NASA	1. SOLICITATION TYPE: ☐ Sealed Offer ☒ Negotiated	2. DATE ISSUED: January 31, 2000	3. PAGE 1 of 53

REQUEST FOR OFFER

1-066-E.2063

RFO NO.

4. ISSUED BY:	5. SUBMIT OFFERS TO:
National Aeronautics and Space Administration Langley Research Center 9A Langley Boulevard, Bldg. 1195B, Rm. 125 Hampton, VA 23681-2199	Mail: See Block 4. Fax: N/A E:Mail/Internet: Submittal Of Offers Not Authorized. Handcarry: See Block 4.

6. CLOSING: *March 1, 2000, 4:00 p.m. Local Time, Langley Research Center, Hampton, VA*

7. DESCRIPTION OF REQUIREMENT:

NASA TECHNOLOGY TRACKING SYSTEM (NASA TECHTRACS)
OPERATION, MAINTENANCE AND MODIFICATION

THIS PROCUREMENT IS A 100% SMALL BUSINESS SET-ASIDE

(The Small Business Program Representations in Attachment 2 must be submitted with the offeror's proposal.)

8. FOR INFORMATION CONTACT: Bessie R. Nicholson/Contract Specialist

Phone: (757) 864- 2450 **Facsimile:** (757) 864-7709 **E:Mail/Internet Address:** b.r.nicholson@larc.nasa.gov

9.

INSTRUCTIONS FOR OFFERORS

*** **Offers shall be submitted on the attached model contract in triplicate (3 original signatures - fill in all shaded blocks). Mark mailing envelope with RFO number.**

*** **This RFO is subject to "Instructions, Conditions and Notices to Offerors."**

*** **Standard "Representations, Certifications and Other Statements of Offerors" shall be required from all offerors including the mandatory information for electronic funds transfer.**

*** **SIC Code: 8731**
Small business size standard: 500

*** **The Offeror agrees if this offer is accepted within _____ calendar days from the date for receipt of offers specified above, to furnish any or all items upon which prices are offered at the price set opposite each item, delivered at the designated point(s), within the time specified in the schedule (return this page with offer if other than 60 calendar days inserted in blank).**

CAUTION TO OFFERORS: READ CAREFULLY. THIS EVALUATION AND SELECTION PROCESS IS PART OF A PILOT PROGRAM TO TEST PROCEDURES FOR MIDRANGE PROCUREMENTS AND DIFFERS FROM THE STANDARD NASA EVALUATION AND SELECTION PROCESS.

9. <u>Continued</u>

The Government intends to award the contract resulting from this solicitation without discussions. See provision entitled INSTRUCTIONS TO OFFERORS – COMPETITIVE ACQUISITION (FAR 52.215-1) (OCT 1997). To facilitate this process, we would like to avoid situations where proposals include substantive exceptions to the proposed contract terms and conditions which might be unacceptable to the Government and, therefore, preclude award. Therefore, it is requested and strongly recommended that you bring to the Government's attention any exceptions, questions, or additions you have to the proposed contract terms and conditions. The resolution of any exceptions to terms and conditions prior to receipt of proposals will aid the Government in its intention to award without discussions and thus streamline the procurement process.

This solicitation is being distributed electronically in an attempt to streamline the procurement process. The solicitation is available on the NASA Acquisition Internet Service (NAIS). Site: http://db-www.larc.nasa.gov/procurement/home-page.html. Offerors are responsible for downloading their own coy of the solicitation. Request for hard copies will be processed within 5 days, however failure to receive hard copies will not be considered justification for extending the proposal due date. Offerors shall monitor the site for amendments to the solicitation. Note that NAIS has an option that provides E-mail notification regarding updates. Offerors are reminded that electronic proposals will not be considered.

10. BACKGROUND

The Office of Federal Procurement Policy has provided NASA the authority to conduct MidRange Procurement Procedures for contract actions, the aggregate amount of which is not more $10,000,000 including options and for commercial items (FAR Part 12) not more than $25,000,000.

11. COMPETITIVE NEGOTIATED PROCUREMENT USING QUALITATIVE CRITERIA

A. This procurement shall be conducted utilizing Best Value Selection (BVS), which seeks to select an offer based on the best combination of price, qualitative merit and past performance of the offers submitted and reduce the administrative burden on the offerors and the Government. BVS takes advantage of the lower complexity of MidRange procurements and predefines the value characteristics which will serve as the discriminators among offers.

B. BVS evaluation is based on the premise that, if all offers are of approximately equal qualitative merit and past performance, award will be made to the Offeror with the lowest Government-determined most probable cost. However, the source selection is based upon the best value to the Government, so that if all offers are approximately equal in qualitative merit, cost/price and past performance, award may be made to the offeror with the lowest evaluated cost/price. Conversely, if there are qualitative considerations that offer the Government better value even though the price and past performance may be higher, the Government may consider making the award to that offeror. The selection official has the latitude to select the firm for award that offers the best combination of factors and best value to the Government provided that the rationale for selection can be fully documented and supported.

12. METHOD OF EVALUATION

The Government will evaluate offers in two general steps:

Step One -- An initial evaluation will be performed to determine if all required information has been provided and the offeror has made a reasonable attempt to present an acceptable offer. Offerors may be contacted only for clarification purposes during the initial evaluation. Offerors determined not to be acceptable shall be notified of their rejection and the reasons therefor and excluded from further consideration.

Step Two -- All acceptable offers will be evaluated against the specifications/statement of work in the model contract attached to this solicitation and the value characteristics listed in Paragraph 15.

13. RATING SYSTEM

A. **Qualitative Merit** -- To determine the Qualitative Merit of an offer, each Qualitative Evaluation Characteristic for each offeror will be assigned one of the following ratings. No other ratings or scoring schemes are permitted for the evaluation of qualitative merit.

Exceeds: A proposal that meets all essential requirements and includes innovative approaches that ties the Government technology, equipment, methods, software, or resources that provide a solution with greater value than required by the Statement of Work. Technical superiority is clearly demonstrated. The proposal may be accepted on its present terms.

Meets: A proposal that addresses and demonstrates an understanding and feasible approach to all the requirements of the Statement of Work without any significant value improvements. Some discussions of minor deficiencies may be desirable.

Fails to Meet: A proposal that contains deficiencies in both approach and understanding, and does not address all the essential requirements of the Statement of Work. This includes approaches that are not technically feasible to perform, or could not be acceptable without substantial rewriting or resubmission of a new technical approach.

B. **Past Performance** -- Each offeror will be assigned one of the following ratings:

Excellent: Performance, which, in addition to fully satisfying contract, and/or customer requirements, features above-average innovation and efficiency and rare or nonexistent deficiencies.

Satisfactory: Effective performance which is fully responsive to contract and/or customer requirements; identified deficiencies do not affect overall performance.

Less than Satisfactory: Performance which frequently fails to meet contract requirements and/or customer expectations and which includes deficiencies that impact other areas of work performance

C. **Cost** -- No adjective rating will be assigned to Cost.

14. RELATIVE IMPORTANCE OF QUALITATIVE MERIT, COST AND PAST PERFORMANCE

For purposes of the selection of an offeror for contract award, Qualitative Merit, Cost and Past Performance will be considered to be of equal importance.

15. REQUIRED INFORMATION TO BE PROVIDED BY OFFEROR

A. Proposal must be submitted in two(2) volumes: Volume I, Technical Proposal and Volume II, Business Proposal. Each volume should be specific and complete. Each volume should include the detailed information outlined in Paragraphs E and F below.

B. Efforts should be made to keep offers as brief as possible, concentrating on substantive information essential for a proper evaluation. Only the required minimum amount of information is requested to provide for proper evaluation utilizing the value characteristics set forth in Paragraph E below. No pricing information shall be included in the Technical Proposal. Reference NFS 1852.215-81 for page limitations and related information.

C. The Business Proposal (Volume II) is not page limited. However, the Business Proposal is to be strictly limited to Cost/Price Information, Past Performance, the Model Contract and the executed Small Business Program Representation (Attachment 2).

D. The Offeror’s proposal should be specific, complete and concise. The offeror is urged to examine this RFO in its entirety and to assure that its proposal contains all the necessary information, provides all required documentation and is complete in all respects since evaluation of the proposal will be based on the actual material presented and not on the basis of what is implied. You should ensure that your cost/price proposal is consistent with your technical proposal in all respects since the cost/price proposal may be used as an aid to determine the offeror’s understanding of the technical requirements. Discrepancies may be viewed as a lack of understanding.

E. Technical Proposal - Volume I

1. The specifications/statement of work included in the attached model contract serves as the Government's baseline requirements. The following value characteristics establish what the Government considers to be valuable in an offer. These value characteristics are performance based and permit selection of the offer which provides better results for a reasonable marginal increase in price. All offers will be judged against these value characteristics and against the SOW/Specifications. The following value characteristics are applicable to this procurement:

a. The Contractor’s expertise in support of and development of systems using specified software.

b. The Contractor’s approach to performing Requirements Analyses as described in Step 2 of SOW Paragraph 2.0, Develop/Implement Modifications and New Features.

c. The Contractor's capabilities for conducting required training.

d. The Contractor's approach to assuming responsibility for this work from the current Contractor without a break in support as described in the Contractor's proposed Transition Plan.

e. The Contractor's approach to required commercialization activities as described in their proposed Commercialization Plan.

f. The Contractor's Total Compensation Plan.

2. Your technical proposal shall include specific details related to each of the Best Value Characteristics (BVCs). Your proposal will be the basis for determining that all requirements set forth in the SOW can be achieved and that each of the BVCs has been addressed. Your proposal shall include the following:

a. Descriptions on technical capabilities in support of and development of systems using the following software on both PC – Windows and Macintosh systems.

- Microsoft Windows 98
- Microsoft Windows NT Server 4.0
- Microsoft Windows NT Workstation 4.0
- Microsoft Windows 95
- Netopia Timbuktu 4.0
- MacOS 8.6
- AreaList 7.5
- Internet Tool Kit 2.02
- Toolset 2.1.1
- Gadgets 1.0.1
- Chooser 4D 2.0
- LaserWriter ChangeTray 2.0
- TECMovies 2.0.2
- NetLink 2.02
- CalendarSet 3.0
- 4D Open v6.0.5 & 6.5
- 4D Write v6.0.5 & 6.5
- ACI Pack v6.0.5 & 6.5
- 4D Pro v6.0.5 & 6.5
- 4D Backup 6.05 & 6.5
- 4D Server 6.05 & 6.5
- MS Office 97 / 98
- Cold Fusion
- Adobe Acrobat 4.0
- Secure Data Transmissional (Describe secure methods you have implemented and maintained)
- Compatiview 5.3.0 (Win 95/98/NT)
- IntraPort Client 2.4.1 (Win95)
- IntraPort Client 3.1.4 (Win98)
- IntraPort Client 3.1.3 (WinNT)
- IntraPort Client 3.1.3 (Mac)
- Foresight DataCheck 2.0
- DataCraft Foundation 2.0
- Foresight SanityCheck 3.0
- CD writing tool
- FTP
- Compression tool to produce zipped files.
- HTML authoring tool (Describe the product used routinely and the capabilities you employ)

- Graphics Software (Describe the product used routinely and the capabilities you employ)

b. The Contractor's approach to performing Requirements Analyses as described in SOW, Section 2.0, Develop / Implement Modifications and New Features, Step 2, for the following 3 system modifications:

- Upgrade to Version 6.5 of 4th Dimension (see Attachment 3)
- Transition Database Administrator Manual to documentation database (see Attachment 4)
- Manager-Friendly Reporting (see Attachment 5)

c. A description of the Contractor's capabilities to conduct required training, including class size, levels of training, and techniques/mediums employed.

d. The Contractor's transition plan from existing technical support Contractor so that no break in support occurs and planned release dates (see Attachment 6) will not be delayed. (A contract overlap of up to 2 weeks will be permitted by NASA.)

e. The Contractor's Commercialization Plan, which shall at a minimum address the following:

- Processes for identifying and assessing potential of innovations and new technologies.
- Strategies for assessing the commercial market.
- Capabilities to bring the necessary physical, personnel, and financial resources to bear within the base period of the contract, to result in a viable commercial venture.

f. The Contractor's Total Compensation Plan, which will be evaluated in accordance with NFS 1852.231-71.

F. Business Proposal - Volume II

1. Cost

a. Under requirements of the Federal Acquisition Regulation (FAR), the Contracting Officer is responsible for determining reasonableness of prices. It is expected that adequate price competition will be obtained under this solicitation and that a determination of price reasonableness will be made in accordance with FAR 15.403-3. However, to establish cost realism, and the extent to which prices reflect performance addressed in the Technical Proposal, each offeror is required to submit cost or pricing information with its proposal pursuant to FAR 52.215-20, Alternate IV.

b. The offeror shall provide as a minimum the information set forth in FAR 15.408, Table 15-2, Section I - General Instructions, Paragraphs A, E and G and Section II - Cost Elements. Include in your price proposal sufficient detail to support and explain all costs proposed, giving figures and narrative explanation. Since an award many be made without further discussions, this data must be submitted with your proposal.

c. The cost proposal should be prepared in a manner consistent with your current accounting system and Cost Accounting Standards Disclosure Statement, if applicable.

d. Each subcontract expected to exceed a total of $500,000 shall also be supported in a similar manner consistent with Paragraph 15(b) of this solicitation. Prospective subcontractors may submit proprietary cost data directly to the Government no later than the date and time specified in the instructions for receipt of offers for this RFP.

e. Computerized Cost Proposal Input Instructions

(1) The Government intends to use personal computers with Windows EXCEL 97 and LOTUS 1-2-3, Release 5, software to aid in the evaluation of the cost proposal. Offerors and subcontractors providing direct labor are requested to submit cost information on a 3.5 inch IBM or IBM compatible formatted diskette or a CD formatted for use in Windows 95, Windows 98, or Windows NT. Computerized cost data must be the identical information and format as that submitted in the paper proposal. In the event of any inconsistency between the diskettes and the paper proposal, the proper proposal will be considered the intended version. Any questions related to the computerized cost proposal shall be directed to Jeanne D. Covington at (757) 864-2545.

(2) Each diskette submitted must have an external label attached to each indicating the company name and the RFP number. It is preferred that all data/information be provided under one file; however, if the information you are submitting required more than one file, save all files under one directory. All linking must be within the directory. There shall be no external links.

ALL DISKETTE SUBMISSIONS SHALL BE TRUE SELF-CALCULATING SPREADSHEETS. Any “absolute values” must be explained and supported.

f. Other Price and Cost Detail Instructions

(1) All cost and pricing information should be submitted in a format consistent with the contract’s initial two-year base period and three one-year option periods. The prime Contractor and any direct labor subcontractor(s) should submit cost and pricing information to support their proposal(s). Offerors should assume a contract start date of April 24, 2000.

(2) Labor - You must propose the labor hours necessary to provide the services set forth in the Statement of Work. Your proposal must show the hours and costs by labor classification/category; however, the resultant contract will not reflect a specified level-of-effort. If any of the positions are classified by your accounting system as other than direct labor, or if you propose to subcontract any of the positions, so indicate. Any composite hourly rates must be explained.

(3) Travel - For estimating purposed use $5,000 annually for all travel directly required by the SOW (formal training classes and bi-annual status meetings). Provide support and rationale for any other travel costs proposed.

(4) Other Direct Costs (Other than Government Specified) - Provide an itemized breakdown and detailed explanation of all (non-specified) ODC costs proposed for this effort.

(5) Facilities Capital Cost of Money (FCCOM) - Clearly identify FCCOM if you choose to include it in your proposal (ref. FAR 52.215-16). If you do not propose FCCOM, Clause 52.215-17, Waiver of Facilities Capital Cost of Money (Oct 1997) will be included in the contract. As required by NASA FAR Supplement 18-15.404-470(d)(1), when facilities capital cost of money is included as an item of cost in the Contractor's proposal, a reduction in the profit objective will be made in an amount equal to the amount of facilities capital cost of money allowed in accordance with FAR 31.205-10(a).

(6) Escalation – As your cost proposal is expected to reflect the total cost to the Government for you to provide the effort in the statement of work of this solicitation, your proposal should include anticipated escalation unless escalation is prohibited by law, regulation, or a specific clause in this document. Escalation factors should be clearly stated and escalated amounts shown for each escalated item. Discuss the derivation and rationale for the proposed escalation. Discuss your rationale for not escalating any elements that would normally be escalated.

(7) Indirect Rates - List all overhead, G&A and other rates/factors used in computing the cost. Provide the base and the method in which costs associated with these rates are computed. Provide a three year history of the indirect rates proposed, including escalation. The Government may consider ceiling rates if determined appropriate.

(8) Incentive Fee - You shall propose the maximum, incentive fee for the base period and each option periods. You are advised to pay particular attention to the incentive fee clauses contained in the model contract.

2. Past Performance

Past Performance - Each offeror will be evaluated on its relevant experience and past performance, and that of significant subcontractors or teaming partners, if any, under existing or prior contracts for similar products or services. Past performance information will be used to assess the extent to which contract objectives (including technical performance, safety , management and cost) have been achieved on related efforts. Relevant experience is the accomplishment of work which is comparable or related to work or effort required by this RFO. This factor includes the evaluation of overall corporate or offeror experience and past performance including significant subs or teaming partners, but not the experience and performance of individuals who are proposed to be involved with work pursuant to this RFO. For newly formed businesses having little or no company experience, the relevant experience and past performance of a predecessor firm, the company's principal owner(s) or corporate officer(s) will be considered. You are cautioned that omissions or an inaccurate or inadequate response to this evaluation factor will have a negative effect on your overall evaluation.

Past Performance Form, included in Attachment 1 to this RFO, will be used to collect information concerning the relevant experience and past performance of the offeror and any subcontractor and/or teaming partner. The offeror shall select three of its customers and three customers for each significant subcontractor and/or teaming partner, for which it has performed relevant work within the past three years and forward copies of the form to those agencies and/or firms for completion and submission to the Contract Specialist for this solicitation. Your customers should return or fax this form to the Contract Specialist no later than the closing date of the solicitation. The address and fax number are listed at the bottom of the first page of the form. Offerors shall include in their proposal the written consent of their proposed significant subcontractors to allow the Government to discuss the subcontractors' past performance evaluation with the offeror.

Offerors shall include with their proposal a list of the firms that will submit evaluation forms. The offeror shall also include a list of other contracts it has held and any significant subcontractors and/or teaming partners have held within the past five years for requirements similar to those being solicited in this acquisition. Other references, aside from those provided by the offeror, may be contacted and their comments considered during the source selection process. The information submitted may be verified by the Government through discussions with the references provided. While the Government may elect to consider data obtained from other sources, the burden of providing relevant references that the Government can readily contact rests with the offeror.

Offerors shall prepare short narrative explanation on each contract listed or for which a Past Performance Form will be received that identifies its customers and briefly describes the contract, including the objectives achieved and any cost growth or schedule delays encountered. Your summary should include the following for each related contract:

a. Contract Number

b. Contracting Agency

c. Points of contact in the program and contracting offices, including telephone numbers (please insure that this information is current and correct.)

d. Contract Type

e. Contract beginning and end dates

f. Description of the contract work and explanation of its relevance to this solicitation.

You should also describe the original cost/price and delivery terms in the contract and the cost/price and delivery actually experienced, and explain any differences.

16. BIDDER'S LIBRARY

A bidder's library can be accessed electronically at this address: http://tech-transfer/blib/index.html

17. TYPE OF CONTRACT (FAR 52.216-1) (APR 1984)

The Government contemplates award of a cost plus incentive fee contract resulting from this solicitation.

18. SOLICITATION PROVISIONS INCORPORATED BY REFERENCE (52.252-1) (FEB 1998)

This solicitation incorporates one or more solicitation provisions by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. The offeror is cautioned that the listed provisions may include blocks that must be completed by the offeror and submitted with its quotation or offer. In lieu of submitting the full text of those provisions, the offeror may identify the provision by paragraph identifier and provide the appropriate information with its quotation or offer. Also, the full text of a solicitation provision may be accessed electronically at this/these address(es):

http://www.arnet.gov/far/

http://www.hq.nasa.gov/office/procurement/regs/nfstoc.htm

A. FEDERAL ACQUISITION REGULATION (48 CFR CHAPTER 1) PROVISIONS

Provision No.	Title
52.204-6	Contractor Identification Number - Data Universal Numbering System (DUNS) Number (Apr 1998)
52.211-14	Notice of Priority Rating for National Defense Use (Sep 1990) DO-C9
52.214-34	Submission of Offers in the English Language (Apr 1991)
52.214-35	Submission of Offers in U.S. Currency (Apr 1991)
52.215-16	Facilities Capital Cost of Money (Oct 1997)
52.215-1	Instructions to Offerors—Competitive Acquisition (Dec1999)
52.215-20	Requirements for Cost or Pricing Data or Information Other Than Cost or Pricing Data (Oct 1997) Alternate IV (Oct 1997)
52.217-5	Evaluation of Options (Jul 1990)
52.233-2	Service of Protest (Aug 1996) *Head, Grants and R&D Studies Contracting Branch, NASA, Langley Research Center, Mail Stop 126, Hampton, VA 23681*
52.252-3	Alterations in Solicitations (Apr 1984)
52.252-5	Authorized Deviations in Provisions (Apr 1984)

B. NASA/FAR SUPPLEMENT (48 CFR CHAPTER 18) PROVISIONS

Provision No.	Title
1852.215-81	Proposal Page Limitation (Feb 1998) Insert in table Paragraph (a): "Technical (BVCs)" and "50 pages"; and "Business (Cost, Past Performance and Model Contracts)" and "no limit."
1852.231-71	Determination of Compensation Reasonableness (Mar 1994)
1852.233-70	Protests to NASA (Mar 1997)

18. LIST OF ATTACHMENTS

- Attachment 1- Past Performance Form
- Attachment 2 - Small Business Certification (FAR 52.219-1)
- Attachment 3 - Upgrade NTTS to 4^{th} Dimension Version 6.5
- Attachment 4 - Transition Data base Administrator Manual to Documentation Database
- Attachment 5 - Manager-Friendly Reporting
- Attachment 6 - FY 2000 Release Schedule
- Attachment 7 - Defined Work Requests

ATTACHMENT 1

PAST PERFORMANCE

Solicitation No. 1-066-E.2063

I. CONTRACT INFORMATION

A. Name of Company Being Evaluated: ______________________________

B. Address: ______________________________

C. Contract Number: __________________ D. Contract Type: __________________

E. Contract Value: ____________________

F. Period of Performance: From: _______________ To: _______________

II. DESCRIPTION OF CONTRACT:

____

____

____

During the contract performance being evaluated, this firm was the ☐ Prime Contractor; ☐ Significant Subcontractor; ☐ Team Member; ☐ Other *(describe below)*

____

____

Does a corporate or business relationship exist between the firm being evaluated and your organization? ☐ Yes, ☐ No. If so, please describe.

____

III. EVALUATOR

Name: ______________________________

Title: ______________________________

Organization: ______________________________

Address: ______________________________

____

Telephone No.: ____________________ Fax No.: ____________________

SEND TO: ATTN: 126/Bessie R. Nicholson ***(TO BE OPENED BY ADDRESSEE ONLY)***
NASA LANGLEY RESEARCH CENTER
9A LANGLEY BOULEVARD
HAMPTON VA 23681-2199
TELEPHONE: 804-864-2450 FAX: 804-864-7898

This form contains Source Selection Information when completed. See FAR 3.104.

IV. OVERALL PERFORMANCE

How would you rate the Contractor in the following areas (Circle One):

A.	Local Management Authority	E	VG	G	F	P	N/A
B.	Contract Compliance	E	VG	G	F	P	N/A
C.	Subcontract Administration	E	VG	G	F	P	N/A
D.	Responsiveness to Technical Direction	E	VG	G	F	P	N/A
E.	Responsiveness to Change Orders (N/A if not services)	E	VG	G	F	P	N/A
F.	Phase-in	E	VG	G	F	P	N/A
G.	Meeting SDB Goals	E	VG	G	F	P	N/A
H.	Planning, Estimating and Scheduling	E	VG	G	F	P	N/A
I.	Work Control	E	VG	G	F	P	N/A
J.	Responsiveness to Changing Requirements	E	VG	G	F	P	N/A
K.	Management of Diverse Tasks	E	VG	G	F	P	N/A
L.	Early Identification of Problems and Timely Resolution	E	VG	G	F	P	N/A
M.	Labor Relations	E	VG	G	F	P	N/A
N.	Worked Without Extensive Guidance	E	VG	G	F	P	N/A

V. FINANCIAL MANAGEMENT PERFORMANCE

A. How would you rate the Contractor in the following areas (Circle One):

1. Complete and Timely Reporting	E	VG	G	F	P	N/A
2. Cost Control	E	VG	G	F	P	N/A
3. Procurement System	E	VG	G	F	P	N/A
4. Property Management System	E	VG	G	F	P	N/A
5. Accounting System	E	VG	G	F	P	N/A
6. Adherence to Cost Estimates	E	VG	G	F	P	N/A
7. Overall Financial Management	E	VG	G	F	P	N/A

B. Please provide the Contractor's yearly overhead and G&A growth:

Overhead:

G&A:

C. If ceiling rates are contained in this contract, please indicate current ceiling rates:

Overhead:

G&A:

D. Has the Contractor experienced overruns or underruns? Yes No

If yes, please elaborate:

VI. TECHNICAL PERFORMANCE

A. How would you rate the Contractor's technical performance in the following areas:

1. Completeness and Accuracy	E	VG	G	F	P
2. Timeliness	E	VG	G	F	P
3. Product Reviews/Product Assurance	E	VG	G	F	P
4. Documentation	E	VG	G	F	P
5. Qualifications of Technical Staff	E	VG	G	F	P
6. Overall Technical Performance	E	VG	G	F	P

B. How long did proposed key personnel remain on contract?

____

____

C. What is the Contractor's average annual turnover rate?

____

D. Is there an award or incentive fee? If so, please give the fee dollars and percentages earned for the last three reporting periods:

Review Period	Fee Dollars	% of Possible Fee
$	%	
$	%	
$	%	

VII. CONCLUSIONS

Would you recommend this Contractor for another contract? Why? Please add any comments you feel pertinent.

____

____

____

ATTACHMENT 2

SMALL BUSINESS PROGRAM REPRESENTATIONS (FAR 52.219-1) (MAY 1999)

(a)(1) The standard industrial classification (SIC) code for this acquisition is **8731**. .

(2) The small business size standard is **500 employees**. .

(3) The small business size standard for a concern which submits an offer in its own name, other than on a construction or service contract, but which proposes to furnish a product which it did not itself manufacture, is 500 employees.

(b) Representations. (1) The offeror represents as part of its offer that it ☐ is, ☐ is not a small business concern.

(2) [Complete only if the offeror represented itself as a small business concern in paragraph (b)(1) of this provision.] The offeror represents, for general statistical purposes, that it ☐ is, ☐ is not, a small disadvantaged business concern as defined in 13 CFR 124.1002.

(3) [Complete only if the offeror represented itself as a small business concern in paragraph (b)(1) of this provision.] The offeror represents as part of its offer that it ☐ is, ☐ is not a women-owned small business concern.

(c) Definitions.

"Small business concern," as used in this provision, means a concern, including its affiliates, that is independently owned and operated, not dominant in the field of operation in which it is bidding on Government contracts, and qualified as a small business under the criteria in 13 CFR Part 121 and the size standard in paragraph (a) of this provision.

"Women-owned small business concern," as used in this provision, means a small business concern--

(1) Which is at least 51 percent owned by one or more women or, in the case of any publicly owned business, at least 51 percent of the stock of which is owned by one or more women; and

(2) Whose management and daily business operations are controlled by one or more women.

(d) Notice. (1) If this solicitation is for supplies and has been set aside, in whole or in part, for small business concerns, then the clause in this solicitation providing notice of the set-aside contains restrictions on the source of the end items to be furnished.

(2) Under 15 U.S.C. 645(d), any person who misrepresents a firm's status as a small, small disadvantaged, or women-owned small business concern in order to obtain a contract to be awarded under the preference programs established pursuant to section 8(a), 8(d), 9, or 15 of the Small Business Act or any other provision of Federal law that specifically references section 8(d) for a definition of program eligibility, shall--

(i) Be punished by imposition of fine, imprisonment, or both;

(ii) Be subject to administrative remedies, including suspension and debarment; and

(iii) Be ineligible for participation in programs conducted under the authority of the Act.

ATTACHMENT 3

System: NASA TechTracS

Title: Upgrade NTTS to 4th Dimension Version 6.5

Requester:

Date of Request:

Hardware: Mac and PC

Operating System: Mac OS 8.x, Win 95, 98, & NT

Priority:

Description:
Current
NTTS utilizes version 6.05r7 of 4th Dimension.

New Requirement
Analysis NTTS for upgrading to version 6.5 of 4th Dimension. Provide a plan detailing the necessary steps to revise, test, and implement NTTS at version 6.5 of 4thDimension

Security:
No change is requested, although, if version 6.5 has security features that NASA could benefit from then the plan should call them out.

Existing Data:
Any changes in existing data due to this upgrade should be called out in the plan.

Use of Existing System Functions :
All functions should continue as is. Enhanced functionality for existing functions should be called out in the plan.

Module Prototype:
None

Documentation:
Update Technical and User documentation as needed.

Requested Release Date:

ATTACHMENT 4

System:	NASA TechTracS / NTTS Documentation
Title:	Transition Database Administrator Manual to Documentation Database
Requester:	
Date of Request:	
Hardware:	Mac and PC
Operating System:	Mac OS 8.x, Win 95, 98, & NT
Priority:	

Description:
Current
The NTTS DBA manual is stored in pdf format and distributed by the technical support web site.

New Requirement
Transition the NTTS DBA manual to the NTTS documentation system.

Security:
N/A

Existing Data:
All portions of the manual shall be transferred.

Use of Existing System Functions :
N/A

Module Prototype:
None

Documentation:
N/A

Requested Release Date:

ATTACHMENT 5

System: NASA TechTracS

Title: Manager-Friendly Reporting

Requester:

Date of Request:

Hardware: Mac and PC

Operating System: Mac OS 8.x, Win 95, 98, & NT

Priority:

Description:
Current
Users of NTTS employ two methods of creating reports; Canned Reports and Quick Reports. Canned reports are developed by the technical support contractor and made available through the Print function. Quick Reports are developed by the user and saved as templates for repeat use. Users share report output by hardcopy or by saving to disk and then importing into MS Excel.

New Requirement
The two primary requirements for users creating reports are quick , easy generation and electronic delivery of results. The current reporting methods do not meet this requirement.

Provide a recommendation for a reporting tool that allows users to quickly generate reports spanning several tables and produces an electronic format that can be shared to others without the report generating tool.
This recommendation shall include cost per user and analysis of benefits and drawbacks.

Security:
N/A

Existing Data:
N/A

Use of Existing System Functions :
N/A

Module Prototype:
None

Documentation:
N/A

Requested Release Date:

ATTACHMENT 6

FY 2000 Release Schedule

V2000.1 - Feb. '00
Mod 76 LeRC to GRC
Mod 68 Reminder Mod
Mod 67 Technology/License Enhancements
Mod 34 TSP Load
Mod 58 E-mail Notice on TOPs
Mod 63 TOPS Techfinder/Disclaimer
Mod 70 Interim UPN Assignments
Mod 74 Automated Metrics

V2000.2 - June '00
Mod 30 Commercial Mod
Mod 40 Desktop Publishing
Mod 54 Agency-wide Access
Mod 60 NASA Leads

V2000.3 - Sept. '00
Mod 55 Delete Capability
Mod 79 Partnership Enhancements
Mod 80 Tech Finder - Archive Technology Section

Audit Table Cleanup

ATTACHMENT 7

Work Request

System: NASA TechTracS (NTTS)

Title Commercial Module

Requester:

Date of Request:

Hardware: PC and Macintosh

Operating System: Windows 95, Windows NT, and Mac OS 7.5 or higher

System Change Type: System Critical Enhancement

Description:
Current
Currently there is no method to track the process of commercialization.

New Requirement
NASA requires a process for tracking the commercialization of new technology. Three new screens to be added to the TT View of the technology table. Some new fields will need to be added and some fields will transfer from other areas of the database. A new field should be created when a partnership record is related to the technology than a true value is set for partnership. Need to develop a table to evaluate the commercial potential of the technology. Need to develop two tables for the CorpTech Codes. The Commercial Leads section will take you to the NASA leads table to add leads and any leads related to that case would show up in this table. (See Bidder's Library)

Security.
Use existing security features.

Existing Data
N/A

Use of Existing System Functions
N/A

Module Prototype
A formal presentation of the screens shall be presented to the CMT at the time of DDD delivery.

Documentation
Contractor shall update existing documentation to include this module.

Requested Release Date
V2000.2 - June 2000

ATTACHMENT 7

MOD 34 WORK REQUEST

WORK REQUEST

System:	NASA TechTracS
Title:	One Time Load of TSP - Mod 34
Hardware:	PC and Macintosh
Operating System:	Windows 95, 98, & NT, Mac OS 8.x
Priority:	New Development

Description:

Current
TSPs (Technical Support Packages) are available for downloading for certain technologies. The TSP status of a Technology record is listed as Yes (a TSP exists), No, or blank.

New Requirement
The current TSPs need to be verified and updated using a master list of TSPs housed at the NTTC. This TSP master list contains the case numbers for all Technology records that should have a TSP. For each field center, the current set of Technology records at that center need to be compared to the case numbers in the TSP list and, if a match is found, set the [Technology]TSP Exists field to “Y” (indicating a TSP exists).

Those records that are not found on the list should be handled according to the following logic:

Records that have a value of “Y” or “N” in the TSP Exists field should be left unchanged. Records that have a blank entry in the [Technology]TSP Exists field should be left blank unless the Final Class field for that record has a value of 3, in which case the value of the TSP Exists field needs to be changed to “N”. All remaining records should remain with a blank entry in the TSP Exists field, and a list needs to be generated for review by the DBA at the field center.

Security:
N/A

Existing Data:
N/A

Use of Existing System Functions:
N/A

Module Prototype:
N/A

Documentation:
N/A

Release Date:
V2000.1 - Feb. 2000

ATTACHMENT 7

Work Request

System: NASA TechTracS

Title: Success Stories and Technology Opportunity Sheets PDF Storage

Requester:

Date of Request:

Hardware: PC and Macintosh

Operating System: Win 95, NT and Mac OS

Priority: Enhancement

Description:
Add the capability of storage of PDF files within the Success Story and Technology Opportunity Sheet tables. Each record may use the option of selecting the PDF file or using the table as it currently is used as the data source for TechFinder. If the TechTracS-generated prints and display in TechFinder is selected, all functionality remains as it currently is. If the PDF option is selected, certain TTS fields will not be used and some additional fields will be required. The PDF file will display in TechFinder when a Success Story or TOP is selected rather than the TechTracS-generated display. The PDF file will print from TechTracS using the user's Adobe reader. For agency-wide it may be useful to have the free Adobe reader as part of TechTracS.
Please give reasons for suggestion on agency-wide. Although the most recent browsers include the free pdf reader, it is possible that an agency-wide user who uses the TechTracS generated story would not have the reader to view other Center's PDF files.

Current
Success Stories and Technology Opportunity Sheets currently are stored in NASA TechTracS as various text fields and an image in a pic format. The text fields and image are combined in a consistently formatted article by TechTracS for printing and viewing with TechFinder.

New Requirement
In addition to the current capability, the system will now store the TOPS and Success Stories in PDF format. This will allow for variety in formatting of TOPS and Success Stories, i.e., Multiple columns, numerous images placed throughout the document. The PDF file of both Success Stories and TOPs will be available from TechFinder and will print from TechTracS using the user's Adobe reader. TechFinder's text searching of TOPs will be based on a single TOP all text field. From this search a listing will be brought up to select from. These selections will take the user to the TTS-generated page or the initial static page of the PDF version. The initial static web page for a search engine robot to crawl over, will consist of the title, keyword, objective fields and a link to the PDF file. Within this static page there will be two imbedded meta tags, one containing the all text field and the other containing the keywords.

For success stories, the listing will be generated as it currently is. As the user selects a specific story to read/view, the TTS-generated story or the PDF file will be shown as specified in TTS.

Provide the capability to sort TOPs numerically by the number added to the prefix, TOP1-. The following comments have been added for clarification of this request, not to mandate the solution.
by TOP number will ignore the TOP#- prefix and will actually sort by the number, rather than the current sort order. The TOP number field auto numbering feature will be an option in the constants file, which defaults to on. Under the new requirement, administrators may opt to turn this outnumbering feature off.
What requirement drives this sorting and option not to use the TOP# prefix modification? TOPS currently do not sort in number order. Sorting by TOP # currently generates a list like TOP3-1, TOP3-10, TOP3-100, TOP3-101, TOP3-102, , TOP3-103, TOP3-104, TOP3-105, TOP3-106, TOP3-107, TOP3-108, TOP3-109, TOP3-11, TOP3-110, TOP3-111…

Security: Use existing security features

Existing Data: There are no changes required to existing data.

Use of Existing System Functions :

ATTACHMENT 7

Existing System Functions remain intact. See new requirement for additional system functions for this mod.

Module Prototype: **N/A**

Documentation:
Update technical and user documentation to reflect changes.

Requested Release Date:
V2000.2 - June 2000

ATTACHMENT 7

Work Request

System: NASA TechTracS

Title: Access to Agency-wide NTTS Server

Requester:

Date of Request:
Hardware: Mac and PC

Operating System: Mac OS 8 or higher, Windows 95, & Windows NT

Priority: New Development

Description:

Current
Selected NASA HQ users have access to NTTS Agency-wide. Access at the Center level is limited to the data dictionary.

New Requirement:
Centers need limited access to the NTTS AW system to support information sharing between Centers. Please create a view/group that would support the following.

Query on the following fields; Center, Case #, Inventor's name, Serial #, Patent #, Title

The following fields would be displayed; Center, Case #, Serial #, Patent #, Title

This will be an option from a Center's NTTS system.

Security:
The user group will be restricted to perform only the above-described function.

Existing Data:
N/A

Use of Existing System Functions:
N/A

Module Prototype:
A review of the progress shall be given on December 15 at the regularly scheduled telecon. The test system will be used for viewing purposes.

Documentation:
Users' Guides and Technical documentation shall reflect changes made.

Requested Release Date:

V2000.3 - September 2000

ATTACHMENT 7

Work Request

System:	NASA TechTracS
Title:	Add TOPs To Public Release Notification Service
Requester:	
Date of Request:	
Hardware:	Mac & PC
Operating System:	Mac OS 8.x, Windows 95, 98 & NT
Priority:	Modification

Description:
Current
NTTS sends E-mail notifications to selected POC's when a Technology or a Success Story are released to the public server.

New Requirement
Please send an E-mail of the existing format to the same selected POC's when a TOPS is released to the public server.
Criteria for release are
A TOPs has been released for public access and when a POP state exists. The POP state would be determined by the POP state of the related technology. If multiple technologies are related and multiple POP states are applicable--than all states would be listed.

Security:
N/A

Existing Data:
No processing of existing data will be done.

Use of Existing System Functions:
N/A

Module Prototype:
Sample E-mail sent to NASA Technical POC 2 weeks prior to NASA testing phase.

Documentation:
See Documentation plan.

Requested Release Date:
V2000.1 - Jan. 2000

ATTACHMENT 7

Work Request

System:	NASA TechTracS
Title:	NASA Leads - Changes for use by a center - Mod 60
Requester:	
Date of Request:	
Hardware:	PC and Macintosh
Operating System:	Windows 95, 98, & NT, Mac OS 8.x
Priority:	New Development

Description:
Current
NTTS has a module for tracking leads that are collected by the NTTC.

New Requirement
For NASA to use this module to track leads that come directly to a Center, the following changes are required.

1. When a new lead is added to the table, the system should automatically generate a chronology record containing the user name and center POC in the following statement
   "New lead was added by username and assigned to center POC".
2. Change the field name of the Call Back Date to Close Date.
3. Automatically generate a chronology record when the record is closed (when a Close date is entered). It should state "Record closed on Close date by username".
4. If a date is entered in the Respond By field, incorporate this date in to the E-mail to the center POC.
5. Automatically generate a chronology record when an E-mail is sent to a Center POC. It should state "E-mail sent to center POC by username".
6. Change the field name of Qualification Date to Lead Received Date.
7. Create the following QuickQueries
   a. Center POC
   b. Company Name
   c. Company POC
   d. First Contact Date and/or Close Date
8. Change the List view to have the following columns.
   Lead Number
   Lead Received Date
   Company Name
   Company POC Center POC
   Close Date
9. Activate the Relate button to access the following tables.
   Lead Chronology
   People
   Company

Security:
Existing security features will be used.

Existing Data:
N/A

Use of Existing System Functions:
N/A
Module Prototype:
N/A

Documentation:
Please update technical and user documentation to reflect new field names and additional functions requested in this work request.

ATTACHMENT 7

Requested Release Date:
V2000.3 - September 2000

ATTACHMENT 7

Work Request

System:	NASA TechTracS
Title:	TOPs TechFinder Mod - Mod 63
Requester:	
Date of Request:	
Hardware:	PC and Macintosh
Operating System:	Windows 95, 98, & NT, Mac OS 8.x
Priority:	New Development

Description:
Current
TechFinder (http://technology.nasa.gov) is the web view of NTTS data that has been approved for public review. This web site contains a search engine that will return information in four areas, technologies, success stories, technology opportunity sheets, and program areas. In many cases the areas have information on the same topic but different in their emphasis.

New Requirement
To better serve NASA's web publishing requirements the following changes are required.

1. When TOPS and technologies are related, links from each page should reference each other.
2. On the technology page if there is a TSP available, provide a link to a site designated in the constants file to request one.
3. Provide Centers the capability to designate by record where the request for more information goes with a default to the NTTC. Please allow for more than one destination.
4. TOPs are available by web search engines.
5. When a TOPs is removed from the web site, display a message that is stored in the constants table. This is to ensure that there are no dead links.
6. Capture the date the record (TOPS, SS, or Technology) is released to the web and display it on the associated NTTS screens next to the Release to Web checkbox.
7. On the TechFinder Home page, spell TOPS out.
8. In the WWW Resources on a TOPS, allow Centers to give short titles or descriptions on each link they provide.

Security:
Existing security is sufficient.

Existing Data:
All existing TechFinder pages should reflect the requested changes.

Use of Existing System Functions:
N/A

Module Prototype:
Four weeks prior to NASA testing, a sample of the web pages shall be available for review by NASA.

Documentation:
Update technical and user documentation to reflect noted changes.

Requested Release Date:
V2000.1 - Jan. 2000

ATTACHMENT 7

Work Request

System: NASA TechTracS

Title: License & Technology Module Enhancements - Mod 67

Requester:

Date of Request:

Hardware: PC and Macintosh

Operating System: Windows 95, NT, & Mac OS 8.x

Priority: New Development

Description:
Current
The Technology and License modules in NTTS are critical to the Tech Transfer process. There are 3 areas in these modules that this work request is concerned with.

1. The Technology module contains all disclosures made to the Patent Office on NASA technologies. Up to a point in time of the processing of the protection of the intellectual property rights, this information is considered sensitive and should not be released to the public. The system does provide the Patent Office with the ability to approve information for public release and does indicate this on the general information screen of each record.
2. There are several ways data in both of these modules is queried depending on the user that is accessing the information. The Technology module has a very mature user-friendly interface for finding information. To find information in the License module, a user must use the Query Editor.
3. Foreign filing of patents can be recorded within the existing design of the technology module by appending special codes to the case number and using the related case feature to link domestic and foreign cases.

New Requirement
In all three areas NASA has requirements that will increase user functionality, as well as in the first item, protect information from being inadvertently released prematurely.

Please apply the following enhancements to the Technology module.
1. Create a Form 1679 to be printed from the Print option.
2. Add a search by Innovator First & Last Name to the People Find.
3. Create a security group to allow users with read-only access to the technology table to modify the fields on the Abstract & Keywords screen in the TT view.
4. Display the Attorney on the TT view, patent info screen.
5. In the list of related licenses in the TT view, replace the ID with the License App Number.
6. If Public Release is not equal to Approved, change the header bar color of each screen to red, display "Do not release" in the header bar, and when the user selects Print or QuickReport display a message indicating the selection of records contains information not approved for release.
7. Add a column (the first column) to the list view of both the patent view and the TT view to indicate if a record has been approved for release.
8. Add a new Boolean field in the Patent View called "Foreign Filed". This field would be checked in a domestic case when a corresponding foreign case is filed.
9. Rename the existing "Foreign Filed" Date field to "Foreign Filing Date". This would be used in a foreign filed case to record the filing date (instead of the "Application Filing Date" which is to be used for domestic applications only).
10. On the publications detail screen in the technology module, field title should be the field name.
11. In the technology module, sort the list of publications by pub date in descending order.
12. On the Outside Preparation screen, add a field to capture the Purchase Order. Field shall be 25 characters.
13. Technology module, Patent View, General Info, add Boolean field, Joint Ownership. Default is false.
14. Technology module, Patent View, PTO Actions, after entering the Completion Date on a PTO Action, prompt the user to see if they want to set the category back to 09. This assumes there are no other outstanding actions. If the user selects "Yes" to this prompt, the docket category date shall be set equal to the application filing date.

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Please apply the following enhancements to the License module.

1. Display the Effective Date and Termination Date on the List screen.
2. Identify the NTR Title as such on the Fed. Reg. & Technologies screen.
3. Create options under the Find to
   - Find by License #
   - Find by Received Date, Effective Date, Expiration Date, &/or Termination Date
   - By POC's - Attorney, TT POC, Company Name, Company POC, & Technical POC
   - by Case #
   - All royalties due in the noted month and year.
   - All active licenses as of an entered date.
4. Increase the License Number field from 7 characters to 12.
5. Implement the following royalty distribution when New Distribution is selected.
   Royalty calculation from section 2.2 of NPG 2092.1
   "Distribution of Royalties Received By NASA From The Licensing Of Patents
   And Patent Applications."

2.2 Distribution to Employees Named as Inventors and to Individuals Directly Assigning Their Interest in an Invention to the Government

2.2.1 Distribution to the inventors directly assigning an interest in an invention to the Government, will be as follows:

a. For the royalties or other payments accumulated each fiscal year under each license.

b. For one inventor, that inventor shall receive the first $5,000, plus 25 percent of the remainder.

c. For two to four inventors, each inventor shall receive (i) an equal share up to $5,000 each plus 25 percent of the remainder up to the first $25,000 received, plus (ii) an equal share of 30 percent of the remainder after the first $25,000 received by NASA.

d. For five or more inventors, each inventor shall receive an equal share of the first $25,000 received plus an equal share of 30 percent of the remainder after the first $25,000 received by NASA.

2.2.2 The distribution will be made to each inventor who has directly assigned an interest in an invention to the Government and is named on patents and patent applications licensed by NASA. Distributions will continue irrespective of any change in employment status of the royalty recipient. The distribution of royalties or other payments to any one royalty recipient shall not exceed $150,000 per calendar year, unless the President approves a larger amount (with the excess over $150,000 being treated as a Presidential Award under Section 4504 of Title 5, U.S.C.)

Security:
N/A

Existing Data:
If an application type = FOR then move the data in the application filing date to the newly renamed Foreign Filing Date.

Use of Existing System Functions :
N/A

Module Prototype:
N/A

Documentation:
Update user and technical documentation to reflect changes.

Requested Release Date:
V2000.1 - Feb. 2000

ATTACHMENT 7

ATTACHMENT 7

Work Request

System:	NASA TechTracS
Title:	Reminder System
Requester:	
Date of Request:	
Hardware:	PC and Macintosh
Operating System:	Windows 95 & NT, Mac OS 8.x
Priority:	New Development

Description:
Current
NASA TechTracS has an automated reminder system, which allows users to create reminders on tables in a user's table list. All reminders are set on dates from the tables. E-mails can be sent to users with selected keywords. Reminders can also be displayed in a user's Reminder Manager.

New Requirement
NASA requires a reminder system that support 3 types of reminders; E-mail, Message of the Day, and Message Window, 2 types of logging; Chronology and reminder log, and creation of Action Items.

Recipients of reminders are
E-mail - points of contact on individual records or a user entered E-mail address
Message of the Day - all users on Login
Message Window - selected user(s) on Login or selected user(s) when entering a table

Reminders can be initiated on single or multiple conditions. All fields in the database can be used to create a condition. The standard comparisons shall be available; =, ≠, >, <, >=, <=, contains. Use of wildcards is required. A user can save reminders for reuse. Conditions resulting in a null set is considered a valid condition for initiating a reminder.

Provide the user with the capability to Find reminders by type, creator, recipient, open, closed. Provide the user with a screen view and a report containing the same noted info, sorted in recipient order.

The Message of the Day will be displayed at login. This is in place of the Magenta Toolkit. Users must dismiss the message before the login sequence can be completed.

The Message Window will be a separate window with minimize, resizing, and close capabilities. The window will always open on login or when a new message is posted. A line will separate each message in the window. Users can select and delete messages.

Reminders can create chronology records. Users can specify the body of the chronology record.

Reminders can create action item records. Users will be provided with the standard action item add screen to facilitate creation of the record. Note the action item is created when the reminder conditions are true and contains the info the user entered when creating the reminder.

A table logging type, creator, recipient, and when reminded is required.

See attachment A for predefined reminders. These shall be set up and delivered in the release.

Security:
Group security is required to allow only selected users to create, change, save, and delete reminders. Table access will apply; i.e., if a user has "no access" to a table, then the user can not create a reminder using the fields in the table or add records to the table. If a user has "Read Only" to a table then the user can not create records. If a user is not in a group that controls access to selected fields in the database, then the user can not create reminders using the controlled fields.

ATTACHMENT 7

The Message of the Day can only be maintained by users with DBA privileges.

Normal table access rules will apply to the reminder log table.

Existing Data:
N/A

Use of Existing System Functions:
This will replace the Reminder Manager.

Module Prototype:
3 weeks prior to NASA testing.

Documentation:
Users' Guides and Technical documentation shall reflect changes.
Requested Release Date:
V2000.1 - Feb. 2000

ATTACHMENT 7

Office of Patent Counsel

In the body of the email, when a data field is indicated, provide the data field name as indicated on the TechTracS screen and the applicable data.
When the emails are to be sent and to whom they are to be sent has been set in this request. However, for all these email reminders, each Center should be able to modify when the email is sent, e.g., X days prior to a specified date, and to whom the email will be sent, e.g., by email address.

1. PTO OFFICE ACTIONS DUE: Send email reminders to the Attorney Aide and Cognizant Attorney named in the Technology record, or to other person(s) specified by Center.

A. For all [PTO Actions] entries (including entries where Type = blank):
When [PTO Actions]Action Due Date ≠ 00/00/00, and
[PTO Actions]Completed Date = 00/00/00,
email should be sent 1 month before [PTO Actions]Action Due Date.

The email should include:
1.Text: The following Action is due in the Patent Office. If the Action has been completed, enter the Completed Date on the TechTracS "PTO Actions" screen.
2.[PTO Actions] Type
3.[PTO Actions] Case number
4.[Technology] Application Title
5.[PTO Actions] Action description
6.[PTO Actions] Action Due Date

Notes:
Create a [Tech Chronology] Item that email was sent. Date is date of the email. Detail will indicate that email was sent and will include the body of the email.

B. When: [PTO Actions]Type = 4.Final, and
[PTO Actions]Completed Date = 00/00/00,
email should be sent 30 days after the [PTO Actions] Action Date.

The email should include:
1.Text: A Final Office Action is due in the Patent Office in the following case. If the Action has been completed, enter the Completed Date on the TechTracS "PTO Actions" screen.
2.[PTO Actions] Case number
3.[Technology]Application Title
4.[PTO Actions] Action description
5.[PTO Actions] Action Due Date

Notes:
Create a [Tech Chronology] Item that email was sent. Date is date of the email. Detail will indicate that email was sent and will include the body of the email.

C. When: [PTO Actions] Type = 7.Appeal, and
[PTO Actions]Completed Date = 00/00/00,
email should be sent 1 week prior to the [PTO Actions] Action Due Date.

The email should include:
1.Text: An Appeal is due in the Patent Office in the following case. If the Action has been completed, enter the Completed Date on the TechTracS "PTO Actions" screen.
2.[PTO Actions] Case Number
3.[Technology]Application Title
4.[PTO Actions] Action description
5.[PTO Actions] Action Due Date

Notes:

ATTACHMENT 7

Create a [Tech Chronology] Item that email was sent. Date is date of the email. Detail will indicate that email was sent and will include the body of the email.

D. When: [PTO Actions] Type = 5.NOA, and
[PTO Actions]Completed Date = 00/00/00,
email should be sent 6 weeks before [PTO Actions] Action Due Date.

The email should include:
1. Text: The Issue Fee payment is due in the Patent Office in the following case. If the Action has been completed, enter the Completed Date on the TechTracS "PTO Actions" screen.
2.[PTO Actions] Case number
3.[Technology]Application Title
4.[PTO Actions] Action description
5.[PTO Actions] Action Due Date

Notes:
Create a [Tech Chronology] Item that email was sent. Date is date of the email. Detail will indicate that email was sent and will include the body of the email.

E. When: [PTO Actions] Type = 6.Drawings, and
[PTO Actions]Completed Date = 00/00/00,
email should be sent 1 week after the date of the [Technology]Notice of Allowance which is entered on the More PTO Actions/Fees screen.

The email should include:
1. Formal Drawing are due in the Patent Office in the following case. If the Action has been completed, enter the Completed Date on the TechTracS "PTO Actions" screen.
2.[PTO Actions] Case number
3.[Technology]Application Title
4.[PTO Actions] Action description
5.[PTO Actions] Action Due Date

Notes:
Create a [Tech Chronology] Item that email was sent. Date is date of the email. Detail will indicate that email was sent and will include the body of the email.

F. When: [Technology] Statutory Bar Date ≠ 00/00/00, and
[Technology]Provisional Filing Date = 00/00/00, and
[Technology]Application Filing Date = 00/00/00, and
[Technology]Inactivated Date = 00/00/00,
email should be sent 8 months before the date of the [Technology] Statutory Bar Date.
The same e-mail should be sent again 4 months before the [Technology] Statutory Bar Date if all conditions above still apply.

The email should include:
1. Text: A Statutory Bar Date is approaching in the following case.
2. [Technology]Case Number
3. [Technology]Application Title
3. [Technology] Statutory Bar Date

Notes:
Create a [Tech Chronology] Item that email was sent. Date is date of the email. Detail will indicate that email was sent and will include the body of the email.

2. MAINTENANCE FEES DUE: Send email reminders to the Attorney Aide and Cognizant Attorney named in the Technology record, or to other person(s) specified by Center.

ATTACHMENT 7

A. When: [Tech Maint Fee] 1st Maint Fee Pay is not checked, or
[Tech Maint Fee] 1st Maint Fee Mailed to PTO = 00/00/00, and
[Technology]Patent Application Filed by = NASA, and
[Tech Maint Fee] 1st Maintenance Due ≠ 00/00/00, and
[Tech Maint Fee] 1st Maint Fee Do not Pay is not checked,
an email should be sent 3 months before [Tech Maint Fee] 1st Maintenance Due.
The same email should be sent again 1 month before [Tech Maint Fee] 1st Maintenance Due if all conditions above still apply.

The email should include:
1. Text: 1st Maintenance Fee is due in the following case. If the Maintenance Fee has been paid, check Pay and enter the date the Maintenance Fee was mailed to the PTO on the TechTracS “More PTO Actions/Fees” screen.
2. [Technology] Case Number
3. [Technology] Application Title
4. [Technology]Patent Number
5. [Technology] Cognizant Attorney
6. [Tech Maint Fee] 1st Maintenance Due

Notes:
Create a [Tech Chronology] Item that email was sent. Date is date of the email. Detail will indicate that email was sent and will include the body of the email.

B. When: [Tech Maint Fee] 2nd Maint Fee Pay is not checked, or
[Tech Maint Fee] 2nd Maint Fee Mailed to PTO = 00/00/00, and
[Technology]Patent Application Filed by = NASA, and
[Tech Maint Fee] 2nd Maintenance Due ≠ 00/00/00, and
[Tech Maint Fee] 2nd Maint Fee Do not Pay is not checked,
an email should be sent at 3 months before [Tech Maint Fee] 2nd Maintenance Due.
The same email should be sent again 1 month before [Tech Maint Fee] 2nd Maintenance Due if all conditions above still apply.

The email should include:
1. Text: 2nd Maintenance Fee is due in the following case. If the Maintenance Fee has been paid, check Pay and enter the date the Maintenance Fee was mailed to the PTO on the TechTracS “More PTO Actions/Fees” screen.
2. [Technology]Case Number
3. [Technology]Application Title
4. [Technology]Patent Number
5. [Technology]Cognizant Attorney
6. [Tech Maint Fee] 2nd Maintenance Due

Notes:
Create a [Tech Chronology] Item that email was sent. Date is date of the email. Detail will indicate that email was sent and will include the body of the email.

C. When: [Tech Maint Fee] 3rd Maint Fee Pay is not checked, or
[Tech Maint Fee] 3rd Maint Mailed to PTO = 00/00/00, and
[Technology]Patent Application Filed by = NASA, and
[Tech Maint Fee] 3rd Maintenance Due ≠ 00/00/00, and
[Tech Maint Fee] 3rd Maint Do not Pay is not checked,
an email should be sent at 3 months before [Tech Maint Fee] 3rd Maintenance Due.
The same email should be sent again 1 month before [Tech Maint Fee] 3rd Maintenance Due if all conditions above still apply.

The email should include:

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1.Text: 3rd Maintenance Fee is due in the following case. If the Maintenance Fee has been paid, check Pay and enter the date the Maintenance Fee was mailed to the PTO on the TechTracS “More PTO Actions/Fees” screen.
2.[Technology] Case Number
3.[Technology] Application Title
4. [Technology]Patent Number
5.[Technology] Cognizant Attorney
6.[Tech Maint Fee] Date Due

Notes:
Create a [Tech Chronology] Item that email was sent. Date is date of the email. Detail will indicate that email was sent and will include the body of the email.

D. Send an Email to an identified group (please include HQ Patent Attorney in the email group) when [Technology]More PTO Actions/Fees screens, 1st Maintenance Fee, 2nd Maintenance Fee or 3rd Maintenance fee, Pay or Don’t Pay fields are checked.

The email should include:
1.[Technology]Case Number
2.[Technology]Application Title
3.Text: Maintenance fee was;
4.Display the appropriate "Pay" or "Don’t Pay"

Notes:
Create a [Tech Chronology] Item that email was sent. Date is date of the email. Detail will indicate that email was sent and will include the body of the email.

3. OTHER OFFICE OF PATENT COUNSEL EMAIL REMINDERS

A. Small Entities – 2 years to elect title

When [Technology]PL96-517 is checked, and
[Technology]Small Entity Election Date = 00/00/00, and
[Technology]Small Entity Decline Date = 00/00/00,
send email reminders to the Attorney Aide, or other(s) named by Center, on date of [Technology]Small Entity 2 Yrs. to Elect or, if none (i.e., older cases where date not automatically entered), two years from [Technology]NTR Received Date).

The email should include:
1.Text: It is now 2 years from the NTR Received Date in the following case. Check to see whether Small Entity elected to retain. If not, request an assignment from the Small Entity.
2.[Technology] Case Number
3.[Technology] Application Title
4.[Technology]NTR Received Date
5. [Technology]Small Entity 2 Yrs. to Elect

Notes:

Create a [Tech Chronology] Item that email was sent. Date is date of the email. Detail will indicate that email was sent and will include the body of the email. Also, create an Action Item entry. Create date is the date of the email and the due date is 30 days after the create date

B. Small Entities – 1 year to file.

When [Technology] Small Entity Election Date ≠ 00/00/00, and
[Technology] Small Entity Decline Date = 00/00/00, and
[Technology]Application Filing Date = 00/00/00,

send email reminder to the Attorney Aide, or other(s) named by Center, on date of [Technology]Small Entity 1 Yr. to File, or, if none (i.e., older cases where date not automatically entered), 1 year from the [Technology]Small Entity Election Date.

The email should include:
1.Text: It is now 1 years from the Election Date in the following case. Check to see whether Small Entity filed a patent application. If not, request an assignment from the Small Entity.
2.[Technology] Case Number
3.[Technology] Application Title
4.[Technology]NTR Received Date
5. [Technology]Small Entity 1 Yr. to File

Notes:

Create a [Tech Chronology] Item that email was sent. Date is date of the email. Detail will indicate that email was sent and will include the body of the email. Also, create an Action Item entry. Create date is the date of the email and the due date is 30 days after the create date.

C. Large Entity – 8 months to request waiver

When [Technology]Space Act 305a is checked, and
[Technology]LE Request Waiver is not checked, and
[Technology]Waiver Decision is blank, and
[Technology]Waiver Granted or Denied Date = 00/00/00
send email reminders to the Attorney Aide, or other(s) named by Center, on date of [Technology]LE 8 Months to Req Waiver.

The email should include:
1.Text: It is now 8 months from the NTR Received Date in the following case. Check to see whether Large Entity has requested a waiver.
2.[Technology] Case Number
3.[Technology] Application Title
4.[Technology]NTR Received Date
5. [Technology] LE 8 Months to Req Waiver

Notes:

Create a [Tech Chronology] Item that email was sent. Date is date of the email. Detail will indicate that email was sent and will include the body of the email. Also, create an Action Item entry. Create date is the date of the email and the due date is 30 days after the create date

D. Large Entities – 1 year to file after requesting a Waiver.

When [Technology] Waiver Decision = Granted, and
[Technology]Application Filing Date = 00/00/00, and
[Waiver]Inactivated Due To is not blank,
send email to Attorney Aide, or other(s) named by Center, on date of [Technology] LE 1 Year to File.

The email should include:
1. Text: It is now 1 year from the Waiver Granted date in the following case. Check to see whether Large Entity has filed the patent application.
2.[Technology] Case Number
3.[Technology] Application Title
4.[Waiver] Waiver Number
5. [Technology]Waiver Granted or Denied Date
6. [Technology] LE 1 Year to File

Notes:

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Create a [Tech Chronology] Item that email was sent. Date is date of the email. Detail will indicate that email was sent and will include the body of the email. Also, create an Action Item entry. Create date is the date of the email and the due date is 30 days after the create date

E. Outside Preparation:

Send email to Cognizant Attorney 3 days prior to the [Outside Patent Preparation]Date Due (i.e., Response Due from Outside Attorney date entered on "Outside Preparation" screen).

The email should include:
1.Text: An action is due from an outside attorney in the following case.
2.[Technology]Case Number
3.[Technology]Application Title
4. [Outside Patent Preparation]Action
5.[Outside Patent Preparation]Due Date
6. [Outside Patent Preparation]Attorney

Notes:

Create a [Tech Chronology] Item that email was sent. Date is date of the email. Detail will indicate that email was sent and will include the body of the email.

4. MISCELLANEOUS EMAIL REMINDERS.

A. Send an Email immediately to an identified individual when a Contract related NTR is entered (submitted by Ken at JSC).

The email should include:
1.Text: A New Technology Report has been submitted in the following contract.
2.[Technology]Case Number
3.[Technology]Contract number (if multiple list all)

Notes:
Create a [Tech Chronology] Item that email was sent. Date is date of the email. Detail will indicate that email was sent and will include the body of the email.

B. Send Email to a specific group (please include HQ Patent Attorney in the email group) when a [Technology] Application Filing Dt is entered, and
[Technology]Patent Application Filed by is equal to NASA (submitted by Linda Loftin at JSC)

The email should include:
1.Text: A Patent Application has been filed by NASA in the following case.
2. [Technology]Case Number
3. [Technology]Application title
4. [Technology]Application Filing Dt
5. [Technology]Application SN

Notes:
Create a [Tech Chronology] Item that email was sent. Date is date of the email. Detail will indicate that email was sent and will include the body of the email.

C. Send Email to a specific group (please include HQ Patent Attorney in the email group) when a [Technology] Patent Issue Date is entered, and
[Technology]Patent Application Filed by is equal to NASA (submitted by Linda Loftin at JSC)

The email should include:
1. Text: A Patent has issued to NASA in the following case.
2. [Technology]Case Number

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3. [Technology]Application title
4. [Technology]Patent Issue Date
5. [Technology]Patent Number

Notes:
Create a [Tech Chronology] Item that email was sent. Date is date of the email. Detail will indicate that email was sent and will include the body of the email.

D. Send Email to [Action Item]To 10 days before the [Action Item]Date Due (submitted by Connie at JSC)

1.Text: The following Action Item is coming due.
2.[Action item] Case Number
3.[Action item] Sequence
4.[Action item] Due Date
5.[Action item] Subject

Notes:
Create a [Tech Chronology] Item that email was sent. Date is date of the email. Detail will indicate that email was sent and will include the body of the email.

E. Email Auditor 5 days prior to the [License][Royalties and Nature of Exclusivity screen (Royalties)] Date Due date (submitted by Jerry at JSC):

1.[License]License number
2.[License]License App
3.[License]Title
4.[License]Licensee and Address
5.[License]Licensee Contact
6.[License](Royalties and Nature of Exclusivity screen (Royalties) Code
7.[License](Royalties and Nature of Exclusivity screen (Royalties) Description
8.[License](Royalties and Nature of Exclusivity screen (Royalties)Amount due
9.[License](Royalties and Nature of Exclusivity screen (Royalties) Date Due

Notes:
Create a [Tech Chronology] Item that email was sent. Date is date of the email. Detail will indicate that email was sent and will include the body of the email.

F. Send email 5 days prior to [License]License Reports, Report due (submitted by Jerry at JSC)

1.[License]License number
2.[License]License App
3.[License]Licensee and address
4.[License]Licensee Contact
5.[License]License Report screen, Report Number
6.[License]License Report screen, Report due

Notes:
Create a [Tech Chronology] Item that email was sent. Date is date of the email. Detail will indicate that email was sent and will include the body of the email.

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Work Request

System: NASA TechTracS (NTTS)

Title UPN Assignments

Requester:

Date of Request:

Hardware: PC and Macintosh

Operating System: Windows 95, Windows NT, and Mac OS 7.5 or higher

System Change Type: New Development

Description:
Current
NASA uses NTTS to produce quarter and annual metrics reports. Reporting needs to be done by UPN. Centers have not been able to collect this data at a level that is sufficient for meeting NASA's reporting requirements.

New Requirement
UPN data for each technology is essential in order to properly categorize it by the cognizant program office and strategic enterprise. Reporting NTR metric data by strategic enterprise is mandatory for the upcoming Deputy Administrator metric report. We have been attempting to capture this data since the initial agency-wide database was started in June of 1995. Currently over 95% of our technologies lack this essential data. The purpose of this mod is to "plug" these data holes until more accurate data is provided. The mod will --identify all contracts_grants that have reported NTRs and for which we have financial data --For each 3 digit UPN add PYOBS and CYOBS together to get OBSTODATE for that UPN --All OBSTODATE for all 3 digit UPNs to get the total OBSTODATE for that Contract_Grant --determine if at least 50% of the contract_grants OBSTODATE comes from a single program office and if so assign all NTRs associated with the contract_grant to that program office. If a more detailed categorization by COG and UPN is possible the mod will also provide that data. --provide find routines that allow the finding of technologies by 3 digit UPN; by COG; and by Program Office. The find routine should have both a "search entire database" as well as "search this selection only" capability. --This mod will most likely require the addition of a COG and PO datafields to the technology table. Doing this will provide the following flexibility. If at least 50% of the contract_grants OBSTODATE comes from a single 3 digit UPN-- than that UPN will be assigned to all NTRs for that activity as well as the appropriate COG and PO. If 50% does not come from a single digit UPN than the UPN data field will be left blank but if all of the 3 digit UPN belong to the same COG or multiple COGs within the same PO than the COG(in some cases) and the PO(in all cases) could be populated. --Each center's GE NTRs will be assigned a PO value based on the Institutional Program Office they report to. E.G. ARC; LARC; LERC: and DFRC NTRs that are GE will be assigned to the Office of Aero-Space Technology. This mod will not TOUCH in pre-existing UPN data that has been assigned. This mod will be applied to the FY98 data snapshot and the current version of NASATechTracS. At that time it is preferable that each center start to provide the UPN/COG/Program Office data for each new NTR that is processed.

Security.
Use existing security features.

Existing Data
TBD

Use of Existing System Functions
TBD

Module Prototype
N/A

Documentation
Contractor shall update existing documentation to include this module.

Requested Release Date

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V2000.2 - June 2000

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Work Request

System: NASA TechTracS (NTTS)

Title Automated Metrics

Requester:

Date of Request:

Hardware: PC and Macintosh

Operating System: Windows 95, Windows NT, and Mac OS 7.5 or higher

System Change Type: New Development

Description:
Current
NASA uses NTTS to produce quarter and annual metrics reports. NASA HQ, Commercialization Division uses a set of user defined queries and reports to produce the metrics reports. Due to the complexity of the queries and data, automation of this activity will substantially increase output accuracy and effective use of the management tool, NTTS.

New Requirement
The purpose of this mod is to automate the metrics calculation and reporting function. As planned this capability will require the addition of one or more metric tables to NASATechTracS. Once a month the metrics routine will execute at each centers' database and create metrics records. These records will be READ & REPORT ONLY both at each center's and agency-wide database. The metrics routine cycle will be synchronized with the financial/procurement data load at each center. We are targeting no later than the 15th of each month. These records will be WANed to the agency-wide box. Executing the routine at each "centers' box" insures that no inaccuracies have been introduced into that center's baseline due to synchronization issues with the agency-wide server. For each quarter-ending month--a snapshot of the data items supporting metrics will be taken and archived electronically. In addition a quarterly SDK snapshot of the entire agency-wide dataset will continue to be archived. The following provides a detailed description of this mod. BACKGROUND/OVERVIEW Metrics are a key functional area defined by the Agenda for
Change. As such they are a critical component of NASA's Commercial Technology Program. They provide management a key tool for continuing to improve the quality and performance of the overall Commercial Technology process. Initial metrics reporting to the NASA Deputy Administrator began in April 1994 with annual reports for FY95-98. Per his request, quarterly reporting will begin with the first quarter in FY99. Enclosure 1 is the format for the above report. The following sections are referenced to that Enclosure. NASA ACTIVITY BASELINE (NAB)(Enclosure 2: Columns B-I) All metrics are developed based on a NASA Activity Baseline (NAB), which is tied to NASA's FY cycle. The NAB defines those NASA programs and activities which are subject to the Commercial Technology Mission as directed in NASA's strategic plan and Agenda for Change. The purpose of establishing such a baseline is to demonstrate that NASA is complying with the National Performance Review; the Government Performance and Results Act (GPRA) and NASA's Agenda For Change. This compliance requires that NASA assess and inventory the commercial potential of all its activities. Currently the NAB is defined as those activities, which have been active for any portion of a FY i.e. there has been obligations and/or costing activity. This set of activities is maintained current via a monthly update from NASA's financial and accounting system (FACS). Generally NASA invests approximately $12B in its baseline activities. The NAB is further categorized by how many activities have a "reportable item" clause and then by what activities are believed to have commercial potential. Contracting Officers are responsible for applying the "reportable item" clause to the activities. Approximately 80% of the NAB has some form of "reportable item" clause. If a center's commercial technology office disagrees with certain activities having the clause they can set the "Reporting Obligation" data field to false for that item. This will allow an assessment of whether the Contracting Officer is applying the "reportable item" clause inappropriately on a large scale. CENTERS ARE ONLY RESPONSIBLE FOR ASSESSING THOSE ACTIVITIES, WHICH HAVE SOME FORM OF THE "REPORTABLE ITEM" CLAUSE. All activities not having a "reportable item" clause will automatically be assessed as having no commercial potential. This approach keeps us in compliance with the NPR that we assess all our activities but reduces the burden on the centers. Contracting Officers are responsible for applying the "reportable item" clause to the activities. Approximately 80% of the NAB has some form of "reportable item" clause. If a center's commercial technology office disagrees with certain activities having the clause they can set the "Reporting Obligation" data field to false for that item. This

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will allow an assessment of whether the Contracting Officer is applying the "reportable item" clause inappropriately on a large scale. In addition, there are other activities that are not tracked by the FACS such as MOUs and unfunded Space Acts.

However, depending upon their commercial applicability these activities should be included as part of the baseline. Each center's Commercial Technology Office is responsible for identifying and maintaining an accurate status on these activities. Obviously NASA's in-house activities should be part of the NAB. The guidelines for incorporating these activities are currently contingent upon NASA's implementation of its full cost accounting process. The following items address the specific metrics for the NAB area and are keyed to Enclosure 2: · Intra-mural $$ (Column B): TBD · Extra-Mural $$ (Column C): This is the total $$ obligated to a center or enterprise's activities (contracts, grants, & agreements) during the fiscal year. NASA's procurement and financial data system provides a monthly update electronically at the 7-digit UPN level. · Total Activities (Column D): This is the total # of extra-mural activities that were financially active during the FY (i.e. there has been obligations and/or costing). NASA's procurement and financial data system provides a monthly update electronically. Space Act activities which aren't captured by the financial and procurement system are added by the Commercial Technology Office at each field center. In order to report this metric by strategic enterprise--each activity will need to have a program code assigned to it. An automatic routine will be developed to perform this function. It will essentially be added to the monthly routine of loading FACS data and will execute after the FACS load is complete. A primary COG and primary program office data attribute added to the Contract_Grant table may be required but does not need to be displayed on any of the lay-outs. The routine will follow the following logic for each contract_grant. An analysis of the total obs to date at the 7-digit UPN will be performed. ****If 50% or more of that activity's obs to date is from a single 3 digit UPN than the related COG and Program Office values will be assigned to that activity. ****If 50% or more of that activity's obs to date is from multiple 3-digit UPNs that belong to a single COG--than that COG and its related Program Office assigned. ****If 50% or more of that activity's obs to date is from multiple 3-digit UPNs & multiple COGS that belong to a single program office; than that Program Office is assigned to that activity. It will use the following perform this function and will use the following logic. · Activities with Clause (Column E): This is that subset of Column D that contains one of the "reportable item" clauses as required by NASA's Space Act. The activity's contracting officer makes the decision as to whether the clause should be included in the activity. These clauses vary by type of activity but all are based on what's referred to as a "reportable item". · Programs with Commercial Emphasis (No column--This is a planned metric): The Administrator recently approved the NASA Technology Plan (http://actuva-www.larc.nasa.gov/techplan/). This plan addresses NASA's agency-wide technology activities. It requires that these activities develop a technology transfer and commercialization plan up-front in the program. This metric will initially address the % of those NASA new technology activities, which require a technology commercialization plan from inception. This metric will be produced for both Centers and Enterprises. Current plans are to this metric to the NCTMT but not to the Deputy Administrator. · % Reporting (Column F): All activities with a clause are required to make annual interim reports and a final closeout report. This is a summary report that declares whether any "reportable items" have been submitted. This metric shows the % of activities that have provided an interim/final report if required. It is calculated by dividing the # of activities that have provided the interim/final report by the # of activities that "owe" an interim/final report. This metric will be developed for both centers and enterprises. · % With Potential (Column G): Centers are only responsible for assessing those activities, which have some form of the "reportable item" clause. All activities not having a "reportable item" clause will automatically be assessed as having no commercial potential. This approach keeps us in compliance with the NPR that we assess all our activities but reduces the burden on the centers. Only those activities that have been identified as having potential will be used in analyzing new technology reporting performance. Thus if a CTO believes that the contracting officer has inappropriately applied the "reportable item" clause to an activity; then all the CTO has to do is mark that activity as having no commercial potential. Thus these activities will not be included when analyzing new technology reporting performance. Each center will assess their activities at the 7-digit UPN level. The 7-digit area is determined to have commercial potential if there is a reasonable likelihood that it will produce a technology, innovation, facility and/or expertise that will have commercial applicability and benefit. This metric is developed for each Center as well as each Enterprise. Currently this metric is determined by dividing the sum of the current year obligations for those activities assessed as having commercial potential by the sum of the total current year obligations for that Center's or Enterprise's applicable baseline. The Commercial Assess data field and the CY Obs data field in the Inventory table are the primary data fields used to calculate this metric. The COTR's assessment is made at the 7 digit UPN level and is thus weighted by $$. Columns H & I show the % of activities, which the COTR has assessed as having no potential at this time or has not yet assessed.

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REPORTABLE ITEMS (Enclosure 2: Columns J-R) These metrics address the reporting of new technologies and innovations from the NAB. Columns J thru L address the NAB's extra-mural programs and activities while Columns M & N address the in-house activities. · % With

Reportable Items (Column J): This is the subset of Column G that has actually reported at least one new technology or innovation to date. · FY98 Extra-Mural Items (Column K): This is the total number of items that have been reported by the Column J activities during the fiscal year. · Cumulative Extra-Mural (Column L): This is the total number of items that have been reported by the Column J activities to date. · FY98 Intra-Mural Items (Column M): This is the total number of items that have been reported by the in-house activities. · Intra-Mural Items for the Last 5 Years (Column N): This is the total cumulative # of items that the in-house activities have reported for the last 5 years. · Total FY98 Items (Column O): This is the total of both Extra-mural & Intra-Mural items for the FY (Columns K + M). · Total Active Items (Column P): This is the total number of items (Extra-Mural & intra-Mural) that has been reported to date from the NAB (Columns L + N). · % Available to the Public (Column Q): This is the subset of Column P that is available to the public via the Web. Currently this metric is not reported to the Deputy Administrator. However-it will be calculated by both Enterprise and Center and will be available to the NCTMT. This metric responds directly to our linkage to the "Communicate Knowledge" strategic process. · %

With TSP/TechBrief (Column R): This is the subset of Column Q for which there is a TSP &/or TechBrief available. As currently planned this metric will be available to he NCTMT but will not be provided in the quarterly report to the Deputy Administrator. The above metrics will be produced for each strategic enterprise and center. The NTR Date Received; the Case #; the Report As; and the UPN are the data fields in NASATechTracS used to calculate this metric. In order to report this metric by each NASA Enterprise; each "reportable item" will require at least one UPN assigned to it. Until

UPNs are consistently applied extra-mural reportable items will be assigned to the Enterprise which has provided at least 50% of that extra-mural's obligations to date. Intra-mural "reportable items" will be assigned to that centers' institutional code. For example, all of LARC/LERC/DFRC/ARC intra-mural items will be assigned to Code R. The patent counsel will be using the Report As data field in doing its analysis of reportable items.

PARTNERSHIPS (Enclosure 2: Columns S&T) Currently there are two partnership metrics: · the # of partnerships (columns S); and · partnership investment as a % of R&D dollars (Column T). These metrics were defined and approved by the NCTMT as part of the original Agenda for Change.

More specifically the metrics team defined a set of partnership criteria which was approved by the NCTMT and included in subsequent direction from the NASA Deputy Administrator. Under this approach "partnership criteria" are provided and each center is responsible for assessing its activities against

these criteria. THE METRICS TEAM CONCLUDED THAT IT WAS NOT PLAUSIBLE FOR IT TO IDENTIFY THE DEFINITIVE SET OF A CENTER'S ACTIVITIES THAT QUALIFY AS A PARTNERSHIP. Rather it was up to each center to assess its own activities and identify which qualified as partnerships using the following criteria: · The partnership is documented in some form, which at a minimum must substantiate the relationship between the partner and NASA. · One party to the partnership is NASA, JPL or a NASA contractor/grantee acting under a NASA contract, grant or agreement. · At least one intent or purpose of the agreement is commercialization of NASA technology or the acquisition of commercial technology for pursuit by NASA (but not merely the purchase of goods or services). · The agreement must anticipate the transfer of technical know-how from the staff of one entity to that of the other. The NCTMT did decide that given the above criteria; the following categories of activities automatically qualified as partnerships: Cooperative Agreements: This includes all formal cooperative agreements included in the procurement process as well as others such as Joint Sponsored Research Agreements provided that they anticipate technology transfer and commercialization. The entire $$ investment in these activities are counted. Space Act Agreements: This includes those funded, reimbursable, and no-exchange-of-funds Space Act Agreements provided that they anticipate technology transfer and commercialization. . The entire $$ investment in these activities are counted. SBIRs/Phase II: Because of the strong commercialization language in these programs; the NCTMT believed that these activities and the entire $$ invested in them qualified as partnerships. Contracts & Grants: The partnership status of contracts and grants (which make up the bulk of the NAB) is not as straightforward as the above activities. Over 80% of NASA's resources go toward these activities. However while deciding whether a contract or grant qualifies, as a partnership is subjective-the partnerships criteria discussed above does provide some minimum guidelines. Two general provisions must be met. First, the contract or grant must include an item of work whose purpose is to either transfer technology from NASA to the contractor/grantee for commercialization purposes or from the contractor/grantee to NASA(Spin-in). Second, the contractor/grantee has in place agreements or written plans for commercialization by means of product investment, intra-company transfer or transfer to a business partner. Given these guidelines there are two primary ways that a contract or grant can qualify for as a partnership activity: · Strong commercialization emphasis is contained in the contract or grant. The SBIRs/Phase II are a good model of this type partnership. If a contract/grant has similar commercialization language and emphasis-than it

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most likely qualifies as a partnership(and most likely the majority of the $$ invested count). · Waivers/Patents have occurred on the contract/grant. Waivers would apply to those contracts with large entities. Patents would apply to the non-profits; colleges and universities; and small businesses. In filing for a waiver a large entity addresses a potential desire to commercialize. In granting the waiver, NASA has acted "as a partner" in granting the commercialization rights to a technology it has "paid for." Thus the signed waiver is a technology partnership. This partnership mechanism was thoroughly discussed and agreed upon by an inter-agency working group on technology transfer metrics chaired by Commerce and OMB. The working group also allowed that the agency's investment in that technology would be a fair estimate of the partnership value. In the case of non-profits; colleges/universities; and small businesses- the technology rights initially belong to them. Thus a patent action on a technology would be needed to signal commercialization intent and thus qualify for a partnership. Again the agency's investment in that technology would be a fair estimate of the partnership value. Licensing is a key partnership mechanism with respect to in-house activities. Again the agency's investment in that technology would be a fair estimate of the partnership value. The situation of licensing the same technology to multiple applications does qualify as multiple partnerships. However counting the agency's technology investment multiple times has raised concerns about the credibility of this criteria in this specific situation. This situation was also discussed in the inter-agency working group-even to the degree of having several economists examine the issue. Based on quite common economic assumptions-a case can be made for counting the agency's investment multiple times in that it helped each of the partners involved in the different applications to avoid these technology development costs. Essentially without the agency's technology each of these potential partners could have spent resources to develop this technology. Thus the agency's investment has enabled an "opportunity cost" avoidance. On the other hand there are clearly situations where using this criteria to place a value on NASA's partnership value for a specific license would not pass the "laugh test." The inter-agency metric working group essentially "punted" on this one and left it up to each agency to decide how to value partnership activities that were tied to agency licenses. Our current approach is that the NCTMT will evaluate the "reasonableness" of valuing these type partnerships on a case-by-case basis. The R&D base to be used for the Partnership % metric (Column T) can be calculated in at least three ways: · R&D as submitted with NASA's budget each year to OMB and Congress. This includes all intra-mural and extra-mural R&D. For the past several years this has averaged approximately $9B; · R&D as identified by the procurement system. This approach utilizes a government-wide system for categorizing procurements as R&D; support services; operations; etc. Using this approach NASA R&D averages between $5 to 6B per year: and · The R&D base used to calculate the SBIR program funding. Currently the second approach above (the procurement approach) is being used to calculate our partnership metric. Because the contract with JPL is not categorized as a R&D activity; JPL will identify that portion of their activity which they believe to be focused on R&D. As centers begin to identify licensing as partnerships, they will most likely begin to count (justifiably so) the in-house resources that were used to develop that technology. As this occurs we will begin to include in-house resources as part of the R&D base as opposed to just procurements. Partnerships Assisted by NTTC/RTTCs (No Column-Metric Under Consideration) The # of partnerships assisted by one or more members of the NCTN (e.g. RTTCs; NTTC; etc.) is information that consistently requested by NASA's strategic planning & GPRA staff. While we do not plan to make this part of the quarterly report to the Deputy Administrator-consideration is being given to reporting this data to the NCTMT. Partner Contributions (No Column) While not NPR or GPRA metric, OMB requests every year an estimate of the resources that our partners have invested in the NASA partnerships. Our database contains data elements for these estimates-however they are not mandatory and very few of our partnerships have such data. Accordingly, our submittals to OMB are very subjective estimates.

SUCCESS STORIES

(Enclosure 2: U&V) The # of success stories per year made available to the public via the NASA TechFinder Web site (Column U) will be the metric that is reported to the Deputy Administrator. The total # of success stories for the year (Column V) will be provided to the NCTMT. In order to qualify as a success story with respect to either metric it must be specifically related to one or more specific NASA-derived technologies and meet at least one of the following criteria: · Resulted in revenue generation; · Saved or created a job; · Generated private capital investment; or · Improved quality of life In addition to being a metric, the success story data is heavily used by top-level NASA management. Thus the completeness and quality of our success story data is extremely important. NASATechTracS is the single agency-wide repository for success stories. In order to release the success story to the public the following data fields are mandatory: · Title · Date identified · Company Name & Location · Field Center · Commercial Application Description · NASA Application Description · Social/Economic Impact Description(there is some discussion of making this data item optional) · Related Technology Case #(Can Be More Than One)-If this can not be identified than either UPN, COG or Program Office data must be provided.

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Security.
Use existing security features.

Existing Data
TBD

Use of Existing System Functions
TBD

Module Prototype
A formal presentation of the DDD will be required upon completion.

Documentation
Contractor shall update existing documentation to include this module.

Requested Release Date
V2000.2 - June, 2000

ATTACHMENT 7

Work Request

System:	NASA TechTracS
Title:	Mod 76 - LeRC to GRC
Requester:	
Date of Request:	
Hardware:	PC and Macintosh
Operating System:	Windows 95 & NT, Mac OS 8.x
Priority:	New Development

Description:
Current
Lewis Research Center has changed its name to Glenn Research Center. NTTS uses the LeRC or LEW to signify Lewis Research Center.

New Requirement
Review all NTTS & TechFinder data, tables, screens, documents, objects and routines for impact due to changing any reference to Lewis Research Center and any representation of Lewis Research Center to Glenn Research Center. Provide documentation on where this representation exists, suggested change, and impact of change. Please provide this in an Excel format.

Security:
N/A

Existing Data:
N/A

Use of Existing System Functions:
N/A

Module Prototype:
N/A

Documentation:
No additional to what is requested in the New Requirement.

Requested Release Date:
V2000.1 - Feb. 2000

ATTACHMENT 7

Work Request

System:	NASA TechTracS (NTTS)
Title	Partnership Enhancement Module
Requester:	
Date of Request:	
Hardware:	PC and Macintosh
Operating System:	Windows 95, Windows NT, and Mac OS 7.5 or higher
System Change Type:	System Enhancement

Description:
Current
The current partnership module needs changes to provide better definition and use of the module.

New Requirement

- **Change [Partnership] Type to Type of Agreement**
- **Add to [Partnerships]Type pop-up list:**
  - Software Usage Agreement
  - Technology Transfer Agreement
  - Copyright License Agreement
  - SE Retention of Rights
  - **Change "License" to "Patent License"**
  - **Change "Letter Agreement (Int.)" to "International Agreement"**
  - **Change "Non Disclosure Agreement" to "Nondisclosure Agreement"**
  - **Delete "NDA/Beta Testing"**
  - **Arrange pop-up list in alphabetical order**
- **Add to [Partnerships]Commercial Practice pop-up list:**
  - Software Release
  - SE Retention of Rights
- **Automatically set [Partnership]Commercial Practice for Licenses, Waivers and SE Retention of Rights:**
  - **[Partnerships]Commercial Practice = "Patent License" when [License]Intellectual Property Patent = true**
  - **[Partnerships]Commercial Practice = "Copyright License" when [License]Intellectual Property Copyright = true**
    - **If both Patent License and Copyright License, Patent License is priority.**
  - **[Partnerships]Commercial Practice = "Waiver" for waivers**

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- **[Partnerships]Commercial Practice = “SE Retention of Rights” when SE elects to retain title.**

- **[Partnerships]Status field should be initially set to “Active” when any automatic partnership is created.**
- **Change [Partnerships]Program Area to 50 characters.**
- **When entering [Partnerships]Last Action, the “Make this Chronology the Current Status” box should default to on.**
- **Show [Partnerships]Type of Agreement on Total Investment Summary, Resources by UPN/FPN and Resources by Partner screens as “Type of Agreement”.**
- **When a License is terminated, [Partnership]Date Ending should be automatically set equal to [License] Termination date.**
- **The [Contract_Grant]Commercial Potential box should be automatically checked whenever that Contract_Grant is referenced as the [Partnership] Related Contract Number.**
- **[Partnership]NASA Funds to Partner field should be directly enterable and the FACS data should overwrite.**
- **On the General Information screen add 2 check boxes one is to Update all UPN’s from the FACs download and the other is to not update any UPN’s. For all automatic generations of partnerships check the Update all UPN’s box.**
- **On the Resources by UPN page add a check box to individually pick the UPN’s to be updated by the FACs download. Default to on for each UPN added.**
- **On the Resources by UPN page add/move fields to enter Overhead and Depreciation. These are enterable fields that add to “Total NASA Spent In House”.**
- **[Partnership] NASA Labor Dollars should be directly enterable as well as a calculation field.**
- **Allow centers to create new Chronology Types.**
- **If Arrangement Type is:**
    - **Non-Reimbursable or not selected the Reimbursement to NASA is grayed out and show no dollars.**
    - **Partially Reimbursable the Reimbursement to NASA is enable as a enterable field (do not transfer info from Total NASA Spent in House). Set the value of Direct Partner Contribution equal to Reimbursement to NASA if equal to zero otherwise add to amount in field.**
    - **Fully Reimbursable or Funded by other Federal Agencies the Reimbursement to NASA is enable and set equal to Total NASA Spent In House. Set the value of Direct Partner Contribution equal to Reimbursement to NASA if equal to zero otherwise add to amount in field.**

- **Add the following quick find routines:**
    - GPRA qualified partnerships.
    - Active partnerships by FY.

- **Add a Update Financial Info Now Button on the Resources by UPN page. This would bring over all the data from the Inventory table for that UPN/Contract Grant for all FY’s.**

- **Add the capability to relate from the Company table to the Partners table. Be able to relate also from the Partners table to the Company table.**

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SMALL ENTITY RETENTION – AUTOMATIC PARTNERSHIP

- Partnership Number – SERxx - #####
  (xx – Center number; 5 digits – Case number)
- Fields to Transfer

[Technology] ID	[Partnership NTRs] Technology ID
[Technology] Contract Number	**Related Contract Number**
[Technology] Election Date	**Date Awarded**
[Technology] Election Date + 21 years	**Date Ending**
[Contract_Grant] Company Code	**[Partners] Company Code**
[Technology] NTR Title	**Partnership Title**
[Technology] TechTransfer Abstract	**Partnership Abstract**
[KeyTechnology] Keywords	**Keywords**
[Contract_Grant] NASA COTR People Code	**NASA Tech Rep People Code**
[Contract_Grant] NASA Contract Specialist Code	**NASA Agreement Coord Code**
[Contract_Grant] C_G Contract Rep People Code	**Partner Authorizing Offl Code**
[Contract_Grant] C_G Principal Investigator Code	**Partner Technical POC Code**

- Set the following fields

GPRA Qualified = True
Type = SE Retention of Rights
Commercial Practice = SE Retention of Rights

(See attach screen shots)

Security.
Use existing security features.

Existing Data
N/A

Use of Existing System Functions
N/A

Module Prototype

Documentation
Contractor shall update existing documentation to include this module.

Requested Release Date

ATTACHMENT 7

Work Request

System:	NASA TechTracS
Title:	Dual Uses of TechFinder
Requester:	
Date of Request:	
Hardware:	PC
Operating System:	Windows NT
Priority:	Enhancement

Description:
Current
TechFinder has two requirements:
1. to publish NASA's active Technologies/TOPS/ Success Stories/Program Areas and
2. to publish an achieve of Technologies.

The current system design does not support both requirements adequately.

New Requirement
1. Support release of achieved technology information in TechFinder by
    - allowing Centers at the NTTS level to indicate a technology is archived
    - adding a new section to the existing 4 TechFinder searches - Archived Technologies. A message indicating that these are older technologies and no further information is available shall be placed under the heading as a short description of the section.
    - Removing the request for more info button from the detail pages associated with the archived technologies.

2. Provide a field in the Constants Table for Centers to indicate when Program Areas should be removed.

Security:
N/A
Existing Data:
N/A
Use of Existing System Functions :
N/A
Module Prototype:
Yes, to be scheduled with technical monitor.
Documentation:
Technical shall be updated as needed.
Requested Release Date:
V2000.02

ATTACHMENT 7

Work Request

System:	NASA TechTracS
Title:	xAudit Table Clean-up
Requester:	
Date of Request:	
Hardware:	PC and Macintosh
Operating System:	Windows 95, 98, & NT, Mac OS 8.x
Priority:	Maintenance

Description:
Current
The xaudit table is used to show who last updated a record. This only applies to tables that are WANed. This table is getting very large for each Center and needs regular maintenance.

New Requirement
Create a batch routine to clear this file of all records except the most recent record for each entry. The historical information will be written to a text file saved on each Center's autoagent. This job will be done automatically every quarter. It will also be available for DBA's to run at anytime from the Menu.

Security:
N/A

Existing Data:
See New Requirement.

Use of Existing System Functions:
Use Menu Bar Batch Routine for DBA execution.

Module Prototype:
N/A

Documentation:
Update Technical and DBA documentation as needed.

Requested Release Date:
FY2000.01

OMB Approval #: 2700-0042

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT ID CODE

PAGE OF PAGES: 1 | 2

2. AMENDMENT/MODIFICATION NO.: 1

3. EFFECTIVE DATE:

4. REQUISITION/PURCHASE REQ. NO.: E.2063

5. PROJECT NO. *(If applicable)*

6. ISSUED BY — CODE

National Aeronautics and Space Administration
Langley Research Center
Hampton, VA 23681-2199

7. ADMINISTERED BY *(If other than Item 6)* — CODE

8. NAME AND ADDRESS OF CONTRACTOR *(No., street, county, State, and Zip Code)*

TO ALL CONCERNED

CODE — FACILITY CODE

(x)

9A. AMENDMENT OF SOLICITATION NO.: 1-066-E2063

9B. DATED *(SEE ITEM 11)*: 1/31/2000

10A. MODIFICATION OF CONTRACT/ORDER NO.

10B. DATED *(SEE ITEM 13)*

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, X is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:
(a) By completing Items 8 and 15, and returning __1___ copy of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA *(If required)*

N/A

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

(x)	
	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: *(Specify authority)* THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A. CHANGES CLAUSE - FIXED PRICE (AUG 1987)
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES *(such as changes in paying office, appropriation date, etc.)* SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
	D. OTHER *(Specify type of modification and authority)*

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

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

SUBJECT: NASA Request for Offer 1-066-E2063 NASA TECHNOLOGY TRACKING SYSTEM (NASA TECHTRACS) OPERATION, MAINTENANCE AND MODIFICATION

The purpose of this amendment is to provide the following information:

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

15A. NAME AND TITLE OF SIGNER *(Type or print)*

16A. NAME AND TITLE OF CONTRACTING OFFICER *(Type or print)*: DAVID H. JONES

15B. CONTRACTOR/OFFEROR

(Signature of person authorized to sign)

15C. DATE SIGNED

16B. UNITED STATES OF AMERICA

BY

(Signature of Contracting Officer)

16C. DATE SIGNED: 2/17/2000

NSN 7540-01-152-8070
PREVIOUS EDITION UNUSABLE

30-105

STANDARD FORM 30 (Rev. 10-83)
Prescribed by GSA FAR (48 CFR) 53.243

I. The Request for Offer is hereby revised as follows:

Item 15, “Required Information to be provided by Offeror,” paragraph F.1.f.(1), the last sentence is revised to read as follows:

> “Offerors should assume a contract start date of April 17, 2000.”

II. Item No. 16, Bidder’s Library is deleted in its entirety and replaced with following:

http://tech-transfer.larc.nasa.gov/blib/index.html

III. The NASA Model Contract is revised as follows:

Page 20, Section 4.1
Delete in its entirety “An archive of this information shall be maintained for the duration of the contract. All Status reports shall be posted on the web with capability of up to 20 concurrent logins.”

IV. Page 20, Section 5.1 Project Schedule updates is revised as follows:

“NASA requires bi-weekly project schedule updates on work requests on the 1st and 3rd Tuesday of each month. An archive of this information shall be maintained for the duration of the Contract. All status reports shall be posted on the web with the capability of up to 20 logins.