

NASA

National Aeronautics and Space Administration

Langley Research Center
Hampton, Virginia 23681-2199

SOLICITATION

1-071-SLA.1131

REQUIREMENT CONSOLIDATED LOGISTICS, ADMINISTRATION, AND
SCIENTIFIC INFORMATION CONTRACT (CLASIC)

1. Section L contains important information on proposal preparation. Section M sets forth important information on the evaluation methods for award.
2. The Government intends to award the contract resulting from the final solicitation for this requirement without discussions. See Section L Provision L.1, entitled INSTRUCTIONS TO OFFERORS--COMPETITIVE ACQUISITION (FAR 52.215-1) (FEB 2000). 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.
3. The Microsoft Word capability for tracing changes has been used in this solicitation to identify changes that have been made to the DRAFT RFP. To display changes, under Tools menu select Track Changes and then select Highlight changes. Check Highlight changes on screen or in printed document as desired. To display only change bars, Select Options under Highlight Changes and select Inserted Text=none, Deleted Text=Hidden, changed formatting=none, Changed Line=Left border. Please ensure that changes do not appear in any printed document submitted with your proposal.
4. "Bidders Library" information is included in L.6.
5. DRAFT RFP questions and answer as well as other changes to the DRAFT RFP in the final RFP are included in Attachment 5.
6. The resultant contract will be a 8(a) Set-Aside under NAICS Code: 561210, S20M.
7. It is anticipated that up to 30 employees will need a SECRET Security Clearance at contract start on February 1, 2002.
8. Your attention is directed to Section L, L.13, (f), which contains information on Government provided facilities.
9. Your attention is directed to Attachment 8, Draft Award Term and Performance Evaluation Plan. The plan represents a pilot program approved for this procurement which awards additional contract years for excellent performance and cost control.
10. The Government estimates award of a Cost-Plus-Incentive-Fee/Award Term contract also including a small percentage of Fixed Price Indefinite Delivery Indefinite Quantity work.
11. According to the Table of Contents (block 11 on SF 33), Parts I through III of the RFP are numbered consecutively, the exhibits and attachments are numbered separately, and Part IV is numbered consecutively.
12. OFFERORS ARE REQUIRED TO FILL IN ALL SHADED AREAS OF THE CONTRACT SCHEDULE AND SECTION K. SEE L.11(e)(2).

		1 THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFQ700)	RATING N/A	PAGE OF	PAGE(S)
2 CONTRACTNO	3 SOLICITATION NO 1-071-7LA.113'	4 TYPE OF SOLICITATION <input type="checkbox"/> SEALED BID (IFB) <input checked="" type="checkbox"/> NEGOTIATED/RFP	5 DATEISSUED 8 3/01	5 REQUISITION/PURCHASE NO SLA.1131	

National Aeronautics and Space Administration
Langley Research Center

8 ADDRESS OFFER TO (if other than Item 7)
9A Langley Boulevard, Building 1195A, Room 105
NASA, Langley Research Center
Hampton

9 Sealed offers in original and see L 11(c) copies for furnishing the supplies or services in the Schedule will be received at the place specified in Item 8 or if handcarried in the repository located in 9A Langley Boulevard, Building 1195A, Room 105 until 4 30 p.m. Local time September 4 2001
CAUTION LATE Submissions Modifications and Withdrawals See Section L Provision No 52.214-7 or 52.215-1 All offers are subject to all terms and conditions contained in this solicitation.

10 FOR INFORMATION CALL:	A. NAME Sandra M. Glenn	B. TELEPHONE NO (NO COLLECT CALLS)			C. E-MAIL ADDRESS CLASIC@larc.nasa.gov
		AREA CODE (757)	NUMBER 864	EXT 2413	

(X)	SEC	DESCRIPTION	PAGES	(X)	SEC	DESCRIPTION	PAGE(S)
PART I - THE SCHEDULE				PART II - CONTRACT CLAUSES			
X	A	SOLICITATION/CONTRACT FORM		X	I	CONTRACTC/WUSES	36
X	B	SUPPLIES OR SERVICES AND PRICE/COST	-	PART III - LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACH			
X	C	DESCRIPTION/SPECS /WORK STATEMENT	3	X	J	LIST OF ATTACHMENTS	1
X	D	PACKAGING AND MARKING	8	PART IV - REPRESENTATIONS AND INSTRUCTIONS			
X	E	INSPECTION AND ACCEPTANCE	8		K	REPRESENTATIONS CERTIFICATIONS AND OTHER	
X	F	DELIVERIES OR PERFORMANCE	19			STATEMENTS OF OFFERORS	
X	G	CONTRACT ADMINISTRATION DATA	19	X	L	INSTRS CONGS AND NOTICES TO OFFERORS	1
X	H	SPECIAL CONTRACT REQUIREMENTS	24	X	M	EVALUATION FACTORS FOR AWARD	24

13 DISCOUNT FOR PROMPT PAYMENT (See Section Clause No 52.232.8)	10 CALENDAR DAYS (%)	20 CALENDAR DAYS (%)	30 CALENDAR DAYS (%)	CALENDAR DAYS (%)
			0	0

14 ACKNOWLEDGMENT OF AMENDMENTS (The offeror acknowledges receipt of amendments to the SOLICITATION for offerors and related documents numbered and data)	AMENDMENT NO	DATE	AMENDMENT NO	DATE

15A NAME AND ADDRESS OF OFFEROR	CODE	FACILITY	16 NAME AND TITLE OF PERSON AUTHORIZED TO SIGN OFFER (Type or print)

15B TELEPHONE NUMBER			<input type="checkbox"/> 15C CHECK IF REMITTANCE ADDRESS IS DIFFERENT FROM ABOVE ENTER SUCH ADDRESS IN SCHEDULE	17 SIGNATURE	18 OFFERDATE
AREA CODE	NUMBER	EXT			

19 ACCEPTED AS TO ITEMS NUMBERED	20 AMOUNT	21 ACCOUNTING AND APPROPRIATION

22 AUTHORITY FOR USING OTHER THAN FULL AND OPEN COMPETITION 10 U.S.C. 2304(c) () <input type="checkbox"/> 41 U.S.C. 253(c) ()	23 SUBMIT INVOICES TO ADDRESS SHOWN IN 4 copies unless otherwise specified	ITEM

24 ADMINISTERED BY (if other than Item 7)	CODE	25 PAYMENT WILL BE MADE BY	CODE
		Financial Management Office MS 175 Langley Research Center Hampton VA 23681 2199	

NAME OF CONTRACTING OFFICER (Type or print)	27 UNITED STATES OF AMERICA	28 AWARD DATE
	Signature of Contracting Officer	

NAS-02081

SOLICITATION, OFFER AND AWARD

1 THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700)	RATING N/A	PAGE OF, PAGE(S) 1
2 CONTRACT NO	3 SOLICITATION NO. 1-071-SLA.1131	4 TYPE OF SOLICITATION <input type="checkbox"/> SEALED BID (IFB) <input checked="" type="checkbox"/> NEGOTIATED (RFP)
5 DATE ISSUED 8/3/01	6 REQUISITION/PURCHASE NO SLA.1131	

7 ISSUED BY National Aeronautics and Space Administration Langley Research Center Hampton	8 ADDRESS OFFER TO (If other than item 7) 9A Langley Boulevard, Building 1195A, Room 105 NASA, Langley Research Center Hampton
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10 FOR INFORMATION CALL	A NAME Sandra M. Glenn	a TELEPHONE NO (NO COLLECT CALLS) AREA CODE (757) NUMBER 864 EXT 2413	C E-MAIL ADDRESS CLASIC@larc.nasa.gov
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(x)	SEC	DESCRIPTION	PAGE(S)	(x)	SEC	DESCRIPTION	PAGE(S)
PART I - THE SCHEDULE				PART II - CONTRACT CLAUSES			
X	4	SOLICITATION/CONTRACT FORM	1	X	I	CONTRACT CLAUSES	36
X	9	SUPPLIES OR SERVICES AND PRICE/COST	2	PART III - LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACH.			
X	C	DESCRIPTION/SPECS/WORK STATEMENT	18	X	J	LIST OF ATTACHMENTS	44
X	3	PACKAGING AND MARKING	18	PART IV - REPRESENTATIONS AND INSTRUCTIONS			
X	E	INSPECTION AND ACCEPTANCE	18	X	K	REPRESENTATIONS, CERTIFICATIONS AND OTHER STATEMENTS OF OFFERORS	1
X	F	DELIVERIES OR PERFORMANCE	19	X	L	INSTRS CONDS AND NOTICES TO OFFERORS	9
X	G	CONTRACT ADMINISTRATION DATA	19	X	M	EVALUATION FACTORS FOR AWARD	24
X	H	SPECIAL CONTRACT REQUIREMENTS	24				

OFFER (Must be fully completed by offeror)

NOTE Item 12 does not apply if the solicitation includes the provisions at 52 214-16 Minimum Bid Acceptance Period

12. In compliance with the above, the undersigned agrees, if this offer is accepted within 120 calendar days (60 calendar days unless a different period is inserted by the offeror)

13 DISCOUNT FOR PROMPT PAYMENT (See Section I Clause Yo 52 232-8)	10 CALENDAR DAYS (%) %	20 CALENDAR DAYS (%)	30 CALENDAR DAYS (%) %	CALENDAR DAYS (%) %
14 ACKNOWLEDGMENT OF AMENDMENTS (The offeror acknowledges receipt of amendments to the SOLICITATION for offerors and related documents numbered and dated)	AMENDMENT NO	DATE	AMENDMENT NO	DATE

15A NAME AND ADDRESS OF OFFEROR	CODE	FACILITY	16 NAME AND TITLE OF PERSON AUTHORIZED TO SIGN OFFER (Type or print)
15B TELEPHONE NUMBER? AREA CODE NUMBER EXT	15C CHECK IF REMITTANCE ADDRESS IS DIFFERENT FROM ABOVE - ENTER SUCH ADDRESS IN SCHEDULE		17 SIGNATURE
			18 OFFER DATE

AWARD (To be completed by Government)

19 ACCEPTED AS - 0 ITEMS NUMBERED	20 AMOUNT	21 ACCOUNTING AND APPROPRIATION
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22 AUTHORITY FOR USING OTHER THAN FULL AND OPEN COMPETITION <input type="checkbox"/> 10 U.S.C. 2304(e)	23 SUBMIT INVOICES TO ADDRESS SHOWN IN ITEM
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26 NAME OF CONTRACTING OFFICER (Type or print)	27 UNITED STATES OF AMERICA	28 AWARD DATE
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PART I - THE SCHEDULE

SECTION B - SUPPLIES OR SERVICES AND PRICES/COSTS

B.1 SUPPLIES AND/OR SERVICES TO BE FURNISHED (LaRC 52.211-90) (MAY 1999)

The Contractor shall provide all resources (except as may be expressly stated in this contract as furnished by the Government) necessary to perform the requirements delineated in the Description/Specifications/ Work Statement in Section C.

B.2 GOVERNMENT-SPECIFIED COSTS

(a) The total estimated cost of this contract includes the following estimated costs:

COST ELEMENT	YEARLY ESTIMATE
MATERIALS AND SUPPLIES	
SOW 4.2 - Vehicle Repair Parts	\$150,000
EQUIPMENT	
SOW 7.2- Purchase of Loan Pool Equipment	\$ 38,000
TRAVEL	
Travel	
TRAVEL AND OTHER DIRECT COSTS	
SOW 7.1 - Video Production Services	\$ 391,000
SOW 7.2 - Audio Visual Services	\$106,000
HARDWARE/SOFTWARE	
MAINTENANCE AND REPAIR OF GOVERNMENT-OWNED EQUIPMENT	
SOW 7.1 - Video Production Services	\$ 47,000

(b) These costs represent the Government's best estimate at time of contract award of what the actual costs will be. There will be no adjustment in the fee(s) of the contract should the actual costs be different than these estimates, unless there is a change to the contract under the Changes clause that impacts these estimates.

(c) Target cost, as defined in the Section I clause, Incentive Fee (FAR 52.216-10) includes those costs specified above as nonproposed costs. However, any overrun/underrun associated with these costs will be excluded from the computation in determining the cost incentive fee.

B.3 ESTIMATED COST AND INCENTIVE FEE (1852.216-84) (OCTOBER 1996)

The target cost for the core period of this contract is \$ TBP. The target fee for the core period of this contract is \$TBP. The total target cost and target fee as contemplated by the Incentive Fee clause of this contract are \$TE

The maximum fee for the core period is \$TBP
 The minimum fee is \$0.

*TBP -To Be Proposed.

The breakout of target cost and target cost incentive fee is as follows: TBP

Phase-In Total Price (excluding fee) Fee will be determined with first incentive fee evaluation)

\$

CORE PERIOD

<u>Period Covered</u>	<u>Target Cost</u>	<u>Target Fee</u>	<u>Total</u>	<u>Max Fee</u>
Year 1 (eleven months)	\$	\$	\$	\$
Year 2	\$	\$	\$	\$
Year 3	\$	\$	\$	\$
Year 4	\$	\$	\$	\$
Year 5	\$	\$	\$	\$
Total Core Period	\$	\$	\$	\$

FIRST AWARD TERM PERIOD (Year 6-A)

<u>Period Covered</u>	<u>Target Cost</u>	<u>Target Fee</u>	<u>Total</u>	<u>Max Fee</u>
Year 6-A (1/1/07 - 6/30/07)	\$	\$	\$	\$

SECOND AWARD TERM PERIOD (Year 6-B)

<u>Period Covered</u>	<u>Target Cost</u>	<u>Target Fee</u>	<u>Total</u>	<u>Max Fee</u>
Year 6-B (7/1/07 - 12/31/07)	\$	\$	\$	\$

THIRD AWARD TERM PERIOD (Year 7)

<u>Period Covered</u>	<u>Target Cost</u>	<u>Target Fee</u>	<u>Total</u>	<u>Max Fee</u>
Year 7 (1/1/08 - 12/31/08)	\$	\$	\$	\$

FOURTH AWARD TERM PERIOD (Year 8)

<u>Period Covered</u>	<u>Target cost</u>	<u>Target Fee</u>	<u>Total</u>	<u>Max Fee</u>
Year 8 (1/1/09 – 12/31/09)	\$	\$	\$	\$

FIFTH AWARD TERM PERIOD (Year 9)

<u>Period Covered</u>	<u>Target Cost</u>	<u>Target Fee</u>	<u>Total</u>	<u>Max Fee</u>
Year 9 (1/1/10 – 12/31/10)	\$	\$	\$	\$

SIXTH AWARD TERM PERIOD (Year 10-A)

<u>Period Covered</u>	<u>Target Cost</u>	<u>Target Fee</u>	<u>Total</u>	<u>Max Fee</u>
Year 10-A (1/1/11 – 6/30/11)	\$	\$	\$	\$

SEVENTH AWARD TERM PERIOD (Year 10-B)

<u>Period Covered</u>	<u>Target Cost</u>	<u>Target Fee</u>	<u>Total</u>	<u>Max Fee</u>
Year 10-B (7/1/11 – 12/31/11)	\$	\$	\$	\$

B.4 CONTRACT FUNDING (NASA 1852.232-81) (JUN 1990)

(a) For purposes of payment of cost, exclusive of fee, in accordance with the Limitation of Funds clause, the total amount allotted by the Government to this contract is \$____. This allotment is for *[Insert applicable item number(s), task(s), or work description]* and covers the following estimated period of performance: _____.

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

B.5 MINIMUM AND MAXIMUM INDEFINITE DELIVERY, INDEFINITE QUANTITY (IDIQ) CONTRACT VALUE

The guaranteed minimum quantity of work which will **be** required under this contract, and which will be initiated through the issuance of task orders, shall be \$10,000. There will **be** no further obligation on the part of the Government to issue additional task orders thereafter. The total maximum value is \$5 million for the 5-year period of performance. If additional performance terms are awarded, the maximum value for IDIQ work will increase by \$600,000 per 6-month period or \$1,200,000 per year.

8.6 INDEFINITE QUANTITY WORK – UNIT PRICED RATE

Work that is of a nonrecurring nature and cannot be sufficiently identified, predetermined, or quantified in advance is identified as IDIQ work. IDIQ work the Government currently anticipates is identified in Section 9 of the Statement of Work, Exhibit A. IDIQ work will **be** issued as Firm Fixed Price Task Orders or Fixed Price Time and Materials Task Orders. The

Contracting Officer will request a proposal from the contractor when **the** requirement can **be** defined well enough to fix price the effort. The contractor's proposal shall be based on the unit priced rates identified below, reasonable labor hours and material dollars and other direct costs (ODC). The fixed price of the Task Order (including profit for Task Orders for other than carpet removal and installation) shall be negotiated between the Contractor and the Contracting Officer. IDIQ work may be issued by facsimile, or by electronic commerce methods including **the** Government BankCard. IDIQ work shall be ordered in accordance with Section I clauses entitled "Ordering," "Order Limitations," and "Indefinite Quantity," and Section 9 of the Statement of Work, Exhibit A. IDIQ price schedules for the contract core years and each potential award-term period follow. All rates are subject to the Service Contract Act of 1965 (as amended).

INDEFINITE QUANTITY WORK - UNIT PRICED LABOR AND CARPET INSTALLATION AND

Item No.*	Exempt, WD or CBA	Labor Category (To Be Proposed)	Unit	Unit Rate	Unit Rate
			Hr.	\$	\$
			Hr.	\$	\$
			Hr.	\$	\$
			Hr.	\$	\$
			Hr.	\$	\$
			Hr.	\$	\$
			Hr.	\$	\$
			Hr.	\$	\$
			Hr.	\$	\$
			Hr.	\$	\$
			Hr.	\$	\$
			Hr.	\$	\$
			Hr.	\$	\$
			Hr.	\$	\$
			Hr.	\$	\$
			Hr.	\$	\$
			Hr.	\$	\$
			Hr.	\$	\$
			Hr.	\$	\$
			Hr.	\$	\$
	**INDIRECT RATES	**APPLICATION BASE			
	FB SCA Applicable		\$1.00	%	%
	WD Adjustable under 52.222-43		\$1.00	%	%
	CBA Adjustable under 52.222-43		\$1.00	%	%
	Other WD		\$1.00	%	%
	Other CBA		\$1.00	%	%
	FB SCA Exempt		\$1.00	%	%
	Overhead		\$1.00	%	%
	Material Handling		\$1.00	%	N/A
	G&A		\$1.00	%	N/A
	Carpet Installation And Removal Services		Fully Burdened Fixed Rate		
	Carpet Removal (including labor & incidental material)		SY	\$	N/A
	Carpet Installation (including labor & incidental material)		SY	\$	N/A
	Cove Base Installation (includes cost of cove base)		LF	\$	N/A

*Number each item consecutively
 FB = Fringe Benefit
 CBA = Collective Bargaining Agreement
 WD = Wage Determination
 ** If, according to your accounting system, there is more than one rate under any category or if there are other rate categories, include them. Identify each applicable base

SCA = Service Contract Act
 Hr. = Hourly Rate (labor only)
 SY = Square Yard (including labor and incidental materials)
 LF = Linear Foot

INDEFINITE QUANTITY WORK - UNIT PRICED LABOR AND CARPET INSTALLATION AND REMOVAL RATES – Year Two:

Item No.*	Exempt, WD or CBA	Labor Category (To Be Proposed)	Unit	ST Unit Rate	OT Unit Rate
			Hr.	\$	\$
			Hr.	\$	\$
			Hr.	\$	\$
			Hr.	\$	\$
			Hr.	\$	\$
			Hr.	\$	\$
			Hr.	\$	\$
			Hr.	\$	\$
			Hr.	\$	\$
			Hr.	\$	\$
			Hr.	\$	\$
			Hr.	\$	\$
			Hr.	\$	\$
			Hr.	\$	\$
			Hr.	\$	\$
			Hr.	\$	\$
			Hr.	\$	\$
			Hr.	\$	\$
			Hr.	\$	\$
			Hr.	\$	\$
			Hr.	\$	\$
	**INDIRECT RATES	**APPLICATION BASE			
	FB SCA Applicable		\$1.00	%	%
	WD Adjustable under 52.222-43		\$1.00	%	%
	CBA Adjustable under 52.222-43		\$1.00	%	%
	Other WD		\$1.00	%	%
	Other CBA		\$1.00	%	%
	FB SCA Exempt		\$1.00	%	%
	Overhead		\$1.00	%	%
	Material Handling		\$1.00	%	N/A
	G&A		\$1.00	%	N/A
	Carpet Installation And Removal Services		Fully Burdened Fixed Rate		
	Carpet Removal (including labor & incidental material)		SY	\$	N/A
	Carpet Installation (including labor & incidental material)		SY	\$	N/A
	Cove Base Installation (includes cost of cove base)		LF	\$	N/A

*Number each item consecutively
 FB = Fringe Benefit
 CBA = Collective Bargaining Agreement
 WD = Wage Determination
 ** If, according to your accounting system, there is more than one rate under any category or if there are other rate categories, include them. Identify each applicable base.

SCA = Service Contract Act
 Hr. = Hourly Rate (labor only)
 SY = Square Yard (including labor and incidental materials)
 LF = Linear Foot

INDEFINITE QUANTITY WORK - UNIT PRICED LABOR AND CARPET INSTALLATION AND REMOVAL RATES- Year Three:

Item No.*	Exempt, WD or CBA	Labor Category (To Be Proposed)	Unit	ST Unit Rate	OT Unit Rate
			Hr.	\$	\$
			Hr.	\$	\$
			Hr.	\$	\$
			Hr.	\$	\$
			Hr.	\$	\$
			Hr.	\$	\$
			Hr.	\$	\$
			Hr.	\$	\$
			Hr.	\$	\$
			Hr.	\$	\$
			Hr.	\$	\$
			Hr.	\$	\$
			Hr.	\$	\$
			Hr.	\$	\$
			Hr.	\$	\$
			Hr.	\$	\$
			Hr.	\$	\$
			Hr.	\$	\$
**INDIRECT RATES			**APPLICATION BASE		
	FB SCA Applicable		\$1.00	%	%
	WD Adjustable under 52.222-43		\$1.00	%	%
	CBA Adjustable under 52.222-43		\$1.00	%	%
	Other WD		\$1.00	%	%
	Other CBA		\$1.00	%	%
	FB SCA Exempt		\$1.00	%	%
	Overhead		\$1.00	%	%
	Material Handling		\$1.00	%	N/A
	G&A		\$1.00	%	N/A
Carpet Installation And Removal Services			Fully Burdened Fixed Rate		
	Carpet Removal (including labor & incidental material)		SY	\$	N/A
	Carpet Installation (including labor & incidental material)		SY	\$	N/A
	Cove Base Installation (includes cost of cove base)		LF	\$	N/A

*Number each item consecutively
 FB = Fringe Benefit
 CBA = Collective Bargaining Agreement
 WD = Wage Determination
 ** If, according to your accounting system, there is more than one rate under any category or if there are other rate categories, include them. Identify each applicable base.

SCA = Service Contract Act
 Hr. = Hourly Rate (labor only)
 SY = Square Yard (including labor and incidental materials)
 LF = Linear Foot

INDEFINITE QUANTITY WORK - UNIT PRICED LABOR AND CARPET INSTALLATION AND REMOVAL RATES- Year Four:

Item No.*	Exempt, WD or CBA	Labor Category (To Be Proposed)	Unit	SI Unit Rate	OT Unit Rate
			Hr.	\$	\$
			Hr.	\$	\$
			Hr.	\$	\$
			Hr.	\$	\$
			Hr.	\$	\$
			Hr.	\$	\$
			Hr.	\$	\$
			Hr.	\$	\$
			Hr.	\$	\$
			Hr.	\$	\$
			Hr.	\$	\$
			Hr.	\$	\$
			Hr.	\$	\$
			Hr.	\$	\$
			Hr.	\$	\$
			Hr.	\$	\$
			Hr.	\$	\$
			Hr.	\$	\$
			Hr.	\$	\$
	**INDIRECT RATES	**APPLICATION BASE			
	FB SCA Applicable		\$1.00	%	%
	WD Adjustable under 52.222-43		\$1.00	%	%
	CBA Adjustable under 52.222-43		\$1.00	%	%
	Other WD		\$1.00	%	%
	Other CBA		\$1.00	%	%
	FB SCA Exempt		\$1.00	%	%
	Overhead		\$1.00	%	%
	Material Handling		\$1.00	%	N/A
	G&A		\$1.00	%	N/A
	Carpet Installation And Removal Services		Fully Burdened Fixed Rate		
	Carpet Removal (including labor & incidental material)		SY	\$	N/A
	Carpet Installation (including labor & incidental material)		SY	\$	N/A
	Cove Base Installation (includes cost of cove base)		LF	\$	N/A

*Number each item consecutively

FB = Fringe Benefit

CBA = Collective Bargaining Agreement

WD = Wage Determination

** If, according to your accounting system, there is more than one rate under any category or if there are other rate categories, include them. Identify each applicable base.

SCA = Service Contract Act

Hr. = Hourly Rate (labor only)

SY = Square Yard (including labor and incidental materials)

LF = Linear Foot

INDEFINITE QUANTITY WORK - UNIT PRICED LABOR AND CARPET INSTALLATION AND REMOVAL RATES - Year Five:

Item No.*	Exempt, WD or CBA	Labor Category (To Be Proposed)	Unit	ST		OT	
				Unit Rate		Unit Rate	
			Hr.	\$		\$	
			Hr.	\$		\$	
			Hr.	\$		\$	
			Hr.	\$		\$	
			Hr.	\$		\$	
			Hr.	\$		\$	
			Hr.	\$		\$	
			Hr.	\$		\$	
			Hr.	\$		\$	
			Hr.	\$		\$	
			Hr.	\$		\$	
			Hr.	\$		\$	
			Hr.	\$		\$	
			Hr.	\$		\$	
			Hr.	\$		\$	
			Hr.	\$		\$	
			Hr.	\$		\$	
			Hr.	\$		\$	
	**INDIRECT RATES		**APPLICATION BASE				
	FB SCA Applicable		\$1.00		%		%
	WD Adjustable under 52.222-43		\$1.00		%		%
	CBA Adjustable under 52.222-43		\$1.00		%		%
	Other WD		\$1.00		%		%
	Other CBA		\$1.00		%		%
	FB SCA Exempt		\$1.00		%		%
	Overhead		\$1.00		%		%
	Material Handling		\$1.00		%		N/A
	G&A		\$1.00		%		N/A
	Carpet Installation And Removal Services			Fully Burdened Fixed Rate			
	Carpet Removal (including labor & incidental material)		SY	\$			N/A
	Carpet Installation (including labor & incidental material)		SY	\$			N/A
	Cove Base Installation (includes cost of cove base)		LF	\$			N/A

*Number each item consecutively
 FB = Fringe Benefit
 CBA = Collective Bargaining Agreement
 WD = Wage Determination
 ** If, according to your accounting system, there is more than one rate under any category or if there are other rate categories, include them. Identify each applicable base.

SCA = Service Contract Act
 Hr. = Hourly Rate (labor only)
 SY = Square Yard (including labor and incidental materials)
 LF = Linear Foot

INDEFINITE QUANTITY WORK - UNIT PRICED LABOR AND CARPET INSTALLATION AND REMOVAL RATES— Award Term Period 1 – (first 6 months of Year Six):

Item No.*	Exempt, WD or CBA	Labor Category (To Be Proposed)	Unit	Unit Rate	Unit Rate
			Hr.	\$	\$
			Hr.	\$	\$
			Hr.	\$	\$
			Hr.	\$	\$
			Hr.	\$	\$
			Hr.	\$	\$
			Hr.	\$	\$
			Hr.	\$	\$
			Hr.	\$	\$
			Hr.	\$	\$
			Hr.	\$	\$
			Hr.	\$	\$
			Hr.	\$	\$
			Hr.	\$	\$
			Hr.	\$	\$
			Hr.	\$	\$
			Hr.	\$	\$
			Hr.	\$	\$
			Hr.	\$	\$
			Hr.	\$	\$
			Hr.	\$	\$
			Hr.	\$	\$
	**INDIRECT RATES	**APPLICATION BASE			
	FB SCA Applicable		\$1.00	%	%
	WD Adjustable under 52.222-43		\$1.00	%	%
	CBA Adjustable under 52.222-43		\$1.00	%	%
	Other WD		\$1.00	%	%
	Other CBA		\$1.00	%	%
	FB SCA Exempt		\$1.00	%	%
	Overhead		\$1.00	%	%
	Material Handling		\$1.00	%	N/A
	G&A		\$1.00	%	N/A
	Carpet Installation And Removal Services		Fully Burdened Fixed Rate		
	Carpet Removal (including labor & incidental material)		SY	\$	N/A
	Carpet Installation (including labor & incidental material)		SY	\$	N/A
	Cove Base Installation (includes cost of cove base)		LF	\$	N/A

*Number each item consecutively
 FB = Fringe Benefit
 CBA = Collective Bargaining Agreement
 WD = Wage Determination
 ** If, according to your accounting system, there is more than one rate under any category or if there are other rate categories, include them. Identify each applicable base.

SCA = Service Contract Act
 Hr. = Hourly Rate (labor only)
 SY = Square Yard (including labor and incidental materials)
 LF = Linear Foot

INDEFINITE QUANTITY WORK - UNIT PRICED LABOR AND CARPET INSTALLATION AND REMOVAL RATES- Award Term Period 2 – (second 6 months of Year Six):

Item No.*	Exempt, WD or CBA	Labor Category (To Be Proposed)	Unit	ST Unit Rate	OT Unit Rate
			Hr.	\$	\$
			Hr.	\$	\$
			Hr.	\$	\$
			Hr.	\$	\$
			Hr.	\$	\$
			Hr.	\$	\$
			Hr.	\$	\$
			Hr.	\$	\$
			Hr.	\$	\$
			Hr.	\$	\$
			Hr.	\$	\$
			Hr.	\$	\$
			Hr.	\$	\$
			Hr.	\$	\$
			Hr.	\$	\$
			Hr.	\$	\$
			Hr.	\$	\$
			Hr.	\$	\$
			Hr.	\$	\$
			Hr.	\$	\$
	**INDIRECT RATES	**APPLICATION BASE			
	FB SCA Applicable		\$1.00	%	%
	WD Adjustable under 52.222-43		\$1.00	%	%
	CBA Adjustable under 52.222-43		\$1.00	%	%
	Other WD		\$1.00	%	%
	Other CBA		\$1.00	%	%
	FB SCA Exempt		\$1.00	%	%
	Overhead		\$1.00	%	N/A
	Material Handling		\$1.00	%	N/A
	G&A				
	Carpet Installation And Removal Services		Fully Burdened Fixed Rate		
		Carpet Removal (including labor & incidental material)	SY	\$	N/A
		Carpet Installation (including labor & incidental material)	SY	\$	N/A
		Cove Base Installation (includes cost of cove base)	LF	\$	N/A

*Number each item consecutively
 FB = Fringe Benefit
 CBA = Collective Bargaining Agreement
 WD = Wage Determination
 ** If, according to your accounting system, there is more than one rate under any category or if there are other rate categories, include them. Identify each applicable base.

SCA = Service Contract Act
 Hr. = Hourly Rate (labor only)
 SY = Square Yard (including labor and incidental materials)
 LF = Linear Foot

INDEFINITE QUANTITY WORK - UNIT PRICED LABOR AND CARPET INSTALLATION AND REMOVAL RATES- Award Term Period 3 – Year Seven:

Item No.*	Exempt, WD or CBA	Labor Category (To Be Proposed)	Unit	ST Unit Rate	OT Unit Rate
			Hr.	\$	\$
			Hr.	\$	\$
			Hr.	\$	\$
			Hr.	\$	\$
			Hr.	\$	\$
			Hr.	\$	\$
			Hr.	\$	\$
			Hr.	\$	\$
			Hr.	\$	\$
			Hr.	\$	\$
			Hr.	\$	\$
			Hr.	\$	\$
			Hr.	\$	\$
			Hr.	\$	\$
			Hr.	\$	\$
			Hr.	\$	\$
			Hr.	\$	\$
			Hr.	\$	\$
	**INDIRECT RATES	**APPLICATION BASE			
	FB SCA Applicable		\$1.00	%	%
	WD Adjustable under 52.222-43		\$1.00	%	%
	CBA Adjustable under 52.222-43		\$1.00	%	%
	Other WD		\$1.00	%	%
	Other CBA		\$1.00	%	%
	FB SCA Exempt		\$1.00	%	%
	Overhead		\$1.00	%	%
	Material Handling		\$1.00	%	N/A
	G&A		\$1.00	%	N/A
	Carpet Installation And Removal Services		Fully Burdened Fixed Rate		
	Carpet Removal (including labor & incidental material)		SY	\$	N/A
	Carpet Installation (including labor & incidental material)		SY	\$	N/A
	Cove Base Installation (includes cost of cove base)		LF	\$	N/A

*Number each item consecutively
 FB = Fringe Benefit
 CBA = Collective Bargaining Agreement
 WD = Wage Determination
 ** If, according to your accounting system, there is more than one rate under any category or if there are other rate categories, include them. Identify each applicable base.

SCA = Service Contract Act
 Hr. = Hourly Rate (labor only)
 SY = Square Yard (including labor and incidental materials)
 LF = Linear Foot

[INDEFINITE QUANTITY WORK - UNIT PRICED LABOR AND CARPET INSTALLATION AND REMOVAL RATES+ Award Term Period 4 – Year Eight:

Item No.*	Exempt, WD or CBA	Labor Category (To Be Proposed)	Unit	ST Unit Rate	OT Unit Rate
			Hr.	\$	\$
			Hr.	\$	\$
			Hr.	\$	\$
			Hr.	\$	\$
			Hr.	\$	\$
			Hr.	\$	\$
			Hr.	\$	\$
			Hr.	\$	\$
			Hr.	\$	\$
			Hr.	\$	\$
			Hr.	\$	\$
			Hr.	\$	\$
			Hr.	\$	\$
			Hr.	\$	\$
			Hr.	\$	\$
			Hr.	\$	\$
	**INDIRECT RATES	**APPLICATION BASE			
	FB SCA Applicable		\$1.00	%	%
	WD Adjustable under 52.222-43		\$1.00	%	%
	CBA Adjustable under 52.222-43		\$1.00	%	%
	Other WD		\$1.00	%	%
	Other CBA		\$1.00	%	%
	FB SCA Exempt		\$1.00	%	%
	Overhead		\$1.00	%	%
	Material Handling		\$1.00	%	N/A
	G&A		\$1.00	%	N/A
	Carpet Installation And Removal Services		Fully Burdened Fixed Rate		
	Carpet Removal (including labor & incidental material)		SY	\$	N/A
	Carpet Installation (including labor & incidental material)		SY	\$	N/A
	Cove Base Installation (includes cost of cove base)		LF	\$	N/A

*Number each item consecutively
 FB = Fringe Benefit
 CBA = Collective Bargaining Agreement
 WD = Wage Determination
 ** If, according to your accounting system, there is more than one rate under any category or if there are other rate categories, include them. Identify each applicable base.

SCA = Service Contract Act
 Hr. = Hourly Rate (labor only)
 SY = Square Yard (including labor and incidental materials)
 LF = Linear Foot

INDEFINITE QUANTITY WORK - UNIT PRICED LABOR AND CARPET INSTALLATION AND REMOVAL RATES– Award Term Period 5 – Year Nine:

Item No.*	Exempt, WD or CBA	Labor Category (To Be Proposed)	Unit	ST Unit Rate	OT Unit Rate
			Hr.	\$	\$
			Hr.	\$	\$
			Hr.	\$	\$
			Hr.	\$	\$
			Hr.	\$	\$
			Hr.	\$	\$
			Hr.	\$	\$
			Hr.	\$	\$
			Hr.	\$	\$
			Hr.	\$	\$
			Hr.	\$	\$
			Hr.	\$	\$
			Hr.	\$	\$
			Hr.	\$	\$
			Hr.	\$	\$
			Hr.	\$	\$
			Hr.	\$	\$
			Hr.	\$	\$
			Hr.	\$	\$
			Hr.	\$	\$
			Hr.	\$	\$
			Hr.	\$	\$
			Hr.	\$	\$
			Hr.	\$	\$
			Hr.	\$	\$
			Hr.	\$	\$
			Hr.	\$	\$
			Hr.	\$	\$
			Hr.	\$	\$
			Hr.	\$	\$
			Hr.	\$	\$
			Hr.	\$	\$
		**INDIRECT RATES			
		**APPLICATION BASE			
		FB SCA Applicable	\$1.00	%	%
		WD Adjustable under 52.222-43	\$1.00	%	%
		CBA Adjustable under 52.222-43	\$1.00	%	%
		Other WD	\$1.00	%	%
		Other CBA	\$1.00	%	%
		FB SCA Exempt	\$1.00	%	%
		Overhead	\$1.00	%	%
		Material Handling	\$1.00	%	N/A
		G&A	\$1.00	%	N/A
		Carpet Installation And Removal Services	Fully Burdened Fixed Rate		
		Carpet Removal (including labor & incidental material)	SY	\$	N/A
		Carpet Installation (including labor & incidental material)	SY	\$	N/A
		Cove Base Installation (includes cost of cove base)	LF	\$	N/A

*Number each item consecutively

FB = Fringe Benefit

CBA = Collective Bargaining Agreement

WD = Wage Determination

** If, according to your accounting system, there is more than one rate under any category or if there are other rate categories, include them. Identify each applicable base.

SCA = Service Contract Act

Hr. = Hourly Rate (labor only)

SY = Square Yard (including labor and incidental materials)

LF = Linear Foot

Item No.*	Exempt, WD or CBA	Labor Category (To Be Proposed)	Unit	Unit Rate	Unit Rate
			Hr.	\$	\$
			Hr.	\$	\$
			Hr.	\$	\$
			Hr.	\$	\$
			Hr.	\$	\$
			Hr.	\$	\$
			Hr.	\$	\$
			Hr.	\$	\$
			Hr.	\$	\$
			Hr.	\$	\$
			Hr.	\$	\$
			Hr.	\$	\$
			Hr.	\$	\$
			Hr.	\$	\$
			Hr.	\$	\$
			Hr.	\$	\$
			Hr.	\$	\$
			Hr.	\$	\$
	**INDIRECT RATES	**APPLICATION BASE			
	FB SCA Applicable		\$1.00	%	%
	WD Adjustable under 52.222-43		\$1.00	%	%
	CBA Adjustable under 52.222-43		\$1.00	%	%
	Other WD		\$1.00	%	%
	Other CBA		\$1.00	%	%
	FB SCA Exempt		\$1.00	%	%
	Overhead		\$1.00	%	%
	Material Handling		\$1.00	%	N/A
	G&A		\$1.00	%	N/A
	Carpet Installation And Removal Services		Fully Burdened Fixed Rate		
	Carpet Removal (including labor & incidental material)		SY	\$	N/A
	Carpet Installation (including labor & incidental material)		SY	\$	N/A
	Cove Base Installation (includes cost of cove base)		LF	\$	N/A

*Number each item consecutively

FB = Fringe Benefit

CBA = Collective Bargaining Agreement

WD = Wage Determination

** If, according to your accounting system.

there is more than one rate under any category or if there are other rate categories, include them. Identify each applicable base.

Hr. = Hourly Rate (labor only)

SY = Square Yard (including labor and incidental materials)

LF = Linear Foot

INDEFINITE QUANTITY WORK - UNIT PRICED LABOR AND CARPET INSTALLATION AND REMOVAL RATES— Award Term Period 7 – (second 6 months of Year Ten):

Item No.*	Exempt, WD or CBA	Labor Category (To Be Proposed)	Unit	ST Unit Rate	CA Unit Rate
			Hr.	\$	\$
			Hr.	\$	\$
			Hr.	\$	\$
			Hr.	\$	\$
			Hr.	\$	\$
			Hr.	\$	\$
			Hr.	\$	\$
			Hr.	\$	\$
			Hr.	\$	\$
			Hr.	\$	\$
			Hr.	\$	\$
			Hr.	\$	\$
			Hr.	\$	\$
			Hr.	\$	\$
			Hr.	\$	\$
			Hr.	\$	\$
			Hr.	\$	\$
			Hr.	\$	\$
	**INDIRECT RATES	**APPLICATION BASE			
	FB SCA Applicable		\$1.00	%	%
	WD Adjustable under 52.222-43		\$1.00	%	%
	CBA Adjustable under 52.222-43		\$1.00	%	%
	Other WD		\$1.00	%	%
	Other CBA		\$1.00	%	%
	FB SCA Exempt		\$1.00	%	%
	Overhead		\$1.00	%	%
	Material Handling		\$1.00	%	N/A
	G&A		\$1.00	%	N/A
	Carpet Installation And Removal Services		Fully Burdened Fixed Rate		
	Carpet Removal (including labor & incidental material)		SY	\$	N/A
	Carpet Installation (including labor & incidental material)		SY	\$	N/A
	Cove Base Installation (includes cost of cove base)		LF	\$	N/A

*Number each item consecutively

FB = Fringe Benefit

CBA = Collective Bargaining Agreement

WD = Wage Determination

** If, according to your accounting system, there is more than one rate under any category or if there are other rate categories, include them. Identify each applicable base.

SCA = Service Contract Act

Hr. = Hourly Rate (labor only)

SY = Square Yard (including labor and incidental materials)

LF = Linear Foot

SECTION C - DESCRIPTION/SPECIFICATIONS/WORK STATEMENT

C.1 STATEMENT OF WORK

The Statement of Work is located in Section J, Exhibit A.

SECTION D - PACKAGING AND MARKING

No clauses are included in this section.

SECTION E - INSPECTION AND ACCEPTANCE

E.1 INSPECTION OF SERVICES--FIXED-PRICE (FAR 52.246-4) (AUG 1996)

(a) Definitions. "Services," as used in this clause, includes services performed, workmanship, and material furnished or utilized in the performance of services.

(b) The Contractor shall provide and maintain an inspection system acceptable to the Government covering the services under this contract. Complete records of all inspection work performed by the Contractor shall be maintained and made available to the Government during contract performance and for as long afterwards as the contract requires.

(c) The Government has the right to inspect and test all services called for by the contract, to the extent practicable at all times and places during the term of the contract. The Government shall perform inspections and tests in a manner that will not unduly delay the work.

(d) If the Government performs inspections or tests on the premises of the Contractor or a subcontractor, the Contractor shall furnish, and shall require subcontractors to furnish, at no increase in contract price, all reasonable facilities and assistance for the safe and convenient performance of these duties.

(e) If any of the services do not conform with contract requirements, the Government may require the Contractor to perform the services again in conformity with contract requirements, at no increase in contract amount. When the defects in services cannot be corrected by reperformance, the Government may (1) require the Contractor to take necessary action to ensure that future performance conforms to contract requirements and (2) reduce the contract price to reflect the reduced value of the services performed.

(f) If the Contractor fails to promptly perform the services again or to take the necessary action to ensure future performance in conformity with contract requirements, the Government may (1) by contract or otherwise, perform the services and charge to the Contractor any cost incurred by the Government that is directly related to the performance of such service or (2) terminate the contract for default.

E.2 INSPECTION OF SERVICES - COST-REIMBURSEMENT (FAR 52.246-5) (APR 1984)

(a) Definition. "Services," as used in this clause, includes services performed, workmanship, and material furnished or used in performing services.

(b) The Contractor shall provide and maintain an inspection system acceptable to the Government covering the services under this contract. Complete records of all inspection work performed by the Contractor shall be maintained and made available to the Government during contract performance and for as long afterwards as the contract requires.

(c) The Government has the right to inspect and test all services called for by the contract, to the extent practicable at all places and times during the term of the contract. The Government shall perform inspections and tests in a manner that will not unduly delay the work.

(d) If any of the services performed do not conform with contract requirements, the Government may require the Contractor to perform the services again in conformity with contract requirements, for no additional fee. When the defects in services cannot be corrected by reperformance, the Government may (1) require the Contractor to take necessary action to ensure that future performance conforms to contract requirements and (2) reduce any fee payable under the contract to reflect the reduced value of the services performed.

(e) If the Contractor fails to promptly perform the services again or take the action necessary to ensure future performance in conformity with contract requirements, the Government may (1) by contract or otherwise, perform the services and reduce any fee payable by an amount that is equitable under the circumstances or (2) terminate the contract for default.

E.3 FINAL INSPECTION AND ACCEPTANCE (LaRC 52.246-94) (OCT 1992)

Final inspection and acceptance of all items specified for delivery under this contract shall be accomplished by the Contracting Officer or his duly authorized representative at destination.

SECTION F - DELIVERIES OR PERFORMANCE

F.1 LISTING OF CLAUSES INCORPORATED BY REFERENCE:

FEDERAL ACQUISITION REGULATION (48 CFR CHAPTER 1) CLAUSES

52.242-15 Stop-Work Order (Aug 1989) – Alternate I (Apr 1984)

F.2 PERIOD OF PERFORMANCE (LaRC 52.211-91) (AUG 1997)

The period of performance of this contract shall be 60 months from the effective date of the contract.

F.3 PLACE(S) OF PERFORMANCE (LaRC 52.211-98) (OCT 1992)

The place(s) of performance shall be NASA, Langley Research Center, Hampton, Virginia; and other sites as may be designated by the Contracting Officer.

SECTION G - CONTRACT ADMINISTRATION DATA

G.1 LISTING OF CLAUSES INCORPORATED BY REFERENCE:

FEDERAL ACQUISITION REGULATION (48 CFR CHAPTER 1) CLAUSES

1852.242-71 Travel Outside of the United States (Dec 1988)

1852.242-70 Technical Direction (September 1993)

1852.242-78 Emergency Medical Services and Evacuation (April 2001)

G.2 AWARD TERM

As described herein, the contract period of performance may be extended based on overall contractor performance as evaluated by the Government.

a. Period of Performance: The contract "CORE" period of performance of five (5) years may be extended in six-month or one-year "award term" increments, up to an additional five (5) years, based on overall contract performance. These additional "award term" periods will be awarded by the Government based on cost control and overall contractor performance as evaluated in accordance with the contract's approved Award Term and Performance Evaluation Plan (ATPEP).

b. Award Term and Performance Evaluation Plan: The ATPEP will be approved by the Government and provided to the Contractor during the phase-in period. The ATPEP will provide for evaluation of technical performance and utilize the metrics described in the Performance Requirements Summary to measure technical performance. The ATPEP will serve as the basis for any award term decisions. The ATPEP may be revised by the Government and re-issued to the Contractor prior to the commencement of any 6-month evaluation period or during any evaluation period as agreed upon between the Contractor and the Contracting Officer. The Government may designate areas of special performance evaluation emphasis during any evaluation period. An Award Term Determination Official (ATDO) shall be appointed by the Government and is responsible for the overall award term evaluation and award term decisions.

c. Award Term Administration: The award term evaluation will be completed on an annual basis. The annual evaluation will be comprised of two successive 6-month "interim" evaluations and be combined to obtain the "final" annual score. The final annual score as well as Contractor cost control will be used as the basis for the award term decision. The first year of the contract will be evaluated on a "shadow" basis where the results will not be included in an award term decision. Award term decisions that affect the period of performance will commence at the end of the second contract year and will conclude at the end of contract year eight, if awarded.

d. Award Term Decisions: For the evaluation periods at the conclusion of contract years two and three, the Contractor must meet or underrun the contract target cost and the final annual adjective rating must be a "very good" or above to be awarded additional contract term. For the evaluation periods at the end of years 4-8 the Contractor must meet or underrun the contract target cost and the final annual adjective rating must be an "excellent" to be awarded additional contract term.

e. Automatic Re-competition Decision: If at the end of any annual award term period, an additional term is not earned, the contract period of performance will be fixed and will end at the then current completion date. The contractor cannot be awarded an additional term in any final year of the contract period. In no event will the contract be extended beyond a 10-year period of performance. Decisions by the Government are considered "FINAL".

G.3 SUBMISSION OF VOUCHERS FOR PAYMENT (NASA 1852.216-87) (MAR 1998)

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

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

NASA Langley Research Center
Attn: Financial Management, MS 175
Hampton, VA 23681-2199

(2) For any period that the Defense Contract Audit Agency has authorized the Contractor to submit interim cost vouchers directly to the Government paying office, interim

vouchers are not required to be sent to the Auditor, and are considered to be provisionally approved for payment, subject to final audit.

(3) Copies of vouchers should be submitted as directed by the Contracting Officer.
(c) If the Contractor is not authorized to submit interim cost vouchers directly to the paying office as described in paragraph (b), the Contractor shall prepare and submit vouchers as follows:

(1j) One original Standard Form (SF) 1034, SF 1035, or equivalent Contractor's attachment to:

[Insert the appropriate NASA or DCAA mailing office address for submission of cost vouchers.]

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

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

(3) The Contracting Officer may designate other recipients as required
(d) Public vouchers of payment of fee shall be prepared similarly to the procedures in paragraphs (b) or (c) of this clause, whichever is applicable, and be forwarded to

NASA Langley Research Center
Attn: Financial Management, MS 175
Hampton, VA 23681-2199

This is the designated billing office for fee vouchers for purposes of the Prompt Payment clause of this contract.

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

G.4 FREQUENCY AUTHORIZATION (NASA 1852.223-71) (DEC 1988)

(a) Authorization of radio frequencies required in support of this contract shall be obtained by the Contractor or subcontractor in need thereof.

(b) For any experimental, developmental, or operational equipment for which the appropriate frequency allocation has not been made, the Contractor or subcontractor shall provide the technical operating characteristics of the proposed electromagnetic radiating device to the Contracting Officer during the initial planning, experimental, or developmental phase of contractual performance. Procedures furnished by the Contracting Officer shall be followed in obtaining radio frequency authorization.

(c) This clause, including this paragraph (c), shall be included in all subcontracts that call for developing, producing, testing, or operating a device for which a radio frequency authorization is required.

G.5 NASA CONTRACTOR FINANCIAL MANAGEMENT REPORTING (NASA 1852.242-73) (JUL 2000)

(a) The Contractor shall submit NASA Contractor Financial Management Reports on NASA Forms 533 in accordance with the instructions in NASA Procedures and Guidelines (NPG) 9501.2, **NASA** Contractor Financial Management Reporting, and on the reverse side of the

forms, as supplemented in the Schedule of this contract. The detailed reporting categories to be used, which shall correlate with technical and schedule reporting, shall be set forth in the Schedule. Contractor implementation of reporting requirements under this clause shall include NASA approval of the definitions of the content of each reporting category and give due regard to the Contractor's established financial management information system.

(b) Lower level detail used by the Contractor for its own management purposes to validate information provided to NASA shall be compatible with **NASA** requirements.

(c) Reports shall be submitted in the number of copies, at the time, and in the manner set forth in the Schedule or as designated in writing by the Contracting Officer. Upon completion and acceptance by NASA of all contract line items, the Contracting Officer may direct the Contractor to submit Form 533 reports on a quarterly basis only, report only when changes in actual cost occur, or suspend reporting altogether.

(d) The Contractor shall ensure that its Form 533 reports include accurate subcontractor cost data, in the proper reporting categories, for the reporting period.

(e) If during the performance of this contract NASA, requires a change in the information or reporting requirements specified in the Schedule, or as provided for in paragraph (a) or (c) of this clause, the Contracting Officer shall effect that change in accordance with the Changes clause of this contract.

G.6 INSTALLATION-ACCOUNTABLE GOVERNMENT PROPERTY (NASA 1852.245-71) (JUN 1998)

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

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

(2) Other user responsibilities as defined in Section C, Statement of Work.

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

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

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

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

(iii) The contractor shall establish a record of the property as required by FAR 45.5 and 1345.5 and furnish to the Industrial Property Officer a DD Form 1149 Requisition and

Invoice/Shipping Document (or installation equivalent) to transfer accountability to the Government within 5 working days after receipt of the property by the contractor. The contractor is accountable for all contractor-acquired property until the property is transferred to the Government's accountability.

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

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

G.7 LIST OF INSTALLATION-ACCOUNTABLE PROPERTY AND SERVICES (NASA 1852.245-77) (JUL 1997)

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

(a) Office space, work area space, and utilities. Government telephones are available for official purposes only.

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

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

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

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

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

(d) Installation service facilities: LaRCNET, duplicating facility, photo lab, delivery **service**

(e) Medical treatment of a first-aid nature for Contractor personnel injuries or illnesses sustained during on-site duty.

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

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

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

(i) Government-provided fuel for official business for all vehicles used in performance of the contract.

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

G.8 PROVIDING PROPERTY TO CONTRACTORS

A. In accordance with FAR 45.302-1, it is policy of the Government that Contractors shall furnish all property, both real and personal, required for performing Government contracts. In keeping with the policy set forth in FAR 45.302-1, the Government will not provide NEW property, except as provided for in the Statement of Work.

B. However, the Government will provide EXISTING property as listed in Section G.6 and Exhibits C and I. Any of the existing property in Exhibit I and Exhibit C (equipment status 1) that reach the end of their useful life during the contract period, or which are beyond economical repair, shall be replaced by the Contractor, if the property is still needed for contract performance. Contractor acquisitions of property for the Government are prohibited, unless specifically authorized by the contract or consent has been obtained in writing from the Contracting Officer pursuant to FAR 45.302-1(a).

C. The Government will continue to provide special tooling, special test equipment, and agency-peculiar property over the life of the contract.

D. Notwithstanding the "Allowable Cost and Payment" clause of this contract, cost of property is not an allowable cost except when charged to this contract in accordance with your approved accounting system.

G.9 PARTIAL PAYMENTS (FIXED-PRICE)

A. In accordance with the Section I clause, Payments (FAR 52.232-1), partial payments will be made by the Government to the Contractor based on receipt of a proper invoice and satisfactory contract performance. Invoices for fixed price IDIQ task orders shall be submitted on a monthly basis after completion of the order. The Contracting Officer may approve interim partial payments for Task Orders with a total value of \$100,000 or more and a duration of 6 months or longer upon request from the Contractor.

G.10 INVOICING (LaRC 52.232-95) (JUN 1988)

Proper invoices, as determined under the Section I clause entitled "Prompt Payment," shall be submitted to the designated payment office shown in Block 25 on page 1 of this contract.

G.11 INCENTIVE FEE PAYMENTS

Incentive fee payments will be made by the Government every six months based upon cost incurred by the Contractor and upon receipt of a proper invoice from the Contractor. The contractor shall calculate the incentive fee in accordance with the Section I clause, Incentive Fee, and submit the invoice within 30 days of the end of the evaluation period. The Contracting Officer may adjust the amount of fee paid in accordance with the Incentive Fee clause.

SECTION H - SPECIAL CONTRACT REQUIREMENTS

H.1 CENTRAL CONTRACTOR REGISTRATION (1852.204-74) (AUG 2000)

(a) Definitions. As used in this clause --

(1) "Central Contractor Registration (CCR) database" means the primary DoD repository for contractor information required for the conduct of business with NASA.

(2) "Data Universal Number System (DUNS) number" means the 9-digit number assigned by Dun and Bradstreet Information Services to identify unique business entities.

(3) "Data Universal Numbering System +4 (DUNS+4) number" means the DUNS number assigned by Dun and Bradstreet plus a 4-digit suffix that may be assigned by a parent (controlling) business concern. This 4-digit suffix may be assigned at the discretion of the parent business concern for such purposes as identifying sub-units or affiliates of the parent business concern.

(4) "Commercial Government and Entity Code (CAGE Code)" means
(i) A code assigned by the Defense Logistics Information Service (DLIS) to identify a commercial or Government entity; or
(ii) A code assigned by a member of the North Atlantic Treaty Organization (NATO) that is recorded and maintained by DLIS in the CAGE master file.

(5) "Registered in the CCR database" means that all mandatory information, including the DUNS number or the DUNS+4 number, if applicable, and the corresponding CAGE code, is in the CCR database; the DUNS number and the CAGE code have been validated; and all edits have been successfully completed.

(b) (1) By submission of an offer, the offeror acknowledges the requirement that a prospective awardee must be registered in the CCR database prior to award, during performance, and through final payment of any contract resulting from this solicitation, except for awards to foreign vendors performing work outside of the United States.

(2) The Contracting Officer will verify that the offeror is registered in the CCR database.

(3) Lack of registration in the CCR database will make an offeror ineligible for award after March 31, 2001.

(4) DoD has established a goal of registering an applicant in the CCR database within 48 hours after receipt of a complete and accurate application via the Internet. However, registration of an applicant submitting an application through a method other than the Internet may take up to 30 days. Therefore, offerors that are not registered should consider applying for registration immediately upon receipt of this solicitation.

(c) The Contractor is responsible for the accuracy and completeness of the data within the CCR, and for any liability resulting from the Government's reliance on inaccurate or incomplete data. To remain registered in the CCR database after the initial registration, the Contractor is required to confirm on an annual basis that its information in the CCR database is accurate and complete.

(d) Offerors and contractors may obtain information on registration and annual confirmation requirements via the Internet at <http://www.ccr2000.com> or by calling 888-CCR-2423 (888-227-2423).

H.2 RESTRICTIONS ON PRINTING AND DUPLICATING (NASA 1852.208-81) (AUG 1993)

(a) The Contractor shall reproduce any documentation required by this contract in accordance with the provisions of the Government Printing and Binding Regulations, No. 26, S. Pub 101-9, U.S. Government Printing Office, Washington, DC. 20402, published by the Joint Committee on Printing, U.S. Congress.

(b) The Contractor shall not perform, or procure from any commercial source, any printing in connection with the performance of work under this contract. The term "printing" includes the processes of composition, platemaking, presswork, silk screen processes, binding, microform, and the end items of such processes and equipment.

(c) "Duplicating/copying" is not considered to be printing. It is material produced by duplicating equipment employing the lithographic process and automatic copy-processing or copier-duplicating machines employing electrostatic, thermal, or other copying processes not requiring the use of negatives or metal plates. The Contractor is authorized to duplicate production units provided the requirement does not exceed 5,000 production units of any one

page or 25,000 units in the aggregate of multiple pages. Such plates may not exceed a maximum image size of 10-3/4 by 14-1/4 inches. A "production unit" is one sheet, size 8-1/2 x 11 inches (215 x 280 mm), one side only, and one color ink.

(d) This clause does not preclude writing, editing, preparation of manuscript copy, or preparation of related illustrative material as a part of this contract, or administrative duplicating/copying (for example, necessary forms and instructional materials used by the Contractor to respond to the terms of the contract).

(e) Costs associated with printing or duplicating/copying in excess of the limits set forth above are unallowable without prior written approval of the Contracting Officer. If the Contractor has reason to believe that any activity required in fulfillment of the contract will necessitate any printing or substantial duplicating/copying, it immediately shall provide written notice to the Contracting Officer and request approval prior to proceeding with the activity. Requests will be processed by the Contracting Officer in accordance with the provisions of the Government Printing and Binding Regulations and NFS 1808.802.

(f) The contractor shall include in each subcontract which may involve a requirement for any printing and/or any duplicating/copying in excess of the limits specified in paragraph (c) of this clause, a provision substantially the same as this clause, including this paragraph (f).

H.3. SAFETY AND HEALTH (NASA 1852.223-70) (MAY 2001)

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

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

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

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

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

(9)(I) The Contracting Officer may notify the Contractor in writing of any noncompliance with this clause and specify corrective actions to be taken. The Contractor shall promptly take and report any necessary corrective action.

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

(g) The Contractor (or subcontractor or supplier) shall insert the substance of this clause, including this paragraph (g) and any applicable Schedule provisions, with appropriate changes of designations of the parties, in subcontracts of every tier that –

(1) Amount to \$1,000,000 or more (unless the Contracting Officer makes a written determination, after consultation with installation safety and health representatives, that this is not required);

(2) Require construction, repair, or alteration in excess of \$25,000; or

(3) Regardless of dollar amount, involve the use of hazardous materials or operations.

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

(i) The contractor shall continually update the safety and health plan when necessary. In particular, the Contractor shall furnish a list of all hazardous operations to be performed, and a list of other major or key operations required or planned in the performance of the contract, even though not deemed hazardous by the Contractor. NASA and the Contractor shall jointly decide which operations are to be considered hazardous, with NASA as the final authority. Before hazardous operations commence, the Contractor shall submit for NASA concurrence --

(1) Written hazardous operating procedures for all hazardous operations; and/or

(2) Qualification standards for personnel involved in hazardous operations.

H.4. MAJOR BREACH OF SAFETY OR SECURITY (NASA 1852.223-75) (MAY 2001)

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

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

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

H.5 EXPORT LICENSES (NASA 1852.225-70) (FEB 2000)

(a) The Contractor shall comply with all U.S. export control laws and regulations, including the International Traffic in Arms Regulations (ITAR), 22 CFR Parts 120 through 130, and the Export Administration Regulations (EAR), 15 CFR Parts 730 through 799, in the performance of this contract. In the absence of available license exemptions/exceptions, the Contractor shall be responsible for obtaining the appropriate licenses or other approvals, if required, for exports of hardware, technical data, and software, or for the provision of technical assistance.

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

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

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

H.6 OBSERVANCE OF LEGAL HOLIDAYS (NASA 18-52.242-72) (AUG 1992)
ALTERNATE II (OCT 2000)

(a) The on-site Government personnel observe the following holidays:

New Year's Day
Labor Day
Martin Luther King Jr.'s Birthday
Columbus Day
President's Day
Veterans Day
Memorial Day
Thanksgiving Day
Independence Day
Christmas Day

Any other day designated by Federal statute, Executive Order, or the President's proclamation.

(b) When any holiday falls on a Saturday, the preceding Friday is observed. When any holiday falls on a Sunday, the following Monday is observed. Observance of such days by Government personnel shall not by itself be cause for an additional period of performance or entitlement of compensation except as set forth within the contract.

(c) On-site personnel assigned to this contract shall not be granted access to the installation during the holidays in paragraph (a) above, except as follows: the Contractor shall provide sufficient on-site personnel to perform round-the-clock requirements of critical work already in process, unless otherwise instructed by the Contracting Officer or authorized representative. If the Contractor's on-site personnel work during a holiday other than those in paragraph (a) above, no form of holiday or other premium compensation shall be reimbursed as either a direct or indirect cost. However, this does not preclude reimbursement for authorized overtime work that would have been overtime regardless of the status of the day as a holiday.

(d) The Contractor shall place identical requirements, including this paragraph, in all subcontracts that require performance of work on-site, unless otherwise instructed by **the** Contracting Officer.

(e) When the NASA installation grants administrative leave to its Government employees (e.g., as a result of inclement weather, potentially hazardous conditions, or other special circumstances), Contractor personnel working on-site should also be dismissed. However, the contractor shall provide sufficient on-site personnel to perform round-the-clock requirements of critical work already in process, unless otherwise instructed by the Contracting Officer or authorized representative.

(9) Whenever administrative leave is granted to Contractor personnel pursuant to paragraph (e) above, it shall be without loss to the Contractor. The cost of salaries and wages to the Contractor for the period of any such excused absence shall be a reimbursable item of cost under this contract for employees in accordance with the Contractor's established accounting policy.

H.7 STATEMENT OF EQUIVALENT RATES FOR FEDERAL HIRES (FAR 52.222-42) (MAY 1989)

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

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

<u>Employee Class</u>	<u>Monetary Wage</u>
1. Accounting Clerk IV	\$11.32
2. Audiovisual Librarian	514.03
3. Computer Operator II	\$11.32
4. Computer Operator III	\$12.62
5. General Clerk IV	1510.12
6. Personnel Assistant II	\$10.12
7. Secretary III	\$12.62
a. Supply Technician	\$14.03
9. Word Processor III	\$11.32

FRINGE BENEFITS

- Annual Leave - Receives 13 days paid leave for service up to 3 years; 20 days for 3 to 15 years service; and 26 days for 15 years service or over.
- Sick Leave - Receives 13 days paid leave per year
- Holidays - Receives 10 paid holidays per year
- Health Insurance - Government pays up to 60% of health insurance
- Group Life Insurance - Government pays two-thirds of life insurance rate premiums.
- Retirement - The Government provides three retirement plans identified as the Civil Service Retirement System (CSRS), the Federal Employees

Retirement System (FERS), and the CSRS Offset. Under the CSRS, the Government contributes 7% of the employees' base pay towards the retirement benefit and 1.45% towards Medicare. Under the FERS, the Government contributes 11.4% of the employees' base pay towards a basic benefit plan, 6.2% to Social Security, 1.45% towards Medicare, and 1% (plus matching contributions of up to 4% of basic pay, depending on employees' contributions) to a thrift savings plan. Under the CSRS Offset, the Government contributes 0.8% of the employees' base pay towards the retirement benefit, 6.2% to Social Security, and 1.45% towards Medicare.

Part-time Federal employees receive pro rata annual leave, sick leave, holiday leave, health insurance, and group life insurance benefits based on the number of hours worked.

H.8 PRICED AWARD TERM PERIODS

Pursuant to the Section G clause entitled "Award Term," the Government may extend the term of the contract for seven additional periods as described below. Such terms are to be added by issuance of a unilateral modification after determination by the ATDO that an additional term has been earned by the Contractor. Upon issuance of the modification, the following items will be increased by the amount specified below for each award term period.

<u>Item</u>	<u>First Award Term Period Year 6-A</u>	<u>Second Award Term Period Year 6-B</u>	<u>Third Award Term Period- Year 7</u>	<u>Fourth Award Term Period Year 8</u>
Period of Performance (Ref. F.2)	6 months	6 months	12 months	12 months
Target Cost (Ref. B.3)	\$	\$	\$	\$
Target Fee (Ref. B.3)	\$	\$	\$	\$
Maximum Fee (Ref. B.3)	\$	\$	\$	\$

<u>Item</u>	<u>Fifth Award Term Period Year 9</u>	<u>Sixth Award Term Period Year 10-A</u>	<u>Seventh Award Term Period Year 10-B</u>
Period of Performance (Ref. F.2)	12 months	6 months	6 months
Target Cost (Ref. B.3)	\$	\$	\$
Target Fee (Ref. B.3)	\$	\$	\$
Maximum Fee (Ref. 8.3)	\$	\$	\$

H.9 SECURITY PROGRAM/FOREIGN NATIONAL EMPLOYEE ACCESS REQUIREMENTS (LaRC 52.204-91) (FEB 2000)

Foreign nationals must meet the eligibility requirements outlined in NPG 1371.2 prior to performing any work under a contract. Eligibility determinations will be based solely on the scientific and technical contributions of the contractor, as outlined in the statement of work. Foreign nationals who meet the eligibility requirements will undergo a rigorous approval and investigative process prior to physical access to the Center and/or to NASA information. Foreign nationals must be sponsored by a NASA Civil Service employee. The sponsor must submit a formal request to the Security Office for access to the Center and/or NASA information, to include electronic information. The request will be processed through the Center's Export Administrator and subject to approval by the International Visits Coordinator. Normal processing time for a request is between 60 and 90 days depending on the nationality of the foreign national. All approvals will be for a maximum of one year, and must be resubmitted annually. Following approval, the foreign national will undergo a National Agency Check investigation (NACI). As part of the NACI, the foreign national will submit a "Name Check Request" (NASA Form 531) and a completed "applicant" fingerprint card, to the LaRC Security Office, Mail Stop 450. Normal processing time for a NACI is between 90 to 120 days. Until the NACI is completed and favorably adjudicated, the foreign national will require complete escort from entry onto and exit off of the Center, and will not be allowed access to electronic information unless approved by the Center Information Technology Security Manager. Upon completion of the NACI, the foreign national will only be granted unescorted access to an approved workplace and to designated open areas during normal weekday work hours between 6:00 a.m. and 6:00 p.m. The foreign national will not be granted access during non-work hours, weekends, and holidays. Derogatory information developed concerning the foreign national may be grounds for visit termination.

H.10 UNESCORTED ACCESS BY CONTRACTOR EMPLOYEES (LaRC 52.204-102) (SEP 2000)

Background investigations are required for Contractor employees to have unescorted access to the Langley Research Center. All Contractor employees must, as a minimum, have a favorably adjudicated NASA Agency Check (NAC). However, a NAC is not required if the Contractor can certify that an employee has an active United States Government Security Clearance, Confidential or higher, meeting the requirements of Executive Order #12968 or a current LaRC favorably adjudicated NAC investigation.

The Contractor shall submit a "Name Check Request" (NASA Form 531), an "Authorization for Release of Credit Reports" (NASA Form 1684), and a completed FD-258. "Applicant" fingerprint card to the LaRC Badge and Pass Office, Mail Stop 232. Normal processing time for a NAC is approximately 60 days. When it is necessary for an employee to perform work prior to completion of the NAC, the employee may be escorted by an individual who has a favorable NAC or a current National Security Clearance level or as otherwise approved by the LaRC Security Officer.

H.11 INFORMATION TECHNOLOGY (IT) IMPLEMENTATION SECURITY PLAN INCORPORATED BY REFERENCE (LaRC 52.204-103) (AUG 2000)

In accordance with the Section I NFS Clause 1852.204-76, Security Requirements for Unclassified Information Technology Resources, an Information Technology (IT) Security Implementation Plan shall be submitted within 14 days of the contract effective date to the

Contracting Officer Technical Representative and LaRC IT Security Manager for approval. The plan is incorporated herein by reference upon approval.

H.12 /LIMITED) RELEASE OF CONTRACTOR CONFIDENTIAL BUSINESS INFORMATION (CBI) (LaRC 52.204-104) (JAN 2001)

(a) NASA may find it necessary to release information submitted by the Contractor, either in response to this solicitation or pursuant to the provisions of this contract, to individuals not employed by NASA. Business information that would ordinarily be entitled to confidential treatment may be included in the information released to these individuals. Accordingly, by submission of this proposal, or signature on this contract or other contracts, the Contractor hereby consents to a limited release of its Confidential Business Information (CBI).

(b) Possible circumstances where the Agency may release the Contractor's CBI include, but are not limited to, the following:

(1) To other Agency contractors and subcontractors, and their employees tasked with assisting the Agency in handling and processing information and documents in the evaluation, the award or the administration of Agency contracts, such as providing both preaward and post award audit support and specialized technical support to NASA's technical evaluation panels;

(2) To NASA contractors and subcontractors, and their employees engaged in information systems analysis, development, operation, and maintenance, including performing data processing and management functions for the Agency.

(c) NASA recognizes its obligation to protect the contractor from competitive harm that could result from the release of such information to a competitor. Except where otherwise provided by law, NASA will permit the limited release of CBI under subparagraphs (1) & (2) only pursuant to non-disclosure agreements signed by the assisting contractor or subcontractor, and their individual employees who may require access to the CBI to perform the assisting contract.

(d) NASA's responsibilities under the Freedom of Information Act are not affected by this clause.

(e) The Contractor agrees to include this clause, including this paragraph (e), in all subcontracts at all levels awarded pursuant to this contract that require the furnishing of CBI by the subcontractor.

H.13 NORMAL BUSINESS HOURS

In order that the necessary and proper inspection of the Contractor's work may be effectively accomplished, and to assure the availability of required Government interface, the Contractor shall staff all work areas from 8:00 a.m. to 4:30 p.m., Monday through Friday unless otherwise specified in the SOW or approved by the Contracting Officer.

H.14 OBSERVATION OF REGULATIONS AND IDENTIFICATION OF CONTRACTOR'S EMPLOYEES (LaRC 52.211-104) (APRIL 2000)

A. Observation of Regulations--In performance of that part of the contract work which may be performed at Langley Research Center or other Government installation, the Contractor

shall require its employees to observe the rules and regulations as prescribed by the authorities at Langley Research Center or other installation including all applicable Federal, NASA and Langley or other local installation safety, health, environmental and security regulations.

B. Identification Badges--At all times while on LaRC property, the Contractor shall require its employees, subcontractors and agents to wear badges which will be issued by the NASA LaRC Badge and Pass Office, located at 1 Langley Boulevard (Building No. 1228). Badges shall be issued only between the hours of 6:30 a.m. and 3:30 p.m., Monday through Friday. Contractors will be held accountable for these badges, and may be required to validate outstanding badges on an annual basis with the NASA LaRC Security Office. Immediately upon employee termination or contract completion, badges shall be returned to the NASA LaRC Badge and Pass Office.

H.15 INCORPORATION OF SECTION K OF THE PROPOSAL BY REFERENCE
(LaRC 52 215-107) (JUN 1998)

Pursuant to FAR 15.204-1(b), the completed Section K of the proposal dated [REDACTED] is hereby incorporated herein by reference

H.16 ADVANCE AGREEMENT ON INDIRECT RATE(S) (LaRC 52.231-90)
(JUN 1988)*

A. Notwithstanding the provisions of the Section I clause entitled "Allowable Cost and Payment," the Contractor will be reimbursed at the indirect ceiling rates specified below or the actual rates, whichever are less, for each of the Contractor's fiscal years applicable to this contract. The Contractor's fiscal year is TBP. Any costs that are not reimbursed due to the ceilings shall be deemed unallowable costs. These unallowable costs shall not be recovered under this or any other Government contract.

<u>Indirect cost Pool</u>	<u>Ceiling Percentage</u>	<u>Allocation Base</u>
<u>TBP</u>	<u>TBP</u>	<u>TBP</u>

B. The above rate ceilings are predicated upon the bases listed above and the accounting practices and accounting system in effect on TBP. If the Contractor changes its accounting practices or accounting system in any way, the Contractor will immediately notify the Government. Within 30 days of such change the Contractor shall present to the Contracting Officer information that demonstrates that the change will not impact the allowable cost computed using the above rates or shall submit a proposal for adjustment of the ceilings so that the total costs allowable will not exceed the total costs that would have been allowable had the Contractor not changed its accounting practices or accounting system. In the event that the parties cannot agree on new ceilings using the Contractor's new accounting practices or system and the Contractor does not agree to return to the previous accounting practices and system, the Contracting Officer may equitably adjust the ceilings

To be filled in by offeror only if indirect rate ceilings are proposed.

H.17 SAFETY AND HEALTH PLAN

The Contractor's Safety and Health Plan is hereby incorporated into the contract as Exhibit H.

H.18 OPTION TO PURCHASE CONTRACTOR-OWNED VEHICLES AND EQUIPMENT

At the end of the contract period of performance, the contractor grants the Government options for the following: (a) the contractor agrees to sell any contractor-owned property used in performance of this contract to the successor contractor at its depreciated value based on the contractor's depreciation schedule; or (2) the contractor agrees to sell any contractor-owned property used in performance of this contract to the Government at its depreciated value based on the contractor's depreciation schedule; or (3) the contractor agrees to utilize the depreciated property on a follow-on contract if the contractor is the successor contractor; or **(4)** the contractor agrees to sell the property for fair market value within 120 days after the end of the period of performance and will credit the contract for the amount of any excess of the sale price minus the depreciated value and selling expenses. The Government may exercise one of the above options by unilateral modification issued to the contractor not later than 30 days after the end of the contract period of performance.

H.19 TASK ORDERING PROCEDURE (NASA 1852.216-80) (OCT 1996)

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

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

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

(2) Proposed performance standards to be used as criteria for determining whether the work requirements have been met.

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

(c) With 14 calendar days after receipt of the Contracting Officer's request, the Contractor shall submit a task plan conforming to the request.

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

(1) Date of the order.

(2) Contract number and order number.

(3) Functional description of the work identifying the objectives or results desired from the task order, including special instructions or other information necessary for performance of the task.

(4) Performance standards, and where appropriate, quality assurance standards.

(5) Maximum dollar amount authorized (cost and fee or price). This includes allocation of award fee among award fee periods, if applicable.

(6) Any other resources (travel, materials, equipment, facilities, etc.) authorized.

(7) Delivery/performance schedule including start and end dates.

(8) If contract funding is by individual task order, accounting and appropriation data.

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

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

- (g) The Contracting Officer may amend tasks in the same manner in which they were issued.
- (h) In the event of a conflict between the requirements of the task order and the Contractor's approved task plan, the task order shall prevail

H. 20 MANAGEMENT AND PROTECTION OF DATA

During the performance of this contract, the contractor will have access to export-controlled information (ITAR, 22 CFR Parts 120-130; EAR, 15 CFR Parts 730-799), proprietary data (including trade secrets and commercial business information of other companies; see 18 U.S.C 1905), information subject to Privacy Act (see 5 CFR Part 294 and 14 CFR Part 1212), NASA Administratively Controlled information (NASA NPG 1620.1), and sensitive information from other Government agencies. The contractor agrees to protect such data from unauthorized release or disclosure and agrees to use or disclose such data only to the extent necessary to perform the work required under the contract by employees having a bona fide need to know. Notwithstanding the protection of data requirements elsewhere in the contract, the contractor shall require employees, prior to having access to sensitive information, to execute a non-disclosure statement. The type of data protected shall include the above categories. The employees will be required to certify as to their citizenship status. In addition, the Government has the right to perform periodic inspections of the contractor's work site, technical capabilities, and operations for the purpose of ensuring continued efficacy and efficiency of safeguards against threats and hazards to data security. integrity, and confidentiality.

H.21 CONTRACT ADJUSTMENTS ASSOCIATED WITH CHANGES IN WORKLOAD QUANTITIES – ADVANCED AGREEMENT

- (a) At any time during the contract term, the estimated workload quantities stated in Exhibit A, statement of Work (SOW), are subject to variations. If workload quantities increase or decrease more than 10% from those quantities set forth in the SOW, negotiations for an equitable adjustment may be initiated. Within 20 business days after the end of each six month period, the contractor shall submit to the Contracting Officer a comparison of workload quantities that deviate plus or minus 10% from those quantities identified in Section C with the associated cost impact, if any. Along with this comparison, the Contractor can present evidence and request consideration for additional target fee provided the increase in workload was experienced at no fault of the Contractor. The ratio of the target fee adjustment to the target cost adjustment must be equal to or less than the ratio of the target fee to the target cost in the contract.
- (b) Conversely, the Contracting Officer may make a downward adjustment in the target fee (equal to the ratio for the target fee to the target cost in the contract) when the net actual cost associated with a decrease of more than 10% below the workload quantities identified in SOW is experienced. At the Contracting Officer's discretion, an adjustment may include consideration of efficiencies in the Contractor's performance; including productivity improvements.
- (c) Adjustment to the contract price shall be made semi-annually only for that portion of any increase or decrease in the total workload that exceeds 10%.

SECTION I - CONTRACT CLAUSES

1.1 LISTING OF CLAUSES INCORPORATED BY REFERENCE:

FEDERAL ACQUISITION REGULATION (48 CFR CHAPTER 1) CLAUSES

<u>CLAUSE NUMBER</u>	<u>TITLE AND DATE</u>
52.202-1	Definitions (Oct 1995)
52.203-3	Gratuities (Apr 1984)
52.203-5	Covenant Against Contingent Fees (Apr 1984)
52.203-6	Restrictions on Subcontractor Sales to the Government (Jul 1995)
52.203-7	Anti-Kickback Procedures (Jul 1995)
52.203-8	Cancellation, Rescission, and Recovery of Funds for Illegal or Improper Activity (Jan 1997)
52.203-10	Price or Fee Adjustment for Illegal or Improper Activity (Jan 1997)
52.203-12	Limitation on Payments to Influence Certain Federal Transactions (Jun 1997)
52.204-2	Security Requirements (Aug 1996)
52.204-4	Printing or Copied Double-Sided on Recycled Paper (Aug 2000)
52.209-6	Protecting the Government's Interest When Subcontracting with Contractors Debarred, Suspended, or Proposed for Debarment (Jul 1995)
52.211-15	Defense Priority and Allocation Requirement (Sep 1990)
52.215-2	Audit and Records – Negotiation (Jun 1999)
52.215-8	Order of Precedence – Uniform Contract Format (Oct 1997)
52.215-11	Price Reduction for Defective Cost or Pricing Data – Modifications (Oct 1997)
52.215-13	Subcontractor Cost or Pricing Data – Modifications (Oct 1997)
52.215-14	Integrity of Unit Prices (Oct 1997)
52.215-17	Waiver of Facilities Capital Cost of Money (Oct 1997)
52.215-21	Requirements for Cost or Pricing Data or Information Other Than Cost or Pricing Data – Modifications (Oct 1997) – Alternate III (Oct 1997) [Insert “(Excel 97 PC version, 3.5-inch floppy disk or compact disk)” in paragraph (c).]
52.216-7	Allowable Cost and Payment (Mar 2000)
52.216-18	Ordering (Oct 1995) [Insert “from contract effective date through contract completion date” in paragraph (a).]
52.216-22	Indefinite Quantity (Oct 1995) [Insert “90 days” in paragraph (d).]
52.219-8	Utilization of Small Business Concerns (Oct 2000)
52.219-11	Special 8(a) Contract Conditions (Feb 1990) (DEVIATION) [Insert “NASA Langley Research Center” in paragraphs (c), (d), and (f).]
52.219-14	Limitations on Subcontracting (Dec 1996)
52.222-1	Notice to the Government of Labor Disputes (Feb 1997)
52.222-2	Payment for Overtime Premiums (Jul 1990) [Insert “zero” in paragraph (a).]
52.222-3	Convict Labor (Aug 1996)
52.222-4	Contract Work Hours and Safety Standards Act – Overtime Compensation (Sep 2000)
52.222-21	Prohibition of Segregated Facilities (Feb 1999)
52.222-26	Equal Opportunity (Feb 1999)

52.222-35	Affirmative Action for Disabled Veterans and Veterans of the Vietnam Era (Apr 1998)
52.222-36	Affirmative Action for Workers with Disabilities (Jun 1998)
52.222-37	Employment Reports on Disabled Veterans and Veterans of the Vietnam Era (Jan 1999)
52.222-41	Service Contract Act of 1565, as Amended (May 1989)
52.222-43	Fair Labor Standards Act and Service Contract Act--Price Adjustment (Multiple Year and Option Contracts) (May 1989) [Insert "NCI Information Systems, Inc. and DynCorp Technical Services, Inc., and International Association of Machinists and Aerospace Workers, Local 2531" in the second sentence of the clause.]
52.223-5	Pollution Prevention and Right-to-Know Information (Apr 1998)
52.223-6	Drug-Free Workplace (Jan 1997)
52.223-10	Waste Reduction Program (Aug 2000)
52.223-12	Refrigeration Equipment and Air Conditioners (May 1995)
52.223-14	Toxic Chemical Release Reporting (Oct 2000)
52.224-1	Privacy Act Notification (Apr 1984)
52.224-2	Privacy Act (1984)
52.225-1	Buy American Act – Balance of Payments Program - Supplies (Feb 2000)
52.225-13	Restrictions on Certain Foreign Purchases (Jul 2000)
52.227-1	Authorization and Consent (Jul 1995)
52.227-2	Notice and Assistance Regarding Patent and Copyright Infringement (Aug 1996)
52.227-14	Rights in Data – General (Jun 1987)—as modified by NASA FAR Supplement 1852.227-14
52.227-17	Rights in Data—Special Works (Jun 1987)—as modified by NASA FAR Supplement 1852.227-17 Insert the following as paragraph (c)(iii): "The Contractor agrees to assign copyright to any special work first produced in the performance of the contract to the Government."
52.228-5	Insurance—Work on a Government Installation (Jan 1997)
52.228-7	Insurance—Liability to Third Persons (Mar 1996)
52.229-3	Federal, State and Local Taxes (Jan 1991)
52.229-5	Taxes—Contracts Performed in the U.S. Possessions and Puerto Rico (Apr 1984)
52.232-1	Payments (Apr 1984)
52.232-8	Discount for Prompt Payment (May 1997)
52.232-17	Interest (Jun 1996)
52.232-18	Availability of Funds (Apr 1984)
52.232-22	Limitation of Funds (Apr 1984)
52.232-23	Assignment of Claims (Jan 1986)
52.232-25	Prompt Payment (Jun 1997)
52.232-34	Payment by Electronic Funds Transfer – Other Than Central Contractor Registration (May 1999) [Insert "no later than 15 days prior to submission of the first request for payment" in paragraph (b)(1).]
52.232-36	Payment by Third Party (May 1959)
52.232-37	Multiple Payment Arrangements (May 1999)
52.233-1	Disputes (Dec 1998) – Alternate I (Dec 1991)
52.233-3	Protest After Award (Aug 1996) – Alternate I (Jun 1985)
52.237-2	Protection of Government Buildings, Equipment, and Vegetation (Apr 1984)
52.237-3	Continuity of Services (Jan 1991)

52.239-1	Privacy or Security Safeguards (Aug 1996)
52.242-1	Notice of Intent to Disallow Costs (Apr 1984)
52.242-3	Penalties for Unallowable Costs (Oct 1995)
52.242-12	Report of Shipment (REPSHIP) (Jul 1995)
52.242-13	Bankruptcy (Jul 1995)
52.242-4	Certification of Final Indirect Costs (Jan 1997)
52.243-1	Changes – Fixed Price (Aug 1987) – Alternate II (Apr 1984)
52.243-2	Changes – Cost-Reimbursement (Aug 1987) - Alternate II (Apr 1984)
52.244-2	Subcontracts (Aug 1998) – Alternate I (Aug 1998) [Insert “none” in the table of paragraph (e) and “none” in the table of paragraph (k).]
52.244-5	Competition in Subcontracting (Dec 1996)
52.245-1	Property Records (Apr 1984)
52.245-5	Government Property (Cost-Reimbursement, Time-and-Material, or Labor-Hour Contracts) (Jan 1986) (DEVIATION) (Jul 1995)
52.246-25	Limitation of Liability--Services (Feb 1997)
52.248-1	Value Engineering (Feb 2000)
52.249-6	Termination (Cost-Reimbursement) (Sep 1996)
52.249-8	Default (Fixed-Price Supply and Service) (Apr 1984)
52.249-14	Excusable Delays (Apr 1984)
52.251-1	Government Supply Sources (Apr 1984)
52.252-6	Authorized Deviations in Clauses (Apr 1984)
52.253-1	Computer Generated Forms (Jan 1991)

NASA FAR SUPPLEMENT (48 CFR CHAPTER 18) CLAUSES

<u>CLAUSE NUMBER</u>	<u>TITLE AND DATE</u>
1852.204-75	Security Classification Requirements (Sep 1989) [Insert “Secret” and “Attachment “Section J, Exhibit B”” in the blanks of the first and second sentences, respectively.]
1852.204-76	Security Requirements for Unclassified Information Technology Resources (July 2000)
1852.209-72	Composition of the Contractor (Dec 1988)
1852.215-84	Ombudsman (June 2000) [Insert “Belinda Adams, direct inquires to Sandra S. Ray, NASA Langley Research Center. Mail Stop 134, Hampton, VA 23681-2199; phone (757) 864-2428; facsimile (757) 864-8541; email s.s.ray@larc.nasa.gov” in paragraph (b).]
1852.216-89	Assignment and Release Forms (Jul 1997)
1852.219-74	Use of Rural Area Small Businesses (Sep 1990)
1852.219-76	NASA 8 Percent Goal (Jul 1997)
1852.223-74	Drug- and Alcohol-Free Workplace (Mar 1996)
1852.237-70	Emergency Evacuation Procedures (Dec 1988)
1852.243-71	Shared Savings (Mar 1997)
1852.245-70	Contractor Requests for Government-Owned Equipment (July 1997)

1.2 CLAUSES IN FULL TEXT

The clauses listed below follow in full text:

52.252-2	Clauses Incorporated by Reference (FEB 1998)
52.216-10	Incentive Fee (Mar 1997)

- 52.216-19 Order Limitations (Oct 1995)
- 52.219-18 Notification of Competition Limited to Eligible 8(a) Concerns (Jun 1999)
(DEVIATION)
- 52.223-9 Estimate of Percentage of Recovered Material Content for EPA-designated
Products (Aug 2000)
- 52.227-23 Rights to Proposal Data (Technical)(June 1987)
- 52.244-6 Subcontracts for Commercial Items and Commercial Components (Oct 1998)
- 1852.228-75 Minimum Insurance Coverage (Oct 1988)

1.3 CLAUSES INCORPORATED BY REFERENCE (FAR 52.252-2) (FEB 1998)

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

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

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

1.4 INCENTIVE FEE (FAR 52.216-10) (MAR 1997)

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

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

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

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

(c) Withholding of payment. Normally, the Government shall pay the fee to the Contractor as specified in the Schedule. However, when the Contracting Officer considers that performance or cost indicates that the Contractor will not achieve target, the Government shall pay on the basis of an appropriate lesser fee. When the Contractor demonstrates that performance or cost clearly indicates that the Contractor will earn a fee significantly above the target fee, the Government may, at the sole discretion of the Contracting Officer, pay on the basis of an appropriate higher fee. After payment of 85 percent of the applicable fee, the Contracting Officer may withhold further payment of fee until a reserve is set aside in an amount that the Contracting Officer considers necessary to protect the Government's interest. This reserve shall not exceed 15 percent of the applicable fee or \$100,000, whichever is less. The Contracting Officer shall release 75 percent of all fee withholds under this contract after receipt of the certified final indirect cost rate proposal covering the year of physical completion of this contract, provided the Contractor has satisfied all other contract terms and conditions, including the submission of the final patent and royalty reports, and is not delinquent in submitting final vouchers on prior years' settlements. The Contracting Officer may release up to 90 percent of the fee withholds under this contract based on the Contractor's past performance related to the submission and settlement of final indirect cost rate proposals.

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

(e) Fee payable. (1) The fee payable under this contract shall be the target fee increased by 60 cents for every dollar that the total allowable cost is less than the target cost or decreased by 40 cents for every dollar that the total allowable cost exceeds the target cost. In no event shall the fee be greater than 10 percent or less than 0 percent of the target cost.

(2) The fee shall be subject to adjustment, to the extent provided in paragraph (d) above, and within the minimum and maximum fee limitations in subparagraph (1) above, when the total allowable cost is increased or decreased as a consequence of (i) payments made under assignments or (ii) claims excepted from the release as required by paragraph (h)(2) of the Allowable Cost and Payment clause.

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

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

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

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

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

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

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

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

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

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

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

1.5 ORDER LIMITATIONS (FAR 52.216-9)(Oct 1995)

(a) *Minimum* order. When the Government requires supplies or services covered by this contract in an amount of less than \$0, the Government is not obligated to purchase, nor is the Contractor obligated to furnish, those supplies or services under the contract.

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

(1) Any order for a single item in excess of \$1,000,000;

(2) Any order for a combination of items in excess of \$1,000,000; or

(3) A series of orders from the same ordering office within 5 days that together call for quantities exceeding the limitation in subparagraph (b)(1) or (2) of this section.

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

(d) Notwithstanding paragraphs (b) and (c) of this section, the Contractor shall honor any order exceeding the maximum order limitations in paragraph (b), unless that order (or orders) is returned to the ordering office within 5 days after issuance, with written notice stating the Contractor's intent not to ship the item (or items) called for and the reasons. Upon receiving this notice, the Government may acquire the supplies or services from another source.

1.6 NOTIFICATION OF COMPETITION LIMITED TO ELIGIBLE 8(a) CONCERNS (FAR 52.219-18) (JUN 1999) (Deviation)

(a) Offers are solicited only from small business concerns expressly certified by the Small Business Administration (SBA) for participation in the SBA's 8(a) Program and which meet **the** following criteria at the time of submission of offer--

(1) The Offeror is in conformance with the 8(a) support limitation set forth in its approved business plan: and

(2) The Offeror is in conformance with the Business Activity Targets set forth in its approved business plan or any remedial action directed by the SBA.

(b) By submission of its offer, the Offeror represents that it meets all of the criteria set forth in paragraph (a) of this clause.

(c) Any award resulting from this solicitation will be made to the Small Business Administration, which will subcontract performance to the successful 8(a) offeror selected through the evaluation criteria set forth in this solicitation.

(d)(1) Agreement. A small business concern submitting an offer in its own name agrees to furnish, in performing the contract, only end items manufactured or produced by small business concerns in the United States. The term "United States" includes its territories and possessions, the Commonwealth of Puerto Rico, the trust territory of the Pacific Islands, and the District of Columbia. If this procurement is processed under *simplified acquisition procedures* and the total amount of this contract does not exceed 525,000, a small business concern may furnish the product of any domestic firm. This subparagraph does not apply in connection with construction or service contracts.

(2) The CLASIC contractor will notify the National Aeronautics and Space Administration Contracting Officer in writing immediately upon entering an agreement (either oral or written) to transfer all or part of its stock or other ownership interest to any other party.

1.7 ESTIMATE OF PERCENTAGE OF RECOVERED MATERIAL CONTENT FOR EPA-DESIGNATED PRODUCTS (FAR 52.223-9) (AUG 2000)

(a) Definitions. **As** used in this clause--

"Postconsumer material" means a material or finished product that has served its intended use and has been discarded for disposal or recovery, having completed its life as a consumer item. Postconsumer material is a part of the broader category of "recovered material."

"Recovered material" means waste materials and by-products recovered or diverted from solid waste, but the term does not include those materials and by-products generated from, and commonly reused within, an original manufacturing process.

(b) The Contractor, on completion of this contract, shall--

(1) Estimate the percentage of the total recovered material used in contract performance, including, if applicable, the percentage of postconsumer material content; and

(2) Submit this estimate to Director, Office of Security and Environmental Management, Mail Stop 418.

1.8 RIGHTS TO PROPOSAL DATA (TECHNICAL) (FAR 52.227-23) (JUN 1987)

Except for data contained on pages [REDACTED], it is agreed that as a condition of award of this contract, and notwithstanding the conditions of any notice appearing thereon, the Government shall have unlimited rights (as defined in the "Rights in Data - General" clause contained in this contract) in and to the technical data contained in the proposal dated [REDACTED] upon which this contract is based

1.9 SUBCONTRACTS FOR COMMERCIAL ITEMS AND COMMERCIAL COMPONENTS (FAR 52.244-6) (OCT 1998)

(a) Definitions.

"Commercial item," as used in this clause, has the meaning contained in the clause at 52.202-1 Definitions.

"Subcontract," as used in this clause, includes a transfer of commercial items between divisions, subsidiaries, or affiliates of the Contractor or subcontractor at any tier.

(b) To the maximum extent practicable, the Contractor shall incorporate, and require its subcontractors at all tiers to incorporate, commercial items or nondevelopmental items as components of items to be supplied under this contract.

(c) Notwithstanding any other clause of this contract, the Contractor is not required to include any FAR provision or clause, other than those listed below to the extent they are applicable and as may be required to establish the reasonableness of prices under Part 15, in a subcontract at any tier for commercial items or commercial components:

- (1) 52.222-26, Equal Opportunity (E.O. 11246);
- (2) 52.222-35, Affirmative Action for Disabled Veterans and Veterans of the Vietnam Era (38 U.S.C. 4212(a));
- (3) 52.222-36, Affirmative Action for Workers with Disabilities (29 U.S.C. 793); and
- (4) 52.247-64, Preference for Privately Owned U.S.-Flagged Commercial Vessels (46 U.S.C. 1241) (flow down not required for subcontracts awarded beginning May 1, 1996).

(d) The Contractor shall include the terms of this clause, including this paragraph (d), in subcontracts awarded under this contract.

1.10 MINIMUM INSURANCE COVERAGE (NASA 1852.228-75) (OCT 1988)

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

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

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

(c) Motor vehicle liability insurance written on the comprehensive form of policy which provides for bodily injury and property damage liability covering the operation of all motor vehicles used in connection with performing the contract. Policies covering motor vehicles operated in the United States shall provide coverage of at least 9200,000 per person and \$500,000 per occurrence for bodily injury liability and 520,000 per occurrence for property

damage. The amount of liability coverage on other policies shall be **commensurate** with any legal requirements of the locality and sufficient to meet normal and customary claims.

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

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

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

PART III - LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACHMENTS

Section J - List of Attachments

Exhibit A	Statement of Work, Consolidated Logistics, Administrative, and Scientific Information Contract (CLASIC), June 2001
Exhibit B	Contract Security Classification Specification, DD Form 254
Exhibit C	Installation-Accountable Government Property, June 2001
Exhibit D	Register of Wage Determination and Fringe Benefits, March 28, 2001, Revision No. 22
Exhibit E	Collective Bargaining Agreements, Agreement Between Dyncorp Technical Services, Inc. And District Lodge #74 International Association of Machinists And Aerospace Workers Local 2531 AND Agreement Between NCI Information Systems, Inc. And District Lodge #74 International Association of Machinists And Aerospace Workers Local 2531 including Addendum
Exhibit F	Contract Documentation and Distribution Requirements
Exhibit G	Reserved
Exhibit H	Safety and Health Plan (to be added at contract award)
Exhibit I	Existing Government-Provided Property

The following are located after the last section of this solicitation.

Attachment 1	Safety and Health Plan Instructions
Attachment 2	Cost forms A-C
Attachment 3	Experience and Past Performance Evaluation Form
Attachment 4	Potential for Government Upgrade of Technology Chart
Attachment 5	DRAFT RFP Questions and Answers and Synopsis of Changes
Attachment 6	Contractor-Owned Equipment Available for Purchase
Attachment 7	Initial Staffing Plan Template
Attachment 8	Draft Award Term and Performance Evaluation Plan

Table 7.1 Applicable Laws, Regulations, Standards, and Directives for Video Support Services (SOW 7)

Applicable Laws, Regulations, Standards, and Directives	SOW Area
Federal Regulations, Executive Orders, and Guidance	
Federal Communication Commission (FCC) Regulation	7.1
Other	
Society of Motion Picture and Television Engineers (SMPTE)	7.1
National Television System Committee (NTSC)	7.1

Table 7.2 System Requirements for Video Support Services

Application/System Requirements	SOW Area
(Comparable ODIN seat – SE1	7
Contractor computers must access the Government-furnished systems/applications listed below	7
Microsoft Office – Word, Excel, Powerpoint	7

Government-Furnished Applications/ Systems	SOW Area
Langley-unique systems and applications:	
Work Tracking System – customized 4D database application	7.1
Commercial-off-the-shelf software systems (COTS)	
Virage – Videotape archiving system	7.1
Smoke/Flame – Non-linear digital editing and 2D animation system	7.1
Media 100 – Non-linear editing system	7.1
Softimage – 3D animation software	7.1

Exhibit A
Statement of Work
for
Consolidated Logistics,
Administrative, and
Scientific Information
Contract (CLASIC)

August 3, 2001
Solicitation No. 1-71-SLA.I 131

Exhibit A

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Definitions

AACR 2: Anglo-American Cataloging Rules II

ALA: American Library Association

AMS: Acquisition Management System

APPL: Academy of Program/Project Leadership

Applicable, laws, regulations, directives and standards: Those included in tables at the end of each major SOW section.

ASAP: Aeronautics and Space Access Page – NASA-developed web site that allows access to scientific and technical information from NASA, other Government, and scientific organizations

AV: Audio/visual

CAGE: Contractor and Government Entity

CMTS: Chemical Material Tracking System

CO: Contracting Officer

Concatenate: To link together. referring to linking Postscript files together for printing or on-line dissemination

ConITS: Consolidated Information Technology Services

COSATI: Committee on Scientific and Technical Information.

COTR: Contracting Officer's Technical Representative

COTS: Commercial-off-the-shelf

Curator, web site: The person responsible for publishing and maintaining information on each web page in a web site

DCAA: Defense Contract Audit Agency

DCMA: Defense Contract Management Agency

DLA: Defense Logistics Agency

DRD: Data requirements document

DRMO: Defense Reutilization and Marketing Office

Dublin Core: The Dublin Core Metadata Initiative (DCMI) is an open forum engaged in the development of interoperable online metadata standards that support a broad range of purposes and business models. DCMI's activities include consensus-driven working groups, global workshops, conferences, standards liaison, and educational efforts to promote widespread acceptance of metadata standards and practices.

ECN: Equipment control number

EO: Executive Order

ESP: Employee Suggestion Program

EPRS: Electronic Purchase Request System

FAQ: Frequently asked questions

FAR: Federal Acquisition Regulations

FCC: Federal Communication Commission

FEDLOG: Federal Logistics

FED/MIL: FEDSTRIP or MILSTRIP orders

FEDSTRIP: Federal Standard Requisitioning and Issue Procedures

FEGLI: Federal Employees Group Life Insurance

FEHB: Federal Employee Health Benefits

FP: Fixed price

FPT&M: Fixed price time and materials

FTP: File transfer protocol

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FLIS: Federal Logistics Information System
FY: Fiscal year for Federal Government is Oct. 1 to Sept. 30
GSA: General Services Administration
JCP: Joint Committee on Printing—Congressional committee overseeing all Government printing
HTML: Hypertext markup language
IDJQ: Indefinite delivery indefinite quantity
IFMS: Integrated Financial Management System – Commercial-off-the-shelf software that is being implemented to modernize NASA's business systems into an integrated system for financial management
IT: Information technology
IUP: Infrastructure upgrade proposals
LAPD: Langley Policy Directive
LAPG: Langley Procedures and Guidelines
LaRCNet: Langley network
LC: Library of Congress.
LISAR: Langley Image Scanning, Archival. and Retrieval
LMS: Langley Management System
Local area: within 75 miles of LaRC
LTRS: Langley Technical Reports Server
MARC: Machine readable cataloging
MEC: Multimedia Education Center
Metadata: The data about information that describes content; how, when, and by whom information was published: where it is available: and other data needed to locate the information within a library, data warehouse, or other repository.
MILSTRIP: Military Standard Requisitioning and Issue Procedures
MSC: Media Services Center
NAD: Network attached device – ODIN seat providing connection to LaRCNet
NASA formal reports: All NASA Special Publications (SPs) and NASA Technical Papers (TPs)
NASA GALAXIE: The integrated library system (ILS) used by NASA Libraries to perform various functions of acquisitions, cataloging, circulation, and serials control. NASA GALAXIE uses Sirsi software
NASA Thesaurus: Subject terms used to catalog documents in the NASA RECON system.
NEBA: NASA Employee Benefits Association
Near-site: Within 10-mile radius of LaRC
NEMS: NASA Equipment Management System
NET: NASA Engineering Training
NF: NASA form
NFS: NASA FAR Supplement
NPD: NASA Policy Directive
NPG: NASA Procedures and Guidelines
NPDMS: NASA Property Disposal Management System
NPPS: NASA Personnel and Payroll System
NSMS: NASA Supply Management System
NSP: Net—ork Server Plus (Xerox)
NTSC: National Television System Committee

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OCFO: Office of Chief Financial Officer
OCLC: Online Computer Library Center
ODC: Other direct costs
ODIN: Outsourcing the Desktop Initiative in NASA
OHR: Office of Human Resources
ONR: Office of Naval Research
OP: Office of Procurement
OPF: Official personnel folder
OUM: Organizational Unit Manager
PAL: Phase alternating line – video format
PC: Personal computer – running Microsoft Windows or NT operating system
PCARSS: Plant Clearance Automated Reutilization Screening System
PCO: Patent Counsel Office
PDF: Portable document format – format (readable by Adobe Acrobat reader) commonly used for electronic dissemination of documents
POC: Point of contact
PR: Purchase request
PS: Postscript – page description language commonly used by digital printers
RDO: Raster document object
RECON: Research Connection - NASA developed database that allows access to scientific and technical information from NASA and other Government and scientific organizations
R&I: Receipt and inspection, referring to report indicating acceptance or rejection
SECAM: Sequential Conteur Avec Memoire - video format
SMPTE: Society of Morion Picture and Television Engineers
SOW: Statement of Work
SQL: Standard Query Language
STI: Scientific and technical information
STILAS: Integrated library management software manufactured by Sirsi on which NASA GALAXIE is based
TCPO: Technology Commercialization Program Office
Technographer: a technical co-facilitator who supports the operation of interactive systems used to facilitate remote interactive participation through an electronic meeting system
TIFF: Tagged image file format
TO: Task order
TSP: Thrift Savings Plan
Unit, printing: 1 unit equals single side of 8-1/2 x 11-in. sheet in one color: i.e., 20 double-sided black & white. 8-1/2 x 11-in. sheets are 40 units: 20 double-sided color 8-1/2 x 11-in. sheets are 160 units: 20 double-sided black & white 5-1/2 x 4-1/4-in. sheets are 20 units.
Want List: List of property developed from requests from Agency customers
2D: Two dimensional. referring to animation format
3D: Three dimensional, referring to animation format
4D: 4th Dimension. referring to database software

I. Introduction

The NASA Langley Research Center (LaRC) in Hampton, Virginia has been instrumental in shaping aerospace history for more than eight decades. Established in 1917 as the first national civil aeronautics laboratory, LaRC has become a comprehensive, world-class center for aeronautics, earth science, space technology, and structures and materials research. Further information on the LaRC mission and its contribution to the NASA vision can be obtained from the web site <http://www.larc.nasa.gov>.

This Statement of Work (SOW) covers the requirements for Logistics, Administrative, and Scientific Information support services at LaRC. The statement of **work** is organized into seven sections, or work areas: General Requirements, Information Technology Requirements, Logistics, Administrative Services, scientific Information, Video Support Services, and Technical Library Services. Each section ends with performance standards, which are implemented by the Performance Requirements Summary contained in the Award Term and Performance Evaluation Plan. At the end of each section, tables specify applicable laws, regulations, standards, directives, computer system requirements, and workload.

2. General Requirements

It is anticipated that the services and products required under this contract shall be provided from on-site facilities at the Langley Research Center, located in Hampton, Virginia. Contractor personnel may be required to travel to temporarily provide services off-site. The following requirements apply to all work areas:

- 1) The contractor shall provide on-site staff to manage the services provided by its personnel.
- 2) The contractor shall provide qualified and fully trained personnel to provide the services required. The majority of the requirements encompassed by this contract will necessitate that personnel have prior relevant experience. The Government will provide training to support specialized systems and equipment in Government-equipped facilities. The contractor shall provide training required for professional employee development or for maintaining existing skills of contractor personnel.
- 3) Contractor personnel with access to classified information shall comply with applicable classified information security procedures. The contractor shall develop for the Contracting Officer's approval and then execute an information protection plan to ensure protection of proprietary, Privacy Act, confidential business, export-controlled, or other sensitive information. The plan shall include an awareness program and the use of non-disclosure statements.
- 4) All contractor personnel shall identify their company affiliation when answering or making telephone calls and sending email and when attending meetings where Government personnel or representatives from another contractor firm are present. The Government will provide all contractor personnel with a LaRC Contractor Employee Badge, which they shall wear while performing duties.
- 5) The contractor shall provide all resources (except as may be expressly stated in this contract as furnished by the Government) necessary and/or incidental to the performance of the work areas identified below. All vehicles furnished by the contractor shall be neat in appearance, in good state of repair, and display the company name.

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- 6) The contractor shall establish and maintain a current and effective system of work control and scheduling, customer support, and problem follow-up and resolution. The contractor shall develop, maintain, and follow internal operating procedures, including procedures for accepting work from LaRC personnel and assigning it to contractor personnel. These procedures shall be delivered to the Government for review and approval in accordance with Exhibit F, Contract Documentation and Distribution Requirements. The contractor shall make changes as needed to conform with changes to NASA policies and procedures. The contractor shall submit any revisions to procedures to the Government prior to implementation. For each work area, a continuity file shall be prepared and maintained detailing tasks being performed, operating procedures, information on file location and content, and samples of standard reports being produced. These folders shall be updated annually and submitted to the Government for review and approval in accordance with Exhibit F. Other report deliverables required by the Government to perform Government functions or monitor contractor performance are listed in Exhibit F; the contractor shall propose report content and format to the Government for acceptance.
- 7) Work shall be performed in accordance with applicable laws, regulations, standards, and directives, and listed in Table 2.1 and in tables in subsequent sections. All official records maintained by the contractor shall be filed, retained, and disposed of in accordance with NASA Policy Directive (NPD) 144 1.6, Records Management: NASA Procedures and Guidelines (NPG) 144 1.1, NASA Records Retention Schedules, and Langley Policy Directive (LAPD) 1440.1, Records Management Program.
- 8) NASA's safety priority – protecting (1) the public, (2) astronauts and pilots, (3) NASA workforce (including contractors working on NASA contracts), and (4) high-value equipment and property – shall be incorporated into every aspect of performance of this contract. The contractor shall establish and administer a safety and health program that stresses safety in the workplace through strict adherence to all applicable health, safety, and environmental regulations.
- 9) Plan, project and track costs for each of the following SOW areas: Logistics, Administrative Services, Scientific Information, Video Services, and Technical Library Services. These costs shall be broken down for each subarea of the SOW (e.g., 4.1 General Transportation and Delivery Services).

2.1. Performance Standards

The following standards will be applied in determining management and safety performance. Performance metrics and method of surveillance are included in the Performance Requirements Summary in the Award Term and Performance Evaluation Plan.

- | | |
|----------|--|
| SOW 2 | Comply with contract terms and conditions |
| SOW 2 | Use adequate and sound management systems such as purchasing and subcontracting, time and attendance, property control, and delivery order management. |
| SOW 2 | Corporate management provides valuable, timely assistance, and support to local staff |
| SOW 2(2) | Provide qualified, fully trained personnel to perform work at all times. |
| SOW 2(3) | Ensure that personnel understand sensitivity of information and properly protect sensitive and classified information. |

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- SOW 2(6) Maintain up-to-date internal operating procedures and ensure that personnel follow them.
- SOW 2(6) Deliver accurate reports on schedule: daily reports by 10:00 a.m., weekly reports by close of business first working day of week, monthly reports by 5th working day of month, quarterly **and** annual reports by 15th working day of the period, or as specified in Exhibit F)
- SOW 2(6) Proactively identify and resolve problems (within contractor-s control) without Government intervention.
- SOW2(8) Contractor personnel work in safe environment and are cognizant of **risks** and safety measures required to protect (1) the public, (2) pilots and astronauts, (3) Government and contract employees, and (4) high-value equipment.

Laws, Regulations, Directives, and Standards	SOW Area
NASA and Langley Directives	
NPD 1440.6 NASA Records Management	2, 4 to 9
NPG 1441 1 NASA Records Retention Schedules	2, 4 to 9
LAPD 1440.1 Records Management Program	2, 4 to 9
NPG 8715 1 NASA Safety and Health Handbook Occupational Safety and Health Programs	2, 4 to 9
NPG 8715 3 NASA Safety Manual	2, 4 to 9

3. Information Technology (IT) Requirements

The contractor shall furnish all computer equipment and software (such as desktop computers and office software) for their use on this contract and shall provide all system administration and end user support for these systems. Any specialized software, hardware, and equipment provided by the Government will be specified either in particular SOW areas or in Exhibit C, Installation-Accountable Government Property.

1) The contractor shall operate and maintain information systems necessary to perform the requirements of this SOW and ensure adequate, cost effective, efficient, and timely computerized support of all functions. The contractor shall develop or purchase additional systems to support new requirements, automate existing requirements, and pursue opportunities to utilize information systems to enhance integration across functions. The contractor shall identify and propose system improvements and enhancements to Government-furnished facilities to benefit operations or achieve cost savings through further automation, software development/acquisition, or innovation.

2) The contractor shall maintain their software versions and hardware specifications in accordance with NASA Langley standards and schedules as implemented under the Outsourcing the Desktop Initiative in NASA (ODIN) contract (<http://www.odinlarc.com>). The ODIN contract has a provision that allows a NASA contractor to consider contractins directly with the ODIN contractor for computer hardware, maintenance, and support.

The Government will provide telephones and network attached device (NAD) connections to the LaRC network (LaRCNet) as required for contractor personnel and equipment located on-site through the NASA ODIN contract. The contractor's system administrator shall inform the Government of requirements for NADs. As part of ODIN NAD services, the ODIN contractor will provide central calendar, email service, network time service, directory service, central LaRC Microsoft Windows domain, antivirus software for PC and Mac computers, and public key infrastructure (PKI) encryption software where required. The ODIN help desk will provide basic assistance for Eudora, Netscape, and Meeting Maker. Under LaRC's licensing agreements, the CLASIC contractor will be provided licenses to Eudora email and Netscape browser, and the contractor is expected to use these licensing agreements. Use of the LaRC telephone, network, and email systems is for official use only, with some exceptions permitted as defined in LAPD 2510.1, Appropriate Use of NASA Langley Research Center Information Technology Resources. There should be no expectation of privacy on any of these systems. All contractor systems on LaRCNet shall be meet the security requirements of NPG 2810.1, Security of Information Technology, and LAPD 2810.2, Minimum Information Technology Security Requirement for LaRCNet.

4) Information technology is expected to continue to change rapidly requiring the Government to upgrade technology with impact to all work areas over the entire term of this contract. Contractor personnel must be able to embrace technology innovation, develop skills with new technology, adjust workflow, and modify work procedures.

3.1. Performance Standards

The following standards will be applied in determining management performance. Performance metrics and method of surveillance are included in the Performance Requirements Summary in the Award Term and Performance Evaluation Plan.

- SOW 3(1) Provide IT equipment and software adequate to permit excellent performance and remain compatible with Government systems.
- SOW 3(3) Use Government network, email, and telephone systems for official use only.
- SOW 3(3) Meet IT security requirements of NPG 2810.1.
- SOW 3(4) Adjust work processes and train personnel to capitalize on new technology.

Table 3.1 Applicable Laws, Regulations, Directives, and Standards for Information Technology Requirements (SOW 3)

– Applicable Laws, Regulations, Directives, and Standards	SOW Area
NASA and Langley Directives	
NPG 2810.1, Security of Information Technology	3
LAPD 2810.1, Appropriate Use of NASA Langley Research Center Information Technology Resources	3
LAPD 2810.2, Minimum Information Technology Security Requirement for LaRCNet	3

4. Logistics

The contractor shall provide comprehensive logistics services covering all aspects of general transportation and delivery, vehicle maintenance and control, materials management and warehouse operations, tool crib operation, property storage and disposal, NASA excess property screening, shipping and receiving operations, equipment management, correspondence and records management, and carpet installation (as IDIQ). Warehousing facilities totaling 83,000 square feet are provided on-site to support materials management, warehouse operations and property storage and disposal. All activities shall be performed in accordance with the applicable laws, regulations, and standards in Table 4.1. All vehicles shall be operated in compliance with Virginia Department of Motor Vehicles laws and regulations. All contractor personnel in affected task areas must adhere to safety requirements specified in LAPG 1740.2 Facility Safety Requirements; LAPG 1740.4 Personnel Protection—Clothing and Equipment; LAPG 1740.6 Personnel Safety Certification; and comply with 29 CFR Part 1910—Occupational Safety And Health Standards. System requirements are specified in Table 4.2. The Contractor shall develop for Government approval a method of soliciting and assessing customer satisfaction on a monthly basis for all of the service in SOW 4. Specific services include the following at the workload levels specified in Table 4.3:

4.1. General Transportation and Delivery Services

Provide all aspects of transportation services including general transportation, mail and package delivery, and moving services. All transportation and delivery services shall be provided from 7:30 a.m. to 4:00 p.m. on all working days. Required services include the following;

- 1) Provide on-call bus service (using a Government-provided bus) for the following: round-trip service between LaRC, NASA Headquarters, and Goddard Space Flight Center (12-hour day), local-area (within 75-mile radius) trips, and miscellaneous long-distance day trips including Wallops Flight Facility. Trips may occur outside normal working hours and on weekends.
- 2) Pick up and deliver equipment, materials, and supplies (including hazardous materials, sensitive instruments, and classified materials) to and from approximately 235 on-site facilities and 30 near-site (10-mile radius) locations. Secret clearance is required.
- 3) Relocate cargo and compressed gas trailers (greater than 26,001 lbs.) on-site and off-site (approximately 150-mile radius). Drivers shall assist in loading and off-loading activities.
- 4) Provide for the complete operation of the LaRC mail processing and distribution program from a Government-equipped Mail Center. All incoming mail shall be examined using the Government-provided s-raq machine. Research addresses for misaddressed or unaddressed mail pieces using the LaRC Locator system. Perform one daily (Monday - Friday) scheduled mail/package pick-up and delivery to approximately 275 on-site and 25 near-site mail stops. Perform at least three pick-ups and deliveries between the LaRC Mail Center and the correspondence management operation (SOW 4.9) located in the LaRC Headquarters building (Building 1219). Operate a Government-provided metered mail system to meter outgoing mail. Assure the accountability for all controlled mail (registered, certified, and insured). Maintain and update the Mail Stop Custodians Database on a monthly basis.
- 5) Provide comprehensive moving services for the relocation of office furnishings, equipment, and associated items to accommodate personnel moves. Collaborate with communications,

Exhibit A

logistics, and related functions in establishing move schedules. Additionally, deliver furniture (primarily originating in the on-site furniture warehouse) to LaRC buildings, and pick up and return excess furniture to the furniture warehouse. Uncrate and assemble new furniture. Clean and perform minor repairs on used furniture items reissued to customers from the warehouse. Pick up Government furniture from GSA furniture warehouses in Franconia, Virginia, approximately 2 times annually.

- 6) Distribute customer surveys to all Center Mail Stop Custodians on a monthly basis.

4.2. Vehicle Maintenance and Control

Provide comprehensive maintenance and repair and fleet management for LaRC vehicles as follows:

- 1) Provide preventive maintenance and repair (in accordance with manufacturers' specifications) to general purpose and special purpose Government-owned vehicles using a Government-equipped facility. Vehicle types include sedans, pickup trucks, vans, stake-body trucks/step vans, riding lawnmowers, scooters, aircraft "tugs", forklifts, and other types of equipment to include trailers, pumps, and generators as well as bicycles. The vehicle fleet profile is listed in Table 4.4. Services include vehicle cleaning, replacement of automotive parts to manufacturer specification, and mechanical repairs. Automotive body repair and painting shall be provided through off-site commercial sources. Provide towing for off-site service calls.
- 2) Provide a complete Government-owned vehicle control operation using ExtraFleet fleet management system. Services include scheduling and issuing general-purpose vehicles, providing on-the-spot response to on-site service calls, and dispensing and tracking Government-provided fuel used. Reorder fuel as required.
- 3) On a monthly basis, the contractor shall distribute customer surveys to all customers who use vehicles.

4.3. Materials Management and Warehouse Operations

Provide comprehensive materials management and warehouse operations on all working days as follows:

- 1) Operate the LaRC Stockroom. Provide "over-the-counter" operations from 7:00 a.m. to 4:00 p.m. all working days. Order, receive, bin, warehouse, maintain, and issue stock items; conduct inventory and validation in accordance with applicable regulations. The NASA Supply Management System (NSMS) shall be utilized to support these functions. Extract information from NSMS to support recurring and ad hoc reports related to stock management. Distribute customer surveys to all customers receiving services from the Stockroom Operations
- 2) Utilize the NSMS and other Government-provided automated systems such as Federal Logistics (FEDLOG) data on compact disc and Federal Logistics Information System (FLIS) to manage stockroom inventory consisting of approximately 5,000 line items. Generate purchase requests for replenishment of stores and standby stock using the Electronic Purchase Request System (EPRS); optimize stock levels in accordance with approved internal operating procedures; manage acquisitions according to Federal Standard Requisitioning and Issue Procedures (FEDSTRIP), Military Standard Requisitioning and

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Issue Procedures (MILSTRIP), and commercial purchase procedures: and process inventory adjustments.

- 3) Input data related to requests for stock issue into NSMS. Ensure that necessary authorizations required in NSMS are obtained prior to issuing special items (such as safety-related or those requiring functional or supervisory approval). Resolve out-of-balance stock discrepancies in accordance with approved internal operating procedures. Notify requesters when items are out of stock. Work stoppage stock requests have highest priority and shall be immediately filled. Urgent stock requests shall be given next highest priority.
- 4) Perform metal cutting and burning operations in a Government-equipped facility involving approximately 800 items. Provide rough cuts of stock metal based on requester's written dimensions, sketches, or drawings; set up and operate equipment including mobile and fixed lifting devices necessary to position heavy plate metal; and make final cuts in accordance with specifications. Operate industrial band saws, large rotary cut-off saws, power shears, cutting torches, and shape cutting machines.
- 5) Input transactions and maintain LaRC as an active participant in the Federal Cataloging Program. Maintain the on-line LaRC Stores Stock Catalog. Interact with the General Services Administration (GSA) and the Defense Logistics Agency (DLA) regarding registration and withdrawal actions, collaborations, and item reduction studies. Annually screen and report LaRC's Stores Stock Catalog specifications against the Defense Logistics Services Center's file.
- 6) Schedule and perform material physical inventories in accordance with NPG 4100.1D, NASA Material Inventory Management Manual, utilizing the NSMS and Program Stock Management System. Identify and research physical inventory discrepancies, analyze results, and recommend corrective actions for Government approval.
- 7) Screen all Government-initiated purchase requests against existing Federal Product Descriptions to assess accuracy of description, assign proper object class codes, and determine availability from Federal sources. If the request is available from Federal sources, place the order using NSMS. If not available from Federal sources, input commercial buy information into NSMS.
- 8) Maintain hardcopy files for LaRC Purchase Requests/Purchase Orders for non-stock FED/MIL orders and Issue Release/Receipt Documents for all FED/MIL orders.
- 9) Manage the distribution of gas cylinders from stock. Input gas cylinder data into the Government-provided Chemical Material Tracking System (CMTS) for all incoming non-stock gas cylinders centrally received. Conduct tri-annual inventory and validation of all gas cylinders on the Center (stock and non-stock) in accordance with NPG 4100.1D. Validate invoices for demurrage/rental payments of cylinders on Center using CMTS and information available through EPRS and provide to the Government for signature. Manage the distribution of liquid oxygen and liquid nitrogen from stock. Prepare shipping documents for the return of gas cylinders.
- 10) Test new releases of NSMS (typically 2-5 new releases per year). Test in accordance with a Government-provided test plan, and report orally on results to the NSMS Software Manager.

4.4. Tool Crib Operation

Operate a Government-provided machine shop tool crib consisting of approximately 1,000 line items from 7:00 a.m. to 3:30 p.m. all working days. Issue or accept tools, maintain tool catalogs, stay current with advancing tool technology and development, and assist NASA personnel in identifying tool requirements. Receive, bin, and maintain items ordered from the LaRC Stockroom. Identify precision hand tools in need of calibration and prepare documentation in accordance with approved procedures. Maintain Government-provided automated and manual records systems. Perform inventory and validation of the entire tool crib over a period of 5 years with approximately 20% inventoried on an annual basis.

4.5. Property Storage and Disposal

Provide complete property storage and disposal services including receipt and inspection, storage, warehousing, retrieval and issuance, inventory control, and housekeeping as follows:

- 1) Provide storage services for materials, publications, supplies, and equipment in on-site warehouse facilities. Process storage transactions in a Government-provided storage system relating to the storage or release of materials, publications, supplies, or equipment.
- 2) Process idle, excess, and surplus property for reutilization, transfer, sale, and disposal in accordance with applicable standards. Items shall be received and entered in the NASA Property Disposal Management System (NPDMS). Check hard drives in excessed computers to ensure that they were cleaned properly. Property shall be separated and sorted based on its reutilization potential (i.e., for redistribution on-site, to NASA or to other Government activities or for transfer to school districts and other eligible recipients), potential for exchange (trade-in) or open market sale, and lack of potential usefulness (i.e., property that should be scrapped). Prepare surplus property for NASA sale and group into lots to minimize the cost of the sales process while obtaining an optimum level of sales receipts. All property (except for property bearing precious metals) shall be reported to the General Services Administration through NPDMS. Property bearing precious metals shall be transferred to the Defense Reutilization and Marketing Office (DRMO). All property shall be controlled for its protection and safeguarding until it is reutilized, transferred, or otherwise disposed of in accordance with applicable standards. Maintain status of property in NPDMS from receipt to final disposition.
- 3) Deliver and retrieve on an on-call basis approximately 70 Government-owned dumpsters ranging in size from 2 cubic yards to 4 cubic yards used for on-site collection of non-toxic scrap waste and scrap metals. Dispose of scrap waste. The collection, handling, and disposal of scrap metal shall be conducted in accordance with applicable regulations and in a manner that maximizes the sales proceeds to the Government. Accordingly, all scrap metals shall be segregated to the maximum extent practicable. Strict record-keeping and reporting requirements shall apply.
- 4) On a monthly basis, the contractor shall distribute customer surveys to all customers who receive storage or disposal services.

4.6. NASA Excess Property Screening

Provide Agency-wide services by assessing and contributing to a "Want List" of NASA property requirements. Visit approximately 150 sites annually (within a Government-defined travel budget) including all NASA installations, Defense Reutilization and Marketing Offices, and

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other governmental installations nationwide. Determine the availability of idle/excess property, "freeze" or reserve such property, prepare all required documentation to transfer property to NASA recipient, and coordinate physical transfer. Screen all DOD Industrial Plant Equipment Requisitions (DDF 1419) against automated federal disposal systems to determine whether property is available through excess. Utilize Plant Clearance Automated Reutilization Screening System (PCARSS) to screen all LaRC contract and grant excess property to determine whether there is an LaRC need for the property. Process requisition and ensure delivery of property. Track and report monthly the metrics posted on the LaRC Surplus Property Program web site. Update metrics on web site quarterly. Distribute customer surveys to all customers who receive excess/surplus property.

4.7. Shipping and Receiving Operations

Perform shipping and receiving services as follows:

- 1) Provide complete shipping services for out-bound domestic and foreign shipments in compliance with Export Control Regulations and approved procedures. Assess all requirements and effect the most efficient, effective, and economical mode of conveyance. Extreme care shall be exercised in packaging of hazardous materials and sensitive items in accordance with applicable regulations.
- 2) Offload, inspect, receive, and distribute all in-bound shipments received at the warehouse of non-controlled equipment, stock and non-stock supplies, and materials. Receive, inspect, tag and distribute all controlled equipment and related components whether received centrally or at user site in accordance with approved procedures. User sites include approximately 265 on- and near-site facilities. Maintain copies of purchase orders and contracts generated by the Office of Procurement. Verify compliance with purchase order/contract specifications and prepare documentation related to Government acceptance or rejection. Approximately 20% of the work, requiring time-intensive processing, shall be sustained during the months of September and October. Schedule reports from NEMS and NSMS with the Central Business Computing Center to support recurring and ad hoc reports. Answer telephone calls from customers and assist walk-in customers requesting status of property and picking up property.
- 3) Process stock turn-ins by entering data into NSMS and returning item(s) to stock.
- 4) Occasional trips within local area shall be required to coordinate shipments and receipts (less than 1%) with U.S. Customs Service.
- 5) Distribute customer surveys to all recipients of shipping and receiving services.

4.8. Equipment Management

Provide comprehensive equipment management support as follows:

- 1) Enter and update data in the computerized NASA Equipment Management System (NEMS) 53,000-item database (expected to decline to 43,000 items over the next three years), maintaining accurate and standardized data elements. Update NEMS as changes are received from Industrial Property Officer, Property Loan Officer, and Property Custodians. Enter data from Receipt & Inspection (R&I) Reports for all incoming controlled equipment, ensuring that the financial data for all line items are captured and the NEMS database is updated. Note that the last two weeks of September and first several days of October each year constitute the peak performance period, approximately 20 percent of R&I workload, to close

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the Center's financial records. Determine, schedule with the Central Business Computing Center, and distribute all reports generated from the NEMS system. Schedule, distribute, and expedite return of property custodian reports. Enter all changes annotated on returned reports into NEMS. Perform follow-up action on shipping documents for equipment temporarily off-Center to ensure equipment has been returned. Review the Central Transfer file on a monthly basis to ensure all equipment transactions on the file that apply to LaRC have been processed per NPG 4200.1E. NASA Equipment Management Manual.

- 2) Coordinate annual equipment walkthrough by Organizational Unit Managers (OUM) per NPG 4200.1E. Distribute notification letters to OUMs, collect data, and compile data by organization and action required, and provide report to NEMS Equipment Manager. Annually submit a report on the total dollar value of non-controlled equipment transferred to other NASA Centers and other Government agencies during the fiscal year. Maintain all files pertaining to NEMS transactions: magnitude of these files requires archiving storage strategy (such as microfilming or scanning).
- 3) Conduct a biannual comprehensive equipment inventory. The inventory shall include the following as detailed in the NPG 4200.1E: Verify the recorded equipment on hand, confirm or determine current location and custodial responsibility for equipment, identify unrecorded equipment that qualifies for control, locate or identify missing equipment, identify obviously unused or underutilized equipment, and identify equipment obviously in need of repair or rehabilitation. Inventory cycle and type will be at the discretion of the Government. Schedules will be established to ensure that monthly progress reflects a projected timely completion of the inventory cycle. Government property custodians shall be provided comprehensive account data in advance of scheduled inventories, account discrepancies discovered during inventories, and final results of inventories. Final results of inventories shall also be provided to cognizant OUMs. The complete inventory cycle shall be closed within established schedules. Provide quarterly progress report on status of inventory and details of inventory results. Provide inventory progress and statistics on an annual basis for preparation of the annual report to the Center Director. A comprehensive final inventory report shall be prepared documenting overall results. Distribute customer surveys to all Property Custodians whose accounts are inventoried.
- 4) Maintain supply of Government-provided equipment control tags. Maintain accurate logbook tracking equipment control numbers (ECN), purchase order of equipment, and date.
- 5) Test new releases of NEMS (typically 2-4 new releases per year). Test in accordance with a Government-provided test plan, and report orally on results to the NEMS Software Manager.

4.9. Correspondence and Records Management

Provide centralized correspondence and records management services:

- 1) Screen, analyze, and prioritize incoming (from the LaRC Mail Center) and outgoing (originating in Building 1219) mail, correspondence, publications, reports, and directives. Stamp incoming correspondence with date, time, and sequential 4-digit document locator number. Based on approved internal operating procedures, copy and distribute correspondence, faxes, and other documents. Determine whether material should be entered into the LaRC official filing system in accordance with LAPD 1460.1. Mail Management, and distribute.

Exhibit A

- 2) File official incoming and outgoing correspondence by document locator number. Assign action-due suspense dates, and follow up on past-due actions. Research LaRC's automated filing system to locate cross-reference material and on a daily basis add cross-reference material to existing automated files. Access the centralized database file system to retrieve information when requested.
- 3) Notify recipients, arrange pickup and delivery. and track special courier or expedited express mail and facsimile messages. Prepare records for microfilming monthly in accordance with approved procedures. and verify the accuracy of the finished product. Ensure that classified materials are handled in accordance with applicable security procedures. Maintain a record of all incoming checks and forward them daily to Financial Management. Send, receive. and deliver facsimiles.
- 4) Provide file copies for Research Information Management (RIM) and Langley Technical Library, on correspondence regarding conferences, papers. and lectures.
- 5) Sort and deliver mail for approximately 15 mail stops in LaRC Headquarters Building (Building 1219).
- 6) Distribute customer surveys to all those receiving correspondence and records management services.

4.10. Performance Standards

The following performance standards will be applied in the Logistics work area. Performance metrics and method of surveillance are included in the Performance Requirements Summary in the Award Term and Performance Evaluation Plan.

SOW 4 Ensure customer satisfaction in all areas.

SOW 4 Ensure accurate data entry into all systems.

SOW 4.1 Pick up and deliver equipment, materials and supplies within 8 working hours.

SOW 4.1 Provide scheduled and secure messenger service.

SOW 4.1 Provide on-time round-trip bus service between LaRC, NASA Headquarters, and Goddard Space Flight Center and local-area trips.

SOW 4.1 Relocate cargo and gas trailers within 8 working hours.

SOW 4.1 Receive and sort 1st class mail within 6 working hours and 3rd and 4th class mail within 16 working hours.

SOW 4.1 Research addresses for improperly addressed mail within 16 working hours.

SOW 4.1 Meter all outgoing mail the same day it is received.

SOW 4.1 Call recipients of special courier mail for pickup within 1_ working hours.

SOW 4.1 Pick up and deliver mail according to schedule at all officially assigned mail stops.

SOW 4.1 Relocate personnel according to schedule.

SOW 4.1 Pick up and deliver furniture without damage.

SOW 4.2 Ensure a high degree of fleet readiness.

SOW 4.2 Accurately track fuel dispensed.

SOW 4.3 Provide good customer service in issuing stock including urgent issues and work stoppage issues.

SOW 4.3 Issue stock requests for "work stoppage" issues, urgent issues. and regular issues within 0.5, 2, and 12 working hours of receipt, respectively.

SOW 4.3 Enter stock request forms using the NSMS within 6 working hours.

Exhibit A

- SOW 4.3 Maintain an inventory sufficient to satisfy a minimum of 92 percent of ail requests for stock issue.
- SOW 4.3 Screen purchase requests within 3 working hours.
- SOW 4.3 Input FED/MIL direct-buy requisitions using the NSMS within 6 working hours.
- SOW 4.4 Issue correct tool upon request.
- SOW 4.4 Maintain an inventory of tools calibrated and ready to fill 97% of requests.
- SOW 4.5 Process storage transactions within 2 working days and disposal transactions within 2 working days.
- SOW 4.5 Ensure the efficient and safe use of warehouse space and equipment.
- SOW 4.6 Maintain an up-to-date "Want List" of NASA property requirements.
- SOW 4.6 Locate and coordinate the transfer of excess Government property to **NASA** installations.
- SOW 4.6 Screen contract/grant excess property, process requisition. and ensure delivery within 20 working days.
- SOW 4.6 Screen DDF 1419 requests within 8 working hours.
- SOW 4.7 Properly package and process outbound shipments within 5 working hours.
- SOW 4.7 Process incoming shipments (including receipt, inspection, and tagging of controlled equipment received centrally and at user site) within 12 working hours (8 working hours during Sept.-Oct.).
- SOW 4.7 Process turn-ins of stores stock within 3 working days.
- SOW 4.8 Process all NEMS transactions within 12 working hours.
- SOW 4.8 Verify shipping documents within 15 working days.
- SOW 4.8 Ensure that equipment transfers are receipted and processed in the Central Transfer File within 35 working days.
- SOW 4.8 Maintain adequate supplies of equipment control tags and an accurate logbook.
- SOW 4.8 Conduct a comprehensive biannual equipment inventory.
- SOW 4.9 Process and distribute incoming mail within the LaRC Headquarters building within 5 working hours.
- s o w 4 . 9 Correctly file incoming and outgoing correspondence on a daily basis.
- SOW 4.9 Maintain up-to-date status of action items.
- s o w 4 . 9 Expedite distribution of express mail and facsimile messages.
- SOW 4.9 Accurately record incoming checks on daily basis.
- s o w 4 . 9 Independently research files to obtain reference material for customers.
- SOW 4.9 Research automated filing system daily to locate and add cross-references within 16 working hours.

Exhibit A

Table 4.1 Applicable Laws, Regulations, Standards, and Directives for Logistics (SOW 4)

Federal Regulations, Executive Orders, and Guidance	
29 CFR Part 1910—Occupational Safety And Health Standards	4.1, 4.2, 4.3, 4.4, 4.5, 4.6, 4.7, 4.8, 4.9
39 CFR Chapter 1 Parts 1-999 United States Postal Service	4.1
CFR 41, Ch. 101-29 Federal Product Descriptions	4.3
CFR 41 101-42 Utilization and Disposal of Hazardous Materials and Certain Categories of Property	4.5
Executive Order (EO) 13101, Greening the Government through Waste Prevention, Recycling, and Federal Acquisition	4.3, 4.5, 4.7
EPA Comprehensive Procurement Guidelines (CPG) Program	4.2, 4.3, 4.5, 4.7
EO 13148, Greening the Government Through Leadership in Environmental Management.	4.5
EO 13149 Greening the Government Through Federal Fleet and Transportation Efficiency	4.2
NASA and Langley Directives	
LAPG 1740.2. Facility Safety Requirements	4
LAPG 1710.4. Personnel Protection - Clothing and Equipment	4
LAPG 1740.6. Personnel Safety Certification	4
NPD 1490.1E. NASA Printing, Duplicating, Copier, Forms and Mail Management	4.1, 4.9
LAPD 1440.6. Records Management Program	4.1, 4.9
LAPD 1460.1, Mail Management	4.1, 4.9
NPD 1440.6E, NASA Records Management,,	4.1, 4.9
LAPD 6000.1, Transportation Management	4.1
NPD 6000.1, Transportation Management	4.1
LAPD 6000.3, Motor Vehicle Management	4.2
NPG 6000.1E, Requirements for Packaging, Handling, and Transportation ... Equipment and Associated Components	4.1
LAPD 6000.2, Incoming and Outgoing Shipments	4.7
NPD 4100.1, Supply Support and Material Management Policy	4.3
NPG 4100.1D, NASA Materials Inventory Management Manual	4.3
NPG 8830.1, Affirmative Procurement Plan for Environmental Preferable Products	4.3
NPD 4300.1, NASA Personal Property Disposal Policy Directive	4.5
NPG 4300.1A, NASA Personal Disposal Procedures and Guidelines	4.5
NPG 4310.1, NASA Identification and Disposition of NASA Artifacts Guidelines	4.5
LAPD 4300.2, Langley Recovery of Precious Metals Policy Directive	4.5
NPG 4200.1E, NASA Equipment Management Manual	4.7, 4.8
NPG 4200.2B, NASA Equipment Management Manual for Property Custodians	4.8
LAPD 4200.6, Management and Accountability of Special Equipment Which Does Not Meet the Criteria for Control	4.8
NPG 1441.1C, NASA Records Retention Policy Guidance	4.9
NPG 1450.10C, NASA Procedures and Guidelines, NASA Correspondence Management and Communications Standards and Style	4.9
Other	
The Sustaining Engineering Support for Agencywide Administrative Systems (SESAAS)	4.3, 4.5
User and Operations Guide for the NSMS,	

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Applicable Laws, Regulations, Standards, and Directives	SOW Area
http://www1.msfc.nasa.gov/sesaas/nsms/ http://www1.msfc.nasa.gov/sesaas/npdms/ http://www1.msfc.nasa.gov/sesaas/nems/	

Exhibit A

Application/System Requirements	SOW Area
Comparable ODIN seat: GP2	4
Contractor computers must access the Government-furnished systems/applications listed below	4
Commercial-off-the-shelf software (COTS)	
ExtraFleet fleet management software	4.2

Government-Furnished Applications/ Systems	SOW Area
Federal systems:	
Federal Logistics Information System (FLIS) – Web-based information system	4.3
Defense Logistics Agency DAASC Automated Message Exchange System (DAMES)	4.3
Defense Reutilization and Marketing Service (GRMS) – Web-based information system	4.5, 4.6
Federal Excess Disposal System (FEDS) – Web-based information system	4.5, 4.6
Computers for Learning – Web-based information system	4.5
General Services Administration Auctions – Web-based information system	4.5
LaRC Surplus Property Program – Web-based information system	4.5
Plant Clearance Automated Reutilization Screening System (PCARSS) - Web-based information system	4.6
NASA mainframe applications:	
NASA Supply Management System (NSMS)	4.3, 4.5, 4.7
NASA Property Disposal Management System (NPDMS)	14.5, 4.6
NASA Equipment Management System (NEMS)	4.5, 4.7, 4.8
Acquisition Management System (AMS)	4.3, 4.7, 4.8
User applications:	
Ad hoc/user written programs are available for all NASA systems - Natural programs written to perform queries and other functions	4.3, 4.5, 4.7, 4.8
Langley-unique systems and applications:	
Mail Stop Custodians Database – Mainframe application	4.1
LaRC Locator System—on-line database of location information for LaRC staff	4.1, 4.9
Electronic Purchase Request System (EPRS) - LaRC server-based database	4.3, 4.7, 4.8
LaRC Stores Stock Catalog - On-line web-based application	4.3
Storage System – Mainframe application	4.5
Chemical Management Tracking System (CMTS) – Web-based information system	4.3
Liquid Nitrogen – Mainframe application	4.3
Automated Tool Crib records system	4.4
LaRC Surplus Property web site	4.6
Central Correspondence Filing System – Mainframe application	4.9

Exhibit A

Table 4.3 Workload for Logistics (SOW 4)

Workload for General Transportation and Delivery Services (SOW 4.1)		
Function	Estimated quantity	Timeframe
On-call shuttle-bus trips	36	Annually
On-call local-area trips	150	Annually
Items picked up and delivered	80,000	Annually
On-site cargo and gas trailer relocations	30	Annually
Off-site cargo and gas trailer relocations	12	Annually
Incoming pieces of mail (Post Office)	300,000	Annually
Incoming express pieces of mail	9,500	Annually
Incoming certified pieces of mail	500	Annually
Incoming registered pieces of mail	250	Annually
Incoming insured pieces of mail	50	Annually
Pieces of internal mail (messenger envelopes)	375,000	Annually
Outgoing pieces of mail (metered)	150,000	Annually
Outgoing certified pieces of mail	650	Annually
Outgoing registered pieces of mail	75	Annually
Outgoing insured pieces of mail	25	Annually
Personnel moves requiring relocation of furniture and associated items	600	Annually
Pieces of furniture delivered from warehouse	1000	Annually
Pieces of furniture picked up and returned to warehouse	3000	Annually
Pieces of new furniture uncrated and assembled	1000	Annually

Workload for Vehicle Maintenance Services (SOW 4.2)		
Function	Estimated quantity	Timeframe
General-purpose and special-purpose vehicles maintained	500	
Bicycles maintained	60	
No. of trips for which general-purpose vehicles are issued	2000	Annually
On- or off-site service calls	600	Annually
Gallons of fuel dispensed and tracked	85,000	Annually

Exhibit A

Workload for Materials Management and Warehouse Operations (SOW 4.3)		
Function	Estimated quantity	Timeframe
Percent regular	60%	
Percent urgent	20%	
Percent work stoppage	20%	
Metal cuts performed	10 000	Annually
Receipts of metal shipments	850	Annually
Metal items issued	2,500	Annually
Data entries in NSMS (adding ordered items)	20,000	Annually
Purchase requests screened	8000	Annually
Fed/Mil direct buys	20	Monthly
Commercial direct buys	600	Monthly
Shipping documents prepared for return of gas cylinders	125	Annually
NSMS input transactions processed (catalog change transactions)	1000	Annually
GSA or DLA actions collaborations and studies	100	Annually
LaRC PR/POs for non-stock FED/MIL orders	3000	Annually
Issue release/Receipt Documents for FED/MIL orders	3000	Annually
Stores Stock Items Managed	5000	Annually
Testing of the NSMS Software Release	2-5	Annually

Workload for Tool Crib Operation (SOW 4.4)		
Function	Estimated quantity	Timeframe
Items issued from or turned in to tool crib	13,000	Annually
Items ordered from stockroom for tool crib	3,000	Annually
Items sent out for Calibration	1,000	Annually

Workload for Property Storage & Disposal (SOW 4.5)		
Function	Estimated quantity	Timeframe
Storage transactions processed	2000	Annually
Idle, excess, or surplus property items processed	7000	Annually
Tons of scrap waste retrieved and disposed of	700	Annually
Tons of scrap metals retrieved	200	Annually

Exhibit A

Workload for Shipping and Receiving (SOW 4.7)		
Function	Estimated quantity	Timeframe
Line items received in shipments of stock and non-stock supplies, materials, and uncontrolled equipment	25,000	Annually
Stock turn-ins	250	Annually
Line items received for controlled equipment	16000	Annually
Supply and equipment rejections	250	Annually
Shipments received	3000	Annually
Percent received centrally	33%	
Percent received at user site	67%	
Outbound shipments	6000	Annually
Percent foreign	5%	

Workload for Equipment Management (SOW 4.8)		
Function	Estimated quantity	Timeframe
Receipt and Inspection Reports entered into NEMS	3000	Annually
Percentage during September-October	20%	
Credit card equipment receipts (no R&I)	1200	Annually
Number of NEMS transactions processed	38,000	Annually
NEMS upgrades tested	2-4	Annually
Quarterly metrics for inventory	4	
Monthly metrics for NEMS control	12	
Notifications to Property Custodians	1200	Annually
Equipment items inventoried	53,000	Biannually

Workload for Correspondence Management (SPW 4.9)		
Function	Estimated quantity	Timeframe
Pieces of mail entered into Official filing system	5,500	Annually
Action due/suspense items tracked	780	Annually
Requests for information retrieval from centralized database file system	385	Annually
No. of pieces of special courier or expedited express mail	5100	Annually
No. of faxes received and delivered	275	Annually
No. of faxes sent	175	Annually
Send out customer surveys	360	Annually
Copies made of various correspondence	115,000	Annually

Exhibit A

Table 4.4 Equipment and Vehicle Fleet Profile

Vehicle ID	Type	Make	Model	Year	Current Meter	Meter Type	Fuel Description
NE 43	AIR COMPRESSOR	SEARS	3Z408L	1994	N/A		N/A
NA 1610	AIR STAIRS	DODGE	D250	1978	5704	Miles	Unleaded
NA 2029	AMBULANCE	GMC	K3500	1986	6116	Miles	Unleaded
NA 2074	AMBULANCE	FORD	F-350	1999	21205	Miles	Diesel
NE 1885	BACKHOE	FORD	550	1981	5825	Hours	Diesel
NE 1836	BACKHOE	CATERPILLR	426B	1993	3063	Hours	Diesel
NA 1678	BUS	NATIONAL	RE	1991	294894	Miles	Diesel
NA 2061	BUS	MCI	MC9	1983	88451	Miles	Diesel
NA 1894	BUS MINI	FORD	E-350	1990	38522	Miles	Diesel
NE 8350	BUSH HOG	WOODS	72	1981	N/A		N/A
NE 8351	BUSH HOG	WOODS	HD315	1988	N/A		N/A
NE 1335	COMPRESSOR	SULLAIR	375Q	1989	6477	Hours	Diesel
NE 1334	COMPRESSOR	SULLAIR	3750	1989	1089	Hours	Diesel
NE 1052	COMPRESSOR	SULLAIR	H1300Q	1989	4460	Hours	Diesel
NE 1039	COMPRESSOR	SULLAIR	H1300		2067	Hours	Diesel
NE 1630	COMPRESSOR	DAVEY	12M125RPDQ	1988	874	Hours	Diesel
NE 1948	CONVEYOR	LANTIS	606-132	1989	630	Hours	Diesel
NE 1582	CRANE	GALION	80	1975	1983	Hours	Unleaded
NE 1810	CRANE	GROVE	36	1976	1214	Hours	Unleaded
NE 41	CRUSHERCAN	DUERR	130202	1985	N/A		Unleaded
NA 1757	DUMP STAKE	DODGE	W-350	1983	39458	Miles	Unleaded
NE1289A	DUST COLLEC	ECS, INC	ECSP18	1992	5877	Hours	Diesel
NE1289C	DUST COLLEC	ECS INC	1A00 CFM	1988	3899	Hours	Diesel
NE 1862	ENG 18 HP	WISCONSIN	V-465D	1985	1023	Hours	Unleaded
NE 2	FORKLIFT	CLARK	NST-20	1980	407	Hours	Electric
NE 1024	FORKLIFT	YALE	KGA51AT-40UF	1963	3709	Hours	Unleaded
NE 1068	FORKLIFT	YALE	G51C-060CFT	1965	2521	Hours	Unleaded
NE 1204	FORKLIFT	TCM	FHB25H4	1984	1038	Hours	Electric
NE 1205	FORKLIFT	CLARK	C500-YS60D	1984	309	Hours	Diesel
NE 1314	FORKLIFT	MERCURY	A-4000-1a	1963	2808	Hours	Electric
NE 1875	FORKLIFT	PRIMEMOVER	RC-40	1975	1425	Hours	Electric
NE 1876	FORKLIFT	PRIMEMOVER	RC-40	1975	a02	Hours	Electric
NE 1881	FORKLIFT	ALLIS CHAL	ACC40	1978	2612	Hours	Unleaded
NE 1883	FORKLIFT	CLARK	C500-25	1974	957	Hours	Propane
NE 1884	FORKLIFT	ALLIS CHAL	FP40-24PS	1980	710	Hours	Unleaded
NE 1890	FORKLIFT	TOYOTA	FD-30	1986	1397	Hours	Diesel
NE 1898	FORKLIFT	CLARK	TM20	1989	2507	Hours	Electric
NE 1029	FORKLIFT	CLARK	DPS320I	1989	702	Hours	Diesel
NE 1528	FORKLIFT	TCM	FD30Z7ST	1990	716	Hours	Diesel
NE 1369	FORKLIFT	JCB	930-2	1991	1986	Hours	Diesel
NE 1529	FORKLIFT	CLARK	DPS30I	1990	847	Hours	Diesel
NE 1043	FORKLIFT	TCM	FCG15	1991	1199	Hours	Propane
NE 1049	FORKLIFT	CLARK	GPX23	1991	1247	Hours	Diesel
NE 1113	FORKLIFT	TCM	FTB15A	1992	18	Hours	Electric
NE 1210	FORKLIFT	HYSTER	E408	1978	7382	Hours	Electric
NE 1817	FORKLIFT	TCM	FTB15A	1994	7700	Hours	Electric
NE 1849	FORKLIFT	CLARK	TM17	1994	175	Hours	Electric
NE 1396	FORKLIFT	CATERPILLR	RT100	1989	2188	Hours	Diesel
NE 1021	FORKLIFT	CLARK	GX127E	1995	307	Hours	Propane
NE 1041	FORKLIFT	DAEWOO	G25S	1995	458	Hours	Propane
NE 1548	FORKLIFT	CLARK	TM17	1996	559	Hours	Electric
NE 1803	FORKLIFT	BAUMANN	HX35	1996	65	Hours	Propane

Exhibit A

Vehicle ID	Type	Make	Model	Year	Current Meter	Meter Type	Fuel Description
NE 1812	FORKLIFT	TCM	FCG15T8T	1996	401	Hours	Propane
NE 1116	FORKLIFT	YALE	ERC050RFN36	1996	393	Hours	Electric
NE 1940	FORKLIFT	DONKEY	D12	1997	555	Hours	Diesel
NE 1621	FORKLIFT	ALLIS CHAL	ACP-50	1981	820	Hours	Diesel
NE 1941	FORKLIFT	YALE	ERC050RFN36	1997	122	Hours	Electric
NE 1023	FORKLIFT	MITSUBISHI	FD-25	1988	4502	Hours	Diesel
NE 1922	FORKLIFT	YALE	GLP	1998	76	Hours	Propane
NE 1918	FORKLIFT	HYSTER	FB40B	1978	1080	Hours	Electric
NE 1919	FORKLIFT	HYSTER	FB40B	1978	5794	Hours	Electric
NE 1923	FORKLIFT	YALE	NR040A-EE	1990	504	Hours	Electric
NE 1586	GENERATOR	KOHLER	80R	1987	736	Hours	Diesel
NE 1853	GENERATOR	SEARS	2054	1975	N/A		Unleaded
NE 1854	GENERATOR	CATERPILLR	SR4	1976	3215	Hours	Diesel
NE 1855	GENERATOR	CATERPILLR	SR4	1976	3695	Hours	Diesel
NE 1856	GENERATOR	ACME	SW300GHS	1987	862	Hours	Unleaded
NE 34	GENERATOR	HONDA	EM2200X	1989	N/A		Unleaded
NE 35	GENERATOR	KAWASAKI	GA1000A	1989	N/A		Unleaded
NE 39	GENERATOR	DAYTON	3W014J		N/A		Unleaded
NE 1297	GENERATOR	KOHLER	20R	1987	787	Hours	Diesel
NE 1248	GENERATOR	KOHLER	60R	1986	312	Hours	Diesel
NE 1465	GENERATOR	J R HOLLIN	A/M32A-86	1984	3186	Hours	Diesel
NE 1926	GENERATOR	CCE	2000-12	1997	78	Hours	Propane
NE 44	GENERATOR	DAYTON	4W115		N/A		Diesel
NE 1027	GENERATOR	ONAN	7000	2000	15	Hours	Unleaded
NE 1809	HIGH LIFT	JLG	60-66	1976	878	Hours	Unleaded
NE 33	JAW OF LIFE	HURST/B&S	114702	1989	1	Days	Unleaded
NE 1619	JET START	HOBART	3727	1973	2758	Hours	Unleaded
NE 1860	JET START	HOBART	FX2S5498V1	1977	1335	Hours	Unleaded
NE 1559	JET START	HOBART	90GM24S	1990	809	Hours	Diesel
NE 45	LEAF LOADER	GIANT VAC	3001	1981	1172	Hours	Unleaded
NA 1780	MOBILE LAB	FORD	E-350	1988	21645	Miles	Unleaded
NA 1699	MOBLE LAB	DODGE	KARY-VAN	1978	22182	Mues	Unleaded
NA 1571	MOBLE LAB	BARTH	28S44	1990	2612	Miles	Unleaded
NA 1572	MOBLE LAB	BARTH	28S44	1990	2042	Miles	Unleaded
NE 1008	MOWER	TORO	325D	1991	438	Hours	Diesel
NE 1887	MOWER SLOPE	FORD	6600	1981	3672	Hours	Diesel
NA 1753	PICKUP	FORD	F-250	1983	25158	Miles	Unleaded
NA 1724	PICKUP	ZHEVROLET	C10	1977	44644	Miles	Unleaded
NA 1729	PICKUP	CHEVROLET	C10	1977	54128	Miles	Unleaded
NA 2031	PICKUP	FORD	F-350	1983	137686	Miles	Diesel
NA 1761	PICKUP	FORD	RANGER	1984	45085	Miles	Unleaded
NA 1762	PICKUP	FORD	RANGER	1984	66115	Miles	Unleaded
NA 1764	PICKUP	CHEVROLET	S-10	1985	38724	Miles	Unleaded
NA 1765	PICKUP	SHEVROLET	s-10	1985	24202	Miles	Unleaded
NA 1767	PICKUP	ZHEVROLET	S-10	1985	45814	Miles	Unleaded
NA 1763	PICKUP	CHEVROLET	S-10	1985	49445	Miles	Unleaded
NA 1766	PICKUP	CHEVROLET	S-10	1985	43153	Miles	Unleaded
NA 1768	PICKUP	DODGE	D-350	1985	65537	Miles	Unleaded
NA 1769	PICKUP	DODGE	D-350	1985	32100	Miles	Unleaded
NA 1772	PICKUP	CHEVROLET	s-10	1985	52678	Miles	Unleaded
NA 1771	PICKUP	CHEVROLET	S-10	1985	38470	Miles	Unleaded
NA 1770	PICKUP	CHEVROLET	s-10	1985	52046	Miles	Unleaded
NA 1746	PICKUP	FORD	F-350	1982	101910	Miles	Unleaded
NA 1779	PICKUP	DODGE	6250	1987	25103	Miles	Unleaded
NA 1791	PICKUP	CHEVROLET	C3500	1988	174793	Miles	Diesel

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Vehicle ID	Type	Make	Model	Year	Current Meter	Meter Type	Fuel Description
NA 1686	PICKUP	CHEVROLET	S-10	1989	38133	Miles	Unleaded
NA 1795	PICKUP	CHEVROLET	S-10	1989	15532	Miles	Unleaded
NA 1684	PICKUP	CHEVROLET	S-10	1989	32875	Miles	Unleaded
NA 1796	PICKUP	SHEVROLET	S-10	1989	26838	Miles	Unleaded
NA 1899	PICKUP	DODGE	D-350	1989	9422	Miles	Diesel
NA 1313	PICKUP	DODGE	D50	1985	54159	Miles	Unleaded
NA 1688	PICKUP	FORD	RANGER	1992	12341	Miles	Unleaded
NA 1687	PICKUP	FORD	RANGER	1992	9711	Miles	Unleaded
NA 1790	PICKUP	FORD	RANGER	1992	35483	Miles	Unleaded
NA 1685	PICKUP	FORD	RANGER	1992	19395	Miles	Unleaded
NA 1794	PICKUP	FORD	RANGER	1992	23736	Miles	Unleaded
NA 1670	PICKUP	FORD	F-150	1992	22948	Miles	Unleaded
NA 1671	PICKUP	FORD	F-150	1992	15227	Miles	Unleaded
NA 1672	PICKUP	FORD	F-150	1992	23582	Miles	Unleaded
NA 1673	PICKUP	FORD	F-150	1992	27148	Miles	Unleaded
NA 1679	PICKUP	FORD	RANGER	1992	10456	Miles	Unleaded
NA 1674	PICKUP	FORD	RANGER	1992	13942	Miles	Unleaded
NA 1665	PICKUP	FORD	RANGER	1992	18101	Miles	Unleaded
NA 1664	PICKUP	FORD	RANGER	1992	19072	Miles	Unleaded
NA 1680	PICKUP	FORD	RANGER	1992	7275	Miles	Unleaded
NA 1683	PICKUP	FORD	F-250	1993	24378	Miles	Unleaded
NA 1613	PICKUP	ZHEVROLET	C1500	1992	20325	Miles	Unleaded
NA 2006	PICKUP	FORD	RANGER	1994	34541	Miles	Unleaded
NA 2021	PICKUP	FORD	RANGER	1994	17330	Miles	Unleaded
NA 2022	PICKUP	FORD	RANGER	1994	15769	Miles	Unleaded
NA 2023	PICKUP	FORD	RANGER	1994	11321	Miles	Unleaded
NA 2024	PICKUP	FORD	RANGER	1994	13349	Miles	Unleaded
NA 2025	PICKUP	FORD	RANGER	1994	11292	Miles	Unleaded
NA 2027	PICKUP	FORD	RANGER	1994	14465	Miles	Unleaded
NA 2028	PICKUP	FORD	RANGER	1994	16070	Miles	Unleaded
NA 1237	PICKUP	DODGE	D50	1985	69642	Miles	Unleaded
NA 2007	PICKUP	FORD	F-350	1994	42551	Miles	Diesel
NA 2008	PICKUP	FORD	i-350	1994	39798	Miles	Diesel
NA 2009	PICKUP	FORD	RANGER	1994	20397	Miles	Unleaded
NA 1508	PICKUP	FORD	F-250	1983	87237	Miles	Unleaded
NA 2026	PICKUP	FORD	RANGER	1994	12231	Miles	Unleaded
NA 2032	PICKUP	FORD	F-150	1996	2451	Miles	Unleaded
NA 2033	PICKUP	FORD	i-150	1996	9794	Miles	Unleaded
NA 2057	PICKUP	FORD	F-150	1996	12444	Miles	Unleaded
NA 2058	PICKUP	FORD	F-150	1996	3985	Miles	Unleaded
NA 1015	PICKUP	ZHEVROLET	C2500	2000	1799	Miles	Unleaded
NA 1014	PICKUP	CHEVROLET	C2500	2000	2081	Miles	Unleaded
NE 32	PRES WASHER	GRACO	800-087		N/A		Unleaded
NE 42	PRES WASHER	SIMPSON	SW3000GHS	1985	N/A		Unleaded
NE 3	PUMP 3"CENT	CARTER			83	Hours	Unleaded
NE 6	PUMP 3"CENT	CARTER			N/A		Unleaded
NE 1	PUMP 3"CENT	CARTER	S3A3BCC15	1980	29	Hours	Unleaded
NE 36	PUMP 3"CENT	WISCONSIN	S14D	1990	N/A		Unleaded
NE 7	PUMP 3"DIA	CH & E			N/A		Unleaded
NE 8	PUMP 3"DIA	CH & E			N/A		Unleaded
NE 9	PUMP 3"DIA	TEEL	3BDF-3E	1993	N/A		Unleaded
NE 4	PUMP 3"WTR	CARTER	53ABCC1E	1975	N/A		Unleaded
NE 12	PUMP 4"CENT	GORMANRUPP	14C2-F140		N/A	Hours	Unleaded
NE 13	PUMP 4CENT	GORMANRUPP	14C2-F140		14	Hours	Unleaded
NE 5	PUMP MUD	B&S	190452	1980	N/A		Unleaded

Vehicle ID	Type	Make	Year	Current Meter	Meter Type	Fuel Description
NA 1902	SCOOTER	CUSHMAN	976	18276	Miles	Unleaded
NA 1989	SCOOTER	CUSHMAN	974	21008	Miles	Unleaded
NA 1990	SCOOTER	CUSHMAN	974	21941	Miles	Unleaded
NA 1994	SCOOTER	CUSHMAN	974	22955	Miles	Unleaded
NA 1915	SCOOTER	CUSHMAN	985	15433	Miles	Unleaded
NA 1914	SCOOTER	CUSHMAN	985	13797	Miles	Unleaded
NA 1913	SCOOTER	CUSHMAN	985	14509	Miles	Unleaded
NA 1912	SCOOTER	CUSHMAN	985	19348	Miles	Unleaded
NA 1971	SCOOTER	CUSHMAN	73	35516	Miles	Unleaded
NA 1976	SCOOTER	CUSHMAN	74	21581	Miles	Unleaded
NA 1654	SEDAN	PLYMOUTH	88	52213	Miles	Unleaded
NA 1656	SEDAN	PLYMOUTH	88	95532	Miles	Unleaded
NA 1669	SEDAN	CHEVROLET	89	77267	Miles	Unleaded
NA 2048	SEDAN	DODGE	92	82791	Miles	Unleaded
NA 1667	SEDAN	DODGE	92	107209	Miles	Unleaded
NA 1668	SEDAN	DODGE	92	96126	Miles	Unleaded
NA 1645	SEDAN	PLYMOUTH		68684	Miles	Unleaded
NA 2000	SEDAN			109819	Miles	Unleaded
NA 2002	SEDAN	FORD		119274	Miles	Unleaded
NA 2003	SEDAN	FORD	03	119019	Miles	Unleaded
NA 2004	SEDAN	FORD	03	105540	Miles	Unleaded
NA 2005	SEDAN	FORD	03	108986	Miles	Unleaded
NA 2016	SEDAN	FORD	05	114738	Miles	Unleaded
NA 2017	SEDAN	FORD		11553	Miles	Unleaded
NA 2018	SEDAN	FORD		110524	Miles	Unleaded
NA 2050	SEDAN	CHEVROLET		103961	Miles	Unleaded
NA 2051	SEDAN	CHEVROLET		105278	Miles	Unleaded
NA 2052	SEDAN	CHEVROLET		108934	Miles	Unleaded
NA 2053	SEDAN	CHEVROLET		104054	Miles	Unleaded
NA 2056	SEDAN	DODGE		61725	Miles	Unleaded
NA 2059	SEDAN	FORD		12994	Miles	Unleaded
NA 2060	SEDAN	FORD		72350	Miles	Unleaded
NA 2063	SEDAN	FORD		69761	Miles	Unleaded
NA 2064	SEDAN	FORD		72469	Miles	Unleaded
NA 2065	SEDAN	FORD		66374	Miles	Unleaded
NA 2066	SEDAN	FORD		61124	Miles	Unleaded
NA 2067	SEDAN	FORD		47068	Miles	Unleaded
NA 2068	SEDAN	FORD		66894	Miles	Unleaded
NA 2069	SEDAN	FORD		64104	Miles	Unleaded
NA 2071	SEDAN	FORD		57712	Miles	Unleaded
NA 2072	SEDAN	FORD		51720	Miles	Unleaded
NA 1000	SEDAN	FORD		23409	Miles	Unleaded
NA 1001	SEDAN	FORD		22307	Miles	Unleaded
NA 1002	SEDAN	FORD		22512	Miles	Unleaded
NA 1003	SEDAN	FORD		25829	Miles	Unleaded
NA 1004	SEDAN	FORD		20233	Miles	Unleaded
NA 1006	SEDAN	FORD		18632	Miles	Unleaded
NA 1007	SEDAN	FORD		17756	Miles	Unleaded
NA 1008	SEDAN	FORD		19186	Miles	Unleaded
NA 1005	SEDAN	FORD		20432	Miles	Unleaded
NA 1009	SEDAN	CHEVROLET		5075	Miles	Unleaded
NA 1010	SEDAN	CHEVROLET		4989	Miles	Unleaded
NA 1011	SEDAN	CHEVROLET		3685	Miles	Unleaded
NA 1012	SEDAN	CHEVROLET		3998	Miles	Unleaded
NA 1013	SEDAN	CHEVROLET		4020	Miles	Unleaded

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Vehicle ID	Type	Make	Year	Current Meter	Meter Type	Fuel Description
NE1249A	SNOW BLOWER	J.C.PENNEY	8	N/A		Unleaded
NE1249B	SNOW BLOWER	J.C.PENNEY	8	N/A		Unleaded
NE 37	SPRAYER CHM	AGROTEC	0	N/A		Unleaded
NE 38	SPRAYER CMP	GRACO	9	N/A		Unleaded
NE 47	SPREADER CHEMICAL	HENDERSON	0	N/A		Unleaded
NE 46	SPREADER CHEMICAL	HENDERSON	2	N/A		Unleaded
NA 1658	STA WAGON	CHEVROLET	9	89875	Miles	Unleaded
NA 1662	STA WAGON	CHEVROLET	9	114805	Miles	Unleaded
NA 1659	STA WAGON	CHEVROLET	9	110077	Miles	Unleaded
NA 1657	STA WAGON	CHEVROLET	9	108188	Miles	Unleaded
NA 1661	STA WAGON	CHEVROLET	9	87858	Miles	Unleaded
NA 1660	STA WAGON	CHEVROLET	9	85960	Miles	Unleaded
NA 2001	STA WAGON	FORD	3	74810	Miles	Unleaded
NA 2019	STA WAGON	FORD	S	98199	Miles	Unleaded
NA 2020	STA WAGON	FORD	5	105615	Miles	Unleaded
NA 1663	SUV	FORD	2	89646	Miles	Unleaded
NA 2034	SUV	FORD	3	8785	Miles	Unleaded
NA 2073	SUV	FORD	9	4007	Miles	Unleaded
NE 1916	SWEEPER	CLARKE	2	660	Hours	Unleaded
NA 1597	TEST CAR	FORD	9	53002	Miles	Unleaded
NE 1886	TRACTOR	FORD	1	6582	Hours	Diesel
NE 1888	TRACTOR	FORD	2	8081	Hours	Diesel
NT 1839	TRAILER	SHULER	6	N/A		NIA
NT 1045	TRAILER		!	NIA		NIA
NT 1046	TRAILER		67	N/A		N/A
NT 1047	TRAILER	GERSTENLA	68	NIA		NIA
NT 1064	TRAILER	CAMPER		N/A		N/A
NT 1133	TRAILER	FRUEHAUF		N/A		N/A
NT 1230	TRAILER			N/A		NIA
NT 1260	TRAILER	WISCONSIN	69	NIA		N/A
NT 1363	TRAILER			N/A		NIA
NT 1375	TRAILER	USAF		N/A		N/A
NT 1378	TRAILER	AIR GATOR		N/A		N/A
NT 1431	TRAILER	ALUM. BODY	74	NIA		NIA
NT 1465	TRAILER	DOUGLAS	81	N/A		NIA
NT 1468	TRAILER	DORSEY	70	N/A		N/A
NT 1472	TRAILER	DYNAM RES		NIA		N/A
NT 1474	TRAILER	CE HOWARD		N/A		N/A
NT 1509	TRAILER			N/A		NIA
NT 1510	TRAILER	STAN STEE	70	N/A		N/A
NT 1532	TRAILER?	TRAIL IND		N/A		N/A
NT 1562	TRAILER	MCDDOUGU		N/A		N/A
NT 1575	TRAILER	DORSEY	62	N/A		N/A
NT 1580	TRAILER	REDDALE	67	N/A		N/A
NT 1581	TRAILER	GERST SLA		NIA		N/A
NT 1587	TRAILER	STAN STEE		N/A		NIA
NT 1801	TRAILER	DORSEY		N/A		N/A
NT 1803	TRAILER			NIA		NIA
NT 1805	TRAILER	WELLSCAR	82	N/A		N/A
NT 1806	TRAILER	WELLS CA	82	N/A		NIA
NT 1812	TRAILER	US ARMY		N/A		N/A
NT 1814	TRAILER	US ARMY		N/A		NIA
NT 1816	TRAILER	LINDE CO		N/A		N/A
NT 1818	TRAILER	LINDE CO		N/A		N/A

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Vehicle ID	Type	Make	Model	Year	Current Meter	Meter Type	Fuel Description
NT 1819	TRAILER	LINDE CO			N/A		N/A
NT 1826	TRAILER	LOCKWOOD			N/A		N/A
NT 1827	TRAILER	U.S.A.F			N/A		N/A
NT 1829	TRAILER	RON&KINSL			N/A		N/A
NT 1833	TRAILER	STAN STEEL			N/A		N/A
NT 1837	TRAILER	NAT'L FARM			N/A		N/A
NT 1838	TRAILER	U S A F .			NIP		N/A
NT 1843	TRAILER	FRUEHAUF	FBG-F2-45	1983	N/A		N/A
NT 1844	TRAILER	FRUEHAUF		1983	N/A		N/A
NT 1845	TRAILER	FRUEHAUF	FBG-F2-45	1983	N/A		N/A
NT 1847	TRAILER	ACTION MOB			N/A		N/A
NT 1849	TRAILER	LINDE AIR			N/A		N/A
NT 1858	TRAILER				N/A		N/A
NT 1859	TRAILER	HOB JACK		1976	N/A		N/A
NT 1863	TRAILER	AIR LOG		1977	N/A		N/A
NT 1864	TRAILER	GICHNER	---		N/A		N/A
NT 1867	TRAILER	ACTION MOB		1980	N/A		N/A
NT 4783	TRAILER	HIBBARD		1984	N/A		N/A
NT 1802	TRAILER	TRANSPORTR			N/A		N/A
NT 1615	TRAILER	FRUEHAUF			N/A		N/A
NT 1513	TRAILER	FREUHAUF	PLF120	1985	N/A		N/A
NT 1040	TRAILER	DOUGLAS CO			N/A		N/A
NT 1041	TRAILER	EIDAL INTE			N/A		N/A
NT 1067	TRAILER	HIWAY TRL			N/A		N/A
NT 1807	TRAILER	WELLS CARG	CVG2825	1984	N/A		N/A
NT 1870	TRAILER	TAURUS		1980	N/A		N/A
NT 1848	TRAILER	WELLSCARGO		1987	N/A		N/A
NT 1892	TRAILER	COUGLAS		1959	N/A		N/A
NT 1893	TRAILER	DOUGLAS	5689501	1959	N/A		N/A
NT 1846	TRAILER	"ELLSCARGO		1987	N/A		N/A
NT 1526	TRAILER	ALUMA		1990	N/A		N/A
NT 1518	TRAILER	ALUMA	TM5120T1100	1989	N/A		N/A
NT 1545	TRAILER	ALUMA		1990	N/A		N/A
NT 1552	TRAILER	ALUMA		1990	N/A		N/A
NT 1060	TRAILER	W CARGO	EW2022	1992	N/A		N/A
NT 1840	TRAILER	WELLSCARGO	CVG4025	1993	N/A		N/A
NT 1830	TRAILER	ALUMA		1995	N/A		N/A
NT 1865	TRAILER	DORSEY		1997	N/A		N/A
NT 2036	TRAILER	MID ALANTC		1998	N/A		N/A
NT 1824	TRAILER, CAR	KAUFMAN	A	1997	N/A		N/A
NT 1420	TRAILER FLATBED	AIR FORCE		1969	N/A		N/A
NT 1359	TRAILER FLATBED	FRUEHAUF	FLAT BED	1993	N/A		N/A
NT 1823	TRAILER FLATBED	KALYN 'ARMY	M270A1	1994	N/A		N/A
NE 1897	TRAILER LFT	PROMARK	40PAL	1987	2924	Hours	Unleaded
NT 1813	TRAILER UTILITY	US ARMY	2330-1009157	1969	N/A		N/A
NE1420T	TRAILER, 2W	DITCH WTCH	S-1	1984	N/A		N/A
NT 1527	TRAILER, INST	ALUM SODY		1965	N/A		N/A
NT 1535	TRAILER, INST.	ALUM BODY		1964	N/A		N/A
NT 1463	TRAILER, TANK	MARSHALL EX	150-5	1966	N/A		N/A
NT 1800	TRAILER, TANK	FRUEHAUF	5000GAL	1984	N/A		N/A
NT 1832	TRAILER, TANK	MMILITARY SPC		1961	N/A		N/A
NT 1834	TRAILER, TANK	MARSHALL EX	150-5	1962	N/A		N/A
NT 1835	TRAILER, TANK	MARSHALL EX	150-5	1966	N/A		N/A
NT 1828	TRAILER, TANK	FRUEHAUF	OMG	1984	N/A		N/A
NT 1281	TRAILER, TUBE	STN STEEL	64000	1970	N/A		N/A

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Vehicle ID	Type	Make	Model	Year	Current Meter	Meter Type	Fuel Description
NT 1312	TRAILER, TUBE	DOUGLASCO	MH1	1972	N/A		N/A
NT 1358	TRAILER, TUBE	DUG-TUBE			N/A		N/A
NT 1362	TRAILER, TUBE	MILITARY SPEC	2330-294-6835	1967	N/A		N/A
NT 1364	TRAILER, TUBE	MILITARY SPEC	2330-294-6835	1967	N/A		N/A
NT 1376	TRAILER, TUBE	STANDARD STEEL	MHZ		N/A		N/A
NT 1385	TRAILER, TUBE	DOUGLAS CO	MH1	1972	N/A		N/A
NT 1446	TRAILER, TUBE	DOUGLAS			N/A		N/A
NT 1508	TRAILER, TUBE	DOUGLAS			N/A		N/A
NT 1549	TRAILER, TUBE	STAN.STEEL	64000-2330	1970	N/A		N/A
NT 1556	TRAILER, TUBE	STAN.STEEL	64000-2330	1971	N/A		WA
NT 1557	TRAILER, TUBE	DOUGLAS CO	MH1	1972	N/A		WA
NT 1868	TRAILER, TUBE	DOUGLAS	USAF-MH1	1959	N/A		N/A
NT 1039	TRAILER, TUBE	U S STEEL		1985	N/A		N/A
NT 1891	TRAILER, TUBE	DOUGLAS	5689501	1959	N/A		N/A
NT 1044	TRAILER, VAN	GERSTENLAG	W27625	1968	MA		N/A
NT 1576	TRAILER, VAN	DORSEY	DCF18	1962	N/A		N/A
NT 1609	TRAILER, VAN	COAST MOB	S25	1973	N/A		N/A
NT 1776	TRAILER, VAN	DORSEY	DFVPT273	1975	N/A		N/A
NT 1804	TRAILER, VAN	MILITARY	XM259	1961	N/A		N/A
NT 1577	TRAILER, VAN	DORSEY	DFC18	1962	N/A		N/A
NT 1869	TRAILER, VAN	WELLS CARG	EW1624	1993	N/A		N/A
NT 1258	TRAILER, VAN	DORSEY		1968	N/A		N/A
NT 1027	TRAILER, VAN	WELLS CARGO	EW2022W	2000	N/A		N/A
NE 1420	TRENCHER	DITCHWITCH	1420WE	1984	458	Hours	Unleaded
NA 1030	TRUCK, NITROGEN	INTERNAT'L	S1754	1983	14991	Miles	Diesel
NE 1896	TRUCK BOOM	GENIE	Z-30/20HD	1987	400	Hours	Electric
NA 1793	TRUCK BOX	FORD	F-350	1988	40757	Miles	Diesel
NA 2070	TRUCK BOX	FORD	F600	1992	17769	Miles	Diesel
NA 2035	TRUCK BOX	GMC	C5000	1988	32327	Miles	Unleaded
NA 2030	TRUCK BOX	GMC	K3500	1986	27402	Miles	Unleaded
NA 1019	TRUCK BOX	GMC	W4500	2001	85	Miles	Unleaded
NA 1811	TRUCK BUCKT	INTL	AP90MH	1990	3871	Miles	Diesel
NA 1889	TRUCK DUMP	GMC	6000	1983	96087	Miles	Unleaded
NA 1878	TRUCK DUMP	GMC	7000	1988	41638	Miles	Unleaded
NA 1747	TRUCK DUMP	FORD	F700	1993	56008	Miles	Diesel
NA 1749	TRUCK FIRE	FORD	C8000	1980	33047	Miles	Diesel
NA 1752	TRUCK FIRE	FORD	C800	1987	12789	Miles	Diesel
NA 1017	TRUCK FIRE	PIERCE	DASH	2001	1752	Miles	Diesel
NA 1652	TRUCK FUEL	DODGE	CT800	1975	7087	Miles	Diesel
NA 1871	TRUCK FUEL	INTL	S1700	1981	3294	Miles	Unleaded
NA 1061	TRUCK FUEL	OSHKOSH	R-11	1992	613	Miles	Diesel
NA 1395	TRUCK FUEL	DODGE	R-9	1973	64212	Miles	Diesel
NA 1631	TRUCK FUEL	MACK	DM492S	1982	111771	Miles	Diesel
NA 1627	TRUCK FUEL	MACK	DM492S	1982	110623	Miles	Diesel
NA 1615	TRUCK FUEL	MACK	DM492S	1982	100721	Miles	Diesel
NA 1018	TRUCK PUMPER	GMC	V30	1989	35194	Miles	Diesel
NA 1862	TRUCK SLED	INT.	4600	1990	2687	Miles	Diesel
NA 1773	TRUCK STAKE	CHEVROLET	C3500	1985	154284	Miles	Diesel
NA 1857	TRUCK STAKE	DODGE	D250	1981	64883	Miles	Unleaded
NA 1070	TRUCK STAKE	INT'L	S1600	1984	34761	Miles	Diesel
NA 1016	TRUCK TEST	FORD	CT900	1376	23373	Miles	Unleaded
NA 1873	TRUCK TRACT	WHITE	RC-25-64T	1981	99145	Miles	Diesel
NA 1778	TRUCK, RESCUE	GMC	C3500	1986	49511	Miles	Diesel
NE 1056	TUG	CLARK	FCT-80	1967	162	Hours	Unleaded
NE 1316	TUG	CLARK	FCT-80	1966	196	Hours	Unleaded

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Vehicle ID	Type	Make	Model	Year	Current Meter	Meter Type	Fuel Description
NE 1879	TUG	UNITED	SM50A5	1975	99	Hours	Unleaded
NE 1028	TUG	NORTHWEST	6000G	1989	1027	Hours	Unleaded
NE 1920	TUG	PSI	X3-WT	1986	889	Hours	Unleaded
NE 1921	TUG	PSI	X3-WT	1983	733	Hours	Unleaded
NE 1633	TUG	HOUGH	NONE	1968	1738	Hours	Unleaded
NE 1114	TUG	GROVE	MB-2	1985	1907	Miles	Unleaded
NE 1598	TUG	OSHKOSH	AVS32U30	1969	10020	Miles	Diesel
NE 1880	TUG AIRCRAFT	UNITED	SM50A5	1975	336	Hours	Unleaded
NA 1740	VAN CARGO	CHEVROLET	G20	1978	61797	Miles	Unleaded
NA 1756	VAN CARGO	DODGE	8150	1983	59260	Miles	Unleaded
NA 1538	VAN CARGO	FORD	AEROSTAR	1989	34607	Miles	Unleaded
NA 1589	VAN CARGO	FORD	AEROSTAR	1989	37599	Miles	Unleaded
NA 1590	VAN CARGO	FORD	AEROSTAR	1989	36743	Miles	Unleaded
NA 1591	VAN CARGO	FORD	AEROSTAR	1989	39621	Miles	Unleaded
NA 1799	VAN CARGO	CHEVROLET	G30	1989	107390	Miles	Unleaded
NA 1568	VAN CARGO	FORD	AEROSTAR	1989	29806	Miles	Unleaded
NA 1569	VAN CARGO	FORD	AEROSTAR	1989	25188	Miles	Unleaded
NA 1536	VAN CARGO	FORD	AEROSTAR	1986	85266	Miles	Unleaded
NA 1505	VAN CARGO	GMC	G2500	1986	65655	Miles	Unleaded
NA 1392	VAN CARGO	CHEVROLET	G20	1985	144452	Miles	Unleaded
NA 1675	VAN CARGO	DODGE	6250	1992	29289	Miles	Unleaded
NA 1689	VAN CARGO	CHEVROLET	ASTRO	1992	18271	Miles	Unleaded
NA 1690	VAN CARGO	CHEVROLET	ASTRO	1992	18097	Miles	Unleaded
NA 1691	VAN CARGO	CHEVROLET	ASTRO	1992	15738	Miles	Unleaded
NA 1692	VAN CARGO	CHEVROLET	ASTRO	1992	10698	Miles	Unleaded
NA 1693	VAN CARGO	CHEVROLET	ASTRO	1992	27308	Miles	Unleaded
NA 1694	VAN CARGO	CHEVROLET	ASTRO	1992	10608	Miles	Unleaded
NA 1695	VAN CARGO	CHEVROLET	ASTRO	1992	30503	Miles	Unleaded
NA 1675	VAN CARGO	DODGE	6250	1992	26472	Miles	Unleaded
NA 1682	VAN CARGO	FORD	E-150	1992	23051	Miles	Unleaded
NP 1681	VAN CARGO	FORD	E-150	1992	18412	Miles	Unleaded
NA 1624	VAN CARGO	CHEVROLET	G20	1988	132945	Miles	Unleaded
NA 1454	VAN CARGO	GMC	G2500	1987	101452	Miles	Unleaded
NA 2015	VAN CARGO	FORD	AEROSTAR	1995	89451	Miles	Unleaded
NA 2062	VAN CARGO	DODGE	B250	1992	129951	Miles	Unleaded
NA 2038	VAN CARGO	CHEVROLET	G20	1991	137851	Miles	Unleaded
NA 2039	VAN CARGO	DODGE	B250	1992	84473	Miles	Unleaded
NA 2040	VAN CARGO	DODGE	3250	1992	82534	Miles	Unleaded
NA 2041	VAN CARGO	DODGE	8250	1990	119938	Miles	Unleaded
NA 2042	VAN CARGO	DODGE	B250	1992	142266	Miles	Unleaded
NA 2043	VAN CARGO	DODGE	5250	1992	94919	Miles	Unleaded
NA 2044	VAN CARGO	DOGGE	B250	1991	133528	Miles	Unleaded
NA 2045	VAN CARGO	DODGE	6250	1992	102723	Miles	Unleaded
NA 2046	VAN CARGO	DODGE	8250	1990	114392	Miles	Unleaded
NA 1758	VAN HANDICP	CHEVROLET	G20	1983	69259	Miles	Unleaded
NA 1677	VAN HANDICP	DODGE	B250	1992	10905	Miles	Unleaded
NA 1599	VAN STEP	CHEVROLET	P30	1973	93420	Miles	Unleaded
NA 1743	VAN STEP	CHEVROLET	P30	1979	71561	Miles	Unleaded
NA 1745	VAN STEP	CHEVROLET	P30	1979	129043	Miles	Unleaded
NA 1827	VAN STEP	CHEVROLET	P30	1989	32468	Miles	Unleaded
NA 1833	VAN STEP	CHEVROLET	P30	1989	61616	Miles	Unleaded
NA 1837	VAN STEP	CHEVROLET	P30	1989	31499	Miles	Unleaded
NA 7207	VAN JET STARTER	FORD	E-150	1967	12658	Miles	Unleaded
NA 1774	VAN PASSENGER	DODGE	3350	1985	45807	Miles	Unleaded
NA 1781	VAN PASSENGER	CHEVROLET	ASTRO*	1988	55695	Miles	Unleaded

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Vehicle ID	Type	Make	Model	Year'	Current Meter	Meter Type	Fuel Description
NA 1785	VAN. PASSENGER	CHEVROLET	ASTRO	1988	76020	Miles	Unleaded
NA 1782	VAN. PASSENGER	CHEVROLET	ASTRO	1988	110079	Miles	Unleaded
NA 1783	VAN. PASSENGER	CHEVROLET	ASTRO	1988	127509	Miles	Unleaded
NA 1764	VAN. PASSENGER	CHEVROLET	ASTRO	1988	108546	Miles	Unleaded
NA 1786	VAN, PASSENGER	CHEVROLET	ASTRO	1988	124443	Miles	Unleaded
NA 1792	VAN, PASSENGER	CHEVROLET	G20	1988	22307	Miles	Unleaded
NA 1787	VAN, PASSENGER	CHEVROLET	G20	1988	60084	Miles	Unleaded
NA 1788	VAN, PASSENGER	DODGE	0350	1988	58186	Miles	Unleaded
NA 1789	VAN, PASSENGER	FORD	AEROSTAR	1989	104088	Miles	Unleaded
NA 2010	VAN, PASSENGER	CHEVROLET	G20	1989	106012	Miles	Unleaded
NA 2011	VAN, PASSENGER	FORD	AEROSTAR	1994	91036	Miles	Unleaded
NA 2012	VAN, PASSENGER	FORD	AEROSTAR	1994	90301	Miles	Unleaded
NA 2013	VAN, PASSENGER	FORD	AEROSTAR	1995	109526	Miles	Unleaded
NA 2014	VAN, PASSENGER	FORD	AEROSTAR	1995	109108	Miles	Unleaded
NA 2054	VAN, PASSENGER	DODGE	8350	1996	39048	Miles	Unleaded
NA 2055	VAN. PASSENGER	DODGE.	8250	1996	63548	Miles	Unleaded
NA 2047	VAN. PASSENGER	DODGE	B250	1999	1583	Miles	Natural Gas
NE 1724	WELDER	LINCOLN	SA200F-153	1982	1081	Hours	Unleaded
NE 40	WELDER-CART	MILLER	2256	1991	N/A		Unleaded

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5. Administrative Services

Provide administrative services to various offices throughout LaRC, including Office of Chief Financial Officer (OCFO), Office of Human Resources (OHR), Office of Procurement (OP), and other programs, projects, and offices. All activities shall be performed in accordance with the applicable laws, regulations, and standards in Table 5.1. System requirements are specified in Table 5.2. Specific services include the following at the workload levels specified in Table 5.3:

5.1. Resources Management

Provide administrative services to the Resources Management function. The contractor shall establish and meet deadlines based on Government priority and established work request procedures when accepting work. During budget planning and Center closeout (8 weeks/year) urgent requirements frequently necessitate immediate action and workload increases by 20%. Use of Microsoft Office, the Langley Budgetary Planning System, and the NASA Budget System is required. Enter, retrieve, and manipulate budget and resource data relating to LaRC programs and projects. This includes entering budget guidelines and monthly plans into the Langley Budgetary Planning System and entering out-year budget plans into the NASA Budget System. Travel to NASA Headquarters (Washington, D.C.) approximately two times per year is required. Process Form 506 Resources Authority Warrants by denoting proper fund sources and funding sites. Schedule with Central Business Computing Center and distribute computerized weekly/monthly financial reports. Provide graphics services in the preparation of budget charts, exhibits, and reports. Respond to customer inquiries.

5.2. Financial Management Service Pool

Provide professional and clerical services to the Financial Management function including call center, document processing, reporting, filing, and voucher examination services in accordance with approved procedures.

1) Provide Financial Management call center, document processing, and reporting services as follows:

a) Provide a tier 1 Financial Management call center for incoming calls related to the following financial management services:

Payroll/time and attendance

Travel orders

Travel vouchers/payments

Purchase requests

Vendor/contractor invoice payments

Answer questions that can be answered through query of financial systems data or readily accessible documentation. Forward calls that cannot be readily answered to the appropriate personnel identified by the Government. Enter call disposition information into a tracking system. Compile and deliver report of frequently asked questions (FAQs) on a monthly basis. Hours of operation for the call center shall be 8:00 a.m. to 5:00 p.m. all working days.

b) Receive and distribute invoices, contractual funding/obligation documents, receipt and inspection (R&I) reports, and rejection reports. Receive and send faxes. Date/time stamp

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- invoices and enter vendor into the LaRC Invoice Payment System. Receive and distribute incoming mail and faxes.
- c) Process incoming hardcopy travel orders, vouchers, mail, and e-mail related to travel. Add, modify, and/or verify the per diem rates and social security numbers on all incoming travel orders. Date/time stamp incoming travel vouchers received and review for completeness and accuracy. Return incomplete travel vouchers. Match voucher with travel order and associated documents. Enter voucher and payment data, including amount, dates, and identifying number, into an LaRC-unique automated system and distribute vouchers to appropriate voucher examiner. Emails from LaRC personnel requesting changes be made to travel orders shall be delivered to the voucher examiner along with associated filed documents.
 - d) A web-based automated travel management system (Travel Manager) is being phased in at LaRC and over the course of 1-2 years will replace the hardcopy process in (c) above. Process web-based travel orders and vouchers and related mail and email via Travel Manager. Review travel authorizations and vouchers for missing information, improper routing, approver's remarks, and per diem rates for extended travel. Distribute e-mails pertaining to travel authorizations and vouchers and notify travelers of missing information or receipts. Match voucher with travel authorization and record voucher and payment data into an LaRC-unique automated system and distribute to appropriate voucher examiner. Establish, maintain and dispose of files for travel authorizations, vouchers, and associated documents in accordance with applicable standards and Government-approved procedures.
 - e) Develop and keep various logs up to date for the Travel Office; contractor shall develop and generate ad hoc and recurring reports, summaries, and statistical data by selecting relevant information from a variety of sources.
- 2) Maintain contract, purchase order, and grant voucher files: deliver contract, purchase, and grant voucher files to authorized personnel upon request. These files contain sensitive or proprietary information. The contractor shall develop and submit for Government approval procedures to ensure access to files is by authorized personnel only. Maintain a list of documents that have been received for which a folder is not in the file room (this is known as the "out-folder list"). Box and deliver to storage all inactive and closed files. Retrieve files from storage upon request and dispose of files in accordance with applicable standards and Government-approved procedures.
 - 3) Maintain travel voucher and travel order files, records, and voucher tracking system. Box and deliver to storage all inactive and closed files. Retrieve files from storage upon request and dispose of files in accordance with applicable standards and Government-approved procedures.
 - 4) The contractor shall be responsible for review and payment of vendor invoices. Perform a three-way match between obligating document, receiving document, and invoice. Determine whether or not payment can be made in accordance with the Financial Management Manual 9630, Voucher Examination and Payment. Resolve issues by requesting information from vendor and authorizing officials and submit examined invoices to the certifying Government official. Use the Invoice Payment System to process vendor payments.

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5.3. Procurement Service Pool

Provide paraprofessional and clerical services to the Procurement function including data management and administration, office automation, and word processing, distribution and filing, and clerical reproduction services in accordance with approved procedures. Contractor personnel will have access to Confidential Business Information and shall protect this information.

Required services include:

- 1) Collect, review, verify, and validate data for Individual Procurement Action Reports (NASA Form 507) and enter into the agency-wide Acquisition Management System (AMS), the automated database that tracks and maintains records on contractual instruments. Provide the following procurement administration services in accordance with the requirements of the Federal Acquisition Regulations (FAR) and NASA FAR Supplement (NFS):
 - a) Extract award data from purchase order files and enter into AMS for purchase orders under \$25,000.
 - b) Extract data from award file and prepare Individual Procurement Action Report, NF 507, for new awards and modification of all award documents as required by NFS Part 4 and Procurement Information Circular (PIC) 00-20. Run, sort, and distribute AMS purchase request, purchase order, contract, and grant reports on a scheduled basis.
 - c) Test new releases of AMS to the extent they affect award data or NF 507 reporting (typically 4-6 new releases per year). Test in accordance with a Government-provided test plan, and report orally on results to the AMS Software Manager.
 - d) Prepare incremental funding modifications and grant funding supplements for Contracting/Grant Officer's signature. Prepare spreadsheets for funds tracking.
 - e) Prepare for Contracting/Grant Officer's signature all contract, purchase order, and grant delegations including those to: Contracting Officer's Technical Representatives (COTRs), Defense Contract Audit Agency (DCAA), Defense Contract Management Agency (DCMA), and the Office of Naval Research (ONR). Maintain a suspense system and track acceptance of delegations by the recipient. Follow-through with recipient to obtain signed delegations.
 - f) Maintain a monthly record of work performed for each OP customer for work under paragraphs c, d and e above. Deliver work report and survey within 3 working days after end of the performance period to individuals for which work was performed in accordance with approved procedures. Surveys will be returned to the Government performance monitor for evaluation purposes.
- 2) Provide document management and word processing services using standardized office automation techniques and software applications used at LaRC, including Microsoft Office.
 - a) Provide a wide variety of word processing services including typing letters, memos, reports, forms, and contractual documentation, using the most recent versions of forms and templates available on the Langley Management System (LMS) and the Office of Procurement (OP) Document Library. Format and edit contractual documentation in preparation for posting on the Internet.
 - b) Design, develop, and edit forms and templates. Current templates include Word Processing Manual, FAR Uniform Format Book, and Simplified Acquisition Templates. Type original versions and update the OP LMS Organizational Procedures and related documents. All forms, templates, and work instructions shall be uploaded to LMS via the

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web-based LiveLink system. Create and maintain correct hyperlinks between work instructions and related documents.

- c) Format revised and new FAR and NFS clauses for use in solicitations and contracts. Maintain the latest versions on the OP network as updated in the Federal Register.
- d) Develop and update ad hoc spreadsheets, presentations, and databases.
- e) Maintain a monthly record of work performed for each OP customer for work under paragraphs a-d above. Deliver work report and survey within 3 working days after the performance period to individuals for which work was performed in accordance with approved procedures. Surveys will be returned to the Government performance monitor for evaluation purposes.

Receive and screen incoming purchase requests (PR) in Electronic Purchase Request System (EPRS) to determine routing. Print PRs and distribute to assigned individual or appropriate Branch Head for unassigned requirements. Enter buyer code in AMS. Edit PR description in AMS for reporting consistency.

Operate OP files and distribute documents as follows:

- a) Maintain files for active contract, grant, Intergovernmental, and selected purchase orders. Follow through as required in locating missing files. Develop and submit for Government approval procedures to ensure access to files is by authorized personnel only.
- b) The Contractor shall maintain inactive award files and be responsible for their management, including boxing, storing, transportation and destruction in accordance with NPD 1440.6E and NPG 1441.C and Government-approved procedures. Inactive contract and grant files shall be retained in conex storage trailers and inactive purchase orders shall be retained in an Office of Procurement storage room. The Contractor shall maintain a database on the inventory and disposition of inactive award files including the date when files are physically destroyed. In addition, prior to transferring files to storage, the AMS shall be updated to include the accession numbers for PO's grants and contracts, and retirement box numbers for contracts along with the scheduled destruction dates.
- c) Complete, update, and maintain information on OP Form P-244 Administration Cards and use when distributing awards and modifications.
- d) Electronically distribute completed new award and modification documentation to all recipients. Scan signature pages and merge with electronic award files, if required. Verify that all scanned documents match original. Obtain correct recipient e-mail addresses and troubleshoot undeliverable notifications. Receive and print email delivery receipts and file in award file. File original award documents in appropriate location in award files.
- e) Enter post-award notices, as required in FAR Part 5, into the web-based Electronic Posting System.

Provide document distribution and mailing, property custodian support, supply inventory, and reproduction as follows:

- a) Conduct and document an annual inventory of OP equipment. Maintain an up-to-date spreadsheet of all OP equipment indicating its disposition. Fill in a NASA Form 1602, NASA Equipment Management System (NEMS) Transaction Document, on each applicable piece of equipment to track any changes in user or location and deliver to the

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OP Property Custodian for signature. Coordinate documentation and pickup of excess equipment with the OP Property Custodian.

- b) Provide and maintain OP stock supply for approximately 70 civil service personnel within a yearly budget of approximately \$33,000 per year. The Contractor will be able to order these supplies through GSA Advantage Federal Supply Schedules. A list of typical supplies is contained in Table 5.3. Obtain approval of the Government prior to ordering special supplies.
- c) Post and update paper copies of solicitations and specifications on the bid board. Respond to telephone and walk-in requests for solicitations and maintain a list of interested parties that call or visit.
- d) Sort and distribute all incoming mail. Send facsimiles and immediately distribute incoming facsimile transmissions. Investigate and forward to appropriate party any unidentified mail. Distribute all procurement documents, including correspondence, facsimiles, FAR and NFS updates, and OP handbook documentation to appropriate office or personnel. Download FAR updates from the Internet when required for copying and distribution.
- e) Perform labeling, sorting, packaging, mailing, and coordinating the pickup of packages.
- f) Reproduce copies of official documents or coordinate with the LaRC Duplicating Facility for large reproduction orders.

5.4. Administrative Service Pool

Provide an administrative service pool for LaRC programs, projects, and other LaRC organizations. Program offices supported are located in various buildings across the Center. A Secret Security Clearance shall be required. The contractor shall develop work request procedures for review and approval by the Government and follow procedures when accepting work. The contractor shall plan, project, and track costs for individual offices supported by the Administrative Services Pool. Required functions are defined as follows:

- 1) Process mail including maintaining correspondence log, distributing incoming mail, and processing outgoing mail for daily scheduled pick-up. Some offices will require packaging and mailing of classified documents outside of LaRC in accordance with NPG 1620.1, NASA Security Procedures and Guidelines. Maintain both hardcopy and electronic files for LaRC offices, including administrative files as well as technical documentation and reports in accordance with applicable standards and Government-approved procedures. The use of Government-provided archival systems for documentation is required. Some offices will require receipt, distribution, and filing of classified documents. Requested files shall be delivered to requester's office (hardcopy) or desktop computer (electronic) as specified.
- 2) Provide photocopying, facsimile transmission, copying of transparencies and handouts for presentations, and arrangements for electronic projection at presentations. Copies and transparencies shall be delivered to the requester's office as requested.
- 3) Maintain inventory of supplies to include identifying stock that has reached the reorder point, notifying NASA contact of what needs to be ordered, and receiving and stocking supplies.
- 4) Develop and maintain electronic distribution lists and distribute incoming and outgoing contract documentation using these lists.
- 5) Maintain suspense files on configuration management and data management action items. For all action items, track and report appropriate dates and status or disposition.

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- 6) Provide web site curation including publishing and maintaining information on each web page in web sites involving basic hypertext markup language (HTML), minor graphic elements, and tables. This requirement does not include modification of scripting, application of portal technology, or maintaining applications interacting with databases. Site curators shall review the site monthly for outdated information, broken links, and applicability of non-site links. and email the results of the review to the NASA official responsible for content of the site. Post files to the web server and create or correct basic HTML pages at the request of the NASA official. All changes, whether made at the request of the NASA official or as a result of the monthly review, shall be submitted to the NASA official for acceptance.
- 7) Provide administrative support for meetings, including scheduling, taking notes, recording actions, and distributing notes and action lists to attendees.
- 8) Using LaRC standard Microsoft Office software, type correspondence, viewgraphs, forms, and other administrative documents. Requested documents shall be delivered in hardcopy or electronic format as specified.
- 9) Conduct and document an annual inventory of Government equipment. Fill in a **NASA Form 1602, NASA Equipment Management System (NEMS) Transaction Document**, on each applicable piece of equipment to track any changes in user or location and deliver to the NASA Property Custodian for signature. Coordinate documentation and pickup of excess equipment with the NASA Property Custodian.

5.5. Human Resources Service Pool

Provide administrative services to the Office of Human Resources (OHR). Contractor employees will have routine contact with employees, managers, applicants, vendors, and visitors from other NASA Centers and other Government agencies, both in person and in writing. Required services include the following:

- 1) Provide information center, tracking, and correspondence services as follows:
 - a) Operate an information center for Human Resources operations from 8:00 a.m. to 4:30 p.m. Distribute information and documents received by facsimile. Answer the phone and route caller to appropriate officials. Greet customers and answer telephone from applicants seeking information about federal employment or the status of their application.
 - b) Track work received via e-mail requesting recruitment and classification actions in a Government-provided Access database that is accessible on line by Government personnel. Forward work requests to appropriate Personnel Management Specialist for action. Update recruitment and classification database daily.
 - c) Maintain files of letters requesting first-40 shift changes. Prepare and forward approval notice memorandums to the Head, Personnel Operations Branch, for signature.
- 2) Process applications for employment received from applicants using RESUMIX system, an electronic recruiting and staffing resume management support system. Also receive hardcopy applications and respond according to approved procedures. Establish and maintain position announcement files and ensure that appropriate documentation is contained in each announcement file based on established checklist in accordance with NPG 3335.1D, Internal Placement of NASA Employees. Acknowledge receipt of applications by generating a form letter to each applicant for signature of the personnel management specialist. For each application, enter information into a Government-provided database including the name of

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the applicant. mailing address. telephone number, and date application was received. Maintain accountability of all applications received while the announcement is open and ensure accurate filing of applications in the appropriate announcement folder. Deliver announcement folder to the personnel management specialist when announcement is closed. Utilizing information in the database. generate rating forms for the personnel management specialist. Once ratings are completed prepare notice of result letters notifying applicants of the status of their application for the signature of the personnel management specialist. Close out announcement folders when position is filled. Ensure that all documentation is contained in the folder prior to filing and is in accordance with OPM Delegated Examining Operations Handbook. A Guide for Federal Agency Examining Offices or NPG 3335.1D.

- 3) Maintain the Official Personnel Folders (OPFs) for LaRC employees. The contractor is responsible for maintaining control and accountability of all OPFs, and is responsible for the accurate filing of personnel actions and other documentation as may be required in the OPM Guide to Process Personnel Actions. Review OPFs prior to forwarding file to the National Records Center for employees leaving the Government and retrieve files from the National Records Center upon request. Prepare standard correspondence upon receipt of requests for employment verification for the signature of the Head, Personnel Operations Branch. Generate reports of accessions and separations on a weekly basis and forward information to appropriate officials via e-mail. Official Personnel Folders contain individually identifiable information protected by the Privacy Act of 1974(5 USC 552a) and the contractor shall control access to these records. The contractor shall develop and submit for Government approval procedures to ensure access to files only by authorized personnel. Release of folders to persons outside the OHR is prohibited unless approved by the Head, Personnel Operations Branch.
- 4) Maintain official files of all classified position descriptions, and maintain an inventory of these files in an ACCESS database, developed by OHR.
- 5) Prepare documentation for training purchases, including Purchase Requests entered into the Electronic Purchase Request Systems (EPRS) and Request. Authorization, Agreement and Certification of Training generated through Informed Filler forms software. Purchases include on-site courses. training course registrations, training materials. tuition for university, conference fees. refunds for tuition. and purchase of books. Inform the requestor of missing information. Obtain signatures, reproduce copies of Request, Authorization, Agreement and Certification of Training, and distribute copies to vendor and registrant. Contractor shall provide these services from 8:00 a.m. to 4:30 p.m. on all working days. Maintain a log for purchases, including purchases on a Government credit card by Government personnel. Establish, maintain and dispose of files for purchase requests in accordance with applicable standards and Government-approved procedures.
- 6) Provide logistical support for training classes being offered on and off Center. On occasion, multiple classes are held concurrently. The location of training facilities will be on Center and within a 75-mile radius of the Center. The contractor shall deliver support materials to classrooms both on and off the Center. The Government will provide a data management system for tracking completion of training by LaRC employees. scheduling of classrooms, and identification of required equipment.
 - a) Prepare and distribute advertisements of training classes being offered through e-mail and web posting.

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- b) Open and close classrooms at beginning and end of each class day. Set up in accordance with instructor specifications and assist in operation of audiovisual equipment including overhead projectors, laptops, video projectors, and Smart Boards.
 - c) Arrange for reproduction, assemble, and deliver materials for classes both on and off the Center.
 - d) Prepare information packages for instructors and coordinate visit requests. Answer inquiries regarding classes and direct students appropriately.
 - e) Utilizing a Government-provided data management system, generate class notices and reminder notices for on-site classes. Prepare course rosters and monitor attendance. Contractor is responsible for contacting alternate attendees to maximize class attendance. Establish, maintain and dispose of files for course-related materials in accordance with applicable standards and Government-approved procedures.
- 7) Operate the Government-equipped Multimedia Education Center (MEC) in Building 1216, which shall be open continuously from 7:30 a.m. to 4:30 p.m. all working days. Maintain an inventory in the NASA training management system of all materials in the MEC. Identify needs for new materials based on customer demand, and notify the Government. Monitor use of equipment and state of repair and notify the Government of needed repairs. Assist customers with using equipment and materials. Maintain a checkout system for MEC items loaned to authorized users. Collect data on customer use of MEC and materials. Prepare announcements that advertise services and new materials and distribute announcements after review by the Government. Draft monthly schedule for LaRC TV station WEDC programming and provide to the Government for review and approval.
- 8) Provide technical support for computer-training facilities in LaRC Building 1130T (includes one MAC room and one PC room). Serve as technographer for the Electronic Meeting System composed of a standard server, Group Systems Software, and up to 35 laptop computers. Provide technical support for the operation, maintenance, and upgrade of projectors, laptops, Smart Boards, PictureTel units, and Computer-Based Training (CBT) system which provides full multimedia training on a variety of software packages including Microsoft Word, Excel, and PowerPoint. Conduct and document annual inventory of Government-owned equipment. Prepare loan documentation and NASA Form 1602, NASA Equipment Management System (NEMS) Transaction Document, on each applicable piece of equipment to track loans and any changes in user or location and deliver to the NASA Property Custodian for signature. Coordinate documentation and pickup of excess equipment with the NASA Property Custodian.
- 9) Using the NASA training management system, enter and update course administration data and employee-training records. Using Microsoft Office and Access, develop and maintain data on education programs including graduate study and executive level courses. Forward employees copies of their individual training records upon request. Coordinate review of training records by Center employees to ensure their data is accurate and complete. Extract information from data management systems to support recurring and ad hoc reports on training upon request. Collect Center nominations and prepare spreadsheets for Agency Leadership and Management Development Programs (LMDP). Work with NASA Headquarters personnel in submitting Center nominees and alternates.
- 10) LaRC is currently the lead Center for NASA's Academy of Program/Project Leadership (APPL) and NASA Engineering Training (NET) Programs. Monitor APPL/NET training

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opportunities and advise candidates of development opportunities within the program. Compile all written course evaluations and on-line information related to the quality of instruction. Set up and maintain records on all APPL courses sponsored by NASA Headquarters. Prepare a quarterly report on activity within the program, including the number of APPL candidates and the Project Management Development Process (PMDP) level of each candidate, technical needs inventory, and course evaluation information. Develop ongoing educational assessment and evaluation tools (e.g., gap analysis, competency matrix) and interpret the data resulting from the use of these tools for APPL curriculum verification. Interact with education institutions and foreign Government representatives for curriculum accrediting and international recognition. Prepare various financial models (e.g., using forecasting, regression analysis) in state of the art financial software. Models are updated monthly including data from the LaRC Business Manager to ensure accuracy of funding information. Perform "cost saving" and "cost reduction" activities to assure that APPL /NET product costs are competitive with the marketplace. Utilize knowledge of the contracting process to advise APPL/NET team members of the pros and cons of each contract type. Develop education/developmental assessment and evaluation tools, interpret the data, and make recommendations based on that information. Apply Federal acquisition to support different types of contracts. Maintain and monitor a detailed program budget.

- 11) Prepare, process, distribute, and maintain files for Government correspondence and forms related to a variety of personnel actions including retirements and separations, health and life insurance (including Federal Employee Health Benefits (FEHB), Federal Employees Group Life Insurance (FGLI), and NASA Employee Benefits Association (NEBA) life insurance), and Thrift Savings Plan (TSP). Prepare retirement annuity estimates using Government-provided software (FRC Calc). Prepare retirement forms for transmittal to Office of Personnel Management. Copy, file, and maintain retirement packages. Prepare correspondence/forms for separations, resignations, and terminations in accordance with approved procedures. Assemble resignation/termination packages. Answer routine questions concerning various insurance programs. Disseminate insurance forms upon request and mail employee copies. Provide administrative services for the TSP program including answering questions, providing forms and information to employees, processing and filing forms, and maintaining open season logs in accordance with approved procedures.
- 12) Provide administrative services for all award programs including incentive awards, service awards, NASA Honor Awards, external awards, and special internal awards.
 - a) Enter award data into NASA Personnel and Payroll System (NPPS) and maintain electronic spreadsheet of awards that includes organizational code, dollar value of award, type of award, and name of recipient receiving award. Maintain inventory of Government-provided award certificates and distribute to the appropriate officials in accordance with Langley Form 134, Recommendation for Award.
 - b) Prepare certificates for presentation and forward the completed award packages to the appropriate officials. Distribute service award certificates and pins
 - c) Process all service awards. Based on Government-provided databases, generate lists of recipients. Prepare the service award certificates and pins for recipients. Maintain supply of pins/certificates, ensuring a ready supply is available from Government-provided source. Establish, maintain, and dispose of files for all suggestions in accordance with

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- applicable directives. Maintain file of all service awards distributed. Answer general questions about service award pins/certificates process.
- d) Provide logistical support for awards ceremonies to include set up of ceremony room and refreshments. display of awards. and check-in of presenters and awardees for service award Ceremonies.
- 13) Provide administrative support for the Employee Suggestion Program including the following:
- a) Process all incoming suggestion forms and enter suggestions received into the Suggestion Log. Review all employee suggestion forms for completion and forward suggestion to Suggestion Committee members in accordance with approved procedures. Send mementos to suggesters.
 - b) Establish, maintain, and dispose of files for all suggestions in accordance with applicable directives.
 - c) Prepare Evaluation Committee packages. Monitor completion and receipt of suggestion evaluations and inform Suggestion Program Coordinator of delays beyond two weeks in the evaluation process.
 - d) Provide logistical support for Evaluation Committee meetings by scheduling meetings, preparing documentation required for the meetings. notifying participants of meetings, and preparing Suggestion Award certificates.
 - e) Maintain supply of Suggestion Award certificates and the Evaluator's Guide, answer general questions about the ESP process. and prepare standard correspondence for appropriate signatures.

5.6. Engineering Drawing Files/Micrographics Services

Operate and maintain engineering drawing files consisting of approximately 600 hard copy drawings. of which 280 are active, and 560 drawings on microfiche. All work requests shall be entered into a Government-provided work-tracking system. Required services include the following:

- 1) Receive and index LaRC-generated drawings using an LaRC-unique computerized retrieval system. The Government will furnish this system, including the desktop terminals required to access the server. Prepare all drawings for delivery to outside contractor for microfilming by reducing drawings to standard size and packaging for shipment. Review returned microfilm for archival quality. correctness, and adherence to Drawing Requirements Manual. DOD-STD-100G .
- 2) File and retrieve hard copy drawings and aperture cards. Thirty percent of the requests are filled while the customer waits.
- 3) Using government-provided equipment reproduce and distribute copies of drawings according to schedule negotiated with requester. Perform minor maintenance per manufacturers' specifications on this equipment and contact maintenance vendor when machines require maintenance.
- 4) Attend NASA Engineering Drawing System Committee meetings to provide information on capabilities and respond to user issues.
- 5) Receive LaRC records (such as medical records. shipping documents, inventory control records, safety reports, model books. purchase orders, and vouchers) for microfilming,

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inventory contents, package for shipment, and store pending transfer to Federal Records Center or destruction.

5.7. Reserved

5.8. Information Technology Contract Administration

Perform administrative services in support of contract administration and monitoring of information technology (IT) contracts at LaRC. The two IT contracts are ODIN (Outsourcing the Desktop Initiative in NASA) and ConITS (Consolidated Information Technology Services). Services shall be performed in accordance with the terms and conditions of ODIN and ConITS contracts. The following services are required:

- 1) Process monthly ODIN invoices for validation by the ODIN COTR by providing the following services: (The invoice will be received on the 20th of each month)
 - a) Solicit and track feedback from points of contact (POCs) for 156 LaRC organizations. Verify feedback from POCs using available information from ODIN contractor. Provide report of POC issues to the Government by the 5th of each month.
 - b) Track status of invoice issue resolution plans and actions and report status information to COTR to facilitate invoice validation for payment.
- 2) Log and track ODIN action items and issues, including actions from ODIN meetings, infrastructure upgrade proposals (IUP), and requests for catalog adds. IUPs are requested from the ODIN contractor for proposed IT projects under consideration. Requests for catalog adds are requests from the Government to add new items to the ODIN catalog.
 - a) Attend daily, weekly, and ad hoc meetings between ODIN contractor and the Government. Take notes at meetings and provide updated action lists to attendees.
 - b) For all action items and issues, track appropriate dates and status or disposition.
- 3) Distribute and track data requirement document (DRD) deliverables from the ODIN contractor. Receive and distribute using Government-provided electronic distribution lists DRDs for comment, compile comments, and submit to the Government.
- 4) Compile ODIN data for annual Information Technology Service Activity (ITSA) data call. Summarize detailed cost and seat data from ODIN and separate Centenvide data according to individual organizations.
- 5) Log and track ConITS task assignment (TA) process, including appropriate dates, funding status, and task plan status or disposition.
- 6) Track funding for ODIN and ConITS. Maintain a log of funding purchase requests (PRs) including obligation and cost status.
- 7) Publish and maintain information on the ConITS web site using basic hypertext markup language (HTML), minor graphic elements, and tables. Review the information monthly for outdated or inaccurate information. email the results of the review to the NASA official responsible for content of the site. Collect/compile revised information, post files to the web server and create or correct basic HTML pages at the request of the NASA official. All changes, whether made at the request of the NASA official or as a result of the monthly review, shall be submitted to the NASA official for acceptance.

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5.9. Performance Standards

The following performance standards will be applied in the Administrative Services work area. Performance metrics and method of surveillance are included in the Performance Requirements Summary in the Award Term and Performance Evaluation Plan.

- SOW 5.1 Enter budgetary data into Planning System on time and accurately.
- SOW 5.1 Process 506 Resources Authority Warrants within 1 working day.
- SOW 5.1 Run and distribute weekly/monthly reports within 2 working days.
- SOW 5.1 Provide graphics support within schedule negotiated.
- SOW 5.1 Respond satisfactorily to customer inquiries within agreed to schedule.
- SOW 5.2 Answer and resolve all calls promptly and enter call disposition information into tracking system by COB same day received
- SOW 5.2 Maintain Financial Management files so that items in files are easily and quickly located.
- SOW 5.2 Deliver correspondence to appropriate personnel or requestor within 1 hr.
- SOW 5.2 Completed files are boxed and delivered to storage by November 30 each year.
- SOW 5.2 Enter invoices accurately into the Invoice Payment System in within 1-2 hr.
- SOW 5.2 Enter travel vouchers the Travel Voucher Tracking system within 1 hr.
- SOW 5.2 Review travel orders within 1 hr.
- SOW 5.2 Review travel vouchers and return incomplete travel vouchers to traveler within 4 hours.
- SOW 5.2 Examine and process vendor invoices accurately and in a timely fashion to avoid excessive interest payment by the Government.
- SOW 5.2 Protect Privacy Act, Commercial Business Information. and sensitive information.
- SOW 5.3 Protect Privacy Act, Commercial Business Information, and sensitive information.
- SOW 5.3 Accurately enter AMS initial award & modification data within 8 working hours.
- SOW 5.3 Accurately complete Individual Procurement Action Reports (NF 507) within 16 working hours for new awards and within 8 working hours for modifications.
- SOW 5.3 Complete all back-up file documentation for incremental funding modifications or supplements and make ready for CO signature within 8 working hours.
- SOW 5.3 Provide accurate, timely word processing and data management services.
- SOW 5.3 Screen PRs within 4 working hours of receipt.
- SOW 5.3 Distribute required award documents to appropriate personnel and return file to CO within 8 working hours.
- SOW 5.3 Receive COTR delegations within 5 working days of award; receive other delegations within 30 days.
- SOW 5.3 Post notices within 5 working days after award.
- SOW 5.3 Track all equipment in property custodian account and prepare NF 1602 for changes within 5 working days.
- SOW 5.3 Maintain sufficient office supplies to fill all requests for standard items.
- SOW 5.3 Distribute mail within 1 working hour and faxes within 20 min.
- SOW 5.3 Files are easily and quickly located in Procurement files.
- SOW 5.3 Retrieve inactive files with 8 working hours of request.
- SOW 5.3 Destroy files as soon as possible upon eligibility, but not less frequently than once per year.

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- SOW 5.4 Distribute incoming mail and faxes and process outgoing mail within 2 working hours of receipt.
- SOW 5.4 Fill requests for files within 4 working hours of receipt
- SOW 5.4 Prepare presentation transparencies and handouts within 4 working hours of receipt of request.
- SOW 5.4 Send faxes within 1.5 working hours
- SOW 5.4 Maintain sufficient office supplies to fill all requests for standard items
- SOW 5.4 Distribute contract documentation to appropriate personnel within 8 working hours of receipt using up-to-date mailing list
- SOW 5.4 Distribute accurate up-to-date action lists and meeting notes within 8 working hours of meeting
- SOW 5.4 Prepare NF 1602 within 5 working days of change in equipment status and maintain accurate equipment inventory
- SOW 5.4 Report to NASA Official by the 5th working day of month on web site review and modify web site within 4 working hours of request.
- SOW 5.4 Protect classified and sensitive information.
- SOW 5.5 Answer telephones and route calls to appropriate officials within 5 min. Provide applicant status upon request.
- SOW 5.5 Deliver information and faxes to appropriate officials within 10 min.
- SOW 5.5 Prepare error-free correspondence within 8 working hours of receipt of application or request.
- SOW 5.5 Generate vacancy announcement folders including rating forms within 1 working day of announcement closing.
- SOW 5.5 Protect Privacy Act and sensitive information.
- SOW 5.5 File documents in OPFs within 2 working days.
- SOW 5.5 Enter email requests for personnel action into database and forward to Personnel Management Specialist within 4 working hours.
- SOW 5.5 Close out announcement folders within 3 working days
- SOW 5.5 Process and prepare accurate documentation for training requests (e.g., purchase requests, credit card transactions, and SF 182s) within 12 working hours. Process emergency requests immediately.
- SOW 5.5 Ensure that classrooms, materials, and equipment are ready for classes according to schedule and instructions.
- SOW 5.5 Provide courteous, prompt, knowledgeable assistance to customers of the MEC.
- SOW 5.5 Provide timely and accurate APPL data.
- SOW 5.5 Provide courteous, prompt, knowledgeable assistance to customers of the APPL.
- SOW 5.5 Maintain accurate records of completed training.
- SOW 5.5 Input accurate and complete class administration data within 1 working day.
- SOW 5.5 Provide accurate, complete retirement estimates.
- SOW 5.5 Accurately enter awards data into database and update electronic spreadsheet within 8 working hours of receipt.
- SOW 5.5 Process and forward suggestions to appropriate officials within 4 working hours.
- SOW 5.6 Ensure that microfiche of drawings is of archival quality.
- SOW 5.6 Duplicate and distribute drawings according to deadline negotiated with requester.
- SOW 5.6 Respond within 8 hours to requests for LaRC drawings from the drawing files
- Respond immediately for 30 percent or requests while customer waits

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- | SOW 5.8 Maintain accurate up-to-date action list, weekly reports, and monthly invoice report.
- SOW 5.8 Deliver meeting notes, weekly reports, and monthly invoice reports on time.

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Table 5.1 Applicable Laws, Regulations, Standards and Directives for Administrative Services (SOW 5)

Applicable Laws, Regulations Standards, and Directives	SOW Area
Laws	
5 USC 552a, Privacy Act of 1974	5.5
Federal Regulations, Executive Orders, and Guidance	
41 CFR Subtitle F Parts 300, 301 and 302, Federal Travel Regulations.	5.2
Procurement Notices (PN)	5.3
Federal Acquisition Circulars (FAC)	5.3
OPM Guide to Processing Personnel Actions	5.5
OPM Delegated Examining Operations Handbook, A Guide for Federal Agency Examining Offices	5.5
NASA and Langley Directives	
NASA Financial Management Manual	5.2
LAPG 9700.1, Travel Guidance	5.2
FMM 9700, NASA Federal Travel Regulation Supplement (NFTRS)	5.2
FMM 9630, Voucher Examination and Payment	5.2
NASA FAR Supplement (NFS)	5.3
Procurement Information Circulars (PIC)	5.3
PIC 00-20, Individual Procurement Action Reporting	5.3
The Commercial And Government Entity (CAGE) Codes	5.3
NPG 2800.1, Managing Information Technology	5.4
Management and Communications Standards and Style	5.4
LAPG 1450 1, Langley Office Correspondence Procedures	5.4
NPG 1620 1, NASA Security Procedures and Guidelines	5.4
NPG 4200 2B, NASA Equipment Management Manual for Property Custodians	5.3, 5.4
NPG 3335 1D, Internal Placement of NASA Employees	5.5
NPG 3451 1 NASA Awards and Recognition Program	5.5
AdminSTAR User's Manual	5.5
NTDS User and Operations Guide (UOG)	5.5
Other	
ODIN Master Contract (NAS5-98140) and LaRC Delivery Order (L-70717D)	5.9
Millennia Master Contract (GS-00T-99-ALD-0209) and LaRC Task Order (L-70750D)	5.9

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Table 5.2 Special System Requirements for Administrative Services

Application/System Requirements	SOW Area
Comparable ODIN seat – GP2	5
Contractor computers must access the Government-furnished systems/applications listed below	5
Microsoft Office – Word, Excel, Powerpoint	5
Foxpro	5.2
Adobe Writer	5.3
Microsoft Access	5.5
Meeting Maker	5.4
Informed Filler	5

Government-Furnished Applications/ Systems	SOW Area
NASA mainframe applications:	
NASA Budget System	5.1
Acquisition Management System (AMS)	5.3
NASA Personnel Processing System (NPPS)	5.5
NASA Training and Development System (NTDS)	5.5
AdminStar – NASA training management system	5.5
Langley-unique systems and applications:	
Langley Budgetary Planning System – Mainframe application	5.1
Langley Invoice Payment System – Mainframe application	5.2
Electronic Purchase Request System (EPRS)—server-based database system	5.2, 5.3, 5.5
Langley Bankcard System – Web-based client-server system	5.3, 5.5
HyperX Archive System – Web-based archive management system	5.4
Commercial-off-the-shelf software (COTS)	
FRC Calc	5.5
Customized Access databases	5.5
LiveLink document management system	5.3
Travel voucher tracking system – customized Foxpro database	5.2
Travel Manager - web-based automated travel management system	5.2
RESUMIX - an electronic recruiting and staffing resume management support system	5.5

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Exhibit A

Table 5.3 Workload Statistics for Administrative Services

Workload for Resources Management (SOW 5.1)		
Function	Estimated quantity	Timeframe
Form 506 Resources Authority Warrants processed	400 documents	Annually
Financial reports run and distributed	100 reports	Weekly
Graphics support	15 charts	Monthly
Customer inquiries	10 calls/visits	Daily
Budgetary data entered into Planning System	2400 entries	Annually

Workload for Financial Management Service Pool (SOW 5.2)		
Function	Estimated quantity	Timeframe
Purchase order, contract, grant documents processed —	2027	Monthly
Faxes received	683	Monthly
Faxes sent	332	Monthly
Travel orders and vouchers processed (hardcopy & Travel Manager)	700	Monthly
Invoices examined	6000	Annually
Time spent responding to Call Center inquiries	4-6hr	Daily

Workload for Office of Procurement Service Pool (SOW 5.3)		
Function	Estimated quantity	Timeframe
Number of PRs screened, printed, and distributed	7600	Annually
Contract awards requiring distribution, NF 507, and COTR delegations	145	Annually
Contract modifications requiring distribution and NF 507	1000	Annually
Grants, Cooperative Agreements, and Space Act Agreements requiring distribution, NF 507, and ONR delegations	200	Annually
Grant supplements requiring distribution and NF 507	665	Annually
Incremental funding modifications and supplements prepare	960	Annually
Purchase orders distributed	2725	Annually
Purchase orders under \$25K requiring AMS award data entry	2300	Annually
Modifications to purchase orders over \$25K requiring NF 507	325	Annually
Cost type award requiring DCAA/DCMO delegations	35	Annually
Number of pages typed	6900	Annually
Number of copies made	123,500	Annually
Number of fax pages sent	9200	Annually
Number of fax pages received	12,200	Annually
Number of property items tracked	300	Annually
Number of files in conex trailers requiring maintenance	3,500	Annually
Number of purchase order files in Office of Procurement storage room requiring maintenance	10,000	Annually
Number of contract files to be destroyed	500	Annually
Number of purchase order files to be destroyed	4,500	Annually

Exhibit A

Typical Office Supplies (SOW 5.3)	
Recurring	Occasional
Adhesive (Post-It type) notes (3x3, 3x5, 4x6 with lines)	Tape dispensers
Binder Clips (small, medium and large)	Scissors
Copy Paper	Dry erase markers
Correction Fluid	Rulers
Disks, PC formatted	
Document/sheet protectors	
Envelopes	
Erasers	
Fax machine toner	
Folder, brown w/fasteners	
Folder, green contract files	
Folder, manila	
Glue sticks	
Highlighters	
Markers, sharpie (black, blue, red, green)	
Paper, 8.5 x 11 lined pads	
Spiral note books	
Note books	
Pens (blue, black, red)	
Paper clips	
Pencils, #2	
Staples	
Tape (scotch and masking)	
Tape flags (yellow, red, blue and "sign here")	
Printer Toner Cartridges	

Workload for Administrative Service Pool (SOW 5.4)		
Function	Estimated quantity	Timeframe
No. mail stops supported	4	Daily
Pieces of incoming mail sorted and screened for distribution and filing	1000	Monthly
Photocopies	8500	Monthly
No. of documents retrieved and filed	15	Monthly
No. of supply inventories maintained	2	Yearly
Incoming faxes screened for distribution	30	Monthly
Outgoing faxes	15	Monthly
Distribution lists maintained	5	Yearly
No. of configuration and action item lists maintained	4	Weekly
No of web sites maintained	1	Monthly
No. of meetings supported	4	Weekly

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Workload for Human Resources Service Pool (SOW 5.5)		
Function	Estimated quantity	Timeframe
Job announcements	300	Annually
No. of LaRC employees for which official personnel files and training records are kept	2400	
No. of position descriptions	2400	
No. of letter generated for signature	300	Annually
No. of training classes and courses taken by Center personnel	1030	Annually
No. of training classes offered by LaRC	860	Annually
No. of training purchase requests prepared	253	Annually
No. of SF-182 processed for training	635	Annually
No of APPL courses offered	100	Annually
Total no. of personnel actions processed:	1675	Annually
Retirements	100	Annually
Retirement Estimates	250	Annually
TSP changes	1000	Annually
NEBA changes	75	Annually
FEHB Changes	250	Annually
No. of awards processed		
Incentive Awards	3300	Annually
Honor awards	65	Annually
Service awards	550	Annually
No. of suggestions processed	30	Annually

Workload for Engineering Drawing Files/Micrographics Services (SOW 5.6)		
Function	Estimated quantity	Timeframe
LaRC-generated drawings indexed	3000	Yearly
Drawings aperture cards filed or retrieved	30,000	Yearly
Copies of drawings made and distributed	15,000	Yearly
Boxes (18"X12"X10") of LaRC records prepared for microfilming	50-60	Yearly
Engineering Drawing Committee Meetings (2 hr)	1	Semi-annually

Workload for Information Technology Contract Administration (SOW 5.8)		
Function	Estimated quantity	Timeframe
ODIN action items:		
Actions arising from meetings	5	Weekly
Infrastructure upgrade proposals (IUPs)	3	Monthly
Requests for catalog adds	5	Monthly
ODIN data requirement document (DRD) deliverables	7	Monthly Quarterly or as needed
		Annually
ODIN and ConITS funding purchase requests (PRs)	250	Annually

6. Scientific Information

The contractor shall provide services related to the production and dissemination of information in support of NASA's four major information programs:

- Scientific and Technical Information (STI) Program
- Public Affairs Program
- Education Program
- Commercial Technology Program

The various media services in this work area are very closely related to video production and audio/visual services (SOW 7) to provide the capability for production of a complete range of information products in single as well as multiple media. For convenience of LaRC media services customers, Scientific Information services are focused in the Media Services Center (Building 1152), where the contractor shall provide a "one-stop-shop" for the provision of technical publications, duplication, and graphics services. Photographic services are provided at the Photographic Laboratory (Building 1155).

The contractor shall follow up and resolve problems. The contractor shall negotiate due dates for all media services jobs with customers: the Government will resolve conflicting requirements and set priorities during peak workloads. All activities shall be performed in accordance with the applicable laws, regulations, standards, and directives in Table 6.1. System requirements are specified in Table 6.2. Specific services include the following at the workload levels specified in Table 6.3:

6.1. Media Services Center Customer Service

Provide centralized customer service and work tracking in the Media Services Center (MSC) from 8:00 a.m. to 4:30 p.m. all working days. Required services include the following:

- 1) Operate a customer service center providing a dropoff and pickup point for MSC services. The contractor shall coordinate receipt of requests and delivery of work among the three customer support service centers (MSC, Photographic Services (SOW 6.3), and Video Services (SOW 7). Interface with customers, help customers determine and articulate their information product requirements, provide information on available media services, and conduct technical analysis of work requirements to determine the most efficient means to produce the product. Refer customers to Government Media Services specialists in accordance with approved procedures when scope of information project requires coordination of several media skills, when work requirements are beyond scope of the contract, or when requirements cannot be met within the time frame required.
- 2) Take in work requests in both hard copy and electronic form for technical publications, duplication, and graphics services: process requests to the appropriate work areas. Ensure that all incoming requests are complete and in compliance with approved procedures. Purpose of job, required completion date, sensitivity of information, authorization and signatures, and job order shall be obtained before acceptance of work. Consult with NASA personnel and contractors such as writers, editors, desktop publishers, graphic designers, visual information specialists, mail managers, and printing specialists to ensure that clarity in the desired end product is achieved.
- 3) Promote the use of digital technology in filling media services requests with the customers by requesting digital files when available. Assist customers in transferring digital files among various platforms.

Exhibit A

- 4) Enter work request data into a Government-supplied 4D (4th Dimension) database and maintain records sufficient to respond to requirements for specific contract deliverables. Ensure that the database is up to date and accurate. Using the work control system, generate routine production reports.
- 5) Notify customers or mail completed work as requested by customers. Respond to customer questions regarding status of work by accessing work tracking database or referring questions to staff member performing the work.

6.2. Technical Publications Services

Provide comprehensive publication services necessary to prepare draft documents for printing and electronic dissemination. Services include professional technical editing, proofreading, desktop publishing, manuscript preparation, figure preparation and manipulation, and information management services for technical reports, journal articles, meeting papers and presentations, newsletters, web page text, brochure text, proposals, and special publications. Subject matter ranges from highly technical archive reports to information for the general public and school children. Style shall conform to standards and style guides listed in Table 6.1 unless the document is being published by a professional association or journal, in which a case style guides from the professional association or journal publisher supersede all other guidance. A Secret security clearance is required to edit and prepare manuscripts for a small number (less than 5%) of classified documents. Use a Government-provided secure computer system for classified work.

Work shall be performed in a centralized location and at one collocated location (technical editing and publications graphics support). Technical publications support contractors will have access to Government-provided high-end shared output devices provided in the Media Services Center. Publication services include the following:

- 1) Process incoming drafts and electronic files from authors for editing and manuscript preparation. Check reference citations for accuracy and maintain electronic reference list. Transfer, manipulate, and convert electronic files among UNIX, PC, and Macintosh platforms.
- 2) Enter job tracking information into the Government-provided 4D work control system, monitor the status of all incoming and in-progress jobs, and maintain an up-to-date record of individual job progress and completion.
- 3) Review, edit, rewrite, and prepare for publication manuscripts dealing with advanced technical subject matter in the areas of aeronautical or physical science, mathematical theory, engineering disciplines, and computer science for a variety of audiences including engineers and scientists, LaRC stakeholders, general public, and K-12 students and teachers. Establish levels of edit based on Van Buren and Buehler's *Levels of Edit* for review and approval of the Government. Explain and offer requester the option of various levels of edit. Provide a substantive level of edit to all NASA Special Publications (SPs) and to NASA Technical Papers (TPs) referred for editing. A deadline for substantive edit of these reports shall be calculated based on the number of pages in the draft in accordance with approved procedures. Deviations from these deadlines shall be negotiated with the Government.
- 4) Provide editorial coordination of all aspects of manuscript production (on-line and hard copy), resolve all questions arising from author interview or review and proofreading, and ensure that printing and distribution requirements are specified. Coordinate publication of

Exhibit A

NASA Conference Publications, including preparation of front matter, pagination, and manuscript correction.

- 5) Produce photographs, illustrations, and drawings appearing in NASA reports, journal articles, meeting presentations, and other documents. Facilitate production and integration of figures into documents during all phases of document preparation. Create professional quality technical art, scientific figures containing Greek and mathematical notations, and mechanical art for high-resolution color and black & white photographs and illustrations. The primary graphics software package is Adobe Illustrator. The contractor shall (1) maintain familiarity with computer graphics software and hardware being used by authors to originate figures, (2) develop capability on software in widest use (three to five illustration programs), and (3) convert author-supplied electronic graphics files into formats that can be modified and/or integrated into electronic documents for both printed and electronic (e.g., web) distribution.
- 6) Provide desktop publishing support for various research documents such as NASA reports, journal articles, and meeting papers. Document preparation stages range from rough draft to final camera-ready copy and/or electronic file for on-line dissemination and printing on electronic publishing print-on-demand system. Electronic files in PDF (Portable Document Format), Postscript, and native electronic publishing formats shall be delivered as required. Instructions from numerous association and journal publishers shall be followed when applicable. Electronic publishing software packages used include primarily FrameMaker and Microsoft Word on Unix, PC, and Macintosh platforms. Computer files shall be created, modified, transferred, converted, and saved in proper formats on appropriate platforms to allow integration into electronic documents.
- 7) Proofread final manuscripts for clarity, grammar, punctuation, spelling, capitalization, usage, and format in accordance with applicable publication standards. Compare final manuscripts with edited drafts to ensure that they comply with editors' and authors' modifications. Facilitate all necessary changes to final manuscript and ensure that manuscript is ready for printing. Ensure that front and back matter are correct and that appropriate restriction notices are properly included, and prepare instructions for printing.
- 8) After publication, archive and prepare files for further electronic distribution.

6.3. Photographic Laboratory and Archival Services

Provide comprehensive services in a Government-equipped photographic laboratory in the areas of work control, film processing, conventional laboratory products, digital image scanning and processing, and image archiving in order to support LaRC's photographic documentation and research data acquisition for unique events that cannot be replicated. As indicated in Table 7.3, photographic laboratory services are expected to shift from conventional wet-chemistry processes to digital processes. Develop and submit an annual report providing advice and recommendations to the Government on photographic equipment upgrades and process improvements.

The Government will provide computer equipment and software for image scanning and image processing as well as the conventional photographic equipment listed in Exhibit C. Work is performed in a closed area requiring a Secret security clearance for access. Required services include the following:

- 1) Provide photographic customer service and work tracking. Interface with customers and help customers determine their conventional and electronic photographic product requirements.

Exhibit A

Receive photographic requests from customers, enter work order data into Government-provided server-based work control system, and notify customers or mail completed work as requested by customers. Ensure that database is accurate and up to date. Using the work control system, generate routine production reports such as job listings. Hours of operation for customer support are from 8:00 a.m. to 4:30 p.m. all working days.

- 2) Operate the conventional (wet chemistry) photographic laboratory and provide photographic products to LaRC. Safety is a primary concern within NASA. The conventional photographic laboratory operates a number of industrial machines and uses a number of chemicals that, if not used properly, could cause damage or injury.
 - a) Process film and produce copy negatives, contact prints, and enlargements. Ten percent of film must be processed while the customer waits. Five percent of work will be designated "priority" by the Government and must be scheduled immediately and produced as quickly as possible.
 - b) Provide and maintain an inventory of required photographic chemicals and supplies. Keep chemical records up to date in LaRC's Chemical Material Tracking System (CMTS) for all chemicals used in the Photographic Laboratory.
 - c) Conduct and document annual inventory of Government-owned contractor-operated equipment. Assign users and fill in documentation on a NASA Form 1602, NASA Equipment Management System (NEMS) Transaction Document, on each applicable piece of equipment to track any changes in user or location and deliver to the NASA Property Custodian for signature. Coordinate documentation and pickup of excess equipment with the NASA Property Custodian.
 - d) Monitor, operate, and perform operator maintenance and cleaning on one color film processor, one black & white film processor, one color print processor, and one black & white print processor. Processing parameters shall be customized to compensate for improper exposure conditions or unique test situations.
 - e) Process control must comply with standards set forth in Kodak's Z-manuals for the chemicals used, currently C-41, RA-4, 641, and PolyMax. Operations must comply with Hampton Roads Sanitation District industrial wastewater discharge permit # 0085. The contractor shall certify that personnel required to mix chemistry have annual training in the use of personal protective equipment complying with OSHA 29 CFR 1910.134 Respiratory Protection and OSHA 29 CFR 1910.132 Personal Protective Equipment. Recertification is required if changes in the work place result in personal protective equipment changes.
 - f) Harvest silver from fixer and bleach/fix chemical effluents.
- 3) Using a Government-equipped electronic photographic laboratory, scan at high resolution all negatives that are assigned L-numbers in order for them to be digitally archived and to provide for on-line access. A normal digital scan file size is 50MB to 70MB and the normal archive file size from a film scan is 36.7 MB (8 X 10 inch at 400 dpi). Scan customer-provided negatives to produce digital files for customer use in graphics, word processing, and other computer applications. Correct digital images for dust, scratches, color, and contrast. Process customer-supplied digital files to enhance for color, contrast, size, and format, and produce prints, viewgraphs, and compact disks (CDs) using Photoshop, Illustrator, Powerpoint, Toast, and Raster-Plus. This electronic imaging software and FileMaker Pro will be provided as part of the Government-equipped electronic photographic laboratory.

Exhibit A

- 4) Maintain the photographic archives. The current photographic archive consists of approximately 530,000 images, of which 247,000 images are cataloged in approximately 47,000 records in the GALAXIE database.
 - a) For all images that are to be archived, collect and file signed release forms containing bibliographical information on the images from the customer, and assign LaRC "L-numbers" to the images.
 - b) Perform basic file management and conservation of the folders and negatives in the Photo Archive collection in accordance with approved procedures.
 - c) Catalog and enter bibliographical data using standardized searchable terms from the NASA Thesaurus for archived images into NASA GALAXIE, the LaRC library catalog running on the Sirsi STILAS application. Sirsi Unicorn WorkFlows interface shall be used. Catalog all new images added to the archive and the uncataloged images in collection specified by the Government. Use standardized searchable terms with existing database. Perform regular checks to ensure accuracy of the on-line records and reconcile non-standardized terms.
 - d) For numbered digital images that are made available to the public on-line, enter bibliographical data and post image files into Langley Image Scanning, Archival, and Retrieval (LISAR), a web-based image dissemination system. Reconcile and standardize searchable terms within database. Perform regular checks to assure accuracy of the on-line records submitted.

6.4. Duplicating Facility Operation

Provide a comprehensive duplicating service to include electronic file transfer and preparation, scanning, duplication, bindery, and distribution services in a Government-equipped on-demand duplicating facility to process and produce finished documents and highly technical reports. Manage all aspects of Duplicating Facility operations including problem follow-up and resolution. Implement and maintain an effective quality control and assurance program, including color management. Work is performed in a closed area requiring a Secret security clearance for access. Safety is a primary concern within NASA. The Duplicating Facility has a number of industrial machines that, if not properly operated or monitored, could cause damage or injury. The contractor shall provide a minimum of two qualified (see (I) below) contract personnel at all times during high-speed machine operations, including punching, binding, and stitching operations. The contractor shall ensure that work areas are professional, safe, and clean, and shall operate the facility in compliance with applicable safety rules and regulations for personnel protection, facility safety, and personnel safety certification. The contractor shall staff the facility at a minimum from 7:00 a.m. to 3:30 p.m. on all working days. The contractor may choose to extend hours (for example, split shift from 7:00 a.m. to 7:00 p.m.) to promote operating efficiencies and ensure that deadlines are met during peak periods. If overtime is required for unanticipated critical work, it shall be in accordance with Section I, clause 52.222-2, Payment for Overtime Premiums. Approximately 30 percent of all work will be required while the customer waits or within the same day. Three percent of work will be designated "priority" by the Government and must be scheduled immediately and produced as quickly as possible. Required services include the following:

Exhibit A

- 1) Manage the Duplicating Facility as follows:
 - a) Continually improve procedures to maximize efficiency of print-on-demand technology provided by the Government.
 - b) Operate and maintain all Government-provided equipment according to manufacturers' specifications and provide routine preventive maintenance and repairs covered in the Xerox Customer Productivity Workshop. All other maintenance and repairs will be provided by Government-procured maintenance contracts. The contractor shall initiate and track maintenance and repair requests and report status of maintenance and repairs to the Government. The contractor is responsible for initiating a repair request immediately to avoid further damage to the equipment and for adjusting schedules on machines within the Duplicating Facility to avoid missing deadlines. The Contractor shall read meters of all duplicating equipment per vendor specification and report to the Printing Officer.
 - c) Conduct and document annual inventory of Government-owned contractor-operated equipment. Assign users and fill in documentation on a WWSA Form 1602, NASA Equipment Management System (NEMS) Transaction Document, on each applicable piece of equipment to track any changes in user or location and deliver to the NASA Property Custodian for signature. Coordinate documentation and pickup of excess equipment with the NASA Property Custodian.
 - d) Develop and submit a written report semiannually providing advice and recommendations to the Government on duplicating equipment upgrades and process improvements.
 - e) Provide and maintain an inventory of supplies necessary to perform the work described herein and ensure compliance with the joint Committee on Printing (JCP) Paper Specifications and Executive Order (EO) 13101 regarding recycling and affirmative procurement. The contractor shall ensure proper handling and storage of chemicals and maintain a complete inventory through the use of the Chemical Material Tracking System (CMTS).
 - f) Provide data by October 15 of each year required to complete the annual JCP Report.
 - g) Schedule and track activities using a Government-provided 4D work control database. Enter work request, production, and maintenance information, and maintain an up-to-date record of completion.
- 2) Receive incoming jobs that are in one or more of the following forms: hardcopy; network electronic files (via e-mail, File Transfer Protocol (FTP), Appleshare, or Internet) from Macintosh, PC, and Unix platforms; and removable electronic media such as floppy, optical, zip, jazz, and CD from Macintosh, PC, and Unix platforms. Postscript (PS) files are the preferred standard file format; however, files are also submitted in PDF and native application files such as Adobe Illustrator, Microsoft Excel, PowerPoint, Word, and WordPerfect. The contractor shall concatenate files into make-ready format to maximize production to digital output devices and shall edit printer control language code from postscript files to maximize use of the Xerox Network Server Plus (NSP). Files are either sent to the network servers via the Xerox Document Submission job ticket software or sent directly to the digital output devices. All electronic jobs shall require a proof and the contractor shall validate the integrity of the electronic files, fonts, and quality. The customer may require approval of the proof prior to production.

Exhibit A

- 3) Using the Government-provided Xerox DigiPath system with Windows NT and scanner, scan hardcopy documents containing graphics, text, scientific notations, equations, graphs, and schematics. Perform edits, for example, to enhance image, correct image skew, shift image, mask images for photo enhancement, and number pages. Export file in such formats as PDF, PS Level 2, RDO (Raster Document Object), and TIFF (Tagged Image File Format) for electronic publishing systems or electronic dissemination. The contractor shall FTP files to servers for download by customers. All scanned documents shall require a proof and the contractor shall validate that all pages are scanned and match original input.
- 4) Operate installation-provided equipment to meet duplicating and document finishing requirements of LaRC:
 - a) Government-provided Xerox equipment includes
 - Two DocuTech 135 high-speed electronic print-on-demand systems with the following:
 - Network Server (NS) which supports PS, PRN, PDF, Interpress, Native Application, and PCL (Printer Control Language) files
 - Job Manager
 - Network Server Plus which supports PS, PRN, PDF, Interpress, Native Application, XIPP (postscript wrapped TIFF), TIFF, EPS (Encapsulated Postscript), and ASCII (American Standard Code for Information Interchange) files
 - Booklet Maker
 - Set Labeling
 - One DocuColor 40 high-speed, networked color copier
 - One 8830 networked engineering drawing copier that supports standard data formats; HP-GL is the format predominantly used.
 - b) Operate bindery equipment according to manufacturers' specifications including stitchers/staplers, spiral binder, drills, tabletop folder, and paper cutter.
- 5) The contractor shall assemble, package, and meter unclassified and classified printed products for distribution on-site and for mailing or shipment to national and international destinations, according to applicable United States Postal Office regulations, export control regulations, and classified information regulations. Activities include stuffing envelopes, collating, preparing appropriate forms, packaging, and typing. The contractor shall operate Government-provided distribution equipment according to manufacturers specifications including labelers, tabber, tying machine, meter machine, and forklift. Forklift operators must maintain certification. Provide general preventive maintenance (e.g., cleaning glue off label wheel, keeping movable parts free of adhesive or paper labels). Other maintenance will be provided by Government maintenance contracts.

6.5. Graphics Services

Provide design and production of artwork products for visual communication of highly technical information and information for the general public and school children. Graphics services include design and print production. illustration. WWW design, multimedia, and display graphics using state-of-the art graphic design hardware and software including Acrobat. Illustrator. Photoshop, PageMill. Quark Xpress. GoLive. Dreamweaver. Fireworks, Flash. Word, PowerPoint, and Netscape Communicator on Macintosh and PC computers. All products shall comply with applicable Agency graphics standards. Contractors will have access to Government-provided high-end shared output devices provided in the Media Services Center (see Exhibit C). The contractor shall keep chemical records **up** to date for contractor-provided supplies for output devices in LaRC's Chemical Material Tracking System (CMTS) for the storage and disposal of inks and related printing chemicals. Required services include the following:

- 1) Interface with the customer to determine specific technical. design, and production requirements.
- 2) Enter job tracking information into the NASA-provided 4D work control system. monitor the status of all incoming and in-progress jobs. and maintain an up-to-date record of individual job progress and completion.
- 3) All work completed in Centralized graphics shall be archived upon completion of the job onto the Government archive storage system.
- 4) Provide quality control and proofreading of all projects using digital proofing methods (e.g., Flight Check software).
- 5) Provide centralized graphic design and production services for technical graphs and charts, projected visuals. exhibits and display elements, multimedia interactive presentations, two- and three-dimensional modeling and animation. internet web pages, technical illustrations. and graphic design for print production. Graphics products shall be delivered in hard copy and electronic form (postscript, PDF. and native application formats) as required by the customer. At a minimum. the production offices will be staffed from 8:00 a.m. to 4:30 p.m. all working days.
- 6) Provide co-located graphics services for approximately 13 individual LaRC organizations in the form of presentation visuals. technical figures and illustrations, display and exhibit components, design for print production. and file transfer. The demands of each organization are varied yet comprehensive. requiring the capability of producing a wide range of graphic products. Organizations will specify and provide an archive system if required.

6.6. Performance Standards

The following performance standards will be applied in the Scientific Information work area. Performance metrics and method of surveillance are included in the Performance Requirements Summary in the Award Term and Performance Evaluation Plan.

- | | |
|---------|--|
| SOW 6 | Protect classified and sensitive information. |
| SOW 6 | Enter data accurately into work control system within 4 working hours of receipt and maintain up-to-date work status. |
| SOW 6 | Provide courteous. prompt customer service and promptly notify customers when work is completed. |
| SOW 6.2 | Provide substantive edit to NASA technical reports and deliver error-free electronic files for printing within the established deadline. |

Exhibit A

- SOW 6.2 Provide a level of edit identified by requester for other documents within the deadline negotiated with requester.
- SOW 6.2 Prepare error-free manuscripts that comply with format requirements and deliver within the deadline negotiated with requester.
- SOW 6.3 Meet all priority deadlines.
- SOW 6.3 Create technically and artistically correct conventional and electronic photographic products within scheduled deadlines.
- SOW 6.3 Operate the conventional Photo Lab according to manufacturer's specifications and in compliance with environmental, health, and safety requirements.
- SOW 6.3 Meet all environmental requirements and maintain CMTS records up to date.
- SOW 6.3 Prepare NF 1602 within 5 working days of change in equipment status and maintain accurate equipment inventory
- SOW 6.3 Maintain, operate, monitor, and certify equipment and chemical mixes per manufacturer specifications
- SOW 6.3 Maintain the conventional and electronic photo archives so that imagery is readily available. Return negatives to files within 2 working days after completing work
- SOW 6.3 Enter accurate information into NASA GALAXIE and LISAR and link to images at rate of 12,000 images per year. Correctly assign L-nos. to negatives with signed release forms.
- SOW 6.4 Duplicate and distribute work without quality defects within scheduled deadlines.
- SOW 6.4 Maintain, operate, and monitor Duplicating Facility equipment per manufacturer specifications.
- SOW 6.4 Operate Duplication Facility efficiently.
- SOW 6.4 Prepare NF 1602 within 5 working days of change in equipment status and maintain accurate equipment inventory .
- SOW 6.5 Produce graphic products that are technically accurate, correct to customer's specs. and in compliance with NASA and LaRC standards within scheduled deadlines.
- SOW 6.5 Maintain and properly operate Government photographic equipment per manufacturers' specifications.

Exhibit A

Table 6.1 Applicable Laws, Regulations, Standards, and Directives for Scientific Information Services (SOW 6)

Applicable Laws, Regulations, Standards, and Directives	SOW Area
Laws	
Copyright Act 1976, Sections 106-118	6.4
Federal Regulations, Executive Orders, and Guidance	
29 CFR Part 1910--Occupational Safety And Health Standards	6.3
Executive Order (EO) 13101, Greening the Government through Waste Prevention, Recycling, and Federal Acquisition	6.4
EPA Comprehensive Procurement Guideline (CPG) Program	6.4
Government Paper Specification Standards, Published by the Joint Committee on Printing, Congress of the United States, July 1994, No. 10	6.4
GPO Agency Procedural Handbook; GPO Publication 305.1	6.4
NASA and Langley Directives	
NASA NPG 2200.2A, Guidelines for Documentation, Approval, and Dissemination of NASA Scientific and Technical Information, 1997.	6.2, 6.4
LAPD 1460.1, Mail Management	6.4
LAPD 1490.1, Printing, Duplicating, and Copying Management Program	6.4
LAPG 1710.4, Personnel Protection- Clothing and Equipment	6.3, 6.4
LAPG 1740.2, Facility Safety Requirements	6.3, 6.4
LAPG 1710.6, Personnel Safety Certification	6.4
NPG 1450.10C, NASA Procedures and Guidelines, NASA Correspondence Management and Communications Standards and Style	6.4
NPD 1490.1E, NASA Printing, Duplicating, Copier, Forms, and Mail Management	6.4
NPG 1490.5A, NASA Procedures and Guidelines for Printing, Duplicating, and Copying Management	6.4
NPG 1600.6A, Communications Security Procedures and Guidelines	6.4
NASA Graphics Standards WWW Manual	6.5
Other	
NASA SP-7084, Grammar, Punctuation, and Capitalization: A Handbook for Technical Writers and Editors	6.2
NASA SP-1999-7602, NASA Publications Guide for Authors, 1999.	6.2
Organization, Design. June 1995.	
Van Buren, Robert and Mary Fran Buehler, <i>The Levels of Edit, Second Edition</i> , Jet Propulsion Laboratory, Jan. 1980	6.2
<i>Chicago Manual of Style</i>	6.2
Swanson, Ellen, <i>Mathematics Into Type. Updated Edition</i> , American Mathematical Society, 1999.	6.2
Kodak Z manuals for photographic chemicals used, currently C-41, RA-4, 641, and PolyMax	6.3
Hampton Roads Sanitation District Industrial Waste Water Discharge Permit # 0085	6.3
NASA Thesaurus	6.3

Exhibit A

Table 6.2 System Requirements for Scientific Information Services

Application/System Requirements	SOW Area
Comparable ODIN seat – SE2	6
Contractor computers must access the Government-furnished systems/applications listed below	6
Microsoft Office – Word, Excel, Powerpoint	6
4D client software to access Work Tracking System	6.1, 6.2, 6.4, 6.5
Contractor PC, Mac, and UNIX computers must be capable of accepting and transferring files among platforms via email, File Transfer Protocol (FTP), Appleshare, and Internet	6.1, 6.2, 6.3, 6.4, 6.5
Adobe Acrobat and Acrobat Exchange	6.2, 6.3, 6.5
FilemakerPro to access photo lab work tracking system	6.3
Contractor computers must be capable of accepting electronic media, floppy, zip, jazz, and CD	6.4
Software for viewing and editing Postscript files, such as Ghostscript and BBEdit	6.4
Adobe Illustrator	6.2, 6.4
WordPerfect	6.2, 6.4
Informed Filler	6.4
State-of-the-art graphics software including Photoshop, PageMill, Quark Xpress, GoLive, Dreamweaver, Fireworks, Flash	6.5

Government-furnished applications/ systems	SOW Area
Langley-unique systems and applications:	
Work Tracking System – customized 4D database application	6.1, 6.2, 6.4, 6.5
Work Tracking System for Photo Lab – customized Filemaker Pro database	6.3
Langley Chemical Tracking System - Web-based information system	6.3, 6.4, 6.5
Langley Image Scanning, Archiving and Retrieval (LISAR) – web-based image dissemination system	6.3
Technical publication system - UNIX file server, application server, and web server	6.2
Secure technical publication system – UNIX computer system for producing classified documents	6.2
Commercial-off-the-shelf software/systems (COTS)	
FrameMaker for UNIX	6.2
Sirsi STILAS (NASA GALAXIE) – Library management system	6.3
Unicorn Workflows – Sirsi client software to access NASA GALAXIE	6.3
Photoshop, Illustrator, Powerpoint, Toast, Raster-Plus, and Filemaker Pro on Government-provided Electronic Photo Lab equipment	6.3
High-end output devices in Media Services Center including Hewlett Packard Design Jet 3500 color printer, Tektronix Phaser 780 color printer, Kodak ds8650 dye sublimation color printer, and QMS 860 ink jet printer	6.2, 6.5

Table 6.3 Workload for Scientific Information Services (SOW 6)

Workload for Media Services Center Customer Service (SOW 6.1)		
	quantity	
Technical Publications requests entered	332	Annually

Workload for Technical Function		
Function	Estimated quantity	Timeframe
Incoming electronic files to process for editing and desktop publishing	155 text 8100 graphics	Annually
Reference checks	3500	Annually
Editing and editorial coordination:		
NASA technical reports	60 (4900pages)	Annually
Journal articles and meeting papers	120 (3400 pages)	Annually
Web pages	750	Annually
Brochures	50 (1page each)	Annually
Newsletters	6 (2pages each)	Annually
Proposals	100 pages	Annually
Special publications	5 (1000 pages)	Annually
Proofreading:		
NASA technical reports	60 (4900pages)	Annually
Special publications	5 (1000 pages)	Annually
Publication graphics production :		
Report graphics	8100	Annually
Journal article and meeting paper graphics	1900	Annually
Documents for desktop publishing	500 (11,000 pages)	Annually

Workload for Photographic Laboratory and Archiving Services (SOW 6.3)			
Product	1999	2000	Projected Annual Growth Or Decline Trends
Image Cataloging and Archiving			
New images archived	2480	2559	Growth at 3% per year
Images cataloged into GALAXIE	12000	12000	Stable
Conventional (wet chemistry) Photographic Products			
Interneg	0	68	Decline 50% per year
COPY neg	142	217	Decline 50% per year
B/W Print	3563	3050	Stable
Color Custom Print	7828	5046	Decline 10% per year
Overhead transparency	3344	3869	Production shifted to electronic photo lab in 2001 (see below)
Color Auto Print	42416	34759	Decline 18% per year
Laser copy	85	32	Decline 50% per year
Enlargement	271	130	Stable at 100 to 200 per year

Exhibit A

Workload for Photographic Laboratory and Archiving Services (SOW 6.3)			
Product	1999	2000	Projected Annual Growth Or Decline Trends
Film Processing Statistics			
B/W film Roll	31	32	Stable
B/W film 4X5	0	2	Stable
B/W film Long Roll (in feet)	1930	712	Stable at 1,000 to 2,000 feet
Color film Roll	846	1042	Stable at about 1,000
Color film 4X5	1128	660	Decline 25% per year for 3 years then stable
Electronic Production Statistics			
CD	49	86	Growth at 60% per year
File	4409	5253	Growth at 50% per year
Scans	2016	2718	Growth at 40% per year for 2 years. then stabilizing
Negative	22	2	Minimal production projected
Print	1653	3217	Growth at 60% per year for 2 years. then 25% per year
Overhead transparency	0	0	Remain stable at approximately 1000

Workload for Graphics Services (SOW 6.5)		
Function	Estimated	Timeframe
Design or print production items	40%	
Technical figures or presentation visuals	30%	
Display graphics	10%	
Other (e.g., retirement albums, certificates, signage)	20%	
Co-Located Graphics Services, pieces of artwork	35000	Annually
Design or print production items	20%	
Technical figures or presentation visuals	60%	
Display graphics	10%	
Other (signs, certificates, illustrations, photo-retouching)	10%	

Exhibit A

Workload for Duplicating Facility Operation (SOW 6.4)															
Title	Workload	FY 1998 No. Jobs/Mth Avg	FY 1998 No. Jobs/Yr	FY 1998 No. Units/Mth Avg	FY 1998 No. Units/Yr	FY 1999 No. Jobs/Mth Avg	FY 1999 No. Jobs/Yr	FY 1999 No. Units/Mth Avg	FY 1999 No. Units/Yr	FY 2000 No. Jobs/Mth Avg	FY 2000 No. Jobs/Yr	FY 2000 No. Units/Mth Avg	FY 2000 No. Units/Yr	No. Jobs/Yr Avg	No. Units/Yr Avg
Administrative															
	Incoming Jobs Processed	317	3,798	1,122,932	13,475,186	262	3,147	1,009,232	12,110,784	248	2,980	1,304,927	15,659,124	3,308	13,748,365
Electronic Prepress															
	Electronic Jobs*	78	941	504,624	6,055,492	73	881	529,356	6,352,276	88	1,059	934,885	11,218,622	960	7,875,463
*NOTE: The goal of the Duplicating Facility is to aggressively pursue the submission of digital files to transition to a total digital environment. Anticipate an increase of at least 20% electronic jobs.															
Scanning															
	DigiPath - New Service, Anticipate High Demand**	0	0	0	0	0	0	0	0	12	144	1,416	16,920		
	DocuTech	134	1,605	10,439	125,269	64	772	5,513	66,158	55	661	4,949	59,383	1,013	83,603
**NOTE: If Xerox 5390 is upgraded to Xerox 6100 Series Product, all 5390 jobs (1,090 Yr/Avg) and units (2,448,279 Yr/Avg) will be absorbed by DigiPath scanning. FY 2000 data based on current 5 month (Dec-Apr) average. Cannot predict future requirements once service is announced. Workload is expected to double.															
Press															
	Equipment Category														
	High-Speed Copying	287	3,444	1,040,855	12,490,262	209	2,505	973,803	11,685,639	207	2,478	1,182,792	14,193,507	2,809	12,789,803
	Low-Speed Copying	41	497	23,829	285,950	24	288	11,950	143,402	12	138	8,433	101,192	308	176,848
	Color Copying	28	330	23,146	277,747	12	146	17,920	215,036	20	240	79,440	953,279	239	482,021

Exhibit A

Workload for Duplicating Facility Operation (SOW 6.4)															
Title	Workload	FY 1998 No. Jobs/ Mth Avg	FY 1998 No. Jobs/ Yr	FY 1998 No. Units/ Mth Avg	FY 1998 No. Units/ Yr	FY 1999 No. Jobs/ Mth Avg	FY 1999 No. Jobs/ Yr	FY 1999 No. Units/ Mth Avg	FY 1999 No. Units/ Yr	FY 2000 No. Jobs/ Mth Avg	FY 2000 No. Jobs/ Yr	FY 2000 No. Units/ Mth Avg	FY 2000 No. Units/ Yr	No. Jobs/ Yr Avg	No. Units/ Yr Avg
	Eng. Drawing Copying	93	1,118	30,148	361,774	49	588	22,046	264,550	33	391	14,636	175,634	699	267,319
	Total (See Note Below)	449	5,389	1,117,978	13,415,733	294	3,527	1,025,719	12,308,627	272	3,247	1,285,301	15,423,612	4,054	13,715,991
	Job Type														
	Bid Packages	0	4	4,940	59,278	1	14	4,703	56,430	0	4	997	11,960	7	42,556
	Bid Packages w/Drawings	4	52	38,888	466,655	5	56	21,457	257,482	6	72	23,322	279,862	60	334,666
	Conference Papers	1	7	40,244	482,928	1	11	73,820	885,839	2	21	62,570	750,844	13	706,537
	Cont for Repor	13	158	200,842	2,410,099	11	127	123,108	1,477,293	9	105	109,124	1,309,489	130	1,732,294
	Distribution Only	3	33	0	0	1	14	0	0	1	16	203	2,431	21	810
	Drawings	50	404	6,207	74,488	39	472	13,696	164,348	30	357	8,247	98,958	478	112,598
	Education	7	86	19,279	231,346	3	37	20,004	240,042	3	33	12,624	151,489	52	207,626
	Forms	4	46	9,556	114,675	2	24	5,538	66,450	3	36	5,143	61,715	35	112,598
	Public Communications	26	308	157,672	1,892,058	30	362	253,598	3,043,174	33	398	494,019	5,928,229	350	3,541,541
	Reference Publications	0	1	2,262	27,140	0	0	0	0	0	0	0	0	0	9,047
	Special Publications	0	0	0	0	0	0	0	0	1	6	15	187,550	2	62,517
	S&T Publications	9	111	25,443	305,317	6	77	30,160	361,920	7	89	34,412	412,944	92	360,060

Exhibit A

Workload for Duplicating Facility Operation (SOW 6.4)															
Title	Workload	FY 1998 No. Jobs/ Mth Avg	FY 1998 No. Jobs/ Yr	FY 1998 No. Units/ Mth Avg	FY 1998 No. Units/ Yr	FY 1999 No. Jobs/ Mth Avg	FY 1999 No. Jobs/ Yr	FY 1999 No. Units/ Mth Avg	FY 1999 No. Units/ Yr	FY 2000 No. Jobs/ Mth Avg	FY 2000 No. Jobs/ Yr	FY 2000 No. Units/ Mth Avg	FY 2000 No. Units/ Yr	No. Jobs/ Yr Avg	No. Units/ Yr Avg
	Technical Memorandums	6	70	51,847	622,158	6	72	54,864	658,370	8	93	63,635	763,614	78	681,381
	Technical Publications	3	40	55,813	669,750	2	20	19,754	237,050	3	31	22,631	271,571	30	392,790
	Viewgraphs	2	23	732	8,787	1	8	50	599	1	16	166	1,991	16	3,792
	Other	188	2,255	509,209	6,110,507	154	1,853	388,482	4,661,787	142	1,703	452,206	5,426,477	1,937	5,399,590
	Total (See Note Below)	317	3,798	1,122,932	13,475,186	262	3,147	1,009,232	12,110,784	249	2,980	1,304,928	15,659,124	3,308	13,748,365
Bindery															
	Various Bindery-Related Functions	174	2,091	46,401	556,810	125	1,503	60,658	727,901	141	1,693	112,806	1,353,666	1,762	879,459
Distribution															
	Various Distribution-Related Functions	193	2,314	35,678	428,138	34	413	31,075	372,894	34	412	35,479	425,750	1,046	408,927
	Meter Mail			4,838	58,056			3,667	44,000			3,077	36,928	3,861	46,328
Note: Slight difference in no. of jobs between Equipment Category and Job Type is attributable to units printed on various equipment in one fiscal year for jobs finished the next fiscal year.															

7. Video Support Services

Provide comprehensive video production services and audio/visual (A/V) services using Government-provided video and A/V equipment listed in Exhibit C. Manage all aspects of the various video support services including problem follow-up and resolution. Furnish all required on- and off-site vehicle transportation. Provide and maintain an inventory of supplies and spare parts to perform all work. The contractor shall negotiate due dates for all video and A/V services jobs with customers. The Government will resolve conflicting requirements and set priorities during peak workloads. Notify the Government in writing immediately when assigned work request cannot be accomplished in customer's required timeframe or agreed to due date cannot be met.

All activities shall be performed in accordance with the applicable laws, regulations, standards, and directives in Table 7.1. System requirements *are* specified in Table 7.3. Specific services include the following at the workload levels specified in Table 7.3:

7.1. Video Production Services

Provide complete video production services including video production and post-production, both linear and non-linear editing, 3D and 2D animation, duplication, archiving, and video engineering and design in support of scientific and technical, public affairs, education, and training videos. All video production work shall comply with NASA Langley Research Center, Federal Communication Commission (FCC), Society of Motion Picture and Television Engineers (SMPTE), and National Television System Committee (NTSC) rules, regulations, and standards for professional broadcast quality.

- 1) Perform the management and administration of video and A/V operations:
 - a) Research new and emerging technologies, maintain awareness of industry trends, and make recommendations for procurement of hardware and software applicable LaRC requirements for video support services as well as for creation of new media to support LaRC World Wide Web streaming video requirements..
 - b) Conduct and document annual inventory of Government-owned contractor-operated equipment. Assign users and fill in documentation on a NASA Form 1602, **NASA** Equipment Management System (NEMS) Transaction Document, on each applicable piece of equipment to track any changes in user or location and deliver to the NASA Property Custodian for signature. Coordinate documentation and pickup of excess equipment with the NASA Property Custodian.
 - c) Coordinate logistics and provide talent and other required services for productions, for example, rental of satellite truck, studio facilities, actors, narrators, music, closed captioning, foreign language dubbing, and stock footage.
 - d) Review and procure new music libraries, periodically review existing libraries for usage, and terminate or renew licenses for existing music libraries.
 - e) Provide or renew existing maintenance agreements on behalf of the Government on Government-provided video equipment.
 - f) Plan, project, and track costs for major customers of video production services.
- 2) Provide customer service to process all incoming video and A/V service requests. Interface with customers and help customers determine their video and A/V requirements. Provide up-to-date information to customers concerning the status of their video service requests.

Exhibit A

- 3) Enter work request data into a Government-supplied 4D database system to log and track activities and production and maintain records so that each discrete job can be attributed to a LaRC customer organization and magnitude of work (hours) can be attributed to customers. Ensure that the database information is up to date and accurate. Report monthly on costs for major video production customers. Data-gathering and ad hoc reporting requires the contractor to manipulate and extract statistics from the database. Conduct biannual customer satisfaction surveys.
- 4) Write and develop scripts, perform image acquisition, and create video productions in BETACAMSP and Digital BETACAM formats. Approximately 80% of the video image acquisition occurs at LaRC; 20% occurs off site. Out of town travel is required, including some foreign travel. Productions include scientific and technical documentaries and motivational, educational, and public information videos. Perform live field and studio television productions with multiple source switching capabilities via satellite uplink and network distribution. The contractor shall provide the Government a duplication (VHS format) of each completed video production.
- 5) Using Government-provided editing equipment, perform linear and non-linear editing of field, studio, digital, and electronically acquired imagery. Postproduction elements include natural ambient sound, sound effects, and music as well as a voice track to create a finished video production. Non-linear post-production requirements include working and creating media in the QuickTime format, digitizing and electronic formatting of multiple sources into digital media.
- 6) Provide general and specialized animation services of scientific and technical engineering functions in the three-dimensional (3D) and two-dimensional (2D) formats. Provide animated representations of advanced technical information. The contractor will have access to the LaRC Geometry Laboratory (GEOLAB) high-performance graphics computer workstations for rendering of animation files at the convenience of the Government.
- 7) Perform videotape duplication and transfer, tape conversion from NTSC to Phase Alternating Line (PAL) and Sequential Couleur Avec Memoire (SECAM) formats, and transfer of 16mm film to tape. Priority shall be given to the Office of Public Affairs when there is an immediate requirement for news and "Live Shot" support.
- 8) Maintain the video archives:
 - a) Use the Government-provided Virage videotape archiving system to catalog and enter consistent descriptive data for all acquired imagery and convert and enter the imagery into the Virage database.
 - b) Maintain files of stored video imagery tapes so that they are easily accessed.
- 9) Provide engineering services for all electronic field gathering and studio controlled productions and post-production facilities including maintenance and troubleshooting equipment hardware and software. Provide engineering services for all 2D and 3D based animation computers.

7.2. Audio/Visual Services

Provide A/V services including engineering design and installation. **AV** loan pool. and A N conference and meeting support.

- 1) Provide system design and installation for the integration of new hardware and software with new 2nd existing systems for LaRC AV systems including facility intercom systems. conference room A/V systems. and closed circuit camera systems.
- 2) Operate a loan pool service to provide, on a checkout basis, Government-owned A/V equipment, including projectors (electronic and overhead), microphones, VCR's, monitors. carts. podiums with audio, amplified speakers, portable camcorders, tripods. and cassette recorders. Evaluate usage of equipment, condition of existing equipment, and technology trends and provide an annual plan for equipment purchase. Upon NASA approval the contractor shall purchase the loan pool equipment on behalf of the Government. Conduct and document an annual inventory of Government-owned loan-pool equipment. Fill in documentation on a NASA Form 1602, NASA Equipment Management System (NEMS) Transaction Document. on each applicable piece of equipment to track any changes in user or location and deliver to the NASA Property Custodian for signature. Coordinate documentation and pickup of excess equipment with the XASA Property Custodian.
- 3) Provide A/V services such as setting up electronic and overhead projectors. microphones (lapel and floor). podiums. VCR's. uplinks to local news stations. and downlinks from other NASA Centers: videotaping conferences. workshops, and training functions; and on-site assistance to customer trouble calls for all of LaRC's conference facilities. Operate the projection booths at the Langley Pearl Young Theater and the Langley H.J.E. Reid Auditorium. Provide A/V services in the Pearl Young Newsroom as well. A/V services shall be required at off-site conference facilities within a 75-mile radius.
- 4) Provide new AV system designs and equipment repairs to the component level. Provide electronic equipment services to include the installation. repair. maintenance. assembly. modification. setup. operation. testing. and calibration of a variety of Government-owned electronic equipment such as cameras. speakers for paging and intercom systems. video projectors. Equipment is located in various facilities at LaRC to include conference rooms. wind tunnels. Impact Dynamics Research Facility gantry. Pearl Young Theater and Newsroom, H.J.E. Reid Auditorium. video production studios. and post production editing suites.

7.3. Performance Standards

The following performance standards will be applied in the Video Support Services work area. Performance metrics and method of surveillance are included in the Performance Requirements Summary in the Award Term and Performance Evaluation Plan.

- | | |
|---------|--|
| SOW 7 | Maintain and properly operate Government equipment per manufacturers' specifications. |
| SOW 7.1 | Protect classified and sensitive information |
| SOW 7.1 | Produce video products that are technically accurate, correct to customer's specs, and in compliance with applicable standards within scheduled deadlines. |
| SOW 7.1 | Provide courteous, prompt customer service. |
| SOW 7.1 | Prepare NF 1602 within 5 working days of change in equipment status and maintain accurate equipment inventory |

Exhibit A

- SOW 7.1 Enter data accurately into work control and maintain up-to-date work status.
 SOW 7.2 Produce A/V services that meet customer requirements and scheduled deadlines

Table 7.1 Applicable Laws, Regulations, Standards, and Directives for Video Support Services (SOW 7)

Applicable Laws, Regulations, Standards, and Directives	SOW Area
Federal Regulations, Executive Orders, and Guidance	
Federal Communication Commission (FCC) Regulation	7.1
Other	
Society of Motion Picture and Television Engineers (SMPTE)	7.1
National Television System Committee (NTSC)	7.1

Table 7.2 System Requirements for Video Support Services

Application/System Requirements	SOW Area
Comparable ODIN seat – SE1	7
Contractor computers must access the Government-furnished systems/applications listed below	7
Microsoft Office – Word, Excel, Powerpoint	7
4D client software to access Work Tracking System	7.1

Government-Furnished Applications/ Systems	SOW Area
Langley-unique systems and applications:	
Work Tracking System – customized 4D database application	7.1
Commercial-off-the-shelf software/systems (COTS)	
Virage – Videotape archiving system	7.1
Smoke/Flame – Non-linear digital editing and animation system	7.1
Media 100 – Non-linear editing system	7.1

Exhibit A

Table 7.3 Workload for Video Support Services

W for Video Production Services (SOW 7.1)		
Function	Estimated quantity	Timeframe
Titled productions	150	Annually
Untitled productions Average video production is 15 minutes long including narration, sound effects/ ambient sound as well as music. Titled productions include two Office of Education broadcast series (five 30-minute programs and five 1-hour programs), which must be produced for strict broadcast schedules. Average turnaround time for titled production is 60 working days; for untitled production, 20 working days	50	Annually

Workload for A/V Services (SOW 7.2)		
Function	Estimated quantity	Timeframe
Tape duplication:		
Minutes of videotape duplication	300,000	Annually
Number of duplication requests	500	Annually
Audio/visual services		
Videotapings of conferences	30	Annually
AV loans and setups	250	Annually
Design/installations/repairs	70	Annually
Trouble calls	250	Annually

8. Technical Library Services

Manage and provide technical services to ensure maintenance of world-class aerospace Library collection in print and electronic forms. The Technical Library subscribes to approximately 800 journals in print and electronic form and currently has approximately 70,000 books, more than 2 million technical reports, and several hundred audio/visual materials. Professional and para-professional services include acquisitions of materials, cataloging of all materials in a shared online catalog, serials check-in and maintenance, processing materials for binding, circulation services, material request tracking and processing, document tracking and dissemination, and data conversion (as IDIQ). The Langley Technical Library is open to patrons from 8:00 a.m. to 4:30 p.m. all working days.

Provide library services using the NASA GALAXIE online information system and the Langley Technical Reports Server. NASA GALAXIE is the Integrated Library System (ILS) used by NASA Libraries to perform various functions of acquisition, cataloging, circulation, and serials control. NASA GALAXIE uses the Sirsi STILAS application. Contractor personnel shall use of the applicable Sirsi modules (i.e., Acquisition Module, Circulation Module, Cataloging Module, and Serials Module) in performing work. In developing procedures and processes for using the GALAXIE system, the contractor shall collaborate with the GALAXIE Help Desk. The Langley Technical Reports Server is a web-based dissemination system for full-text technical documents. All contractor personnel shall hold a confidential security clearance and be trained in handling sensitive but unclassified materials: at least two staff members shall have secret clearances. All activities shall be performed in accordance with the applicable laws, regulations, standards, and directives in Table 8.1. Computer system requirements are specified in Table 8.2. Specific services include the following at the workload levels specified in Table 8.3:

- 1) Manage and administer library services:
 - a) Continually improve procedures to promote efficiency.
 - b) Participate in outreach activities to increase awareness and use of library resources and contractor-provided services, including online demonstrations.
 - c) Maintain and analyze library statistics in order to provide reports on book and journal vendor performance, trends in library collection usage, and material requests.
- 2) Provide services for acquiring Library materials as identified by the Government. Order, under existing Government purchase orders, foreign and domestic scientific and technical books, documents (primarily from Government sources), microforms, audiovisual materials, maps, CD-ROMs, and other electronic materials. Generate and place orders for materials and maintain all funding records in the NASA GALAXIE Acquisitions Module. This activity is subject to audits by the LaRC Office of Procurement. Verify compliance with purchase order specifications and prepare all documentation related to acceptance or rejection. Use of the Online Computer Library Center (OCLC) shared cataloging bibliographic system is required.
- 3) Provide professional descriptive and subject cataloging and classification of printed, audiovisual, computer materials, and electronic resources acquired for the Technical Library's collection, using the Sirsi STILAS Cataloging Module in the NASA GALAXIE online information system. All work shall be performed in accordance with the American Library Association standards, Anglo-American Cataloging Rules, 2nd Edition, Revised (AACRII), and the Committee on Scientific and Technical Information (COSATI) standards.

Exhibit A

The contractor shall use OCLC's shared cataloging resource, the Library of Congress classification schedules, the Machine Readable Cataloging (MARC) standard, and the NASA Thesaurus to provide original and copy cataloging. Stay abreast of emerging metadata standards including Dublin Core and incorporate into cataloging guidelines for Government approval.

- a) Develop and maintain cataloging procedures and guidelines in conjunction with the Agency-wide NASA GALAXIE Cataloging Advisory Subgroup (CAS). All procedures shall be submitted to the Government for review and approval.
 - b) Catalog books, journals, documents, videotapes, videodisks, computer software, CD-ROMs, maps, manuscripts, theses, Internet resources, and other information sources that the Library obtains. Reconcile any database errors resulting from cataloging.
 - c) Maintain a comprehensive bibliographic database consisting of approximately 300,000 LaRC titles in NASA GALAXIE. Perform database cleanup, including correcting mistakes and inconsistencies and merging duplicate records.
 - d) Perform physical processing and cataloging control of weeded and surplus materials that have been determined to be obsolete by the Government. The contractor shall be responsible for the items- removal and the associated editing in NASA GALAXIE.
- 4) Maintain an automated circulation system using the Sirsi STILAS Circulation Module to access, enter, and retrieve information related to library materials, missing items, and patron records. Circulation services for walk in patrons shall be provided from 8:00 a.m. to 4:30 p.m. all working days. Requirements specific to this area include:
- a) Register users and check in and out library materials to authorized Langley Library patrons. The Langley Library collection contains classified and a variety of sensitive information including export controlled and proprietary information. The contractor shall develop and submit for Government approval procedures to ensure circulation of the collection only to authorized personnel.
 - b) Identify items missing from collection, update NASA GALAXIE, and conduct a search for missing items. Report lost and destroyed library materials to the Government. Identify materials that are damaged and inform the Government to determine the need for repair and replacement.
 - c) Perform recalls of materials charged to patrons when requested by other patrons. Follow up to ensure timely return of library materials and inform the Government of failure to comply with recall before taking further action.
 - d) Perform stack maintenance including maintaining library material in appropriate locations in a neat and orderly appearance by collection type and classification and plan arrangement to accommodate existing collection, future growth, replacement, or shifting of collection. Contractor shall submit this plan to the Government for approval prior to implementing collection shifting. The contractor shall be responsible for all shifting of materials. Reshelve all materials returned or used by patrons in the library. Perform inventory of the book collection over a period of 5 years with approximately 20% of library collection inventoried on an annual basis. Provide support of the library materials security system by applying tattle tape, desensitizing, and sensitizing circulating materials.

Exhibit A

- e) Develop methods for gathering statistics on collection usage and circulation. gather statistics, analyze usage. and report to the Government monthly.
- 5) Sort and distribute daily all incoming mail throughout the librap. Deliver or forward correspondence or requests to addressee or next process station.
- 6) Process and fill incoming requests for material received via interoffice mail. email. facsimile. telephone, walk-in. and NASA GALAXIE. Search NASA GALAXIE. databases provided by the NASA Scientific and Technical Information Program (including NASA RECON and NASA ASAP). and other web-based sources through the Technical Library's web page.
 - a) Evaluate requests and fill from library collection. Requested materials shall be provided to the patron in the most expedient and useable method available, e.g., electronic, scanned, or photocopy. Photocopy requested documents and articles or scan and process into standard digital file format that can be easily read by requester (currently PDF format) and transmit electronically to requester. Forward requests that cannot be readily filled from library collection to Government personnel.
 - b) Develop methods of gathering material request statistics. gather statistics, analyze statistics, and report to the Government monthly. Track, at a minimum. method of request (Langley Form. GALAXIE, email. etc.). patron name. material requested. patron's organization. and relevant dates required for tracking.
- 7) Maintain the library journal collection of approximatel! 800 titles using the STILAS Serials Module. Process individual print issues of the Library's journal subscriptions into the LaRC collection according to approt ed procedures and submit claims for missing issues.
 - a) Ensure that links to electronic journals in NASA GALAXIE are current and notify the Government of any access problems to electronic journals. Enter all associated information about the individual journal titles subscribed to by the library into NASA GALAXIE including order information. licensing information, electronic access, publisher delays. and other notes relevant to controlling the serial.
 - b) Develop weeding schedule for review and approval by the Government and implement.
 - c) Inventory the loose journal issue collection to determine which titles are ready to be bound. recommend journal issues to be bound or replaced by electronic or microform versions, and develop binding schedule for review and approval of the Government. Prepare loose journal issues for shipment to bindery per schedule. Track all materials sent to the bindery. Perform receipt and quality control of bound materials and ieshelve materials. Maintain up-to-date holding information in NASA GALAXIE throughout binding process.
- 8) Provide filing, data entry. and on-line dissemination services for the LaRC scientific and technical information (STI) publications program. All LaRC technical publications are routed for review and approval to Research Information Management area of the Technical Library. where the following services are required:
 - a) File and maintain Technical Publication Approval Forms (LF99) and associated documentation for all LaRC technical publications and shift forms annually to archive file.
 - b) Enter and update bibliographic records for LaRC technical publications using LaRC-provided Standard Query Language (SQL) database system. Search the library serials collection. online journals, and other available sources monthly to update journal article

Exhibit A

and meeting paper publication information. Prepare monthly a list of published publicly available LaRC meeting/journal papers for forwarding to the NASA Center for Aerospace Information (CASI).

- c) Prepare and maintain monthly statistics on the number of document records entered into the database, number of reports processed, and the number of documents posted to Langley Technical Reports Server (LTRS).
- 9) Provide electronic document dissemination in support of the STI publications program.
- a) Process NASA STI series reports, journal articles and meeting papers for electronic dissemination and printing; LF99 printing instructions shall be completed if printing is required. Acquire electronic files (approximately 5 for each document) from the author, manipulate the files. create usable PDF and Postscript files, and transfer the files to servers for printing (e.g., Duplication Facility server) or online dissemination (e.g., LTRS). Files originate on UNIX, PC, and Macintosh platforms and must be transferred among the three platforms. Ensure that file manipulation does not compromise format, fonts, or content. Explain techniques to authors for the preparation of document files for electronic dissemination.
 - b) Create metadata files and post LaRC reports and papers to LTRS.
 - c) Create, maintain, and update electronic document preparation templates and samples in MS Word and FrameMaker.

8.1. Performance Standards

The following performance standards will be applied in the Technical Library Services work area. Performance metrics and method of surveillance are included in the Performance Requirements Summary in the Award Term and Performance Evaluation Plan.

- | | |
|--------|--|
| SOW 8 | Place orders for library materials within 16 working hours. |
| SOW 8 | Generate claim reports weekly and process claims within 5 working days for serials and within 2 working days for other materials |
| SOW 8 | Process incoming shipments within 16 working hours. |
| SOW 8 | Process invoices within 16 working hours. |
| SOW 8 | Accurately catalog items and make "shelf ready" within 4 working days, |
| SOW 8 | Complete circularion transactions within 4 working hours; process in-person transactions immediately. |
| SOW 8 | Process daily hold and recall requests within 4 working hours. |
| SOW 8 | Maintain library materials in appropriate locations in a neat and orderly appearance. |
| SOU' 8 | Inventory 20% of the book collection annually. |
| SOW 8 | Process material requests within 3 working days of receipt. |
| SOW 8 | Track and analyze material request statistics monthly. |
| SOW 8 | Check in and shelve CD-ROMs, diskettes, newspapers, and journal issues within 8 working hours of receipt. |
| SOW 8 | Prepare loose issues for shipment to bindery per schedule and reshelve returned bound materials within 16 working hours. |
| SOW 8 | Routinely perform database clean up to correct mistakes, merge duplicate records, and make other changes. |

Exhibit A

- SOW 8 Routinely perform database clean up to correct mistakes, merge duplicate records, and make other changes.
- SOW 8 Accurately enter data for LaRC technical documents into SQL database and LTRS within 8 hours of receipt.
- SOW 8 Document approval files can be found quickly and easily.
- SOW 8 Process electronic files for printing or on-line dissemination within 5 working days receipt (author delay in excess of 1 day will not impact rating).
- SOW 8 Update document preparation templates for FrameMaker and Word.
- SOW 8 Protect classified and sensitive information.

Table 8.1 Applicable Laws, Regulations, Standards, and Directives for Technical Library Services (SOW 8)

Applicable Laws, Regulations, Standards, and Directives	SOW Area
Laws	
Copyright Act 1976	8
Federal Regulations, Executive Orders, and Guidance	
Library Of Congress Classification Outline	8
Machine Readable Cataloging (MARC) standard revised	8
Other	
Online Computer Library Center (OCLC)	8
American Library Association (ALA) standards	8
Anglo-American Cataloging Rules II (AACR II)	8
NASA Thesaurus	8
Library Binding Institute Standards, ANSI/NISO Z39.78-2000, National Information Standards Organization	8

Exhibit A

Application/System Requirements	SOW WBS
Comparable ODIN seat – GP2	8
Contractor computers must access the Government-furnished systems/applications listed below	8
Contractor PC, Mac, and UNIX computers must be capable of accepting and transferring files among platforms via email, File Transfer Protocol (FTP), Appleshare, and Internet	8(9)
Microsoft Office –Word. Excel. Powerpoint	8
Sirsi compatible barcode scanners	8
Adobe Acrobat and Acrobat Exchange	8(9)

Government-furnished applications/ systems	SOW WBS
NASA Systems:	
NASA GALAXIE – Sirsi STILAS library management system	8
NASA RECON, NASA ASAP – NASA Scientific and Technical Information databases	8
Langley-unique systems and applications:	
Reports database - SQL darabase for publication tracking	8
Tips, templates and samples – Web site	8
Commercial-off-the-shelf software systems (COTS)	
Sirsi client software for accessing NASA GALAXIE	8
Online Computer Library Center (OCLC) cataloging resource	8
Library Automated Retrieval System (LARS) binding software	8
FrameMaker for UNIX	8

Table 8.3 Workload for Technical Library Services

Workload for Technical Library Support		
Function	Estimated quantity	Timeframe
Items ordered and received	4000	Annually
Items cataloged	8000	Annually
NASA GALAXIE Cataloging Advisory Subgroup and NASA GALAXIE meetings (1-hour teleconference)	2	Monthly
Circulation transactions	7500	Annually
Material requests	10,000	Annually
Journal issues received, processed, and checked in	10,000	Annually
Volumes shipped to bindery	1800	Annually
LaRC technical documents for which bibliographic record is created for tracking and updated	1200	Annually
LaRC STI series reports processed for printing or electronic dissemination	250	Annually
Meeting/journal papers processed for electronic dissemination	350	Annually
Reports, articles, and papers posted to the Langley Technical Reports Server (LTRS).	600	Annually

9. Indefinite Delivery Indefinite Quantity (IDIQ) Requirements

Services may be required in all work areas as part of the indefinite delivery indefinite quantity (IDIQ) portion of the contract. This work includes the work described in the sections below as well as unplanned projects in any area of the SOW. Carpet removal and installation task orders will be issued on a regular basis. Unplanned project task orders will be issued as requirements materialize. The Government will issue Task Orders (TO) for all IDIQ work as specified in Section H. 19. Task Ordering Procedure. The unit priced labor rates and indirect rates set forth in Section B of the contract schedule in addition to appropriate material, equipment, and other direct costs (ODC) shall be used by the contractor to propose a fixed price for each TO.

The following two types of TOs will be issued for IDIQ services:

- 1) For fixed price TOs, the Government will furnish a statement of work, including schedule requirements.
- 2) For fixed price time & materials TOs, the Government will furnish a statement of work for services with the total "not-to-exceed" cost indicated. FPT&M TOs will be used for requirements with response times that will not allow development of a detailed statement of work and detailed proposal and for requirements for which the details cannot be adequately defined in advance.

9.1. Fixed Price Task Orders

In addition to the procedures defined in Section H. 19, the following ordering procedures apply:

- 1) TOs for carpet removal and installation will be issued by the Government based on the unit price rates in Section B for the quantities required. A proposal will not be requested from the contractor for carpet removal and installation tasks unless unusual carpet situations are encountered. Task orders for carpet may be issued via electronic means or orally using a Government credit card.
- 2) For other TOs, the contractor's proposal shall include the approach to accomplishing the work, any additional work procedures needed to control the work, detailed breakdown of labor hours and cost, and a detailed breakdown of material, equipment, and other direct costs (ODC). The proposed labor hour quantity, material costs, equipment costs, and other ODCs shall be based on historical data, appropriate industry standard, or other rationale explained in the proposal. Material, equipment, and ODCs shall include the applicable indirect rates from the price schedule in Section B.
 - a) The detailed breakdown of labor hours shall be provided for each labor category performing work on the TO. Note that all hours associated with overhead, supervision, clerical support, and other administrative activities are included in the CPIF portion of the contract. Total labor cost shall be developed by applying the labor rates in the price schedule. The unit price for categories of labor not addressed in the price schedule shall be as mutually agreed upon between the Contracting Officer and the contractor.
 - b) Proposed material requirements shall include a list of materials establishing the size, quality, and number of units. Material costs shall include applicable transportation charges and discounts.
 - c) Equipment requirements shall include a list of equipment identifying the type, size, capacities, number of units, and hours of use for each unit. Equipment costs of IDIQ services shall include only that equipment necessary for TO performance that is not

Exhibit A

available from existing work areas. The contractor shall demonstrate the unavailability of existing equipment in the proposal.

- d) ODC requirements shall include detailed description of travel or service.
- 3) The Contracting Officer will either accept the proposal or negotiate any areas of disagreement with the contractor. The contractor shall not perform any work on a TO until authorized by the Contracting Officer. The Contracting Officer reserves the option to accomplish the work other than with this contract.

9.2. Fixed Price Time & Materials Task Orders

For fixed price time & materials TOs, the unit priced labor rates set in the price schedule in Section B shall be used. The contractor will be reimbursed for all direct labor expended at the unit price for that type of labor, plus actual expenses for materials, equipment, and ODCs with indirect rates (from Section B) within the "not-to-exceed" amount indicated on the TO. Time and materials TOs shall be definitized with a fixed price as soon as practicable after issuance.

9.3. Carpet Installation and Removal

Provide complete warehousing, removal (including removal of molding), repair, and installation of Government-furnished carpet. The contractor shall provide cove base in 4-inch and 6-inch sizes and shall provide adhesive and all incidental materials required for installation of roll carpet and tiles with non-foam backing, vinyl backing, and condensed vinyl backing. Standard colors shall be black, brown and gray. Adhesives shall be applied to 100% of the flooring for carpet installation or repairs. Installation requirements vary significantly with approximately 10 delivery orders issued monthly requiring up to 1,500 square yards of carpet and 5,000 linear feet of cove base per month. The Contractor shall install carpet with minimum number of seams and no puckers in the finished carpet. The contractor shall clean up, remove, and immediately dispose of all waste material in a Government-provided dumpster, and shall provide immediate thorough vacuuming of the work area upon completion of each job. Approximately 10% of carpet services may have to be performed after normal working hours.

It is anticipated that unusual carpet situations may be encountered when systems furniture cannot be disassembled and reassembled within the required timeframe and carpet must be installed around the furniture. Other special requirements may include adding special designs or color for a decorative finish, for example, a border or decorative color, involving approximately 500 square yards annually. In such instances, the Government will request a written proposal (normally due within 5 working days of notification) for the requirement, and the price will be negotiated between the contractor and contracting officer. There may be situations involving asbestos-laden flooring over which carpet has been previously installed. In these cases, the contractor shall stop work and notify the Government immediately.

9.4. Data Conversion for Integrated Financial Management System

Perform data conversion activities in support of transition to the NASA-wide Integrated Financial Management System (IFMS). The implementation of new SAP commercial-off-the-shelf (COTS) software will require conversion of data from existing systems to the IFMS, including procurement, financial, asset management, and human resources management systems. Prior to the conversion of data, it will be critical to clean up, reconcile, and close out data wherever possible. Examples of this are as follows:

Exhibit A

- Reconcile Center system data to the Headquarters databases. Any detailed conversion data must balance with the summary Headquarters data.
- Balance subsidiary ledgers and/or systems to the corresponding summary General Ledger. Examples of this include subsidiary ledgers systems for accounts receivable, advances, and property.

Detailed data conversion requirements will be finalized during the IFMS Design Phase. Since IFMS generally supports paperless electronic processing, the amount of detailed document data elements required by the software will likely be greater than that supported by most current Headquarters and Center systems. Conversion tasks include reconciliation to ensure all appropriate documents will be converted, and reconciliation of individual data elements within records, such as procurement placement codes, dollar amounts, and open procurement and accounting line items.

For the Procurement function, all open obligation documents (not administratively closed) will be converted in total. Open obligation documents include such documents as contracts, grants, cooperative agreements, purchase orders, delivery orders, task orders, modifications, supplements, GSA Federal Supply Schedule orders, Blanket Purchase Agreements (BPAs) and BPA calls, Space Act Agreements, Indefinite Delivery Indefinite Quantity Contracts, and NASA Consolidated Contracts. Goods/Services Line Items in these obligation documents will be converted where required. Data conversion activities include, but are not limited to, the following:

- 1) Reconcile Acquisition Management System (AMS) data with LaRC financial management system data.
- 2) Reconcile AMS data with NASA Procurement Management System (NPMS) data.
- 3) Reconcile Electronic Purchase Request System (EPRS) data with financial management system data.
- 4) Reconcile BankCard System data with financial management system data.
- 6) Record goods and services line items, including quantities, descriptions, and associated accounting line items for open obligation documents, as needed to support contract administration, finalization, and future processing of records in IFMS. This includes recording information regarding line items and quantities received, inspected, and accepted.
- 7) Reconcile vendor information that appears duplicative. Obtain Contractor and Government Entity (CAGE) codes, or other vendor identification numbers determined by NASA, for all open obligation documents. The CAGE codes shall be an exact match to the LaRC vendor information.

9.5. Library Scanning and Data Conversion

Perform scanning and data conversion activities in support of the conversion of data held in the Library manual card files, project files, and special collections into electronic format for the Library's database. Prepare and package hardcopy documents for scanning. Copy matching data when available from existing databases or enter original data into bibliographical databases. Input and maintain links between digital bibliographical database and documents, images, and other materials as they are made available electronically on-line. Review newly scanned image files, perform quality assurance, and post to servers for online availability.

Exhibit A

9.6. Performance Standards

- SOW 9.3 Properly install/remove carpet on TO schedule.
- SOW 9.3 Provide prompt, courteous customer service.
- SOW 9.4 Comply with IFMS Data Conversion Plan.
- SOW 9.4 Perform error-free data conversion.
- SOW 9.5 Accurately create database entries and document links according to TO schedule.
- SOW 9.5 Coordinate scanning according to TO schedule.
- SOW 9.5 Ensure that scanning has not compromised format or content of original document

DEPARTMENT OF DEFENSE
CONTRACT SECURITY CLASSIFICATION SPECIFICATION
(The requirements of the DoD Industrial Security Manual apply to all security aspects of this effort)

I CLEARANCE AND SAFEGUARDING
A Facility Clearance Required
SECRET
B Level Of Safeguarding Required
NONE

		X	01/06/01
B SUBCONTRACT NUMBER		B REVISED (Supersedes all previous specs)	Revision No
C SOLICITATION OR OTHER NUMBER	Due Date (YYMMDD)	C FINAL (Complete item 5 in All Cases)	Date (YYMMDD)
X	1-071-SLA.1131		
	X YES		
		YES	X

A Name Address And Zip Code	B Cage Code	C Cognizant Security Office (Name Address And Zip Code)
TBD	TBD	TBD

A Name Address And Zip Code	B Cage Code	C Cognizant Security Office (Name Address And Zip Code)
N/A	N/A	N/A

A Location	B Cage Code	C Cognizant Security Office (Name Address And Zip Code)
LANGLEY RESEARCH CENTER HAMPTON, VA 23681-0001	N/A	N/A

9. GENERAL IDENTIFICATION OF THIS PROCUREMENT

10. CONTRACTOR WILL REQUIRE ACCESS TO:	YES	NO	11. IN PERFORMING THIS CONTRACT THE CONTRACTOR WILL	YES	NO
A. Communications Security (Comsec) Information		X	A. Have Access To Classified Information Only At Another Contractor's Facility Or A Government Activity	X	
B. Restricted Data		X	B. Receive Classified Documents Only		X
C. Critical Nuclear Weapon Design Information		X	C. Receive And Generate Classified Material		X
D. Formerly Restricted Data		X	D. Fabricate Modify Or Store Classified Hardware		X
E. Intelligence Information			E. Perform Services Only		X
(1) Sensitive Compartmented Information (SCI)		X	F. Have Access To U.S. Classified Information Outside The U.S. Puerto Rico U.S. Possessions And Trust Territories		X
(2) Non-SCI		X	G. Be Authorized To Use The Services Of Defense Technical Information Center (Dtlic) Or Other Secondary Distribution Center		X
F. Special Access Information		X	H. Require A Comsec Account		X
G. Nato Information		X	I. Have Tempest Requirements		X
H. Foreign Government Information		X	J. Have Operations Security (Opsec) Requirements		X
I. Limited Dissemination Information		X	K. Be Authorized To Use The Defense Courier Service		X
J. For Official Use Only Information		X	L. Other (Specify)		
K. Other (Specify)					
N/A					

12 PUBLIC RELEASE. Any information (*classified or unclassified*) pertaining to this contract shall not be released for public dissemination except as provided by the Industrial Security Manual unless it has been approved for public release by appropriate U S Government authority Proposed public releases shall be submitted for approval prior to release

Direct Through (*Specify*)

**"NASA LANGLEY RESEARCH CENTER, M/S 126, HAMPTON, VA 23681-2199"
ATTN: David H. Jones "757-864-2421"**

To the Office of Public Affairs National Aeronautics and Space Administration Washington DC 20546 for review
In the case of non-DoD User Agencies requests for disclosure shall be submitted to that agency

13. SECURITY GUIDANCE. The security classification guidance needed for this classified effort is identified below If any difficulty is encountered in applying this guidance or if any other contributing factor indicates a need for changes in this guidance the contractor is authorized and encouraged to provide recommended changes to challenge the guidance or the classification assigned to any information or material furnished or generated under this contract, and to submit any questions for interpretation of this guidance to the official identified below Pending final decision the information involved shall be handled and protected at the highest level of classification assigned or recommended (*Fill in as appropriate for the classified effort Attach or forward under separate correspondence, any documents/guides/extracts referenced herein Add additional pages as needed to provide complete guidance*)

NOTE: ANY DD254'S ISSUED TO SUBCONTRACTORS WORKING UNDER THIS CONTRACT MUST BE FORWARDED IMMEDIATELY TO THE ADDRESS SHOWN BELOW IN BOX 16 (b).

ALL WORK ON THIS CONTRACT WILL BE PERFORMED AT GOVERNMENT FACILITIES WHERE CLASSIFICATION GUIDANCE WILL BE PROVIDED AS NECESSARY.

14 ADDITIONAL SECURITY REQUIREMENTS. Requirements, in addition to ISM requirements are established for this contract (*If Yes identify the pertinent contractual clauses in the contract document itself, or provide an appropriate statement which identifies the additional requirements Provide a copy of the requirements to the cognizant security office Use Item 13 if additional space is needed*)

Yes No

15 INSPECTIONS Elements of this contract are outside the inspection responsibility of the cognizant security office (*If Yes explain and identify specific areas or elements carved out and the activity responsible for inspections Use Item 73 if additional space is needed*)

Yes No

a TYPED NAME OF CERTIFYING OFFICIAL Michael Rammel	b TITLE Security Specialist	c TELEPHONE (Include Area Code) 757-864-3419
---	--	---

d ADDRESS (include Zip Code) NASA LANGLEY RESEARCH CENTER M/S 450, ATTN: MICHAEL RAMMEL HAMPTON, VA 23681-2199	17. REQUIRED DISTRIBUTION
e SIGNATURE	<input checked="" type="checkbox"/> A Contractor
	<input type="checkbox"/> B Subcontractor
	<input checked="" type="checkbox"/> C Cognizant Security Office For Prime And Subcontractor
	<input type="checkbox"/> D US Activity Responsible For Overseas Security Administration
	<input checked="" type="checkbox"/> E Administrative Contracting Officer
	<input checked="" type="checkbox"/> F Others As Necessary

Exhibit C
Installation-Accountable Government Property

Subject: EQUIPMENT ASSIGNED TO ON SITE CONTRACTORS (NAS 1 96010)

Note: equipment status 1 means that contractor will replace the existing government equipment when it becomes uneconomical to repair.

E C N NEW OLD	DESCRIPTION MANUFACTURER	SERIAL NO MODEL NO	ACQ DOCUMENT ACQ DATE	BLDG ROOM	COST	EQUIP STATUS
1E76120	PRINTER, ADP KODAK CANADA LTD	N1303623 8650PS	L 67730D 1998/01/20	645 101E	7,991.	
108E114	PRINTER, ADP QMS INC	00007692 100/301A(CSC140	L 91653C 1991/05/03	645 101B	10,396.	
125E205	PRINTER, ADP KODAK CANADA LTD	14656012 XL7700	L 30552D 1993/05/27	645 101E	15,060.	
14E2E8E	SCANNER, COMPUTER MICROTEK INTERNATIONAL INC	S636718858A MRS1200F36	B DSD1432 1996/10/02	645 101B	2,048.	
00E2216	PRINTER, ADP PRINTRONIX INC	902499 P9012	L 57416C 1989/05/31	1130T 208	10,044.	
014E4E0	READER/PRINTER, MICROFICHE CANON USA MICROGRAPHICS DIV	33105643 PC-P80	L 26305C 1987/09/22	1130T 200	4,228.	
1742410	READER/PRINTER, MICROFILM MINN MINING & MFG	737474 664AGF	L 5800 1997/04/29	1130T 200	17,370.	
G074E56	FILING SYSTEM KARDEX SYSTEMS INC	NONE SERIES80	L 73805C 1990/05/14	1130T 203	14,067.	
G078055	FILING SYSTEM KARDEX SYSTEMS INC	18577 LK-S80M	L 79358C 1990/08/29	1130T 203	13,879.	
005942E	MICRO AUTO FILLER MINOLTA CORP	418606 1503	L 45509C 1989/01/24	1130T 203	3,525.	
02810E5	TERMINAL, DATA PROCESSING DIGITAL EQUIPMENT CORP	TA17847 VT220C	L 81592B 1985/03/06	1130T 203	980.	
042596E 1E529E	CARD MOUNTER MINN MINING & MFG ADHESIVES	187425 39DA	L 55132B 1983/07/01	1130T 203	8,979.	
1426315	READER/PRINTER MINN MINING & MFG	204131 1636AJM	L 1796 1995/08/22	1130T 205	49,784.	
0425964 18E170	PROCESSOR, MICROFORM BELL & HOWELL CO	466573 ABR505	L 82749A 1978/10/12	1130T 208	2,823.	
0425965 181874	PROCESSOR, MICROFORM BELL & HOWELL CO	409215 ABR504	L 82749A 1978/10/12	1130T 208	2,444.	
04622E4 1E8046	PRINTER/PLOTTER PRINTRONIX INC	A18993 P300	NAS 1 16400 1981/02/25	1130T 208	8,500.	
1880099	CONTAINER, SHIPPING MILITARY SPECIFICATIONS	267-020-9 8FTX8FTX20FT	L 87801E 198E/05/25	1130T CONX1	1,000.	
0058420	CONTAINER, STORAGE MILITARY SPECIFICATIONS	0-259658 DAA158BS	L 454070 198E/11/07	1130T CONX2	2,990.	
12E2817	CONTAINER, SHIPPING	2681245	L 94771E	1130T	1,000.	

Exhibit C

1262816	MILITARY SPECIFICATIONS CONTAINER, SHIPPING	NONE NONE	1985/12/18 L 24885C	CONX4 1130T	1,375.
1260987	MILITARY SPECIFICATIONS CONTAINER, STORAGE	NONE NONE (VERIFIED)	1987/08/14 LX 94014	CONX5 1130T	5,000.
1260989	DEPT OF ARMY US ARMY GENERAL M CONTAINER, STORAGE	NONE (VERIFIED) NONE (VERIFIED)	1994/03/24 LX 94014	CONX6 1130T	5,000.
1260988	DEPT OF ARMY US ARMY GENERAL M CONTAINER, STORAGE	HFT047/A NONE (VERIFIED)	1994/03/24 LX 94014	CONX7 1130T	5,000.
1262842	DEPT OF ARMY US ARMY GENERAL M CONTAINER, STORAGE	NONE (VERIFIED) NONE (VERIFIED)	1994/03/24 LX 94014	CONX8 1130T	5,000.
1262814	DEPT OF ARMY US ARMY GENERAL M CONTAINER, STORAGE	NONE (VERIFIED) INBU268144	1994/03/24 L 45407C	CONX9 1130T	2,190.
0058368	MILITARY SPECIFICATIONS CONTAINER, STORAGE	CD5-23 SD204398	1988/10/28 L 45407C	CON10 1130T	2,190.
1880100	KAWASAKI FUJI SEIKI CO CONTAINER, STORAGE	KCD10-2 NONE	1988/10/28 L 45407C	CON11 1130T	2,190.
1262815	MILITARY SPECIFICATIONS CONTAINER, STORAGE	NONE NONE	1988/11/07 L 45407C	CON12 1130T	2,190.
1880101	MILITARY SPECIFICATIONS CONTAINER, STORAGE	NONE NONE (VERIFIED)	1988/11/07 L 1940	CON13 1130T	2,175.
1880102	MILITARY SPECIFICATIONS CONTAINER, STORAGE	A1C-DSF40PK IEAU4546776	1995/10/05 L 5709	CON14 1130T	2,275.
1880103	HYUNDAI PRECISION AMERICA CONTAINER, STORAGE	HD-1AA196 IEAU4137844	1997/04/02 L 5709	CON15 1130T	2,275.
0258107	MILITARY SPECIFICATIONS TERMINAL, DATA PROCESSING	EAA10-06RW TA55115	1997/04/02 L 99782B	CON16 1130T	633.
0259621	DIGITAL EQUIPMENT CORP TERMINAL, DATA PROCESSING	VT220B2 TA69827	1986/04/07 L 3099C	H-WY 1130T	633.
1254944	DIGITAL EQUIPMENT CORP PRINTER, ADP	VT220B2 JP12566	1986/07/03 L 30425D	H-WY 1148	14,680.
1877504	TEKTRONIX INC PRINTER, ADP	4684 M1204790	1993/04/26 L 68288D	222 1148	6,825.
2009878	KODAK CANADA LTD SCANNER, ENGINEERING	8650PS EF6704129	1998/05/12 L 11924	222 1152	45,470.
1429204	XEROX CORP SCANNER, COMPUTER	DIGIPATH F54810GR	2000/10/03 L 3785	102 1152	11,660.
1262654	HOWTEK INC PRINTER, ADP	SCANMASTER2500 JPFK001570	1996/05/28 L 50559D	103 1152	1,706.
0035900	HEWLETT-PACKARD CO TRANSPORT, MAGNETIC TAPE	C2037A NONE (VERIFIED)	1994/07/15 L 1845	106C 1152	4,300.
0035901	STORAGE DIMENSIONS INC DISK DRIVE UNIT	TD15000S1 NONE (VERIFIED)	1994/11/28 L 1845	108 1152	3,200.
0284308	STORAGE DIMENSIONS INC CUTTER, PAPER	SDE1 153	1994/11/28 L 89420B	108 1152	31,437.
	CHALLENGE MACHINERY CO THE	MPS	1985/10/09	108	

Exhibit C

0428541	136186	TRUCK, FORKLIFT BIG JOE MFG CO	NONE PSH20-66	L 85535 1966/07/01	1152 108	2 258	1
0428565	131235	PAPER DRILLING MACH LAWSON CO	B3106 B	L 71245 1965/09/01	1152 108	2 150	
1086438		PUNCH MACHINE HOP INDUSTRIES CORP	7910833 HEP280	L 288D 1991/08/05	1152 108	1 800	
1092102		PHOTOCOPY MACHINE, DRAWING OCE-INDUSTRIES INC	710052961 7100	L 81795C 1991/01/22	1152 108	2 935	
1158260		MACHINE, MAILING ASCAM HASLER MAILING SYSTEMS I	NONE 320	L 16514D 1992/10/20	1152 108	2 272	
1257422		DISPLAY UNIT NEC INFORMATION SYSTEMS INC	3614969KA JC1531VMA2	L 39199D 1993/09/01	1152 108	767.	
1258622		LABELING MACHINE AUTOMECHA LTD	17934 ACCUFAST SM	L 40687D 1993/11/02	1152 108	2 455	
1258623		TABBING MACHINE AUTOMECHA LTD	140058 ACCUFAST QT	L 40687D 1993/11/02	1152 108	1 733	
1258976		BINDING MACHINE STANDARD DUPLICATING MACHINES	13496 BINDFAST 5	L 40744D 1993/11/12	1152 108	4 085.	
1261022		DISK DRIVE UNIT PERIPHERAL LAND INC	940308012 003-9100-00	L 46700D 1994/03/18	1152 108	1 075	
1422965		LABELING MACHINE, MAIL CHESHIRE INC	41495 595	L 54521D 1994/10/28	1152 108	2 227	
1423926		COMPUTER, MICRO APPLE COMPUTER INC	XB5020E741X M1596	NAS 1 20006 1995/01/26	1152 108	1 705	
1425833		PUBLISHING MACHINE XEROX CORP F-XEROX DATA SYS	W11-034513 DOCUTECH135	L 1845 1994/11/28	1152 108	160 458	
1425834		SIGNATURE BOOKLET MAKER XEROX CORP F-XEROX DATA SYS	2K7035947 NONE (VERIFIED)	L 1845 1994/11/28	1152 108	110 000	
1425866		COMPUTER, MICRO COMPAQ COMPUTER CORP	6412HHU10278 3420	L 1845 1994/11/28	1152 108	7 000	
1429296		PUBLISHING MACHINE XEROX CORP F-XEROX DATA SYS	W11-036739 DOCUTECH135	L 64287D 1996/06/18	1152 108	185 220	
1429297		COMPUTER, MICRO INTERNATIONAL BUSINESS MACHINE	23MYZH7 6492L00	L 64287D 1996/06/18	1152 108	25 884	
1429298		DISPLAY UNIT INTERNATIONAL BUSINESS MACHINE	236716L 6321001	L 64287D 1996/06/18	1152 108	1 800	
1429299		COMPUTER, MICRO INTERNATIONAL BUSINESS MACHINE	23GWBWX 6571K3B	L 64287D 1996/06/18	1152 108	1 240	
1429300		DISPLAY UNIT INTERNATIONAL BUSINESS MACHINE	236694D 6321001	L 64287D 1996/06/18	1152 108	1 800	
1429301		PHOTOCOPY MACHINE XEROX CORP	2FK101997 5390	L 3809 1996/06/18	1152 108	83 200	
1430125		COMPUTER, MICRO APPLE COMPUTER INC	TY6255DS6UK M3979	NAS 1 20005 1996/07/19	1152 108	2 335	
1430184		COMPUTER, MICRO	6R820	NAS 1 20005	1152	1 773	

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1431324	DELL COMPUTER CORP F-PC'S LTD	DPM	1996/07/16	108		
	FOLDING MACHINE	014JF0354	L	4467	1152	6,340
1882379	BAUMFOLDER CORP	714C2AIR	1996/09/03	108		
	COMPUTER, MICRO	L2C110020	L	9794	1152	64,325
1264264	COMPAQ COMPUTER CORP	PROLIANT6000 (S	1999/08/17	108		
	PLOTTER, ELECTROSTATIC	3LP000114	L	54668D	1152	46,995
1424000	XEROX CORP	8944114E	1994/10/04	118A		
	PRESS, LAMINATING	95-44-623	L	59016D	1152	2,890
1876334	CODA INC	CMP44MS	1995/02/01	118A		
	CUTTER, PRECISION	631723	L	7408	1152	2,394
1879270	SEAL PRODUCTS INC	2450	1998/02/02	118A		
	PRINTER/PLOTTER	ES8703177	L	8295	1152	11,100
G076797	HEWLETT-PACKARD CO	C4724A	1998/09/22	118A		
	PLOTTER/CUTTER	NONE	L	81678C	1152	3,595
1428798	ROLAND CORP	CAMM1	1990/09/04	118D		
	PRINTER, ADP	BAA569160	L	3562	1152	7,145
0053964	LASER MASTER TECHNOLOGIES INC	A655	1996/04/29	118I		
	STITCHING MACHINE	1109	L	38291C	1152	4,370
1156533	ACME STRAPPING INC	P	1988/06/21	.108		
	STITCHING MACHINE	107072-00	LX	92021	1152	9,706
0428929 184140	INTERLAKE INC	N3B2-2/1	1992/08/31	.108		
	TRUCK, FORKLIFT	92660	L	1277B	1152	6,295
0020885	BIG JOE MFG CO	PDH25-60	1979/12/12	BASE		
	CAMERA, STILL PICTURE	1884408	L	77440C	1155	758
0473289 194192	NIKON INC	F3	1990/06/21	118		
	POWER SUPPLY SYSTEM, PHOTO	031793	L	52660B	1155	2,242
0473310 179187	BRON ELECTRONICS INC	L3310/2	1983/05/12	120		
	PRINTER, CONTACT, VACUUM	34416	L	63689A	1155	1,375
0847934	DOUTHITT CORP THE	A	1977/06/06	121		
	PROCESSOR	301-830	L	99733B	1155	12,860
1091424	COLENTA AMERICA CORP	30RTBW	1986/06/24	121		
	PROCESSOR, PRINT, B/W	23609	L	9282D	1155	12,732
0801346	ILFORD INC	2240	1992/03/13	121		
	ENLARGER	45848	L	11636D	1155	1,874
G075207	OMEGA ENGINEERING INC	D5500	1992/03/24	121A		
	DENSITOMETER	TLC3486	L	76197C	1155	3,262
0060584	ESECO-SPEEDMASTER / ELECTRONIC	TLC90S	1990/05/18	122		
	DENSITOMETER	TLC-3094	L	53525C	1155	3,112
0473313 075178	ESECO-SPEEDMASTER / ELECTRONIC	TLC90S	1989/03/16	124		
	ENLARGER	18 A 16	NA12558	1155		3,830
0473311 -74012	SALTZMAN JOS AND CO	MB6A	1955/09/01	128		
	ENLARGER	121195	L	27187A	1155	1,440
0139759	COLORTRAN INC	404-061MODIFIED	1975/06/03	129		
	ANALYZER, COLOR, DIGITAL, PHOT	SM14956	L	17230C	1155	1,571
	ESECO-SPEEDMASTER / ELECTRONIC	SM1400	1987/03/30	130		

Exhibit C

0473314	178614	CAMERA, STILL PICTURE	1073-4	LX 760019	1155	2,450.
		PRINCETON APPLIED RESEARCH	KE63A	1976/11/03	130	
1256618		POWER SUPPLY	138782	L 38374D	1155	1,020.
		NORMAN ENTERPRISES	2000PS	1993/08/19	130	
00#5>09		ANALYZER, COLOR, DIGITAL, PHOT	SM-15101	L 37344C	1155	1,511.
		ESECO-SPEEDMASTER / ELECTRONIC	SM1400	1988/05/11	133	
01>>760		ANALYZER, COLOR, DIGITAL, PHOT	SM14960	L 17230C	1155	1,571.
		ESECO-SPEEDMASTER / ELECTRONIC	SM1400	1987/03/30	133	
G075962		ENLARGER, CONTROLLER	056184	L 76584C	1155	1,100.
		OMEGA ENGINEERING INC	D5500	1990/07/02	135	
05497>7		ENLARGER	136267	L 63973B	1155	1,707.
		OMEGA ENGINEERING INC	D5500	1984/04/24	135	
005951>		CUTTER, PAPER	8351	L 51404C	1155	8,410.
		BROOKE ENGINEERING	BP1200CCFP	1989/02/23	137	
0061097		PRINTER, COLOR	522	L 44830C	1155	42,670.
		EASTMAN KODAK CO	312	1989/03/23	137	
G075>E1		ENLARGER, CONTROLLER	056183	L 76584C	1155	1,100.
		OMEGA ENGINEERING INC	D5500	1990/07/02	138	
00#5308		ANALYZER, COLOR, DIGITAL, PHOT	SM-15100	L 37344C	1155	1,511.
		ESECO-SPEEDMASTER / ELECTRONIC	SM1400	1988/05/11	138	
0549738		ENLARGER	136251	L 63973B	1155	1,707.
		OMEGA ENGINEERING INC	D5500	1984/04/24	138	
0801>E5		ENLARGER	45851	L 11636D	1155	1,874.
		OMEGA ENGINEERING INC	D5500	1992/03/24	138	
115E7+0		DISPLAY UNIT	12542769	L 19504D	1155	1,250.
		SANYO ELECTRIC CO LTD	VM4509	1992/08/17	138	
10>>8>8		CUTTER, PAPER	8446	L 91594C	1155	7,425.
		PHOTO DESIGN OF ARIZONA	BP1200	1991/03/11	139	
115>356		PROCESSOR, COLOR PRINT	RRJ92111	L 21088D	1155	27,582.
		KREONITE INC	KM4-4243-RA4	1992/10/16	139	
125705>		PROCESSOR, COLOR PRINT	RRT92095	L 21663D	1155	27,582.
		KREONITE INC	KM4-4243-RA4	1992/10/19	139	
0#4>740		ENLARGER	136266	L 63973B	1155	1,707.
		OMEGA ENGINEERING INC	D5500	1984/04/24	139B	
12604>4		INTENSIFIER, IMAGE	13278	L 46338D	1155	1,000.
		ELECTROPHYSICS CORP	EF850	1994/03/24	139B	
005>307		DENSITOMETER	TLC3361	L 37344C	1155	3,112.
		ESECO-SPEEDMASTER / ELECTRONIC	TLC90S	1988/05/11	140	
0>Z0837		PROCESSING MACHINE/PHOTO FILM	00007902	MISC	1155	20,525.
		EASTMAN KODAK CO	11CM	1991/05/14	140A	
12604>>		VIEWER, INFRARED	NONE	L 46338D	1155	1,495.
		ELECTROPHYSICS CORP	6100M	1994/03/24	142	
A257Z76		MIXER-DISTRIBUTOR, PHOTO CHEMI	183	L 35657D	1155	6,784.
		ILFORD INC	CIBACOPY CPMU	1993/08/24	143	
AZ>7Z77		EASEL, PROJECTION PRINTING	NONE	L 35657D	1155	3,715.

Exhibit C

1158362	ILFORD INC METER, PH	CIBACOPY VCX C0003500	1993/08/24 L 23274D	143 1155		1,010	
1086257	DENVER INSTR CO AINSWORTH DIV STILL, SINGLE, GLASS THERMOLYNE CORP	25 90-08-009 A56228	1992/10/20 L 93611C	144 1155		3,995	
1255338	PRINTER, COLOR EASTMAN KODAK CO	393 312	L 37121D 1993/07/22	1155 .136		20,000	
1880780	ENLARGER OMEGA ENGINEERING INC	136268 D5500	L 63973B 1984/04/24	1155 .138		1,707	
1430843	HOPPER, TRASH DISPOSAL MCCULLOUGH INDUSTRIES INC	2640 40099	L 4284 1996/08/05	1160 LOC		1,066	
1875844	HOPPER, TRASH DISPOSAL MCCULLOCH CORP F-MC CULLOCH	2945 40099	L 7297 1998/01/14	1161 LOC		1,064	
0219994	CONTAINER, STORAGE STRICK TRAILER CO	B24790 0400SA7LW	L 94771B 1985/12/18	1170 CONX		1,400	
0280663	CONTAINER, STORAGE MILITARY SPECIFICATIONS	C-18444 NONE	L 78355B 1985/01/25	1170 CONX		1,200	
1264201	CONTAINER, STORAGE MILITARY SPECIFICATIONS	NONE (VERIFIED) NONE (VERIFIED)	LX 94002 1994/09/23	1170 CONX		2,200	
0258444	CONTAINER, STORAGE MILITARY SPECIFICATIONS	H26487 NONE	L 2005C 1986/05/07	1170 WC15		1,500	
0258445	CONTAINER, STORAGE MILITARY SPECIFICATIONS	NONE NONE	L 2005C 1986/05/07	1170 WC16		1,500	
1430939	CABINET, STORAGE, DRUM 55 GAL P AND D SYSTEMTECHNIC	NONE (VERIFIED) NONE (VERIFIED)	L 64396D 1996/07/30	1172 SHED		4,922	
1742405	CABINET, STORAGE, DRUM 55 GAL P AND D SYSTEMTECHNIC	NONE NONE	L 66099D 1997/04/29	1172 SHED		6,128	
1884403	GENERATOR, DIESEL DAYTON ELECTRIC MFG CO	0923625 4W115	MISC 2000/02/25	1173 100		2,956	
1089658	MACHINE, REEL TO COIL REEL-O-MATIC SYSTEMS INC	1-105-6L2 MINIPENT	L 5277D 1991/11/05	1174 100		5,287	1
0058316	SWEEPER, POWER ELGEET	8326 532G	L 44807C 1988/11/01	1175 1177		1,195	1
1880557	COMPUTER, MICRO ASCAM HASLER MAILING SYSTEMS I	MC20908 SMART SERIES MV	L 8856 1999/02/02	1177 100		2,489	
1880559	PRINTER, ADP LEXMARK INTL INC	11-YG760 2380-003	L 8856 1999/02/02	1177 100		725	
1880686	SCALE, POSTAL ASCAM HASLER MAILING SYSTEMS I	15995 MVP	L 8856 1999/02/02	1177 100		3,000	
1883264	METER, POSTAGE ASCAM HASLER MAILING SYSTEMS I	383460 HASLER335	L 10025 1999/09/23	1177 100		4,725	
1875941	HOPPER, TRASH DISPOSAL MCCULLOCH CORP F-MC CULLOCH	2951 40099	L 7297 1998/01/14	1189 LOC		1,064	
1612260	OPTICAL READER, DATA ENTRY INTERMEC CORP	97110400246 9440E020301	B ZCRD0979 1998/06/30	1194 129		1,610	

Exhibit C

0060219	PRINTER, ADP	289260952	L	50139C	1194	3,160.
	NEC INFORMATION SYSTEMS INC	LC08LC890			138	
0548760	INSPECTING UNIT, FILM	14791	L	71752B	1194	14,710.
	RESEARCH TECHN INT'L F-HARWALD	PULSAR2800			210	
1156531	TESTER, TAPE, VIDEO	0816	L	21024D	1194	4,900.
	RESEARCH TECHN INT'L F-HARWALD	470			210	
1087940	PRINTER, ADP	Q0016738	L	1102D	1194	5,999.
	QMS INC	CSC110			117	
0060179	READER/PRINTER, MICROFICHE	33109674	L	50212C	1195B	3,508.
	CANON USA MICROGRAPHICS DIV	PC80			160	
1157532	PRINTER, ADP	3211J49989	NAS 1	19468	1195B	4,552.
	HEWLETT-PACKARD CO	33491A			160	
0055418	182852> LATHE, DISC, BRAKE DRUM	65046	L	87659A	1199	2,928.
	AMMCO TOOLS INC	4100			119	
0061633	GENERATOR, GASOLINE, PORTABLE	GC04-1286000	L	63907C	1199	1,231.
	HONDA MOTOR CO LTD	EM3500X			119	
0283910	BALANCER, VEHICLE WHEEL	85020189	L	90778B	1199	3,316.
	HOFFMANN CORP	1200			119	
0532170	PRESS, HYDRAULIC	NONE	L	9575C	1199	1,550.
	JET EQUIPMENT & TOOLS	HP35			119	
1088580	TESTER, HEADLIGHT	801	L	2567D	1199	1,000.
	DOVER CORP ROTARY LIFT DIV	WX45A			119	
1255770	RECYCLING UNIT, ANTIFREEZE	NONE	L	33495D	1199	1,696.
	HI-TECH INDUSTRIES INC	NONE			119	
1256432	CHARGER, BATTERY	18933001	L	34751D	1199	2,000.
	SNAP-ON TOOLS CORP	MT1560B			119	
1256464	WELDER, ELECTRIC	KD410824	L	36304D	1199	2,147.
	MILLER ELECTRIC MFG CO	MILLERMATIC250			119	
1257253	WASHER, PRESSURE	9685	L	36771D	1199	8,546.
	BETTER ENGINEERING MFG INC	200P			119	
1260903	GENERATOR, GASOLINE, PORTABLE	3109485	NAS 1	19150	1199	1,375.
	HONDA MOTOR CO LTD	EB3500 XK1			119	
1430567	RECYCLING UNIT, REFRIGERANT	00412	L	4465	1199	4,695.
	SPX CORP ROBINAIR DIV	ACRM3412			119	
0058217	CHANGER, TIRE	2507635	L	45220C	1199	2,545.
	COATS CO INC (DISCONTINUED)	RC15A			119A	
2097758	AUTOMOTIVE DIAGNOSTIC SCAN KIT	SVROS374001669	NAS 1	96010	1199	3,966.
	SNAP-ON TOOLS CORP	MT25992400CK			119A	
2009511	BALANCER, VEHICLE WHEEL	04-89-01-4916	LX0004		1199	6,100.
	COATS CO INC (DISCONTINUED)	621-0000001001			119B	
2097757	ELECTRONIC FUEL MANAGEMENT SYS	115000080657	NAS 1	96010	1199	13,073.
	TUTHILL TRANSFER SYSTEM	PHOENIX AF100			119B	
0282899	COMPRESSOR, AIR	F1750667	L	86804B	1199	1,460.
	SANBORN MFG CO	11GE22-30H			1199	
0470683	192498 LIFT, VEHICLE	L892J27112	L	50921B	1199	1,651.

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0284668	184710	WALKER DIV BUTLER MFG HOPPER, TRASH DISPOSAL	93692 1002	1983/03/23 EMS MEMO	N1871 1200		1,165.	
1255213		MCCULLOCH CORP F-MC CULLOCH PRINTER, ADP	4.0CU YD JP3544K	1980/01/03 L 34042D	LOC 1205		10,158.	
1430996		TEKTRONIX INC PRINTER, ADP	4684 NV62700F39M	1993/06/08 NAS 1 20497	219 1205		2,027.	
1880475		APPLE COMPUTER INC PRINTER, ADP	M2680 X7001613	1996/08/08 L 9016	219 1205		5,495.	
1882314		EASTMAN KODAK CO PRINTER, ADP	8670PS J11UN49	1999/02/12 L 70059D	219 1205		5,674.	
1875849		TEKTRONIX INC HOPPER, TRASH DISPOSAL	Z780 2953	1999/08/11 L 7297	219 1206		1,064.	
1085086		MCCULLOCH CORP F-MC CULLOCH PRINTER, ADP	40099 01-LD642	1998/01/14 L 90873C	LOC 1206		4,290.	1
1156644		INTERNATIONAL BUSINESS MACHINE PRINTER, ADP	4224E2 01MJ270	1991/04/10 L 18751D	100 1206		4,197.	1
0035702		INTERNATIONAL BUSINESS MACHINE OPTICAL READER, DATA ENTRY	4224 002224462	1992/09/10 L 1501	100 1206		1,425.	1
0035703		TELXON CORP OPTICAL READER, DATA ENTRY	860II 002224463	1995/07/10 L 1501	102 1206		1,425.	1
0038386		TELXON CORP OPTICAL READER, DATA ENTRY	860II 02650411	1995/07/10 L 64713D	102 1206		1,260.	1
0038387		TELXON CORP OPTICAL READER, DATA ENTRY	860II 02630412	1996/10/02 L 64713D	102 1206		1,260.	1
1613324		TELXON CORP OPTICAL READER, DATA ENTRY	860II 002234401	1996/10/02 L 1501	102 1206		1,425.	1
1613325		TELXON CORP OPTICAL READER, DATA ENTRY	860II 002224464	1995/07/10 L 1501	102 1206		1,425.	1
0258478		TELXON CORP READER/PRINTER, MICROFICHE	860II 33214210	1995/07/10 L 2221C	102 1206		2,527.	1
0259132		CANON USA MICROGRAPHICS DIV PRINTER, ADP	PC70 41-G4773	1986/05/29 L 292C	103 1206		3,090.	1
G078159		INTERNATIONAL BUSINESS MACHINE TRUCK, FORKLIFT	3287-002 1A106338	1986/06/17 L 83046C	103 1206		6,050.	1
0423121	132231	CROWN INDUSTRIAL PRODUCTS CO SCALE, PLATFORM, DIGITAL	20MT G835941FT/G8362	1990/10/17 L 86538A	108 1206		4,697.	
1085085		GARLOCK OF CANADA F-COLT PRINTER, ADP	22-6107/90-7300 01-LD641	1978/11/09 L 90873C	119 1206		4,290.	1
1090435		INTERNATIONAL BUSINESS MACHINE PRINTER, ADP	4224E2 01-ME777	1991/04/10 L 7350D	121 1206		4,503.	1
0142854		INTERNATIONAL BUSINESS MACHINE CONTAINER, STORAGE	4224 NONE	1992/02/07 L 24885C	121 1206		1,375.	
0142865		MILITARY SPECIFICATIONS CONTAINER, STORAGE	NONE NONE	1987/08/14 L 24885C	CONX 1206		1,375.	
		MILITARY SPECIFICATIONS	NONE	1987/08/14	CONX			

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0144099	CONTAINER, STORAGE	NONE	L	24886C	1206	1,648.	
	MID ATLANTIC CONTAINER CORP	NONE		1987/10/20	CONX		
0219995	CONTAINER, STORAGE	B-447780	L	94771B	1206	1,400.	
	STRICK TRAILER CO	0400SA7LW		1985/12/18	CONX		
0259580	CONTAINER, STORAGE	211549	L	8649C	1206	1,250.	
	MILITARY SPECIFICATIONS	NONE		1986/09/10	CONX		
0259581	CONTAINER, STORAGE	210722	L	8649C	1206	1,250.	
	MILITARY SPECIFICATIONS	NONE		1986/09/10	CONX		
0259582	CONTAINER, STORAGE	136562	L	8649C	1206	1,250.	
	MILITARY SPECIFICATIONS	NONE		1986/09/10	CONX		
0259583	CONTAINER, STORAGE	202449	L	8649C	1206	1,250.	
	MILITARY SPECIFICATIONS	NONE		1986/09/10	CONX		
0280664	CONTAINER, STORAGE	412-337-0	L	78355B	1206	1,200.	
	MILITARY SPECIFICATIONS	NONE		1985/01/25	CONX		
0282861	CONTAINER, STORAGE	875966	L	87801B	1206	1,400.	
	MILITARY SPECIFICATIONS	8FTX8FTX40FT		1985/06/25	CONX		
0282862	CONTAINER, STORAGE	414765-9	L	87801B	1206	1,400.	
	MILITARY SPECIFICATIONS	8FTX8FTX40FT		1985/06/25	CONX		
1878865	TRUCK, FORKLIFT	M108V04071Y	LX	98016	1206	13,755.	1
	HYSTER CO F-LEWIS SHEPARD CO	E40B		1998/08/18	N1919		
0259585	CONTAINER, STORAGE	215246	L	8649C	1206T	1,250.	
	MILITARY SPECIFICATIONS	NONE		1986/09/10	CONX		
0848196	READER/PRINTER, MICROFICHE	32300749	L	63302C	1219	11,506.	
	CANON USA MICROGRAPHICS DIV	NP780		1989/10/19	100		
0848197	AUTOCARRIER	NONE	L	63302C	1219	2,021.	
	CANON USA MICROGRAPHICS DIV	100C		1989/10/19	100		
0425969 182810	VIEWER, STILL PICTURE	198946	L	82749A	1219	2,223.	
	BELL & HOWELL CO	A11		1979/01/23	120		
1875942	HOPPER, TRASH DISPOSAL	2948	L	7297	1221	1,064.	
	MCCULLOCH CORP F-MC CULLOCH	40099		1998/01/14	LOC		
1876486	HOPPER, TRASH DISPOSAL	2992	L	7486	1221	1,259.	
	MCCULLOCH CORP F-MC CULLOCH	40099		1998/03/09	LOC		
1087776	PRINTER, ADP	Q0016253	L	99580C	1221	6,092.	
	QMS INC	CSC110		1991/08/22	119		
1257097	PRINTER, ADP	F13270ZL	L	36649D	1221	2,259.	
	APPLE COMPUTER INC	M5890		1993/08/06	119		
1430842	HOPPER, TRASH DISPOSAL	2638	L	4284	1225	1,066.	
	MCCULLOUGH INDUSTRIES INC	40099		1996/08/05	LOC		
1257265	CONTAINER, STORAGE	HPM23383E	LX	93002	1230	1,000.	
	FRUEHAUF CORP	KA2-20ST		1993/08/23	CONX		
1424653	CONTAINER, STORAGE	NONE	L	2005C	1230	1,300.	
	MILITARY SPECIFICATIONS	NONE		1986/05/07	CONX		
1873920	TRUCK, FORKLIFT	412GHKG4	L	66483D	1237T	26,869.	1
	QUALITY CORP	D12		1997/08/22	N1940		
0284846 184719	HOPPER, TRASH DISPOSAL	1011	EMS	MEMO	1238B	1,165.	

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078484	184717	MCCULLOCH CORP F-MC CULLOCH	4.0CU YD	1980/01/03	LOC		
		HOPPER, TRASH DISPOSAL	1009	EMS MEMO	1240	1,165.	
0426	70	184711	MCCULLOCH CORP F-MC CULLOCH	4.0CU YD	1980/01/03	LOC	
		HOPPER, TRASH DISPOSAL	1003	EMS MEMO	1240	1,165.	
0426	77	184714	MCCULLOCH CORP F-MC CULLOCH	4.0CU YD	1980/01/03	LOC	
		HOPPER, TRASH DISPOSAL	1006	EMS MEMO	1240	1,165.	
0426	398	184716	MCCULLOCH CORP F-MC CULLOCH	4.0CU YD	1980/01/03	LOC	
		HOPPER, TRASH DISPOSAL	1008	EMS MEMO	1240	1,165.	
1260	228	184715	MCCULLOCH CORP F-MC CULLOCH	4.0CU YD	1980/01/03	LOC	
		HOPPER, TRASH DISPOSAL	1007	EMS MEMO	1240	1,165.	
1263	0		MCCULLOCH CORP F-MC CULLOCH	4.0CU YD	1980/01/03	LOC	
		HOPPER, TRASH DISPOSAL	NONE (VERIFIED)	LX 94002	1240	2,000.	
		UNKNOWN (VERIFIED)	NONE (VERIFIED)	1994/09/02	LOC		
1430	8		HOPPER, TRASH DISPOSAL	2639	L 4284	1240	1,066.
		MCCULLOUGH INDUSTRIES INC	40099	1996/08/05	LOC		
1430	8		HOPPER, TRASH DISPOSAL	2634	L 4284	1240	1,066.
		MCCULLOUGH INDUSTRIES INC	40099	1996/08/05	LOC		
14	0		HOPPER, TRASH DISPOSAL	2637	L 4284	1240	1,066.
		MCCULLOUGH INDUSTRIES INC	40099	1996/08/05	LOC		
1875	4		HOPPER, TRASH DISPOSAL	2946	L 7297	1240	1,064.
		MCCULLOCH CORP F-MC CULLOCH	40099	1998/01/14	LOC		
1875	845		HOPPER, TRASH DISPOSAL	2944	L 7297	1240	1,064.
		MCCULLOCH CORP F-MC CULLOCH	40099	1998/01/14	LOC		
1	75		HOPPER, TRASH DISPOSAL	2943	L 7297	1240	1,064.
		MCCULLOCH CORP F-MC CULLOCH	40099	1998/01/14	LOC		
1875	847		HOPPER, TRASH DISPOSAL	2942	L 7297	1240	1,064.
		MCCULLOCH CORP F-MC CULLOCH	40099	1998/01/14	LOC		
1875	940		HOPPER, TRASH DISPOSAL	2949	L 7297	1240	1,064.
		MCCULLOCH CORP F-MC CULLOCH	40099	1998/01/14	LOC		
1	75		HOPPER, TRASH DISPOSAL	2950	L 7297	1240	1,064.
		MCCULLOCH CORP F-MC CULLOCH	40099	1998/01/14	LOC		
187	48		HOPPER, TRASH DISPOSAL	2990	L 7486	1240	1,259.
		MCCULLOCH CORP F-MC CULLOCH	40099	1998/03/09	LOC		
1876	484		HOPPER, TRASH DISPOSAL	2991	L 7486	1240	1,259.
		MCCULLOCH CORP F-MC CULLOCH	40099	1998/03/09	LOC		
1876	4		HOPPER, TRASH DISPOSAL	2989	L 7486	1240	1,259.
		MCCULLOCH CORP F-MC CULLOCH	40099	1998/03/09	LOC		
005	4		TRUCK, FORKLIFT	TM247-0318-7105	L 45224C	1240	18,695.
		CLARK EQUIPMENT CO	TM20	1989/01/30	N1898		1
142	174		PRINTER, ADP	24654616	L 56994D	1244	17,170.
		EASTMAN KODAK CO	XLT7720	1994/12/09	216		
1	747		PRINTER/PLOTTER 36"	DU162	L 67328D	1244	6,950.
		ENCAD	NOVA-JET PRO	1997/09/30	216		
18	3		PRINTER, ADP	ESA9506483	L 69863D	1244	13,342.
		HEWLETT-PACKARD CO	C4724A	1999/08/16	216		

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1430841	HOPPER, TRASH DISPOSAL	2635	L	4284	1245	1,066.	
	MCCULLOUGH INDUSTRIES INC	40099		1996/08/05	LOC		
0055372	115607 DRILL PRESS, FLOOR TYPE	30C-976		NS12434	1245	8,975.	
	KEARNEY & TRECKER F-GORTON	1 1/2CAP		1963/03/01	100		
0259599	SAW, BAND	356-87251		NAS 1 18359	1245	75,610.	
	DOALL CO	TF2525		1986/09/03	100		
0424683	168750 WELDER, HELIARC	AC-317114		L 98633	1245	1,172.	
	LINCOLN ELECTRIC CO	K1240C		1973/11/01	100		
0424684	182953 BURNER, PLASMA	L81906A176824		L 96675A	1245	9,255.	
	THERMAL DYNAMICS CORP	PAK44		1979/06/22	100		
0424685	176492 CUTTING MACHINE, FLAME	426		NAS 1 14257	1245	10,180.	
	UNION CARBIDE CORP LINDE DIV	CM50CD		1976/01/22	100		
0424687	019928 SHEARS, GAP SQUARING	306087		NAW1501	1245	6,188.	
	CINCINNATI INC F-CINCINNATI	2508		1974/06/30	100		
0426343	034070 SAW, BAND	542159		19999999999	1245	1,493.	
	ARMSTRONG-BLUM MFG CO	MARVEL8		1974/06/30	100		
0426348	188494 SCALE, PLATFORM, DIGITAL	G895829TN		L 27051B	1245	2,084.	
	COLT IND FAIRBANKS MORSE DIV	H90-3007		1981/07/28	100		
1259078	SAW, BAND	E-077013-W		NAS 1 20110	1245	22,300.	
	MARVEL MFG CO	13A		1993/11/23	100		
1262840	185818 BURNER, PLASMA	011628439		L 8639B	1245	1,077.	
	THERMAL DYNAMICS CORP	PCM6B		1980/04/11	100		
1262841	188362 SCALE, PLATFORM	G882914NB		L 23316B	1245	4,698.	
	COLT IND FAIRBANKS MORSE DIV	22-6105		1981/04/28	100		
1263805	HOPPER, TRASH DISPOSAL	NONE (VERIFIED)	LX	94002	1245	2,000.	
	UNKNOWN (VERIFIED)	NONE (VERIFIED)		1994/09/02	100		
2008193	114675 SAW, CUTOFF	111BD63700		NS12429	1245	35,715.	
	PANGBORN F-TY SA MAN MACHINE	111BD		1963/03/01	103		
1260991	CONTAINER, STORAGE	NONE (VERIFIED)	LX	94014	1245	5,000.	
	DEPT OF ARMY US ARMY GENERAL M	HFT046		1994/03/24	CONX		
1260992	CONTAINER, STORAGE	NONE (VERIFIED)	LX	94014	1245	5,000.	
	DEPT OF ARMY US ARMY GENERAL M	NONE (VERIFIED)		1994/03/24	CONX		
1260993	CONTAINER, STORAGE	NONE (VERIFIED)	LX	94014	1245	5,000.	
	DEPT OF ARMY US ARMY GENERAL M	NONE (VERIFIED)		1994/03/24	CONX		
1260994	CONTAINER, STORAGE	NONE (VERIFIED)	LX	94014	1245	5,000.	
	DEPT OF ARMY US ARMY GENERAL M	NONE (VERIFIED)		1994/03/24	CONX		
1260995	CONTAINER, STORAGE	NONE (VERIFIED)	LX	94014	1245	5,000.	
	DEPT OF ARMY US ARMY GENERAL M	NONE (VERIFIED)		1994/03/24	CONX		
1260996	CONTAINER, STORAGE	NONE (VERIFIED)	LX	94014	1245	5,000.	
	DEPT OF ARMY US ARMY GENERAL M	NONE (VERIFIED)		1994/03/24	CONX		
1428236	TRUCK, FORKLIFT, SIDELOADING	4236		NAS 1 20496	1245	60,498.	1
	BAUMANN HANDLING SYSTEMS INC	HX35		1996/02/26	N1803		
1262530	TRUCK, FORKLIFT	72A00403		L 49893D	1245	18,332.	1
	TOYO IMPANKI CO LTD	FTB15B2		1994/07/05	N1817		
1878864	TRUCK, FORKLIFT	M108V03983Y		LX 98016	1245	13,755.	1

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0284675	NA1876	HYSTER CO F-LEWIS SHEPARD CO TRUCK, FORKLIFT	E40B G1149	1998/08/18 NAS-1 13758	N1918 1246	9,243.	1
0426378	184713	PRIME-MOVER CO THE HOPPER, TRASH DISPOSAL	RC40 1005	1975/05/16	N1876 1247B	1,165.	
1263804		MCCULLOCH CORP F-MC CULLOCH HOPPER TRASH DISPOSAL UNKNOWN VERIFIED)	4.0CU YD NONE (VERIFIED)	1980/01/03 LX 94002	LOC 1247B	2,000.	
1875842		HOPPER, TRASH DISPOSAL	2947	1994/09/02	LOC	1,064.	
1876487		MCCULLOCH CORP F-MC CULLOCH HOPPER, TRASH DISPOSAL	40099 2993	1998/01/14 L 7486	LOC 1250	1,259.	
1742326		MCCULLOCH CORP F-MC CULLOCH PRINTER, ADP	40099 N1301553	1998/03/09 L 5773	LOC 1250T	8,920.	
1885004		EASTMAN KODAK CO PRINTER, ADP	8650PS SJ20FN20	1997/03/31 NAS 1 97101	402 1250T	6,887.	
1430836		TEKTRONIX INC HOPPER, TRASH DISPOSAL	Z780 2633	2000/05/05 L 4284	402 1262	1,066.	
1263806		MCCULLOUGH INDUSTRIES INC HOPPER, TRASH DISPOSAL UNKNOWN (VERIFIED)	400>>> NONE (VERIFIED)	1996/08/05 LX 94002	LOC 1275	2,000.	
1875848		HOPPER, TRASH DISPOSAL	2952	1994/09/02	LOC	1,064.	
0284680	184718	MCCOLL CO CORP F-MC CULLOCH HOPPER, TRASH DISPOSAL	40099 1010	1998/01/14 EMS MEMO	LOC 1283	1,165.	
0284850	184712	MCCULLOCH CORP F-MC CULLOCH HOPPER, TRASH DISPOSAL	4.0CU YD 1004	1980/01/03 EMS MEMO	LOC 1283	1,165.	
1430837		MCCULLOCH CORP F-MC CULLOCH HOPPER, TRASH DISPOSAL	4.0CU YD 2636	1980/01/03 L 4284	LOC 1297B	1,066.	
1256744		MCCULLOUGH INDUSTRIES INC PRINTER ADP	40099 F13300ZC108	1996/08/05 L 39893D	LOC 1298	2,222.	
1257610		APPLE COMPUTER INC PRINTER, ADP	M5890 JP3A11B	1993/10/27 L 39892D	101A 1298	9,788.	
1884551		TEKTRONIX INC PRINTER, ADP	4684 JF0BF99	1993/10/20 L 70467D	101A 1298	4,489.	
1257730		TEKTRONIX INC PRINTER, ADP	Z740 JP3720VT	2000/03/15 L 43335D	101A 1299	8,060.	
1428144		DEKON X INC PRINTER, ADP	4684 NV5500P939M	1994/01/13 NAS 1 20005	229 1299	2,166.	
1883907		APPLE COMPUTER INC PRINTER, ADP	M2680 J20CF99	1996/02/08 L 10722	229 1299	5 728	
		TEKTRONIX INC	Z780	2000/01/05	229		

Note: equipment status 1 means that contractor will replace the existing government equipment when it becomes uneconomical to repair.

Exhibit C

Subject: EQUIPMENT ASSIGNED TO ON SITE CONTRACTORS (NA# 1 01064)

E C N	DESCRIPTION	SERIAL NO	ACQ DOCUMENT	BI	COST	EQUIP
NEW OLD	MANUFACTURER	MODEL NO	ACQ DATE	RC		STATUS
0037973	LENS, ZOOM, MOTORIZED FUJINON INC	91501937 A16X9BERM28	L 3349	NOC	5,855.	
1636527	CONTROL UNIT, CAMERA IKEGAMI TSUSHINKI CO LTD	ZR52217 CCU37	NAS 1 20219	NOC	22,550.	
1884375	HEAD, CAMERA IKEGAMI TSUSHINKI CO LTD	ZC51780 HDL37	NAS 1 20219	NOC	35,805.	
1884387	HEAD, CAMERA SONY CORP	11024 DXC-H10	NAS 1 20219	NOC	30,000.	
1255488	MONITOR, TELEVISION SHARP CORP	611421 XM2701	L 33169D	1145	838.	
1875760	DISPLAY UNIT VIEWSONICS INC	QI74401426 G8100S	NAS 1 20048	1145	995.	
G079898	RECORDER, CASSETTE, VIDEO MATSUSHITA ELEC INDUS CO	ALTC00119 AG7750P	L 80745C	1145	7,881.	
0019671	AMPLIFIER GRASS VALLEY GROUP INC THE	003643-40 3400TI	NAS 1 14360	1145	1,370.	
0020984	MONITOR, VIDEO, WAVEFORM TEKTRONIX INC	B039809 1730	L 83568C	1145	1,804.	
0020986	VECTORSCOPE TEKTRONIX INC	B018748 1720	L 83568C	1145	1,804.	
0021421	INTERFACE, SERIAL JBL INCORPORATED_(SOUNDCRAFT)	001034 VSA24II	L 9E326C	1145	2,592.	
0061576	RECORDER-REPRODUCER SET, SOUND AMPEX CORP F-INVAR ELECTR CORP	50466 CVR70	L 56397C	1145	23,940.	
0061579	MONITOR, TELEVISION SONY CORP	5005869 PVM8221	L 56397C	1145	930.	
0061581	MONITOR, TELEVISION SONY CORP	5006095 PVM8221	L 56397C	1145	930.	
0140727	TIME BASE CORRECTOR, VIDEO MICROTIME INC	35243 T320D	L 19820C	1145	5,716.	
0258624	CAMERA, TELEVISION SONY CORP	90138 DXC-M3AK	L 99578B	1145	6,780.	
0532202	STAND, COPY CAMERA BENCHER INC	12796 M2	L 99404B	1145	7,500.	
0803036	SWITCHER, VIDEO VIDEOTEK INC	12930882 RS10A	NAS 1 19150	1145	1,019.	
1085886	DISPLAY UNIT IKEGAMI ELECTRONIC US INC	M0953 TM2015RH	L 96078C	1145	5,155.	
108 18#	MONITOR, TELEVISION	5022459-D	L 96609C	1145	505.	

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1086343	SONY CORP RECORDER, TAPE, VIDEO	PVM8220 S01-0017025-1	1991/06/25 L 97397C	103 1145	12,185.
1088409	SONY CORP CONSOLE, AUDIO MIXING	BVU950 DAVE16000021	1991/07/30 L 96326C	103 1145	8,595.
1088575	JBL INCORPORATED_(SOUNDCRAFT) GENERATOR, CHARACTER, VIDEO	DELTA AVE16 DE469	1991/10/16 L 2407D	103 1145	41,096.
1088659	QUANTA CORP RECORDER-REPRODUCER SET, SOUND	DELTA SX 19160169	1991/09/24 L 95683C	103 1145	5,160.
1091676	OTARI ELECTRIC CO LTD FILTER, DECODER	MX5050 020	1991/09/30 L 12119D	103 1145	1,775.
1093267	LENCO INC ELECTRONICS DIV IMAGE MANIPULATOR, GRAPHICS	PCD873 92011475	1992/03/31 L 14435D	103 1145	3,750.
1157142	GENIUS KLINKENBERG BV EDITOR, RECORDER	GT1212B 511196	1992/06/10 L 22199D	103 1145	21,495.
1256726	CMX/AURORA SYSTEMS PROJECTOR, SLIDE, VIDEO	910348-01 AACN391	1992/09/21 L 38225D	103 1145	23,031.
1256727	ABEKAS VIDEO SYSTEMS INC CONTROLLER, SLIDE, VIDEO	A42 AAKN604	1993/09/23 L 38225D	103 1145	1,860.
1257437	ABEKAS VIDEO SYSTEMS INC RECORDER, CASSETTE, VIDEO	A42 F3TC00158	1993/09/23 L 38606D	103 1145	5,268.
1257991	MATSUSHITA ELEC INDUS CO DISPLAY UNIT	AG7750P F0087	1993/09/03 L 38788D	103 1145	2,029.
1258597	IKEGAMA TSUSHINKI CO LTD MONITOR, TELEVISION	TM2017R 2008940	1993/09/21 NAS 1 19150	103 1145	919.
1432117	SONY CORP INTERFACE UNIT, FIBER OPTIC	PVM1344Q 10104	1993/05/01 NAS 1 20048	103 1145	12,160.
1880076	SONY CORP AUDIO PATCH BAY	DFT1000 292	1996/11/06 L 99957C	103 1145	1,325.
2009677	ADC TELECOM F-ADC MAGNETIC TRANSPORT, MAGNETIC TAPE	BJF303-4MKII 63004399	1991/08/19 NAS 1 20048	103 1145	4,135.
0021601	EXABYTE CORP SYNCHRONIZER	TT2000 06919065	2000/08/08 L 97398C	103 1145	2,700.
0021624	EVERTZ MICROSYSTEMS LTD RECORDER, CASSETTE, VIDEO	7000N-DSP K9TA00309	1991/07/11 L 99232C	200 1145	680.
0141804	MATSUSHITA ELEC INDUS CO TIME BASE CORRECTOR, VIDEO	AG7450 2017N	1991/08/20 L 21208C	200 1145	11,735.
0144147	MICROTIME INC CAMERA, TELEVISION, COLOR	TX2D 13262	1987/07/09 NAS 1 14360	200 1145	7,440.
0144173	SONY CORP MIXER, TELECONFERENCE EXPANSIO	DXC-M3 851500130	1987/10/16 NAS 1 14360	200 1145	3,750.
0548722	SHURE BROS INC RECORDER, CASSETTE, VIDEO	ST6008 21392	1987/10/16 NAS 1 14360	200 1145	5,447.
0549220	SONY CORP MONITOR, TELEVISION, COLOR	VO5850 502459	1987/10/16 L 69827B	200 1145	628.
	SONY CORP	PVM8000	1984/06/29	200	

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1086182	MONITOR, TELEVISION	2005313-0	L	96609C	1145	1,775.
	SONY CORP	PVM1220		1991/06/25	200	
1092940	MIXER, AUDIO	30226	L	10783D	1145	24,160.
	SONY CORP	MXP2926		1992/05/06	200	
1257992	DISPLAY UNIT	F0091	L	38788D	1145	2,029.
	IKEGAMA TSUSHINKI CO LTD	TM2017R		1993/09/21	200	
1260039	POWER SUPPLY	3KB06821		32000001	1145	1,349.
	BEST POWER TECHNOLOGY INC	LI1.3KVAB		1993/09/13	200	
1610613	CONTROL UNIT, CAMERA	11697		NAS 1 20048	1145	1,314.
	SONY CORP	RM-P9		1997/10/28	200	
1087742	MONITOR, TELEVISION	2034210-T	L	2391D	1145	654.
	SONY CORP	PVM1910		1991/09/11	202	
1255993	CABINET, VIDEO CONSOLE	NONE	L	33784D	1145	1,149.
	LUXOR CORP	SS780		1993/06/24	202	
1255490	MONITOR, TELEVISION	611397	L	33169D	1145	838.
	SHARP CORP	XM2701		1993/05/13	204	
1255992	CABINET, VIDEO CONSOLE	NONE	L	33784D	1145	1,149.
	LUXOR CORP	SS780		1993/06/24	204	
0219961	RECORDER, TAPE, VIDEO	J5HG00898	L	94194B	1145	601.
	MATSUSHITA ELEC INDUS CO	AG2200		1985/12/02	205	
1255489	MONITOR, TELEVISION	611399	L	33169D	1145	838.
	SHARP CORP	XM2701		1993/05/13	205	
1255991	CABINET, VIDEO CONSOLE	NONE	L	33784D	1145	1,149.
	LUXOR CORP	SS780		1993/06/24	205	
G074923	RECORDER, CASSETTE, VIDEO	10902	L	74370C	1145	4,050.
	SONY CORP	EVO9800		1990/06/28	206	
G077288	AMPLIFIER, AUDIO	BX8579	L	80410C	1145	1,700.
	MCINTOSH LABORATORY INC	MA6200		1990/08/22	206	
G078268	MONITOR, TELEVISION	2010833-3	L	83090C	1145	1,016.
	SONY CORP	PVM1342Q		1990/11/16	206	
0144164	MONITOR, TELEVISION	504279		NAS 1 14360	1145	628.
	SONY CORP	PVM8200T		1987/10/16	206	
0804094	RECORDER, CASSETTE, VIDEO	12051	L	54991D	1145	2,585.
	SONY CORP	SVO9600		1994/09/27	206	
0849415	MONITOR, VIDEO, WAVEFORM	9030049	L	69287C	1145	4,245.
	LEADER INSTRUMENTS CORP	5870		1990/02/20	206	
1086148	SYSTEM, EDITING, VIDEO	76160	L	97396C	1145	1,837.
	SONY CORP	RM450		1991/06/26	206	
1087744	MONITOR, TELEVISION	2034237-7	L	2391D	1145	654.
	SONY CORP	PVM1910		1991/09/11	206	
1156096	MONITOR, TELEVISION	2020434	L	16886D	1145	891.
	SONY CORP	PMV1342Q		1992/08/07	206	
1422797	SWITCHER, VIDEO	11596	L	55202D	1145	15,840.
	SONY CORP	DFS500		1994/11/03	206	
1878441	PROCESSOR, VIDEO	00539554		NAS 1 20048	1145	16,150.

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1878443	MEDIA SYSTEMS TECHNOLOGY INC DISK ARRAY DATA DIRECT DIV OF PINNACLE ST	MEDIA100XR 3E9G111149 ET8UD	1998/10/02 NAS 1 20048 1998/10/02	206 1145 206	5,410.
1088408	POWER SUPPLY, SPECIAL PURPOSE	029103099	L	96326C 1145	1,000.
G076408	JBL INCORPORATED_(SOUNDCRAFT) PROJECTOR, TELEVISION	CPS450 5001165	1991/10/16 L	.103 63224C 1145	12,575.
0021255	SONY CORP GENERATOR, TELEVISION	VPH1270Q B031502	1990/01/08 L	CONEX 83928C 1145T	5,667.
0057303	TEKTRONIX INC ANALYZER, SIGNAL	TSG300 6036271	1990/11/15 1-	100 18655F 1145T	1,525.
1088497	SENCORE INC OSCILLOSCOPE, PORTABLE	LC77 B062003	1990/06/26 L	100 3769D 1145T	4,131.
1426380	TEKTRONIX INC PROJECTOR, TELEVISION	2445B 5001962	1991/10/25 L	100 61719D 1145T	14,000.
1612402	SONY CORP TRANSMITTER, RADIO	VPH1272Q 1775	1995/09/14 NAS 1	100 20048 1145T	1,097.
1612403	VEGA ELECTRONICS TRANSMITTER, RADIO	T688 1776	1998/12/04 NAS 1	100 20048 1145T	1,097.
1612404	VEGA ELECTRONICS RECEIVER, RADIO	T688 02528	1998/12/04 NAS 1	100 20048 1145T	3,002.
1612405	VEGA ELECTRONICS RECEIVER, RADIO	R662 02529	1998/12/04 NAS 1	100 20048 1145T	3,002.
1636006	VEGA ELECTRONICS RECORDER, CASSETTE, VIDEO	R662 15232	1998/12/04 NAS 1	100 20048 1145T	3,166.
1636008	SONY CORP CAMERA, RECORDING, VIDEO	DSR20 2870050338	1999/11/29 NAS 1	100 20048 1145T	872.
1636009	CANON USA INC CAMERA, RECORDING, VIDEO	ULTURA 2900170480	1999/11/29 NAS 1	100 20048 1145T	872.
1878469	CANON USA INC ANALYZER, CRT	ULTURA 6680936M	1999/11/29 NAS 1	100 20048 1145T	1,735.
1880026	SENCORE INC PROJECTOR, VIDEO, GRAPHICS	CR7000 265530004	1998/10/14 NAS 1	100 20048 1145T	23,246.
1880857	ELECTROHOME LTD PROJECTOR, VIDEO	38HAL001-97 G9C218080	1998/11/04 NAS 1	100 20048 1145T	4,000.
1880858	3M PHOTODYNE INC SUB OF PROJECTOR, VIDEO	MP8640 G9C217961	1999/04/08 NAS 1	100 20048 1145T	4,000.
1882029	3M PHOTODYNE INC SUB OF RECORDER, CASSETTE, VIDEO	MP8640 G9TC00015	1999/04/08 NAS 1	100 20048 1145T	1,030.
1882030	PANASONIC IND CO DIV OF MATSU RECORDER, CASSETTE, VIDEO	AG1980 G9TC00847	1999/10/19 NAS 1	100 20048 1145T	1,030.
1882053	PANASONIC IND CO DIV OF MATSU PROJECTOR, VIDEO	AG1980 93000749M	1999/10/19 NAS 1	100 20048 1145T	5,656.
1884229	NEC TECHNOLOGIES INC PROJECTOR, VIDEO	LT100 40E2250028	1999/11/29 NAS 1	100 20048 1145T	5,256.

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1884230	PROXIMA CORP PROJECTOR, VIDEO PROXIMA CORP	DP6870 40E224448 DP6870	2000/08/03 NAS 1 20048 2000/08/03	100 1145T 100	5,256.
1884233	CAMERA, RECORDER, VIDEO CANON CAMERA CO INC	2050101212 DM-GL1A	NAS 1 20048 2000/08/11	1145T 100	2,228.
1884237	MONITOR VIDEO PANASONIC IND CO DIV OF MATSU	0251201A BT-M1950Y	NAS 1 20048 2000/08/01	1145T 100	992.
1884238	MONITOR VIDEO PANASONIC IND CO DIV OF MATSU	0251203A BT-M1950Y	NAS 1 20048 2000/08/01	1145T 100	992.
1155915	OSCILLOSCOPE, DIGITAL HEWLETT-PACKARD CO	3227A04845 54601A	L 20056D 1992/08/26	1145T 101	2,576.
1884197	PROJECTOR, VIDEO PROXIMA CORP	40A261574 DP6850	NAS 1 20048 2000/08/03	1145T 101	5,656.
G078763	SYSTEM, MEASUREMENT VIDEO TEKTRONIX INC	B012252 1780R	1 885Z8C 1990/10/12	1145T 102	9,610.
G078866	OSCILLOSCOPE TEKTRONIX INC	B026676 2245A	L 88560C 1990/10/12	1145T 102A	1,837.
G078867	OSCILLOSCOPE TEKTRONIX INC	B029020 2245A	L 88560C 1990/10/12	1145T 102A	1,837.
0020087	MONITOR WAVEFORM TEKTRONIX INC	B026308 1740	1 18E55F 1990/06/26	1145T 102A	3,771.
0053391	ANALYZER, DIGITAL SENCORE INC	6016939 FS74	1-18E55F 1990/06/26	1145T 102A	2,635.
0056571	GENERATOR, TELEVISION TEKTRONIX INC	B052496 M1470	1 18655F 1990/06/26	1145T 102A	3,570.
0056572	MONITOR TELEVISION HITACHI MFG CO	5036127 V099U	1-18655F 1990/06/26	1145T 102A	994.
0056573	MONITOR TELEVISION HITACHI MFG CO	5036167 V099U	1-18655F 1990/06/26	1145T 102A	994.
0056576	OSCILLOSCOPE TEKTRONIX INC	B026177 2215	NAS1-18655F 1990/06/30	1145T 102A	1,344.
0056580	VECTORSCOPE TEKTRONIX INC	B011378 1720	1-18655F 1990/06/26	1145T 102A	2,335.
0057840	GENERATOR, VIDEO PATTERN VISUAL INFORMATION INSTITUTE	0477 2501B	1-18655F 1990/06/26	1145T 102A	6,000.
0142728	COUNTER, FREQUENCY HEWLETT-PACKARD CO	2704A00575 5386A	1-18E55F 1990/06/26	1145T 102A	2,920.
0143396	ANALYZER, AUDIO SENCORE INC	6023088R28A SG165	1-18655F 1990/06/26	1145T 102A	1,495.
1090455	ANALYZER, SIGNAL SENCORE INC	6068678M VA62A	L 9968D 1992/02/13	1145T 102A	3,075.
1090456	ANALYZER, VCR SENCORE INC	6070315M VC93	L 9968D 1992/02/13	1145T 102A	2,635.
1090457	ANALYZER, TELEVISION SENCORE INC	6018045 ST66	1 9968D 1992/02/13	1145T 102A	1,227.

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1880032	PAN/TILT, TELEVISION CAMERA	562-80	NAS 1 20048	1145T	2,009
	PELCO SALES INC	PT7723RX11	1998/12/04	102A	
G078865	OSCILLOSCOPE	B029011	L 83560C	1145T	1,837
	TEKTRONIX INC	2245A	1990/10/18	102C	
1427367	PROJECTOR, VIDEO	509316619	L 1661	1145T	7,246
	SHARP CORP	XGE850U	1995/10/20	102C	
1880022	PROJECTOR, VIDEO	G81215171	NAS 1 20048	1145T	4,400
	3M PHOTODYNE INC SUB OF	MP8640	1998/11/02	102C	
1880023	PROJECTOR, VIDEO	G81215181	NAS 1 20048	1145T	4,400
	3M PHOTODYNE INC SUB OF	MP8640	1998/11/02	102C	
1425546	DISPLAY, COMPUTER, PROJECTION	01879	L 61721D	1145T	8,142
	PROXIMA CORP	920	1995/07/26	108	
1429439	CAMERA, TELEVISION, COLOR	104451	L 64272D	1145T	1,636
	SONY CORP	DXC151A	1996/06/10	108	
2009797	RECORDER, CASSETTE, VIDEO	20661	LX0009	1145T	15,000
	SONY CORP	BVW10	2001/01/11	108	
1743364	CONTAINER, SHIPPING	550303	NAS 1 20048	1155	8,188
	SEA BOX INC	20'X8'6''	1997/10/24		
G074700	INTERFACE, MULTIPLEX MOTION	NONE	NAS 1 18341	1155	1,500
	STRAND CENTURY INC	5501	1987/12/23	103	
G074701	BALLAST AUTOMATIC LIGHTING SYS	NONE	NAS 1 18341	1155	6,400
	STRAND CENTURY INC	575W	1987/12/23	103	
G074702	BALLAST AUTOMATIC LIGHTING SYS	NONE	NAS 1 18341	1155	6,400
	STRAND CENTURY INC	575W	1987/12/23	103	
G074703	BALLAST AUTOMATIC LIGHTING SYS	NONE	NAS 1 18341	1155	6,400
	STRAND CENTURY INC	575W	1987/12/23	103	
G074704	BALLAST AUTOMATIC LIGHTING SYS	NONE	NAS 1 18341	1155	6,400
	STRAND CENTURY INC	575W	1987/12/23	103	
G074705	BALLAST AUTOMATIC LIGHTING SYS	NONE	NAS 1 18341	1155	6,400
	STRAND CENTURY INC	575W	1987/12/23	103	
G074706	BALLAST AUTOMATIC LIGHTING SYS	NONE	NAS 1 18341	1155	8,764
	STRAND CENTURY INC	2500W	1987/12/23	103	
G074707	BALLAST AUTOMATIC LIGHTING SYS	NONE	NAS 1 18341	1155	8,764
	STRAND CENTURY INC	2500W	1987/12/23	103	
G074708	BALLAST AUTOMATIC LIGHTING SYS	NONE	NAS 1 18341	1155	8,764
	STRAND CENTURY INC	2500W	1987/12/23	103	
G074709	BALLAST AUTOMATIC LIGHTING SYS	NONE	NAS 1 18341	1155	8,764
	STRAND CENTURY INC	2500W	1987/12/23	103	
G074710	BALLAST AUTOMATIC LIGHTING SYS	NONE	NAS 1 18341	1155	8,764
	STRAND CENTURY INC	2500W	1987/12/23	103	
G074711	BALLAST AUTOMATIC LIGHTING SYS	NONE	NAS 1 18341	1155	10,471
	STRAND CENTURY INC	4000W	1987/12/23	103	
G074957	MONITOR, TELEVISION	S015008388-8	L 77421C	1155	680
	SONY CORP	PVM8221	1990/07/17	103	
G075048	MONITOR, TELEVISION	5008405	L 77421C	1155	680

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0013714	SONY CORP GENERATOR, SYNC	PVM8221 B010429	1990/08/08 NAS 1 18655	103 1155	3,300
0020389	TEKTRONIX INC AMPLIFIER, VIDEO	SPG170A 902245	1988/04/01 L 83568C	103 1155	4,320
0035210	LEITCH VIDEO OF AMERICA INC TABLE, PAN/TILT	VPA331N 142	1990/10/02 L 54986E	103 1155	1,915
0035351	DIRECTED PERCEPTION INC SYNCHRONIZER	PTU46-17.5 5C23D003	1994/12/29 L 60592E	103 1155	2,830
0037187	DIGITAL PROCESSING SYSTEMS CONTROL UNIT, PAN/TILT	DPS235 462648	1995/04/17 L 63958E	103 1155	3,652
0038154	FUJINON INC CONTROL, CAMERA	EOP102J50D 13853	1996/07/25 B GF1206	103 1155	1,805
0283520	SONY CORP BALLAST, LAMP	CCU-M5 160988	1996/07/12 L 90029E	103 1155	1,882
0233521	QUARTZ COLOR LIGHTING SYSTEM	2088 0417	1985/08/29 L 90029E	103 1155	2,735
0233522	QUARTZ COLOR BALLAST, LAMP	4000 161014	1985/08/29 L 90029E	103 1155	2,736
0283523	QUARTZ COLOR LIGHTING SYSTEM	2098 3322	1985/08/29 L 90029E	103 1155	1,882
0833875	QUARTZ COLOR RECORDER, CASSETTE, VIDEO	2500 1Z8013	1985/08/29 L 50792E	103 1155	304
0804071	SONY CORP RECEIVER, UHF	SLV420 102025	1994/07/22 L 54754E	103 1155	1 540
10E3349	SONY CORP MONITOR, TELEVISION	WRR840A 5010251	1994/10/05 L 91500C	103 1155	730
1083360	SONY CORP MONITOR, TELEVISION	PVM8221 5010261	1991/04/04 L 91500C	103 1155	730
108E187	SONY CORP MONITOR, TELEVISION	PVM8221 5022435-7	1991/04/04 L 96609C	103 1155	505
103E331	SONY CORP SWITCHER, VIDEO	PVM8220 NONE	1991/06/25 L 99788C	103 1155	1,135
10E332	SIERRA INSTRUMENTS INC SWITCHER, VIDEO	SVSSIERRASERIES NONE	1991/08/15 L 99788C	103 1155	1,135
1263E47	SIERRA INSTRUMENTS INC VECTORSCOPE	SVSSIERRASERIES 11940344	1991/08/15 L 54997D	103 1155	1,996
12E4428	VIDEOTEK INC RECORDER, CASSETTE, VIDEO	VTM100 14715	1994/11/14 L 54989D	103 1155	8,096
1422802	SONY CORP CONVERTER, SCAN	UVW1800 16721	1994/10/11 L 55415D	103 1155	19,019
1423067	YAMASHITA ENGINEERING GENERATOR, CHARACTER, VIDEO	CVS980HN M43079	1994/11/04 L 54988D	103 1155	5,300
1423137	BREK CONNER GROUP INC SWITCHER, VIDEO	EDITION A948511	1994/11/22 L 54998D	103 1155	3,468
	LEITCH VIDEO OF AMERICA INC	HD16X16V	1994/12/13	103	

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1423188	SWITCHER, AUDIO	A948512	L	54998D	1155	3,431
	LEITCH VIDEO OF AMERICA INC	HD16X16AD		1994/12/13	103	
1429441	CAMERA, TELEVISION, COLOR	100365	L	3808	1155	4,555
	SONY CORP	DXC950		1996/06/10	103	
1429442	CAMERA, TELEVISION, COLOR	100166	L	3808	1155	4,555
	SONY CORP	DXC950		1996/06/10	103	
1429610	LENS, ZOOM	92908030	L	63958D	1155	3,208
	FUJINON INC	S16X6.7BMD-D18		1996/06/26	103	
1429611	LENS, ZOOM	92908036	L	63958D	1155	3,208
	FUJINON INC	S16X6.7BMD-D18		1996/06/26	103	
1429612	LENS, ZOOM	92908009	L	63958D	1155	3,208
	FUJINON INC	S16X6.7BMD-D18		1996/06/26	103	
1429669	RECORDER, TAPE, VIDEO	0025503	L	4088	1155	18,332
	SONY CORP	PVM2800		1996/07/05	103	
1604743	AUDIO PATCH PANEL, ADC	564		NAS 1 20048	1155	1,085
	ADC TELECOM F-ADC MAGNETIC	PPBE3-14MKII		1997/02/20	103	
1604744	VIDEO PATCH PANEL, ADC	NONE (VERIFIED)		NAS 1 20048	1155	1,007
	ADC TELECOM F-ADC MAGNETIC	ADPPI1224RS75		1997/02/20	103	
1604745	VIDEO PATCH PANEL, ADC	NONE (VERIFIED)		NAS 1 20048	1155	1,007
	ADC TELECOM F-ADC MAGNETIC	ADPPI1224RS75		1997/02/20	103	
1604746	VIDEO PATCH PANEL, ADC	NONE (VERIFIED)		NAS 1 20048	1155	1,007
	ADC TELECOM F-ADC MAGNETIC	ADPPI1224RS75		1997/02/20	103	
1604747	VIDEO PATCH PANEL, ADC	NONE (VERIFIED)		NAS 1 20048	1155	1,007
	ADC TELECOM F-ADC MAGNETIC	ADPPI1224RS75		1997/02/20	103	
1604748	VIDEO PATCH PANEL, ADC	NONE (VERIFIED)		NAS 1 20048	1155	1,007
	ADC TELECOM F-ADC MAGNETIC	ADPPI1224RS75		1997/02/20	103	
1604749	AUDIO PATCH PANEL, ADC	516		NAS 1 20048	1155	1,085
	ADC TELECOM F-ADC MAGNETIC	PPB3-14MK2HN		1997/02/20	103	
1604750	AUDIO PATCH PANEL, ADC	567		NAS 1 20048	1155	1,085
	ADC TELECOM F-ADC MAGNETIC	PPB3-14MK2HN		1997/02/20	103	
1610610	PANEL, CONTROL	1412		NAS 1 20048	1155	8,000
	PHILLIPS INDUSTRIES INC	LDK4628		1997/10/25	103	
1610611	PANEL, CONTROL	1572		NAS 1 20048	1155	8,000
	PHILLIPS INDUSTRIES INC	LDK4628		1997/10/25	103	
1610612	PANEL, CONTROL	1561		NAS 1 20048	1155	8,000
	PHILLIPS INDUSTRIES INC	LDK4628		1997/10/25	103	
1610614	INTERCOM, STATION	623966		NAS 1 20048	1155	1,075
	CLEAR-COM INTERCOM SYSTEM	MS440		1997/10/31	103	
1740163	SWITCHER SYSTEM, VIDEO	B09355	L	4494	1155	33,174
	GRASS VALLEY GROUP INC THE	200-1N		1996/10/29	103	
1740165	POWER SUPPLY	A97559	L	4494	1155	3,507
	GRASS VALLEY GROUP INC THE	097550-01		1996/10/29	103	
1741569	VIDEO FRAME STORE	9613990		NAS 1 20048	1155	14,700
	LEITCH INC	DSF3112PC-FX		1997/02/20	103	
1741654	MONITOR, VIDEO	2000538		NAS 1 20048	1155	6,290

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1741655	SONY CORP MONITOR, VIDEO	BVM14F5U 2000540	1997/03/20 NAS 1 20048	103 1155	6,290
1741666	SONY CORP MONITOR, VIDEO	BVM14F5U 2000541	1997/03/20 NAS 1 20048	103 1155	6,290
1743213	SONY CORP PROCESSOR, AUDIO	BVM14F5U A197EC10008	1997/03/20 NAS 1 20048	103 1155	1,147
1743224	DBX INC MIXER, AUDIO	165A H24925	1997/09/09 NAS 1 20048	103 1155	2,750
1743356	MACKIE DESIGNS INC STUDIO SET	28-8 001	1997/09/25 NAS 1 20048	103 1155	8,500
1743389	CBN SCENIC SERVICES PANEL, MASTER CONTROL	YOUTH 1181	1997/04/25 NAS 1 20048	103 1155	8,174
1743390	PHILLIPS INDUSTRIES INC BASE STATION, TRIAX	LDK4607/02 4963	1997/10/25 NAS 1 20048	103 1155	8,100
1743391	PHILLIPS INDUSTRIES INC BASE STATION, TRIAX	LDK4061/01 5022	1997/10/25 NAS 1 20048	103 1155	8,100
1743392	PHILLIPS INDUSTRIES INC BASE STATION, TRIAX	LDK4061/01 4868	1997/10/25 NAS 1 20048	103 1155	8,100
1878439	PHILLIPS INDUSTRIES INC LOGO INSERTER, VIDEO	LDK4061/01 9829738	1997/10/25 NAS 1 20048	103 1155	4,915
1878440	LEITCH INC LIGHT METER, CAMERA	MGI1302N-2 033071	1998/10/02 NAS 1 20048	103 1155	1,681
0037184	SONY CORP RECEIVER	PTB500 470750	1998/09/24 L 63958D	103 1155	616
0527633	FUJINON INC MONITOR, TELEVISION	CPS401A10D 2014625	1996/07/25 L 8459C	111 1155	602
0527652	SONY CORP MONITOR, TELEVISION	PVM1910 2014450	1986/09/22 L 7885C	111 1155	668
1429440	SONY CORP CAMERA, TELEVISION, COLOR	PVM1910 100496	1986/09/23 L 3808	111 1155	4,555
1610635	SONY CORP CAMERA, VIDEO	DXC950 723	1996/06/10 NAS 1 20048	111 1155	≥6,843
1610636	BSI (818) 442 7038 CAMERA, VIDEO	LDK5400/50 743	1997/12/19 NAS 1 20048	111 1155	≥6,843
1610639	BSI (818) 442 7038 VIEWFINDER, CAMERA	LDK5400/50 628	1997/12/19 NAS 1 20048	111 1155	3,115
1610640	BSI (818) 442 7038 VIEWFINDER, CAMERA	5310/00 633	1997/12/19 NAS 1 20048	111 1155	3,115
1610660	BSI (818) 442 7038 VIEWFINDER, CAMERA	5310/00 626	1997/12/19 NAS 1 20048	111 1155	3,115
1611814	BSI (818) 442 7038 CAMERA, VIDEO	LDK100 689	1997/12/19 NAS 1 20048	111 1155	36,843
1743289	BSI (818) 442 7038 TELEPROMPTER	LDK5400/50 Q-I2012	1997/12/19 NAS 1 20048	111 1155	2,100
	Q-TV TELESYNC A DIV OF Q-CO	VPS15SL	1997/10/07	111	

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1743290	TELEPROMPTER	Q-I2019	NAS 1 20048	1155	2,100
	Q-TV TELESYNC A DIV OF Q-00	VPS15SL	1997/10/07	111	
1743291	TELEPROMPTER	Q-I2032	NAS 1 20048	1155	2,100
	Q-TV TELESYNC A DIV OF Q-00	VPS15SL	1997/10/07	111	
1875720	PEDESTAL, CAMERA	3381-00900	NAS 1 20048	1155	6,917
	VINTEN W LTD	V33381-3C	1997/12/08	111	
1875721	PEDESTAL, CAMERA	3381-00930	NAS 1 20048	1155	6,917
	VINTEN W LTD	V33381-3C	1997/12/08	111	
1875722	PEDESTAL, CAMERA	3391-00929	NAS 1 20048	1155	6,917
	VINTEN W LTD	V33381-3C	1997/12/08	111	
1875730	HEAD, PEDESTAL	3386-03539	NAS 1 20048	1155	4,906
	VINTEN W LTD	3386-3F SD22	1998/01/06	111	
0035263	TRANSPORT, MAGNETIC TAPE	3352E33079	NAS 1 20006	1216	1,319
	ANDATACO	X80CH31A32SIX	1995/01/11	110	
0144535	MONITOR, TELEVISION	KC5421465	NAS 1 14360	1216	304
	MATSUSHITA ELEC INDUS CO	CT1020M	1987/10/16	125	
0144536	MONITOR, TELEVISION	KC5421520	NAS 1 14360	1216	304
	MATSUSHITA ELEC INDUS CO	CT1020M	1987/10/16	125	
1422683	PROJECTOR, VIDEO	2000090	L 55208D	1216	22,754
	SONY CORP	RVP6010QB	1994/10/25	125	
G073715	GENERATOR, SYNC	01900301	L 70264C	1216	1,720
	VIDEOTEK INC	VSG201	1990/03/01	130	
1259222	MONITOR, TELEVISION	S01-2011130	L 41823D	1216	919
	SONY CORP	PVM1344Q	1993/12/14	130	
1743209	PROCESSOR, VIDEO	00501167	NAS 1 20048	1216	19,225
	MEDIA SYSTEMS TECHNOLOGY INC	100XS	1997/08/23	130	
1743210	MONITOR, TELEVISION	2000852	NAS 1 20048	1216	1,930
	SONY CORP	PVM20M2U	1997/08/23	130	
0035092	CAMERA, VIDEO	0036285	NAS 1 20006	1216	2,000
	SILICON GRAPHICS INC	CMNB006C	1994/11/01	.125	
1422691	CAMERA, DOCUMENT	152870	L 54993D	1216	3,500
	ELMO MFG CORP	EVS500AF	1994/10/28	.125	
0034991	MIXER, TELECONFERENCE, AUTO	HI-POT	L 55453D	1238B	2,600
	SHURE BROS INC	AMS8000	1994/10/11	1215	
1743294	MONITOR, TELEVISION	S01-2018990-F	NAS 1 20048	1265	761
	SONY CORP	PVM8040	1997/10/07	112	
0035137	CAMERA, COLOR VIDEO	13950328	L 54981D	1265	3,128
	JVC CO OF AMERICA	KYF55U	1994/10/25	TUNN	
0035139	CAMERA, COLOR VIDEO	11950235	L 54981D	1265	3,128
	JVC CO OF AMERICA	KYF55U	1994/10/25	TUNN	
1884225	COMPUTER, MICRO	XA0131VXJMJ	NAS 1 20048	1268	4,620
	APPLE COMPUTER INC	G4	2000/05/30	103	
1884226	EXPANSION, CHASSIS	T701777	NAS 1 20048	1268	2,730
	MAGMA PRODUCTS	PC1-7DX400V	2000/05/30	103	
0846537	SWITCHER, VIDEO	9827088	L 55973C	1268	1,929

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1256717	BARCO VIDEO SYSTEMS RECORDER, CASSETTE, VIDEO SONY CORP	RCVDS400 0015092 SVO1610	1989/07/24 L 38233D 1993/09/30	1047 1268 1047	550
0530491 NA1756	TRUCK, VAN, PANEL CHRYSLER CP HAMTRAMCK ASSY	2B7HB23H7DK3670 DODGE350	L 36009B 1983/04/25	1268 N1756	6,861
G074956	MONITOR, TELEVISION SONY CORP	2000843-3 PVM1344Q	L 77421C 1990/07/17	1268 1045	1,058
G077254	SYSTEM, MEASUREMENT, VIDEO TEKTRONIX INC	B012008 1780R	L 80428C 1990/08/20	1268 1045	9,629
G078428	SWITCHER, VIDEO SIERRA INSTRUMENTS INC	NONE SV5SIERRASERIES	L 83087C 1990/09/28	1268 1045	1,153
0021625	CAMERA, TELEVISION MATSUSHITA ELEC INDUS CO	15A06949 WV-F250H	L 99232C 1991/08/20	1268 1045	6,565
1084057	CONTROL UNIT, COMPACT DISC SONY CORP	20362 CDS3000	L 91499C 1991/04/25	1268 1045	1,175
1084058	PLAYER, COMPACT DISC SONY CORP	20904 CDP3000	L 91499C 1991/04/25	1268 1045	2,000
1086396	REMOTE CONTROL UNIT MATSUSHITA ELEC INDUS CO	07R00089 WV-RC36	L 99232C 1991/08/20	1268 1045	1,336
1091982	MONITOR, TELEVISION SONY CORP	7015616 CPD1302	L 12124D 1992/04/22	1268 1045	723
1091985	KEYBOARD, EDITING SONY CORP	10158 BKE9400A	L 12124D 1992/04/22	1268 1045	2,520
1259161	MONITOR, TELEVISION SONY CORP	2000193 BVM1912	L 42411D 1993/12/06	1268 1045	12,444
1260647	DISPLAY UNIT RADIUS INC	SSG349A10095 0381	NAS 1 20005 1994/02/16	1268 1045	2,575
1610609	PANEL, CONTROL ENSEMBLE DESIGNS	JHC391 CP10	NAS 1 20048 1997/10/20	1268 1045	1,500
1610622	PANEL, MASTER CONTROL PHILLIPS INDUSTRIES INC	12320134 CP3800	NAS 1 20048 1997/10/31	1268 1045	2,232
1612398	CAMERA, DIGITAL POLAROID CORP	04711017GU PCD2000/40	NAS 1 20048 1998/09/23	1268 1045	1,659
1743087	COMPUTER, MICRO SILICON GRAPHICS INC	08006902EF00 CMNB014ANF175	NAS 1 20048 1997/06/11	1268 1045	8,756
1743088	DISPLAY UNIT SILICON GRAPHICS INC	2074251 GDM20E21	NAS 1 20048 1997/06/11	1268 1045	3,000
1743360	PANEL, CONTROL, AUDIO ZAXCOM VIDEO	ARRIA262 ARRIACP	NAS 1 20048 1997/10/23	1268 1045	8,855
1878423	SCANNER, COMPUTER EPSON AMERICA INC	AJR0001957 EXPRESSION836XL	NAS 1 20048 1998/08/28	1268 1045	2,110
1882028	CONSOLE, GRAPHICS FORECAST CONSOLES INC	NONE (VERIFIED) GC3PL	NAS 1 20048 1999/09/20	1268 1045	1,795
G074873	RECORDER, VIDEO TAPE SONY CORP	31903 DVR1000	L 76813C 1990/06/18	1268 1047	50,000

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G074874	PROCESSOR, DIGITAL	32001	L	76813C	1268	67,000.
	SONY CORP	DVPC1000		1990/06/18	1047	
G074972	RECORDER, DISK, VIDEO	0010160	L	77424C	1268	7,849.
	SONY CORP	LVR5000		1990/07/25	1047	
G074973	PROCESSOR, SIGNAL, VIDEO	0010146	L	77424C	1268	7,849.
	SONY CORP	LVS5000		1990/07/25	1047	
G076367	CONVERTER, SCAN, VIDEO	A10583	L	80743C	1268	13,975.
	RGB TECHNOLOGY, INC.	1400AX		1990/08/03	1047	
0019716	DISPLAY UNIT	B010786	NAS	1 18655	1268	4,040.
	TEKTRONIX INC	WFM300		1988/04/01	1047	
0019717	MONITOR, VIDEO	0010942	NAS	1 18655	1268	3,700.
	SONY CORP	BVM1310		1988/04/01	1047	
0019719	RECORDER, TAPE, VIDEO	11308	NAS	1 18655	1268	16,060.
	SONY CORP	BVU950		1988/04/01	1047	
0020983	MONITOR, VIDEO, WAVEFORM	B039805	L	83568C	1268	1,804.
	TEKTRONIX INC	1730		1990/10/02	1047	
0021117	CONTROL, REMOTE	33521	L	76813C	1268	3,000.
	SONY CORP	BKDV1010		1990/06/18	1047	
0021340	GENERATOR, SIGNAL	B031042	L	87663C	1268	5,150.
	TEKTRONIX INC	TSG170A		1991/02/04	1047	
0035582	RECORDER, CASSETTE, VIDEO	14027	L	60853D	1268	5,473.
	SONY CORP	EVO9850		1995/05/25	1047	
0037181	HEAD, PAN/TILT	306908	L	63958D	1268	2,990.
	FUJINON INC	CPT1A10D		1996/07/25	1047	
0058287	PROCESSOR, SIGNAL, VIDEO	0117-11167		1-18655FGP8	1268	2,254.
	FAROUDJA LABORATORIES INC	CTC-N		1988/10/03	1047	
0061574	RECORDER-REPRODUCER SET, VIDEO	50583	L	56397C	1268	26,572.
	AMPEX CORP F-INVAR ELECTR CORP	CVR75		1989/07/26	1047	
0144166	MONITOR, TELEVISION	5001688	NAS	1 14360	1268	1,840.
	SONY CORP	PVM5300		1987/10/16	1047	
0144167	MONITOR, TELEVISION	5001580	NAS	1 14360	1268	1,840.
	SONY CORP	PVM5300		1987/10/16	1047	
0144169	MONITOR, TELEVISION	5001560	NAS	1 14360	1268	1,840.
	SONY CORP	PVM5300		1987/10/16	1047	
0257560	TEST SET, TRANSMISSION/REFLECT	5174	L	7686C	1268	1,491.
	HEKIMIAN LABORATORIES INC	4101		1986/09/15	1047	
0472655 186271	MONITOR, TELEVISION	11122	L	8773B	1268	1,760.
	SONY CORP	PVM5300		1980/04/28	1047	
0802191	DISPLAY UNIT	B014062	L	30963D	1268	3,126.
	TEKTRONIX INC	WFM300A		1993/04/01	1047	
0802235	SWITCHER, VIDEO	93040865	L	32462D	1268	15,084.
	UTAH SCIENTIFIC INC	AVS1		1993/05/03	1047	
1083890	MONITOR, TELEVISION	50011285-7	L	91500C	1268	2,037.
	SONY CORP	PVM5310		1991/03/14	1047	
1091983	CONTROL UNIT, EDITING	10023	L	12124D	1268	14,645.

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1091984	SONY CORP CONTROLLER MODULE	BVE9100 11443	1992/04/22 L 12124D	1047 1268	4,222.
1155672	SONY CORP RECORDER, VIDEO TAPE	BKE9600 10815	1992/04/22 NAS 1 19691	1047 1268	78,850.
1156107	SONY CORP RECORDER, CASSETTE, VIDEO	DVR2100 09600416	1992/07/06 L 19510D	1047 1268	3,388.
1221359	JVC CO OF AMERICA MONITOR, TELEVISION	DS-DT900N UAM35H001988	1992/08/12 MISC-MARSHL	1047 1268	4,850.
1255751	MITSUBISHI ELECTRIC CORP SWITCHER, VIDEO	AM3501R 93050058	1994/06/01 L 29946D	1047 1268	15,084.
1255752	UTAH SCIENTIFIC INC CONTROLLER, SWITCHER, VIDEO	VVV30/10B 93050057	1993/06/01 L 29946D	1047 1268	1,037.
1256308	UTAH SCIENTIFIC INC SWITCHER, VIDEO	VVV30/10B 10316	1993/06/01 L 32122D	1047 1268	17,071.
1257170	SONY CORP SWITCHER, VIDEO	DFS500 11457	1993/06/09 L 31930D	1047 1268	2,250.
1257171	SONY CORP SWITCHER, VIDEO	BVS-V1201 11471	1993/08/11 L 31930D	1047 1268	2,250.
1257172	SONY CORP SWITCHER, VIDEO	BVS-V1201 11495	1993/08/11 L 31930D	1047 1268	2,250.
1423068	SONY CORP MIXER, AUDIO	BVS-V1201 22676	1993/08/11 L 54906D	1047 1268	3,036.
1432118	SONY CORP INTERFACE UNIT, FIBER OPTIC	MXP290 10101	1994/11/22 NAS 1 20048	1047 1268	12,160.
1604739	SONY CORP CHASSIS, FIBER OPTIC	DFT1000 A89608	1996/11/06 NAS 1 20048	1047 1268	2,803.
1610596	TEKTRONIX INC RACK MOUNT	3291TR2221 B64014	1996/11/18 NAS 1 20048	1047 1268	1,200.
1610598	GRASS VALLEY GROUP INC THE MODULE, CONTROL	SMS800T1S 0080CE010BD3	1997/10/17 NAS 1 20048	1047 1268	5,106.
1610600	PHILLIPS INDUSTRIES INC SWITCHER, DISPLAY	SI3000 A0970990882	1997/10/24 NAS 1 20048	1047 1268	1,220.
1610601	PHILLIPS INDUSTRIES INC SWITCHER, DISPLAY	RP2UMD A0970990886	1997/10/24 NAS 1 20048	1047 1268	1,220.
1610602	PHILLIPS INDUSTRIES INC SWITCHER, DISPLAY	RP2UMD A0970990887	1997/10/24 NAS 1 20048	1047 1268	1,220.
1610604	PHILLIPS INDUSTRIES INC SWITCHER, DISPLAY	RP2UMD A0970990877	1997/10/24 NAS 1 20048	1047 1268	1,220.
1610606	PHILLIPS INDUSTRIES INC CONTROLLER, TIME BASE	RP2UMD JHT1733	1997/10/24 NAS 1 20048	1047 1268	3,000.
1610621	ENSEMBLE DESIGNS PANEL, MASTER CONTROL	TC400D 12320126	1997/10/20 NAS 1 20048	1047 1268	2,232.
1610624	PHILLIPS INDUSTRIES INC PANEL, MASTER CONTROL	CP3800 12320142	1997/10/31 NAS 1 20048	1047 1268	2,232.
	PHILLIPS INDUSTRIES INC	CP3800	1997/10/31	1047	

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1610631	GENERATOR, VIDEO TEKTRONIX INC	B010833 TG2000	NAS 1 20048 1997/11/18	1268 1047	13,803.
1610632	GENERATOR, DIGITAL TEKTRONIX INC	B022372 SPG422	NAS 1 20048 1997/11/18	1268 1047	4,780.
1610633	MONITOR, DIGITAL AUDIO TEKTRONIX INC	B021394 764	NAS 1 20048 1997/11/21	1268 1047	4,186.
1610634	MONITOR, STEREO AUDIO TEKTRONIX INC	B053031 760A	NAS 1 20048 1997/11/21	1268 1047	2,387.
1610661	CONTROLLER, INTERFACE UTAH SCIENTIFIC INC	98020815 UDI1B	NAS 1 20048 1998/03/03	1268 1047	2,500.
1612419	CONTROLLER, SWITCHER, VIDEO PHILLIPS INDUSTRIES INC	12270304 VM3000A	NAS 1 20048 1999/03/08	1268 1047	3,052.
1743158	CONTROLLER, EDITING, VIDEO PANASONIC IND CO DIV OF MATSU	F7TC00011 AG-DS850H	NAS 1 20048 1997/08/04	1268 1047	5,944.
1743212	RECORDER, VIDEO, DIGITAL SONY CORP	14439 DVW-A500	NAS 1 20048 1997/09/05	1268 1047	58,750.
1743359	SWITCHER, VIDEO PHILLIPS INDUSTRIES INC	A1-12724-9 VENUS	NAS 1 20048 1997/10/24	1268 1047	75,144.
1743361	MIXER, AUDIO ZAXCOM VIDEO	ARRIA263 APU	NAS 1 20048 1997/10/23	1268 1047	10,000.
1743362	ROUTER, FRAME NVISION	AF8866 NV3064PHX	NAS 1 20048 1997/10/24	1268 1047	21,265.
1743363	ROUTER, FRAME NVISION	AF7646 NV3128	NAS 1 20048 1997/10/24	1268 1047	16,546.
1743387	AUDIO CHANGER, CD DENON AMERICA INC	1500081 DN1200F	NAS 1 20048 1997/10/29	1268 1047	4,550.
1743388	AUDIO CHANGER, CD DENON AMERICA INC	1500607 DN1200F	NAS 1 20048 1997/10/29	1268 1047	4,550.
1875717	CONVERTER, DIGITAL, VIDEO MIRANDA CAMERA CO. LTD	061-0252 SDM110	NAS 1 20048 1997/10/31	1268 1047	1,250.
1875718	CONVERTER, DIGITAL, VIDEO MIRANDA CAMERA CO. LTD	061-0253 SDM110	NAS 1 20048 1997/10/31	1268 1047	1,250.
1875719	CONVERTER, DIGITAL, VIDEO MIRANDA CAMERA CO. LTD	028-1331 QUARTET	NAS 1 20048 1997/10/31	1268 1047	5,244.
1875723	KEYBOARD, CHARACTER, GENERATOR CHYRON CORP	SBA2926A97 WINFINIT KYBD	NAS 1 20048 1997/12/05	1268 1047	5,200.
1878424	RECORDER, VIDEO, DIGITAL SONY CORP	15267 DVW-A500	NAS 1 20048 1997/10/23	1268 1047	44,971.
1878425	CONTROLLER, SWITCHER, VIDEO PHILLIPS INDUSTRIES INC	12270651 VM3000A	NAS 1 20048 1998/08/17	1268 1047	3,300.
1880025	RECORDER, VIDEO, DIGITAL SONY CORP	16478 DVW-A500	NAS 1 20048 1998/10/21	1268 1047	42,488.
1880869	CHASSIS, EXPANSION DISCREET LOGICS	21465 2000	NAS 1 20048 1999/04/29	1268 1047	27,500.
1880870	CHASSIS, EXPANSION	21466	NAS 1 20048	1268	27,500.

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1880871	DISCREET LOGICS CONVERTER, AMPLIFIER	2000 1777	1999/04/29 NAS 1 20048	1047 1268	2,500.
1880872	SONIC SOLUTIONS CONVERTER, AD	702515 3881	1999/04/29 NAS 1 20048	1047 1268	2,500.
1880873	SONIC SOLUTIONS CONVERTER, AD	702910 3848	1999/04/29 NAS 1 20048	1047 1268	2,500.
1880874	SONIC SOLUTIONS DISPLAY UNIT	702910 7023869HD	1999/04/29 NAS 1 20048	1047 1268	68,500.
1884178	SMILCON GRAPHICS INC CHASSIS EXPANSION (9 SLOT)	GDM4011P NONE (VERIFIED)	1999/04/29 NAS 1 20048	1047 1268	4,205.
1086350	KINGSTON TECHNOLOGY CORP RECORDER CASSETTE, VIDEO	DS27/UW-EK9 DITC00217	1999/07/11 L 96604C	1047 1268	4,830.
1156397	MATSUSHITA ELECT INDUS CO RECORDER, TAPE, VIDEO	AG7750 13482	1991/07/30 L 20043D	1048 1268	13,200.
G074990	SONY CORP RECORDER/PLAYER, DIGITAL DISK	PVW2800 ANCN 319	1992/08/28 L 78707C	1048 1268	60,630.
G077255	ABEKAS VIDEO SYSTEMS INC GENERATOR, SIGNAL	A60 B010271	1990/07/26 L 80747C	1049 1268	4,103.
0035751	TEKTRONIX INC TRANSMITTER FIBER OPTIC	TSG370 07249511	1990/08/20 L 1677	1049 1268	1,657.
0061175	LIGHTWAVE COMMUNICATIONS INC PLAYER, OPTICAL DISK	VDE161TX JF9210030	1995/07/26 L 44855C	1049 1268	15,624.
0803360	MATSUSHITA ELECT INDUS CO AUDIO PATCH BAY	TQ3031OMDR 380	1989/05/05 L 46847D	1049 1268	1,131.
0803361	DC TELECOM F-ADC MAGNETIC AUDIO PATCH BAY	BJF307-4MKII 386	1994/03/25 L 46847D	1049 1268	1,131.
0803362	ADC TELECOM F-ADC MAGNETIC AUDIO PATCH BAY	BJF307-4MKII 388	1994/03/25 L 46847D	1049 1268	1,131.
1156116	ADC TELECOM F-ADC MAGNETIC CONTROL REMOTE	BJF307-4MKII 11113	1994/03/25 L 19496D	1049 1268	4,290.
1159948	SONY CORP RECORDER/PLAYER DIGITAL DISK	BKDV201 BJCN629	1992/08/03 L 14060D	1049 1268	32,085.
1254617	ABEKAS VIDEO SYSTEMS INC RECORDER, VIDEO TAPE	A66 11539	1992/05/27 L 29799D	1049 1268	39,520.
1636553	SONY CORP RECORDER, TAPE, VIDEO	DVR20 10824	1993/03/25 NAS 1 18655	1049 1268	30,400.
1636554	SONY CORP CONTROL REMOTE	BVM75 11032	1988/04/01 NAS 1 19691	1049 1268	12,000.
1884198	SONY CORP RECORDER CASSETTE VIDEO	BKDV2010 13951	1992/07/06 NAS 1 20048	1049 1268	10,025.
1884686	SONY CORP TRANSCODER	DSR80 2480251	2000/03/16 L 77427C	1049 1268	2,870.
G074763	FOR A CORPORATION OF AMERICA MONITOR, TELEVISION	CT600 FA0140257	1990/06/26 L 75154C	1049 1268	521.
	PANASONIC IND CO DIV OF MATSU	CT2010Y	1990/05/17	1051	

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G074930	RECORDER, TAPE, VIDEO SONY CORP	11642 BVW65	L	77429C	1268	19,945.
G075E90	GENERATOR, SYNC VIDEOTEK INC	06900361 VSG201	L	77818C	1268	1,755.
G077443	CONVERTER, ANALOG TO DIGITAL ABEKAS VIDEO SYSTEMS INC	NONE A20	L	82153C	1268	4,606.
G07E0E1	RECORDER/MONITOR, VIDEO MATSUSHITA ELEC INDUS CO	GOAA10626 AG520	L	83569C	1268	764.
G078082	RECORDER/MONITOR, VIDEO MATSUSHITA ELEC INDUS CO	GOAA10540 AG520	L	83569C	1268	764.
G07E0E4	RECORDER/MONITOR, VIDEO MATSUSHITA ELEC INDUS CO	GOAA10537 AG520	L	83569C	1268	764.
G07E035	RECORDER/MONITOR, VIDEO MATSUSHITA ELEC INDUS CO	AOMDO1865 AG550	L	83570C	1268	775.
G07E09E	RECORDER/MONITOR, VIDEO MATSUSHITA ELEC INDUS CO	I8MD00150 AG550	L	83570C	1268	775.
G078037	CAMERA, TELEVISION MATSUSHITA ELEC INDUS CO	GOHD00030 AG450	L	83570C	1268	1,653.
G078423	OSCILLOSCOPE, PORTABLE TEKTRONIX INC	B060353 2445B	L	82235C	1268	3,656.
G0784Z7	SWITCHER, VIDEO SIERRA INSTRUMENTS INC	NONE SV5SIERRASERIES	L	83087C	1268	1,153.
G078701	TRANSCODER FOR-A CORPORATION OF AMERICA	2480284 CT600	L	80744C	1268	2,949.
G073802	RECORDER, CASSETTE, VIDEO PANASONIC IND CO DIV OF MATSU	JOHG00912 AG1960	L	79108C	1268	1,049.
0013344	TRIPOD, CAMERA SACHTLER CORP OF AMERICA	11150 5185/10	L	4424C	1268	3,012.
0020430	CAMERA, VIDEO AMPEX CORP F-INVAR ELECTR CORP	10138 CVR200	L	72833C	1268	18,375.
00Z0E17	TRANSMITTER, RADIO CETEC VEGA	16059 SWL87	L	60528C	1268	1,055.
0020618	TRANSMITTER, RADIO CETEC VEGA	16757 SWL87	L	60528C	1268	1,055.
0020E19	TRANSMITTER, RADIO CETEC VEGA	18386 SWL87	L	60528C	1268	1,055.
0020307	GENERATOR, TIME CODE AMTEL SYSTEMS CORP	06907919 4010	L	77827C	1268	4,761.
0020308	MONITOR, VIDEO, WAVEFORM VIDEOTEK INC	B07900016 TVM620	L	77943C	1268	3,515.
002038E	VECTORSCOPE TEKTRONIX INC	B018742 1720	L	83568C	1268	1,804.
00Z1015	CAMERA, TELEVISION SONY ELECTRONICS INC F-MCI SON	12836 DXC101	L	62137C	1268	1,177.
00Z1023	RECORDER-REPRODUCER SET, SOUND	50076	L	62125C	1268	13,000.

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0021029	AMPEX CORP F-INVAR ELECTR CORP CAMERA, TELEVISION	CVR35 10718	1989/10/06 L 64037C	1051 1268	25,805.
0021039	SONY CORP LENS, ZOOM	BVW550 A12X9 BERM/B	1989/10/26 L 76209C	1051 1268	1,945.
0021232	FOVI OPTICAL CO PROBE	FUJINON GERNINI AEH 40268	1990/05/24 L 96078C	1051 1268	1,280.
0021557	KEGAMA ELECTRONIC US INC CAMERA, TELEVISION	ASP15C 12739	1991/06/19 L 92252C	1051 1268	1,119.
0021558	SONY CORP CAMERA, TELEVISION	DXC102 12736	1991/04/05 L 92252C	1051 1268	1,119.
0021559	SONY CORP CAMERA, TELEVISION	DXC102 12729	1991/04/05 L 92252C	1051 1268	1,119.
0021651	SONY CORP CAMERA RECORDING, VIDEO	DXC102 204632	1991/04/05 L 2392D	1051 1268	2,298.
0021659	SONY CORP TRIPOD CAMERA	EVO9100 101197	1991/09/19 L 233ED	1051 1268	1,212.
0034932	SACHTLER CORP OF AMERICA CONTROLLER RECORDER	VIDEO10 G93E090013	1991/10/07 L 3493D	1051 1268	2,401.
0034934	SACHTLER CORP OF AMERICA LIGHT SOURCE, REPORTER	BATRONIC1 NONE (VERIFIED)	1994/10/11 L 5343D	1051 1268	1,998.
0037257	SACHTLER CORP OF AMERICA RECEIVER RADIO	125DI 03092	1994/10/11 L 4383	1051 1268	2,814.
0037258	VEGA ELECTRONICS TRANSMITTER RADIO	R662 03092	1996/09/20 L 4383	1051 1268	865.
0037259	VEGA ELECTRONICS TRANSMITTER, RADIO	T677H 1554	1996/09/20 L 4303	1051 1268	1,344.
0037342	VEGA ELECTRONICS TRIPOD CAMERA	T687 1418890X	1996/09/20 L 4644	1051 1268	4,257.
0037812	SACHTLER CORP OF AMERICA INTERFACE UNIT	VIDEO14II 2600732	1996/09/20 L 2073	1051 1268	2,200.
0037911	SONY CORP HEAD, PAN/TILT	IFB3000 3386-2128	1996/02/20 L 63537D	1051 1268	7,100.
0038010	VINTEN W LTD VIEWFINDER	VISION22SD 11050204	1996/04/04 L 4271D	1051 1268	1,024.
0038013	AVC CO OF AMERICA CAMERA, TELEVISION	VFP550BU 104945	1996/05/10 L 3643	1051 1268	1,170.
0038014	SONY CORP CAMERA TELEVISION	DXC107A 110498	1996/05/10 L 3649	1051 1268	1,170.
0038016	SONY CORP CAMERA, TELEVISION	DXC107A 110497	1996/05/10 L 3649	1051 1268	1,170.
0055471	SONY CORP MONITOR TELEVISION	DXC107A EH6110094	1996/05/10 L 9627C	1051 1268	682.
0055535	PANASONIC IND CO DIV OF MATSO TRANSMITTER, RADIO	CT2600M 4669	1986/11/13 L 378100	1051 1268	865.
	VEGA ELECTRONICS	77C	1988/05/24	1051	

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0055596	RECEIVER, RADIO VEGA ELECTRONICS	5637 67B	L	37810C	1268	1,230.
0056587	MONITOR, TELEVISION PANASONIC IND CO DIV OF MATSU	FA7620025	L	40106C	1268	670.
0056588	MONITOR, TELEVISION PANASONIC IND CO DIV OF MATSU	CT1400MG FA7620096	L	40106C	1268	670.
0058171	RECORDER, CASSETTE, VIDEO SHARP ELECTRONICS CORP	320875 XA110	L	43023C	1268	565.
0058175	RECORDER, CASSETTE, VIDEO SHARP ELECTRONICS CORP	320906 XA110	L	43023C	1268	565.
0058359	MONITOR, TELEVISION PANASONIC IND CO DIV OF MATSU	FA8210397 CT2010Y	L	44851C	1268	621.
0058360	MONITOR, TELEVISION PANASONIC IND CO DIV OF MATSU	FA8210389 CT2010Y	L	44851C	1268	621.
0058362	MONITOR, TELEVISION PANASONIC IND CO DIV OF MATSU	FA8210388 CT2010Y	L	44851C	1268	621.
0061230	RECORDER TAPE, VIDEO SONY CORP	S01-0013756-8 VO7600	L	55980C	1268	2,365.
0061412	MONITOR, TELEVISION PANASONIC IND CO DIV OF MATSU	FB-9260291 CT2010Y	L	58830C	1268	621.
0061413	MONITOR TELEVISION PANASONIC IND CO DIV OF MATSU	FA-9160368 CT2010Y	L	58830C	1268	621.
0061507	DISPLAY UNIT LEADER INSTRUMENTS CORP	8010117 5870	L	61428C	1268	3,921.
0061575	RECORDER-PLAYER AMPEX CORP F INVAR ELECTR CORP	50168 CVR65	L	56397C	1268	19,368.
0061580	MONITOR TELEVISION SONY CORP	506086 PVM8221	L	56397C	1268	930.
0061582	MONITOR TELEVISION SONY CORP	5006101 PVM8221	L	56397C	1268	930.
0061583	RECORDER, CASSETTE, VIDEO AMPEX CORP F INVAR ELECTR CORP	10508 CBR35	L	56397C	1268	9,782.
0061584	CAMERA TELEVISION AMPEX CORP F INVAR ELECTR CORP	50031 CVC50	L	56397C	1268	20,000.
0061585	RECORDER REPRODUCER SET SOUND AMPEX CORP F INVAR ELECTR CORP	50148 CVR5	L	56397C	1268	5,826.
0061586	LENS, ZOOM FUJINON INC	760275 14X	L	56397C	1268	5,336.
0138873	RECORDER REPRODUCER SET VIDEO PANASONIC IND CO DIV OF MATSU	EC6430025 CT130V	L	9627C	1268	1,046.
0141334	MONITOR TELEVISION PANASONIC IND CO DIV OF MATSU	EH 6210071 CT-2600	N-14360F/GP	1268	1051	900.
0141709	MIXER, TELECONFERENCE E AUTO SHURE EROS INC	00586 AMS8000	L	19826C	1268	1,747.
0141712	MIXER, TELECONFERENCE AUTO SHURE EROS INC	00551	L	19826C	1268	1,120.

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01518>>	SHORE DADOS INC MONITOR, TELEVISION	AMS4000 A7KD01261	1987/07/02 L 22663C	1051 1268	915
0142>06	SAVA INDUSTRIES INC MONITOR TELEVISION	AG500R G7MD00161	1987/07/04 L 22663C	1051 1268	915
0042474	SAVA INDUSTRIES INC CAMERA-RECORDER, VIDEO	AG500R F7HD01664	1987/08/06 L 22663C	1051 1268	1,650
0142721	SAVA INDUSTRIES INC MONITOR, TELEVISION	AG160 G7MD00008	1987/08/05 L 24500C	1051 1268	998
0142722	SAVA INDUSTRIES INC MONITOR TELEVISION	AG-500R F7MD00649	1987/08/31 0 22500C	1051 1268	998
01427E8	SAVA INDUSTRIES INC MONITOR TELEVISION	AG-500R B056678	1987/08/31 L 215270	1051 1268	4,293
044>E2>	TEKTRONIX INC OSCILLOSCOPE	650HRC B043993	1987/09/03 1-186450	1051 1268	2,280
0144113	TEKTRONIX INC RECORDER, CASSETTE VIDEO	2246 C5TA00178	1990/06/2E NAS 1 123E0	1051 1268	1,431
014415>	MATSUSHITA ELEC INDUS CO MONITOR TELEVISION	AGE300 MJ5420z>6	1987/10/16 NAS 1 14360	1051 1268	510
0zz0>09	MATSUSHITA ELEC INDUS CO AMPLIFIER, POWER, AUDIO	B0S1310N Z0017	1987/10/16 L 96709B	1051 1268	1,183
0>>8417	SONY CORP MONITOR TELEVISION	PA-A200 GE401781	1986/02/24 I 9627C	1051 1268	855
0398518	SAVA INDUSTRIES INC MONITOR, TELEVISION	AG-500 G6XD01166	1986/10/14 L 9627C	1051 1268	855
0>>0468	SAVA INDUSTRIES INC CAMERA TELEVISION	AG 500 10#31	1986/10/14 L 961EC	1051 1268	1,049
0>>856>	SONY CORP CAMERA TELEVISION	DX0 101 10448	1986/10/23 L 961E0	1051 1268	1,049
040>>53	SONY CORP CONTROL, CAMERA, TELEVISION	DX0 101 20077	1986/10/23 0 92553B	1051 1268	819
05276>6	CONTROL, CAMERA, TELEVISION VISION INDUSTRIES INC	VI761CS 2014798	1983/10/19 L 8453C	1051 1268	602
0428909	SONY CORP TRANSCEIVER, RADIO MOBILE	PVM1310 244#290#1	1986/09/22 L 43312B	1051 1268	1,611
052>>10	GENE L ELEC CO SUPPLY CO TRANSCEIVER, RADIO, MOBILE	22AKK66 X 24452>4#1	1982/12/14 L 43312B	1051 1268	1,611
05>306E	GENERAL ELEC CO SUPPLY CO AMPLIFIER, POWER, AUDIO	P2AKK66AEM 20052	1982/12/14 L 4438C	1051 1268	1,085
0801275	SONY CORP LENS, CAMERA, STILL PICTURE	PA-A200 600058	1986/03/26 L 2416D	1051 1268	9,855
0801>04	NIKON INC F. EHRENRIECH PHOTO- CAMERA, TELEVISION, COLOR	TV-MIKKOR 144 1	1991/10/25 L 96394C	1051 1268	1,112
0801>05	SONY CORP CAMERA, TELEVISION, COLOR	DXC107 114 E	1991/11/25 L 96394C	1051 1268	1,112
	SONY CORP	DXC107	1991/11/25	1051	

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0801306	CAMERA, TELEVISION, COLOR SONY CORP	11441 DXC107	L	96394C	1268	1,112
0801896	LENS, ZOOM, MOTORIZED CANON CAMERA CO INC	22690 J14X8.5B		MISC-MARITA	1268	15,000
0801960	RECORDER, CASSETTE, VIDEO JVC CO OF AMERICA	147N1786 HR-S4700U	L	26283D	1268	607
0801961	RECORDER, CASSETTE, VIDEO JVC CO OF AMERICA	147N1790 HR-S4700U	L	26283D	1268	607.
0801962	RECORDER, CASSETTE, VIDEO JVC CO OF AMERICA	147N2057 HR-S4700U	L	26283D	1268	607.
0801963	RECORDER, CASSETTE, VIDEO JVC CO OF AMERICA	147N1908 HR-S4700U	L	26283D	1268	607.
0802317	TRIPOD, CAMERA SACHTLER CORP OF AMERICA	209214 2030-10	L	38233D	1268	6,554.
0803054	CAMERA, COLOR VIDEO JVC CO OF AMERICA	14851193 KY27U	L	42405D	1268	5,733.
0803055	RECORDER, CASSETTE, VIDEO JVC CO OF AMERICA	15810868 BR-S422U	L	42405D	1268	3,096.
0803553	RECEIVER, RADIO VEGA ELECTRONICS	910 R662A	L	48256D	1268	2,623.
0803554	TRANSMITTER, RADIO VEGA ELECTRONICS	02220 T677H	L	48256D	1268	936.
0803555	TRANSMITTER, RADIO VEGA ELECTRONICS	576.575 T689	L	48256D	1268	1,310.
0846651	RECEIVER, RADIO CETEC VEGA	6039 SWL42	L	60528C	1268	2,767.
0846652	RECEIVER, RADIO CETEC VEGA	6051 SWL42	L	60528C	1268	2,767.
0846653	RECEIVER, RADIO CETEC VEGA	16441 SWL42	L	60528C	1268	2,767.
0846654	TRANSMITTER, RADIO CETEC VEGA	6187 SWL77	L	60528C	1268	879.
0846655	TRANSMITTER, RADIO CETEC VEGA	6279 SWL77	L	60528C	1268	879.
0846656	TRANSMITTER, RADIO CETEC VEGA	6932 SWL77	L	60528C	1268	879.
0849351	PROJECTOR, VIDEO SHARP ELECTRONICS CORP	315821 XV100P	L	67846C	1268	3,850.
0849620	RECORDER, CASSETTE, VIDEO SONY CORP	77080 VO5850	L	75147C	1268	5,170.
1086175	RECORDER/MONITOR, VIDEO MATSUSHITA ELEC INDUS CO	F1AA10247 AG520	L	96624C	1268	764.
1086176	RECORDER/MONITOR, VIDEO MATSUSHITA ELEC INDUS CO	F1AA10564 AG520	L	96624C	1268	764.
1086177	RECORDER/MONITOR, VIDEO	F1AA10264	L	96624C	1268	764

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1086178	MATSUSHITA ELEC INDUS CO RECORDER/MONITOR, VIDEO	AG520 F1AA10248	1991/07/08 L 96624C	1051 1268	764
1086188	MATSUSHITA ELEC INDUS CO MONITOR, TELEVISION	AG520 5019444-D	1991/07/08 L 96609C	1051 1268	570
1086189	SONY CORP MONITOR, TELEVISION	PVM8020 5019445-E	1991/06/25 L 96609C	1051 1268	570
1086204	SONY CORP RECORDER, CASSETTE, VIDEO	PVM8020 F1TA00933	1991/06/25 L 96624C	1051 1268	1,049
1086205	MATSUSHITA ELEC INDUS CO RECORDER, CASSETTE, VIDEO	AG1960 F1TA00771	1991/07/05 L 96624C	1051 1268	1,049
1086349	MATSUSHITA ELEC INDUS CO RECORDER, CASSETTE, VIDEO	AG1960 S01-0072871-B	1991/07/05 L 99226C	1051 1268	6,448
1087740	SONY CORP MONITOR, TELEVISION	V09850 2033582-9	1991/07/30 L 2391D	1051 1268	654
1087743	SONY CORP MONITOR, TELEVISION	PVM1910 2033589-G	1991/09/11 L 2391D	1051 1268	654
1088165	SONY CORP CHARGER, BATTERY	PVM1910 021475	1991/09/11 L 2581D	1051 1268	1,590
1088632	GENERAL RESEARCH LABORATORIES TRIPOD, CAMERA	6000SM 2731-10150	1991/09/18 L 2413D	1051 1268	5,600
1088644	VINTEN W LTD CAMERA, TELEVISION	20VISION D1HB00449	1991/10/01 L 3320D	1051 1268	1,299
1088649	MATSUSHITA ELEC INDUS CO CAMERA, TELEVISION	AG450 D1HB00546	1991/09/26 L 3320D	1051 1268	1,299
1088650	MATSUSHITA ELEC INDUS CO RECORDER/MONITOR, VIDEO	AG450 G1AA10148	1991/09/26 L 3320D	1051 1268	599
1088652	MATSUSHITA ELEC INDUS CO RECORDER/MONITOR, VIDEO	AG520 G1AA10300	1991/09/26 L 3320D	1051 1268	599
1088653	MATSUSHITA ELEC INDUS CO RECORDER/MONITOR, VIDEO	AG520 G1AA10420	1991/09/26 L 3320D	1051 1268	599
1088655	MATSUSHITA ELEC INDUS CO RECORDER/MONITOR, VIDEO	AG520 G1AA10178	1991/09/26 L 3320D	1051 1268	599
1088675	MATSUSHITA ELEC INDUS CO QUAD UNIT	AG520 15A00507	1991/09/26 L 4434D	1051 1268	1 545
1091144	MATSUSHITA ELEC INDUS CO RECORDER, CASSETTE, VIDEO	WJ450 A2TA00191	1991/10/11 L 3320D	1051 1268	999
1091145	MATSUSHITA ELEC INDUS CO RECORDER, CASSETTE, VIDEO	AG1960 A2TA00303	1992/03/05 L 3320D	1051 1268	999
1091146	MATSUSHITA ELEC INDUS CO RECORDER, CASSETTE, VIDEO	AG1960 A2TA00095	1992/03/05 L 3320D	1051 1268	999
1091683	MATSUSHITA ELEC INDUS CO RECORDER, TAPE, VIDEO	AG1960 11588	1992/03/05 L 9633D	1051 1268	1,200
1091992	SONY CORP CAMERA, TELEVISION	PVM2800 K1HB00382	1992/03/27 L 12111D	1051 1268	-,320
	MATSUSHITA ELEC INDUS CO	AG450	1992/04/20	1051	

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1156260	CONVERTER, VIDEO, DECODER	14N02088NK	L	19144D	1268	675.
	WILLOW PHERIPHERALS	PV1014-001		1992/08/10	1051	
1157108	RECORDER, CASSETTE, VIDEO	F2TA01001	L	20059D	1268	968.
	MATSUSHITA ELEC INDUS CO	AG1960		1992/09/17	1051	
1157104	RECORDER, CASSETTE, VIDEO	F2TA01008	L	20059D	1268	968.
	MATSUSHITA ELEC INDUS CO	AG1960		1992/09/17	1051	
1157109	CAMERA, TELEVISION	1YB23783	L	22541D	1268	644.
	MATSUSHITA ELEC INDUS CO	WV-CL320		1992/09/19	1051	
1157110	CAMERA, TELEVISION	1ZB22313	L	22541D	1268	644.
	MATSUSHITA ELEC INDUS CO	WV-CL320		1992/09/19	1051	
1157744	SYNCHRONIZER	3491	L	20466D	1268	7,437.
	PRIME IMAGE INC	HR600+		1992/08/10	1051	
1160281	VISUALIZER, VIDEO	92095001E	L	28874D	1268	2,530.
	CANON USA INC	RE650		1993/03/12	1051	
1254504	CAMERA, TELEVISION, RECORDER	E2HT00Z50	L	29702D	1268	3,169.
	MATSUSHITA ELEC INDUS CO	AG460		1993/03/15	1051	
1254570	MONITOR, TELEVISION	2008743	L	24377D	1268	919.
	SONY CORP	PVM1344Q		1993/03/22	1051	
1254870	CAMERA, RECORDING, VIDEO	11302	L	31635D	1268	6,094.
	SONY CORP	EVW300		1993/04/20	1051	
1255026	DISPLAY UNIT	35L20402B	L	33523D	1268	1,283.
	NEC TECHNOLOGIES INC DIV OF NE	JC1741UMA		1993/06/02	1051	
1255828	LIGHT, PHOTOGRAPHIC	587-93	NAS 1	20028	1268	6,700.
	DESISTI LIGHTING	2510		1993/06/17	1051	
1255828	LIGHT, PHOTOGRAPHIC	574-93	NAS 1	20028	1268	6,700.
	DESISTI LIGHTING	2510		1993/06/17	1051	
1255820	LIGHT, PHOTOGRAPHIC	533-92	NAS 1	20028	1268	6,700.
	DESISTI LIGHTING	2510		1993/06/17	1051	
1255891	LIGHT, PHOTOGRAPHIC	576-93	NAS 1	20028	1268	6,700.
	DESISTI LIGHTING	2510		1993/06/17	1051	
1256628	RECEIVER, RADIO	07698	L	37713D	1268	3,186.
	VEGA ELECTRONICS	R662A		1993/08/25	1051	
1256630	TRANSMITTER, RADIO	01698	L	37713D	1268	1,105.
	VEGA ELECTRONICS	T677H		1993/08/25	1051	
1256631	TRANSMITTER, RADIO	695	L	37713D	1268	1,336.
	VEGA ELECTRONICS	T689		1993/08/25	1051	
1256840	RECORDER, CASSETTE, VIDEO	318465	1-	18655F	1268	539.
	SHARP ELECTRONICS CORP	XA110		1993/11/18	1051	
1256844	RECORDER, CASSETTE, VIDEO	318493	1-	18655F	1268	539.
	SHARP ELECTRONICS CORP	XA110		1993/11/18	1051	
1256852	RECORDER, CASSETTE, VIDEO	31892N	1-	18655F	1268	539.
	SHARP ELECTRONICS CORP	XA110		1993/11/18	1051	
1256860	GENERATOR, SPECIAL EFFECTS	013671	N-1-	14360F	1268	2,000.
	SPECIAL INDUSTRIAL EQUIPMENT	WJ4600A		1983/09/07	1051	
1258448	MONITOR, TELEVISION	MC33440024	L	41752D	1268	415.

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1261029	PANASONIC IND CO DIV OF MATSU RECORDER, CASSETTE, VIDEO	CT25R10 0010722	1994/01/14 L	1051 47012D	1268	7,794.
1261229	SONY CORP PROJECTOR, TELEVISION	UVW1800 5000187	1994/03/28 L	1051 46354D	1268	15,389.
1261846	SONY CORP RECORDER, MONITOR, VIDEO	VPH1270Q B3AA10476	1994/03/29 L	1051 47858D	1268	704.
1261848	MATSUSHITA ELEC INDUS CO RECORDER, MONITOR, VIDEO	AG520AH BEAA10501	1994/05/03 L	1051 47858D	1268	704.
1261849	MATSUSHITA ELEC INDUS CO RECORDER, MONITOR, VIDEO	AG520AH B3AA10024	1994/05/03 L	1051 47858D	1268	704.
1262393	MATSUSHITA ELEC INDUS CO AMPLIFIER, AUDIO	AG520AH KK01045	1994/05/03 L	1051 50345D	1268	1,459.
1263335	YAMAHA CORP. RECORDER, TAPE, VIDEO	EMX2200 0012040	1994/06/20 L	1051 52352D	1268	10,540.
1423175	SONY CORP CAMERA, TELEVISION, RECORDER	BVW50 J4HB00146	1994/08/17 L	1051 56699D	1268	1,749.
1423176	MATSUSHITA ELEC INDUS CO CAMERA, TELEVISION, RECORDER	AG455MP J4HB00896	1994/12/09 L	1051 56699D	1268	1,749.
1423177	MATSUSHITA ELEC INDUS CO CAMERA, TELEVISION, RECORDER	AG455MP J4HB00901	1994/12/09 L	1051 56699D	1268	1,749.
1423814	MATSUSHITA ELEC INDUS CO SWITCHER, VIDEO	AG455MP 102635	1994/12/09 L	1051 55002D	1268	4,357.
1424001	SONY CORP RECORDER, CASSETTE, VIDEO	PC1271 K47A00329	1995/01/19 L	1051 56501D	1268	1,815.
1425067	MATSUSHITA ELEC INDUS CO SWITCHER, VIDEO	AG6730P A9502571	1995/02/02 L	1051 872	1268	3,468.
1425068	HEDCO SWITCHER, AUDIO	HD16X A9502570	1995/05/18 L	1051 872	1268	1,918.
1425622	HEDCO MONITOR, TELEVISION, RECORDER	HD16X E5AA24746	1995/05/18 L	1051 1758	1268	575.
1426106	MATSUSHITA ELEC INDUS CO MIXER, AUDIO	PVM2045 IJ01071HC>Z	1995/07/28 F.O.S.	1051 1268		1,300.
1426499	YAMAHA CORP OF AMERICA TELEPROMPTER	MC1602 QCC1155	1992/06/01 L	1051 61863D	1268	3,803.
1428268	Q-TV TELESYNC A DIV OF Q-CO SWITCHER, VIDEO	MVP9 0060403	1995/09/13 L	1051 2075	1268	2,600.
1428626	SONY CORP MONITOR, VIDEO	PC1271 SK00239M	1996/02/20 L	1051 3349	1268	10,593.
1429724	CINEMA PRODUCTS CORP CAMERA, VIDEO, COLOR	STEADICAM 12506	1996/04/04 L	1051 3349	1268	17,968.
1430949	SONY CORP MONITOR, TELEVISION	PVW637L 2014935	1996/04/04 B	1051 GMA2348	1268	1,055.
1430998	SONY CORP LECTERN W/AMPLIFIER	PVM1354Q L950805	1996/08/05 L	1051 64434D	1268	1,759.
	ANCHOR AUDIO INC	NONE (VERIFIED)	1996/08/05	1051		

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1430999	LECTERN W/AMPLIFIER	G951514	L	64434D	1268	1,759
	ANCHOR AUDIO INC	NONE (VERIFIED)		1996/08/05	1051	
1604680	RECEIVER, RADIO, BEEPER	724XXB2LBX	L	5300	1268	133
	MOTOROLA COMMUNICATIONS GROUP	A03GVC5961AA		1997/02/06	1051	
1604681	RECEIVER, RADIO, BEEPER	724XXB2LBZ	L	5300	1268	133
	MOTOROLA COMMUNICATIONS GROUP	A03GVC5961AA		1997/02/06	1051	
1604740	MONITOR, VIDEO, WAVEFORM	B078268	NAS	1 20048	1268	2,495
	TEKTRONIX INC	1730		1997/02/20	1051	
1604741	VECTORSCOPE	A065952	NAS	1 20048	1268	2,495
	TEKTRONIX INC	1720		1997/02/20	1051	
1604742	TELECONFERENCE UNIT, AUDIO	001543	NAS	1 20048	1268	2,825
	GENTNER ELECTRONICS CORP	TS612		1997/02/20	1051	
1610579	RECEIVER, UHF	1362	NAS	1 20048	1268	1,830
	LECTROSONICS INC	UCR1950		1997/04/15	1051	
1610580	RECEIVER, UHF	1363	NAS	1 20048	1268	1,830
	LECTROSONICS INC	UCR1950		1997/04/15	1051	
1610597	LENS, ZOOM	12271	NAS	1 20048	1268	17,910
	CANON CAMERA CO INC	JPX5.2BIFS		1997/10/25	1051	
1610615	PANEL, CONTROL	04060327	NAS	1 20048	1268	1,036
	PHILLIPS INDUSTRIES INC	MC3000		1997/10/31	1051	
1610616	PANEL, CONTROL	04060328	NAS	1 20048	1268	1,036
	PHILLIPS INDUSTRIES INC	MC3000		1997/10/31	1051	
1610619	PANEL, CONTROL	04060331	NAS	1 20048	1268	1,036
	PHILLIPS INDUSTRIES INC	MC3000		1997/10/31	1051	
1610954	RECORDER, CASSETTE, VIDEO	D7TC00226	L	6165	1268	1,389
	MATSUSHITA ELEC INDUS CO	AG1980P		1997/06/30	1051	
1610955	RECORDER, CASSETTE, VIDEO	D7TC00539	L	6165	1268	1,389
	MATSUSHITA ELEC INDUS CO	AG1980P		1997/06/30	1051	
1611266	RECORDER, COMPAC DISK	0EB6800235	L	6600	1268	540
	TEAC CORP OF AMERICA	CD305		1997/08/28	1051	
1611267	RECORDER, COMPAC DISK	0EB6800226	L	6600	1268	540
	TEAC CORP OF AMERICA	CD305		1997/08/28	1051	
1612400	DISPLAY UNIT	B031338	NAS	1 20048	1268	2,289
	TEKTRONIX INC	WFM90		1998/10/14	1051	
1612428	CAMERA-RECORDER, VIDEO	2850700091-0885	NAS	1 20048	1268	4,025
	CANON CAMERA CO INC	D16-0712-251XL1		1999/06/15	1051	
1612998	LENS, ZOOM	313116	NAS	1 14360	1268	2,025
	FUJINON INC	A12X9B		1987/10/16	1051	
1636003	DISK DRIVE UNIT	68043DAMIK	NAS	1 20048	1268	1,495
	INTERNATIONAL BUSINESS MACHINE	DS37-36UW		1999/08/12	1051	
1636004	DISK DRIVE UNIT	68043AFA1K	NAS	1 20048	1268	1,495
	INTERNATIONAL BUSINESS MACHINE	DS37-36UW		1999/08/12	1051	
1636035	CAMERA, RECORDING, VIDEO	2060175632	NAS	1 20048	1268	913
	CANON USA INC	ZR10A		2000/07/11	1051	
1636036	CAMERA, RECORDING, VIDEO	2060175629	NAS	1 20048	1268	913

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1E>60>7	CANON USA INC CAMERA, RECORDING, VIDEO	ZR10A 20E017#712	2000/07/11 NAS 1 20048	1051 1268	
1E>60>8	CANON USA INC CAMERA, RECORDING, VIDEO	ZR10A 20E01717#7	2000/07/11 NAS 1 20048	1051 1268	913 789
1E>E0>>	CANON USA INC CAMERA RECORDING, VIDEO	ZR10A 20601#0Z78	2000/07/10 NAS 1 20048	1051 1268	789
1E>E040	CANON USA INC CAMERA RECORDING, VIDEO	Z 10A 20601#0288	2000/07/10 NAS 1 20048	1051 1268	789
174>084	CANON USA INC DISK DRIVE UNIT	Z 0A 0701>>>	2000/07/10 NAS 1 20048	1051 1268	2,190
174>2>2	SONY CORP DISK DRIVE UNIT	CMO R540 40 >7212E0>>>	1997/04/07 NAS 1 2004E	1051 1268	1,495
174>2>>	KINGSTON TECHNOLOGY CORP MONITOR TELEVISION	DS100S1W S01-2018>8>-N	1>>7/10/08 NAS 1 20048	1051 1268	761
174>2>E	SONY CORP MONITOR TELEVISION	PVM8040 S01 2018>>>#	1>>7/10/07 NAS 1 2004>	1051 1268	761
174>2>7	SONY CORP MONITOR, TELEVISION	PVM8040 S01 201>007 #	1>97/10/07 NAS 1 20048	1051 1268	761
174>357	SONY CORP CAMERA, RECORDING, VIDEO	PVM 040 110Z8	19>7/10/07 NAS 1 Z0048	1051 1268	E5 221
18740>2	SONY CORP MONITOR TELEVISION, RECORDER	DVW 00WS G7AA11208	1>97/10/2# L #>77	1051 1268	634
18740>>	MATSUSHITA ELEC INDUS CO MONITOR TELEVISION, RECORDER	PV-M27E7 G7AA 1408	1>>7/0>/1> L #>77	1051 1268	634
18740>5	MATSUSHITA ELEC INDUS CO MONITOR, TELEVISION, RECORDER	PV-M27E7 G7AA 1>2>	1>>7/08/1> L 5>77	1051 1268	634
1>7408E	MATSUSHITA ELEC INDUS CO MONITOR, TELEVISION, RECORDER	PV-M27E7 G7AA 0>Z1	1>>7/08/1> 0 #>77	1051 1268	634
1874087	MATSUSHITA ELEC INDUS CO MONITOR TELEVISION, RECORDER	PV-M2767 G7AA1140>	1997/08/1> L 5>77	1051 1268	634
1878470	MATSUSHITA ELEC INDUS CO DISK DRIVE UNIT	PV-M2767 >822EG6#7>	1>>7/0E/1> NLL # Z0048	1051 1268	1,326
1878474	KINGSTON TECHNOLOGY CORP DISK DRIVE UNIT	DS100S2W02 982ZEG6574	1>>8/10/1> NAS 1 2004>	1051 1268	1,326
187>406	KINGSTON TECHNOLOGY CORP COMPUTER, MICRO	DS100S2W02 SG8>816EEQE	1998/10/1> NAS 1 20004	1051 1268	2,155
1880024	APPLE COMPUTER INC WORKSTATION, COMPUTER	M440# (SERVER G 0800E>0BDD5>	1>>8/0>/2> NAS 1 2004>	1051 1268	42,784
1880>17	SILICON GRAPHICS INC COMPUTER, MICRO	OCTANE/S1R10000 00140>>781	1>>8/10/2> NLL 1 20048	1051 1268	3,214
1E80>18	GATEWAY 2000 COMPUTER, MICRO	ALR7200 NONE (VERIFIED)	1>9>/0E/16 NAS 1 20048	1051 1268	2,300
1>>0>1>	DIGITAL SOLUTIONS & MULTIMEDIA COMPUTER, MICRO	NONE (VERIFIED) NONE (VERIFIED)	1>>>/0Z/1# NAS 1 2004>	1051 1268	2,300
	DIGITAL SOLUTIONS & MULTIMEDIA	NONE (VERIFIED)	1>>>/02/15	1051	

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1>>202E	DISK DRIVE UNIT	499205J517	NAS 1 20048	1268	1,575.
18840E1	SEAGATE	ST118273L	1999/08/12	1051	
1>>4227	DISK DRIVE UNIT	1173	NAS 1 20048	1268	5,000.
1>>422E	MOUNTAINGATE DATA SYSTEMS INC	VDR4111R	2000/01/06	1051	
1>>422E	GENERATOR, WAVEFORM	B042994	NAS 1 20048	1268	2,088.
1>>422E	TEKTRONIX INC	ASG100	2000/07/31	1051	
00>5728	CONVERTER, SCAN, VIDEO	530763001	NAS 1 20048	1268	4,411.
0035964	EXTRON ELECTRONICS	VSC300D	2000/07/31	1051	
1425617	INTERFACE, NETWORK	170186	L 1613	1268	834.
1425617	EXTRON ELECTRONICS	RGB202PLUS	1995/07/18	1069	
1425617	INTERFACE UNIT	2600432	L 61719D	1268	2,200.
14Z#82>	SONY CORP	IFB3000	1995/09/14	1069	
1427708	PROJECTOR, OVERHEAD	625276	L 1614	1268	1,396.
1427708	ELMO MFG CORP	HP-A305	1995/07/28	1069	
1427708	LIFT, PROJECTOR	993	L 1701	1268	4,378.
1427708	SVS INC HUFFMAN CHARLES E EN	SVS7EX	1995/08/23	1069	
142820E	SWITCHER, VIDEO	060074	L 61719D	1268	2,632.
142820E	SONY CORP	PC1271	1995/11/20	1069	
142820E	SCREEN, PROJECTION, WRITE-ON	NONE (VERIFIED)	L 1681	1268	1,495.
1Z#E707	WALLTALKERS INC	516RVSA	1996/02/13	1069	
1Z#6718	RECORDER, CASSETTE, VIDEO	0014893	L 38233D	1268	550.
1Z#6718	SONY CORP	SVO1610	1993/09/30	1215	
1Z#6718	RECORDER, CASSETTE, VIDEO	0015148	L 38233D	1268	550.
1Z#6718	SONY CORP	SVO1610	1993/09/30	1215	
142250E	CAMERA-RECORDER, VIDEO	2870100501	L 53500D	1268	5,748.
1E#L>>9	CANON USA INC	L2A	1994/10/25	1215	
16>E0>0	DISPLAY UNIT	B0131337	NAS 1 20048	1268	2,289.
16>E0>0	TEKTRONIX INC	WFM90	1998/10/14	1215	
16>E#Z4	AMPLIFIER, DISTRIBUTION	0017597	NAS 1 20048	1268	5,458.
16>E#Z4	LEITCH INC	FR6801	2000/05/10	1215	
16>E525	LENS, ZOOM, MOTORIZED	43700144	NAS 1 20219	1268	4,500.
16>E525	FUJINON INC	A18X9BRM28	1999/12/01	1215	
1E>E5Z#	LENS, ZOOM, MOTORIZED	10501222	NAS 1 20219	1268	4,500.
1E>E5Z#	FUJINON INC	A18X9BRM28	1999/12/01	1215	
1E>E5Z#	LENS, ZOOM, MOTORIZED	05500138	NAS 1 20219	1268	4,500.
1E>E52>	FUJINON INC	A18X9BRM28	1999/12/01	1215	
18842>1	CONTROL UNIT, CAMERA	ZR52216	NAS 1 20219	1268	22,550.
18842>1	IKEGAMI TSUSHINKI CO LTD	CCU37	1999/12/01	1215	
18842>1	LENS, ZOOM, MOTORIZED	10501215	NAS 1 20219	1268	4,500.
18842>1	FUJINON INC	A18X9BRM-28	1999/12/01	1215	
18>42>2	RECEIVER, VIDEO	7224	NAS 1 20048	1268	2,355.
1884>7>	COHERENT COMMUNICATIONS SYS	CVR1500	2000/08/03	1215	
1884>7>	TRANSMITTER, VIDEO	7358	NAS 1 20048	1268	995.
1884>7>	COHERENT COMMUNICATIONS SYS	CVT1400	2000/08/03	1215	
1884>7>	KEYER, LINEAR	331	NAS 1 20219	1268	1,500.

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18477	SHIBA ELECTRIC CO LTD RECORDER, CASSETTE, VIDEO	UNIT#2 6310015	1999/12/01 NAS 1 20219	1215 1268	5,495
18478	JVC CO OF AMERICA RECORDER, CASSETTE, VIDEO	SR-W5U 11210011	1999/12/01 NAS 1 20219	1215 1268	5,495
188473	JVC CO OF AMERICA RECORDER, CASSETTE, VIDEO	SR-W5U 14210038	1999/12/01 NAS 1 20219	1215 1268	5,495
188476	JVC CO OF AMERICA HEAD, CAMERA	SR-W5U 11022	1999/12/01 NAS 1 20219	1215 1268	30,000
18478	SONY CORP HEAD, CAMERA	DXC-H10 10006	1999/12/01 NAS 1 20219	1215 1268	30,000
16E010	SONY CORP GENERATOR, SIGNAL	DXC-H10 B024260	1999/12/01 NAS 1 20048	1215 1268	1,388
00313	TEKTRONIX INC CAMERA, COLOR VIDEO	TSG100 13950314	1999/10/18 L 54981D	1216 1268	3,128
0035203	JVC CO OF AMERICA TABLE, PAN/TILT	KYF55U 157	1994/10/25 L 54986D	2060A 1268	1,915
14225#Z	DIRECTED PERCEPTION INC LENS, ZOOM	PTU46-17.5 C400385	1994/12/29 L 54981D	2060A 1268	1,057
1264044	JVC CO OF AMERICA PRINTER, ADP	HZ610MDU F1434016108	1994/10/25 NAS 1 20006	2060A 1268A	1,776
0021E13	APPLE COMPUTER INC TRIPOD, CAMERA	M5890 185174	1994/10/15 L 99785C	1111 1268A	2,725
1743225	SACHTLER CORP OF AMERICA CHARGER, BATTERY	VIDEO17I1 5608	1991/07/30 NAS 1 20048	1215 1268A	1,410
0035752	ANTON-BAUER RECEIVER, FIBER OPTIC	QUAD2702 07249510	1997/09/25 L 1677	1215 1268A	2,227
0037133	LIGHTWAVE COMMUNICATIONS INC INTERFACE UNIT	VDE161RX 2600497	1995/07/26 L 3835	2120 1268A	2,200
14ZEE18	SONY CORP PROJECTOR, OVERHEAD	IFB3000 632423	1996/06/26 L 1614	2120 1268A	1,396
1423E15	ELMO MFG CORP SWITCHER, VIDEO	HP-A305 060589	1995/07/28 L 3835	2120 1268A	2,355
1429616	SONY CORP PROJECTOR, TELEVISION	PC1271 5000206	1996/06/26 L 3835	2120 1268A	24,431
1431077	SONY CORP LIFT, PROJECTOR	VPH1292Q 1334	1996/06/26 L 3859	2120 1268A	4,505
1375723	SVS INC HUFFMAN CHARLES E EN COMPUTER, MICRO (SERVER)	SVS7EX 9735025	1996/07/23 NAS 1 20048	2120 1268B	7,490
0013630	LEITCH INC RECEIVER, WIRELESS	G0S-W 3001	1998/01/06 NAS 1 14360	1215 1268B	537
G074310	VEGA ELECTRONICS MIXER, AUDIO	QR1 20125	1987/10/16 L 774Z30	1051 1268B	2,555
G074344	SONY CORP MONITOR, TELEVISION	MXP290 S012000837 6	1330/06/29 L 774Z10	1215 1268B	1,058

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0018675	SONY CORP RECEIVER, WIRELESS	PVM1344Q 2616	1990/07/17 NAS 1 14360	1215 1268B	537.
0018772	VEGA ELECTRONICS GENERATOR, TIME CODE	QR1 10874901	1987/10/16 L 26231C	1215 1268B	4,650.
0020884	EVERTZ MICROSYSTEMS LTD MONITOR, VIDEO, WAVEFORM	ECM4010 B039804	1987/11/05 L 83568C	1215 1268B	1,804.
0020987	TEKTRONIX INC VECTORSCOPE	1730 B018746	1990/10/02 L 83568C	1215 1268B	1,804.
0021602	TEKTRONIX INC SYNCHRONIZER	1720 06919066	1990/10/02 L 97398C	1215 1268B	2,700.
0021684	EVERTZ MICROSYSTEMS LTD CONTROL UNIT	7000N-DSP 09660239	1991/07/11 L 1545D	1215 1268B	1,079.
0034083	JVC CO OF AMERICA RECORDER, CASSETTE, VIDEO	RM-G77U 13260	1991/09/05 L 54984D	1215 1268B	5,858.
0035208	SONY CORP TABLE, PAN/TILT	EVO9850 149	1994/10/25 L 54986D	1215 1268B	1,915.
0140728	DIRECTED PERCEPTION INC TIME BASE CORRECTOR, VIDEO	PTU46-17.5 30168	1994/12/29 L 19820C	1215 1268B	4,098.
0141277	MICROTIME INC RECORDER, CASSETTE, VIDEO	T300 313252	1987/05/11 L 21211C	1215 1268B	640.
0144088	SHARP ELECTRONICS CORP RECORDER, CASSETTE, VIDEO	XA120 C5TA00076	1987/06/15 NAS 1 14360	1215 1268B	1,431.
0144105	MATSUSHITA ELEC INDUS CO RECORDER, TAPE, VIDEO	AG6300 46450	1987/10/16 NAS 1 14360	1215 1268B	1,809.
0144107	SONY CORP VECTORSCOPE	V05600 B066409	1987/10/16 NAS 1 14360	1215 1268B	2,850.
0144108	TEKTRONIX INC CAMERA, TELEVISION, COLOR	1420 13245	1987/10/16 NAS 1 14360	1215 1268B	7,440.
0144121	SONY CORP LENS, ZOOM	DXC-M3 316337	1987/10/16 NAS 1 14360	1215 1268B	1,098.
0144122	FUJINON INC LENS, ZOOM	A12X9B 316337	1987/10/16 NAS 1 14360	1215 1268B	1,098.
0144140	FUJINON INC MONITOR, TELEVISION, WAVEFORM	A12X9B B093098	1987/10/16 NAS 1 14360	1215 1268B	5,760.
0144155	TEKTRONIX INC MONITOR, TELEVISION	1480R FJ5420170	1987/10/16 NAS 1 14360	1215 1268B	510.
0144160	MATSUSHITA ELEC INDUS CO RECEIVER	BTS1300N 20117	1987/10/16 NAS 1 14360	1215 1268B	1,025.
0144186	SONY CORP RECORDER, TAPE, VIDEO	WRR210 10753	1987/10/16 NAS 1 14360	1215 1268B	3,510.
0247822	SONY CORP SWITCHER, VIDEO	V05800 07860265	1987/10/16 L 7685C	1215 1268B	1,092.
0282504	VIDEOTEK INC SYNCHRONIZER, FRAME	RS10A 3631	1986/09/02 L 86583B	1215 1268B	11,438.
	MICROTIME INC	S230	1985/07/29	1215	

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0801689	REMOTE CONTROL	29000	L	22553D	1268B	1,804.
	NIKON INC	TZ-D2		1992/10/06	1215	
0803648	AUDIO PATCH BAY	114		NAS 1 19150	1268B	1,100.
	ADC TELECOM F-ADC MAGN	BJF407-4MKII		1994/05/23	1215	
1086183	MONITOR, TELEVISION	2005320-+	L	96609C	1268B	1,775.
	SONY CORP	PVM1220		1991/06/25	1215	
1086184	MONITOR, TELEVISION	5022453-7	L	96609C	1268B	505.
	SONY CORP	PVM8220		1991/06/25	1215	
1086186	MONITOR, TELEVISION	5022454-8	L	96609C	1268B	505.
	SONY CORP	PVM8220		1991/06/25	1215	
1086344	RECORDER, CASSETTE, VIDEO	S01-0010729-5	L	97397C	1268B	3,840.
	SONY CORP	EVO9800A		1991/07/30	1215	
1086345	RECORDER, CASSETTE, VIDEO	S01-0010713-+	L	97397C	1268B	3,840.
	SONY CORP	EVO9800A		1991/07/30	1215	
1087639	RECORDER, CASSETTE, VIDEO	08614507	L	1545D	1268B	3,552.
	JVC CO OF AMERICA	BR7030U		1991/09/05	1215	
1087640	RECORDER, CASSETTE, VIDEO	08614463	L	1545D	1268B	3,552.
	JVC CO OF AMERICA	BR7030U		1991/09/05	1215	
1087641	RECORDER, CASSETTE, VIDEO	08614464	L	1545D	1268B	3,552.
	JVC CO OF AMERICA	BR7030U		1991/09/05	1215	
1087642	RECORDER, CASSETTE, VIDEO	08614505	L	1545D	1268B	3,552.
	JVC CO OF AMERICA	BR7030U		1991/09/05	1215	
1087745	MONITOR, TELEVISION	2034245-6	L	2391D	1268B	654.
	SONY CORP	PVM1910		1991/09/11	1215	
1088044	CORRECTOR, VIDEO	1950082	L	99778C	1268B	5,687.
	FOR-A CORPORATION OF AMERICA	CCS4400		1991/09/06	1215	
1088658	RECORDER-REPRODUCER SET, SOUND	19160204A	L	95683C	1268B	4,295.
	OTARI ELECTRIC CO LTD	OTARI MARK IV2		1991/09/30	1215	
1089566	RECORDER, CASSETTE, VIDEO	I1ME01084	L	96604C	1268B	1,835.
	MATSUSHITA ELEC INDUS CO	AG-W1P		1991/10/21	1215	
1090084	RECORDER, TAPE, VIDEO	10681	L	4544D	1268B	14,000.
	SONY CORP	PVW2800		1991/12/12	1215	
1155705	RECORDER, VIDEO TAPE	11013	L	17649D	1268B	39,520.
	SONY CORP	DVR20		1992/07/01	1215	
1156908	RECORDER, TAPE VIDEO	10132	L	20468D	1268B	12,954.
	SONY CORP	PVW2650		1992/09/18	1215	
1254697	CONTROL, REMOTE	10538	L	29799D	1268B	2,275.
	SONY CORP	BKDV200		1993/03/31	1215	
1255090	RECORDER, CASSETTE, VIDEO	078J3104	L	33169D	1268B	607.
	JVC CO OF AMERICA	HR-S4700		1993/05/05	1215	
1256708	RECORDER, CASSETTE, VIDEO	0015044	L	38233D	1268B	550.
	SONY CORP	SVO1610		1993/09/30	1215	
1256709	RECORDER, CASSETTE, VIDEO	0014958	L	38233D	1268B	550.
	SONY CORP	SVO1610		1993/09/30	1215	
1256710	RECORDER, CASSETTE, VIDEO	0015049	L	38233D	1268B	550.

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1256711	SONY CORP RECORDER, CASSETTE, VIDEO	SVO1610 0014800	1993/09/30 L 38233D	1215 1268B	550.
1256712	SONY CORP RECORDER, CASSETTE, VIDEO	SVO1610 0015124	1993/09/30 L 38233D	1215 1268B	550.
1256713	SONY CORP RECORDER, CASSETTE, VIDEO	SVO1610 0014996	1993/09/30 L 38233D	1215 1268B	550.
1256714	SONY CORP RECORDER, CASSETTE, VIDEO	SVO1610 0015056	1993/09/30 L 38233D	1215 1268B	550.
1256715	SONY CORP RECORDER, CASSETTE, VIDEO	SVO1610 0014862	1993/09/30 L 38233D	1215 1268B	550.
1256716	SONY CORP RECORDER, CASSETTE, VIDEO	SVO1610 0014868	1993/09/30 L 38233D	1215 1268B	550.
1263603	SONY CORP GENERATOR, SYNC	SVO1610 09940720	1993/09/30 L 54999D	1215 1268B	1,675.
1422553	VIDEOTEK INC LENS, ZOOM	VSG201 C400349	1994/10/11 L 54981D	1215 1268B	1,057.
1422557	JVC CO OF AMERICA LENS, ZOOM	HZ610MDJ C400386	1994/10/25 L 54981D	1215 1268B	1,057.
1422575	JVC CO OF AMERICA RECORDER, CASSETTE, VIDEO	HZ610MDJ 77545	1994/10/25 L 54996D	1215 1268B	5,456.
1432159	SONY CORP DISPLAY UNIT	VO9800 T6H009433	1994/10/26 NAS 1 20048	1215 1268B	1,299.
1610603	HITACHI MFG CO SWITCHER, DISPLAY	SUPERSCAN 1 020 A097099088	1996/10/07 NAS 1 20048	1215 1268B	1,220.
1610605	PHILLIPS INDUSTRIES INC SWITCHER, DISPLAY	RP2UMD A097099090	1997/10/24 NAS 1 20048	1215 1268B	1,220.
1610608	PHILLIPS INDUSTRIES INC PANEL, CONTROL	RP2UMD JHC390	1997/10/24 NAS 1 20048	1215 1268B	1,500.
1610617	ENSEMBLE DESIGNS PANEL, CONTROL	CP10 04060329	1997/10/20 NAS 1 20048	1215 1268B	1,036.
1610618	PHILLIPS INDUSTRIES INC PANEL, CONTROL	MC3000 04060330	1997/10/31 NAS 1 20048	1215 1268B	1,036.
1610620	PHILLIPS INDUSTRIES INC PANEL, MASTER CONTROL	MC3000 12320127	1997/10/31 NAS 1 20048	1215 1268B	2,232.
1610623	PHILLIPS INDUSTRIES INC PANEL, MASTER CONTROL	CP3800 12320136	1997/10/31 NAS 1 20048	1215 1268B	2,232.
1743295	PHILLIPS INDUSTRIES INC MONITOR, TELEVISION	CP3800 S01-2018996 L	1997/10/31 NAS 1 20048	1215 1268B	761.
1743335	SONY CORP SWITCHER, AUDIO	PVM8040 9729705	1997/10/07 NAS 1 20048	1215 1268B	3,105.
1743336	HEDCO REMOTE CONTROL UNIT	X+16X16A2 9729704	1997/10/17 NAS 1 20048	1215 1268B	816.
1878426	HEDCO SWITCHER, DISPLAY	RCPABA-XYP 1242	1997/10/17 NAS 1 20048	1215 1268B	1,080.
	PHILLIPS INDUSTRIES INC	RP2UMD	1998/08/17	1215	

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1429586	STAND, PROJECTION	70459	L	3821	1268B	2,861.	
	SONY CORP	VID-P100		1996/06/25	1216		
0037250	INTERFACE UNIT	2600818	L	4445	1268C	1,275.	
	SONY CORP	IFB3000		1996/09/18	1313		
0037252	CONTROL, REMOTE	4-396-208-71	L	4445	1268C	2,000.	
	SONY CORP	RM-PJ1292		1996/09/18	1313		
1426573	INTERFACE, NETWORK	182369	L	2063	1268C	834.	
	EXTRON ELECTRONICS	RGB202PLUS		1995/09/21	1313		
1427403	STAND, PROJECTION	20843	L	2005	1268C	2,805.	
	SONY CORP	VID-P100		1995/10/27	1313		
1431627	SWITCHER, VIDEO	060566	L	4445	1268C	1,275.	
	SONY CORP	PC1271		1996/09/18	1313		
1431628	PROJECTOR, TELEVISION	2000203	L	4445	1268C	24,431.	
	SONY CORP	VPH1292Q		1996/09/18	1313		
1741221	LIFT, PROJECTOR	1551	L	5301	1268C	6,099.	
	SVS INC HUFFMAN CHARLES E EN	SVS7EX9		1997/01/21	1313		
1428267	PROJECTOR, TELEVISION	5002398	L	2075	1268C	15,231.	
	SONY CORP	VPH1272Q		1996/02/20	1325		
1428205	SCREEN, PROJECTION, WRITE-ON	NONE (VERIFIED)	L	1681	1268C	1,495.	
	WALLTALKERS INC	516RVSA		1996/02/13	1328		
1428172	PROJECTOR, VIDEO	2000341	L	3204	1268C	24,192.	
	SONY CORP	RVP6010QB		1996/02/07	2303		
0037811	INTERFACE UNIT	2600731	L	2075	1268C	2,200.	
	SONY CORP	IFB3000		1996/02/20	2316		
1426574	INTERFACE, NETWORK	182707	L	2063	1268C	834.	
	EXTRON ELECTRONICS	RGB202PLUS		1995/09/21	2316		
1427402	STAND, PROJECTION	20208	L	2005	1268C	2,805.	
	SONY CORP	VID-P100		1995/10/27	2316		
1428266	PROJECTOR, TELEVISION	5002384	L	2075	1268C	1,231.	
	SONY CORP	VPH1272Q		1996/02/20	2316		
1428269	SWITCHER, VIDEO	0060507	L	2075	1268C	2,600.	
	SONY CORP	PC1271		1996/02/20	2316		
1431076	LIFT, PROJECTOR	1395	L	64521D	1268C	6,549.	
	SVS INC HUFFMAN CHARLES E EN	SVS7-9		1996/08/09	2316		
1431078	LIFT, PROJECTOR	1346	L	64290D	1268C	5,945.	
	SVS INC HUFFMAN CHARLES E EN	SVS7EX		1996/07/11	2316		
3,789,550	*** TOTAL NUMBER OF ITEMS ASSIGNED TO CONTRACT NAS 1 01064					739	VALUE OF EQUIPMENT IS

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Stenographer I	10.45
Stenographer II	11.74
Supply Technician	13.69
Survey Worker (Interviewer)	11.18
Switchboard Operator-Receptionist	8.36
Test Examiner	12.01
Test Proctor	12.01
Travel Clerk I	7.84
Travel Clerk II	8.37
Travel Clerk III	8.93
Word Processor I	10.35
Word Processor II	11.66
Word Processor III	13.06
Automatic Data Processing Occupations	
Computer Data Librarian	8.55
Computer Operator I	9.57
Computer Operator II	11.07
Computer Operator III	13.71
Computer Operator IV	15.88
Computer Operator V	16.88
Computer Programmer I (1)	15.93
Computer Programmer II (1)	18.03
Computer Programmer III (1)	21.49
Computer Programmer IV (1)	35.62
Computer Systems Analyst I (1)	20.06
Computer Systems Analyst II (1)	23.10
Computer Systems Analyst III (1)	27.62
Peripheral Equipment Operator	9.83
Automotive Service Occupations	
Automotive Body Repairer, Fiberglass	16.79
Automotive Glass Installer	15.31
Automotive Worker	15.31
Electrician, Automotive	16.03
Mobile Equipment Servicer	13.84
Motor Equipment Metal Mechanic	16.79
Motor Equipment Metal Worker	15.31
Motor Vehicle Mechanic	16.79
Motor Vehicle Mechanic Helper	13.05
Motor Vehicle Upholstery Worker	14.56
Motor Vehicle Wrecker	15.31
Painter, Automotive	16.03
Radiator Repair Specialist	14.56
Tire Repairer	13.37
Transmission Repair Specialist	16.79
Food Preparation and Service Occupations	
Baker	8.98
Cook I	8.12
Cook II	8.98
Dishwasher	7.20
Food Service Worker	7.20
Meat Cutter	10.19
Waiter/Waitress	7.56
Furniture Maintenance and Repair Occupations	
Electrostatic Spray Painter	15.43
Furniture Handler	13.34
Furniture Refinisher	16.03

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Furniture Refinisher Helper	13.05
Furniture Repairer, Minor	14.56
Upholsterer	16.03
General Services and Support Occupations	
Cleaner, Vehicles	7.20
Elevator Operator	6.26
Gardener	9.22
House Keeping Aid I	6.93
House Keeping Aid II	7.72
Janitor	7.20
Laborer, Grounds Maintenance	7.83
Maid or Houseman	6.46
Pest Controller	8.54
Refuse Collector	7.20
Tractor Operator	8.79
Window Cleaner	7.83
Health Occupations	
Dental Assistant	10.62
Emergency Medical Technician (EMT)/Paramedic/Ambulance Driver	10.62
Licensed Practical Nurse I	9.73
Licensed Practical Nurse II	10.93
Licensed Practical Nurse III	12.11
Medical Assistant	9.79
Medical Laboratory Technician	10.46
Medical Record Clerk	10.48
Medical Record Technician	13.15
Nursing Assistant I	6.89
Nursing Assistant II	7.75
Nursing Assistant III	8.46
Nursing Assistant IV	9.49
Pharmacy Technician	11.84
Phlebotomist	10.92
Registered Nurse I	15.13
Registered Nurse II	18.51
Registered Nurse II, Specialist	18.51
Registered Nurse III	22.40
Registered Nurse III, Anesthetist	22.40
Registered Nurse IV	26.84
Information and Arts Occupations	
Audiovisual Librarian	14.23
Exhibits Specialist I	15.55
Exhibits Specialist II	18.89
Exhibits Specialist III	20.98
Illustrator I	15.55
Illustrator II	18.89
Illustrator III	20.98
Librarian	16.36
Library Technician	11.41
Photographer I	11.73
Photographer II	15.55
Photographer III	18.89
Photographer IV	20.98
Photographer V	25.39
Laundry, Dry Cleaning, Pressing and Related Occupations	
Assembler	6.04
Counter Attendant	6.04

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Dry Cleaner	7.44
Finisher. Flatwork, Machine	6.04
Presser. Hand	6.04
Presser. Machine. Drycleaning	6.04
Presser, Machine, Shirts	6.04
Presser. Machine, Wearing Apparel. Laundry	6.04
Sewing Machine Operator	7.94
Tailor	8.42
Washer. Machine	6.51
Machine Tool Operation and Repair Occupations	
Machine-Tool Operator (Toolroom)	16.03
Tool and Die Maker	18.46
Material Handling and Packing Occupations	
Forklift Operator	10.72
Fuel Distribution System Operator	13.84
Material Coordinator	14.51
Material Expediter	14.51
Material Handling Laborer	8.86
Order Filler	8.76
Production Line Worker (Food Processing)	10.91
Shipping Packer	10.54
Shipping/Receiving Clerk	10.54
Stock Clerk (Shelf Stocker: Store Worker II)	10.89
Store Worker I	5.60
Tools and Parts Attendant	12.95
Warehouse Specialist	12.49
Mechanics and Maintenance and Repair Occupations	
Aircraft Mechanic	15.37
Aircraft Mechanic Helper	14.28
Aircraft Quality Control Inspector	19.18
Aircraft Servicer	15.93
Aircraft Worker	16.75
Appliance Mechanic	16.03
Bicycle Repairer	13.37
Cable Splicer	16.79
Carpenter, Maintenance	16.03
Carpet Layer	17.61
Electrician, Maintenance	16.79
Electronics Technician, Maintenance I	14.58
Electronics Technician, Maintenance II	14.91
Electronics Technician. Maintenance III	15.98
Fabric Worker	4.56
Fire Alarm System Mechanic	16.79
Fire Extinguisher Repairer	13.84
Fuel Distribution System Mechanic	16.79
General Maintenance Worker	15.31
Heating, Refrigeration and Air Conditioning Mechanic	16.79
Heavy Equipment Mechanic	16.79
Heavy Equipment Operator	16.79
Instrument Mechanic	16.79
Laborer	10.03
Locksmith	16.03
Machinery Maintenance Mechanic	16.75
Machinist. Maintenance	16.79
Maintenance Trades Helper	13.05
Millwright	19.30

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Office Appliance Repairer	16.03
Painter, Aircraft	16.03
Painter, Maintenance	16.03
Pipefitter, Maintenance	16.79
Plumber, Maintenance	16.03
Pneudraulic Systems Mechanic	16.79
Rigger	16.79
Scale Mechanic	15.31
Sheet-Metal Worker, Maintenance	16.79
Small Engine Mechanic	15.31
Telecommunication Mechanic I	16.79
Telecommunication Mechanic II	20.16
Telephone Lineman	16.79
Welder, Combination, Maintenance	16.79
Well Driller	16.79
- Woodcraft Worker	16.79
Woodworker	13.84
Miscellaneous Occupations	
Animal Caretaker	7.25
Carnival Equipment Operator	8.79
Carnival Equipment Repairer	9.22
Carnival Worker	6.26
Cashier	6.45
Desk Clerk	7.75
Embalmer	17.63
Lifeguard	6.38
Mortician	17.63
Park Attendant (Aide)	8.01
Photofinishing Worker (Photo Lab Tech.. Darkroom Tech)	7.15
Recreation Specialist	13.50
Recycling Worker	8.82
Sales Clerk	6.38
School Crossing Guard (Crosswalk Attendant)	7.20
Sport Official	6.38
Survey Party Chief (Chief of Party)	9.82
Surveying Aide	6.13
Surveying Technician (Instr. Person/Surveyor Asst./Instr.)	8.93
Swimming Pool Operator	8.98
Vending Machine Attendant	8.52
Vending Machine Repairer	10.33
Vending Machine Repairer Helper	8.82
Personal Needs Occupations	
Child Care Attendant	6.56
Child Care Center Clerk	9.42
Chore Aid	6.13
Homemaker	9.92
Plant and System Operation Occupations	
Boiler Tender	16.79
Sewage Plant Operator	17.81
Stationary Engineer	16.79
Ventilation Equipment Tender	13.05
Water Treatment Plant Operator	17.81
Protective Service Occupations	
Alarm Monitor	8.58
Corrections Officer	12.33
Court Security Officer	12.33

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Detention Officer	12.33
Firefighter	13.65
Guard I	7.17
Guard II	5.58
Police Officer	14.75
Stevedoring/Longshoremen Occupations	
Blocker and Bracer	14.68
Hatch Tender	12.76
Line Handler	12.76
Stevedore I	14.04
Stevedore II	15.42
Technical Occupations	
Air Traffic Control Specialist, Center (2)	26.07
Air Traffic Control Specialist, Station (2)	17.98
Air Traffic Control Specialist, Terminal (2)	19.79
Archeological Technician I	11.83
Archeological Technician II	13.30
Archeological Technician III	16.43
Cartographic Technician	16.43
Civil Engineering Technician	18.89
Computer Based Training (CBT) Specialist/ Instructor	20.97
Drafter I	10.42
Drafter II	11.73
Drafter III	14.74
Drafter IV	17.91
Engineering Technician I	12.48
Engineering Technician II	13.35
Engineering Technician III	16.45
Engineering Technician IV	19.92
Engineering Technician V	23.27
Engineering Technician VI	28.75
Environmental Technician	16.43
Flight Simulator Instructor (Pilot)	24.14
Graphic Artist	18.24
Instructor	18.12
Laboratory Technician	12.28
Mathematical Technician	16.43
Paralegal/Legal Assistant I	11.18
Paralegal, Legal Assistant II	13.58
Paralegal/Legal Assistant III	16.61
Paralegal/Legal Assistant IV	20.10
Photooptics Technician	18.89
Technical Writer	15.55
Unexploded (UXO) Safety Escort	16.57
Unexploded (UXO) Sweep Personnel	16.57
Unexploded Ordnance (UXO) Technician I	16.57
Unexploded Ordnance (UXO) Technician II	20.05
Unexploded Ordnance (UXO) Technician III	24.02
Weather Observer, Combined Upper Air and Surface Programs (3)	14.08
Weather Observer, Senior (3)	15.24
Weather Observer, Upper Air (3)	14.05
Transportation/ Mobile Equipment Operation Occupations	
Bus Driver	9.75
Parking and Lot Attendant	7.22
Shuttle Bus Driver	9.33
Taxi Driver	5.80

Exhibit D

Truckdriver, Heavy Truck	11.57
Truckdriver, Light Truck	9.33
Truckdriver, Medium Truck	9.75
Truckdriver, Tractor-Trailer	11.57

ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: Life, accident, and health insurance plans, sick leave, pension plans, civic and personal leave, severance pay, and savings and thrift plans. Minimum employer contributions costing an average of \$2.56 per hour computed on the basis of all hours worked by service employees employed on the contract.

VACATION: 2 weeks paid vacation after 1 year of service with a contractor or successor; 3 weeks after 8 years, and 4 weeks after 15 years. Length of service includes the whole span of continuous service with the present contractor or successor, wherever employed, and with the predecessor contractors in the performance of similar work at the same Federal facility. (Reg. 29 CFR 4.173)

HOLIDAYS: A minimum of ten paid holidays per year: New Year's Day, Martin Luther King Jr.'s Birthday, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day. (A contractor may substitute for any of the named holidays another day off with pay in accordance with a plan communicated to the employees involved.) (See 29 CFR 4.174)

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

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

HAZARDOUS PAY DIFFERENTIAL: An 8 percent differential is applicable to employees employed in a position that represents a high degree of hazard including working with or in close proximity to explosives and incendiary materials involved in research, testing, manufacturing, inspection, renovation, maintenance, and disposal. Such as: Screening, blending, dying, mixing, and pressing of sensitive explosives pyrotechnic compositions such as lead azide, black powder and photoflash powder. All dry-house activities involving propellants or explosives. Demilitarization, modification, renovation, demolition, and maintenance operations on sensitive explosives and incendiary materials. All operations involving regarding and cleaning of artillery ranges.

A 4 percent differential is applicable to employees employed in a position that represents a low degree of hazard. Including working with or in close proximity to explosives and incendiary materials which involves potential injury such as laceration of hands, face, or arms of the employee engaged in the operation and, possibly adjacent employees, irritation of the skin, minor burns and the like; minimal damage to immediate or adjacent work area or equipment being used.

All operations involving, unloading, storage, and hauling of explosive and incendiary ordnance material other than small arms ammunition. (Distribution of raw nitroglycerine is covered under high degree hazard.)

Exhibit D

**** UNIFORM ALLOWANCE ****

If employees are required to wear uniforms in the performance of this contract (either by the terms of the Government contract, by the employer, by the state or local law, etc.), the cost of furnishing such uniforms and maintaining (by laundering or dry cleaning) such uniforms is an expense that may not be borne by an employee where such cost reduces the hourly rate below that required by the wage determination. The Department of Labor will accept payment in accordance with the following standards as compliance:

The contractor or subcontractor is required to furnish all employees with an adequate number of uniforms without cost or to reimburse employees for the actual cost of the uniforms. In addition, where uniform cleaning and maintenance is made the responsibility of the employee, all contractors and subcontractors subject to this wage determination shall (in the absence of a bona fide collective bargaining agreement providing for a different amount, or the furnishing of contrary affirmative proof as to the actual cost), reimburse all employees for such cleaning and maintenance at a rate of \$3.35 per week (or \$.67 cents per day). However, in those instances where the uniforms furnished are made of "wash and wear" materials, may be routinely washed and dried with other personal garments, and do not require any special treatment such as dry cleaning, daily washing, or commercial laundering in order to meet the cleanliness or appearance standards set by the terms of the Government contract, by the contractor, by law, or by the nature of the work, there is no requirement that employees be reimbursed for uniform maintenance costs.

**** NOTES APPLYING TO THIS WAGE DETERMINATION ****

Source of Occupational Title and Descriptions:

The duties of employees under job titles listed are those described in the "Service Contract Act Directory of Occupations." Fourth Edition, January 1993, as amended by the Third Supplement, dated March 1997, unless otherwise indicated. This publication may be obtained from the Superintendent of Documents, at 202-733-3238, or by writing to the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402. Copies of specific job descriptions may also be obtained from the appropriate contracting officer.

REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND WAGE RATE {Standard Form 1444 (SF 1444)}

Conformance Process:

The contracting officer shall require that any class of service employee which is not listed herein and which is to be employed under the contract (i.e., the work to be performed is not performed by any classification listed in the wage determination), be classified by the contractor so as to provide a reasonable relationship (i.e., appropriate level of skill comparison) between such unlisted classifications and the classifications listed in the wage determination. Such conformed classes of employees shall be paid the monetary wages and furnished the fringe benefits as are determined. Such conforming process shall be initiated by the contractor prior to the performance of contract work by such unlisted class(es) of employees. The conformed classification, wage rate, and/or fringe benefits shall be retroactive to the commencement date of the contract. {See Section 4.6 (C)(vi)} When multiple wage determinations are included in a contract, a separate SF 1444 should be prepared for each wage determination to which a class(es) is to be conformed.

The process for preparing a conformance request is as follows:

- 1) When preparing the bid, the contractor identifies the need for a conformed occupation(s) and computes a proposed rate(s).
- 2) After contract award, the contractor prepares a written report listing in order proposed classification title(s), a Federal grade equivalency (FGE) for each proposed classification(s), job description(s), and rationale for proposed wage rate(s), including information regarding the agreement or disagreement of the authorized representative of the

Exhibit D

employees involved, or where there is no authorized representative, the employees themselves. This report should be submitted to the contracting officer no later than 30 days after such unlisted class(es) of employees performs any contract work.

3) The contracting officer reviews the proposed action and promptly submits a report of the action, together with the agency's recommendations and pertinent information including the position of the contractor and the employees, to the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, for review. (See section 4.6(b)(2) of Regulations 29 CFR Part 4).

4) Within 30 days of receipt, the Wage and Hour Division approves, modifies, or disapproves the action via transmittal to the agency contracting officer, or notifies the contracting officer that additional time will be required to process the request.

5) The contracting officer transmits the Wage and Hour decision to the contractor,

6) The contractor informs the affected employees. --

Information required by the Regulations must be submitted on SF 1444 or bond paper.

When preparing a conformance request, the "Service Contract Act Directory of Occupations" (the Directory) should be used to compare job definitions to insure that duties requested are not performed by a classification already listed in the wage determination. Remember, it is not the job title, but the required tasks that determine whether a class is included in an established wage determination. Conformances may not be used to artificially split, combine, or subdivide classifications listed in the wage determination.

Exhibit E

AGREEMENT

BETWEEN

-- **DYNCORP TECHNICAL SERVICES, INC.**

AND

DISTRICT LODGE #74

**INTERNATIONAL ASSOCIATION OF MACHINISTS
AND AEROSPACE WORKERS**

LOCAL 2531

Effective

December 1, 2000 through November 30, 2002

Exhibit E

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Exhibit E

PREAMBLE

The Agreement is made and entered into on this 1st Day of December 2000. by and between DynCorp Technical Services, Inc., its successors and assigns, hereinafter referred to as the "Company" or "Employer", and District Lodge No. 74, International Association of Machinists and Aerospace Workers, its successors and assigns, hereinafter referred to as the "Union".

Pronouns of either gender used in this Agreement are equally applicable to male and female employees.

WITNESSETH

It is the intent and purpose of the parties to this Agreement to promote and improve all industrial and economic relations between the Company and the employees covered by this Agreement, and as set forth in the entire Agreement covering rates of pay, hours of work, and conditions of employment to be observed.

**ARTICLE I
RECOGNITION**

The Employer recognizes the International Association of Machinists and Aerospace Workers, AFL-CIO, and its District Lodge No. 74, hereinafter collectively referred to as the "Union", its successors and assigns, as the sole exclusive collective bargaining representative of its employees certified by the National Labor Relations Board in Case No. 5-RC-8 191.

**ARTICLE II
HIRING**

During new employee orientation, the Company will provide a copy of this Collective Bargaining Agreement to the new employee and have the employee's supervisor introduce the new employee to the appropriate Union steward within the first two work weeks.

**ARTICLE III
NON-DISCRIMINATION**

The Company and the Union mutually agree that there shall be no discrimination against any employee because of age, race, creed, color, handicap, sex, or national origin in violation of the provisions of the Civil Rights Act of 1964, as amended, or the Age Discrimination Act of 1967.

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ARTICLE IV
MANAGEMENT RIGHTS

Section 1. Except to the extent expressly abridged by a specific provision of this Agreement. Management of the Company is vested solely and exclusively in the Company, and the Company reserves and retains all of its inherent rights, including but not limited to, method of production; the introduction of new equipment, machinery or processes; the change or elimination of existing equipment, machinery or processes; and discontinuance, temporarily or permanently, in whole or in part, of the conduct of any of the business or operations of the Company; the selection, size, direction, and control of the working forces in connection with the requirements to be determined by the Company; the right to transfer, promote, demote, layoff, or otherwise relieve employees from duty for lack of work or other legitimate reason consistent with the terms of this Agreement; the right to terminate, discharge, or discipline employees for just cause. For good and sufficient reasons, the Company reserves the right to abolish or change existing rules or to establish reasonable rules and regulations not in conflict with the express terms of this Agreement governing employment and working conditions. The Management, not limited by the clear and explicit language of a clause of this Agreement, should be conclusively presumed to be authorized hereby. Any dispute between the parties arising from this Article shall be subject to the grievance and arbitration procedures.

Section 2. The Company agrees not to subcontract exclusive bargaining unit work that will directly cause the termination of bargaining unit employees or inhibit bargaining unit growth. The Company may, however, subcontract where necessary due to a lack of plant or equipment capacity, equipment breakdown, fire, flood, or similar cause.

Section 3. The Company may require an employee to take an alcohol breath test or urine drug screening test for any on the job accident where property damage exceeds \$100 or emergency medical treatment is required. Further, the Company may utilize reasonable suspicion testing for alcohol or drug use if a Company official suspects an employee to be impaired on the job. An official who suspects an employee is impaired will contact the Contract Manager or Safety Manager to corroborate the impairment. The Company may also test an individual that has been observed using illegal drugs or alcohol on the job. There shall be no random alcohol or drug testing of unit employees except in safety-sensitive areas or classifications as defined in DynCorp procedure SAF-009, Alcohol and Controlled Substance Testing Policy and Program. The alcohol and drug test process used will be to US Health and Human Services standards, or the Department of Transportation equivalent.

Section 4. The Company, at its sole option, may implement new classifications and/or job descriptions. The Company shall set a pay rate for the job and offer to negotiate with the Union concerning the pay rate.

ARTICLE V
CHECK-OFF

Section 1. The Company agrees, subject to the provisions hereof, to deduct Union dues, initiation fees and/or other deductions from the wages of the employees so authorizing the same, in the manner and at such times as hereinafter provided.

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Section 2. The Union agrees to furnish to the Company authorization duly signed by the employees so authorizing the deduction and properly witnessed. The check-off authorization shall read as follows:

I hereby voluntarily assign to District Lodge 74; International Association of Machinists and Aerospace Workers, or in lieu of thereof, a subordinate Local Lodge designated by District Lodge 74; from any wages earned. or to be earned by me. initiation fees and the amount of my regular monthly membership dues or an equivalent amount in said Union.

I authorize and direct my Employer to deduct said monthly membership dues or the equivalent amount from my pay each bi-weekly pay period, and to remit the same to the order of officer of official designated by the Union, said authorization and direction to be subject to all the terms and conditions contained in the collective bargaining agreement in existence between my Employer and the Union.

This check-off authorization shall remain in effect until revoked by me and shall be irrevocable for a period of one (1) year from the date of execution of such authorization of this Agreement between my Employer and the Union; and I further agree and direct that this assignment shall be irrevocable for the period of each succeeding applicable collective bargaining agreement between my Employer and the Union.

This authorization shall be automatically renewed and irrevocable for successive periods of one (1) year. unless written notice of cancellation is given by me to the Company and the Union. said notice to be forwarded by registered or certified U.S. mail, not more than seventy-five (75) days and not less than sixty (60) days prior to the expiration of each term of one (1) year, or prior to the termination of the collective bargaining agreement between my Employer and the Union, whichever occurs sooner.

THIS AUTHORIZATION IS VOLUNTARILY MADE IN ORDER TO PAY MY FAIR SHARE OF THE UNION'S COST REPRESENTING ME FOR THE PURPOSE OF COLLECTIVE BARGAINING AND This AUTHORIZATION IS NOT CONDITIONED ON MY PRESENT OR FUTURE MEMBERSHIP IN THE UNION.

Print Name

Sign Name

Date

Section 3. The Union shall certify to the Company in writing each month a list of such employees who have made such assignments. together with an itemized statement of the initiation fees. dues, and other deductions to be deducted from the pay of such employees, and the Company agrees to deduct in the amount so certified in respect to each such member from the employee's bi-weekly pay, and shall make such remittance to the Union in one lump sum within ten (10) days after the end of the month in which said deductions are made. The Company agrees to provide a current listing of all its bargaining unit employees. on a monthly basis, to the Union. Further, whenever an employee moves from one Company

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to another. the Union shall be notified within three (3) work days.

Section 4. All present employees who are members of the Union on the effective date of this Agreement shall remain members of the Union in good standing or pay an amount equivalent to the Union dues. Present employees who are not members of the Union and/or employees who are hired hereafter, shall become and remain members in good standing in the Union or pay an amount equivalent to the Union dues on and after the 31st day following the effective date of this Agreement, whichever is the later. This money is to pay the Union's cost of representing employees for the purpose of collective bargaining and this authorization is not conditioned on present or future membership in the Union.

Section 5. The Union agrees to indemnify and hold the Company harmless against any and all claims, demands, suits, costs, and/or other forms of liability and expenses that shall arise out of or by reason of action taken or not taken by the Company for the purpose of complying with any provisions of this Article or in reliance upon any list, notice, or assignment furnished by the Union under such provision.

ARTICLE VI HOURS OF WORK

Section 1. It is recognized and agreed that the standard work week shall be from Friday 12:01 a.m. to Thursday midnight. It is further agreed and understood that the normal workday shall consist of eight (8) hours per day and the normal work week shall consist of forty (40) hours of work per week. Monday through Friday, inclusive.

Section 2. Upon reasonable advance notice to the Union or appropriate Union Steward, the Company may for good and sufficient cause (to include NASA requirements) change the starting time of the work shift and/or the scheduled thirty (30) minute lunch period, except the Supply area, which has a scheduled 45-minute lunch period. If necessary, the Company may require the employee to work through their regular scheduled lunch period. In such instances, the affected employee will not receive overtime rate, and the employee will be provided a lunch break within one hour of normal lunch time or overtime will be paid.

Section 3. When overtime assignments are required, overtime will be offered to each employee within the classification in which the overtime assignment is made. Overtime will first be offered to the employee within the classification with the least amount of overtime hours offered within the existing calendar year. In the event that two employees have the same amount of overtime offered and only one employee is needed, unit seniority will be the deciding factor. Affected employees will be notified of overtime requirements as soon as possible after the request for overtime is made. The Company will keep records of all overtime offers for all union employees. If the Company does not receive a sufficient number of volunteers on the first round of overtime offers, the employee with the least amount of overtime offered will be assigned to work the overtime and the assignment becomes mandatory; provided however, that an exception to the overtime distribution will be only for continuation of jobs which commence during the regular shift and extend into overtime where continuity is necessary for efficient

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completion of the job.

The Company agrees to maintain records on site of all overtime worked. Overtime records shall be made available to the Union (Chief Steward or Shop Steward) for inspection to resolve specific complaints with respect thereto. The Company will make these records available to the Union no later than three (3) working days after the request.

Section 4. Overtime paid at one and one-half (1 1/2) times the regular straight-time hourly rate shall be paid for all hours worked by an employee in excess of eight (8) hours per day or forty (40) hours per week. Work performed on Saturday or Sunday shall be paid for at the rate of one and one-half (1 1/2); provided, however, that the Company shall not pay an employee Saturday or Sunday premiums who is not in pay status for two or more days during the normal work week when any such employee is assigned to work on said Saturday or Sunday.

Section 5. There shall be no duplicating or pyramiding of overtime or premium pay under the provisions of this Agreement: any such hours compensable under two or more provisions of this Agreement shall be paid at the higher premium rate of the two.

Section 6. In the event it is necessary to call out a regular employee to work. Employer agrees that such called out regular employee shall receive a minimum of four (4) hours of work or four (4) hours of pay at the applicable rate of pay.

Section 7. In the event a regular employee reports for work at his scheduled starting time and no work is available. the employee shall be entitled to receive four (4) hours show up time pay, to be paid at his regular straight-time hourly rate of pay. It is expressly understood and agreed, however, that this Section shall not be applicable in the event the employee is notified at least one (1) hour prior to his normal starting time, or the lack of work is caused by an act of God or other cause beyond the control of the employer.

The Company will not be liable for the payment of show up time in instances where the employee reports for work more than fifteen (15) minutes after the start of the shift. and does not call in prior to the beginning of the shift. In addition thereto, the Company will not be liable for show up time in any instance where the employee reports to work later than forty-five (45) minutes after the beginning of the shift and will be subject to being sent home the balance of that work day.

Section 8. Employees volunteering to perform work in a classification lower (determined by pay level) than their regular rate of pay, and accepted for such assignments by the Employer, shall be compensated at the rate currently being paid for work in a lower classification. (This section will not apply to employees directed to work by the Company).

Section 9. Employees will be allowed to use flex-time for short durations to fulfill personal obligations. When an employee has a need to use flex-time, he/she must make up the time missed during the same work week and within the same pay period. Flex-time is at the discretion of the Supervisor and will only be granted after management has ensured that operational needs have been met. The Supervisor and the employee will agree on the flex-time schedule and said schedule can only be changed by mutual

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agreement. When employees are working a flex-time schedule to make up hours missed, there will be no overtime payment for any hours worked in excess of (8) hours per day.

**ARTICLE VII
SENIORITY**

Section 1. Seniority for purposes of vacation shall be defined as the length of cumulative employment with the Company. Otherwise, seniority shall be defined as the length of continuous service, whether employed by the Company or his predecessor, from the employee's latest date of hire as an employee in the bargaining unit, and shall be recognized on a bargaining unit-wide basis.

Section 2. The Company shall furnish the Union every six (6) months an accurate seniority list of all employees in the bargaining unit. Such list is to include name, classification, unit and classification seniority dates, wage rate. and home address of each employee.

Section 3. All employees including relief employees hired as full-time employees. shall be considered probationary employees for the first forty-five (45) days of work as a full-time employee. Any decision of the Company to terminate or otherwise discipline a probationary employee shall be final and not subject to the Grievance and Arbitration provisions of this Agreement. Upon satisfactory completion of the probationary period, the employee shall become a regular employee with seniority dating from the date of hire as a full-time employee. Probationary employees shall receive all fringe benefits of the contract except insurance. insurance will become effective the first day of the month following the date of hire.

Relief employees hired as permanent employees shall, upon satisfactory completion of the above probationary period, be credited with seniority on the basis of one month seniority for each full six months employed as a relief employee.

Section 4. Classification seniority shall mean the length of accumulated service within a classification.

Section 5. In administering this Agreement. the principle of seniority based on employment within the bargaining unit exclusively. unless otherwise provided elsewhere in this Agreement, shall be determining factor in effecting layoff, recall. formal training within the employee's job classification, promotions, demotions. shift starting time, and in respect to other working conditions where specifically stated in the Agreement.

Exceptions to the principle of seniority shall be made only where a less senior employee is clearly better qualified than the senior employee in relation to skill and ability (including physical and prior experience). The Company agrees in making an evaluation of skills and ability (including physical ability), only objective factors shall be considered and in no instance shall the Company be unreasonable or arbitrary in the application. Experience. as used in the context of this Section, is intended to apply to specialized situations and is not to be used as a means of circumventing seniority where the other factors listed above are substantially equal. Employees will be offered training opportunities based upon job

classification seniority.

Section 6. Seniority shall be canceled and terminated upon the happening of any of the following events:

- (a) An employee quits.
- (b) An employee is discharged.
- (c) An employee fails to return to work within five (5) days of notice of recall given the Company by registered or certified mail.
- (d) An employee is absent for three (3) days without previously notifying the Company except in cases of extenuating circumstances.
- (e) An employee overstays a leave of absence without notifying the Company, except in cases of extenuating circumstances.
- (f) An employee engages in other employment during a leave of absence without obtaining prior permission of the Company.
- (g) An employee gives false reasons for obtaining a leave of absence.
- (h) Settlement has been made for total disability.
- (i) An employee has retired.
- (j) An employee has been in layoff status or is absent because of sickness or injury or similar cause for more than eight (8) months. Employee upon request of the Company shall give written authorization release of medical records concerning an extended illness.

Section 7. It is recognized that the Company has the right to assign work to its employees, and classification seniority shall not, nor shall anything contained in this Agreement, be construed to restrict the Company in requiring an employee in one classification from doing any work temporarily in any other classification, and although employees may usually expect their work assignment to be in keeping with their regular job classification, the Union expressly recognizes the need for flexibility in the work force and agrees that an employee in one classification shall not be restricted from temporarily doing the work normally done by an employee in another classification.

In the event an employee is temporarily assigned to work in a classification for which the normal rate of pay is higher than the rate of pay received by the employee in his/her normal classification, he shall receive the higher rate of pay for all hours worked in the temporary assignment in excess of one (1) hour. In the event an employee is temporarily assigned work in a classification lower than his normal classification, he shall receive his regular rate of pay. The provisions of this Article shall not apply to

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work assignments made for job training purposes.

Section 8. A temporary assignment is defined as one not exceeding ten (10) days. Assignments which exceed ten (10) days are defined as temporary transfers and will be accomplished by following the provisions of Section 5 of this Article. It is further agreed that in effecting temporary assignments or transfers, nothing herein shall be applied in such a manner that results in circumventing the posting of permanent job vacancies, nor will temporary work assignments be rotated to avoid effecting a temporary transfer.

Section 9. In making assignments to a permanent job vacancy or new job, the Company shall consider the desires of the employees. In the event that a position becomes vacant, the Company will either post the job within five (5) work days or inform the Union of its present intent not to fill the job. A notice of any such vacancy or new job shall be posted on the bulletin board for three (3) work days (during which time the vacancy shall be considered temporary). The Company, at the end of such time period, shall consider those employees who have submitted a bid notice (the form and content of which the parties shall mutually agree upon) and consistent with the needs of the Company, shall within ten (10) work days assign the senior qualified employee consistent with the needs of the principles set forth above in Section 5. Qualified, as used in the context of this Section, shall be interpreted to mean the employee has the background, experience, and ability to perform the work in a satisfactory manner after normal indoctrination and familiarization instructions on the new job. The Employer agrees that in imposing qualifications for a job opening, all qualification criteria will be equally applied to applicants, whether within the unit or outside the unit. Job openings shall be posted Company-wide at the NASA facility at Langley AFB in Hampton, Virginia. candidate bidding shall be bargaining unit-wide, and the most senior qualified employee will be selected for the job. The Company shall assure that the posting of such opening is accessible to all Unit employees and a copy of all such postings shall be provided to the Union Recording Secretary.

Section 10. In the event no qualified employee signs such a bid notice for a job opening, it is agreed and understood that the Company may hire a new employee for such job. The Company will use the same basic qualification requirements for evaluating potential new hires. If no qualified applicant is found, the Company will select and train the most qualified senior employee that applied for this position.

Section 11. Employees assigned or transferred pursuant to this Article shall be given thirty (30) days in which to prove they are capable of performing the duties of the new job in a satisfactory manner. In the event such employees do not satisfactorily meet the requirements of the new job, they shall be returned to their prior position or its equivalent without prejudice. Any employee, upon request, shall be advised in the presence of his Union representative of the specific reasons for not meeting the requirements of the job and disputes arising therefrom shall be subject to grievance procedure.

Section 12. Normally, successful bidders will not be permitted to bid on another job opening for a period of six months from the date of assignment to the new position.

Section 13. When a reduction in the force becomes necessary in the Company's judgment, the

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employee(s) laid off shall be the employee within the affected classification with the least seniority in the classification. Employees affected by the layoff shall have the right to return to any position previously held, or to bump the least senior employee in any classification equal to or below the position from which laid off, whichever results in the least inequity on the affected employee based on bargaining unit seniority. It is agreed and understood that in order to displace an employee, as provided herein, the displacing employee must meet the minimum qualifications to perform the work. Employees affected by a layoff shall have three (3) work days, following receipt of written notice of layoff, to serve notice in writing to the Company of their intent to exercise return or bumping rights. Employees shall exercise their seniority in a recall from lay-off in reverse seniority order with full utilization of bumping **rights**.

In case of lay off or reduction in force within the Truck Driver, Heavy or Truck Driver, Furniture classifications, the Truck Driver, Heavy will be considered the same as Truck Driver, Furniture.

In case of bumping (Article VII, Section 13), the Truck Driver, Furniture will be considered a separate classification from the Truck Driver, Heavy classification as listed in Article XXI (Wages and Classifications) of this Agreement.

Section 14. In effecting promotions within a departmental segment of the unit, i.e., Transportation, Supply, Reproduction, Mail Service, etc., first consideration shall be given to job bidders within the specific departmental segment. In this connection, departmental seniority shall determine the awarding of the bid except where departmental seniority is equal among prospective bidders. In such cases bargaining unit seniority shall prevail. Provided no employee within the affected departmental segment bids the vacant position, the position shall be posted bargaining unit-wide and the job awarded on the basis of bargaining unit seniority.

Section 15. The Company and Union recognize that NCI is the prime contractor with NASA and may, from time to time, utilize sub-contractors (see Article XXV, Section 4) who may have separate collective bargaining agreements with the Union. In the event such subcontractors are utilized, then the following shall apply:

(a) Seniority for employees who move between NCI and a subcontractor shall continue to be defined as provided in Sections 1 and 4 of this Article.

(b) Employees may exercise their seniority rights across Company-lines consistent with this Agreement and only with respect to:

- (1) Job bidding (Article VII, Section 9)
- (2) Bumping rights in the event of lay-off and recall (Article VII, Section 13)
- (3) Promotions (Article VII, Section 14)

ARTICLE VIII

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RELIEF EMPLOYEES

Section 1. Relief employees shall be subject to the Union Security provisions, as defined in Section 4, Article V (Check-Off).

Section 2. The employer agrees that the services of relief employees may be used when a full time employee is either on vacation, sick to include short term disability. on leave without pay. during peak work loads of short duration, or for training purposes and will not be utilized to inhibit or diminish bargaining unit growth, nor will relief employees be employed while permanent employees are on layoff and are qualified and willing to do the work in a relief capacity.

Section 3. Relief employees who perform work in the bargaining unit will pay a \$5.00 fee per month provided they are employed and/or paid for any part of the month not exceeding a cumulative total of forty (40) hours in any payroll month. Relief employees working and/or paid for cumulative total of forty (40) hours or more in any payroll month will pay dues in the regular amount paid by permanent employees in the bargaining unit. The dues of relief employees will be deducted in the same manner, and at the same time, as permanent employees.

Section 4. In the event a vacancy occurs in a permanent position which is not filled by bid procedure within the unit by permanent employees, such vacancy shall be offered to the senior qualified relief employee after employees on layoff are offered the position.

**ARTICLE IX
DISCIPLINARY ACTION**

Section 1. Disciplinary action shall be initiated by the Company only for just and sufficient cause and any penalty imposed shall be consistent with proven offenses. It is agreed and understood by the parties that the concept of disciplinary action is to first correct the offending employee and all discipline imposed shall be consistent with the offense committed. In this regard, where it is reasonable to assume that a letter of reprimand will correct the offending employee, such course of action will be followed by the Employer.

Section 2. No disciplinary action taken more than one (1) year earlier may be used for progressive discipline or introduced into evidence in any Arbitration proceeding. It is further agreed that in order to consider that an employee has been disciplined, he and the Union shall be furnished a duplicate copy of any disciplinary matter inserted in his personnel file.

Section 3. Prior to taking disciplinary action (letter of reprimand, suspension, or discharge) against any employee in the unit, the affected employee will be advised of his/her right to Union representation in the presence of his/her Shop Steward.

Section 4. Disciplinary action in any form imposed by the Employer shall automatically be

subject to the grievance and arbitration procedure.

ARTICLE X GRIEVANCE AND ARBITRATION

Section 1. It is the intent of this Article to establish a means for prompt adjustment of working problems and personal grievances at the job level by conference between the immediate supervisor and the employee involved, provided a Union representative has been given an opportunity to be present. If not resolved at this informal level a formal written grievance shall be filed. The grievance shall contain a full statement of the grievance and the facts upon which it is based. the contract sections alleged to have been violated. and the action, remedy or adjustment sought. In grievances filed on behalf of individual employees. the grievance shall be signed by the affected employee prior to Step 1 of the Grievance Procedure. Grievances shall be processed according to the steps and time limits specified. These time limits may be extended upon written mutual consent of the parties.

Section 2. Except for payroll adjustments. no grievance shall be filed or processed based on facts, or events. or omissions within the employees' knowledge. which have occurred more than ten (10) working days before such grievance is filed. Both parties agree to exert an earnest effort to settle such grievances promptly through the following steps:

Step 1: The employee involved shall first confer with the Supervisor and/or Department Head in order to amicably settle the matter, provided a Union representative has been given an opportunity to be present. Any and all grievances shall be handled during normal working hours without any unnecessary interruption of work.

Step 2: Should the grievance not be satisfactorily settled by the discussion outlined in Step 1 above, the Union shall submit the grievance in writing to the Project Manager or his designee within five (5) work days thereafter. and this written grievance thus presented must contain the complete factual basis of the complaint including the Article and Section violated. and the corrective action desired. Within five (5) work days from the time the Union submits the written grievance, the Project Manager or his designee shall either grant the corrective action desired. or meet with the grievant. Shop Steward, and Chief Steward, and they will make every effort to settle the dispute. If not satisfactory agreement is reached between the parties. the Project Manager or other appropriate Company official shall within five (5) work days. produce the Company's answer in written form and forward to the Chief Steward. In responding to the grievance, the Project Manager or his designee shall set forth in specific detail the basis of his denial, answering each point or allegation as set forth in the grievance.

A representative of the Union may visit the Company's offices to represent and confer with the Company's employees. A representative of the Union shall make prior arrangements with Management to confer with the Company's employees and shall observe all Company rules during such visits.

Step 3: If the above procedure has been followed and the parties are still unable to settle the grievance, the party initiating the grievance may within thirty (30) work days, request the Federal Mediation and Conciliation Service to submit a list of five (5) arbitrators from which the Company and the Union shall choose an impartial arbitrator to decide the controversy by the responding party striking

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one (1) name and the grieving party striking one (1) name and after repeating this procedure until the last remaining name shall be the chosen arbitrator. The arbitrator shall not have the authority to alter, amend, or change the terms or provisions of this Agreement, and his decision shall be limited to the particular grievance in question. The arbitration decision shall be final and binding on both parties.

Section 3. The Union and the Company shall equally share the expenses and fee of the neutral arbitrator. Each party shall make all arrangements, including pay and/or expenses or any witnesses called or other representatives or persons requested to attend any arbitration case.

Section 4. All time limits prescribed herein may be extended by mutual agreement by the Company and the employee. Failure of the Company to respond shall result in the granting of the relief sought in the grievance. Failure of the Union or employee to present the grievance to the next step within the time limits, shall constitute a basis for the Company denying the grievance.

Section 5. In any case involving discharge or discipline imposed by the Company, back wages, if any are awarded, shall be limited to the amount of wages that the employee would otherwise have earned, less any unemployment compensation or substitute earnings during the period of discharge or suspension.

**ARTICLE XI
LEAVES OF ABSENCE**

Section 1. When it is necessary for employees to leave their duty for the purpose of attending to their personal business, and provided that reasonable notice has been given the Company, employees will be granted leaves of absence without pay, provided the absences do not interfere with the efficient operation of the Company. Such leave shall not exceed thirty (30) days, but may be extended for additional time upon written request to the Company, if in the Company's judgment such further leave is feasible. The Company shall be under no obligation to an employee on leave of absence and the employee shall not be entitled to the benefits of the Agreement, except to return to work in accordance with the employee's seniority.

Section 2. An employee who is summoned for jury duty or subpoenaed to appear as a witness on behalf of the Company, local, state, or federal government in any court and who actually responds to said summons or subpoena will be paid the difference between the amount of money he actually earned had he worked for the Company during the time he was absent due to jury or witness duty, computed at the employee's regular straight-time rate for an eight-hour day, five days per week. It is understood and agreed that the Company has the right to require satisfactory proof that an employee actually served on the jury panel and the number of days served. An employee released from jury service before the completion of a scheduled workday shall report to the Company by telephone or in person as soon as possible. An employee summoned for jury duty shall promptly notify the Company upon his receiving such summons. Failure of an employee to give the Company prompt notice of receipt of a jury summons or to return to work after release from jury service and being requested to do so by the Company, may, at

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the option of the Company. result in forfeiture of any benefits under this provision. The Company will not be obligated to pay the above when said subpoena is caused by an employee's employment outside of DynCorp.

Section 3. The parties recognize and agree that all provisions of the Family Medical Leave Act shall apply, as stated in the Company policy except in any instance where the collective bargaining agreement provides for a more favorable benefit.

Section 4. In the event of a death of a member of an employee's immediate family (defined as spouse, children, mother, father, brother, sister, grandparent or grandchildren), such employee shall be granted a maximum of three (3) consecutive days off with straight-time pay (for an eight (8) hour day) to attend the funeral and/or to attend to administrative details connected with the death of the employee's relative.

It is further agreed that in the event of the death of an employee's mother-in-law or father-in-law, such employee shall be granted a maximum of three (3) days off with straight-time pay (for an eight (8) hour day) to attend the funeral and/or to attend to administrative details connected with the death of the employee's relative.

Section 5. Any employee in military service under the provisions of federal and/or state law shall be returned to his job in accordance with those laws, and shall retain his seniority in accordance with those laws.

Section 6. When it is necessary for employees to leave their duty for the purpose of attending Union business other than organizational activities, and providing reasonable notice has been given to the Company, employees may be granted leave of absence without pay. Such leave of absence shall not exceed thirty (30) days, but may be extended for additional time upon written request to the Company if further such leave is feasible. The Company may grant such leaves for up to five (5) employees at one time, provided the employees do not come from the same work unit, no more than twice a year, and such absence does not interfere with the operation of the Company. An employee on a union-related Leave of Absence for less than thirty (30) days, shall continue to accrue leave benefits while on such leave.

Section 7. Employees who donate blood will be provided two (2) hours paid leave.

ARTICLE XII BULLETIN BOARD

The Company agrees to furnish a bulletin board located in the work area where employees normally check in and check out for the use of the Union for posting of matters relating to Union meetings and other Union matters of a non-controversial, non-political nature only. All such notices as posted by the Union shall be signed by an authorized Union representative.

ARTICLE XIII
SAFETY, HEALTH AND SANITATION

Section 1. Any protective devices or other safety equipment necessary to protect employees from injury will be provided by the Company without cost and shall be worn and/or utilized by the employee in the performance of their job tasks. In this connection, the Company will welcome suggestions from employees, or the Union, regarding the need for additional safety equipment, but in view of the Company's responsibility to provide safe working conditions, the Company reserves the right to make a final decision regarding the addition or elimination of safety equipment.

Section 2. The Company shall maintain adequate first aid facilities at all times. The present procedure of using Sentara CarePlex on Coliseum Drive, Hampton, VA satisfies this requirement. In the event an employee suffers an injury on the job in the course of his employment and is required to leave work to go to the doctor, he shall be paid for the balance of his shift on the day such injury occurs. If the employee is able to return to work after visiting the doctor, he shall do so and shall be compensated for the time spent at the doctor.

Section 3. The Company and the Union agree to recognize that employees from time to time may have meritorious suggestions for improvement of safety conditions in the Company's operations. Therefore, the Company and the Union encourage employees to produce any such safety suggestion in writing and submit it to the Company for consideration. It is further recognized and agreed that the Company may, from time to time, schedule safety meetings and require attendance by employees. Attendance of employees at any such safety meeting which is scheduled with required attendance shall be compensated for the time actually spent incidental to such safety meeting at the employee's applicable rate of pay.

Section 4. The Company shall furnish and maintain clean and adequate washroom facilities for employees. It is recognized and agreed that it is the responsibility of each employee to maintain these facilities in a clean and neat fashion.

Section 5. In the event the Company determines that it is necessary to clean and/or otherwise maintain a piece of equipment, sufficient time will be provided employees during working hours to perform the necessary cleaning and/or normal maintenance work. In this regard, past practice shall prevail.

Section 6. A Joint Safety and Health Committee shall be established for the purpose of making constructive recommendations to the Company. Minutes shall be recorded and copies furnished to the members of the Committee.

Section 7. Should walk-around safety inspection of the Company's premises be conducted by NASA or OSHA pursuant to the provisions of OSHA, the member of the Safety Committee designated by the Union or their alternate, shall have the right to accompany the inspection team during regular duty hours without loss of pay. The Company shall notify the Union's designate or alternate of the upcoming

inspection as soon as possible after the Company is notified.

Section 8. The Company will pay up to the sum of \$85.00 for the purchase of safety shoes for all employees, including relief employees required to wear safety shoes in the performance of their job, limited to no more than one (1) pair per year; provided however, that employees in the following classifications may purchase two (2) pairs (up to \$85.00 each) in one year if needed:

Truck Driver, Heavy, Tractor Trailer

**ARTICLE XIV
HOLIDAYS**

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Section 1. The following days shall be observed as holidays under this Agreement:

- | | |
|-----------------------------|------------------|
| New Year's Day | Labor Day |
| Martin Luther King, Jr. Day | Columbus Day |
| Presidents Day | Veteran's Day |
| Memorial Day | Thanksgiving Day |
| Independence Day | Christmas Day |

Section 2. A regular employee who is in a pay status of the Company on a holiday recognized herein and who works his assigned schedule during that work week, except for being absent without a legitimate reason, shall receive holiday pay at his straight time pay rate. If an employee is scheduled or requested to work on a holiday, but fails to do so, he will receive no holiday pay unless he has a legitimate reason for not working.

Section 3. An employee who works on one of the above listed holidays shall be paid at time and on-half his straight time base pay for all hours worked on that holiday, in addition to any holiday pay for which he may be qualified.

Section 4. Holiday pay shall be included in computation of weekly overtime.

Section 5. On days which are not recognized as holidays under Section 1 above, but where the Government, because of special events and occasions, substantially reduces the normal activity at the Center and allows reimbursement to the Company, the following provisions shall apply:

- (a) Those employees who are required to work will be paid at their straight-time hourly rate; and
- (b) Those employees who are not required to work will receive pay at their regular straight-time hourly rate.

ARTICLE XV

Exhibit E
VACATIONS

Section 1. Regular employees shall earn paid annual leave (vacation) as follows:

- (a) Regular employees with less than one (1) year of active service with the Company shall earn one (1) hour annual paid leave per year for every 21.6 man-hours worked.
- (b) Regular employees with more than one and less than seven (7) years of active service with the Company shall earn one (1) hour annual paid leave per year for every 15.3 man-hours worked.
- (c) Regular employees with over seven (7) years of active service with the Company shall earn one (1) hour annual paid leave for every 11.8 man-hours worked.

Section 2. Every three (3) months the Company shall ascertain the desires of eligible employees relative to vacation dates within the following three (3) month period. The Company will give consideration to the personal desires of employees for vacation schedules dependent upon the needs of the Company. However, in the event of a conflict between two (2) or more employees regarding preference for a specific vacation period, such conflict will be resolved finally by granting preference on the basis of classification seniority. All other vacations will be granted on a first come first served basis.

Section 3. Employees who schedule vacations of one (1) week or more in advance of the vacation starting time, will be paid vacation allowance prior to the end of the work shift on the last workday preceding the vacation schedule (including casual days), provided a manual check or additional payroll run is not required.

Section 4. Vacations may be accumulated and carried over from one calendar year to another. No employee may carry over more than 240 hours (30 days) past January 1st of any given year. All vacations, except day-at-a-time casual vacations (eight (8) hours), shall commence on the first work day of the work week. Bargaining unit employees may utilize earned vacation on a daily basis provided one (1) day's notification (prior to 9:00 am. on the preceding workday) is given to the Company office before a vacation is taken, unless the absence is due to illness and the affected employee has exhausted his sick leave entitlement. In cases of absences due to illness, the employee must notify the Company office of the nature of the illness and the desire to take a day of vacation to cover the same as soon as possible, but no later than thirty (30) minutes prior to the beginning of his work shift on the day of the vacation. Any employee guilty of claiming illness to avoid giving one (1) day's notice shall be subject to disciplinary action. Employees successfully completing their probationary period, who leave the Company, shall be paid for accumulated earned vacation. It is understood that employees who give less than two (2) weeks notice of intent to leave the Company's employment will be paid vacation pay due at the convenience of the Company.

Section 5. Employees having vacation leave accrued will be granted vacation leave in increments of tenths of an hour on the following basis:

- (a) Notice is given to Employer not later than 9:00 a.m. on the day preceding the day on

Exhibit E

- which the vacation leave is requested.
- (b) The reason for the requested absence must be legitimate. The supervisor, in the absence of compelling work commitments will grant such requests. The supervisor will make a reasonable effort to arrange a replacement where compelling work commitments exist.
 - (c) Legitimate, as used in the context of this Section, shall be interpreted to mean that denial of the requests would impose an unreasonable hardship on the requesting employee.
 - (d) Employees having legitimate emergencies will be granted vacation leave. When such occurrences arise, the supervisor shall be notified and no other advance notice shall be required. Emergencies, as used in this context, shall be defined as any unforeseen circumstances beyond the control of the employee. Supervisors retain the right to approve all vacation requests.
 - (e) All employees in the bargaining unit shall be treated fairly and equitably in respect to the provisions of this Section.

Section 6. Absence with pay (holidays, vacations, sick leave, any NASA directed shutdowns where work is denied employee) shall count in accrual of vacation time as specified in Section 1 of this Article. In addition thereto, Union leave of absence, not exceeding ten (10) days duration by affected employees within any one (1) year period, shall also be counted as time worked in accrual of vacation time as specified in this Section.

**ARTICLE XVI
STRIKE NO LOCKOUT**

The Company agrees that during the term of this Agreement, it will not engage in a lockout of its employees. The Union agrees that during the term of this Agreement that there shall be no strikes, sit-downs, slowdowns, work stoppages, boycotts, sympathy strikes*, picketing, or any other interference with the operations of the Company, directly or indirectly for any reason, and that no officer, agent or representative, or member of the Union shall ever authorize, call, instigate, aid, condone, or acquiesce in any of such action and that no employee covered by this Agreement shall participate in any of such actions.

* In the event of a work stoppage at a NASA installation, employees covered by this Contract will not be required to enter or exit gates where pickets are posted.

**ARTICLE XVII
UNION REPRESENTATION**

Section 1. Upon prior notice to the Project Manager or his designated representative, authorized agents of the Union shall have access to the Employer's establishment during working hours for the purpose of adjusting disputes, investigating working conditions, and ascertaining that the Agreement is

Exhibit E

being adhered to. It is expressly agreed that the Employer is hereby released from any and all liability for any injury of any kind to such agent occurring while he is on the premises of the Employer.

Section 2. The Company shall recognize a Shop Steward, designated by the Union in writing, for each work area. Further, the Union shall appoint one Chief Shop Steward and alternate to serve over all work areas. The Chief Steward and all Shop Stewards shall be allowed reasonable time during working hours to investigate complaints, process grievances, and attend meetings with the Company in connection with their collective bargaining responsibility. Alternate Shop Stewards shall act only in the absence of the Steward for which designated as the Alternate. In the absence of the Chief Steward, a Shop Steward shall be designated by the Union in writing to act for the Chief Steward.

Section 3. The Company agrees that unit employees who file a complaint or grievance with the Company will not be questioned. in respect thereto. without advising the employee in the presence of a recognized Steward of his rights to Union representation.

Section 4. In exercising their responsibilities to bargaining unit employees. the Chief Steward and/or Shop Stewards shall guard against the use of excessive or unnecessary work time and will not unduly interfere with the operations of the Company.

Section 5. Chief Stewards and Stewards shall be granted preferential seniority and will be retained without regard to their seniority. as long as the Company has work for which they are qualified to perform. In the event a recognized Union representative is laid off or terminated (for lack of work he is qualified to perform) he shall be the first recalled when work he is qualified to perform becomes available.

Section 6. Nothing in this Article shall be construed as the right to deny the International Representative or Business Agent the privilege of processing a grievance on behalf of a unit employee, or to participate in a grievance meeting conducted in accordance with the Grievance Procedure.

Section 7. The Union shall be free to withdraw a grievance at any step of the Grievance Procedure, without prejudice.

Section 8. Except for compelling or unusual circumstances, employees in the unit will not be suspended or discharged, without first being given the Opportunity for a hearing with the Project Manager. Such employee shall be afforded the right to be accompanied and represented by the Union during said hearing.

ARTICLE XVIII
NON-BARGAINING UNIT EMPLOYEES
PERFORMING BARGAINING UNIT WORK

Section I. Employees of the Company who are excluded from the Bargaining Unit by National Labor Relations Board Certification No. 5-RC-8 191, will be permitted to perform work normally performed by the bargaining unit employees for the following reasons only:

- (a) When instructing or training employees;

Exhibit E

- (b) When situations arise in a Department and it is necessary for the individual to act for the safety of equipment and personnel;
- (c) When testing operations and equipment; and
- (d) During an emergency or to cover a short period of time when there are no bargaining unit employees, including relief employees, available to do the work and the work cannot be performed on an overtime basis.

In this regard, the Company shall make every reasonable effort to limit such assignments to a minimum, providing qualified employees can be obtained. Nothing herein shall be construed as authorizing any assignment of unit of work to excluded employees which results in the layoff of a bargaining unit employee and/or inhibiting the growth of the bargaining unit.

**ARTICLE XIX
HEALTH AND WELFARE**

Section 1. The Company agrees that Health, Life, Accidental Death & Dismemberment, and Disability insurance will be continued for eligible employees and their dependents for the life of this Agreement. Relief workers shall not be eligible for this coverage.

Section 2. The Company shall have the right to change insurance coverage, provided all benefits are equal to or better than what is currently provided. The Company will notify the Union of any anticipated changes and will afford the Union the opportunity to review and compare the benefits of the new carrier.

Section 3. There shall be no pyramiding of benefits (i.e., sick leave and vacation hours shall not be used to supplement any disability benefits) except the use of sick leave or vacation to cover the interim period prior to commencement of disability benefits as noted in Section 4, which follows.

Section 4. The Company will insure employees who qualify for disability income do not suffer any loss of pay during the interim period between the beginning of disability and commencement of disability insurance payments. Such disability payment will be sixty percent (60%) of the employee's base salary. In this connection, employees who have sick leave accrued will be granted paid sick leave; employees who do not have sufficient sick leave to cover the interim eight (8) day waiting period will be paid their regular rate of pay for all hours not covered by accrued sick leave, not to exceed five (5) work days. This provision will be limited to not more than one (1) occurrence each calendar year, except in those cases where the affected employee has sufficient sick leave accrued to cover the waiting period or chooses to utilize accrued vacation for this purpose. There will be no limitation on the use of vacation or sick leave to cover the waiting period.

In the event there is an increase in insurance premium during the life of this Agreement, such increase will be borne by the employees or the medical insurance coverage will be adjusted to absorb the increase in cost. In such cases the Union and Company will determine which option to exercise by mutual

Exhibit E

agreement. In the event of any such increase, the affected employees shall be notified of the increase and the reasons therefore. thirty (30) days in advance of the effective date of the increase. It is further agreed that no adjustment in the insurance rate shall be made except on the anniversary dates of the signing of the

agreement. The individual employee cost of the medical insurance at the effective date of this Agreement shall be \$43.90 per month (\$20.26 bi-weekly).

Effective on the date of ratification of this Agreement, all employees not presently exercising the option to have insurance coverage shall be afforded thirty (30) calendar days to exercise this option. In addition thereto, there shall be additional option periods of thirty (30) calendar days each year of the Agreement. Employees who do not exercise the right to enroll in the insurance program during the option period. will not be permitted to enroll at any other time, It is further agreed that employees who opt for insurance coverage must accept complete coverage.

**ARTICLE XX
SICK LEAVE**

Section 1. It is understood and agreed that upon the effective date of this Agreement. employees of the Company shall be allowed to accrue five (5) days sick leave (1 hour sick leave for ever). 52 hours worked). Newly hired employees shall be allowed the right to accrue sick leave in the same manner as regular employees of the Company. However. new hires will not be allowed to utilize sick leave until the completion of their probationary period.

Section 2. Sick leave not used during the employee's year of service for which it was allocated, shall be deemed to be fully earned and may be carried over from year to year. The obligation to carry-over sick leave and to recognize and continue previously accumulated sick leave shall be assumed by any successor to this Agreement.

Section 3. Sick leave will be retained, but will not accrue during layoff or LWOP, provided said layoff or LWOP does not exceed eight (8) months.

Section 4. Sick leave by employees shall normally be utilized in increments of eight (8) hours to cover absences, during the work week. when employees of the Company are unable to report to work because of illness or accident. Sick leave shall be granted on the following basis:

- (a) Notice is given to employer on the day preceding the day on which the sick leave for a doctor's appointment is requested and 30 minutes prior to their shift start for all other sick leave.
- (b) The reason for the requested absence must be explained to the Supervisor, who will in the absence of compelling commitments, grant such requests. The Supervisor will make a reasonable effort to arrange a replacement where compelling work commitments exist.
- (c) Sick leave may be utilized in increments of tenths of an hour for doctor's appointments,

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provided advance notification is given.

- (d) All employees within the bargaining unit shall be treated fairly and equitably in respect to the provisions of this Section.

Section 5. Normally, a doctor's excuse will not be needed unless the sick leave absence is greater than the three (3) work days. If a pattern of abusive sick leave is documented by the Company, the employee may be issued a "Letter of Requirement." This letter will require an employee to cover each absence with a doctor's certification. Letters of Requirements will remain in effect for a period of twelve (12) months. If an employee fails to cover an absence with a doctor's certification or continues to abuse sick leave, they shall be subject to discipline. The Company will review the employee's record after six months. At the discretion of the Company, the "Letter of Requirement" restriction may be removed.

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ARTICLE XXI
WAGES AND CLASSIFICATIONS

Section 1, The Company agrees to pay the following hourly rates for the classifications listed immediately below:

Job Classification	Effective 10/27/00	Effective 10/26/01
Automotive Parts Clerk	\$10.44	\$10.79
Automotive/Truck Maintenance Technician	14.95	15.30
Automotive Worker	10.44	10.79
Bus Operator	12.46	12.81
Disposal Warehouseman	10.74	11.09
Excess Property Data Entry Clerk	10.74	11.09
Freight Traffic Specialist	12.91	13.26
Item Manager	12.39	12.74
Laborer, Truck Helper (Furniture)	10.44	10.79
Metal Shop Cutter/Burner	11.81	12.16
Packer/Shipper	10.74	11.09
Personnel Security Assistant	11.80	12.15
Personnel Security Clerk	10.18	10.53
Property Management Clerk	10.97	11.32
Public Key Infrastructure Clerk	11.45	11.80
Receiving Clerk	10.82	11.17
Senior Purchase Request Processing Clerk	12.39	12.74
Senior Receiving Clerk	11.28	11.63
Senior Storekeeper	11.22	11.57
Senior Supply Cataloger	12.39	12.74
Storekeeper	10.74	11.09
Tool Crib Attendant	13.21	13.56
Transportation Dispatcher/Moving Services Coordinator	11.56	11.91
Truck Driver Medium/Mail	11.05	11.40
Truck Driver, Heavy	10.92	11.27
Truck Driver, Heavy (Furniture)	10.92	11.27
Truck Driver, Heavy, Tractor Trailer	11.86	12.21
Truck Driver, Medium	10.44	10.79
Vehicle Controller	10.92	11.27
Visitor Control/Badge & Pass Clerk	10.44	10.79
Leader	+0.50	+0.50
Relief	9.98	10.33

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Section 2. The manning needs of any classification covered by this Agreement shall be determined entirely by the Company. The Agreement will not constitute a guarantee of any particular job or jobs within any particular classification, nor shall it constitute a guarantee of any particular duties or deleting of duties from a classification. However, in assigning new duties from a classification, the principle of equal pay for substantially equal work shall apply, as it shall also apply to all employees within a classification.

Section 3. The Company, at its sole option may implement new classifications and/or job descriptions in light of changed conditions and the Company will offer to bargain with the Union concerning the pay rate.

Section 4. It is agreed and understood that the utilization of the position Leader will be solely at the discretion of the Company, including the determination of the need, number, and employee selected. Any employee assigned as a Lead will receive fifty (50) cents per hour differential while so assigned and in a pay status. In this connection, Leaders will not be responsible to impose discipline or make any recommendation regarding the level of discipline of any Unit employee. Leaders shall be responsible for designating and coordinating work tasks within their work area, relaying orders of Supervisors and assisting in the training of new employees. The Leader shall assume responsibility for the overall performance of their work area as assigned by the Supervisor.

Any disputes that arise out of work assignments or performance evaluation will be handled by the Supervisor and the Shop Steward. The Company will be responsible for ensuring that all Leaders understand and comply with the provisions of this Agreement.

Section 5. The Relief rate above is inclusive of all fringe benefits, except pension. Relief employees are included in the I.A.M. National Pension fund, Plan A, the same as all other employees based on their hours worked as provided for in the Plan.

Section 6. All new employees hired after October 1, 1991 shall receive \$.50 per hour less than the above rates during their first sixty (60) days of employment and cannot bid into another classification until reaching the full rate (unless this requirement is waived by Management).

Section 7. All wage increases shall be effective on the beginning pay period nearest the date such increase is due. The DynCorp pay period is bi-weekly on Friday.

When a regular full-time employee bids into a higher paying classification, the employee shall remain at the same rate of pay for the previous held classification for a period of one (1) month or until the employee has been fully and successfully trained and signed off on all applicable training documentation for the higher classification. If the bidding, regular employee has been previously trained and signed off on all training documentation, that employee will enter the higher classification at the top pay rate of the classification.

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ARTICLE XXII
Invalidity

If any Article or Section of this Agreement should be held invalid by operation of law, or by any legal tribunal of competent jurisdiction, or if compliance with or enforcement of any Article or Section should be restrained by such tribunal pending a final determination as to its validity, the remainder of this Agreement shall not be affected thereby and shall continue in full force and effect. Upon request of either party, the parties shall meet *to* negotiate a satisfactory replacement for such invalid provision.

ARTICLE XXIII
SUPERSEDING EFFECT OF AGREEMENT

It is expressly agreed and understood that the wages, working conditions, and fringe benefits provided in this Agreement are in lieu of any and all working conditions and fringe benefits of any kind previously provided by the Company or its predecessor for employees within the bargaining unit.

ARTICLE XXIV
MACHINIST NON-PARTISAN POLITICAL LEAGUE

Section 1. The Company agrees to make payroll deductions available to employees who voluntarily elect to contribute to the Machinist Non-Partisan Political League (MNPL). Employees will not enter or re-enter the MNPL check-off more often than once a year.

Section 2. Upon receipt of a signed appropriate payroll deduction authorization form, the Company shall make the indicated weekly deductions and supply a single monthly check to a location designated by the Union along with an itemized list of individual employees and amounts that make up the total.

Section 3. The Union agrees to indemnify and hold the Company harmless against any and all claims, demands, suits, costs, and/or other forms of liability that shall arise out of or by reason of action taken or not taken by the Company relative to this service.

Section 4. The Company's sole liability is limited to the accuracy of the names and amounts of payroll deductions indicated on the sheets that accompany the total check.

Exhibit E

MACHINISTS NOS-PARTISAN POLITICAL LEAGUE CHECK-OFF

Date

1.

Name of Employee

Clock No. _____ hereby authorize and direct

Name of Employer

to deduct weekly from my wages the sum of \$ _____ and forward this amount monthly to the Treasurer of the Machinist Non-Partisan Political League at 1300 Connecticut Avenue NW, Washington, DC 20036. I hereby authorize that the above amount be deducted each week from my paycheck.

I have executed this wage deduction authorization voluntarily without any coercion, duress, or intimidation and none of the monies deducted are a part of my dues or membership fees to the local union. This authorization and the making of payments to MNPL are not conditions of membership in the Union or of employment with the Company and I understand that the money will be used by the MNPL to make contributions and expenditures in connection with federal elections.

Signature of Employee

**ARTICLE XXV
GENERAL PROVISIONS**

Section 1. The Company agrees to pay the full cost for all new or renewal license, tests, or examinations required in the performance of work except for state vehicle operator and chauffeurs license.

Section 2. It is understood and agreed that when employees of the Company are required to take job related courses applying to their current or future job classification, those employees will be reimbursed by the Company for all related application, tuition, and required textbook expenses.

Section 3. The Company will make available specialized tools necessary for the automotive/truck maintenance technicians to perform work. Normal basic hand tools will be provided by the employee.

Exhibit E

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Section 4. The parties recognize and agree that NCI is the prime contractor under a federal government contract (4NAS 1-96010 and as modified) with NASA and as such is responsible for the performance of that contract. including the performance of sub-contractors. if any, pursuant to the terms of the Service Contract Act.

**ARTICLE XXVI
PENSION**

Section 1. The Employer shall contribute to the I.A.M. National Pension Fund. Plan A. benefits as follows for each 40 hour work week for which employees in all job classifications covered by this Agreement are entitled to receive pay under this Agreement as follows:

\$1.00 per hour effective 29 October 97
\$1.00 per hour effective 29 October 98
\$1.05 per hour effective 29 October 99

Section 2. The Employer shall continue contributions based on a forty (40) hour work week while an employee is off work due to paid vacations or paid holidays. Contributions shall be excluded for any hours the employee is not on the active payroll.

Section 3. Contributions shall begin at the completion of the employee's probationary period. but not later than sixty (60) calendar days after date of hire in the case of permanent employees. Temporary/Part-time/Relief employees shall be excluded for a period of ninety (90) days.

Section 4. The I.A.M. Lodge and the Employer adopt and agree to be bound by. and hereby assent to, the Trust Agreement, dated May I, 1960, as amended, creating the T.A.M. National Pension Fund and the Plan rules adopted by the Trustees of the I.A.M. National Pension Fund, in establishing and administering the foregoing Plan pursuant to the said Trust Agreement, as currently in effect and as the Trust and Plan may be amended from time to time.

Section 5. The parties acknowledge that the Trustees of the L.A.M. National Pension Fund may terminate the participation of the employees and the Employer in the Plan if the successor collective bargaining agreement fails to renew the provisions of this pension Article. other than to increase the contribution rate or to add job classification or categories of hours for which contributions are paid.

Section 6. This Article contains the entire agreement between the parties regarding pensions and retirement under this Plan and any contrary provision in this Agreement shall be void. No oral or written modification of this Agreement shall be binding upon the Trustees of the I.A.M. National Pension Fund. No grievance procedure. settlement or arbitration decision with respect to the obligation to contribute shall be binding upon the Trustees of the said Pension Fund.

**ARTICLE XXVII
DURATION**

Section 1. This Agreement shall become effective December 1, 2000 and shall remain in full force and effect until midnight on November 30, 2002 and from year to year thereafter unless either party shall, no more than one hundred and twenty (120) days and at least ninety (90) days prior to any anniversary hereof, notify the other party of a desire to amend or terminate this agreement. In the event of such notice being given, the parties shall meet for the purpose of negotiating a new Agreement.

Section 2. No Agreement, waiver, alteration, understanding, variation, or modification of any terms or conditions contained herein shall be made by any employee, group of employees, or Union Business Representative with the Company, and in no case shall it be binding upon the parties hereto unless such Agreement is made and executed in writing between the parties hereto, and the same has been ratified by the Union.

Section 3. The waiver of, or any breach of conditions of this Agreement, by either party, shall not constitute a precedent in the future enforcement of all the terms and conditions herein.

Section 4. This agreement constitutes the sole and entire agreement between the parties, and supersedes all prior agreements, commitments, and practices, whether written or oral between the predecessor employer and the Union, or the predecessor employer and any covered employee or employees. No matter or matters shall be the subject of collective bargaining negotiations during the term of this agreement, even though such matters may not have been negotiated upon previously nor within the knowledge or contemplation of either or both of the parties at the time of negotiations for this agreement.

Exhibit E

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Exhibit E

IN WITNESS WHEREOF the parties hereto have executed this Agreement,

this

Date

DYNCORP TECHNICAL SERVICES, INC.

**DISTRICT LODGE 74,
INTERNATIONAL ASSOCIATION OF
MACHINISTS & AEROSPACE
WORKERS**

W. A. Tucker
Director, Labor Relations

Larry Young
Directing Business Representative

James M. Abell
Program Manager

Otis L. Jones
Chief Steward

Bernice Jones
Negotiating Committee

C. Darleen Jones
Negotiating Committee

Exhibit E

The following is a one-page amendment to the CBA between DynCorp Technical Services, Inc. and District Lodge #74, International Association of Machinists and Aerospace Workers, Local 2531

December 18, 2000

Mr. Larry Young, Directing business Representative
District Lodge 74
International Association of Machinists and Aerospace Workers
5307 East Virginia Beach Blvd., room 122
Norfolk, VA 23502

Re: PC Service Technician (Entry Level) classification

Dear Mr. Young:

This will confirm our Agreement reached today regarding the classification, PC Service Technician (Entry Level).

It is agreed that the PC Service Technician (Entry Level) classification will not be added to the schedule of classifications and wages contained in ARTICLE XXI, Section 1 of the Collective Bargaining Agreement (CBA) between the parties as it is not a permanent, full time requirement of the program. This position will be filled temporarily as required by detail in accordance with the applicable provisions of the CBA. It is anticipated that the requirements for this classification will average less than twelve (12) hours per week. The Company agrees to pay the following hourly rates when employees are detailed to this classification:

	<u>10/27/00</u>	<u>10/26/01</u>
PC Service Technician (Entry Level)	\$13.23	\$13.58

This Agreement will be effective for the term of the current Collective Bargaining Agreement between the parties unless changed or terminated by mutual agreement of the parties.

FOR THE COMPANY:

FOR THE UNION:

W. A. Tucker
Director, Labor Relations

Larry Young
Directing Business Representative

Exhibit E

AGREEMENT BETWEEN
NCI INFORMATION SYSTEMS, INC.
AND
DISTRICT LODGE #74
INTERNATIONAL ASSOCIATION OF MACHINISTS
AND AEROSPACE WORKERS
LOCAL 2531

This Contract is Effective from January 7, 2001 through December 31, 2002. {tc "This Contract is Effective from January 7, 2001 through December 31, 2002." \ 2}

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PREAMBLE

The Agreement is made and entered into on this 1st Day of January 2001, by and between NCI Information Systems, Inc., its successors and assigns, hereinafter referred to as the "Company" or "Employer", and the District Lodge No. 74 and International Association of Machinists and Aerospace Workers, its successors and assigns, hereinafter referred to as the "Union".

WITNESSETH

It is the intent and purpose of the parties to this Agreement to promote and improve all industrial and economic relations between the Company and the employees covered by this Agreement, and as set forth in the entire Agreement covering rates of pay, hours of work, and conditions of employment to be observed.

ARTICLE I RECOGNITION

The Employer recognizes the International Association of Machinists and Aerospace Workers, AFL-CIO, and its District Lodge No. 74, hereinafter collectively referred to as the "Union", its successors and assigns, as the sole exclusive collective bargaining representative of its employees certified by the National Labor Relations Board in Case No. 5-RC-8191.

ARTICLE II HIRING

During new employee orientation, the Company will provide a copy of the Union contract to the new employee and have the employee's supervisor introduce the new employee to the appropriate Union steward within the first two work weeks.

ARTICLE III NON-DISCRIMINATION

The Company and the Union mutually agree that there shall be no discrimination against any employee because of age, race, creed, color, handicap, sex, or national origin in violation of the provisions of the Civil Rights Act of 1964, as amended, or the Age Discrimination Act of 1967.

ARTICLE IV

MANAGEMENT RIGHTS

Section 1. Except to the extent expressly abridged by a specific provision of this Agreement, Management of the Company is vested solely and exclusively in the Company, and the Company reserves and retains all of its inherent rights, including but not limited to, method of production; the introduction of new equipment, machinery or processes; the change or elimination of existing equipment, machinery or processes; and discontinuance, temporarily or permanently, in whole or in **part**, of the conduct of any of the business or operations of the Company; the selection, size, direction, and control of the working forces in connection with the requirements to be determined by the Company; the right to transfer, promote, demote, layoff, or otherwise relieve employees from duty for lack of work or other legitimate reason consistent with the terms of this Agreement; the right to terminate, discharge, or discipline employees for just cause. For good and sufficient reasons, the Company reserves the right to abolish or change existing rules or to establish reasonable rules and regulations not in conflict with the express terms of this Agreement governing employment and working conditions. The Management, not limited by the clear and explicit language of a clause of this Agreement, should be conclusively presumed to be authorized hereby. Any dispute between the parties arising from this Article shall be subject to the grievance and arbitration procedures.

Section 2. The Company agrees not to subcontract exclusive bargaining unit work that will directly cause the termination of bargaining unit employees or inhibit bargaining unit growth. The Company may, however, subcontract where necessary due to a lack of plant or equipment capacity, equipment breakdown, fire, flood, or similar cause.

Section 3. The Company may require an employee to take an alcohol breath test or urine drug screening test for any on the job accident where property damage exceeds \$100 or emergency medical treatment is required. Further, the Company may utilize reasonable suspicion testing for alcohol or drug use if a Company official suspects an employee to be impaired on the job. An official who suspects an employee is impaired will contact another Company official to corroborate the impairment. The Company may also test an individual that has been observed using illegal drugs or alcohol on the job. There shall be no random alcohol or drug testing of unit employees except for employees in safety-sensitive areas or classifications that have been designated for testing. Alcohol and drug test process used will be to HHS standards, or DOT equivalent.

Section 4. The Company, at its sole option, may implement new classifications and/or job descriptions. The Company shall set a pay rate for the job and offer to negotiate with the Union concerning the pay rate.

**ARTICLE V
CHECK-OFF**

Section 1. The Company agrees, subject to the provisions hereof, to deduct Union dues, initiation fees and/or other deductions from the wages of the employees so authorizing the same, in the manner and at such times as hereinafter provided.

Section 2. The Union agrees to furnish to the Company authorization duly signed by the employees so authorizing the deduction and properly witnessed. The check-off authorization shall read as follows:

I hereby voluntarily assign to District Lodge 74: International Association of Machinists and Aerospace Workers, or in lieu of thereof, a subordinate Local Lodge designated by District Lodge 74; from any wages earned, or to be earned by me, initiation fees and the amount of my regular monthly membership dues or an equivalent amount in said Union.

I authorize and direct my Employer to deduct said monthly membership dues or the equivalent amount from my pay each month, and to remit the same to the order of officer of official designated by the Union, said authorization and direction to be subject to all the terms and conditions contained in the collective bargaining agreement in existence between my Employer and the Union.

This check-off authorization shall remain in effect until revoked by me and shall be irrevocable for a period of one (1) year from the date of execution of such authorization of this Agreement between my Employer and the Union; and I further agree and direct that this assignment shall be irrevocable for the period of each succeeding applicable collective bargaining agreement between my Employer and the Union.

This authorization shall be automatically renewed and irrevocable for successive periods of one (1) year, unless written notice of cancellation is given by me to the Company and the Union, said notice to be forwarded by registered or certified U.S. mail, not more than seventy-five (75) days and not less than sixty (60) days prior to the expiration of each term of one (1) year, or prior to the termination of the collective bargaining agreement between my Employer and the Union, whichever occurs sooner.

THIS AUTHORIZATION IS VOLUNTARILY MADE IN ORDER TO PAY MY FAIR SHARE OF THE UNION'S COST REPRESENTING ME FOR THE PURPOSE OF COLLECTIVE BARGAINING AND THIS AUTHORIZATION IS NOT CONDITIONED ON MY PRESENT OR FUTURE MEMBERSHIP IN THE UNION.

Print Name

Sign Name

Date

Section 3. The Union shall certify to the Company in writing each month a list of such employees who have made such assignments, together with an itemized statement of the initiation fees, dues, and other deductions to be deducted from the pay of such employees, and the Company agrees to deduct in the amount so certified in respect to each such member from the first such certification or statement, and shall make such remittance to the Union in one lump sum within ten (10) days after said deduction is made. The Company agrees to provide a current listing of all its bargaining unit employees, on a monthly basis, to the Union. Further, whenever an employee moves from one Company to another, the Union shall be notified within three (3) work days.

Section 4. All present employees who are members of the Union on the effective date of this Agreement shall remain members of the Union in good standing or pay an amount equivalent to the Union dues. Present employees who are not members of the Union and/or employees who are hired hereafter, shall become and remain members in good standing in the Union or pay an amount equivalent to the Union dues on and after the 31st day following the effective date of this Agreement, whichever is the later. This money is to pay the Union's cost of representing employees for the purpose of collective bargaining and this authorization is not conditioned on present or future membership in the Union.

Section 5. The Union agrees to indemnify and hold the Company harmless against any and all claims, demands, suits, costs, and/or other forms of liability and expenses that shall arise out of or by reason of action taken or not taken by the Company for the purpose of complying with any provisions of the Article or in reliance upon any list, notice, or assignment furnished by the Union under such provision.

**ARTICLE VI
HOURS OF WORK**

Section 1. It is recognized and agreed that the standard work week shall be from Sunday 12:01 a.m. to Saturday midnight. It is further agreed and understood that the normal workday shall consist of eight (8) hours per day and the normal work week shall consist of forty (40) hours of work per week, Monday through Friday, inclusive.

Section 2. Upon reasonable advance notice to the Union or appropriate Union Steward, the Company may for good and sufficient cause (to include NASA requirements) change the starting time of the work shift and/or the scheduled thirty (30) minute lunch period, except the Supply area, which has a scheduled 45-minute lunch period. If necessary, the Company may require the employee to work through their regular scheduled lunch period. In such instances, the affected employee will not receive overtime rate, and the employee will be provided a lunch break within one hour of normal lunch time or overtime will be paid.

Section 3. When overtime assignments are required, overtime will be offered to each employee within the classification in which the overtime assignment is made. Overtime will first be offered to the employee within the classification with the least amount of overtime hours offered within the existing calendar year. In the event that two employees have the same amount of overtime offered and only one employee is needed, unit seniority will be the deciding factor. Affected employees will be notified of overtime requirements as soon as possible after the request for overtime is made. The Company will keep records of all overtime offers for all union employees. If the Company does not receive a sufficient number of volunteers on the first round of overtime offers, the employee with the least amount of overtime offered will be assigned to work the overtime and the assignment becomes mandatory; provided however, that an exception to the overtime distribution will be only for continuation of jobs which commence during the regular shift and extend into overtime where continuity is necessary for efficient completion of the job.

The Company agrees to maintain records on site of all overtime worked. Overtime records shall be made available to the Union (Chief Steward or Shop Steward) for inspection to resolve specific complaints with respect thereto. The Company will make these records available to the Union no later than three (3) working days after the request.

Section 4. Overtime paid at one and one-half (1 $\frac{1}{2}$) times the regular straight-time hourly rate shall be paid for all hours worked by an employee in excess of eight (8) hours per day or forty (40) hours per week. Work performed on Saturday or Sunday shall be paid for at the rate of one and one-half (1 $\frac{1}{2}$); provided, however, that the Company shall not pay an employee Saturday or Sunday premiums who is not in pay status for two or more days during the normal work week when any such employee is assigned to work on said Saturday or Sunday.

Section 5. There shall be no duplicating or pyramiding of overtime or premium pay under the provisions of this Agreement; any such hours compensable under *two* or more provisions of this Agreement shall be paid at the higher premium rate of the two.

Section 6. In the event it is necessary to call out a regular employee to work, Employer agrees that such called out regular employee shall receive a minimum of four (4) hours of work or four (4) hours of pay at the applicable rate of pay.

Section 7. In the event a regular employee reports for work at his scheduled starting time and no work is available, the employee shall be entitled to receive four (4) hours show up time pay, to be paid at his regular straight-time hourly rate of pay. It is expressly understood and agreed, however, that this Section shall not be applicable in the event the employee is notified at least one (1) hour prior to his normal starting time, or the lack of work is caused by an act of God or other cause beyond the control of the employer.

The Company will not be liable for the payment of show up time in instances where the employee reports for work more than fifteen (15) minutes after the start of the shift. and does not call in prior to the beginning of the shift. In addition thereto, the Company will not be liable for show up time in any instance where the employee reports to work later than forty-five (45) minutes after the beginning of the shift and will be subject to being sent home the balance of that work day.

Section 8. Employees volunteering to perform work in a classification lower (determined by pay level) than their regular rate of pay, and accepted for such assignments by the Employer, shall be compensated at the rate currently being paid for work in a lower classification. (This section will not apply to employees directed to work by the Company).

Section 9. Employees will be allowed to use flex-time for short durations to fulfill personal obligations. When an employee has a need to use flex-time, he/she must make up the time missed during the same work week and within the same pay period. Flex-time is at the discretion of the Supervisor and will only be granted after management has ensured that operational needs have been met. The Supervisor and the employee will agree on the flex-time schedule and said schedule can only be changed by mutual agreement. When employees are working a flex-time schedule to make up hours missed. there will be no overtime payment for any hours worked in excess of (8) hours per day.

ARTICLE VII SENIORITY

Section 1. Seniority for purposes of vacation shall be defined as the length of cumulative employment with the Company. Otherwise, seniority shall be defined as the length of continuous service, whether employed by the Company or his predecessor, from the employee's latest date of hire as an employee in the bargaining unit. and shall be recognized on a bargaining unit-wide basis.

Section 2. The Company shall furnish the Union every six (6) months an accurate seniority list of all employees in the bargaining unit. Such list is to include name. classification, unit and classification seniority dates. wage rate. and home address of each employee.

Section 3. All employees including relief employees hired as full-time employees, shall be considered probationary employees for the first forty-five (45) days of work as a full-time employee. Any decision of the Company to terminate or otherwise discipline a probationary employee shall be final and not subject to the Grievance and Arbitration provisions of this Agreement. Upon satisfactory completion of the probationary period. the employee shall become a regular employee with seniority dating from the date of hire as a full-time employee. Probationary employees shall receive all fringe benefits of the contract except insurance. Insurance will become effective the first day of the month following the date of hire.

Relief employees hired as permanent employees shall, upon satisfactory completion of the above probationary period, be credited with seniority on the basis of one month seniority for each full six months employed as a relief employee.

Section 4. Classification seniority shall mean the length of accumulated service within a classification.

Section 5. In administering this Agreement, the principle of seniority based on employment within the bargaining unit exclusively, unless otherwise provided elsewhere in this Agreement, shall be the determining factor in effecting layoff, recall, formal training within the employee's job classification, promotions, demotions, shift starting time, and in respect to other working conditions where specifically stated in the Agreement.

Exceptions to the principle of seniority shall be made only where a less senior employee is clearly better qualified than the senior employee in relation to skill and ability (including physical and prior experience). The Company agrees in making an evaluation of skills and ability (including physical ability), only objective factors shall be considered and in no instance shall the Company be unreasonable or arbitrary in the application. Experience, as used in the context of this Section, is intended to apply to specialized situations and is not to be used as a means of circumventing seniority where the other factors listed above are substantially equal. Employees will be offered training opportunities based upon job classification seniority.

Section 6. Seniority shall be canceled and terminated upon the happening of any of the following events:

- (a) An employee quits.
- (b) **An** employee is discharged.
- (c) An employee fails to return to work within five (5) days of notice of recall given the Company by registered or certified mail.
- (d) An employee is absent for three (3) days without previously notifying the Company except in cases of extenuating circumstances.
- (e) An employee overstays a leave of absence without notifying the Company, except in cases of extenuating circumstances.
- (f) An employee engages in other employment during a leave of absence without obtaining prior permission of the Company.
- (g) **An** employee gives false reasons for obtaining a leave of absence.

- (h) Settlement has been made for total disability.
- (i) An employee has retired.
- (j) An employee has been in layoff status or is absent because of sickness or injury or similar cause for more than eight (8) months. Employee upon request of the Company shall give written authorization release of medical records concerning an extended illness.

Section 7. It is recognized that the Company has the right to assign work to its employees, and classification seniority shall not. nor shall anything contained in this Agreement. be construed to restrict the Company in requiring an employee in one classification from doing any work temporarily in any other classification. and although employees may usually expect their work assignment to be in keeping with their regular job classification, the Union expressly recognizes the need for flexibility in the work force and agrees that an employee in one classification shall not be restricted from temporarily doing the work normally done by an employee in another classification.

In the event an employee is temporarily assigned to work in a classification for which the normal rate of pay is higher than the rate of pay received by the employee in his/her normal classification, he shall receive the higher rate of pay for all hours worked in the temporary assignment in excess of one (1) hour. In the event an employee is temporarily assigned work in a classification lower than his normal classification. he shall receive his regular rate of pay. The provisions of this Article shall not apply to work assignments made for job training purposes.

Section 8. A temporary assignment is defined as one not exceeding ten (10) days. Assignments which exceed ten (10) days are defined as temporary transfers and will be accomplished by following the provisions of Section 5 of this Article. It is further agreed that in effecting temporary assignments or transfers. nothing herein shall be applied in such a manner that results in circumventing the posting of permanent job vacancies. nor will temporary work assignments be rotated to avoid effecting a temporary transfer.

Section 9. In making assignments to a permanent job vacancy or new job, the Company shall consider the desires of the employees. In the event that a position becomes vacant, the Company will either post the job within five (5) work days or inform the Union of its present intent not to fill the job. A notice of any such vacancy or new job shall be posted on the bulletin board for three (3) work days (during which time the vacancy shall be considered temporary). The Company. at the end of such time period. shall consider those employees who have submitted a bid notice (the form and content of which the parties shall mutually agree upon) and consistent with the needs of the Company, shall within ten (10) work days assign the senior qualified employee consistent with the needs of the principles set forth above in Section 5. Qualified, as used in the context of this Section, shall be interpreted to mean the employee has

the background, experience, and ability to perform the work in a satisfactory manner after normal indoctrination and familiarization instructions on the new job. The Employer agrees that in imposing qualifications for a job opening, all qualification criteria will be equally applied to applicants, whether within the unit or outside the unit. Job openings shall be posted Company-wide at the N.A.S.A. facility at Langley AFB in Hampton, Virginia, candidate bidding shall be bargaining unit-wide, and the most senior qualified employee will be selected for the job. The Company shall assure that the posting of such opening is accessible to all Unit employees and a copy of all such postings shall be provided to the Union Recording Secretary.

Section 10. In the event no qualified employee signs such a bid notice for a job opening, it is agreed and understood that the Company may hire a new employee for such job. The Company will use the same basic qualification requirements for evaluating potential new hires. If no qualified applicant is found, the Company will select and train the most qualified senior employee that applied for this position.

Section 11. Employees assigned or transferred pursuant to this Article shall be given thirty (30) days in which to prove they are capable of performing the duties of the new job in a satisfactory manner. In the event such employees do not satisfactorily meet the requirements of the new job, they shall be returned to their prior position or its equivalent without prejudice. Any employee, upon request, shall be advised in the presence of his Union representative of the specific reasons for not meeting the requirements of the job and disputes arising therefrom shall be subject to grievance procedure.

Section 12. Normally, successful bidders will not be permitted to bid on another job opening for a period of six months from the date of assignment to the new position.

Section 13. When a reduction in the force becomes necessary in the Company's judgement, the employee(s) laid off shall be the employee within the affected classification with the least seniority in the classification. Employees affected by the layoff shall have the right to return to any position previously held, or to bump the least senior employee in any classification below the position from which laid off, whichever results in the least inequity on the affected employee, based on bargaining unit seniority. It is agreed and understood that in order to displace an employee, as provided herein, the displacing employee must meet the minimum qualifications to perform the work. Employees affected by a layoff shall have three (3) work days, following receipt of written notice of layoff, to serve notice in writing to the Company of their intent to exercise return or bumping rights. Employees shall exercise their seniority in a recall from lay-off in reverse seniority order with full utilization of bumping rights.

Section 14. In effecting promotions within a departmental segment of the unit, i.e., Transportation, Supply, Reproduction, Mail Service, etc., first consideration shall be given to job bidders within the specific departmental segment. In this connection, departmental seniority shall determine the awarding of the bid except where departmental seniority is equal among prospective bidders. In such cases bargaining unit seniority shall prevail. Provided no employee

within the affected departmental segment bids the vacant position, the position shall be posted bargaining unit-wide and the job awarded on the basis of bargaining unit seniority.

Section 15. The Company and Union recognize that NCI is the prime contractor with NASA and may, from time to time, utilize sub-contractors (see Article XXV, Section 4) who may have separate collective bargaining agreements with the Union. In the event such subcontractors are utilized, then the following shall apply:

- (a) Seniority for employees who move between NCI and a subcontractor shall continue to be defined as provided in Sections 1 and 4 of this Article.
- (b) Employees may exercise their seniority rights across Company-lines consistent with this Agreement and only with respect to:
 - (1) Job bidding (Article VII, Section 9)
 - (2) Bumping rights in the event of lay-off and recall (Article VII, Section 13)
 - (3) Promotions (Article VII, Section 14)

ARTICLE VIII RELIEF EMPLOYEES

Section 1. Relief employees shall be subject to the Union Security provisions, as defined in Section 4, Article V (Union Security).

Section 2. The employer agrees that the services of relief employees will be used when a full time employee is either on vacation, sick to include short term disability, on leave without pay, during peak work loads of short duration, or for training purposes and will not be utilized to inhibit or diminish bargaining unit growth, nor will relief employees be employed while permanent employees are on layoff and are qualified and willing to do the work in relief capacity.

Section 3. Relief employees who perform work in the bargaining unit will pay a \$5.00 fee per month provided they are employed and/or paid for any part of the month not exceeding a cumulative total of forty (40) hours in any payroll month. Relief employees working and/or paid for cumulative total of forty (40) hours or more in any payroll month will pay dues in the regular amount paid by permanent employees in the bargaining unit. The dues of relief employees will be deducted in the same manner, and at the same time, as permanent employees.

Section 4. In the event a vacancy occurs in a permanent position which is not filled by bid procedure within the unit by permanent employees, such vacancy shall be offered to the senior qualified relief employee after employees on layoff are offered the position.

ARTICLE IX DISCIPLINARY ACTION

Section 1. Disciplinary action shall be initiated by the Company only for just and sufficient cause and any penalty imposed shall be consistent with proven offenses. It is agreed and understood by the parties that the concept of disciplinary action is to first correct the offending employee and all discipline imposed shall be consistent with the offense committed. In this regard, where it is reasonable to assume that a letter of reprimand will correct the offending employee, such course of action will be followed by the Employer.

Section 2. No disciplinary action taken more than one (1) year earlier may be used for progressive discipline or introduced into evidence in any Arbitration proceeding; provided, however, that drug and alcohol related offenses may be used for a two (2) year period. It is further agreed that in order to consider that an employee has been disciplined, he and the Union shall be furnished a duplicate copy of any disciplinary matter inserted in his personnel file.

Section 3. Prior to taking disciplinary action (letter of reprimand, suspension, or discharge) against any employee in the unit, the affected employee will be advised of his/her right to Union representation in the presence of his/her Shop Steward.

Section 4. Disciplinary action in any form imposed by the Employer shall automatically be subject to the grievance and arbitration procedure.

ARTICLE X GRIEVANCE AND ARBITRATION

Section 1. It is the intent of this Article to establish a means for prompt adjustment of working problems and personal grievances at the job level by conference between the immediate supervisor and the employee involved, provided a Union representative has been given an opportunity to be present. If not resolved at this informal level a formal written grievance shall be filed. The grievance shall contain a full statement of the grievance and the facts upon which it is based, the contract sections alleged to have been violated, and the action, remedy or adjustment sought. In grievances filed on behalf of individual employees, the grievance shall be signed by the affected employee prior to Step 1 of the Grievance Procedure. Grievances shall be processed according to the steps and time limits specified. These time limits may be extended upon written mutual consent of the parties.

Section 2. Except for payroll adjustments, no grievance shall be filed or processed based on facts, or events, or omissions within the employees' knowledge, which have occurred more than ten (10) working days before such grievance is filed. Both parties agree to exert an earnest effort to settle such grievances promptly through the following steps:

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Step 1: The employee involved shall first confer with the Supervisor and/or Department Head, or their designee who has the authority to resolve the problem, in order to amicably settle the matter. provided a Union representative has been given an opportunity to be present. Any and all grievances shall be handled during normal working hours without any unnecessary interruption of work.

Step 2: Should the grievance not be satisfactorily settled by the discussion outlined in Step 1 above, the Union shall submit the grievance in writing to the Project Manager or his designee within five (5) work days thereafter, and this written grievance thus presented must contain the complete factual basis of the complaint including the Article and Section violated, and the corrective action desired. Within five (5) work days from the time the Union submits the written grievance, the Project Manager or his designee shall either grant the corrective action desired. or meet with **the** grievant, Shop Steward, and Chief Steward, and they will make every effort to settle the dispute. If no satisfactory agreement is reached between the parties, the Project Manager or other appropriate Company official shall within five (5) work days of the meeting specified in this Step. produce the Company's answer in written form and forward it to the Chief Steward. In responding to the grievance. the Project Manager or his designee shall set forth in specific detail the basis of his denial. answering each point or allegation as set forth in the grievance.

A representative of the Union may visit the Company's offices to represent and confer with the Company's employees. A representative of the Union shall make prior arrangements with Management to confer with the Company's employees and shall observe all Company rules during such visits.

Step 3: If the above procedure has been followed and the parties are still unable to settle the grievance. the party initiating the grievance may within thirty (30) work days of the date of the Company's written response. request the Federal Mediation and Conciliation Service to submit a list of five (5) arbitrators from which the Company and the Union shall choose an impartial arbitrator to decide the controversy by the responding party striking one (1) name and the grieving party striking one (1) name and after repeating this procedure until the last remaining name shall be the chosen arbitrator. The arbitrator shall not have the authority to alter, amend, or change the terms or provisions of this Agreement. and his decision shall be limited to the particular grievance in question. The arbitration decision shall be final and binding on both parties.

Section 3. The Union and the Company shall equally share the expenses and fee of the neutral arbitrator. Each party shall make all arrangements, including pay and/or expenses or any witnesses called or other representatives or persons requested to attend any arbitration case.

Section 4. All time limits prescribed herein may be extended by mutual agreement by the Company and the employee. Failure of the Company to respond shall result in the granting of

the relief sought in the grievance. Failure of the Union or employee to present the grievance to the next step within the time limits. shall constitute a basis for the Company denying the grievance.

Section 5. In any case involving discharge or discipline imposed by the Company, back wages. if any are awarded, shall be limited to the amount of wages that the employee would otherwise have earned. less any unemployment compensation or substitute earnings during the period of discharge or suspension.

ARTICLE XI LEAVES OF ABSENCE

Section 1. When it is necessary for employees to leave their duty for the purpose of attending to their personal business. and provided that reasonable notice has been given the Company, employees will be granted leaves of absence without pay, provided the absences do not interfere with the efficient operation of the Company. Such leave shall not exceed thirty (30) days, but may be extended for additional time upon written request to the Company, if in the Company's judgement such further leave is feasible. The Company shall be under no obligations to an employee on leave of absence and the employee shall not be entitled to the benefits of the Agreement. except to return to work in accordance with the employee's seniority.

Section 2. An employee who is summoned for jury duty or subpoenaed to appear as a witness on behalf of the Company. local, state. or federal government in any court and who actually responds to said summons or subpoena will be paid the difference between the amount of money he actually earned had he worked for the Company during the time he was absent due to jury or witness duty. computed at the employee's regular straight-time rate for an eight-hour day, five days per week. It is understood and agreed that the Company has the right to require satisfactory proof that an employee actually served on the jury panel and the number of days served. An employee released from jury service before the completion of a scheduled workday shall report to the Company by telephone or in person as soon as possible. An employee summoned for jury duty shall promptly notify the Company upon his receiving such summons. Failure of an employee to give the Company prompt notice of receipt of a jury summons or to return to work after release from jury service and being requested to do so by the Company. may, at the option of the Company. result in forfeiture of any benefits under this provision. The Company will not be obligated to pay the above when said subpoena is caused by an employee's employment outside of NCI Information Systems, Inc.

Section 3. The parties recognize and agree that all provisions of the Family Medical Leave Act shall apply, as stated in the Company policy except in any instance where the collective bargaining agreement provides for a more favorable benefit.

Section 4. In the event of a death of a member of an employee's immediate family (defined as spouse, children, mother, father, brother, sister, grandparent or grandchildren), such

employee shall be granted a maximum of three (3) consecutive days off with straight-time pay (for an eight (8) hour day) to attend the funeral and/or to attend to administrative details connected with the death of the employee's relative.

It is further agreed that in the event of the death of an employee's mother-in-law or father-in-law, such employee shall be granted a maximum of three (3) days off with straight-time pay (for an eight (8) hour day) to attend the funeral and/or to attend to administrative details connected with the death of the employee's relative.

Section 5. Any employee in military service under the provisions of federal and/or state law shall be returned to his job in accordance with those laws. and shall retain his seniority in accordance with those laws.

Section 6. When it is necessary for employees to leave their duty for the purpose of attending Union business other than organizational activities, and providing reasonable notice has been given to the Company. employees may be granted leave of absence without pay. Such leave of absence shall not exceed thirty (30) days. but may be extended for additional time upon written request to the Company if further such leave is feasible. The Company may grant such leaves for up to five (5) employees at one time, provided the employees do not come from the same work unit. no more than twice a year. and such absence does not interfere with the operation of the Company. An employee on a union-related Leave of Absence for less than thirty (30) days. shall continue to accrue leave benefits while on such leave.

Section 7. Employees who donate blood will be provided two (2) hours paid leave.

ARTICLE XII BULLETIN BOARD

The Company agrees to furnish a bulletin board located in the work area where employees normally check in and check out for the use of the Union for posting of matters relating to Union meetings and other Union matters of a noncontroversial: nonpolitical nature only. All such notices as posted by the Union shall be signed by an authorized Union representative.

ARTICLE XIII SAFETY, HEALTH AND SANITATION

Section 1. Any protective devices or other safety equipment necessary to protect employees from injury will be provided by the Company without cost and shall be worn and/or utilized by the employee in the performance of their job tasks. In this connection, the Company will welcome suggestions from employees, or the Union. regarding the need for

additional safety equipment, but in view of the Company's responsibility to provide safe working conditions. the Company reserves the right to make a final decision regarding the addition or elimination of safety equipment.

Section 2. The Company shall maintain adequate first aid facilities at all times. The present procedure of using NASA facilities satisfies this requirement. In the event an employee suffers an injury on the job in the course of his employment and is required to leave work to go to the doctor, he shall be paid for the balance of his shift on the day such injury occurs. If the employee is able to return to work after visiting the doctor, he shall do so and shall be compensated for the time spent at the doctor.

Section 3. The Company and the Union agree to recognize that employees from time to time may have meritorious suggestions for improvement of safety conditions in the Company's operations. Therefore, the Company and the Union encourage employees to produce any such safety suggestion in writing and submit it to the Company for consideration. It is further recognized and agreed that the Company may, from time to time, schedule safety meetings and require attendance by employees. Attendance of employees at any such safety meeting which is scheduled with required attendance shall be compensated for the time actually spent incidental to such safety meeting at the employee's applicable rate of pay.

Section 4. The Company shall furnish and maintain clean and adequate washroom facilities for employees. It is recognized and agreed that it is the responsibility of each employee to maintain these facilities in a clean and neat fashion.

Section 5. In the event the Company determines that it is necessary to clean and/or otherwise maintain a piece of equipment. sufficient time will be provided employees during working hours to perform the necessary cleaning and/or normal maintenance work. In this regard, past practice shall prevail.

Section 6. A Joint Safety and Health Committee shall be established for the purpose of making constructive recommendations to the Company. Minutes shall be recorded and copies furnished to the members of the Committee.

Section 7. Should walk-around safety inspection of the Company's premises be conducted by NASA or OSHA pursuant to the provisions of OSHA. the member of the Safety Committee designated by the Union or their alternate, shall have the right to accompany the inspection team during regular duty hours without loss of pay. The Company shall notify the Union's designee or alternate of the upcoming inspection as soon as possible after the Company is notified.

Section 8. The Company will pay up to the sum of \$85.00 for the purchase of safety shoes for all employees, including relief employees required to wear safety shoes in the performance of their job. limited to no more than one (1) pair per year; provided however, that

employees in the following classifications may purchase two (2) pairs (up to \$85.00 each) in one year if needed:

- 1) Truck Driver, furniture (work lead)
- 2) Laborer, truck helper, furniture

**ARTICLE XIV
HOLIDAYS**

Section 1. The following days shall be observed as holidays under this Agreement:

New Year's Day	Labor Day
Martin Luther King Jr. Day	Columbus Day
Presidential Day/Washington's Birthday	Veteran's Day
Memorial Day	Thanksgiving Day
Independence Day	Christmas Day

Section 2. A regular employee who is in a pay status of the Company on a holiday recognized herein and who works his assigned schedule during that work week, except for being absent without a legitimate reason, shall receive holiday pay at his straight time pay rate. If an employee is scheduled or requested to work on a holiday, but fails to do so, he will receive no holiday pay unless he has a legitimate reason for not working.

Section 3. An employee who works on one of the above listed holidays shall be paid at time and one-half his straight time base pay for all hours worked on that holiday, in addition to any holiday pay for which he may be qualified.

Section 4. Holiday pay shall be included in computation of weekly overtime.

Section 5. On days which are not recognized as holidays under Section 1 above, but where the Government, because of special events and occasions, substantially reduces the normal activity at the Center and allows reimbursement to the Company, the following provisions shall apply:

- (a) Those employees who are required to work will be paid at their straight-time hourly rate: and
- (b) Those employees who are not required to work will receive pay at their regular straight-time hourly rate.

**ARTICLE XV
VACATIONS**

Section 1. Regular employees shall earn paid annual leave (vacation) as follows:

- (a) Regular employees with less than one (1) year of active service with the Company shall earn one (1) hour annual paid leave per year for every 21.6 man-hours worked.
- (b) Regular employees with more than one and less than seven (7) years of active service with the Company shall earn one (1) hour annual paid leave per year for every 15.3 man-hours worked.
- (c) Regular employees with over seven (7) years of active service with the Company shall earn one (1) hour annual paid leave for every 11.8 man-hours worked.

Section 2. Every three (3) months the Company shall ascertain the desires of eligible employees relative to vacation dates within the following three (3) month period. The Company will give consideration to the personal desires of employees for vacation schedules dependent upon the needs of the Company. However, in the event of a conflict between two (2) or more employees regarding preference for a specific vacation period, such conflict will be resolved finally by granting preference on the basis of classification seniority. All other vacations will be granted on a first come first served basis.

Section 3. Employees who schedule vacations of one (1) week or more in advance of the vacation starting time, will be paid vacation allowance prior to the end of the work shift on the last workday preceding the vacation schedule (including casual days), provided a manual check or additional payroll run is not required.

Section 4. Vacations may be accumulated and carried over from one calendar year to another. No employee may carry over more than 240 hours (30 days) past January 1st of any given year. All vacations, except day-at-a-time casual vacations (eight (8) hours), shall commence on the first work day of the work week. Bargaining unit employees may utilize earned vacation on a daily basis provided one (1) day's notification (prior to 9:00 a.m. on the preceding workday) is given to the Company office before a vacation is taken, unless the absence is due to illness and the affected employee has exhausted his sick leave entitlement. In cases of absences due to illness, the employee must notify the Company office of the nature of the illness and the desire to take a day of vacation to cover the same as soon as possible, but no later than thirty (30) minutes prior to the beginning of his work shift on the day of the vacation. Any employee guilty of claiming illness to avoid giving one (1) day's notice shall be subject to disciplinary action. Employees successfully completing their probationary period, who leave the Company, shall be paid for accumulated earned vacation. It is understood that employees who give less than two (2) weeks notice of intent to leave the Company's employment will be paid vacation pay due at the convenience of the Company.

Section 5. Employees having vacation leave accrued will be granted vacation leave in increments of tenths of an hour on the following basis:

- (a) Notice is given to Employer not later than 9:00 a.m. on the day preceding the day on which the vacation leave is requested.
- (b) The reason for the requested absence must be legitimate. The supervisor, in the absence of compelling work commitments will grant such requests. The supervisor will make a reasonable effort to arrange a replacement where compelling work commitments exist.
- (c) Legitimate, as used in the context of this Section, shall be interpreted to mean that denial of the requests would impose an unreasonable hardship on the requesting employee.
- (d) Employees having legitimate emergencies will be granted vacation leave. When such occurrences arise, the supervisor shall be notified and no other advance notice shall be required. Emergencies, as used in this context, shall be defined as any unforeseen circumstances beyond the control of the employee. Supervisors retain the right to approve all vacation requests.
- (e) All employees in the bargaining unit shall be treated fairly and equitably in respect to the provisions of this Section.

Section 6. Absence with pay (holidays, vacations, sick leave, any NASA directed shutdowns where work is denied employee) shall count in accrual of vacation time as specified in Section I of this Article. In addition thereto, Union leave of absence, not exceeding ten (10) days duration by affected employees within any one (1) year period, shall also be counted as time worked in accrual of vacation time as specified in this Section.

ARTICLE XVI STRIKE - NO LOCKOUT

The Company agrees that during the term of this Agreement, it will not engage in a lockout of its employees. The Union agrees that during the term of this Agreement that there shall be no strikes, sitdowns, slowdowns, work stoppages, boycotts, sympathy strikes*, picketing, or any other interference with the operations of the Company, directly or indirectly for any reason, and that no officer, agent or representative, or member of the Union shall ever authorize, call, instigate, aid, condone, or acquiesce in any of such action and that no employee covered by this Agreement shall participate in any of such actions.

*In the event of a work stoppage at a NASA installation, employees covered by this Contract will not be required to enter or exit gates where pickets are posted.

ARTICLE XVII UNION REPRESENTATION

Section 1. Upon prior notice to the Project Manager or his designated representative, authorized agents of the Union shall have access to the Employer's establishment during working hours for the purpose of adjusting disputes, investigating working conditions, and ascertaining that the Agreement is being adhered to. It is expressly agreed that the Employer is hereby released from any and all liability for any injury of any kind to such agent occurring while he is on the premises of the Employer.

Section 2. The Company shall recognize a Shop Steward, designated by the Union in writing, for each work area. Further, the Union shall appoint one Chief Shop Steward and alternate to serve over all work areas. The Chief Steward and all Shop Stewards shall be allowed reasonable time during working hours to investigate complaints, process grievances, and attend meetings with the Company in connection with their collective bargaining responsibility; provided however, the Steward must first request and obtain permission from his Supervisor. Alternate Shop Stewards shall act only in the absence of the Steward for which designated as the Alternate. In the absence of the Chief Steward, a Shop Steward shall be designated by the Union in writing to act for the Chief Steward.

Section 3. The Company agrees that unit employees who file a formal written grievance with the Company will not be questioned, in respect thereto, without advising the employee in the presence of a recognized Steward of his rights to Union representation.

Section 4. In exercising their responsibilities to bargaining unit employees, the Chief Steward and/or Shop Stewards shall guard against the use of excessive or unnecessary work time and will not unduly interfere with the operations of the Company.

Section 5. Chief Stewards and Stewards shall be granted preferential seniority and will be retained without regard to their seniority, as long as the Company has work for which they are qualified to perform. In the event a recognized Union representative is laid off or terminated (for lack of work he is qualified to perform) he shall be the first recalled when work he is qualified to perform becomes available.

Section 6. Nothing in this Article shall be construed as the right to deny the International Representative or Business Agent the privilege of processing a grievance on behalf of a unit employee, or to participate in a grievance meeting conducted in accordance with the Grievance Procedure.

Section 7. The Union shall be free to withdraw a grievance at any step of the Grievance Procedure, without prejudice.

Section 8. Except for compelling or unusual circumstances, employees in the unit will not be suspended or discharged, without first being given the opportunity for a hearing with the Project Manager. Such employee shall be afforded the right to be accompanied and represented by the Union during said hearing.

**ARTICLE XVIII
NON-BARGAINING UNIT EMPLOYEES
PERFORMING BARGAINING UNIT WORK**

Section 1. Employees of the Company who are excluded from the Bargaining Unit by National Labor Relations Board Certification No. 5-RC-8191, will be permitted to perform work normally performed by the bargaining unit employees for the following reasons only:

- (a) When instructing or training employees;
- (b) When situations arise in a Department and it is necessary for the individual to act for the safety of equipment and personnel;
- (c) When testing operations and equipment; and
- (d) During an emergency or to cover a short period of time when there are no bargaining unit employees, including relief employees, available to do the work and the work cannot be performed on an overtime basis.

In this regard, the Company shall make every reasonable effort to limit such assignments to a minimum, providing qualified employees can be obtained. Nothing herein shall be construed as authorizing any assignment of unit of work to excluded employees which results in the layoff of a bargaining unit employee and/or inhibiting the growth of the bargaining unit.

**ARTICLE XIX
HEALTH AND WELFARE**

Section 1. The Company agrees that Health, Life, Accidental Death & Dismemberment, and Disability insurance will be continued for eligible employees and their dependents for the life of this Agreement. Relief workers shall not be eligible for this coverage.

Section 2. The Company shall have the right to change insurance coverage, provided all benefits are equal to or better than what is currently provided. The Company will notify the Union of any anticipated changes and will afford the Union the opportunity to review and compare the benefits of the new carrier.

Section 3. There shall be no pyramiding of benefits (i.e., sick leave and vacation hours shall not be used to supplement any disability benefits) except the use of sick leave or vacation to cover the interim period prior to commencement of disability benefits as noted in Section 4. which follows.

Section 4. The Company will insure employees who qualify for disability income do not suffer any loss of pay during the interim period between the beginning of disability and commencement of disability insurance payments. Such disability payment will be sixty (60) percent of the employee's base salary. In this connection, employees who have sick leave accrued will be granted paid sick leave: employees who do not have sufficient sick leave to cover the interim eight (8) day waiting period will be paid their regular rate of pay for all hours not covered by accrued sick leave, not to exceed five (5) work days. This provision will be limited to not more than one (1) occurrence each calendar year, except in those cases where the affected employee has sufficient sick leave accrued to cover the waiting period or chooses to utilize accrued vacation for this purpose. There will be no limitation on the use of vacation or sick leave to cover the waiting period.

The individual employee cost of the medical insurance on the effective date of this Agreement shall be \$43.90 per month. In the event there is an increase in insurance premium during the life of this Agreement, such increase will be borne by the employees or the medical insurance coverage will be adjusted to absorb the increase in cost. In such cases the Union and Company will determine which option to exercise by mutual agreement. In the event of any such increase, the affected employees shall be notified of the increase and the reasons therefore, ~~thirty~~ (30) days in advance of the effective date of the increase. It is further agreed that no adjustment in the insurance rate shall be made except on the anniversary dates of the signing of the agreement.

Effective on the date of ratification of this Agreement, all employees not presently exercising the option to have insurance coverage shall be afforded thirty (30) calendar days to exercise this option. In addition thereto, there shall be additional option periods of thirty (30) calendar days each year of the Agreement. Employees who do not exercise the right to enroll in the insurance program during the option period, will not be permitted to enroll at any other time. It is further agreed that employees who opt for insurance coverage must accept complete coverage.

**ARTICLE XX
SICK LEAVE**

Section 1. It is understood and agreed that upon the effective date of this Agreement, employees of the Company shall be allowed to accrue five (5) days sick leave (1 hour sick leave for every 52 hours worked). Newly hired employees shall be allowed the right to accrue sick leave in the same manner as regular employees of the Company. However, new hires will not be allowed to utilize sick leave until the completion of their probationary period.

Section 2. Sick leave not used during the employee's year of service for which it was allocated, shall be deemed to be fully earned and may be carried over from year to year. The obligation to carry-over sick leave and to recognize and continue previously accumulated sick leave shall be assumed by any successor to this Agreement.

Section 3. Sick leave will be retained, but will not accrue during layoff or LWOP, provided said layoff or LWOP does not exceed eight (8) months.

Section 4. Sick leave by employees shall normally be utilized in increments of eight (8) hours to cover absences, during the work week, when employees of the Company are unable to report to work because of illness or accident. Sick leave shall be granted on the following basis:

- (a) Notice is given to employer on the day preceding the day on which the sick leave for a doctor's appointment is requested and 30 minutes prior to their shift start for all other sick leave.
- (b) The reason for the requested absence must be explained to the Supervisor, who will in the absence of compelling commitments, grant such requests. The Supervisor will make a reasonable effort to arrange a replacement where compelling work commitments exist.
- (c) Sick leave may be utilized in increments of tenths of an hour for doctor's appointments, provided advance notification is given.
- (d) All employees within the bargaining unit shall be treated fairly and equitably in respect to the provisions of this Section.

Section 5. Normally, a doctor's excuse will not be needed unless the sick leave absence is greater than three (3) work days. If a pattern of abusive sick leave is documented by the Company, the employee may be issued a "Letter of Requirement." This letter will require an employee to cover each absence with a doctor's certification. Letters of Requirements will remain in effect for a period of twelve (12) months. If an employee fails to cover an absence with a doctor's certification or continues to abuse sick leave, they shall be subject to discipline. The Company will review the employee's record after six months. At the discretion of the Company, the "Letter of Requirement" restriction may be removed.

**ARTICLE XXI
WAGES AND CLASSIFICATIONS**

Section 1. The Company agrees to pay the following hourly rates for the classifications listed immediately below:

JOB CLASSIFICATIONS	Effective 11/01/00	Effective 11/01/01
Correspondence Management (CM) Clerk	10.30	10.65
Duplicating Facility Operator I	11.89	13.24
Duplicating Facility Operator II	12.42	17.77
Library Assistant, Technical Services	10.39	10.74
Library Assistant, Public Services	10.39	10.74
Messenger Mail Clerk/Carrier	10.24	10.59
Photo Lab Technician	11.56	11.91
Procurement Clerk Aide	10.39	10.74
Quality Control, Chemist/Film Processing Technician	11.87	12.22
Voucher Aide	10.24	10.59
Work Control Clerk	11.56	11.91
Relief	9.98	10.33
Leads	.50	.50

Section 2. The manning needs of any classification covered by this Agreement shall be determined entirely by the Company. The Agreement will not constitute a guarantee of any particular job or jobs within any particular classification, nor shall it constitute a guarantee of any particular duties or deleting of duties from a classification. However, in assigning new duties from a classification, the principle of equal pay for substantially equal work shall apply, as it shall also apply to all employees within a classification.

Section 3. The Company, at its sole option may implement new classifications and/or job descriptions in light of changed conditions and the Company will offer to bargain with the Union concerning the pay rate.

Section 4. It is agreed and understood that the utilization of the position leader will be solely at the discretion of the Company, including the determination of the need, number, and employee selected. Any employee assigned as a Lead will receive fifty (50) cents per hour differential while so assigned and in a pay status. In this connection, Leaders will not be responsible to impose discipline or make any recommendation regarding the level of discipline of any Unit employee. Leaders shall be responsible for designating and coordinating work tasks within their work area, relaying orders of Supervisors and assisting in the training of new employees. The Leader shall assume responsibility for the overall performance of their work area as assigned by the Supervisor.

Any disputes that arise out of work assignments or performance evaluation will be handled by the Supervisor and the Shop Steward. The Company will be responsible for ensuring that all Leaders understand and comply with the provisions of this Agreement.

Section 5. The Relief rate above is inclusive of all fringe benefits, except pension. Relief employees are included in the I.A.M. National Pension fund, Plan A, the same as all other employees based on their hours worked as provided for in the Plan.

Section 6. All newly-hired employees shall receive \$.50 per hour less than the above rates during their first sixty (60) days of employment and cannot bid into another classification until reaching the full rate (unless this requirement is waived by Management).

Section 7. All wage increases shall be effective on the beginning pay period nearest the date such increase is due. (Sunday through Wednesday due date will be effective on the current pay period; Thursday through Saturday due date will be effective on the following pay period.)

When a regular full-time employee bids into a higher paying classification, the employee shall remain at the same rate of pay for the previous held classification for a period of three (3) months or until the employee has been fully and successfully trained and signed off on all applicable training documentation for the higher classification. If the bidding, regular employee has been previously trained and signed off on all training documentation, that employee will enter the higher classification at the top pay rate of the classification.

ARTICLE XXII

INVALIDITY

If any Article or Section of this Agreement should be held invalid by operation of law, or by any legal tribunal of competent jurisdiction, or if compliance with or enforcement of any Article or Section should be restrained by such tribunal pending a final determination as to its validity, the remainder of this Agreement shall not be affected thereby and shall continue in full force and effect. Upon request of either party, the parties shall meet to negotiate a satisfactory replacement for such invalid provision.

ARTICLE XXIII

SUPERSEDING EFFECT OF AGREEMENT

It is expressly agreed and understood that the wages, working conditions, and fringe benefits provided in this Agreement are in lieu of any and all working conditions and fringe benefits of any kind previously provided by the Company or its predecessor for employees within the bargaining unit.

ARTICLE XXIV

MACHINIST NON-PARTISAN POLITICAL LEAGUE

Section 1. The Company agrees to make payroll deductions available to employees who voluntarily elect to contribute to the Machinist Non-Partisan Political League (MNPL). Employees will not enter or re-enter the MNPL check-off more often than once a year.

Section 2. Upon receipt of a signed appropriate payroll deduction authorization form, the Company shall make the indicated weekly deductions and supply a single monthly check to a location designated by the Union along with an itemized list of individual employees and amounts that make up the total.

Section 3. The Union agrees to indemnify and hold the Company harmless against any and all claims, demands, suits, costs, and/or other forms of liability that shall arise out of or by reason of action taken or not taken by the Company relative to this service.

Section 4. The Company's sole liability is limited to the accuracy of the names and amounts of payroll deductions indicated on the sheets that accompany the total check.

MACHINISTS NON-PARTISAN POLITICAL LEAGUE CHECK-OFF

Date

I, _____
Name of Employee

Clock No. _____, hereby authorize and direct

Name of Employer

to deduct weekly from my wages the sum of \$_____ and forward this amount monthly to the Treasurer of the Machinist Non-Partisan Political League at 1300 Connecticut Avenue N.W., Washington, DC 20036. I hereby authorize that the above amount be deducted each week from my pay check.

I have executed this wage deduction authorization voluntarily without any coercion, duress, or intimidation and none of the monies deducted are a part of my dues or membership fees to the local union. This authorization and the making of payments to MNPL are not conditions of membership in the Union or of employment with the Company and I understand that the money will be used by the MNPL to make contributions and expenditures in connection with federal elections.

Signature of Employee

**ARTICLE XXV
GENERAL PROVISIONS**

Section 1. The Company agrees to pay the full cost for all new or renewal license, tests, or examinations required in the performance of work except for state vehicle operator and chauffeur's license.

Section 2. It is understood and agreed that when employees of the Company are required to take job related courses applying to their current or future job classification, those employees will be reimbursed by the Company for all related application, tuition, and required textbook expenses.

Exhibit E

Section 3. The Company will make available specialized tools necessary for the automotive/truck maintenance technicians to perform work. Normal basic hand tools will be provided by the employee.

Section 4. The parties recognize and agree that NCI is the prime contractor under a federal government contract (NASI-960 10 and as modified) with NASA and as such is responsible for the performance of that contract, including the performance of sub-contractors, if any, pursuant to the terms of the Service Contract Act.

ARTICLE XXVI PENSION

Section 1. The Employer shall contribute \$1.05 per hour to the **A.M. National Pension Fund**, Plan A, for each 40 hour work week for which employees in all job classifications covered by this Agreement are entitled to receive pay under this Agreement.

Section 2. The Employer shall continue contributions based on a forty (40) hour work week while an employee is off work due to paid vacations or paid holidays. Contributions shall be excluded for any hours the employee is not on the active payroll.

Section 3. Contributions shall begin at the completion of the employee's probationary period, but not later than sixty (60) calendar days after date of hire in the case of permanent employees. Temporary/Part-time/Relief employees shall be excluded for a period of ninety (90) days.

Section 4. The I.A.M. Lodge and the Employer adopt and agree to be bound by, and hereby assent to, the Trust Agreement, dated May 1, 1960, as amended, creating the I.A.M. National Pension Fund and the Plan rules adopted by the Trustees of the I.A.M. National Pension Fund, in establishing and administering the foregoing Plan pursuant to the said Trust Agreement, as currently in effect and as the Trust and Plan may be amended from time to time.

Section 5. The parties acknowledge that the Trustees of the I.A.M. National Pension Fund may terminate the participation of the employees and the Employer in the Plan if the successor collective bargaining agreement fails to renew the provisions of this pension Article, other than to increase the contribution rate or to add job classification or categories of hours for which contributions are paid.

Section 6. This Article contains the entire agreement between the parties regarding pensions and retirement under this Plan and any contrary provision in this Agreement shall be void. No oral or written modification of this Agreement shall be binding upon the Trustees of the I.A.M. National Pension Fund. No grievance procedure, settlement or arbitration decision with respect to the obligation to contribute shall be binding upon the Trustees of the said Pension Fund.

ARTICLE XXVII DURATION

Exhibit E

Section 1. This Agreement shall become effective January 1, 2001 and shall remain in full force and effect until midnight on December 31, 2001 and from year to year thereafter unless either party shall, no more than one hundred and twenty (120) days and at least ninety (90) days prior to any anniversary hereof, notify the other party of a desire to amend or terminate this agreement. In the event of such notice being given, the parties shall meet for the purpose of negotiating a new Agreement.

Section 2. No Agreement, waiver, alteration, understanding, variation, or modification of any terms or conditions contained herein shall be made by any employee, or group of employees, with the Company, and in no case shall it be binding upon the parties hereto unless such Agreement is made and executed in writing between the parties hereto, and the same has been ratified by the Union.

Section 3. The waiver of, or any breach of conditions of this Agreement, by either party, shall not constitute a precedent in the future enforcement of all the terms and conditions herein.

Section 4. This agreement constitutes the sole and entire agreement between the parties, and supersedes all prior agreements, commitments, and practices, whether written or oral between the predecessor employer and the Union, or the predecessor employer and any covered employee or employees. No matter or matters shall be the subject of collective bargaining negotiations during the term of this agreement, even though such matters may not have been negotiated upon previously nor within the knowledge or contemplation of either or both of the parties at the time of negotiations for this agreement.

IN WITNESS WHEREOF the parties hereto have executed this Agreement,

this _____ day of January, 2001.

NCI INFORMATION SYSTEMS, INC.

**DISTRICT LODGE 74, AND
INTERNATIONAL ASSOCIATION OF
MACHINISTS & AEROSPACE**

WORKERS

ADDENDUM

This Addendum by and between District Lodge #74, International Association of Machinists and Aerospace Workers Local 2531 and NCI Information Systems, Inc., pursuant to the terms of Article XXVII, Section 2, is hereby entered into by and between the parties to correct a typographical error in their new Collective Bargaining Agreement effective January 1, 2001 and designed to expire on midnight December 31, 2002. Specifically, Section 1 of Article XXVII is hereby amended to substitute 2002 as the expiration date and remove 2001.

IN WITNESS WHEREOF the parties hereto have executed this Agreement effective on the date last written below.

NCI INFORMATION SYSTEMS, INC.

**DISTRICT LODGE #74,
IAM LOCAL 2531**

Michele Cappello, Esq.

Larry Young

Date:

Date:

Exhibit F

CONTRACT DOCUMENTATION AND DISTRIBUTION REQUIREMENTS

A. Unless otherwise specified elsewhere in this contract, reports and other documentation shall be submitted F.O.B. destination as specified below, addressed as follows:

National Aeronautics and Space Administration
Langley Research Center
Attn: _____, Mail Stop
Contract NASI-_____
Hampton, VA 23681-2199

B. The following letter codes designate the recipients of reports and other documentation which are required to be delivered prepaid to Langley Research Center by the Contractor:

- A—Contract Specialist, Mail Stop 126
- B—Contracting Officer Technical Representative, Mail Stop 158
- C—Reserved
- D—Financial Accounting and Analysis Branch, Mail Stop 147
- E—Office of Safety and Facility Assurance, Mail Stop 421
- F—Industry Relations Office, Mail Stop 144
- G—Resources Management, Mail Stop 104
- H—Cognizant Branch Head
- I—Industrial Property Office, Mail Stop 377
- J—Reserved
- K—Center Information Technology Security Manager (CITSM), Mail Stop 124
- L—ODIN/ConITS COTR
- M—NASA Official Responsible for Web Site
- N—Statement of Work Area Point of Contact
- O—Academy of Program/Project Leadership Coordinator, Mail Stop 309
- P—Government File Archive Server
- Q—Statement of Work Area Property Custodian
- R—Installation Printing Management Officer, Mail Stop 180
- S—Photographic Laboratory Facility Environmental Coordinator Mail Stop 425

The content and format of all deliverables shall be submitted to the Government for review and approval prior to first submission. All deliverables under this contract may be required in electronic media format. This includes delivery on writable compact disk, floppy disk, or posting to a Government-owned network server. All electronic documents shall be formatted for printing and free from computer viruses.

Unless specified otherwise, deliverables are due as follows: daily, 10:00 a.m. on following day; weekly, close of business (COB) first working day of week; monthly reports, COB 5th working day of month; quarterly and annual reports, COB 15th working day.

Exhibit F

Contract Documentation Requirements		
Deliverable	Due	Recipient/ Copies*
<p>Financial Management Reports (NF 533M and NF 533Q): The Contractor shall comply with the Section G clause of this contract entitled, "NASA Contractor Financial Management Reporting" by monthly submission of NF 533M and quarterly submission of NF 533Q. The form shall be prepared and submitted in accordance with the instructions set forth on the reverse side of the form and NPG 9501.2C.</p> <ol style="list-style-type: none"> 1. Columns 8.a and b shall be completed using estimates (forecasts) for the succeeding two months. 2. Each 533M shall include a narrative explanation for variances exceeding 10% between planned hours/dollars and actual hours/planned for each reporting category. 3. The following categories shall be included in column 6 of this report:* <ul style="list-style-type: none"> <u>Labor Hours</u> <ul style="list-style-type: none"> Direct Overtime Subtotal Direct Labor Hours <u>costs</u> Labor: <ul style="list-style-type: none"> Direct Overtime Subtotal Direct Labor Overhead(s) Labor Cost Subtotal ODCs subject to Limitation: <ul style="list-style-type: none"> Travel Other ODCs <ul style="list-style-type: none"> Material and Supplies Equipment IT Costs Training Subcontracts Individual line items in 6.2, Govt.-specified costs ODC Subtotal Subtotal G&A Total Cost Incentive Fee Cost Plus Incentive Fee Fixed Price <p>*Categories may be changed depending on the accounting system of the selected offeror.</p>	<p>Monthly, Quarterly (10th operating day following the close of the Contractor's accounting period being reported)</p>	<p>A-1, B-2, D-2, G-1</p>

Exhibit F

Contract Documentation Requirements		
Deliverable	Due	Recipient/ Copies*
<p>Detailed Financial Management Report (NF 533M) A 533M report detailing hours and dollars shall be required for each of the following SOW areas Logistics, Administrative Services, Scientific Information, Video Services, and Technical Library Services These reports shall break down costs for each subarea of the SOW (e.g., 4 1 General Transportation and Delivery Services) Include the monthly totals as well as a cumulative-to-date total. The sum of total hours and dollars of the five SOW area 533m reports shall equal the total hours and dollars shown in the summary 533M report for the total contract</p>	Monthly (10 th operating day following the close of the Contractor's accounting period being reported)	A-1, B-1
<p>Financial Plan A plan projecting how costs will be incurred for the period, shall be submitted for the Contract Year 1 (<i>submit within 30 working days after the effective date of the contract</i>) Financial plans for each successive contract year shall be submitted This plan shall include the cost categories specified in the Detailed Financial Management Reports above This plan shall be revised each time a contract modification is executed which increases or decreases this estimated cost of the contract This plan shall not be revised to include overrun costs</p>	Annually <i>by December 1</i>	A-1, B-1
<p>Monthly Progress Report The Contractor shall submit a monthly progress report summarizing work progress</p>	Monthly	A-1, B-3
<p>Contractor Self-Evaluation The Contractor shall submit a self-evaluation as noted in the Award Term and Performance Evaluation Plan for each Evaluation Period</p>	Within 15 days of the end of the Evaluation Period	A-1, B-1
<p>Conformable Wage Rate Agreement The Contractor shall submit a report confirming conformable wage rate agreement as this subject is addressed in the Section I clause entitled "Service Contract Act of 1965", for those individuals employed by the Contractor who are covered by the Service Contract Act, but are not listed in Exhibit D</p>	Within 15 days of contract effective date	A-1, B-1, F-1
<p>Collective Bargaining Agreement The Contractor shall provide the Contracting Officer with copies of any collective bargaining agreements, and amendments thereto, which arise during the course of the contract and which apply to Contractor employees assigned to the contract</p>	15 working days of effective date of new agreement or amendments	A-1, B-1, F-1
<p>Requisition and Invoice/Shipping Document (DD Form 1149) The transfer of accountability shall be initiated by the Contractor submitting a DD Form 1149 accompanied by a copy of the Contractor's applicable purchasing and receipt document for the property. The Contractor shall insert both the Contractor's Subcontract/Purchase Order number and the Government contract number on the DD Form 1149. For purchases of supplies and materials, this document shall be submitted within 30 days after the end of each calendar year quarter. For equipment purchases, submit DD Form 1149 within 5 working days after acceptance of each item of equipment by the Contractor. Receipt of a Government signed DD Form 1149 relieves the Contractor of accountability for the property specified on that form.</p>	<p>Quarterly for supplies</p> <p>Within 5 working days for equipment</p>	I-1

Exhibit F

Contract Documentation Requirements		
Deliverable	Due	Recipient/ Copied
Federal Contractor Veterans Employment Report (VETS-100) In compliance with Clause 52.222-37, Employment Reports on Disabled Veterans of the Vietnam Era, the Contractor shall submit the Federal Contractor Veterans Employment Reports (VETS-100) as required by this clause.	Annually	F-1
Safety Reports The Contractor shall submit safety reports including the hours worked on the contract and the number fatalities, lost time cases, OSHA recordable incidents, and first aid cases which have occurred during the past quarter or period of performance.	Quarterly	E-1
Notice of Violation Responses The Contractor shall respond to any Notice of Violation (NOV) issued for safety violations to the prime itself or its' subcontractors. The response should include cause of violation; mitigation of impact, if applicable; planned prevention of recurrence. Response shall be submitted to the issuer of the NOV.	Within 3 working days	A-1, B-1, E-1
Evidence of Insurance The contractor shall submit evidence of insurance coverage, required by NASA clause 18-52.228-75 in Section I entitled Minimum Insurance Coverage	Annually, 30 working days prior to anniversary of the effective date of this contract	A-1

**Note:* When the Contract Specialist (A) is not designated above to receive a copy of a report or document, the Contractor shall furnish a copy of the report/document transmittal letter to the Contract Specialist. The Contractor shall also furnish a copy of the transmittal letter and a copy of each Financial Management Report to the delegated Administrative Contracting Officer of the cognizant DOD (or other agency) contract administrative services component.

Exhibit F

General and IT Deliverables (SOW 2 & 3)			
SOW Area	Deliverable	Due	Recipient/ Copies
2	Internal Operating Procedures for Each Work Area including <ul style="list-style-type: none"> • Procedures for accepting work from the Government and assigning work • Procedures for ensuring authorized access only to Government files Submit draft for approval within 3 months.	Within 6 months after contract effective date	B-1
2	Continuity File for Each Work Area containing <ul style="list-style-type: none"> • Tasks being performed • Operating procedures • Information on file location and content • Samples of standard reports being produced 	Annually, within 10 days of anniversary of contract effective date	B-1
2	Information Protection Plan <ul style="list-style-type: none"> • Awareness program • Non-disclosure statement that contractor will have personnel sign prior to them having access to sensitive data. 	Prior to performing work under contract	A-1, B-1
3	IT Security Implementation Plan for Unclassified IT Resources	14 days after effective date of contract	B-1, K-1

Exhibit F

Deliverables for Logistics (SOW 4)			
SOW Area	Deliverable	Due	Recipient
4 1(1)	Summary of bus services (Excel spreadsheet) including <ul style="list-style-type: none"> • Local bus requests • Local bus passengers • HQ shuttle bus trips • HQ shuttle bus passengers 	Monthly	N-1
4.1(2)-(3)	Summary of deliveries (Excel spreadsheet) including: <ul style="list-style-type: none"> • Messenger deliveries (unclassified and classified) • Instrument deliveries • Scheduled service deliveries • Cylinder truck deliveries • Heavy truck deliveries • Forklift deliveries 	Monthly	N-1
4.1(4)	Summary of Mail Center Workload (Excel spreadsheet) including <ul style="list-style-type: none"> • Incoming pieces of mail • Incoming pieces of certified, registered and insured mail • Incoming express pieces of mail • Pieces of internal mail • Metrics on meter readings (outgoing pieces of mail and money added to meter) 	Monthly	N-1
4 2	Summary of Vehicle Maintenance and Control (Excel spreadsheet) including <ul style="list-style-type: none"> • Scheduled preventive maintenance • Non-scheduled maintenance repairs • Service calls • Parts, supplies, and commercial repairs purchased, charged to work orders • FYTD purchases • Vehicles dispatched on-Center, local travel, extended travel • Vehicle reservations • Travel fleet vehicles in service • Passengers transported • Vehicles in maintenance • Maintenance work order processed • Government fuel credit cards receipts processed • Unleaded and diesel fuel received, dispensed • CNG fuel used • Vehicles washed • Travel fleet vehicles serviced • Bicycles repaired • Total mileage for NA vehicles • Total hours for NE vehicles 	Monthly	N-1

Exhibit F

Deliverables for Logistics (SOW 4)			
SOW Area	Deliverable	Due	Recipient
4.3	Summary of Material Management and Warehouse Operations <ul style="list-style-type: none"> • Number of purchase requests screened and line items • PR Processing Time • Number of FED/MIL Direct Buy Requests Processed • FED/MIL Processing Time • Demurrage Cylinder Invoices Processed • Number of Supply Rejects • Number of DD1348s filed • Number of non-stock purchase requests filed • Number of line items stocked • Number of stock issues/receipts separated by regular stock and metal • Number of forms requisitioned • Number of LF55's received (faxed, mailed, call ins, walk-ins) • Total supply effectiveness • Number of purchase requests for stockroom including line items (PR's and Credit Cards) • Number of items deleted • Number of deliveries of liquid nitrogen, liquid oxygen, and helium • Number of cataloging actions and a description • Number of inventories performed and results 	Monthly	N-1
4.4	Summary of Tool Crib operations including <ul style="list-style-type: none"> • Tools issued • Tools returned • Tools sent out for calibration 	Monthly	N-1
4.5	Summary of Property Storage and Disposal Operations including <ul style="list-style-type: none"> • Number of storage transactions processed • Number of disposal transactions processed • Number of hard drives checked • Number and type of dumpsters retrieved • Amount of scrap metal collected and recycled by type 	Monthly	N-1
4.5	Report of Activities Generating Precious Metals (SF 291)	Semi-Annually	N-1
4.6	Summary of NASA Excess Property Screening including <ul style="list-style-type: none"> • Time spent screening excess/surplus property including destinations and sites visited • Cost of trips • Number of items requested by each NASA Center • Description and original acquisition cost of items placed on hold • Description and original acquisition cost of items transferred by each NASA Center • Number of Industrial Plant and Equipment requisitions processed • Number of contracts/grants that required screening of Government property 	Monthly	N-1

Exhibit F

Deliverables for Logistics (SOW 4)			
SOW Area	Deliverable	Due	Recipient
4.7(1-2)	Summary of Receiving Operations including <ul style="list-style-type: none"> • Average processing time • Number of orders/contracts and line items processed • Metrics in Performance Requirements Summary 	Monthly, weekly during Sept -Oct	N-1
4.7(1)	Summary of Shipping Operations including <ul style="list-style-type: none"> • Shipping documents received • Shipments processed <ul style="list-style-type: none"> • Federal Express • UPS • Motor freight • Air freight • International freight and small package 	Monthly	N-1
4.8(1)	Report of the total dollar value of non-controlled equipment transferred to other NASA Centers and other Government agencies	Annual	N-1
4.8(3)	Progress report and statistics on equipment inventory including <ul style="list-style-type: none"> • Percentage of equipment scanned • Number of grid locations being surveyed • Number of equipment items missing 	Quarterly, Annually	N-1
4.8(3)	Comprehensive final inventory report documenting overall results	Biannually	N-1
4.8(1)	Summary of NEMS Control including <ul style="list-style-type: none"> • Number and type of NEMS transactions • Average response time • Number of NASA personnel changes • Manufacturer additions • Database review 	Monthly	N-1
4.8(2)	OUM Walkthrough Report Per NPG 4200.1	Annually	N-1
4.9	Summary of Correspondence and Records Management operations (Excel spreadsheet) including <ul style="list-style-type: none"> • Number of pieces of special courier or expedited express mail • Number of faxes received and delivered • Number of official document copies made • Number of document locator number figures entered in the centralized database file system • Number of active documents eligible for microfilming • Summary of activity in the work area 	Monthly	N-1

Exhibit F

Deliverables for Administrative Services (SOW 5)			
SOW Area	Deliverable	Due	Recipient
5.1	Report of Resources Management workload including <ul style="list-style-type: none"> • Resources Authority Warrants processed • Reports scheduled and delivered • Graphic charts prepared • Customer calls • Budgetary data entries 	Monthly	N-1
5.2	Report of Financial Management workload including <ul style="list-style-type: none"> • Types of call received in Call Center and disposition • Invoices entered • Contractual funding/obligation documents, receipt and inspection reports, and rejection reports received • Faxes received and sent 	Monthly	N-1
5.2	Report of performance metrics contained in performance requirements summary	Monthly	N-1
5.2 (1)	Report of Frequently Asked Questions	Monthly	N-1
5.2(2)	Contract, purchase order, and grant documents that have been received for which folder is not in file room (out-folder list)	Daily	N-1
5.2(2)	Report of travel vouchers processed	Daily by 8:00 a.m.	N-1
5.3	Report of performance metrics contained in Performance requirements summary	Monthly	N-1
5.3	Customer work summary/survey report	Monthly	N-1 and individual customers
5.3	List of office supplies ordered, vendor, quantity, cost	Monthly	N-1
5.3, 5.4, 5.5	Inventory of Government-Owned Equipment – Excel spreadsheet	Annually	Q-1
5.4	Reports of status of configuration management and data management action items	Weekly	N-1
5.4	Report of work status including workload statistics	Monthly	N-1
5.4	Email report of review of web sites	Monthly	M-1
5.4	Actual cost report by customer organization	Monthly	N-1, B-1
5.5	Report of work status including workload statistics	Monthly	N-1
5.5	Report on activity within the APPL program	Quarterly	O-1
5.5	Report of APPL financial status	Monthly	O-1
5.5	List of proposed service award recipients	Monthly	N-1
5.6	Report of all micrographic data and tasks.	Monthly	N-1
5.8	Report of ODIN invoice, action item, and DRD status.	Weekly	L-1
5.8	List of ConITS TA status and funding.	Weekly	L-1
5.8	List of ODIN and ConITS funding. obligation and cost status.	Weekly	L-1
5.8	Report of POC issues with ODIN invoice	Monthly	L-1

Exhibit F

Deliverables for Scientific Information (SOW 6)			
SOW Area	Deliverable	Due	Recipient
6.1(4)	Executive Summary of the Media Services Productivity in Duplication Facility, Graphics, Photographic Laboratory, Technical Publications, and Video, including the following statistical information on jobs completed in each work area <ul style="list-style-type: none"> Type of request Date of request Due date Completion date Customer name and organization code Quantities or volume totals - 	Monthly, Annually	N-1, H-1
6.2	Electronic files for all documents prepared electronically	Monthly	P-1
6.2	Report of Status of Technical Publications Work including: <ul style="list-style-type: none"> Jobs completed Jobs in process Jobs waiting to be assigned Deadline for completion of each job Percent completed ahead of schedule, on schedule, and late Stage of work (NASA technical reports only) 	Monthly	N-1
6.3	Report of Status of Photographic Work	Weekly	N-1
6.3	Report of recommendations for photo equipment and process improvement.	Annual	N-1
6.3	Inventory of Government-Owned Contractor-Operated Equipment - Excel spreadsheet	Annually	Q-1
6.3	Report of recommendations for Duplicating Facility equipment and process improvement.	Semi-annual	N-1
6.3	Inventory Certifications on CMTS	Quarterly	S-1
6.4	Meter Reading - Color Copier(s) - Excel Spreadsheet	Weekly	R-1
6.4	Joint Committee on Printing (JCP) Report of Supply Costs - Excel Spreadsheet	Monthly, 15 th working day of month	R-1
6.4	Summary of Duplicating Facility Operations including <ul style="list-style-type: none"> • Production Statistics (Excel) • Number of electronic jobs • Timeliness by no. of Jobs (Early, On-Time, Late) • Prep details • Bindery details • Press details • Distribution details • Record of Repairs and Maintenance • Progress report 	Monthly	N-1
6.4	Meter Readings	Monthly by vendor established due date	R-1
6.4	Overtime Hours By Month and FY To Date - Excel spreadsheet	Monthly	N-1
6.4	Metered Mail Report - Excel spreadsheet	Quarterly	R-1

Exhibit F

Deliverables for Scientific Information (SOW 6)			
SOW Area	Deliverable	Due	Recipient
6.4	Customer Satisfaction Survey and Results for NASA LaRC Duplicating Facility - Excel spreadsheet	Annually	R-1
6.4	Distribution of Time By Function - Excel spreadsheet	Annually October 15th	R-1
6.4	Fiscal Year Production History and Electronic Jobs and Units (Powerpoint Graphs)	Annually October 15th	R-1
6.4	Joint Committee on Printing Data including - Excel spreadsheets <ul style="list-style-type: none"> • Report Supply Cost • Personnel Salaries • Space Allowance 	Annually October 15th	R-1
6.4	Inventory of Government-Owned Contractor-Operated Equipment – Excel spreadsheet	Annually	Q-1
6.5	Summary report of graphics operations including by artist location <ul style="list-style-type: none"> • Total hours worked • Total pieces completed • Jobs completed and in progress including names and org codes of customers 	Monthly	N-1
6.5	Electronic files for all graphics products prepared electronically	Monthly	P-1

Exhibit F

Deliverables for Video Support Service (SOW 7)			
SOW Area	Deliverable	Due	Recipient
7 1	Video Production report including year-to-date totals for <ul style="list-style-type: none"> • Jobs in progress and completed with customer name and org code • Jobs on time, late, early, hours used per project • Editing requests completed, hours used per edit suite • Tapes duplicated, total minutes duplicated • Live shots completed 	Monthly	N-1
7 1	VHS duplicate of all completed videos upon completion.	Monthly	N-1
7 1	Budget/reconciliation report of contract performance to include year-to-date expenditures for major customers including actual and projected labor costs, travel and other direct costs, actual and projected hours used, as well as account balances and cumulative expenditures for all customer accounts.	Monthly	B-1, N-1, H-1
7 1	Report on performance/client evaluation	Quarterly	N-1
7 1	Report of recommendations for video equipment and process improvement.	Annual	N-1
7 1	Inventory of Government-Owned Contractor-Operated Equipment – Excel spreadsheet	Annually	Q-1
7 2	AN Operations report including year-to-date totals for <ul style="list-style-type: none"> • AN design and installation jobs in progress and completed with customer name and org code • Estimated cost of equipment and parts for jobs • Jobs on time, late, early, hours used per project • AN conference and meeting support requests 	Monthly	N-1
7 2	Loan pool equipment purchase plan	Annually	N-1, H-1
7 2	Inventory of Government-Owned Loan-Pool Equipment – Excel spreadsheet	Annually	Q-1

Exhibit F

Deliverables for Technical Library Services (SOW 8)			
SOW Area	Deliverable	Due	Recipient
8(4)	Collection Inventory report containing inventory plan, status of inventorying entire collection, missing items, items inventoried	Quarterly	N-1
8	<p>Summary of Technical Services operation including:</p> <ul style="list-style-type: none"> • Acquisitions: number of acquisitions, number by type of material ordered, average turnaround time, average cost, number of claims, and vendor discounts. • Circulation: number of items circulated, number of recalls and rate of return, number of photocopies provided, number of scanned documents provided, type of materials provided, number of items weeded, type of materials weeded. • In-house use: number of items used within the library, and type of materials used. • Cataloging: number of materials cataloged, type of materials, number of original and copy cataloging. • Material Requests: number of requests, fill rate, type of request, number of print items provided, number of electronic provided. • Journal and bindery: number of items received and claimed, major unresolved claims with actions taken, unbound journal issues inventory, number of items sent to the bindery • Langley STI Publications Program: number of documents records entered in database, number of STI reports processed, number of documents posted to LTRS. 	Monthly	N-1
8	Journals Usage Report including number of articles requested per journal title, patron browse statistics, and results of journal usage surveys.	Annually	N-1
8(9)	List of approved meeting/journal papers published.	Monthly	N-1

Exhibit F

Deliverables for indefinite Delivery Indefinite Quantity Requirements (SOW 9)			
SOW Area	Deliverable	Due	Recipient
9	<p>Report including the following:</p> <ul style="list-style-type: none"> • TO number • Job Order number • Type of TO - fixed price (FP) or fixed price time and materials (FPT&M) <ul style="list-style-type: none"> ◦ Title of TO • Requester ◦ Date of receipt of TO • Date of proposal (FP TOs only) • Required completion date ◦ Actual completion date ◦ Approved TO price (FP TOs only) ◦ Negotiated labor hours (FP TOs only) • Negotiated material costs (FP TOs only) ◦ Negotiated equipment costs (FP TOs only) • Not to exceed price (FPT&M TOs only) • Actual expended hours by labor category (FPT&M TOs only) • Actual material and equipment expenses (FPT&M TOs only) 	Monthly when IDIQ service requests are in process or being fulfilled	A-1, B-1
9.3	<p>Report of carpet installation and removal including the following:</p> <ul style="list-style-type: none"> • TO number • Job Order number • Title of TO • Requester • Date of receipt of TO • Date of proposal (FP TOs only) • Required completion date • Actual completion date • Approved TO price (FP TOs only) 	Monthly	N-1

Exhibit I – Existing Government-Provided Property

[The contractor will replace the existing Government property when it becomes uneconomical to repair]

Building	Room	Equipment Description
645A	100	18" green paper cutter
645A	100	Logan 24" mat cutter
645A	100	Metal base wood top 5x4' drawing table & drafting machine
1130T	203	Microfilm Realist Reader Printer
1130T	203	Typewriter - IBM
1130T	203	Typewriter - Panasonic KX-E400
1152	103	12 shelf wooded flat file
1152	103	3 adjustable arm task lamps
1152	103	48x32 white top drawing table black metal base w/drafting arm
1152	103	Gray and red 4 drawer metal artist tabouret
1152	104	32x44 floor model paper cutter
1152	108	10 - Wheeled carts
1152	108	2 - Flat bed hand trucks
1152	108	2 - Hand trucks
1152	108	2 - Wooden collaters
1152	118	3 - 5 drawer green Rat files
1152	118A	Glass top 4x8 work table
1152	118A	Wall mounted media cutter
1152	118B	Gray 4 drawer metal artists tabouret
1152	118C	Red metal 4 drawer artist tabouret
1152	118F	Gray and red 4 drawer metal artist tabouret
1152	118F	Metal base wood top 5x4' drawing table with drafting machine & task lamp
1152	118G	Electric metal base 4x3' drawing table with drafting machine & task lamp
1152	118G	Putty 5 drawer metal artists tabouret
1155	117	2 - Foot stool, bookcarts
1155	121	Large paper vault
1155	125	Enlarger table, paper vault
1155	129	Enlarger table, paper vault
1155	130	Light table, manual paper cutter
1155	137	Vacuum, humidifier, rolling cart, light table
1155	140	Stool on wheels, humidifier
1155	144	5 - Large cabinets
1155	145	Locked steel cabinet
1170		Hand Truck
1170		Rolling Ladder
1170		Strapping Cart
1171		2 Platform Trucks
1171		Rolling Ladder
1172		5 Platform Trucks
1172		5 Rolling Ladders
1173		2 Rolling Ladders
1173		Platform Truck
1173		Stock Truck
1174		3 Rolling Ladders
1174		Hand Truck

Exhibit I

Building	Room	Equipment Description
1175		2 Lifts, Carpet Roll
1175		2 Rolling Ladders
1176		1 Platform Truck
1176		1 Strapping Cart
1176		3 Hand Trucks
1176		3 Rolling Ladders
1177	100	Envelope Opener - International Mailing System
1177	100	Tape Machine
1177	101	3 - Mail Carts
1177	101	Heimann X-Ray Machine (not tagged)
1192	210/225	Typewriter - IBM Wheelwriter 1500
1192	210/226	Typewriter - Swintec 7000
1192	210/227	ICN (Inventory Control #) Stamper
1192	210/228	Date Stamper - Rapidprint
1192	210/229	Date Stamper - Simplex
1194	106	1 - Date stamp, electric
1194	106	1 - Hole punch, electric
1194	106	1 - Refrigerator
1194	106	1 - Typewriter, electric
1194	106	6 - Book carts
1194	117	1 - Hot wax gluer
1194	117	1 - TV
1194	117	1 - Typewriter, electric
1194	117	1 - VCR
1194	121	1 - Hot wax gluer
1194	129	11 - Step ladders, w/platforms, 8 steps
1194	129	24 - Book carts
1194	129	3M Tattle tape sensitizer and desensitizer
1194	129	6 - Kick stools on wheels
1195	189	N/A
1195	150/224	4 - Typewriter - IBM
1195	150/224	Date Stamper - Simplex
1195	150/224	Hand Truck
1195	150/224	IMAGE Maker 2000 (Bind Booklets)
1195	150/224	Paper Shredder
1195	165/223	2 - Mail Carts
1195	165/223	2 - Typewriter - IBM Wheelwriter 6
1195	165/223	Date Stamper - Rapidprint
1195	165/223	Tape Machine
1199		1 - 1" Drive Air Impact Wrench with 8 pc. Socket Set
1199		12 Miscellaneous Combination Box/Open Wrenches 1" & Up
1199		2 - #ES6000 1200 Watt Battery Booster Packs
1199		2 - 3/8" Drive Air Impact Wrenches
1199		2 - Walker #93692 Roll Around 7-Ton Vehicle Lifts
1199		3 - 1/2" Drive Air Impact Wrenches
1199		3 Roll Around Transmission Jacks
1199		4 Marquette Battery Chargers
1199		5 - 8,000 lb. Rotary In-Ground Vehicle Lifts
1199		58 Miscellaneous Impact Sockets
1199		Cutting/Burning Torch Set on Cart
1199		Dual Wheel Tire Dolly

Exhibit I

Building	Room	Equipment Description
1199		Graymills 35 Gallon Parts Washer Tank
1199		Jack Stands - 1 - 7 Ton
1199		Jack Stands - 3 - 5 Ton
1199		Jack Stands - 4 - 10 Ton
1199		Jack Stands - 4 - 3 Ton
1199		Jack Stands - 4 - 6 Ton
1199		Jet #JBG-10A 10" Bench Grinder on Stand
1199		Lincoln Electric Stick Welding Machine
1199		Lincoln Pedestal Transmission Jack
1199		Lincoln Standing Hydraulic Press
1199		Lincoln Threaded Stand Support
1199		Matco 400E Handheld Engine Diagnostic Scanner
1199		Matco ACRM3412 R-134 A/C Recycling Machine
1199		Matco Air Powered Brake Bleeder Pump
1199		Matco Electronic Fuel Pump Tester
1199		Nilfisk Brake Dust Machine
1199		OTC Ford Breakout Box Diagnostic Kit
1199		OTC Monitor 4000 Engine Analyzer
1199		Portable Air Tank
1199		Robinair C55NX A/C Vacuum Pump
1199		Roll Around Floor Jack - 1 - 10 Ton
1199		Roll Around Floor Jack - 1 - 4 Ton
1199		Roll Around Floor Jack - 2 - 2 1/2 Ton
1199		Roll Around Floor Jack - 2 - 4 Ton Forklift Jacks
1199		Roll Around Floor Jack - 3 - 2 1/4 Ton
1199		Sears 3.5 hp Shop Vacuum Cleaner
1199		Sears Craftsman 13.8V Cordless Drill
1199		Universal Brand Sandblasting Cabinet
1205	219	18x12" metal light box
1205	219	30x12" metal paper cutter
1205	219	Metal base wood top 5x4' drawing table & drafting machine
1205	219	White wooden 2 drawer artist tabouret
1206		1 Drum Grab
1206		1 Foam-in-Place Packing System
1206		1 Lift Truck, Electric
1206		1 Service Truck
1206		1 Tape Dispenser
1206		12 Stock Truck. 3-sided
1206		3 Strapping Cart
1206		5 Rolling Ladders
1206		6 Hand Trucks
1206		6 Pallet Trucks
1206		6 Stock Trucks
1206		6 Utility Trucks
1206		9 Platform Trucks
1208	300C	18x24" portable light box
1208	300C	20" metal hot wax machine
1208	300C	30x30" wooden paper cutter
1208	300C	40" mat cutter Bainbridge
1208	300C	Board mounted black overhead opaque projector
1208	300C	Metal artist tabouret

Exhibit I

Building	Room	Equipment Description
1208	300C	Metal base wood top 5x4 drawing table
1208	300C	Wooden flat file
1219	120	2 - Mail Carts
1219	120	Date Stamper - Rapidprint
1219	120	Hand Truck
1219	120	Typewriter - IBM 3287 Continuous Form Printer
1219	120	Typewriter - IBM Wheelwriter 15
1221	119	Metal base wood top 5x4' drawing table
1232	317	18x12 metal light box
1232	317	Wooden pedestal base 30x36 drafting table
1240		1 Hand Truck
1240		1 Pallet Truck
1240		1 Security Cage, Mobil
1240		1 Strapping Cart
1240		3 Rolling Ladders
1240		6 Platform Truck
1244	216A	2 - Metal base wood top 5x4' drawing tables
1244	216A	Wooden paper cutter 24x24
1245		1 Hand Truck
1245		1 Pallet Truck
1245		1 Platform Truck
1245		1 Rolling Ladder
1245		2 Hand Truck, Gas Cylinder
1245		4 Stock Truck
1246		1 Rolling Ladder
1250T3	301	Metal base wood top 5x4' drawing table
1248	225	12x12" green paper cutter
1255		1 Tape Dispenser
1298	101A	18" square silver light box
1298	101A	Metal base wood top 5x4 drawing table
1298	101A	Tan base black handle paper cutter

PART IV - REPRESENTATIONS AND INSTRUCTIONS

SECTION K - REPRESENTATIONS, CERTIFICATIONS AND OTHER STATEMENTS OF OFFERORS

K.1 CERTIFICATION AND DISCLOSURE REGARDING PAYMENTS TO INFLUENCE CERTAIN FEDERAL TRANSACTIONS (FAR 52.203-11) (APR 1991)

(a) The definitions and prohibitions contained in the clause, at **FAR 52.203-12**, Limitation on Payments to Influence Certain Federal Transactions, included in this solicitation, are hereby incorporated by reference in paragraph (b) of this certification.

(b) The offeror, by signing its offer, hereby certifies to the best of his or her knowledge and belief, that on or after December 23, 1989,-

(1) No Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress on his or her behalf in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds (including profit or fee received under a covered Federal transaction) have been paid, or will be paid, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress on his or her behalf in connection with this solicitation, the offeror shall complete and submit, with its offer, OMB standard form LLL, Disclosure of Lobbying Activities, to the Contracting Officer; and

(3) He or she will include the language of this certification in all subcontracts at any tier and require that all recipients of subcontract awards in excess of \$1 00,000 shall certify and disclose accordingly.

(c) Submission of this certification and disclosure is a prerequisite for making or entering into this contract imposed by section 1352, title 31, United States Code. Any person who makes an expenditure prohibited under this provision or who fails to file or amend the disclosure form to be filed or amended by this provision, shall be subject to a civil penalty of not less than \$1 0,000, and not more than \$1 00,000, for each such failure.

K.2 TAXPAYER IDENTIFICATION (FAR 52.204-3) (OCT 1998)

(a) Definitions.

"Common parent," as used in this provision, means that corporate entity that owns or controls an affiliated group of corporations that files its Federal income tax returns on a consolidated basis, and of which the offeror is a member.

"Taxpayer Identification Number (TIN)," as used in this provision, means the number required by the Internal Revenue Service (IRS) to be used by the offeror in reporting income tax and other returns. The TIN may be either a Social Security Number or an Employer Identification Number.

(b) All offerors must submit the information required in paragraphs (d) through (9) of this provision to comply with debt collection requirements of 31 U.S.C. 7701 (c) and 3325(d),

reporting requirements of 26 U.S.C. 6041, 6041A, and 6050M, and implementing regulations issued by the IRS. If the resulting contract is subject to the payment reporting requirements described in Federal Acquisition Regulation (FAR) 4.904, the failure or refusal by the offeror to furnish the information may result in a 31 percent reduction of payments otherwise due under the contract.

(c) The TIN may be used by the Government to collect and report on any delinquent amounts arising out of the offeror's relationship with the Government (31 U.S.C. 7701(c)(3)). If the resulting contract is subject to the payment reporting requirements described in FAR 4.904, the TIN provided hereunder may be matched with IRS records to verify the accuracy of the offeror's TIN.

(d) Taxpayer Identification Number (TIN).

TIN: _____

TIN has been applied for.

TIN is not required because:

Offeror is a nonresident alien, foreign corporation, or foreign partnership that does not have income effectively connected with the conduct of a trade or business in the United States and does not have an office or place of business or a fiscal paying agent in the United States;

Offeror is an agency or instrumentality of a foreign government;

Offeror is an agency or instrumentality of the Federal Government.

(e) Type of organization.

Sole proprietorship;

Partnership;

Corporate entity (not tax-exempt);

Corporate entity (tax-exempt);

Government entity (Federal, State, or local);

Foreign government;

International organization per 26 CFR 1.6049-4;

Other _____

(9) Common parent.

() Offeror is not owned or controlled by a common parent as defined in Paragraph (a) of this provision.

() Name and TIN of common parent:

Name _____

TIN _____

K.3 CERTIFICATION REGARDING DEBARMENT, SUSPENSION, PROPOSED DEBARMENT, AND OTHER RESPONSIBILITY MATTERS (FAR 52.209-5) (APR 2001)

(a)(1) The Offeror certifies, to the best of its knowledge and belief, that--

(i) The Offeror and/or any of its Principals--

(A) Are are not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency;

(B) Have have not , within the three-year period preceding this offer, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state, or local) contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property; [This language stayed indefinitely. Please use paragraph (a)(1)(i)(D) below.]

(C) Are are not presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any of the offenses enumerated in paragraph (a)(1)(i)(B) of this provision; and [This language stayed indefinitely. Please use paragraph (a)(1)(i)(E) below.]

(D) Have have not , within a three-year period preceding this offer, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state, or local) contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property; and

(E) Are are not presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any of the offenses enumerated in subdivision (a)(1)(i)(D) of this provision.

(ii)(A) [This paragraph (a)(1)(ii) is stayed indefinitely.] The offeror, aside from the offenses enumerated in paragraphs (a)(1)(i)(A), (B), and (C) of this provision, has has not within the past three years, relative to tax, labor and employment, environmental, antitrust, or consumer protection laws--

(1) Been convicted of a Federal or State felony (or has any Federal or State felony indictments currently pending against them); or

(2) Had a Federal court judgment in a civil case brought by the United States rendered against them; or

(3) Had an adverse decision by a Federal administrative law judge, board, or commission indicating a willful violation of law.

(B) If the offeror has responded affirmatively, the offeror shall provide additional information if requested by the Contracting Officer; and

(iii) The Offeror has has not , within a three-year period preceding this offer. had one or more contracts terminated for default by any Federal agency.

(2) "Principals," for the purposes of this certification, means officers; directors; owners; partners; and, persons having primary management or supervisory responsibilities within a business entity (e.g., general manager; plant manager; head of a subsidiary, division, or business segment, and similar positions).

This Certification Concerns a Matter Within the Jurisdiction of an Agency of the United States and the Making of a False, Fictitious, or Fraudulent Certification May Render the Maker Subject to Prosecution Under Section 1001, Title 18, United States Code.

(b) The Offeror shall provide immediate written notice to the Contracting Officer if, at any time prior to contract award, the Offeror learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

(c) A certification that any of the items in paragraph (a) of this provision exists will not necessarily result in withholding of an award under this solicitation. However, the certification will be considered in connection with a determination of the Offeror's responsibility. Failure of the Offeror to furnish a certification or provide such additional information as requested by the Contracting Officer may render the Offeror nonresponsible.

(d) Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by paragraph (a) of this provision. The knowledge and information of an Offeror is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

(e) The certification in paragraph (a) of this provision is a material representation of fact upon which reliance was placed when making award. If it is later determined that the Offeror knowingly rendered an erroneous certification, in addition to other remedies available to the Government, the Contracting Officer may terminate the contract resulting from this solicitation for default.

K.4 SMALL BUSINESS PROGRAM REPRESENTATIONS (FAR 52.219-1) (MAY 2001) ALTERNATE I (OCT 2000) AND ALTERNATE II (OCT 2000)

(a)(1) The North American Industry Classification System (NAICS) code for this acquisition is 561210.

(2) The small business size standard is \$20M.

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

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

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

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

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

(5) [Complete only if the offeror represented itself as a veteran-owned small business concern in paragraph (b)(4) of this provision.] The offeror represents as part of its offer that it is, is not a service-disabled veteran-owned small business concern.

(6) [Complete only if offeror represented itself as a small business concern in paragraph

(b)(1) of this provision.] The offeror represents, as part of its offer, that--

(i) It is, is not a HUBZone small business concern listed, on the date of this representation, on the List of Qualified HUBZone Small Business Concerns maintained by the Small Business Administration, and no material change in ownership and control, principal office of ownership, or HUBZone employee percentage has occurred since it was certified by the Small Business Administration in accordance with 13 CFR part 126; and

(ii) It is, is not a joint venture that complies with the requirements of 13 CFR part 126, and the representation in paragraph (b)(6)(i) of this provision is accurate. [The offeror shall enter the name or names of the HUBZone small business concern or concerns that are participating in the joint venture: _____.] Each HUBZone small business concern participating in the joint venture shall submit a separate signed copy of the HUBZone representation.

(7) [Complete if offeror represented itself as disadvantaged in paragraph (b)(2) of this provision.] The offeror shall check the category in which its ownership falls:

Black American.

Hispanic American.

Native American (American Indians, Eskimos, Aleuts, or Native Hawaiians).

Asian-Pacific American (persons with origins from Burma, Thailand, Malaysia, Indonesia, Singapore, Brunei, Japan, China, Taiwan, Laos, Cambodia (Kampuchea), Vietnam, Korea, The Philippines, U.S. Trust Territory of the Pacific Islands (Republic of Palau), Republic of the Marshall Islands, Federated States of Micronesia, the Commonwealth of the Northern Mariana Islands, Guam, Samoa, Macao, Hong Kong, Fiji, Tonga, Kiribati, Tuvalu, or Nauru).

Subcontinent Asian (Asian-Indian) American (persons with origins from India, Pakistan, Bangladesh, Sri Lanka, Bhutan, the Maldives Islands, or Nepal).

Individual/concern, other than one of the preceding.

(c) Definitions. As used in this provision--

"Service-disabled veteran-owned small business concern"--

(1) Means a small business concern--

(i) Not less than 51 percent of which is owned by one or more service-disabled veterans or, in the case of any publicly owned business, not less than 51 percent of the stock of which is owned by one or more service-disabled veterans; and

(ii) The management and daily business operations of which are controlled by one or more service-disabled veterans or, in the case of a veteran with permanent and severe disability, the spouse or permanent caregiver of such veteran.

(2) Service-disabled veteran means a veteran, as defined in 38 U.S.C. 101(2), with a disability that is service-connected, as defined in 38 U.S.C. 101(16).

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

"Veteran-owned small business concern" means a small business concern--

(1) Not less than 51 percent of which is owned by one or more veterans (as defined at 38 U.S.C. 101(2)) or, in the case of any publicly owned business, not less than 51 percent of the stock of which is owned by one or more veterans; and

(2) The management and daily business operations of which are controlled by one or more veterans.

"Women-owned small business concern" means a small business concern--

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

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

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

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

- (i) Be punished by imposition of fine, imprisonment, or both;
- (ii) Be subject to administrative remedies, including suspension and debarment; and
- (iii) Be ineligible for participation in programs conducted under the authority of the Act.

K.5 PREVIOUS CONTRACTS AND COMPLIANCE REPORTS (FAR 52.222-22) (FEB 1999)

The offeror represents that--

(a) It has, has not participated in a previous contract or subcontract subject to the Equal Opportunity clause of this solicitation;

(b) It has, has not filed all required compliance reports; and

(c) Representations indicating submission of required compliance reports, signed by proposed subcontractors, will be obtained before subcontract awards.

K.6 AFFIRMATIVE ACTION COMPLIANCE (FAR 52.222-25) (APR 1984)

The offeror represents that (a) it () has developed and has on file.

() has not developed and does not have on file, at each establishment, affirmative action programs required by the rules and regulations of the Secretary of Labor (41 CFR 60-1 and 60-2), or (b) it () has not previously had contracts subject to the written affirmative action programs requirement of the rules and regulations of the Secretary of Labor.

K.7 RECOVERED MATERIAL CERTIFICATION (FAR 52.223-4) (OCT 1997)

As required by the Resource Conservation and Recovery Act of 1976 (42 U.S.C. 6962(c)(3)(A)(i)), the offeror certifies, by signing this offer, that the percentage of recovered materials to be used in the performance of the contract will be at least the amount required by the applicable contract specifications.

K.8 CERTIFICATION OF TOXIC CHEMICAL RELEASE REPORTING (FAR 52.223-13)
(OCT 2000)

(a) Submission of this certification is a prerequisite for making or entering into this contract imposed by Executive Order 12969, August 8, 1995.

(b) By signing this offer, the offeror certifies that—

(1) As the owner or operator of facilities that will be used in the performance of this contract that are subject to the filing and reporting requirements described in section 313 of the Emergency Planning and Community Right-to-Know Act of 1986 (EPCRA) (42 U.S.C. 11023) and section 6607 of the Pollution Prevention Act of 1990 (PPA) (42 U.S.C. 13106), the offeror will file and continue to file for such facilities for the life of the contract the Toxic Chemical Release Inventory Form (Form R) as described in sections 313(a) and (g) of EPCRA and section 6607 of PPA; or

(2) None of its owned or operated facilities to be used in the performance of this contract is subject to the Form R filing and reporting requirements because each such facility is exempt for at least one of the following reasons: [Check each block that is applicable.]

(i) The facility does not manufacture, process, or otherwise use any toxic chemicals listed under section 313(c) of EPCRA, 42 U.S.C. 11023(c);

(ii) The facility does not have 10 or more full-time employees as specified in section 313(b)(1)(A) of EPCRA, 42 U.S.C. 11023(b)(1)(A);

(iii) The facility does not meet the reporting thresholds of toxic chemicals established under section 313(f) of EPCRA, 42 U.S.C. 11023(f) (including the alternate thresholds at 40 CFR 372.27, provided an appropriate certification form has been filed with EPA);

(iv) The facility does not fall within Standard Industrial Classification Code (SIC) major groups 20 through 39 or their corresponding North American Industry Classification System (NAICS) sectors 31 through 33; or

(v) The facility is not located within any State of the United States, the District of Columbia, the Commonwealth of Puerto Rico, Guam, American Samoa, the United States Virgin Islands, the Northern Mariana Islands, or any other territory or possession over which the United States has jurisdiction.

K.9 BUY AMERICAN ACT—BALANCE OF PAYMENTS PROGRAM CERTIFICATE (FAR 52.225-2)
(FEB 2000)

(a) The offeror certifies that each end product, except those listed in paragraph (b) of this provision, is a domestic end product as defined in the clause of this solicitation entitled “Buy American Act—Balance of Payments Program—Supplies” and that the offeror has considered components of unknown origin to have been mined, produced, or manufactured outside the United States. The offeror shall list as foreign end products those end products manufactured in the United States that do not qualify as domestic and products.

(b) Foreign End Products:

Line Item No.	Country of Origin
_____	_____
_____	_____
_____	_____

(List as necessary)

(c) The Government will evaluate offers in accordance with the policies and procedures of Part 25 of the Federal Acquisition Regulation.

K.10 USE OF GOVERNMENT-OWNED PROPERTY (NASA 1852.245-79) (JUL 1997)

(a) The offeror () does, () does not intend to use in performance of any contract awarded as a result of this solicitation existing Government-owned facilities (real property or plant equipment), special test equipment, or special tooling (including any property offered by this solicitation). The offeror shall identify any offered property not intended to be used. If the offeror does intend to use any of the above items, the offeror must furnish the following information required by Federal Acquisition Regulation (FAR) 45.205(b), and NASA FAR Supplement (NFS) 1845.102-71:

(1) Identification and quantity of each item. Include the item's acquisition cost if it is not property offered by this solicitation.

(2) For property not offered by this solicitation, identification of the Government contract under which the property is accountable and written permission for its use from the cognizant Contracting Officer.

(3) Amount of rent calculated in accordance with FAR 45.403 and the clause at FAR 52.245-9, Use and Charges, unless the property has been offered on a rent-free basis by this solicitation.

(4) The dates during which the property will be available for use, and if it is to be used in more than one contract, the amounts of respective uses in sufficient detail to support proration of the rent. This information is not required for property offered by this solicitation.

(b) The offeror () does, () does not request additional Government provided property for use in performing any contract awarded as a result of this solicitation. If the offeror requests additional Government-provided property, the offeror must furnish --

(1) Identification of the property, quantity, and estimated acquisition cost of each item; and

(2) The offeror's written statement of its inability to obtain facilities as prescribed by FAR 45.302-1(a)(4).

(c) If the offeror intends to use any Government property (paragraph (a) or (b) of this provision), the offer must also furnish the following:

(1) The date of the last Government review of the offeror's property control and accounting system, actions taken to correct any deficiencies found, and the name and telephone number of the cognizant property administrator.

(2) A statement that the offeror has reviewed, understands, and can comply with all property management and accounting procedures in the solicitation, FAR Subpart 45.5, and NFS Subparts 1845.5 and 1845.71.

(3) A statement indicating whether or not the costs associated with paragraph (2) of this provision, including plant clearance and/or plant reconversion costs, are included in its cost proposal.

K.11 COMPLIANCE WITH VETERANS EMPLOYMENT REPORTING REQUIREMENTS (FEB 1999)

By submission of its offer, the offeror represents that, if it is subject to the reporting requirements of 37 U.S.C. 4212(d) (i.e., the VETS-100 report required by Federal Acquisition Regulation clause 52.222-37, Employment Reports on Disabled Veterans and Veterans of the Vietnam Era), it has submitted the most recent report required by 37 U.S.C. 4212(d).

K.12 CENTRAL CONTRACTOR REGISTRATION (LaRC 52.204-101) (Nov 1999)

(a) *Definitions.* As used in this provision—

(1) “Central Contractor Registration (CCR) database” means the primary DoD repository for contractor information required for the conduct of business with NASA.

(2) “Data Universal Number System (DUNS) number” means the 9-digit number assigned by Dun and Bradstreet Information Services to identify unique business entities.

(3) “Data Universal Numbering System +4 (DUNS+4) number” means the DUNS number assigned by Dun and Bradstreet plus a 4-digit suffix that may be assigned by a parent (controlling) business concern. This 4-digit suffix may be assigned at the discretion of the parent business concern for such purposes as identifying subunits or affiliates of the parent business concern.

(4) “Commercial Government and Entity Code (CAGE Code)” means –

(i) A code assigned by the Defense Logistics Information Service (DLIS) to identify a commercial or Government entity; or

(ii) A code assigned by a member of the North Atlantic Treaty Organization (NATO) that is recorded and maintained by DLIS in the CAGE master file.

(5) “Registered in the CCR database” means that all mandatory information, including the DUNS number or the DUNS+4 number, if applicable, and the corresponding CAGE code, is in the CCR database; the DUNS number and the CAGE code have been validated; and all edits have been successfully completed.

(b)(1) The Offeror is requested to enter its CAGE Code below:

CAGE Code for contractor location: _____

(2) Offerors should not delay submission of the offer pending receipt of a CAGE or registration in the CCR.

(3) DoD has established a goal of registering an applicant in the CCR database within 48 hours after receipt of a complete and accurate application via the Internet. However, registration of an applicant submitting an application through a method other than the Internet may take up to 30 days. Therefore, offerors that are not registered should consider applying for registration immediately upon receipt of this solicitation.

(c) Offerors and contractors may obtain information on registration and annual confirmation requirements via the Internet at <http://www.ccr2000.com> or by calling 888-CCR-2423 (888-227-2423).

SECTION L • INSTRUCTIONS, CONDITIONS, AND NOTICES TO OFFERORS

L.1 SOLICITATION PROVISIONS INCORPORATED BY REFERENCE (FAR 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>

NOTICE: The following solicitation provisions pertinent to this section are hereby incorporated by reference:

FEDERAL ACQUISITION REGULATION (48 CFR CHAPTER 1) PROVISIONS

<u>CLAUSE NUMBER</u>	<u>TITLE AND DATE</u>
52.204-6	Data Universal Numbering System (DUNS) Number (Jun 1999)
52.211-14	Notice of Priority Rating for National Defense Use (Sep 1990) [The "DO" box is marked.]
52.215-1	Instructions To Offerors--Competitive Acquisition (Feb 2000)
52.215-10	
52.215-16	Facilities Capital Cost of Money (Oct 1997)
52.222-24	Preaward On-Site Equal Opportunity Compliance Evaluation (Feb 1999)
52.233-2	Service of Protest (Aug 1996) [Insert "NASA, Langley Research Center, Mail Stop 126, Hampton, VA 23681-2199" in paragraph (a).]
52.237-10	Identification of Uncompensated Overtime (Oct 1997)

NASA FAR SUPPLEMENT (48 CFR CHAPTER 18) CLAUSES

<u>CLAUSE NUMBER</u>	<u>TITLE AND DATE</u>
1852.223-73	Safety and Health Plan (May 2001)
1852.233-70	Protests to NASA (Mar 1997)
L.2	<u>REQUIREMENTS FOR COST OR PRICING DATA OR INFORMATION OTHER THAN COST OR PRICING DATA (FAR 52.215-20) (OCT 1997) -- ALTERNATE IV (OCT 1997)</u>
(a)	Submission of cost or pricing data is not required.
(b)	The Contractor shall provide cost and pricing information as prescribed in L.13, Business Proposal - Volume II.
L.3	<u>TYPE OF CONTRACT (FAR 52.216-1) (APR 1984)</u>
	The Government contemplates award of a Cost-Plus-Incentive-Fee/Award-Term /Fixed-Price IDIQ contract resulting from this solicitation.
L.4	<u>AUTHORIZED DEVIATIONS IN PROVISIONS (FAR 52.252-5) (APR 1984)</u>
(a)	The use in this solicitation of any Federal Acquisition Regulation (48 CFR Chapter 1) provision with an authorized deviation is indicated by the addition of "(DEVIATION)" after the date of the provision.
(b)	The use in this solicitation of any NASA FAR Supplement (48 CFR Chapter 18) provision with an authorized deviation is indicated by the addition of "(DEVIATION)" after the name of the regulation.

L.5 RESERVED

L.6 BIDDER'S LIBRARY

A bidder's library containing applicable standards, laws, regulations, and other pertinent information to assist offerors is posted on the web at <http://larcpubs.larc.nasa.gov/clasic>

L.7 EVALUATION OF COMPENSATION FOR PROFESSIONAL EMPLOYEES (FAR 52.222-46) (FEB 1993)

(a) Recompetition of service contracts may in some cases result in lowering the compensation (salaries and fringe benefits) paid or furnished professional employees. This lowering can be detrimental in obtaining the quality of professional services needed for adequate contract performance. It is therefore in the Government's best interest that professional employees, as defined in 29 CFR 541, be properly and fairly compensated. As part of their proposals, offerors will submit a total compensation plan setting forth salaries and fringe benefits proposed for the professional employees who will work under the contract. The Government will evaluate the plan to assure that it reflects a sound management approach and understanding of the contract requirements. This evaluation will include an assessment of the offeror's ability to provide uninterrupted high-quality work. The professional compensation proposed will be considered in terms of its impact upon recruiting and retention, its realism, and its consistency with a total plan for compensation. Supporting information will include data, such as recognized national and regional compensation surveys and studies of professional, public and private organizations, used in establishing the total compensation structure.

(b) The compensation levels proposed should reflect a clear understanding of work to be performed and should indicate the capability of the proposed compensation structure to obtain and keep suitably qualified personnel to meet mission objectives. The salary rates or ranges must take into account differences in skills, the complexity of various disciplines, and professional job difficulty. Additionally, proposals envisioning compensation levels lower than those of predecessor contractors for the same work will be evaluated on the basis of maintaining program continuity, uninterrupted high-quality work, and availability of required competent professional service employees. Offerors are cautioned that lowered compensation for essentially the same professional work may indicate lack of sound management judgment and lack of understanding of the requirement.

(c) The Government is concerned with the quality and stability of the work force to be employed on this contract. Professional compensation that is unrealistically low or not in reasonable relationship to the various job categories, since it may impair the Contractor's ability to attract and retain competent professional service employees, may be viewed as evidence of failure to comprehend the complexity of the contract requirements.

(d) Failure to comply with these provisions may constitute sufficient cause to justify rejection of a proposal.

L.8 COMMUNICATIONS REGARDING THIS SOLICITATION (LaRC 52.204-95) (OCT 1993)

Any communications in reference to this solicitation shall cite the solicitation number and be directed to the following Government representative:

Name: Sandra Glenn
Phone: (757) 864-2413 (COLLECT CALLS NOT ACCEPTED)
Facsimile: (757) 864-9020
Address: National Aeronautics and Space Administration
Langley Research Center
Attn: Sandra Glenn, Mail Stop 126
Hampton, VA 23681-2199
Email: CLASIC@larc.nasa.gov

L.9 FACSIMILE TRANSMISSION--BIDS OR PROPOSALS (LaRC 52.204-100) (APR 1996)

(a) Definition. "Facsimile transmission," as used in this solicitation, means a submittal, via electronic equipment that communicates and reproduces both printed and handwritten material, for a modification of a bid or proposal or withdrawal of a bid or proposal that is submitted to and received by the Government, or an acknowledgment of amendment(s) to the solicitation.

(b) OFFERORS MAY NOT SUBMIT FACSIMILE BIDS OR PROPOSALS AS RESPONSES TO THIS SOLICITATION. Facsimile bids or proposals will not be considered.

L.10 POTENTIAL FOR UPGRADE OF GOVERNMENT TECHNOLOGY

The Government plans to install new technology impacting many work areas during this contract. Attachment 4 presents expected technology enhancements, when known, and provides an estimation of the potential for technology changes during the first 3 years.

L.11 PROPOSAL PREPARATION AND SUBMISSION--SPECIAL INSTRUCTIONS

(a) Requirement for Special Technical Capabilities—It is NASA policy to obtain maximum practicable competition consistent with the nature of each procurement. However, to prevent unnecessary expense associated with the preparation and presentation of an oral proposal and submission of a cost proposal, only firms with demonstrated experience and capability in all of the specialized areas of the Statement of Work are encouraged to respond to this request.

(b) Proposal Format and Content--Proposals must be submitted in two (2) volumes: Volume I, Technical Management Proposal, and Volume II, Business Proposal. The Technical Management Proposal consists of Past Performance information, the Technical Management Oral Presentation Package (TMOPP), which is the charts to be presented at a subsequent oral presentation, the Initial Staffing Plan, the Safety and Health Plan, and the Total Compensation Plan for Professional Employees. The Business Proposal shall contain the full cost proposal and other documents as identified in paragraph (g)2 below. No cost information shall be presented in the Technical Management Proposal. The Technical Management Proposal along with the Business Proposal shall be submitted by 4:00 p.m. (Eastern Daylight Time) on September 4, 2001, to the address shown in Block 8 of the Standard Form (SF) 33 (face page of this solicitation), or if hand carried, to the depository listed in Block 9 of the SF 33. Note that Non-U.S. citizens who do not have a "green card" will not be given access to the NASA Langley Research Center for the purpose of proposal delivery.

Past Performance information shall be submitted electronically by August 20, 2001, 4:00 p.m. (Eastern Daylight Time). The Contracting Officer will schedule the oral presentations by lottery and will provide offerors at least a one-week notice of the date and time of the oral presentation

portion of Volume I. No requests to reschedule presentations will be considered unless deemed necessary by the Government due to unanticipated procurement problems or delays.

(c) Proposal Copies and Volume Assembly -- The following matrix specifies the required number of copies of each proposal volume and the grouping of the volumes.

Volume	Format	Page Limitations*	Group 1 (originals)	Group 2 (copies)	Due Date (EDT)
Volume I Technical Management					
Past performance information	Written	2 pages per contract		1 electronic copy***	Aug. 20, 2001, 4:00 p.m.
			1 COPY including subcontractor consent letters		Sept. 4, 2001, 4:00 p.m.
Technical Management Oral Presentation Package (TMOPP)	Oral Presentation Charts	No more than 75 charts; resumes limited to 2 pages each	1 COPY	11 copies	Presentation to be scheduled; written charts and resumes due Sept. 4, 2001, 4:00 p.m.
Staffing Plan	Written	No page limit; use Excel template (Attachment 7)	1 COPY	11 copies	Sept. 4, 2001, 4:00 p.m.
Safety & Health Plan	Written	No limitation	1 copy	11 copies	Sept. 4, 2001, 4:00 p.m.
Total Compensation Plan for Professional Employees	Written	10 pages	1 COPY	11 copies	Sept. 4, 2001, 4:00 p.m.
Volume II Business Proposal					
Business proposal	Written (including cost forms)	No page limit (all pages numbered)	1 copy	11 copies	Sept. 4, 2001, 4:00 p.m.
	Disks/CD			2 copies	Sept. 4, 2001, 4:00 p.m.
Contract Offer (model contract)	Written	No limitation	3 signed hard copies	1 electronic copy**	Sept. 4, 2001, 4:00 p.m.

* A page is defined as one side of a sheet, 8 1/2 by 11 in., with at least 1-in. margins on all sides, using not smaller than 12 point type. Tables and graphics can be 9 pt. Foldouts count as an equivalent number of 8 1/2 by 11 in. pages. The metric standard format most closely approximating the described standard 8 1/2 by 11 in. size may also be used. The goal should be a legible proposal to enhance the evaluators' understanding.

* * Electronic copies of written document shall be compatible with Word 97 for Windows. Past performance information may be submitted by e-mail, fax, or floppy/compact disk. The contract offer shall be either a floppy or compact disk.

(d) Proposal Marking and Packaging--Each group, designated above, is to be packaged individually. This does not preclude packaging more than one, or all, groups in a single overall package. Mark the group number on the outside of the individual packages. Group 1 shall consist of all originals. Group 2 is a set of copies, numbered sequentially "Copy _ of 10."

1. External Marking—All packages shall be clearly marked with the Solicitation number, the Group number, and the total number of packages (i.e., Box 1 of 3).

2. Internal Marking—Except for the signed Contract Offer (model contract), all pages of offers including cover pages shall be clearly marked with the following: "Source Selection Information—See FAR 3.104." The cover page of each copy of the proposal shall be clearly marked with the Volume number, copy number and total number of copies (e.g., Volume II, Copy 4 of 8).

3. Electronic Media Format--(b) Each diskette or CD submitted must have an external label attached to it with the offeror's name and the solicitation number. It is preferred that all data/information be provided under one file; however, if the information you are submitting requires more than one file, save all files under one directory and no two files or folders shall have the same file name.

(e) Early Submission of Past Performance Information--No later than **4:00 p.m. EDT on August 20, 2001**, the offeror shall provide past performance information for five of its customers and five customers for each subcontractor and/or teaming partner (subcontract value over \$1,000,000), for which offeror or partner has performed relevant work within the past three years. Offerors shall fill out page 1 of the Experience and Past Performance (EPP) Form (Attachment 3) and attach a description of the contract. This information shall be submitted electronically to the NASA point of contact listed in L.8 above. Also, by August 13, 2001, offerors shall forward copies of the entire EPP Form (Attachment 3) to those agencies and/or firms identified. The Source Evaluation Board (SEB) members will contact at least three of the named individuals and conduct a telephonic survey of past performance using Attachment 3 as the guide. Based on information provided, the SEB will select references to contact.

(9) Oral Presentation—Volume 1 shall include an oral presentation. Only material submitted by the proposal due date shall be presented at the oral presentation. It is the responsibility of the offeror to present the TMOPP in the time allotted. No additional time will be provided beyond the schedule set forth below. Only typographical errors may be corrected in the presentation material after the proposal submission due date. Presentation material not originally submitted shall not be presented at the oral presentation and will not be considered by the Source Evaluation Board.

Presentation Equipment—The Government will have available an overhead viewgraph projector. Offerors are responsible for any electronic projection equipment they elect to use.

Presentation Agenda—The Offerors' oral presentations shall be limited to 90 minutes. The Offeror shall be prepared to begin the oral proposal at 8:30 a.m. EDT. Offerors will have access to the presentation facility by 7:30 a.m. to set up any necessary equipment.

The proposed agenda is as follows:

Offeror Presentation	8:30 a.m. – 10:00 a.m.
SEB Caucus to develop clarification questions for offeror	10:00 a.m. – 11:00 a.m.
Offeror Caucus to develop answers	11:00 a.m. – 11:30 a.m.
Proposal Clarification	11:30 a.m. – 12:30 p.m.

Presenter Guidelines—The oral presentations must be made in person. No pre-recorded videotapes will be allowed. The Offeror's presentation team, including subcontractors, is limited to five personnel. No other contractor personnel may attend.

Clarification of Proposals—After completion of the oral presentation, the Government evaluators will caucus for one hour. Upon return, the Government may request clarification of any points addressed which are unclear and may ask for elaboration by the offeror on any point which was not adequately supported. Any such interchange between the offeror and the Government will be for clarification only, and will not constitute discussions within the meaning of FAR 15.306.

Videotaping of the Presentation—The Government will videotape each Offeror's presentation and the Government question period. These videotapes will be used by the SEB, if necessary, during the evaluation process.

Government Attendance—The Government evaluation team will be present at all oral proposal presentations

(g) Proposal Content

1. Volume 1 Technical Management Proposal

a. Past Performance Information--The past performance information for each contract shall include page 1 of the Experience and Past Performance form (Attachment 3) filled out with a description of the contract attached. The description is limited to 2 pages and shall include 1) the contract's relevance to this procurement; 2) a summary of the significant achievements and performance relative to contract standards; 3) the original cost/price and delivery terms in the contract and the cost/price and delivery actually experienced with explanation of any differences; and (4) at offeror's discretion, information on problems encountered and corrective action taken. For award fee contracts, separately state award fee ratings received for each evaluation period. 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. Other references, aside from those provided by the offeror, may be contacted and their comments considered during the source selection process.

Offerors shall also provide the written consent of their proposed significant subcontractors or partners to allow the Government to discuss the subcontractors' past performance evaluation with the offeror.

b. TMOPP - The offeror's presentation shall conform to the evaluation factors in order and content as presented in Section L.12 below. The presentation is limited to 90 minutes using not more than 75 charts designed for 8 1/2-inch by 11-inch format, numbered

consecutively, and containing Arial font text with a font size of no less than 14 pt. Tables and graphics in a chart for the oral presentation can be 12 pt. A 2-page resume shall be attached to the TMOPP (not included in the 75-chart limitation) for each key personnel discussed.

c. Initial Staffing Plan – The offeror shall include with the TMOPP an Initial Staffing Plan for the first year of the contract prepared using the template provided as Attachment 7. Offerors shall enter each labor category (column B) that they are proposing to meet the requirements of the SOW and, if applicable, enter the corresponding wage determination (WD) code or collective bargaining agreement (CBA) labor category (column A). For each category, enter the number of full-time equivalents (FTE) proposed in the appropriate columns corresponding to the SOW work area. Include working leads in the appropriate SOW column. In the columns for Management, Administrative, & Clerical (columns C&D), list managers, administrative staff, and clerical staff who cannot be attributed to a particular SOW area. Distinguish between prime and subcontractor FTEs for each SOW element. The Initial Staffing Plan is NOT included in the chart page limitation.

d. Safety and Health Plan – The offeror shall include with the TMOPP the Safety and Health Plan required by the provision at 1852.223-73. Prepare the plan according to instructions in Attachment 1. The Safety and Health Plan is NOT included in the chart page limitation.

e. Total Compensation Plan for Professional Employees – The offeror shall include with the TMOPP a total compensation plan for professional employees in accordance with L.7 above. This plan is limited to ten pages.

2. Volume II Business Proposal

No cost information shall be presented in Volume I and shall not be presented in the oral presentation. The Business Proposal (Volume II) is not page limited; however, it must be page numbered. The Business Proposal is to be strictly limited to responses to Factor 2, Cost, and the following specific documentation that must accompany each Offeror's proposal:

- a. Full cost proposal as defined in Section L.13 below;
- b. Completed and signed Section K Representations, Certifications and other Statements of Offerors;
- c. Model Contract consisting of:
 - (1) Signed Contract Cover Page (Blocks 16-18) on SF 33;
 - (2) Completed Contract Schedule. The Offeror shall complete all shaded areas in the contract; and shall submit an electronic as well as hard copy.
- d. A statement of all exceptions to the proposed contract terms, conditions, and SOW.

The offeror is urged to examine this solicitation in its entirety and to assure that the 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. The offeror should ensure that the cost proposal is consistent with the technical management proposal in all respects since the cost proposal will be used as an aid to determine the offeror's understanding of the technical management requirements. Discrepancies may be viewed as a lack of understanding.

Each volume shall include the detailed information outlined below in order that it can be evaluated in accordance with the evaluation factors set forth in M.2.

L.12 TECHNICAL MANAGEMENT PROPOSAL – VOLUME I

FACTOR 1 - MISSION SUITABILITY

(a) Subfactor 1 – Technical Management

The offeror's response to this subfactor is important to the Government's evaluation since it conveys an understanding of the technical management requirements of the Statement of Work and approach for meeting those requirements.

(1) Delivery of Decentralized Services in a Dynamic Environment –

The offeror shall demonstrate ability to deliver decentralized services in diverse technical work areas and a dynamic environment. Describe the organization structure, including any subcontracting or partnering arrangements. If applicable, define the proposed responsibilities of the prime and subcontractors. Identify the Program Manager and other key personnel who will manage the overall contract and the five major SOW areas and their experience, education, and capabilities. Two-page resumes for each key personnel identified shall be submitted with the TMOPP and will not be included in the TMOPP 75-chart limitation. The offeror's proposal shall identify areas that may experience change in technology or requirements over the contract term and its approach for dealing with change. The offeror's approach for innovation in each of the SOW work areas shall demonstrate the ability to use customer feedback, technology and other innovations to improve efficiency and effectiveness. The ability to incorporate special projects and activities into day to day activities while meeting all requirements shall also be demonstrated.

(2) Information Technology (IT) – Demonstrate ability to manage IT resources including technology refreshment, maintaining currency and compatibility with Government IT systems and software, and providing IT security and systems administration.

(3) Workforce Management – The initial staffing plan and the total compensation plan for professional employees shall be submitted to support the evaluation of workforce management. Also, in the TMOPP the offeror shall discuss its initial staffing plan and its approach to evaluating skills required for technical performance and to acquiring those skills from available staffing sources including the incumbent workforce. The basis for retaining or not retaining incumbent personnel shall be specified. The offeror shall also demonstrate the ability to develop and retain a skilled, proficient, and diverse workforce in a changing environment. A plan for accommodating fluctuating workloads (up and down) and personnel absences shall be explained.

(4) Transition Plan – Provide a transition plan to demonstrate the ability to phase-in the contract without disruption of services or loss of data. Include the specific schedule for completion of each phase-in activity. The offeror shall also identify a plan for hiring personnel and obtaining any non-personnel resources required for contract performance (facility, equipment, materials, etc.).

(b). Subfactor 2 – Mission Assurance, Safety and Occupational Health

The offeror shall identify and discuss relevant programmatic risk areas and an approach for mitigating these risks. Programmatic risks include, but are not limited to, technical performance, cost, NASA's safety priority (SOW 2(8)), occupational health, security, and environmental considerations. Offerors shall indicate whether they hold a Facility Security Clearance (see Exhibit B), and, if not, their plan for acquiring the clearance. In addition, the offeror shall provide a safety and health plan in accordance with NFS Provision 1852.223-73, Safety and Health Plan. (See Attachment 1 for instructions on preparing the plan.) The approach for complying with all applicable NASA policies and procedures relative to safety, occupational health, NASA Procedure and Guideline (NPG) 8715.1 "NASA Safety and Health Handbook, Occupational Safety and Health Programs," and NPG 8715.3 "NASA Safety Manual" shall be discussed.

L.13. BUSINESS PROPOSAL -VOLUME II

(a) FACTOR 2 - COST

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 Management Proposal, each offeror is required to submit cost or pricing information with its proposal pursuant to FAR 52.215-20, Alternate IV.

1. The offeror shall fully comply with the requirements set forth in FAR 15.408, Table 15-2, I. General Instructions A, E, G, and II Cost. Include in the cost proposal sufficient detail to support and explain all costs proposed, giving figures and narrative explanation. Since an award may be made without further discussion, this information must be submitted with an offeror's proposal.

2. The cost proposal shall be prepared in a manner consistent with your current accounting system. Provide a statement verifying that you have an approved Accounting System, including the approval date and the name of the reviewing office. List any other systems, such as estimating, purchasing, billing, compensation, and budgeting, that have been reviewed or are under review, showing the status, outstanding issues, approval date, and name of the reviewing office. Identify your responsible Defense Contract Audit Agency (DCAA) Office. If applicable, provide a copy of your most current Forward Pricing Rate Agreement and the status of any unresolved Cost Accounting Standard issues.

3. Each subcontract expected to exceed a total of \$550,000 shall also be supported in a similar manner consistent with L.13, Business Proposal, Volume II. 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.

4. Complete the Cost Forms included as Attachment 2 to this solicitation. Follow the instructions in sheet 1 of that attachment. Identify, explain, and reconcile any differences between Cost Form classifications and/or rates and those classifications and/or rates in the offeror's established accounting system. For example, if contract years cross your fiscal years, show how fiscal year rates were apportioned to establish contract year rates. This establishes an audit trail

from the Cost Forms to the offeror's books and records. Read all Cost Form instructions carefully. Note that Rate Charts are examples only. Offerors shall develop and complete their own rate charts.

5. Computerized Cost Proposal Input Instructions

(a) The Government intends to use personal computers with Windows EXCEL 97 software to aid in the evaluation of the cost proposal. The Offeror and subcontractor(s) providing direct labor should submit cost information saved: (1) in a format that can be opened with the specified software and (2) on an IBM compatible 3-1/2 inch diskette or CD (two copies) formatted for use in Windows 95, Windows 98, Windows 2000, or Windows NT. Offerors shall virus scan all diskettes/CDs prior to submission. Computerized cost data, information, and format must be identical to that submitted in the paper proposal. In the event of any inconsistency between the diskettes and the paper proposal, the paper 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.

(b) Each diskette or CD submitted must have an external label attached to it with the offeror's name and the solicitation number. It is preferred that all data/information be provided under one file; however, if the information you are submitting requires more than one file, save all files under one directory and no two files or folders shall have the same file name. All linking must be within that directory. There shall be no external links. The offeror's cost files/directory name must begin with at least the first four letters of the company's name or normal abbreviation, for example, Always Be Careful, Inc. cost file would be Always.xls or ABCI.xls.

ALL ELECTRONIC COST SUBMISSIONS SHALL BE TRUE SELF-CALCULATING SPREADSHEETS. Any "absolute values" must be explained and supported.

6. Other Price and Cost Detail Instructions

(a). All cost and pricing information should be submitted in a format consistent with the contract's base five-year period of performance, four six-month award term periods and three one-year award term periods. Assuming a phase-in start date of January 1, 2002 and a contract implementation date of February 1, 2002, the total contract period of performance is broken down as follows:

Contract Period	Period of Performance	Months	Award Term Period
Phase-In	January 1 – January 31, 2002	One Month	N/A
Contract Year 1	February 1 – December 31, 2002	Eleven Months	N/A
Contract Year 2	January 1 – December 31, 2003	Twelve Months	N/A
Contract Year 3	January 1 – December 31, 2004	Twelve Months	N/A
Contract Year 4	January 1 – December 31, 2005	Twelve Months	N/A
Contract Year 5	January 1 – December 31, 2006	Twelve Months	N/A

			Period
Contract Year 6A	January 1 – June 30, 2007	Six Months	1
Contract Year 6B	July 1 – December 31, 2007	Six Months	2
Contract Year 7	January 1 – December 31, 2008	Twelve Months	3
Contract Year 8	January 1 – December 31, 2009	Twelve Months	4
Contract Year 9	January 1 – December 31, 2010	Twelve Months	5
Contract Year 10A	January 1 – June 30, 2011	Six Months	6
Contract Year 10B	July 1 – December 31, 2011	Six Months	7

In addition, Contract Year 1 costs shall be broken down to the Statement of Work Subtask level using cost Forms AI-3. The prime Contractor and any direct labor subcontractor(s) shall submit cost and pricing information to support their proposal(s).

(b) Labor – The offeror must propose the labor classifications/categories and hours necessary to provide the services set forth in the Statement of Work (SOW); however, the resultant contract will not reflect a specified level-of-effort. If the offeror proposes to subcontract any of the positions, so indicate. Correlate proposed labor classifications/categories with the Wage Determination(WD) occupation code or Collective Bargaining Agreement (CBA) position title/classification, if applicable. Any composite hourly rates must be explained. Show the derivation of your productive man-year. If you propose uncompensated overtime, discuss it in detail and show the effect on your productive man-year and direct labor rates. The offeror's technical and cost proposals must correlate and support each other fully.

The "direct labor hours" discussed in these instructions are defined as those productive hours expended by Contractor and/or subcontractor personnel in performing direct functions required to perform the SOW. It does not include administrative or other labor classified as indirect by your established accounting policy and procedures. It does not include contract support labor, i.e. the administrative effort supporting the overall contract and classified as direct by your accounting system. It does not include sick leave, vacation, holiday leave, military leave, or any type of administrative leave, but does include overtime hours and direct labor hours provided under subcontracts.

A copy of the Register of WD and Fringe Benefits issued by the Department of Labor and CBAs for employees under this proposed contract is included in Section J, Exhibit D, and Collective Bargaining Agreements currently in effect are included in Section J, Exhibit E. It should be noted that the wage rates and benefits specified in the WD are minimums. It should also be noted that the wage determination might not list all labor classes to be employed under this contract. Paragraph (a) of the clause entitled "Service Contract Act of 1965" states that in this event, conformable rates must be established for those service employees to be employed under the contract but not listed on the wage determination. These conformable wage rates will be the result of a three-party agreement between the employees, Contractor, and the Government. Identify those proposed positions subject to the WD and specify the correlating WD Occupation Code. CONFIRM IN YOUR SUBMISSION THAT ALL MINIMUM BENEFITS, INCLUDING

HEALTH AND WELFARE, FOR WD EMPLOYEES ARE MET AND PROVIDE CONFIRMING CALCULATIONS.

NOTE: If conformable rates are established or a new Wage Determination is received prior to the award of the contract, the conformable rates and Wage Determination will be incorporated prior to award (or prior to or during negotiations, if held).

As part of the Collective Bargaining Agreements (Exhibit E), the current Contractor provides health benefits to union employees through two plans. The plans available to union employees are Optima Health Plan (HMO) and Optima Preferred Provider Organization (PPO). The Optima Health Plan Evidence of Insurance (OHP.LG.EOC.7.00) and the Optima Health Insurance Company Certificate of Insurance (PPO.LG.COI.7.00) provide all benefits, conditions, limitations, and exclusions for these plans. Details for Optima Health Plan and Optima Health Insurance Company can be found at <http://www.optimahealth.com>.

(c) Indirect Costs - For each indirect pool, identify the rates and bases used to determine the proposed costs. Clearly state whether this contract has been considered in determining your proposed indirect rates. If your indirect rates have not been reviewed within the last 18 months by the responsible Defense Contract Audit Agency Office (DCAA), for larger indirect pools, e.g., overhead, fringe benefits, and G&A, provide a list of the expense accounts and amounts in the pools. Detail any labor elements in the pools. Provide the most recent three-year history of all indirect rates. If your rates have been recently audited, provide the responsible DCAA Office and point of contact. The offeror's proposal must provide details to allow analysis and comparison to the professional compensation plan required in L.7.

(d) Contract Specific Overhead – Contract support labor is anticipated to be the basis for the Contract Specific Overhead rate. The Contract Support Personnel are those administrative personnel supporting the overall contract and classified by your established accounting system as direct. Management, supervision and indirect support for the IDIQ effort should be considered here. Should you consider any other cost in this category, clearly identify and explain each element.

(e) Materials and Supplies – For proposal purposes use \$22K annually for parts (e.g. lens, bulbs, belts) for repair of equipment in support of Audio/Visual Services (SOW Section 7.2), \$150K annually for parts (e.g. oil filters, spark plugs, oil) in support of Vehicle Maintenance and Control (SOW Section 4.2), and \$33K annually for office supplies in support of Procurement Service Pool (SOW Section 5.3). Provide support and rationale for any other material and supply costs proposed.

(9) Equipment – Offerors are reminded that they shall propose all equipment, including vehicles and property (computer equipment, copiers, fax machines, etc.) necessary to perform the requirement in the SOW except those specified in Section J, Exhibits C and I, and the SOW. The Contractor must replace with their own equipment any property noted in Section J, Exhibits C (equipment status 1) and I, that reaches the end of its useful life or is beyond economical repair and is still required for performance of the SOW. This replacement equipment shall be costed according to your approved accounting system. Provide support and rationale for equipment costs proposed other than that specified in this RFP.

The following information is to assist you in proposing your equipment costs:

- For proposal purposes use \$38K annually for the Audio/Visual loan pool equipment (SOW Section 7.2).
- Existing non-controlled property (which has an estimated cost of less than \$1,000) will also be provided. (See Section J, Exhibit I.) This includes property such as calculators, certain stationary tools, hand tools, and hand trucks. This property must be replaced with company-owned property when it reaches the end of its useful life or is beyond economical repair. However, the Government estimates that the majority of these items will remain in good physical condition for the duration of the contract.
- The Contractor shall also supply and maintain information technology (IT) equipment and software for use on this contract. See SOW Section 3, Information Technology Requirements. You must specify and support the source/method selected to supply and maintain your IT requirement.
- Your attention is directed to Section H.18, Option to Purchase Contractor-Owned Vehicles and Equipment. A similar clause is in the current CLASSIC contract NAS1-96010. The incumbent Contractor-owned equipment consists of vehicles, forklifts, and IT equipment and is set forth in Attachment 6. The residual value of this equipment is also included. The Government intends to exercise the option that requires the incumbent to sell the Contractor-owned equipment to the successful offeror at its depreciated value based on the Contractor's depreciation schedule. However, as this will be a performance-based contract, the offeror should propose the vehicles/equipment determined necessary to satisfy the Government requirement which may not be all of the vehicles/equipment under contract NAS1-96010. You must specify and support your source and method for supplying your vehicles and equipment.

(g) Travel – For proposal purposes use \$25K annually for travel associated with NASA Excess Property Screening (SOW Section 4.6). Provide support and rationale for any other travel costs proposed.

(h) Other Direct Costs (ODC) – For proposal purposes include the following:

- \$391K annually for all ODC's (including travel, talent, music, rental of satellite truck, closed captioning, and translation) for Video Production Services (SOW Section 7.1).
- \$47K annually for hardware and software maintenance of Government-provided systems for Video Production Services (SOW Section 7.1).
- \$106K annually for all ODC's (including travel) for Audio/Visual Services (SOW Section 7.2).

(These estimates do not include material and equipment previously addressed in (e) and (9) above.) Provide an itemized breakdown and detailed explanation of all non-Government specified ODC costs proposed.

(i) City/County Business License Tax – Consult applicable local jurisdictions to determine any applicable business license taxes and enter your estimates. Consult the City of Hampton regarding personnel who are to work on-site at LaRC even if your facility will not be located in Hampton.

(j) 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 1815.404-471-5(a), 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 FCCOM allowed in accordance with FAR 31.205-10(a) or 1 percent of the cost base, whichever is less.

(k) Escalation – As your cost proposal is expected to reflect the total cost to the Government for you to provide the effort in the SOW of this solicitation, your proposal should include anticipated escalation unless escalation is prohibited by law, regulation, or a specific clause in this document (see FAR 52.22243). Escalation factors should be clearly stated and escalated amounts shown for each escalated item. For information purposes, the following are the escalation rates used by the Government as guidelines in assessing the reasonableness of proposed compensation increases in proposals:

YEAR	RATE
2002	3.0%
2003	2.9%
2004	3.0%
2005 & beyond	3.1%

These guidelines are in no way to **be** considered mandatory for your proposal. Discuss the derivation and provide the rationale for your proposed escalation. Discuss your rationale for not escalating any elements that would normally **be** escalated.

(l) Incentive Fee – Clearly identify the amounts proposed for your target and maximum incentive fee proposed for each year or award term period in 6.3. Provide your rationale. Clearly show how FCCOM was considered in the calculation of the proposed fee, if applicable.

(m) Phase-In – Phase-In Costs. if proposed, should be fully detailed and supported and should correlate with the Offeror's technical proposal. During Phase-In, the Government will provide office space, office furniture, and utilities (including Government telephones for official purposes only) for approximately six people. The services listed in Section G.7 (c)–(f) will also be provided. The fee proposed for phase in shall be included in the target fee for the first six months of the contract.

7. Indefinite Delivery Indefinite Quantity (IDIQ) Fixed Price Work - The schedules in Section B of the contract shall be completed and submitted with your cost proposal for the IDIQ requirement. All supporting cost and pricing information should be submitted by specific contract periods in a format consistent among the years and shall clearly show how the rates are derived. The IDIQ requirement includes Carpet Removal/Installation and other IDIQ requirements that are within scope of the SOW but cannot currently be identified. For proposal purposes, use the maximum IDIQ value set forth in Section B for your IDIQ price. Management, supervision and indirect support should be included with the CPIF effort and not in the IDIQ.

(a) Carpet Removal/Installation (SOW Section 9.3) – An annual fully burdened fixed price per-square-yard rate must be proposed for carpet removal and carpet installation and a fully burdened fixed price per-linear-foot rate must be proposed for cove base installation. The “Unit Price” inserted for each task is your proposed rate to provide one unit of the specified task. Each “Unit Price” should include all direct and indirect costs and profit associated with performing the specified tasks. “Unit Price” should consider such elements as hours and hourly labor rates for required trades, shift differential, fringe benefits adjustable under FAR 52.222-43 and non-adjustable fringe benefits, overheads, G&A. material and supplies (e.g., cove base molding and

glue), equipment, tools, travel, license, taxes, insurance, permits, and profit. The Government will furnish the carpet. If a task is to be subcontracted, in whole or in part, total subcontract price plus prime burden should be included.

(b) Other IDIQ Requirements - Proposed labor classifications/categories, labor rates and indirect rates shall be proposed and should correlate with those used to establish the CPIF value; if not, clearly explain any differences. (Offerors are reminded that proposed rates shall not include any contingency to cover increased costs for which an adjustment is provided under Section I clause, FAR 52.22243.)

(1) Direct Labor Rate - Identify all labor categories necessary to perform all the services set forth in the SOW (excluding carpet requirement). The labor rate inserted for each labor category is your proposed hourly labor rate to provide one performance standard hour of effort. Your proposed labor rate should consider only the direct labor rate for that labor category. If a labor category is to be subcontracted, in whole or in part, identify as such.--

(2) Indirect Fixed Rates - Identify the corresponding indirect rates separately, e.g., overheads and G&A rates, fringe benefits adjustable under FAR 52.22243, other fringe benefits, subcontract handling rate, material handling rate, but not fee or profit. The application bases must be specified.

Considering the IDIQ process, show how you would develop a fixed price burdened rate prior to profit for one labor category. Also, show how you would burden \$10K each in material, equipment, subcontract, and any additional other direct cost elements.

L.14. FACTOR 3 – EXPERIENCE AND PAST PERFORMANCE

The extent to which contract objectives (including technical and safety performance, management, and cost control) have been achieved on related efforts by the offeror, any significant subcontractors and/or teaming partners, predecessor companies, and key personnel shall be described. Experience will be viewed as the demonstrated accomplishment of work which is comparable and relevant to the objectives of this procurement. The offeror shall not present relevant experience and past performance data during the oral presentation. All relevant experience and past performance data shall be submitted in advance in accordance with L.I 1(e) and may be verified by the Government through discussions with the references provided. Offerors will be given an opportunity to refute any negative past performance findings during the clarification/questions portion of the oral presentation.

SECTION M - EVALUATION FACTORS FOR AWARD

M.1 METHOD OF EVALUATION

(a) Proposals received in response to this RFP will be evaluated by a NASA Source Evaluation Board (SEB) in accordance with NFS 1815.3. Mission Suitability will be scored. Cost and Past Performance will not be scored. The Source Selection Authority, after consultation with the SEB and other advisors, will select the offeror for award or negotiations, if held, who can perform the contract in a manner most advantageous to the Government, all factors considered.

(b) Evaluation will be on the basis of material presented and substantiated in the offeror's proposal and not on the basis of what may be implied. Vague statements will be

interpreted as a lack of understanding on the part of the offeror and/or inability to demonstrate adequate qualifications. The offeror's attention is directed to L.11, which provides important instructions concerning proposal preparation.

(c) Unacceptable Proposals - Pursuant to NFS 1815.305-70, the Contracting Officer shall not complete the initial evaluation of any proposal when it is determined that the proposal is unacceptable.

1. Prior to oral presentations: In the event that the Offeror does not address the essential requirements of the Request for Proposal in its Technical Management Proposal or proposes out-of-line costs which discussions with the Offeror could not reasonably be expected to cure, the Contracting Officer shall discontinue the initial evaluation of the proposal and advise the offeror that its proposal is unacceptable. In such cases an oral presentation shall not be conducted and the Offeror will receive no further consideration for contract award.

2. After oral presentations: The full set of criteria at NFS 1815.305-70 shall be used to determine whether a proposal is unacceptable.

M.2 EVALUATION FACTORS

The Technical Management Proposal (Volume I), the oral presentation, and the Business Proposal (Volume II) will be evaluated. The factors and sub-factors to be evaluated are set forth below.

A. Factor 1 - Mission Suitability

The content of this section of the offeror's proposal will provide the basis for evaluation of the offeror's response to the technical requirements of the RFP. Note: Proposal risks associated with technical aspects of the proposal will be assessed. The evaluation of risk will consider the probability of success, the impact of failure, and the alternatives available to meet the requirements.

The Mission Suitability subfactors to be considered and scored in the evaluation of the offeror's Technical Proposal are set forth below:

a. Subfactor 1 – Technical Management

The offeror's understanding of the technical management requirements of the Statement of Work and approach for meeting these requirements will be evaluated. The following will be considered in the evaluation:

(1) Delivery of Decentralized Services in a Dynamic Environment --
The proposal will be evaluated for the offeror's ability to deliver decentralized services in diverse technical work areas and a dynamic environment. The proposal will also be evaluated for the effectiveness of the organization/management structure including any subcontracting or partnering arrangements. The proposed responsibilities of the prime and sub-contractors (if applicable) will be evaluated. The experience, education, and capabilities of the Program Manager and other key personnel who will manage the overall contract and the five major SOW areas will be evaluated. The offeror's approach for innovation and ability to use technology, customer feedback, and other innovations to improve efficiency and effectiveness will also be evaluated. The offeror's ability to incorporate special projects and activities into day to day

activities while meeting all requirements and identify areas that may experience change in technology or requirements over the contract term and its approach for dealing with change will be evaluated.

(2) Information Technology – The proposal will be evaluated for the offeror's ability to manage IT resources including technology refreshment, maintaining currency and compatibility with Government IT systems and software, and providing IT security and systems administration.

(3) Workforce Management – The proposal (including the initial staffing plan and the total compensation plan for professional employees) will be evaluated for the offeror's ability to evaluate the necessary and appropriate skills and skill mix for technical performance including those of the incumbent workforce and providing and retaining a qualified, proficient, and diverse workforce in a changing environment. The basis for retaining or not retaining incumbent personnel will be evaluated. The offeror's plan for accommodating fluctuating workloads (up and down) and personnel absences will also be evaluated. The proposal will be evaluated to ensure that the total compensation plan for professional employees reflects a sound management approach and understanding of the contract requirements. This assessment will include all areas described in L.7, FAR 52.222-46, Evaluation of Compensation for Professional Employees.

(4) Transition Plan – The proposal will be evaluated for the offeror's plan to phase-in the contract without disruption of services or loss of data. The specific schedule for completion of each phase-in activity and offeror's plan for hiring personnel and obtaining any non-personnel resources required for contract performance (facility, equipment, materials, etc.) will also be evaluated.

b. Subfactor 2 – Mission Assurance, Safety and Occupational Health--This subfactor will be used to evaluate the offeror's understanding of potential programmatic risks and plans for mitigating such risks. The offeror's ability to acquire a Facility Security Clearance will be evaluated. The offeror's proposal (including the Safety and Health Plan) will be evaluated for the offeror's approach to ensuring safety and health and the ability to comply with applicable health and safety regulations and meet NASA's safety priority.

B. Factor2 - Cost

(1) It is expected that the contract will be awarded based upon a determination that the price is reasonable based upon adequate price competition. An analysis of the proposed price will be conducted to determine its reasonableness, acceptability, and extent to which it reflects performance addressed in the Technical Management Proposal. In addition, an in depth analysis of the proposed cost elements will be performed to assess cost realism and the offeror's capability to accomplish the contract objectives within the cost proposed. Proposals that include unrealistically low labor rates, or that do not otherwise demonstrate cost realism, will be considered in a risk assessment and will be evaluated for award in accordance with that assessment. A probable cost will be developed for purposes of determining cost realism and best value. The reasonableness of the proposed fee will be assessed in accordance with FAR 15.404-4. The cost/price proposal may be used as an aid to determine the offeror's understanding of the Mission Suitability Requirements.

(2) Adjustment for Cost Realism

Cost realism is the degree to which all costs for the total contract reflect the proposed approach to achieving the technical objectives. It means that the costs in an Offeror's proposal are realistic for the work to be performed, reflect a clear understanding of the requirements, and are consistent with the various elements of the Offeror's technical proposal. Realism of proposed costs may significantly affect the Offeror's Mission Suitability scores. The Offeror's cost proposal will be evaluated for cost realism in accordance with the following:

A pool of 300 points will be used to adjust the Mission Suitability score to account for any weaknesses associated with the lack of cost realism present in the Offeror's proposal. This adjustment will be made if the proposed resources are unrealistically high or low according to the following guidelines:

Depending on the severity of the lack of realism and the associated adjustment, some or all of the points in the cost realism pool will be deducted from the Offeror's Mission Suitability score.

The total number of points to be subtracted from the Mission Suitability score will be calculated as follows:

<u>Cost Realism Variance</u>	<u>Point Adjustment</u>
+/- 5 percent	0
+/- 6 to 10 percent	-50
+/- 11 to 15 percent	-100
+/- 16 to 20 percent	-150
+/- 21 to 30 percent	-200
+/- more than 30 percent	-300

C. Factor 3 - Past Performance

Past performance will be assessed to determine the extent to which contract objectives (including technical and safety performance, management, and cost control) have been achieved on related efforts by the offeror and any significant subcontractors and/or teaming partners. Experience will be viewed as the demonstrated accomplishment of work which is comparable and relevant to the objectives of this procurement. Emphasis will be given to the offeror's more recent performance. This factor includes the evaluation of overall corporate offeror and significant subcontractor experience and past performance, including any predecessor companies, key personnel who have relevant experience, or teaming partners. Any corrective action taken to mitigate problems encountered shall also be evaluated. An offeror who does not have a past performance record will be given a neutral rating. In conducting the evaluation for this factor, the Government reserves the right to use all information available at the time of evaluation, whether provided by the offeror in its proposal or obtained from other sources.

M.3 RELATIVE IMPORTANCE OF EVALUATION FACTORS

A. The weights (points) to be used in the scoring of the Mission Suitability Subfactors are presented below. The numerical weights assigned to the subfactors are indicative of the relative importance *of* those evaluation areas.

<u>Subfactors</u>		<u>Points</u>
1.	Technical Management	<u>900</u>
2.	Mission Assurance, Safety and Occupational Health	<u>100</u>
TOTAL		1,000

B. Overall, in the selection of an offeror for contract award, Mission Suitability, Cost, and Experienced and Past Performance, will be of essentially equal importance. All evaluation factors other than cost, when combined, are significantly more important than cost.

Attachment 1 - Safety and Health Plan Instructions

The offeror shall submit a detailed safety and health plan addressing how the company intends to protect the life, health, and well being of the public, NASA LaRC and contractor employees, and visitors, as well as protect on-site property and equipment. The offeror's safety and health plan shall address how the company implements the safety and health plan internally as well as how these requirements are effectively implemented in any subcontracts. This plan, as approved by the Center Safety Officer, will be included in any resulting contract. As a minimum, the plan shall address the following areas. If any area is not applicable to the contract effort, the offeror shall so state in the plan.

Contract Identification – Provide contract number, period of performance and identification of all option periods, and a brief summary of the scope of work.

Points of Contact and Responsibility – Provide organizational flowchart, including area responsible for safety. The safety organization shall include identification of the Contract Manager and the Safety Representative, and describe responsibilities of each employee in the safety organization.

Safety Regulations – Provide a statement of compliance to applicable OSHA, Federal, State, Local, and Langley Research Center Safety Regulations.

Accident & Injury Reporting and Recordkeeping – Address process for immediate reporting of all serious accidents/injuries to the NASA LaRC Safety Office at 864-7233. Identify process for initiating and maintaining appropriate records concerning accidents and injuries, in accordance with OSHA 29 CFR 1904, including submission of documented accident/injury report to the NASA LaRC Safety Office within 5 working days of the incident.

Quarterly Safety Report – Provide a statement and schedule of compliance for submission of quarterly safety reports to the LaRC Safety Officer. The Quarterly Safety Reports submitted by the contractor shall include the hours worked on the contract and the number of fatalities, lost time cases, OSHA recordable incidents and first aid cases which have occurred during the past quarter.

Notice of Violations – Describe process by which the prime contractor shall respond to any Notice of Violation (NOV) issued for safety violations to the prime itself or its' subcontractors. The response process should address: cause for violation; mitigation of impact, if applicable; planned prevention of recurrence; timing of response to ensure compliance within LaRC's three working day response time requirement; and proper delivery to the issuer of the NOV.

Safety Meetings – Identify plan for conduct of regular safety meetings in accordance with LaRC Policy as described in LAPG 1740.3, "Facility Safety Head and Facility Coordinator Guide" located at <http://dms.larc.nasa.gov/procedures.html>.

Subcontractor Compliance – Address how the prime contractor ensures subcontractor compliance to the approved Safety Plan.

NASA LaRC Lockout/Tagout System – Describe plan for compliance with LAPG 1910.10, "Safety Clearance Procedures (Lockout/Tagout)" located at <http://dms.larc.nasa.gov/procedures.html>.

Ionizing and Non-Ionizing Radiation – Describe employee awareness training of radiation symbols and when they are used. (Reference LAPG 1710.5 and LAPG 1710.8 located at <http://dms.larc.nasa.gov/procedures.html>.)

Attachment 1

Potentially Hazardous Materials (LAPG 1710 12) – Describe employee awareness training for LaRC's hazardous materials program (Reference LAPG 1710 12 located at <http://ldms.larc.nasa.gov/procedures.html>)

Hazardous Communications Program – Describe the hazardous communications program as defined in CFR 29 Part 1910.1200. Include process for compliance with and updating of Material Safety Data Sheets (MSDS) for each chemical, oil, lubricant, solvent, etc., used on the job-site.

Confined Space Entry – Describe plan for training personnel in confined space entry and obtaining a Confined Space Entry Permit. Describe process for initial and hourly readings in accordance with OSHA 29 CFR 1910.146.

Employee Safety Training, Certification and Programs – Provide detailed information on employee safety training, certification and programs. Describe types of safety training required per duties performed, parties responsible for certification, and provide an outline of applicable regulations. Describe safety programs and how the programs emphasize safety and motivate employees to be safety conscious.

Hazardous Operations – Identify hazardous operations involved in performance of the contract and provide a plan for apprising employees of all hazards to which they may be exposed.

Crane Certification – Describe process for ensuring that all mobile/truck-mounted cranes brought on site by the prime or subcontractors have a current "Annual Certification of Load Test." Include crane location identification for crane certifications to facilitate inspections upon request by NASA Inspector or Office of Safety and Facility Assurance employees. Address the process by which the contractor and subcontractors notify the Office of Safety and Facility Assurance (864-5594 or 864-7233) that a mobile/truck mounted crane is being or has been brought onto the Center.

Scaffolding – Describe plan to ensure scaffolding designed, constructed and assembled in accordance with OSHA 29 CFR 1926.450 through 454.

Excavations and Trenching – Define process for obtaining a "Digging Permit" and ensuring compliance to applicable OSHA standards 1926.650-652 when performing surface penetrations of 6 inches or more.

Fall Protection – Address requirements for fall protection systems and compliance with OSHA 29 CFR 1926.500 through 1926.503, which defines the types of fall protection devices and systems.

Personal Protective Equipment – Describe personal protective equipment program and usage requirements in accordance with OSHA 29 CFR 1926 Subpart E.

Bloodborne Pathogens – Describe blood-borne pathogen awareness training program.

Asbestos Awareness – Describe asbestos awareness training program

Hot Work Permit – Describe process for obtaining Hot Work Permits from the Fire Department, and location of approved and posted Permit. Address process for written deviation or waiver requests to be submitted for approval by the LaRC Fire Chief.

Other Safety Considerations – Identify any other safety considerations unique to the performance of this contract.

ATTACHMENT 3

CONSOLIDATED LOGISTICS, ADMINISTRATIVE, AND SCIENTIFIC INFORMATION CONTRACT
(CLASIC)

FORM EPP –EXPERIENCE AND PAST PERFORMANCE
Solicitation No. 1-071-SLA.1131

You have received this form for a past performance reference for the CLASIC procurement at NASA Langley Research Center. CLASIC is a performance-based cost-plus-incentive-fee award term contract to provide varied services to the NASA Langley Research Center (LaRC) in Hampton, Virginia. The Center occupies approximately 800 acres and employs approximately 5,000 civil service and contractor personnel housed in about 260 on-site and near-site facilities. It is anticipated that a Source Evaluation Board (SEB) member will be contacting you by telephone to collect the information indicated herein. Please fill out the form to familiarize yourself with the requested information prior to August 20, 2001, in order to facilitate the telephone interview. After the interview, the SEB member will then fax you the completed form to obtain your concurrence with its contents. Thank you in advance for your cooperation.

I. CONTRACT INFORMATION

- A. Name of Company Being Evaluated _____
B. Address _____
C. Contract Number _____ D. Contract Type _____
E. Contract Name _____
F. Period of Performance _____ Contract Value _____

II. EVALUATOR

- Name: _____
Title: _____
Organization: _____
Address: _____
Email: _____
Telephone No.: _____ Fax No.: _____

- III. During the contract performance being evaluated, this firm was the:
_____ Prime Contractor; _____ Significant Subcontractor; _____ Team Member;
_____ Other (describe)

DESCRIPTION OF CONTRACT: (Offerors: attach 2-page narrative description per Section L)

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

IV. EXPERIENCE RELEVANCY EVALUATION

Listed below are the major work elements within the SOW of CLASIC. Please provide your assessment of the extent of relevant experience associated with our SOW that is/was present in the contract for which you are a reference. "Significant" experience means that a full range of services indicated under the work element were routinely provided by the contractor. "Moderate" experience means that some of the services indicated under the work element were routinely provided by the contractor or that all services were provided but not on a continuous basis. "Minimal" experience means that, although some aspects of the work element were performed, such work was of limited scope or frequency. "N/A" means that the work element was not performed under your contract.

WORK ELEMENT	EXPERIENCE			
	Significant	Moderate	Minimal	N/A
LOGISTICS SERVICES				
1. General Transportation and Delivery Services—operate bus, pick up and deliver mail and packages, and provide office moving services				
2. Vehicle Maintenance and Control — maintaining and issuing fleet of Government vehicles				
3. Carpet Installation — warehousing, installation, repair, and removal of carpet				
4. Materials Management and Warehousing Operations — issue stock, input data records, inventory, issue and cut metal,				
5. Tool Crib Operation — issue precision hand tools, maintain tool catalogs, , and perform inventory				
6. Property Storage and Disposal — receipt and inspection, storage, disposal, warehousing, retrieval and issuance, inventory control, and housekeeping of materials, supplies, and equipment				
7. Shipping and Receiving Operations — offload, inspect, receive, and distribute supplies, materials, and equipment; ship materials and equipment				
8. Equipment Management — maintain and update automated equipment management system; perform equipment inventory				
9. Correspondence Management — centralized correspondence and records management services				
ADMINISTRATIVE SERVICES				
10. Resources Management Services — enter, retrieve, and manipulate budget and resource data				
11. Financial Management Services — maintain files, operate call center, process vouchers, and examine invoices for payment				
12. Procurement Services — data administration, document management, maintain files, distribution and filing, reproduction services, and data conversion				
13. Administrative Services — process mail, maintain hardcopy and electronic files, photocopy, and maintain web site information				
14. Human Resources Services — maintain and process files and personnel folders, process applications, operate multimedia education center, provide technographer services, provide logistical support to training and awards, and assist customers				
15. Engineering Drawing Files/Micrographics Support—copy and arrange for microfilming engineering drawings				
16. IT Contract Administration Services — action recording and followup, and documentation management				

SCIENTIFIC INFORMATION SERVICES				
17. Media Services Center Customer Support — work control for media services				
18. Technical Publications Services — technical editing, proofreading, desktop publishing, manuscript preparation, and figure preparation and manipulation				
19. Photographic Laboratory and Archival Services — work control, film processing, conventional laboratory products, digital image scanning and processing, and image archiving				
20. Duplicating Facility Services — comprehensive automated duplicating services including electronic file transfer and preparation, scanning, duplication, bindery, and distribution services				
21. Graphics Services — design and print production, illustration, WWW design, multimedia, and display graphics				
TECHNICAL LIBRARY SERVICES				
22. Acquisitions of materials				
23. Cataloging of materials in a shared online catalog				
24. Serials check-in, maintenance, and bindery				
25. Circulation services				
26. Material request tracking and processing				
27. Publication tracking and dissemination				
28. Data conversion into digital library				
VIDEO SERVICES				
29. Video production and post-production				
30. Linear and non-linear video editing				
31. 3D and 3D animation				
32. Tape duplication				
33. Video archiving				
34. Video engineering and design				
35. Audio/visual (A/V) equipment services				
GENERAL				
36. Data gathering, data entry, and reporting				
37. Office automation, word processing, and general office support				
38. Customer support				
39. Maintenance of IT equipment provided by contractor				

V. OVERALL PERFORMANCE

In assessing the Contractor's performance, use the following rating definitions:

Excellent— The Contractor's performance is of exceptional merit; very minor (if any) deficiencies with no adverse effect on overall performance.

Very Good— The Contractor's performance has been very effective, fully responsive to the contract requirements; only minor deficiencies.

Good— The Contractor's performance has been effective, fully responsive to contract requirements; reportable deficiencies, but with little identifiable effect on overall performance.

Satisfactory— The Contractor's performance meets or slightly exceeds minimum acceptable standards; reportable deficiencies with identifiable, but not substantial, effects on overall performance,

Unsatisfactory—The Contractor's performance does not meet the minimum acceptable standards; deficiencies in one or more areas which adversely affect overall performance.

N/A—This factor does not apply or is only marginally applicable.

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

1. Local Management Authority: Effectiveness of the Contractor's management team located at the facility where the work was performed.	E	VG	G	S	U	N/A
2. Subcontract Administration: Effectiveness of the Contractor at managing subcontractor or teaming partners in an unobtrusive, integrated fashion.	E	VG	G	S	U	N/A
3. Cooperation with Prime: Effectiveness of the Contractor at teaming with a prime contractor or teaming partners in an unobtrusive, integrated fashion.	E	VG	G	S	U	N/A
4. Responsiveness to Change Orders: Effectiveness of the Contractor at responding to and complying with changes in requirements.	E	VG	G	S	U	N/A
5. Phase-in: Effectiveness of the Contractor at seamlessly implementing its proposed transition from the preceding Contractor to itself.	E	VG	G	S	U	N/A
6. Work Control: Effectiveness of the Contractor at planning, scheduling, and monitoring work to meet customer requirements.	E	VG	G	S	U	N/A
7. Management of Diverse Tasks: Effectiveness of the Contractor to manage all aspects of requirements that are dissimilar and that are performed in more than one location.	E	VG	G	S	U	N/A
8. Identification of Potential Problems and Timely Resolution: Effectiveness of the Contractor at independently recognizing potential problem areas and taking action quickly to minimize their effects.	E	VG	G	S	U	N/A
9. Labor Relations: Effectiveness of the Contractor at communicating with employees and maintaining an effective Management-employee relationship.	E	VG	G	S	U	N/A
10. Union Negotiations: Effectiveness of the Contractor at establishing Collective Bargaining Agreements so as to avoid work stoppage.	E	VG	G	S	U	N/A

11. Working Without Extensive Guidance: Effectiveness of the Contractor in performing requirements without needing to involve the Government, i.e., as a performance-based contractor	E	VG	G	S	U	N/A	
12. Recruiting and Retaining Qualified Personnel: Effectiveness of the Contractor in recruiting and maintaining fully trained and qualified personnel	E	VG	G	S	U	N/A	
13. Safety Program: Effectiveness of the Contractor at implementing a health and safety program that safeguards its employees as well as all other employees at your facility.	E	V	G	G	S	U	N/A
14. Contractor's Management of IT Resources: effectiveness of the Contractor in providing and maintaining the IT resources that it used in performing the requirements.	E	V	G	G	S	U	N/A

Was the contractor's workforce centralized or decentralized? —centralized —decentralized

Please comment to support the above ratings:

VI. TECHNICAL PERFORMANCE

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

1. Quality of Products/Services	E	V	G	G	S	U
2. Timeliness of Delivering Products/Services	E	V	G	G	S	U
3. Documentation	E	V	G	G	S	U
4. Qualifications of Personnel	E	V	G	G	S	U
5. Customer Satisfaction	E	V	G	G	S	U
6. Ability to Match Personnel Skills with Requirements	E	V	G	G	S	U
7. Effectiveness of Handling Priorities, Emergencies, Changes and Other Unexpected Situations.	E	V	G	G	S	U
8. Overall Technical Performance	E	V	G	G	S	U

B. Did the contractor provide the proposed key personnel? If so, how long did they remain on the contract? _____

C. Did the Contractor experience a high or low employee turnover rate? ___high ___low

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

<u>Review Period</u>	<u>Fee Dollars</u>	<u>% of Possible Fee</u>
_____	\$ _____	_____ %
_____	\$ _____	_____ %
_____	\$ _____	_____ %

VII. FINANCIAL MANAGEMENT PERFORMANCE

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

1. Complete and Timely Reporting	E	V	G	G	S	U	N/A
2. Cost Control	E	V	G	G	S	U	N/A
3. Procurement System	E	V	G	G	S	U	NIA
4. Property Management System	E	V	G	G	S	U	N/A
5. Accounting System	E	V	G	G	S	U	NIA
6. Adherence to Cost Estimates	E	V	G	G	S	U	NIA

Please comment to support the above ratings:

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

Overhead: _____

G&A: _____

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

If yes, please elaborate: _____

VIII. CONCLUSIONS

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

Does a corporate or business relationship exist between the firm being evaluated and the evaluator's organization?

___ Yes, ___ No. If so, please describe. _____

Attachment 4

Potential for Government Upgrade of Technology

The Government plans to install new technology in many work areas during first 3 years of this contract. Definitions of potential For Technology Upgrade

High: Technology upgrade is planned prior to contract start or during first year of contract that directly impacts work area

Medium: Technology upgrades are being considered or planned technology upgrades may impact work area

Low: No technology upgrades are planned during first 3 years of contract.

SOW WBS	Work area	Potential for Technology Upgrade	Plans for Technology Upgrade
4	Logistics	Medium	Implementation of IFMS will impact many Logistics functions.
5.1	Resources Management	Medium	Implementation of IFMS will impact some functions.
5.2	Financial Management Service Pool	High	Implementation of Travel Manager under IFMS has begun; implementation of IFMS will impact some functions.
5.3	Procurement Service Pool	High	Implementation of NASA-wide Document Generation System expected.
5.4	Administrative Service Pool	Medium	Implementation of IFMS will impact some functions.
5.5	Human Resources Service Pool	High	Implementation of RESUMIX for job applications is expected summer 2001 and Position Management System is expected winter 2002; implementation of IFMS will impact some functions.
5.6	Engineering Drawing Files/Micrographics Services	Medium	Major re-engineering of processes and systems is expected within 3 years to integrate engineering drawing files with other LaRC processes and databases.
5.8	Support for Information Technology Contract Administration	Low	
6.1	Media Services Center Support	Low	
6.2	Technical Publications Support	Low	
6.3	Photographic Laboratory Support and Archival Services	Medium	Photographic services are expected to shift from traditional wet chemistry processes to digital photographic processes.
6.4	Duplicating Facility Operation	High	Xerox 6180 is expected to be installed during winter 2002 requiring electronic input (either scanned or customer-supplied electronic files).
6.5	Graphics Services	Medium	Upgrade of high-end graphic output devices may change the profile of Graphics products.

Attachment 4

SOW WBS	Work area	Potential for Technology Upgrade	Plans for Technology Upgrade
7	Video Support Services	Medium	High-Definition Television (HDTV) standards are expected to be implemented in Video Production according to Federal Communication Commission (FCC) schedule.
8	Technical Library	High	Langley Technical Reports Server and the Reports database is expected to be updated during FY 2002. Enhancements are being considered for NASA GALAXIE and other library svsterns

Attachment 5
Draft RFP Questions and Answers and Synopsis of Changes to Draft RFP

Note: An "A" suffix to the question number indicates the answer. Questions 1-16 were previously published after the Presolicitation Conference.

The offeror is responsible for consulting the RFP. If there are any discrepancies between this attachment and the RFP, the RFP prevails.

1. Please define a page of written material in terms of font size, line spacing and margins (i.e., 12 point, single spaced, 1-inch margins) to allow bidders to determine the content of written, page limited material such as Past Performance, and the Total Compensation Plan?
 - 1A. A page is defined as one side of a sheet, 8 1/2 by 11 in., with at least 1-in. margins on all sides, using not smaller than 12-point type. Tables and graphics can be 9 pt. Foldouts count as an equivalent number of 8 1/2 by 11-in. pages. The metric standard format most closely approximating the described standard 8 1/2 by 11-in. size may also be used. The goal should be a legible proposal to enhance the evaluators' understanding. Section L . 11(c) will be revised.
2. The five-page limitation for the Total Professional Compensation Plan limits our ability to fully describe our plan. Will the Government consider increasing the page limit for this document to, say, 10 pages?
 - 2A. The Government will increase the page limit to 10 pages for the Total Professional Compensation Plan. Section L . 11(c) and L . 11(g)1(e) will be revised.
3. Is it correct that the workforce management initial staffing plan and approach to evaluating skills will be "written only" or should it be addressed in the oral presentation?
 - 3A. The initial staffing plan is written only, but the approach to evaluating skills should be discussed during the oral presentation. The initial staffing plan may also be discussed.
4. Presenter guidelines state that only offeror/sub in-house staff may present. Some key personnel are not currently employees of the offeror/sub. May these key people attend and present their part of the presentation?
 - 4A. The requirement that only offeror or subcontractor in-house staff may be presenters is deleted. Section L. 11(f) will be revised.
5. Please clarify what in-house staff in L. 11(f) means?
 - 5A. The requirement that only offeror or subcontractor in-house staff may be presenters is deleted. Section L. 11(f) will be revised.
6. Please define the statement of work requirements that are subject to ISO 9000 quality management procedures, i.e., where is the contractor to be ISO compliant?

- 6A. ISO compliance is not required.
- 7. Sections L&M require past performance/experience forms for 7 customers. Should this read "up to 7 customers"? What if a contractor does not have 7 customers that are "relevant & comparable"?
- 7A. The board has reconsidered its answer given at the presolicitation conference. The number of past performance references is reduced to five from the offeror and five from subcontracts with a value over \$1 million. Section L.11(e) will be revised. Include all relevant and comparable contracts and additional references for a total of five.
- 8. Is it correct that total compensation plan for professional employees will not be part of the oral presentation and should not be discussed in oral presentation?
- 8A. The total compensation plan for professional employees will be submitted in written form as part of Volume I. The compensation plan can be discussed at the oral presentation.
- 9. Will IDIQ work replace over and above baseline costs if the customer has something that doesn't fit in baseline costs?
- 9A. The IDIQ work will be for work above and beyond the SOW estimated work quantities (plus or minus 10%). If it is an ongoing requirement, the contract will be modified.
- 10. The disposal SOW addresses placement and retrieval of Government-provided hoppers. It doesn't address placement of seasonal BFI type dumpsters or contractor's responsibility to remove waste from the Center. Does the requirement exist?
- 10A. A requirement will be added to the Statement of Work to collect and dispose of approximately 700 tons of scrap waste annually. Exhibit A, SOW 4.5(3) and Table 4.3 will be revised.
- 11. The draft exhibit on cost appears to be incomplete. Some forms are only for Year 1. Will the final RFP be complete for all years and a total page for all years?
- 11A. Cost Form A is the total for all contract years at the total contract level. Cost Forms A1 through A3 require detail down to the subarea level for Year 1. This level of detail is not required for subsequent years. See L.13.(a)6.(a) and Attachment 2, Instructions for Cost Forms A - C and Rate Charts, paragraph 14. Cost Form C is for Year 1 only unless Instruction (6) applies.
- 12. Computer equipment available for contractor use in the first 6 months of the contract. Please identify where the equipment is located and specifically what type and number are available.
- 12A. The statement that Government-owned computer equipment will be left in place for 6 months is deleted. Exhibit A, SOW 3, will be revised.
- 13. Paragraph L.13(1)7(b), page 24. Our interpretation of this paragraph is that the IDIQ unit priced labor rates to be proposed in paragraph B.6 will be subject to

equitable price adjustment in accordance with FAR 52.222-43, and therefore should not be escalated. Please confirm or otherwise clarify.

- 13A. FAR 52.222-43 applies only to those labor categories covered by the Service Contract Act (SCA). Labor rates derived from the Wage Determination are not escalated. Labor rates derived from the Collective Bargaining Agreements are escalated in accordance with these Agreements and not beyond the Agreements. All labor categories exempt from the SCA should be escalated, as no future escalation will be incorporated.
14. Does NASA require both an electronic copy of Past Performance by August 20, and a written hard copy in the Technical Management Volume? Please clarify.
- 14A. The early electronic copy is due August 20, while the hard copy is due with Group 1 on the proposal due date. L.11(c) will be revised.
15. Paragraph L.11(e). This paragraph calls for Past Performance information from seven “customers” for the prime contractor and any team members with subcontracts over \$1 million. In this context, is a “customer” an individual contract, or can there be multiple customer references for one or more contracts, making up seven references in all?
- 15A. A customer is an individual contract. More than one point of contact for an individual contract may be included on page 1 of the Experience and Past Performance Form for that contract. Note that in Answer 7 the number of reference contracts is reduced to five.
16. Paragraphs L.11(e), L.14, and M.2.C. Paragraphs L.14 and M.2.C emphasize the accomplishment of work that “is relevant and comparable to the objectives of this procurement.” Paragraph L.11(e) requires the submittal of past performance information from seven customers per prime contractor or team member with a 2-page limitation on each. Contractors may have less than seven contracts that are truly “relevant and comparable” and yet are constrained to describe them by the 2-page limitation, and are required by the Instructions to submit other contracts that may not be relevant and comparable. Will the Government consider changing the requirement to, say, 15 pages of past performance per prime contractor or subcontractor? This would allow bidders to more fully describe their relevant past performance, and eliminate extraneous information from the government’s review process.
- 16A. Note that in Answer 7 the number of reference contracts is reduced to five. The requirement for a 2-page description for each reference contract remains.
17. Under the current CLASSIC contract the government allows the contractor to use government-supplied radios in support of the Logistic Operation. Will the radios be available under the new CLASIC contract?
- 17A. No, the contractor must provide the radios.
18. Are Research Information Management Services (RIM) under the Tech Pubs task or under Library services? It is referred to in the introduction of section 6.2 (p.58 of SOW), but is spelled out in more detail in Section 8.0, Technical Library,

#s8 and 9 of SOW (pp.81-82). The scope and function appears to be more directly related to the type of work performed in Technical Publications, particularly as it relates to updating templates for preparation of technical manuscripts.

- 18A. Research Information Management (RIM) services are specified in Technical Library Services, SOW 8 paragraphs (8) and (9) As stated in SOW 8(8), "all technical publications are routed to the Research Information Management area of the Technical Library." This includes documents prepared in Technical Publications, SOW 6.2.
- 19. In SOW Exhibit A, P.78, Workload for Video Support Services, Tape Duplication estimated quantity is listed as 100,000 minutes. Current trends indicate that this is actually closer to 300,000 minutes per year than 100,000. Is the requirement being decreased? If not, recommend this number be revised?
- 19A. Table 7.3 in the Statement of Work will be updated to reflect the current workload estimate of 300,000 minutes of tape duplication.
- 20. In Attachment 8, Under Performance Requirements for the Technical Library (p.44): *Process invoices...* The metric specifies 1 hour for an Excellent rating. Is this a typo? Should it be 8 hours?
- 20A. The metric for an excellent rating should be 8 hr. The Performance Requirements Summary will be changed.
- 21. The Administrative Services section of the SOW, section 5.0, does not address procedures for the retrieval/destruction of files in storage. Will the contractor be responsible for responding to requests for files in storage and the subsequent destruction of these files?
- 21A. Yes, the contractor will be responsible for retrieval and disposal of files according to applicable standards and Government-approved procedures. The SOW will be modified.
- 22. In the Performance Evaluation plan, Attachment 8, page 28, the grading criteria for the protection of Privacy Act, CBI and sensitive information is the same for satisfactory, good, and excellent performance. Suggest the performance criteria only contain two standards, excellent (no loss or mishandling) and unsatisfactory (one instance of loss or mishandling).
- 22A. The Performance Requirements Summary will be modified to distinguish between performance level.

Note: Offerors are reminded that the Award Term and Performance Evaluation Plan (ATPEP), including the Performance Requirements Summary (PRS), is in draft form. Although the ATPEP is essentially complete, it is anticipated that it will require minor changes before it is finalized at contract start. Also the plan may be unilaterally changed by the Government prior to any evaluation period or during an evaluation period with contractor agreement. See Section V of the ATPEP.

Attachment 5

23. Exhibit A, SOW, Task Areas 5.3 5) a), 5.4 9), where contractor is tasked with assisting with the control and inventory of government property, will this include ordering new equipment or facilitating repairs of existing equipment?
- 23A. No, the contractor will not be ordering new equipment or facilitating repairs of existing equipment in performing SOW 5.3 or 5.4.
24. In Exhibit A, SOW, Task Area 5.3, Procurement Service Pool, Item 5b states, "Provide and maintain OP stock supply." Does this mean that the contractor will purchase the needed stock supply as an ODC? If the contractor is required to purchase stock for OP and propose the ODC cost, how many individuals are to be supported and what items are required?
- 24A. SOW 5.3,(5)(b) will be rewritten to read: "Provide and maintain OP Stock supply for approximately 70 civil service personnel within a yearly budget of approximately \$33,000 per year. The contractor will be able to order these supplies through GSA Advantage Federal Supply Schedules. A list of typical supplies is contained in Table 5.3." Part I, Section B.2 will also be modified to add a yearly estimate for Procurement office supplies of \$33,000.
25. In Attachment 8, page 29, the performance of word processing and data management are evaluated based upon the amount of work returned for revision. Suggest the statement be changed to read "... worked returned for revision as a result of contractor error", since work may be returned for revision due to an error or decision change by the contract specialist.
- 25A. The Performance Requirements Summary will be modified to read "work returned for correction due to contractor error" in all applicable places.
26. Part IV, page 14, section L, table, first entry. What is the contract offer (model contract)? How does it differ from the business proposal? If the contract offer (model contract) is the SF-33 and other sections of the RFP, it is also required to be submitted as part of the business proposal (see definition of business proposal on page 17).
- 26A. The table in L.11(c) will be modified to clarify that the model contract (signed contract cover page and completed contract schedule) are part of Volume II, Business Proposal. Definition of Business Proposal in L.11.g.2 will be modified to clarify that items c and d are the model contract.
27. For attachment 6, page 3 of 5, what is the asterisk for the Canon 7500 Fax machines for? Are there multiple machines of this type?
- 27A. Asterisk is a typo and will be removed.
28. From the URL for the CLASIC library, why can't I access the following web site:
[NASA Langley Technical Library <http://library-www.larc.nasa.gov/>](http://library-www.larc.nasa.gov/)
- 28A. This site is accessible to the general public; however, several links within the site are restricted to the NASA domain.
29. For section I, clause list, please provide or provide reference to a source for the JUL 1995 DEVIATION for FAR 52.245-5, Government Property.

- 29A. The Deviation is referenced in PIC 99-15, which can be accessed through the bidder's library. The full text clause is included as the last pages of this attachment.
30. Attachment 8, page 19, in the Outcome/Standard "Use Government network, email, and telephone systems for official use only", the standards are the same for satisfactory, good, and excellent ratings. What would determine how a contractor received an excellent vs. satisfactory rating?
- 30A. The Performance Requirements Summary will be modified to clarify that improper use of Government network, email, and telephone systems will result in a penalty for the Technical Management factor depending on how the contractor resolves the issue and its severity.
31. Attachment 8, page 20, in the Outcome/Standard "Provide on-time Headquarters shuttle bus service", the standards are the same for satisfactory, good, and excellent ratings. What would determine how a contractor received an excellent vs. satisfactory rating?
- 31A. The Performance Requirements Summary will be modified to delineate performance standards at satisfactory, good, and excellent levels.
32. Attachment 8, page 20, in the Outcome/Standard "Provide on-time local bus service", the standards are the same for satisfactory, good, and excellent ratings. What would determine how a contractor received an excellent vs. satisfactory rating?
- 32A. The Performance Requirements Summary will be modified to delineate performance standards at satisfactory, good, and excellent levels.
33. Attachment 8, page 21, in the Outcome/Standard "Relocate personnel according to schedule", the standards are the same for good and excellent ratings. What would determine how a contractor received a good vs. excellent rating?
- 33A. The Performance Requirements Summary will be modified to delineate performance standards at satisfactory, good, and excellent levels.
34. In Attachment 8, page 29, the performance of word processing and data management are evaluated based upon the amount of work returned for revision. To receive an excellent rating there can be no work returned for revision. This implies that no word processor supporting this effort can make one typo for the entire evaluation period for a company to receive an excellent. This standard seems a little strict. Suggest the standard for excellent be changed to read " $\leq 1\%$ of work returned for revision as a result of contractor error".
- 34A. We expect exemplary performance for excellent ratings; therefore the language remains the same. Please see Attachment 8, Draft Award Term and Performance Evaluation Plan (Attachment III-C to the plan) for the definition of Excellent.
35. Attachment 8, page 30, in the Outcome/Standard "Maintain sufficient office supplies to fill all requests for standard items", the standards are the same for

satisfactory and good ratings. What would determine how a contractor received a satisfactory vs. good rating?

- 35A. The Performance Requirements Summary will be changed to reflect new metrics as follows: ≤ 2 customer complaints = Satisfactory, 1 customer complaint = Good, no customer complaints = Excellent.
- 36. Attachment 8, page 30, in the Outcome/Standard "Files are easily and quickly located in Procurement files", the standards are the same for satisfactory and good ratings. What would determine how a contractor received a satisfactory vs. good rating?
- 36A. The Performance Requirements Summary will be changed to reflect new metrics as follows: Satisfactory = 2 files per month not immediately located; Good = 1 file per month not immediately located; Excellent = all files are immediately located.
- 37. Attachment 8, page 32, in the Outcome/Standard "Deliver information and faxes to appropriate officials within 10 min of receipt" and "Prepare error-free correspondence within 8 working hours of receipt of application or request", it appears two Outcome/Standards have been accidentally combined into one. Should there be a line between the two areas?
- 37A. Yes, these are two separate Outcome/Standards. The Performance Requirements Summary will be revised.
- 38. In the Performance Evaluation plan, Attachment 8, page 32, the grading criteria for the Protect Privacy Act and sensitive information is the same for satisfactory, good, and excellent performance. Suggest the performance criteria only contain two standards, excellent (no loss or mishandling) and unsatisfactory (one instance of loss or mishandling).
- 38A. The Performance Requirements Summary will be modified to distinguish between performance level.
- 39. Attachment 8, page 36, in the Outcome/Standard "Accurate up-to-date action list, weekly reports, and monthly invoice reports", the standard for satisfactory is "More than 10 errors/month detected" and for good is "More than 5 errors/month detected" did you mean "No more than 10 and No more than 5"?
- 39A. Performance ratings will be changed to: ≥ 5 errors per month = Satisfactory; 1-4 errors per month = Good; and 0 errors = Excellent.
- 40. In the Performance Evaluation plan, Attachment 8, page 37, the grading criteria for the Protect classified and sensitive information is the same for satisfactory, good, and excellent performance. Suggest the performance criteria only contain two standards, excellent (no loss or mishandling) and unsatisfactory (one instance of loss or mishandling).
- 40A. The Performance Requirements Summary will be modified to distinguish between performance level.
- 41. In the Performance Evaluation plan, Attachment 8, page 38, the grading criteria for the Protect classified and sensitive information is the same for satisfactory,

- good, and excellent performance. Suggest the performance criteria only contain two standards, excellent (no loss or mishandling) and unsatisfactory (one instance of loss or mishandling).
- 41A. The Performance Requirements Summary will be modified to distinguish between performance level.
42. Attachment 8, page 39, in the Outcome/Standard “Meet all priority deadlines”, the standards are the same for satisfactory, good, and excellent ratings. What would determine how a contractor received a satisfactory vs. excellent rating?
- 42A. The Performance Requirements Summary will be modified to clarify that missing the deadline on a priority job will result in an Unsatisfactory rating for that metric.
43. In the Performance Evaluation plan, Attachment 8, page 40, the grading criteria for the Protect classified and sensitive information is the same for satisfactory, good, and excellent performance. Suggest the performance criteria only contain two standards, excellent (no loss or mishandling) and unsatisfactory (one instance of loss or mishandling).
- 43A. The Performance Requirements Summary will be modified to distinguish between performance level.
44. Attachment 8, page 40, in the Outcome/Standard “Provide courteous, prompt customer service”, the standards are the same for satisfactory and good ratings. What would determine how a contractor received a satisfactory vs. good rating?
- 44A. The Performance Requirements Summary will be changed to indicate that instances of discourtesy to customers will result in reduction of rating for that area by 10 points.
45. Attachment 8, page 41, in the Outcome/Standard “Maintain, operate, and monitor equipment per manufacturer specifications”, the standards are the same for good and excellent ratings. What would determine how a contractor received a good vs. excellent rating?
- 45A. Performance for Good will be changed to “damage from misuse of Government equipment totaling \leq \$250 per year.”
46. In the Performance Evaluation plan, Attachment 8, page 42, the grading criteria for the Protect classified and sensitive information is the same for satisfactory, good, and excellent performance. Suggest the performance criteria only contain two standards, excellent (no loss or mishandling) and unsatisfactory (one instance of loss or mishandling).
- 46A. The Performance Requirements Summary will be modified to distinguish between performance level.
47. Attachment 8, page 42, in the Outcome/Standard “Government equipment maintained and properly operated per manufacturer specifications”, the standards are the same for good and excellent ratings. What would determine how a contractor received a good vs. excellent rating?

- 47A. Performance for Good will be changed to damage from misuse of Government equipment totaling \leq \$250 per year.
- 48. In the Performance Evaluation plan, Attachment 8, page 43, the grading criteria for the Protect classified and sensitive information is the same for satisfactory, good, and excellent performance. Suggest the performance criteria only contain two standards, excellent (no loss or mishandling) and unsatisfactory (one instance of loss or mishandling).
- 48A. The Performance Requirements Summary will be modified to distinguish between performance level.
- 49. Attachment 8, page 43, in the Outcome/Standard "Maintain and properly operate Government equipment per manufacturer specifications", the standards are the same for good and excellent ratings. What would determine how a contractor received a good vs. excellent rating?
- 49A. Performance for Good will be changed to damage from misuse of Government equipment totaling \leq \$250 per year.
- 50. Attachment 8, page 44, in the Outcome/Standard "Maintain and properly operate Government equipment per manufacturer specifications", the standards are the same for good and excellent ratings. What would determine how a contractor received a good vs. excellent rating?
- 50A. Performance for Good will be changed to damage from misuse of Government equipment totaling \leq \$250 per year.
- 51. Attachment 8, page 45, in the Outcome/Standard "Maintain library materials in appropriate locations in neat and orderly appearance", the standards are the same for good and excellent ratings. What would determine how a contractor received a good vs. excellent rating?
- 51A. Performance standard for Good will be changed to "backlog for reshelving of 4 hr or less."
- 52. In the Performance Evaluation plan, Attachment 8, page 46, the grading criteria for the Protect classified and sensitive information is the same for satisfactory, good, and excellent performance. Suggest the performance criteria only contain two standards, excellent (no loss or mishandling) and unsatisfactory (one instance of loss or mishandling).
- 52A. The Performance Requirements Summary will be modified to distinguish between performance level.
- 53. In reference to the subject solicitation, we request the following information: A list of all incumbent contractor labor categories associated with the current contract.
- 53A. This information is required to be submitted by the offeror as part of Volume I and will be used by the Government to evaluate the offeror's proposal. Therefore, the request for this information is denied.

54. In reference to the subject solicitation, we request the following information: The number of full-time-equivalent employees in each labor category associated with the current contract.
- 54A. This information is required to be submitted by the offeror as part of Volume I and will be used by the Government to evaluate the offeror's proposal. Therefore, the request for this information is denied.
55. Reference: Part/Sect/Page/Para/SOW: I/E/17/E. 1(b) and I/E/17/E.2(b) -- Will the Government make a determination of the acceptability of the Contractors inspection system? If so, when will the determination be made?
- 55A. The Government does not have a plan to determine the acceptability of the contractor's inspection system at a particular time. However, the Government reserves the right to make this determination at any time during contract performance. The clauses 52.246-4 and 52.246-5 in their entirety specify the Government's inspection rights for the fixed price and cost reimbursement portions of the contract.
56. Reference: Part/Sect/Page/Para/SOW: I/G/19/G.2 (a) -- Refers to cost control as a factor in determining an "award term" increment. However, cost control is not an evaluation factor in the ATPEP; please elaborate.
- 56A. Section G.2, paragraph d, states that: For the evaluation periods at the conclusion of contract years two and three, the Contractor must meet or underrun the contract target cost and the final annual adjective rating must be a "very good" or above to be awarded additional contract term. For the evaluation periods at the end of years 4-8, the Contractor must meet or underrun the contract target cost and the final annual adjective rating must be an "excellent" to be awarded additional contract term. Cost control is to be objectively measured by the Contracting Officer and is a criteria to be met in addition to the factors in the Award Term and Performance Evaluation Plan. G.2 and the ATPEP will be reworded to clarify this.
57. Reference: Part/Sect/Page/Para/SOW: I/G/20/G.4 (a) -- Radio frequencies are required to be obtained by Contractor. Does the Contractor have to provide the radios?
- 57A. Yes, the Contractor must provide the radios.
58. Reference: Part/Sect/Page/Para/SOW: I/G/23/G.7 (g) -- Who is responsible for identifying/initiating required maintenance on government facilities occupied by the Contractor? Will the government provide janitorial services in Contractor occupied government facilities? Will contractor personnel be assigned building coordinator duties for the upkeep of contractor occupied spaces?
- 58A. The Government will identify/initiate required maintenance, provide janitorial services, and perform building coordinator duties for Government facilities occupied by the contractor.
59. Reference: Section L. Instructions, Conditions, and Notices to Offerors. In L11 (b), based upon Volume I format, it appears that any discussion of how we would

perform the SOW should be incorporated in the Oral Presentation. Is this interpretation correct?

59A. Yes

60. Reference: Part/Sect/Page/Para/SOW: III/J/Exhibit A – For the performance metrics included in the SOW, is the Contractor responsible for collecting the actual performance data to be compared to the standards?

60A. Yes, when specified in the SOW and/or Contract Documentation Requirements, Exhibit F.

61. Reference: Part/Sect/Page/Para/SOW: III/J/Exhibit A/ 7/ 2.5-- Will subcontractor owned vehicles and equipment be allowed to display their company name or will it have to be the prime contractor's name on all equipment?

61A. The prime and/or subcontractor's company name may be displayed on vehicles and equipment.

62. Reference: Part/Sect/Page/Para/SOW: III/J/Exhibit A/8/ 2.6-- Could you elaborate on the requirement to "develop procedures for accepting work from LaRC personnel and assigning it to contractor personnel"? Is this requirement for all SOWs or is it task specific?

62A. It is essential that Government and contractor personnel understand the contractor's internal operating procedures including procedures for processing and receiving work and that Government personnel do not direct and/or supervise the work of contractor personnel. The development and documentation of these procedures will ensure that these interactions are clear and of a non-personal services nature. This documentation is also required to ensure that Government and contractor procedures are compatible. As stated in the first paragraph of SOW 2, General Requirements apply to all work areas of the SOW and the contractor shall develop, maintain and follow internal operating procedures as specified in Section 2(6).

63. Reference: Part/Sect/Page/Para/SOW: III/J/Exhibit A/ 86/10.3-- Will Task Orders for carpet installation and/or removal specify any after hours performance requirements?

63A. Yes, task orders will specify any after-hours requirements for carpet installation or removal.

64. Reference: Part/Sect/Page/Para/SOW: III/J/Exhibit A/7/2.2 -- Will the government provide contractor employee training required to comply with new safety regulations?

64A. No, the Government will not provide training to comply with new safety regulations. SOW 2(2) will be changed to read: "The Government will provide training to support specialized systems and equipment in Government-equipped facilities."

65. Reference: Part/Sect/Page/Para/SOW: III/J/Exhibit A/10/3.3 -- Does this mean every employee can have a discrete NAD and telephone number, e.g.,

- transportation drivers, etc.? Will NADs be made available for printers and scanners?
- 65A. The SOW will be modified to reword first sentence of 3.3 to read as follows: "The Government will provide telephones...to LaRC network (LaRCNet) as required for contractor personnel and equipment located on-site through the NASA ODIN contract."
66. Reference: Part/Sect/Page/Para/SOW: III/J/Exhibit A/12/4.1.5 -- Is modular systems furniture included in office furnishings to be moved? If so, what types and how many pieces of modular systems furniture are moved annually?
- 66A. No, modular systems furniture is not included.
67. Reference: Part/Sect/Page/Para/SOW: III/J/Exhibit A/13/4.1.6 -- Are surveys required in any other areas of SOW 4.1?
- 67A. Yes. The introductory paragraph of SOW 4, Logistics, will be changed to read: "The Contractor shall develop for Government approval a method of soliciting and assessing customer satisfaction on a monthly basis for all of the services in SOW 4."
68. Reference: Part/Sect/Page/Para/SOW: III/J/Exhibit A/13/4.5.3 -- Are there any Contractor requirements for off center disposal of collected refuse? Are there any Contractor seasonal or special requirements associated with on-site collection of non-toxic scrap waste and scrap metals?
- 68A. Yes. A requirement will be added to the Statement of Work to collect and dispose off Center of approximately 700 tons of scrap waste annually. SOW 4.5(3) and Table 4.3 will be revised. There are no seasonal or special requirements associated with on-site collection of non-toxic scrap waste and scrap metals.
69. Reference: Part/Sect/Page/Para/SOW: III/J/Exhibit A/15/4.6 -- Will the agency-wide screener be able to use a government vehicle when he is traveling on behalf of the government?
- 69A. No. No Government vehicles will be provided for contract performance.
70. Reference: Part/Sect/Page/Para/SOW: III/J/Exhibit A/18/4.9.6 -- Customer surveys are always a problem because in many cases the contractor deals with the same customer over and over again. How often will the Correspondence and Records clerks be required to provide surveys to their customers; daily, weekly, monthly?
- 70A. Customer satisfaction will be assessed on a monthly basis for all of the services in SOW 4. See answer to question 67.
71. Reference: Part/Sect/Page/Para/SOW: III/J/Exhibit A/18-19/4.10 -- Are 4.10 Performance Standards expressed as averages or are the times for each item processed? For instance SOW 4.1 (pick up and deliver within 8 hrs.), when does the 8 hour clock start? Will there be any exceptions to the standard, e.g., customer RDD?

- 71A. Performance standards are expressed for each item processed from time of receipt of request. Time for items will be randomly sampled and will not be averaged. Performance Requirements Summary will be clarified.
72. Reference: Part/Sect/Page/Para/SOW: III/J/Exhibit A/23 – Regarding the ExtraFleet fleet management software associated with SOW 4.1, is this government furnished? If so, will the Government provide upgrades, training and maintenance? This software also appears to be classified as available for purchase in Attachment 6.
- 72A. The ExtraFleet software is not Government furnished. It is available for purchase from the incumbent contractor (see Attachment 6). SOW 4.2(2) and Table 4.2 will be changed.
73. Reference: Part/Sect/Page/Para/SOW: III/J/Exhibit A/34/Table 4.4 -- Reflects mail trucks NA1833 and NA1837 in vehicle fleet. Will they be available for delivery of mail under SOW 4.1?
- 73A. No. No Government vehicles are provided for performance of this contract.
74. Reference: Part/Sect/Page/Para/SOW: III/J/Exhibit A/86/9.3 -- What colors of cove base is the contractor required to provide incident to carpet installation? Who is responsible for inspecting the carpet for removal or replacement? Is the contractor expected make a recommendation to the Government about carpet installation based on an inspection of areas identified for possible replacement?
- 74A. Standard colors will be black, brown, and gray. The Government is responsible for inspecting and identifying the carpet to be removed and/or replaced. The Government will issue task orders identifying the requirements. The contractor is not expected to make recommendations about carpet installation.
75. Reference: Part/Sect/Page/Para/SOW: III/J/Exhibit C/1 -- How is “when it becomes uneconomical to repair” defined? What are the NASA standards regarding replacement of Government vehicles?
- 75A. “Uneconomical to repair” is defined to mean when *the Government determines* that continuing cost of repair including loss of efficiency is more than the item’s current value. NASA adheres to 41 CFR 102-34.280 (vehicles) and 41 CFR 101-25.405 (forklifts) with respect to replacing Government vehicles.
76. Reference: Part/Sect/Page/Para/SOW: III/Attach 2/Cost Form A1, A2 and A3. It shows nine columns consisting of separate columns of Hours and Cost. Are these nine columns to be broken down by years or is some other break down required?
- 76A. Cost Forms A1, A2, and A3 are to be submitted for Contract Year 1 only. No further breakdown is required. The nine columns in Cost Form A1 correspond to the nine subtask areas in Logistics. The seven columns in Cost Form A2 correspond to the seven subtask areas in Administrative Services. The eight columns in Cost Form A3 correspond to the eight subtask areas in the Scientific Information, Video Support, and Technical Library areas.

77. Reference: Part/Sect/Page/Para/SOW: III/Attach 8/23/45 – Regarding SOW 4.5 Performance Standards: On what basis is accurate data entry measured – percentage of transactions? Is there a time standard for dumpster pick up and delivery?
- 77A. See Attachment 8, Award Term and Performance Evaluation Plan, Performance Requirements Summary for SOW 4.5. Data in the system will be randomly checked. The percentage will be determined from the entries sampled. There is not a standard time for dumpster pick up and delivery. Satisfied customers are the standard.
78. Reference: Part/Sect/Page/Para/SOW: III/J/Exhibit A/74/ 7 – Regarding SOW 7, Video Support Services, are there any costs besides the Government Specified Costs, labor and vehicle transportation that should be included in our cost proposal to accomplish this SOW?
- 78A. See Section B.2, Government-Specified Costs. Materials and Supplies, Equipment, Travel and Other Direct Costs and Hardware/Software Maintenance and Repair of Government-owned equipment are the only costs that have been specified by the Government. The offeror's proposal should include all costs necessary to deliver the services in the SOW.
79. Reference: Part/Sect/Page/Para/SOW: III/J/Exhibit A/74/ 7 – Regarding SOW 7, Video Support Services, how many vehicles does the current contractor use to accomplish the mission?
- 79A. The offeror should propose the vehicles necessary to perform the SOW requirements based on its planned approach.
80. Reference: Part/Sect/Page/Para/SOW: III/J/Exhibit A/74/ 7.1.1 (a) -- How many industry conferences and expos are attended annually to stay abreast with technology changes and industry trends? Does the Government fund them or should the contractor, in the cost proposal, cost these trips? Or are they included in the travel cost plug in the Draft RFP?
- 80A. The Contractor's method of meeting the requirements of SOW 7.1(1)(a) are to be proposed and the costs proposed accordingly. The Government specified costs in Section B.2 do not include costs to meet this requirement.
81. Reference: Part/Sect/Page/Para/SOW: III/J/Exhibit A/75/ 7.1.4 – Regarding SOW 7.1.4, are passports required for some video staff? If so, can you provide an estimated number of those required to have a passport?
- 81A. Requirements for foreign travel cannot be predetermined beyond what is stated in SOW Section 7.1(4). Passports are required for foreign travel. The contractor will have to determine how many contractor employees will participate in foreign travel.
82. Reference: Part/Sect/Page/Para/SOW: III/Attach 8/47/ /9.1 – Regarding SOW 9.3 Carpet Installation, please consider revising the evaluation criteria to make more realistic to contractor performance. For instance the, carpet installation schedule driven may be driven by customer requirements and early completion may not be

an option. Regarding puckers and seams, is this standard applied by job or total per month? Many installation jobs may be less than 100 SY; how will these be evaluated?

- 82A. The Performance Requirements Summary for Indefinite Delivery Indefinite Quantity (SOW 9) will be deleted and the quality standards for carpet installation and removal will be incorporated into SOW 9.3.
83. At the CLASIC site visit, the discussion of the bidder's library included a statement that the Due Diligence portion of the library will include the "locations of CLASIC work areas." I have not been able to find this on the site. When do you think it will be available? It will be a very valuable resource.
- 83A. The information is posted on the bidders library under other relevant sites.
84. The SOW para. 4.2. 2), states "reorder fuel as required." Will the contractor be required to pay for the fuel ordered?
- 84A. No, the contractor does not pay for the fuel.
85. Para. 4.2 2) Please describe the Government-provided fleet management system the contractor will use. Is this a computerized or paper-based system?
- 85A. ExtraFleet is a computer-based Microsoft Access system available for purchase from the incumbent contractor. See question 72.
86. Para. 4.5 3) Does the Government provide a truck capable of moving the dumpsters ranging in size from 2 -4 cubic yards?
- 86A. No. No Government vehicles are provided for performance of this contract.
87. Para. 4.5. 3) Are the 70 dumpsters the property of the Government?
- 87A. Yes. SOW 4.5(3) will be modified to so state.
88. Para. 6.2, Technical Publication Services, states that the contractor will use a Government provided secure computer system for classified work. The response to question #12 (submitted at site visit) states that the SOW will be changed to indicate Government computers will not be left in place. Is the secure computer an exception and will it continue to be provided?
- 88A. Yes, the Government will provide the secure computer system for classified work as stated in SOW 6.2.
89. Para. 6.4 I) e), Duplicating Facility Operation, states, "Provide and maintain inventory of supplies..." It later states that the copiers are under maintenance agreements. Are any of the copier supplies furnished under the Government maintenance agreements or is the CLASIC contractor required to furnish all toner and other copier chemicals?
- 89A. No copier supplies are included in the maintenance agreements. The contractor shall supply all toner and other copier chemicals.
90. Is the CLASIC contractor required to furnish paper for duplicating?
- 90A. Yes, the contractor furnishes paper for duplicating.

91. Para. 7.1 1) e), Video Production Services, states "Provide or renew existing maintenance agreements on behalf of Government on Government provided video equipment." Is this cost included in the Government specified cost in B.2 of \$47,000 (1st yr. estimate)?
- 91A. Yes, this is included in B.2 for the yearly estimate for "hardware/software maintenance and repair of Government-owned equipment."
92. Para. 9.1 2) a), Fixed Price Task Orders, states "Note that all hours associated with overhead, supervision, clerical support, and other administrative activities are included in the CPIF portion of the contract." Is this saying that the contractor will not be allowed to add indirect cost rates to the fixed price task orders? Please explain.
- 92A. Ref. SOW 9.1(2)(a) and L.13(a)7. No, it is saying that the management, supervision, and indirect labor support associated with the IDIQ effort should not be proposed with a task order since these costs are already included in your CPIF proposed value. The RFP instructs offerors to include management, supervision, and indirect support with the CPIF effort and not the IDIQ. Offerors are to propose direct labor rates for each labor category that could directly perform work on a task order and any applicable indirect rates (e.g., overhead, G&A, material handling rates, etc.) to be identified in the Section B.5, IDIQ schedules. Only those labor rates and indirect rates identified in the Section B.5, IDIQ schedules, will be utilized in proposing to task orders under the contract unless mutually agreed upon between the Contracting Officer and the contractor.
93. Could the Government provide Exhibit C in Excel or Access format so that it can be sorted?
- 93A. No. The Government does not have this information in the requested formats.
94. The original value of the Forklift trucks listed as status 1 is \$157,408 according to Exhibit C. Many are quite old. Replacement of these would tie up a huge amount of capital on the part of the contractor. Would the Government reconsider this requirement of having the CLASIC contractor replace the Forklift trucks marked as Status 1?
- 94A. No, the contractor will replace forklifts listed as status 1 in Exhibit C.
95. Exhibit F: The first page last paragraph states that monthly reports will be due by COB the 5th working day of the month. Page 2 under the monthly 533 report states the 10th operating day following close of contractor's accounting period being reported. Is the 533 an exception to the 5th working day? (The 10th operating day is more realistic for the 533.)
- 95A. Yes, the 533 is one of the exceptions to the 5th working day requirement as stated on the first page of Exhibit F, Item B last paragraph.
96. Exhibit A, Section 2.6 refers to the requirement to create continuity files for each work area. Will these files be subject to release under FOIA, or may the contractor designate as proprietary the material, such as descriptions of

procedures? Also, are continuity files available on the current contract? If so, can they be obtained under FOIA?

- 96A. All contract files in the Government's possession are subject to FOIA. The contractor may designate information as proprietary; however the Government will make an independent assessment of what is proprietary or releasable under FOIA after consultation with the contractor. Continuity files do not currently exist.
97. In Exhibit A, Section 4.8.1, the last sentence refers to the Central Transfer File. Please describe the purpose and content of this file.
- 97A. The Central Transfer File is a NASA-wide database used for transferring property between NASA Centers.
98. In Exhibit A, Table 4.3, "Workload for Logistics," the section on "Workload for Materials Management and Warehouse Operations (SOW 4.3)," please distinguish between "Data entries in NSMS," estimated at 20,000 annually, and "NSMS input transactions processed," estimated at 1,000 annually.
- 98A. The 20,000 data entries refer to adding ordered items to NSMS, while the 1000 transactions refer to NSMS catalog change transactions. In the SOW, Table 4.3 for SOW 4.3 will be modified.
99. Also in Exhibit A, Table 4.3, "Workload for Logistics," the section on "Workload for Materials Management and Warehouse Operations (SOW 4.3)," please clarify the data. An entry is included for "LaRC PR/POs for non-stock FED/MIL orders," estimated at 3,000 annually. Are these 3,000 purchases part of the 8,000 purchase requests screened? If so, please provide information on the sources from which the balance, of 5,000 requests, was fulfilled (commercial, FED/MIL, etc.).
- 99A. A total of 8000 purchase requests are screened. Of the 8000, 3000 are FED/MIL orders. The remaining 5000 purchase requests are from commercial sources.
100. In Exhibit A, Table 4.3, "Workload for Logistics," the section on "Workload for Shipping and Receiving (SOW 4.7)," please distinguish between the first item, "Line items received in shipments of stock and non-stock supplies, materials, and uncontrolled equipment," estimated at 25,000 annually and "Line items received," estimated at 6,000 annually.
- 100A. The 6000 line items received are for controlled equipment. Table 4.3 for SOW 4.7 will be corrected.
101. Re: Exhibit A, Section 5, "Administrative Services." For tasks for which the contractor provides administrative services that would involve the need to make copies from time to time (e.g., maintaining files in subtask 5.3.5.c):
- (a) Will the contractor staff have access to Government-provided copiers, or will the contractor be responsible for providing copiers for use of its staff? Particularly in offices to which only a small number of contractor staff will be assigned, it would seem inefficient to require that the contractor provide a copier.

- (b) Will the contractor be responsible for providing copier supplies (paper, toner, etc.)?
- (c) When the task specifically requires the contractor to provide duplication support for the government staff supported (e.g., providing photocopying under subtask 5.4.2), will the contractor be responsible for providing a copier?
- 101A. (a) Contractor employees will not have access to Government copiers. The contractor must provide all resources necessary for or incidental to the performance of the work areas of the SOW as stated in SOW 2.5.
- (b) Yes, the contractor shall provide copier supplies.
- (c) Yes, the contractor shall provide copiers.
102. In Exhibit A, the section of Table 6.3 titled "Workload for Duplicating Facility Operation (SOW 6.4)," please clarify the data. The first item, designated as "Administrative," appears to refer to the total volume of duplication (15,659,124 annually); is this correct?
- 102A. No, the Administrative line refers to all incoming jobs processed during the fiscal year which must be scheduled, tracked, and entered into the work control database.
103. In Exhibit A, the section of Table 6.3 titled "Workload for Duplicating Facility Operation," please provide data on the volume of bindery work broken out by the various binding options.
- 103A. This information is not available.
104. Please describe in greater detail the method by which the numerical rating for technical performance will be computed. Attachment 8, the page titled Attachment III-B.1 "Evaluation Criteria for Performance, Factor No. 1 – Technical Performance", states that the performance evaluations will be based on the total of the metrics provided in the Performance Requirements Summary, but does not describe the method by which they will be weighted. Two questions arise:
- (a) First, how will the overall score for a given subtask be calculated? Will the values assigned to each of the various requirements be summed? Will they be weighted to give some areas of performance more importance and, if so, what is the weighting scheme?
- (b) Second, how will an overall score be calculated based on the ratings for the various subtasks, and what weighting scheme will be used? Will weights be assigned based on total cost, direct labor cost, or some other factor or combination of factors?
- 104A. (a) Attachment III-B.1 to the ATPEP, Evaluation Criteria for Performance, describes the basis for measuring performance. The overall evaluation as well as the evaluation for subtasks is subjective but takes into consideration the objective measurements of the metrics provided in the Performance Requirements Summary included in Attachment III-D of the ATPEP. Relative importance of individual performance standards will be established by

performance monitors. Attachment IV-B to the ATPEP will be modified to clarify that performance monitors will communicate relative importance of performance standards to the contractor.

(b) See answer 104A(a). On the basis of the metrics as well as relevant positive or negative assessments provided by the performance monitors, a numerical score and its associated adjective rating will be determined for each functional area of the SOW (see Attachment III-C, Grading Table). The PEB will establish the method of weighting which the COTR will use to develop the recommended rating and score. The PEB will consider this recommendation, along with any other pertinent performance factors and recommendations from the COTR and CO, to derive a final performance score and rating.

105. Please describe the method by which the numerical rating for management performance will be computed (as described in Attachment 8, "Evaluation Criteria for Performance, Factor No. 2 Management"). How will the values assigned to the factors for "Performance Requirements Summary for Management and Safety (SOW 2 & 3)" in Attachment III-D be weighted?
- 105A. The effectiveness of the contractor's overall management will be evaluated on the basis of the Performance Requirements Summary with consideration of input from Performance Monitors of individual functional areas and any other actions that significantly contribute to or detract from effective contract management. Weights will not be assigned other than to the overall score in accordance with Attachment III-B to the ATPEP.
106. Section L.12, Factor 1, section (a) (1) directs offerors to submit resumes for "managers at the overall contract level." Please define this term. Does it include the key personnel who will manage the five major SOW areas, as referred to in the previous sentence? Does it include all key personnel for whom resumes are required under Section L.11 (g) 1.b?
- 106A. Yes. Identify the Program Manager and other key personnel who will manage the overall contract and the five major SOW areas and include written resumes for all key personnel discussed. Section L.12(a)(1) will be modified to match section L.11(g)1.b.
107. Attachment 4 projects technology upgrades in the various work areas. Have these technology changes been taken into consideration when designating the comparable ODIN seat requirement in the tables provided in the SOW?
- 107A. The comparable ODIN seat requirements reflect CURRENT technology requirements for the various work areas. See SOW 3 for Information Technology requirements throughout the life of the contract.
108. The response to question 12 re the computer equipment availability for 6 months is clear, but does the govt. require the contractor to replace any other computer equipment at the start of the contract other than those available in attachment 6? If so where is the equipment listed?
- 108A. The only equipment that the Government will provide is that listed in Exhibits C and I. See Section L.13(a)6(f) for complete instructions regarding equipment.

109. Re: Section L.13 (a) 6. states that costs for contract year 1 shall be broken down to the Statement of Work Subtask level using cost Forms AI-3. As we understand the instructions, contract year 1, should have the following:

Cost Form A – Summary of Total Effort

Cost Form A-1 – Costs for Logistics

Cost Form A-2 – Costs for Administrative

Cost Form A-3 – Costs for Scientific Information, Video Support & Technical Library (three sections combined)

Contract Years 2-10: Cost Form A Only for each defined contract period.

Is this correct?

- 109A. Ref: Attachment 2, Instructions for Cost Forms and Section L.13.(a)6(a). Cost Forms A and B are to be submitted for each contract year. Cost Forms AI, A2, and A3 are to be submitted for Contract Year 1 only. Cost Form C is to be filled out for Contract Year 1 only unless the calculations or rates differ in years 2-10. Then an explanation or completion of Cost Form C must be done for those years also.
110. Re: Section L.13 (a) 6 (c). If the rates have been audited within the last 18 months, are we required to include the list of the expense accounts and amounts in pools. Is the detail of any labor elements in the pools required even if audited within 18 months?
- 110A. Ref: Section L.13(a)6(c). If indirect rates have been audited within the last 18 months, only the name of the reviewing DCAA Office is required. If an offeror's indirect rates have not been reviewed within the last 18 months by the responsible DCAA, the offeror is to submit the following information: (1) a list of expense accounts and amounts in the pools, which should include any labor elements in the pools if applicable, and (2) the most recent three-year history of all indirect rates.
111. Section L.13.7 states, "for proposal purposes, use the maximum IDIQ value set forth in Section B for your IDIQ price." Are you referring to the numbers listed in Section B.5? Should the \$2.5 million indicated for the first 5 year period be divided equally over the contract years on Cost Form A? (increase IDIQ maximum)
- 111A. Ref: Section L.13(a)7. Offerors are to use the maximum IDIQ value identified in Section B.5, which should be divided equally over the first five years of the contract. The IDIQ cost for the award term periods should be proposed as stated in Section B.5. Note that the IDIQ maximum in B.4 has been doubled.
112. Section L.13.7 (b) (1) states, "Your proposed labor rate should consider only the direct labor rate for that labor category." Is this referring to the labor rates to be inserted on the IDIQ forms in Section B? Are we to understand that this is the flat hourly pay rate for the individual with no add on?

- 112A. Ref: Section L.13(a)7.(b)(1). Yes, that statement is referring to the labor rates to be inserted into the IDIQ forms in Section B.6. Offerors are to propose the labor classification/categories and labor rates that correlate with those used to establish the CPIF value. The labor rate inserted for each labor category is a straight time non-burdened rate for one performance standard hour of effort. These hourly labor rates will be loaded in the individual task orders by the indirect rates also specified in Section B.6 and Section L.13(a)7(b)(2) of the RFP.
113. Section L.13.7 (b) (2) states, "Considering the IDIQ process, show how you would develop a fixed price burdened rate prior to profit for one labor category. Also, show how you would burden \$10K each in material, equipment, subcontract, and any other direct cost." It is our understanding that you want us to develop a cost estimation sheet for this process and explain how the sheet works using your example figures. Is this correct?
- 113A. Ref: Section L.13(a)7(b). The offeror is to develop an example of how they would cost (prior to profit) for a task order proposal in each of the following areas:
- Any one labor category
 - \$10K of material
 - \$10K of equipment
 - \$10K of subcontracting
 - \$10K of any other ODC element.
114. Please distinguish between the graphics services as described in 6.2.5 and those described in 6.5.
- 114A. The publications graphics services in Technical Publications (SOW 6.2) are in direct support of publications being produced in this work area. Graphic services in SOW 6.5 support a variety of graphic products.
115. Appendix A, Section 4.6 refers to the website: <http://lrno.larc.nasa.gov/wants/analysis.pdf>. This site does not appear to be accessible. Many of the links on <http://lmo.nasa.gov> are not operable. Could this site be made operable for bidders to consult?
- 115A. A sample of the LaRC Surplus Property Program metrics from the referenced web site will be posted to the bidders library under other relevant sites.
116. Do all of the road vehicles (Government provided and current contractor owned) meet applicable state safety requirements?
- 116A. Yes, all vehicles meet applicable safety requirements.
117. Does all of the Government provided equipment meet current OSHA safety requirements?
- 117A. Yes; Government-provided equipment currently meets safety requirements.
118. Please provide a "current condition" evaluation of the Status 1 Equipment listed in Exhibit C and the contractor equipment in Attachment 6.

- 118A. It can be assumed that all Government-provided equipment is in good working order and meets all safety requirements. The age of the equipment is listed in Exhibit C. The Government does not have current condition information for the equipment in Attachment 6.
119. Please provide the life expectancy of the Status 1 Equipment listed in Exhibit C and the contractor equipment in Attachment 6.
- 119A. This information is not available. See answer to question 118.
120. Exhibit A, Statement of Work, 5.5.8)c) - Human Resources Service Pool.
Question: Please further define the statement "first-40 shift changes."
- 120A. SOW 5.5 will be modified to read: "Maintain files of letters requesting First-40 shift changes. Prepare and forward approval notice memorandums to the Head, Personnel Operations Branch." First-40 is a work schedule permitting employees to work irregular shifts up to 40 hours per week.
121. Exhibit A, Statement of Work, 5.5 - Human Resources Service Pool. Question: The sub-paragraph numbering for 5.5 begins with 8) and continues through 20). Should this begin with 1) and be numbered sequentially through 13)?
- 121A. Yes, this will be revised.
122. Exhibit A, Statement of Work, 7.1.5) – Video Production Services - last sentence. "..., as well as creation of new media to support LaRC World Wide Web streaming video requirements." **Question:** Can you further define the World Wide Web streaming video requirements? **Question:** What digital format will be used? **Question:** Do you require real-time streaming? **Question:** Does the contractor only prepare the content for streaming according to the requirements, or is the contractor also required to provide the technology (i.e. video server and software, etc) and programming support?
- 122A. Video streaming is an area of technology where the contractor will evaluate and make recommendations (see SOW 7.1 (1)(a)). Recommendation would include digital format. Currently there are no specific requirements, but this technology is expected to be incorporated into new video products and services. The CLASIC contractor would prepare the content and related activities, but would not be required to provide the technology and programming support. SOW 7.1(1)(a) and 7.1(5) will be modified to clarify this requirement.
123. Exhibit A, Statement of Work, 7.1.5) – Video Production Services "...including maintenance and troubleshooting equipment hardware and software."
Question: Please clarify the requirement for maintenance and troubleshooting equipment hardware and software. **Question:** Are the contractor personnel required to be technically competent to do on-site repair? **Question:** Or is this requirement outsourced and included within the travel and other direct costs listed the table in Section B.2(a) "SOW 7.1 – Video Production Services - \$391,000."

- 123A. Contractor personnel are required to be technically competent to do on-site repair to the board level and this requirement is not included in the estimated yearly costs in Section B.2(a).
124. Exhibit A, Statement of Work. Question: In the interest of providing bidders with enough information to submit thorough, quality, competitive proposals that meet the cost realism requirement, will you provide the existing full-time equivalents (FTE) for the various work areas under the current contract?
- 124A. This information is required to be submitted by the offeror as part of Volume I and will be used by the Government to evaluate the offeror's proposal. Therefore, the request for this information is denied.
125. Exhibit C, Installation-Accountable Government Property, June 2001. Question: For the purpose of clarifying its function, can you identify which areas of the Statement of Work (i.e. 4.1, 6.2, etc.) use the government equipment. Question: Can you identify the expected lifespan for the equipment listed as Status 1?
- 125A. The majority of the Installation-Accountable Government Property is located in the Government-furnished facilities such as the Duplicating Facility and the Photo Laboratory. The location of the equipment may also be correlated with the CLASIC work locations listed in the bidders library under other relevant sites. The life expectancy information is not available. See answer to question to 118.
126. Exhibit I, Existing-Government Provided Property. Question: For the purpose of clarifying its function, can you identify which areas of the Statement of Work (i.e. 4.1, 6.2, etc.) use the government equipment. Question: Can you identify the expected lifespan for the property listed?
- 126A. The location of the equipment may also be correlated with the CLASIC work locations listed in the bidders library under other relevant sites. The Government estimates that the majority of the equipment in Exhibit I will remain in good working condition for the duration of the contract.
127. Exhibit F, Deliverables for Scientific Information (SOW 6), 6.4 Meter Reading-Color Copiers. Question: Is it correct that the Excel spreadsheet meter reading is due "daily" for the color copier?
- 127A. Exhibit F will be modified to require weekly reading of the color copier meters.
128. Exhibit E, Collective Bargaining Agreements, Article XIX, Health and Welfare, Section 4, paragraph 2. Question: Is the figure \$43.90 per month for individual employee cost of medical insurance the total employee cost, regardless of whether they select single or family coverage?
- 128A. The \$43.90 per month covers up to six family members.
129. Internal Marking requirements: Part 4, page 14, L.11(d)2—The phrase "Source Selection Information-See FAR 3.104" must be added to all pages except the contract Offer. Can the TMOPP slides be excluded from having to include this phrase? Can it be excluded from just the oral presentation slides?

Attachment 5

- 129A. In accordance with FAR 3.104-5(c), individuals responsible for preparing material that may be source selection information under paragraph (10) of the definition shall mark the cover pages and each page that the individual believes contains source selection information with the legend "Source Selection Information — See FAR 3.104."
130. Historic Labor Levels: Could NASA please provide information on historic labor level? While we understand that this is a performance-based contract and we will submit a staffing plan that will provide NASA with the best value, we have found that it is critical that when conducting an audit of an existing operation such as this to have specific data on historic labor levels by function and labor category. We have found that this information provides offerors with a benchmark to assess operation trends and previous management practices.
- 130A. This information is required to be submitted by the offeror as part of Volume I and— will be used by the Government to evaluate the offeror's proposal. Therefore, the request for this information is denied.
131. The NASA logo appears on the NASACLASIC.com web site. Is this a NASA official site?
- 131A. No. Use of the NASA Logo is for NASA's official use only.
132. In Part 4, Page 14, L(c) Proposal Copies and Volume Assembly; A gray bar on the chart breaks the Contract Offer (model contract) out of Volume I. Can any copies of this document be included within the Volume I binder? If not, can they be bound by themselves and if so, how?
- 132A. The referenced chart will be modified to include the Contract Offer (model contract) with Volume II, Business Proposal.
133. Final RFP Differences: How will you identify changes in the Final RFP? Will you identify them within the text or by reference.
- 133A. The Microsoft Word capability for tracking changes will be used. To display changes, under Tools menu select Track Changes and then select Highlight Changes. Check Highlight Changes on screen or in printed document as desired. To display only change bars, select Options under Highlight Changes and select Inserted Text = none, Deleted Text = Hidden, Changed formatting = none, Changed Line = Left border. Additionally, answers to the questions indicate whether the RFP will be modified.
134. Past Performance: Since Past Performance will be submitted earlier than the deadline, should any hard copies be included in the final paper proposal? If not, shall we leave a blank space for the NASA copies to be inserted, or not make any reference to this first section at all?
- 134A. The early past performance submittal shall be electronic and a hard copy included with Volume I. The chart in L . II(c) will be modified to reflect this.
135. Electronic Version of the Contract Offer and Past Performance. Would you prefer these copies in Disk, CD or via Email?

- 135A. Past performance information may be submitted by August 20 by email, fax, or disk. The electronic copy of the contract offer shall be either a floppy disk or a compact disk. The chart in L.11(c) and the language in L.11(d) will be modified to include these instructions as well as to include the Contract Offer (model contract) with Volume II, Business Proposal.
136. Would it be preferred to send the sub-consultant consent letters authorizing the Government to discuss their past performance with us via fax, mail, or email with PDF attachments? Or, are we to include them within Vol. 1 of the proposal document?
- 136A. Include the subcontractor consent letters required under L.11(g)1a with Volume 1 of the proposal due September 4. The chart in L.11(c) will be clarified.
137. In supporting a presentation with electronic projection, a common technique is to use PowerPoint's build capability to produce or "build" a slide in several discrete steps. Provided the final slide matches the hardcopy submitted to the Government, we assume that NASA Langley will count each slide with all the revealed pieces as one slide. Is this a correct assessment of Langley's position?
- 137A. Yes.
138. Reference L.11(c) Proposal Copies and Volume Assembly - Will NASA Langley allow the contractor to add Cover and Agenda slides and not count them against the 75 slide limit?
- 138A. No.

SYNOPSIS OF OTHER CHANGES TO FINAL RFP FROM DRAFT RFP

Section B.5, the IDIQ maximums were increased.

Section B.6, all of the tables were modified.

SOW 4.7, added the requirement to maintain copies of purchase orders and contracts generated by the Office of Procurement.

Table 4.2 of SOW, COTS ExtraFleet software was moved from Government-furnished to Application/System Requirements.

SOW 5.3, Procurement Service Pool, has been modified to require the Contractor to maintain records of work performed on some of the functions and deliver the work report and surveys monthly to customers for evaluation purposes. Exhibit F was modified to reflect this report and the requirement was added to Attachment 8, ATPEP.

Attachment 5

SOW 5.3, Procurement Service Pool has been modified to require the maintenance of inactive award files and be responsible for their management, including boxing, storing, transportation and destruction.

SOW 5.7, Patent Counsel Docket Management, has been deleted.

Section I, 52.227-17 was modified.

Section I, 1852.245-70 was added.

Exhibit C, obsolete photographic equipment was deleted

Exhibit E, added one-page amendment to DynCorp's Collective Bargaining Agreement

Section L . II(d)(3) was added.

Exhibit F, 533 reporting requirements were modified to include the line items *in* B.2.

L.5, Presolicitation Conference and Due Diligence was deleted.

L . II , changed the number of copies required in the table and added instructions for electronic media.

GOVERNMENT PROPERTY (COST-REIMBURSEMENT, TIME-AND-MATERIAL, OR LABOR-HOUR CONTRACTS) (FAR 52.245-5) (DEVIATION) (JUL 1995)

(a) Government-furnished property

(1) The term "Contractor's managerial personnel," as used in paragraph (g) of this clause, means any of the Contractor's directors, officers, managers, superintendents, or equivalent representatives who have supervision or direction of--

- (i) All or substantially all of the Contractor's business;
- (ii) All or substantially all of the Contractor's operation at any one plant, or separate location at which the contract is being performed; or
- (iii) A separate and complete major industrial operation connected with performing this contract.

(2) The Government shall deliver to the Contractor, for use in connection with and under the terms of this contract, the Government-furnished property described in the Schedule or specifications, together with such related data and information as the Contractor may request and as may be reasonably required for the intended use of the property (hereinafter referred to as "Government-furnished property").

(3) The delivery or performance dates for this contract are based upon the expectation that Government-furnished property suitable for use will be delivered to the Contractor at the times stated in the Schedule or, if not so stated, in sufficient time to enable the Contractor to meet the contract's delivery or performance dates.

(4) If Government-furnished property is received by the Contractor in a condition not suitable for the intended use, the Contractor shall, upon receipt, notify the Contracting Officer, detailing the facts, and, as directed by the Contracting Officer and at Government expense, either effect repairs or modification or return or otherwise dispose of the property. After completing the directed action and upon written request of the Contractor, the Contracting Officer shall make an equitable adjustment as provided in paragraph (h) of this clause.

(5) If Government-furnished property is not delivered to the Contractor by the required time or times, the Contracting Officer shall, upon the Contractor's timely written request, make a determination of the delay, if any, caused the Contractor and shall make an equitable adjustment in accordance with paragraph (h) of this clause.

(b) Changes in Government-furnished property. (1) The Contracting Officer may, by written notice, (i) decrease the Government-furnished property provided or to be provided under this contract or (ii) substitute other Government-furnished property for the property to be provided by the Government or to be acquired by the Contractor for the Government under this contract. The Contractor shall promptly take such action as the Contracting Officer may direct regarding the removal, shipment, or disposal of the property covered by this notice.

(2) Upon the Contractor's written request, the Contracting Officer shall make an equitable adjustment to the contract in accordance with paragraph (h) of this clause, if the Government has agreed in the Schedule to make such property available for performing this contract and there is any--

- (i) Decrease or substitution in this property pursuant to subparagraph (b)(1) above; or
- (ii) Withdrawal of authority to use property, if provided under any other contract or lease.

(c) Title. (1) The Government shall retain title to all Government-furnished property.

(2) Title to all property purchased by the Contractor for which the Contractor is entitled to be reimbursed as a direct item of cost under this contract shall pass to and vest in the Government upon the vendor's delivery of such property.

(3) Title to all other property, the cost of which is reimbursable to the Contractor, shall pass to and vest in the Government upon--

- (i) Issuance of the property for use in contract performance;
- (ii) Commencement of processing of the property or use in contract performance; or
- (iii) Reimbursement of the cost of the property by the Government, whichever occurs first.

(4) All Government-furnished property and all property acquired by the contractor, title to which vests in the Government under this paragraph (collectively referred to as "Government property"), are subject to the provisions of this clause. Title to Government property shall not be affected by its incorporation into or attachment to any property not owned by the Government, nor shall Government property become a fixture or lose its identity as personal property by being attached to any real property.

Attachment 5

(d) Use of Government property. The Government property shall be used only for performing this contract, unless otherwise provided in this contract or approved by the Contracting Officer.

(e) Property administration. (1) The Contractor shall be responsible and accountable for all Government property provided under the contract and shall comply with Federal Acquisition Regulation (FAR) Subpart 45.5, as in effect on the date of this contract.

(2) The Contractor shall establish and maintain a program for the use, maintenance, repair, protection, and preservation of Government property in accordance with sound business practice and the applicable provisions of FAR Subpart 45.5.

(3) If damage occurs to Government property, the risk of which has been assumed by the Government under this contract, the Government shall replace the items or the Contractor shall make such repairs as the Government directs. However, if the Contractor cannot effect such repairs within the time required, the Contractor shall dispose of the property as directed by the Contracting Officer. When any property for which the Government is responsible is replaced or repaired, the Contracting Officer shall make an equitable adjustment in accordance with paragraph (h) of this clause.

(9) Access. The Government and all its designees shall have access at all reasonable times to the premises in which any Government property is located for the purpose of inspecting the Government property.

(g) Limited risk of loss. (1) The Contractor shall not be liable for loss or destruction of, or damage to, the Government property provided under this contract or for expenses incidental to such loss, destruction, or damage, except as provided in subparagraphs (2) and (3) below.

(2) The Contractor shall be responsible for loss or destruction of, or damage to, the Government property provided under this contract (including expenses incidental to such loss, destruction, or damage)--

(i) That results from a risk expressly required to be insured under this contract, but only to the extent of the insurance required to be purchased and maintained or to the extent of insurance actually purchased and maintained, whichever is greater;

(ii) That results from a risk that is in fact covered by insurance or for which the Contractor is otherwise reimbursed, but only to the extent of such insurance or reimbursement;

(iii) For which the Contractor is otherwise responsible under the express terms of this contract;

(iv) That results from willful misconduct or lack of good faith on the part of the Contractor's managerial personnel: or

(v) That results from a failure on the part of the Contractor, due to willful misconduct or lack of good faith on the part of the Contractor's managerial personnel, to establish and administer a program or system for the control, use, protection, preservation, maintenance, and repair of Government property as required by paragraph (e) of this clause.

(3) (i) If the Contractor fails to act as provided by subdivision (g)(2)(v) above, after being notified (by certified mail addressed to one of the Contractor's managerial personnel) of the Government's disapproval, withdrawal of approval, or nonacceptance of the system or program, it shall be conclusively presumed that such failure was due to willful misconduct or lack of good faith on the part of the Contractor's managerial personnel.

(ii) In such event, any loss or destruction of, or damage to, the Government property shall be presumed to have resulted from such failure unless the Contractor can establish by clear and convincing evidence that such loss, destruction, or damage--

(A) Did not result from the Contractor's failure to maintain an approved program or system; or

(B) Occurred while an approved program or system was maintained by the Contractor.

(4) If the Contractor transfers Government property to the possession and control of a subcontractor, the transfer shall not affect the liability of the Contractor for loss or destruction of, or damage to, the property as set forth above. However, the Contractor shall require the subcontractor to assume the risk of, and be responsible for, any loss or destruction of, or damage to, the property while in the subcontractor's possession or control, except to the extent that the subcontract, with the advance approval of the Contracting Officer, relieves the subcontractor from such liability. In the absence of such approval, the subcontract shall contain appropriate provisions requiring the return of all Government

Attachment 5

property in as good condition as when received, except for reasonable wear and tear or for its use in accordance with the provisions of the prime contract.

(5) The Contractor shall notify the Contracting Officer upon loss or destruction of, or damage to, Government property provided under this contract, with the exception of low value property for which loss, damage, or destruction is reported at contract termination, completion, or when needed for continued contract performance. The Contractor shall take all reasonable action to protect the Government property from further damage, separate the damaged and undamaged Government property, put all the affected Government property in the best possible order, and furnish to the Contracting Officer a statement of--

- (i) The lost, destroyed, or damaged Government property;
- (ii) The time and origin of the loss, destruction, or damage;
- (iii) All known interests in commingled property of which the Government property is a part;

and

(iv) The insurance, if any, covering any part of or interest in such commingled property.

(6) The Contractor shall repair, renovate, and take such other action with respect to damaged Government property as the Contracting Officer directs. If the Government property is destroyed or damaged beyond practical repair, or is damaged and so commingled or combined with property of others (including the Contractor's) that separation is impractical, the Contractor may, with the approval of and subject to any conditions imposed by the Contracting Officer, sell such property for the account of the Government. Such sales may be made in order to minimize the loss to the Government, to permit the resumption of business, or to accomplish a similar purpose. The Contractor shall be entitled to an equitable adjustment in the contract price for the expenditures made in performing the obligations under this subparagraph (g)(6) in accordance with paragraph (h) of this clause. However, the Government may directly reimburse the loss and salvage organization for any of their charges. The Contracting Officer shall give due regard to the Contractor's liability under this paragraph (g) when making any such equitable adjustment.

(7) The Contractor shall not be reimbursed for, and shall not include as an item of overhead, the cost of insurance or of any reserve covering risk of loss or destruction of, or damage to, Government property, except to the extent that the Government may have expressly required the Contractor to carry such insurance under another provision of this contract.

(8) In the event the Contractor is reimbursed or otherwise compensated for any loss or destruction of, or damage to, Government property, the Contractor shall use the proceeds to repair, renovate, or replace the lost, destroyed, or damaged Government property or shall otherwise credit the proceeds ~~is~~, or equitably reimburse, the Government, as directed by the Contracting Officer.

(9) The Contractor shall do nothing to prejudice the Government's rights to recover against third parties for any loss or destruction of, or damage to, Government property. Upon the request of the Contracting Officer, the Contractor shall, at the Government's expense, furnish to the Government all reasonable assistance and cooperation (including the prosecution of suit and the execution of instruments of assignment in favor of the Government) in obtaining recovery. In addition, where a subcontractor has not been relieved from liability for any loss or destruction of, or damage to, Government property, the Contractor shall enforce for the benefit of the Government the liability of the subcontractor for such loss, destruction, or damage.

(h) Equitable adjustment. When this clause specifies an equitable adjustment, it shall be made to any affected contract provision in accordance with the procedures of the Changes clause. When appropriate, the Contracting Officer may initiate an equitable adjustment in favor of the Government. The right to an equitable adjustment shall be the Contractor's exclusive remedy. The Government shall not be liable to suit for breach of contract for--

- (1) Any delay in delivery of Government-furnished property;
- (2) Delivery of Government-furnished property in a condition not suitable for its intended use;
- (3) A decrease in or substitution of Government-furnished property; or
- (4) Failure to repair or replace Government property for which the Government is responsible.

(i) Final accounting and disposition of Government property. Upon completing this contract, or at such earlier dates as may be fixed by the Contracting Officer, the Contractor shall submit, in a form acceptable to the Contracting Officer, inventory schedules covering all items of Government property not consumed in performing this contract or delivered to the Government. The Contractor shall prepare for shipment, deliver f.o.b. origin, or dispose of the Government property as may be directed or authorized by the

Attachment 5

Contracting Officer. The net proceeds of any such disposal shall be credited to the cost of the work covered by this contract or paid to the Government as directed by the Contracting Officer. The foregoing provisions shall apply to scrap from Government property; provided, however, that the Contracting Officer may authorize or direct the Contractor to omit from such inventory schedules any scrap consisting of faulty castings or forgings or of cutting and processing waste, such as chips, cuttings, borings, turnings, short ends, circles, trimmings, clippings, and remnants, and to dispose of such scrap in accordance with the Contractor's normal practice and account for it as a part of general overhead or other reimbursable costs in accordance with the Contractor's established accounting procedures.

(j) Abandonment and restoration of Contractor premises. Unless otherwise provided herein, the Government--

(1) May abandon any Government property in place, at which time all obligations of the Government regarding such abandoned property shall cease; and

(2) Has **no** obligation to restore or rehabilitate the Contractor's premises under any circumstances (e.g., abandonment, disposition upon completion of need, or contract completion). However, if the Government-furnished property (listed in the Schedule or specifications) is withdrawn or is unsuitable for the intended use, or if other Government property is substituted, then the equitable adjustment under paragraph (h) of this clause may properly include restoration or rehabilitation costs.

(k) Communications. All communications under this clause shall be in writing.

(l) Overseas contracts. If this contract is to be performed outside the United States of America, its territories, or possessions, the words "Government" and "Government-furnished" (wherever they appear in this clause) shall be construed as "United States Government" and "United States Government-furnished," respectively.

Attachment 6 – Contractor-Owned Equipment Available for Purchase

COMPUTERS/SOFTWARE		
Description	Purchase Price, \$	Book Value, \$
8 Pentium Computers w/Monitors	15,524.52	4,113.89
2 Pentium Computers w/Monitors	4,311.74	1,271.78
3 Pentium Computers w/Monitors	4,717.86	2,170.14
3 Pentium Computers w/Monitors	6,238.65	1,653.23
Officepro Pent II w/Monitor	1,574.29	747.94
Micro Computer w/Monitor	1,448.00	255.53
Micro Computer w/Monitor	1,758.00	310.23
Micro Computer w/Monitor	1,945.28	1.00
Micro Computer w/Monitor	1,945.28	1.00
Micro Computer w/Monitor	1,763.96	587.98
Micro Computer w/Monitor	1,763.96	587.98
Micro Computer w/Monitor	1,763.96	587.98
Micro Computer w/Monitor	1,763.96	587.95
Micro Computer w/Monitor	1,763.96	587.98
Micro Computer w/Monitor	2,101.49	700.49
Micro Computer w/Monitor	1,565.41	229.08
Micro Computer w/Monitor	1,461.96	208.85
Micro Computer w/Monitor	2,592.65	370.38
Pentium II Computer w/Monitor	1,473.00	1.00
Apple Power Mac w/Monitor	5,517.74	2,538.02
Apple Power Mac w/Monitor	4,031.33	1,068.30
Power Mac G3 w/Monitor	2,947.95	1,400.25
2 Power Mac G3 computers w/Monitors	3,495.26	1,817.50
Power Mac G4 w/Monitor	3,931.05	2,633.71
Viking 256MB Memory	438.50	293.74
PowerMac G4-450 w/Monitor	3,212.01	2,392.95
Apple Power Mac w/Monitor	4,357.18	1,808.14
2 Power Macs G4-450 w/Monitors	8,388.62	6,249.51
Color Monitor	435.70	357.22
Power Mac G4	3,051.39	2,502.15
Drive. External Zip		1.00
Software, EF2K EFI	750.00	107.14
Software, ExtraFleet2000	3,500.00	500.00
Software. Tool Room	1,562.28	223.18

Attachment 6

LANIER COPIERS		
Description	Purchase Price, \$	Book Value, \$
Model 6745		1.00
Model 6745		1.00
Model 6745		1.00
Model 6745		1.00
Model 6745		1.00
Model 6745		1.00
Model 6745		1.00
Model 6745		1.00
Model 6765		1.00
Model 6765	--	1.00
Model 6765		1.00
Model 6775		1.00
Model 7228		1.00
Model 7228		1.00
Model 7228		1.00
Model 7228		1.00
Model 7228		1.00
Model 7228		1.00
Model 7225		1.00

Attachment 6

PRINTERS/FAX MACHINES/SCANNERS/TYPEWRITERS		
Description	Purchase Price, \$	Book Value, \$
Laserjet 4000TN	1,748.21	620.75
4000 Laser Jet Printer	1,499.45	779.77
HP Laserjet	1,738.37	1,347.17
2 Laserjet 5Si Printers, 1 Laserjet 4+ Printer, 1 Deskjet 1600C Printer	8,107.11	775.80
Epson Printer	1,164.50	745.22
Copier/Printer, Laser		1.00
Printer, DeskJet		1.00
Printer, Laser		1.00
Printer, Laser		1.00
Printer, LaserJet 5		1.00
Printer, LaserJet 6P	836.00	278.67
Printer, Superscript 870		1.00
Printer, Superscript 870		1.00
Canon 7500 Fax Machines	3,439.95	395.55
Facsimile Terminal		1.00
Facsimile Terminal		1.00
Facsimile Terminal		1.00
Facsimile Terminal		1.00
Fujitsu Scanner	5,453.78	1,445.09
Jade! Scanner	492.93	212.11
2 Scanners	2,117.01	1,577.09
Decoded CCD Scanner	341.40	48.77
Hand Held Data Collector	1,495.00	213.57
Scanner, HP Scanjet 4C	1,279.00	1.00
Typewriter		1.00
Calculator		1.00
Camera, Digital		1.00

Attachment 6

MISCELLANEOUS		
Description	Purchase Price, \$	Book Value, \$
Fan. Oscillating		1.00
Fan, Oscillating		1.00
Ladder, Easy Climb		1.00
Ladder, Easy Climb		1.00
Ladder, Easy Climb		1.00
Ladder, Easy Climb		1.00
Ladder, Easy Climb		1.00
Ladder, Easy Climb		1.00
Ladder, Easy Climb		1.00
Ladder, Easy Climb		1.00
Ladder, Easy Climb		1.00
Ladder, Easy Climb		1.00
Truck, Appliance		1.00
Truck, Folding Shelf		1.00
Truck, Platform Alum		1.00
Vacuum. Steel Shop		1.00

Attachment 6

VEHICLES/FORKLIFTS		
Description	Purchase Price, \$	Book Value, \$
1975 Fruehauf Trailer	2,093.50	1.00
1990 TCM Forklift		1.00
1990 TCM Forklift		1.00
1990 TCM Forklift		1.00
1991 Ford E-150 Van Cargo	634.03	1.00
1991 Ford E-150 Van Cargo	634.03	1.00
1991 Ford P-350 Van Step	1,035.11	1.00
1991 Ford P-350 Van Step	1,035.11	1.00
1991 Ford P-350 Van Step	1,035.11	1.00
1991 Ford P-350 Van Step	1,211.09	157.23
1991 Ford Ranger Pickup	529.29	1.00
1991 Ford Tempo Sedan	456.20	122.36
1991 Ford Tempo Sedan	456.20	122.36
1991 Ford Tempo Sedan	456.20	1.00
1991 Ford Temuo Sedan	407.48	40.88
1991 International 4600 Truck Box	2,016.61	1.00
1991 International 4600 Truck Box	2,241.35	1.00
1991 International 4600 Truck Box	2,241.35	1.00
1991 International 4600 Truck Cylinder	1,829.50	1.00
1991 International 4600 Truck Stake	1,829.50	1.00
1991 International 4600 Truck Stake	2,113.72	1.00
1991 International 8100 Tractor	3,375.09	1.00
1991 TCM Forklift		1.00
1991 Toyota Forklift		1.00
1991 Toyota Forklift		1.00

Attachment 7 Initial Staffing Plan for Year 1 for [Offeror Name]		Correspondence and Records Management
WD or CBA Labor Category	Contractor's Equivalent Labor Category	
Total FTEs		0

**DRAFT AWARD TERM AND PERFORMANCE EVALUATION PLAN
FOR
CONSOLIDATED LOGISTICS, ADMINISTRATIVE,
AND SCIENTIFIC INFORMATION CONTRACT (CLASIC)
NASA Contract NAS1-_____ with _____**

ATDO (date)

**DRAFT AWARD TERM AND PERFORMANCE EVALUATION PLAN
FOR**

NASA Contract NAS1-_____ with _____

Effective _____

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I. Introduction

1. This plan covers the administration of the award term provisions (Clause G.1, Award Term) of the Langley Consolidated Logistics, Administrative, And Scientific Information Contract (CLASIC), NASA Contract NAS1-_____, dated _____, with _____. The contract was awarded in accordance with the provisions of RFP No. 1-071-SLA.1131.
2. The following matters, among others, are covered in the contract:
 - a. The contractor is required to provide consolidated logistics, administrative, and scientific information to the Langley Research Center. Services are predominantly provided on site with some near-site (within a 75-mile radius) requirements and limited services to NASA Headquarters and other NASA centers.
 - b. The term of the contract core period is 5 years. Additional periods extend the contract through 5 additional years.
 - c. The target cost is subject to equitable adjustments arising from changes or other contract modifications and is shown in the most recent contract modification.
 - d. The available award term periods are shown in Attachment III-A. The award term earned will be determined by the Award Term Determination Official (ATDO) in accordance with this plan.
 - e. Award term determinations are not subject to the Disputes clause of the contract.
 - f. NASA may unilaterally change the matters in this plan, as covered in Part V and not otherwise requiring mutual agreement under the contract, provided the contractor receives notice of the changes prior to the beginning of the evaluation period to which the changes apply.

II. Organizational Structure for Award Term Administration

The following organizational structure is established for administering the award fee provisions of the contract.

1. **Award Term Determination Official (ATDO)**
 - a. The ATDO is the Associate Director for Business Management.
 - b. Primary ATDO responsibilities are as follows:
 - (1) Determine the evaluation rating and award term earned for each evaluation period as addressed in Part IV.
 - (2) Changing the matters covered in this plan as addressed in Part V.

2. Performance Evaluation Board (PEB)

- a. The Chair of the PEB is appointed by the Office of the Chief Information Officer (OCIO), Business Management. Voting members are appointed by the PEB chair from Business Management Offices, Program Offices, the Research and Technology Competencies, as appropriate.
- b. The following non-voting members shall assist the PEB in performing its functions:

Technical Coordinator is the Contracting Officer's Technical Representative (COTR)

Business Coordinator is the Contracting Officer (CO)

Secretary is the OCIO Program Analyst

- c. Primary responsibilities of the PEB are:
 - (1) Conducting semiannual evaluations of contractor performance and submitting a Performance Evaluation Board Report (PEBR) covering the PEB's findings and recommendations for each evaluation period, as addressed in Part IV.
 - (2) Recommending changes to the Award Term and Performance Evaluation Plan (ATPEP) that the PEB determines appropriate for adoption by the ATDO, as addressed in Part V.

3. Performance Monitors

- a. A Performance Monitor (PM) will be assigned to each performance area covered by the SOW. The assignment will be made by the COTR as addressed in Part IV.
- b. Each PM will be responsible for complying with the General Instructions for Performance Monitors, Attachment IV-B, and any specific instructions of the COTR or PEB Chair, as addressed in Part IV. Primary PM responsibilities are:
 - (1) Monitor the Contractor-Government relationship and report any personal-services issues to the CO.
 - (2) Provide appropriate guidance to Government personnel to facilitate performance-based contracting.
 - (3) Monitoring, evaluating, and assessing contractor performance in assigned functional areas.
 - (4) Preparing a Performance Monitor Report (PMR) for their assigned functional area that serves as the basis for preparation of a single comprehensive PMR by the COTR for the PEB, or others as appropriate.
 - (5) Recommending appropriate changes to this plan for consideration, as addressed in Part V.

Attachment 8

III. Evaluation Requirements

The applicable evaluation requirements are attached as indicated below.

<u>Requirement</u>	<u>Attachment</u>
Evaluation Periods and Available Award Term Periods	III-A
Performance Evaluation Factors and Weighted Values	III-B
Evaluation Criteria for Performance Evaluation Factors	III-B.1
Grading Table	III-C
Performance Requirements Summary	III-D

IV. Method For Determining Award Term

The PEB will recommend the evaluation rating for each 6-month evaluation period, and the ATDO will determine the award term earned at the end of each contract year. The method to be followed in monitoring, evaluating, and assessing contractor performance during the period, as well as for determining the award term earned, is described below. Attachment IV-A summarizes the principal actions and schedules involved.

1. The COTR will designate Performance Monitors to oversee performance in each of the functional areas reflected in the SOW. Monitors will be selected on the basis of their expertise relative to functional area emphasis. Performance Monitors will obtain performance information for their functional area based on the surveillance method detailed in the Performance Requirements Summary, Attachment III-D. The COTR may change monitor assignments at any time without advance notice to the contractor. The COTR will notify the contractor promptly of all such monitor assignments and changes.
2. The COTR will ensure that each monitor receives the following:

3. discuss the results with the contractor management, in accordance with Attachment IV-B, entitled General Instructions for Performance Monitors, and any specific instructions and guidance furnished by the COTR. Regularly scheduled monthly meetings will be conducted between appropriate Government oversight personnel and contractor management personnel in or-

- der to discuss all significant aspects of contract performance. These discussions will address strong and weak points, significant issues, problems and concerns, and any other matters deemed pertinent to effective contract performance.
4. Performance Monitors will prepare and submit formal semi-annual Performance Monitor Reports (PMR's) to the COTR in accordance with Attachment IV-B. These reports will address and fully substantiate strong and weak points and all significant issues, problems, and concerns that should be brought to the attention of the PEB.
 5. The COTR will consider the input reflected in the PMR's and compile a single PMR that addresses technical performance and technical management to be presented to the PEB. This report will also reflect the COTR's personal perspective based on contractor input, personal observations, and dialogue with appropriate Government and contractor personnel.
 6. The CO will simultaneously prepare a report for the PEB that addresses all aspects of business management and other pertinent matters including the contractor's cost performance in meeting, underrunning, or overrunning target cost.
 7. The contractor shall also prepare and submit a written 6-month self-evaluation that addresses perceived strengths and weaknesses, significant issues, accomplishments, problems, and concerns applicable to the period being evaluated. The self-evaluation shall be limited to 25 pages.
 8. After the end of each evaluation period, the PEB will meet to consider all the performance information provided by the COTR and the CO. The PEB Chair shall determine whether enough voting members are present to constitute a quorum. At the beginning of the PEB meeting the Contractor will be allowed a period of time to address its performance during the evaluation period under consideration. The PEB may ask questions to clarify any relevant issues with the Contractor. The Contractor will then be excused from the meeting. The COTR and CO will present to the PEB relevant details of their reports as appropriate. Performance Monitors and other Government personnel, as appropriate, will attend the meeting and provide any necessary details of the Contractor's performance. After the PEB decides that they have sufficient information, all participants except the PEB, the COTR, and the CO shall be excused from the meeting. The PEB will then determine the score and adjective ratings for the three performance evaluation factors detailed in Attachment III-B. For evaluation periods for which an award term is available, the PEB will consider the performance score from the preceding evaluation period along with the score for the current period to develop a rating for the contract year. The PEB will summarize its preliminary findings and recommendations for coverage in the Performance Evaluation Board Report (PEBR).
 9. The PEB Chair, COTR, and CO will then meet with the contractor to discuss the PEB's preliminary findings and recommendations. As requested by the PEB Chair, the PEB, Performance Monitors, and other personnel involved in performance evaluation will attend the meeting and participate in discussions. At this meeting, the contractor will be given an opportunity to repre-

sent itself and dialog on its behalf. After meeting with the contractor, the PEB will consider the contractor's input and finalize its findings and recommendations for the PEBR.

10. The COTR will prepare the PEBR package for the evaluation period for approval of the PEB chair. The COTR will forward the original PEBR to the CO for the official file. For evaluation periods for which an award term is available, the COTR will submit the original PEBR and a copy of the PEBR for the preceding evaluation period to the ATDO for use in determining the award term earned. The reports will include an adjectival rating and a recommended performance score with supporting documentation and cost performance. The contractor will be notified of the PEB evaluation and recommended rating and score for each evaluation period. The contractor may provide additional information for consideration by the ATDO for award term evaluation periods. When submitting the PEBR's, the COTR will inform the ATDO as to whether the contractor desires to present any matters to the ATDO prior to award term determination.
11. The ATDO will consider the PEBR and discuss it with the PEB Chair and other personnel, as appropriate.
12. The ATDO will consider the recommendations of the PEB, any information provided by the contractor, and other pertinent information in determining whether the award term will be earned for the period. The ATDO's determination of award term earned and the basis for this determination will be stated in the Award Term Determination Letter (ATDL).
13. The Contractor will be notified by the Contracting Officer (CO) of the ATDO's determination.

V. Changes in Plan Coverage

1. Right to Make Unilateral Changes

Any matters covered in this plan not otherwise requiring mutual agreement under the contract, may be changed unilaterally by NASA Langley Research Center prior to the beginning of an evaluation period by timely notice to the contractor in writing. The changes will be made without formal modification of the contract.

2. Steps to Change Plan Coverage

The following is a summary of the principal actions involved in changing plan coverage.

<u>Actions</u>	<u>(Schedule)</u>
COTR drafts proposed change.....	Ongoing
COTR submits recommended changes through the CO to the ATDOPrior to end of current evaluation period
ATDO notifies contractor throughPrior to the start of

the CO of changes

the applicable evaluation period

3. Method for Changing Plan Coverage

The method to be followed for changing the plan coverage is described below:

- a. Personnel involved in the administration of the award term provisions of the contract are encouraged to recommend plan changes with a view toward *changing management emphasis, motivating higher performance levels or improving the award term determination process*. Recommended changes should be sent to the COTR for consideration and drafting.
- b. Prior to the end of each evaluation period, the COTR will submit recommended changes, if any, applicable to the next evaluation period for approval by the ATDO with appropriate comments and justification.
- c. Prior to the beginning of each evaluation period, the CO will notify the contractor in writing of any changes to be applied during the next period. If the contractor is not provided with this notification, or if the notification is not provided before the beginning of the next period, then the existing plan will continue in effect for the next evaluation period.
- d. This plan may be changed at any time during the evaluation period, provided that (1) the Government submits the changes to the contractor in writing and (2) the contractor agrees in writing to accept the changes. Both the Government and the contractor shall agree on the date that the changes will be effective, and from that date forward the revised plan will be in effect.

**ATTACHMENT III-A TO DRAFT ATPEP FOR
NASA Contract NAS1-_____ with _____**

**EVALUATION PERIODS AND
AVAILABLE AWARD TERM PERIODS**

Evaluation Period	Contract Year	Performance Required for Award Term	Available Award Term	Additional Contract Year
1				
2		NA	NA	
3				
4	Year 2	Very Good or Excellent (81 - 100)	6 months	Year 6A
5				
6	Year 3	Very Good or Excellent (81 - 100)	6 months	Year 6B
7				
8	Year 4	Excellent (91 -100)	1 year	Year 7
9				
10	Year 5	Excellent (91 -100)	1 year	Year 8
11				
12	Year 6	Excellent (91 -100)	1 year	Year 9
13				
14	Year 7	Excellent (91 -100)	6 months	Year 10A
15				
16	Year 8	Excellent (91 -100)	6 months	Year 10B
17				
18	Year 9	NA	NA	
19				
20	Year 10	NA	NA	

Attachment 8

**ATTACHMENT III-B TO DRAFT ATPEP FOR
NASA Contract NAS1-_____with _____
PERFORMANCE EVALUATION FACTORS AND WEIGHTED VALUES**

The performance factors to be evaluated are identified below. The evaluation criteria for each factor are shown in Attachment III-B.1.

<u>Factor No.</u>	<u>Factor</u>	<u>Factor Weight</u>
1	Technical Performance	45 points
2	Management	45 points
3	Safety	10 points

**ATTACHMENT III-B.1 TO DRAFT ATPEP FOR
NASA Contract NAS1-_____ with _____
EVALUATION CRITERIA FOR PERFORMANCE
Factor No. 1 Technical Performance
Factor Weight 45**

Description of Factor: The Technical Performance factor is used to reflect the accomplishment achieved by the contractor in the functional areas addressed in the Statement of Work (SOW).

Basis or Standard for Measuring Performance: The effectiveness of the Contractor's overall technical performance will be evaluated. All areas that are addressed in the SOW will be evaluated in obtaining an overall technical performance rating for the contractor. Performance evaluations will be based on the metrics provided in the Performance Requirements Summary (PRS), included as Attachment III-D. On the basis of these metrics, as well as any relevant positive or negative assessments provided by the PM's, a numerical score and the associated adjective rating will be determined for each functional area of the SOW. (See Attachment III-C, Grading Table.). These scores will be totaled and weighted to develop the overall recommended score and adjective rating for technical performance. The PEB will consider this recommendation, along with any other pertinent performance factors, to derive a final performance score and rating.

ATTACHMENT III-B.1 TO DRAFT ATPEP FOR
NASA Contract NAS1-_____ with _____
EVALUATION CRITERIA FOR PERFORMANCE
Factor No. 2 Management
Factor Weight 45

Description of Factor: The Management factor is used to reflect the management accomplished in support of the Technical and Business areas of the contract.

Basis or Standard for Measuring Performance: The effectiveness of the contractor's overall management will be evaluated on the basis of the Performance Requirements Summary included as Attachment III-D. Both coordinators will consider any other actions that significantly contribute to or detract from effective management.

**ATTACHMENT III-B.1 TO DRAFT ATPEP FOR
NASA Contract NAS1-_____ with _____
EVALUATION CRITERIA FOR PERFORMANCE
Factor No. 3 Safety
Factor Weight 10**

Description of Factor: The Safety factor is used to reflect the contractor's success in implementing and maintaining an effective safety program.

Basis or Standard for Measuring Performance: The effectiveness of the contractor's overall safety program will be evaluated on the basis of the Performance Requirements Summary included as Attachment III-D. Other areas to be considered are the company's emphasis on safety, the effectiveness of the safety organization, safety training, action taken to prevent accidents or safety violations, recognition of safety hazards/violations and remedial actions, and the timeliness and adequacy of required safety documentation. An analysis will be made of lost-time and other accidents, the number, types, duration of lost time, and the reasons for the accidents. An assessment will be made as to whether accidents represent isolated instances or are symptomatic of a contractor safety program deficiency. The contractor's Fiscal Year lost-time severity rate will be compared to the Center-established goal. The accident trend and employment of recommendations to prevent accidents will also be evaluated.

**ATTACHMENT III-C TO DRAFT ATPEP FOR
NASA Contract NAS1-_____ with _____
GRADING TABLE**

<u>Adjectival Rating</u>	<u>Range of Performance Points</u>	<u>Description</u>
Excellent	(100-91)	Of exceptional merit; exemplary performance in a timely, efficient and economical manner; very minor (if any) deficiencies with no adverse effect on overall performance.
very Good	(90-81)	Very effective performance, fully responsive to contract; contract requirements accomplished in a timely, efficient and economical manner for the most part; only minor deficiencies.
Good	(80-71)	Effective performance; fully responsive to contract requirements; reportable deficiencies, but with little identifiable effect on overall performance.
Satisfactory	(70-61)	Meets or slightly exceeds minimum acceptable standards; adequate results; reportable deficiencies with identifiable, but not substantial, effects on overall performance.
Poor/Unsatisfactory	(60 and below)	Does not meet minimum acceptable standards in one or more areas; remedial action required in one or more areas; deficiencies in one or more areas which adversely affect overall performance.

Any factor/subfactor receiving a grade of poor/unsatisfactory (60 and below) will be assigned zero performance points for purposes of calculating the overall evaluation rating. To receive award term, the contractor must earn a Very Good or above during the 2nd and 3rd year of the contract and Excellent during subsequent years. In addition, any major breach of safety or security as defined in Clause H.4 will result in a score of 0 for the evaluation period.

**ATTACHMENT III-D TO DRAFT ATPEP FOR
NASA Contract NAS1-_____ with _____
PERFORMANCE REQUIREMENTS SUMMARY**

Performance Requirements Summary for Management and Safety (SOW 2 & 3)

Outcome/Standard	Minimum Acceptable Performance (Satisfactory)	Acceptable Performance (Good)	Performance Goal (Excellent)	Surveillance Method
Business Management				
Proactively identify and resolve business problems (within contractor's control) without Government intervention	Contractor recommends solution to most serious problems for Government consideration	Contractor resolves all but most serious problems	Contractor effectively resolves problems and reports resolution before Government is aware	CO evaluation
Deliver accurate business reports on schedule: <ul style="list-style-type: none"> • Monthly - 5th working day of month • Quarterly and annually - 15th working day • As otherwise specified in Contract Documentation Requirements 	95% of reports are delivered on schedule	97% of reports are delivered on schedule	100% of reports are delivered on schedule	CO evaluation
	95% of reports are error-free	97% of reports are error-free	100% of reports are error-free	
Comply with contract terms and conditions	Compliance with occasional (twice/year) government intervention	Compliance with reminders required regarding minor issues	Compliance with no reminders regarding any issues	CO evaluation
Adequacy and soundness of Contractor management systems such as purchasing and subcontracting, time and attendance, Government property control, and delivery order management	Minor, easily correctable issues arise with contractor management systems	No issues arise with contractor management systems	No issues arise with contractor management systems	CO evaluation
	Audits reveal minor, easily correctable issues with contractor management systems that are corrected within 6 months	Audits reveal minor, easily correctable issues with contractor management systems that are corrected within 2 months	Audits reveal no issues with contractor management systems	Audit reports Government Review
Corporate management provides valuable, timely assistance and support to local staff	Corporate management constructively responds to local business issues raised by the Government; issues are resolved in timely manner	Corporate management responds to local business issues with plan for remedy	Corporate management proactively supports local management	CO evaluation

Attachment 8

Outcome/Standard	Minimum Acceptable Performance (Satisfactory)	Acceptable Performance (Good)	Performance Goal (Excellent)	Surveillance Method
Technical Management				
Provide qualified, fully trained personnel to perform work at all times	Contract staff require consultation regularly (10-15 times/month) on government unique issues	Contract staff require consultation occasionally (5-10 times/month) on government unique issues	Contract staff require consultation rarely (1-2 times/month) on government unique issues	Input from performance monitors
	Turnover in contract staff has minor impact on Government (familiarization with government-unique requirements, resolving customer issues) for 3 months; cross training provides backup when Government identifies risk areas	Turnover in contract staff has minor impact on Government (training, resolving customer issues) for 1-2 month; cross training provides backup for contractor-identified skills	Turnover in contract staff has very little impact on Government; cross training mitigates risk of losing knowledge	
	Contractor has short periods of understaffing (<2 months)	Contractor has short periods of understaffing (<1 month)	Contractor adheres to its staffing plan	COTR evaluation
Ensure that personnel understand sensitivity of information and properly protect sensitive and classified information	No loss of classified or sensitive information.	Contractor quickly and effectively addresses mishandling of classified or sensitive information	No mishandling of sensitive or classified information. Contractor emphasizes information protection	Input from performance monitors Contractor procedures Contractor information protection awareness program
Maintain up-to-date internal operating procedures and ensure that personnel follow them	Procedures are brought up to date within 2 month	Procedures are brought up to date within 1 month	Procedures are kept up to date	Input from performance monitors
	1 instance per month of procedures not being followed which impacted service or product	2 instances per month of procedures not being followed which have no impact on service or product	Procedures are followed	
Proactively identify and resolve performance problems (within contractor's control) without Government intervention	Contractor resolves all but most serious problems	Contractor recommends solution to most serious problems for Government consideration	Contractor effectively resolves problems and reports resolution before Government is aware	Input from report recipients
Corporate management provides valuable, timely assistance and support to local staff	Corporate management responds to local performance issues with plan for remedy	Corporate management responds to local performance issues raised by the Government; issues are resolved in timely manner	Corporate management proactively supports local management is providing excellent technical performance	COTR evaluation

Attachment 8

Outcome/Standard	Minimum Acceptable Performance (Satisfactory)	Acceptable Performance (Good)	Performance Goal (Excellent)	Surveillance Method
Technical Management				
Provide IT equipment and software adequate to permit excellent performance and remain compatible with Government systems	≤5 instances of incompatibility; no technical performance issues attributed to IT	No incompatibility identified; no technical performance issues attributed to IT	Contractor IT compatible and comparable performance to Government systems	Input from performance monitors
Use Government network, email, and telephone systems for official use only				
Meet IT security requirements of NPG 2810.1				
Adjust work processes and train personnel to capitalize on new technology				

Outcome/Standard	Minimum Acceptable Performance (Satisfactory)	Acceptable Performance (Good)	Performance Goal (Excellent)	Surveillance Method
Safety				
Contractor personnel work in safe environment	Safety issues brought to management attention are promptly resolved	Work areas are clean and orderly Personnel adhere to safety requirements including protective clothing, hazardous material handling, environmental safeguards	Contractor conducts effective safety awareness program	COTR evaluation Input from performance monitors
	Minimal lost-time accidents occur of limited duration and representing isolated instances	Minimal lost-time accidents occur with effective contractor response to prevent future similar instances	No lost-time accidents occur	Safety report from OSMA COTR evaluation

Attachment 8

Contractor personnel are cognizant of risks and safety measures required to protect (1) the public, (2) pilots and astronauts, (3) Government and contract employees, and (4) high-value equipment	Contractor's safety program has minor deficiencies which are quickly remedied	Contractor conducts a safety program which meets all Langley and NASA requirements	Contractor emphasizes safety through safety program with focus on risk areas	COTR evaluation
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Performance Requirements Summary for Logistics (SOW 4)

Outcome/Standard	Minimum Acceptable Performance (Satisfactory)	Acceptable Performance (Good)	Performance Goal (Excellent)	Surveillance Method
General Transportation and Delivery Services (SOW 4.1)				
Pick up and deliver equipment, materials, and supplies within 8 working hrs.	Items delivered within 16 working hrs	Items delivered within 8 working hrs	Items delivered within 4 working hrs	-Periodic visual surveillance -Random check of delivery tickets -Contractor data
Provide scheduled and secure messenger service	Items delivered within 4 working hours of request	Items delivered within 2 working hours of request	Items delivered within 1 working hour of request	-Periodic visual surveillance -Contractor data
Provide on-time Headquarters shuttle bus service	On time 98% of the time	On time 99% of the time	On time 100% of the time	-Contractor data
Provide on-time local bus service	On time 98% of the time	On time 99% of the time	On time 100% of the time	-Contractor data
Relocate cargo and gas trailers within 8 working hours of request	Relocate within 16 working hours of request	Relocate within 8 working hours of request	Relocate within 4 working hours of request	-Periodic visual surveillance -Random check of delivery tickets -Contractor data
Receive and sort 1 st class mail within 6 working hours and 3 rd and 4 th class mail within 16 working hours	All 1 st class, classified, & intra-Center mail sorted within 8 working hours of receipt	All 1 st class & intra-Center mail sorted within 6 working hours of receipt	All 1 st class & intra-Center mail sorted within 4 working hours of receipt	-Periodic visual surveillance -Contractor data
	All 3 rd & 4 th class mail sorted within 24 working hours of receipt	All 3 rd & 4 th class mail sorted within 16 working hours of receipt	All 3 rd & 4 th class mail sorted within 8 working hours of receipt	
Research addresses for improperly addressed mail in timely fashion within 16 working hours	Task completed within 24 working hours of receipt	Task completed within 16 working hours of receipt	Task completed within 8 working hours of receipt	-Periodic visual surveillance -Contractor data
Meter outgoing mail the same day it is received	All mail metered by noon next day	All mail metered on the same day	All mail metered within 4 working hrs	-Periodic visual surveillance

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Outcome/Standard	Minimum Acceptable Performance (Satisfactory)	Acceptable Performance (Good)	Performance Goal (Excellent)	Surveillance Method
General Transportation and Delivery Services (SOW 4.1)				
Call recipients of all special courier mail for pick-up within 1.5 working hours of receipt	Call within 2 working hours of receipt	Call within 1.5 working hours of receipt	Call within 1 working hour of receipt	-Periodic visual surveillance -Contractor data
Pick up and deliver mail on schedule at all official mail stops	3 missed mail deliveries per month	2 missed mail deliveries per month	1 missed mail delivery per month	-Periodic visual surveillance -Contractor data
Relocate personnel according to schedule	Customer's minimum schedule met 98% of the time	Customer's desired schedule met 99% of the time	Customer's desired schedule met 100% of the time	-Periodic visual surveillance -Contractor data
Pick up and deliver furniture without damage	1% damage factor	.5% damage factor	No damage	-Periodic visual surveillance -Contractor data
Ensure customer satisfaction in all areas	Customer satisfaction averages 3 on a 5-point scale	Customer satisfaction averages 4 on a 5-point scale	Customer satisfaction averages 4.5 on a 5-point scale	-Customer survey/interaction

Outcome/Standard	Minimum Acceptable Performance (Satisfactory)	Acceptable Performance (Good)	Performance Goal (Excellent)	Surveillance Method
Vehicle Maintenance and Control (SOW 4.2)				
Ensure a high degree of fleet readiness	95% of vehicles are road worthy at all times	97% of vehicles are road worthy at all times	99% of vehicles are road worthy at all times	-Periodic surveillance -Contractor data
Accurately track fuel dispensed	97% of fuel transactions are correct	98% of fuel transactions are correct	99% of fuel transactions are correct	-Review of ExtraFleet System
Ensure customer satisfaction in all areas	Customer satisfaction averages 3 on a 5-point scale	Customer satisfaction averages 4 on a 5-point scale	Customer satisfaction averages 4.5 on a 5-point scale	-Customer survey/interaction

Outcome/Standard	Minimum Acceptable Performance (Satisfactory)	Acceptable Performance (Good)	Performance Goal (Excellent)	Surveillance Method
Materials Management and Warehouse Operations (SOW 4.3)				
Issue stock requests for "work stoppage" issues, urgent issues, and regular issues within 0.5, 2, and 12 working hours of receipt, respectively	Process "work stoppage" issues, urgent issues, and regular issues within .5, 2, and 16 working hours of receipt, respectively.	Process "work stoppage" issues, urgent issues, and regular issues within .5, 2, and 12 working hours of receipt, respectively.	Process "work stoppage" issues, urgent issues, and regular issues within .5, 2, and 8 working hours of receipt, respectively.	-Review NSMS report

Attachment 8

Outcome/Standard	Minimum Acceptable Performance (Satisfactory)	Acceptable Performance (Good)	Performance Goal (Excellent)	Surveillance Method
Materials Management and Warehouse Operations (SOW 4.3)				
Enter stock request forms within 6 working hours of receipt	Forms entered within 8 working hours of receipt	Forms entered within 6 working hours of receipt	Forms entered within 4 working hours of receipt	-Random comparison of time stamp on stock requests to the time input into NSMS
Maintain inventory sufficient to satisfy a minimum of 92% of all requests for stock issue	90% of requests filled from inventory	92% of requests filled from inventory	94% of requests filled from inventory	-Review NSMS report
Screen purchase requests within 3 working hours of receipt	PRs released within 4 working hours of receipt	PRs released within 3 working hours of receipt	PRs released within 2 working hours receipt	-Random check of EPRS and NSMS
Input FED/MIL direct-buy requisitions within 6 working hours of receipt	Requisitions input within 8 working hours of receipt	Requisitions input within 6 working hours of receipt	Requisitions input within 4 working hours of receipt	-Random check of EPRS and NSMS
Ensure accurate data entry	97% of entries are accurate	98% of entries are accurate	99% of entries are accurate	-Random check of data in systems
Ensure customer satisfaction in all areas	Customer satisfaction averages 3 on a 5-point scale	Customer satisfaction averages 4 on a 5-point scale	Customer satisfaction averages 4.5 on a 5-point scale	-Customer survey/interaction

Outcome/Standard	Minimum Acceptable Performance (Satisfactory)	Acceptable Performance (Good)	Performance Goal (Excellent)	Surveillance Method
Tool Crib Operation (SOW 4.4)				
Issue correct tool upon request	Correct tool is issued for 95% of requests	Correct tool is issued for 97% of requests	Correct tool is issued for 99% of requests	-Customer survey/interaction
Maintain an inventory of tools calibrated and ready to fill 97% of requests	95% of requests are filled from inventory with tools that are in calibration at time of request	97% of requests are filled from inventory with tools that are in calibration at time of request	99% of requests are filled from inventory with tools that are in calibration at time of request	-Customer survey/interaction
Ensure accurate data entry	97% of entries are accurate	98% of entries are accurate	99% of entries are accurate	-Random check of data in systems
Ensure customer satisfaction in all areas	Customer satisfaction averages 3 on a 5-point scale	Customer satisfaction averages 4 on a 5-point scale	Customer satisfaction averages 4.5 on a 5-point scale	-Customer survey/interaction

Outcome/Standard	Minimum Acceptable Performance (Satisfactory)	Acceptable Performance (Good)	Performance Goal (Excellent)	Surveillance Method
Property Storage and Disposal (SOW 4.5)				

Attachment 8

Outcome/Standard	Minimum Acceptable Performance (Satisfactory)	Acceptable Performance (Good)	Performance Goal (Excellent)	Surveillance Method
Property Storage and Disposal (SOW 4.5)				
Process storage transactions within 2 working days and disposal transactions within 2 working days	Storage transactions accomplished within 3 working days of receipt of request	Storage transactions accomplished within 2 working days of receipt of request	Storage transactions accomplished within 1 working day of receipt of request	-Periodic visual surveillance -Contractor data
	Disposal transactions accomplished within 3 working days of request and property is disposed within 123 days	Disposal transactions accomplished within 2 working days of request and property is disposed within 112 days	Disposal transactions accomplished within 1 working day of request and property is disposed within 100 days	-Periodic visual surveillance -Random check of NPDMS and Storage System -Contractor data
Ensure the efficient and safe use of warehouse and equipment	2 occurrences of inefficient use of warehouse space or equipment within 1 month	1 occurrence of inefficient use of warehouse space or equipment within 1 month	No occurrences of inefficient use of warehouse space or equipment within 1 month	-Periodic visual surveillance
	No occurrences of unsafe use of warehouse space or equipment	No occurrences of unsafe use of warehouse space or equipment	No occurrences of unsafe use of warehouse space or equipment	-Periodic visual surveillance
Ensure accurate data entry	97% of entries are accurate	98% of entries are accurate	99% of entries are accurate	-Random check of data in systems
Ensure customer satisfaction in all areas	Customer satisfaction averages 3 on a 5-point scale	Customer satisfaction averages 4 on a 5-point scale	Customer satisfaction averages 4.5 on a 5-point scale	-Customer survey/interaction

Attachment 8

Outcome/Standard	Minimum Acceptable Performance (Satisfactory)	Acceptable Performance (Good)	Performance Goal (Excellent)	Surveillance Method
NASA Excess Property Screening (SOW 4.6)				
Maintain an up-to-date "Want List" of NASA property requirements	Coordinate "Want List" with Agency contacts every 3 months	Coordinate "Want List" with Agency contacts every 2 months	Coordinate "Want List" with Agency contacts monthly	-Periodic visual surveillance -Contractor data
Locate and coordinate the transfer of excess Government property to NASA installations	Visit approximately 10-12 sites per month and promptly effect the transfer of excess property	Visit approximately 12-15 sites per month and promptly effect the transfer of excess property	Visit at least 15 sites per month and promptly effect the transfer of excess property	-Periodic visual surveillance -Contractor data
Screen contract/grant excess property, process requisition, and ensure delivery within 20 working days of request	98% of screening performed and 98% of property delivered within 20 working days of request	99% of screening performed and 99% of property delivered within 20 working days of request	100% of screening performed and 100% of property delivered within 20 working days of request	-Periodic visual surveillance -Contractor data
Screen DDF 1419 requests within 8 working hours	98% of DDF 1419s screened within 8 working hours of receipt	99% of DDF 1419s screened within 8 working hours of receipt	100% of DDF 1419s screened within 8 working hours of receipt	-Periodic visual surveillance -Contractor data
Ensure customer satisfaction in all areas	Customer satisfaction averages 3 on a 5-point scale	Customer satisfaction averages 4 on a 5-point scale	Customer satisfaction averages 4.5 on a 5-point scale	-Customer survey/interaction

Outcome/Standard	Minimum Acceptable Performance (Satisfactory)	Acceptable Performance (Good)	Performance Goal (Excellent)	Surveillance Method
Shipping and Receiving (SOW 4.7)				
Properly package and process outbound shipments within 8 working hours	95% properly packaged and shipped within 8 working hours of receipt	97% shipped within 8 working hours of receipt	99% shipped within 8 working hours of receipt	-Periodic visual surveillance -Contractor data
Process incoming shipments (including receipt, inspection, and tagging of controlled equipment received both centrally and at user site) 12 working hours (8 working hours during Sept.-Oct.)	Receipts processed within 16 working hours of receipt or notification of receipt (8 working hours during Sept.-Oct.)	Receipts processed within 12 working hours of receipt or notification of receipt (8 working hours during Sept.-Oct.)	Receipts processed within 8 working hours of receipt or notification of receipt	-Random check of R&I reports -Review NSMS report -Contractor data
	Government pays no interest penalties due to late processing of receipts	Government pays no interest penalties due to late processing of receipts	Government pays no interest penalties due to late processing of receipts	-Notification from OCFO
Process turn-ins of stores stock within 3 working days	Turn-ins process within 5 working days of receipt	Turn-ins process within 3 working days of receipt	Turn-ins process within 1 working day of receipt	-Random check of LF55s & NSMS
Ensure accurate data entry	97% of entries are accurate	98% of entries are accurate	100% of entries are accurate	-Random check of data in systems

Attachment 8

Outcome/Standard	Minimum Acceptable Performance (Satisfactory)	Acceptable Performance (Good)	Performance Goal (Excellent)	Surveillance Method
Shipping and Receiving (SOW 4.7)				
Ensure customer satisfaction in all areas	Customer satisfaction averages 3 on a 5-point scale	Customer satisfaction averages 4 on a 5-point scale	Customer satisfaction averages 4.5 on a 5-point scale	-Customer survey/interaction

Outcome/Standard	Minimum Acceptable Performance (Satisfactory)	Acceptable Performance (Good)	Performance Goal (Excellent)	Surveillance Method
Equipment Management (SOW 4.8)				
Process NEMS transactions within 12 working hours	NEMS transactions processed within 16 working hours	NEMS transactions processed within 12 working hours	NEMS transactions processed within 8 working hours	-Random review of NEMS transactions -Contractor data
Verify shipping documents within 15 working days	Shipping documents verified within 20 working days	Shipping documents verified within 15 working days	Shipping documents verified within 10 working days	-Periodic visual surveillance -Contractor data
Equipment transfers in Central Transfer File (CTF) received and processed within 35 working days	Equipment transferred within 40 working days	Equipment transferred within 35 working days	Equipment transferred within 30 working days	-Review of CTF -Contractor data
Maintain adequate supplies of equipment control tags and an accurate ECN logbook	No work stoppage due to shortage of tags	No work stoppage due to shortage of tags	No work stoppage due to shortage of tags	-Periodic visual surveillance
	Logbook is 97% accurate	Logbook is 98% accurate	Logbook is 99% accurate	-Review of ECN logbook
Ensure accurate data entry	97% of entries are accurate	98% of entries are accurate	99% of entries are accurate	-Random check of data in systems
Conduct a comprehensive biannual equipment inventory	Inventory 12.5% of equipment per quarter	Inventory 13.75% of equipment per quarter	Inventory 15% of equipment per quarter	-Review Quarterly Report
	97% of equipment items are accurately inventoried	98% of equipment items are accurately inventoried	99% of equipment items are accurately inventoried	-Review of Contractor data
Ensure customer satisfaction in all areas	Customer satisfaction averages 3 on a 5-point scale	Customer satisfaction averages 4 on a 5-point scale	Customer satisfaction averages 4.5 on a 5-point scale	-Customer survey/interaction

Outcome/Standard	Minimum Acceptable Performance (Satisfactory)	Acceptable Performance (Good)	Performance Goal (Excellent)	Surveillance Method
Correspondence and Records Management (SOW 4.9)				
Process and distribute incoming mail within LaRC Headquarters building within 5 working hours	Mail processed and distributed within 6 working hours of receipt	Mail processed and distributed within 5 working hours of receipt	Mail processed and distributed within 4 working hours of receipt	-Periodic visual surveillance -Contractor data

Attachment 8

Outcome/Standard	Minimum Acceptable Performance (Satisfactory)	Acceptable Performance (Good)	Performance Goal (Excellent)	Surveillance Method
Correspondence and Records Management (SOW 4.9)				
	No more than 3 errors in categorizing correspondence for information or action	No more than 2 errors in categorizing correspondence for information or action	No more than 1 error in categorizing correspondence for information or action	-Periodic visual surveillance -Contractor data
Correctly file incoming and outgoing correspondence on a daily basis	No more than 3 filing errors per month	No more than 2 filing errors per month	No more than 1 filing error per month	-Periodic visual surveillance -Contractor data
Expedite distribution of express mail and facsimile messages	Express mail and faxes distributed within 3 working hours of receipt	Express mail and faxes distributed within 2 working hours of receipt	Express mail and faxes distributed within 1 working hour of receipt	-Periodic visual surveillance -Contractor data -Customer survey/interaction
Maintain up-to-date status of action items	Action items updated within 16 working hours	Action items updated within 8 working hours	Action items updated within 4 working hours	-Periodic visual surveillance -Contractor data
Accurately record incoming checks on daily basis	No more than 2 errors per month	No more than 1 error per month	No errors per month	-Periodic visual surveillance -Contractor data
Independently research files to obtain reference material for customers	80% of all requests completed without Government assistance	85% of all requests completed without Government assistance	95% of all requests completed without Government assistance	-Periodic visual surveillance -Contractor data -Customer survey/interaction
Research automated filing system daily to locate and add cross-references	Cross-references added within 24 working hours	Cross-references added within 16 working hours	Cross-references added within 8 working hours	-Periodic visual surveillance -Contractor data
Ensure customer satisfaction in all areas	Customer satisfaction averages 3 on a 5-point scale	Customer satisfaction averages 4 on a 5-point scale	Customer satisfaction averages 4.5 on a 5-point scale	-Customer survey/interaction

Performance Requirements Summary for Administrative Services (SOW 5)

Outcome/Standard	Minimum Acceptable Performance (Satisfactory)	Acceptable Performance (Good)	Performance Goal (Excellent)	Surveillance Method
Resources Management Service Pool (SOW 5.1)				
Enter budgetary data into Planning System on time and accurately.	Entries completed on average 2 hours after agreed to schedule. 95% accurate.	Entries completed on average by agreed to schedule. 98% accurate.	Entries completed on average ahead of agreed to schedule. Greater than 98% accurate	Feedback from program analysts
Process 506 Resources Authority Warrants within 1 working day	Process within 2 working days.	Process within 1 working days.	Process within 4 working hours.	506 Log
Run and distribute weekly/monthly reports within 2 working days	Reports distributed within 3 working days after reporting period.	Reports distributed within 2 working days	Reports distributed within 1 working day.	Customer feedback.
Provide graphics support within schedule negotiated	Delivery 2 hours after agreed to schedule. 98% accurate.	Delivery on agreed to schedule. 98% accurate.	Delivery ahead of agreed to schedule. Greater than 98% accurate.	Feedback from program analysts
Respond satisfactorily to customer inquiries within agreed to schedule	Response 2 hours after agreed to schedule.	Response at agreed to schedule.	Response ahead of agreed to schedule.	Customer feedback.

Outcome/Standard	Minimum Acceptable Performance (Satisfactory)	Acceptable Performance (Good)	Performance Goal (Excellent)	Surveillance Method
Financial Management Service Pool (SOW 5.2)				
Answer all calls promptly	Calls answered after more than 6 rings	Calls answered within 4-5 rings	Calls answered before 3rd ring	Reports generated from the automatic Call Distribution System (ACD)
Resolve call promptly	Calls resolved after 10 minutes of receipt	Calls resolved within 5-8 minutes of receipt	Calls resolved before 5 minutes of receipt	Contractor data
Enter call disposition information into tracking system by COB same day received	Call disposition information entered next business day	Call disposition information entered by COB same day received	Call disposition information entered within 1 hour of receipt	Weekly, review of tracking system information
Maintain files so that items in files are easily and quickly located	Items delivered from files within 4 hrs of request on average	Items delivered from files within 2 hrs of request on average	Items delivered from files 15 min of request on average	Monthly customer survey
Deliver correspondence to appropriate personnel or requestor within 1 hr	Items delivered within 2 hrs of receipt or request on average	Items delivered within 1 hr of receipt or request on average	Items delivered within 15 min. of receipt or request on average	Monthly, customer survey

Attachment 8

Outcome/Standard	Minimum Acceptable Performance (Satisfactory)	Acceptable Performance (Good)	Performance Goal (Excellent)	Surveillance Method
Financial Management Service Pool (SOW 5.2)				
Completed files are boxed and delivered to storage by November 30 each year	Files boxed are delivered to storage by December 31 each year	Files boxed are delivered to storage by November 30 each year	Files boxed are delivered to storage by October 31 each year	Contractor data
Enter invoices accurately into the Invoice Payment System in within 1-2 hr of receipt	Invoices are entered within 2 hrs of receipt on average and no more than 3 data entry errors per month	Invoices are entered within 1-2 hr of receipt on average and no more than 2 data entry errors per month	Invoices are entered in < 1 hour of receipt on average with no more than 1 data entry error per month	Monthly, random sampling of invoice audit trail information obtained from the Invoice Payment System and compare to date/time stamp on physical invoice
Enter travel vouchers into the Travel Voucher Tracking system within 1 hour of receipt	Travel vouchers entered within 2 hrs of receipt on average	Travel vouchers entered within 1 hr of receipt on average	Travel vouchers entered in < 1 hr of receipt on average	Contractor data
Review travel orders within 1 hr of receipt	Travel orders reviewed within 2 hrs of receipt on average	Travel orders reviewed within 1 hr of receipt on average	Travel orders reviewed within 15 min. of receipt on average	Contractor data
Review travel vouchers and return incomplete travel vouchers to traveler within 4 hours	Incomplete travel vouchers returned next business day	Incomplete travel vouchers returned within 4 hours on average	Incomplete travel vouchers returned within 1 hour on average	Contractor data
Examine and process vendor invoices accurately	25% vendor invoices (monthly avg.) returned to voucher examiner by Government certifying officer	20% vendor invoices (monthly avg.) returned to voucher examiner by Government certifying officer	≤ 10% vendor invoices (monthly avg.) returned to voucher examiner by Government certifying officer	Monthly, review certifying officer logs
Examine and process vendor invoices in a timely fashion to avoid excessive interest payment by the Government	<\$75/month interest paid due to voucher examiner delay in processing invoice	< \$50/month interest paid due to voucher examiner delay in processing invoice	≤ \$25/month interest paid due to voucher examiner delay in processing invoice	Monthly, review voucher examiner payment statistics generated from the Invoice Payment System
Protect Privacy Act, Commercial Business Information (CBI) and sensitive information	No loss of Privacy Act, (CBI) or sensitive information. Note that loss of sensitive information will result in unsatisfactory rating for work area	Minor instances of mishandling of Privacy Act, (CBI) or sensitive information that are promptly corrected	No loss or mishandling of Privacy Act, (CBI) or sensitive information.	Observation

Attachment 8

Outcome/Standard	Minimum Acceptable Performance (Satisfactory)	Acceptable Performance (Good)	Performance Goal (Excellent)	Surveillance Method
Procurement Service Pool (SOW 5.3)				
Protect Privacy Act, Commercial Business Information (CBI) and sensitive information	No loss of Privacy Act, (CBI) or sensitive information. Note that loss of sensitive information will result in unsatisfactory rating for work area	Minor instances of mishandling of Privacy Act, (CBI) or sensitive information that are promptly corrected	No loss or mishandling of Privacy Act, (CBI) or sensitive information.	Observation
Accurately enter AMS initial award & modification data within 8 hours of receipt	Complete data entry on average within 12 working hours of receipt	Complete data entry on average within 8 working hours of receipt	Complete data entry on average within 4 working hours of receipt	Random sampling of data in AMS
	97% of data entries are error free	98% of data entries are error free	100% of data entries are error free	
Accurately complete IPAR (NF 507) in timely manner within 16 hours for new awards and within 8 hours for modifications	Complete IPAR on average within 24 working hours for new awards and within 12 working hours for modifications	Complete IPAR on average within 16 working hours for new awards and within 8 working hours for modifications	Complete IPAR on average within 8 working hours for new awards and within 4 working hours for modifications	100% surveillance by Independent Reviewer
	≤5% of files returned for correction due to contractor error	≤3% of files returned for correction due to contractor error	No files returned for correction due to contractor error	
Complete all backup file documentation for incremental funding modifications or supplements and make ready for CO signature within 8 working hours of receipt	CO receives documentation on average within 12 working hours	CO receives documentation on average within 8 working hours	CO receives documentation on average within 4 working hours	Random survey of COs
	≤5% of files returned for correction due to contractor error	≤3% of files returned for correction due to contractor error	No files returned for correction due to contractor error	100% surveillance by COs
Provide accurate and timely word processing and data management services	Work complete on average within 12 working hours or within 2 hours of negotiated deadline	Work complete on average within 8 working hours or as negotiated	Work complete on average within 4 working hours or ahead of negotiated deadline	Random survey of COs
	≤5% of work returned for correction due to contractor error	≤3% of work returned for correction due to contractor error	No work returned for correction due to contractor error	100% surveillance by COs
Distribute required award documents to appropriate personnel and return file to CO within 8 working hours of award	Distribution effected and file returned on average within 12 working hours	Distribution effected and file returned on average within 8 working hours	Distribution effected and file returned on average within 4 working hours	Customer complaints
	99% of recipients receive copies	99% of recipients receive copies	All recipients receive copies	
Screen PRs within 4 working hours of receipt	PRs screened on average within 8 working hours	PRs screened on average within 4 working hours	PRs screened on average within 2 working hours	Customer complaints

ATTACHMENT C

Outcome/Standard	Minimum Acceptable Performance (Satisfactory)	Acceptable Performance (Good)	Performance Goal (Excellent)	Surveillance Method
Procurement Service Pool (SOW 5.3)				
	≤2% of PRs are mis-routed	≤1% of PRs are mis-routed	No PRs are mis-routed	

Attachment 8

Outcome/Standard	Minimum Acceptable Performance (Satisfactory)	Acceptable Performance (Good)	Performance Goal (Excellent)	Surveillance Method
Procurement Service Pool (SOW 5.3)				
Prepare all delegations within 3 working days of award	All delegations prepared on average within 5 working days	All delegations prepared on average within 3 working days	All delegations prepared on average within 1 working day	Random survey of COs
	≤3% of delegations returned for correction due to contractor error	≤2% of delegations returned for correction due to contractor error	No delegations returned for correction due to contractor error	100% surveillance by COs
Post notices within 5 working days after award	Awards posted on average within 10 working days;	Awards posted on average within 5 working days;	Awards posted on average within 3 working days;	Random sample
	≤ 5% have errors	≤ 3% have errors	error-free	
Accurately track OP equipment and prepare NF 1602 within 5 working days of change in equipment status	NF 1602s prepared on average within 7 working days	NF 1602s prepared on average within 5 working days	NF 1602s prepared on average within 3 working days	Input from Property Custodian
	≤5% of NF 1602s returned for correction due to contractor error and information is inaccurate for ≤5% of equipment in annual inventory	≤3% of NF 1602s returned for correction due to contractor error and information is inaccurate for ≤3% of equipment in annual inventory	No NF 1602s returned for correction due to contractor error and annual inventory is accurate	
Maintain sufficient office supplies to fill all requests for standard items	≤ 2 customer complaints per month	1 customer complaint per month	No customer complaints per month	Customer complaints
Distribute incoming faxes within 20 min; distribute mail and send faxes within 1 working hour of receipt	98% of faxes and mail delivered and sent on time	99% of faxes and mail delivered and sent on time	100% of faxes and mail delivered and sent on time	Customer Complaints
Files are easily and quickly located in Procurement files	2 or more files per month not immediately located	1 file per month not immediately located	All requested files immediately located	Random sample and Customer complaints
Retrieve inactive files within 8 working hours of request	Average time for retrieval of inactive files is 12-16 working hours Unsatisfactory if more than 16 hours	Average time for retrieval of inactive files is 8-12 working hours	Average time for retrieval of inactive files is 4 working hours or less	Customer complaints
Destroy files as soon as possible upon eligibility, but not less frequently than once per year	Unsatisfactory if not accomplished once per year			Contractor record

Attachment 8

Outcome/Standard	Minimum Acceptable Performance (Satisfactory)	Acceptable Performance (Good)	Performance Goal (Excellent)	Surveillance Method
Administrative Service Pool (SOW 5.4)				
Quality services delivered within timeframe requested: <ul style="list-style-type: none"> • Distribute incoming mail and faxes and process outgoing mail within 2 working hours of receipt • Fill requests for files within 4 working hours of receipt • Prepare presentation transparencies and handouts within 4 working hours of receipt of request • Send faxes within 1.5 working hours • Maintain sufficient office supplies to fill all requests for standard items • Distribute contract documentation to appropriate personnel within 8 working hours of receipt using up-to-date mailing list • Distribute accurate up-to-date action lists and meeting notes within 8 working hours of meeting • Prepare NF 1602 within 5 working days of change in equipment status • Maintain accurate equipment inventory • Report to NASA Official by the 5th working day of month on web site review; • Modify web site within 4 working hours of request • Protect classified and sensitive information 	Average customer satisfaction below 3 on 1-5 scale	Average customer satisfaction 3-3.75	Average customer satisfaction above 3.75	Customer satisfaction survey

Outcome/Standard	Minimum Acceptable Performance (Satisfactory)	Acceptable Performance (Good)	Performance Goal (Excellent)	Surveillance Method
Human Resources Service Pool (SOW 5.5)				
Answer telephones and route calls to appropriate officials within 5 min. Provide applicant status upon request.	Calls routed or status provided within 8 minutes of receipt	Calls routed or status provided within 5 minutes of receipt	Calls routed or status provided within 1-4 minutes of receipt	Review of customer complaints Observation

Attachment 8

Outcome/Standard	Minimum Acceptable Performance (Satisfactory)	Acceptable Performance (Good)	Performance Goal (Excellent)	Surveillance Method
Human Resources Service Pool (SOW 5.5)				
Deliver information and faxes to appropriate officials within 10 min of receipt	Items delivered within 15 minutes on average of receipt	Items delivered within 10 on average of receipt	Items delivered within 5 min. on average of receipt	Spot check of records Observation
Prepare error-free correspondence within 8 working hours of receipt of application or request	Work complete on average within 12 working hours	Work complete on average within 8 working hours	Work complete on average within 4 working hours	Review of correspondence
	<5% of work returned for correction due to contractor error	<3% of work returned for correction due to contractor error	No work returned for correction due to contractor error	
Generate vacancy announcement folders including rating forms within 1 working day of announcement closing	Folders and forms generated within 2 working days of announcement closing	Folders and forms generated within 1 working day of announcement closing	Folders and forms generated within 4 working hours of announcement closing	Spot check of records
Protect Privacy Act and sensitive information	No loss of Privacy Act) or sensitive information. Note that loss of sensitive information will result in unsatisfactory rating for work area	Minor instances of mishandling of Privacy Actor sensitive information that are promptly corrected	No loss or mishandling of Privacy Act or sensitive information.	Observation
File documents in OPFs within 2 working days	File documents in OPFs within 3 working days	File documents in OPFs within 2 working days	File documents in OPFs within 1 working day	Spot check of records
Enter email requests for personnel action into database and forward to Personnel Management Specialist within 4 working hours of receipt	Enter email requests and forward to PMS within 6 working hours of receipt	Enter email requests and forward to PMS within 4 working hours of receipt	Enter email requests and forward to PMS within 2 working hours of receipt	Spot check of records
Close out announcement folders within 3 working days of receipt	Close out within 4 working days of receipt	Close out within 3 working days of receipt	Close out within 2 working days of receipt	Spot check of records

Attachment 8

Outcome/Standard	Minimum Acceptable Performance (Satisfactory)	Acceptable Performance (Good)	Performance Goal (Excellent)	Surveillance Method
Human Resources Service Pool (SOW 5.5)				
Process and prepare accurate documentation for training requests (e.g., purchase requests, credit card transactions, and SF 182s) within 12 working hours. Process emergency requests immediately	Actions processed and documentation prepared on average within 16 working hours; Contractor errors do not result in failure to deliver classes on time. Errors in documents are not substantive and are easily corrected.	Actions processed and documentation prepared on average within 12 working hours; meets minimum acceptable standard for errors.	Actions processed and documentation prepared on average within 8 working hours; no contractor errors.	Contractor data
Ensure classrooms, materials, and equipment are ready for classes according to schedule and instructions	95% classrooms and materials prepared properly <5% of instructors have justifiable complaints	97% classrooms and materials prepared properly <3% of instructors have justifiable complaints	100% classrooms and materials prepared properly No instructors have justifiable complaints	Observance Review of complaints
Prepare NF 1602 within 5 working days of change in equipment status and maintain accurate equipment inventory	NF 1602s prepared within 7 working days ≤5% of NF 1602s returned for correction due to contractor error and information is inaccurate for ≤5% of equipment in annual inventory	NF 1602s prepared within 5 working days ≤3% of NF 1602s returned for correction due to contractor error and information is inaccurate for ≤3% of equipment in annual inventory	NF 1602s prepared within 3 working days No NF 1602s returned for correction due to contractor error and annual inventory is accurate	Input from Property Custodian
Provide courteous, prompt knowledgeable assistance to customers of the MEC	No more than 1 justified customer complaint and no instances of discourteous behavior	No justified customer complaint and no instances of discourteous behavior	No customer complaints and no instances of discourteous behavior	Customer feedback and Observation
Provide timely and accurate APPL budget data	Data submitted within agreed to schedule and is 97% error-free	Data submitted within agreed to schedule and is 98% error-free	Data submitted ahead of agreed to schedule and is 99% error-free	Review of contractor data
Provide courteous, prompt knowledgeable assistance to customer of the APPL	No more than 1 justified customer complaint and no instances of discourteous behavior	No justified customer complaint and no instances of discourteous behavior	No customer complaints and no instances of discourteous behavior	C a1

Attachment 8

Outcome/Standard	Minimum Acceptable Performance (Satisfactory)	Acceptable Performance (Good)	Performance Goal (Excellent)	Surveillance Method
Human Resources Service Pool (SOW 5.5)				
Maintain accurate records of completed training	Backlog of training entries <300	Backlog of training entries <150	No backlog of training entries	Contractor data
	92-94.9% of data entries are error free	95-97.9% of data entries are error free	98-100% of data entries are error free	Spot check of records
Input accurate class administration data within 1 working day	Data input on average within 2 working days unless class convenes or data is required for official purposes sooner; minor spelling errors. No errors that adversely affect course offering or student attendance	Data input on average within 1 working day unless class convenes or data is required for official purpose sooner; minor spelling errors only. No errors that adversely affect course offering or student attendance.	Data input on average within 4 working hours of receipt; no errors.	Contractor data
Provide accurate and complete retirement estimates	2 justified customer complaints per quarter 95% estimates are error-free	1 justified customer complaints per quarter 97% estimates are error-free	No justified customer complaints >97% estimates are error-free	Review of customer complaints Random spot check
Accurately enter awards data into database and update electronic spreadsheet within 8 working hours	Complete data entry on average within 12 working hours of receipt 95% of data entries are error free	Complete data entry on average within 8 working hours of receipt 97% of data entries are error free	Complete data entry on average within 4 working hours of receipt >97% estimates are error-free	Customer feedback Observation
Process and forward incoming suggestions forms to appropriate officials within 4 working hours	Task accomplished within 6 working hours of receipt	Task accomplished within 4 working hours of receipt	Task accomplished within 2 working hours of receipt	Review status sheets

Outcome/Standard	Minimum Acceptable Performance (Satisfactory)	Acceptable Performance (Good)	Performance Goal (Excellent)	Surveillance Method
Engineering Drawing Files/Micrographics Services (SOW 5.6)				



Attachment 8

<p>Quality services delivered within timeframe requested:</p> <ul style="list-style-type: none"> • Archival quality microfilm • Drawings copied on negotiated schedule • Material from files within 8 hours of normal requests; immediately for 30 percent while customer waits 	Average customer satisfaction rating of 3 on 5-point scale	Average customer satisfaction rating of 3.5 on 5-point scale	Average customer satisfaction rating of 4.75 on 5-point scale	Customer satisfaction survey
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Outcome/Standard	Minimum Acceptable Performance (Satisfactory)	Acceptable Performance (Good)	Performance Goal (Excellent)	Surveillance Method
Support for Information Technology Contract Administration (SOW 5.8)				
Accurate up-to-date action list, weekly reports, and monthly invoice reports	More than 5 errors/month detected	Less than 5 errors/month detected	No errors	Review all reports
Deliver meeting notes, weekly reports, and monthly invoice reports delivered on time	1 report delivered late	All delivered on time	Action item lists delivered within 1 day and all other reports delivered on time	Review of delivery of all reports

Attachment 8

Performance Requirements Summary for Scientific Information (SOW 6)

Outcome/Standard	Minimum Acceptable Performance (Satisfactory)	Acceptable Performance (Good)	Performance Goal (Excellent)	Surveillance Method
Media Services Center Customer Service (SOW 6.1)				
Provide courteous, prompt assistance and promptly notify customers when work is completed	2 justified customer complaints	1 justified customer complaint	No justified customer complaints	Customer feedback
	Each instance of discourtesy will result in 10-point deduction to overall rating			
	Notify customers of completed work within 4 working hours of completion	Notify customers of completed work within 2 working hours of completion	Notify customers immediately of completed work	
Protect classified and sensitive information	No loss of classified or sensitive information. Note that loss of classified or sensitive information will result in unsatisfactory rating for work area	Minor instances of mishandling of classified or sensitive information that are promptly corrected	No loss or mishandling of classified or sensitive information.	Observation
Enter data accurately into work control system within 4 working hours of receipt and maintain up-to-date work status	Recurring 1-day backlog of work orders to be entered	Recurring <1-day backlog of work orders to be entered	No backlog of work orders to be entered	Observation

Outcome/Standard	Minimum Acceptable Performance (Satisfactory)	Acceptable Performance (Good)	Performance Goal (Excellent)	Surveillance Method
Technical Publication Services (SOW 6.2)				
Protect classified and sensitive information	No loss of classified or sensitive information. Note that loss of classified or sensitive information will result in unsatisfactory rating for work area	Minor instances of mishandling of classified or sensitive information that are promptly corrected	No loss or mishandling of classified or sensitive information.	Observation
NASA formal technical reports (NASA TPs and SPs) given a substantive edit	No significant ¹ errors detected and all elements of substantive edit completed	5 minor ² errors on average detected in edited document	No errors and substantive ³ improvement of draft	Random evaluation of proof copies and drafts

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¹ A significant error is an edit impacting the meaning of the document that readers will not readily identify, for example, introduction of ambiguity or incorrect technical information and failure to correct a technical error that can be readily identified such as incorrect chemical element symbols, contradictions, mis-cited facts or numbers

² A minor error is an edit or failure to correct errors and inconsistencies that does not impact meaning of the document, for example, format errors, hyphenation inconsistencies, subject-verb disagreements, punctuation errors.

³ Substantive improvements include edits that correct technical errors or inconsistencies and language edits that improve writing and remove ambiguities.

Attachment 8

Outcome/Standard	Minimum Acceptable Performance (Satisfactory)	Acceptable Performance (Good)	Performance Goal (Excellent)	Surveillance Method
Technical Publication Services (SOW 6.2)				
Level of edit performed as defined by requester	Average customer satisfaction 3 or above on 5-point scale	Average customer satisfaction 3.5 or above on 5-point scale	Average customer satisfaction 3.8 or above on 5-point scale	Customer satisfaction survey
Error-free manuscripts that comply with format requirements				
Publication services delivered within deadline negotiated	5% of jobs late	3% of jobs late	No jobs late and some ahead of schedule	Contractor data Customer surveys
Enter data accurately into work control system promptly and maintain up-to-date work status	97% of entries are correct with recurring 1-day backlog	98% of entries are correct with recurring backlog of < 1-day.	100% of entries are correct with no backlog	Spot check of database Observation

Outcome/Standard	Minimum Acceptable Performance (Satisfactory)	Acceptable Performance (Good)	Performance Goal (Excellent)	Surveillance Method
Photographic Laboratory and Archival Services (SOW 6.3)				
Protect classified and sensitive information	No loss of classified or sensitive information. Note that loss of classified or sensitive information will result in unsatisfactory rating for work area	Minor instances of mishandling of classified or sensitive information that are promptly corrected	No loss or mishandling of classified or sensitive information.	Customer Feedback Observation
Provide courteous, prompt assistance and promptly notify customers of work ready for pickup	2 justified customer complaints	1 justified customer complaint	No justified customer complaints	Customer feedback Observation
	Each instance of discourtesy will result in 10-point deduction to overall rating	Notify customers of completed work within 4 working hours of completion	Notify customers of completed work within 2 working hours of completion	
Meet all priority deadlines	Missing deadline for priority work will result in unsatisfactory rating			100% Observation
Enter data accurately into work control system promptly and maintain up-to-date work status	97% of entries are correct with recurring 1-day backlog	98% of entries are correct with recurring backlog of < 1-day	100% of entries are correct with no backlog	Spot check of database Observation
Create technically and artistically correct ⁴ photographic products within scheduled deadlines	97% of products meet customer's requirements and are delivered on schedule	98% of products meet customer's requirements and are delivered on schedule	100% of products meet customer's requirements and are delivered on schedule	Spot check of work produced Customer Feedback

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⁴ Artistically correct products preserve the detail of the data, are in sharp focus, and have good color, good contrast, and good overall image density (lightness/darkness). They have good artistic qualities, for example, the picture is straight, cropping is done appropriately, and is balanced.

Attachment 8

Outcome/Standard	Minimum Acceptable Performance (Satisfactory)	Acceptable Performance (Good)	Performance Goal (Excellent)	Surveillance Method
Photographic Laboratory and Archival Services (SOW 6.3)				
Meet all environmental requirements and maintain CMTS records up to date	No instances of failure to comply with environmental requirements 97% of CMTS records correct	98% of CMTS records correct	100% of CMTS records correct	Observation Spot check of CMTS
Prepare NF 1602 within 5 working days of change in equipment status and maintain accurate equipment inventory	NF 1602s prepared on average within 7 working days	NF 1602s prepared on average within 5 working days	NF 1602s prepared on average within 3 working days	Input from Property custodian
	≤5% of NF 1602s returned for correction due to contractor error and information is inaccurate for ≤5% of equipment in annual inventory	≤3% of NF 1602s returned for correction due to contractor error and information is inaccurate for ≤3% of equipment in annual inventory	No NF 1602s returned for correction due to contractor error and annual inventory is accurate	
Maintain, operate, monitor, and certify equipment and chemical mixes per manufacturer specifications	No instances of data lost due to improper quality control. One instance will result in overall unsatisfactory rating	1 instance per month of substandard data due to improper quality control	No instances of substandard data due to improper quality control	Spot check of work produced
	Damage caused by misuse of Government equipment totaling \$500 per year	Damage caused by misuse of Government equipment totaling \$250 per year	No damage caused by misuse of Government equipment	Observation
Return negatives to files within 2 working days after completing work	3-working-day backlog of negatives for filing	2-working-day backlog of negatives for filing	1-working-day backlog of negatives for filing	Observation
Scan negatives correctly within scheduled deadlines	97% of products meet customer's requirements and are delivered on schedule	98% of products meet customer's requirements and are delivered on schedule	100% of products meet customer's requirements and are delivered on schedule	Spot check of scanned images
Enter accurate information into NASA GALAXIE and LISAR and link to images at rate of 12,000 images per year	95% of records are without errors	97% of records are without error	100% of records are without error	Review of GALAXIE and LISAR
	750 images cataloged per month	1000 images cataloged per month	1200 images cataloged per month	
Correctly assign L-nos. to negatives with signed release forms	No errors in assigning L-nos. 95 % Release forms are readily available	No errors in assigning L-nos. 97 % Release forms are readily available	No errors in assigning L-nos. 99% Release forms are readily available	Spot check of L-numbers and release forms

Attachment 8

Outcome/Standard	Minimum Acceptable Performance (Satisfactory)	Acceptable Performance (Good)	Performance Goal (Excellent)	Surveillance Method
Duplicating Facility Operation (SOW 6.4)				
Protect classified and sensitive information	No loss of classified or sensitive information. Note that loss of classified or sensitive information will result in unsatisfactory rating for work area	Minor instances of mishandling of classified or sensitive information that are promptly corrected	No loss or mishandling of classified or sensitive information.	Observation
Provide courteous, prompt customer service	2 justified customer complaint	1 justified customer complaint	No justified customer complaints	Customer feedback
	Each instance of discourtesy will result in 10-point deduction to overall rating			
Duplicate and distribute work without quality defects ⁽¹⁾ within scheduled deadlines	1% of QS ⁽²⁾ jobs and 5% of other jobs, including proofs, contain defects	0.8% of QS ⁽²⁾ jobs and 3% of other jobs, including proofs, contain defects	No jobs contain defects	Review of proofs Spot check of completed work with emphasis on QS jobs
	All priority work delivered to customer within deadlines	All priority work delivered to customer within deadlines	All priority work delivered to customer within deadlines	Customer Feedback Work tracking report
	97% of non-priority jobs are delivered by deadline	98% of non-priority jobs are delivered by deadline	100% of non-priority jobs are delivered by deadline	
Enter work request and production and maintenance data accurately into work control system	95% of job records for completed work are correct	96% of job records for completed work are correct	100% of job records for completed work are correct	Spot check of database
Enter maintenance data accurately into work control system	95% of records for completed work are correct	96% of records for completed work are correct	100% of records for completed work are correct	Spot check of database
Maintain, operate, and monitor equipment per manufacturer specifications	Damage caused by misuse of Government equipment totaling ≤\$500 per year	Damage caused by misuse of Government equipment totaling ≤\$250 per year	No damage caused by misuse of Government equipment	Observation
Operate Duplication Facility efficiently ⁽³⁾	Deficiencies with moderate identifiable, but not adverse, effect	Deficiencies with small identifiable effect	No deficiencies	Observation Customer input
Prepare NF 1602 within 5 working days of change in equipment status and maintain accurate equipment inventory	NF 1602s prepared on average within 7 working days	NF 1602s prepared on average within 5 working days	NF 1602s prepared on average within 3 working days	Input from Property Custodian
	≤5% of NF 1602s returned for correction due to contractor error and information is inaccurate for ≤5% of equipment in annual inventory	≤3% of NF 1602s returned for correction due to contractor error and information is inaccurate for ≤3% of equipment in annual inventory	No NF 1602s returned for correction due to contractor error and annual inventory is accurate	

Attachment 8

- (1) Quality evaluation includes defects in visual appearance (obvious), tonal coverage, finishing, conformance to publishing standards, electronic file integrity, and compliance with work request.
- (2) Quality Sensitive (QS) jobs have high visibility or are distributed to the public including NASA reports, professional meeting papers, LaRC Implementation Plan, and public affairs and educational documents.
- (3) Factors considered in evaluating efficiency include printing and distributing in the most economical manner (1-up vs. 2-up; in envelopes vs. as is), use of digital techniques, promptness in notification of machine downtime or service call, inventory maintenance, minimal returned mail, minimal reprint rate. Identifiable effect is evaluated in terms of inconvenience of customer and cost to Government (based on current JCP cost/1000 and postal rates) as follows:
 - Adverse - Deficiencies that indicate continuing pattern of failure to use digital techniques, that cause 2 justified customer complaints or that cause additional cost to the Government of \$1000 per month
 - Moderate - Deficiencies that are isolated instances of not using digital techniques, that cause 1 justified customer complaint or that cause additional cost to the Government of \$1000-\$500 per month
 - Small - Deficiencies that cause additional cost to the Government of less than \$500 per month

Outcome/Standard	Minimum Acceptable Performance (Satisfactory)	Acceptable Performance (Good)	Performance Goal (Excellent)	Surveillance Method
Graphics Services (SOW 6.5)				
Protect classified and sensitive information	No loss of classified or sensitive information. Note that loss of classified or sensitive information will result in unsatisfactory rating for work area	Minor instances of mishandling of classified or sensitive information that are promptly corrected	No loss or mishandling of classified or sensitive information.	Observation
Produce graphic products that are technically accurate, correct to customer's specs, and in compliance with NASA and Langley standards within scheduled deadlines	92% of items are acceptable and delivered by scheduled deadline	94% of items are acceptable and delivered by scheduled deadline	98% of items are acceptable and delivered by scheduled deadline	Spot check of products produced Customer input Production reports
Government equipment maintained and properly operated per manufacturers specifications	Damage caused by misuse of Government equipment totaling ≤\$500 per year	Damage caused by misuse of Government equipment totaling ≤\$250 per year	No damage caused by misuse of Government equipment	Observation Customer input
Maintain up-to-date work status in tracking database	97% of entries are correct	98% of entries are correct	100% of entries are correct	Spot check of database

Attachment 8

Performance Requirements Summary for Video Support Services (SOW 7)

Outcome/Standard	Minimum Acceptable Performance (Satisfactory)	Acceptable Performance (Good)	Performance Goal (Excellent)	Surveillance Method
Video Production Services (SOW 7.1)				
Protect classified and sensitive information	No loss of classified or sensitive information. Note that loss of classified or sensitive information will result in unsatisfactory rating for work area	Minor instances of mishandling of classified or sensitive information that are promptly corrected	No loss or mishandling of classified or sensitive information.	Observation
Produce video products that are technically accurate, correct to customer's specs, and in compliance with applicable standards within scheduled deadlines	92% of products are acceptable and delivered by scheduled deadline	94% of products are acceptable and delivered by scheduled deadline	98% of products are acceptable and delivered by scheduled deadline	Spot check of finished products and work tracking database Customer input
Provide courteous, prompt customer service	Customer satisfaction averages 3 on a 5-point scale	Customer satisfaction averages 4 on a 5-point scale	Customer satisfaction averages 4.8 on a 5-point scale	Customer surveys, customer interactions
Prepare NF 1602 within 5 working days of change in equipment status and maintain accurate equipment inventory	NF 1602s prepared on average within 7 working days ≤5% of NF 1602s returned for correction due to contractor error and information is inaccurate for ≤5% of equipment in annual inventory	NF 1602s prepared on average within 5 working days ≤3% of NF 1602s returned for correction due to contractor error and information is inaccurate for ≤3% of equipment in annual inventory	NF 1602s prepared on average within 3 working days No NF 1602s returned for correction due to contractor error and annual inventory is accurate	Input from Property Custodian
Enter data accurately into work control and maintain up-to-date work status	97% of entries are correct in database	98% of entries are correct in database	100% of entries are correct in database	Spot check of database
Maintain and properly operate Government equipment per manufacturers specifications	Damage caused by misuse of Government equipment totaling ≤\$500 per year	Damage caused by misuse of Government equipment totaling ≤\$250 per year	No damage caused by misuse of Government equipment	Observation

Outcome/Standard	Minimum Acceptable Performance (Satisfactory)	Acceptable Performance (Good)	Performance Goal (Excellent)	Surveillance Method
Audio/Visual Services (SOW 7.2)				
Produce A/V services that meet customer requirements and scheduled deadlines	Customer satisfaction averages 3 on a 5-point scale	Customer satisfaction averages 4 on a 5-point scale	Customer satisfaction averages 4.8 on a 5-point scale	Customer surveys, customer interactions
	92% of services are delivered by scheduled deadline	94% of services are delivered by scheduled deadline	98% of services are delivered by scheduled deadline	Spot check of work tracking database Customer input

Attachment 8

Maintain and properly operate Government equipment per manufacturers specifications	Damage caused by misuse of Government equipment totaling ≤\$500 per year	No damage caused by misuse of Government equipment	No damage caused by misuse of Government equipment	Observation
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Performance Requirements Summary for Technical Library Services (SOW 8)

Outcome/Standard	Minimum Acceptable Performance (Satisfactory)	Acceptable Performance (Good)	Performance Goal (Excellent)	Surveillance Method
Technical Library Services (SOW 8)				
Place orders for library materials within 16 working hours	<ul style="list-style-type: none"> Rush orders placed on average within 6 working hours Regular orders placed on average within 24 working hours 	<ul style="list-style-type: none"> Rush orders placed on average within 4 working hours Regular orders placed on average within 16 working hours 	<ul style="list-style-type: none"> Rush orders placed on average within 2 working hours Regular orders placed on average within 8 working hours 	Random spot checks
Generate claims reports weekly and process claims within 5 working days for serials and within 2 working days for other materials	Claims reports generated weekly.	Claims reports generated weekly.	Claims reports generated weekly.	Review of NASA GALAXIE claims report and contractor data
	Claims for serials processed on average within 8 working days	Claims for serials processed on average within 5 working days	Claims for serials processed on average within 4 working days	
	Claims for other materials processed on average within 24 working hours	Claims for other materials processed on average within 16 working hours	Claims for other materials processed on average within 8 working hours	
Process incoming shipments within 16 working hours	<ul style="list-style-type: none"> Rush items processed on average within 6 working hours Backlog of 1 week in regular shipments 	<ul style="list-style-type: none"> Rush items processed on average within 6 working hours Backlog of 3 days in processing regular shipments 	<ul style="list-style-type: none"> Rush items processed on average within 6 working hours No backlog in processing regular shipments 	Random spot checks
Process invoices within 16 working hours.	Invoices processed on average within 24 working hours of receipt.	Invoices processed on average within 16 working hours of receipt.	Invoices processed on average within 8 working hour of receipt.	Random spot checks
Accurately catalog items and make "shelf ready" within 4 working days	Items needing original cataloging are "shelf ready" on average within 6 working days.	Items needing original cataloging are "shelf ready" on average within 4 working days.	Items needing original cataloging are "shelf ready" on average within 3 working days.	Random spot checks
	Items needing copy cataloging are "shelf ready" on average within 3 working days.	Items needing copy cataloging are "shelf ready" on average within 2 working days	Items needing copy cataloging are "shelf ready" on average within 1 working days.	
	95% of bibliographic records are correct.	97% of bibliographic records are correct.	100 % of bibliographic records are correct.	

Attachment 8

Outcome/Standard	Minimum Acceptable Performance (Satisfactory)	Acceptable Performance (Good)	Performance Goal (Excellent)	Surveillance Method
Technical Library Services (SOW 8)				
Complete circulation transactions within 4 working hours; Process in personal transactions immediately	<ul style="list-style-type: none"> • "In person" transactions are processed <i>immediately</i>. • Other circulation transactions are completed on average within 6 working hours 	<ul style="list-style-type: none"> • "In person" transactions are processed <i>immediately</i>. • Other circulation transactions are completed on average within 4 working hours 	<ul style="list-style-type: none"> • "In person" transactions are processed <i>immediately</i>. • Other circulation transactions are completed on average within 2 working hours 	Random spot checks Customer complaints
Process daily hold and recall requests within 4 working hours	Daily hold and recall requests processed on average within 6 working hours	Daily hold and recall requests processed on average within 4 working hours	Daily hold and recall requests processed on average within 2 working hours	Random spot checks Customer complaints
Maintain library materials in appropriate locations in a neat and orderly appearance	Backlog for reshelving of 8 hr	Backlog for reshelving of 8 hr	Items reshelved promptly	Observation
Inventory 20% of the collection annually	Inventory at rate of 15% annually	Inventory at rate of 20% annually	Inventory at rate of 25% annually	Inventory report
Process material requests within 3 working days of receipt	Backlog of 5 days week	Backlog of 3 days	No backlog	Random spot checks
	<5% of requests sent to reference or interlibrary loan could have been filled from collection	<3% of requests sent to reference or interlibrary loan could have been filled from collection	No requests sent to reference or interlibrary loan that could have been filled from collection	Input from Librarians
Track and analyze material request statistics monthly	Report contains required information	Reports contain required information and analysis	Reports contain required information with meaningful analysis	Review of monthly report
Check in and shelf CD-ROMs, diskettes, newspapers, and journal issues within 8 working hours of receipt	Items shelved on average within 12 working hours	Items shelved on average within 8 working hours	Items shelved on average within 4 working hours	Random spot checks
Prepare loose issues for shipment to bindery per schedule and reshelve returned bound materials within 16 working hours	No missed shipments to bindery; bound materials reshelved within 24 working hours	No missed shipments to bindery; bound materials reshelved within 16 working hours	No missed shipments to bindery; bound materials reshelved within 8 working hours	100% surveillance of bindery schedule Random spot checks
Routinely perform database clean up to correct mistakes, merge duplicate records, and make other changes	95% of bibliographic records are correct	97% of bibliographic records are correct	100% of bibliographic records are correct	Random check in NASA GALAXIE Batch selection and sampling

Attachment 8

Outcome/Standard	Minimum Acceptable Performance (Satisfactory)	Acceptable Performance (Good)	Performance Goal (Excellent)	Surveillance Method
Technical Library Services (SOW 8)				
Accurately enter data for Langley technical documents into SQL database and LTRS within 8 hours of receipt	95% of records are without errors	97% of records are without error	100% of records are without error	Review of daily report from database Review of LTRS
	Data entered on average within 12 working hours	Data entered on average within 8 working hours	Data entered on average within 5 working hours	Random spot check
Document approval files can be found quickly and easily	95% of required files are found immediately	97% of required files are found immediately	All required files are found immediately	Spot check of files
Process electronic files for printing or on-line dissemination within 5 working days receipt (author delay in excess of 1 day will not impact rating)	95% of files print or display correctly without errors.	97% of files print or display correctly without errors.	100% of files print or display correctly without errors.	Input from Duplicating Facility and spot check of LTRS Customer complaints
	Files are request from author on average within 7 working days after receipt	Files are request from author on average within 5 working days after receipt	Files are request from author on average within 3 working days after receipt	
	Files are prepared and sent to printing or posted on LTRS on average within 7 working days after receipt	Files are prepared and sent to printing or posted on LTRS on average within 5 working days after receipt	Files are prepared and sent to printing or posted on LTRS on average within 3 working days after receipt	
Update document preparation templates for FrameMaker and Word	Templates are updated within 6 months of new software release with 5 corrections required	Templates are updated within 3 months of new software release with 5 corrections required	Templates are updated within 3 months of new software release with no correction required	Review of Tips, Templates, and Samples web site Author feedback
Protect classified and sensitive information	No loss of classified or sensitive information. Note that loss of classified or sensitive information will result in unsatisfactory rating for work area	Minor instances of mishandling of classified or sensitive information that are promptly corrected	No loss or mishandling of classified or sensitive information.	Observation

**ATTACHMENT IV-A TO DRAFT ATPEP FOR
NASA Contract NAS1-_____ with _____**

ACTIONS AND SCHEDULES FOR AWARD TERM DETERMINATIONS

<u>Action</u>	<u>Schedule (Calendar Days)</u>
1. PEB Chair and members appointed.	Prior to contract start
2. COTR appoints PM's and informs Contractor.....	Prior to contract start
3. PM's receive orientation and guidance.....	Prior to contract start
4. Coordinators and PM's assess performance and discuss results with Contractor	Ongoing
5. Contractor submits self-assessment report to..... both Technical and Business Coordinators	NLT 15 days after end of each evaluation period
6. PM's submit individual Performance Monitor Reports (PMRs) to Technical Coordinator	NLT 18 days after end of each evaluation period
7. Time added to contract based on contractor quality and cost performance	NLT 60 days after end of each award term period

The PEB will establish lists of subsidiary actions and schedules as necessary to meet the above schedule.

**ATTACHMENT IV-B TO DRAFT ATPEP FOR
NASA Contract NAS1-____ with _____
GENERAL INSTRUCTIONS FOR PERFORMANCE MONITORS**

1. Monitoring and Assessing Performance

- a. Performance Monitors will prepare outlines of their assessment plans based on the PRS and discuss them with appropriate contractor management to assure complete understanding of the evaluation and assessment process, including the relative importance of each metric.
- b. Performance Monitors will plan and carry out on-site assessment visits.
- c. Performance Monitors will monitor the Contractor-Government relationship and report any personal-services issues to the CO.
- d. Performance monitors will provide appropriate guidance to Government personnel to facilitate performance-based contracting.
- e. Performance Monitors will conduct all assessments in an open, objective, and cooperative spirit so that a fair and accurate evaluation is obtained. This will ensure that the contractor receives accurate and complete information from which to plan improvements in performance. Positive performance accomplishments should be emphasized just as thoroughly as deficiencies.
- f. Performance Monitors will discuss assessments with contractor management noting any observed accomplishments and deficiencies. This affords the contractor an opportunity to clarify possible misunderstandings regarding areas of poor performance and to correct or resolve deficiencies.
- g. Performance Monitors must remember that contacts and visits with contractor personnel are to be accomplished within the context of official contractual relationships. Monitors will avoid any activity or association that might cause, or give the appearance of, a conflict of interest.
- h. Performance Monitor discussions with contractor personnel are not to be used as an attempt to instruct, to direct, to supervise, or to control these personnel in the performance of the contract. The role of each task area monitor is to monitor, assess, and evaluate – the Performance Monitor shall not manage the contractor's effort.

2. Documenting Contractor Evaluation and Assessment

Evaluations and assessments conducted and discussions with contractor personnel shall be documented as follows:

- a. Performance Monitors will maintain accurate records reflecting the substance of their significant interactions with contractor personnel. This will be extremely important in the event of any possible misunderstandings.
- b. Minutes of regularly scheduled monthly meetings will be prepared by the PEB secretary and maintained by the CO as part of the official file.

3. Performance Evaluation Reports

- a. Performance Monitors must remain fully cognizant of the minimum requirements for acceptable performance as addressed in the Performance Requirements Summary. Furthermore, Performance Monitors must ensure that these requirements are understood by any other Government point of contact (POC) who provides input to the PM concerning contractor performance. The PM and POC shall maintain a working familiarity with the grading table as reflected in Attachment III-C, for it is critical that the adjective ratings and grades be assigned in strict accordance with corresponding descriptions.
- b. Performance Monitors shall provide informal monthly performance evaluations to the COTR for compilation. Submissions to the COTR shall be in the current version of MS Word for Windows format. The COTR will forward the compiled report to all PM's as the basis of monthly performance discussion with the contractor.
- c. Notification of deficiencies and weaknesses shall be made as soon as possible after identification of the deficiency so that corrective action may be taken.
- d. Performance Monitors shall prepare formal semi-annual Performance Monitor Reports (PMR's) and submit them to the technical coordinator for review and consolidation into a single PMR for the PEB. Performance Monitor Reports shall include an evaluation for each function contained within the PM's functional area. Evaluation of any areas included in the SOW or any IDIQ tasks that are not explicitly covered by an existing performance requirement may be evaluated by an individual write up on the event. Individual events that are covered by an existing performance requirement may also be written up separately if the significance of the event warrants it. Applicable strong and weak points, significant issues, accomplishments, problems, concerns, and any other appropriate matters will be addressed. This report will in turn be summarized and presented at the functional area level along with a recommended overall adjective rating and grade.