

ATTACHMENT J.2

DATA REQUIREMENTS DOCUMENTS

INTRODUCTION

The Contractor shall furnish all data described by the data requirements listed on the Data Requirements List (DRL) below. Such data shall be prepared, maintained and delivered to NASA in accordance with the requirements set forth within each Data Requirements Document (DRD).

DRD IDENTIFICATION

Block 1. Title

Block 1 describes the nomenclature descriptive of activity to which the DRD pertains.

Block 2. DRD Number

Each DRD listed on the DRL is given complete definition within the DRD, which prescribes content, format, maintenance instructions and submittal requirements. For the purpose of classification and control, DRDs are grouped into the following broad functional management categories and included as part of the DRD numbering:

Abbreviation	Category
LR	Labor Relations
PM	Program Management
QA	Quality Assurance/Control
SA	Safety and Health
SB	Small Business Program
TM	Technical Management

Block 3. Page and Date

Block 3 contains the number of pages associated with DRD instructions and date revised, if applicable.

Block 4. Data Type

The data type and their contractually applicable requirements for approval and delivery are as follows:

<u>TYPE</u>	<u>DESCRIPTION</u>
1	Written Approval – Data requiring written approval by procuring activity prior to implementation into procurement or development program
2	Data submitted to procuring activity for review not later than the time specified in the Data Requirement. Data shall be considered approved unless contractor has been notified of disapproval prior to project implementation.
3	Mandatory Submittal - Data submitted to procuring activity for coordination, surveillance, or information.
4	Submittal upon Request - Data retained by respondent to be made available to procuring activity upon request.
5	Data to be retained by respondent and reviewed by NASA on request.

Block 5. Submission Frequency

Frequency of submittal codes are as follows:

<u>Code Description</u>		<u>Code Description</u>		<u>Code Description</u>	
AD	As Directed	DD	Deferred Delivery	RD	As Released
AN	Annually	EOGFY	End of Government Fiscal Year	RT	One Time and Revisions
AR	As Required	MO	Monthly	SA	SemiAnnually
BE	Biennially (Every other yr.)	OT	One Time	TY	Three Per Year
BM	Bimonthly (Every other mo.)	PV	Per Vehicle	UR	Upon Request
BW	Biweekly (Every other week)	QU	Quarterly	WK	Weekly
DA	Daily				

Block 6. Distribution

Block 6 lists the distribution of required documentation shall be to Agency CO and COTR and/or Center CO and TOM. Other Government organizations may also be listed as a recipient for a specific DRD.

Block 7. Initial Submission

Block 7 denotes the Month/Day/Year of first submittal of DRD.

Block 8. Remarks

Block 8 provides comments, which explain an entry made in any block of the DRL and/or DRD and any additional submittal information, if necessary.

Block 9. Format

Block 9 shows deliverable format required such as Electronic, Hardcopy, CD or Contractor format is acceptable, etc.

Block 10. Description/Use

Block 10 provides a general explanation of the Government's expectation of the DRD's description and use.

Block 11. Interrelationship

Block 11 provides the corresponding and/or associated section of the contract.

Block 12. Reference

Block 12 provides additional reference material over and beyond Block 13.2, Applicable Documents, if appropriate.

Block 13. 1. Scope

Defines the purpose of the DRD to document how the information will be used in assessing contract performance.

Block 13. 2. Applicable Documents

References applicable regulations, policies, standards, or documents, as applicable.

Block 13.3. Content

Provides guidance on details required within the DRD.

Block 13.4. Miscellaneous/Ad hoc Report

Requests additional reports and/or information required by the DRD and/or applicable regulations, policies, standards, or documents.

DATA REQUIREMENT LIST (DRL)

DRD Number	Title	Reference	Initial Delivery
LR-001	Wage/Salary & Fringe Benefits Data	FAR 52.222-41	
PM-001	Government Property Management	PWS Section 4.1.8.1	
PM-002	Monthly Task Order Price Report	PWS Section 4.10.3	
PM-002a	Financial Reporting Template	PWS Section 4.10.3	
PM-003	Information Technology Security Management Plan	PWS Section 4.11.1	
PM-004	Information Technology Systems Security Plan	PWS Section 4.11.1	
PM-005	File Plan (Summary of Holdings)	PWS Section 4.15.2	
PM-006	Management Plan	PWS Section 4.8.4	
PM-007	Government Owned-Contractor Held Capital Assets	FMR 040503	
QA-001	Quality Assurance and Control Plan	PWS Section 4.13	
SA-001	Mishaps and Safety Statistics	PWS Section 4.12.2	
SA-002	Safety, Health and Environment Plan	PWS Section 4.12.1	
SB-001	Small Disadvantage Business Participation Reporting Data	FAR 19.1202	
SB-002	Small Business Reporting Data	FAR 19.702 & 19.704	
SB-003	Small Business Commitment Report	Clause H.16	
TM-001	Contingency and Emergency Plan	PWS Section 5.3.5.1B	
TM-002	Comprehensive Emergency Management Plan (CEMP)	PWS Section 5.3.2.1A	
TM-003	Fire Protection Program Plan	PWS Section 5.1.1A	
TM-004	Fire Services Proficiency Training Plan	PWS Section 5.1.3.8A	
TM-005	Standard Operating Procedure (SOP)	PWS Section 4.1.5.1	
TM-006	Reports of Incident/Investigation (ROI)	PWS Section 5.2.1.5A	
TM-007	Self-Assessment and Metrics Report	PWS Section 4.13.3 & 4.14.4	
TM-008	Security Services Training Plan Report	PWS Section 4.3.1.1 & 5.6.1.3	
TM-009	Electronic Security System Configuration Management Plan	PWS Section 5.2.18	
TM-010	Health Stabilization Plan	PWS Section 5.0 & 5.2	
TM-011	Mission Readiness Security Plan	PWS Section 5.0 & 5.2	
TM-012	Badged Employee and Remote IT User Listing	PWS Section 4.14.5	
TM-013	Contractor Employee Clearance Document	PWS Section 4.14.5	
TM-014	Annual Physical Security Assessment	PWS Section 4.1.4, 4.1.4.1, 5.2.1.1, 5.2.1.2, & 5.2.1.3	
TM-015	Physical Security Plan	PWS 4.14.1	



National Aeronautics and
Space Administration

DATA REQUIREMENT (DR)

Data Requirement Document

1. Issue: RFP –
NNX077040R

1. Title:

Wage/Salary and Fringe Benefits Data

2. DRD Number:

LR-001

3. Page Date Rev.

1 of 3

SUBMITTAL REQUIREMENTS

4. Type:

2

5. Frequency of Submission:

As directed in Section 13.3 below.

6. Distribution:

Agency - COTR
Center – CO, TOM &
Labor Relations Officer

7. Initial Submission:

45 days after contract award

8. Remarks:

9. Format: The Wage/Salary and Fringe Benefits Data should be in a format substantially the same as enclosed with this DRD. (Forms 2, 3, and 3A – Note CO fills in a Form 1)

DATA REQUIREMENT DESCRIPTION (DRD)

10. Use:

The Wage/Salary and Fringe Benefits Data will be used by the NASA CO and the Contract Labor Relations Office to provide the necessary data for submittal of Standard Form (SF) 98, Notice of Intention to Make a Service Contract and Response to Notice, to the Department of Labor, and to assist in the monitoring of Service Contract Act compliance.

11. Interrelationship:

N/A

12. Reference:

N/A

13. Preparation Information:

13.1 SCOPE: The Wage/Salary and Fringe Benefits Data must be submitted by the Contractor, and any subcontractors which are subject to the provisions of the Service Contract Act, to the Contracting Federal Agency.

13.2 APPLICABLE DOCUMENT: FAR 52.222-41, FAR 22.1007 & FAR 22.108

13.3 CONTENTS: The Wage/Salary and Fringe Benefits Data should contain the data included in the enclosed DRD forms, titled "Wage/Salary Rate Information", "Fringe Benefit for Service Employees", and "Fringe Benefits per Collective Bargaining Agreement". The Wage/Salary Rate Information shall contain a listing of all exempt and nonexempt labor classifications working on the Contract. Separate forms should be utilized for classifications working in different geographic areas and for each subcontractor. Wage determination numbers, appropriation labor organization names, and subcontractor names, must be reflected. All nonexempt labor classifications must be matched to wage determination classes or to Collective Bargaining Agreement (CBA) classifications for represented classes. Annotate exempt or nonexempt and union or nonunion. The current hourly rates should reflect the actual lowest and highest paid employees, along with a computed average rate. State the number of employees working in each category. Separate Fringe Benefit forms should be completed for non-represented classifications and for each separate CBA. A separate form must be completed for the prime and each subcontractor, and provide three (3) hard copies and one electronic copy of each. Collective Bargaining Agreements are required if organized labor is represented on your Contract.

13.4. Miscellaneous Report : See page 2 and 3

13.4. Miscellaneous Report (Continued)

FORM 2

Page 1 of 1

WORK SHEET FOR SF-98 DATA - WAGE RATE INFORMATION

Illustration of required data

WAGE CONTRACTORS LABOR CLASSIFICATION	DETERMINATION CLASSIFICATION	EXEMPT OR NON EXEMPT	UNION OR NON UNION	CURRENT HOURLY RATE	MYE NO. OF EMPL.
Project Manager	Not Required	E	N	\$25.00	1
Supervisor	Not Required	E	N	\$20.00	1
Electrical Engineer	Not Required	E	N	\$16.5 0- \$20.00	3
Technician, Jr	Elect Tech Main 1	N	U	\$12.78 - \$15.50	12
Technician, Sr.	Elect Tech Main II	N	U	\$18.20 - \$20.00	4
Secretary	Secretary I	N	N	\$11.11 - \$12.50	2
File Clerk	General Clerk I	N	N	\$8.29	1
Clerical Data Entry	Word Processor I	N	N	\$9.25 – \$10.90	1

Submit data in the above illustrated format for all labor classifications used, or planned to be used, on this Contract. All Contract labor classifications must be matched to wage determination classes listed in CBA's represented classes or classes shown in the wage determinations for nonrepresented classes.

FORM 3

Page 1 of 2

FRINGE BENEFITS PER COLLECTIVE BARGAINING AGREEMENT

For period from _____ to _____

Contractor:

Contract Number:

Number of employees in bargaining unit _____

Total number of employees on Contract _____

1. Shift Differential: (Describe any pay over and above base rates for 2nd, 3rd, weekend, or other shifts.)
2. Health and Welfare Items and Other Fringe Items: (Indicate whether or not coverage is provided to employees and state current average hourly cost per employee covered by a Collective Bargaining Agreement.)

Item	Coverage Provided (Yes or No)	Average Hourly Cost
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- a. Life Insurance
- b. Accidental Death
- c. Disability
- d. Medical and Hospital
- e. Dental
- f. Retirement Plan
- g. Savings/Thrift Plan
- h. Sick Leave
- i. Tuition
- j. Other (Describe)

Total

13.4. Miscellaneous Report (Continued)

FORM 3

Page 2 of 2

1. Paid Absences: Service Requirement Days per Year

- a. Vacation
- b. Holiday
- c. Sick Leave
- d. Jury Leave
- e. Funeral Leave
- f. Military Leave
- g. Other (Describe)

- 1. Severance Pay: (Briefly describe terms and amounts.)
- 2. Other Fringe Benefits: (Describe any other fringe benefits not included above, and show average hourly cost.)
- 3. Premium Pay: (Discuss all premium pay provisions not previously shown on this form.)

Signature of Company Representative

Date

FORM 3A

Page 1 of 1

FRINGE BENEFITS FOR SERVICE EMPLOYEES

For period from _____ to _____

Contractor:

Number of nonexempt employees on Contract: _____

Total number of employees on Contract: _____

- 1. Health and Welfare Items and Other Fringe Items: (Indicate whether or not coverage is provided to employees and state current average hourly cost per service employee.)

Item

Coverage Provided

Average Hourly Cost

- a. Life Insurance
- b. Accidental Death
- c. Disability
- d. Medical and Hospital
- e. Dental
- f. Retirement Plan
- g. Savings/Thrift Plan
- h. Sick Leave
- i. Tuition Reimbursement
- j. Other (Describe)

1. Paid Absences Service Requirement Days per Year

- a. Vacation
- b. Holidays
- c. Sick Leave
- d. Jury Leave
- e. Funeral Leave
- f. Military Leave
- g. Other (Describe)

Signature of Company Representative

Date



National Aeronautics and
Space Administration

DATA REQUIREMENT (DR)

Data Requirement Document

1. Issue: RFP –
NNX077040R

1. Title:
Government Property Management Plan and Inventory List

2. DRD Number:
PM-001

3. Page Date Rev.
1 of 1

SUBMITTAL REQUIREMENTS

4. Type:
2

5. Frequency of Submission:
(RT) Initially and as required.

6. Distribution:
Center - Per
Contracting Officer's
letter, TOM and IPO

7. Initial Submission:
90 days after authority to proceed

8. Remarks:
In addition to this plan, the contractor shall cooperate with Government property audits and accountability inspections and shall provide requested results of inventories.

9. Format: This document shall be the official contract requirements document for the control and identification of Government property. In accordance with attachment "D" of the Task Orders.

DATA REQUIREMENT DESCRIPTION (DRD)

10. Use:
To document the contractor's plan for controlling and accounting for Government property.

11. Interrelationship:
PWS paragraph 4.1.8.1,
4.14.1

12. Reference:
N/A

13. Preparation Information:

13.1 SCOPE: This plan defines the contractor's methods for control, care and accountability of Government property.

13.2 APPLICABLE DOCUMENT: Federal Acquisition Regulation Part 45, NFS 1852.245, NPR 5100.4, NPD 4200.1, NPR 4200.2, NPR 4300.1, NPR 1620.3

13.3 CONTENTS: The plan shall satisfy the requirements of the references listed above. The plan shall include the following categories:

- a. Property Management
- b. Acquisition
- c. Receiving
- d. Identification
- e. Records
- f. Movement
- g. Storage
- h. Inventories
- i. Reports
- j. Consumption
- k. Utilization
- l. Maintenance
- m. Subcontractor Control
- n. Disposition and contract close-out

13.4 MISCELLANEOUS/AD HOC REPORT:

- a. Provide an updated list of contractor held / responsible property at each Center/ Location.



National Aeronautics and
Space Administration

DATA REQUIREMENT (DR)

Data Procurement Document

1. Issue: RFP-NNX077040R

1. Title: Monthly Task Order Price Report	2. DRD Number: PM-002	3. Page Date Rev. 1 of 1
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SUBMITTAL REQUIREMENTS

4. Type: 2	5. Frequency of Submission: MO - Monthly Task Order Price Report shall be submitted monthly on the 10 th business day after close of prior accounting period.
6. Distribution: Center – COTR, TOM, CFO RMO	7. Initial Submission: First Monthly Task Order Price Report should be submitted on the 10 th business day after the close of the October 2008 (FY 2009) accounting period. ~November 14th, 2008.

8. Remarks:
The Monthly Task Order Price Report will track WYE's, Hours, Labor, and Non-labor by Service, for that Center or Component Facility. This is to provide further insight for cost detail analysis for monthly costing and annual budgeting purposes.

9. Format: Electronic & Hard Copy

DATA REQUIREMENT DESCRIPTION (DRD)

10. Use: To provide price detail by service for cost/budget reporting for Agency & Center requirements. This report will help report cost details at levels required for current cost tracking and future budgeting reports.	11. Interrelationship: PWS Paragraphs 4.10, 4.14	12. Reference: N/A
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13. Preparation Information:

13.1 SCOPE: Monthly Task Order Price Report is to provide monthly financial management status on expenditures of resources under this contract.

13.2 APPLICABLE DOCUMENT: NFS 1852-216-80 (ALT I) (OCT 1996)

13.3 CONTENTS: Details of price by Service for each Location. Shall include number of Work Year Equivalent (WYE's) on-site for each Service for each location. Also to include total hours worked for each Service for each Location broken out into the following two categories: labor & non-labor. Non-labor includes all costs except those associated with labor. Labor includes straight time, over time, premium time, fringe, & benefits. All costs associated with labor shall be placed in this category. The report shall also indicate a cumulative FY total that shall be updated monthly to reflect the current months cost.

Report shall be submitted monthly on the 10th business day after the close of the prior accounting period. 2 Hard copies shall be distributed to each Center as well as 1 electronic copy. Report shall encompass an entire monthly period of performance including baseline and special task order support price. Baseline & special task order support shall be rolled up into a summary report for each location. Template attached to this document.

NPS FINANCIAL REPORTING INSTRUCTIONS

General Instructions:

Contractor shall submit report monthly for a specified period of performance. Report must be received on the 10th business day after the contractor's close of the prior accounting period. Report distribution attached.

Tab 1 - FY XX AGENCY NASA PROTECTIVE SERVICES MONTHLY TASK ORDER PRICE REPORT (to include all 14 locations)

Description – Report shall provide an overall summary of monthly price for all Task Orders (TO's) related to the NASA Protective Services Contract (including special task orders).

Date – Enter the date of report submission to NASA

Period of Performance- Period of performance for the accounting period represented by the report submitted

Contract # - Enter the NASA contract number for Protective Services

Contracting Officer- NASA contracting officer (CO)

Level II WBS – Enter the Level II WBS for each service category

Element of Cost – Enter price by Level II WBS service for labor versus non-labor; labor includes all straight time, premium time, over time, fringe, & benefits; any price associated with labor shall be included in the labor category; all costs outside labor should be placed in the non-labor category

CM Hours – Enter current month total hours worked to complete the Level II Service WBS for Protective Services for the given period of performance

CM WYE's – Enter current month on-site Work Year Equivalent (WYE's) performing Protective Services for each of the Level II WBS Services for the given period of performance

CM Price – Enter current month by Level II WBS Service for labor versus non-labor for the given period of performance

CUM Hours – Enter the cumulative amount of hours worked for Protective Services by Level II WBS Service for the current fiscal year

CUM Price – Enter the cumulative dollar price for the current fiscal year

Grand Total – Total NASA Protective Services price for all services combined for the period of performance specified in the report

Tab 2 - FY XX AGENCY NASA PROTECTIVE SERVICES MONTHLY BASELINE PRICE REPORT

Description – Report shall provide an overall summary price report for all baseline services performed for NASA Protective Services (to include all 14 locations).

Date – Enter the date of report submission to NASA

Period of Performance- Period of performance for the accounting period represented by the report submitted

Contract # - Enter the NASA contract number for Protective Services

Contracting Officer- NASA contracting officer (CO)

Level II WBS – Enter the Level II WBS for each service category

Element of Cost – Enter price by Level II WBS service for labor versus non-labor; labor includes all straight time, premium time, over time, fringe, & benefits; any price associated with labor shall be included in the labor category; all costs outside labor should be placed in the non-labor category

CM Hours – Enter current month total hours worked to complete the Level II Service WBS for Protective Services for the given period of performance

CM WYE's – Enter current month on-site Work Year Equivalent (WYE's) performing Protective Services for each of the Level II WBS Services for the given period of performance

CM Price – Enter current month by Level II WBS Service for labor versus non-labor for the given period of performance

CUM Hours – Enter the cumulative amount of hours worked for Protective Services by Level II WBS Service for the current fiscal year

CUM Price – Enter the cumulative dollar price for the current fiscal year

Grand Total – Total NASA Protective Services price for all services combined for the period of performance specified in the report

Tab 3 - FY XX NASA PROTECTIVE SERVICES MONTHLY SPECIAL TASK ORDER SUMMARY PRICE REPORT

Description – This report is to provide NASA with a summary of total price of Special Task Order performed in the specified period of performance (to include all 14 locations).

Date – Enter the date of report submission to NASA

Period of Performance- Period of performance for the accounting period represented by the report submitted

Contract # - Enter the NASA contract number for Protective Services

Contracting Officer- NASA contracting officer (CO)

Level II WBS – Enter the Level II WBS for each service category

Element of Cost – Enter price by Level II WBS service for labor versus non-labor; labor includes all straight time, premium time, over time, fringe, & benefits; any price associated with labor shall be included in the labor category; all costs outside labor should be placed in the non-labor category

CM Hours – Enter current month total hours worked to complete the Level II Service WBS for Protective Services for the given period of performance

CM WYE's – Enter current month on-site Work Year Equivalent (WYE's) performing Protective Services for each of the Level II WBS Services for the given period of performance

CM Price – Enter current month by Level II WBS Service for labor versus non-labor for the given period of performance

CUM Hours – Enter the cumulative amount of hours worked for Protective Services by Level II WBS Service for the current fiscal year

CUM Price – Enter the cumulative dollar price for the current fiscal year

Grand Total – Total NASA Protective Services price for all services combined for the period of performance specified in the report

Tab 4 - FY XX PROTECTIVE SERVICES MONTHLY SUMMARY PRICE REPORT

Description – This report is to provide a summary price report by service (including the price of the Special Task Orders) for each Location.

Date – Enter the date of report submission to the NASA Location

Period of Performance- Period of performance for the accounting period represented by the report submitted

Contract # - Enter the NASA contract number for Protective Services

Contracting Officer- Center contracting officer (CO)

Center – Enter the NASA Center

Location – Enter NASA Location

Level II WBS – Enter the Level II WBS for each service category

Element of Cost – Enter price by Level II WBS service for labor versus non-labor; labor includes all straight time, premium time, over time, fringe, & benefits; any price associated with labor shall be included in the labor category; all costs outside labor should be placed in the non-labor category

CM Hours – Enter current month total hours worked to complete the Level II Service WBS for Protective Services for the given period of performance

CM WYE's – Enter current month on-site Work Year Equivalent (WYE's) performing Protective Services for each of the Level II WBS Services for the given period of performance

CM Price – Enter current month by Level II WBS Service for labor versus non-labor for the given period of performance

CUM Hours – Enter the cumulative amount of hours worked for Protective Services by Level II WBS Service for the current fiscal year

CUM Price – Enter the cumulative dollar price for the current fiscal year

Grand Total – Total NASA Protective Services price for all services combined for the period of performance specified in the report

Tab 5- FY XX PROTECTIVE SERVICES MONTHLY BASELINE PRICE REPORT

Description – This report is to provide the price of baseline support for each NASA Location by Service showing the price of labor versus non-labor.

Date – Enter the date of report submission to the NASA Location

Period of Performance- Period of performance for the accounting period represented by the report submitted
Contract # - Enter the NASA contract number for Protective Services
Contracting Officer- Center contracting officer (CO)
Center – Enter the NASA Center
Location – Enter NASA Location
Level II WBS – Enter the Level II WBS for each service category
Element of Cost – Enter price by Level II WBS service for labor versus non-labor; labor includes all straight time, premium time, over time, fringe, & benefits; any price associated with labor shall be included in the labor category; all costs outside labor should be placed in the non-labor category
CM Hours – Enter current month total hours worked to complete the Level II Service WBS for Protective Services for the given period of performance
CM WYE’s – Enter current month on-site Work Year Equivalents (WYE’s) performing Protective Services for each of the Level II WBS Services for the given period of performance
CM Price – Enter current month by Level II WBS Service for labor versus non-labor for the given period of performance
CUM Hours – Enter the cumulative amount of hours worked for Protective Services by Level II WBS Service for the current fiscal year
CUM Price – Enter the cumulative dollar price for the current fiscal year
Grand Total – Total NASA Protective Services price for all services combined for the period of performance specified in the report

Tab 6- FY XX PROTECTIVE SERVICES MONTHLY SPECIAL TASK ORDER PRICE REPORT

Description – This report is to provide the price of each individual special task order for the given location. A separate report must be submitted for each individual special task order.

Date – Enter the date of report submission to the NASA Location
Task Order Title – Enter title of special task order
Task Order Description – Enter a brief description of the special task order
Government Authorized Value – Enter the authorized value of the special task order
Scheduled Start Date – Enter the date the special task order is expected to begin
Est Completion Date – Enter estimated completion date of special task order
Contract # - Enter the NASA contract number for Protective Services
Contracting Officer- Center contracting officer (CO)
Center – Enter the NASA Center
Location – Enter NASA Location
Level II WBS – Enter the Level II WBS for each service category
Element of Cost – Enter price by Level II WBS service for labor versus non-labor; labor includes all straight time, premium time, over time, fringe, & benefits; any price associated with labor shall be included in the labor category; all costs outside labor should be placed in the non-labor category
CM Hours – Enter current month total hours worked to complete the Level II Service WBS for Protective Services for the given period of performance
CM WYE’s – Enter current month on-site Work Year Equivalents (WYE’s) performing Protective Services for each of the Level II WBS Services for the given period of performance
CM Price – Enter current month by Level II WBS Service for labor versus non-labor for the given period of performance
CUM Hours – Enter the cumulative amount of hours worked for Protective Services by Level II WBS Service for the current fiscal year
CUM Price – Enter the cumulative dollar price for the current fiscal year
Grand Total – Total NASA Protective Services price for all services combined for the period of performance specified in the report

Tab 7- Exhibit 1-1: Monthly Special Task Order Summary Report

Description – This report is to provide a fiscal year summary of all special task orders for each Location. Report shall be submitted once a month.

Center – Enter the NASA Center

Location – Enter the NASA Location

Date Submitted – Enter date report was submitted to the government

Month/FY – Enter the month & fiscal year represented in the summary report

Task Order #: Enter the unique task order number for the special task to be performed at the give location

Task Order Revision #: if applicable indicate the revision number of the special task order

Level III WBS: Enter the Level III WBS for the special task order performed

Reporting Category: Indicate the reporting category by indicating what service is being utilized per the special task order (FS – Fire Services, SS – Security Services, EC – Export Control, EM – Emergency Management, IA – Information Assurance, TN – Training). All prices shall be subtotaled by reporting category.

Scheduled Start Date – Enter scheduled start date of the individual special task order

Scheduled End Date – Enter the scheduled end date of the individual special task order

Estimated Completion Date – Only enter if different from scheduled end date

Date Contractor Completed - Enter the date the special task order was actually completed

Date Gvmt Accepted – Enter the date the government accepted the special task order

Monthly Actual Price – Enter the actual amount charged to the government for the special task order in the prior period.

Next Month Estimate – Enter the estimated price expected to charge the government by the end of the current accounting period of the special task order (if applicable)

2 Month Out Estimate – Enter the estimated price expected to charge the government in the next accounting period (if applicable).

3 Month Out Estimate – Enter the estimated price expected to (if applicable)

TO Cum Balance – Enter the balance of price charged to the government for the individual special task order

Est TO Price @ Completion – Enter the estimated price of the special task order at the anticipated date of completion

TO Cum Balance – Enter the cumulative balance of actual price charged for the special task order

Grand Total – Running total off all special task orders by Location



National Aeronautics and
Space Administration

DATA REQUIREMENT (DR)

Data Procurement Document

1. Issue: RFP-NNX077040R

1. Title: IT Security Management Plan	2. DRD Number: PM-003	3. Page Date Rev. 1 of 1
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SUBMITTAL REQUIREMENTS

4. Type: 1	5. Frequency of Submission: The NPSC IT Security Management Plan shall be reviewed by the contractor at least annually and updated as required. Changes to the NPSC IT Security Plan shall be submitted to the Agency COTR and reviewed and approved by the Agency Contracting Officer prior to incorporation into the contract via contract modification.
6. Distribution: Agency CO Agency COTR Agency OCIO Agency ITSM	7. Initial Submission: The NPSC Security Plan shall be submitted in final form 30 days after Contract Award

8. Remarks: The NPSC IT Security Plan requires approval of the Agency Level ITSM, OCIO & Contracting Officer. The final plan, as approved by the Contracting Officer, shall be incorporated into the contract as Attachment J.17.

9. Format: One original hardcopy and electronic.

DATA REQUIREMENT DESCRIPTION (DRD)

10. Use: The IT Security Management Plan will establish the overall approach, processes and procedures the contractor will use to manage the IT Security Program.	11. Interrelationship: PWS Paragraphs 4.0	12. Reference: N/A
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13. Preparation Information:

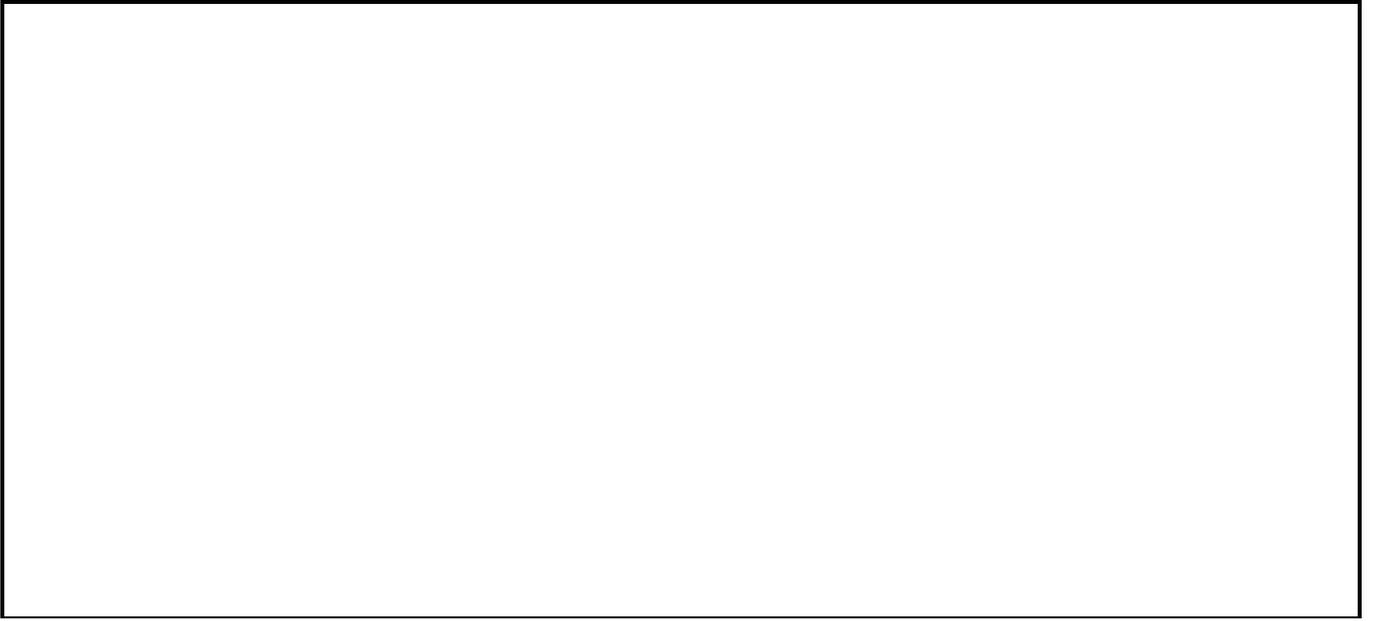
13.1 SCOPE: The NASA Protective Services Contract (NPSC) IT Security Management Program Plan for its unclassified information resources. This program plan shall describe the processes and procedures that will be followed to ensure appropriate security of IT resources in accordance with the requirements of this contract.

13.2 APPLICABLE DOCUMENT:
 Computer Security Act of 1987 (40 U.S.C. 1441 ET SEQ.)
 Government Information Security Act 2000
 OMB Circular A-130, Management of federal Information Resources, Appendix III, Security of federal Automated Information Resources.
 NASA Far Supplement 1852.204-76, Security Requirements for Unclassified Information Technology Resources
 Procurement Notice 04-25, Security Requirements for Unclassified Information Technology Resources
 NASA Program Requirements (NPR) 2810.1A, Security of Information NASA Program Requirements (NPR) 1610
 NASA Program Requirements (NPR) 1610, Chapter 3 NASA Security Procedural Requirements
 NASA Program Requirements (NPR) 1600.1, NASA Security Program Procedural Requirements

13.3 CONTENTS: The IT Security Management Program Plan shall address the contractor's plan for governance, IT security management structure, security training, phase-in planning and transition readiness, work definition and authorization, security reviews for hardware and software, quality control, IT risk assessment, IT contingency planning, IT emergency preparedness, systems monitoring, IT security reporting requirements, budgeting (CPIC), scheduling, configuration management (hardware and software), and subcontracting.

Contractor format is acceptable.

 National Aeronautics and Space Administration		DATA REQUIREMENT (DR)		Data Procurement Document
1. Title: IT Systems Security Plan		2. DRD Number: PM-004	3. Page Date Rev. 1 of 1	
SUBMITTAL REQUIREMENTS				
4. Type: 2	5. Frequency of Submission: Certification and Accreditation shall be performed at least once every three years or following a major change to the system.			
6. Distribution: Agency CO, COTR, OCIO, ITSM Center CO, COTR, OCIO, ITSM	7. Initial Submission: During the IT system initiation phase for both new systems and re-certification/accreditation of existing systems.			
8. Remarks: IT System Security Plans shall be approved by the Center/Location OCIO and ITSM with concurrence from the CO.				
9. Format: Electronic				
DATA REQUIREMENT DESCRIPTION (DRD)				
10. Use: To develop, document, maintain, and manage operational and technical IT system security polices.		11. Interrelationship: PWS Paragraphs 4.15	12. Reference: N/A	
13. Preparation Information:				
13.1 SCOPE: The contracts shall integrate the IT security polices, procedures, and control measures into their full life cycle, and shall test and perform annual reviews for all system in accordance with NPR 2810.1A.				
13.2 APPLICABLE DOCUMENT: OMB Circular A-130, Management of Federal Information Resources, Appendix III, Security of Federal Automated Information Resources NASA Far Supplement 1852.204-76 Security requirements for Unclassified Information Technology Resources Procurement Notice 04-25, Security Requirements for Unclassified Information Technology Resources NPR 2810.1A Security of Information Technology NIST SP 800-26 security Self Assessment Guide for IT systems NIST SP 800-30 Risk Management Guide for IT systems				
13.3 CONTENTS: The System Security Plan shall include the following, System and Application Life cycle, Security Awareness Training, Security Risk Assessment, Design Review (Hardware & Software), Security Reviews for New or Modified Hardware and Software, Security Training, Systems Security Controls for Network Access, Systems Security Controls for C&A, Management Controls, Operational Controls including system contingency Planning and Emergency Preparedness, System Monitoring, IT Security Reporting Requirements.				
13.4 Reports: In addition to the systems security plan the contractor shall provide;				
Information on Employees in sensitive AIS Position/Assignment Report Report shall include information for personnel screening as required by Procurement Information Circular (PIC) 02-04, NPR 2810.1A and NPR 1600.1 on position risk. Submittals 30 days after contract start and updated annually.				
A list of all lead system administrators shall be provide to the Contracting Officer and OCIO Submittals 30 days after contract start and updated annually				



 National Aeronautics and Space Administration		DATA REQUIREMENT (DR)		Data Procurement Document	
				1. Issue: RFP-NNX077040R	
1. Title: File Plan (Summary of holdings)		2. DRD Number: PM-005		3. Page Date Rev. 1 of 1	
SUBMITTAL REQUIREMENTS					
4. Type: 2		5. Frequency of Submission: The Records Management Plan shall be reviewed annually by the contractor and updated accordingly. Changes to the File Plan shall be submitted to the appropriate Center's Records Manager.			
6. Distribution: Center – CO Center TOM Center Records Manager		7. Initial Submission: The File Plan shall be submitted 120 days after contract award.			
8. Remarks: The records shall be turned over in accordance with the Center specific requirements stated below. The Records Management Plan shall accurately and completely identify how the records will be maintained, preserved and protected.					
9. Format: Contractor format is acceptable					
DATA REQUIREMENT DESCRIPTION (DRD)					
10. Use: To document, maintain, and manage Federal Records.		11. Interrelationship: PWS Paragraphs 4.15		12. Reference: N/A	
13. Preparation Information: 13.1 SCOPE: A File Plan shall be developed for each Center. The File Plan should ensure that the appropriate processes and procedures are followed according to each Center's specific requirements where specified. 13.213.2 APPLICABLE DOCUMENT: a. 44 U.S.C. Chapters 29, 31, 33. b. 44 U.S.C. 3501 et seq., Paperwork Reduction Act. c. 36 CFR Parts 1220-1238. d. 5 U.S.C. 552, The Freedom of Information Act as amended. e. 5 U.S.C. 552a, The Privacy Act of 1974 as amended f. Homeland Security Presidential Directive/HSPD-12 g. OMB Circular A-130, Management of Federal Information Resources. h. OMB Circular A-123, Internal Control Systems. i. Executive Order 12656, Assignment of Emergency Preparedness Responsibilities, Sections 201, 202, 1901, and 2001 (November 18, 1988), as amended j. NASA Records Management NPD 1440.6 (G)					

k. NASA Retention Schedule NPR 1441

l. Center Specific:

Goddard Space Flight Center

- a. GSFC Records Management and Vital Records Program, GPR 1440.8

Johnson Space Flight Center

- a. JSC Files and Records Management Procedures, JPR 1440.3B
- b. Organizational Record Series Inventory, JSC Form 1229

Kennedy Space Center

- a. KSC Records Management and Vital Records Program, KNPD 1440.1(B)
- b. Records Management, KDP-KSC-P-1881(C)

Marshall Space Flight Center

- a. MSFC Records Management Program, MPR 1440.2
- b. Records Plan, MSFC Form 2441

Stennis Space Center

- a. Stennis Space Center Records Management Program Requirements, SPR 1440.1
- b. Stennis Management System Requirements, SPR 1280.1

m. No Center Specific Requirements:

Ames Research Center

Dryden Flight Research Center

Glenn Research Center

Headquarters

IV&V

Langley Research Center

Wallops Flight Facility

White Sands Test Facility

13.3 CONTENTS: The Records Management Plan shall accurately and completely identify how the Agency's records will be maintained, preserved, protected and dispositioned in accordance with policies and procedures. The contractors format is acceptable and shall include:

- | | |
|--------------------------|--|
| a. AFS# | Agency Filing Scheme number can be found in the NPR 1441.1 |
| b. Item# | In accordance with NPR 1441.1 |
| c. Record Title | A description of what the record is and its function |
| d. Office of Record | Office responsible for retiring the record at end of lifecycle |
| e. Location | Physical location of records |
| f. Retention/Disposition | The period of time the record will be kept, and how it is treated at the end of its active lifecycle |
| g. Perm vs Temp | Designation of permanent status or temporary status of records including marking records that are ITAR controlled sensitive. |
| h. Vital Status | Records identified as necessary for continuing operations immediately following an emergency |
| i. Volume | Volume of records |

		Data Procurement Document
 National Aeronautics and Space Administration		DATA REQUIREMENT (DR) 1. Issue: RFP-NNX077040R
1. Title: Management Plan	2. DRD Number: PM-006	3. Page Date Rev. 1 of 1
SUBMITTAL REQUIREMENTS		
4. Type: 1	5. Frequency of Submission: AR The NPSC Management Plan shall be reviewed by the contractor at least annually and updated as required. Changes to the NPSC Management Plan shall be submitted to the Agency COTR and reviewed and approved by the Agency Contracting Officer prior to incorporation into the contract via contract modification.	
6. Distribution: Agency CO Agency COTR	7. Initial Submission: The NPSC Management Plan shall be submitted in final form with the Offeror's proposal. The NPSC Management Plan requires approval of the Contracting Officer. The final plan, as approved by the Contracting Officer, shall be incorporated into Attachment J.16 of the contract.	
8. Remarks: N/A		
9. Format: One original hardcopy and electronic.		
DATA REQUIREMENT DESCRIPTION (DRD)		
10. Use: To enable NASA to evaluate the contractor's management organization, approach, processes and systems relating to governance, lines of authority, communications, corporate resources, staffing, labor relations, teaming, multi-contract interrelationships, risk management and key personnel.	11. Interrelationship: PWS Paragraphs 4.0, 4.14.1, 4.8.4	12. Reference: N/A
13. Preparation Information: 13.1 SCOPE: The NASA Protective Services Contract (NPSC) Management Plan shall describe the basis for the contractor's management organization, approach, and processes applied across the Agency. The NPSC Management Plan shall provide a comprehensive integration of all management systems of the prime contractors, subcontractors and associate contractor agreements. The NPSC Management Plan will include those processes specifically required to accomplish the Statement of Work, as well as those systems and procedures that are to be set in place by the contractor or transitioned via a phase-in process. The contractor shall address their approach and schedule for establishing Associate Contractor Agreements (ACA's) (i.e., interface arrangements) to establish and maintain effective working relationships with other Contractors performing major functions at all NASA Centers. This includes services or functions other contractors provide to this contract as well as services or functions this contract provides to other NASA Contractors. The NPSC Management Plan shall describe the contractor's approach for accomplishing contract functions while adhering to export laws, regulations and directives. 13.2 APPLICABLE DOCUMENT: N/A 13.3 CONTENTS: The NPSC Management Plan shall address the contractor's plan for governance, organizational structure, corporate resources, phase-in planning and transition readiness, work definition and authorization, scheduling, budgeting, data accumulation and configuration management, subcontracting, inter-center and intra-center agreements and relationships, material control, indirect cost management, baseline control, key personnel and risk management. Contractor format is acceptable but shall adhere to the following general outline: A. Program Management B. Phase-in Plan C. Key Personnel D. Risk Management		

 National Aeronautics and Space Administration		DATA REQUIREMENT (DR)		Data Procurement Document
1. Title: Government Owned Contractor Held Capital Assets		2. DRD Number: PM-007		3. Page Date Rev. 1 of 2
SUBMITTAL REQUIREMENTS				
4. Type: 3		5. Frequency of Submission: As Required		
6. Distribution: Center – CFO Property Accountant (1 hard copy & 1 electronic copy)		7. Initial Submission: The NPSC Security Plan shall be submitted in final form 30 days after Contract Award		
8. Remarks: Hard Copy & Electronic Copy submitted to applicable Center				
9. Format: Product shall be compatible with Microsoft Office suite of software.				
DATA REQUIREMENT DESCRIPTION (DRD)				
10. Use: This report is used to document the monthly and cumulative costs for Government Owned/Contractor Held capital assets.		11. Interrelationship: N/A		12. Reference: FMR 040503, <i>Asset Capitalization Criteria</i>
13. Preparation Information: <p>13.1 SCOPE: The NASA Protective Services Contract (NPSC) IT Security Management Program Plan for its unclassified information resources. This program plan shall describe the processes and procedures that will be followed to ensure appropriate security of IT resources in accordance with the requirements of this contract.</p> <p>13.2 APPLICABLE DOCUMENT: FMR, Volume 6, Chapter 4 040503 <i>Asset Capitalization Criteria</i></p> <p>13.3 CONTENTS: The contractor shall report the actual monthly costs and the actual cumulative costs incurred for each new capital asset acquisition (Government Owned Contractor Held capital asset – Real and Personal Property) to the NASA Property Accountant. This report shall include the contractors unique identification number (Personal Property) or facility number (Real Property), item description, current month actual costs, cumulative month actual costs, and invoice number for each capital asset. The Contractor must also provide documentation to support the reported actual monthly costs for each capital asset. The Contractor shall submit a separate invoice for each capital asset. The invoice detail shall include the unique identification number or facility number. Please see below for the capitalization criteria (FMR, Volume 6, Chapter 4 – 040503) and the values that should be included in the total cost.</p> <p>A. Capitalization Criteria:</p> <p>1) NASA will capitalize individual items of Property Plant & Equipment (PP&E) which:</p> <ol style="list-style-type: none"> a. Have a unit acquisition cost of \$100,000 or more for all assets other than internal use software which has a capitalization threshold of \$1,000,000 b. Have an estimated useful life of two years or more c. Are not intended for sale in the ordinary course of operation, and; d. Have been acquired or constructed with the intention of being used, or being available for use by the Agency <p>2. If an item, as originally installed, is an aggregate of components which could stand alone (as opposed to parts) and are severable, those components should be individually subjected to the capitalization criteria and only those components which meet the criteria shall be originally capitalized. If an item, as originally installed, is an aggregate of components which could not stand alone and are not severable (see collateral and non-collateral equipment at FMR Volume 6, 040505, those components shall be subjected to the capitalization criteria in aggregate.</p> <p>B. Values.</p> <p>1. Capitalized values shall include all costs incurred to bring PP&E to a form and location suitable for its</p>				

intended use, i.e., the total cost to NASA. For example, the cost may include the following, as appropriate for the type of PP&E capitalized:

- a. Amounts paid to vendors or contractors, including fees
- b. Transportation charges to the point of initial
- c. Handling and storage charges
- d. Labor and other direct or indirect production costs (for assets produced or constructed)
- e. Engineering, architectural, and other outside services for designs, plans, specifications, and surveys
- f. Acquisition and preparation costs of buildings and other facilities
- g. An appropriate share of the cost of the equipment and facilities used in construction work,
- h. Fixed equipment and related installation costs required for activities in a building or facility
- i. Direct costs of inspection, supervision, and administration of construction contracts and construction work,
- j. Legal and recording fees and damage claims
- k. Fair market value of facilities and/or equipment donated to the Government
- l. Material amounts of interest costs paid.

2. Costs of extended warranties should be expensed at the time of payment and not be included in the capitalized value. Where capitalized equipment is traded in for another piece of capitalized equipment, the capitalized value of the new asset will be acquisition costs; including the amount received for the trade-in. Capitalized value will be net of discounts taken.

The following format shall be used for the purpose of this report.

GOVERNMENT OWNED CONTRACTOR HELD CAPITAL ASSET REPORT

(1 item per worksheet)

EQUIPMENT CONTROL NUMBER

(PERSONAL PROPERTY): _____

OR FACILITY NUMBER

(REAL PROPERTY): _____

MONTH: _____

FISCAL YEAR: _____

PWBS	ITEM DESCRIPTION	CURRENT MONTH COSTS	CUMULATIVE COSTS	INVOICE NUMBER

NAME: _____

SIGNATURE: _____

TITLE: _____

DATE: _____



National Aeronautics and
Space Administration

DATA REQUIREMENT (DR)

Data Procurement Document

1. Issue: RFP –
NNX077040R

1. Title:

Quality Assurance/Control Plan

2. DRD Number:

QA-001

3. Page Date Rev.

1 of 1

SUBMITTAL REQUIREMENTS

4. Type:

1

5. Frequency of Submission:

The Quality Assurance/Control Plan shall be reviewed by the contractor at least annually and updated as required. Changes to the Quality Assurance/Control Plan shall be submitted to the Agency COTR and reviewed and approved by the Agency Contracting Officer prior to incorporation into the contract via contract modification.

6. Distribution:
Agency CO
Agency COTR

7. Initial Submission:

The submitted in final form 60 days after Contract Start

8. Remarks: The final plan, as approved by the Contracting Officer, shall be incorporated into the contract as Attachment J-14.

9. Format: One original hardcopy and electronic.

DATA REQUIREMENT DESCRIPTION (DRD)

10. Use:

The Quality Assurance/Control Plan will establish the baseline quality control techniques the contractor will use to assure contractual compliance.

11. Interrelationship:
SOW Paragraphs 4.13

12. Reference:
N/A

13. Preparation Information:

13.1 SCOPE: The Quality Assurance/Control Plan shall describe the objectives, implementing policy and procedures, quality, timeliness, responsiveness, and customer satisfaction that ensure supplies and services acquired under Government contract conform to contract requirements. The contractor shall describe any unique quality assurance requirements associated with individual task order.

13.2 APPLICABLE DOCUMENT:

FAR 46.202-3 Standard Inspection Requirements
NPR 8730.5 NASA Quality Assurance Program Policy
NPR 8735.2, Management of Government Safety and Mission Assurance
Surveillance Functions for NASA Contracts.

13.3 CONTENTS: The Quality Assurance/Control Plan shall establish the processes, procedures, inspections techniques, documentation, training, certifications, non conformance, corrective actions used by the contractor to assure contractual compliance with PWS. The Quality Assurance/Control Plan shall include as a minimum:

- a. Inspection system covering all services required by this contract.
- b. Areas to be inspected on either a scheduled or unscheduled basis, frequency of inspections, and the title of the individual(s) who will perform the inspection.
- c. Methods for identifying, correcting and preventing defects in the quality of service performed before the level of performance becomes unacceptable.
- d. Method of documenting and enforcing quality/assurance operations.
- e. Methods for gathering and responding to customer feedback.



National Aeronautics and
Space Administration

DATA REQUIREMENT (DR)

Data Requirement Document

1. Issue: RFP

1. Title:

Mishaps and Safety Statistics Report

2. DRD Number:

SA-001

3. Page Date Rev.

1 of 1

SUBMITTAL REQUIREMENTS

4. Type:

2

5. Frequency of Submission:

Safety Statistics reports shall be submitted monthly by the 10th workday of the month. Initial Mishap and Close Call incident reports shall be submitted as soon as possible after occurrence but in no case later than as required by NPR 8621.1. Follow up investigation reports and corrective action plans shall be submitted for each occurrence in accordance with requirements of NPR 8621.1. Please note that reporting and investigation requirements vary based on type, criticality, and visibility of the incident.

6. Distribution:

Center – CO & TOM

7. Initial Submission:

On the second month after performance begins

8. Remarks:

N/A

9. Format: As prescribed by each supported Center and Component Facility Safety Office.

DATA REQUIREMENT DESCRIPTION (DRD)

10. Use:

To provide reporting metrics for mishaps, close calls, and serious non-occupational injuries; to assure appropriate level of management and employee awareness; and to prevent recurrence of similar incidents.

11. Interrelationship:

PWS Sections 4.14, 4.12.2 and DRD SA-002, Safety Health and Environmental Plan

12. Reference:

N/A

13. Preparation Information:

13.1 SCOPE: This report shall document all mishaps and close calls as required in NPR 8621.1.

13.2 APPLICABLE DOCUMENT: NPR 8621.1 and Center supplements to this regulation

13.3 CONTENTS: These reports shall contain the information required by NPR 8621.1 and any Center supplements to this regulation



1. Title: Safety, Health and Environmental (SHE) Plan	2. DRD Number: SA-002	3. Page Date Rev. 1 of 1
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SUBMITTAL REQUIREMENTS

4. Type: 2	5. Frequency of Submission: Revised/updated 10 days after Authority to Proceed (ATP); update as required
6. Distribution: Agency – CO & COTR Center – CO & TOM	7. Initial Submission: Preliminary with proposal

8. Remarks: The SHE Plan shall be consistent with and further detail the contractor's proposed approach to safety, health and environmental issues.

9. Format: Contractor format is acceptable as long as it follows the guidelines in the applicable documents cited below.

DATA REQUIREMENT DESCRIPTION (DRD)

10. Use: The Safety, Health, and Environmental Plan shall describe the contractor's methods of planning, implementing and controlling their industrial safety, occupational health, and environmental requirements over the duration of the contract.	11. Interrelationship: PWS paragraph 4.14, 4.12.1	12. Reference: See Block 13.2
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13. Preparation Information:

13.1 SCOPE: This Plan will apply to all contractor operations conducted in support of this contract and identifies a baseline agreement to assure: (1) prevent employee fatalities, (2) reduce the number of incidents, (3) reduce the severity of employee injuries and illnesses, and (4) protect the environment through the ongoing planning, implementation, integration and management control of the contractor's industrial safety, occupational health, and environmental program.

13.2 APPLICABLE DOCUMENT: Compliance with the following Occupational Safety and Health Standards and applicable requirements shall be specified in the plan (if applicable to the scope of this contract).

29 CFR 1910 *Department of Labor; Occupational Safety and Health Administration Standards for General Industry*
29 CFR 1926 *Department of Labor; Occupational Safety and Health Administration Standards for Construction Industry*
40 CFR *Protection of the Environment*
ANSI Standards applicable to the scope of this contract
ASME Boiler and Pressure Vessel Code applicable to the scope of this contract
NFPA Standards *National Fire Codes*
NASA-STD-8719.11 *Safety Standard for Fire Protection*
NPR 8715.3 *NASA General Safety Program Requirements*
NPD 85001 *NASA Environmental Management*

(NOTE: Reference from Block 12: NFS 1852.223-70, *Safety and Health*; NFS 1852.223-72, *Safety and Health (Short Form)*; NFS 1852.223-73, *Safety and Health Plan*; FAR 52.223-3, *Hazardous Material Identification and Material Safety Data*; FAR 52.223-4, *Recovered Material Certification*; FAR 52.223-5, *Pollution Prevention and Right-to-Know Information*; FAR 52.223-7, *Notice of Radioactive Materials*; FAR 52.223-9, *Estimate of Percentage of Recovered Material Content for EPA-Designated Products*; FAR 52.223-10, *Waste Reduction Program*; FAR 52.223-11, *Ozone Depleting Substances*; FAR 52.223-12, *Refrigeration Equipment and Air Conditioners*; FAR 52.223-13, *Certification of Toxic Chemical Release Reporting*; and FAR 52.223-14, *Toxic Chemical Release Reporting*. DRD *Mishap and Safety Statistics Report*.)

13.3 CONTENTS: The Safety, Health, and Environmental (SHE) Plan shall clearly describe how the contractor plans to comply with the NASA and Center specific requirements. The plans shall as a minimum address the requirements listed in Appendix E of NPR 8715.3.

 National Aeronautics and Space Administration		DATA REQUIREMENT (DR)		Data Procurement Document	
				1. Issue: RFP-NNX077040R	
1. Title: Small Disadvantage Business Participation Reporting Data		2. DRD Number: SB-001		3. Page Date Rev. 1 of 2	
SUBMITTAL REQUIREMENTS					
4. Type: 3		5. Frequency of Submission: This report should be submitted semi-annually. The report should be submitted no later than the end of May and no later than the end of November each year.			
6. Distribution: Agency – CO & COTR NSSC Small Business Specialist NASA HQ-Office of Small Business Programs		7. Initial Submission: First Report Due May 31, 2009			
8. Remarks: Additional submissions: If the contractor is not meeting the SDB targets they should provide a plan for correcting the deficiency.					
9. Format: Electronic format of all submissions shall be compatible with MS Office. See Attachment J.20, Table 2 Small Disadvantage Business Target Reporting					
DATA REQUIREMENT DESCRIPTION (DRD)					
10. Use: This data will be used in regards to the Small business retainage pool evaluation. This data will be used to evaluate the contractor's compliance with meeting its SDB target in its proposal. This data will be used to identify the contractor's compliance and to identify short falls in the contractor's performance in meeting its SDB target.		11. Interrelationship: N/A		12. Reference: Clause H.15	
13. Preparation Information:					
13.1 SCOPE: The contractor shall complete the Attachment J.20, Table 2, Small Disadvantage Business Target Reporting. The contractor shall provide the SDB target in terms of percentage of TOTAL CONTRACT VALUE. The contractor shall provide its actuals in terms of percentage of TOTAL CONTRACT VALUE. The contractor shall list all active contracts that have been awarded to SDBs, along with the NAICS code and the scope of work that the contractor is performing.					
13.2 APPLICABLE DOCUMENT: FAR 19.1202					
13.3 CONTENTS: This is in addition to the small business Subcontracting Plan requirements.					

 National Aeronautics and Space Administration		DATA REQUIREMENT (DR)		Data Procurement Document
1. Title: Small Business Reporting Data		2. DRD Number: SB-002		3. Page Date Rev. 1 of 1
SUBMITTAL REQUIREMENTS				
4. Type: 3		5. Frequency of Submission: This report should be submitted semi-annually. The report should be submitted no later than the end of May and no later than the end of November each year.		
6. Distribution: Agency – CO & COTR NSSC Small Business Specialist NASA HQ-Office of Small Business Programs		7. Initial Submission: First Report Due May 31, 2009		
8. Remarks: Additional submissions: If the contractor is not meeting any one of the small business goals, they shall provide a plan for correcting the deficiency along with this report. The contractor can, on a separate sheet, discuss other elements of the Small Business program to show its commitment and how they are trying to provide maximum opportunities to small business. (i.e. outreach activities, in reach activities, mentor protégé agreements, awards received, etc.)				
9. Format: Electronic format of all submissions shall be compatible with MS Office. See Attachment J.20, Table 1 Subcontracting Performance				
DATA REQUIREMENT DESCRIPTION (DRD)				
10. Use: This data will be used in regards to the Small business retainage pool evaluation. This data will be used to evaluate the contractor's compliance with meeting its SB goals within its SB plan. This data will be used to identify the contractor's compliance and to identify short falls in the contractor's performance in meeting its SB plan.		11. Interrelationship: N/A		12. Reference: FAR 19.704
13. Preparation Information:				
<p>13.1 SCOPE: The contractor shall complete the Attachment J.20, Table 1, Subcontracting Performance for reporting compliance with the goals in the small business plan. The contractor shall provide the small business goals in terms of dollars and percentage of TOTAL CONTRACT VALUE and using the small table, express the goals in terms of dollars and percentages of the THE TOTAL SUBCONTRACTED DOLLAR AMOUNT. The contractor shall provide it's actual in terms of dollars and percentage of TOTAL CONTRACT VALUE AND THE TOTAL SUBCONTRACTED DOLLAR AMOUNT in the respective charts. The format in 9 above shall be used to document both. The contractor shall also provide rationale for not meeting any goals in the SB plan and show how the contractor plans to correct the deficiency, along with this report. The contractor shall provide, on a separate sheet, information about other elements of the Small Business program to show its commitment and how it is trying to provide maximum opportunities to small business. (i.e. outreach activities, in reach activities, mentor protégé agreements, awards received, etc.)</p> <p>13.2 APPLICABLE DOCUMENT: FAR 19.702 and 19.704</p> <p>13.3 CONTENTS: N/A</p>				

 National Aeronautics and Space Administration		DATA REQUIREMENT (DR)		Data Procurement Document
1. Title: Small Business Commitment Reporting Data		2. DRD Number: SB-003		3. Page Date Rev. 1 of 1
SUBMITTAL REQUIREMENTS				
4. Type: 3		5. Frequency of Submission: This report should be submitted semi-annually. The report should be submitted no later than the end of May and no later than the end of November each year.		
6. Distribution: Agency – CO & COTR NSSC Small Business Specialist NASA HQ-Office of Small Business Programs		7. Initial Submission: First Report Due May 31, 2009		
8. Remarks: NASA will evaluate if small businesses performing the work as proposed in the Small Business Plan or if the small business is subcontracting the work to other than small businesses. The contractor will be required to complete Table 5 Small Business Commitment Reporting Data (Attachment J.20) for every first tier small business contractor.				
9. Format: Electronic format of all submissions shall be compatible with MS Office. See Attachment J.20, Table 4 Small Business Commitment Reporting Data				
DATA REQUIREMENT DESCRIPTION (DRD)				
10. Use: This data will be used in regards to the Small business retainage pool evaluation. This data will be used to evaluate the contractor's compliance with its proposed small business plan.		11. Interrelationship: N/A		12. Reference: FAR 19.704
13. Preparation Information:				
13.1 SCOPE: The contractor shall complete the Table 4, Small Business Commitment Reporting Data (Attachment J.20). NASA will evaluate if small businesses are performing the work as proposed in the contractor's small business plan and if the small business is subcontracting the work to other than small businesses. The contractor can provide, on a separate sheet, information to show its commitment to ensuring that small businesses are performing the majority of the work contracted to them and how it is trying to provide maximum opportunities to small business.				
13.2 APPLICABLE DOCUMENT: N/A				
13.3 CONTENTS: N/A				

 National Aeronautics and Space Administration		DATA REQUIREMENT (DR)		Data Requirement Document	
				1. Issue: RFP – NNX077040R	
1. Title: Contingency and Emergency Plan		2. DRD Number: TM-001		3. Page Date Rev. 1 of 1	
SUBMITTAL REQUIREMENTS					
4. Type: 2		5. Frequency of Submission: (AR) Contingency and Emergency Plans shall be provided only as required to support anticipated or actual emergencies or significant large scale events (e.g., aircraft crashes, environmental and weather disasters, incidents of national significance) as directed by the COTR or Task Order Manager			
6. Distribution: Center – CO & TOM					
		7. Initial Submission: N/A			
8. Remarks: Unforeseen emergencies and other events such as labor strikes, large scale special events/activities, and mishaps may generate a requirement for a plan that documents and coordinates all aspects of protective services support to contingency events.					
9. Format: Electronic					
DATA REQUIREMENT DESCRIPTION (DRD)					
10. Use: To document the contractor's plan for response to contingencies and emergencies.		11. Interrelationship: PWS Paragraphs 4.14.1 and 5.3.5.1B		12. Reference: N/A	
13. Preparation Information:					
13.1 SCOPE: Contingency Plans shall address all aspects of protective services support for a designated contingency event.					
13.2 APPLICABLE DOCUMENT: N/A					
13.3 CONTENTS: Details of the mission, operational plan, force deployment, coordinating instructions, communication, logistics, and command and control is acceptable.					



National Aeronautics and
Space Administration

DATA REQUIREMENT (DR)

Data Requirement Document

1. Issue: RFP –
NNX077040R

1. Title: Comprehensive Emergency Management Plan (CEMP)	2. DRD Number: TM-002	3. Page Date Rev. 1 of 1
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SUBMITTAL REQUIREMENTS

4. Type: 2	5. Frequency of Submission: (AR) Revised as required.
6. Distribution: Center – CO & TOM	
7. Initial Submission: At start date of contract.	

8. Remarks:
The CEMP shall be the Center's prescribing directive for managing the response to an emergency or disaster. Coordination of the CEMP shall be with all elements of the Incident Management System at the Center.

9. Format: As outlined in the current revision of the National Incident Management System.

DATA REQUIREMENT DESCRIPTION (DRD)

10. Use: To document the contractor's emergency management plan and procedures for preparing, responding, mitigating and recovering from emergencies, contingencies and disasters. The CEMP must contain hazard specific annexes that include, but not limited to natural and technological disasters applicable to the Center's mission, and environment.	11. Interrelationship: PWS paragraphs 4.14.1, 5.3.2.1A	12. Reference: N/A
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13. Preparation Information:

13.1 SCOPE: This plan is dynamic in nature and subsequent revisions shall be necessary as new and different threats, hazards, or situations occur.

13.2 APPLICABLE DOCUMENT: NPD 1040.4, NPD 8710.3, NPR 8715.2, NPR 1040.1, the National Incident Management System (NIMS), National Response Plan (NRP), NFPA 1600, Executive Order 12472, Federal Preparedness Circular-65, and Department of Homeland Security Directive HSPD 12.

13.3 CONTENTS: The CEMP shall include the Four Tenets of Emergency Management; (1) Emergency Preparedness (2) Emergency Operations (3) Continuity of Operations (COOP) (4) Test, Training and Exercise (TT&E) as outlined in NIMS.



National Aeronautics and
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DATA REQUIREMENT (DR)

Data Requirement Document

1. Issue: RFP –
NNX077040R

1. Title:

Plan(s), Fire Protection Program

2. DRD Number:

TM-003

3. Page Date Rev.

1 of 1

SUBMITTAL REQUIREMENTS

4. Type:

2

5. Frequency of Submission:

(RT) Revise as required

6. Distribution:

Center – CO & TOM

Agency – CO & COTR

7. Initial Submission:

45 days after contract award

8. Remarks:

The fire protection program plan(s) shall be consistent with and further detail the approach contained in the proposal or sealed bid that resulted in the award of this contract.

9. Format: Contractor format is acceptable as long as the guidance described in the applicable documents is followed.

DATA REQUIREMENT DESCRIPTION (DRD)

10. Use:

To document all plans that supports the fire protection program.

11. Interrelationship:

PWS Sections 4.14.1, 5.1.1A

11. Reference:

N/A

13. Preparation Information:

13.1 SCOPE: The Fire Protection Program Plan shall describe the contractor's processes for implementing a comprehensive fire protection plan.

13.2 APPLICABLE DOCUMENT:

NASA-STD-8719.11
NPR 8715.3
NFPA
NIMS

NASA Standard for Fire Protection
NASA General Safety Program Requirements
National Fire Protection Association
National Incident Management System

13.3 CONTENTS: At a minimum, the plan shall include the following sub-plans, reports, reviews, and listings:

a. Management Plan

Organizational Structure and Lines of Authority
Occupational Health and Safety
Proficiency Training Program
Monthly Activity Report

b. Operations Plan

Emergency Response Staffing Plan
Vehicle Inspection, Testing, and Refurbishment/Replacement Plan
Physical Fitness Plan
Fire Equipment Testing Record

c. Fire Inspection Program Plan

Facility Inspection Process
Population Education and Awareness
Facility Emergency Evacuations
Permitting and Records Maintenance

d. Fire Engineering Program Plan

Fire Risk Analysis & Design Reviews
Fire Risk Surveys
Fire Protection Risk Review Board Report
Fire Protection Deficiency Abatement Plan
Fire Systems List
Fire Hydrant Flow Testing Record



National Aeronautics and
Space Administration

DATA REQUIREMENT (DR)

Data Requirement Document

1. Issue: RFP –
NNX077040R

1. Title:

Fire Services Proficiency Training Plan

2. DRD Number:

TM-004

3. Page Date Rev.

1 of 2

SUBMITTAL REQUIREMENTS

4. Type:

2

5. Frequency of Submission:

As directed in Section 13.3 below.

6. Distribution:

Center – CO & TOM

7. Initial Submission:

45 days after contract award

8. Remarks:

The fire protection proficiency training shall be consistent and ongoing in order to maintain a high degree of efficiency as emergency responders and life savers.

9. Format: Contractor format is acceptable as long as the guidance described in the applicable documents is followed.

DATA REQUIREMENT DESCRIPTION (DRD)

10. Use:

To document minimum required proficiency training for the fire protection program.

11. Interrelationship:

PWS Sections 4.14.1, 5.1.3.8A

12. Reference:

N/A

13. Preparation Information:

13.1 SCOPE: The Fire Services Proficiency Training Plan shall describe the contractor's processes for implementing a comprehensive fire training program

13.2 APPLICABLE DOCUMENT:

NASA-STD-8719.11

NPR 8715.3

NFPA

NIMS

IFSTA

CEMP

NASA Standard for Fire Protection

NASA General Safety Program Requirements

National Fire Protection Association

National Incident Management System

International Fire Service Training Aids

Comprehensive Emergency Management Plan

13.3 CONTENTS: At a minimum, the plan shall include the following recurring training subjects as a minimum:

SUBJECT

Structural Fire Exercise (Day)
Structural Fire Exercise (Night)
Aircraft Familiarization (NASA)
Aircraft Familiarization (Transient)
Breathing Equipment
Hazardous Materials Response
Specialized Rescue Tools and Equipment
Live Training Fires, Major ARFF (Day)
Live Training Fires, Major ARFF (Night)
Aircraft Crew Extraction (Day)
Aircraft Crew Extraction (Night)
Emergency First Aid
Fire Investigation
Fire Pump Operation
Search and Rescue
Elevated Platform Operation (Aerial)
Live Structural Fires (Day)
Live Structural Fires (Night)
Structural Tactics and Strategy
Aircraft Tactics and Strategy
Structural Vehicles and Equipment
Aircraft Firefighting Vehicles & Equipment

FREQUENCY

Quarterly
Quarterly
Quarterly
Quarterly
Quarterly
Quarterly
Quarterly
Semiannually
Semiannually
Semiannually
Semiannually
Quarterly
Quarterly
Quarterly
Quarterly
Quarterly
Semiannual
Semiannual
Quarterly
Quarterly
Quarterly
Quarterly

 National Aeronautics and Space Administration		DATA REQUIREMENT (DR)		Data Requirement Document
				1. Issue: RFP – NNX077040R
1. Title: Procedure, Standard Operating (SOP)		2. DRD Number: TM-005		3. Page Date Rev. 1 of 1
SUBMITTAL REQUIREMENTS				
4. Type: 1		5. Frequency of Submission: (AN) All SOPs shall be reviewed and updated annually or more frequently if changes in procedures are required.		
6. Distribution: To TOM and CCS for initial approval and revisions, then maintained by contractor.		7. Initial Submission: 60 days after authority to proceed.		
8. Remarks: To the extent possible, SOPs shall be standardized across the Agency; however Center specific SOPs are authorized and are subject to review and approval by the Center TOM.				
9. Format: Contractor format is acceptable.				
DATA REQUIREMENT DESCRIPTION (DRD)				
10. Use: To document the contractor's standard operating procedures for tasks performed under the contract and as required by regulations.		11. Interrelationship: PWS paragraphs 4.14.1, 4.1.5.1		12. Reference: N/A
13. Preparation Information:				
13.1 SCOPE: Specific SOPs shall address those recurring tasks performed by all Protective Services personnel at each supported Center.				
13.2 APPLICABLE DOCUMENT: NPD 1620.1, NPR 1600.1, NASA-STD-8719.11				
13.3 CONTENTS: SOPs shall address actual duties, responsibilities, and special instructions that relate to a particular post, patrol, fire response or security task performed in support of the contract.				



National Aeronautics and
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DATA REQUIREMENT (DR)

Data Requirement Document

1. Issue: RFP –
NNX077040R

1. Title: Reports of Incident/Investigation (ROI)	2. DRD Number: TM-006	3. Page Date Rev. 1 of 1
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SUBMITTAL REQUIREMENTS

4. Type: 2	5. Frequency of Submission: (AR) Preliminary ROI are due within 12 hours following the occurrence of an incident. Follow-up ROI will be completed as required based on the receipt of additional information or investigation. (AR) Incident Reports will be available in draft format within 4 hours following the incident and in final format including supervisor and management approvals with 24 hours or the end of the next business day which ever is shortest.
6. Distribution: Center – CO & TOM NASA HQ – Office of Security and Program Protection	7. Initial Submission: As required.

8. Remarks: None

9. Format: Contractor format shall comply with the format in use at the supported Center until a standardized Agency format is adopted. Standardized format will be adopted and available not later than 60 days following contract start or sooner.

DATA REQUIREMENT DESCRIPTION (DRD)

10. Use: To document protective services incidents at NASA Centers and Component Facilities.	11. Interrelationship: PWS paragraphs 4.14.1,4.14.2, 5.2	12. Reference: N/A
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13. Preparation Information:

13.1 SCOPE: To document the circumstances of security incidents, such as, criminal events, accidents, fire responses, ambulance runs, suspicious activities and other events having Protective Services interest, criminal intelligence data, wanted person's information or terrorist threat information. All incident reports will also be documented in a daily topical and chorological events blotter.

13.2 APPLICABLE DOCUMENT: NPR 1600.1, NIFRS for fire incidents, NFPA 921, NASA-STD-8719.11

13.3 CONTENTS: ROIs shall include a complete detailed report with supporting documentation such as photographs, statements, diagrams. The ROIs shall document the identification of persons, property, and places associated with incidents including the circumstances surrounding the incident. Incident reports and ROIs shall answer the basic questions of who, what, when, where, how, and why and present other documents as appropriate.



1. Title:
Self Assessment and Metrics Report

2. DRD Number:
TM-007

3. Page Date Rev.
1 of 1

SUBMITTAL REQUIREMENTS

4. Type:
2

6. Distribution:
Agency – CO & COTR

Center – CO & TOM

5. Frequency of Submission:
(MO) Monthly within 15 calendar days following the end of each month.

7. Initial Submission:
45 days after contract start date.

8. Remarks: A semi-annual Summary Report shall be provided to the COTR and the Center TOM.

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. Metric reporting shall include data by Center and also an Agency roll-up report.

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:

The narrative and metrics data shall be linked to the Performance Work Statement and reflect information that can readily be collected and repeated, distinguish between desirable and undesirable results, show trends and be easily understood. The contractor shall review metrics for validity and as appropriate identify deviations, reasons for deviation and recommendations for adjustment. The contractor shall team with the Government to validate and modify performance metrics and associated thresholds of satisfactory performance.

A 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 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.

The self-assessment and associated metrics provide insight to the quality and effectiveness of work performance. The COTR or TOM may direct format changes as necessary to accommodate priorities and work emphasis. Rollup reporting shall be on a weekly, monthly, and annual basis.



National Aeronautics and
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DATA REQUIREMENT (DR)

Data Requirement Document
1. Issue: RFP-NNX077040R

1. Title: Security Services Training Plan Report(s)	2. DRD Number: TM-008	3. Page Date Rev. 1 of 1
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SUBMITTAL REQUIREMENTS

4. Type: 2	5. Frequency of Submission: (QU) No later than 15 days after the end of each quarter. Available as information rollups.
6. Distribution: Agency – CO & COTR Center – CO & TOM	7. Initial Submission: 45 days after contract start date.

8. Remarks: A quarterly training report will provide information and data relevant to the progress and status of employee training. A quarterly summary roll-up report shall be provided to the COTR. Additionally Center specific reports shall be provided to the TOM at each Center.

9. Format: Contractor format is acceptable.

DATA REQUIREMENT DESCRIPTION (DRD)

10. Use: To document the contractor's progress toward meeting the training requirements set forth in the contract and to document to Individual Training Records of all contractor employees.	11. Interrelationship: PWS paragraphs 4.3.1.1, 4.14.1, 5.6.1.3	12. Reference: N/A
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13. Preparation Information:

13.1 SCOPE: This plan and subsequent reports shall address the progress, planning and status of internal training for all contractor employees.

13.2 APPLICABLE DOCUMENT: NPR 1600.1

13.3 CONTENTS: Training plans will include the name of the location of instruction of training, course of instruction, length of instruction, name of the instructor, and identification of the requirement document, for all courses being presented. Additionally Training plans and Individual Training Records will be maintained IAW 4.14.1

 National Aeronautics and Space Administration		DATA REQUIREMENT (DR)	Data Requirement Document
			1. Issue: RFP-NNX077040R
1. Title: Electronic Security System Configuration Management Plan	2. DRD Number: TM-009	3. Page Date Rev. 1 of 1	
SUBMITTAL REQUIREMENTS			
4. Type: 2	5. Frequency of Submission: First report is due 120 days after award; subsequent studies are due 60 days after start of a new contract year.		
6. Distribution: Center – CO & TOM	7. Initial Submission: First report is due 120 days after award;		
8. Remarks: Applies to all NASA Centers and Component facilities as required by individual Center Task Orders. Plan will be submitted annually and up-dated within 30 days of any new installations and modifications.			
9. Format: One electronic copy and one hardcopy. The document will be protected in accordance with NPR 1600.1			
DATA REQUIREMENT DESCRIPTION (DRD)			
10. Use: To assist NASA in ensuring that all safeguards are in place in support of the Center's infrastructure, to assist in maintenance, and to assist in the planning of new installations .	11. Interrelationship: PWS paragraphs 4.14.1, 5.2.18	12. Reference: NPR 1620.2, NPR 1620.3, NPR 1600.1., and NPR 2810.1A	
13. Preparation Information:			
13.1 SCOPE: The contractor shall provide configuration management plan to include complete wiring diagrams showing connections from the central security monitoring location to all buildings containing CCTV surveillance equipment; intrusion detection alarms; and access control equipment. Equipment configuration diagrams must show interconnect routing through duct banks, and entry points to buildings, field panel terminal strip numbers, and in the case of networked devices, the identification of connections from servers to routers/switches to field devices (alarm panel, card reader). If phone lines are indicated as connecting infrastructure, configuration diagrams must show interconnect cables and cable markings, and house pair numbers, and the phone interconnect in building frame rooms and central telephone frame rooms. For network based security devices the contractor will maintain an IP address utilization log. All security devices assigned an IP address will be entered into the log and changes will be recorded as they are made. The configuration management plan will be up-dated within 30 days of completion of new installations and modifications to include a new as-built diagram detailing the change, which will be made as part of the original configuration documentation.			
13.2 APPLICABLE DOCUMENT: NPR 1620.2, NPR 1620.3, NPR 1600.1., and NPR 2810.1A			
13.3 CONTENTS: Provide comprehensive written descriptions and diagrams.			

		Data Requirement Document	
 National Aeronautics and Space Administration		DATA REQUIREMENT (DR) 1. Issue: RFP-NNX077040R	
1. Title: Health Stabilization Plan		2. DRD Number: TM-010	3. Page Date Rev. 1 of 1
SUBMITTAL REQUIREMENTS			
4. Type: 2	5. Frequency of Submission: No later than 10 days prior to each scheduled mission (with revisions) as directed by the COTR or Task Order Manager.		
6. Distribution: Center – CO & TOM DR required only for the following Centers: JSC, KSC, DRFC	7. Initial Submission: N/A		
8. Remarks: Identifies detailed crew health stabilization security requirements for all scheduled missions. The Contractor shall submit one electronic and one hard copy of the Health Stabilization Plan for approval by the JSC TOM. The approved/signed plan shall be included in and distributed with the Mission Readiness Security Plan DRD no later than 10 days prior to each scheduled mission (with revisions).			
9. Format: Electronic			
DATA REQUIREMENT DESCRIPTION (DRD)			
10. Use: To document the contractor's plan for response to Mission Readiness	11. Interrelationship: PWS Paragraphs 5.0 and 5.2	12. Reference: N/A	
13. Preparation Information:			
13.1 SCOPE: Contingency Plans shall address all aspects of protective services support for a designated contingency event.			
13.2 APPLICABLE DOCUMENT: N/A			
13.3 CONTENTS: The Mission Readiness Security Plan shall include the following:			
1. Issuance of Primary Contact badges to persons approved by the Occupational Medicine Clinic personnel IAW JSC 22538, Health Stabilization Program for the Space Shuttle Program.			
2. Posting of security officers needed to support crew training and health stabilization program requirements -- uniformed security officers (roving patrols) normally serve as escorts during the specified time period to limit access to the flight crew while in quarantine IAW JSC 22538.			
3. Reserved parking required as close as possible to primary work areas for crewmembers while in quarantine IAW JSC 22538.			
4. Any other security requirements IAW JSC 22538.			
5. Proposed changes to the health stabilization plan shall be submitted as daily work schedules to the COTR indicating any additional staffing and/or overtime requirements at least 72 hours prior to the scheduled mission. The same distribution identified in C above shall apply to the approved change document.			

 National Aeronautics and Space Administration		DATA REQUIREMENT (DR)		Data Requirement Document	
				1. Issue: RFP-NNX077040R	
1. Title: Mission Readiness Security Plan		2. DRD Number: TM-011		3. Page Date Rev. 1 of 1	
SUBMITTAL REQUIREMENTS					
4. Type: 2		5. Frequency of Submission: No later than 10 days prior to each scheduled mission for approval by the COTR (with revisions). Approved/signed document distributed no later than 5 days prior to each scheduled mission (with revisions) as directed by the COTR or Task Order Manager.			
6. Distribution: Center – CO & TOM DR required for the following Centers: JSC, KSC, DRC					
		7. Initial Submission: N/A			
8. Remarks: Identifies detailed schedules, tasking, staffing, and performance requirements for all scheduled missions.					
9. Format: Electronic					
DATA REQUIREMENT DESCRIPTION (DRD)					
10. Use: To document the contractor's plan for response to Mission Readiness		11. Interrelationship: PWS Paragraphs 5.0 and 5.2		12. Reference: N/A	
13. Preparation Information:					
13.1 SCOPE: Contingency Plans shall address all aspects of protective services support for a designated contingency event.					
13.2 APPLICABLE DOCUMENT: N/A					
13.3 CONTENTS: The Mission Readiness Security Plan shall include the following:					
<ol style="list-style-type: none"> 1. Overview of the specific mission 2. Health Stabilization Report/Plan IAW DR 10. 3. JSC Security VIP Protection Program--Astronaut Family Support Information prepared IAW Standard Operating Procedure DRD. 4. Schedule for MCC Viewing Room Access during launch and landing. 5. JSC Security Matrix, Checklist/Action Items, and Security Duty Officer (SDO) Responsibilities During Shuttle Missions and prepared by the JSC Security Mission Coordinator. 6. Proposed changes to the mission work schedules shall be submitted as daily work schedules to the Center TOM indicating any additional staffing and/or overtime requirements at least 72 hours prior to the scheduled mission. The same distribution identified in 6 above shall apply to the approved change document. 					



National Aeronautics and
Space Administration

DATA REQUIREMENT (DR)

Data Requirement Document
1. Issue: RFP-NNX077040R

1. Title:
Badged Employee and Remote IT User Listing

2. DRD Number:
TM-012

3. Page Date Rev.
1 of 1

SUBMITTAL REQUIREMENTS

4. Type:
2

5. Frequency of Submission:
Formal update quarterly and email changes as personnel changes occur to distribution. If deemed necessary by the Contracting Officer, the contractor shall submit the list at times other than stated.

6. Distribution:
Center – CO & TOM

7. Initial Submission:
No later than 10 working days after Authority to Proceed (ATP)

8. Remarks:
None

9. Format: Contractor format using Excel Spreadsheet is acceptable.

DATA REQUIREMENT DESCRIPTION (DRD)

10. Use:
To assist NASA in conducting contractor floor checks and to determine if the employees meet the minimum background investigation requirements.

11. Interrelationship:
PWS paragraph 4.14.5

12. Reference:
FAR 52.215-2, Audit and Records--Negotiations (June 1999)

13. Preparation Information:

13.1 SCOPE: The Badged Employee and Remote IT User Listing shall provide NASA with a list of all badged contractor employees, as well as, any contractor remote IT users who will have access to the NASA IT system(s).

13.2 APPLICABLE DOCUMENT: NPR 1600.1, NASA Security Program Procedural Requirements.

13.3 CONTENTS: The list shall include the following information for each employee: employee's full name (first and middle names must be birth names), last four digits of the Social Security Number (SSN), date of birth, place of birth, duty position, duty location (building/room number), shift assignment, and supervisor's name. Additionally, if applicable, the type of security background check already completed (NACLC or SSBI) and the date it was completed.



National Aeronautics and
Space Administration

DATA REQUIREMENT (DR)

Data Requirement Document

1. Issue: RFP-NNX077040R

1. Title:

Contractor Employee Clearance Document

2. DRD Number:

TM-013

3. Page Date Rev.

1 of 1

SUBMITTAL REQUIREMENTS

4. Type:

2

5. Frequency of Submission:

As required.

6. Distribution:

Center – CO & TOM

7. Initial Submission:

Immediately when the access is no longer needed.

8. Remarks:

None

9. Format: Individual Center or Component Facility Contractor Employee Clearance Form.

DATA REQUIREMENT DESCRIPTION (DRD)

10. Use:

To ensure that badged contractor employees who no longer require Center access properly clear all accounts when the access is no longer needed.

11. Interrelationship:

PWS paragraph 4.14.5

12. Reference:

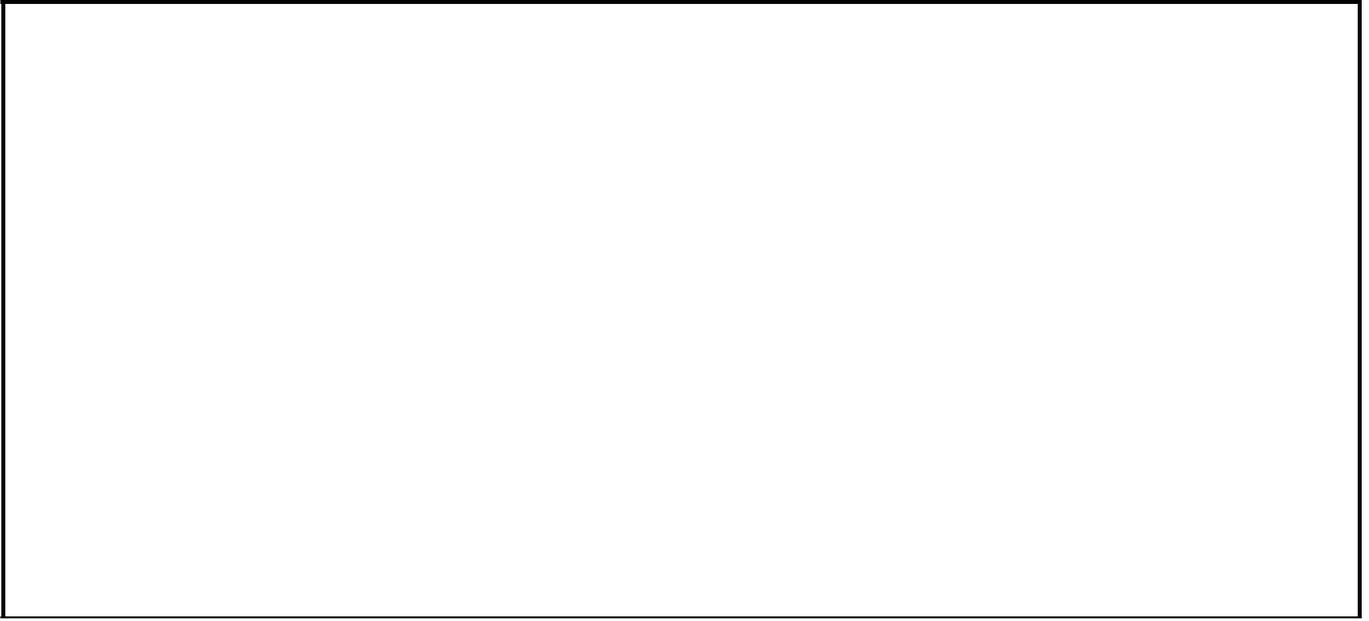
FAR 52.215-2, Audit and Records--Negotiations (June 1999)

13. Preparation Information:

13.1 SCOPE: The Contractor Employee Clearance Document provides verification that all badged employees have properly cleared all accounts when the access is no longer needed.

13.2 APPLICABLE DOCUMENT: NPR 1600.1, NASA Security Program Procedural Requirements.

13.3 **CONTENT:** Per the appropriate individual Center or Component Facility Contractor Employee Clearance Form.



 National Aeronautics and Space Administration		DATA REQUIREMENT (DR)		Data Requirement Document	
				1. Issue: RFP-NNX077040R	
1. Title: Annual Physical Security Assessment		2. DRD Number: TM-014		3. Page Date Rev. 1 of 1	
SUBMITTAL REQUIREMENTS					
4. Type: 2		5. Frequency of Submission: First report is due June 1, 2009; subsequent studies are due June 1 st of each new contract year.			
6. Distribution: Center – CO & TOM AA of OSPP		7. Initial Submission: First report is due June 1, 2009.			
8. Remarks: Applies to all NASA Centers and Component facilities.					
9. Format: One electronic copy and one hardcopy. The document will be protected in accordance with NPR 1600.1					
DATA REQUIREMENT DESCRIPTION (DRD)					
10. Use: To assist NASA in ensuring that all safeguards are in place and functioning properly and to identify areas of needed improvement.		11. Interrelationship: PWS paragraphs 4.14.1, 5.2.1.1, 5.2.1.2, 5.2.1.3		12. Reference: NPR 1620.2. NPR 1620.3 and NPR 1600.1.	
13. Preparation Information:					
<p>13.1 SCOPE: The contractor shall conduct an annual comprehensive physical security assessment of installations, buildings, perimeter fencing, and areas for the purpose of identifying security weaknesses and vulnerabilities, and recommend countermeasures. The contractor shall propose security solutions for identified vulnerabilities. Contractor will adhere to policy as set forth in NPR 1620.2. NPR 1620.3 and NPR 1600.1.</p> <p>13.2 APPLICABLE DOCUMENT: NPR 1620.2. NPR 1620.3 and NPR 1600.1.</p> <p>13.3 CONTENTS: Provide a comprehensive report with color photographs and in-depth descriptions of the areas of probable security breaches, deficiencies, vulnerabilities, and other discrepancies. The report will also contain suggested countermeasures as well as recommended corrections.</p>					



National Aeronautics and
Space Administration

DATA REQUIREMENT (DR)

Data Requirement Document
1. Issue: RFP-NNX077040R

1. Title:
Physical Security Plan (PSP)

2. DRD Number:
TM-015

3. Page Date Rev.
1 of 1

SUBMITTAL REQUIREMENTS

4. Type:
2

5. Frequency of Submission:
(AN) All Plans shall be reviewed and updated annually or more frequently if changes in procedures are required.

6. Distribution:
Agency – CO & COTR
Center – CO & TOM

7. Initial Submission:
Within 90 days after contract start date

8. Remarks:
To the extent possible, PSP shall be standardized across the Agency; however Center specific annexes are authorized and are subject to review and approval by the Center TOM.

9. Format: Electronically Microsoft Windows compatible, Font=12.

DATA REQUIREMENT DESCRIPTION (DRD)

10. Use:
To document the contractor's Physical Security Plans for each NASA installation for critical tasks performed under the contract.

11. Interrelationship:
PWS paragraph 4.14.1

12. Reference:
Reference is made to NPR 1600.1, NPR 1620.2 NASA Security Program Procedural Requirements.

13. Preparation Information:

13.1 SCOPE: The contractor shall develop and implement a comprehensive plan to ensure the Physical Security at each supported location. The plan sets forth procedures in providing the Agency a safe and secure work environment protecting the employees and assets from internal and external threats. The Plan shall include recurring and critical tasks to be performed by all Protective Services personnel at each supported Center. Any Physical Security violation shall result in the contractor providing a report to the Center Tom and Center Chief Of Security IAW Reports of Investigations (ROI) DRD.

13.2 APPLICABLE DOCUMENT: NPR 1600.1

13.3 CONTENTS: The plan shall include reoccurring and scheduling critical task, risk assessments, inspections and audits.