2. **DRD NO.:** **1140MA-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:** CS01
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 3.1
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

ATTACHMENT J-13 DATA PROCUREMENT DOCUMENT (DPD) (CONTINUED)

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 1140 **ISSUE:** Draft RFP
2. **DRD NO.:** **1140MA-006**
3. **DATA TYPE:** 3
4. **DATE REVISED:**
5. **PAGE:** 1/1
6. **TITLE:** Position Risk Designation for Non-NASA Employee Form
7. **DESCRIPTION/USE:** To ensure that contractor employees are screened to an appropriate risk determination in accordance with NPR 1600.1, *NASA Security Program Procedural Requirements*, Chapter 4.
8. **OPR:** AS50 9. **DM:** CS01
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 3.1
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The Position Risk Designation for Non-NASA Employee Form provides information necessary to determine the type of investigation required and how closely an individual is screened for a position.
- 15.2 **APPLICABLE DOCUMENTS:**
NPR 1600.1 *NASA Security Program Procedural Requirements*
- 15.3 **CONTENTS:** The Position Risk Designation for Non-NASA Employee Form shall contain all the information required by MSFC Form 4482 in accordance with NPR 1600.1, *NASA Security Program Procedural Requirements*.
- 15.4 **FORMAT:** MSFC Form 4482, "Position Risk Designation for Non-NASA Employee".
- 15.5 **MAINTENANCE:** None required

ATTACHMENT J-13 DATA PROCUREMENT DOCUMENT (DPD) (CONTINUED)

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 1140 **ISSUE:** Draft RFP
2. **DRD NO.:** **1140MA-007**
3. **DATA TYPE:** 2
4. **DATE REVISED:**
5. **PAGE:** 1/2
6. **TITLE:** Organizational Conflict of Interest (OCI) Avoidance Plan
7. **DESCRIPTION/USE:** To demonstrate to the Government that the Contractor, when using subject matter experts and all applicable personnel performing under this contract, will mitigate organizational conflicts of interest and ensure that the contractor provides unbiased, impartial advice and adequately protects sensitive, proprietary data belonging to other contractors and the Government.
8. **OPR:** PS33 9. **DM:** CS01
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** 5 working days following Authority to Proceed (ATP)
12. **SUBMISSION FREQUENCY:** Update as required
13. **REMARKS:** Reference is made to NFS Part 1852.237-72, "*Access to Sensitive Information;*" and NFS 1852.237-73, "*Release of Sensitive Information.*"
14. **INTERRELATIONSHIP:** PWS paragraph 3.1
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The Organizational Conflict of Interest Avoidance Plan demonstrates that no organizational conflict of interest exists or that any such potential conflicts have been adequately avoided or mitigated when using subject matter experts connected to any prime contractor or subcontractor performing design, development, and/or delivery of space flight hardware, software, mission integration services or other critical systems related to MSFC.
- 15.2 **APPLICABLE DOCUMENTS:** None
- 15.3 **CONTENTS:** The Organizational Conflict of Interest Avoidance Plan shall include the following:
 - a. Organizational conflicts of interest pertaining to impaired objectivity associated with the use of subject matter experts shall either:
 1. Describe all business relationships that might create a conflict with the performance work statement in this contract by demonstrating:
 - (a) That the management reporting chains between this contract and the work performed by the technical subject matter experts for the conflicting business relationship are separated from each other.
 - (b) That the subject matter experts when performing on this contract are physically separated from the portion of the company performing the work for the conflicting business relationships.

DRD Continuation Sheet

TITLE: Organizational Conflict of Interest (OCI) Avoidance Plan DRD NO.: 1140MA-007

DATA TYPE: 2

PAGE: 2/2

15. DATA PREPARATION INFORMATION (CONTINUED):

- (c) That each subject matter expert and all other applicable contractor personnel performing under this contract signs an express, binding, written agreement setting forth all responsibilities and duties to avoid organizational conflicts of interest and to protect sensitive data provided under this contract.
 - (d) That techniques are in place to ensure that the contractor shall not favor the conflicting business relationships and will avoid the appearance of conflicts of interest.
 - b. With regard to access to nonpublic information by the subject matter experts and all other applicable contractor personnel, the avoidance plan shall contain a plan to safeguard all proprietary/sensitive data the contractor receives. This plan shall include:
 - 1. Provision that subject matter experts and all other applicable contractor personnel shall not disclose the proprietary/sensitive data relating to this contract.
 - 2. Provision that subject matter experts and all other applicable contractor personnel only shall use the proprietary/sensitive data relating to this contract.
 - 3. Provision that information, whether in hard copy or on electronic media, shall be marked, handled, stored, and destroyed in order to preclude an unauthorized disclosure of information.
 - 4. Provision that information technology shall be protected to prevent unauthorized disclosure of information.
 - 5. Provision that all applicable contractor employees performing the effort must sign an express binding written agreement clearly agreeing to protect sensitive data.
 - 6. Requirement that subcontractors have appropriate OCI avoidance procedures in place for the use of subject matter experts and all other applicable contractor personnel.
 - 7. Requirement for periodic self-audits, the results of which shall be made available to the Government.
 - 8. Initial and periodic refresher OCI training for the contractor, subject matter experts, and all other applicable contractor personnel working on the contract.
 - 9. Description of organizational and employee sanctions for violation of the OCI order clause or OCI Avoidance Plan provisions.
 - 10. Provisions on record keeping requirements regarding OCI (e.g., training, written agreements). The contractor shall make these records available to and cooperate with any neutral third party the Government assigns to review adherence to their OCI mitigation plan.
 - 11. Provision requiring the contractor to report any real, apparent, or potential conflict of interest that may arise to the Contracting Officer.
 - 12. Provision requiring the contractor to update the OCI Avoidance Plan for the subject matter experts and all other applicable contractor personnel upon occurrence of any event that will cause a change to the plan.
- 15.4 **FORMAT:** Contractor format is acceptable.
- 15.5 **MAINTENANCE:** Changes shall be incorporated by change page or complete reissue.

ATTACHMENT J-13 DATA PROCUREMENT DOCUMENT (DPD) (CONTINUED)

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 1140 **ISSUE:** Draft RFP
2. **DRD NO.:** **1140SA-001**
3. **DATA TYPE:** 2
4. **DATE REVISED:**
5. **PAGE:** 1/3
6. **TITLE:** Safety, Health, and Environmental (SHE) Plan
7. **DESCRIPTION/USE:** To provide the contractor and the Government a baseline document for planning, management, control, and implementation of the contractor's industrial/occupational safety, health, and environmental program in accordance with NFS 1852.223-73.
8. **OPR:** AS10/QD50 9. **DM:** CS01
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 52.223-10, *Waste Reduction Program*; DRD 1140SA-002, *Mishap and Safety Statistics Report*. PWS paragraph 3.3
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The Safety, Health, and Environmental Plan describes the contractor's method of implementing occupational safety, health, and environmental standards over the duration of the contract.
- 15.2 **APPLICABLE DOCUMENTS:** Compliance with the following Occupational Safety and Health Standards and applicable requirements shall be specified in the plan (if applicable to the scope of this contract).
 - 29 CFR 1910 *Department of Labor; Occupational Safety and Health Administration Standards for General Industry*
 - 29 CFR 1926 *Department of Labor; Occupational Safety and Health Administration Standards for Construction Industry*
 - 40 CFR *Protection of the Environment*
 - ANSI Standards applicable to the scope of this contract
 - ASME Boiler and Pressure Vessel Code applicable to the scope of this contract
 - NFPA Standards *National Fire Codes*
 - NASA-STD-8719.11 *Safety Standard for Fire Protection*
 - NPR 8715.3 *NASA Safety Manual*
 - MPD 8500.1 *MSFC Environmental Management Policy*
 - MPR 8500.2 *MSFC Environmental Management System Manual*
 - MPR 1040.3 *MSFC Emergency Plan*
 - MPD 1800.1 *MSFC Smoking Policy*
 - MPR 1800.1 *Bloodborne Pathogens*
 - MPR 1810.1 *MSFC Occupational Medicine*
 - MPD 1840.1 *MSFC Environmental Health Program*
 - MPR 1840.1 *MSFC Confined Space Entries*
 - MPD 1840.2 *MSFC Hearing Conservation Program*

DRD Continuation Sheet

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

DRD NO.: 1140SA-001

DATA TYPE: 2

PAGE: 2/3

15. DATA PREPARATION INFORMATION (CONTINUED):

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>
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 Plan shall describe the manner in which the contractor implements the requirements of the applicable documents as they pertain to the specific statement of work tasks to be performed and updated when necessary. The Safety, Health and Environmental Plan shall clearly state if the contracted effort contain potentially hazardous or non-hazardous operations and fully address the following applicable topics:

- a. Management leadership and employee involvement:
 1. Statement of management policy and commitment to provide a safe and healthful workplace for personnel (i.e., employees, customers, and public), to protect the property and the environment, and to ensure compliance with EPA, OSHA and NASA requirements.
 2. Description of procedures for insuring management and employees are held accountable for implementing their task in a safe and healthful manner through motivational techniques, disciplinary program, or other innovative techniques.
 3. Descriptions of safety, health, environmental awareness and motivation programs that, include documented safety meetings and safety awareness training for employees. (Onsite Safety meeting statistics shall be documented in the Supervisors Safety Web page: http://msfcsma3.msfc.nasa.gov/dbwebs/apps/sswp/SSWP_login.taf)
 4. Method of program evaluation that, identify the methods and frequency for internal evaluation of the safety, health, and environmental program.
 5. Method to ensure the Flowdown of safety, health, and environmental responsibilities between all company levels and subcontractors, when applicable.
 6. Identification by title the individual who will be responsible for the implementation of the SHE program elements.
 7. Method to ensure compliance with MPR 8715.1.

ATTACHMENT J-13 DATA PROCUREMENT DOCUMENT (DPD) (CONTINUED)

DRD Continuation Sheet

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

DRD NO.: 1140SA-001

DATA TYPE: 2

PAGE: 3/3

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

b. System and worksite analysis:

1. Methods of hazard identification, e.g., hazard analysis, safety assessment, change analysis, risk assessment and employee identified concerns.
2. Requirements for formal worksite safety inspections as required by OSHA, to including schedule and documentation requirements. Onsite OSHA inspections are performed by NASA.
3. Requirements for documented supervisors' 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. Method of ensuring a documented emergency management program. Include a list of emergency points of contract located onsite. (Note: Onsite contractors may use MPR 1040.3.)
2. Method of investigating all mishaps and close calls to determine root cause, including an outline of reporting requirements. (Reference DRD 1140SA-002, *Mishap and Safety Statistics Report*).
3. 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, and hazard communication. (These services can be provided by MSFC for onsite work.)
4. Method for employees to suspend work where safety or environmental conditions warrant such action.

d. Safety and health training:

1. Method for training each employee to recognize hazards, avoid accidents, know the hazards specific to their job, and understand the disciplinary program.
2. 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.)

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

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

ATTACHMENT J-13 DATA PROCUREMENT DOCUMENT (DPD) (CONTINUED)

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 1140 **ISSUE:** Draft RFP
2. **DRD NO.:** **1140SA-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:** CS01
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:**
 - a. Safety Statistics (e.g., contract number, subcontractors, SIC/NAIC codes, number of employees, number of supervisors, hours worked, etc.): submitted on MSFC Form 4371 by the 10th of each month following contract award.
 - b. Mishaps, Close Calls, and serious non-occupational injuries or illnesses
 1. Type A or B mishaps, high visibility mishaps or close calls, and onsite Type C lost time injury or illness: Immediate telephone notification to the Contracting Officer, and Industrial Safety (256-544-0046 or 4-HELP, Safety Option) so that Center Director notifies the NASA Administrator within 24 hours of occurrence or awareness. Include location and time of incident, number of fatalities, number hospitalized, type of damage, estimated cost, brief description, and contact person and phone number.
 2. Non-occupational fatality or serious injury occurring onsite or to an onsite contractor employee: Notification to Contracting Officer and S&MA so that Center Director notifies the NASA Administrator within 24 hour of occurrence or awareness. (Offsite non-occupational injury or illness notification is at the discretion of the family.)
 3. a. All Onsite MSFC mishaps and close calls: (applicable to onsite contractors only): NASA Initial Safety Incident Report within 4 hours of occurrence or awareness on MSFC Form 4370 or equivalent either by telephone 256-544-4357 (4-HELP); Safety Option or electronically by Quick Incident. Report at https://msfcsma3.msfc.nasa.gov/s&ma_01/mishap/index.htm.
b. Offsite Mishaps and Close Calls Type C and below: Initial notification by next MSFC 4371.
 4. All Mishaps (Type A, B, C, Incidents and Close Calls): Mishap Report NASA Form 1627 or electronic update of NASA Incident Reporting Information System (IRIS) record within 6 calendar days of Mishap.
 5. Type A, B, and Close Calls with high Type A or B potential: Mishap Board Report after completion of investigation.
 6. All Mishaps: Monthly Follow-up Corrective Action Plan/Status as required until closed.
12. **SUBMISSION FREQUENCY:**
 - a. MSFC Form 4370 or electronic equivalent - Each occurrence of a mishap except as identified in section 11.b.
 - b. NASA Form 1627 or electronic equivalent - Each occurrence of a mishap. Corrective action status reports are due every 30 days until the final report is submitted.
 - c. MSFC Form 4371 - By the 10th of each month.
 - d. Mishap Board Report - Each occurrence of a Type A or B mishap, or as directed by Center management.

ATTACHMENT J-13 DATA PROCUREMENT DOCUMENT (DPD) (CONTINUED)

DRD Continuation Sheet

TITLE: Mishap and Safety Statistics Reports

DRD NO.: **1140SA-002**

DATA TYPE: 3

PAGE: 2/2

13. **REMARKS:**

14. **INTERRELATIONSHIP:** DRD 1140SA-001, *Safety, Health, and Environmental (SHE) Plan*. PWS paragraph 3.3

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 Reporting, Investigating, and Recordkeeping*
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. The contractor shall use the forms listed in 15.4 to report mishaps and related information required to produce the safety metrics.

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

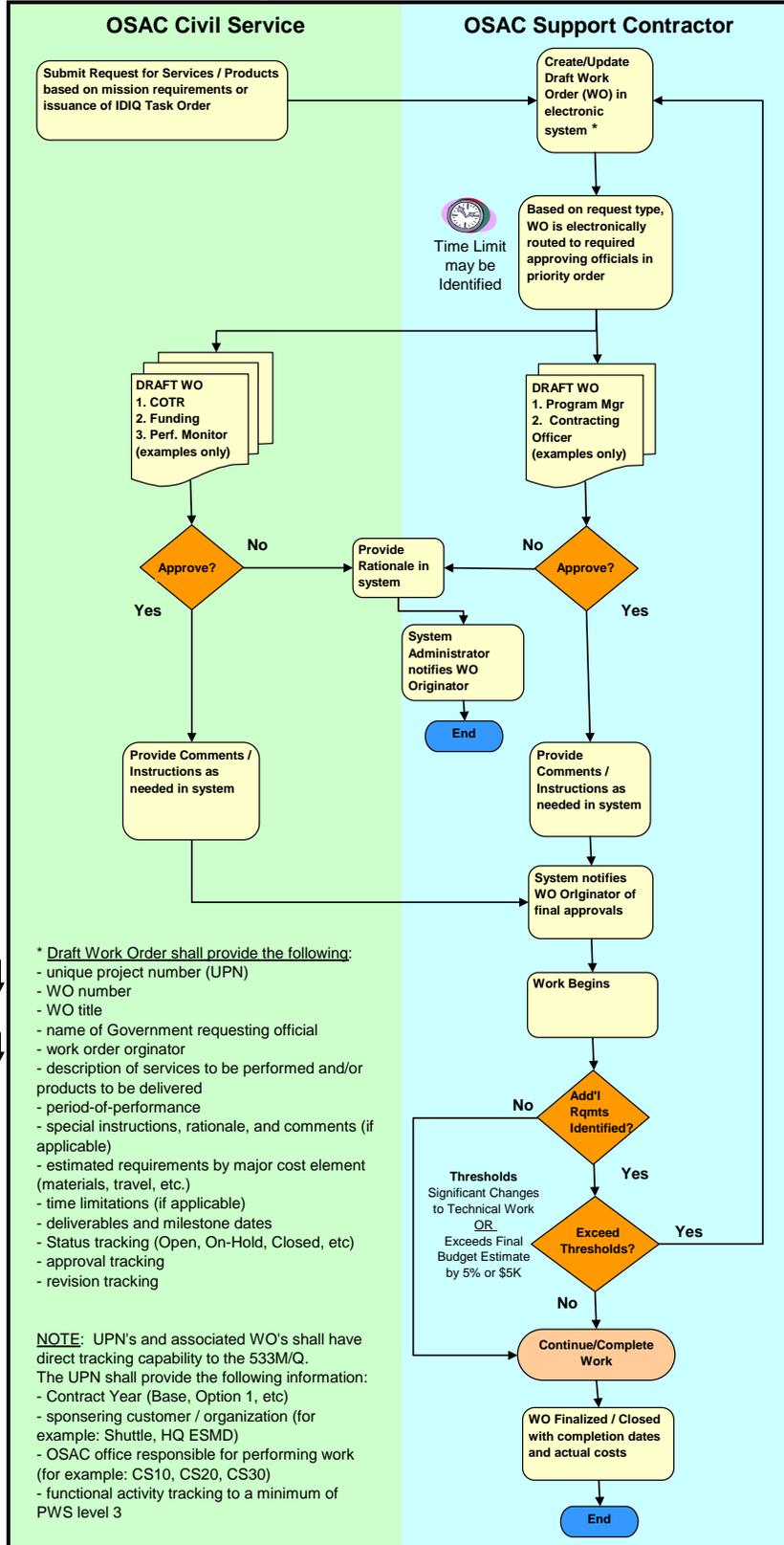
- a. MSFC Form 4370, "MSFC Flash Mishap Report."
- b. NASA Form 1627, "NASA Mishap Report."
- c. MSFC Form 4371, "MSFC Contractor Accident and Safety Statistics."
- d. Mishap Board Report using the format provided in NPR 8621.1.

15.5 **MAINTENANCE:** None required

[END OF ATTACHMENT J-13]

ATTACHMENT J-14

Work Management / Work Order Process



[END OF ATTACHMENT J-14]

ATTACHMENT J-15

(RESERVED)

ATTACHMENT J-16

(RESERVED)

ATTACHMENT J-17

IDIQ LABOR CATEGORY POSITION DESCRIPTIONS

Position	General Characteristics	Description	Desired Qualification/Education
<p>Communications Subject Matter Expert I</p>	<p>Advanced oral and written communication skills; Proactive and results-oriented.</p>	<p>Research, recommend, and execute communication strategies and plans targeted to internal and external audiences through a variety of communication tools, techniques, approaches, products, and services.</p>	<p>B.A. or B.S. in appropriate area of specialization and 5 years of directly related experience.</p> <p>A graduate study in related field is preferred.</p> <p>Computer proficient in Microsoft Office and internet research capabilities</p>
<p>Communications Subject Matter Expert II</p>	<p>Advanced Strategic thinking and planning; Advanced oral and written communication skills; Advanced problem solving skills. Proactive and results-oriented.</p>	<p>Providing counsel and support to OSAC senior management and customers regarding all aspects of strategic communications. Research, recommend, and execute communication strategies and plans targeted to internal and external audiences through a variety of communication tools, techniques, approaches, products, and services.</p>	<p>B.A. or B.S. in appropriate area of specialization and 10 years of directly related experience.</p> <p>Graduate studies or PhD in related field of study is preferred.</p> <p>Computer proficient in Microsoft Office and internet research capabilities</p>

ATTACHMENT J-17 IDIQ LABOR CATEGORY POSITION DESCRIPTIONS (CONTINUED)

Position	General Characteristics	Description	Desired Qualification/Education
<p>Communications Subject Matter Expert III</p>	<p>Advanced Strategic thinking and planning; Advanced oral and written communication skills; Senior professional who is proactive and results-oriented with solid supervisory skills and demonstrated experience interfacing with senior management Advanced problem solving skills.</p>	<p>Providing counsel and support to OSAC senior management and customers regarding all aspects of strategic communications. Research, recommend, and execute communication strategies and plans targeted to internal and external audiences through a variety of communication tools, techniques, approaches, products, and services.</p>	<p>B.A. or B.S. in appropriate area of specialization and 15 years of directly related experience.</p> <p>Graduate studies or PhD in related field of study is preferred.</p> <p>Computer proficient in Microsoft Office and internet research capabilities</p>

[END OF ATTACHMENT J-17]

RFP No. NNM06169943R

ATTACHMENT J-18

WAGE DETERMINATION

<p>REGISTER OF WAGE DETERMINATIONS UNDER THE SERVICE CONTRACT ACT By direction of the Secretary of Labor</p>	<p align="center">U.S. DEPARTMENT OF LABOR EMPLOYMENT STANDARDS ADMINISTRATION WAGE AND HOUR DIVISION WASHINGTON D.C. 20210</p>
<p>William W.Gross Division of Director Wage Determinations</p>	<p>Wage Determination No.: 2005-2008 Revision No.: 1 Date Of Last Revision: 09/19/2006</p>

States: Alabama, Tennessee
 Area: Alabama Counties of Colbert, Franklin, Jackson, Lauderdale, Lawrence, Limestone, Madison, Marion, Marshall, Morgan, Winston
Tennessee Counties of Giles, Lawrence, Lincoln, Moore, Wayne

Fringe Benefits Required Follow the Occupational Listing

OCCUPATION CODE - TITLE	MINIMUM WAGE RATE
01000 - Administrative Support And Clerical Occupations	
01011 - Accounting Clerk I	13.47
01012 - Accounting Clerk II	14.65
01013 - Accounting Clerk III	16.77
01020 - Administrative Assistant	21.27
01040 - Court Reporter	17.16
01051 - Data Entry Operator I	10.78
01052 - Data Entry Operator II	12.84
01060 - Dispatcher, Motor Vehicle	16.31
01070 - Document Preparation Clerk	12.47
01090 - Duplicating Machine Operator	12.47
01111 - General Clerk I	10.25
01112 - General Clerk II	11.18
01113 - General Clerk III	13.15
01120 - Housing Referral Assistant	17.51
01141 - Messenger Courier	8.95
01191 - Order Clerk I	11.24
01192 - Order Clerk II	15.27
01261 - Personnel Assistant (Employment) I	13.50
01262 - Personnel Assistant (Employment) II	15.08
01263 - Personnel Assistant (Employment) III	16.33
01270 - Production Control Clerk	18.39
01280 - Receptionist	11.02
01290 - Rental Clerk	11.79
01300 - Scheduler, Maintenance	15.32
01311 - Secretary I	15.32
01312 - Secretary II	17.16
01313 - Secretary III	19.14
01320 - Service Order Dispatcher	13.83
01410 - Supply Technician	21.27
01420 - Survey Worker	16.43
01531 - Travel Clerk I	9.71
01532 - Travel Clerk II	10.28
01533 - Travel Clerk III	10.96
01611 - Word Processor I	12.34
01612 - Word Processor II	13.77
01613 - Word Processor III	16.31
05000 - Automotive Service Occupations	
05005 - Automobile Body Repairer, Fiberglass	17.50
05010 - Automotive Electrician	16.73

RFP No. NNM06169943R

ATTACHMENT J-18 WAGE DETERMINATION (CONTINUED)

05040 - Automotive Glass Installer	15.94
05070 - Automotive Worker	15.94
05110 - Mobile Equipment Servicer	14.45
05130 - Motor Equipment Metal Mechanic	17.50
05160 - Motor Equipment Metal Worker	15.94
05190 - Motor Vehicle Mechanic	15.98
05220 - Motor Vehicle Mechanic Helper	12.52
05250 - Motor Vehicle Upholstery Worker	15.22
05280 - Motor Vehicle Wrecker	15.94
05310 - Painter, Automotive	15.28
05340 - Radiator Repair Specialist	15.94
05370 - Tire Repairer	12.75
05400 - Transmission Repair Specialist	17.50
07000 - Food Preparation And Service Occupations	
07010 - Baker	10.84
07041 - Cook I	9.14
07042 - Cook II	10.27
07070 - Dishwasher	7.57
07130 - Food Service Worker	8.09
07210 - Meat Cutter	13.32
07260 - Waiter/Waitress	6.82
09000 - Furniture Maintenance And Repair Occupations	
09010 - Electrostatic Spray Painter	17.56
09040 - Furniture Handler	13.94
09080 - Furniture Refinisher	17.56
09090 - Furniture Refinisher Helper	14.41
09110 - Furniture Repairer, Minor	15.98
09130 - Upholsterer	17.56
11000 - General Services And Support Occupations	
11030 - Cleaner, Vehicles	8.16
11060 - Elevator Operator	8.06
11090 - Gardener	12.11
11122 - Housekeeping Aide	8.62
11150 - Janitor	8.06
11210 - Laborer, Grounds Maintenance	10.00
11240 - Maid or Houseman	7.29
11260 - Pruner	8.72
11270 - Tractor Operator	12.08
11330 - Trail Maintenance Worker	10.00
11360 - Window Cleaner	8.24
12000 - Health Occupations	
12010 - Ambulance Driver	14.33
12011 - Breath Alcohol Technician	13.57
12012 - Certified Occupational Therapist Assistant	18.49
12015 - Certified Physical Therapist Assistant	18.49
12020 - Dental Assistant	13.91
12025 - Dental Hygienist	18.58
12030 - EKG Technician	20.57
12035 - Electroneurodiagnostic Technologist	20.57
12040 - Emergency Medical Technician	14.33
12071 - Licensed Practical Nurse I	12.46
12072 - Licensed Practical Nurse II	14.00
12073 - Licensed Practical Nurse III	15.68
12100 - Medical Assistant	10.79
12130 - Medical Laboratory Technician	14.02
12160 - Medical Record Clerk	11.28
12190 - Medical Record Technician	13.60
12195 - Medical Transcriptionist	12.40
12210 - Nuclear Medicine Technologist	29.83

RFP No. NNM06169943R

ATTACHMENT J-18 WAGE DETERMINATION (CONTINUED)

12221 - Nursing Assistant I	8.77
12222 - Nursing Assistant II	9.87
12223 - Nursing Assistant III	10.76
12224 - Nursing Assistant IV	12.08
12235 - Optical Dispenser	13.68
12236 - Optical Technician	10.14
12250 - Pharmacy Technician	12.24
12280 - Phlebotomist	12.08
12305 - Radiologic Technologist	20.57
12311 - Registered Nurse I	19.83
12312 - Registered Nurse II	24.27
12313 - Registered Nurse II, Specialist	24.27
12314 - Registered Nurse III	29.36
12315 - Registered Nurse III, Anesthetist	29.36
12316 - Registered Nurse IV	35.18
12317 - Scheduler (Drug and Alcohol Testing)	16.82
13000 - Information And Arts Occupations	
13011 - Exhibits Specialist I	17.77
13012 - Exhibits Specialist II	21.76
13013 - Exhibits Specialist III	26.45
13041 - Illustrator I	17.77
13042 - Illustrator II	21.76
13043 - Illustrator III	26.45
13047 - Librarian	22.08
13050 - Library Aide/Clerk	12.82
13054 - Library Information Technology Systems Administrator	21.15
13058 - Library Technician	14.67
13061 - Media Specialist I	14.37
13062 - Media Specialist II	16.07
13063 - Media Specialist III	17.92
13071 - Photographer I	13.58
13072 - Photographer II	15.68
13073 - Photographer III	18.78
13074 - Photographer IV	22.96
13075 - Photographer V	27.87
13110 - Video Teleconference Technician	14.39
14000 - Information Technology Occupations	
14041 - Computer Operator I	13.39
14042 - Computer Operator II	17.39
14043 - Computer Operator III	18.63
14044 - Computer Operator IV	23.78
14045 - Computer Operator V	26.73
14071 - Computer Programmer I (1)	20.66
14072 - Computer Programmer II (1)	24.76
14073 - Computer Programmer III (1)	27.62
14074 - Computer Programmer IV (1)	27.62
14101 - Computer Systems Analyst I (1)	27.62
14102 - Computer Systems Analyst II (1)	27.62
14103 - Computer Systems Analyst III (1)	27.62
14150 - Peripheral Equipment Operator	13.39
14160 - Personal Computer Support Technician	23.78
15000 - Instructional Occupations	
15010 - Aircrew Training Devices Instructor (Non-Rated)	26.68
15020 - Aircrew Training Devices Instructor (Rated)	33.42
15030 - Air Crew Training Devices Instructor (Pilot)	33.42
15050 - Computer Based Training Specialist / Instructor	30.38
15060 - Educational Technologist	24.89
15070 - Flight Instructor (Pilot)	33.42
15080 - Graphic Artist	19.60
15090 - Technical Instructor	16.29

RFP No. NNM06169943R

ATTACHMENT J-18 WAGE DETERMINATION (CONTINUED)

15095 - Technical Instructor/Course Developer	20.67
15110 - Test Proctor	17.16
15120 - Tutor	17.16
16000 - Laundry, Dry-Cleaning, Pressing And Related Occupations	
16010 - Assembler	7.37
16030 - Counter Attendant	7.37
16040 - Dry Cleaner	9.26
16070 - Finisher, Flatwork, Machine	7.37
16090 - Presser, Hand	7.37
16110 - Presser, Machine, Drycleaning	7.37
16130 - Presser, Machine, Shirts	7.37
16160 - Presser, Machine, Wearing Apparel, Laundry	7.51
16190 - Sewing Machine Operator	9.78
16220 - Tailor	10.23
16250 - Washer, Machine	7.99
19000 - Machine Tool Operation And Repair Occupations	
19010 - Machine-Tool Operator (Tool Room)	20.38
19040 - Tool And Die Maker	24.86
21000 - Materials Handling And Packing Occupations	
21020 - Forklift Operator	14.82
21030 - Material Coordinator	18.39
21040 - Material Expediter	18.39
21050 - Material Handling Laborer	10.29
21071 - Order Filler	10.87
21080 - Production Line Worker (Food Processing)	14.00
21110 - Shipping Packer	12.98
21130 - Shipping/Receiving Clerk	12.98
21140 - Store Worker I	10.50
21150 - Stock Clerk	14.24
21210 - Tools And Parts Attendant	14.82
21410 - Warehouse Specialist	14.82
23000 - Mechanics And Maintenance And Repair Occupations	
23010 - Aerospace Structural Welder	17.04
23021 - Aircraft Mechanic I	22.24
23022 - Aircraft Mechanic II	17.04
23023 - Aircraft Mechanic III	17.71
23040 - Aircraft Mechanic Helper	17.44
23050 - Aircraft, Painter	19.32
23060 - Aircraft Servicer	19.34
23080 - Aircraft Worker	20.27
23110 - Appliance Mechanic	18.04
23120 - Bicycle Repairer	14.66
23125 - Cable Splicer	19.76
23130 - Carpenter, Maintenance	17.56
23140 - Carpet Layer	17.29
23160 - Electrician, Maintenance	23.21
23181 - Electronics Technician Maintenance I	16.30
23182 - Electronics Technician Maintenance II	25.55
23183 - Electronics Technician Maintenance III	26.62
23260 - Fabric Worker	16.54
23290 - Fire Alarm System Mechanic	18.79
23310 - Fire Extinguisher Repairer	15.72
23311 - Fuel Distribution System Mechanic	18.79
23312 - Fuel Distribution System Operator	16.80
23370 - General Maintenance Worker	16.43
23380 - Ground Support Equipment Mechanic	22.24
23381 - Ground Support Equipment Servicer	19.34
23382 - Ground Support Equipment Worker	20.27
23391 - Gunsmith I	13.46

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ATTACHMENT J-18 WAGE DETERMINATION (CONTINUED)

23392 - Gunsmith II	14.84
23393 - Gunsmith III	16.27
23410 - Heating, Ventilation & Air-Conditioning Mechanic	18.38
23411 - Heating, Ventilation & Air Conditioning Mechanic (Research Fac)	19.30
23430 - Heavy Equipment Mechanic	18.38
23440 - Heavy Equipment Operator	17.87
23460 - Instrument Mechanic	18.79
23465 - Laboratory/Shelter Mechanic	15.56
23470 - Laborer	10.33
23510 - Locksmith	18.04
23530 - Machinery Maintenance Mechanic	23.32
23550 - Machinist, Maintenance	16.92
23580 - Maintenance Trades Helper	14.41
23591 - Metrology Technician I	18.79
23592 - Metrology Technician II	19.73
23593 - Metrology Technician III	20.72
23640 - Millwright	18.79
23710 - Office Appliance Repairer	18.09
23760 - Painter, Maintenance	17.56
23790 - Pipefitter, Maintenance	18.90
23810 - Plumber, Maintenance	18.06
23820 - Pneudraulic Systems Mechanic	18.79
23850 - Rigger	18.79
23870 - Scale Mechanic	17.29
23890 - Sheet-Metal Worker, Maintenance	18.38
23910 - Small Engine Mechanic	16.75
23931 - Telecommunications Mechanic I	18.38
23932 - Telecommunications Mechanic II	20.21
23950 - Telephone Lineman	18.38
23960 - Welder, Combination, Maintenance	18.38
23965 - Well Driller	18.79
23970 - Woodcraft Worker	18.79
23980 - Woodworker	16.43
24000 - Personal Needs Occupations	
24570 - Child Care Attendant	7.78
24580 - Child Care Center Clerk	9.71
24610 - Chore Aide	7.65
24620 - Family Readiness And Support Services Coordinator	11.71
24630 - Homemaker	12.32
25000 - Plant And System Operations Occupations	
25010 - Boiler Tender	18.86
25040 - Sewage Plant Operator	17.87
25070 - Stationary Engineer	18.86
25190 - Ventilation Equipment Tender	14.85
25210 - Water Treatment Plant Operator	17.56
27000 - Protective Service Occupations	
27004 - Alarm Monitor	11.88
27007 - Baggage Inspector	9.95
27008 - Corrections Officer	14.36
27010 - Court Security Officer	15.75
27030 - Detection Dog Handler	12.55
27040 - Detention Officer	14.36
27070 - Firefighter	15.75
27101 - Guard I	9.95
27102 - Guard II	12.55
27131 - Police Officer I	17.14
27132 - Police Officer II	19.05
28000 - Recreation Occupations	
28041 - Carnival Equipment Operator	8.93

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ATTACHMENT J-18 WAGE DETERMINATION (CONTINUED)

28042 - Carnival Equipment Repairer	9.38
28043 - Carnival Equipment Worker	7.40
28210 - Gate Attendant/Gate Tender	12.23
28310 - Lifeguard	10.90
28350 - Park Attendant (Aide)	13.68
28510 - Recreation Aide/Health Facility Attendant	9.99
28515 - Recreation Specialist	9.99
28630 - Sports Official	10.90
28690 - Swimming Pool Operator	14.23
29000 - Stevedoring/Longshoremen Occupational Services	
29010 - Blocker And Bracer	17.70
29020 - Hatch Tender	17.70
29030 - Line Handler	17.70
29041 - Stevedore I	16.90
29042 - Stevedore II	18.56
30000 - Technical Occupations	
30010 - Air Traffic Control Specialist, Center (HFO) (2)	33.27
30011 - Air Traffic Control Specialist, Station (HFO) (2)	22.94
30012 - Air Traffic Control Specialist, Terminal (HFO) (2)	25.27
30021 - Archeological Technician I	15.69
30022 - Archeological Technician II	17.56
30023 - Archeological Technician III	21.76
30030 - Cartographic Technician	23.09
30040 - Civil Engineering Technician	20.75
30061 - Drafter/CAD Operator I	15.69
30062 - Drafter/CAD Operator II	17.77
30063 - Drafter/CAD Operator III	18.64
30064 - Drafter/CAD Operator IV	22.94
30081 - Engineering Technician I	12.79
30082 - Engineering Technician II	15.89
30083 - Engineering Technician III	19.09
30084 - Engineering Technician IV	26.34
30085 - Engineering Technician V	30.74
30086 - Engineering Technician VI	37.17
30090 - Environmental Technician	20.17
30210 - Laboratory Technician	18.37
30240 - Mathematical Technician	23.77
30361 - Paralegal/Legal Assistant I	14.87
30362 - Paralegal/Legal Assistant II	18.43
30363 - Paralegal/Legal Assistant III	22.54
30364 - Paralegal/Legal Assistant IV	27.28
30390 - Photo-Optics Technician	22.75
30461 - Technical Writer I	18.73
30462 - Technical Writer II	22.91
30463 - Technical Writer III	25.38
30491 - Unexploded Ordnance (UXO) Technician I	20.73
30492 - Unexploded Ordnance (UXO) Technician II	25.09
30493 - Unexploded Ordnance (UXO) Technician III	30.07
30494 - Unexploded (UXO) Safety Escort	20.73
30495 - Unexploded (UXO) Sweep Personnel	20.73
30620 - Weather Observer, Combined Upper Air Or Surface Programs (3)	18.39
30621 - Weather Observer, Senior (3)	18.79
31000 - Transportation/Mobile Equipment Operation Occupations	
31020 - Bus Aide	9.74
31030 - Bus Driver	12.67
31043 - Driver Courier	12.36
31260 - Parking and Lot Attendant	8.86
31290 - Shuttle Bus Driver	13.11
31310 - Taxi Driver	9.91
31361 - Truckdriver, Light	13.11

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ATTACHMENT J-18 WAGE DETERMINATION (CONTINUED)

31362 - Truckdriver, Medium	16.16
31363 - Truckdriver, Heavy	16.83
31364 - Truckdriver, Tractor-Trailer	16.83
99000 - Miscellaneous Occupations	
99030 - Cashier	8.82
99050 - Desk Clerk	6.90
99095 - Embalmer	20.73
99251 - Laboratory Animal Caretaker I	8.23
99252 - Laboratory Animal Caretaker II	13.46
99310 - Mortician	20.73
99410 - Pest Controller	12.10
99510 - Photofinishing Worker	10.58
99710 - Recycling Laborer	12.99
99711 - Recycling Specialist	13.44
99730 - Refuse Collector	11.23
99810 - Sales Clerk	10.45
99820 - School Crossing Guard	10.42
99830 - Survey Party Chief	14.67
99831 - Surveying Aide	9.04
99832 - Surveying Technician	12.37
99840 - Vending Machine Attendant	12.42
99841 - Vending Machine Repairer	14.23
99842 - Vending Machine Repairer Helper	12.42

ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: Life, accident, and health insurance plans, sick leave, pension plans, civic and personal leave, severance pay, and savings and thrift plans. Minimum employer contributions costing an average of \$3.01 per hour computed on the basis of all hours worked by service employees employed on the contract.

VACATION: 2 weeks paid vacation after 1 year of service with a contractor or successor; 3 weeks after 10 years, and 4 after 20 years. Length of service includes the whole span of continuous service with the present contractor or successor, wherever employed, and with the predecessor contractors in the performance of similar work at the same Federal facility. (Reg. 29 CFR 4.173)

HOLIDAYS: HOLIDAYS: A minimum of ten paid holidays per year, New Year's Day, Martin Luther King Jr's Birthday, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day. (A contractor may substitute for any of the named holidays another day off with pay in accordance with a plan communicated to the employees involved.) (See 29 CFR 4174)

THE OCCUPATIONS WHICH HAVE PARENTHESES AFTER THEM RECEIVE THE FOLLOWING BENEFITS (as numbered):

- 1) Does not apply to employees employed in a bona fide executive, administrative, or professional capacity as defined and delineated in 29 CFR 541. (See CFR 4.156)
- 2) **APPLICABLE TO AIR TRAFFIC CONTROLLERS ONLY - NIGHT DIFFERENTIAL:** An employee is entitled to pay for all work performed between the hours of 6:00 P.M. and 6:00 A.M. at the rate of basic pay plus a night pay differential amounting to 10 percent of the rate of basic pay.
- 3) **WEATHER OBSERVERS - NIGHT PAY & SUNDAY PAY:** If you work at night as part of a regular tour of duty, you will earn a night differential and receive an additional 10% of basic pay for any hours worked between 6pm and 6am. If you are a full-time employed (40 hours a week) and Sunday is part of your regularly scheduled workweek, you are paid at your rate of basic pay plus a Sunday premium of 25% of your basic rate for each hour

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ATTACHMENT J-18 WAGE DETERMINATION (CONTINUED)

of Sunday work which is not overtime (i.e. occasional work on Sunday outside the normal tour of duty is considered overtime work).

**** HAZARDOUS PAY DIFFERENTIAL ****

An 8 percent differential is applicable to employees employed in a position that represents a high degree of hazard when working with or in close proximity to ordnance, explosives, and incendiary materials. This includes work such as screening, blending, dying, mixing, and pressing of sensitive ordnance, explosives, and pyrotechnic compositions such as lead azide, black powder and photoflash powder. All dry-house activities involving propellants or explosives. Demilitarization, modification, renovation, demolition, and maintenance operations on sensitive ordnance, explosives and incendiary materials. All operations involving regarding and cleaning of artillery ranges.

A 4 percent differential is applicable to employees employed in a position that represents a low degree of hazard when working with, or in close proximity to ordnance, (or employees possibly adjacent to) explosives and incendiary materials which involves potential injury such as laceration of hands, face, or arms of the employee engaged in the operation, irritation of the skin, minor burns and the like; minimal damage to immediate or adjacent work area or equipment being used. All operations involving, unloading, storage, and hauling of ordnance, explosive, and incendiary ordnance material other than small arms ammunition.

NOTE: These differentials are only applicable to work that has been specifically designated by the agency for ordnance, explosives, and incendiary material differential pay.

**** UNIFORM ALLOWANCE ****

If employees are required to wear uniforms in the performance of this contract (either by the terms of the Government contract, by the employer, by the state or local law, etc.), the cost of furnishing such uniforms and maintaining (by laundering or dry cleaning) such uniforms is an expense that may not be borne by an employee where such cost reduces the hourly rate below that required by the wage determination. The Department of Labor will accept payment in accordance with the following standards as compliance:

The contractor or subcontractor is required to furnish all employees with an adequate number of uniforms without cost or to reimburse employees for the actual cost of the uniforms. In addition, where uniform cleaning and maintenance is made the responsibility of the employee, all contractors and subcontractors subject to this wage determination shall (in the absence of a bona fide collective bargaining agreement providing for a different amount, or the furnishing of contrary affirmative proof as to the actual cost), reimburse all employees for such cleaning and maintenance at a rate of \$3.35 per week (or \$.67 cents per day). However, in those instances where the uniforms furnished are made of "wash and wear" materials, may be routinely washed and dried with other personal garments, and do not require any special treatment such as dry cleaning, daily washing, or commercial laundering in order to meet the cleanliness or appearance standards set by the terms of the Government contract, by the contractor, by law, or by the nature of the work, there is no requirement that employees be reimbursed for uniform maintenance costs.

**** NOTES APPLYING TO THIS WAGE DETERMINATION ****

Under the policy and guidance contained in All Agency Memorandum No. 159, the Wage and Hour Division does not recognize, for section 4(c) purposes, prospective wage rates and fringe benefit provisions that are effective only upon such contingencies as "approval of Wage and Hour, issuance of a wage determination, incorporation of the wage determination in the contract, adjusting the contract price, etc." (The relevant CBA section) in the collective bargaining agreement between (the parties) contains contingency language that Wage and Hour does not recognize as reflecting "arm's length negotiation" under section 4(c) of the Act and 29 C.F.R. 5.11(a) of the regulations. This wage determination therefore reflects the actual CBA wage rates and fringe benefits paid under the predecessor contract.

ATTACHMENT J-18 WAGE DETERMINATION (CONTINUED)

The duties of employees under job titles listed are those described in the "Service Contract Act Directory of Occupations," Fifth Edition, April 2006, unless otherwise indicated. Copies of the Directory are available on the Internet. A links to the Directory may be found on the WHD home page at <<http://www.dol.gov/esa/whd/>> or through the Wage Determinations On-Line (WDOL) Web site at <<http://wdol.gov/>>.

REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND WAGE RATE {Standard Form 1444 (SF 1444)}

Conformance Process:

The contracting officer shall require that any class of service employee which is not listed herein and which is to be employed under the contract (i.e., the work to be performed is not performed by any classification listed in the wage determination), be classified by the contractor so as to provide a reasonable relationship (i.e., appropriate level of skill comparison) between such unlisted classifications and the classifications listed in the wage determination. Such conformed classes of employees shall be paid the monetary wages and furnished the fringe benefits as are determined. Such conforming process shall be initiated by the contractor prior to the performance of contract work by such unlisted class(es) of employees. The conformed classification, wage rate, and/or fringe benefits shall be retroactive to the commencement date of the contract. {See Section 4.6 (C)(vi)} When multiple wage determinations are included in a contract, a separate SF 1444 should be prepared for each wage determination to which a class(es) is to be conformed.

The process for preparing a conformance request is as follows:

- 1) When preparing the bid, the contractor identifies the need for a conformed occupation(s) and computes a proposed rate(s).
- 2) After contract award, the contractor prepares a written report listing in order proposed classification title(s), a Federal grade equivalency (FGE) for each proposed classification(s), job description(s), and rationale for proposed wage rate(s), including information regarding the agreement or disagreement of the authorized representative of the employees involved, or where there is no authorized representative, the employees themselves. This report should be submitted to the contracting officer no later than 30 days after such unlisted class(es) of employees performs any contract work.
- 3) The contracting officer reviews the proposed action and promptly submits a report of the action, together with the agency's recommendations and pertinent information including the position of the contractor and the employees, to the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, for review. (See section 4.6(b)(2) of Regulations 29 CFR Part 4).
- 4) Within 30 days of receipt, the Wage and Hour Division approves, modifies, or disapproves the action via transmittal to the agency contracting officer, or notifies the contracting officer that additional time will be required to process the request.
- 5) The contracting officer transmits the Wage and Hour decision to the contractor.
- 6) The contractor informs the affected employees.

Information required by the Regulations must be submitted on SF 1444 or bond paper.

When preparing a conformance request, the "Service Contract Act Directory of Occupations" (the Directory) should be used to compare job definitions to insure that duties requested are not performed by a classification already listed in the wage determination. Remember, it is not the job title, but the required tasks that determine whether a class is included in an established wage determination. Conformances may not be used to artificially split, combine, or subdivide classifications listed in the wage determination.

[END OF ATTACHMENT J-18]

ATTACHMENT J-19

APPLICABLE REGULATIONS, PROCEDURES, AND DOCUMENTS

The documents listed herein contain specifications to which the contractor's work must conform. The contractor shall comply with all the requirements of these documents and all revisions thereto. Current versions shall be utilized, unless authorization to use obsolete versions has been properly documented. This listing is not intended to relieve the Contractor of its responsibility for identification of applicable regulations and procedures and compliance therewith when performing work onsite at MSFC.

The contractor shall utilize all NASA and MSFC Directives and Standards as applicable, as well as Office of Strategic Analysis & Communication Organizational Issuances (OI's). Applicable regulations, procedures, and documents have been provided electronically with this RFP. Current versions shall be utilized, unless authorization to use obsolete versions have been properly documented.

NASA and MSFC Directives can be found at the following URL:

<https://repository.msfc.nasa.gov/directives>

NASA and MSFC Standards can be found at the following URL: <http://standards.nasa.gov>

Miscellaneous Documents

29 CFR 1910	Department of Labor; Occupational Safety and Health Administration Standards for General Industry.
40 CFR	Environmental Protection
42 USC 2451	The National Aeronautics and Space Act of 1958 as amended
NFPA Standards	National Fire Codes

OMB CIRCULARS

Circular A-130	Management of Federal Information Resources
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NASA DOCUMENTATION

48 CFR Chapter 1	Federal Acquisition Regulations	
48 CFR Chapter 18	(NASA/FAR Supplement)	
NASA-STD-8719.11	Safety Standard for Fire Protection	
1001.0	NPD	NASA Strategic Plan
1383.1	NPD	Release and Management of Audiovisual Products and Services
1383.2	NPD	NASA assistance to Non-Government, Entertainment-Oriented Motion Picture, television, Video and Multimedia
1385.1	NPR	Public Appearances of NASA Astronauts and Other Personnel w/ Change 1 (Revalidated 1/07/05)
1385.2	NPD	Public Appearances of NASA Astronauts and Other NASA Personnel w/ Change 1 (Revalidated 11/24/04)
1387.1	NPD	NASA Exhibits Program (Revalidated 11/15/04)
1387.1	NPR	NASA Exhibits Program w/ Change 1 (Revalidated 1/08/04)
1387.2	NPD	Use, Control, and Loan of Lunar Samples for Public and Educational Purchases (Revalidated 2/28/05)
1441.1	NPR	NASA Records Retention Schedules
1490.1	NPD	NASA Printing, Duplicating, and Copying Management
1600.1	NPR	NASA Security Program Procedural Requirements (Note: NPR 1600.1 replaced NPR 1620.1.)
1620.3	NPR	Physical Security Requirements for NASA Facilities and Property
2810.1	NPR	Security of Information Technology

ATTACHMENT J-19 APPLICABLE REGULATIONS, PROCEDURES, AND DOCUMENTS
(CONTINUED)

NASA DOCUMENTATION Cont'd

4100.1	NPR	NASA Materials Inventory Management Manual
4200.1	NPR	NASA Equipment Management Manual
4300.4	NPD	Use of Space Shuttle and Aerospace Vehicle Materials as Momentos (Revalidated 3/29/04)
5100.4	NPR	Federal Acquisition Regulation Supplement, (NASA/FAR Supplement) Part 18-45 and latest revisions thereto
7120.5	NPR	NASA Program and Project Management Processes and Requirement
8621.1	NPR	NASA Procedural Requirements for Mishap and Close Reporting, Investigating, and Recordkeeping
8700.1	NPD	NASA Policy for Safety and Mission Success
8705.6	NPR	Safety and Mission Assurance Audits, Reviews and Assessments
8715.3	NPR	NASA General Safety Program Requirements
9501.2	NPR	NASA Contractor Financial Management Reporting

MSFC DOCUMENTATION (MWIs, MPDs, and MPDs)

1040.3	MPD	MSFC Emergency Program
1040.3	MPR	MSFC Emergency Plan
1100.1	MPR	MSFC Organizational Manual
1130.1	MPG	MSFC Implementation Planning Process
1130.2	MPG	MSFC Annual Report Process
1280.1	MPD	Marshall Management Manual
1280.2	MWI	MSFC Customer Feedback System
1280.3	MWI	MSFC Corrective/Preventative Action Notification System
1280.4	MWI	MSFC Quality System Deficiency Notification System
1280.4	MPR	MSFC Corrective Action System
1280.6	MPR	Internal Quality Audits
1280.5	MWI	MSFC ALERT Processing
1371.1	MPR	Procedural Requirements for Processing Foreign Visitor requests
1380.1	MPR	Acceptance of Gifts to MSFC
1380.1	MWI	Handling of Freedom of Information Act Requests
1380.1	MPD	Release of Information to News and Information Media
1380.2	MPR	Center Public Exhibits and Requirements Process
1380.2	MPD	Coordination of Activities for Visitors to MSFC
1380.3	MWI	Center Mementos
1410.1	MPR	Document and Data Control for Organizational Issuances
1440.2	MPR	MSFC Records Management Program
1450.1	MWI	Handling of Congressional Inquires
1490.1	MPR	Printing, Reproduction, and Self-Service Copying Services
1500.1	MWI	Special Events Coordination
1520.1	MWI	Graphic and Publication Production Services
1551.1	MPR	Mail Management & Distribution
1600.1	MPR	MSFC Security Procedural Requirements
1700.3	MWI	NASA Safety Reporting System Corrective Action Process
1800.1	MPR	Bloodborne Pathogens
1800.1	MPD	MSFC Smoking Policy
1810.1	MPR	MSFC Occupational Medicine
1840.1	MPR	MSFC Confined Space Entries
1840.1	MPD	MSFC Environmental Health Program
1840.2	MPD	MSFC Hearing Conservation Program
1840.2	MPR	MSFC Hazard Communication Program

ATTACHMENT J-19 APPLICABLE REGULATIONS, PROCEDURES, AND DOCUMENTS
(CONTINUED)

MSFC DOCUMENTATION (MWIs, MPDs, and MPDs) Cont'd.

1840.3	MPR	MSFC Hazardous Chemicals in Laboratories Protection Program
1860.1	MPR	Radiation Safety Procedural Requirements
1860.1	MPD	Laser Safety
1860.2	MPD	Radiation Safety Program
2190.1	MPD	MSFC Export Control Program
2210.1	MPD	Documentation Input and Output of the MSFC Documentation Repository
2500.1	MPR	Marshall Telecommunications and Audio Visual Services
2810.1	MPD	Security of Information Technology
3410.1	MPR	Training
3410.1	MWI	Personnel Certification Program
3940.1	MPR	Welfare and Charity Campaigns and Privately-Sponsored On-the-Job Solicitations
4000.2	MPR	Property Management
4200.1	MWI	Equipment Control
4520.1	MWI	Receiving
6700.1	MPR	Vehicle and Motor Pool Operations
8500.1	MPR	MSFC Environmental Management Program
8550.5	MWI	Chemical Management
8621.1	MWI	Close Call and Mishap Reporting and Investigation Program
8715.1	MPR	Marshall Safety, Health and Environmental (SHE) Program
8715.3	MWI	Hazard Identification and Warning System
8715.9	MWI	Occupational Safety Requirements for MSFC Contractors
8715.11	MWI	Fire Protection
8715.15	MWI	Ground Operations Safety Assessment and Risk Mitigation Program

Organizational Issuances (The following OI's are provided for information purposes only.)

CS20-OWI-001	Developing Information Products
CS20-OWI-002	Procedure for Responding to Media Queries
CS20-OWI-003	Press Conference/Press Briefings
CS20-OWI-004	Media Contingency Planning
CS20-OWI-005	Management Reports
CS20-OWI-006	Customer Feedback Process
CS20-OWI-007	Media Visits
CS20-OWI-008	Operation of MSFC Newsroom and Remote News Center
CS20-OWI-009	Space Shuttle Launch Support
CS20-OWI-010	Exhibits Operations and Maintenance
CS20-OWI-011	Handling Public Inquires Requests
CS20-OWI-012	Historical Function
CS20-OWI-014	Employee Communications
CS30-OWI-008	Handling Official Public Speaking Engagements by Marshall Space Flight Center Personnel
MSFC-SSCP-5-77	Space Shuttle Contingency Plan Office of Strategic Communications

[END OF ATTACHMENT J-19]

ATTACHMENT J -20

ACRONYM LIST

ACO	Administrative Contracting Officer
ADA	Americans with Disabilities Act
ADP	Automated Data Processing
AQL	Acceptable Quality Level
ASI	Analytical Services, Inc.
ASRI	AI Signal Research, Inc.
BICE	Bureau of Immigration & Customs Enforcement
C&DM	Configuration and Data Management
CaER	Customer and Employee Relations Directorate
CAS	Cost Accounting Standards
CCI	Consolidated Contract Incentive
CCR	Central Contractor Registration
CCS	Center Chief of Security
CITSPP	Contract Information Technology Security Program
CLIN	Contract Line Item Number
CO	Contracting Officer
COM	Cost of Money
COR	Contracting Officer Representative
COTR	Contracting Officer Technical Representative
COTS	Commercial-Off-The-Shelf
CPIF	Cost Plus Incentive Fee
CPR	Core Process Requirement
CSO	Corporation Security Officer
CST	Central Standard Time
CY	Contract Year
DCAA	Defense Contract Audit Agency
DCMA	Defense Contract Management Agency
DoD	Department of Defense
DOL	Department of Labor
DOT	Department of Transportation
DPD	Data Procurement Document
DRD	Data Requirements Description
DRFP	Draft Request for Proposal
DPLH	Direct Product Labor Hours
DUNS	Data Universal Numbering System
EAR	Export Administration Regulations
EOD	Enter of Date
FAQ	Frequently Asked Questions
FAR	Federal Requisition Regulation
FC	Fingerprint Card
FFP	Firm-Fixed Price
FICA	Federal Insurance Contribution Act
FIPS	Federal Information Processing Standards Publication
FLSA	Fair Labor Standards Act
FOB	Free On Board
FRFP	Final Request for Proposal
FSO	Facility Security Officer
FTE	Full Time Equivalent
FUI	Federal Unemployment Insurance

ATTACHMENT J-20 ACRONYMS (CONTINUED)

G&A	General and Administrative
GAO	General Accounting Office
GBL	Government Bill of Lading
GM	General Motors Corporation
HQ	Headquarters
HSPD	Homeland Security Presidential Directive
HTML	Hyper Text Markup Language
IAGP	Installation-Accountable Government Property
IDIQ	Indefinite Delivery/Indefinite Quantity
IDMS	Identity Management System
IF	Incentive Fee
IT	Information Technology
ITAR	International Traffic in Arms Regulations
JD/Q	Job Description/Qualification
KP	Key Personnel
LTC	Lost Time Cases
MMM	Marshall Management Manual
MPD	Marshall Policy Directives
MPG	Marshall Procedures & Guidelines
MPR	Marshall Procedural Requirements
MSE&T	Materials, Supplies, Equipment & Training
MSFC	Marshall Space Flight Center
MTA	Management and Technical Approach
MWI	Marshall Work Instructions
NAC	National Agency Check
NACI	National Agency Check Inquires
NAIC	North American Industrial Classification System
NAIS	NASA Acquisition Internet Services
NASA	National Aeronautics & Space Administration
NCIC	National Crime Information Center
NFNMS	NASA Foreign National Management System
NFPA	National Fire Protection Association
NPD	NASA Policy Directives
NFS	NASA FAR Supplement
NLRB	National Labor Relations Board
NPD	NASA Policy Directives
NPG	NASA Procedures & Guidelines
NPR	NASA Procedure Requirements
NSSC	NASA Shared Services Center
NTE	Not-to-Exceed
OASDI	Old Age Survivors Disability Insurance
OCI	Organizational Conflicts of Interest
ODC	Other Direct Costs
ODIN	Outsourcing Desktop Initiative
OI	Organizational Issuances
OMB	Office of Management and Budget
OPM	Office of Personnel Management
ORCA	Online Representations and Certifications Application
OSAC	Office of Strategic Analysis and Communications
OSHA	Occupational Safety and Health Administration
OWI	Organizational work Instruction
PACS	Physical Access Control System
PCI	NASA Personal Identity Verification Card Issuance

ATTACHMENT J-20 ACRONYMS (CONTINUED)

PDF	Portable Document Format
PDTS	Procurement Discrepancy Tracking System
PIN	Personal Identification Number
PIV	Personal Identity Verification
PM	Program Manager
POC	Point of Contact
PRB	Plans Postretirement Benefits
PRS	Performance Requirements Summary
PSA	Property Support Assistant
PSA	Personal Satellite Assistance
PTS	Points
PWS	Performance of Work Statement
RFP	Request for Proposal
S&MA	Safety & Mission Assurance Office
S&MS	Science and Mission Systems
SAT	Simplified Acquisition Threshold
SBA	Small Business Administration
SCA	Service Contract Act
SEB	Source Evaluation Board
SEC	Source Evaluation Committee
SF	Standard Form
SEMO	Supply and Equipment Management Officer
SHE	Safety, Health and Environmental
SIC	Standard Industrial Classification
SME	Subject Matter Expert
SSA	Source Selection Authority
SSN	Social Security Number
STC	Staffing and Total Compensation
SUI	State Unemployment Insurance
STD	Standard
TBD	To be Determined
TM	Task Monitor
TO	Task Order
TOP	Task Order Plan
TOR	Task Order Request
TV	Television
URL	Universal Research Language
UPN	Unique Project Number
U.S.	United States
USSRC	US Space and Rocket Center
VIP	Very Important Person
WBS	Work Breakdown Structure
WO	Work Order
WYE	Work Year Equivalent
XML	Extensible Machine Language

[END OF ATTACHMENT J-20]

SECTION K - REPRESENTATIONS, CERTIFICATIONS AND STATEMENTS OF OFFERORS

K.1 LISTING OF PROVISIONS INCORPORATED BY REFERENCE

I. FEDERAL ACQUISITION REGULATION (48 CFR CHAPTER 1) PROVISIONS

<u>Provision Number</u>	<u>Title</u>	<u>Date</u>
52.203-11	Certification and Disclosure Regarding Payments to Influence Certain Federal Transactions	SEP 2005
52.237-8	Restriction on Severance Payments to Foreign Nationals	AUG 2003
52.222-38	Compliance with Veterans' Employment Reporting Requirements	DEC 2001

II. NASA FAR SUPPLEMENT (48 CFR CHAPTER 18) PROVISIONS

<u>Provision Number</u>	<u>Title</u>	<u>Date</u>
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None included by reference.

(End of Provision)

K.2 52.204-8 ANNUAL REPRESENTATIONS AND CERTIFICATIONS (JAN 2006).

(a)(1) The North American Industry Classification System (NAICS) code for this acquisition is 541710.

(2) The small business size standard is 1,000 employees.

(3) The small business size standard for a concern which submits an offer in its own name, other than on a construction or service contract, but which proposes to furnish a product which it did not itself manufacture, is 500 employees

(b)(1) If the clause at 52.204-7, Central Contractor Registration (CCR), is included in this solicitation, paragraph (c) of this provision applies

(2) If the clause at 52.204-7 is not included in this solicitation, and the offeror is currently registered in CCR, and has completed the ORCA electronically, the offeror may choose to use paragraph (c) of this provision instead of completing the corresponding individual representations and certifications in the solicitation. The offeror shall indicate which option applies by checking one of the following boxes:

[] (i) Paragraph (c) applies.

[] (ii) Paragraph (c) does not apply and the offeror has completed the individual representations and certifications in the solicitation.

(c) The offeror has completed the annual representations and certifications electronically via the Online Representations and Certifications Application (ORCA) website at <http://orca.bpn.gov>. After reviewing the ORCA database information, the offeror verifies by submission of the offer that the representations and certifications currently posted electronically have been entered or updated within the last 12 months, are current, accurate, complete, and applicable to this solicitation (including the business size standard applicable to the NAICS code referenced for this solicitation), as of the date of this offer and are incorporated in this offer by reference (see FAR 4.1201); except for the changes identified below [*offeror to insert changes, identifying change by clause number, title, date*]. These amended representation(s) and/or certification(s) are also incorporated in this offer and are current, accurate, and complete as of the date of this offer.

FAR CLAUSE #	TITLE	DATE	CHANGE
_____	_____	_____	_____

Any changes provided by the offeror are applicable to this solicitation only, and do not result in an update to the representations and certifications posted on ORCA.

(End of provision)

K.3 COST ACCOUNTING STANDARDS NOTICES AND CERTIFICATION (FAR 52.230-1) (JUN 2000)

Note: This notice does not apply to small businesses or foreign governments. This notice is in three parts, identified by Roman numerals I through III.

Offerors shall examine each part and provide the requested information in order to determine Cost Accounting Standards (CAS) requirements applicable to any resultant contract. If the offeror is an educational institution, Part II does not apply unless the contemplated contract will be subject to full or modified CAS coverage pursuant to 48 CFR 9903.201-2(c)(5) or 9903.201-2(c)(6), respectively.

I. Disclosure Statement-Cost Accounting Practices and Certification

(a) Any contract in excess of \$500,000 resulting from this solicitation will be subject to the requirements of the Cost Accounting Standards Board (48 CFR Chapter 99), except for those contracts which are exempt as specified in 48 CFR 9903.201-1.

(b) Any offeror submitting a proposal which, if accepted, will result in a contract subject to the requirements of 48 CFR Chapter 99 must, as a condition of contracting, submit a Disclosure Statement as required by 48 CFR 9903.202. When required, the Disclosure Statement must be submitted as a part of the offeror's proposal under this solicitation unless the offeror has already

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submitted a Disclosure Statement disclosing the practices used in connection with the pricing of this proposal. If an applicable Disclosure Statement has already been submitted, the offeror may satisfy the requirement for submission by providing the information requested in paragraph

(c) of Part I of this provision.

Caution: In the absence of specific regulations or agreement, a practice disclosed in a Disclosure Statement shall not, by virtue of such disclosure, be deemed to be a proper, approved, or agreed-to practice for pricing proposals or accumulating and reporting contract performance cost data.

(c) Check the appropriate box below:

(1) *Certificate of Concurrent Submission of Disclosure Statement.* The offeror hereby certifies that, as a part of the offer, copies of the Disclosure Statement have been submitted as follows:

(i) Original and one copy to the cognizant Administrative Contracting Officer (ACO) or cognizant Federal agency official authorized to act in that capacity (Federal official), as applicable; and

(ii) One copy to the cognizant Federal auditor.

(Disclosure must be on Form No. CASB DS-1 or CASB DS-2, as applicable. Forms may be obtained from the cognizant ACO or Federal official and/or from the loose-leaf version of the Federal Acquisition Regulation.)

Date of Disclosure Statement: _____

Name and Address of Cognizant ACO or Federal Official Where Filed:

The offeror further certifies that the practices used in estimating costs in pricing this proposal are consistent with the cost accounting practices disclosed in the Disclosure Statement.

(2) *Certificate of Previously Submitted Disclosure Statement.* The offeror hereby certifies that the required Disclosure Statement was filed as follows:

Date of Disclosure Statement: _____

Name and Address of Cognizant ACO or Federal Official Where Filed:

The offeror further certifies that the practices used in estimating costs in pricing this proposal are consistent with the cost accounting practices disclosed in the applicable Disclosure Statement.

(3) *Certificate of Monetary Exemption.* The offeror hereby certifies that the offeror, together with all divisions, subsidiaries, and affiliates under common control, did not receive net awards of negotiated prime contracts and subcontracts subject to CAS totaling \$50 million or more in the cost accounting period immediately preceding the period in which this proposal was submitted. The offeror further certifies that if such status changes before an award resulting from this proposal, the offeror will advise the Contracting Officer immediately.

(4) *Certificate of Interim Exemption.* The offeror hereby certifies that (i) the offeror first exceeded the monetary exemption for disclosure, as defined in (3) of this subsection, in the cost

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accounting period immediately preceding the period in which this offer was submitted and (ii) in accordance with 48 CFR 9903.202-1, the offeror is not yet required to submit a Disclosure Statement. The offeror further certifies that if an award resulting from this proposal has not been made within 90 days after the end of that period, the offeror will immediately submit a revised certificate to the Contracting Officer, in the form specified under paragraph (c)(1) or (c)(2) of Part I of this provision, as appropriate, to verify submission of a completed Disclosure Statement.

Caution: Offerors currently required to disclose because they were awarded a CAS-covered prime contract or subcontract of \$50 million or more in the current cost accounting period may not claim this exemption (4). Further, the exemption applies only in connection with proposals submitted before expiration of the 90-day period following the cost accounting period in which the monetary exemption was exceeded.

II. Cost Accounting Standards-Eligibility for Modified Contract Coverage

If the offeror is eligible to use the modified provisions of 48 CFR 9903.201-2(b) and elects to do so, the offeror shall indicate by checking the box below. Checking the box below shall mean that the resultant contract is subject to the Disclosure and Consistency of Cost Accounting Practices clause in lieu of the Cost Accounting Standards clause.

The offeror hereby claims an exemption from the Cost Accounting Standards clause under the provisions of 48 CFR 9903.201-2(b) and certifies that the offeror is eligible for use of the Disclosure and Consistency of Cost Accounting Practices clause because during the cost accounting period immediately preceding the period in which this proposal was submitted, the offeror received less than \$50 million in awards of CAS-covered prime contracts and subcontracts. The offeror further certifies that if such status changes before an award resulting from this proposal, the offeror will advise the Contracting Officer immediately.

Caution: An offeror may not claim the above eligibility for modified contract coverage if this proposal is expected to result in the award of a CAS-covered contract of \$50 million or more or if, during its current cost accounting period, the offeror has been awarded a single CAS-covered prime contract or subcontract of \$50 million or more.

III. Additional Cost Accounting Standards Applicable to Existing Contracts

The offeror shall indicate below whether award of the contemplated contract would, in accordance with paragraph (a)(3) of the Cost Accounting Standards clause, require a change in established cost accounting practices affecting existing contracts and subcontracts.

yes no

(End of Provision)

K.4 PROPOSAL DISCLOSURE—COST ACCOUNTING PRACTICE CHANGES (FAR 52.230-7) (APR 2005)

The offeror shall check “yes” below if the contract award will result in a required or unilateral change in cost accounting practice, including unilateral changes requested to be desirable changes.

yes no

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If the offeror checked "Yes" above, the offeror shall

(1) Prepare the price proposal in response to the solicitation using the changed practice for the period of performance for which the practice will be used; and

(2) Submit a description of the changed cost accounting practice to the Contracting Officer and the Cognizant Federal Agency Official as pricing support for the proposal.

(End of Provision)

K.5 SMALL BUSINESS PROGRAM REPRESENTATIONS (FAR 52.219-1)(MAY 2004) (ALTERNATE I) (APRIL 2002)

(a) (1) The North American Industry Classification System (NAICS) code for this acquisition is 541710.

(2) The small business size standard is 1000 employees.

(3) The small business size standard for a concern which submits an offer in its own name, other than on a construction or service contract, but which proposes to furnish a product which it did not itself manufacture, is 500 employees.

(b) Representations.

(1) The Offeror represents as part of its offer that it is, is not a small business concern.

(2) [Complete only if the Offeror represented itself as a small business concern in paragraph (b)(1) of this provision.] The Offeror represents, for general statistical purposes, that it is, is not, a small disadvantaged business concern as defined in 13 CFR 124.1002.

(3) [Complete only if the Offeror represented itself as a small business concern in paragraph (b)(1) of this provision.] The Offeror represents as part of its offer that it is, is not a women-owned small business concern.

(4) [Complete only if the Offeror represented itself as a small business concern in paragraph (b)(1) of this provision.] The Offeror represents as part of its offer that it is, is not a veteran-owned small business concern.

(5) [Complete only if the Offeror represented itself as a veteran-owned small business concern in paragraph (b)(4) of this provision.] The Offeror represents as part of its offer that it is, is not a service-disabled veteran-owned small business concern.

(6) [Complete only if the Offeror represented itself as a small business concern in paragraph (b)(1) of this provision.] The Offeror represents, as part of its offer, that—

(i) It is, is not a HUBZone small business concern listed, on the date of this representation, on the List of Qualified HUBZone Small Business Concerns maintained by the Small Business Administration, and no material change in ownership

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and control, principal office, or HUBZone employee percentage has occurred since it was certified by the Small Business Administration in accordance with 13 CFR Part 126; and

(ii) It is, is not a joint venture that Complies with the requirements of 13 CFR Part 126, and the representation in paragraph (b)(6)(i) of this provision is accurate for the HUBZone small business concern or concerns that are participating in the joint venture. [The Offeror shall enter the name or names of the HUBZone small business concern or concerns that are participating in the joint venture:_____]. Each HUBZone small business concern participating in the joint venture shall submit a separate signed copy of the HUBZone representation.

(c) Definitions. As used in this provision—"Service-disabled veteran-owned small business concern"— means a small business concern—

(1) Not less than 51 percent of which is owned by one or more service-disabled veterans or, in the case of any publicly owned business, not less than 51 percent of the stock of which is owned by one or more service-disabled veterans; and

(2) The management and daily business operations of which are controlled by one or more service-disabled veterans or, in the case of a service-disabled veteran with permanent and severe disability, the spouse or permanent caregiver of such veteran.

"Service-disabled veteran" means a veteran, as defined in 38 U.S.C. 101(2), with a disability that is service connected, as defined in 38 U.S.C. 101(16).

"Small business concern" means a concern, including its affiliates that is independently owned and operated, not dominant in the field of operation in which it is bidding on Government contracts, and qualified as a small business under the criteria in 13 CFR Part 121 and the size standard in paragraph (a) of this provision.

"Veteran-owned small business concern" means a small business concern—

(1) Not less than 51 percent of which is owned by one or more veterans (as defined at 38 U.S.C. 101(2)) or, in the case of any publicly owned business, not less than 51 percent of the stock of which is owned by one or more veterans; and

(2) The management and daily business operations of which are controlled by one or more veterans.

"Women-owned small business concern" means a small business concern—

(1) That is at least 51 percent owned by one or more women; or, in the case of any publicly owned business, at least 51 percent of the stock of which is owned by one or more women; and

(2) Whose management and daily business operations are controlled by one or more women.

(d) Notice.

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(1) If this solicitation is for supplies and has been set aside, in whole or in part, for small business concerns, then the clause in this solicitation providing notice of the set-aside contains restrictions on the source of the end items to be furnished.

(2) Under 15 U.S.C. 645(d), any person who misrepresents a firm's status as a small, HUBZone small, small disadvantaged, or women-owned small business concern in order to obtain a contract to be awarded under the preference programs established pursuant to section 8(a), 8(d), 9, or 15 of the Small Business Act or any other provision of Federal law that specifically references section 8(d) for a definition of program eligibility, shall—

- (i) Be punished by imposition of fine, imprisonment, or both;
- (ii) Be subject to administrative remedies, including suspension and debarment; and
- (iii) Be ineligible for participation in programs conducted under the authority of the Act.

Alternate I

(b)(7) [Complete if Offeror represented itself as disadvantaged in paragraph (b)(2) of this provision.] The Offeror shall check the category in which its ownership falls:

_____ Black American.

_____ Hispanic American.

_____ Native American (American Indians, Eskimos, Aleuts, or Native Hawaiians).

_____ Asian-Pacific American (persons with origins from Burma, Thailand, Malaysia, Indonesia, Singapore, Brunei, Japan, China, Taiwan, Laos, Cambodia (Kampuchea), Vietnam, Korea, The Philippines, U.S. Trust Territory of the Pacific Islands (Republic of Palau), Republic of the Marshall Islands, Federated States of Micronesia, the Commonwealth of the Northern Mariana Islands, Guam, Samoa, Macao, Hong Kong, Fiji, Tonga, Kiribati, Tuvalu, or Nauru).

_____ Subcontinent Asian (Asian-Indian) American (persons with origins from India, Pakistan, Bangladesh, Sri Lanka, Bhutan, the Maldives Islands, or Nepal).

_____ Individual/concern, other than one of the preceding.

(End of provision)

K.6 USE OF GOVERNMENT-OWNED PROPERTY (NFS 1852.245-79) (JUL 1997)

(a) The offeror does, does not intend to use in performance of any contract awarded as a result of this solicitation existing Government-owned facilities (real property or plant equipment), special test equipment, or special tooling (including any property offered by this solicitation). The offeror shall identify any offered property not intended to be used. If the offeror does intend to use any of the above items, the offeror must furnish the following information required by Federal Acquisition Regulation (FAR) 45.205(b), and NASA FAR Supplement (NFS) 1845.102-71:

(1) Identification and quantity of each item. Include the item's acquisition cost if it is not property offered by this solicitation.

(2) For property not offered by this solicitation, identification of the Government contract under which the property is accountable and written permission for its use from the cognizant Contracting Officer.

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(3) Amount of rent, calculated in accordance with FAR 45.403 and the clause FAR 52.245-9, Use and Charges, unless the property has been offered on a rent-free basis by this solicitation.

(4) The dates during which the property will be available for use, and if it is to be used in more than one contract, the amounts of respective uses in sufficient detail to support proration of the rent. This information is not required for property offered by this solicitation.

(b) The offeror does, does not request additional Government-provided property for use in performing any contract awarded as a result of this solicitation. If the offeror requests additional Government-provided property, the offeror must furnish.

(1) Identification of the property, quantity, and estimated acquisition cost of each item; and

(2) The offeror's written statement of its inability to obtain facilities as prescribed by FAR 45.302-1(a)(4).

(c) If the offeror intends to use any Government property (paragraph (a) or (b) of this provision), the offer must also furnish the following:

(1) The date of the last Government review of the offeror's property control and accounting system, actions taken to correct any deficiencies found, and the name and telephone number of the cognizant property administrator.

(2) A statement that the offeror has reviewed, understands, and can comply with all property management and accounting procedures in the solicitation, FAR Subpart 45.5, and NFS Subparts 1845.5 and 1845.71.

(3) A statement indicating whether or not the costs associated with paragraph (c)(2) of this provision, including plant clearance and/or plant reconversion costs, are included in its cost proposal.

(End of Provision)

[END OF SECTION]

SECTION L- INSTRUCTIONS, CONDITIONS AND NOTICES TO OFFERORS OR RESPONDENTS

L. 1 LISTING OF PROVISIONS INCORPORATED BY REFERENCE

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

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

NASA FAR Supplement Provisions:
<http://www.hq.nasa.gov/office/procurement/regs/nfstoc.htm>

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

I. FEDERAL ACQUISITION REGULATION (48 CFR CHAPTER 1) PROVISIONS

<u>Provision Number</u>	<u>Title</u>	<u>Date</u>
52.211-14	Notice of Priority Rating for National Defense Use	SEP 1990
52.214-34	Submission of Offers in the English Language	APR 1991
52.214-35	Submission of Offers in U.S. Currency	APR 1991
52.215-1	Instructions to Offerors-Competitive	JAN 2004
52.222-24	Pre-award On-Site Equal Opportunity Compliance Evaluation	FEB 1999
52.222-46	Evaluation of Compensation for Professional Employees	FEB 1993
52.233-4	Applicable Law for Breach of Contract Claim	OCT 2004
52.237-1	Site Visit	APR 1984
52.237-10	Identification of Uncompensated Overtime	OCT 1997

(End of Provision)

II. NASA FAR SUPPLEMENT (48 CFR CHAPTER 18) PROVISIONS

<u>Provision Number</u>	<u>Title</u>	<u>Date</u>
1852.219-77	NASA Mentor-Protégé Program	MAY 1999

(End of Provision)

L. 2 52.216-1 TYPE OF CONTRACT (APR 1984)

The Government contemplates award of a Cost Plus Incentive Fee (CPIF) contract for Mission Services, with Indefinite Delivery Indefinite Quantity (IDIQ) requirements, resulting from this solicitation.

(End of Provision)

L. 3 MSFC 52.253-90 REQUIRED FORMS (DEC 1997)

(a) The form checked below is attached to the end of this solicitation and shall be submitted prior to award of any contract resulting from this solicitation, upon request from the responsible contracting office.

FAR 15.406-2 Certificate of Current Cost or Pricing Data

(b) The forms checked below are required to be submitted in the performance of any contract awarded as a result of this solicitation. Forms are available in Part 53 of the FAR or NASA FAR Supplement. An information copy of a form may be obtained from the responsible contracting office. See FAR 52.253-1 and 53.105(b) for information on the use of computer generated forms. See FAR 53.107(b) for information on obtaining multiple copies of forms.

SF 272 Federal Cash Transactions Report

SF 294 Subcontracting Report for Individual Contracts

SF 295 Summary Subcontract Report

SF 298 Report Documentation Page

SF 1034A Public Voucher for Purchases and Services Other Than Personal

SF 1413 Statement and Acknowledgment

SF 1414 Consent of Surety

SF 3881 Payment Information Form ACH Vendor Payment System

NASA Form 533M Monthly Contractor Financial Management Report

NASA Form 533Q Quarterly Contractor Financial Management Report

NASA Form 778 Contractor's Release

NASA Form 780 Contractor's Assignment of Refunds, Rebates, Credits and Other Amounts

NASA Form 1018 - NASA Property in the Custody of Contractors

DD Form 250 - Material Inspection and Receiving Report

DD Form 1419 DOD Industrial Plant Equipment Requisition, if applicable.

(End of Provision)

L. 4 PHASE-IN

The Government requires phase-in costs to be priced separately. A separate Purchase order [utilizing Simplified Acquisition Threshold (SAT) procedures] obligating up to 14 work days of start up and phase-in effort (See Volume II, Cost, Paragraph "a", and Section L-1, Form CI) will be issued.

L. 5 REQUIREMENTS FOR COST OR PRICING DATA OR INFORMATION OTHER THAN COST OR PRICING DATA (FAR 52.215-20) (OCT 1997) (ALTERNATE II) (OCT 1997) (ALTERNATE IV) (OCT 1997)

- (a) Submission of cost or pricing data is not required.
- (b) Provide information described below: See L.16, Instructions for Proposal Preparation
- (c) When the proposal is submitted, also submit one copy to the Offeror's cognizant DCAA Auditor.

(End of Provision)

L. 6 DETERMINATION OF COMPENSATION REASONABLENESS

- (a) The proposal shall include a total compensation plan. This plan shall address all proposed labor categories, including those personnel subject to union agreements, the Service Contract Act, and those exempt from both of the above. The total compensation plan shall include the salaries/wages, fringe benefits and leave programs proposed for each of these categories of labor. The plan also shall include a discussion of the consistency of the plan among the categories of labor being proposed. Differences between benefits offered professional and non-professional employees shall be highlighted. The requirements of this plan may be combined with that required by the clause at FAR 52.222-46, "Evaluation of Compensation for Professional Employees" (see Sections L and M, STC-3 Staffing, Compensation, Recruitment, and Retention).
- (b) The offeror shall provide written support to demonstrate that its proposed compensation is reasonable.
- (c) The offeror shall include the rationale for any conformance procedures used or those Service Contract Act employees proposed that do not fall within the scope of any classification listed in the applicable wage determination.
- (d) The offeror shall require all service subcontractors (1) with proposed cost reimbursement or non-competitive fixed-price type subcontracts having a total potential value in excess of \$500,000 and (2) the cumulative value of all their service subcontracts under the proposed prime contract in excess of 10 percent of the prime contract's total potential value, provide as part of their proposals the information identified in (a) through (c) of this provision.

(End of Provision)

L. 7 SERVICE CONTRACT ACT

This solicitation and resulting contract are subject to the **statutory** provisions of the Service Contract Act of 1965, as amended (July 2005), (Contract Clause 52.222.41), and the implementing regulations of the Act outlined in Title 29 Code of Federal Regulations, Part 4.

As a prospective proposer/contractor you are liable for the proper interpretation, application, implementation, and administration of the mandatory provisions of this Act. Therefore, it is imperative that you take appropriate action when preparing your proposal to assure compliance and ensure that your corporate policies are congruous with the spirit and intent of the law. Furthermore, you shall demonstrate a clear understanding of the minimum mandatory Service Contract Act requirements.

(End of Provision)

L. 8 52.233-2 SERVICE OF PROTEST (AUG 1996)

(a) Protests, as defined in section 33.101 of the Federal Acquisition Regulation, that are filed directly with an agency, and copies of any protests that are filed with the General Accounting Office (GAO), shall be served on the Contracting Officer (addressed as follows) by obtaining written and dated acknowledgment of receipt from David A. Iosco, Contracting Officer, PS 30, George C. Marshall Space Flight Center, MSFC, AL 35812.

(b) The copy of any protest shall be received in the office designated above within one day of filing a protest with the GAO.

(End of Provision)

L. 9 1852.233-70 PROTESTS TO NASA (OCT 2002)

Potential bidders or offerors may submit a protest under 48 CFR Part 33 (FAR Part 33) directly to the Contracting Officer. As an alternative to the Contracting Officer's consideration of a protest, a potential bidder or offeror may submit the protest to the Assistant Administrator for Procurement, who will serve as or designate the official responsible for conducting an independent review. Protests requesting an independent review shall be addressed to Assistant Administrator for Procurement, NASA Code H, Washington, DC 20546-0001.

(End of Provision)

L. 10 MSFC 52.237-90 SITE VISIT SCHEDULE (FEB 2001)

___ Site visits may be arranged as follows:

X Site visits are planned as follows: SEE PROVISION "L.11 INDUSTRY BRIEFING" FOR DETAILS CONCERNING THE INDUSTRY BRIEFING AND SITE VISIT.

(End of Provision)

L. 11 INDUSTRY BRIEFING

An Industry Briefing was held on Wednesday, September 27, 2006 at NASA / Marshall Space Flight Center, Huntsville, AL.

Industry Briefing charts and an Interested Parties List were posted after the Industry Briefing to the NASA Acquisition Internet Service (NAIS) and Federal Business Opportunities (FedBizOps) websites. The Interested Parties List is based on "Notice of Intent" responses to the presolicitation synopsis for the draft RFP and Industry Briefing attendance.

(End of Provision)

L. 12 MSFC 52.215-90 SUMMARY OF DEVIATIONS/EXCEPTIONS (APR 1987)

The offeror will explain any exceptions (including deviations and conditional assumptions) taken with respect to this RFP. Any exceptions must contain sufficient amplification and justification to permit evaluation. Such exceptions will not, of themselves, automatically cause a proposal to be termed unacceptable. A large number of exceptions, or one or more significant exceptions not providing any obvious benefit to the Government may, however, result in rejection of such proposal(s) as unacceptable. Offeror shall highlight exceptions in the margin of the proposal where they appear in the text.

(End of Provision)

L. 13 SAFETY, HEALTH, AND ENVIRONMENTAL PLAN

(a) The offeror shall submit a detailed safety and occupational health plan as part of its proposal (see *NPR 8715.3, NASA Safety Manual, Appendices*). The plan shall include a detailed discussion of the policies, procedures, and techniques that will be used to ensure the safety and occupational health of Contractor employees and to ensure the safety of all working conditions throughout the performance of the contract.

(b) When applicable, the plan shall address the policies, procedures, and techniques that will be used to ensure the safety and occupational health of the public, astronauts and pilots, the NASA workforce (including Contractor employees working on NASA contracts), and high-value equipment and property.

(c) The plan shall similarly address subcontractor employee safety and occupational health for those proposed subcontracts that contain one or more of the following conditions:

(1) The work will be conducted completely or partly on premises owned or controlled by the government.

(2) The work includes construction, alteration, or repair of facilities in excess of the simplified acquisition threshold.

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(3) The work, regardless of place of performance, involves hazards that could endanger the public, astronauts and pilots, the NASA workforce (including Contractor employees working on NASA contracts), or high value equipment or property, and the hazards are not adequately addressed by Occupational Safety and Health Administration (OSHA) or Department of Transportation (DOT) regulations (if applicable).

(4) When the assessed risk and consequences of a failure to properly manage and control the hazards warrants use of the clause.

(d) This plan, as approved by the Contracting Officer, will be included in any resulting contract.

(End of Provision)

L. 14 1852.215-81 PROPOSAL PAGE LIMITATIONS (FEB 1998)

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

<u>Proposal Section</u>	<u>Page Limit</u>
Volume I – Mission Suitability	40 pages
Volume II – Cost	Unlimited
Volume III - Past Performance	7 pages
Volume IV – Completed RFP & Signed SF33s	N/A

Proposal Section	Page Limit
Volume I Mission Suitability	Forty (40 pages) excluding the following: <ul style="list-style-type: none"> • Key Personnel Resumes per format provided in Form SA (not to exceed 28 pages total), • Technical Expert Personnel information, as defined in Form SD, (not to exceed 10 pages total), • Job Description/Qualifications (See Form SB, not to exceed 15 pages total), • Draft Safety, Health and Environmental Plan not to exceed 15 pages per DRD 1140SA-001, • Cross Reference Matrix of Sections L and M – see Clause L. 16 (no limit on pages)
Volume II Cost	No Limit
Volume III Past Performance	Seven (7 pages) excluding the following: <ul style="list-style-type: none"> • Up to 5 completed copies of Form SC*.
Volume IV Completed RFP & Signed SF33	No Limit

*The Offeror shall submit as their self assessment up to 5 completed Past Performance Interview/Questionnaires (Form SC), corresponding to Offeror’s references, directly to the Government (limit 8 pages per form). The Past Performance Interview/Questionnaires (Form SC) submitted directly to the Government by the Offeror’s references are excluded from the page limits for Past Performance.

(b) A page is defined as one side of a sheet, 8 1/2" x 11", with at least 1-inch margins on all sides, using not smaller than 12 point font. The font size for text within charts and graphs shall be proportional to the chart or graph, but not smaller than 8 point. Foldouts count as an equivalent number of 8 1/2" x 11" pages. The metric standard format most closely approximating the described standard 8 1/2" x 11" size may also be used.

(c) Title pages and tables of contents are excluded from the page counts specified in paragraph (a) of this provision. In addition, the Cost section of your proposal is not page limited. However, this section is to be strictly limited to cost and price information.

Information that can be construed as belonging in one of the other sections of the proposal will be so construed and counted against that section's page limitation.

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

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

(f) For each portion of the proposal having a page limit, the Offeror shall consecutively number the pages starting with "1." A partially filled page shall count as one page.

(End of provision)

L.15 DUE DATE FOR RECEIPT OF PROPOSALS

(a) The due date and time for receipt of proposals is as follows:

<u>Volume</u>	<u>Date and Time</u>
Volume III - Past Performance	November 6, 2006 4:00 pm CST
Volume II – Cost	November 13, 2006 4:00 pm CST
Volume I – Mission Suitability	November 13, 2006 4:00 pm CST
Volume IV – Completed RFP & Signed SF33s	November 13, 2006 4:00 pm CST

(b) Proposals shall be mailed to the address specified in Block 8 of the SF33 or hand delivered as shown in (c) below.

(c) Hand delivery of proposals:

Offerors shall contact the Contracting Officer identified on the SF33 to coordinate the delivery of any proposal that will be hand carried to MSFC on a date prior to those specified in paragraph (a), above.

Due to increased security at the MSFC, Offerors are cautioned to include sufficient time to clear security, obtain parking, and be properly badged (person and vehicle) to ensure

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proposals are delivered on or before the time specified in paragraph (a). Offerors hand delivering proposals must provide a valid drivers license, vehicle registration, and proof of vehicle insurance to obtain vehicle passes and badges. Offerors should allow a minimum of 2 hours to clear security when entering Redstone Arsenal. No escorts will be provided.

Proposals hand carried to MSFC on the date due, shall be delivered to Building **4203, Basement Elevator Lobby**, between **1:00 pm to 4:00 pm, CST**. Offerors shall call 256-961-2095 for a representative to accept their proposal. A telephone is available in the basement lobby.

(d) Proposals received after the due date and time specified in paragraph (a), will be processed in accordance with FAR Clause 52.215-1 "Instructions to Offerors – Competitive Acquisitions (JAN 2004)."

(End of provision)

L.16 INSTRUCTIONS FOR PROPOSAL PREPARATION

(a) Introduction

This RFP is issued to obtain proposals for providing strategic analysis and communication services to Marshall Space Flight Center (MSFC) in accordance with the Performance Work Statement (PWS) set forth herein.

The Government intends to make only one award as a result of this solicitation.

The successful Offeror shall be expected to perform all work requirements within the PWS elements of the resultant contract within the cost estimated and negotiated for the base effort and each resultant task order.

The contents of this RFP should be carefully reviewed to assure that all requirements for proposal data, detail and supporting rationale are fully met. Questions shall be submitted in writing to the Contracting Officer (CO) by October 16, 2006, via e:mail, fax, or hardcopy as shown below.

Name: Rhoney Triplett
Fax: (256) 544-8353
Email: rhoney.triplett-1@nasa.gov
Address: NASA, George C. Marshall Space Flight Center
Attention: PS33/Rhoney Triplett, Contract Specialist
Marshall Space Flight Center, AL 35812

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(b) General

The prime Contractor will be responsible for successful execution of the contract awarded hereunder. In the event subcontractors or other teaming arrangements are proposed, their relationship during the effort shall be indicated, and their proposed contributions to the work and to your proposal shall be identified and integrated into each part of the proposal as applicable.

Each Offeror is cautioned to submit their best, most realistic and competitive proposal initially. An Offeror not submitting their best, most realistic and competitive proposal initially could face non-selection in the event the Government makes an award from the initial proposals. An Offeror could also be excluded from the competitive range, cost and other factors considered, if other than their best, most realistic and competitive proposal is submitted.

Upon release of the final RFP, any communication in reference to this solicitation shall cite the solicitation number and be directed to the following Government representative:

Name: Rhoney Triplett
Phone: (256) 961-2095 (voice) (collect calls not accepted)
Fax: (256) 544-8353
Email: rhoney.triplett-1@nasa.gov
Address: NASA, George C. Marshall Space Flight Center
Attention: PS33/Rhoney Triplett, Contract Specialist
Marshall Space Flight Center, AL 35812

The Performance Work Statement (PWS) set forth is unclassified, and proposals should be submitted accordingly. Contractor personnel working at MSFC must comply with pertinent MSFC security regulations. The requirements of Homeland Security Presidential Directive (HSPD) No. 12 shall apply to the potential contractor, any teammates/subcontractors (at any tier), affiliates and consultants. Note: HSPD-12 costs shall be proposed separately as a distinct line item of cost (Reference Clause G.8 and Attachment J-6) on Form CI, Phase-In Cost.

(c) Proposal Format

(1) General

(A) The proposal shall be submitted in 4 loose leaf binders (1 volume per binder) and organized as follows with each section of the volume appropriately tabbed and identified.

Volume I	<u>Mission Suitability</u>
Volume II	<u>Cost</u>
Volume III	<u>Past Performance</u>
Volume IV	<u>Completed RFP and Signed SF33s</u>

(B) Original and 12 copies of Volumes I, II, and III and original and one copy of Volume IV shall be submitted. In addition to paper copies of the proposal, an exact electronic copy of the proposal shall be submitted in Microsoft Word Office 2003 format (compatible with Microsoft Office XP Professional). Where the electronic proposal differs from the hardcopy proposal, the

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hardcopy proposal will prevail. Text, tables, and graphics shall allow for copy and paste into other applications. Supporting cost information included in the proposal shall also be provided electronically in Microsoft Excel (compatible with Microsoft Office XP Professional) spreadsheets.

All electronic information shall be provided on CD(s) (CD-R only) and accessible via a PC platform. See provision L.14 (NFS 1852.215-81) for proposal page limitations. The cover sheet on each volume/copy shall indicate either "Original" or "Volume ___, Copy ___ of 12".

(C) Information in the proposal must be furnished entirely in compliance with these instructions and be complete within itself. The information requested and the manner of submission is essential to permit a prompt and thorough evaluation.

(2) The following instructions are provided to assist the Offeror in understanding the information needed to make an objective selection for this procurement. Since this information constitutes the major basis for formal judgment, it will be advantageous to the Offeror to present commitments in a clear, concise manner and in terms understandable to those who may be unfamiliar with the Offeror's intentions.

(3) The Offeror shall provide a matrix that cross-references all instructions and evaluation criteria (Sections L and M, respectively) to their proposal to ensure that all areas have been completely addressed. The matrix shall not count against page limits for the proposal volumes as stated, however, the matrix shall be strictly limited to data required to cross-reference instructions and evaluation criteria and not data which circumvents the intent of the page limitations. Such data if included will not be evaluated.

(4) The Offeror should prepare Volume I – Mission Suitability, in accordance with the outline provided below.

(Note: The outline is provided for use in organizing your proposal only and should not be construed as an indication of the order of importance or relative weighting within the individual mission suitability subfactors as there are no discrete point values attached to any of the sub-sections.)

Management and Technical Approach (MTA)

MTA1	Organization
MTA2	Local Autonomy
MTA3	Management
MTA4	Teaming
MTA5	Communication
MTA6	Training
MTA7	Work Processing
MTA8	Quality
MTA9	Cost Control
MTA10	Risk Analysis and Mitigation

Key Personnel (KP)

KP1	Key Personnel
KP2	Technical Expert Personnel
KP3	Risk Analysis and Mitigation

Staffing and Total Compensation (STC)

STC1	Phase-In
STC2	Varying Demands
STC3	Staffing, Compensation, Recruitment and Retention
STC4	Risk Analysis and Mitigation

Safety, Health and Environmental (SHE)

SHE1	Safety, Health and Environmental
SHE2	Risk Analysis and Mitigation

Volume I - Mission Suitability

The Mission Suitability factor affords offerors the opportunity to explain their approach to effectively and efficiently accomplish the work specified in the Performance Work Statement (Attachment J-1) and thereby demonstrate their understanding of the requirements of the PWS; the roles and missions of NASA and particularly MSFC; the distribution of those roles and missions throughout the organizational structure of MSFC; the unique operating environment of MSFC as it relates to HQ, Congress, the public, and partners including other Centers; and the specific role the OSAC Services Contractor performs in supporting those tasks. For each Mission Suitability subfactor, the Offeror shall provide an assessment of risks inherent in their approach and a plan to mitigate those risks.

A. Management and Technical Approach (MTA)

The Offeror shall fully describe their management, technical and operational approach for providing the services delineated in the PWS. The Offeror should address each of the numbered Management and Technical Approach (MTA) criteria presented below.

MTA1 Organization

The Offeror shall provide organization charts depicting the proposed organizational structure, including any associations with corporate, corporate divisions, teammates or subcontractors. The Offeror shall describe how their organizational structure provides clear internal and external lines of communication, authority, and chains of command. The Offeror shall describe their approach to developing and maintaining a high performance organization, including clear lines of authority and rationale for approach to planning, integrating, controlling, and reporting contract activities.

MTA2 Local Autonomy

The Offeror shall describe the degree of local autonomy granted to their OSAC Services program manager, the relationships between the OSAC Services organization and the parent organization, and the types of decisions that will be made outside the local organization. This description shall include, but not be limited to, the identification of organizational and geographical placement of authority to perform the following:

- MTA2-1 Assume existing work effort
- MTA2-2 Respond to task order (IDIQ) requests and accept task orders
- MTA2-3 Release completed work and vouchers to the Government
- MTA2-4 Reassign work in response to varying workloads
- MTA2-5 Negotiate and sign contract modifications
- MTA2-6 Select, administer, and terminate subcontracts
- MTA2-7 Acquire (by direct hire, subcontract, or teaming agreement) specific and unique expertise in a manner consistent with task skills and schedule requirements
- MTA2-8 Recruit and hire required personnel in a manner consistent with task skills and schedule requirements
- MTA2-9 Promote, demote, discipline, or dismiss personnel
- MTA2-10 Approve travel
- MTA2-11 Acquire property and supplies as necessary
- MTA2-12 Provide training and conduct mentoring

MTA3 Management

The Offerors shall provide their approach and methods to fulfill the PWS, the activities that will be performed in the accomplishment of the PWS, and the methods and/or techniques used in planning, scheduling, integrating, processing, controlling, and completing the PWS. The Offeror shall provide their methodology for leveraging management techniques and systems to provide effective services and products, including the approach to developing integrated processes and procedures.

MTA4 Teaming

If the Offeror proposes using teammates/subcontractors, the Offeror shall fully describe any teaming and subcontracting arrangements and explain the approach that will be used to manage the arrangements. The description and explanation shall include the following for each arrangement:

- MTA4-1 Name of teammate/subcontractor and points-of-contact
- MTA4-2 Rationale for and description of teaming arrangement and the work (identified by PWS) to be performed by each party
- MTA4-3 How management and control policies will be implemented
- MTA4-4 How work will be controlled, reported, and reviewed
- MTA4-5 Accessibility and flow of relevant support from internal and external sources, such as parent organizations and teaming arrangements

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- MTA4-6 Any integration of teammates and/or subcontractors into the management and supervisory hierarchy.
- MTA4-7 Distribution of potential incentive fee between prime Contractor and teammates/subcontractors

Additionally, if the Offeror proposes using teammates/subcontractors, the Offeror shall describe their compliance with the SBA Ostensible Subcontractor Rule Evaluation. Include specific detail in the following areas so that the Government can determine that the prime contractor making the offer will be performing the primary and vital requirements for the contract:

- MTA4-8 Who will manage the contract
- MTA4-9 Which party possesses background and expertise necessary for contract performance
- MTA4-10 Which party pursued the contract
- MTA4-11 The degree of collaboration in preparation and submission of this proposal
- MTA4-12 Whether there are discrete tasks to be performed by each teammate and/or subcontractor, or whether there is instead commingling of personnel and resources
- MTA4-13 The relative amount of work to be performed by each teammate and/or subcontractor
- MTA4-14 Which party will perform the more complex and costly contract functions
- MTA4-15 The business size of each teammate and/or subcontractor
- MTA4-16 Which of the parties possess the qualifications relevant to the contract requirements

In the event an Offeror's proposal is determined to be unacceptable based on the SBA Ostensible Subcontractor Evaluation, the matter will be referred to the SBA.

MTA5 Communication

The Offeror shall describe their approach for maintaining communication, above and beyond the required submission of monthly data deliverables, within its own organization, with any proposed teammates and subcontractors, and with OSAC and other MSFC personnel as appropriate. The Offeror shall describe their management approach for effective development, sharing, and integration of information for successful communication performance and shall include (1) their approach for oversight and integration, (2) details on overall support activity and significant accomplishments, status, schedules, conflicts, problems, and corrective actions; and (3) proposed methods of resolving ambiguities, concerns, and conflicts that become apparent during performance.

MTA6 Training

The Offeror shall provide their approach for ensuring that personnel have the appropriate training and orientation to perform OSAC's communication mission and fulfill all PWS requirements effectively.

MTA7 Work Processing

The Offeror shall present their approach to establish, implement, and maintain an automated electronic work order system to plan, process, implement, track, control and report all activities for the core mission portion and IDIQ Task Orders. The approach shall implement the requirements of PWS 3.4, Attachment J-14, DRD 1140MA-002, and DRD 1140MA-003.

MTA8 Quality

The Offeror shall describe their approach for providing quality services in fulfillment of Mission and IDIQ contract requirements. The description shall: (1) address the Offeror's techniques for ensuring timely delivery of quality products and timely problem resolution; (2) outline procedures and policy which ensure effective communication and collaboration across the organization and with OSAC; (3) identify procedures and features of their management, technical and operational approach which provide early recognition of potential problems, problem areas, and allow for proactive problem avoidance and solution; and (4) address their approach for complying with MPD 1280.1, Marshall Management Manual.

MTA9 Cost Control

The Offeror shall describe their approach, and any teammates/subcontractor's approach, to control contract cost, including the effect of the OSAC Services Contract on their cost center structure. This description shall address their policies for estimating, managing, controlling, tracking, and reporting costs. The Offeror shall also identify the current status of the prime's and any teammates'/subcontractor's business systems (accounting, estimating, compensation, property, timekeeping, and purchasing) providing the Government approval status, the date approval was given, the approval document (i.e., DCAA Audit No. or DCMA Letter No.), and the responsible Government agencies' (DCAA and DCMA) office and address for the prime and any teammate/subcontractor.

(Note: Offerors are reminded that an adequate cost accounting system is required before a cost-reimbursable contract can be awarded to the offeror.)

MTA10 Risk Analysis and Mitigation

The Offeror shall provide an assessment of risks inherent in their approach for this subfactor on a 5x5 matrix and a plan to mitigate those risks.

B. Key Personnel (KP)

Key Personnel positions are defined as those positions which are critical to the successful completion of this contract due to their exceptional technical and management qualifications and designated positions.

KP1 Key Personnel

The Offeror shall provide rationale for designating a position as key. The OSAC Services program manager responsible for day-to-day oversight of the entire contracted effort shall be considered a key position. No more than 7 key positions shall be proposed. The organizational position, responsibility, and authority of all key positions shall be identified.

The Offeror shall furnish the qualifications, critical technical and management skills, skill diversity, education, training, any certifications, performance references, and extent/applicability of related experience for each of the persons proposed to fill key positions. Any pertinent or special qualifications, including management experience on similar/relevant contracts that demonstrate the management, technical, and business qualities that distinguish them as key personnel shall be provided. Offerors shall provide resumes, using the Key Personnel Description and Resume Form (Form SA provided in Attachment L-2). Offerors shall indicate the extent of the commitment of the identified key personnel to this effort and their availability for the current proposed position. Offerors shall also state whether those agreements between the Offeror and individuals are being included in any concurrent proposals. Any employment agreements of key personnel not currently in the employ of the Offeror shall be included.

KP2 Technical Expert Personnel

The Offeror shall provide information on individuals who are candidates for the expert technical personnel positions proposed. Technical expert personnel are Subject Matter Experts (SME)s in specific technical fields. The demand for such personnel varies both in quantity and field of expertise during the course of contract duration. Due to these variations, the Offeror shall identify the mechanism (e.g., fulltime employee, consultant, subcontractor) they will use for providing the required technical expert personnel. The Offeror shall provide information on the experience, qualifications, awards and peer recognition, and availability of each subject matter expert proposed using Form SD, Technical Expert Personnel Information Checklist (provided in Attachment L-2).

The Offeror shall describe their approach to provide appropriate personnel in the following PWS subject matter areas:

- 4.0 Strategic Research and Analysis
- 5.0 Communication Strategy Planning and Message Development
- 6.0 Communication Services and Product Development / Delivery

KP3 Risk Analysis and Mitigation

The Offeror shall provide an assessment of risks inherent in their approach for this subfactor on a 5x5 matrix and a plan to mitigate those risks.

C. Staffing and Total Compensation (STC)

The Offeror shall fully describe their management approach for providing a qualified, stable management team and technical workforce to perform the requirements of the OSAC Services Contract. The Offeror should address each of the numbered Staffing and Total Compensation (STC) criteria presented below.

NOTE: Offerors should note that the Government is interested in new and innovative approaches to fulfill these requirements. As a result, Offeror's are allowed to propose any labor categories they deem necessary to accomplish the requirements of the PWS. If new or additional labor categories are proposed, the contractor shall provide a cross reference to the Government-identified labor category position descriptions. The current structure may or may not be the most beneficial, and offerors should propose the most effective approach using industry best practices where practicable to meet the Government's requirements.

STC1 Phase-In

The Offeror shall describe their approach to contract phase-in for minimizing impact such that continuity of services is maintained without disruption. The description shall address: (1) participation in meetings with the predecessor contractor to identify and discuss problems or areas requiring attention during the phase-in period; (2) phase-in time required (not to exceed 14 work days); (3) the method by which current TOs will be transitioned to the new contract; (4) method for ensuring that appropriately qualified personnel are badged and available for all tasks; and (5) any other issues deemed critical to a successful transition from the current contract to this effort.

STC2 Varying Demands

The Offeror shall address their approach to accommodating workload fluctuations for short-term and long-term increases and decreases in the level of support. This discussion shall include their approach to: (1) filling new and/or vacated positions; (2) accommodating workload adjustments through the cross-utilization of personnel; (3) obtaining personnel with specialized knowledge and skills; and (4) initiating other plans which demonstrate flexibility to respond to fluctuating requirements which might arise due to unusual or emergency situations. Each of these discussions shall include effects on management, subcontracts, continuity and quality of services, and other factors resulting from changes in staffing levels.

STC3 Staffing, Compensation, Recruitment and Retention

STC3-1 The Offeror shall propose a comprehensive staffing plan for the PWS. The plan shall include the number of Work Year Equivalent (WYE) by skill, by contract year proposed to perform each element of the PWS. The plan shall also include proposed staffing by skill for the proposed organizational structure, with a mapping between the organizational structure and the PWS elements. The Offeror shall provide complete rationale for the proposed staffing of each PWS element. The Offeror shall identify and address the sources of staffing for the performance of this staffing plan, including the percentage of current

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incumbent staffing proposed to retain, the percentage of new hires, and the percentage of transfers from within the Offeror's existing workforce. The staffing and skills proposed shall correlate to the information provided in Attachment L-1, Form CJ.

- STC3-2 The Offeror shall describe any policies intended to attract and retain professional employees as defined in 29 CFR 541 (as revised April 23, 2004) and other non-exempt personnel. The Offeror shall address the extent to which incumbent personnel will be hired and their approach to provide the remainder of the required workforce.
- STC3-3 The Offeror is cautioned that materially lower or higher compensation than that of local standards for comparable work may indicate a lack of understanding of the complexity of the total contract. The Offeror and any proposed teammates / subcontractors shall describe their proposed total compensation plan setting forth salaries/wages and fringe benefits proposed for the employees who will work on the contract. (See L.6, Determination of Compensation Reasonableness).
- STC3-4 The Offeror shall include a description of employees' benefits (including but not limited to sick leave, health insurance, life insurance, short and long term disability, relocation reimbursement, savings plans, severance pay, and retirement plan).
- STC3-5 The compensation package shall be described in terms of its capability to support recruitment, to retain employees, and its realism. The compensation levels proposed shall reflect a clear understanding of the work to be performed as evidenced by the capability of the proposed compensation structure to obtain and keep suitably qualified personnel to meet PWS objectives. The salary/labor rates range must take into account differences in skill, education, experience, and complexity of various disciplines, and professional job difficulty. Supporting information may include data, such as recognized national and regional compensation surveys and studies of professional, public, and private organizations, used in establishing the total compensation structure. The Offeror shall describe personnel policies (including but not limited to performance, incentive, promotion, award, training, seniority, and professional development opportunities). In addition, the Offeror shall describe policies for addressing portability of benefits from the incumbent (i.e. approach for vacation and sick leave rollover), seniority of incumbent staff, and other sources of staffing hired.
- STC3-6 The Offeror shall describe their approach for demonstrating their understanding and compliance with the Service Contract Act. The Offeror shall provide a completed Form SB, Job Description/Qualification, for each service labor category to be used in the performance of the OSAC Services contract. The purpose of this information is to allow the Government the ability to determine the offerors understanding and application of the Service Contract Act.

Offerors are cautioned that all narrative discussion of their total compensation, with the exception of that narrative data needed to complete Form CC (provided in Attachment L-1), must be included in the Mission Suitability volume of their proposal. Any

narrative data concerning an offeror's total compensation placed in an offeror's cost volume will be considered mission suitability information and is subject to the page limitation imposed on the mission suitability volume.

STC4 Risk Analysis and Mitigation

The Offeror shall provide an assessment of risks inherent in their approach for this subfactor on a 5x5 matrix and a plan to mitigate those risks.

D. Safety, Health and Environmental (SHE)

SHE1 Safety, Health and Environmental

The Offeror shall describe their safety, health, and environmental approach by submitting for evaluation a draft version of the Safety, Health, and Environmental (SHE) Plan in accordance with DRD 1140SA-001, as set forth in Attachment J-13 of the RFP. The draft SHE Plan shall establish and implement a safety, health, and environmental program and shall incorporate the following Safety, Health, and Environmental Core Program Requirements (CPR) specified in MPR 8715.1:

- 1) CPR1 Management leadership and employee involvement
- 2) CPR2 System and worksite analysis
- 3) CPR3 Hazard prevention and control
- 4) CPR4 Safety and health training
- 5) CPR5 Environmental compliance

In addition to the areas noted above, the contractor shall address their approach to ensure safety in the manufacture, transportation and handling of exhibits, and the safety of the public when visiting displays and exhibits.

SHE2 Risk Analysis and Mitigation

The Offeror shall provide an assessment of risks inherent in their approach for this subfactor on a 5x5 matrix and a plan to mitigate those risks.

Volume II - Cost

a. General

Certified cost or pricing data are not required; however, information other than cost and pricing data are required for cost realism analysis. Offerors are cautioned not to include Mission Suitability related data in the Cost Volume.

1. A total cost summary and PWS breakdown to level 2 shall be provided. It is incumbent upon the Offeror to assure that their proposal includes complete and factual cost data. Offerors should note that HSPD-12 costs shall be proposed separately as a distinct line item of cost within phase-in costs (reference clause G.8 and Attachment J-6 for HSPD-12 requirements). Summary level direct labor costs only are not acceptable. Estimated costs for the base period and all options will be evaluated. For evaluation purposes, it is intended to analyze the first contract year (Base Period Year 1) costs on a 12 month period of performance. Therefore, where phase-in is applicable, the Offeror shall base the first year contract costs on 12 months of performance from contract award. Phase-in costs shall be identified and proposed separately. Offeror shall link all forms, where applicable. Electronic links shall not be broken in Offeror's electronic submission. Clause F.6, Phase-In and Phase-Out, requires that phase-in costs be priced separately to facilitate a separate Purchase Order, which utilizes Simplified Acquisition Threshold (SAT) procedures and will obligate up to 14 work days of start up and phase-in effort.

2. The Cost Proposal will encompass all costs associated with the requirements of the proposed contract and will comply with the applicable FAR and NASA FAR Supplement Regulations and governing statutory requirements.

3. It is contemplated that a contract will be awarded for the base period (April 1, 2007 through March 31, 2008) with four 1-year, priced option periods (through March 31, 2012). Offerors and their team members, if any, are required to state ceiling G&A rate(s) that they will be willing to accept for the life of this contract.

4. The cost proposal preparation instructions set forth herein are applicable to the Offeror as a prime contractor, team members (if any), and any proposed major subcontracts. A major subcontract is defined as a subcontract estimated to exceed \$500,000 in total value for the base period and all options.

5. The Offerors must use Microsoft Excel 2003 compatible with Microsoft Office XP Professional in submitting their proposals. Specific instructions for submitting computerized data are contained in paragraph "d. Cost Proposal Preparation" below. The Offeror should not alter proposal electronic spreadsheet file formats except for lengthening forms as appropriate or adjusting column widths. To the extent of any inconsistency between data provided on the CD-ROM and proposal hard copies, the hard copy data will be considered to be the intended data.

6. The normal MSFC duty hours are provided for the Offerors' information. Normal duty hours are defined as a 5-day week, Monday through Friday, (excluding legal holidays), 8 hours per day between the hours of 7:00 a.m. and 5:30 p.m. Clause I.8, Statement of Equivalent Rates for Federal Hires, lists the normal holidays observed by NASA.

b. Pricing and Estimating Techniques

1. All pricing or estimating techniques shall be clearly explained in detail (projections, rates, ratios, percentages, factors, etc.) and shall support the proposed cost in such a manner that audit, computation, and verification can be accomplished. Also, any experience factors (unit price, hours, quantities, efforts, etc.) adjusted for proposal purposes shall be included in this area.

2. All past actuals shall show the period of time and costs in detail when used as a basis of estimating.

3. Each Offeror shall submit estimates of the costs, and at the rates expected to be negotiated for a contract and performance thereunder. There will be no advantage in proposing costs or rates which are understated on the assumption that they will increase the probability of receiving a contract award. Since total cost estimates will not be given a numerical score in the evaluation process, unrealistic costs or rates, either low or high, will tend to indicate a lack of understanding of the Performance Work Statement and requirements for contract performance.

4. Unrealistically low estimates will adversely impact the Offeror's Mission Suitability ratings and scores.

5. The Offeror shall disclose the methods used in determining particular classifications of cost (direct versus indirect). The Offeror shall furnish a synopsis of accounting policies and procedures. The proposed overhead and G&A rates shall be supported by forecasts and substantiating rationale which provide the following specific information for each rate, including any forward pricing rate agreements (this applies to the prime, teaming partner, and each proposed major subcontract):

- (a) Major elements within each indirect pool and functions performed.
- (b) Allocation base (comprising elements and basis for projections).
- (c) Equivalent indirect personnel in each pool by contract year. Specify types of personnel and functions performed.
- (d) Equivalent direct personnel in the allocation base by contract year.
- (e) This proposal base as a percent of total allocation base.

6. In accordance with the FAR Part 30, for any proposed large business teammate(s) or major subcontractor: (a) identify the Government Administrative Contracting Office (ACO) responsible for determination, and date of adequacy determination, of each Disclosure Statement for the prime and major subcontractors; (b) explain in detail any accounting practice where there is a disagreement between Offeror and the ACO; and (c) provide a new Disclosure Statement in the event the Offeror plans to establish a new cost/profit center for performance of this effort, or the existing Disclosure Statement does not accommodate the requirements imposed by this RFP.

The prime, teammate(s) and all major subcontractors shall identify the cognizant Defense Contract Audit Agency (DCAA) (name, address, and telephone number) and the cognizant Government Agency (name, address, and telephone number) who currently

approves forward pricing rates. Provide a copy of the latest approvals applicable to this cost proposal.

7. Materials/Supplies/Equipment & Travel: Material costs for standard items not provided by the Government under the "Installation Provided Property" Clause of the contract are estimated at \$200,000 (CY1) per year as indicated on Form CF. Materials under this category are those not normally stocked by the MSFC supply catalog and typically include items such as software, laboratory equipment and tools needed to efficiently complete objectives or enhance existing MSFC capabilities. Materials which are purchased to support event and exhibit management operation are separate from Operating Materials. Materials under this category include lab, model shop, booth space, electrical costs, tent rental, etc., which are required to build or display exhibits or support event operations and are estimated at \$1,000,000 per year. Exhibits materials will be procured by the contractor and will be reimbursed at actual cost plus handling fee. Travel expenses are estimated at \$300,000 (CY1). The total estimate for materials/supplies/equipment and travel is \$1,500,000 per year for the base period and all option years.

c. Fee

1. The Government anticipates the contract will be a cost-plus-incentive-fee type. Under this arrangement, evaluations of overall performance will be based on established cost and performance incentives fees established in Clause B.2, and Attachments J-2 and J-3.

2. The Offeror's fee proposal should recognize the varying degrees of risk and challenges for the Contractor in performing different tasks within the PWS. The proposed fee arrangement should be commensurate with the contract type.

3. If formal teaming arrangements or other unique business arrangement combinations are proposed, a single fee pool will be established for distribution among the participant contractors/subcontractors, thereby precluding any pyramiding of fees. Offerors shall submit to the Government for evaluation all teaming agreements applicable to this effort.

4. See Clause B.4 for the Government's expectations due to the cost incentive fee in the case of cost under-runs.

5. Materials, supplies equipment, and travel procured by the contractor will be reimbursed at actual cost plus negotiated material handling fee.

d. Cost Proposal Preparation

Electronic spreadsheets shall be submitted including the application of rates, a functional rate table, and all formulas necessary to calculate proposed cost. Cost data for rate application shall be presented by both contractor fiscal year and contract year. In order to facilitate verification of the proposed rates and factors, if the contract year overlaps two contractor accounting (fiscal) years, the Offeror shall provide a separate application of rates for each of the contractor accounting (fiscal) years, which are totaled to arrive at the contract year cost. Both the application of rates and totals must be clearly shown. Formats consistent with the Offeror's normal, disclosed, and/or approved estimating and accounting practices shall be used. The Offeror's established labor classifications, by individual labor position (including hours and

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rates), and all other cost categories (including overhead/burden rates), base amounts, and application of rates shall be clearly shown and mapped to the Government labor classifications as identified on the cost forms (see matrix described in paragraph “4” below). Also a summary of total program cost by element of cost shall be provided.

1. In preparing the cost proposal, Offerors shall complete all applicable forms provided in Attachment L-1, Forms CA through CJ, and provide detailed supporting data to explain the basis and rationale for each proposed element of cost. The forms are designed to provide NASA with information necessary to evaluate all Offeror's proposals on a uniform and consistent basis. The composition of some forms may require an Offeror to classify some proposed elements of cost in a manner that differs from the Offeror's normal, disclosed, and/or approved estimating and accounting practices. To facilitate uniformity in evaluation, Offerors shall classify and propose cost elements in consonance with the specified format and furnish addenda which provide complete traceability, clearly explain, and reconcile the differences between the way the Offeror classifies its costs and the way costs are requested to be classified by the RFP cost forms. The contemplated resultant contract will be written in a manner which is consistent with the Offeror's normal, disclosed, and/or approved estimating and accounting practices.

2. The Offeror shall include each of the following forms in its cost proposal. For clarity, cost related forms are designated by a “C” prefix (staffing related forms are designated by an “S”). If a form is not applicable then the Offeror shall so state and provide complete supporting rationale. Any reproduction of the forms is the responsibility of the Offeror but must adhere to the format designs. Amounts proposed (excluding hourly labor rates) should be rounded to the nearest whole dollar. For all subcontracted effort, the prospective team members or major subcontractors (value over \$500,000 over the life of the contract) anticipated to perform under this contract shall complete all forms. The completed forms should be submitted through the prime contractor to the Government for evaluation. If the subcontractor considers any of this information to be proprietary data, it is incumbent upon the prime contractor to ensure that the completed forms are submitted, directly from the subcontractor to the Government contracting officer, not later than the proposal due date specified in this solicitation.

<u>Cost Form No.</u>	<u>Title</u>
CA	Total Program Cost
CB	Work Year Equivalent (WYE) by Labor Category
CC	Labor Costs
CD	Payroll Additives Rate Development
CE	Fringe Benefits
CF	Purchased Materials, Supplies, Equipment and Travel
CG	Overhead and G&A
CH	Personnel and Fringe Benefit Policies
CI	Phase-In Cost
CJ	IDIQ Fully Burdened Rates
DD Form 1861	Contract Facilities Capital Cost of Money

3. Labor Categories applicable to this contract are provided in Attachment J-17 and address the applicable qualifications and experience levels of that are to be used by each Offeror. Labor Categories shall be used by the Offeror for proposal development. The Offeror shall develop a matrix that maps the Offeror's internal labor categories to the labor categories listed on Forms CA through CJ.

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The Offeror shall provide the number of Direct Productive Labor Hours (DPLH) that they will use for Work Year Equivalent (WYE) to prepare the Mission Services proposal.

The Offeror shall provide the following pricing information to support the Attachment J-17 labor categories: labor mix; number of hours per labor category; fully burdened labor rates; and Other Direct Costs (ODC) with appropriate burdens applied and basis of application described in accordance with Attachment L-1, Forms CA through CJ.

4. Instructions for completing the provided forms are as follows:

Form CA: Total Program Cost

(i) The Offeror (prime, teammates, and major subcontractors) shall complete the attached Form CA. This form shall include the total program costs by year showing: labor hours, weighted average labor rates by labor category, rates, and amounts; labor overhead bases, rates, and amounts; non-labor amounts; G&A base, rate, and amount; and Cost Of Money (COM) base, rate, and amount. The Offeror shall utilize only the categories of cost set forth on the attached Form CA. The detailed cost schedules required in paragraph (ii) below shall show how the Offeror's disclosed/normal accounting cost categories were conformed and summed to the cost categories specified in Form CA. The Offeror shall provide a separate Form CA for each PWS level 1 and level 2.

(ii) In addition, detailed cost schedules shall be provided by the prime, teammates, and each major subcontractor that supports the development of Form CA total amounts proposed. The prime, teammates, and each major subcontractor shall submit this data for the base period, each option period, and total contract. Cost data shall be presented by Contract/Contractor fiscal year. The teammates and major subcontractors may submit the detailed cost breakdown directly to the Government if the data is considered by the company to be proprietary in nature. Format consistent with each Offeror's normal, disclosed, and/or approved estimating and accounting practices may be employed, provided it shows the Offeror's established labor classifications, labor hours and rates as applied and summed (hours and dollars) to the RFP specified categories of labor on Form CA. All cost categories, including overhead/breakdown rates, base amounts, and applications shall be clearly shown and shall be summed to the Form CA labor, overhead, and nonlabor cost categories, and the Form CB labor categories.

(iii) For evaluation purposes, the Offeror shall submit the costs for providing 12 months of effort for the first contract year; this will provide the Source Evaluation Committee (SEC) with a common basis for comparing each of the proposals. Phase-in of 14 work days is not included in total program cost.

Form CB – Work Year Equivalent (WYE) by Labor Category

This form shall include the "by year" contract total staffing levels (WYEs) by labor classification to which rates are applied. Provide WYEs on Form CB. A separate Form CB shall be provided by the prime, teammates, and each major subcontractor which supports the total. In addition, WYEs shall also be provided in the specified format for each PWS cost level.

For each supporting Form(s) CB, the individual Contractors (prime, teammates, and major subcontractor) normal labor classification WYEs shall be shown, conformed, and summed

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to the Government specified categories of labor as shown on the enclosed Form CB. Each form shall include PWS level, title, and description.

In supporting narrative, provide specific "skill level" information by individual position (Offeror may reference Attachment L-2, Form SD) that is planned to be applied for accomplishment of the described tasks. This should cover the time period from contract inception through all option periods for each job position.

Form CC - Labor Costs

(i) Prepare and submit Form CC by each identified position.

(ii) The Offeror shall provide a listing of direct labor costs by category showing work year equivalents (WYEs), straight time hours; proposed hourly rates; straight time costs; overtime hours; and overtime costs. Special attention is invited to the U.S. Department of Labor Wage Determinations included as Attachment J-18. The logic and reasonableness of the relationship between personnel qualifications and proposed labor rate/costs will be carefully evaluated as a significant indicator of the Offeror's understanding of requirements. Should the above referenced Department of Labor Wage Determinations not reflect all labor classifications required for implementation of the Offeror's approach, appropriate action shall be taken and included as part of the proposal, pursuant to the clause entitled "Service Contract Act of 1965, As Amended". All such proposed classifications and corresponding labor rates shall be thoroughly described with complete supporting rationale.

(iii) WYEs shall be converted to straight time labor hours using the number of hours available per year as indicated below. Offerors shall provide, as supplemental data, the typical productive and nonproductive hours per work year based on their personnel and accounting policies and practices. Nonproductive time is all paid absences, e.g., vacations, holidays, sick leave and other authorized paid absences.

Term	Period Covered	Total Available Work Hours
Base Period	April 1, 2007 – March 31, 2008	2080
Option No. 1	April 1, 2008 – March 31, 2009	2080
Option No. 2	April 1, 2009 – March 31, 2010	2088
Option No. 3	April 1, 2010 – March 31, 2011	2080
Option No. 4	April 1, 2011 – March 31, 2012	2080

(iv) Provide the methodology and complete supporting rationale used to establish salary/wage ranges and pricing rates for each individual labor category, including consideration of the following: the various skills and disciplines; the features of the compensation plan designed to enable the Offeror to attract and retain qualified employees; escalation factors; applicability of collective bargaining agreements, if any; and overtime payment policies. In order to facilitate timely evaluation of cost proposals, unplanned overtime should be estimated at one-percent of direct hours per year spread equally among the nonexempt employees. If the labor category includes exempt and nonexempt employees, provide the basis of estimate for the

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nonexempt employee's overtime. There will be no advantage in proposing the use of unpaid nonexempt overtime. If unpaid nonexempt overtime is proposed, adjustments will be made to the Offeror's proposal.

Any proposed uncompensated overtime for employees exempt from the overtime requirements of the Fair Labor Standards Act (FLSA) shall be identified, supported, and justified in the written explanation in the cost/price proposal.

Wage/salary increases shall be in compliance with any applicable union agreements. Offerors shall propose reasonable labor rate increases.

The wage determination rates set forth herein represent the minimum rate of pay for entry-level employees performing under this contract. Offerors should consider the incumbent employees experience level and length of service when proposing rates which are based on retaining incumbent personnel.

The following uniform rates of change for pricing purposes are provided below:

Calendar Year	Escalation Rates
2007	3.7%
2008	3.2%
2009	3.0%
2010	3.1%
2011	3.2%
2012	3.2%

Form CD - Payroll Additives Rate Development – Real Year Dollars

(i) FICA

Use a rate of 7.65 percent. This rate is composed of Hospital Insurance Tax (HIT) at 1.45 percent and Old Age, Survivors, Disability Insurance (OASDI) at 6.20 percent. Maximum earnings subject to OASDI will be \$94,200 and HIT will be unlimited.

(ii) Federal/State Unemployment Insurance (FUI/SUI) -- Base proposed FUI/SUI costs on current rates and bases for the Federal Government and the states where the effort is to be performed.

(iii) Worker's Compensation -- Offerors shall provide an explanation and rationale for the average premium rate developed, considering the various risk categories encompassed by the planned workforce, the geographical distribution of the workforce, and appropriate loss and adjustment experience.

(iv) Other -- For any other expected types of payroll additives, Offerors shall provide an explanation and rationale for the proposed cost of each item.

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Form CE - Fringe Benefits

It is imperative that the Offeror demonstrate their understanding and compliance with the requirements of the Service Contract Act, the Wage Determination, and any applicable union agreements in regard to minimum fringe benefit requirements for non-exempt employees.

Provide estimates on Form CE for each fringe benefit cost element (Group Health, Dental, Pension, Sick Leave, etc.) for all employees identified on Form CB under the labor categories. Offeror shall demonstrate that the estimates for fringe benefits shown on Form CE are incorporated into their proposed contract cost in accordance with their normal accounting and estimating practices for each contract year.

Form CF – Purchased Materials, Supplies, Equipment and Travel

Annual estimates, exclusive of G&A or other burden, for each year are set forth below and should be used for estimating purposes for purchased materials, supplies, equipment and travel.

Contract Year	Materials/Supplies/Equipment	Travel
Base Year	\$1.2M	\$0.3M
Option 1	\$1.2M	\$0.3M
Option 2	\$1.2M	\$0.3M
Option 3	\$1.2M	\$0.3M
Option 4	\$1.2M	\$0.3M

Form CG - Overhead and G&A

Provide data indicated on Form CG for each overhead pool (if any) and G&A. As supporting data, show the element for the base period and each option period. All proposed overhead/burden rates (labor overhead, material handling, procurement burden, G&A expense, etc.) shall be provided with the proposal.

Each Offeror shall propose a ceiling rate for G&A. The ceiling rate will be used in establishing the Government's cost realism analysis for evaluation/selection purposes.

Form CH - Personnel and Fringe Benefits Policies

This form provides a standard format to disclose, by employee category, the application of personnel policies and fringe benefits which will be in effect at the time of award. Although only brief explanations are desired, sufficient information is required to allow an evaluation and estimate of all potential costs which will arise upon award of the contract. Comments are required on all of the items listed below under the proposed column, whether or not the policy is written. The consistent practice of the Offeror and its applicability to this proposal is to be provided. If the items below are not applicable, so state. Items pertinent to the Offeror which are not identified below must be included if cost recovery is anticipated.

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Relocation	Overtime Policy
Insurance – Life	Special Workweek
Insurance – Health	Compensatory Policy
Severance Pay	Suggestion Award Policy
Per Diem	Off-site Differential
Vacation	Bonus Plan
Retirement	Shift Premium Policy
Holidays	Training
Sick & Personal Leave	Other Differentials

Form CI - Phase-In Cost

Provide a complete summary of all phase-in costs, by element of cost, on Form CI. Proposed phase-in will be for a period not to exceed fourteen (14) calendar days. The cost and labor force shall be presented in the same detail as required by Form CA. Provide detailed schedules supporting the development of the proposed Form CI costs (for the prime, teammate(s), and each major subcontractor) showing how the Offeror's normal/disclosed cost categories were conformed and summed to the Form CI cost categories.

Phase-in costs shall include all costs incurred prior to full assumption of the PWS. These costs shall include those required to secure the initial staff, equipment, etc. and shall reflect the cost associated with staffing build-up to full assumption of contract responsibility. The Offeror's submission shall contain a separate and complete phase-in estimate delineated by element of cost in accordance with the Offeror's normal estimating procedures. Include relocation and travel cost associated with phase-in with supporting rationale. The Offeror shall delineate HSPD-12 cost as a separate and distinct line item of cost.

As stated in Clause F.6, Phase-In and Phase Out, the total firm-fixed price of a 14 work day (approximately March 13, 2007 through March 31, 2007) phase-in period listed on Form CI, will be used to award a separate purchase order to fund the phase-in period.

Form CJ – IDIQ Fully Burdened Rates

The Offeror shall provide fully burdened Prime Contractor labor rates, excluding purchased travel, materials, equipment, supplies, and fees, for each of the IDIQ labor categories required to perform the efforts specified in PWS 7.0 (see Attachment J-5, Schedule of Fully Burdened IDIQ Labor Rates). Fully burdened labor rates shall also be provided for each Teammate(s) and/or Major Subcontractor (if Teammate(s) and/or Major Subcontractor are proposed to support PWS 7.0 efforts). In calculating these fully burdened labor rates, Offerors shall include costs for each of the expenses identified below. The Offeror shall provide these rates by labor category and by contract year.

The Offeror shall provide the base labor rate for each of the labor categories for the Prime Contractor and each Teammate(s) and/or Major Subcontractor. Additionally the Offeror shall list the labor escalation rates for each period (see instructions for Form CC).

Indirect/burden rates should be in terms of the Offeror's customary accounting practices. A complete listing of supporting type personnel and expenses included in the burden and/or

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general and administrative expense pools shall be provided. Indicate whether the rates quoted have been approved by the cognizant Government Audit Agency for forward pricing. If the projected burden rates include an allowance for general research, so state, and furnish complete details, such as the Government agreement and amount. Append a statement preferably of not less than three (3) years prior to experience, showing for each expense category, the amount of burden expense, the base to which applied, and the resultant burden rates.

DD Form 1861 - Contract Facilities Capital Cost of Money

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

e. IDIQ Effort (WBS 7.0)

Attachment J-5 shall be used for all Offerors to develop and provide, for evaluation purposes, fully burdened labor rates for the WBS 7.0 Government labor categories. Labor rates listed in J-5 for IDIQ task orders shall not include any travel, materials, equipment, or supplies in the burdened labor rate.

f. Computerized Input Instructions

1. In addition to the requirements previously mentioned, Offerors and subcontractors/teammates are required to submit cost information data on Forms CA through CJ and DD1861 on CD-ROM.

2. Two copies of each CD-ROM are to be submitted. Each CD-ROM provided is to have an external label indicating:

The name of the Offeror.
A list of the files contained on the disk.

3. The Microsoft Excel spreadsheet format files are to be submitted to the Government using the following file identifier system:

- The first two alpha characters of the filename will be based on the Offeror's company names (e.g., General Motors Corporation might be "GM").
- The third and fourth alpha characters of the filename will contain, if applicable, the alpha character identifier to the subcontractor of which the spreadsheet format is submitted. If the format is not related to subcontractor data, "XX" is to be inserted in the filename for these alpha character positions.
- The fifth file identifier refers to the RFP form on which the data are contained. The applicable alphabetic letter (A through J) will be used for these spaces in the filename.
- The sixth file identifier refers to the number of the forms if more than one form exists.
- To the extent of any inconsistency between data provided on the disks and proposal hard copies, the hard copy data will be considered to be the intended data.

4. Electronic information submitted in response to this RFP shall not be password protected.

Volume III - Past Performance

At the start of Volume III the offeror shall provide the following:

(a) In the event that any subcontractors or other teaming arrangements are utilized, the Offeror shall provide a summary listing (by name and address) of all team members, joint venture partners, subcontractors and vendors that have been identified by name throughout the Offeror's proposal and the percentage of work and contract value associated with each entity. If no subcontractors or other teaming arrangements are proposed this shall be noted.

(b) The rationale for each contract selected as a most relevant contract for completion of Form SC, Past Performance Interview/Questionnaire.

(c) The Offeror, including any teammates/subcontractors, shall provide voluntary turnover history for the past 3 years for exempt and nonexempt employees (or other major categorizations used by the Offeror) for the Corporate entity bidding on this Contract for each contract or project comparable to this requirement.

(d) The Offeror shall provide their Lost Time Case (LTC) rate for the last three calendar years for contracts comparable in magnitude and scope to this solicitation. Include the LTC rate, number of cases that contained lost work days, the total number of contractor employees working on the contract/project, and the total hours worked on each referenced contract/project. The NAICS is also required for each referenced contract/project. This information is also applicable to any teammates(s) and subcontractors proposed on this contract.

(e) The Offeror shall complete a self assessment of their performance by completing and submitting to the Government one Form SC "Past Performance Interview/Questionnaire" for up to 5 of the Offeror's most relevant contracts comparable in magnitude and scope which are currently being performed or have been completed within the last 3 years. The limitation of 5 forms applies to the Offeror's entire team, regardless of the number of any teammates/subcontractors proposed. Contracts identified on which have been completed more than 3 years ago will not be evaluated. The same applies to Form SCs received in excess of the limitation of 5 forms. The Offeror shall provide the NAICS Code associated with the relevant contract.

(f) For each of the 5 contracts identified, the Offeror shall forward copies of Form SC including preparation instructions to maximum of 3 customer representatives (e.g. CO and COTR) per contract for them to complete and submit to the Government. In addition to Offeror provided references, the NASA/MSFC past performance database and references known to the SEC will be checked as deemed necessary. Instructions for completing the Past Performance Questionnaires are contained on the form.

(g) This requested past performance information is also applicable to any teammates and subcontractors proposed on this contract.

(h) The Offeror and any teammate or subcontractor shall provide specific examples of relevant demonstrated experience for each PWS subfactor.

Volume IV - Completed RFP and Signed SF33

The Offeror shall complete Items 12-18 of the SF33 (provided in Section A) and include three copies of the SF33 in this volume. All three copies of the SF33 shall have an original signature in blue ink in Item 17. To aid in completing this Form, Items 12-18 have been highlighted in yellow on the electronic version of the RFP located on the NASA Acquisition Internet Service Website.

The Offeror shall also complete the following sections of the RFP and include a complete copy of the RFP from Sections A through K in this volume following the SF33s.

Section/Attachment	Clause	Fill-in Required
B	B.2	Table B-1 and Table B-2
	B.4, Table B-4	Target Costs
H	H.8, Paragraph (c)	Key Personnel and Facilities
J	Attachment J-5	Schedule of IDIQ burdened labor rates
	Attachment J-11	Safety, Health & Environmental Plan
K	K.2 through K.6	Representations and Certifications as applicable
L-1	N/A	Forms CA through CJ and DD Form 1861 (if applicable)
L-2	N/A	Forms SA through SF

Except for L-1 and L-2, the fill-in areas of these clauses and attachments have been highlighted in yellow on the electronic version of the RFP located on the NASA Acquisition Internet Service Website to aid the Offerors in their completion.

In the event the Government elects to award a contract from initial proposals without discussions, the signed SF33 and completed RFP will form the executed contract.

(End of Provision)

L.17 **RESERVED**

L.18 **RESERVED**

L.19 BACKGROUND AND HISTORICAL DATA

(a) Disclaimer

The background and historical data contained herein is provided for the sole purpose of giving all Offerors a better understanding of the requirements contained in the solicitation. The information provided constitutes a snapshot in and is not intended to restrict prospective Offerors in their approach to proposal preparation. The quantity of work to be performed may vary in the future as the Center workload changes due to changing roles within MSFC and NASA.

(b) Overview

MSFC communication support services are currently provided via two contract instruments: the AI Signal Research, Inc., (ASRI) cost-plus incentive fee contract (NAS8-02047), and the Analytical Services, Inc., (ASI) fixed-price contract (NNM04AA56D).

The ASRI contract was awarded on February 13, 2002. The scope originally called for the contractor to support the Customer and Employee Relations Directorate (CaER) and included responsibility for human resources support, employee and organizational development services support, technology transfer support, internal relations and communications services support, Government and community relations support, exhibits support, education programs support, and media relations support in addition to all program management (contract administration; financial management; information technology security; and safety, health, and environmental program management) duties.

NASA has experienced significant changes since the original contract was awarded. Following the announcement of the President's Vision for Space Exploration in January, 2004, the Marshall Space Flight Center (MSFC) conducted a realignment study to determine how to transform the Center to effectively and efficiently support implementation of the President's Vision. In the fall of 2004, MSFC reorganized in response to the recommendations of the realignment study.

As a result of the MSFC realignment, the CaER Directorate was transformed into two separate organizations – OSAC and the Office of Human Capital (OHC). OHC maintained responsibility for human resources, employee and organizational development services, and education programs support functions. OSAC assumed ownership of internal relations and communications services, government and community relations, and media relations support functions. The charter for OSAC included an expanded range of responsibilities, ASI was assigned responsibility to provide support for various strategic research and analysis and communications product development.

Due to evolution of the Center's needs, current gaps exist in strategic planning, stakeholder relationship management, issue management/crisis communications, and MSFC key message management. Based on the upcoming expiration of the current contracts and the existence of known communication support gaps, it is now the intent of OSAC to procure all required communication services under a single contract instrument. This recompetition will continue MSFC's current cadre of services, provide new services to cover existing gaps, and provide the flexibility to respond to a broad range of future requirements as needed. It is anticipated that

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combining the existing contracts under a single instrument will improve the quality of OSAC products needed to help achieve the MSFC mission by creating synergies.

Under the new contract, the contractor shall support Marshall in implementing and maintaining a strategic communications capability to enable informed communications and manage effective stakeholder relationships. The communications capability shall consist of three primary, integrated functional areas: strategic research & analysis; communication strategy, planning and message management; and communication services and product development/delivery. To that end, the contractor shall assist OSAC in the execution of an overarching communication strategy which includes clearly and consistently communicating NASA's strategic vision and Marshall's direction, roles, capabilities, and expectations – internally and externally – to various stakeholder groups.

The new Performance Work Statement (PWS) will provide for the necessary management, supplies, materials, and personnel (not otherwise provided by the Government) to perform Office of Strategic Analysis and Communication support services for MSFC.

This requirement will be performance based and will utilize objective methods to incentivize the contractor's performance. The Performance Work Statement (PWS) will be tied to Acceptable Quality Levels (AQLs) which will be used to evaluate performance. Performance which does not meet the AQLs will result in deductions from the performance incentive fee pool.

Monitor Surveys, the Contractor's Quarterly and Monthly Technical Progress Report, and the Performance Requirements Summary (PRS) will be used to assess the contractor's performance and to determine incentive fee payments.

All services will be performed in compliance with applicable NASA and MSFC regulations and policies, Federal, State, and local laws.

(c) Current Support for OSAC Services

As noted previously, there are two contractors who currently provide communication services to OSAC. AI Signal Research, Inc., (ASRI), 3411 Triana Boulevard SW, Huntsville, AL 35805, is currently performing services under Contract NAS8-02047, a CPIF instrument with IDIQ provisions. Analytical Services, Inc., (ASI), 350 Voyager Way, Huntsville, AL 35806, is providing services under Contract NNM04AA56D, a FFP instrument with IDIQ provisions.

Current ASRI contractual documents can be found at URL:
http://foia.msfc.nasa.gov/contract_NAS8-02047.html

Current ASI contractual documents can be found at URL:
http://foia.msfc.nasa.gov/contract_NNM04AA56D.html

Note: Additional background information related to current exhibit, design, graphic activities is included as Attachment L-12, Current Year Exhibits.

(d) Location and Organizations Supported

Attachment L-5 is a Facilities Site Map of the Marshall Space Flight Center. Attachment L-6 depicts the MSFC organization. Attachment L-7 depicts the OSAC organization. The Contracting Officer Technical Representative (COTR) is the key interface for the Offeror. The

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services solicited by this RFP are mainly in support of OSAC as it provides strategic analysis and communications expertise for the Center and its program and project offices.

(e) Staffing

The following position classifications and associated Work Year Equivalent (WYE) numbers are representative of the staff composition for the existing OSAC Services Contract and are distributed to support the MSFC organizations (programs/projects and activities) as depicted below.

Note: The following historical staffing levels are provided as information only and must not be assumed as indicating that a level-of-effort will result from this solicitation. Offerors should note that the Government is looking for new and innovative uses of proven industry best practices to fulfill these requirements, and are allowed to propose any labor categories they deem necessary to accomplish contract requirements. If new or additional labor categories are proposed, the contractor shall provide a cross reference to the Government-identified labor category position descriptions.

ASI Position Classification	WYEs (as of FY06 4th Qtr)
Program Manager	1
Administrative Assistant	0.3
Research Analyst	4
Comm. Integration Specialist	4
ASI Total	9.3

ASRI Position Classification	WYEs (as of FY06 4th Qtr)
Program Manager	0.5
Administrative Assistant	0.5
Contract Manager	0.5
Accounting Technician	0.5
Safety and IT Manager	0.5
Speechwriter	1
Public Inquiries Specialist	1
Exhibits Manager	1
Outreach Coordinator	5
Events Coordinator	1
Design/Graphic Specialist	3
Exhibit/Technician Specialist	7
Communications Manager	3
Media Writers	8
Web Editors	3
Property Assistant	1
Traveling Exhibit Driver	1
ASRI Total	37.5

Attachment L-9 provides a graph of the historical contract workforce by month for both contractors. The selection of one contractor to perform all OSAC services is expected to result in synergies and enhance overall service. Current position structures which utilize functional specialists may or may not be the most advantageous arrangement. Sharing of information across all categories and teams is crucial to effective communications and planning. Staffing arrangements should be proposed using industry best practices and highly trained and qualified personnel to meet the Government's requirements.

(End of Provision)

SECTION L - LIST OF ATTACHMENTS

<u>Attachment No.</u>	<u>Description</u>	<u>Pages</u>
L-1	Cost Related Forms (“C” Forms) CA – Total Program Cost CB – WYE by Labor Category CC – Labor Costs CD – Payroll Additives Rate Development CE – Fringe Benefits CF – Purchased Materials, Supplies, Equipment, & Travel CG – Overhead & G&A CH – Personnel & Fringe Benefits CI – Phase in Cost CJ – Fully Burdened Rates DD Form 1861 – Contract Facilities Capital COM	L-1-1 – L-1-22
L-2	Staffing Related Forms (“S” Forms) SA – Key Personnel Position Description and Resume SB – Job Description/Qualification SC – Past Performance Interview/ Questionnaire Form SD – Technical Expert Personnel Information Checklist SE – Burden Applied to Materials/ Supplies/Equipment/Travel SF – Lost Time Case (LTC) Rates Matrix	L-2-1 – L-2-17
L-3	Reserved	N/A
L-4	Government Identified Labor Category Descriptions	L-4-1 – L-4-9
L-5	Facilities Site Map	L-5-1
L-6	MSFC Organizational Chart	L-6-1
L-7	OSAC Organizational Chart	L-7-1
L-8	Communication Services and Product Inventory	L-8-1 – L-8-4
L-9	Historical Contractor Workforce by Month	L-9-1
L-10	General Metrics	L-10-1 – L-10-2
L-11	Current Communication Activities by Customer	L-11-1
L-12	Current Year Exhibits	L-12-1 – L-12-5

ATTACHMENT L-1

COST RELATED FORMS

Form	Title	Pages
CA	Total Program Cost	L-1-2 – L-1-4
CB	Work Year Equivalent (WYE) by Labor Category	L-1-5
CC	Labor Costs	L-1-6 – L-1-11
CD	Payroll Additives Rate Development – Real Year Dollars	L-1-12
CE	Fringe Benefits	L-1-13
CF	Purchased Materials, Supplies, Equipment and Travel	L-1-14
CG	Overhead & G&A – Real Year Dollars	L-1-15
CH	Personnel and Fringe Benefits Policies	L-1-16
CI	Phase In Cost	L-1-17 – L-1-19
CJ	Fully Burdened Rates	L-1-20 – L-1-21
DD Form 1861	Contract Facilities Capital Cost of Money	L-1-22

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ATTACHMENT L-2

STAFFING RELATED FORMS

Form	Title	Pages
SA	Key Personnel Position Description and Resume	L-2-2 – L-2-4
SB	Job Description/Qualification Form	L-2-5 – L-2-6
SC	Past Performance Interview/Questionnaire Form	L-2-7 – L-2-14
SD	Technical Expert Personnel Information Checklist	L-2-15
SE	Burden Applied to Travel and Materials/Supplies/Equipment	L-2-16
SF	Lost Time Case (LTC) Rate	L-2-17

FORM SA - KEY PERSONNEL POSITION DESCRIPTION AND RESUME

(Complete one form for each proposed Key Person. Copies of this form should be used for continuation of work experience; use plain bond paper if additional space is needed otherwise. Start with the present or most recent position and work back. Do not submit work experience prior to 1996. Employer and customer references may be contacted during the proposal evaluation period. The availability of the person referenced, complete mailing address, and complete telephone number shall be verified by the Offeror before submission).

PROPOSED POSITION TITLE: _____

PROPOSED POSITION SALARY: _____

NAME OF PROPOSED KEY PERSON: _____

CURRENT EMPLOYER: _____

DESCRIPTION AND SCOPE OF PROPOSED KEY POSITION:

RATIONALE FOR SELECTING THIS AS A KEY POSITION:

REASONS FOR SELECTING PROPOSED PERSON FOR THIS POSITION:

THE PROPOSED PERSON:

HAS _____ HAS NOT _____ BEEN CONTACTED
IS _____ IS NOT _____ COMMITTED TO THE PROPOSED POSITION
HAS _____ HAS NOT _____ BEEN INCLUDED IN CONCURRENT PROPOSALS
WILL DEVOTE _____ % OF TIME TO THIS CONTRACT

FORM SA - KEY PERSONNEL POSITION DESCRIPTION AND RESUME (Continued)

COLLEGE EDUCATION OF PROPOSED KEY PERSONNEL:

NAME & LOCATION OF INSTITUTION:

YEAR OF DEGREE:

TYPE OF DEGREE & MAJOR:

OTHER SPECIALIZED TRAINING/MEMBERSHIP IN PROFESSIONAL SOCIETIES:

EMPLOYMENT HISTORY (SINCE 1996) STARTING WITH CURRENT POSITION:

EXPLAIN ANY INTERRUPTIONS IN EMPLOYMENT:

DATES EMPLOYED:

TITLE/SALARY:

EMPLOYER & LOCATION:

TYPE OF BUSINESS:

NO. & KIND OF EMPLOYEES SUPERVISED:

EMPLOYER REFERENCE & PHONE NUMBER:

CUSTOMER REFERENCE & PHONE NUMBER:

JOB DESCRIPTION/ACCOMPLISHMENTS:

FORM SA - KEY PERSONNEL POSITION DESCRIPTION AND RESUME (Continued)

DATES EMPLOYED:

TITLE/SALARY:

EMPLOYER & LOCATION:

TYPE OF BUSINESS:

NO. & KIND OF EMPLOYEES SUPERVISED:

EMPLOYER REFERENCE & PHONE NUMBER:

CUSTOMER REFERENCE & PHONE NUMBER:

JOB DESCRIPTION/ACCOMPLISHMENTS:

DATES EMPLOYED:

TITLE/SALARY:

EMPLOYER & LOCATION:

TYPE OF BUSINESS:

NO. & KIND OF EMPLOYEES SUPERVISED:

EMPLOYER REFERENCE & PHONE NUMBER:

CUSTOMER REFERENCE & PHONE NUMBER:

JOB DESCRIPTION/ACCOMPLISHMENTS:

RFP No. NNM06169943R

FORM SB – JOB DESCRIPTION/QUALIFICATION FORM

[Revised 03-04-05-NU-FB Average]

TITLE	Contractor Job Title: _____ SCA Wage Determination Job Title: _____ SCA Directory of Occupations Classification Number _____
TYPE	<input type="checkbox"/> EXEMPT <input type="checkbox"/> NON-EXEMPT
SALARY / WAGE RANGE	ANNUAL FROM: _____ TO: _____ HOURLY FROM: _____ TO: _____
FRINGE BENEFITS	AVERAGE HOURLY COST OF FRINGE BENEFITS _____
DESCRIPTION	_____ _____ _____
QUALIFICATION REQUIREMENTS	EDUCATION: _____ EXPERIENCE: _____ _____

TITLE	Contractor Job Title: _____ SCA Wage Determination Job Title: _____ SCA Directory of Occupations Classification Number _____
TYPE	<input type="checkbox"/> EXEMPT <input type="checkbox"/> NON-EXEMPT
SALARY / WAGE RANGE	ANNUAL FROM: _____ TO: _____ HOURLY FROM: _____ TO: _____
FRINGE BENEFITS	AVERAGE HOURLY COST OF FRINGE BENEFITS _____
DESCRIPTION	_____ _____ _____
QUALIFICATION REQUIREMENTS	EDUCATION: _____ EXPERIENCE: _____ _____

TITLE	Contractor Job Title: _____ SCA Wage Determination Job Title: _____ SCA Directory of Occupations Classification Number _____
TYPE	<input type="checkbox"/> EXEMPT <input type="checkbox"/> NON-EXEMPT
SALARY / WAGE RANGE	ANNUAL FROM: _____ TO: _____ HOURLY FROM: _____ TO: _____
FRINGE BENEFITS	AVERAGE HOURLY COST OF FRINGE BENEFITS _____
DESCRIPTION	_____ _____ _____
QUALIFICATION REQUIREMENTS	EDUCATION: _____ EXPERIENCE: _____ _____

FORM SB – JOB DESCRIPTION/QUALIFICATION FORM (Continued)

Instructions for Completing Job Description/Qualification Form

TITLE

There are three Job Description/Qualification forms per page. One form is to be completed for each job title. (**NOTICE**: This applies to all proposing subcontractors as well)

- **Contractor Job Title** - Enter your job title **if different from the SCA job titles**.
- **SCA Wage Determination Job Title** - Enter the accurate Service Contract Act (SCA) job title and SCA job number from the SCA Wage Determination.
- **[NOTE]**: Detailed position descriptions are contained in the SCA Directory of Occupations, Fourth Edition, dated January 1993 (as amended by the Third Supplement, dated March 10, 1997) for each job classification listed on the wage determination]. The SCA Directory of Occupations can also be found on-line at the following address:
<http://www.dol.gov/esa/regs/compliance/whd/wage/main.htm>

TYPE

Place an **X** in the Box that is applicable to the job title.

- **Exempt** - Those job classifications identified in Title 29 CFR Part 541 as exempt classifications.
- **Nonexempt** – All job classifications other than those exempt by 29 CFR Part 541.

SALARY / WAGE RANGES:

For the specified job title, enter the lowest annual pay in the **Annual From** space and the top annual pay in the corresponding **To** space or enter the equivalent lowest hourly pay in the **Hourly From** space and the top hourly pay in the corresponding **To** space.

FRINGE BENEFITS:

Provide the **exact average hourly cost of fringe benefits** (See 29 CFR Part 4.175(b) for Details).

NOTICE: The average hourly cost of **fringe benefits** for service (non-exempt) employees **shall not include** the cost of vacation pay, holiday pay, liability insurance, state and Federal taxes, professional liability insurance, unemployment or workmen's compensation insurance, etc. See FAR Clause 52.222-41 (d) for full details. **NOTE**: The average hourly cost of fringe benefits must be computed separately for **Exempt** (those employees not covered by the SCA) and **Nonexempt** (those employees covered by the SCA) job titles.

DESCRIPTION

Briefly describe the duties performed under the specified job title.

QUALIFICATION REQUIREMENTS

Identify the education and experience requirements for an employee to qualify for the specified job title.

(Revised 03/04/2005)

FORM SC – PAST PERFORMANCE INTERVIEW / QUESTIONNAIRE

This evaluation should be completed by the Contracting Officer (CO), Contracting Officer's Representative or Contracting Officer's Technical Representative (COR or COTR), Task Monitor (TM), or other person identified in the contract by the appropriate Contracting Officer with monitoring the contractor's compliance with the requirements of the contract.

In compliance with the direction in the FAR, the information contained in this evaluation is not subject to view by anyone other than the designated source selection evaluation personnel.

INSTRUCTIONS, DEFINITIONS, AND RATING GUIDELINES

Instructions

This evaluation is to be completed as indicated below. For purposes of these evaluations, the term "project" is intended to mean "contract". This package consists of the following:

Section	Description	Who completes
Section I	Basic contract information	Contractor being evaluated
Section II	Government Evaluator identifying information	Government Evaluator
Section III	Contractor Performance Report	Government Evaluator

For each contract selected, three separate assessments are required; a self assessment by the Offeror, an assessment by the appropriate Contracting Officer (CO), and one by the cognizant COTR.

The Offeror shall complete one Form C for each relevant contract as their self assessment and return as the past performance factor (Volume III).

In addition, the Offeror is responsible for completing Section I and Section II (point-of-contact information for CO and COTR excluding signature) of Form C before forwarding the questionnaire to the appropriate CO and COTR for the evaluations required. The Offeror shall request the CO and COTR to complete the remainder of the questionnaire, seal their submittals, and mail them directly to the SEC at the address specified below.

NASA/George C. Marshall Space Flight Center
ATTN: PS33/Rhoney Triplett, Contract Specialist
Building 4203, Room B307
Marshall Space Flight Center, AL 35812

Any questions you might have concerning completion of this form should be addressed to the Contract Specialist, Rhoney Triplett, at (256) 544-4096 or (256) 961-2095.

FORM SC - PAST PERFORMANCE INTERVIEW/QUESTIONNAIRE (Continued)

CONTRACTOR PERFORMANCE REPORT

Section I - Basic Contract Information

(To be completed by Contractor requesting evaluation.)

Contract Number:		
Contract Title:		
Contract Prime Contractor:		
Contract Award Date:		
Contract Completion Date (including options):		
Contract Value (including Options)		
Contract Type:	Competitive	Non-Competitive
Description of Work		

CONTRACTOR PERFORMANCE REPORT

Section II – Government Evaluator Identifying Information

(To be completed by Contractor or Government person performing the evaluation.)

CO Name:	
CO Signature:	
Phone Number:	
Facsimile Phone Number:	
E-mail address:	
Date:	
COTR, COR, TM, or Other Name:	
COTR, COR, TM, or Other Signature:	
Phone Number:	
Facsimile Phone Number:	
E-mail address:	
Date:	

FORM SC - PAST PERFORMANCE INTERVIEW/QUESTIONNAIRE (Continued)

CONTRACTOR PERFORMANCE REPORT

Section III – Contractor Performance Report

(To be completed by Contractor or Government person performing the evaluation.)

Definitions and Rating Guidelines

The Factors/Ratings tables on the next page summarize contractor performance in each of the following rating areas. Each criterion should be assigned a rating, from highest to lowest, of Plus, Excellent, Good, Fair, Poor, or Unsatisfactory. If a particular criterion is not applicable, it should be rated in the far right column as N/A. However, the evaluator is encouraged to provide comments on any rating to further support a particular rating.

The following definitions and instructions should be used as guidance to aid in evaluating the criteria in the Factors/Ratings tables. Please read the definitions and instructions before rating any criteria to be sure that each criterion is graded in the context of the definitions. Also, please ensure that this assessment is consistent with any other assessments that have been done for the same contractor for the same work, such as for payment of fee purposes, exercise of option, other past performance requests, etc.

Technical Performance	Cost Control	Timeliness of Performance	Management Effectiveness
<ul style="list-style-type: none"> - Compliance with contract requirement - Appropriateness of personnel - Technical excellence - Responsive to technical direction - Effective contractor recommended solutions 	<ul style="list-style-type: none"> - Within budget (over/under target costs) - Current, accurate, and complete cost reporting and billings - Cost efficiencies 	<ul style="list-style-type: none"> - Met interim schedule milestones - End items delivered on time - Contract administrative activities performed timely 	<ul style="list-style-type: none"> - Reliable - Pro-active - Reasonable and cooperative - Flexible - Prompt notification of problems - Effective small and small disadvantaged business subcontracting program - Accuracy of reports

The four headings above relate to the actual ratings defined on the following pages.

FORM SC - PAST PERFORMANCE INTERVIEW/QUESTIONNAIRE (Continued)

CONTRACTOR PERFORMANCE REPORT

Technical Performance	Cost Control	Timeliness of Performance	Management Effectiveness
<i>Excellent Plus</i>			
The contractor has demonstrated an exceptional performance level in any of the below categories that justifies adding a point to the score. This rating will be used only in those circumstances when contractor performance clearly exceeds the Excellent performance level.			
<i>Excellent</i>			
There are no quality problems.	There are no cost issues.	There are no delays.	Responses to inquiries, technical, service, and administrative issues are effective and responsive.
<i>Good</i>			
Nonconformances or technical issues do not impact achievement of contract requirements.	Cost issues do not impact achievement of contract requirements.	Delays do not impact achievement of contract requirements.	Response to inquiries, technical, service, and administrative issues is usually effective and responsive.
<i>Fair</i>			
Nonconformances or technical issues require minor Agency resources to ensure achievement of contract requirements.	Cost issues require minor Agency resources to ensure achievement of contract requirements.	Delays require minor Agency resources to ensure achievement of contract requirements.	Response to inquiries, technical, service, and administrative issues is somewhat effective and responsive.
<i>Poor</i>			
Nonconformances or technical issues require major Agency resources to ensure achievement of contract requirements.	Cost issues require major Agency resources to ensure achievement of contract requirements.	Delays require major Agency resources to ensure achievement of contract requirements.	Response to inquiries, technical, service, and administrative issues is marginally effective and responsive.
<i>Unsatisfactory</i>			
Nonconformances or technical issues are compromising the achievement of contract requirements, despite use of Agency resources.	Cost issues are compromising performance of contract requirements.	Delays are compromising the achievement of contract requirements, despite the use of Agency resources.	Response to inquiries, technical, service, and administrative issues is not effective and responsive.

**FORM SC - PAST PERFORMANCE INTERVIEW/QUESTIONNAIRE (Continued)
CONTRACTOR PERFORMANCE REPORT**

Item	FACTORS/RATINGS	Excellent Plus	Excellent	Good	Fair	Poor	Unsatisfactory	N/A
Technical Performance								
1	Overall skill level & technical competence of Contractor personnel?							
2	Ability to identify risk factors and alternatives for alleviating risk.							
3	Rate the ability of the contractor to consistently provide quality products.							
4	Ability to identify and solve problems expeditiously							
Cost Control								
5	Ability to accurately estimate and control contract cost (if the contract experienced an overrun, please amplify on the following page).							
6	Did the Contractor diligently search for and apply cost efficient practices?							
7	Were Contractor's reports and documentation accurate and complete?							
Timeliness of Performance								
8	Completion of major tasks or key project milestones on schedule.							
9	Did the Contractor deliver end items in accordance with the Contract schedule?							
10	Were the Contractor's reports and documentation submitted timely?							
Management Effectiveness								
11	Rate the Contractor's effectiveness at directing, controlling and completing of all assigned tasks.							
12	Was the Contractor able to effectively coordinate, integrate & manage subcontractors?							
13	Did the Contractor management team show innovation and a proactive approach to problem identification and resolution?							
14	Was the Contractor effective in interfacing with the Government's staff?							
15	Was the documentation produced by the Contractor's efforts satisfactory to the users?							
16	Reserved							
17	Ability to recruit and retain specialized, critical and unique personnel and maintain a stable, high quality and well trained workforce.							

FORM SC - PAST PERFORMANCE INTERVIEW/QUESTIONNAIRE (Continued)

Item	FACTORS/RATINGS	Excellent Plus	Excellent	Good	Fair	Poor	Unsatis.	N/A
18	Responsiveness to changes in technical direction.							
19	Rate the Contractor's transition or phase-in effectiveness.							
20	Rate your satisfaction with the contractor's security performance and security policies.							
21	If the contractor made use of an automated electronic tasking system, how effective and efficient was that system?							
22	How well did the contractor address any task requirements that may have given them an unfair advantage in competing for future work? Was the contractor able to effectively mitigate any organizational conflicts of interest issues that may have been present?							
23	Please rate the contractor's efforts to retain a stable set of key management personnel.							
24	How well did the contractor perform in an export control environment?							
25	Commitment to Safety as indicated by the content and implementation of the Contractor's safety program including the basic plan as well as any special safety related initiatives							
26	Degree to which the program manager was given the authority to make the decisions necessary to support specific task requirements that might involve additional cost considerations (i.e., subcontracting for special skills, approving unique travel and training requests)?							
27	To what extent did the Contractor display initiative in meeting requirements?							
Overall Evaluation								
28	How would you rate the Contractor's <i>overall management performance</i> on this contract?							
29	How would you rate the Contractor's <i>overall technical performance</i> on this contract?							
30	Would you use this Contractor again? (If "No", please comment in the Narrative Summary)	Yes			No			
31	Averaged (3 year) referenced contract or project LTC and latest available Department of Labor LTC national average for the applicable NAICS.	LTC Value _____	DOL Avg value _____		NAICS number _____			

**FORM SC - PAST PERFORMANCE INTERVIEW/QUESTIONNAIRE (Continued)
CONTRACTOR PERFORMANCE REPORT**

Section III (Cont'd)

NARRATIVE SUMMARY (Use this section to explain additional information not included above)

Item	Comments

FORM SC - PAST PERFORMANCE INTERVIEW/QUESTIONNAIRE (Continued)

This form letter is provided for Offerors to use in transmitting the Past Performance questionnaire to customers

PAST PERFORMANCE FORM LETTER EXAMPLE

Solicitation Name & RFP Number

CLIENT AUTHORIZATION LETTER: FORMAT

[Date of Letter]

[Name and Address of proposed Offeror's customer]

Attention: *[Name and Designation of Customer's Contract Manager or Appropriate Contact]*

Dear *[Contact Name]*:

We are currently responding to the NASA, Marshall Space Flight Center Request for Proposal (RFP) NNM06169943R, Office of Strategic Analysis and Communication Support Services. NASA is requesting that clients of entities responding to their solicitation be identified and their participation in the evaluation process requested. In the event you are contacted for information on work we have performed, you are hereby authorized to respond to those inquiries. Your cooperation with this effort is greatly appreciated. Please direct any questions to *[Name and Phone Number of Offeror's Point-of-Contact]*.

We have included our work for your agency as a past performance reference. A Past Performance Questionnaire is enclosed. Please complete Sections II and III of the enclosed evaluation and return the signed, completed document to:

NASA/Marshall Space Flight Center
Attention: PS33/Rhoney Triplett
MSFC, Alabama 35812

Please forward the completed evaluation to NASA at the above address to ensure it is received prior to **4:00 PM Central Time on November 6, 2006.**

*In order to maintain the integrity of this process, please **DO NOT** return the questionnaire to us. Return it to NASA/MSFC at the address listed above.*

Sincerely,

[Name of Signer]

[Designation of Signer]

cc:

NASA/Marshall Space Flight Center
Attention: PS33/Rhoney Triplett
MSFC, AL 35812

FORM SD – TECHNICAL EXPERT PERSONNEL INFORMATION CHECKLIST

(The following information shall be provided for each proposed Technical Expert. Start with the present or most recent position and work backwards over the last 5 years of employment or the last 5 jobs, whichever is the least period of employment. Employer and customer references are required and may be contacted during the evaluation period. The availability of the person referenced, complete mailing address, and complete telephone number shall be verified by the Offeror prior to submission).

Proposed Position Title:

Name of Proposed Key Person:

Current Employer:

Description and Scope of Proposed Technical Expert Position:

Rationale for Selecting This as a Technical Expert Position, If Applicable (Government Designated Key Position)

Reasons for Selecting Proposed Person for This Position:

Check One:

The Proposed Person ___Has or ___Has Not Been Contacted

___Is or ___Is Not Committed To the Proposed Position

___Has or ___Has Not Been Included In Concurrent Proposals/Quotations

Will Be Available To Devote ___Percentage of Their Time to This Contract

Post-Secondary Education of Proposed Technical Expert:

Name & Location of the Institution, Year of Degree and Type of Degree & Major

Other Specialized Training/Experience/Membership In Professional Societies:

Awards and Other Evidence of Peer Recognition

Review Board or Panel Service (National or International)

Publications: List Relevant Technical Papers, Journal Entries or Other Work Published In Descending Chronological Order; Provide Sufficient Information to Enable Retrieval of Listed Items; Items May Be Grouped For Clarity

Employment History Starting With Most Recent or Current Position:

Explain Any Interruptions in Employment

Dates Employed:

Title:

Employer & Location:

Type of Business:

Employer Reference & Phone Number

Customer Reference & Phone Number:

Job Description/Relevant Accomplishments:

FORM SE – BURDEN APPLIED TO TRAVEL AND MATERIALS

Contract Year	ODC	Government Estimate	Contractor Applied Burden	Total
CY1	Travel	\$300,000	_____	_____
CY2	Travel	\$300,000	_____	_____
CY3	Travel	\$300,000	_____	_____
CY4	Travel	\$300,000	_____	_____
CY5	Travel	\$300,000	_____	_____
CY1	Materials/ Supplies/Equipment	\$1,200,000	_____	_____
CY2	Materials/ Supplies/Equipment	\$1,200,000	_____	_____
CY3	Materials/ Supplies/Equipment	\$1,200,000	_____	_____
CY4	Materials/ Supplies/Equipment	\$1,200,000	_____	_____
CY5	Materials/ Supplies/Equipment	\$1,200,000	_____	_____

FORM SF - LOST TIME CASE (LTC) RATES MATRIX

NAICS	Company Name/Contract Name		Year	Year	Year
			2004	2005	2006
		Lost Time Case (LTC) Rate			
		Number of lost workday cases (injury/illness)			
		Number of employees			
		Number of hours worked			
NAICS	Company Name/Contract Name		Year	Year	Year
			2004	2005	2006
		Lost Time Cases (LTC) Rate			
		Number of lost workday cases (injury/illness)			
		Number of employees			
		Number of hours worked			
NAICS	Company Name/Contract Name		Year	Year	Year
			2004	2005	2006
		Lost Time Cases (LTC) Rate			
		Number of lost workday cases (injury/illness)			
		Number of employees			
		Number of hours worked			
(N x 200,000)/EH = LTC Rate					
N = Number of Lost Time Cases					
EH = Number of employee labor hours worked					
200,000 = equivalent of 100 full-time workers working 40 hour weeks 50 weeks per year					

ATTACHMENT L-3

[RESERVED]

[END OF ATTACHMENT L-3]

ATTACHMENT L-4

GOVERNMENT IDENTIFIED LABOR CATEGORY DESCRIPTIONS

Position	General Characteristics	Description	Desired Qualification/Education
<p>Communications Manager I</p>	<p>Proactive and results-oriented with solid supervisory skills and demonstrated experience interfacing with all levels of management</p> <p>Advanced Strategic thinking and planning; Advanced oral and written communication skills; Advanced problem solving skills.</p>	<p>Responsible for the development of a broad-range of communication initiatives and outreach activities that educate, inform, and build relationships with key NASA / Marshall stakeholder. Identify appropriate internal and external publications for distribution through a broad-range of communication venues and channels. Assist senior communication managers in the research and execution of communication strategies, plans, and message management processes.</p>	<p>B.A. or B.S. in appropriate area of specialization or 5 years of directly related experience.</p> <p>Graduate studies or PhD in related field of study is preferred.</p> <p>Computer proficient in Microsoft Office and internet research capabilities</p>
<p>Communications Manager II</p>	<p>Senior communication professional who is proactive and results-oriented with solid supervisory skills and demonstrated experience interfacing with all levels of management</p> <p>Advanced Strategic thinking and planning; Advanced oral and written communication skills; Advanced problem solving skills.</p>	<p>Responsible for recommending, executing, and maintaining all communication strategies, plans, and message management processes. Contribute to the development of communication plans and execute against those plans. Responsible for communication measurement results and recommending adjustments to strategic plans and execute accordingly. Establish and maintain relationships with key personnel, communications staff, and NASA / Marshall stakeholders across all functional areas to ensure effective communications and change readiness capabilities. Develop and manage deliverables to meet quality assurance standards and encompass all functional business needs.</p>	<p>Master's degree in appropriate area of specialization or 7 years of directly related experience.</p> <p>PhD in related field of study is preferred.</p> <p>Computer proficient in Microsoft Office and internet research capabilities</p>

GOVERNMENT IDENTIFIED LABOR CATEGORY POSITIONS (CONTINUED)

Position	General Characteristics	Description	Desired Qualification/Education
Researcher / Analyst I	Customer and results-oriented; Proactive; Strong analytical skills; Highly detailed / organized; Proficient in oral and written communications; Able to multi-task and operate in dynamic environments	Performs research and analysis on a variety of topics including: environmental, stakeholder, audience, and benchmarking topics. Provides analytical and technical support as identified by senior analysts. Produces financial tables, graphs, and reports in support of analytical and research projects. Assists with the integration of analysis and graphics into written documents and presentations. Summarizes / analyzes articles and research papers for direct application to NASA and Marshall programs, projects, and communication activities.	B.A. or B.S in a Business or Communication related field or 1 year of specialized experience in research / analyst field. At least one full academic year of graduate studies is preferred. Proficient at computer-based methods for data-retrieval, manipulation and presentation of data from large, complex databases.
Researcher / Analyst II	Customer and results-oriented; Proactive; Strong analytical skills; Highly detailed / organized; Proficient in oral and written communications; Creative and strategic thinker; Able to multi-task and operate in dynamic environments. Perform at a senior level capacity	Responsible for the collection, interpretation, and analysis of data related to all aspects of strategic communications. Perform analytical services including: investigation, assessment, and reporting on complex topics. Develop customer-ready reports and presentations. Design and implement customer surveys and other communication measurement methods. Possess extensive knowledge of quantitative and qualitative research methods and statistics. Participate in development and maintenance of databases and reporting tools. Identify and assign tasks to other analysts.	Master's degree in appropriate area of specialization or 7 years of directly related experience. Proficient at computer-based methods for data-retrieval, manipulation and presentation of data from large, complex databases.

GOVERNMENT IDENTIFIED LABOR CATEGORY POSITIONS (CONTINUED)

Position	General Characteristics	Description	Desired Qualification/Education
Web Editor I	Assistant Web Editor; assists in the management of workflow providing verbal and written input	Assists in designing, maintaining, editing and coordinating all websites for currency and appropriateness. Post news releases, animation, photos, and art to the MSFC media websites and track website hits, usage and trends.	At least 1-2 years of experience in computer / web management. B.S. or Associates degree in Computer Science is preferred. Competent with PC and Mac Possess
Web Editor II	Supervises Assistant Web Editors and manages all web content development activities.	Responsible for the design, maintenance, editing and coordination of all websites for currency and appropriateness. Supervise assistant web editor(s) and manage web activities. Post news releases, animation, photos, and art to the MSFC media websites and track website hits, usage and trends. Meet with other MSFC and NASA curators to ensure consistency within various websites. Recommend and implement innovative methods to engage NASA / Marshall stakeholders through web management activities.	B.S. or Associates degree in Computer Science or related field or at least 5 years of experience in computer / web management. Competent with PC and Mac Possess detailed knowledge of current and state-of-the-art web software
Writer / Editor I	Customer and results-oriented; Team player; Creative; Proactive; Communicate effectively with people at all levels in an organization to obtain or provide facts or information	Write a broad-range of communication products; research content, coordinate meetings, conduct subject matter expert reviews, and publishing communication materials needed in support of strategic communication activities.	B.S. or B.A. in journalism, communications/writing, or other related field. Competent with PC and Mac

GOVERNMENT IDENTIFIED LABOR CATEGORY POSITIONS (CONTINUED)

Position	General Characteristics	Description	Desired Qualification/Education
Writer / Editor II	Customer and results-oriented; Creative; Proactive; Communicate effectively with people at all levels in an organization to obtain or provide facts or information; Demonstrated ability to be a productive participant on a development team for communication products.	Perform developmental assignments that involve applying principles and techniques to edit, write, revise, and advise on a broad-range of internal and external communication products including: news releases, stories/articles for publication, reports, brochures, briefs, speeches, speech materials, instructions, and announcements; analyze subject matter and audiences; utilizing reference sources such as style manuals, subject matter specialists, research techniques, and writing practices and style requirements of the media or print and/or non-print media.	B.S. or B.A. in journalism, communications/writing, or other related field and 1-2 years of experience in related field. One full academic year of graduate level studies is preferred. Competent with PC and Mac
Writer / Editor III	Customer and results-oriented; Creative; Proactive; Ability to interface with all levels of management; Highly organized Advanced Strategic thinking and planning; Advanced oral and written communication skills; Advanced problem solving skills	Actively participates in brainstorming sessions to generate ideas, researches content, and develop clear, concise and compelling communication products based on agreed-upon communication strategies and concepts. Executes at all levels of content including complex, technical commentary. Conceptualizing, developing, and writing a wide-variety of communication products for broad audience consumption. Assist in the editing and proofreading of all communication products.	B.S. or B.A. in journalism, communications/writing, or other related field and 5 years of experience in related field. One full academic year of graduate level studies is preferred. Competent with PC and Mac Project Management experience is preferred.
Writer / Editor IV	Strong supervisory skills; Customer and results-oriented; Creative; Proactive; Ability to interface with all levels of management; Highly organized Advanced Strategic thinking and planning; Advanced oral and written communication skills; Advanced problem solving skills;	Responsible for the research, writing, editing, updates, and dissemination of all written communication products to a broad-range of NASA / Marshall audiences and stakeholders. As needed, prepares opinion editorials and other editorial products on complex and controversial issues. Prepares responses to sensitive issues and topics for OSAC management review. Coordinates editorial meetings with writing staff.	B.S. or B.A. in journalism, communications/writing, or other related field and 10 years of experience in related field. Graduate studies or PhD in related field of study is preferred. Competent with PC and Mac

GOVERNMENT IDENTIFIED LABOR CATEGORY POSITIONS (CONTINUED)

Position	General Characteristics	Description	Desired Qualification/Education
Writer / Editor IV (Continued)	Demonstrated ability to prepare communication materials that can be easily understood by a wide-range of readers.		Project Management experience is preferred.
Exhibit / Events Manager	Strong supervisory and management skills; Seasoned professional; Proactive; Customer and results-oriented; Demonstrated experience interfacing with managers at all levels and quickly resolving issues requiring tight deadlines.	Oversees all exhibit, event, and guest operation activities including design, fabrication, production, construction, and outreach coordination / logistical support. Recommends and implements cost saving and quality measures to increase efficiency, effectiveness, and productivity. Serves as a primary interface for all exhibit, events, and guest operations support to OSAC managers and customers. Ensures that all safety requirements and procedures are adhered to and reports safety mishaps and statistics.	7 years experience in exhibit and event management or B.A, B.S., or PhD in Public Relations, Communications, Business Administration, or related fields. Familiarity with NASA and MSFC culture is preferred.
Exhibits Technician I	Possess job manual dexterity, mechanical skills, and/or artistic skills, and high-aptitude for learning exhibits techniques.	Perform duties related to the fabrication, finishing and repair of exhibits, while acquiring training in exhibits techniques.	High School diploma or GED.
Exhibits Technician II	Work independently with little guidance. Proficient in complex exhibit techniques and processes and capable of quickly adapting to new and emerging techniques. Ability to manage several projects simultaneously on tight deadlines.	Perform duties related to the fabrication, finishing and maintenance of exhibits which require a high degree of manual dexterity and moderate but varied artistic skills. Work from accurate scale drawings, blueprints or sketches.	A.S. in graphics design field or related field or at least 5 years of experience in exhibit techniques / processes. Must be proficient with PC and Mac computers, printers, scanners and digital cameras.

GOVERNMENT IDENTIFIED LABOR CATEGORY POSITIONS (CONTINUED)

Position	General Characteristics	Description	Desired Qualification/Education
Exhibits Technician III	<p>Possess capability to manage and execute complex technical work including (a) subject matter which requires extensive study and search of literature; (b) demonstration of an exhibit; and (c) presentation of the development or evaluation of an event.</p> <p>Strong supervisory skills.</p>	<p>Preparation, production, design, construction, fabrication and displays of all exhibits. Coordinate, and develop activities needed in layout and assembly of displays. Consults with customer to ascertain type of product to be featured and time / place for each display. Develops layout and selects theme, colors, and props to be used. Oversees requisitioning and construction from various materials. Plan detailed work processes and actual restoration work on historic structures or valuable items, or the construction of replicas or models requiring greater skill level than Exhibits Specialist II level.</p>	<p>BA in graphic design, or related field or at least 7 years of experience in exhibit techniques / processes.</p> <p>Proficient with PC and Mac computers, printers, scanners and digital cameras. Must be proficient with the latest design software. The ability to operate large format printer and laminator, vinyl cutter, engraver.</p>
Outreach Coordinator I	<p>Customer and results-oriented; strong organizational, inter-personal, and communication skills, Ability to quickly resolve issues.</p>	<p>Facilitate guest and minor exhibits / events operations to include all logistical and operational requirements. Receive, evaluate, and coordinate requests. Maintain executive engagement planner in coordination with OSAC exhibit, event, and guest operation activities. Maintain a contact database containing information such as names, addresses, titles, etc to invite participants to Marshall events and outreach activities.</p>	<p>1 year in event coordination, management support, or related fields.</p> <p>A.S., B.A. or B.S. in Public Relations, Office Management, or related fields is preferred.</p>
Outreach Coordinator II	<p>Customer and results-oriented; strong organizational, inter-personal, and communication skills, Demonstrated experience in quickly resolving issues. Extensive travel may be required.</p> <p>Possess general understanding of NASA / Marshall programs and key messages.</p>	<p>Facilitate exhibit and government / community event operations. Interact with Agency employees and the public and convey NASA key messages. Responsible for coordinating topics, presentation support, exhibit/event unique requirements, transportation, and other logistical requirements. Plan and organize all staffing requirements. Identify materials / merchandising needed, conduct cost analysis, and negotiate with vendor for best price.</p>	<p>3 years in exhibit / event coordination or related fields.</p> <p>B.A. or B.S. in Public Relations, Communications, or related fields is preferred.</p>

GOVERNMENT IDENTIFIED LABOR CATEGORY POSITIONS (CONTINUED)

Position	General Characteristics	Description	Desired Qualification/Education
Outreach Coordinator III	<p>Customer and results-oriented; strong organizational, inter-personal, and communication skills, Demonstrated experience in quickly resolving issues. Extensive travel may be required.</p> <p>Possess extensive understanding of NASA / Marshall programs and key messages.</p> <p>Strong leadership skills.</p>	<p>Provide guidance and assistance to other outreach staff. Facilitate major exhibit and event operations and resolve complex issues as needed. Serve as a NASA representative and communicate NASA / Marshall current key messages and topics. Responsible for the identification, definition, and recommendation of event venues and targeted audiences. Organize and implement all operational and logistics activities required to successfully executing exhibits. Research, compile, propose, coordinate, and update exhibit schedules.</p>	<p>5 years in exhibit / event coordination or related fields.</p> <p>B.A., B.S., or Masters degree in Public Relations, Communications, or related fields is preferred.</p>
Design / Graphics I	<p>Strong design and conceptual skills; Customer and results-oriented; Ability to work on simultaneously exhibits and/or projects with tight deadlines.</p> <p>Frequently required to lift 20-40 lbs.</p>	<p>Coordinate with customers and design team to conceptualize and design exhibits incorporating visual, audio, and hands-on materials and effects. Assist in the production of construction documentation and fabrication; preparation and design of mechanical art/digital files; and other graphic task as assigned by Design / Graphic, Lead.</p>	<p>At least 2-3 years in exhibit design and graphic activities.</p> <p>B.A. in graphic design or related field is preferred.</p> <p>Proficient with state-of-the-art graphics design and desktop publishing software.</p>
Design / Graphics II	<p>Strong supervisory skills.</p> <p>Strong design and conceptual skills; Customer and results-oriented; Ability to manage</p>	<p>Manage design team and all design/graphic requirements in support of Marshall exhibits and events. Ensure that aesthetics, costs, industry standards, efficient operations, audiences, and Agency / Marshall themes and messages are</p>	<p>B.A. in graphic design or related field or at least 7 years in exhibit design and graphic activities.</p> <p>Proficient with state-of-the-art</p>

GOVERNMENT IDENTIFIED LABOR CATEGORY POSITIONS (CONTINUED)

Position	General Characteristics	Description	Desired Qualification/Education
Design / Graphics II (Continued)	<p>simultaneously exhibits, projects, and design/graphic personnel with tight deadlines.</p> <p>Frequently required to lift twenty to forty pounds.</p>	<p>incorporated into all design/graphic activities. Responsible for reporting to customers on exhibit concepts and design requirements. Responsible for production of construction documentation and fabrication; preparation and design of mechanical art/digital files; and other graphic tasks. Responsible for assigning work tasks to design / graphic team.</p>	<p>graphics design and desktop publishing software.</p>
Property / Outreach Assistant	<p>Customer and results-oriented individual with strong organizational and inventory control skills</p>	<p>Receive, tag/label, store, and issue properties for OSAC property rooms and warehouse. Keep records of incoming and outgoing property (both rented and in inventory). Examine incoming property for breaks and flaws; clean; and perform minor repairs. Coordinate, set up and clear property for onsite exhibits and pack/unpack and transport properties for off-site events. Deliver and stock bulk quantities of publications from on-hand inventories. Arrange and maintain warehouses in a neat, usable, and orderly manner.</p>	<p>At least 2 years in property / inventory control management.</p> <p>Possess knowledge of inventory control system processes and administration</p> <p>Training on heavy equipment required to move / lift properties (such as forklifts, hoists, etc)</p>
Exhibit Operator / Driver	<p>Significant experience in operating heavy equipment including transport vehicles.</p> <p>Extensive travel may be required. Strong organizational skills.</p> <p>Possess manual dexterity, mechanical skills and high-aptitude for learning exhibits techniques.</p>	<p>Responsible for transporting and delivering all major traveling exhibits to scheduled display sites to include: consideration of all variables that will affect route time; maintaining functionality of exhibit set-up, support, and disassembly. Complete minor repairs while on the road. Maintain copies of all instructions and misc. maintenance records. Ensure safety in and around exhibits and ensure equipment is secure at all times.</p>	<p>High School diploma or GED.</p> <p>Complete any required transportation tests / training.</p> <p>Possess proof of all current state and federal certifications as required.</p>

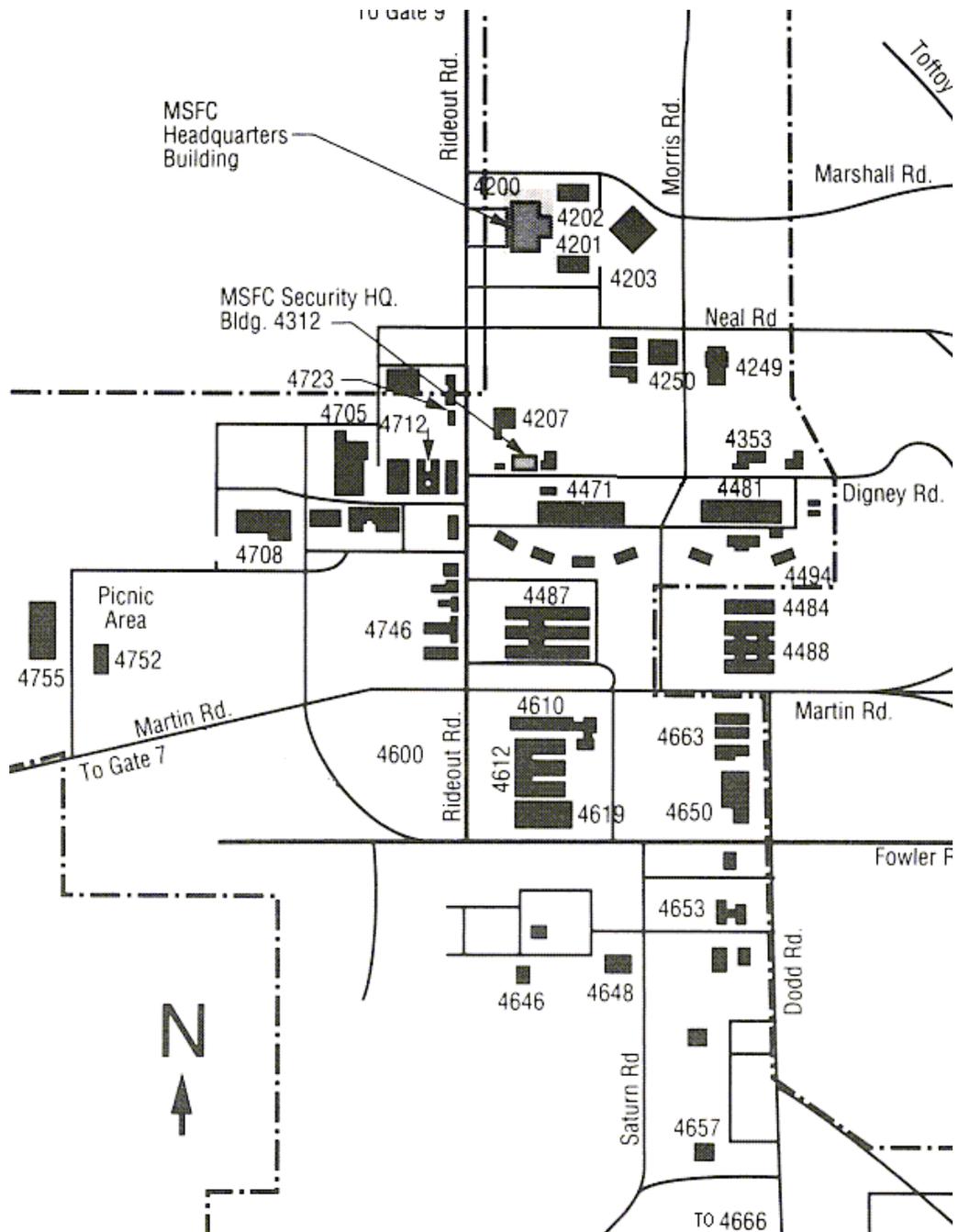
GOVERNMENT IDENTIFIED LABOR CATEGORY POSITIONS (CONTINUED)

Position	General Characteristics	Description	Desired Qualification/Education
<p>Events Coordinator</p>	<p>Customer and results-oriented; strong organizational, inter-personal, and communication skills.</p> <p>Experience in quickly resolving issues requiring quick rapid-around.</p>	<p>Provide logistical support and coordination for multiple Center and special events occurring at the same time and at various locations. Determine all logistical/support to include audio visual, facilities, photography, catering, room and speaker support. Coordination activities include organizing conferences, meetings, workshops, technical interchange meetings, symposia, display areas, outdoor activities, and other NASA events.</p>	<p>2 years experience in event planning on a regional and national level.</p> <p>BA or BS degree in Business Administration, Communications, or related fields is preferred.</p> <p>Proficiency in the use of PC or Mac computers.</p>

[END OF ATTACHMENT L-4]

FACILITIES SITE MAP

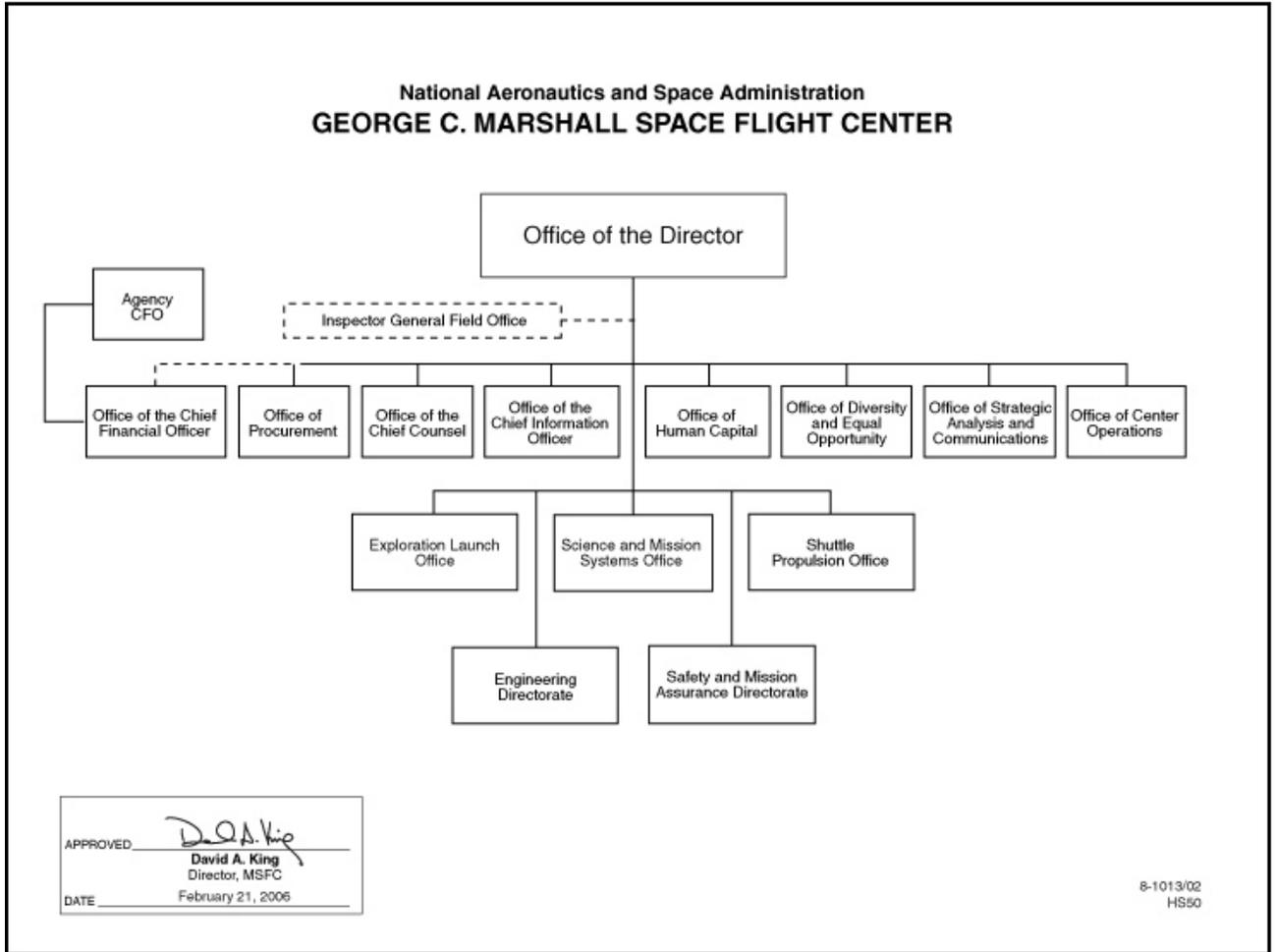
Figure 1: Facilities Site Map of the Marshall Space Flight Center



[END OF ATTACHMENT L-5]

ATTACHMENT L-6

MSFC ORGANIZATION CHART



[END OF ATTACHMENT L-6]

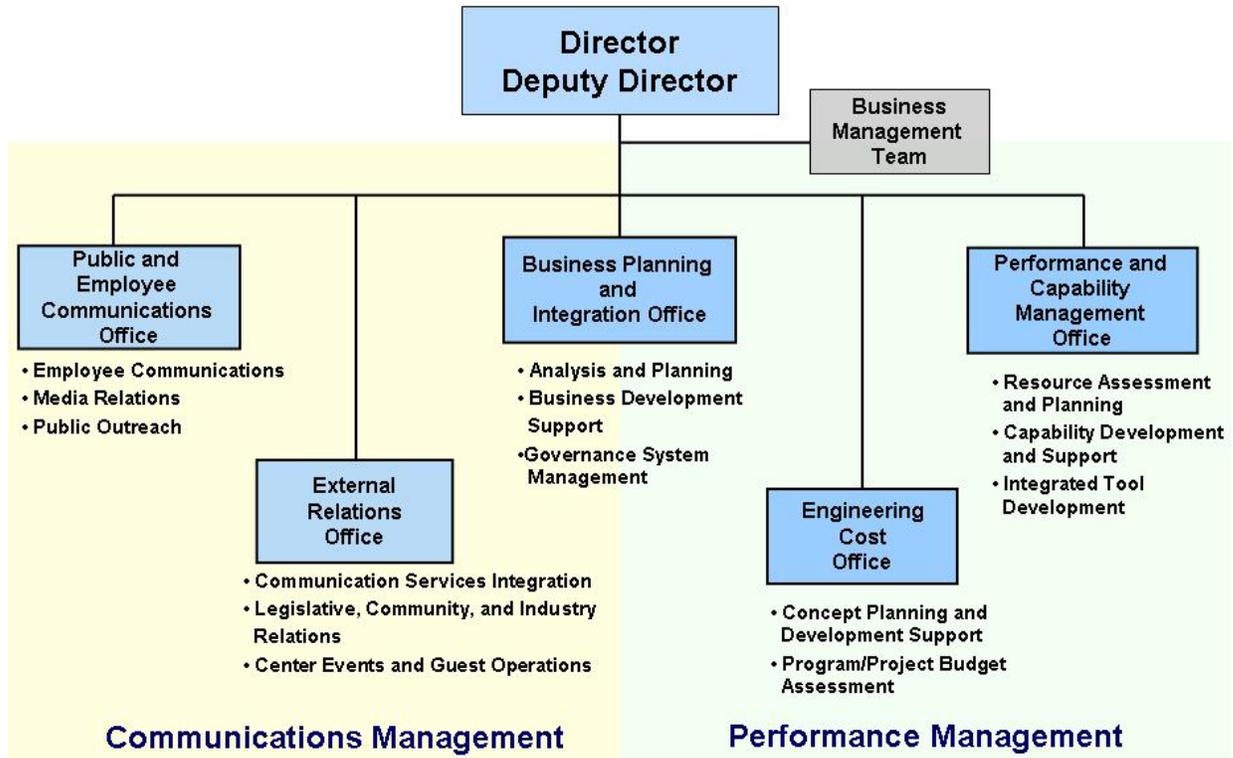
OSAC ORGANIZATION CHART



OSAC Organization Chart by Functional Element

Office of Strategic Analysis & Communications

MSFC



[END OF ATTACHMENT L-7]

ATTACHMENT L-8

COMMUNICATION SERVICES AND PRODUCT INVENTORY

Current Marshall Communication Products and Services

Note: This listing is not all-inclusive and is provided to give the offerer some understanding of Marshall's current primary communication products and services.

Communication Product / Service	Target Audience	Distribution/ Frequency	Format	Description
<i>PWS 6.1 - Center Collateral Development</i>				
Center Collaterals: Marshall Overview Kit	Congressional Audiences; Media; General Public	Updated Regularly (at least Quarterly)	PPT and Word Documents and PDFs	Collaterals that promote Marshall's strategic image. The Center Overview Kit is a NASA folder with customizable inserts related to Marshall programs/projects.
Center Collaterals: Marshall Overview Presentation	Congressional Audiences; Media; General Public	Updated Regularly (at least Quarterly)	PPT and Word Documents and PDFs	Collaterals that promote Marshall's strategic image. The Center Overview Presentation is a slide presentation with customizable slides about Marshall programs/projects/activities. (Have a general Center-Wide version and a Business Development Version).
<i>PWS 6.2 - Executive Communications</i>				
To The Point	Center Frontline Leaders	Monthly	E-mail	Centerwide e-mail publication to provide Marshall supervisors with useful and timely information and analysis about the center and its operations to help them keep their employees informed.
Leadership Talking Points	Center Senior Leaders	As Needed	Word Document	Strategic vehicle providing frontline leaders with consistent messaging to share with frontline teams.
Around the Agency	Center Senior Leaders; Business Unit Senior Leaders	Monthly	Word Document; E-Mail	Excerpted items of particular significance from the agency-wide 90-Day Report. Entries categorized as Strategic Management Initiatives and Events, Mission Support Capability Initiatives and Events, or Program and Project Management Initiatives and Events, and may have particular significance to MSFC.
Digest of Governing Council Meetings	Center Frontline Supervisors (part of TTP)	Monthly	Word Document (distributed as part of TTP); E-Mail	Digest of minutes from Agency governing council meetings, focusing on issues/reports that relate directly to Marshall. Includes background on the issues to help Marshall supervisors and employees understand significance to Marshall.
Executive Keynotes – Conferences, etc.	General Public; Local Community; Industry	As Needed	Events	Marshall leaders participating in exclusive speaking engagements across the community, including keynote addresses and specialized conferences.
OSAC InSight/Update	Center Senior Leaders	As Needed; Goal of 6 Per Month, News Permitting	Word Document; E-Mail	Strategic vehicles that deliver business intelligence related to external factors that affect Marshall, to Center executives and leaders to inform their decision making.
Stakeholder Bio Brief	Center Senior Leaders	As Needed	Word Document; E-Mail	A vehicle to provide insight on new leaders' background, education, experience, and connections to Marshall.
Strategic Analyses / White Papers	Center Senior Leaders; Business Units	As Needed	Word Document; E-Mail	A research paper to elaborate on an important issue that affects Marshall decision making.

COMMUNICATION SERVICES AND PRODUCT INVENTORY (CONTINUED)

PWS 6.3 - Employee Communications

Marshall All-Hands Meetings	All Employees	As Needed	Face-to-Face; Audio/Visual	Large group meetings to provide updates on MSFC programs/projects; hosted by the Center Director (for all employees) or Business Unit leadership (for Directorate-Specific events).
Heads Up	All Employees	Daily	E-Mail	Centerwide e-mail update distributed once daily with important time-sensitive information for Marshall employees.
This Just In	All Employees	As Needed	E-Mail	Center-wide e-mail updates distributed as frequently as needed with time-sensitive news for Marshall employees.
Marshall Star	All Employees	Weekly	Hardcopy Newsletter/ PDF	Newsletter with articles, human interest pieces, announcements, classifieds for MSFC employees.
Daily Planet	All Employees	Daily	Hardcopy	One-page flyer published daily to inform employees of upcoming center events; displayed by elevators and at other prominent locations.
Infocom	All Employees	Varies	Audio/Visual	Serves as liaison between NASA HQ and Marshall to disseminate messages from the NASA Administrator.
Inside Marshall Today	All Employees	Daily Links to MSFC Web Site	E-Mail	Centerwide e-mail updates with a listing of Web links to MSFC events, news, safety bulletins, etc.
Focus on Marshall	All Employees	Monthly	Audio/Visual	A 10-15-minute Marshall TV/desktop TV video highlighting a Marshall program/ project; designed to inform Marshall employees about center activities and provide them insight into center capabilities outside their areas of expertise.
Bulletin Boards	All Employees	As Needed	Bulletin Boards; Audio/Visual	Information about safety, Marshall and NASA events, union meetings, upcoming exhibits, classified ads, and more.
Electronic Message Boards	All Employees	Ongoing	Audio/Visual	Two electronic message boards to notify Marshall employees of upcoming events.
Employee Television (ETV)	All Employees	Constant Loop; Regular Content Changes	Television. Audio/Visual	Loop of pre-recorded notices on items of interest to Marshall employees; appear on televisions across the Center.

PWS 6.4 - Public Inquiry Responses

Stock Inquiry Responses	General Public; Industry / academia	As Needed	Word Documents	New and updated stock responses tailored to stakeholder groups in response to general public and other inquiries
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COMMUNICATION SERVICES AND PRODUCT INVENTORY (CONTINUED)

<i>PWS 6.5 - Media Products</i>				
News Releases	Media	As Needed	Word Doc; Distributed Electronically	A timely, formal print, photo or broadcast issuance to the news media explaining program/project milestones.
Media Advisories	Media	As Needed	Word Doc; Distributed Electronically	Short announcements on significant events or activities distributed to the news media.
News Tips	Media	As Needed	Word Doc; Distributed Electronically	A compilation of ideas and points of contact for potential stories issued periodically to the media.
Responses to Queries (RTQs)	Media	As Needed	Word Doc; Distributed Electronically; Face-to-Face	Answers to specific questions from the news media or anticipated Q&A, coordinated with subject-matter experts.
Project Lithographs	Media	As Needed	Audio/Visual	Photo lithographs with program or project information on the back for distribution to the media or at events.
Press Kits	Media	As Needed	Word Documents	A compilation of written, photo and/or broadcast resource information distributed to the media as a package on a specific subject, mission or activity.
Media Visits	Media	As Needed	Face-to-Face	Arrange and manage visits by news media representatives to Marshall, in conjunction with events or news.
Media Interviews/Press Conferences	Media	As Needed	Audio/Visual	Media interviews with center/business unit leaders on subjects of interest to a large number of media representatives, including the development of media strategies.
News Centers	Media	Ongoing	Facility	Establish and operate facilities to which media representatives can come or call to cover missions or events.
Media Fact Sheets	Media	As Needed	Word Documents	Reference materials on a specific topic to help the media better understand programs and projects.
Media Audio/Visual Productions	Media	As Needed	Audio/Visual	Complete audio/visual productions that include a story line and narration, prepared for the media.
Video Files	Media	As Needed	Audio/Visual Video	A compilation of raw materials (on-camera responses to questions and supporting video and/or animation) distributed by satellite; television news departments can use to compile news stories on a particular subject.
Live Television Interviews	Media	As Needed	Audio/Visual	Live interviews with Marshall personnel via satellite by broadcasters across the nation.
Video/Animation B-Roll	Media	As Needed	Audio/Visual; Video	Unedited video for broadcasters and movie companies to use in news reports and productions.
<i>PWS 6.6 - Web Content Management</i>				
Inside Marshall Web Site	All Employees	Daily	Web Site	News and information provided to Marshall employees on the Intranet.
MSFC Web Page on NASA Web Site	General Public	Updated Regularly	Web Site	News on Marshall activities, events, programs, and more.
MSFC News Site on NASA Web Site	General Public	Daily	Web Site	News on Marshall activities, events, programs, and more.
MSFC Page on Huntsville Chamber of Commerce Web Site	Community General Public; Local Government	Ongoing	Web Page	Information about Marshall's role in Huntsville commerce.

COMMUNICATION SERVICES AND PRODUCT INVENTORY (CONTINUED)

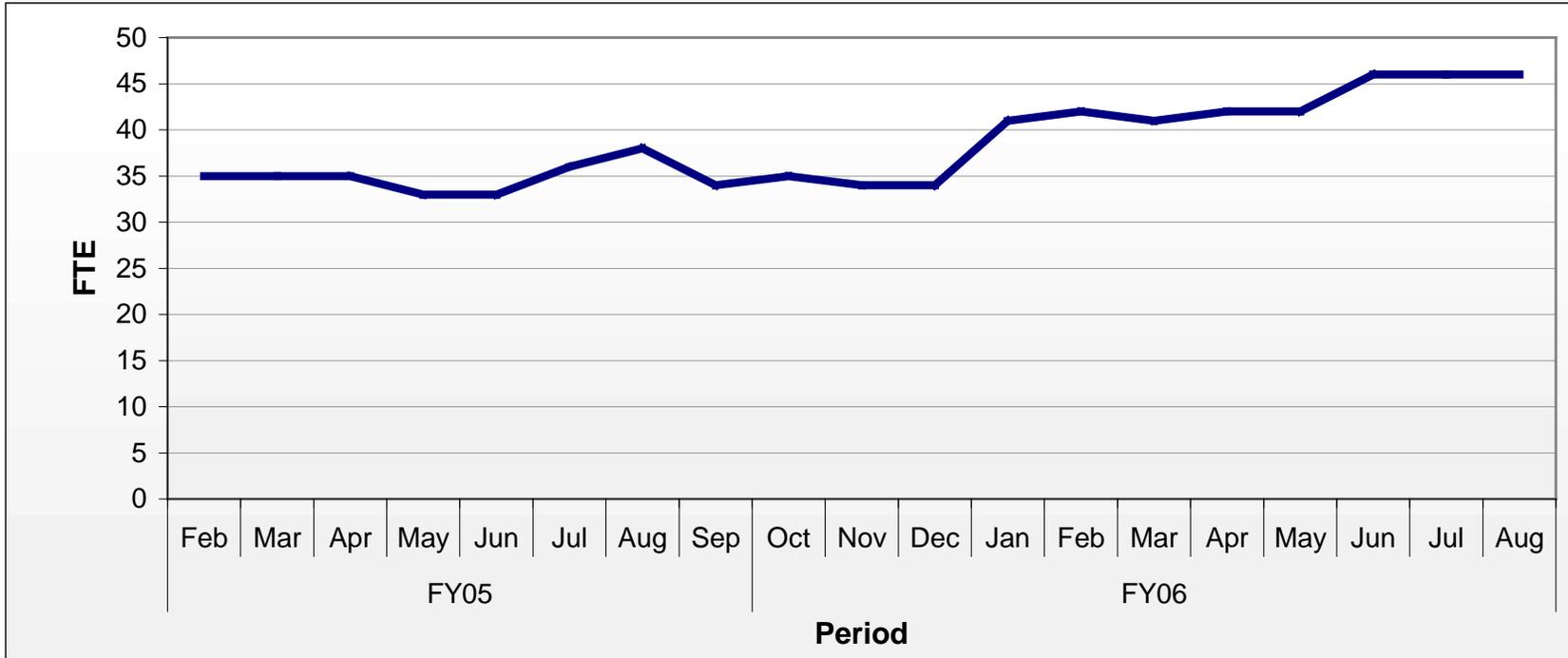
<i>PWS 6.7 - Technical Documents and Products</i>				
Technical Papers	Business Unit Customers	As Needed	Word Document	Technically-oriented material that describes particular details about a program/project.
<i>PWS 6.8 - Exhibits</i>				
Exhibits	General Public; Local Community; Industry	Ongoing	Events/Exhibits	Exhibits/models designed and updated for the Center and program customers using a variety of audio/ visual products and hardware to detail the messages of a program or project. Includes Marshall static exhibits and traveling exhibits. Web site provides exhibits info.
Heritage Gallery	General Public/Marshall Visitors (primarily)	Ongoing	Facility, Audio/Visual	Walk-in area in Building 4200 for employees and guests to view exhibits, photographs, models, video presentations, artwork, and other materials related to the history of Marshall.
<i>PWS 6.9 - Events</i>				
Guest Operations	Marshall Visitors; Center Senior Leaders; All Employees	As Needed	Events	VIP visits for MSFC leadership, and visits for center special events such as NASA administrator and Associate Administrator visits, Congressional visits, astronaut public appearances, Industry and academia visits, etc.
MSFC Events	Community Local Government	Ongoing	Events	Internal and external events of importance to the Center (i.e., Annual Picnic, holiday receptions, open houses, anniversary celebrations, Von Braun Forum, annual Community Leaders Breakfast, and community Center Director's Breakfast)

NOTE: Copies of a representative sample of these products and services are available at http://foia/osac_communications.html.

[END OF ATTACHMENT L-8]

ATTACHMENT L-9

HISTORICAL CONTRACTOR WORKFORCE BY MONTH



	FY05									FY06									
	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
Total FTE's	35	35	35	33	33	36	38	34	35	34	34	41	42	41	42	42	46	46	46
ASRI	28	28	28	26	26	28	31	28	29	28	28	33	34	33	35	35	37	37	37
ASI	7	7	7	7	7	8	7	6	6	6	6	8	8	8	7	7	9	9	9

Note: These historical staffing levels are provided as information only and must not be assumed as indicating that a level-of-effort will result from this solicitation.

[END OF ATTACHMENT L-9]

ATTACHMENT L-10

GENERAL METRICS

Note: This listing is not all-inclusive and is provided to give the offerer some understanding of Marshall's current communication activities.	Approximate 4th Quarter - 2005	Approximate 1st and 2nd Quarter - 2006
PWS 3.0 Program Management		
Work Orders (communication services and products requiring funding approval by COTR)	65	135
PWS 4.0 Strategic Research & Analysis		
Biographical Briefs (key stakeholders and external environmental characterizations)	6	15
External Environment profiles	2	5
Briefs, Presentations, White Papers, etc (Based on strategic research & analysis requirements)	3	10
PWS 5.0 Communication Strategy, Planning, and Message Mgt		
Comprehensive Communication Plans (*anticipated to at least double in FY07 & beyond)	0	4*
PWS 6.1 Center Collateral Development		
Overview Kits Updates / Insert Development (tri-fold brochures, word inserts, etc)	not available	48
PWS 6.2 Executive Communications		
Center Director Column in Marshall Star (Address issues of importance to Marshall workforce)	12	25
Updates and end-of-year recap memo from Center Director (highlights Marshall's successes and upcoming challenges)	1	1
Speeches / Speech materials (for Marshall's Center Director, Deputy Director, Associate Director, and other executives / Director reports)	44	18
PWS 6.3 Employee Communications		
Marshall Star (to all Marshall employees, other Centers VIP's, HQ VIP's, retiree's, etc.)	12	25
Daily Planet (posted for all Marshall employees in both hard copy and electronic)	61	125
PWS 6.4 Public Inquiries Responses		
Number of Requests (from public, congressional, industry, etc.)	248	630
Number of Stock Responses Developed / Modified (respond to requests both past and present)	53	140

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ATTACHMENT L-10 (CONTINUED)

Note: This listing is not all-inclusive and is provided to give the offerer some understanding of Marshall's current communication activities.	Approximate 4th Quarter - 2005	Approximate 1st and 2nd Quarter - 2006
PWS 6.5 Media Products		
Releases (all news/photo releases, media advisories, fact sheets, status reports)	34	92
National media campaigns (written products with video file and/or liveshot)	10	16
Television stories (appearing on television networks or affiliate/independent stations)	90	48
Live TV interviews (conducted live with Marshall personnel via NASA TV)	0	10
Total media interviews (with Marshall personnel; includes live TV interviews)	42	96
Radio stories (appearing on radio stations, radio talk shows, or radio networks)	1	4
Media queries (responses to media requests)	48	122
Media visitors (to the Marshall Center)	18	52
Press Conferences (conducted by Marshall OSAC)	2	6
Video files (Marshall-produced videos airing on NASA TV)	3	4
PWS 6.6 Web Content		
Portal stories (total of MSFC feature stories posted to NASA Portal)	1	14
Web site hits (total of MSFC feature stories posted to NASA Portal)	13,715,826	27,319,018
PWS 6.7 Technical Documents and Products		
Technical Briefings, Scripts, Presentations, and White papers (development and updates for OSAC customers)	not available	30
PWS 6.8 Exhibits		
HQ Vision Traveling Trailer Exhibits supported (venues vary across the nation and include other NASA centers, state fairs, air shows, etc)	3	26
Attendance to Vision Trailer Exhibits	34,500	2,400
Museum exhibits supported (venues vary and are generally within a six state region)	30	66
Attendance to Museum Exhibits	4,155,250	8,369,800
PWS 6.9 Events		
Total Center Events Supported (to all Organizations at Marshall)	16	42
VIP Visits / Guest Operations (Astronaut, Congressional, Industry, academia, etc visits)	2	6
Event Logistics Support (events and venues targeted to Community, Legislative Affairs, etc.)	2	6

[END OF ATTACHMENT L-10]

ATTACHMENT L-11

CURRENT COMMUNICATION ACTIVITIES BY CUSTOMER

Note: This listing is not all-inclusive and is provided to give the offerer some understanding of Marshall's current communication activities by Customer.

Communication Activities	Products & Services	Center		Programs/Projects				ENG/Inst Orgs	HQ	
		Organization	Executives	Shuttle	ISS	ELO	S&MS		Mission Directorates	HQ PAO
Research & Analysis	Environmental Anlysis & Communication	X	X			X	X			
Strategy & Planning	Communication Strategies	X								
	Communication Plans	X				X	X			
Message Planning / Relationship Development	Presentations		X				X			
	Visit Plans and Approaches		X			X	X			
Writing & Message Validation	Stories/Articles	X			X	X	X			
	Press Releases	X		X	X	X	X	X		
	Speeches		X							
	Star/Newsletters	X								
	Announcements	X								
	Talking Points		X							
	White Papers	X	X			X	X			
	Brochures	X				X	X			
	Letters/Invitations		X							
Web Content	Web Management	X			X		X			X
Exhibit / Design	Exhibits	X			X	X	X		X	X
	Multimedia	X				X	X		X	X
Event Management / Message Communication	Events Planning & Management	X				X	X			
	Guest Operations	X	X	X		X	X	X		
	Giveaway Design/Selection/Purchasing	X				X	X		X	X
	Public Outreach/Speakers	X				X	X		X	X

[END OF ATTACHMENT L-11]

ATTACHMENT L-12

The following Exhibit Data are provided for illustrative purposes only. The actual frequency of use varies widely over the course of a 12 month period.

CURRENT YEAR EXHIBITS

	TITLE	TYPE	SIZE (assembled)	SET-UP LABOR	SET-UP TIME	DEDICATED COMPONENTS	CY06 DATA PER YEAR
1	SPACE SHUTTLE LAUNCH EXPERIENCE THEATER	Traveling, museum	20'x30'	1 tech, labor	9 hours	Exhibit, electronics, demo hardware	1
2	SOLAR SYSTEM SIGN POST WALK	Traveling, educational	2000 lin ft	1 tech	1.5 hours	10 portable signs, chalk line maker	1
3	VISION TOWER EXHIBIT-1	Traveling, trade show	20'x30'	2 techs, trade show labor	8 hours	Exhibit, models, demo hardware	2
4	VISION TOWER EXHIBIT-2	Traveling, trade show	20'x30'	2 techs, trade show labor	8 hours	Exhibit, models, demo hardware	0
5	SPACE LABORATORIES: SCIENCE IN ORBIT	Traveling, museum	3000 sq ft	2 techs, trade show labor	40 hours	Walk-through ISS module, 5 full scale ISS racks, cases, signs, models, artifacts	2
6	VISION TRAILER	Traveling, public	48'	subcontract	4 hours	Trailer, Photo op kiosk, moon rock	20 Stops
7	VISION DOME	Traveling, museum	20'x20'	1 tech, trade show labor	12 hours	Dome hardware, electronics	2

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	TITLE	TYPE	SIZE (assembled)	SET-UP LABOR	SET-UP TIME	DEDICATED COMPONENTS	CY06 DATA PER YEAR
8	HQ VISION EXHIBIT (aka FARNBOROUGH EXHIBIT)	Traveling, trade show	30'x50'	2 techs, trade show labor	12 hours	Backdrop hardware, electronics, borrowed artifacts and models	5
9	STARSHIP 2040 TRAILER [mothballed]	Traveling, public	48'	1 tech, labor	3 hours	Trailer	0
10	VISION TIMELINE KIOSKS	Traveling, public	6'x20'	1 tech	1 hour	6 clamshell kiosks, graphics	8
11	HERITAGE GALLERY	Permanent, employee	30'x65'	n/a	n/a	Lunar rover, models, electronics	On-going
12	EDUCATION PROGRAMS	Lobby, USSRC	20'30'	1 tech, labor	4 hours	Student moon buggy, student rocket, exhibit, electronics	On-going
13	HISTORIC MODELS	Permanent, USSRC	40'90'	n/a	n/a	Models, artifacts	On-going
14	ISS ECLSS RACKS	Traveling, public	4'x15'	1 tech, labor	3 hours	Five full-scale life support racks, video	6
15	1:15 ARES 1 TRAILER	Traveling, public	20'x7'	2 techs	1 hour	Trailer w/model	12
16	1:15 SHUTTLE TRAILER-1	Traveling, public	14'x7'	1 tech	1 hour	Trailer w/model	8-9
17	1:15 SHUTTLE TRAILER-2	Traveling, public	14'x7'	1 tech	1 hour	Trailer w/model	8-9

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	TITLE	TYPE	SIZE (assembled)	SET-UP LABOR	SET-UP TIME	DEDICATED COMPONENTS	CY06 DATA PER YEAR
18	EXPLORATION COCKPIT THEATER-1	Traveling, museum	8'x8'	1 tech	3 hours	Exhibit	4
19	EXPLORATION COCKPIT THEATER-2	Traveling, museum	8'x8'	1 tech	3 hours	Exhibit	0
20	MOBILE OUTDOOR THEATER	Traveling, public	50'80'	1 tech	3 hours	Panel truck, electronics, tent, chairs	6
21	1:25 SEE-THRU ARES 1 MODEL & VIDEO -1	Traveling, trade show	10'x20'	1 tech	5 hours	Model, three video kiosks	1
22	1:25 SEE-THRU ARES 1 MODEL & VIDEO -2	Traveling, trade show	10'x20'	1 tech	5 hours	Model, three video kiosks	1
23	TECH TRANSFER EXHIBIT	Traveling, trade show	10'x20'	1 tech, trade show labor	8 hours	Exhibit, demo hardware	0
24	GREAT NATIONS DARE EXPLORATION TECHNOLOGY MAZE	Traveling, museum	30'x60'	2 techs, labor	1 week	Exhibit, models, demo hardware, electronics	0
25	LUNAR SAMPLE	Artifact	12"x12"	n/a	n/a	Sample, case	6-7
26	NEW QUESTIONS FOR AN OLD FRIEND	Traveling, trade show	8' popup	1 tech	1 hour	8' popup, graphic	12
27	VISION TIMELINE	Traveling, trade show	8' popup	1 tech	1 hour	8' popup, graphic	12

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	TITLE	TYPE	SIZE (assembled)	SET-UP LABOR	SET-UP TIME	DEDICATED COMPONENTS	CY06 DATA PER YEAR
28	MSFC CAPABILITIES	Traveling, trade show	8' popup	1 tech	1 hour	8' popup, graphic	12
29	SHUTTLE BOOM BOX	Traveling, public	8'x6'	1 tech	1 hour	Exhibit, electronics	4
30	SOLAR SAIL DISPLAY	Permanent, USSRC	6'x4'	n/a	n/a	Space hardware, case	On-going
31	MSFC ART COLLECTION	Permanent, employee	varies	n/a	n/a	100+ paintings	On-going
32	ESMD LIBRARY TOWERS -1 (mothballed)	Traveling, public	20'x20'	1 tech, labor	8 hours	Exhibit hardware, graphics, computers	5
33	ESMD LIBRARY TOWERS -2 (mothballed)	Traveling, public	20'x20'	1 tech, labor	8 hours	Exhibit hardware, graphics, computers	5
34	ESMD LIBRARY TOWERS -3 (mothballed)	Traveling, public	20'x20"	1 tech, labor	8 hours	Exhibit hardware, graphics, computers	5
35	ESMD LIBRARY TOWERS -4 (mothballed)	Traveling, public	20'x20'	1 tech, labor	8 hours	Exhibit hardware, graphics, computers	5
36	OBPR VISION TOWER	Traveling, trade show	20'x30'	1 tech, trade show labor	8 hours	Exhibit, truss, furniture, electronics	6

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	TITLE	TYPE	SIZE (assembled)	SET-UP LABOR	SET-UP TIME	DEDICATED COMPONENTS	CY06 DATA PER YEAR
37	NSSTC DISPLAY CASES	Permanent, employee	2'x4'	n/a	n/a	Four glass cases, artifacts	On-going
38	AIRPORT MURAL	Permanent, Hville Apt	10'x60'	n/a	n/a	Continuous graphic, models	On-going
39	MSFC TOUR STOP DISPLAYS	Permanent, Bldg 4663 & 4205	varies	n/a	n/a	Exhbits, demos, models, graphics	On-going
40	NASA MEATBALL POPUP	Traveling, employee	8' popup	1 tech	1 hour	8' popup, graphic	12
41	ARES I & V WINDOW SHADES (w/logo)	Traveling, employee	8' popup	1 tech	1 hour	3-panel windowshade popup graphics	6
40	ARES I & V WINDOW SHADES (w/o logo)	Traveling, employee	8' popup	1 tech	1 hour	3-panel windowshade popup graphics	2
41	MSFC VISITOR CENTER	Permanent, USSRC	38'x25'	n/a	n/a	38' mural, video kisok, models	On-going
42	DR GODDARD EXHIBIT	Traveling, museum	10'x10'	1 tech, labor	4 hours	8' popup, video kiosk, model	2
43	1:1 ORION EXHIBIT	Traveling, trade show	20'x20'	1 tech, trade show labor	6 hours	Model, electronics	8-9

[END OF ATTACHMENT L-12]

SECTION M

EVALUATION FACTORS FOR AWARD

M.1 EVALUATION OF OPTIONS (52.217-5) (JUL 1990)

Except when it is determined in accordance with FAR 17.206(b) not to be in the Government's best interests, the Government will evaluate offers for award purposes by adding the total price for all options to the total price for the basic requirement. Evaluation of options will not obligate the Government to exercise the option(s).

(End of Provision)

M.2 AWARD WITHOUT DISCUSSIONS

As provided for in FAR 52.215-1 "Instructions to Offerors--Competitive Acquisitions", the Government intends to evaluate proposals and award a contract without discussions with Offerors (except clarifications as described in FAR 15.306(a)). Therefore, the Offeror's initial proposal should contain the Offeror's best terms from a cost or price and technical standpoint. The Government reserves the right to conduct discussions if the Contracting Officer later determines them to be necessary. If the Contracting Officer determines that the number of proposals that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the Contracting Officer may limit the number of proposals in the competitive range to the greatest number that will permit an efficient competition among the most highly rated proposals. All key personnel shall be available for and participate in discussions.

(End of Provision)

M.3 RESERVED

M.4 EVALUATION OF COMPENSATION FOR PROFESSIONAL EMPLOYEES (FAR 52.222-46) (FEB 1993)

(a) Recompetition of service contracts may in some cases result in lowering the compensation (salaries and fringe benefits) paid or furnished professional employees. This lowering can be detrimental in obtaining the quality of professional services needed for adequate contract performance. It is therefore in the Government's best interest that professional employees, as defined in 29 CFR 541 (as revised April 23, 2004), be properly and fairly compensated. As part of their proposals, Offerors will submit a total compensation plan setting forth salaries and fringe benefits proposed for the professional employees who will work under the contract. The Government will evaluate the plan to assure that it reflects a sound management approach and understanding of the contract requirements. This evaluation will include an assessment of the Offeror's ability to provide uninterrupted high-quality work. The professional compensation proposed will be considered in terms of its impact upon recruiting and retention, its realism, and its consistency with a total plan for compensation. Supporting information will include data, such as recognized national and regional compensation surveys and studies of professional, public and private organizations, used in establishing the total compensation structure.

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(b) The compensation levels proposed should reflect a clear understanding of work to be performed and should indicate the capability of the proposed compensation structure to obtain and keep suitably qualified personnel to meet mission objectives. The salary rates or ranges must take into account differences in skills, the complexity of various disciplines, and professional job difficulty. Additionally, proposals envisioning compensation levels lower than those of predecessor contractors for the same work will be evaluated on the basis of maintaining program continuity, uninterrupted high-quality work, and availability of required competent professional service employees. Offerors are cautioned that lowered compensation for essentially the same professional work may indicate lack of sound management judgment and lack of understanding of the requirement.

(c) The Government is concerned with the quality and stability of the work force to be employed on this contract. Professional compensation that is unrealistically low or not in reasonable relationship to the various job categories, since it may impair the Contractor's ability to attract and retain competent professional service employees, may be viewed as evidence of failure to comprehend the complexity of the contract requirements.

(d) Failure to comply with these provisions may constitute sufficient cause to justify rejection of a proposal.

(End of Provision)

Note: See Subfactor C (STC-3 Staffing, Compensation, Recruitment, and Retention)

M.5 EVALUATION FACTORS FOR AWARD

(a) General

The proposed procurement will be evaluated in accordance with procedures prescribed by the Federal Acquisition Regulation (FAR) and the NASA FAR Supplement (NFS).

(b) Source Evaluation Committee (SEC)

A Source Evaluation Committee (SEC), appointed by the Director of the Office of Procurement, will evaluate the offers submitted for this Request for Proposal (RFP). Proposal documentation requirements set forth in this RFP are designed to provide guidance to the Offeror concerning the type of documentation that must be submitted to the SEC.

(c) Source Selection Authority (SSA)

Source selection will be made by the Director of the Office of Procurement.

(d) SEC Membership

The voting members of the SEC are:

Leslie Alexander
Tiffani Danner
Steve Durham
Patrick Rasco
Rhoney Triplett

(e) Evaluation Factors and Subfactors

(1) Acceptable offers will be evaluated using the following factors:

- Mission Suitability
- Cost
- Past Performance

(2) The detailed descriptions of the factors and subfactors are set forth below:

(i) Mission Suitability (Volume I)

Mission Suitability will be used to evaluate the Offeror's approach to effectively and efficiently accomplish the work specified in the Performance Work Statement (PWS) (Attachment J-1). The Offeror's understanding of the requirements of the PWS, the processes MSFC employs to accomplish assigned Office of Strategic Analysis and Communications (OSAC) tasks, and the specific role the OSAC Services Contractor performs in supporting those tasks will be evaluated under this factor. For each Mission Suitability subfactor, the Offeror's assessment of risks inherent in their approach and their plan to mitigate those risks will be evaluated as further indication of the Offeror's understanding of the requirement and the effectiveness and efficiency of their approach. The total weighting for Mission Suitability shall be 1,000 points.

(a) The subfactors to be used in evaluating Mission Suitability and their corresponding weights are listed below in descending order of importance:

Management and Technical Approach (MTA)	450 points
Key Personnel	250 points
Staffing and Total Compensation (STC)	200 points
Safety, Health and Environmental (SHE)	100 points
Total	1,000 points

The numerical weights assigned to the four subfactors identified above are indicative of the relative importance of those evaluation areas.

(b) In addition to the numerical weighting, Mission Suitability is evaluated using the adjective rating system/definitions shown in NFS 1815.305 Proposal Evaluation.

(c) The offers will be evaluated and scored based on the supporting subfactors set forth below:

Note: The order of the criteria specified within each subfactor should not be construed as an indication of the order of importance or relative weighting within the individual subfactors as there are no discrete point values attached to any of the criteria.

Subfactor A: Management and Technical Approach (MTA)

This subfactor will be used to evaluate the Offeror's management and technical approach for providing the services delineated in the PWS, and presented in Volume I, Mission Suitability.

MTA1 Organization

The Offeror's organization, and supporting descriptions and rationale (including any associations with corporate, corporate divisions, teammates and subcontractors) will be evaluated. The Offeror's lines of communication, authority, and chain of command will be evaluated. The Offeror's approach to developing and maintaining a high performance organization shall be evaluated.

MTA2 Local Autonomy

The local autonomy granted to the Offeror's OSAC Services Program Manager, the relationships between the local OSAC Services organization and the parent organization, and the types of decisions made outside the local organization will be evaluated.

MTA3 Management

The Offeror's approach and methods to fulfill the PWS, the activities that will be performed in the accomplishment of the PWS, and the methods and/or techniques used in planning, scheduling, integrating, processing, controlling, and completing the PWS will be evaluated. The Offeror's methodology and management techniques and systems to provide effective services and products, including the Offeror's approach to developing integrated processes and procedures will be evaluated.

MTA4 Teaming

If the Offeror proposes using teammates and/or subcontractors, the Offeror's approach to teaming and subcontracting and compliance with the Small Business Office (SBA) Ostensible Subcontractor Rule will be evaluated.

MTA5 Communication

The Offeror's approach for maintaining communication with appropriate personnel, above and beyond the required submission of monthly data deliverables, will be evaluated. The Offeror's management approach to effectively develop, share, and integrate information shall be evaluated.

MTA6 Training

The Offeror's approach for ensuring that personnel have the appropriate training and orientation to support OSAC's communication mission and effectively fulfill all PWS requirements will be evaluated.

MTA7 Work Processing

The Offeror's approach to establish, implement, and maintain an automated electronic work order system to plan, process, implement, track, control, and report all activities for the core mission and IDIQ portions of the PWS shall be evaluated.

MTA8 Quality

The Offeror's approach for providing quality services in fulfillment of mission and IDIQ contract requirements will be evaluated. The Offeror's compliance with MPD 1280.1, Marshall Management Manual (MMM), will also be evaluated.

MTA9 Cost Control

The Offeror's approach for estimating, managing, controlling, tracking, and reporting costs (including any teammates and subcontractors) will be evaluated. The status of the Offeror's and any proposed teammates' and subcontractors' business systems will be evaluated.

MTA10 Risk Analysis and Mitigation

The Offeror's assessment of risks inherent in their approach for this subfactor and plan to mitigate those risks will be evaluated.

Subfactor B: Key Personnel (KP)

KP1 Key Personnel

The rationale for designating a particular position as key (other than the Program Manager) will be evaluated. For each key position designated, the experience, qualifications, degree of commitment and demonstrated relevant past performance of the person proposed will be evaluated.

KP2 Technical Expert Personnel

The experience, qualifications, awards and peer recognition, and availability of each subject matter expert proposed will be evaluated. The Offeror's approach to provide appropriate subject matter personnel in the following PWS areas will be evaluated:

- 4.0 Strategic Research and Analysis
- 5.0 Communication Strategy Planning and Message Development
- 6.0 Communication Services and Product Development / Delivery

KP3 Risk Analysis and Mitigation

The Offeror's identification of risk and recommended mitigation for risks that may impact this subfactor will be evaluated.

Subfactor C: Staffing and Total Compensation (STC)

This subfactor will be used to evaluate the Offeror's approach for providing the staffing to perform the requirements of the PWS, including all proposed labor categories. Offerors are encouraged to propose innovative approaches to perform this effort. Therefore, historical labor categories are provided for reference purposes only.

STC1 Phase-In

The Offeror's approach for a contract phase-in with minimal impact will be evaluated.

STC2 Varying Demands

The Offeror's approach to accommodating workload fluctuations for short-term and long-term increases and decreases in support levels will be evaluated.

STC3 Staffing, Compensation, Recruitment, and Retention

The Offeror's comprehensive staffing plan will be evaluated. The Offeror's - including any subcontractors' and teammates' - total compensation, and approach to provide a qualified, stable, and trained workforce, including incumbent personnel, will be evaluated. The Offeror's approach for demonstrating their understanding and compliance with the Service Contract Act will be evaluated. The Offeror's approach for assuring long term retention of personnel will be evaluated.

STC4 Risk Analysis and Mitigation

The Offeror's assessment of risks inherent in their approach for this subfactor and plan to mitigate those risks will be evaluated.

Subfactor D: Safety, Health and Environmental (SHE)

This subfactor will be used to evaluate the Offeror's Safety, Health and Environmental program.

SHE1 Safety, Health and Environmental

The Offeror's safety, health, and environmental approach including the draft Safety, Health, and Environmental (SHE) Plan (DRD 1140SA-001 of Attachment J-13), will be evaluated.

The Offeror's approach to ensure safety in the manufacture, transportation and handling of exhibits, and the safety of the public when visiting displays and exhibits will be evaluated.

SHE2 Risk Analysis and Mitigation

The Offeror's assessment of risks inherent in their approach for this subfactor and plan to mitigate those risks will be evaluated.

Cost (Volume II)

This solicitation will result in a cost reimbursement contract with both Mission (PWS 3.0 through 6.0) and IDIQ (PWS 7.0) services. Cost adequacy, reasonableness and realism will be determined by using the following evaluation procedures.

Mission Services:

The adequacy and realism of the cost proposal and the probable cost to be incurred will be evaluated. The Cost factor, although not scored numerically, is relevant in determining the Offeror's understanding of the contract and its resource requirements and will be evaluated.

Estimated cost and fees for the 12 month base period and four one year options will be evaluated. The Government assessment of the probable "cost of doing business" with each Offeror, of the possible cost growth during the course of the contract, and of features that could cause a given proposal to cost more or less than proposed will be included in this evaluation. Proposed costs will be adjusted in order to report to the Source Selection Authority (SSA) the probable "cost of doing business" with each Offeror for the base year and option periods. G&A ceiling rates will be used in establishing the most probable cost. For evaluation purposes, base year costs shall be on a 12 month period of performance basis.

Each Offeror's proposed phase-in costs will be identified separately from the most probable cost and reported to the SSA. Adjustments to the proposed phase-in costs will not be made by the Source Evaluation Committee (SEC); however, the overall adequacy and realism of the proposed phase-in costs will be reported to the SSA.

IDIQ:

The Government will derive an evaluated cost for accomplishment of the IDIQ effort, for the base year and each option year, by applying an SEC predetermined skill mix and allotment of hours to the quoted fully burdened labor rates as proposed by the Offeror in Attachment J-5.

The Government's estimated skill mix and allotment of hours will not be provided to the Offeror, but will be included in the Government Source Evaluation Plan approved by the SSA. The IDIQ scenario will be used for evaluation purposes only. The Government will utilize the "Government Worksheet-IDIQ Labor Rate Evaluated Price Formula" provided below as part of this exercise. Fully burdened IDIQ labor rates and fee rates from Attachment J-5 will be populated by the Government on this form, along with the SEC's predetermined skill mix and allotment of hours for each contract year to arrive at a total evaluated IDIQ price per year. If necessary, adjustments to the proposed fully burdened labor rates will be made to offset unrealistically low labor rates or indirect rates that may have been used by the Offeror to calculate the fully burdened labor rates.

Total Probable Cost:

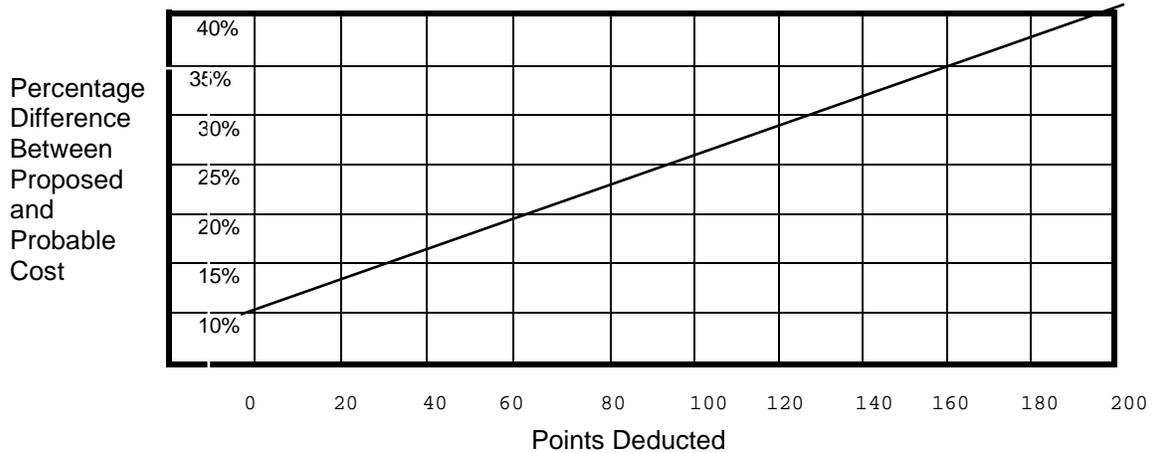
For evaluation purposes, the most probable cost will be the total of Mission services and IDIQ labor rates for the base year and all option years. Both the Offeror's proposed cost and the Offeror's most probable cost developed by the Government will be presented to the SSA. Phase-in costs will be separately identified and will not be included in the most probable cost.

Mission Suitability Adjustment to Cost Realism:

As this solicitation will result in a cost reimbursement contract, the Mission Suitability score may be adjusted based on the degree of cost realism. The Cost Factor will not be numerically scored by the SEC, however, proposals requiring significant upward adjustments to the proposed costs in order to establish a most probable cost will cause an Offeror's Mission Suitability score to be reduced. A maximum of 200 points (see Mission Suitability Cost Realism Point Adjustment Graph below) may be deducted from an Offeror's Mission Suitability score depending on the size of the cost adjustment necessary to establish the most probable cost (i.e., difference between proposed cost and most probable cost). There will be no adjustments made to the Mission Suitability score for total cost adjustments of less than or equal to 10%.

For example, if the Offeror's proposed cost was 30% less than the SEC's most probable cost; 130 points would be deducted from that Offeror's Mission Suitability score.

MISSION SUITABILITY COST REALISM POINT ADJUSTMENT GRAPH



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IDIQ Cost Model (Government Worksheet)

Contract Year _____

Offeror's Name _____ **Percentage of Total Work** _____

Labor Categories	Labor Hours (Gov't Provided)		Fully Burdened Labor Rate (From Offeror's Attachment J-5)		Total (Gov't Calculated)
Communications Subject Matter Expert I		X		=	
Communications Subject Matter Expert II		X		=	
Communications Subject Matter Expert III		X		=	
			Subtotal		
			Materials/Supplies/Equipment		
			Travel		
			Indirect Rates Relating to Material & Travel (G&A, Material Handling, etc.)		
			Subtotal		
			Incentive Fee		
			*SEC Adjustments (if any)		
			TOTAL ESTIMATED VALUE		

* Including any adjustments made by the SEC.

NOTE 1: This sheet will be replicated for each Offeror/Teammates/Subcontractors by Contract Year (CY) and totaled for the entire potential contract period of performance.

NOTE 2: The Offeror shall not complete this Government Worksheet. The labor hours are identified in the SEC Source Evaluation Plan prepared prior to the issuance of the RFP and will be used by the SEC to calculate the most probable cost.

(iii) Past Performance (Volume III)

The Offeror's overall corporate past performance, to include the corporate past performance of any proposed teammates/subcontractors (as opposed to that of proposed key personnel), on comparable or related procurement/project efforts will be evaluated. Emphasis will be given to the extent of direct relevant corporate experience and quality of past performance on previous contracts that are relevant to the effort defined in this RFP. This area is not numerically scored, but is assigned an adjective rating (see below) and reported to the SSA for consideration in making a selection.

The evaluation will consider past performance information provided by Offerors and information from other sources. The Interview/Questionnaire form shall be used to solicit assessments of the Offeror's performance from the Offeror's previous customers. All pertinent information, including customer assessments and any Offeror rebuttals, if appropriate, will be made part of the evaluation records and included in the evaluation.

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The Offeror's Lost Time Case (LTC) rate will be evaluated. Each referenced contract or project LTC will be averaged (3 years) and compared to the latest available Department of Labor (DoL) LTC national average for the given North American Industry Classification Code (NAICS).

The Offeror, including subcontractors' and teammates', voluntary turnover history for the past 3 years for exempt and nonexempt employees (or other major categorizations used by the Offerors) for the Corporate entity bidding on this contract will be evaluated.

The adjective rating system/definitions shown below will be utilized:

Adjective Rating	Definitions
Excellent	Of exceptional merit; exemplary performance in a timely, efficient, and economical manner; very minor (if any) problems with no adverse effect on overall performance; and experience that is highly relevant to this procurement. Based on the Offeror's performance record, there is a very high level of confidence that the Offeror will successfully perform the required effort. (One or more significant strengths exist. No significant weaknesses exist.)
Very Good	Very effective performance; fully responsive to contract requirements; contract requirements accomplished in a timely, efficient, and economical manner for the most part; only minor problems with little identifiable effect on overall performance; and experience is very relevant to this procurement. Based on the Offeror's performance record, there is a high level of confidence that the Offeror will successfully perform the required effort. (One or more significant strengths exist. Strengths outbalance any weakness.)
Good	Effective performance; fully responsive to contract requirements; reportable problems, but with little identifiable effect on overall performance; and experience is relevant to this procurement. Based on the Offeror's performance record, there is confidence that the Offeror will successfully perform the required effort. (There may be strengths or weaknesses, or both.)
Fair	Meets or slightly exceeds minimum acceptable standards; adequate results; reportable problems with identifiable, but not substantial, effects on overall performance; and experience is at least somewhat relevant to this procurement. Based on the Offeror's performance record, there is low confidence that the Offeror will successfully perform the required effort. Changes to the Offeror's existing processes may be necessary in order to achieve contract requirements. (One or more weaknesses exist. Weaknesses outbalance strengths.)
Poor	Does not meet minimum acceptable standards in one or more areas; remedial action required in one or more areas; problems in one or more areas, which adversely affect overall performance. Based on the Offeror's performance record, there is very low confidence that the Offeror will successfully perform the required effort. (One or more deficiencies or significant weaknesses exist.)
Neutral	In the case of an Offeror without a record of relevant past performance or for whom information on past performance is not available, the Offeror may not be evaluated favorably or unfavorably on past performance {see FAR 15.305(a)(2)(ii) and (iv)}.

Relative Importance of Evaluation Factors/Subfactors

In accordance with FAR Part 15.101-1, this acquisition selection will be made using a best value tradeoff analysis. All evaluation factors, Mission Suitability, Past Performance, and Cost, are essentially equal to each other. Therefore, all evaluation factors other than cost, when combined, are significantly more important than cost.

(End of provision)

[END OF SECTION]