

 National Aeronautics and Space Administration		DATA REQUIREMENT (DR)		Data Requirement Document	
				1. Issue: RFP-NNX077040R RFP	
1. Title: Self Assessment and Metrics Report			2. DRD Number: TM-007		3. Page Date Rev. 1 of 1
SUBMITTAL REQUIREMENTS					
4. Type: 2		5. Frequency of Submission: (MO) Monthly within 15 calendar days following the end of each month.			
6. Distribution: Agency – CO & COTR Center – CO & TOM		7. Initial Submission: 45 days after contract start date.			
8. Remarks: In addition to the monthly report, a Semi-annual Summary Report shall be provided to the COTR and the Center TOMs.					
9. Format: Contractor format is acceptable as long as it addresses the performance criteria identified by the Task Order Manager (TOM) in the TO MADRs and break out the data by Center and then compile to show a total summary of all Centers. Metric reporting shall include data by Center and also an Agency roll-up report. Content of the report shall be a coordinated through the COTR and the TOMs.					
DATA REQUIREMENT DESCRIPTION (DRD)					
10. Use: To document the contractors self-assessment in meeting contract and task order performance requirements.			11. Interrelationship: PWS paragraph 4.13, 4.14.1		12. Reference: N/A
13. Preparation Information:					
13.1 SCOPE: This report shall address all categories of NASA Protective Services.					
13.2 APPLICABLE DOCUMENT: NPR 1600.1, NASA-STD-8719.11, NPD 1040.4, NPR 8715.2, NPR 1040.1					
13.3 CONTENTS:					
<p>The narrative and metrics data shall show work performed for the month, along with lessons learned and shall be linked to the Performance Work Statement and other requirements of the NPS contract and Task Orders, and shall reflect information that can readily be collected and repeated. The data shall distinguish between desirable and undesirable results, show trends and corrective actions and be easily understood. The metrics shall include both, performance metrics and metrics related to incidents, such as security incidents, to enable collection of data and trends to provide for analysis of NASA's Protective Services Program. The contractor shall review metrics for validity and as appropriate identify deviations, reasons for deviations and recommendations for adjustment. The contractor shall team with the Government to validate and modify performance metrics and associated thresholds of satisfactory performance.</p> <p>The Self-Assessment report and metrics shall contain narrative information and associated statistical metrics that address all major categories of work as identified in the TO, paragraphs 5.1 – 5.6. As a minimum, it shall include crime, fire operations and incident statistics, fire and security response times, ID and badging statistics, training program status and associated metrics, special programs, serious/emergency incidents response, dispatch services, physical security, loss or compromise of sensitive or classified information, foreign visitors, and inspection and audit results, Locksmiths services, and sensitive /classified waste.</p> <p>The report shall also show achievement and planning for synergies and consistencies, potential cost savings throughout the Agency, achievements and planning for maximizing small business participation, enhancing associate contractor agreements, and any other analysis or recommended improvements to enhance Protective Services for the Agency.</p> <p>The self-assessment and associated metrics shall provide insight to the quality and effectiveness of work performance and the NASA Protective Services Program. The COTR or TOM may direct format/content changes as necessary to accommodate priorities and work emphasis. Rollup reporting shall be on a weekly, monthly, and annual basis.</p>					