**Neutral Buoyancy Laboratory (NBL) Operations Contract II (NOCII)**

**Contract Data Requirements List (CDRL)**

**And**

**Data Requirements Descriptions (DRD)**

**TABLE 1: CONTRACT DATA REQUIREMENTS LIST (CDRL)**

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| **DRD No.** | **DRD Title** | **Data Type** | **OPR Org** | **Initial Submittal** | **Submission Frequency** |
| DRD-NOCII-01 | Management Plan, Contractor Work Breakdown Structure, and Dictionary | 1 | CA | Proposal | As required |
| DRD-NOCII-02 | Configuration Management Plan | 1 | CA] | Contract Award +15 days | As required |
| DRD-NOCII-03 | Efficiencies and Innovative Techniques | 1 | CA | Proposal | Annually |
| DRD-NOCII-04 | External Customers Plan | 1 | CA | Proposal | See DRD |
| DRD-NOCII-05 | Risk Management Plan | 1 | CA | Contract Start +15 Days | As required |
| DRD-NOCII-06 | Diversity, Equity, Inclusion, and Accessibility (DEIA) Plan | 2 | BA | Contract Award +30 Days | Annually by 1/31 |
| DRD-NOCII-07 | Small Business Subcontracting Plan and Reports | 1 | BA | Proposal | Annually, Semi-Annually |
| DRD-NOCII-08 | Phase-In Plan | 1 | CA | Proposal | One Time |
| DRD-NOCII-09 | Government Property Management Plan (PMP) | 1 | JB | Per DRD | One Time and Revisions |
| DRD-NOCII-10 | Change Control Process and Plan | 1 | CA | Proposal | As required |
| DRD-NOCII-11 | Maintenance Plan | 1 | CA | Proposal | As required |
| DRD-NOCII-12 | Reports Required for Logistics | 1 | JB3 | Per DRD | Per DRD |
| DRD-NOCII-13 | Quality Plan and Reports | 2 | NT | Contract Award +90 Days | One Time |
| DRD-NOCII-14 | Safety and Health Plan | 1 | NS | Proposal | One Time and Revisions |
| DRD-NOCII-15 | System Safety Program Plan | 1 | CA | Contract Award +28 Days | As required |
| DRD-NOCII-16 | Environmental Compliance Reports | 2 | BA | 12/1 for last FY | Annually |
| DRD-NOCII-17 | Nonconformity (NC) Reporting and Review Board Status | 2 | NA | Contract Award +90 Days | Quarterly |
| DRD-NOCII-18 | Government Industry Data Exchange Program (GIDEP), and NASA Advisories and Alerts | 3 | NA | Contract Award +90 Days | Quarterly |
| DRD-NOCII-19 | Organizational Conflicts of Interest (OCI) Plan | 1 | BA | Proposal | One Time and Revisions |
| DRD-NOCII-20 | Records Management Plan | 1 | CA | Contract Start +10 Days | Annual |
| DRD-NOCII-21 | Information Technology (IT) Security Plan and Reports | 1 | IA | Contract award +21 days | Annually by 9/30 |
| DRD-NOCII-22 | Technical Metrics Plan and Reports | 1, 2 | CA | Contract Award +5 Days | Plan – See DRD  Reports - Monthly |
| DRD-NOCII-23 | Training and Certification Plan | 2 | CA | Contract Start + 15 Days | As required |
| DRD-NOCII-24 | Daily Reports | 2 | CA | Contract Start + 1 Day | See DRD |
| DRD-NOCII-25 | Management Review Report | 2 | CA | Contract Start + 90 Days | Quarterly |
| DRD-NOCII-26 | NBL Database Management Plan | 1,2 | CA | Contract Start + 45 Days | As required |
| DRD-NOCII-27 | Contract Closeout Plan | 1 | BA | Contract End -1y | One Time and Revisions |
| DRD-NOCII-28 | NF533 Cost Reporting | 2 | LA | Per DRD | Monthly |
| DRD-NOCII-29 | Total Compensation Plan | 1 | BA | Proposal | Minimum every 3 years |
| DRD-NOCII-30 | Mockup and System Data Status Report | 2 | CA | Contract Start +90 Days | Annual at beginning of calendar year |
| DRD-NOCII-31 | Deliverable Data and Software | 2 | CA | See DRD | See DRD |
| DRD-NOCII-32 | Re-procurement Data Package | 2 | BA | Per Request | One Time |
| DRD-NOCII-33 | Financial Reporting Contractor Held Property | 2 | JB | See DRD | See DRD |
| DRD-NOCII-34 | Staffing and Critical Skills Plan | 1 | CA | Proposal | As required |
| DRD-NOCII-35 | Wage, Salary, and Fringe Benefits for Conformed Diver Positions | 2 | CA | Contract Start | See DRD |
| DRD-NOCII-36 | Information Technology (IT) Capital Planning and Investment Control (CPIC) | 1 | IA | February 2025 | Semi-Annually in February and August |
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DATA TYPE DESCRIPTION

For the purpose of this clause, the following information/documentation types are applicable:

**Type 1: Written Approval**

That information and documentation, which requires NASA approval prior to release. Approved Type 1 information and documentation shall be controlled, and deviations from or changes to the concepts, techniques, and/or requirements stated therein shall require NASA approval prior to implementation. All work under this contract covered by approved Type 1 documents shall be performed in accordance with those approved documents. Contractually binding documents will not be implemented nor revised without contractual authorization.

**Type 2: Mandatory Submittal**

Data submitted to NASA for coordination, information, review, and/or management control.

**Type 3: Submittal Upon Request**

Data prepared and retained by respondent to be made available to requiring organization upon request.

OPR ORGANIZATIONS

BA – Office of Procurement

CA – Flight Operations Directorate (FOD)

CA3 – FOD Business Office Chief

IA – Information Resources Directorate

JB3 – Center Operations Directorate, Property, Supply, and Equipment Branch

LA – Office of the Chief Financial Officer

NS – JSC Safety and Test Operations Division

NT – Quality and Flight Equipment Division

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| **1. DRD Title:** Management Plan, Contractor Work Breakdown Structure, and Dictionary | | | | |
| **2. DRD No.:** DRD-NOCII-01 | | **3. Data Type:** 1 | | **4.OPR:** CA |
| **5. Solicitation No.:** *(Insert solicitation number)* | | **6. Contract No.:** *(Insert contract number)* | | |
| **7. Date Issued:** 01/20/23 | **8. Date Revised:** N/A | | **9. DRD Category:**  **Technical** ☐  **Administrative** ☒  **S&MA** ☐ | |
| **10. Description/Use:** To provide a comprehensive plan that integrates all aspects of the SOW to accomplish efficient and effective management. To organize the tasks to be accomplished in this contract in a service-oriented structure. The Contractor Work Breakdown Structure CWBS and dictionary shall provide the framework for structuring the program implementation plans, establishing and tracking budgets, preparing schedules, developing work force and material estimates, preparing work authorization documents, and reporting contract performance | | | | |
| **11. Distribution:** All DRDs shall be submitted via the Flight Operations Directorate (FOD) Contract Management System (FCMS) link below:  [https://fod1.sp.jsc.nasa.gov/FOD/FCMS/NOC2/SitePages/Home.aspx](https://fod1.sp.jsc.nasa.gov/FOD/FCMS/IMOC3/SitePages/Home.aspx)  **Initial Submission:** Due with proposal.  **Submission Frequency:** Each CWBS update or as required  **Format:** Contractor’s format is acceptable. **The electronic format shall be compatible with Microsoft Office.**  **Interrelationship**:   * SOW 1.0 * SOW 1.1 * SOW 1.3   **Applicable Documents:** N/A  **Scope:** The Management Plan shall describe the basis for the Contractor’s management approach, organization, and systems managing all services and functions described in the SOW. It shall provide comprehensive integration of all management systems of the prime, subcontractors, and major vendors. The systems shall include those specifically required by the Statement of Work, as well as those systems and procedures to be set in place by the Contractor. It shall include the CWBS which shall encompass all the services required to achieve all the requirements of this contract. The CWBS shall subdivide the work to be accomplished into elements that serve as the basis for detailed planning and control, and in addition, permit collection of cost and schedule data for each element.  **Contents:**  The Contractor shall address the following elements:  i. Describe organizational structure, including a chart depicting the organization. Describe each organizational element and its function. Include the CWBS which shall graphically depict the CWBS tree.  ii. A CWBS dictionary shall contain a concise description of contract tasks to be performed and products to be delivered, subdivided by CWBS element. A CWBS element may represent an identifiable product, a set of data, a service, a task, or a budget function. The structure shall be at the RFP SOW level with additional levels as required by the Contractor. Lower levels of detail, which the Contractor uses for its own management purposes to validate information reported to NASA, shall be compatible with NASA requirements and be accessible by NASA. The relationship between the CWBS and the Contractor's internal organizations and processes shall also be provided.  iii. Describe the communication channels, lines of authority (including the line of succession if the Contract Manager is unavailable), reporting relationships, and responsibilities of all organizational elements. Include in this discussion any subcontractors, team members, joint venture partners or external customers, to illustrate their relationships. Describe the reporting responsibilities of the Contract Manager to corporate management and the relationship between the Contract Manager and the prime’s corporate management as well as the management of any subcontractors, team members, or joint venture partners.  iv. Describe plans and approaches that will be used for subcontractor administration.  v. Describe plans and methods of communicating with NASA.  vi. Describe plans and methods of communicating with external customers and how that information will be relayed back to NASA.  vii. Describe how the management policies, procedures, and techniques are monitored to ensure their effectiveness.  viii. Describe how you will ensure the Government will receive the services for which it is contracting by providing the method, level and frequency of internal surveillance. Describe the methods of identifying deficiencies and plans for correcting deficiencies.  ix. Describe any corporate monitoring, oversight, or assistance you will use to complement performance by the NBL Contractor staff. Describe the corporate monitoring, oversight, or assistance (e.g., at the prime contractor level only or inclusive of any subcontractors, team members, or joint venture partners).  x. Describe the relationships between the various contractor provided plans, and the functional element relationships.  xi. Describe the methods for establishing, tracking, and adhering to schedules and budgets.  xii. Turnover rate of senior experienced dive staff can negatively impact suited crew training, as retraining of replacements and knowledge transfer is challenging. Nuances of suited operations, safety diver operations to assist simulation of zero G and avoid overextension/overexertion of the suited crew is a unique skill set, and crucial to retain for suited crew training. Describe the process for attracting and retaining qualified personnel.  xiii. Describe the process for maintaining staffing flexibility to accommodate changes in requirements and fluctuations in workloads.  xiv. Describe how problem identification and resolution will be accomplished.  **Remarks:** Upon Contract Award, the Contractor’s Contract Management Plan becomes a part of the contract.  **Maintenance:** Revisions shall be incorporated by complete reissue. | | | | |

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| **1. DRD Title:** Configuration Management Plan | | | | |
| **2. DRD No.:** DRD-NOCII-02 | | **3. Data Type:** 1 | | **4.OPR:** CA |
| **5. Solicitation No.:** *(Insert solicitation number)* | | **6. Contract No.:** *(Insert contract number)* | | |
| **7. Date Issued:** 01/20/23 | **8. Date Revised:** N/A | | **9. DRD Category:**  **Technical** ☐ **Administrative** ☒  **S&MA** ☐ | |
| **10. Description/Use:** To define and describe the Contractor’s configuration management processes for hardware, software, and documentation. | | | | |
| **11. Distribution:** All DRDs shall be submitted via the Flight Operations Directorate (FOD) Contract Management System (FCMS) link below:  [https://fod1.sp.jsc.nasa.gov/FOD/FCMS/NOC2/SitePages/Home.aspx](https://fod1.sp.jsc.nasa.gov/FOD/FCMS/IMOC3/SitePages/Home.aspx)  **Initial Submission:** Contract award + 15 days.  **Submission Frequency:** As required.  **Format:** Contractor’s format is acceptable. **The electronic format shall be compatible with Microsoft Office.**  **Interrelationship**:   * SOW 1.10 * SOW 1.16 * SOW 1.16.4   **Applicable Documents:**   * NPR 7120.5F, NASA Space Flight Program and Project Management Requirements * NPR 7123.1C, NASA Systems Engineering Processes and Requirements * ISO 10007, Quality Management Systems – Guidelines for Configuration Management * JSC-63756, Flight Operations Directorate Software Management Plan   **Scope:** The Configuration Management Plan defines and describes all Contractor configuration management processes for hardware, software, and documentation.  **Contents:** The Configuration Management (CM) Plan shall define and describe the processes and methodologies for performing configuration management of hardware, software and documentation. As a minimum, describe the following:   * + 1. The criteria for selecting items that require the application of CM     2. Contractor processes to perform CM in accordance with the SOW and applicable documents. Ensure that the following are addressed: changes management; tracking approved versions of hardware; software and documentation; managing varying states of maturity; coordinating dependent interfaces.     3. The specific allocation of responsibilities, accountability, authority, and resources for performing CM. Include any variations that occur during the different lifecycle phases.     4. The procedures for identifying and removing non-conforming products. (DRD-NOCII-17 defines the Non- conformance Record Template to be utilized by NOCII.)     5. Document support (e.g., word processing, document formatting) and configuration management for all NBL documents (e.g., NASA documents on the CX Master List).     6. Method of electronic document availability to all JSC users, including a listing of all documentation, and how it will be delivered to NASA, for unrestricted use.     7. How the quality records will be maintained     8. How the Contractor will ensure that only approved documentation is utilized to perform user operations in the facilities     9. A description of the procedure for making changes to the Configuration Management Plan.   **Remarks:** N/A  **Maintenance:** Update as required due to configuration management process or procedure changes. Revisions shall be incorporated by complete reissue. | | | | |

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| **1. DRD Title:** Efficiencies and Innovative Techniques | | | | |
| **2. DRD No.:** DRD-NOCII-03 | | **3. Data Type:** 1 | | **4.OPR:** CA |
| **5. Solicitation No.:** *(Insert solicitation number)* | | **6. Contract No.:** *(Insert contract number)* | | |
| **7. Date Issued:** 01/20/23 | **8. Date Revised:** N/A | | **9. DRD Category:**  **Technical** ☒  **Administrative** ☐  **S&MA** ☐ | |
| **10. Description/Use:** To provide a comprehensive plan for Efficiencies and Innovative Techniques for improving contract performance with the goals of working more safely, enhancing quality, ensuring user satisfaction, and reducing cost | | | | |
| **11. Distribution:** All DRDs shall be submitted via the Flight Operations Directorate (FOD) Contract Management System (FCMS) link below:  [https://fod1.sp.jsc.nasa.gov/FOD/FCMS/NOC2/SitePages/Home.aspx](https://fod1.sp.jsc.nasa.gov/FOD/FCMS/IMOC3/SitePages/Home.aspx)  **Initial Submission:** Due with proposal.  **Submission Frequency:** Annually, 30 days prior to the start of every contract year.  **Format:** Contractor’s format is acceptable. **The electronic format shall be compatible with Microsoft Office.**  **Interrelationship**:   * SOW 1.0   **Applicable Documents:** N/A  **Scope:** The Efficiencies and Innovative Techniques Plan shall describe the Contractor’s multi-year approach for improving technical performance, risk reduction and cost for all functions detailed in the SOW and include a detailed description of each planned improvement. Contractor proposed innovations that would significantly enhance operations are to be included and will be considered as a factor during annual reviews.  **Contents:** The Contractor shall propose efficiencies and innovative techniques that streamline processes, improve technical performance, and/or reduce risk or cost without compromising safety, or mission success.  For each efficiency or innovation proposed through this DRD, the Contractor shall, at a minimum, describe the technical and management approach, risks and risk mitigations, schedule, investment cost by WBS element by fiscal year for each proposed efficiency or innovation, and proposed savings by WBS element. There shall be enough detail for the Government to adequately assess the practicality and return on investment for each suggested improvement. The Government reserves the right to engage the Contractor for more detail and discussion on above proposal.  The Offeror shall provide SOW language and SOW location for each efficiency and innovation proposed under Technical Approach (TA) - Mission Suitability Sub-factor 2, (TA1). Innovations and efficiencies may be incorporated into the SOW after award.  **Remarks:** N/A  **Maintenance:** Revisions shall be incorporated by complete reissue. | | | | |

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| **1. DRD Title:** External Customers Plan | | | | |
| **2. DRD No.:** DRD-NOCII-04 | | **3. Data Type:** 1 | | **4.OPR:** CA |
| **5. Solicitation No.:** *(Insert solicitation number)* | | **6. Contract No.:** *(Insert contract number)* | | |
| **7. Date Issued:** 01/20/23 | **8. Date Revised:** N/A | | **9. DRD Category:**  **Technical** ☐  **Administrative** ☒  **S&MA** ☐ | |
| **10. Description/Use:** To provide a comprehensive plan for maintaining and supporting external customers of the NBL. | | | | |
| **11. Distribution:** All DRDs shall be submitted via the Flight Operations Directorate (FOD) Contract Management System (FCMS) link below:  [https://fod1.sp.jsc.nasa.gov/FOD/FCMS/NOC2/SitePages/Home.aspx](https://fod1.sp.jsc.nasa.gov/FOD/FCMS/IMOC3/SitePages/Home.aspx)  **Initial Submission:** Due with proposal.  **Submission Frequency:** Update after approval of plan + 1 year; afterward as required. Reports monthly.  **Format:** Contractor’s format is acceptable. **The electronic format shall be compatible with Microsoft Office.**  **Interrelationship**:   * SOW 2.4   **Applicable Documents:**   * NPD 1050.1 Authority to Enter into a SAA * Space Act Agreement Guide   **Scope:** The External Customers Plan (ECP) describes the Contractor’s multi-year approach for supporting and integrating approved external customers for use of the facilities. After approval, the External Customers Plan will become part of the contract as Attachment J-04. Execution of External Customer agreements shall be in accordance with Clause H.8, Non-Government Use of NASA Facilities.  **Contents:**  The External Customers Plan shall describe the Contractor’s comprehensive plan for supporting and integrating approved (both current and future) external customers of the NBL per the SOW.  The plan shall demonstrate the Contractor’s approach and methods for passing cost savings to FOD as a result of supporting external customers.  The ECP shall describe all processes, data requirements and approval cycles for External Customers, for both external customers brought in by the Contractor via an RSAA and external customers brought in by NASA. The ECP shall follow the table of contents below, supplemented by other relevant data identified by the Contractor:   * + 1. Executive Summary – summarize the plan’s key points and approaches.     2. Infrastructure Development:        1. NBL Capabilities, Constraints, and Policies:  1. Identify and evaluate NBL Facility capabilities not generally available from the commercial market and unique to NASA. 2. Provide a checklist of all constraints and policies the Customer must meet in order to operate in the NBL. 3. Provide a process that reviews the potential customer’s requirements against NBL capabilities, constraints, and policies. 4. Describe plans to resolve issues between customer requirements and NBL schedules, capabilities, constraints, and policies.   (Goal: These checklists and processes will be used to assess potential customers, with the intent that if they satisfy all constraints it makes them eligible to enter into an agreement with the Contractor or NASA)   * + - 1. Procedures:          1. Identify and describe procedures for reducing/eliminating conflict between government and non- government work.          2. Identify and describe any changes the Government needs in its processes, procedures, special terms and conditions that the Government may consider to accommodate external customer needs.          3. Identify and describe procedures for coordinating user requests for new services within pre-existing commitments to ensure compatibility and fulfillment with existing resources.          4. Identify and describe procedures for protecting data between companies and potential Organizational Conflicts of Interest.          5. Identify schedules and metrics for staying within the plan.       2. Costs:          1. Describe your plan to assist NASA in updating the price list for use of the NBL. Identify all factors that you will consider in updating the costs (e.g., equipment maintenance and replacement costs).          2. Describe your approach for determining the cost savings to FOD for each External Customer agreement utilizing accepted accounting practices. Include actual reimbursement to NASA, auditable cost offsets and any other factors deemed appropriate. Propose a format for reporting this data to NASA.     1. Integration Support  1. Describe plans to support both NASA and the customer during agreement development and negotiations. 2. Describe plans to document the customer’s requirements and how they satisfied all constraints and policies. (This data will be used to demonstrate compatibility between the External Customer’s requirements and NASA’s facilities. It may also be utilized in the formulation of the formal agreement with the customer, as needed).    * 1. Implementation   i. Describe your approach to implementing and executing the External Customer’s requirements from the point of a signed agreement/commitment through completion of the External Customer activity.   * + 1. Reports:        1. The Contractor shall submit monthly reports summarizing approved external customer operations, satisfaction, Reports shall include, at a minimum:           1. Approved Customers   Success in meeting the needs/requirements of all approved external customers  Customer and NASA satisfaction with external customer operations  Financial report including  Contract hours and dollar values applicable to NF 533 offset  Reimbursement payments to NASA  Six month outlook of external customer activity   * + - * 1. Potential customers, and the associated:   Amount of work expected,  Anticipated activities,  Timeframe/ Length of use,  Level and type of support by the Contractor  Estimated support of the Contractor  Facility equipment and infrastructure required,  Additional details not otherwise addressed (e.g., operations, setup, teardown)   * + 1. Other relevant data.        1. SOW Appendix C includes a performance standard for supporting external customers.        2. Other relevant data identified by the Contractor   **Remarks:** N/A  **Maintenance:** Revisions shall be incorporated by complete reissue. | | | | |

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| **1. DRD Title:** Risk Management Plan | | | | |
| **2. DRD No.:** DRD-NOCII-05 | | **3. Data Type:** 1 | | **4.OPR:** CA |
| **5. Solicitation No.:** *(Insert solicitation number)* | | **6. Contract No.:** *(Insert contract number)* | | |
| **7. Date Issued:** 01/20/23 | **8. Date Revised:** N/A | | **9. DRD Category:**  **Technical** ☐  **Administrative** ☒  **S&MA** ☐ | |
| **10. Description/Use:** To describe the Contractor’s implementation approach for performing and reporting risk management, in conformance with the processes that are defined by the Government. | | | | |
| **11. Distribution:** All DRDs shall be submitted via the Flight Operations Directorate (FOD) Contract Management System (FCMS) link below:  [https://fod1.sp.jsc.nasa.gov/FOD/FCMS/NOC2/SitePages/Home.aspx](https://fod1.sp.jsc.nasa.gov/FOD/FCMS/IMOC3/SitePages/Home.aspx)  **Initial Submission:** Contract start + 15 days.  **Submission Frequency:** As required  **Format:** Contractor’s format is acceptable. **The electronic format shall be compatible with Microsoft Office.**  **Interrelationship**:   * SOW 1.14   **Applicable Documents:**   * NPR 7120.5F, NASA Space Flight Program and Project Management Requirements * NPR 8000.4, Risk Management Procedural Requirements   **Scope:** The Risk Management Plan documents the process that the Contractor will follow to manage risk throughout the duration of the contract and provide government insight to risk management. “Risk” refers to anything that can prevent a team from meeting the contract requirements. All forms of risk shall be managed. These include technical, programmatic, supportability, cost, and schedule risks.  **Contents:** The Risk Management Plan shall describe the Contractor’s processes to provide management at all levels with 1) a disciplined system for early identification of technical uncertainties, 2) a disciplined assessment of current project status, and 3) key indicators of mission success. The plan shall describe the basis for taking action to control risk and for measuring the effectiveness of that action. As a minimum the plan shall discuss:   * + 1. Risk identification – The process to determine and define all risks.     2. Risk analysis – The process to convert risk data into decision-making information. This process should include estimating the probability, impact and time frame of the risks, eliminating duplicate risks (including grouping similar risks) and prioritizing risks according to consequences.     3. Risk planning – The process to develop mitigation options and decide what to do with the risks.     4. Risk tracking – The process to acquire, compile and report risk status data, including risk indicators and mitigation actions. Appropriate risk metrics shall be identified so that the Government can evaluate the quality of the risk management.     5. Risk control – The process covering decisions to re-plan mitigation, close risks, invoke contingency plans or continue to track risks. The plan shall define responsibilities, typical milestones/reviews, and describe the key risk control activities.     6. Communications and documentation –These are the means by which the output of the processes is documented and communicated to all team members. It is present in all the above processes.     7. The plan shall also identify the information to be documented for each risk. For risks having both a high probability and high impact/severity, the plan shall require, as a minimum, the following:        1. Description of the risk        2. Primary consequence should the undesirable event occur        3. Estimate of probability of occurrence and the fidelity of the estimate        4. Significant cost impacts, given its occurrence        5. Significant schedule impacts, given its occurrence        6. Potential mitigation measure not already taken and the cost to implement them        7. Characterization of the risk as acceptable or unacceptable with rationale.   **Remarks:** N/A  **Maintenance:** Revisions shall be incorporated by complete reissue. | | | | |

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| **1. DRD Title:** Diversity, Equity, Inclusion, and Accessibility (DEIA) Plan | | | | |
| **2. DRD No.:** DRD-NOCII-06 | | **3. Data Type:** 2 | | **4. OPR:** BA |
| **5. Solicitation No.:** *(Insert number)* | | **6. Contract No.:** *(Insert contract number)* | | |
| **7. Date Issued:** 01/20/23 | **8. Date Revised:** N/A | | **9. DRD Category:**  **Technical** ☐ **Administrative** ☒  **S&MA** ☐ | |
| **10. Description/Use:** The DEIA plan demonstrates the contractor’s commitment to fairness regarding diversity, equity, inclusion, and accessibility. This plan will provide NASA with an understanding of how the contractor plans to recruit, retain, and develop a diverse high performing workforce from underserved communities. The plan shall include measurable performance metrics and objectives. The DEIA plan will be utilized as an assessment tool by the contracting officer to monitor the contractor’s progression in its commitment to diversifying its workforce. | | | | |
| **11. Distribution:** All DRDs shall be submitted via the Flight Operations Directorate (FOD) Contract Management System (FCMS) link below:  [https://fod1.sp.jsc.nasa.gov/FOD/FCMS/NOC2/SitePages/Home.aspx](https://fod1.sp.jsc.nasa.gov/FOD/FCMS/IMOC3/SitePages/Home.aspx)  **Initial Submission:** Plan shall be submitted within 30 days after contract award.  **Submission Frequency:** Update annually  **Format:** Contractor’s format is acceptable.  **Interrelationship:**  **Applicable Documents:** Executive Order 13985, Advancing Racial Equity and Support for Underserved Communities Through the Federal Government  **Scope:** In support of the Executive Order 13985, Advancing Racial Equity and Support for Underserved Communities Through the Federal Government, NASA is seeking to advance equity or remove barriers for members of underserved communities to access procurement opportunities. Underserved communities refer to populations sharing a particular characteristic, as well as geographic communities, that have been systematically denied a full opportunity to participate in aspects of economic, social, and civic life. Underserved Communities include Black, Latino, Indigenous, Native American, Asian Americans and Pacific Islanders and other persons of color; members of religious minorities; lesbian, gay, bisexual, transgender, and queer (LGBTQ+) persons; persons with disabilities; persons who live in rural areas; and persons otherwise adversely affected by persistent poverty or inequality.  **Contents:**  The DEIA Plan shall identify qualitative and quantitative approaches utilized to measure progress in the areas of Leadership and Commitment, Diverse Talent, and Culture and Sustainability. The following shall be addressed annually:  **Leadership and Commitment** – Demonstrate leadership’s commitment and accountability to diversity, equity, and inclusion. Identify quantitative approaches utilized to measure progress of a Diversity and Inclusion program   1. What is the operational status of, and level of resources available to, offices or divisions within the organization that are responsible for advancing civil rights or whose mandates specifically include serving underrepresented or disadvantaged communities? 2. What actions has the organization taken to implement affirmative equity-enhancing policies, regulations, guidance, and approaches to emphasizing equity in policy and rule-making processes? 3. Describe how the organization’s commitment will be communicated internally and externally from leadership to employees and stakeholders.   **Diverse Talent** – Demonstrate a pursuit of a high performing diverse workforce from underserved communities.   1. Discuss the specific diversity metrics utilized by the organization to measure performance in achieving a diverse   workforce and provide the corresponding metrics for the current or most recent organizational reporting period   1. What barriers or opportunities exist to engage subject matter experts from underserved communities in industry and academia? How does the organization plan to overcome those barriers? 2. How will underserved communities be leveraged? 3. Describe recruiting activities, objectives, and outcomes (e.g., number of participants, number interviewed and hired from underserved communities).   **Culture & Sustainability** – Demonstrate how an inclusive and fair work environment will be cultivated and maintained.   * + - 1. Based on the data, what structures and strategies will be used to manage diversity, measure results, refine approaches, and institutionalize a culture of inclusion?       2. Identify actionable opportunities to improve data collection, use, and sharingthat would allow for disaggregation, the ability to deliver services more equitably, and better understanding of how programmatic and policy decisions impact underserved communities.   3.Describe other corporate activities that seek to increase support of diversity, equity, and inclusion.  **Remarks:** N/A  **Maintenance:**  Changes shall be incorporated by complete reissue. | | | | |

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| **1. DRD Title:** Small Business Subcontracting Plan and Reports | | | | |
| **2. DRD No.:** DRD-NOCII-07 | | **3. Data Type:** 1, 2 | | **4.OPR:** BA |
| **5. Solicitation No.:** *(Insert solicitation number)* | | **6. Contract No.:** *(Insert contract number)* | | |
| **7. Date Issued:** 01/20/23 | **8. Date Revised:** N/A | | **9. DRD Category:**  **Technical** ☐ **Administrative** ☒  **S&MA** ☐ | |
| **10. Description/Use:** To describe the Contractor's planned approach to Small Business Subcontracting and their reporting against this plan. | | | | |
| **11. Distribution:** All DRDs shall be submitted via the Flight Operations Directorate (FOD) Contract Management System (FCMS) link below:  [https://fod1.sp.jsc.nasa.gov/FOD/FCMS/NOC2/SitePages/Home.aspx](https://fod1.sp.jsc.nasa.gov/FOD/FCMS/IMOC3/SitePages/Home.aspx)  **Initial Submission:** Due with Proposal  **Submission Frequency:**  **Plan:**  • Plan is due annually by 90 days prior to the anniversary of the contract  • Update at contract start, then updates as required.  • Revisions shall be submitted within 45 days after required changes have been identified.  • Approval prior to contract award.  **Reports:**  • All reports shall be submitted in accordance with FAR 52.219-9 and NFS 1852.219-75.  • The contractor shall submit semi-annually and at contract completion to the NASA/JSC Contracting Officer Individual Subcontract Report (ISR) and Summary Subcontracting Reporting (SSR), using the electronic version of this data.  • Contractors are required to submit subcontracting data in the Electronic Subcontracting Reporting System (eSRS).  • All contractors are required to register and file both types of subcontracting reports using the eSRS system. The website to register is www.esrs.gov.  **Format:** Contractor’s format is acceptable. **The electronic format shall be compatible with Microsoft Office.**   * All reports shall be submitted in accordance with FAR 52.219-9 and NFS 1852.219-75.   **Interrelationship**:   * SOW 1.3 * Clause H.6 * Attachment J-01   **Applicable Documents:**   * FAR 19.702, Statutory requirements * FAR 52.219-8, Utilization of Small Business Concerns * FAR 52.219-9, Small Business Subcontracting Plan * NFS 1852.219-75, Small Business Subcontracting Reporting   **Scope:** The Small Business Subcontracting Plan shall be in compliance with FAR 52.219-9. The Small Business Subcontracting Reporting shall be in compliance with NFS 1852.219-75.  **Contents:** The Subcontracting plan must include the approach that the Contractor intends to use in meeting the subcontracting goals. Subcontractors whose bid is part of this proposal should be identified. For each subcontractor, the percentage of the proposal and any small or small business subcategory classification should be identified. For areas of potential future subcontracting, the Contractor should identify the area of work, the percentage of contract that this is expected to encompass, potential subcontractors and their small business or small business subcategory classification. Describe the management approach to subcontracting with small, small disadvantaged businesses, Women-owned small businesses (WOSB), Historically Underutilized Business Zone (HUBZone), Veteran Owned Small Businesses (VOSB), Service Disabled Veteran Owned Small Businesses, and Historically Black Universities,(HBCU) and Minority Serving Institutions (MSIs).  **Remarks:** The Small Business Plan shall become a part of the contract as Attachment J-01.  **Maintenance:** Revisions shall be incorporated by complete reissue. | | | | |

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| **1. DRD Title:** Phase-In Plan | | | | |
| **2. DRD No.:** DRD-NOCII-08 | | **3. Data Type:** 1 | | **4.OPR:** CA |
| **5. Solicitation No.:** *(Insert solicitation number)* | | **6. Contract No.:** *(Insert contract number)* | | |
| **7. Date Issued:** 01/20/23 | **8. Date Revised:** N/A | | **9. DRD Category:**  **Technical** ☐  **Administrative** ☒  **S&MA** ☐ | |
| **10. Description/Use:** To describe the Contractor's planned Phase-In approach. | | | | |
| **11. Distribution:** All DRDs shall be submitted via the Flight Operations Directorate (FOD) Contract Management System (FCMS) link below:  [https://fod1.sp.jsc.nasa.gov/FOD/FCMS/NOC2/SitePages/Home.aspx](https://fod1.sp.jsc.nasa.gov/FOD/FCMS/IMOC3/SitePages/Home.aspx)  **Initial Submission:** Due with proposal with exception of item xvii. That shall be provided upon request.  **Submission Frequency:** One Time  **Format:** Contractor’s format is acceptable. **The electronic format shall be compatible with Microsoft Office.**  **Interrelationship**:   * DRD-NOCII-26 * DRD-NOCII-31   **Applicable Documents:**  **Scope:** The NOC II Phase-In Plan provides plans for the transfer of all anticipated on-going development and operations activities along with supporting logic and rationale. This includes but is not limited to the initial overall staffing strategy/incumbent capture plan and critical skills plans to meet the NOC II start up staffing requirements ensuring uninterrupted operations services with qualified/certified personnel.  **Contents:**  This Phase-In Plan shall describe the overall plan for transition. At a minimum, it shall address:   * + 1. Schedule with key milestones, and personnel responsible for those milestones     2. Approach and rationale for implementing the plans, procedures, and processes required for performance of the contract, including property, personnel, facilities, and security,     3. Approach to transitioning existing external customers to NOC II. This includes the approach for establishing a Reimbursable Space Act Agreement (RSAA) with NASA similar to that held by incumbent.     4. Approach for retaining critical skills     5. Approach for transferring all existing software licenses and ownership from current contractor to NASA     6. Metrics used to determine progress for contract transition,     7. Property control transfer,     8. Property location moves for GFP in the following locations: N/A     9. Software control transfer,     10. Documentation control transfer,     11. Facilities responsibility transfer,     12. Incorporation of existing CR, DR, TO, and all technical and administrative data (e.g., metrics data from previous years), Data Packages (DRD-NOCII-31) and NBL Databases (DRD-NOCII- 26)     13. Mission assurance considerations,     14. Security considerations,     15. Risk mitigation strategy,     16. Configuration management considerations.     17. Phase-In cost shall be separately identifiable and tracked within an Offeror’s accounting system. The Contracting Officer may request actual cost and hours associated with Phase-In once Phase-In is complete and final indirect rates are established.   **Remarks:** N/A  **Maintenance:** Revisions shall be incorporated by complete reissue. | | | | |

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| **1. DRD Title:** Government Property Management Plan (PMP) | | | | |
| **2. DRD No.:** DRD-NOCII-09 | | **3. Data Type:** 1 | | **4.OPR:** JB |
| **5. Solicitation No.:** *(Insert solicitation number)* | | **6. Contract No.:** *(Insert contract number)* | | |
| **7. Date Issued:** 01/20/23 | **8. Date Revised:** N/A | | **9. DRD Category:**  **Technical** ☐  **Administrative** ☒  **S&MA** ☐ | |
| **10. Description/Use:** To describe the method of administering and controlling Government personal property and submitting proposed property manager qualifications. | | | | |
| **11. Distribution:** All DRDs shall be submitted via the Flight Operations Directorate (FOD) Contract Management System (FCMS) link below:  [https://fod1.sp.jsc.nasa.gov/FOD/FCMS/NOC2/SitePages/Home.aspx](https://fod1.sp.jsc.nasa.gov/FOD/FCMS/IMOC3/SitePages/Home.aspx)   * **Initial Submission:** Apparent Successful Offeror shall submit within 10 days of Contracting Officer’s request. Supplemental property procedures due 60 days after contract start.   **Submission Frequency:** One Time and Revisions  **Format:** Contractor’s format is acceptable. **The electronic format shall be compatible with Microsoft Office.**  **Interrelationship**:   * SOW 1.17.1   **Applicable Documents:**   * Federal Acquisition Regulation (FAR) 52.245-1 Government Property Clause   **Scope:** The Government Property Management Plan defines the Contractor's use, maintenance, repair, protection, and preservation of Government personal property. It shall describe the Contractor's approach to receiving, handling, stocking, maintaining, protecting and issuing Government property (equipment and material). The Plan should include interaction and Department/ Office responsibilities. The Contractor shall submit to the delegated Government Property Administrator (GPA) detailed supplemental property procedures, which are separate from the Property Management Plan, no less than 60 days after the contract start date.  The Contractors submitting an initial Property Management Plan as part of their reply to the Request for Proposal in accordance with Contracting Officer direction, will also submit proposed property manager qualifications and experience as specified below.  **Contents:**  This plan shall reference those policies and procedures which are part of the Contractor's Property Management System and shall include at a minimum, but not limited to, the following functions/outcomes/activities:   * 1. Property Management      1. Voluntary consensus standards, industry-leading practices and standards, customary commercial practices      2. Periodic internal reviews, surveillances, self-assessments, and audits      3. Written procedures   2. Acquisition of Property      1. Acquisition authority      2. Classification of property   3. Receipt of Government Property      1. Receiving      2. Identification   4. Records of Government Property   5. Physical Inventory   6. Subcontractor Control      1. Flow down of property clauses to subcontractors   7. Reports      1. Loss, Theft, Damage, Destruction reports      2. Physical Inventory reports      3. Audits and self-assessment reports      4. Corrective Action reports   8. Relief of Stewardship Responsibility and Liability      1. Loss, Theft, Damage, Destruction of property      2. Consumed property      3. Delivered property      4. Contractor Inventory Disposal of property         1. In-house screening of excess         2. Disclosure of excess      5. Abandonment of Government property (if directed by the Government)   9. Utilizing Government Property      1. Utilization      2. Consumption      3. Movement      4. Storage   10. Maintenance       1. Preventive maintenance       2. Rehabilitation       3. Calibration   11. Property Closeout       1. Screening for further use       2. Final physical inventory       3. Transfers off the contract       4. Final NASA Form 1018   12. Reconcile Contractor Records with NASA Financial Property Records [NASA Form 1018 and the Contractor-Held Asset Tracking System (CHATS) if applicable]   13. JSC-Unique Considerations (as they arise or known now)   Management Qualifications/Experience:   1. The Offeror/Contractor shall specify the name and the qualifications of the proposed property manager.    1. List the Federal agencies or departments supported in managing Government property and the corresponding number of years of experience.    2. List completed personal property management training courses.    3. Specify the level of professional property management certification obtained by the proposed property manager.    4. List professional personal property management organizations in which the proposed property manager has an active current membership. 2. This qualification data shall be a one-time submittal from the Offerors with their initial Property Management Plan (PMP) when the plan is requested by the Contracting Officer. Insert that data as a separate tab after that PMP. This qualification data shall be excluded from the final PMP from the awarded Contractor.   **Remarks:** N/A  **Maintenance:** Changes to the PMP shall be incorporated by complete reissue after coordination with the Government PA. | | | | |

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| **1. DRD Title:** Change Control Process and Plan | | | | |
| **2. DRD No.:** DRD-NOCII-10 | | **3. Data Type:** 1 | | **4.OPR:** CA |
| **5. Solicitation No.:** *(Insert solicitation number)* | | **6. Contract No.:** *(Insert contract number)* | | |
| **7. Date Issued:** 01/20/23 | **8. Date Revised:** N/A | | **9. DRD Category:**  **Technical** ☐  **Administrative** ☒  **S&MA** ☐ | |
| **10. Description/Use:** This process plan shall describe the Contractor’s change control process for development, modifications, and sustaining changes to the NBL facility and systems covered in the SOW. | | | | |
| **11. Distribution:** All DRDs shall be submitted via the Flight Operations Directorate (FOD) Contract Management System (FCMS) link below:  [https://fod1.sp.jsc.nasa.gov/FOD/FCMS/NOC2/SitePages/Home.aspx](https://fod1.sp.jsc.nasa.gov/FOD/FCMS/IMOC3/SitePages/Home.aspx)  **Initial Submission:** Due with proposal  **Submission Frequency:** As required  **Format:** Contractor’s format is acceptable. **The electronic format shall be compatible with Microsoft Office.**  **Interrelationship**:   * SOW 1.16.2   **Applicable Documents:**   * CX-WI-0036, CX Change Request Process * JSC-63756, Flight Operations Directorate Software Management Plan   **Scope:** The NBL will utilize the NASA change control process, described in CX-WI-0036, for NOCII. The Change Control Process Plan (CCPP) shall describe the Contractor’s internal change control processes and how those processes interface with CX-WI-0036.  **Contents:** The Contractor shall describe its internal change control processes for both Change Requests (CRs) and Task Orders. As a minimum, this plan shall address and describe these areas:   * + 1. Roles, responsibilities and dependencies (e.g., product deliveries). Address the NOCII Contractor, NASA, the change originator and other organizations involved in the change.     2. Processes for change development, including support of requirements development and definition, NASA and Contractor screening, impact assessment, making recommendations related to the change, obtaining NASA and Contractor control board review and approval.     3. Providing quality assurance support and preventing organizational conflicts of interest (OCI) throughout the change development and implementation process     4. Interrelationships between the change control process and other NOCII processes (e.g., discrepancy reporting/management)     5. Processes and methodologies for cost and schedule estimating, including how the Contractor will ensure accuracy in these critical areas.     6. Process for controlling cost and schedule during change implementation. Address management of requirements updates and resulting impacts.     7. Interfacing Contractor change processes with NASA’s existing change control process (CX- WI-0036)     8. Providing change approval status and change implementation status to NASA-authorized personnel; e.g., the change originator.     9. Describe all differences between processes and methods for IDIQ TOs versus core change requests     10. Deliverables; e.g., change control database and metric reports.   **Remarks:** N/A  **Maintenance:** Revisions shall be incorporated by complete reissue. | | | | |

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| **1. DRD Title:** Maintenance Plan | | | | |
| **2. DRD No.:** DRD-NOCII-11 | | **3. Data Type:** 1 | | **4.OPR:** CA |
| **5. Solicitation No.:** *(Insert solicitation number)* | | **6. Contract No.:** *(Insert contract number)* | | |
| **7. Date Issued:** 01/20/23 | **8. Date Revised:** N/A | | **9. DRD Category:**  **Technical** ☒  **Administrative** ☐  **S&MA** ☐ | |
| **10. Description/Use:** This plan will document the Contractor’s approach to for maintenance of NBL mockup and systems. | | | | |
| **11. Distribution:** All DRDs shall be submitted via the Flight Operations Directorate (FOD) Contract Management System (FCMS) link below:  [https://fod1.sp.jsc.nasa.gov/FOD/FCMS/NOC2/SitePages/Home.aspx](https://fod1.sp.jsc.nasa.gov/FOD/FCMS/IMOC3/SitePages/Home.aspx)  **Initial Submission:** Due with proposal; all sections labeled as Part (2) not required with proposal.  **Submission Frequency:** As required  **Format:** Contractor discretion, unless otherwise agreed upon between NASA and the Contractor. **The electronic format shall be compatible with Microsoft Office.**  **Interrelationship**:   * SOW 1.8 * SOW 2.2   **Applicable Documents:** N/A  **Scope:** The Maintenance Plan shall encompass all mockups, systems and equipment at the NBL. The plan describes the process for preventative maintenance, return to print maintenance, equipment replacement and returning the mockup or system to service. The plan also provides the scheduling process to conduct all activities within the plan to minimize impacts to events in the facility.  **Contents:**   * + 1. Roles and responsibilities: The Contractor shall provide a description of all resources (labor and non-labor) to complete the activities stated in the plan. The Contractor shall provide the organizational structure that will perform the maintenance along with a narrative of their responsibilities.     2. Preventative maintenance:   Part (1): The Contractor shall describe their approach for conducting preventative maintenance, providing associated rationale.  Part (2): The Contractor shall provide a list of existing, modified or new processes, procedures and documents that will be used to conduct preventative maintenance.   * + 1. Return to print maintenance:   Part (1): The Contractor shall describe the approach that will be used to conduct return to print maintenance, providing associated rationale.  Part (2): The Contractor shall provide a list of existing, modified or new processes, procedures and documents that will be used for return to print maintenance.   * + 1. Equipment replacement and critical spares   Part (1): The Contractor shall describe their approach for equipment replacement maintenance, providing associated rationale. The Contractor shall include a cost benefit analysis approach for determining replacement feasibility of general shop equipment (e.g., drill press, lathe, mill).  Part (2): The Contractor shall provide a list of all equipment in mockups or systems that use consumables, replacement components or are themselves required to be replaced during normal operations. This list shall be based on vendor recommendations, failure trends and performance data. The list shall provide the frequency of replacement, estimated cost for time and materials, and if it is not a Commercial Off the Shelf (COTS) item, provide the lead time to procure the item.  The Contractor shall provide a critical spares list. The Contractor shall start with the existing critical spares list and provide justification if they plan to add or remove items from the list.  The Contractor shall provide a list of all operating systems and software used in the facility that are not supported by other FOD entities. Within the list, the Contractor shall provide the schedule for the planned replacement or upgrade of operating systems or software and the estimate for time and materials for replacement per line item.   * + 1. Acceptance and return to service   Part (1): The Contractor shall describe their approach for verification of completed maintenance and equipment return to service, providing associated rationale.  Part (2): The Contractor shall provide a list of existing, modified or new processes, procedures and documents that will be used for maintenance verification and equipment return to service.   * + 1. Schedule   Part (1): The Contractor shall describe their approach for an annual schedule of mockup and system maintenance, providing associated rationale. The approach shall describe the process for ensuring that scheduled mockup maintenance tasks will not interfere with on- going operations, or with the long range operational schedule. If a conflict is identified, and the maintenance is deemed to be critical, then the plan shall describe the process for communicating that conflict to the users and for resolving any issues.  Part (2): The Contractor shall provide a procedure for scheduling mockup and system maintenance.  **Remarks:** N/A  **Maintenance:** Revisions shall be incorporated by complete reissue. | | | | |

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| **1. DRD Title:** Reports Required for Logistics | | | | |
| **2. DRD No.:** DRD-NOCII-12 | | **3. Data Type:** 1 | | **4.OPR:** JB3 |
| **5. Solicitation No.:** *(Insert solicitation number)* | | **6. Contract No.:** *(Insert contract number)* | | |
| **7. Date Issued:** 01/20/23 | **8. Date Revised:** N/A | | **9. DRD Category:**  **Technical** ☐  **Administrative** ☒  **S&MA** ☐ | |
| **10. Description/Use:** These reports are required to determine the effectiveness of the Property Management System and as indicators of the volume of logistics activity. | | | | |
| **11. Distribution:** All DRDs shall be submitted via the Flight Operations Directorate (FOD) Contract Management System (FCMS) link below:  [https://fod1.sp.jsc.nasa.gov/FOD/FCMS/NOC2/SitePages/Home.aspx](https://fod1.sp.jsc.nasa.gov/FOD/FCMS/IMOC3/SitePages/Home.aspx)  **Initial Submission:** See below  **Submission Frequency:** See below  **Format:**   * Forms for data input for the NASA Form 1324 (B.1) and 1489 (B.2) are available through JB3/Contract Property Group section of the JB3 web page under “JSC Data Requirement Descriptions (DRDs)”. <http://centerops.jsc.nasa.gov/jb/jb3/> * Other forms shall be completed as specified above or as specified by the Government Property Administrator (PA).   **Interrelationship**:   * SOW 1.17.1   **Applicable Documents:** N/A  **Scope:** The reports at 1, 2, and 3 below are required when Contractor on-site storage of Government property in one location at JSC (JSC campus, Ellington Field, Sonny Carter Test Facility, or White Sands Test Facility) has a total dollar value greater than or equal to $75,000 and is not reported in NASA or the Contractor’s property systems. The reports at 4 and 5 are required in accordance with the directions below.  **Contents:**   |  | | --- | | 1. **NASA Form 1324, Semiannual Report of Personnel Property Management Operations (also called the Semi-annual Report of Personal Property Operations, Data for Semiannual Report of Contractor Supply Operations, or Data Sheet 1324):**   This semi-annual report defines the following line item data elements as of March 15 and September 15 of each year:   1. Material Inventory Status |  1. Material Acquisition Activity 2. Material Receiving Activity 3. Logistics Personnel Resources Report   Reference: NPR 4100, NASA Materials Inventory Management Manual  Due Dates: March 25 and September 25   1. **NASA Form 1489, Semiannual Analysis of Inventory Report (also called the Analysis of Physical Inventory Report, Data for Semiannual Report of Analysis of Fixed Inventory Assets, or Data Sheet 1489):** 2. This semi-annual report defines the following monetary data elements as of March 15 and September 15 of each year. 3. Starting Price: Price of Receipts, Price of Issues, Ending Price   *Note: This will be reported by each Object Class Code stocked in the storeroom. Separate reports are required for Stores, Programs and Standby stock (see the JSC Stocks Stock Catalog prefaces for a detailed explanation of these codes).*  Reference: NPR 4100, NASA Materials Inventory Management Manual  Due Dates: March 25 and September 25   1. **NASA Form 1619, Physical Inventory of Materials Annual Report:**   This annual report identifies the sampling inventory actions completed by the Contractor. This report contains the following data by Object Class Code (see the JSC Stores Stock Catalog preface for a detailed explanation of these codes.)   1. Line items and dollar value of items inventoried. 2. Number of line items with variance. 3. Dollar value of discrepant items, including overage, shortage, and gross discrepancies. 4. Identify whether inventory items are stores, program, or standby stock, and also identify the staff hours and dollar value expended in accomplishing and reconciling the inventory. 5. A brief explanation of cause, of discrepancies, and actions to minimize the chance for recurrence.   Due Date: September 25  Note: Contractor-Acquired Material (CAM) and Government Furnished Material are to be inventoried and reported together for the purposes of this report.   1. **Quarterly Report of Contractor-Acquired Material (CAM) and Low Dollar Equipment:**   This report will consist of a transfer document (DD Form 1149) that identifies CAM and non-taggable equipment under $500,000 unit cost purchased and received by the Contractor for on-site use that bypass JSC Central Receiving. This Quarterly Report consists of property delivered to Center accountability for the following:   1. Items bought for and delivered for direct consumption on site, bypassing on-site storerooms. 2. Items delivered to on-site storeroom(s) not for immediate consumption/use. 3. Quarterly Reports are DD1149s submitted by the contractor to the Government Property Administrator on a quarterly basis to obtain JSC approval for shipments made during the previous quarter that bypassed JSC Central Receiving.   The Quarterly Report DD1149 will consist of the following:   1. One summary DD1149 annotated with the total number of line items and total value of the items delivered to JSC during the previous three months. That DD1149 shall have the necessary approval signature blocks to affect transfer of accountability to JSC. 2. A list of the contractor individual DD1149 voucher numbers from the previous quarter used to deliver the property to JSC. 3. Copies of the individual DD1149s on the list reflecting a JSC recipient signature and signature date.   The Quarterly Report summary DD1149 will transfer accountability of these assets to JSC and may also be accompanied by requisitions, issue documents, engineering work orders (if flight material destined for a bond room), or any other similar form approved for use by the Government Property Administrator.  Due Date: 15 working days after the end of the Quarter/Fiscal Year  The Quarterly Reporting process shall be added to the contractor’s property control procedures and/or plan and approved by the cognizant Government Property Administrator.   1. **Annual Report of Exchange/Sale:** 2. As defined by the Government Property Administrator (PA).   Due Date: 15 days after the end of each Government Fiscal Year if required by the Government PA.  **Remarks:** N/A  **Maintenance:** Changes or corrections to the reports above or this DRD shall be coordinated with the cognizant Government Property Administrator. | | | | |

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| **1. DRD Title:** Quality Plan and Reports | | | | |
| **2. DRD No.:** DRD-NOCII-13 | | **3. Data Type:** 1 | | **4.OPR:** NT |
| **5. Solicitation No.:** *(Insert solicitation number)* | | **6. Contract No.:** *(Insert contract number)* | | |
| **7. Date Issued:** 01/20/23 | **8. Date Revised:** N/A | | **9. DRD Category:**  **Technical** ☐  **Administrative** ☐  **S&MA** ☒ | |
| **10. Description/Use:** The Quality Plan is used to document the specific details of the contractor’s Quality Management System (QMS) related to a specific product or process. | | | | |
| **11. Distribution:** All DRDs shall be submitted via the Flight Operations Directorate (FOD) Contract Management System (FCMS) link below:  [https://fod1.sp.jsc.nasa.gov/FOD/FCMS/NOC2/SitePages/Home.aspx](https://fod1.sp.jsc.nasa.gov/FOD/FCMS/IMOC3/SitePages/Home.aspx)  **Initial Submission:** With Proposal  **Submission Frequency:** Annual  **Format:** Contractor’s format is acceptable. **The electronic format shall be compatible with Microsoft Office.**  **Interrelationship**:   * SOW 1.13   **Applicable Documents:**   * ANSI/ISO/ASQ Q9001-2015 Quality Management Systems Standard--Requirements   **Scope:** A contract specific Quality Plan shall be prepared which identifies activities performed both on-site and off-site of JSC to ensure quality products and services. The Quality Plan shall be submitted with the Contractor’s proposal. The Contracting Officer and/or Representative (NASA Quality Assurance Branch Chief), concurrent with Contract award, will approve the plan.  **Contents:**  The quality plan shall address (match) each element of the ANSI-ISO/ASQ Q9001-2015 standard in enough detail to describe how requirements will be implemented for this contract.  Additional Requirements:   1. Provide a list of your current procedures that support the ANSI/ISO/ASQ Q9001-2015 elements. 2. Explain your process for including NASA in your review of purchasing documents for delegation determination. 3. Explain how you verify that all personnel performing work affecting product quality are competent as a result of appropriate education, training, skills, and experience. In addition explain the system you will use to monitor and maintain this level of personnel competency required during the duration of the contract. 4. Describe your responsibilities and requirements for planning and conducting audits (internal and external), and for reporting results and maintaining records. 5. Explain the methods for measuring the achievement of your quality objectives.   **Remarks:** N/A  **Maintenance:** The plan shall be reviewed by the contractor annually and updated as needed or as directed by the contracting officer. All changes and updates to the Quality Plan shall be approved by NASA. | | | | |

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| **1. DRD Title:** Safety and Health Plan | | | | |
| **2. DRD No.:** DRD-NOCII-14 | | **3. Data Type:** 1 | | **4.OPR:** NS |
| **5. Solicitation No.:** *(Insert solicitation number)* | | **6. Contract No.:** *(Insert contract number)* | | |
| **7. Date Issued:** 01/20/23 | **8. Date Revised:** N/A | | **9. DRD Category:**  **Technical** ☐  **Administrative** ☐  **S&MA** ☒ | |
| **10. Description/Use:** Establishes Safety and Health Plan for Contractors providing support to JSC organizations  The Office of Primary Responsibility for this DRD is the JSC Safety and Test Operations Division. Any modifications to this DRD require approval from the Chief, Safety and Test Operations Division. | | | | |
| **11. Distribution:** All DRDs shall be submitted via the Flight Operations Directorate (FOD) Contract Management System (FCMS) link below:  [https://fod1.sp.jsc.nasa.gov/FOD/FCMS/NOC2/SitePages/Home.aspx](https://fod1.sp.jsc.nasa.gov/FOD/FCMS/IMOC3/SitePages/Home.aspx)  **Initial Submission:** Due with proposal  Approval 30 days after contract award  **Submission Frequency:** One Time and Revisions   |  | | --- | | * Submit final version after contract award. Upon NASA approval, the Contractor's Safety and Health Plan becomes a Contractual Requirement. * Review the plan annually or as directed by the CO. Update the plan to meet the latest OSHA, JSC, and VPP requirements. Provide a copy of the updated plan with the changes highlighted in accordance with the Contracting Officer’s letter at the start of each Contract year. If no changes are required, notify the individuals in the distribution list in writing to that affect. * Other Deliverables per Table 1 below. |   **Format:**  1) Cover page - to include as a minimum, blocks for the signatures of Contractor's project manager and designated safety official; NASA COR; JSC Safety and Test Operations Division: JSC Occupational Health: and the NASA Contracting Officer. Other signatures may be required at the discretion of the Government. Once approved by NASA, signatures will be collected and the plan placed on the contract.  2) Table of Contents. See content below.  3) Body of plan - as required. Contractor’s format is acceptable but should be aligned with the elements of the content below.  4) Objectives of the plan - The contractor is part of a larger program – the NASA safety program – which has other contracted employees, civil servants, and other third parties that must be protected from any hazard in the workplace wherever they arise. This includes the following:  a) Hazards associated with work done on the contract.  b) Hazards from near-by operations that may affect the contractor’s workers.  c) Hazards from contractual operations which may affect the safety and health of near-by individuals and assets.  5) The plan must cover the prime contractor and all subcontractors.  **Interrelationship**:   * SOW 1.11   **Applicable Documents:**   * OSHA CSP 03-01-005, Voluntary Protection Program (VPP): Policies and Procedures Manual * JPR 1700.1, JSC Safety and Health Requirements * JPR 1040.4, JSC Emergency Management Plan * NPR 8621.1, NASA Procedural Requirements for Mishap and Close Call Reporting, Investigating, and Recordkeeping * JPR 2310.1, JSC Knowledge Management Strategy * CX12-POL 0002 NBL Standard Operating Plan * CX12-POL 0004 NBL Training and Certification Policy * CX12-SLP 0008 NBL Configured SCUBA Event System Level Procedure * CX12-SLP0010 NBL Diving and Swimming Safety Manual * CX12-SLP0016 NBL USCV Water Survival Event System Level Procedure * CX12-UWI001 NBL Guest Diving Application Procedure * NBL-JHA0063 NBL Job Hazard Analysis for Diving SCUBA * NBL-DIVE-WI0032 NBL Diver Training Procedure   **Scope:** Applicable to safety and health activity at all NASA locations where the contractor is performing work under this contract. Special attention and safety procedures must be addressed in this Plan regarding safety and health activities associated with Dive Operations at the Sonny Carter Training Facility as well as operations conducted at the Space Vehicle Mockup Facility. Initial submission as stated in RFP.  **Contents:**  **Other Deliverables**: The plan must include instructions for submitting the deliverables in Table 1 below to the Government and represent contractual commitments by the Contractor to provide this information. Include deliverables in the FOD Contract Management System (FCMS) link below:  [https://fod1.sp.jsc.nasa.gov/FOD/FCMS/NOC2/SitePages/Home.aspx](https://fod1.sp.jsc.nasa.gov/FOD/FCMS/IMOC3/SitePages/Home.aspx)  **Table 1. SMA-01 Safety and Health Deliverables**   |  |  |  |  | | --- | --- | --- | --- | | **Deliverable** | **Frequency** | **DRD** | **Comments** | | Identity of key safety and health personnel:   * Contract Safety and Health Representative * Building Fire Wardens (Roster) * Company Physician/Occupational Injury/illness case manager | Within 15 days of contract start and updated with changes | 1.5  3.9.2 | Include in plan or attachment to plan | | Safety and Health Self Evaluation Report | Yearly by Jan. 31 | 1. 7 | Send to Safety and Test Operations Division | | Roster of Terminated Employees | Yearly, 30 days after the end of the contract year | 3.9.2 | Send to Occupational Health | | Safety Data Sheets (SDS) | When you introduce a new hazardous material | 1.8.1 | Send to Occupational Health  See JPR 1700.1, Chapters 9.1 & 9.2 | | Hazardous Materials Inventory | Yearly or when quantities or locations change significantly. Some  products require quarterly updates | 1.8.2 | Send to Occupational Health  See JPR 1700.1, Chapter 9.2 | | Data on workplace industrial hygiene exposures | 15 days after receiving results | 2.2 | Send to Occupational Health  Only required if corporate industrial hygiene resource are used. | | Inspection results entered in Building Inspection Tracking System (BITS) | 10 working days after completing inspection | 2.3 |  | | On-site close calls forwarded to JSC close call tracking system | Within 3 working days of receipt | 2.5 | Send to Safety and Test Operations Division Required only for  Contractor close call systems |      |  |  |  |  | | --- | --- | --- | --- | | **Deliverable** | **Frequency** | **DRD** | **Comments** | | Mishap reporting | Immediate and follow-up as required in JPR 1700.1 | 2.6.1 | See Chapter 2.6 of JPR 1700.1 | | Lessons Learned Report | Enter data into the JSC LLDB or NASA LLIS:   * Within 30 days of a triggering event; * Within 30 days of a program milestone, mishap investigation, or hazard or other engineering analysis / evaluation is completed; or * 30 days before end of contract evaluation period or 45 days before end of contract,   whichever is applicable. | 2.6.2 | Database entry with 1 electronic copy to the Contracting Officer’s Representative (COR) | | JSC Form 288, “Statistical Information - Contractor Safety and Health Program” | Monthly by the 10th of the month | 1.9 | Send to JSC-Safety- Report-Submittals <JSC- Safety-Report- [Submittals@mail.nasa.gov](mailto:Submittals@mail.nasa.gov)  > | | Hazards recorded in System for Tracking Audits/Assessments and Reviews (STAR) | Within 5 working days of discovery | 3.1,  3.10 | Applies to hazards not corrected within 30 days | | Interim and Final Abatement Plans | Within 5 working days of discovery | 3.10 | Updates for hazards entered into STAR | | List of hazardous operations and processes | Submit as an appendix to the plan and update as needed | 2.1 & 3.3 |  |   **Details**: Address the following items in your plan:  **MANAGEMENT LEADERSHIP AND EMPLOYEE PARTICIPATION**  Management and employees work together as a team to provide a safe and healthful workplace. Management and employee synergies often must work together across contractual lines.  1.1 Policy: Provide your safety and health policy statement.  1.2 Goals and Objectives. Describe your approach to developing specific annual safety and health goals and objectives to be met. Include innovative employee input systems and management approaches to increase employee participation and reduce injuries. These goals and objectives may or may not be quantifiable. Explain how you will evaluate your accomplishment of these goals and objectives.  1.3 Management Leadership. Describe how management will demonstrate its commitment to safety and health through visible management activities and fulfill its line management responsibilities for safety and health. Include a statement from the project manager indicating the plan will be implemented as approved and that the project manager will take personal responsibility for its implementation.  1.4 Employee Involvement. Describe ways non-supervisory employees from all areas of the contract will be involved in your safety and health program development, implementation and decision-making. Include methods to encourage and promote employee involvement.  1.5 Assignment of Responsibility. Describe line and staff responsibilities for safety and health program implementation. Identify any other personnel or organizations that provide safety services or exercises any form of control or assurance in these areas. As a minimum, the plan will identify the following:  1.5.1 Contract Safety Representative - identify by title, the individual who will be responsive to Center-wide safety, health and fire protection concerns and goals, and who will participate in various joint meetings, forums, and other activities related to the JSC Safety and Health program.  1.5.2 Building Fire Wardens - provide a roster of on-site fire wardens at the start of each Contract year (their names, telephone numbers and pagers, and mail codes). Fire wardens must follow requirements and training in JPR 1700.1.  1.6 Authority and accountability. Describe your approach to providing necessary authority to employees with safety and health responsibilities and holding management and employees accountable for safe and healthful performance.  1.7 Safety and Health Program Self Evaluation. Describe your approach to safety and health program evaluation. The program evaluation consists of providing a written self-evaluation report each calendar year that assesses your safety and health program effectiveness during the report period. The self-evaluation shall:   1. Assess the elements of the approved safety and health plan as a minimum. 2. Follow the VPP program evaluation report format found in OSHA CSP 03-01-005, Voluntary Protection Program (VPP): Policies and Procedures Manual, Appendix C, “Format for Annual Submissions”, as mandated by the cognizant OSHA regional office. Corporate evaluations of similar content are also acceptable. 3. Provide copy of your annual summary of occupational injuries and illnesses (OSHA 300 and OSHA 300A) as described in Title 29, Code of Federal Regulations, Subpart 1904.5 for each establishment on and off NASA property that performs work on this Contract. If you are exempt by regulation from maintaining and publishing such logs, data equivalent to the OSHA log is acceptable. 4. Provide a list of safety-related certifications for personnel you certified per chapter 5.8 of JPR 1700.1. Provide number of current certifications and number of overdue certifications for positions listed in paragraphs 5.8.4 and 5.8.5. Only information on those positions that apply to your contract or indicate “Not Applicable” if there are no certifications on your contract.   Note: Contractors who have submitted a written self-evaluation as a VPP site may submit their original report to NASA in lieu of writing a new self-evaluation provided that all action plans and status are updated. Attach OSHA 300 and 300A and list of certifications.  Note: This self-evaluation is not the same as the Contractor performance self-evaluation but may be used for that purpose if specifically required by the contract.  1.8 Deliverables for hazardous materials. Acknowledge the following as standing requests of the Government and to be handled as described below.  1.8.1 Safety Data Sheets (SDS). Prepare or deliver SDSs for hazardous materials brought onto Government property or included in products delivered to the Government as required in chapters 9.1 and 9.2 of JPR 1700.1.  1.8.2 Hazardous Materials Inventory. Compile an inventory report of all hazardous materials it has located on Government property quarterly as required by chapter 9.2 of JPR 1700.1, and which is within the scope of 29 CFR 1910.1200, “Hazard Communication”; and Federal Standard 313 (or FED-STD-313), “Material Safety Data, Transportation Data and Disposal Data for Hazardous Materials Furnished to Government Activities”, as revised.  1.9 Submit a monthly Accident/Incident Summary Report - Accident/Incident Summary Reports as specified on JSC Form 288, “Statistical Information - Contractor Safety and Health Program” as revised. Negative reports that include exposure hours are also required.  1.10 Government Access to Safety and Health Program Documentation. Include a statement that you will make all safety and health documentation (including relevant personnel records and medical records) available for inspection or audit to Government safety and health professionals and their representatives. Electronic access by the Government to this data is acceptable as long as Privacy Act and information security requirements are met.  1.11 Procurement. Identify procedures used to assure that procurements are reviewed for safety and health compliance considerations and that subcontracts contain appropriate safety criteria and instructions. Include procedures to assure NASA safety requirements and tasks are clearly flowed down)in subcontracts and subcontractors are held accountable for safety and health performance.  **2. WORKSITE ANALYSIS**  Worksite analysis identifies hazards and other safety and health threats to employees and valuable assets.  2.1 Analysis of Worksite Hazards. Describe how you will:   1. Identify, rank, prioritize, and mitigate hazards related to the work on the contract, to include analysis technique. This includes facility hazard analyses, equipment hazard analyses, operations hazard analyses, and job hazard analyses, (See chapter 2.3 of JPR 1700.1) 2. Identify hazardous operations per JPR 1700.1, chapter 5.8. 3. Evaluate changes to facilities, equipment, processes, materials and related procedures for safety and health implications. 4. Assess nearby hazardous operations not under your control for potential threats to your employees and establish controls to mitigate them. 5. Ensure that all hazards on NASA property, which are immediately dangerous to life or health, are reported immediately to the Safety and Test Operations Division.   2.2 Industrial Hygiene. Describe your industrial hygiene program and how it will be coordinated with the JSC authorities responsible for industrial hygiene at JSC-administered installations. If you use corporate resources to determine workplace exposures, provide copies of all monitoring data to JSC Occupational Health within 15 days of receipt of results.  2.3 Inspections. Describe how you will:   1. Inspect all work areas every three months, in conjunction with other scheduled inspections. 2. Record completion of inspections in the JSC Building Inspection Tracking System (BITS). 3. Document and track inspection findings to closure (per paragraph3.11), assess the risk hazards found, and coordinate findings with area supervisors, facility managers, and JSC safety and health representatives as needed.   2.4 Personal Protective Equipment - Describe procedures for determining the need for, as well as obtaining, inspecting, and maintaining all appropriate protective equipment, as required, or reference written procedures pertaining to this subject. Include methods for keeping records.  2.5 Employee Reports of Hazards - Identify methods to encourage employees to report observed hazards and no-injury events without fear of reprisal, to include JSC’s Close Call Reporting System or an internal system with features of JSC’s system. An internal reporting system must ensure on-site close call information is provided to the JSC Closed Call Reporting System.  2.6 Mishap, Reporting, Investigation, and Data Analysis  2.6.1 Mishap Reporting and Investigation. Describe your approach to mishap notification and response, reporting, investigating, and correcting negative findings that are discovered in its investigations. See NPR 8621.1 and JPR 1700.1. Include the following key items from NPR 8621.1 and JPR 1700.1 in the plan:  2.6.1.1 Mishap Notification and Response –Describe how you will ensure prompt notification of and response to mishaps and how you will respond to such notifications. This includes initial reporting and immediate notification to the Safety and Test Operations Division, the Contracting Officer, and the COR as required in JPR 1700.1, chapter 2.6.  2.6.1.2 Mishap Investigation. Describe how you will investigate all mishaps incurred while performing contract work as required in JPR 1700.1 and NPR 8621.1. Your final report shall identify which parts of the report are proprietary for business reasons or otherwise controlled for reasons of security. The Government reserves the right to release the report as specified in NPR 8621.1.  2.6.1.3 Corrective Actions. Describe how you will provide a corrective action plan that is traceable to findings, root causes, contributing factors, and recommendations, with specific assignees and estimated completion dates.  2.6.2 Lessons Learned. Describe your approach for developing lessons learned suitable for inclusion in the JSC Lessons Learned Database per JPR 2310.1, JSC Organizational Learning Program, and consistent with the areas defined in the statement of work. Lessons learned are intended to prevent recurrence of undesirable events and involve uncommon insight arising from any event or observation that will benefit from sharing with a larger community of interested parties.  2.7 Trend Analysis – Describe your approach to performing trend analysis of data (occupational injuries and illnesses; facilities, systems, and equipment performance; maintenance findings; etc.). Discuss methods to identify and abate common causes indicated by trend analysis.  **HAZARD PREVENTION AND CONTROL**  Once hazards are identified, they must be eliminated or controlled to lessen the risk to personnel, facilities, and the work environment. This section builds on worksite analysis described in section 2.0 above.  3.1 Describe your approach to reporting, eliminating, or controlling identified hazards. In the multiple employer environment of the Center, certain hazards and corrective actions must be collected in the System for Tracking Audits/Assessments and Reviews (STAR) for risk management purposes.  3.2 Appropriate Controls. Discuss approach to consideration and selection of controls as described in chapters 3.2 and 3.5 of JPR 1700.1.  3.3 Hazardous Operations and Processes. Describe methods for notification of personnel when hazardous operations and processes are to be performed in their facilities or when hazardous conditions are found to exist during the course of this Contract. Use JPR 1700.1 as a guide for defining, classifying, and prioritizing hazardous operations, to include operations that may affect other organizations.  3.4 Written Procedures and permits for hazardous operations. Describe methods to assure that written procedures, which include appropriate hazard controls, are developed for all hazardous operations. Include how you will ensure that procedures are readily available to personnel as required to correctly perform their duties. Identify facilities, operations or tasks where hazardous operations permits will be required as specified in JPR 1700.1.  3.5 Operations Involving Potential Asbestos Exposures. Describe method(s) to assure compliance with JSC Asbestos Control Program as established in JPR 1700.1, as revised.  3.6 Operations Involving Exposures to Hazardous Materials. Describe how you will ensure that these operations are evaluated by JSC Occupational Health and are properly controlled as advised. See chapters 9.1 and 9.2 of JPR 1700.1.  3.7 Facility Safety Management Process Documentation. Discuss your responsibilities for maintaining required facility documentation per Chapter 10.4 of JPR 1700.1.  3.8 Preventive Maintenance. Discuss your approach to preventive maintenance and its effect on S&H.  3.9 Medical (Occupational Healthcare) Program. Discuss implementation of JSC’s “Clinic First” policy when on site per JPR 1700.1, Chapter 3.6. Include return to work policies and the use of Government provided medical and emergency facilities for initial treatment of occupational injuries & illnesses. Discuss your approach to Cardiopulmonary Resuscitation (CPR), Automatic External Defibrillator (AED), and first aid.  3.9.1 Discuss your medical surveillance program to evaluate personnel and workplace conditions to identify specific health issues and prevent degradation of personnel health from occupational exposures. The program must comply with JPR 1700.1, Chapter 3.6.  3.9.2 Provide information on the following personnel:   1. Company Physician/Occupational Injury/illness case manager - identify a point of contact who is responsible for the transfer or receipt of company medical data and who will be the primary contact for the company if any employee suffers a work related injury or illness by name, address, and telephone number to the JSC Clinic, mail code SD32. Promptly notify the JSC Clinic of any changes of the company physician or case manager. 2. Terminated Employees. Identify personnel terminated by the contractor. At the contractor’s discretion, the report may include personnel changes during the previous year or cumulated for all years. Information required:  * Date of report, Contractor identity, and Contract number. * For each person listed, provide name, social security number, and date of termination. * Name, address, and telephone number of Contractor representative to be contacted for questions or other information.   3.10. Hazard Correction and Tracking. Discuss your system for correcting and tracking safety, health, and environmental hazards with particular emphasis on integration with JSC’s Hazard Abatement Process (found on line at https://jsc-sma-missp.jsc.nasa.gov/sites/safety/SH%20%20Haz%20Process/Home.aspx). (The scope is restricted to establishments at JSC, Sonny Carter Training Facility, and Ellington Field.) This includes communicating unsafe conditions and their mitigations to employees.  3.11 Disciplinary System. Describe your system for ensuring safety and health discipline in your personnel (including subcontractors). Describe your approach to modifying personnel behaviors when personnel are exhibiting unsafe and unhealthful behavior.  3.12 Emergency Preparedness. Discuss your approach to emergency preparedness and contingency planning which addresses credible emergencies your employees may face on the contract, from contract work or from nearby operations. Address how you will protect employees and facilities, and how you will notify JSC emergency forces. Include needed procedures, training, drills, etc. Describe how you will assure your employees know of appropriate emergency action plans. Discuss methods to communicate with and account for employees after an evacuation.  Note: The most likely emergencies you are likely to encounter at JSC are fire, medical , and weather emergencies.  **SAFETY AND HEALTH TRAINING**  Employees (including management and supervisors) must be trained on the responsibilities to protect themselves and the facilities and operations in which they work. The results of worksite analyses and hazard prevention and control feed the resulting training programs. Timely feedback from trainees is critical to ongoing improvement of training material and course content. You must make training records and materials you develop available to the Government on request.  4.1 Describe your safety and health training program. Identify responsibility for training employees to assure understanding of safe work practices, hazard recognition, and appropriate responses for protective or emergency countermeasures. Include training to meet Federal, State, and Local regulatory requirements.  4.2 Describe your approach to identifying training needs, to include training sources to meet Federal or NASA requirements. Include your approach to ensure that training is retained and practiced.  4.3 Describe your approach to training personnel in the proper use and care of personal protective equipment (PPE).  4.4 Discuss tailoring of training toward specific audiences (management, supervisors, and employees) and topics (safety orientation for new hires, specific training for certain tasks or operations). Discuss methods to obtain feedback on the success of the training.  4.5 Discuss your personnel certification programs. Certifications must meet JPR 1700.1, Chapter 5.8.  **Remarks:**   |  | | --- | | * Annual review with the Government required or as directed by the CO. * Upon NASA approval, the contractor’s Safety and Health Plan is amended to the contract (Attachment J-23) and becomes a contractual requirement. |   **Maintenance:** N/A | | | | |

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| **1. DRD Title:** System Safety Program Plan | | | | |
| **2. DRD No.:** DRD-NOCII-15 | | **3. Data Type:** 1 | | **4.OPR:** CA |
| **5. Solicitation No.:** *(Insert solicitation number)* | | **6. Contract No.:** *(Insert contract number)* | | |
| **7. Date Issued:** 01/20/23 | **8. Date Revised:** N/A | | **9. DRD Category:**  **Technical** ☐  **Administrative** ☐  **S&MA** ☒ | |
| **10. Description/Use:** Establishes system safety tasks and activities to identify, evaluate, and eliminate or control hazards. | | | | |
| **11. Distribution:** All DRDs shall be submitted via the Flight Operations Directorate (FOD) Contract Management System (FCMS) link below:  [https://fod1.sp.jsc.nasa.gov/FOD/FCMS/NOC2/SitePages/Home.aspx](https://fod1.sp.jsc.nasa.gov/FOD/FCMS/IMOC3/SitePages/Home.aspx)  **Initial Submission:** Contract award + 28 days.  **Submission Frequency:** Update as required. This plan shall be maintained in the DDMS.  **Format:** Contractor’s format is acceptable. **The electronic format shall be compatible with Microsoft Office.**  **Interrelationship**:   * SOW 1.11   **Applicable Documents:**   * JPR 1700.1, JSC Safety and Health Requirements * NPR 8621.1, NASA Procedural Requirements for Mishap and Close Call Reporting, Investigating, and Recordkeeping * NPR 8715.1, NASA Safety and Health Programs * NPR 8715.3, NASA General Safety Program Requirements * NPD 8735.1, Exchange of Problem Data Using NASA Advisories and the Government-Industry Data Exchange Program (GIDEP) * JPR 7120.3, Program/Project Management and Systems Engineering * MIL-STD-882, Standard Practice: System Safety   **Scope:** The elements of a System Safety Program Plan (SSPP) as outlined below are generic; refer to the appropriate applicable references listed above for specific program requirements. System Safety Program Plans are to be tailored for individual safety engineering projects as integral parts of a formal, disciplined system safety program plan implemented by the Contractor.  **Contents:** The SSPP shall be developed for the contract to plan, establish, document, and implement:  (1) System Safety design and operational performance requirements (qualitative and quantitative).  (2) System Safety maintenance concepts.  (3) Requirements and tasks for System Safety engineering, analysis, and testing (including hardware, software, firmware, and human elements).  (4) Timely and continuous assessment of the progress toward achieving the System Safety requirements, including identification of areas for improvement.  (5) Integration of System Safety processes and analytical activities with systems engineering, risk management, and other processes, assessments, and analyses including, but not limited to, quality, logistics, reliability, maintainability, availability, probabilistic risk assessment, life-cycle cost, configuration management, and maintenance.  **Remarks:** N/A  **Maintenance:** Update as required. This plan shall be maintained in the DDMS. | | | | |

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| **1. DRD Title:** Environmental Compliance Reports | | | | |
| **2. DRD No.:** DRD-NOCII-16 | | **3. Data Type:** 2 | | **4.OPR:** BA |
| **5. Solicitation No.:** *(Insert solicitation number)* | | **6. Contract No.:** *(Insert contract number)* | | |
| **7. Date Issued:** 01/20/23 | **8. Date Revised:** N/A | | **9. DRD Category:**  **Technical** ☐  **Administrative** ☒  **S&MA** ☐ | |
| **10. Description/Use:** Used to compile environmental compliance data used to complete accurate required reports to state and federal regulatory agencies and to NASA HQ on several environmental compliance programs, including waste generation/reduction, ozone depleting substances, sustainable acquisitions, and others. | | | | |
| **11. Distribution:** All DRDs shall be submitted via the Flight Operations Directorate (FOD) Contract Management System (FCMS) link below:  [https://fod1.sp.jsc.nasa.gov/FOD/FCMS/NOC2/SitePages/Home.aspx](https://fod1.sp.jsc.nasa.gov/FOD/FCMS/IMOC3/SitePages/Home.aspx)  **Initial Submission:** December 1st for previous Fiscal Year  **Submission Frequency:** Annually  The reports outlined below are submitted at the frequency specified. Fiscal year is defined as the period from October 1 through September 30. If the contract is for only a portion of the fiscal year, this report shall be submitted for that portion of the fiscal year. When a contract ends or is terminated prior to the end of a fiscal year, the Contractor shall provide this report for the activities performed for the period of performance that the contract was in place and the report shall be submitted within 30 days of the contract end date.  **Format:** Contractor’s format is acceptable. **The electronic format shall be compatible with Microsoft Office.**  Where the Contractor does not purchase any designated product during the fiscal year, the report shall be a statement to that effect.  **Interrelationship**:   * SOW 1.12   **Applicable Documents:**   * JPR 8550.1, JSC Environmental Compliance Procedural Requirements * JPR 8553.1, JSC Environmental Management System Manual   **Scope:** N/A  **Contents:**  Because the Center Director compiles data and certifies environmental compliance reports, the Contractor shall include a certification statement within each required report, indicating that all the information provided is true, accurate and complete, and that the Contractor’s representative is aware that there are civil and criminal penalties for submitting false information, including immediate contract termination.   1. **Annual Sustainable Acquisition Report**   The Contractor shall track and report each November 1 to the JSC Planning, Integration and Environmental Office the following information regarding the purchase by the Contractor (including subcontracts) of all designated items\* on the U. S. Environmental Protection Agency's Comprehensive Procurement Guideline list and items on the U. S. Department of Agriculture Farm Bill Bio-Preferred list:   * 1. The total amount of each designated item purchased during the previous fiscal year in $ and quantity;   2. The total amount of each designated item purchased during the previous fiscal year that met at least the minimum required percentages of recycled or biobased content in $ and quantity;   3. The number of waivers obtained/granted (e.g. JF1121-Request for Sustainable Acquisitions Waiver Form) and their respective rationales\*\* for each designated item during the previous fiscal year;   4. The total amount purchased for each designated item that did not meet the minimum content requirements, but had an approved waiver during the previous fiscal year in $ and quantity;  1. A narrative explanation of any technical impediments or other barriers for purchasing designated items that did not meet sustainable acquisition content requirements during the previous fiscal year; and 2. A list of any waivers granted and their respective rationales\*\* for any designated energy-consuming items. All waiver requests for designated energy-consuming items for onsite use must be revised and approved by the JSC Energy Manager.   Where the Contractor does not purchase any designated product during the fiscal year, the report shall be a statement to that effect.  \* Designated items and their requirements are listed on the General Services Administration’s Sustainable Facilities Tool at [https://sftool.gov/greenprocurement.](https://sftool.gov/greenprocurement)  \*\* Acceptable waiver rationales only include:   1. The use of minimum content standards would result in inadequate competition (items not available competitively from two or more sources); 2. The items meeting content requirements are only available at an unreasonable price (10% higher life- cycle cost than non-compliant products); 3. The items meeting content requirements do not meet quality/performance specifications or standards; or 4. The items meeting content requirements are not available within a reasonable time frame.   The JSC Planning, Integration and Environmental Office (JP111) will provide upon request an electronic spreadsheet for the Contractor to complete, in order to submit the Annual Sustainable Acquisition portion of this DRD. The Contractor shall contact JP111 at 281-483-6207 or send an email to [JSC-Environmental-Office@nasa.gov](mailto:JSC-Environmental-Office@nasa.gov) to get a copy of the latest version of this spreadsheet. Industrial Solid and Hazardous Waste Minimization, Pollution Prevention, and Recycling The Contractor shall implement and document efforts to avoid the generation of industrial solid and hazardous waste requiring offsite disposal (e.g. incineration and landfilling). Construction and demolition (C&D) waste disposal in landfills shall likewise be minimized, and efforts to divert C&D waste from landfills will be documented so as to achieve the prescribed diversion rate within the construction/demolition contract. Even where a specific annual report or deliverable is not required, the Contractor shall encourage employees to actively participate in JSC and NASA sustainability activities and initiatives, including but not limited to process equipment excessing through R&U, paper, cardboard, scrap metals and plastic recycling. Industrial and Solid Waste Generation and Reduction/Prevention Activity Report The Contractor shall track and report each November 1 to JP111 any new process improvements or programs undertaken by the Contractor (or subcontractors) that have contributed to waste reduction during the previous fiscal year. Waste reduction means preventing or decreasing the amount of waste that would normally go to the landfill (trash) being generated through waste prevention**\*\*\*,** reuse, recycling**\*\*\*\*,** or purchasing recycled and environmentally preferable products. The information will be included in JSC's annual report to NASA HQ on waste generation and reduction activities. Limit responses to one page or less per item. The response should include a description of the activity, the materials or wastes generated, reduced, an estimated volume or weight of reduction for each line item, whether onsite recycling or reuse programs were utilized, and a contact name and phone number for a person knowledgeable about the reduction activity.  Additional information may be required in accordance with regulatory, Agency or Center-specific requirements. The Contractor shall contact the JSC Environmental Info Line at (281) 483-6207 or send an email to JSC-Environmental-Office@nasa.gov to inquire about reports format and obtain a copy of any applicable report spreadsheet or report template forms.  **\*\*\*** Waste prevention means any change in the design, manufacturing, purchase, or use of materials or products (including packaging) to reduce their amount or hazardous nature before they are discarded.  **\*\*\*\*** Recycling means the series of activities, including collection, separation, and processing, by which products or other materials are recovered from the solid waste stream for use as raw materials in the manufacture of products, other than fuel for producing heat or power by combustion. II.b. C&D Waste Diversion Report - *For Activities Associated with Construction/Facility Modifications Only* If the Contractor engages in activities associated with construction, facility modification, or demolition projects, the Contractor shall track and report to the JSC Planning, Integration and Environmental Office the total weight (in pounds) of material sent to the landfill and materials diverted from landfill by media (scrap metal, wood, concrete, soil). This report shall also include activities performed by subcontractors working under the Contractor’s purview. The Contractor shall note any shipments or waste streams managed by the JSC Environmental Office or any other onsite program to avoid double counting.  The report is due within 30 days of completion of all waste generating and recycling activities and final waste shipments associated with the project, and in no case shall the submittal be later than November 1. Reports shall not combine more than one fiscal year. The Contractor shall include with the report submission, as applicable, copies of the waste/materials shipment document (e.g. Bill of Ladings) and recycling receipts (rebates) to JSC PIE. The Contractor shall use **JF 845**, Construction and Demolition Recycling Record, or an approved equivalent format, to report this data.  **II.c. Monthly Recycling/Waste Diversion Report –** *For Waste Shipments and Recycling/Diversion from Non-Construction or Demolition Activities Only)*  If the Contractor engages in activities (other than C&D) associated with the collection, management, and sale of recyclable materials/equipment and diverts those materials/equipment wastes from landfill or incineration, the Contractor shall track and report the monthly amounts and types of waste/material recycled (or diverted from landfill or incineration), any associated costs and the proceeds from the sale of the recyclable materials managed by the contract. Typical recyclables may include, but not be limited to offsite recycling or sale of materials, equipment, or excess products and mixed paper, cardboard, single stream recyclables, bottles/cans, Industrial Solid Waste, spent solvents, spent catalysts, spent filters, spent rags, organic material diverted to onsite composting, scrap metal, scrap aluminum, pallets, office supplies, electronics, excess property sales, and excess property donations, etc. The report shall be submitted to the JSC PIE by the 15th of each calendar month. Data reported shall include pounds generated and shipped for each type of waste/material, revenue received, and recycling/disposal costs for each type of waste or recyclable material for the previous calendar month. If data is not available at that time, the report shall note the unavailable data and provide it with the next available month’s submission, specifying when the amounts are for the previous month.  The Contractor shall ensure that the receiving facilities and haulers have been approved by the JSC PIE Office prior to use and shall ensure that that any associated haulers record their entry and exit weights on the log sheets at the scales at JSC Building 420 for every waste/material pickup. If the B420 scale is not functional or inaccessible, weights shall be tracked through weight tickets or haul tickets. The Contractor shall segregate data in the report based on the site the shipment/hauls were sent from, (e.g. Ellington Field, or El Paso Forward Operating Location). As applicable, the Contractor shall include with the report submission, copies of the waste/materials shipment document (e.g. Bill of Ladings) and recycling receipts (rebates) to JSC PIE. The Contractor shall also indicate in the report the specific amount of proceeds going to the JSC Recycling Fund.  The Contractor shall reach out to the JSC PIE (email: [JSC-Environmental-Office@nasa.gov](mailto:JSC-Environmental-Office@nasa.gov)) upon contract award or at least 30 calendar days prior to starting any waste/materials shipment or diverting activity, to obtain an updated report spreadsheet addressing regulatory or NASA-specific reporting requirements and confirm that the facilities/haulers to be used have been approved by PIE. If the recycling or waste disposal program changes, the Contractor must immediately alter their reporting to be consistent with the changes to ensure that the Government has a complete and accurate picture of the recycling programs.  Additional Requirement for Custodial Activities Only, as applicable  In addition to the information above, the report shall also include the number of hauls/relocations, cost per haul, fuel fees, rental fees, franchise fees, relocation fees, and any additional fees associated with disposal/recycling and recycling receipts (rebates). Weights shall be segregated by waste type, site and location (e.g. building). Ozone Depleting Substances Reports The Contractor shall track and report each December 1 to the JSC PIE Office the following information for the previous fiscal year related to ODS equipment that the contractor purchases, owns, operates, maintains, or repairs on-site:   1. A list of the names of all EPA-Certified service technicians employed and their certification dates; 2. A list of any ODS recovery/recycling equipment that will be used and copy of the 40 CFR 82.162 EPA registration; 3. A list of any refrigeration/air conditioning units with a full charge of more than 50 pounds, not previously reported, including:    1. Any identifying equipment numbers,    2. The location of the equipment (building/room),    3. The owning organization or contract name and number,    4. A narrative description of the equipment, and    5. Refrigeration or air conditioning equipment with a full charge of > 50 pounds, permanently removed from service during the year; and 4. For each ODS chemical stored, purchased, or used, track and report each December 1 for the previous fiscal year:    1. ODS Chemical Name,    2. Quantity stored (pounds),    3. Quantity purchased (pounds), and    4. Quantity used (pounds).   The report may be submitted, preferably electronically, in a format determined by the Contractor as long as all required elements are addressed or included. Where the Contractor does not purchase, own, operate, maintain, or repair onsite equipment containing ODS or does not store, purchase, or use listed ODS chemicals, the annual ODS report shall be a statement to that effect. Quarterly/Annual Hazardous Material Inventory Reports The contractor shall provide the hazardous materials reports specified under Chapter 9 of JPR 1700.1 and the JPR 8550, using the prescribed methods and forms described, and at the frequency specified (depending upon the hazardous materials used). The data are collected and submitted electronically; consequently, a simple acknowledgement that the Contractor’s information has been uploaded is sufficient for reporting purposes. Associated Contractor Agreements (ACA) Within 120 days of contract start, the Contractor shall develop, maintain, and update, as necessary, an Associated Contractor Agreement (ACA) with the PIE Environmental Support Services Contractor, specifying the nature of the required reports, frequencies, and expectations for timely, accurate, and complete documentation and overall compliance with JSC applicable environmental compliance requirements. The Contractor shall send notification to the CO, COR and PIE, within 15 days of ACA execution or updates, as applicable, specifying the nature of the ACA requirements and applicable changes. Within 90 days of contract start, the Contractor shall notify the CO, COR and PIE on the status of the ACA negotiations (unless the ACA is executed prior to this date) or submit data supporting this requirement to be waived. Note that the Contractor may voluntarily submit, although not required, a copy of the ACA to the CO, COR and PIE Office. Other Environmental Documentation Depending upon the contractor’s activities, the Contractor shall provide the applicable environmental reports and documentation (e.g., recordkeeping forms or logs) identified in JPR 8550.1 in the form or formats specified and at the frequencies indicated. As applicable and per JPR 8550.1, the Contractor will utilize specified NASA Electronic Forms available through the Information Resources Directorate for reporting purposes. The Contractor shall keep relevant documentation, including calculations, supporting the information reported and made them available upon request.  If any report described in this Environmental Compliance Report DRD is deemed not applicable, the Contractor shall seek and obtain written concurrence from the CO, COR and the Chief of the JSC Planning, Integration and Environmental (PIE) Office, in order to obtain a waiver. Waived reports to the JSC PIE Office shall have a statement to that effect, including a Certification from the Contractor stating that the required reports will be initiated/resumed if the contractor’s or its onsite subcontractor’s activities trigger the waived reporting requirements.  **Remarks:** N/A  **Maintenance:** N/A | | | | |

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| **1. DRD Title:** Nonconformity (NC) Reporting and Review Board Status | | |
| **2. DRD No.:** DRD-NOCII-17 | **3. Data Type:** **2** | **4. OPR: NA** |
| **5. Solicitation No.:** *(Insert solicitation number)* | **6. Contract No.:** *(Insert contract number)* | |
| **7. Date Issued:** 01/20/23 | **8. Date Revised:** N/A | **9. DRD Category:**  **Technical** ☐  **Administrative** ☐  **S&MA** ☒ |
| **10. Description/Use:** Reporting of emerging and confirmed hardware, manufacturing process, or quality management system NCs that threaten the achievement of requirements conformity informs the Project of exposure to risks that threaten mission success with respect to performance, schedule, and cost. | | |
| **11. Distribution:** All DRDs shall be submitted via the Flight Operations Directorate (FOD) Contract Management System (FCMS) link below:  [https://fod1.sp.jsc.nasa.gov/FOD/FCMS/NOC2/SitePages/Home.aspx](https://fod1.sp.jsc.nasa.gov/FOD/FCMS/IMOC3/SitePages/Home.aspx)  **Initial Submission:** Submitted 90 days following contract award.  **Submission Frequency:** Quarterly  **Format:** The submission shall be in a table, tab delimited file, or other data file format that provides the minimum information fields/columns as described below. **The electronic format shall be compatible with Microsoft Office.**  **Interrelationship**: SOW1.13  **Applicable Documents:** N/A  **Scope:** The supplier will provide information, data, and metrics, contemporaneously and through regular reporting, about hardware and process NCs that are a threat to mission success, and the status and outcomes of actions they take to understand and resolve the impact of the NCs. Reportable nonconformances shall include issues known to occur within the subtier supply chain, particularly those that drive the use of customer-issued corrective action requests (CARs).  **Contents:**   1. Rapid Notification. Notification in writing shall be provided within 48 hours of the identification of an NC that is likely to result in the delivery of nonconforming hardware or to cause a programmatic exceedance (cost, schedule). Reporting shall include NCs of this type that are encountered within the supply chain. The minimum information required for rapid NC reporting is:    1. Date of the report    2. Date the nonconformity occurred or was originally found    3. Supplier whose process created the nonconformity    4. Supplier who discovered the nonconformity    5. Description of the nonconformity and the affected product and/or process    6. Actions being taken to contain the nonconformity    7. Point of contact 2. Quarterly Reporting. Quarterly a summary will be reported of all NCs currently being addressed with investigation and resolution boards (e.g., materials review board, failure review board, technical interchange meeting(s)). These nonconformities will be included in the monthly report until their associated concerns, issues, and risks have been resolved or have been mitigated to the point of acceptance. The minimum information required for quarterly reporting of NCs is:    1. All of the fields listed in 1.a through 1.g above.    2. Detailed description of the hardware configuration location or QMS process including the following when applicable: procedure and/or work order number, drawing number, physical location reference ID.    3. Requirement that was violated. For dimensional nonconformities, include both “is” and “should be” dimensions.    4. Method by which the nonconformity was found or confirmed    5. Process being used to investigate and mitigate the nonconformity (e.g., MRB, FRB, TIM, Standard Practice)    6. Status of mitigation plan and execution of the plan including current actions being taken    7. Traceability to a formal risk if applicable and that risk’s likelihood x consequence severity rating    8. Description of the justification for closing an open NC    9. Resolution for product NCs (e.g., return, replace, rework, repair, Use As Is) and concurrence by project technical authorities if applicable.    10. Additional points of contact: NASA and relevant original equipment manufacturer (OEM) POCs in the supply chain.   **Remarks:** N/A  **Maintenance:** Previously reported data shall be included on subsequent reports when a status has changed, for example “Under Review in MRB” changes to “Closed/Retired”. | | |

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| **1. DRD Title:** Government Industry Data Exchange Program (GIDEP), and NASA Advisories and Alerts | | |
| **2. DRD No.:** **DRD-NOCII-18** | **3. Data Type:** **3** | **4. OPR: NA** |
| **5. Solicitation No.:** *(Insert solicitation number)* | **6. Contract No.:** *(Insert contract number)* | |
| **7. Date Issued:** 01/20/23 | **8. Date Revised:** N/A | **9. DRD Category:**  **Technical** ☐  **Administrative** ☐  **S&MA** ☒ |
| **10. Description/Use:** Reporting of the status and impact of concerns and issues identified through and by the GIDEP and NASA Advisories and Alerts systems informs the Project of exposure to risk from emerging supply chain problems. | | |
| **11. Distribution:** All DRDs shall be submitted via the Flight Operations Directorate (FOD) Contract Management System (FCMS) link below:  [https://fod1.sp.jsc.nasa.gov/FOD/FCMS/NOC2/SitePages/Home.aspx](https://fod1.sp.jsc.nasa.gov/FOD/FCMS/IMOC3/SitePages/Home.aspx)  **Initial Submission:** Submitted 90 days following contract award.  **Submission Frequency:** Quarterly  **Format:** The submission shall be in a table, tab delimited file, or other data file format that provides at a minimum, the information fields/columns as described below. **The electronic format shall be compatible with Microsoft Office.**  **Interrelationship**:   * SOW 1.13   **Applicable Documents:**   * SO300-BT-PRO-010, GOVERNMENT - INDUSTRY DATA EXCHANGE PROGRAM (GIDEP) OPERATIONS MANUAL * L   **Scope:** The scope of the reporting on assessment of relevance and impacts by GIDEP and NASA Advisories and Alerts is limited to those GIDEP and NASA notices that are related to materials and products intended for use in Project hardware systems, or that have the potential to affect Project hardware systems (e.g., firmware in delivered device programming systems, purging gas, lifting or moving systems). Relevance is dependent on the likelihood that the material or product notice relates to an item that is planned for use by design, planned for use via selection of items from stores of stock, or has been installed.  **Contents:** The reporting shall include:   1. At a minimum, the following data shall be reported for each relevant GIDEP Alert, GIDEP SAFE-ALERTS, GIDEP Problem Advisory, GIDEP Agency Action Notice, and NASA Advisory:    1. GIDEP or NASA Advisory ID number    2. Date first included in the list    3. Impact: None, Under Review, Impact Confirmed    4. Impacted Systems: Name one or more impacted hardware systems    5. Name of the system or product supplier if the impact is at the subtier level    6. Risk Mitigations: For GIDEPs or NASA Advisories determined to impact Project hardware, include a short description of the risk mitigation plan or indicate that the risk mitigation plan is in development. 2. The quarterly submission shall include GIDEPs that have been issued by the supplier for completeness.   **Remarks:** N/A  **Maintenance:** Previously reported data shall be included on subsequent reports when a status has changed, for example “Under Review” changes to “None”. | | |

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| **1. DRD Title:** Organizational Conflicts of Interest (OCI) Plan | | | | |
| **2. DRD No.:** DRD-NOCII-19 | | **3. Data Type:** 1 | | **4.OPR:** BA |
| **5. Solicitation No.:** *(Insert solicitation number)* | | **6. Contract No.:** *(Insert contract number)* | | |
| **7. Date Issued:** 01/20/23 | **8. Date Revised:** N/A | | **9. DRD Category:**  **Technical** ☐ **Administrative** ☒  **S&MA** ☐ | |
| **10. Description/Use:** The Plan will communicate the Contractor’s approach to identify and resolve OCIs. The Contractor will be held accountable for identifying, dispositioning, and reporting OCIs during contract performance. | | | | |
| **11. Distribution:** All DRDs shall be submitted via the Flight Operations Directorate (FOD) Contract Management System (FCMS) link below:  [https://fod1.sp.jsc.nasa.gov/FOD/FCMS/NOC2/SitePages/Home.aspx](https://fod1.sp.jsc.nasa.gov/FOD/FCMS/IMOC3/SitePages/Home.aspx)  **Initial Submission:** Plan shall be submitted with the initial proposal.  **Submission Frequency:** As needed.  **Format:** Contractor’s format is acceptable. **The electronic format shall be compatible with Microsoft Office.**  **Interrelationship**:   * SOW 1.4   **Applicable Documents:**   * FAR Subpart 9.5, Organizational and Consultant Conflicts of Interest * NFS 1809.500, Organizational and Consultant Conflicts of Interest * NASA Guide on Organizational Conflicts of Interest * NFS 1852.209-71, Limitation of Future Contracting * NFS 1852.237-72, Access to Sensitive Information * NFS 1852.237-73, Release of Sensitive Information   **Scope:** The OCI Plan describes the Contractor’s comprehensive approach to identify, avoid, mitigate, neutralize, and report potential OCI issues, including conflicts described in the solicitation and those discovered during contract performance.  **Contents:** The OCI Plan shall meet the requirements of FAR 9.5 and include the following:   * Point of contact for OCI issues and reports. * Demonstrate an understanding of (1) OCI principles and (2) the full breadth of OCI issues and the types of harm that can result. The Plan at a minimum addresses the three primary types of OCIs (i.e., biased ground rules, unequal access to information, and impaired objectivity). * Define company roles, responsibilities, and procedures for (1) screening (i.e., identifying/recognizing, analyzing/evaluating, resolving, and reporting) existing and new business opportunities for actual/potential OCIs and (2) monitoring and reporting all potential/actual OCIs that arise, resolving conflicts, and reporting previously unidentified OCIs or potential OCIs to the Government. * Describe how employees are notified of the Plan’s requirements and how this notification will be documented. Establish and require entrance training for new employees, refresher training for existing employees, and exit training for departing employees. Describe how completion of this training will be documented, including a copy of any training certification template that the Contractor will use to document that its employees have completed training. * Describe how the Contractor will report breaches of the protective measures in the Plan to the Contracting Officer. Describe what processes the Contractor will implement following any breach and indicate that final resolution of the corrective action must be approved by the Contracting Officer. * Identify any affiliated companies/entities (e.g., a parent company or a wholly owned subsidiary) and procedures for coordinating OCIs with such affiliated companies/entities. * Address the process for reporting all potential/actual OCIs that arise during performance of the contract. An OCI report shall include (1) a description of the conflict, (2) the plan for resolving the conflict, and (3) the benefits/risks to contract performance associated with plan approval/acceptance. Specific resolution strategies shall be appended to the Plan upon approval by the Government. * Explain how the Contractor will flow down the provisions of this Plan to any subcontractor that may have a conflict with regard to performing the requirements of this contract. Discuss affected subcontractors’ OCI program as it relates to this contract and specifically explain how affected subcontractors will identify, resolve, and report actual/potential OCIs associated with this contract. * Define organizational and employee sanctions for violations of established OCI procedures/requirements/guidelines. * Include an assertion from the Contractor that to the best of their knowledge no OCIs exist currently, if applicable. Provide a list of all the prime’s and subcontractor’s NASA contracts and subcontracts, which would provide the CO a better understanding of other NASA work performed by the Offeror that may give rise to an actual or potential conflict. * Include a requirement to update this Plan as necessary to address specific OCIs. All updates to the Plan must be approved by the Contracting Officer and the updates/changes must be incorporated in the contract to be effective. * Require periodic self-audits to ensure compliance with established OCI procedures/requirements/guidelines. * The Plan demonstrates an understanding of the definition of “sensitive information” * Document the training requirements for employees that have access to sensitive information and describe the procedures in the Plan that ensures safeguard of sensitive information and preclude unauthorized access or disclosure. What procedures/documentation (e.g., non-disclosure statement) are in place to identify these employees and validate that these employees will comply with mandatory protections of sensitive information. * Define records related to the OCI Plan (e.g., training and audit records) that will be made available to the Government upon request. Note: The OCI Plan as outlined in paragraphs 1 through 14 above is not for the purpose of addressing other very important contractual obligations such as (1) the Contractor’s obligation to protect sensitive information in accordance with NFS 1852.237-72, Access to Sensitive Information, (2) the Contractor’s obligation to conduct business in an ethical manner in accordance with FAR 52.203-13, Contractor’s Code of Business Ethics and Conduct, and (3) the Contractor’s obligation to prevent personal conflicts of interest in accordance with FAR 52.203-16, Preventing Personal Conflicts of Interest. * In an appendix to the OCI Plan identify the strategy (e.g., mitigation, limitation on future contracting, etc.) for resolving each OCI that is either identified in the solicitation or created by the requirements of the solicitation/contract and explain the effect of such strategy on performance of the contract. If using a firewall, explain how these actions will operate to successfully address the conflict without adversely affecting performance of the contract. (Note: Specific plans to limit future competition are reflected in the clause at NFS 1852.209-71, Limitation of Future Contracting.)   **Remarks:** N/A  **Maintenance:** The Contractor shall review the OCI Plan on an annual basis or as directed by the Contracting Officer to revise the OCI Plan if necessary. Revisions are subject to Contracting Officer approval and shall be incorporated by complete reissue. | | | | |

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| **1. DRD Title:** Records Management Plan | | | | |
| **2. DRD No.:** DRD-NOCII-20 | | **3. Data Type:** 1 | | **4.OPR:** CA |
| **5. Solicitation No.:** *(Insert solicitation number)* | | **6. Contract No.:** *(Insert contract number)* | | |
| **7. Date Issued:** 01/20/23 | **8. Date Revised:** N/A | | **9. DRD Category:**  **Technical** ☐  **Administrative** ☒  **S&MA** ☐ | |
| **10. Description/Use:** To describe the contractor’s plan to store, provide access to, and transition at contract end, all data and records generated by and transitioned to the contract since contract start. This includes fulfilling any reporting requirements throughout the contract period of performance. | | | | |
| **11. Distribution:** All DRDs shall be submitted via the Flight Operations Directorate (FOD) Contract Management System (FCMS) link below:  [https://fod1.sp.jsc.nasa.gov/FOD/FCMS/NOC2/SitePages/Home.aspx](https://fod1.sp.jsc.nasa.gov/FOD/FCMS/IMOC3/SitePages/Home.aspx)  **Initial Submission:** Contract start + 10 days.  **Submission Frequency:** Annual  **Format:** Contractor’s format is acceptable. **The electronic format shall be compatible with Microsoft Office.**  **Interrelationship**:   * SOW 1.0.1   **Applicable Documents:**   * GEIA 859A, Data Management * ANSI/EIA Standard 649, Configuration Management Standard * EIA Standard 836, Configuration Management Data Interchange and Interoperability. * NPD 1440.6 NASA Records Management * NPR 1441.1E NASA Records Management Program Requirements * JPR 1440.3 JSC Records Management Procedural Requirements   **Scope:** All data and records acquired, generated, controlled, archived, and transitioned at contract end in the Neutral Buoyancy Laboratory.  **Contents:** The Data and Records Management Plan shall define the scope and depth of the Contractor’s efforts including management, organization, planning, and implementation. The plan shall include the following elements:  1) data and records identification,  2) data and records control,  3) data and records status accounting,  4) data and records acquisition,  5) data and records management and verification,  6) data and records management organization,  7) data and records storage and retrieval procedures,  8) subcontractor procedures,  9) special restrictions,  10) process to transition data and records at contract end, and  11) NASA Records Management training for personnel responsible for managing records.  The plan shall include a preliminary data submittal schedule for fulfilling submission of data in the specific quantities, media, and due dates required. The Contractor shall verify and validate their data and records management system through an internal audit process.  **Remarks:** Annual review with the Government required  **Maintenance:** N/A | | | | |

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| **1. DRD Title:** Information Technology (IT) Security Plan and Reports | | | | |
| **2. DRD No.:** DRD-NOCII-21 | | **3. Data Type:** 1 | | **4.OPR:** IA |
| **5. Solicitation No.:** *(Insert solicitation number)* | | **6. Contract No.:** *(Insert contract number)* | | |
| **7. Date Issued:** 01/20/23 | **8. Date Revised:** N/A | | **9. DRD Category:**  **Technical** ☒  **Administrative** ☐  **S&MA** ☐ | |
| **10. Description/Use:** To ensure that IT security reporting requirements are met for all IT systems utilized during work associated with this contract. | | | | |
| **11. Distribution:** All DRDs shall be submitted via the Flight Operations Directorate (FOD) Contract Management System (FCMS) link below:  [https://fod1.sp.jsc.nasa.gov/FOD/FCMS/NOC2/SitePages/Home.aspx](https://fod1.sp.jsc.nasa.gov/FOD/FCMS/IMOC3/SitePages/Home.aspx)  **Initial Submission:**  IT Security Management Plan   * Contract award +21 days   IT Security Plan(s)   * Assume maintenance of existing plans (for Government-owned and Contractor-managed systems) at Contract start * IT Security Plan(s) for contractor-owned systems due Contract award +21 days   **Submission Frequency:**  IT Security Management Plan   * Annually by September 30.   IT Security Plan(s)   * Shall be kept up to date as changes to the baseline configuration of the system(s) occur and as security requirements change * Revisions shall be submitted within 45 days after required changes have been identified   Others as stated in this DRD   * Additional periodic reports as required by the CO   **Format:** Unless otherwise directed, the data requested in this DRD shall be delivered to the Government in soft-copy via an electronic transfer mechanism (e.g., electronic mail, flash drive, or file transfer protocol). The electronic format shall be compatible with Microsoft Office.  **Interrelationship**:   * SOW 1.9   **Applicable Documents:**   * FAR 52.204-21: Basic Safeguarding of Covered Contractor Information Systems * NFS 1852.204-76: Security Requirements for Unclassified IT Resources * NFS 1852.223-75: Major Breach of Safety or Security * NFS 1852.237-72: Access to Sensitive Information * NFS 1852.237-73L Release of Sensitive Information * NFS 1852.239-73 Review of the Offeror’s Information Technology Systems Supply Chain * NFS 1852.239-74 Deviation Clause * NPD 2800.1 Security of Information Technology * NPR 2810.1(series): Security of Information Technology * NPD 2810.1 (series): NASA Information Security Policy * NPR 7120.7A NASA Information Technology Program and Project Management Requirements * OMB Circular A-130: Management of Federal Information Resources     **Scope:** All contracts that purchase, lease, network to, or otherwise utilize Government-funded IT (as defined by the Clinger-Cohen Act of 1996 and referenced by OMB Circular A-130) must comply with NASA IT Security Requirements.  **Contents:**  IT Security Management Plan:    The Contractor shall submit an IT Security Management Plan for its unclassified technology information resources and any NASA resources used and/or managed by the Contractor. This plan shall describe the policy, processes, and procedures that will be followed to ensure appropriate security of IT resources that are developed, processed, or used/managed under this contract. The Contractor’s IT Security Management Plan shall be compliant with the IT security requirements in accordance with Federal and NASA policies as referenced in OMB Circular A-130 and NPR2810.1(series).    IT Security Plan:    The Contractor shall have an Information Systems Security Officer (ISSO) who is responsible for the contractor’s system(s) and NASA systems managed by the Contractor in accordance with the definitions set forth in NPR2810.1(series). The IT security plan shall be kept up to date as changes to the baseline configuration of the system occur and as security requirements are updated and shall be documented in the IT Security Plan. Note: An IT Security Plan is specific to a system or group of systems, while an IT Security Management Plan is defined as the elements a contractor has outlined to meet the IT Security requirements for interfacing with other contractors and NASA, training requirements and meeting the requirements in NPR 2810.1(series).    IT Security Awareness Training:    Employees subject to this contract shall complete the NASA approved IT Security Awareness Training annually. The contractor shall provide evidence that periodic IT security awareness training has been met for all employees subject on this contract. The contractor shall submit periodic reports (as required by the CO) detailing the overall status of the annual training program. The annual training program is defined as the period from October 1st through September 30th.    IT Security Role Based Training:    Employees subject to this contract shall complete NASA approved IT Security Training annually related to the following Role Based functions:     * IT Security Manager * Information System Owner (ISO) * Information Systems Security Officer (ISSO) * Organizational Computer Security Official – Representative (OCSO-R)       The Contractor shall provide evidence that periodic IT security training has been met for all employees subject on this contract. Contractor provided IT security awareness training may be substituted but must be approved annually by the Government (via the Center IT Security Officer [CISO]) as an acceptable substitute. The Contractor shall submit periodic reports (as required by the CO) detailing the overall status of the annual training program. The annual training program is defined as the period from October 1st through September 30th.    Information on Employees in Sensitive Positions/Assignments Report:    The Information on Employees is Sensitive. ITS Positions/Assignments Report shall provide information annually for personnel screening as required by NPR 2810.1(series), and NPR 1600.1 on position risk.    IT Point of Contact:    The contractor shall identify a point of contact that NASA may reach in its attempt to address IT and IT Security issues. The point of contact shall have the authority to ensure appropriate actions occur.  A list of all lead system administrators shall be updated by September 30 of each year. This list will be used to ensure the Contractor has met the system administrator certification requirements.  **Remarks:** Additional periodic reports as required by the CO  **Maintenance:** N/A | | | | |



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| **1. DRD Title:** Technical Metrics Plan and Reports | | | | |
| **2. DRD No.:** DRD-NOCII-22 | | **3. Data Type:** 1, 2 | | **4.OPR:** CA |
| **5. Solicitation No.:** *(Insert solicitation number)* | | **6. Contract No.:** *(Insert contract number)* | | |
| **7. Date Issued:** 01/20/23 | **8. Date Revised:** N/A | | **9. DRD Category:**  **Technical** ☒ **Administrative** ☐  **S&MA** ☐ | |
| **10. Description/Use:** The Technical Metrics Plan shall define measures and measurement methodologies to assess the Contractor’s schedule and technical performance relative to key system and process attributes. | | | | |
| **11. Distribution:** All DRDs shall be submitted via the Flight Operations Directorate (FOD) Contract Management System (FCMS) link below:  [https://fod1.sp.jsc.nasa.gov/FOD/FCMS/NOC2/SitePages/Home.aspx](https://fod1.sp.jsc.nasa.gov/FOD/FCMS/IMOC3/SitePages/Home.aspx)  **Initial Submission:**  Technical Metrics Plan   * Contract Award + 5 days   Technical Metrics and Report   * 10 business days following close of the first month after approval of the Plan.   **Submission Frequency:**  Technical Metrics Plan   * As required.   Technical Metrics and Report   * Monthly, 10 business days following close of each month   **Format:** Contractor’s format is acceptable. **The electronic format shall be compatible with Microsoft Office.**  **Interrelationship**:   * SOW 1.0 (f), 1.5, 1.16.3, 2.0   **Applicable Documents:** N/A  **Scope:** The Technical Metrics Plan describes the Contractor’s integrated measurement system for assessing and responding to schedule and technical performance relative to key system and process attributes. The scope of measurement includes all products, services, and processes specified in the Statement of Work (SOW) regardless of the performing organization, (e.g. prime, subcontractor).  **Contents:**  The Technical Metrics Plan shall describe:   1. The Contractor’s comprehensive approach to gathering all metrics data and utilizing it to assess and respond to safety, schedule, and technical performance relative to key system, process and operational attributes. The scope of measurement shall include all products, services, and processes specified in the SOW regardless of the performing organization, (e.g., prime, subcontractor). 2. All key technical metrics that the Contractor will use to manage safety, schedule, and technical performance on the Contract, what each will be used to assess and a brief rationale for that choice. The planned measures shall also include the technical metrics defined in the SOW for assessment against the thresholds established uniquely for each facility. 3. The Contractor’s approach to accepting metrics data from the previous contract. For previous metrics data that is common to the current contract, describe how the data will be incorporated into a continuous set of metrics data (representing the old data and new data generated on the current contract). For previous metrics data that is not common to the current contract, describe how the data will be preserved for future use and how it will be made accessible to NASA. 4. In addition to the contractor-determined metrics data identified in response to the above descriptions, the Contractor shall provide metrics data needed by NASA to perform the government’s management, oversight and planning functions. The following sections describe NASA’s metrics data requirements, frequency and desired reporting formats. Contractors are encouraged to propose alternate, innovative ways to generate the tables/formats. The data shall be provided in Microsoft Excel unless an alternate method/tool is agreed-to with NASA.   **NBL data for NASA’s use** (Annual and Semi-annual reporting periods)  Non-labor resources (NLR). Annually, provide a detailed report of all NLR expenses for the entire fiscal year. This data shall be reported by WBS element, no later than October 15 for the previous fiscal year. Detailed format is at Contractor discretion, unless otherwise requested by NASA.  Facility Utilization Summary (FUR). Semi-Annually provide a twelve month projection of all NBL events. This data shall be reported no later than October 1 and April 1. The summary shall:   1. Identify by estimated date all forecasted special functions; facility down time; mission schedules; critical facility, system, and major mockup maintenance/unavailability; commercial projects and new project integration. Critical maintenance is determined to be any maintenance activity that precludes scheduling of a suited in-water activity or use of a specific mockup. 2. Emphasize the scheduling of critical and preventive maintenance activities for both mockups and systems. Impacts to potential in-water and 1-G activities shall be identified and noted for use by community in developing the long range operational schedule. The results of this schedule will feed into the long range plan developed by the EVA community. It is not intended to be an exact duplicate of that schedule, but rather to support that scheduling activity   **NBL data for NASA’s use** (Monthly reporting period)   1. **Safety Report**   This section shall summarize any close calls, mishaps, incidents, lost time injuries, OSHA reportables, Safety audits, and number of safety reviews. Raw number and trend data shall be provided in chart format. This report shall also provide a list of all investigations that are still open with an Estimated Completion Date (ECD) and a list of all actions in other JSC tracking systems (e.g., System for Tracking Audits/Assessments and Reviews (STAR), Quality Process Improvement Database (QPID)). Additionally, this section shall detail significant safety activities. See below for sample template:     |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  | Mishaps | | | | | Close Calls | | | OSHA Rep. | | Safety Audits | | | Hours Worked | | | Month | Days Away Restricted Time | Medical Treat. | First Aid | Non- Diving | Monthly Total | Non-Diving | Diving | Monthly Total | Monthly Total | OSHA Injury Rate | Audit Hours | # of Deicrep. Noted | # of Disc/ Audit Hours | Approx # of Empl. | # of Man Hours Worked | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  1. **Technical Performance**   This section shall detail how the Contractor performed for the period, including major accomplishments. This shall also include a description of anomalies that have affected, or may affect completion of scheduled activities. This section shall also include, in chart format, facility utilization, in-water activity, and discrepancy metrics as identified below.   * 1. Facility Utilization:      1. Facility utilization percentage.      2. Total man hours utilized in support of external-user operations and man hours offset due to external user operations.      3. Quantity of in-water and 1-G activities (planned vs. actual), rationale for any deltas.      4. Facility lost time totals and accountability (Contractor vs. other).   Facility utilization percentage shall be defined as the number of suited in-water activities actually accomplished divided by the number of suited in-water activities schedule slots. The number of available slots shall be based on the average number of runs per month, dependent on the current workload sizing.   * 1. In-water Activities:  1. A summary of all the suited tests, configured scubas, and significant development tests conducted in the month. 2. Late start and end time accountability (attribute to one of the following causese).    * Subjects or test conductors not ready (late tool config/1G, etc.)    * Support System issue    * Diver or run configuration issue    * Other 3. User grading. 4. Objectives (planned, possible, and completed), including breakdowns for assigned crews by flight.    1. Discrepancies:       1. Critical or major DRs opened and worked during the month 5. Projects   This section shall detail project status, including adherence to major schedule milestones and problems that may affect completion or performance. This status shall include the approved CR/TO cost, the percent work complete, percent of funds remaining and approved completion date. The Contractor shall also maintain a list of potential projects with a rough order of magnitude estimate and a list of projects that have been cleared for a detailed estimate but have not been official approved by the CX or NBL CCB. This shall be provided weekly.  As a minimum, this table shall provide a continuous view of these metrics from contract start through contract end to facilitate trend analysis. Include all core and IDIQ projects.   |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | CR# | Title | Cost (R/Y/G) | Sched  (R/Y/G) | Tech  (R/Y/G) | Status | BAC | EAC | NDD | Planned Delivery Date | |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |   Additionally, provide the NBL CCB a report indicating any rework which has occurred along with CR/Part number and impacts in hours and dollars.  CX CCB will request regular project resource loading assessments to ensure that any shortages of resources relative to project plans are appropriately managed. Periodic statuses with further details (e.g. Key Accomplishments, Cost Status, Key Concerns/Risks/Problems) on particularly large, complex, or critical projects may also be requested by the CX CCB.   1. Issues and Concerns   This section shall provide a description of the Contractor’s unresolved issues and concerns that have the potential to affect contract performance. This section shall also include the Contractor’s plans and performance in addressing NASA identified issues, weaknesses and areas of emphasis.   1. Customer Satisfaction   Provide a summary table that identifies the parameters NASA can use to monitor Customer Satisfaction. Include any ratings, scores and complaints received. At a minimum, this table shall provide a continuous view of these metrics each month for the preceding year to facilitate trend analysis.  Format is at Contractor discretion, unless otherwise requested by NASA.   1. External Customers   Provide a table like the example below every month. As a minimum, this table shall provide a continuous view of these metrics from contract start through contract end to facilitate trend analysis. At a minimum, this table shall provide a continuous view of these metrics from contract start through contract end to facilitate trend analysis.   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Fiscal Year** | **External Customer** | **Date of SAA or other NASA**  **approval** | **Revenue Generated (K$)** | **Comments** | |  |  |  |  |  | |  |  |  |  |  |  1. Deviations, Waivers and Exceptions   Provide a table like the example below every month. As a minimum, this table shall provide a continuous view of these metrics for the preceding year to facilitate trend analysis.   |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **Description** | **Waiver No.** | **Deviation No.** | **Exception1 No.** | **Date presented to NASA** | **Approved/**  **Disapproved & date** | **Comments** | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | | **Totals** |  |  |  |  |  |  |   Notes:  Exceptions” are defined as any agreed-to variance from an approved process or procedure that is not addressed as a formal waiver or deviation.   1. Configuration Management Performance.   Provide a table like the example below every month. At a minimum, this table shall provide a continuous view of these metrics for the preceding year to facilitate trend analysis.   |  |  |  |  | | --- | --- | --- | --- | | **Title/Description of Problem** | **Date** | **Root Cause**  (1 – 3 or “other”) | **Comments**  (If “Root Cause” is “other”, explanation is required here) | |  |  |  |  | |  |  |  |  | |  |  |  |  |   Root cause codes:   1. Mockup and/or system hardware did not conform to approved drawings 2. Equipment out of calibration 3. Unapproved checklist and/or procedure used during test and/or lifting operations. 4. Unapproved version(s) of software and/or operating system(s) in use. 5. Planned/Unplanned Maintenance   Provide a table like the example below every month. At a minimum, this table shall provide a continuous view of these metrics for the preceding year to facilitate trend analysis   |  |  |  | | --- | --- | --- | | **Title & Description of the Maintenance Activity** | **Date Performed** | **Findings, Comments** | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  |     Provide the number of i-Maint work orders scheduled and completed. Provide rationale for work orders not completed.  **Remarks:** N/A  **Maintenance:** Revisions shall be incorporated by a complete reissue of the document | | | | |

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| **1. DRD Title:** Training and Certification Plan | | | | |
| **2. DRD No.:** DRD-NOCII-23 | | **3. Data Type:** 2 | | **4.OPR:** CA |
| **5. Solicitation No.:** *(Insert solicitation number)* | | **6. Contract No.:** *(Insert contract number)* | | |
| **7. Date Issued:** 01/20/23 | **8. Date Revised:** N/A | | **9. DRD Category:**  **Technical** ☐  **Administrative** ☒  **S&MA** ☐ | |
| **10. Description/Use:** To describe the Contractor’s plans for training and certification of operational support personnel. | | | | |
| **11. Distribution:** All DRDs shall be submitted via the Flight Operations Directorate (FOD) Contract Management System (FCMS) link below:  [https://fod1.sp.jsc.nasa.gov/FOD/FCMS/NOC2/SitePages/Home.aspx](https://fod1.sp.jsc.nasa.gov/FOD/FCMS/IMOC3/SitePages/Home.aspx)  **Initial Submission:** Contract start + 15 calendar days.  **Submission Frequency:** As required  **Format:** Contractor’s format is acceptable. **The electronic format shall be compatible with Microsoft Office.**  **Interrelationship**:   * SOW 2.5.3   **Applicable Documents:**   * CA-WI-16, Space Flight Personnel Certification Plan * CX12-POL-004, NBL Training and Certification Policy   **Scope:** The training and certification plan describes the specific training requirements required by personnel to achieve and maintain certification in duty positions and qualified in the operations of equipment and systems.  **Contents:** The plan shall:   * + 1. Describe the Contractor’s comprehensive process for ensuring that all personnel are fully qualified and certified for their positions.     2. Describe the processes for establishing and maintaining the necessary training records for all personnel. Describe the method for supplying current information to update the NASA training records database (FOX as of January 2023).     3. Define and describe the training plans/flows for each position requiring certification/qualification, including whatever training or actions are required to maintain certification/qualification.     4. Demonstrate compliance with Government, NASA and JSC requirements.   **Remarks:** N/A  **Maintenance:** The training and certification plan shall be updated to reflect any contract changes, and revisions shall be incorporated by complete reissue. | | | | |

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| **1. DRD Title:** Daily Reports | | | | |
| **2. DRD No.:** DRD-NOCII-24 | | **3. Data Type:** 2 | | **4.OPR:** CA |
| **5. Solicitation No.:** *(Insert solicitation number)* | | **6. Contract No.:** *(Insert contract number)* | | |
| **7. Date Issued:** 01/20/23 | **8. Date Revised:** N/A | | **9. DRD Category:**  **Technical** ☒  **Administrative** ☐  **S&MA** ☐ | |
| **10. Description/Use:** This information will be used in Contractor performance evaluation and daily planning. | | | | |
| **11. Distribution:** All DRDs shall be submitted via the Flight Operations Directorate (FOD) Contract Management System (FCMS) link below:  [https://fod1.sp.jsc.nasa.gov/FOD/FCMS/NOC2/SitePages/Home.aspx](https://fod1.sp.jsc.nasa.gov/FOD/FCMS/IMOC3/SitePages/Home.aspx)  These reports shall also be sent to agreed upon email distribution.  **Initial Submission:** Contract start + 1 day  **Submission Frequency:**  Daily Report and NBL In-Water Data Pack: Daily.   * Prepared Monday through Friday; weekends as required and delivered by COB. NASA approval is not required prior to submission.     Four Week NBL Schedule: Weekly.   * NASA approval is not required prior to submission   **Format:** Contractor’s format is acceptable. **The electronic format shall be compatible with Microsoft Office.**  **Interrelationship**:   * SOW 2.1.2   **Applicable Documents:** N/A  **Scope:** The Daily Report and NBL In-water Activity Data Pack, and next Four Week Schedule shall describe the daily activities conducted in the facility.  **Contents:** Daily Report Content At a minimum, the report shall include (see figure 1 for template):   * + 1. Safety status, including any close calls, mishaps, incidents, and significant safety activities     2. Activities completed since last report     3. Activities scheduled for next reporting period, including any maintenance scheduled     4. Any other condition that affected the operations or appearance of either facility     5. Element status, including maintenance accomplished     6. Customer feedback, including comments on the event and customer interface (e.g., personnel, procedures)     7. Customer evaluation scores and feedback, including customer comments     8. Number and brief description of DRs per category (Critical, Major and Minor) opened and closed     9. List of critical personnel (e.g., Users, Instructor, Test Director, Flight Lead and Suit Engineer)     10. Provide times when critical milestones are completed on test (e.g., call to station, initiate gas flow, test turned over to user, user turns test back over to facility).     11. Number and percentage of objectives accomplished     12. Work scheduled and conducted by the Center Operations Directorate contractor     13. System status (e.g., problem, repair status and projected maintenance) and denote if it impacted an event.   Figure 1: Report Template (some data redacted)     * 1. The NBL In-water Activity Data Pack shall describe daily in-water activities by date and title. The data pack(s) shall include:      1. Pre-dive form –both original and any revisions      2. Checklists – original and any revisions for both the test day and reconfiguration checklists      3. Reconfiguration summary sheet listing any discrepancies and/or problems found during the set-up activities      4. Required tank layouts   2. The NBL Four Weeks NBL Schedule shall be emailed to users NLT COB each Friday, providing a schedule of events for the following four weeks.   Topics may be added or deleted by mutual agreement between the customer and the Contractor. All reports shall be electronically submitted and shall be available on a web page or in a database for future reference.  **Remarks:** N/A  **Maintenance:** N/A | | | | |

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| **1. DRD Title:** Management Review Report | | | | |
| **2. DRD No.:** DRD-NOCII-25 | | **3. Data Type:** 2 | | **4.OPR:** CA |
| **5. Solicitation No.:** *(Insert solicitation number)* | | **6. Contract No.:** *(Insert contract number)* | | |
| **7. Date Issued:** 01/20/23 | **8. Date Revised:** N/A | | **9. DRD Category:**  **Technical** ☒  **Administrative** ☐  **S&MA** ☐ | |
| **10. Description/Use:** This information will be used in contractor performance evaluation. | | | | |
| **11. Distribution:** All DRDs shall be submitted via the Flight Operations Directorate (FOD) Contract Management System (FCMS) link below:  [https://fod1.sp.jsc.nasa.gov/FOD/FCMS/NOC2/SitePages/Home.aspx](https://fod1.sp.jsc.nasa.gov/FOD/FCMS/IMOC3/SitePages/Home.aspx)  **Initial Submission:** Contract start + ~90 days (initial report to follow first calendar quarter of contract execution)  **Submission Frequency:** Quarterly, with the option for NASA and contractor to mutually agree on a different frequency  **Format:** A formal briefing not to exceed 30 minutes total duration.  **Interrelationship**:   * SOW 1.1   **Applicable Documents:** N/A  **Scope:** This report describes the Contractor’s self-evaluation of its performance in meeting all contract requirements during the designated evaluation period.  **Contents:**  The report shall include the following. The content may be adjusted at any time by mutual agreement of the COR and the Contractor.   * 1. Safety Report summarizing any close calls, mishaps, incidents, and significant safety activities for the reporting period. Safety metrics shall be provided.   2. Technical Performance Report detailing contractor performance for the reporting period, including major accomplishments and areas that need improvement. This shall also include a description of anomalies, which affected, or may affect completion of scheduled activities or delivery of projects.   3. Report technical performance against requirements for the following:      1. Satisfaction of facility users and any resulting process changes or corrective actions      2. Facility utilization by external customers      3. Performance standards (Section C (SOW), Appendix C)   4. For the first six months of the contract, the Contractor shall also report technical performance against requirements in the following:      1. Delivery of new and updated documentation that accurately reflects the latest NOC II and NASA processes.      2. Status on implementation of the Contractor’s safety program; e.g., status of implementing JSC Safety Manual (1700.1), contractor use of VPP or alternate approaches, response of personnel to contractor safety programs, any issues with OSHA compliance, status on participation in JSC safety forums      3. Implementation of the Contractor’s safety program;      4. Implementation of the Contractor’s compliance with ISO-9001:2015;   5. External customer summary including:      1. New external customer activity since last report      2. Forecast of external customer activities for next six months and year.      3. Summary of cost offsets and savings achieved reported via NF 533. Summary of cost reimbursements and contributions (labor hours, costs) of Contractor to NASA external customers.      4. Status on external customer satisfaction and any issues impacting external customer operations.   6. Cost Variance Report which provides details of any variance from plan greater than 10%.   7. Issues and Concerns Summary which provides a description of the Contractor’s unresolved issues and concerns that have the potential to affect contract performance. Additionally, summary shall include the Contractor’s plans and performance in addressing NASA identified issues, weaknesses and areas of emphasis.   **Remarks:** N/A  **Maintenance:** Revisions shall be incorporated by complete reissue. | | | | |

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| **1. DRD Title:** NBL Database Management Plan | | | | |
| **2. DRD No.:** DRD-NOCII-26 | | **3. Data Type:** 1, 2 | | **4.OPR:** CA |
| **5. Solicitation No.:** *(Insert solicitation number)* | | **6. Contract No.:** *(Insert contract number)* | | |
| **7. Date Issued:** 01/20/23 | **8. Date Revised:** N/A | | **9. DRD Category:**  **Technical** ☐ **Administrative** ☒  **S&MA** ☐ | |
| **10. Description/Use:** To maintain and update the databases that store the data required to conduct the activities at the NBL | | | | |
| **11. Distribution:** All DRDs shall be submitted via the Flight Operations Directorate (FOD) Contract Management System (FCMS) link below:  [https://fod1.sp.jsc.nasa.gov/FOD/FCMS/NOC2/SitePages/Home.aspx](https://fod1.sp.jsc.nasa.gov/FOD/FCMS/IMOC3/SitePages/Home.aspx)  **Initial Submission:**  Plan: Contract start + 45 days  Databases: As required to support NBL requirements  **Submission Frequency:**  Plan: Update as required  Databases: Update as required to ensure all data is correct and up-to-date  **Format:** Contractor’s format is acceptable. **The electronic format shall be compatible with Microsoft Office.**  **Interrelationship**:   * SOW 1.0, 1.9.2   **Applicable Documents:** N/A  **Scope:** A database is generally defined as an electronic format that is both searchable and sortable (such as Excel Spreadsheet or an Access database). This DRD provides a Database Management Plan and databases to be used on the NOCII contract. This DRD identifies the databases, maintained by the NOCII Contractor, to be used in support of this contract and a comprehensive plan for managing and maintaining them. There are databases that are used in support of this contract that are maintained and managed by other contracts. Unless listed below, these databases are not covered by this DRD.  **Contents:**  The Database Management Plan shall:   * + 1. Identify all of the databases, not supported and maintained by other Contractors that will be used to accomplish the requirements of NOCII. Provide a brief description of each, the SOW paragraph that it supports, the language/application used to implement it and its size (or estimated size if the database is not implemented at the time this DRD is approved). If the database is new, provide rationale to support its approval. Note: Table 1 identifies the databases that currently exist in the NBL and that are within the scope of this contract.     2. Recommend which (if any) NBL databases should be consolidated and which should remain separate.     3. For each new or modified database, briefly summarize the recommended deployment plan and schedule.     4. Describe the overall processes that will be used to implement, manage and maintain all databases. Note: It is acceptable to reference detailed work instructions, where appropriate.   Each database identified in the Database Management Plan shall be:   * + 1. Implemented, managed and maintained on a schedule that makes it available for use when needed at the NBL.     2. Accessible to NASA personnel who are approved by NASA Management   **Table 1: List of NOCII Databases**   |  |  |  |  | | --- | --- | --- | --- | | **Database** | **Description** | **Language/application** | **Size**  (MB) | |  | | | | | CDM | Configuration Data Management: Critical system documents, drawings and tech library, NSOC Master, training, and archive databases. | Sharepoint | 1440 | | NBL NSAR Database | CDM NBL Safety Acceptance Review (NSAR) database - documents new mockup hardware intended for use in the NBL to ensure safety, reliability, integrity, test readiness, and to initiate NBL configuration documentation management. | Share point | 1.03 | | DR System | Discrepancy Reporting Database for the NBL, including EGS and GSE | Sharepoint | 74.8 | | NBL DOR Metrics | Daily Operation Report (DOR) Event Summary System - tracks event information | Sharepoint | 208 | | Rigging Database | NBL Rigging Diagrams.xls is a collection of hyperlinks to NBL lift diagrams, procedures, Suspended Load Operations Analysis (SLOA), Installation Instructions and hazard analysis stored on the jsc-mod-nbl1 server. | Sharepoint | 1 | | JS-NOC-NSITES & PWA | NOC nSites, NOC sensitive data, Project Web Application (PWA) | Web Application | 48000 | | FOX | Resource library, training, and management database that controls training records and certifications. | FOX | \* | | NSOC (iMaint) | NSOC combined maintenance tracking tool (COTS tracking software) – tracks loose equipment | SQL Server | 3600 | |  | | | | | NBL Parts | NBL Imaint – maintenance tracking tool (COTS product) – provides parts tracking | SQL Server | 464 | | NBLDive Operations | Diver log – Logs the dive times for all underwater activities. | SQL Server | 68 | | NBL LSS | Scuba equipment maintenance database including SCUBA equipment in use for EGS GSE | SQL Server | 32 | | NBL SEC | List of all System Entry Control (SEC) documents used to enter critical systems at the NBL. | Excel | 1 | | NBLiMaint | NBL i-Maint (COTS tracking software) – Maintenance tracking tool for NBL Systems including EGS, GSE and NBL QRY | SQL Server | 31006 | | InsightENT | System Database for Video Insight software – COTS | SQL Server | 967 |   \* Note: FOX is an FOD-maintained database; NOCII Contractor will be responsible for utilizing it to maintain applicable NOCII training and certification data  **Remarks:** Databases: Electronic and hard copy reports of sorted records for each database shall be provided upon request.  **Maintenance:** Revisions shall be incorporated by complete reissue. | | | | |

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| **1. DRD Title:** Contract Close-Out Plan | | | | |
| **2. DRD No.:** DRD-NOCII-27 | | **3. Data Type:** 1 | | **4.OPR:** BA |
| **5. Solicitation No.:** *(Insert solicitation number)* | | **6. Contract No.:** *(Insert contract number)* | | |
| **7. Date Issued:** 01/20/23 | **8. Date Revised:** N/A | | **9. DRD Category:**  **Technical** ☐  **Administrative** ☒  **S&MA** ☐ | |
| **10. Description/Use:** To describe the Contractor’s planned approach to close out the contract. | | | | |
| **11. Distribution:** All DRDs shall be submitted via the Flight Operations Directorate (FOD) Contract Management System (FCMS) link below:  [https://fod1.sp.jsc.nasa.gov/FOD/FCMS/NOC2/SitePages/Home.aspx](https://fod1.sp.jsc.nasa.gov/FOD/FCMS/IMOC3/SitePages/Home.aspx)  **Initial Submission:** One year prior to contract end date unless otherwise directed by the Contracting Officer.  **Submission Frequency:** One time and revisions  **Format:** Contractor’s format is acceptable. **The electronic format shall be compatible with Microsoft Office.**  **Interrelationship**: N/A  **Applicable Documents:** N/A  **Scope:** This Plan shall provide the details necessary to transition the NOC II contract to any follow-on contract and facilitate a proactive and efficient close out of the existing contract in as short a time as practicable.  **Contents:**  At a minimum, the Contract Closeout Plan shall address:  1. Implementation strategy for all closeout/phase out activities  2. Facilitate a proactive and efficient approach and techniques for closing out the NOC II contract at contract end in as short a time as practicable including but not limited to possible use of the Quick Closeout procedures of FAR 42.708, NFS 1842.708 and 1842.708-70.  3. Approach for interactions with the incumbent contractors as well as the extent of involvement of Government personnel required during this period.  4. Closeout/phase out task descriptions.  5. Schedule with key milestones and personnel responsible for those milestones.  6. Staffing profile  7. Cost estimate  8. Plan for delivery of final documentation, including electronic copies of all contract files  9. Identify risks associated with closeout/phase out period and discuss risk mitigation strategies  10. Transition of Government property  11. Facilitate the transition of the external customer agreements to ensure continuity of operations to the follow-on contractor.  **Remarks:** N/A  **Maintenance:** N/A | | | | |

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| **1. DRD Title:** Total Compensation Plan | | | | |
| **2. DRD No.:** DRD-NOCII-29 | | **3. Data Type:** 1 | | **4.OPR:** BA |
| **5. Solicitation No.:** *(Insert solicitation number)* | | **6. Contract No.:** *(Insert contract number)* | | |
| **7. Date Issued:** 01/20/23 | **8. Date Revised:** 9/27/21 | | **9. DRD Category:**  **Technical** ☐  **Administrative** ☒  **S&MA** ☐ | |
| **10. Description/Use:** The Contracting Officer must evaluate the reasonableness of compensation for service contracts in accordance with FAR 52.222-46 and JPI 1852.231-71. | | | | |
| **11. Distribution:** All DRDs shall be submitted via the Flight Operations Directorate (FOD) Contract Management System (FCMS) link below:  [https://fod1.sp.jsc.nasa.gov/FOD/FCMS/NOC2/SitePages/Home.aspx](https://fod1.sp.jsc.nasa.gov/FOD/FCMS/IMOC3/SitePages/Home.aspx)  **Initial Submission:** Due with proposal  **Submission Frequency:**   * Update and submit upon any major TCP changes but at a minimum every three years. * The Contractor may revise the Plan at any time or at the direction of the Contracting Officer.   **Format:** Contractor’s format is acceptable. **The electronic format shall be compatible with Microsoft Office.**  **Interrelationship**:   * SOW 1.1 * Attachment J-16   **Applicable Documents:**   * FAR 52.222-41, “Service Contract Labor Standards” * FAR 52.222-46, “Evaluation of Compensation for Professional Employees” * FAR 52.222-62, Paid Sick Leave Under Executive Order 13706 * FAR 52.237-10, “Identification of Uncompensated Overtime” * NFS 1822.1008-2, Successorship With Incumbent Contractor Collective Bargaining Agreement * NFS 1831.205-670, Evaluation of Contractor and Subcontractor Compensation for Service Contracts * NFS 1852.231-71, “Determination of Compensation Reasonableness”   **Scope:** The Total Compensation Plan (TCP) shall identify and discuss wages, salaries, and fringe benefits for professional employees and non-exempt service employees in all proposed labor categories, including those personnel subject to union agreements, the Service Contract Labor Standards, and those exempt from both of the above. By evaluating the compensation of all labor categories, this plan combines the requirements of FAR 52.222-46 and JPI 1852.231-71. The Plan shall address the requirements of the Service Contract Labor Standards and commit to the compliance of all wage determinations.  The Total Compensation Plan, Incumbent Retention and Pay (IRAP) and Fringe Benefits Analysis of Compensation Plan (FBACP) Templates shall be required for the prime team members when the total potential value is expected to exceed the certified cost or pricing data threshold set forth in FAR 15.403-4 and for all subcontractors that meet the criteria in JPI 1852.231-71(d). The IRAP and FBACP templates shall be provided as part of the Cost/Price Volume of the proposal and will be evaluated as part of the Total Compensation Plan. The TCP should be consistent with both templates. (The IRAP and FBACP Templates are not required as part of a TCP submitted after award.)  The TCP (excluding the templates) shall become a part of the contract as Attachment J-08. A compliance matrix is not required. For TCPs submitted after award, the contractor shall submit either a Change Matrix or submit a copy of the TCP in track changes mode.  **Contents:**   1. State the company name(s) of the prime Offeror (or joint venture team members) and subcontractor(s), using the subcontractor definition found at JPI 1852.231-71(d). For subcontractors that will submit a TCP, state whether the Government can share your compensation data with the prime Offeror. If no preference is stated, then the Government will share your compensation data with the prime Offeror. 2. **The contractor/team shall describe their commitment for compliance with the Service Contract Labor Standards, any other applicable laws, regulations, statutes, and guidance and all wage determinations, which includes any applicable collective bargaining agreements.** 3. The contractor shall include the rationale for any conformance procedures used or those Service Contract Labor Standards employees proposed that do not fall within the scope of any classification listed in the applicable wage determination. 4. State contract year one direct labor rates and planned labor rate escalations for exempt and non-exempt employees. Use the IRAP Template to fulfill this requirement. Explain how wage/salary ranges and their corresponding escalation were established for each labor classification identified. Supporting information shall include data, such as recognized national and regional compensation surveys and studies of professional, public and private organizations used in establishing this proposed TCP. If the offeror is relying upon Wage Determination updates to increase the wages of contract non-exempt and non-union personnel, explain how your company plans to retain these personnel and maintain morale should the Department of Labor not escalate their wages. The contractor shall provide written support to demonstrate that its proposed compensation is reasonable. To demonstrate evidence of reasonableness, the contractor shall provide the applicable portion of the surveys/studies. The surveys/studies provided are not part of the page count. 5. If uncompensated overtime is proposed, it shall be in accordance with FAR 52.237-10, “Identification of Uncompensated Overtime”. If proposed, the contractor shall discuss the effects of uncompensated overtime on the Total Compensation Plan, and provide a discussion as to whether the uncompensated overtime is voluntary or involuntary. Describe the possible effects that uncompensated overtime will have on employee morale and retention. The contractor shall provide a copy of the company policy for uncompensated overtime with proposal. This uncompensated overtime policy is not part of the page count. 6. State the policies on seniority for benefits with regard to exempt employees. For example, with regard to leave and retirement programs, from what date is seniority calculated – the date of hire, service on the prior NASA contract, or service on all prior NASA contracts? 7. Discuss the contractor’s company’s fringe benefit policies and practices. Each Offeror must propose a compensation structure that is sufficient to recruit and retain employees.  * For each benefit, discuss whether the benefit applies to exempt employees, non-exempt and non-union employees, and/or non-exempt and union employees, (or some combination thereof). * For Vacation (or Paid-Time Off) map the hours to the years of service. For example: 1-5 years = X hours; 5-10 years = X hours; 10 -15 years = X hours, 15-20 years = X hours, and 20+=X hours. * For insurance benefits, discuss whether the benefit applies to the employee only, or the employee and family. * If a category is non-applicable, then insert: “N/A” in the box. * Each item must be addressed. Offerors may add fringe benefit categories to the table below, but cannot delete benefit categories. The table may be modified to convey the information.  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **Fringe Benefit** | **Company Share of Premiums (both % and dollar value)** | **Employee Share of Premiums (both % and dollar value)** | **Specific Benefit** | **Deductibles Amount** | **Vesting Period** | **Exempt, Non- Exempt, and/or CBA?** | | **Vacation Leave** |  |  |  |  |  |  | | **Sick Leave** |  |  |  |  |  |  | | **Paid-Time Off** |  |  |  |  |  |  | | **Leave Roll- Over** |  |  |  |  |  |  | | **Compensatory Time** |  |  |  |  |  |  | | **Bereavement Leave** |  |  |  |  |  |  | | **Jury Duty Leave** |  |  |  |  |  |  | | **Military Leave** |  |  |  |  |  |  | | **Holiday Leave** |  |  |  |  |  |  | | **Short-Term Disability** |  |  |  |  |  |  | | **Long-Term Disability** |  |  |  |  |  |  | | **Life Insurance** |  |  |  |  |  |  | | **Accidental Death and Disability** |  |  |  |  |  |  | | **Overtime Pay** |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **Fringe Benefit** | **Company Share of Premiums (both % and dollar value)** | **Employee Share of Premiums (both % and dollar value)** | **Specific Benefit** | **Deductibles Amount** | **Vesting Period** | **Exempt, Non- Exempt, and/or CBA?** | | **Health Insurance Plan A** |  |  |  |  |  |  | | **Health Insurance Plan B** |  |  |  |  |  |  | | **Dental Insurance** |  |  |  |  |  |  | | **Vision**  **Insurance** |  |  |  |  |  |  | | **Health Savings Account** |  |  |  |  |  |  | | **Retirement Benefits** |  |  |  |  |  |  | | **401K Plan** |  |  |  |  |  |  |   **Remarks:**  • The TCP (excluding the templates) shall become a part of the contract as Attachment J-08. A compliance matrix is not required.  • Review every 3 years with the Government. In accordance with NFS 1831.205-670(f), the Contracting Officer must evaluate the reasonableness of compensation for service contracts periodically after award, but at least every three years.  **Maintenance:**  The Contractor may revise the Plan at any time or at the direction of the Contracting Officer. Revisions to the Plan are subject to Contracting Officer review. In accordance with NFS 1831.205-670, the Contracting Officer must evaluate the reasonableness of compensation for service contracts periodically after award, but at least every three years. Revisions shall be submitted with track changes.  The page limit for the TCP is 10 pages for the Prime and 10 pages for each subcontractor [subcontractors are defined in JPI 1852.231-71(d)]. For joint ventures, the page limit is 10 pages per team member. The prime, subcontractors, and team members are permitted to combine data into one TCP, and the page limit for the combined TCP will be 10 pages. | | | | |

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| **1. DRD Title:** Mockup and System Data Status Report | | | | |
| **2. DRD No.:** DRD-NOCII-30 | | **3. Data Type:** 2 | | **4.OPR:** CA |
| **5. Solicitation No.:** *(Insert solicitation number)* | | **6. Contract No.:** *(Insert contract number)* | | |
| **7. Date Issued:** 01/20/23 | **8. Date Revised:** N/A | | **9. DRD Category:**  **Technical** ☒  **Administrative** ☐  **S&MA** ☐ | |
| **10. Description/Use:** The data packages will be used to evaluate the status on mockup and system critical documents and analyses. | | | | |
| **11. Distribution:** All DRDs shall be submitted via the Flight Operations Directorate (FOD) Contract Management System (FCMS) link below:  [https://fod1.sp.jsc.nasa.gov/FOD/FCMS/NOC2/SitePages/Home.aspx](https://fod1.sp.jsc.nasa.gov/FOD/FCMS/IMOC3/SitePages/Home.aspx)  **Initial Submission:** Contract start + 90 days  **Submission Frequency:** Annual, Delivered at the beginning of the calendar year.  **Format:** Contractor’s format is acceptable. **The electronic format shall be compatible with Microsoft Office.**  **Interrelationship**:   * SOW 2.2   **Applicable Documents:** N/A  **Scope:** Mockup and System Data Status shall be split into two sections. The first will cover NBL mockup data. The second section will cover NBL systems data. The list of mockups and systems are provided in Attachment J-19, Mockups and Systems List.  **Contents:**  For each item report the location of the data.   * + - 1. NBL Mockup Data shall include, but not be limited to:          1. As-built drawings          2. Structural analysis          3. Tip over analysis          4. Certificate of Compliance (Base Material, Fasteners, Lifting Equipment, Casters)          5. Weld inspections (if applicable).          6. NBL Robotics Systems Approved Payloads List (if applicable).          7. Live Hazards          8. Critical lift package (SLOA, Hazard Analysis, Checklist, Lift Diagram)          9. List of approved interfaces to stands and other mockups.          10. Hazard Analysis          11. Acceptance Test Procedures       2. NBL System Data shall include, but not be limited to:          1. As-built drawings including electrical and fluid          2. System software source code          3. Interface Control Documents (ICDs)          4. Operating Procedures (Include COTS Manuals)          5. Maintenance Procedures (Include COTS Manuals)          6. Failure Modes and Effects Analysis (FMEA)          7. Hazard Analysis          8. Acceptance Test Procedures   **Remarks:** N/A  **Maintenance:** Revisions shall be incorporated by complete reissue. | | | | |

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| **1. DRD Title:** Deliverable Data and Software | | | | |
| **2. DRD No.:** DRD-NOCII-31 | | **3. Data Type:** 2 | | **4.OPR:** CA |
| **5. Solicitation No.:** *(Insert solicitation number)* | | **6. Contract No.:** *(Insert contract number)* | | |
| **7. Date Issued:** 01/20/23 | **8. Date Revised:** N/A | | **9. DRD Category:**  **Technical** ☐  **Administrative** ☒  **S&MA** ☐ | |
| **10. Description/Use:** Provide content and format requirements for delivery to NASA of data items, computer databases and documentation developed to support the use of data items. Also addresses delivery and/or licensing of non-commercial computer software, and non-commercial computer software documentation. | | | | |
| **11. Distribution:** All DRDs shall be submitted via the Flight Operations Directorate (FOD) Contract Management System (FCMS) link below:  [https://fod1.sp.jsc.nasa.gov/FOD/FCMS/NOC2/SitePages/Home.aspx](https://fod1.sp.jsc.nasa.gov/FOD/FCMS/IMOC3/SitePages/Home.aspx)  **Initial Submission:**  Part (1): Contract Start + 45 Calendar Days  Parts (2), (3), (4) and (5): N/A  **Submission Frequency:** Per Contracting Officer’s direction (NOTE: The Government estimates this will be required one time, near the end of the contract.)  **Format:** Contractor’s format is acceptable. **The electronic format shall be compatible with Microsoft Office.**  **Interrelationship**:   * SOW 1.9   **Applicable Documents:**   * NASA-HDBK-2203 NASA Software Engineering and Assurance Handbook * NPR 7150.2 NASA Software Engineering Requirements * NASA-STD-8739.8 NASA Software Assurance and Software Safety requirements   **Scope:** Data items, computer databases and documentation developed to support the use of data items shall be submitted in accordance with this DRD. Non-commercial computer software and non-commercial computer software documentation shall be delivered or licensed for use in accordance with this DRD. All databases and software that are inherited or generated during support of the NOCII shall be considered property of the Government and shall be released to the Government. The databases and software shall be released to the Government in its entirety.  **Contents:**   * + 1. The Contractor shall deliver to the Government the following table of non-commercial computer software, non-commercial computer software documentation and computer databases, wherein said non-commercial computer software, computer software documentation, and computer databases are used in performance of this contract:  |  |  |  |  | | --- | --- | --- | --- | | Functional Areas of Contract Performance | Full name  & version number of Non-Commercial Software; Non- Commercial Computer Software Documentation; or Computer Database  *(Offeror to fill-in)* | Functional description of Non-Commercial Software Non- Commercial Computer Software Documentation; or Computer Database  *(Offeror to fill-in)* | Item’s Origin  *(Offeror to fill-in)* | | Systems used to view, modify or create configuration-controlled data (e.g., mockup or system drawings, technical or operational processes and procedures, change requests, discrepancy reports, task orders |  |  |  | | Systems used to view, modify or create records (e.g., inventory, maintenance, inspections, training, parts tracking) |  |  |  | | Systems used to view, modify, create or monitor Safety-related data, Safety processes, Test Readiness Reviews and Safety Reviews (e.g., hazard reports, formal approvals, audits) |  |  |  | | Systems used to view, modify, create, assign or monitor action items |  |  |  |  * + 1. The Contractor shall deliver to the Government the following data and all documentation developed to support the use of this data wherein said data and documentation are developed in performance of the contract:        1. Mockup Drawings        2. System Drawings        3. Technical and operational processes        4. Technical and operational procedures        5. Change Requests (CRs)        6. Task Orders (TOs)        7. Inventory records        8. Maintenance records        9. Inspection records        10. Training records        11. Parts tracking records        12. Test Readiness Review records        13. Safety Review records        14. Audit records        15. Hazard reports        16. Action item reports and related records (e.g., records describing the results of action item investigations and records supporting final action item disposition/resolution decisions)        17. Operational cost reports and records        18. Project cost reports and records        19. Project Plans        20. Performance metric reports and records        21. Training lessons and briefings        22. Training examinations        23. Computer-based training classes     2. Data: Upon direction of the Contracting Officer, the Contractor shall deliver to the Government the data items, documentation developed to support the use of data items, non-commercial computer software, computer databases and non-commercial computer software documentation, as identified in parts (1) and (2) of this DRD.     3. Non-commercial software for which no restricted rights are claimed and non-commercial software documentation for which no limited rights are claimed: Upon direction by the Contracting Officer, the Contractor shall deliver to the Government such non-commercial computer software and non-commercial computer software documentation identified in part (1) of this DRD.     4. Non-commercial software for which restricted rights are claimed and non-commercial software documentation for which limited rights are claimed: Upon direction of the Contracting Officer, the Contractor shall either:        1. Deliver to the Government such non-commercial computer software, non-commercial computer software documentation, or both identified in part (1) of this DRD.   OR   * + - 1. License to the Government for use of such non-commercial computer software and deliver to the Government such non-commercial computer software documentation identified in part (1) of this DRD, effective during contract performance and up to a period of 1 year after acceptance of all items to be delivered under this contract.   **Remarks:**  **Maintenance:** All data items, documentation developed to support the use of data items, non- commercial computer software, computer databases and non-commercial computer software documentation shall be: 1) maintained electronically; and, 2) updated as necessary to perform the functions for which they were developed. | | | | |

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| **1. DRD Title:** Re-procurement Data Package | | | | |
| **2. DRD No.:** DRD-NOCII-32 | | **3. Data Type:** 2 | | **4.OPR:** CA |
| **5. Solicitation No.:** *(Insert solicitation number)* | | **6. Contract No.:** *(Insert contract number)* | | |
| **7. Date Issued:** 01/20/23 | **8. Date Revised:** N/A | | **9. DRD Category:**  **Technical** ☐  **Administrative** ☒  **S&MA** ☐ | |
| **10. Description/Use:** Provides requirements for delivery to NASA of information on specific items and supporting documentation related to resource/cost information, to be used for re-procurement activities. In the event of a competitive solicitation for a follow-on effort, NASA may provide non- proprietary historical information such as average composite direct labor rates and approximate seniority profiles of incumbent personnel to all interested parties in order to increase the probability of realistic pricing. NASA may also provide a list of external customers and other pertinent information to all interested parties. The Government does not intend to disclose any Contractor proprietary information. | | | | |
| **11. Distribution:** All DRDs shall be submitted via the Flight Operations Directorate (FOD) Contract Management System (FCMS) link below:  [https://fod1.sp.jsc.nasa.gov/FOD/FCMS/NOC2/SitePages/Home.aspx](https://fod1.sp.jsc.nasa.gov/FOD/FCMS/IMOC3/SitePages/Home.aspx)  **Initial Submission:** The Contractor and major subcontractor(s) shall each provide one electronic copy in Excel of the requested data, due within 30 days of a written request from the Contracting Officer. Subcontractors may submit the requested data directly to the Contracting Officer.  **Submission Frequency:** One time  **Format:** Excel  **Interrelationship**: N/A  **Applicable Documents:** N/A  **Scope:** Resource/cost information shall be submitted in accordance with this Data Requirement Description (DRD).  **Contents:**  A data package shall be submitted containing the following resource/cost information. This data is required from the prime and major subcontractors, defined as subcontractors with $3M annual/total contract value:   1. Labor Resources    1. List of directly charged labor skills by contractor labor category, mapped to NASA’s Standard Labor Categories (SLCs) as identified in Attachment J-21, and segregated by current SOW section. Include the number of Work Year Equivalents (WYEs) currently supporting each SOW section. The WYE detail shall be at the lowest SOW level for which current contract tracking is available. Ensure that WYEs counted at the lowest SOW level are not counted again at the next highest SOW level. See example provided below in Table 1.   Table 1: Example of Data Required per Paragraph (1a):   |  |  |  |  | | --- | --- | --- | --- | | **NASA SLC** | **Contractor Labor Category** | **SOW Section** | **\*No. of WYEs** | | Business Specialist | Accountant I | 1.2 | 1.75 | | Engineer I | Junior Mechanical Engineer | 3.2.4 | 6.25 (Not Included in 3.0) | | Engineer II | Junior Mechanical Engineer | 6.1 | 4.5 |   \*A WYE is defined as the work of a full-time equivalent person based on your accounting system. For example, if your accounting system dictates that a WYE constitutes 1,880 productive hours (total hours minus paid time off), then four people working 470 hours per year would make up one WYE.   * 1. The average current straight time labor rate for each direct-charged labor category identified in paragraph (1a). Further, provide both the date when these wages were last adjusted for escalation by Contractor labor category, and the rate of escalation applied. Also indicate whether any adjustments are projected to be made prior to contract expiration. If so, provide the anticipated date and rate of escalation, and identify the Contractor labor categories expected to be affected. See example provided below in Table 2. The Contractor’s format is acceptable, but must include the requested content. Please ensure that all data clearly map to NASA SLCs.   Table 2: Example of Data Required per Paragraph (1b):   |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **NASA SLC** | **Contractor Labor Category** | **No. of WYEs** | **\*\*Direct Labor Rate** | **Last Escalation Date and**  **Amount** | **Future Escalation Date and**  **Amount** | **Exempt or Non- exempt?** | | Business Specialist | Accountant I | 1.75 | $23.25 | April 2014  (2.70%) | April 2015  (2.20%) | Exempt | | Engineer I | Junior Mechanical Engineer | 15.55 | $26.12 | April 2014  (2.70%) | April 2015  (2.20%) | Exempt |   \*\*This is the current weighted average straight-time direct labor rate with NO BURDENS APPLIED and is NOT the contract’s Section B rate table rates, if there are any.   * 1. Seniority level of all WYEs identified in paragraph (1a) above, for fringe benefit calculation purposes. Provide data separately for exempt and non-exempt personnel:      1. Number of WYEs with 0 to 5 years of experience.      2. Number of WYEs with greater than 5 years and up to 10 years of experience.      3. Number of WYEs with greater than 10 years and up to 15 years of experience.      4. Number of WYEs with greater than 15 years of experience.  1. Non-Labor Resources    1. Provide total non-labor cost incurred for the most recent 12-month period grouped by expense type (examples may include travel, training, facilities). 2. Technical and Process Information.    1. DRD-NOCII-01 Management Plan    2. DRD-NOCII-02 Configuration Management Plan    3. DRD-NOCII-11 Government Property Management Plan    4. DRD-NOCII-21 Information Technology (IT) Security Plan    5. DRD-NOCII-22 Technical Metrics Plan and Reports 3. External Customer Data    1. The Contractor shall deliver to the Government a complete list of all external customers who have used NOCII Facilities under the authority of Clause H.8. The list of external customers shall include the end customer, not just the company who contracted with the Prime Contractor or via the prime’s subcontractor. The Contractor shall request this information on NASA's behalf, ensure adequate information is available to meet NASA acquisition objectives, and protect the interest of all of industry and commercial partners. The Contractor shall provide an executed schedule of external customer activities for the preceding twelve months. For each Annex to the Umbrella SAA, the Contractor shall identify the skill sets utilized and the total number of labor hours per skill set per year. 4. Release of NOCII Contract Databases    1. The Government will be releasing the databases that have been used during the execution of NOCII. The databases will be released to potential offerors in the next follow contract. Examples of these databases are the Configuration Data Management (CDM), Maintenance Database (iMaint), Discrepancy Reporting Database, etc. The NOCII Contractor shall coordinate with the Government to determine what data is considered proprietary prior to delivery of the databases.   **Remarks:** N/A  **Maintenance:** Revisions shall be incorporated by a complete reissue of the document. Revisions are subject to Contracting Officer approval. | | | | |

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| **1. DRD Title:** Financial Reporting Contractor Held Property | | | | |
| **2. DRD No.:** DRD-NOCII-33 | | **3. Data Type:** 2 | | **4.OPR:** JB |
| **5. Solicitation No.:** *(Insert solicitation number)* | | **6. Contract No.:** *(Insert contract number)* | | |
| **7. Date Issued:** 01/20/23 | **8. Date Revised:** N/A | | **9. DRD Category:**  **Technical** ☐ **Administrative** ☒  **S&MA** ☐ | |
| **10. Description/Use:** Report NASA Property in the Custody of Contractors on both a monthly and annual basis | | | | |
| **11. Distribution:** All DRDs shall be submitted via the Flight Operations Directorate (FOD) Contract Management System (FCMS) link below:  [https://fod1.sp.jsc.nasa.gov/FOD/FCMS/NOC2/SitePages/Home.aspx](https://fod1.sp.jsc.nasa.gov/FOD/FCMS/IMOC3/SitePages/Home.aspx)  **Initial Submission:**  Monthly Property Financial Report: October 21st, 2024  Annual Property Report: October 15th, 2025  **Submission Frequency:**  Monthly Property Financial Report: Monthly, due the 21st day after the close of the previous month, except for the month of September which is due the 15th day, beginning at the first month after contract start. Example due dates for the monthly submission are as follows:  August 21 for the month ending July 31 September 21 for the month ending August 31 October 15 for the month ending September 30  Annual Property Report: Annually, via NASA Form (NF) 1018 due October 15 reflecting data from October 1 the previous year to September 30 the current year.  **Format:**   1. The monthly reports shall be electronically submitted using the Contractor-Held Asset Tracking System (CHATS) (<http://nasachats.gsfc.nasa.gov/>) using the format described in the CHATS user's manual. 2. NASA Form (NF) 1018 reports shall be submitted using the NF 1018 Electronic Submission System (NESS) (<http://ness.gsfc.nasa.gov/>) or other format supplied by NASA.   **Interrelationship**:   * SOW 1.1   **Applicable Documents:**   * NASA FAR Supplement Subpart 1845.7101   **Contents:**  **Monthly Property Financial Reports**   1. Monthly property financial reports are required with item level supporting data. This data shall be submitted for all items with an acquisition cost of $500,000 or more, in the contractor's and its subcontractors' possession, in the following classifications: real property, equipment, special test equipment, special tooling, and agency peculiar property (if applicable). Monthly reporting is not required for property in the above classifications with an acquisition cost under $500,000. Monthly data shall also be submitted for items of any acquisition cost in the classifications of materials and contract work-in- process (WIP). Itemized monthly data is required for materials and WIP line items of $500,000 and   over. Summary monthly data is required for materials and WIP line items under $500,000. The monthly reports shall be electronically submitted using the CHATS (<http://nasachats.gsfc.nasa.gov/>) using the format described in the CHATS user's manual.   1. Acquisition costs shall be developed using actual costs to the greatest extent possible, especially costs directly related to fabrication such as labor and materials. Supporting documentation shall be maintained and available for all amounts reported, including any amounts developed using estimating techniques. 2. All Adjustments shall be thoroughly explained and directly related to a specific fiscal year. If the fiscal year cannot be determined, the default shall be the previous fiscal year. Adjustments to the monthly report must be coordinated with JSC Finance.  **NF 1018 Reports**  1. Contractors shall report all NASA-owned property in US dollars, regardless of location. 2. Negative or zero reports are required. 3. This reporting shall be completed in accordance with the NASA FAR Supplement (NFS) Subpart 1845.7101 and any supplemental guidance provided by NASA. 4. Adjustments to the 1018 shall be thoroughly explained in the 1018 Comments section and must be approved by the JSC Industrial Property Officer prior to submittal of the report, after first being coordinated with the cognizant Government Property Administrator (PA). 5. Entries in Type of Deletion 21 "h. OTHER" must be explained in detail in the Comments section. 6. Entries should not be placed in Type of Deletion 21 "d" or "e" since they should be reflected in "c.". 7. The 1018 report consists of two pages; a Summary first page and a Deletions second page. Both must be accurately completed for submittal.   **Remarks:**   1. Monthly Property Financial Reports are required to be submitted using the format located at the URL referenced in Contents. 2. Annual Property NF 1018 reports shall be submitted using the NF 1018 Electronic Submission System (NESS) or other format supplied by NASA. The NF1018 report provides annual summary-level property management and financial data on Government-furnished and contractor-acquired NASA property. 3. The NF1018 shall be completed in accordance with NASA FAR Supplement Subpart 1845.7101 and any supplemental guidance provided by NASA.   **Maintenance:** Revisions to the NASA Form 1018 data shall be coordinated with the cognizant Government PA. Revisions to CHATS data shall be coordinated with JSC Finance. | | | | |

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| **1. DRD Title:** Staffing and Critical Skills Plan | | | | |
| **2. DRD No.:** DRD-NOCII-34 | | **3. Data Type:** 1 | | **4.OPR:** CA |
| **5. Solicitation No.:** *(Insert solicitation number)* | | **6. Contract No.:** *(Insert contract number)* | | |
| **7. Date Issued:** 01/20/23 | **8. Date Revised:** N/A | | **9. DRD Category:**  **Technical** ☒ **Administrative** ☐  **S&MA** ☐ | |
| **10. Description/Use:** This information will be used in Contractor performance evaluation. | | | | |
| **11. Distribution:** All DRDs shall be submitted via the Flight Operations Directorate (FOD) Contract Management System (FCMS) link below:  [https://fod1.sp.jsc.nasa.gov/FOD/FCMS/NOC2/SitePages/Home.aspx](https://fod1.sp.jsc.nasa.gov/FOD/FCMS/IMOC3/SitePages/Home.aspx)  **Initial Submission:** Due with proposal.  **Submission Frequency:** As required  **Format:** Contractor’s format is acceptable. **The electronic format shall be compatible with Microsoft Office.**  **Interrelationship**:   * SOW 2.0 * Clause H.3 * Attachment J-21   **Applicable Documents:** N/A  **Scope:**  The Staffing, and Critical Skills Plan shall describe the Contractor’s overall staffing strategy/plan for attracting and retaining uniquely and highly qualified personnel to meet the required staffing levels of this hazardous environment critical facility, including the role of management, engineers and designers, and supervisors in the work being performed, the overall approach to recruitment/hiring practices, retention strategies/approach throughout the contract period of performance of qualified personnel, critical skills plans, and approach for staffing to provide the flexibility to accommodate changes in requirements, fluctuation in workload and unexpected attrition to meet the NOCII staffing requirements along with supporting logic and rationale. The unique operations of this facility require special attention and emphasis on recruiting, recognition, and continued development of skills as well as retention of those trained/qualified personnel.  **Contents:**  At a minimum, the Contractor shall address the following elements:   * + 1. A narrative that describes the basis of the overall staffing approach to recruit, staff, train and retain a qualified workforce with the needed critical skills and certifications to assume and perform the requirements of the SOW.     2. Staffing of the proposed organizational structure including proposed teaming partners and subcontractor personnel, including the numbers and types of personnel for all contract years.     3. Sources of the proposed staff including its plans to use qualified personnel from within its and   other resources, with each source cited as a percentage of the total work force to be applied to this contract. Provide rationale for hiring or replacing incumbent  personnel. The Contractor shall identify the extent of commitment and availability of personnel.   1. Job descriptions and qualifications by proposed skill levels, including mapping of the Contractor’s proposed labor categories to the government-provided SLCs. If new SLCs are proposed, the SLC descriptions should include details similar to the government-provided SLC description. 2. Retention Plans for maintaining and retaining a qualified workforce for expected high attrition positions throughout the course of the contract. 3. Describe the process for employee recognition and reward for exceptional performance. 4. Discuss management strategies to maintain a healthy work/life balance for contractor and subcontractor personnel. 5. Plans for staffing flexibility to accommodate changes in requirements, fluctuation in workload and unexpected attrition including how staffing will be managed for newly authorized IDIQ work. 6. Provide a discussion of this proposed approach to accommodating fluctuating requirements, including such information as the length of time the Contractor (or other elements of the company) have used the approach and the successes experienced. 7. Identify all critical skills, certifications and certified positions across the contract and explain how and to what level those critical skills will be maintained. Also include how the loss of a critical skill or key personnel (Clause H.3) will be mitigated. 8. Identify key personnel including name, position, and job description. 9. At Proposal, provide key personnel resumes.   **Remarks:** N/A  **Maintenance:** Revisions shall be incorporated by complete reissue. | | | | |

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| **1. DRD Title:** Wage, Salary, and Fringe Benefits for Conformed Diver Positions | | | | |
| **2. DRD No.:** DRD-NOCII-35 | | **3. Data Type:** 2 | | **4.OPR:** CA |
| **5. Solicitation No.:** *(Insert solicitation number)* | | **6. Contract No.:** *(Insert contract number)* | | |
| **7. Date Issued:** 01/20/23 | **8. Date Revised:** N/A | | **9. DRD Category:**  **Technical** ☐ **Administrative** ☒  **S&MA** ☐ | |
| **10. Description/Use:** This DRD is used to assist the Contracting Officer in evaluating the conformed rate of the diver positions. | | | | |
| **11. Distribution:** All DRDs shall be submitted via the Flight Operations Directorate (FOD) Contract Management System (FCMS) link below:  [https://fod1.sp.jsc.nasa.gov/FOD/FCMS/NOC2/SitePages/Home.aspx](https://fod1.sp.jsc.nasa.gov/FOD/FCMS/IMOC3/SitePages/Home.aspx)  **Initial Submission:** End of the phase-in period  **Submission Frequency:** 30 days prior to the bi-annual anniversary date of the contract, and 30 days prior to the exercise of an option or contract extension.  **Format:** Contractor’s format is acceptable. **The electronic format shall be compatible with Microsoft Office.**  **Interrelationship**:   * Attachment J-16   **Applicable Documents:**   * FAR 52.222-41, Service Contract Labor Standards   **Scope:** This DRD shall be submitted by the Contractor, and any subcontractors, which employ non-exempt Diver labor categories, to the Contracting Federal Agency.  **Contents:** The DRD shall contain the data included in the enclosed DRD forms, titled “Diver Wage/Salary Rate Information”, and “Fringe Benefits for Diver Employees”. The Diver Wage/Salary Rate Information shall contain a listing of all Diver labor classifications on the contract. Separate forms shall be used for classifications working in different geographic areas and for each subcontractor. Information shall be included for each diver employee. (The DRD does not have to list each employee by name or provide otherwise protected personnel data.) Separate Fringe Benefit forms shall be completed for the prime and each subcontractor.  **Diver Wage/Salary Rate Information**   |  |  |  |  | | --- | --- | --- | --- | | **Standard Labor Category** | **Contractor’s Labor Category** | **Conformed Hourly Rate** | **Actual Hourly Rate Paid to Employee** | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  |   **Fringe Benefits For Diver Employees**  For Period from to  Contractor:  Number of nonexempt diver employees on contract (or subcontract):   1. Health and Welfare Items and Other Fringe Items:   (This table is representative of common fringe benefits. Insert “N/A” as appropriate or add additional categories.)   |  |  |  | | --- | --- | --- | | **Fringe Benefit** | **Coverage Provided** | **Average Hourly Cost** | | Life Insurance |  |  | | Accidental Death & Disability |  |  | | Short-Term Disability |  |  | | Long-Term Disability |  |  | | Health Care |  |  | | Dental/Vision Insurance |  |  | | Retirement Plan/401K |  |  | | Tuition Reimbursement |  |  | | Other (Describe) |  |  | |  |  |  | |  |  |  |  1. Paid Absences:   (This table is representative of common fringe benefits. Insert “N/A” as appropriate or add additional categories.)   |  |  |  | | --- | --- | --- | | **Leave Type** | **Service Requirement** | **Day per Year** | | Vacation |  |  | | Paid Time-Off |  |  | | Sick Leave |  |  | | Jury Leave |  |  | | Bereavement Leave |  |  | | Military Leave |  |  | | Other (Describe) |  |  | |  |  |  | |  |  |  |   Signature of Company Representative Date  **Remarks:** N/A  **Maintenance:** Revisions shall be incorporated by complete reissue. | | | | |

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| **1. DRD Title:** Information Technology (IT) Capital Planning and Investment Control (CPIC) | | | | |
| **2. DRD No.:** DRD-NOCII-36 | | **3. Data Type:** 1 | | **4.OPR:** IA |
| **5. Solicitation No.:** *(Insert solicitation number)* | | **6. Contract No.:** *(Insert contract number)* | | |
| **7. Date Issued:** 01/20/23 | **8. Date Revised:** N/A | | **9. DRD Category:**  **Technical** ☐  **Administrative** ☒  **S&MA** ☐ | |
| **10. Description/Use:** To document the Contractor's compliance with Federal and NASA IT CPIC Planning and Reporting regulations and reporting requirements | | | | |
| **11. Distribution:** All DRDs shall be submitted via the Flight Operations Directorate (FOD) Contract Management System (FCMS) link below:  [https://fod1.sp.jsc.nasa.gov/FOD/FCMS/NOC2/SitePages/Home.aspx](https://fod1.sp.jsc.nasa.gov/FOD/FCMS/IMOC3/SitePages/Home.aspx)  **Initial Submission:** February 2025  **Submission Frequency:** Twice annually (in February and August of each calendar year), as part of the Government’s CPIC and PPBE reporting cycle  **Format:** Contractor’s format is acceptable. **The electronic format shall be compatible with Microsoft Office.**  **Interrelationship**: N/A  **Applicable Documents:**   * OMB Circular A-11 and A-130   **Scope:**  Information Technology (as defined in the Clinger-Cohen Act) is subject to certain scrutiny and reporting requirements as set forth in Legislative actions, and Executive and Agency mandates and directives. The Office of Management and Budget (OMB) Circular A-130 establishes the foundation for CPIC. OMB Circular A-11 establishes the guidelines and requirements for reporting to the Executive Branch. The Contractor shall prepare a report of all IT expenditures consistent with the Agency’s annual guidelines for the annual data call. Any additional reporting requirements associated with the CPIC data collection and reporting process will be covered by this DRD.    In conformance with CPIC processes, all Contractors shall participate in data collection and reporting efforts. All contractors shall furnish the data needed for the Agency to comply with Office of Management and Budget reporting requirements including but not limited to those documented in OMB Circular A-11. Accurate and complete data submissions are to be made in a manner consistent with the reporting structure, and within the timeframes established for the Center.  **Contents:**  All Contractors shall submit their Fiscal Year spending plans for review and approval to the cognizant Center Chief Information Officer (CIO), or designee, prior to the beginning of the Fiscal Year (October). Changes to spending plans during the Fiscal Year shall be approved by the CIO, or designee, before implementation. Formats and reporting processes and procedures will be provided annually based upon Center and Agency requirements.    Examples of documentation, formats, processes, procedures, and structures will be provided annually in support of the data call. Table 1 shall serve as a sample template for Year 1 of the Contract. This is a dynamic process, and formats, processes, procedures and structures are subject to change. The reporting requirement is defined by OMB annually. Each year, OMB may request varying levels of reporting across varying levels of technologies and labor, depending on their focus.  Table 1: Sample Template   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Annual Information Technology (IT) OMB Reporting (Fiscal Year Estimate to Complete figures due per the DRD for each year)** | | | | | | **Development, Modernization, and Enhancement (DME)** refers to projects and activities leading to new IT assets/systems, as well as projects and activities that change or modify existing IT assets to substantively improve capability or performance, implement legislative or regulatory requirements, or meet an Agency leadership request. DME activity may occur at any time during a program's life cycle. As part of DME, capital costs can include hardware, software development and acquisition costs, commercial off-the -shelf acquisition costs, government labor costs, and contracted labor costs for planning, development, acquisition, system integration, and direct project management and overhead support. | | | | | | **Operations and Maintenance (O&M)** Costs refers to the expenses required to operate and maintain an IT asset that is operating in a production environment. O&M costs include costs associated with operations, maintenance activities, and maintenance projects needed to sustain the IT asset at the current capability and performance levels. It includes Federal and contracted labor costs, corrective hardware and software maintenance, voice and data communications maintenance and service, replacement of broken or obsolete IT equipment, overhead costs, business operations and commercial services costs, and costs for the disposal of an asset. Also commonly referred to as steady state. | | | | | | **Towers and Cost Pools** are two different data collection methodologies that OMB requires as part of its annual IT reporting. All IT expenditures, both planned and actual, must be reported in its entirety in both the Towers and Cost Pools sections and both sections total planned expenditures must match each other. For example, if the current fiscal year estimate for IT expenditures is $1.2M then both the Tower section and Cost Pool section should both equal $1.2M. | | | | | |  |  |  |  |  | | **OMB Tower** | **OMB Sub-Tower** | **DME ($K)** | **O&M ($K)** | **OMB Tower Definition** | |  |  |  |  |  | | **End User** | *Workspace* |  |  | Client compute physical desktops, portable laptops, thin client machines, peripherals (including monitors, pointer devices and attached personal printers) used by individuals to perform work. | | *Mobile Devices* |  |  | Client compute tablets, smart phones (iOS, Android, Windows Mobile) and apps used by individuals to perform work. | | *End User Software* |  |  | Client related software used to author, create, collaborate and share documents and other content. Examples include email, communications, messaging, word processing, spreadsheets, presentations, desktop publishing, graphics and others. Optional Level 3 categories include Productivity; Communications; Collaboration. | | *Network Printers* |  |  | Printers located on or near users’ desktops. Examples include network connected personal printers, ink-jet printers, laser printers, departmental or copy-room printers. Only include network connected printers. Do not include printers connected to an end user computer. | | *Conferencing & AV* |  |  | Audio and video conferencing equipment typically used in conference rooms and dedicated telepresence rooms to enable workforce communications. | | *IT Help Desk* |  |  | Centralized Tier 1 help desk resources that handle user requests, answer questions and resolve issues. | | *Deskside Support* |  |  | Local support resources that provide on-site support for moves, adds, changes and hands on issue resolution. | |  |  |  |  |  | | **Application** | *Application Development* |  |  | Resources involved with the analysis, design, development, code, test and release packaging services associated with application development projects. Application integration, monitoring, configuration management, interoperability, web services, and the use of APIs. Optional Level 3 categories include: Development, QA | | *Application Support & Operation* |  |  | The operations, support, fix and minor enhancements associated with existing applications. Includes sustainment and operational maintenance. | | *Business Software* |  |  | Software expenditures including licensing, maintenance and support related to off-the-shelf software purchases. Extension of SaaS and subscriptions to software services. | |  |  |  |  |  | | **Platform** | *Database* |  |  | Distributed database services focused on the physical database (versus the logical design) including DBAs, DBMS, tools and operational support. | | *Middleware* |  |  | Distributed platform, application and system integration resources enabling cross application development, communications and information sharing. | | *Mainframe Database* |  |  | Mainframe database services focused on the physical database (versus the logical design) including the DBAs, DBMS, tools and operational support. | | *Mainframe Middleware* |  |  | Mainframe platform, application and system integration resources enabling cross application development, communications and information sharing. | |  |  |  |  |  | | **Data Center** | *Enterprise Data Center* |  |  | Purpose-built data center facilities that house and protect critical IT equipment including the space, power, environment controls, racks, cabling, and “smart hand” support. The only facilities that should be reported as Enterprise Data Centers are the 20 data centers that NASA reported to OMB. These are purpose-built data center facilities that house and protect critical IT equipment. Elements that should be included in reporting include (but not limited to) space, power, environment controls, racks, server, storage, local networking & cabling. | | *Other Facilities* |  |  | Computer rooms and MDF/IDF/telco closets that house IT equipment in corporate headquarters, call centers, or other general-purpose office buildings. Purpose-built computing areas included in laboratories, test facilities and other key mission facilities. These computing areas hold IT equipment used for simulations, real-time data processing and any computing or storage requirements that include low latency, non-standard interfaces, information sensitivity or other mission specific needs that are not appropriate for general purpose data center facilities. | |  |  |  |  |  | | **Compute** | *Servers (Windows / Linux)* |  |  | Physical and virtual servers running a version of an Operating System (OS) [ Microsoft's Windows Server, Linux, or vendor-specific UNIX (AIX, Solaris, HPUX)]; includes hardware, software, labor and support services. Optional Level 3 categories include: Windows, Linux and Public Cloud Compute. | | *Unix* |  |  | Servers running vendor-specific, proprietary Unix operating systems (e.g., IBM AIX, Sun Solaris, HP UX); includes hardware, software, labor and support services. | | *Midrange* |  |  | Servers running IBM AS/400 platform including hardware, software, labor and support services. | | *High Performance Computing* |  |  | High-Performance Computing (HPC) is used for solving complex computational problems through massive concurrent use of computing resources and parallel processing techniques. HPC technology is applied in areas such as scientific and industrial research, product engineering and development, and complex business modeling, simulation and analysis. HPC hardware and software technologies are specialized and optimized for massively parallel computing and processing vast amounts of data. An optimized computing package that provides a software-defined IT infrastructure that virtualizes all of the elements of conventional "hardware-defined" systems. Includes typically, at a minimum, virtualized computing, a virtualized SAN and virtualized networking. | | *Converged Infrastructure* |  |  | Purpose-built appliances that provide compute, storage and network capabilities in one box. | | *Mainframe* |  |  | Traditional mainframe computers and operations running legacy operating systems. | |  |  |  |  |  | | **Storage** | *Online Storage* |  |  | Central storage such as SAN, NAS and similar technologies for the distributed compute infrastructure; includes the equipment, software and labor to run and operate. Optional Level 3 categories include: On-Premise, Public Cloud Storage. | | *Offline Storage* |  |  | Offline storage resources used for archive, backup & recovery to support data loss, data corruption, disaster recovery and compliance requirements of the distributed storage. | | *Mainframe Online Storage* |  |  | Mainframe attached storage arrays and the associated equipment, software and labor to run and operate. | | *Mainframe Offline Storage* |  |  | Any storage resources used for archive, backup, and recovery to support data loss, data corruption, disaster recover, and compliance requirements of the mainframe storage. | |  |  |  |  |  | | **Security & Compliance** | *Security* |  |  | IT Security resources setting policy, establishing process & means, measuring compliance and responding to security breaches and providing real-time operational security such as vulnerability scanning, managing firewalls, intrusion prevention systems, and security information and event management (SIEM). Optional Level 3 categories include: Cyber Security. The implementation actions defined by security policies (e.g., mitigating security breaches by applying patches) are not included in the Security sub-tower and are part of the respective towers where the actions take place (e.g., Compute, Storage, and Network). | | *Compliance* |  |  | IT Compliance resources setting policy, establishing controls and measuring compliance to relevant legal and compliance requirements. Optional Level 3 categories include: Data Privacy. The implementation actions defined by Compliance policy (e.g., implementing controls like multi-factor authentication) are not included in the Compliance sub-tower and are part of the respective towers where the actions take place (e.g., Compute, Storage, Network, Application, End User). | | *Disaster Recovery* |  |  | IT Disaster Recovery resources setting DR policy, establishing process & means, dedicated failover facilities, performing DR testing. NOTE: DR designated equipment is included directly in its own sub-tower (e.g., extra servers for DR are included in Compute tower, etc.). The implementation actions defined by Disaster Recovery policy (e.g., building DR servers) are not included in the Disaster & Recovery sub-tower and are part of the respective towers where the actions take place (e.g., Compute, Storage, Network). | |  |  |  |  |  | | **Network** | *LAN/WAN* |  |  | Physical and wireless local area network connecting equipment within the core data centers and connecting end users in office working areas to the organization’s broader networks. Wide area network equipment, labor and support services directly connecting data centers, offices and third parties (excludes telecom and communication services). Optional Level 3 categories include: LAN, WAN. | | *Voice* |  |  | Voice resources which enable or distribute voice services through on premise equipment including PBX, VoIP, voicemail and handsets (excludes telecom and communication services). Traditional Voice services, Circuit Switched Data Service, Toll Free. | | *Transport* |  |  | Data network circuits and associated access facilities and services; includes dedicated and virtual data networks and internet access. Also includes usage associated with mobility and other data transit based on usage billing. Voice network circuits and associated access facilities and services. Also includes usage associated with standard telephone calls and 800 number service. Both voice and data transport may include terrestrial and non-terrestrial (e.g., satellite) technologies. Optional Level 3 categories include: Data, Voice. | |  |  |  |  |  | | **IT Management** | *IT Management & Strategic Planning* |  |  | IT management and administration resources; typically, CIO, senior IT leaders and administrative support including centralized IT strategy and planning. | | *Enterprise Architecture* |  |  | Enterprise architecture services including business, information, application and technical architecture to drive standardization, integration and efficiency among business technology solutions. | | *IT Vendor Management* |  |  | Resources involved in the selection, contract management, oversight, performance management and general delivery of services by 3rd party vendors and external service providers. | |  |  |  |  |  | | **Output** | *Central Print* |  |  | Central print services; often provided to support customer billing or customer documentation support processes. Unit of measure: page. | |  |  |  |  |  | | **OMB Cost Pool** | **OMB Cost Sub-Pool** | **DME ($K)** | **O&M ($K)** | **OMB Cost Pool Definition** | | **External Labor (WYE)** | *Expense* |  |  | External Labor includes the costs of external personnel required for delivering or supporting the IT services – including direct operational activities, support, management and administration activities | |  |  |  |  |  | | **Outside Services** | *Cloud - Software-as-a-Service (SaaS)* |  |  | External public cloud service providers (SaaS) | | *Cloud - Platform-as-a-Service (PaaS)* |  |  | External public cloud service providers (PaaS) | | *Cloud - Infrastructure-as-a-Service (IaaS)* |  |  | External public cloud service providers (IaaS) | | *Consulting* |  |  | External consulting project-based services. | | *Managed Service Providers* |  |  | External managed service providers. | |  |  |  |  |  | | **Hardware** | *Depreciation & Amortization* |  |  | Hardware depreciation of capitalized purchases. | | *Expense* |  |  | Hardware expense of non-capitalized purchases | | *Lease* |  |  | Hardware lease expenditures | | *Maintenance & Support* |  |  | Hardware maintenance and support expenditures. | |  |  |  |  |  | | **Software** | *Depreciation & Amortization* |  |  | Software depreciation of capitalized software license purchases and software development efforts. | | *Expense* |  |  | Software expense of non-capitalized software purchases. | | *Maintenance & Support* |  |  | Software maintenance and support expenditures. | | *Subscription* |  |  | Software subscription expenditures. | |  |  |  |  |  | | **Facilities & Power** | *Expense* |  |  | Data center space, power, security, and other operating expenses | | *Undefined Facilities & Power* |  |  | Facilities & Power costs include the floor space as well as the power, cooling, and other utilities costs, environmental control (fire suppression), power distribution, rack infrastructure, outside services and personnel costs related to managing the data center environment. | | *Depreciation & Amortization* |  |  | Data center depreciation of facility build and leasehold improvements | | *Maintenance & Support* |  |  | Data center maintenance and support expenditures. | |  |  |  |  |  | | **Telecom** | *Depreciation & Amortization* |  |  | Depreciation/amortization of any capitalized telecom expenditures; typically, this will show up under Hardware or Facilities depreciation/amortization. | | *Expense* |  |  | Voice and data network connectivity expenses, including circuit and usage expenditures. | | *Lease* |  |  | Telecom lease expenditures. | | *Maintenance & Support* |  |  | Telecom maintenance and support expenditures. | |  |  |  |  |  | | **Other** | *Other* |  |  | Miscellaneous or non-standard expenses. | |  |  |  |  |  | | **Internal Services** | *Shared Service* |  |  | Miscellaneous charges received from other internal shared services groups |   **Remarks:**  **Maintenance:** Revisions shall be incorporated by complete reissue. | | | | |