Omb Control Number 2700-0042

AWARD/CONTRACT

1. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 350) — RATING: DO-C9 — PAGE OF PAGES: 1 | 89

2. CONTRACT (Proc. Inst. Ident.) NO.: NAS1-20650

3. EFFECTIVE DATE: 2/1/96

4. REQUISITION/PURCHASE REQUEST/PROJECT NO.: GMG.1329

5. ISSUED BY — CODE:

National Aeronautics and Space Administration
Langley Research Center
Hampton, VA 23681-0001

6. ADMINISTERED BY (If other than Item 5) — CODE:

7. NAME AND ADDRESS OF CONTRACTOR (No., street, city, county, State and ZIP Code)

NCI Information Systems, Inc.
8260 Greensboro Drive, Suite 400
McLean, VA 22102

8. DELIVERY

☐ FOB ORIGIN ☒ OTHER (See below)

9. DISCOUNT FOR PROMPT PAYMENT

10. SUBMIT INVOICES (4 copies unless otherwise specified) TO THE ADDRESS SHOWN IN: ITEM: Reference C

CODE — FACILITY CODE

11. SHIP TO/MARK FOR — CODE:

Reference F.4

12. PAYMENT WILL BE MADE BY — CODE:

Financial Management Division, M/S 175
NASA, Langley Research Center
Hampton, VA 23681-0001

13. AUTHORITY FOR USING OTHER THAN FULL AND OPEN COMPETITION:

☐ 10 U.S.C. 2304(c)( ) ☐ 41 U.S.C. 253(c)( )

14. ACCOUNTING AND APPROPRIATION DATA

PR: GMG.1329; RTR: 992-30-02-07;
JO: M3058; $500,000 (Complete)

15A. ITEM NO.	15B. SUPPLIES/SERVICES	15C. QUANTITY	15D. UNIT	15E. UNIT PRICE	15F. AMOUNT
	Business and Administrative Management Information Services (BAMIS)			Est. Cost / Award Fee	Total
				Phase-In: $ 45,600 / $ 0	$ 45,600
				Initial Period: $ 3,476,300 / $ 201,700	$ 3,678,000
				First Option: $ 3,517,800 / $ 204,100	$ 3,721,900
				Second Option: $ 3,581,800 / $ 207,800	$ 3,789,600
				Third Option: $ 3,662,100 / $ 212,400	$ 3,874,500
				Fourth Option: $ 3,787,200 / $ 219,700	$ 4,006,900
				Total 6 1-Month Options: $ 1,649,400 / $ 89,100	$ 1,738,500
				Total Potential Contract: $19,720,200 / $1,134,800	$20,855,000

15G. TOTAL AMOUNT OF CONTRACT ▶ $

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CONTRACTING OFFICER WILL COMPLETE ITEM 17 OR 18 AS APPLICABLE

17. ☒ CONTRACTOR'S NEGOTIATED AGREEMENT (Contractor is required to sign this document and return 3 copies to issuing office.) Contractor agrees to furnish and deliver all items or perform all the services set forth or otherwise identified above and on any continuation sheets for the consideration stated herein. The rights and obligations of the parties to this contract shall be subject to and governed by the following documents: (a) this award/contract, (b) the solicitation, if any, and (c) such provisions, representations, certifications, and specifications, as are attached or incorporated by reference herein. (Attachments are listed herein.)

18. ☐ AWARD (Contractor is not required to sign this document.) Your offer on Solicitation Number _____ including the additions or changes made by you which additions or changes are set forth in full above, is hereby accepted as to the items listed above and on any continuation sheets. This award consummates the contract which consists of the following documents: (a) the Government's solicitation and your offer, and (b) this award/contract. No further contractual document is necessary.

19A. NAME AND TITLE OF SIGNER (Type or print)

William L. Anderson
EVP

20A. NAME OF CONTRACTING OFFICER

PANICE H. CLARK

19B. NAME OF CONTRACTOR — BY (Signature of person authorized to sign)

19C. DATE SIGNED

20B. UNITED STATES OF AMERICA — BY Panice H. Clark (Signature of Contracting Officer)

20C. DATE SIGNED: 1/26/96

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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 (NASA 18-52.210-72) (DEC 1988)

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 required services set forth in Exhibit A, Statement of Work (SOW).

B.2 ESTIMATED COST, AWARD FEE, AND FIXED FEE

A. The estimated cost of this contract is $3,521,900, exclusive of the award fee of $201,700 and fixed fee* of $0. The total estimated cost, award fee, and fixed fee is $3,723,600.

B. The award fee available for each evaluation period is as follows:

Period	Available Award Fee
February 1, 1996 - July 31, 1996	$100,850
August 1, 1996 - January 31, 1997	$100,850

B.3 CONTRACT FUNDING (NASA 18-52.232-81) (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 $483,150. This allotment is for Business and Administrative Management Information Services (BAMIS) and covers the following estimated period of performance: February 1, 1996 through March 12, 1996.

(b) An additional amount of $16,850 is obligated under this contract for payment of fee.

SECTION C - DESCRIPTION/SPECIFICATIONS/WORK STATEMENT

C.1 STATEMENT OF WORK

The Contractor shall perform the effort specified in Exhibit A, SOW entitled, "Business and Administrative Management Information Services (BAMIS)."

*A fixed fee amount will be inserted if the Government exercises any of the six one-month options to extend the contract term as set forth in H.12, Options.

SECTION E - INSPECTION AND ACCEPTANCE

E.1 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.2 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 PERIOD OF PERFORMANCE (NASA 18-52.212-74) (DEC 1988)

The period of performance of this contract shall be February 1, 1996 through January 31, 1997.

F.2 PLACE OF DELIVERY

Delivery of all items hereunder shall be f.o.b. Langley Research Center.

F.3 PLACE(S) OF PERFORMANCE (LaRC 52.212-98) (OCT 1992)

The place(s) of performance shall be the Contractor's Hampton, Virginia facility and NASA Langley Research Center (LaRC), Hampton, Virginia 23681-0001.

F.4 REPORTS AND DOCUMENTATION DELIVERY

The Contractor shall provide to the Government all reports and items of documentation as required by Exhibit A (Statement of Work), Section I (Contract Clauses), and Exhibit B (Contract Documentation Requirements).

SECTION G - CONTRACT ADMINISTRATION DATA

G.1 SUBMISSION OF VOUCHERS FOR PAYMENT (NASA 18-52.216-87) (DEC 1988)

(a) Public vouchers for payment of costs and fee shall include references to this contract NAS1-20650 and your taxpayer identification number and be forwarded to:

NASA Langley Reserch Center
Attn: Finanicial Management Division, MS 175
Hamton, VA 23681-0001

This is the designated paying office for cost vouchers for purposes of the Prompt Payment clause of this contract.

Cost vouchers shall be submitted for approval through:

DCAA, Rosslyn Branch Office
6800 Versar Center, Room 334
Springfield, VA 22151

Fee vouchers shall be submitted for approval through:

Contracting Officer, MS 126
NASA LaRC
Hampton, VA 23681-0001

(b) The Contractor shall prepare cost and fee vouchers as follows:

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

(2) Four copies of SF 1034A, SF 1035A, or equivalent Contractor's attachment.

(3) The Contractor shall mark SF 1034A copies 1, 2, 3, 4, and such other copies as may be directed by the Contracting Officer by insertion in the memorandum block the names and addresses as follows:

(i)	Original	Financial Managment Division
(ii)	Copy 1	NASA Contracting Officer;
(iii)	Copy 2	Auditor;
(iv)	Copy 3	Contractor; and
(v)	Copy 4	Contract administration office.

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

G.2 PAYMENT OF FIXED FEE (NASA 18-52.216-75) (DEC 1988)

The fixed fee shall be paid in monthly installments based upon the percentage of completion of work as determined by the Contracting Officer.

G.3 AWARD FEE FOR SERVICE CONTRACTS (NASA 18-52.216-76) (SEP 1993)

(a) The Contractor can earn award fee from a minimum of zero dollars to the maximum set forth in B.2.A.
(b) Beginning six months after the effective date of this contract, the Government shall evaluate the Contractor's performance every six months to determine the amount of award fee earned by the Contractor during the period. The Contractor shall submit a self-evaluation of performance for each evaluation period under consideration. These self-evaluations will be considered by the Government in its evaluation. The Government's Fee Determination Official (FDO) will determine the award fee amounts based on the Contractor's performance in accordance with the Award Fee Evaluation Plan dated February 1, 1996. The plan may be revised unilaterally by the Government prior to the beginning of any rating period to redirect emphasis.
(c) The Government will advise the Contractor in writing of the evaluation results. The Contracting Officer will issue a unilateral modification to the contract that will recognize the award fee earned. The Contractor is not required to submit a separate voucher for earned award fee. The Contracting Officer will make payment based on the unilateral modification.
(d) The amount of award fee which can be awarded in each evaluation period is limited to the amounts set forth at B.2.B. Award fee which is not earned in an evaluation period cannot be reallocated to future evaluation periods.
(e) Award fee determinations made by the Government under this contract are not subject to the Disputes clause.

G.4 CONTRACT CLOSEOUT (LaRC 52.242-90) (JUN 1988)

A. Reassignment--After receipt, inspection, and acceptance by the Government of all required articles and/or services, and resolution of any pending issues raised during the Period of Performance, this contract will be reassigned to the NASA Langley Research Center Contracting Officer for Contract Closeout. All transactions subsequent to the physical completion of the contract should, therefore, be addressed to the said Contracting Officer at NASA Langley Research Center, Mail Stop 126, who may be reached by telephone at (804) 864-2462.

B. "Quick Closeout"--Paragraph (f) of the Allowable Cost and Payment clause of this contract addresses the "Quick Closeout Procedure" delineated by Subpart 42.7 of the Federal Acquisition Regulation (FAR). It should be understood that the said procedure applies to the settlement of indirect costs for a specific contract in advance of the determination of final indirect cost rates when the amount of unsettled indirect cost to be allocated to the contract is relatively insignificant. Therefore, the "Quick Closeout" procedure does not preclude the provisions of paragraph (d) of the Allowable Cost and Payment clause nor does it constitute a waiver of final audit of the Contractor's Completion Voucher.

C. Completion Voucher Submittal--Notwithstanding the provisions of the Allowable Cost and Payment clause, as soon as practicable after settlement of the Contractor's indirect cost rates applicable to performance of the contract, the Contractor shall submit a Completion Voucher as required by the aforesaid clause. The Completion Voucher shall be supported by a cumulative claim and reconciliation statement and executed NASA Forms 778, Contractor's Release, and 780, Contractor's Assignment of Refunds, Rebates, Credits, and Other Amounts. Unless directed otherwise by the Contracting Officer for Contract Closeout, the Contractor shall forward the said Completion Voucher directly to the cognizant Government Agency to which audit functions under the contract have been delegated.

G.5 LIST OF INSTALLATION-PROVIDED PROPERTY AND SERVICES (NASA 18-52.245-77) (MAR 1989)

In accordance with the Installation-Provided Government Property clause of this contract, the Contractor is authorized use of the types of property and services listed below, to the extent they are available, while on-site at the NASA installation. However, if the Government fails to provide the property or services specified below and that failure adversely affects the Contractor's ability to perform the contract, the Contracting Officer shall, upon timely written request from the Contractor, (1) make a determination of the effect on the Contractor and (2) equitably adjust the contract in accordance with the procedures provided in the Changes Clause of this contract. Equitable adjustments made pursuant to this clause, however, shall not include adjustments in fee.

(a) Office space, work area space, utilities and existing furniture. The Contractor shall use Government telephones for official purposes only.

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

(1) BAMIS hardware and software that will be made available to the Contractor for use in performance of this contract on-site and at such other locations as approved by the Contracting Officer is listed in Exhibit C, BAMIS Hardware and Software Maintenance Lists. The Government retains accountability for this property under the Installation-Provided Government Property clause, regardless of its authorized location.

(2) The Contractor shall not acquire property as a direct cost under this contract unless expressly authorized by the Contracting Officer. When authorized, this property also shall become accountable to the Government upon its entry into the NASA Equipment Management System (NEMS) in accordance with the property-reporting requirements of this contract.

(3) The Contractor shall advise the Contracting Officer, in writing, before it brings property owned or leased by the Contractor, or other property that the Contractor is accountable for under any other Government contract, on-site for use under this contract. This restriction does not apply to Contractor-furnished vehicles.

(c) On-Center mail delivery service.

(d) Institutional fire and security protection necessary to protect NASA facilities.

(e) Technical manuals/documentation published by the original equipment manufacturers for equipment and software, as available.

(f) Moving and hauling of Government property.

(g) The responsibilities of the Contractor as contemplated by paragraph (a) of the Installation-Provided Government Property clause are defined in the following property management directives and installation supplements to these Directives:

(1) NHB 4200.1, NASA Equipment Management Manual.
(2) NHB 4200.2, NASA Equipment Management System (NEMS) User's Guide for Property Custodians.
(3) NHB 4300.1, NASA Personal Property Disposal Manual.
(4) NHB 4100.1, NASA Materials Inventory Management Manual.

G.6 PRECONTRACT COSTS (NASA 18-52.231-70) (JUN 1995)

The Contractor shall be entitled to reimbursement for costs incurred on or after December 1, 1995 in an amount not to exceed $45,600 that, if incurred after this contract had been entered into, would have been reimbursable under this contract.

SECTION H - SPECIAL CONTRACT REQUIREMENTS

H.1 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

Employee Class	Monetary Wage
Data Processor III	$9.30/hr
Data Processor II	$8.31/hr
Data Processor I	$7.40/hr

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 12.9% 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.2 PROCUREMENT AUTHORITY (201-39.5202-3) (OCT 90 FIRMR)

This acquisition is being conducted under a specific acquisition delegation of GSA's exclusive procurement authority for FIP resources. The specific GSA DPA case number is KMA-94-0409.

H.3 SECURITY PROGRAM/FOREIGN NATIONAL EMPLOYEE INVESTIGATIVE REQUIREMENTS (LaRC 52.204-91) (NOV 1991)

Prior to reporting to Langley Research Center (LaRC) to perform under a contract or grant, each Foreign National shall have approval for access to LaRC facilities from NASA Headquarters, International Relations Division (Code XID). A copy of the access authorization request shall be provided to the LaRC Chief of Security. Additionally, an investigation by the Government shall be completed on each Foreign National contractor prior to reporting to LaRC to perform under a contract or grant. A properly executed "Name Check Request" (NASA Form 531) and a completed "applicant" fingerprint card shall be submitted to the LaRC Security Office, Mail Stop 182, for each Foreign National contractor at least 75 days prior to the estimated entry on duty date. The NF 531 and fingerprint card may be obtained from the LaRC Security Office. If the access approval is obtained from NASA Headquarters prior to completion of the investigation, and the Contracting Officer requires a Foreign National to work on LaRC, an escort request may be considered by the LaRC Chief of Security.

H.4 OBSERVATION OF REGULATIONS AND IDENTIFICATION OF CONTRACTOR'S EMPLOYEES (LaRC 52.212-104) (MAR 1992)

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.

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 Contract 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 4:30 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 after employee termination or contract completion, badges shall be returned to the NASA Contract Badge and Pass Office.

H.5 AUTOMATED INFORMATION SECURITY (AIS) PROGRAM/EMPLOYEE NATIONAL AGENCY CHECK (NAC) AND USER AGREEMENT EXECUTION

A. Work to be performed under this contract requires access to ADP equipment and processing areas. Therefore, the Contractor shall comply with the requirements of NASA's Automated Information Security Program. This program is separate and distinct from security programs for safeguarding classified information. Prior to performing any work in restricted-access computer rooms or accessing NASA ADPE (either remotely or on-site at LaRC), all Contractor employees must have a favorable NAC completed. The Contractor shall submit a properly executed NASA Form 531 (NF 531), Name Check Request, to the LaRC Security Officer, Mail Stop 182, for each Contractor employee who will work in restricted access computer rooms and/or access NASA ADPE. In addition, each such employee is required to be fingerprinted at the LaRC Badge and Pass Office, Building 1228, or by any authorized agency or department utilizing Fingerprint Card FD-258. Approximately 75 days are required to complete the NAC after receipt of the NF 531 and FD-258. The NAC is not required if an employee has a Secret or higher clearance. When it is necessary for an employee to perform any work in restricted access computer rooms prior to completion of the NAC, the employee may be escorted while at the site by an individual who has a favorable NAC or a higher level of investigation favorably adjudicated, or a Secret or higher clearance, or as otherwise approved by the Security Officer. Employees may access NASA ADP equipment prior to completion of the NAC only as approved by the LaRC Security Officer on a case-by-case basis.

B. The Contractor shall ensure that all Contractor personnel execute a user agreement, Form No. MISB N-554, REQUEST/CHANGE FOR MISB COMPUTER ACCESS and any other forms that may be required by the Government prior to having access to NASA ADP resources. Unauthorized access to and/or use of LaRC computing systems is a violation of law and punishable under the provisions of 18 USC 1029, 18 USC 1030 and other applicable statues. For compliance with Center Computer security policy, the Contractor shall promptly notify the Contracting Officer Technical Representative (COTR) when an authorized user employee no longer requires computer access.

H.6 INCORPORATION OF REPRESENTATIONS, CERTIFICATIONS AND OTHER STATEMENTS OF OFFERORS BY REFERENCE

Pursuant to FAR 15.406-1(b), the completed Representations, Certifications and Other Statements of Offerors dated December 15, 1995 is hereby incorporated by reference.

H.7 EVIDENCE OF INSURANCE

The Contractor shall submit evidence of the insurance coverage, required by the NASA Clause 18-52.228-75 in Section I entitled "Minimum Insurance Coverage" (i.e., a Certificate of Insurance or other confirmation), to the Contracting Officer prior to performing under this contract. In the event the Government exercises its options to extend the term of the contract, the Contractor shall also present such evidence to the Contracting Officer prior to commencement of performance under the extension.

H.8 VIRGINIA AND LOCAL SALES TAXES (LaRC 52.229-92) (APR 1992)

To perform this contract, the Contractor must be knowledgeable of relevant state and local taxes when making purchases of tangible personal property. The Contractor shall refrain from paying nonapplicable taxes or taxes where an exemption exists, but shall pay applicable taxes that are reimbursable pursuant to FAR 31.205-41, Taxes. Even though title to property purchased under this contract may pass to the Government and the price is reimbursable under contract cost principles, such transactions do not in themselves provide tax immunity to the Contractor. Therefore, within 30 days after the effective date of this contract, the Contractor shall request from the Virginia State Tax Commission a ruling on any tax exemptions that may be applicable to purchases made under this contract. The Contractor shall provide all facts relevant to the situation and shall pursue an interpretation of the law that is most favorable to both the Contractor and the Government.

H.9 WAGE DETERMINATIONS AND FRINGE BENEFITS (LaRC 52.237-90) (NOV 1990)

The Register of Wage Determinations and Fringe Benefits, Number 94-2544 (Rev. 6) dated June 20, 1995, lists the wage rates and fringe benefits for designated labor classifications which shall be the minimum paid under this contract. See Exhibit E for a copy of this wage determination. This determination constitutes the "attachment" as referred to in paragraph (a), Compensation, of the Section I clause entitled "Service Contract Act of 1965."

H.10 CONTRACT ADJUSTMENTS ASSOCIATED WITH THE ADDITION, DELETION, UPGRADE AND/OR REPLACEMENT OF HARDWARE AND SOFTWARE - ADVANCE AGREEMENT

At any time during the contract term, the Government may add, delete, upgrade, or replace the hardware or software listed in Exhibit C, BAMIS Hardware and Software Lists. The Contractor will be paid for the actual hardware and software maintenance costs. Within 20 business days after the end of each contract year, the Contractor shall submit to the Contracting Officer a comparison of the actual costs with the negotiated costs associated with hardware and

software maintenance. Along with this comparison, the Contractor can present evidence and request consideration for additional available award fee provided that it shall not exceed 2% of the total adjustment to the estimated cost, and provided the following conditions have been met:

A. The net actual costs associated with hardware and software maintenance exceed the negotiated costs by at least 10% through no fault of the Contractor and

B. Additional work was required by the Contractor. For example, re-negotiated or new maintenance contracts require additional work; whereas, price increases associated with existing contracts do not.

Conversely, the Contracting Officer may make a downward adjustment in the available award fee (limited to 2% of the difference) when the net actual cost associated with hardware and software maintenance is 10% or more below the negotiated cost for that contract year. At the Contracting Officer's discretion, an adjustment may include consideration of efficiencies in the Contractor's performance, including productivity improvements. With regard to downward fee adjustments, the Contracting Officer reserves the right to postpone the adjustment to subsequent years in order to offset possible upward fee adjustments or to make a single adjustment at the end of the contract. Through mutual agreement, the Contractor and Contracting Officer may carryover upward fee adjustments to subsequent years as well.

H.11 LIMITATION OF FUTURE CONTRACTING (NASA 18-52.209-71) (DEC 1988)

(a) The Contracting Officer has determined that this acquisition may give rise to a potential organizational conflict of interest. Accordingly, the attention of all prospective offerors is invited to FAR Subpart 9.5--Organizational Conflicts of Interest.
(b) The nature of this conflict involves the preparation of technical specifications for hardware, software and/or information services.
(c) The restrictions upon future contracting are as follows:
(1) If the Contractor, under the terms of this contract, or through the performance of tasks pursuant to this contract, is required to develop specifications or statements of work that are to be incorporated into a solicitation, the Contractor shall be ineligible to perform the work described in that solicitation as a prime or first-tier subcontractor under an ensuing NASA contract. This restriction shall remain in effect for a reasonable time, as agreed to by the Contracting Officer and the Contractor, sufficient to avoid unfair competitive advantage or potential bias (this time shall in no case be less than the duration of the initial production contract).
(2) To the extent that the work under this contract requires access to proprietary, business confidential, or financial data of other companies, and as long as such data remains proprietary or confidential, the Contractor shall protect these data from unauthorized use and disclosure and agrees not to use them to compete with those other companies.

H.12 OPTIONS

Priced Options/Extended Services

Pursuant to the Section I clause entitled 52.217-9, Option to Extend the Term of the Contract (MAR 1989), and FAR 37.111, the Contractor hereby grants to the Government options to extend the term of the contract by four one-year periods and six one-month periods. The first through fourth option periods are to be exercisable by issuance of a unilateral modification no later than 30 calendar days prior to the expiration of the contract. The fifth through tenth option periods are not subject to the time period specified in Paragraph (a) of FAR Clause 52.217-9, but may be exercised by the issuance of a unilateral modification prior to the expiration of the contract. Upon exercise of such option(s) by the Government, the following items will be increased by the amounts specified below for each option period.

A. First through Fourth Option Periods

Item	First Option Period	Second Option Period	Third Option Period	Fourth Option Period
Period of Performance (Ref. F.1)	12 months	12 months	12 months	12 months
Estimated Cost (Ref. B.2.A)	$3,517,800	$3,581,800	$3,662,100	$3,787,200
Award Fee (Ref. B.2.A)	$ 204,100	$ 207,800	$ 212,400	$ 219,700
Award Fee Availability (Ref. B.2.B)				
2/1/97 - 7/30/97	$ 102,050			
8/1/97 - 1/31/98	$ 102,050			
2/1/98 - 7/30/98		$ 103,900		
8/1/98 - 1/31/99		$ 103,900		
2/1/99 - 7/30/99			$ 106,200	
8/1/99 - 1/31/00			$ 106,200	
2/1/00 - 7/30/00				$ 109,850
8/1/00 - 1/31/01				$ 109,850

B. Fifth through Tenth Option Periods

	Fifth Option Period	Sixth Option Period	Seventh Option Period	Eighth Option Period	Ninth Option Period	Tenth Option Period
Period of Performance (Ref. F.1)	1 month	1 month	1 month	1 month	1 month	1 month
Estimated Cost (Ref. B.2.A)	$274,900	$274,900	$274,900	$274,900	$274,900	$274,900
Fixed Fee (Ref. B.2.A)	$ 14,850	$ 14,850	$ 14,850	$ 14,850	$ 14,850	$ 14,850

PART II - CONTRACT CLAUSES

SECTION I - CONTRACT CLAUSES

I.1 LISTING OF CLAUSES INCORPORATED BY REFERENCE:

NOTICE: The following solicitation provisions and/or contract clauses are hereby incorporated by reference.

FEDERAL ACQUISITION REGULATION (48 CFR CHAPTER 1) CLAUSES

CLAUSE NUMBER	TITLE AND DATE
52.202-1	Definitions (SEP 1991)
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)
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52.203-12	Limitation on Payments to Influence Certain Federal Transactions (JAN 1990)
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52.208-8	Helium Requirement Forecast and Required Sources for Helium (FEB 1995)
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52.210-7	Used or Reconditioned Material, Residual Inventory, and Former Government Surplus Property (MAY 1995)
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52.212-13	Stop-Work Order (AUG 1989) Alternate I (APR 1984)
52.215-1	Examination of Records by Comptroller General (JUL 1995)

52.215-2	Audit and Records - Negotiation (OCT 1995)
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52.215-22	Price Reduction for Defective Cost or Pricing Data (JAN 1991)
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52.216-8	Fixed Fee (APR 1984)
52.217-9	Option to Extend the Term of the Contract (MAR 1989)1
52.219-6	Notice of Total Small Business Set-Aside (APR 1984)
52.219-8	Utilization of Small Business Concerns and Small Disadvantaged Business Concerns (FEB 1990)
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52.222-1	Notice to the Government of Labor Disputes (APR 1984)
52.222-2	Payment for Overtime Premiums (JUL 1990)2
52.222-3	Convict Labor (APR 1984)
52.222-4	Contract Work Hours and Safety Standards Act - Overtime Compensation (JUL 1995)
52.222-26	Equal Opportunity (APR 1984)
52.222-28	Equal Opportunity Preaward Clearance of Subcontracts (APR 1984)
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52.222-36	Affirmative Action for Handicapped Workers (APR 1984)
52.222-37	Employment Reports on Special Disabled Veterans and Veterans of the Vietnam Era (JAN 1988)
52.222-41	Service Contract Act of 1965, as Amended (MAY 1989)
52.223-2	Clean Air and Water (APR 1984)
52.223-6	Drug-Free Workplace (JUL 1990)
52.225-3	Buy American Act - Supplies (JAN 1994)
52.225-11	Restrictions on Certain Foreign Purchases (MAY 1992)
52.227-1	Authorization and Consent (JUL 1995)
52.227-2	Notice and Assistance Regarding Patent and Copyright Infringement (APR 1984)
52.227-14	Rights in Data - General (JUN 1987) -- as modified by NASA FAR Supplement 18-52.227-14
52.227-19	Commercial Computer Software - Restricted Rights (JUN 1987)-- as modified by NASA FAR Supplement 18-52.227-19
52.228-7	Insurance - Liability to Third Persons (APR 1984)
52.232-9	Limitation on Withholding of Payments (APR 1984)
52.232-17	Interest (JAN 1991)

1Insert: (a) 30 days, (c) 5 1/2 years
2Insert: (a) 0

52.232-22	Limitation of Funds (APR 1984)--as modified by NASA FAR Supplement 18-32.705-2
52.232-23	Assignment of Claims (JAN 1986)
52.232-25	Prompt Payment (MAR 1994)
52.232-28	Electronic Funds Transfer Payment Methods (APR 1989)--as modified by NASA FAR Supplement 18-32.908
52.233-1	Disputes (MAR 1994) Alternate I (DEC 1991)
52.233-3	Protest After Award (AUG 1989) Alternate I (JUN 1985)
52.237-2	Protection of Government Buildings, Equipment and Vegetation (APR 1984)
52.237-3	Continuity of Services (JAN 1991)
52.242-1	Notice of Intent to Disallow Costs (APR 1984)
52.242-13	Bankruptcy (JUL 1995)
52.243-2	Changes - Cost-Reimbursement (AUG 1987) Alternate II (APR 1984)
52.244-2	Subcontracts (Cost-Reimbursement and Letter Contracts) (FEB 1995) Alternate I (JUL 1995)1
52.244-5	Competition in Subcontracting (APR 1984)
52.245-5	Government Property (Cost-Reimbursement, Time-and-Material, or Labor-Hour Contracts) (JAN 1986)
52.246-5	Inspection of Services - Cost-Reimbursement (APR 1984)
52.246-25	Limitation of Liability - Services (APR 1984)
52.247-35	F.o.b. Destination, within Consignee's Premises (APR 1984)
52.248-1	Value Engineering (MAR 1989)
52.249-6	Termination (Cost-Reimbursement) (MAY 1986)
52.249-14	Excusable Delays (APR 1984)
52.252-2	Clauses Incorporated by Reference (JUN 1988)
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

CLAUSE NUMBER	TITLE AND DATE
18-52.204-78	Security Plan for Unclassified Federal Computer Systems (SEP 1993)
18-52.216-75	Payment of Fixed Fee (DEC 1988)
18-52.216-76	Award Fee for Service Contracts (SEP 1993)
18-52.216-89	Allowable Cost and Payment (APR 1994)
18-52.219-74	Use of Rural Area Small Businesses (SEP 1990)
18-52.219-76	NASA Small Disadvantaged Business Goal (JUL 1991)
18-52.219-77	NASA Mentor-Protege Program (JAN 1994)
18-52.223-70	Safety and Health (SEP 1993)
18-52.228-75	Minimum Insurance Coverage (OCT 1988)
18-52.237-70	Emergency Evacuation Procedures (DEC 1988)
18-52.242-70	Technical Direction (SEP 1993)
18-52.242-72	Observance of Legal Holidays (AUG 1992) Alternate II (SEP 1989)
18-52.245-70	Acquisition of Centrally Reportable Equipment (MAR 1989)

1Insert: (e) Lockheed Martin Engineering and Services

18-52.245-71	Installation-Provided Government Property (MAR 1989) Alternate I (MAR 1989)
18-52.252-70	Compliance with NASA FAR Supplement (MAR 1989)
201-39.5202-5	Privacy or Security Safeguards (OCT 90 FIRMR)

PART III - LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACHMENTS

SECTION J - LIST OF ATTACHMENTS

Exhibit A	Statement of Work, 16 pages
Exhibit B	Contract Documentation Requirements, 5 pages
Exhibit C	BAMIS Hardware and Software Lists, 16 pages
Exhibit D	BAMIS Applications Portfolio, 10 pages
Exhibit E	Register of Wage Determinations and Fringe Benefits, 9 pages
Exhibit F	Security Plan for Unclassified Federal Computer Systems, 14 pages

STATEMENT OF WORK

BUSINESS AND ADMINISTRATIVE MANAGEMENT
INFORMATION SERVICES (BAMIS)

NAS1-20650
EXHIBIT A

NASA — LANGLEY RESEARCH CENTER —

HAMPTON, VA

23681-0001

TABLE OF CONTENTS

1. Introduction

1.1 LaRC Business and Administrative Management Information Services

The Management Information Systems Branch (MISB) at the Langley Research Center (LaRC) provides Business and Administrative Management Information Services (BAMIS) to LaRC. BAMIS services are critical to LaRC's mission and must be provided in a cost-effective and secure manner while providing maximum flexibility for growth and change.

The BAMIS computing environment consists of a Central Business and Administrative Computing Complex (CBACC) and outlying networked terminals and workstations. BAMIS applications software runs on central mainframes (host based applications) and on distributed computers both in the CBACC and located remotely (distributed applications).

The applications software portfolio consists of both Agency standard systems (host based), developed under the Automated Information Management (AIM) Program, and unique LaRC applications (both host based and distributed) developed and maintained locally.

1.2 Automated Information Management (AIM) Program

The AIM program was established in 1984 to develop and implement standard systems for business and administrative computing within NASA. It provides a management and technical framework for the definition, design, development, implementation, and support of NASA business and administrative information systems.

The Assistant Administrator for Management Systems and Facilities (NASA Headquarters, Code J) is responsible for AIM program management and technical guidance. AIM requires functional sponsorship by the major system users and employs a formal system development life cycle. Program guidance is contained in three volumes:

Volume 1- Life Cycle Management
Volume 2- Document Specifications
Volume 3- Standards and Guidelines

Formal data administration (DA) and information engineering functions have been built into the AIM processes and procedures. Two advisory groups assist the Program Manager. The AIM council provides (1) advice from a senior management perspective, (2) advocacy, and (3) two-way communications. The Uniform Configuration and Technical Support Committee (UCATS) and its working groups provide technical advice and implementation leadership.

Initially, AIM created a standard system architecture within a host-based computing environment. Currently, the architecture is being expanded to a distributed environment.

The scope of the AIM applications has been categorized into five major functional areas: Financial, Procurement, Human Resources, Property, and Facilities. The systems implemented within the Program are further described in Exhibit D, BAMIS Applications Portfolio.

LaRC frequently assumes a leadership role in implementing information technology through initiation or participation in pilot and prototype initiatives, either locally or sponsored by the Agency.

1.3 Center-Unique Systems

A number of applications have been developed to meet requirements unique to LaRC. These must be maintained, and possibly even modified, until Agency standard replacements are made available. These must be maintained, and possibly modified for an indefinite period. In addition, from time to time, requirements may arise for new or substantially enhanced Center-unique applications that will need to be developed and maintained.

1.4 Scope

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:

Operations
Equipment Maintenance
Systems Administration
Applications Portfolio Management
Customer Support
Systems Development and Enhancement
Systems Studies

in support of business and administrative information systems at the LaRC.

1.5 Definitions

Business days - Monday through Friday, except Federal holidays.

Prime shift - From 6:00 a.m. until 6:00 p.m. on business days.

BAMIS equipment - The current inventory of computer systems and peripheral equipment listed in Exhibit C, BAMIS Hardware and Software Lists. This inventory is subject to change over the life of the contract to accommodate changes in requirements and technology.

BAMIS systems software - The current inventory of operating systems and related software listed in Exhibit C, BAMIS Hardware and Software Lists. This inventory is subject to change over the life of the contract to accommodate changes in requirements and technology.

BAMIS applications portfolio - The current inventory of application software listed in Exhibit D, BAMIS Applications Portfolio. The scope, content, and technology base associated with this inventory is subject to change over the life of the contract to accommodate changing customer/user needs as well as changing technology.

2. General Requirements

2.1 Facilities

The on-site CBACC (in Langley Building 1152) and an on-site modular office complex (Langley Building 1130T-3) will be utilized to perform the work described in Statement of Work Sections 3, 4, 5.2 (partial), 5.4 (partial), and 7.1. The on-site Evaluation and Information Center (EIC), Langley Building 1130T-1, will be used in performance of the services under SOW Sections 7.4 and 7.5 (partial).

The Contractor shall provide an off-site facility for Contractor employees performing the services defined in SOW Sections 5.1, 5.2 (partial), 5.3, 5.4 (partial). 5.5, 6.1 through 6.6, 7.2, 7.3, 7.5 (partial), and 7.6, except for direct supervision and support to the functions located in Government on-site facilities. The Contractor shall provide a T-1 (1.544 Mbps) data communications circuit at the off-site facility to provide for an interface with the LaRCNET communications network at the Langley Research Center.

On occasion, Contractor personnel may be required to relocate on-site at LaRC to support activities such as end-user development (reference SOW Section 7.2), applications development and enhancement (reference SOW Section 8), and special studies (reference SOW Section 9).

2.2 Hours of Operation

The CBACC shall be operational 24 hours per day on business days. The hours of operation of the help desk and new-product demonstration center are specified in subsequent sections 7.1 and 7.4, respectively.

2.3 Standards

All work shall be performed in compliance with NASA standards as prescribed in the NASA Information Resources Management (IRM) Handbook, NHB 2410.1F and related Interim IRM Notices (IIN's), the AIM Program Guidance, and the Federal Information Processing Standards (FIPS).

NASA has standardized on ADABAS as the data base management system and NATURAL as the programming language for the Agency's host-based systems. An extended architecture involving client server capabilities is currently being implemented across the Agency by the AIM Program Office. This architecture is comprised of a series of IBM RISC 6000 computers, running the UNIX Operating System, AIX, and Sybase 10 Relational Data base Management System, and the Sybase Omni SQL Gateway middleware product for data integration among heterogeneous data base management systems.

2.4 Performance

Performance metrics associated with specific functions are listed within the paragraph describing the function. The performance metrics are stated in the form of goals. Some metrics (e.g., response times) are quantified within the SOW; some metrics (e.g., schedule compliance) will be situationally dependent and will need to be determined and specified as the situations arise; and some metrics (e.g. resolution of emergency production problems) will involve a comparison of actual performance against established or negotiated improvement goals.

For customer support involving minor modifications to existing application systems, end user application development and enhancement, and special studies, the Work Evaluation Form (Appendix 1) will be used to evaluate the customer satisfaction aspect of contractor performance.

In response to changing requirements and technology, the Contractor shall extend and refine the metrics used to evaluate the service provided and to otherwise manage the contract.

Performance Metrics:

Eighty percent (80%) of IBM mainframe CICS transactions process in 1.6 seconds or less.

Eighty percent (80%) of all non-mainframe transactions processed in 3.0 seconds or less.

All systems available for BAMIS operations 99 percent of prime shift hours, including scheduled extensions to prime shift.

2.5 Security, Risk, and Contingency Management

The Contractor shall manage the application of proper levels of security associated with the systems, facilities, and resources for which the Contractor is responsible. Currently, the highest level of security involves sensitive unclassified systems and data.

The Contractor shall develop, implement, and maintain an in-house Automated Information Security (AIS) Awareness and Training Program. AIS awareness training shall be conducted for each employee at least annually; more frequently if dictated by events or circumstances.

The Contractor shall participate in the development of LaRC Security Plans and perform Data Processing Installation (DPI) vulnerability assessments. Monitoring and periodic (at least annually) reporting of the status of Contractor's portion of the AIS Program shall be required.

The Contractor shall report AIS security incidents and infractions to the cognizant DPI or Sensitive Application Computer Security Official. AIS security incidents and infractions shall be reported to the cognizant DPI or Sensitive Application Computer Security Official within one half hour of being discovered on prime shift, and within 8 hours on non-prime shifts or weekends. DPI risk analysis shall be conducted at least once every 3 years; or as often as there is sufficient change to the DPI environment that could affect risk.

The Contractor shall perform risk management for all BAMIS DPI's, including risk analysis, risk reduction planning and implementation, provision of off-site data storage, and disaster recovery (business resumption) planning.

The Contractor shall provide an off-site disaster recovery capability and shall perform once a year hot site testing for validating and refining the Disaster Recovery Plan (DRP). In the event of a disaster, the Contractor shall implement the DRP.

Performance Metric:

A successful hot site test, with all objectives met, conducted at least once in any 12-month period.

2.6 Technology Assessment and Application

The Contractor shall assess the potential of new information system technologies, methodologies, and software packages for enhancing the BAMIS environment and for meeting operational requirements for new systems, networks, data bases, and applications. The Contractor shall

selectively apply recommended methodology and software packages through pilot or prototype initiatives or more traditional system development and implementation activities.

3. Operations

Operations shall include equipment operations, input/output control, data entry and verification, production scheduling, logistics, management of storage media libraries, and physical access control.

3.1 Equipment Operations

The Contractor shall operate all on-site BAMIS equipment, as noted in Exhibit C-1, except for end-user hardware.

3.2 Production Input/Output and Scheduling

The Contractor shall convert source documents used in the execution of LaRC's business processes to computer input media in accordance with Government schedules. The primary mode of data entry is by a standalone PC-based data entry system. Occasionally, on-line terminal data entry will be required.

The Contractor shall schedule all batch input/output processing; perform quality assurance reviews including manual checking of control totals, batch totals, job control language, and other required checklists; prepare all outputs for distribution; and provide microfiche capabilities.

The Contractor shall schedule production runs and systems availability according to Government priorities, sequence requirements, and service-level objectives. The Contractor shall develop production schedules to optimize the utilization of processor resources.

Performance Metric:

Ninety-eight percent (98%) of scheduled production output products delivered to correct recipient locations within 1 work day of their production run.

3.3 Logistics

The Contractor shall maintain 1-month inventory of supplies and storage media for the CBACC, using the Langley stock requisition form. The Contractor shall install and perform acceptance tests of equipment; prepare documentation for excessing equipment; relocate terminal devices; and maintain floor plans to reflect the location of equipment, cable ways and cables, data communication circuits, and electrical wiring.

3.4 Storage Media Libraries

The Contractor shall manage the magnetic and other storage media library systems, clean media on a periodic basis, and archive media for backup purposes. The Contractor shall provide, at an off-site facility, a media archive capable of storing approximately 200 cubic feet of both cartridge and reel tape media. This off-site storage shall be protected against fire, water, and physical hazards.

4. Equipment Maintenance and Upgrade

The Contractor shall maintain the BAMIS hardware and power equipment (Exhibit C-2), and operate associated system environmental protection equipment considered part of the CBACC. In

addition, equipment to be maintained shall include interconnecting signal cables needed for the CBACC. This includes all signal cables that are an integral portion of the equipment and power cables and mating connectors provided with the equipment.

All preventive maintenance, remedial maintenance, and hardware upgrades shall be performed using parts and procedures that are at least equal to OEM recommendations.

The contractor shall develop and implement an effective preventative maintenance, remedial maintenance, and hardware upgrade program that is designed to minimize equipment repair downtime, frequency of equipment breakdowns, and to meet the monthly system availability performance criteria given in Section 2.4. The Contractor shall, through analysis of maintenance records and other data, assess the performance of the maintenance system, identify important performance factors, report to the Government on the system's performance, and identify and implement improvements.

The Contractor shall document all system malfunctions on a systems malfunction report. A system malfunction report contains the description of the problem and its fix, identification of the item on which the malfunction occurred, and pertinent times such as that of notification, arrival, and deferment.

The Contractor shall provide support for the removal of BAMIS equipment from the CABCC. This support will consist of disconnecting all signal and electrical power cables, removing signal cables and preparing the equipment for shipment.

5. Systems Administration

Systems administration includes operating system software maintenance, technical support and consulting, performance measurement and tuning, access control, and data base management associated with the BAMIS systems software. The AIM Program Office specifies the schedules for upgrading the operating system software (identified by an asterisk in Exhibit C) essential to the AIM Program.

5.1 Operating System Software Maintenance

The Contractor shall perform the requisite planning, acquire associated training, and test operating system software releases prior to implementation. If the operating system software releases/upgrades impact applications software, the Contractor shall accomplish the associated planning, scheduling, and implementation between the two software maintenance activities.

The Contractor shall diagnose operating system software failures; formulate and execute by-pass procedures; communicate diagnostic findings to the appropriate vendor; receive, test, and apply fixes; and record the changes in the configuration management system. If the failing software is maintained in-house by the Contractor, the Contractor shall formulate, test, and apply the fixes. Operating system software failures shall be appropriately documented and tracked in the problem reporting system.

The Government will be responsible for purchasing all software licensing agreements. The Contractor shall notify the Government of the availability of updates and successor products to

the current installed system software as well as the availability of applicable new products. The Contractor shall provide to the Government updates of the current Government-licensed and

-installed system software when no new license is required. This shall include corrective code and enhancements to the system software listed in Exhibit C.

The Contractor shall provide, on machine-readable media, source code, if available, for all software products for which the Government has obtained source code licenses. The source code must be readily accessible by Government and other contractor personnel.

The Contractor shall acquire and maintain reference documentation and/or arrange for reference services appropriate to accomplishing the operating system software maintenance function.

The Contractor shall implement all configuration management and security controls associated with or affected by operating system software maintenance functions.

Performance Metrics

Initiation of software release planning within 5 work days of initial notification or knowledge of requirement for operating system software upgrade; completion of successful implementation not later than negotiated plan and schedule.

Corrective action initiated within 15 minutes of discovery to resolve prime shift production support problems involving operating system software.

5.2 Technical Support and Consulting

The Contractor shall provide technical support, consulting, and coordination to ensure orderly system implementation, integration, and operation of operating system software.

5.3 Performance Measurement and Tuning

The Contractor shall conduct performance analysis and tuning on each of the operating system software components, and implement changes to meet service requirements given in Section 2.4.

Performance Metric:

Maintain not less than 40 percent nor more than 80 percent peak utilization of all disks.

5.4 Access Control

The Contractor shall analyze system/data access requirements and develop, implement, and maintain user profiles needed to meet the requirements. The Contractor shall process all additions and deletions of user profiles. The Contractor shall provide password reset services as required. The Contractor shall collect, analyze, and report monthly information relevant to the management of system access. The Contractor shall implement access security controls and processes which shall be reviewed and validated at least annually; or when the controls or processes are affected by system, environmental, or policy changes.

Performance Metric:

Ninety-five percent (95%) of user account additions and deletions processed within 1 work day, and 100 percent within two work days.

5.5 Data Base Administration

The Contractor shall physically configure/re-configure, back up, and restart/recover the data bases.

6. Applications Portfolio Management

The Contractor shall perform the technical management of the business computing application portfolio; e.g., content and technical structure/modularity of programs, use of programming languages, and application of contemporary system engineering technologies. Applications portfolio management includes applications software maintenance and upgrade, applications modification, technical support and consulting, performance measurement and tuning, and security associated with the BAMIS applications portfolio. It also includes estimating resources and planning for the development of new applications and significant enhancements to existing applications (but not their implementation). The AIM Program Office specifies the schedules for upgrading the Agencywide applications.

6.1 Applications Software Maintenance

The Contractor shall perform the requisite planning, associated training, and testing of application software releases prior to implementation.

The Contractor shall diagnose applications software failures; formulate and execute by-pass procedures; formulate, apply, and test fixes for the problem(s); and record the changes in the configuration management system. If the software is externally developed (AIM Program or commercial off-the-shelf), the Contractor shall communicate diagnostic findings to the appropriate development installation (DI) or vendor; receive, test, and apply fixes from the DI or vendor; and record the changes in the configuration management system. Applications software failures shall be appropriately documented and tracked in a problem reporting system.

The Contractor shall develop, acquire, and maintain reference documentation and/or services appropriate to accomplishing the applications software maintenance function.

The Contractor shall implement configuration management associated with or affected by the applications software maintenance functions.

Performance Metrics:

Initiation of applications software release planning within 5 days of initial notification of requirements for upgrade; completion of successful implementation not later than negotiated plan and schedule.

Corrective action initiated within 15 minutes of discovery to resolve prime shift production support problems involving application system software; application system software failures documented during the shift on which they are discovered.

6.2 Application Software Modification

The Contractor shall make minor modifications to existing applications software to conform to changes in equipment or operating systems, to comply with new regulations or laws governing the Agency's business data processing, or to make minor changes in functional capability.

Performance Metric

Completion of successful implementation within negotiated plan, schedule, and cost; customer evaluation Satisfactory or higher for all applications software modification work.

6.3 Technical Support and Consulting

The Contractor shall provide technical support, consulting, and coordination to ensure orderly implementation, integration, and operation of application system software.

6.4 Performance Measurement and Tuning

The Contractor shall conduct performance analysis and tuning on each of the application system software components, and shall implement changes appropriate to the improvement of system performance.

6.5 Security

The Contractor shall develop, implement, and maintain computer security controls and procedures necessary to prevent unauthorized access to computer resources.

6.6 Data Administration

The Contractor shall use contemporary data management techniques to manage the data that supports the customer's information requirements.

7. Customer Support

Customer Application Support includes a help desk, end-user related application development assistance, consultation, product demonstration, user training, and other customer services.

7.1 Help Desk

The Contractor shall provide a help desk that customers can call or visit to obtain problem resolution or information concerning BAMIS services. The help desk shall be available from 7:00 a.m. until 5:00 p.m. on business days.

Performance Metrics:

Eighty percent (80%) of customer problems/questions resolved, with customer notified within 4 hours of initial call.

For escalated problems/questions (those not resolved within 4 hours), customer feedback on status provided within 1 work day of initial call, and at least every second work day thereafter until resolved.

7.2 End-User Support and Application Development

The Contractor shall develop and maintain selected end-user applications related to business computing. This SOW element is to provide the front-end analysis of end-user application requirements and to develop proposed solutions. Depending upon the nature of the solution selected, the follow-on work will either be done as minor/major modification to existing systems or as new system development.

7.3 Consultation

The Contractor shall assist users in defining data and information requirements, data sources, and intended end-user applications; and shall recommend appropriate information technology, products, and capabilities for satisfying user information requirements.

The Contractor shall provide consultation in the use of BAMIS support products and capability such as ad-hoc languages, file transfer products, statistical analysis packages, and other supported commercial or governmental off-the-shelf (COTS/GOTS) software products for business computing.

7.4 Product Demonstration and Assistance

The Contractor shall operate a new-product demonstration center in the on-site, Government-furnished facility (Building 1130T-1), where customers can evaluate selected contemporary business computing-related personal computing hardware and software. The new-product demonstration center shall be open 8:00 a.m. to 4:30 p.m. on business days.

The Contractor shall provide new products to be included in the demonstration center. The Contractor shall answer customer questions (either directly or by referral), and provide advice and information relative to the use of the hardware and software.

The Contractor shall maintain reference material suitable to the scope of the product demonstration center.

The Contractor shall maintain all demonstration hardware and software free from computer viruses.

The Contractor shall provide assistance to outside vendors for the demonstration of new software and hardware products and services to the LaRC community. The Contractor shall coordinate the schedule, make arrangements with the vendors, and publicize the demonstrations to the LaRC community. The Contractor shall also participate in LaRC-sponsored activities such as demonstrations, expositions, and technology fairs.

Performance Metrics:

Answer 80 percent of telephone inquireies on initial call.

Initiate assistance to walk-in customers within 5 minutes of arrival.

7.5 User Training

The Contractor shall provide user training in support of selected BAMIS applications, products, and services.

The Contractor shall:

a. Design and develop training materials including course objectives, descriptions, syllabi, class handouts, and quick reference documents.

b. Schedule classes and arrange for classrooms and related peripheral support (e.g., visuals, equipment.).

c. Conduct appropriate user training for BAMIS hardware and software components.

d. Validate the quality and content of the training courses. Revise courses based on feedback and to stay abreast of relevant changes in methods, procedures, and guidance.

e. Provide information for/input to student records.

Performance Metric:

All student evaluations of training received (using the Evaluation of Training form provided as Appendix 2, or a similar form) rated "Satisfactory" or higher.

7.6 Other Customer Services

The Contractor shall provide additional customer services in any aspect of end-user business computing or office systems, either on an exception basis or as an assigned responsibility deemed appropriate in support of evolving information systems technology.

8. Applications Development and Enhancement

The Contractor shall develop new BAMIS applications and make major functional changes to existing BAMIS applications as required by the Government. No applications development or enhancement projects are anticipated to be active at contract initiation; however, any such projects that become required will be included in the negotiations prior to award or covered by change orders to the contract at a later time.

Performance Metric:

Completion of successful implementation within negotiated plan, schedule, and cost; customer evaluation Satisfactory or higher for all applications development and enhancement work.

9. Special Studies

The contractor shall perform BAMIS-related feasibility and/or special studies as required by the Government. They may involve analyzing new technologies, defining user requirements, analyzing existing environments, identifying constraints, deriving and analyzing alternative solutions, recommending approaches/solutions, and estimating costs and benefits. No special studies are anticipated to be active at contract initiation; however, any such studies that become required will be included in the negotiations prior to award of contract or covered by change orders to the contract at a later time.

Performance Metric:

Completion of successful implementation within negotiated plan, schedule, and cost; customer evaluation Satisfactory or higher for all BAMIS-related feasibility and special studies.

APPENDIX 1

WORK EVALUATION FORM

CONTROL NUMBER: _____

APPLICATION: _____

TITLE OF REQUIREMENT: _____

_____

INITIATOR: _____

COTR APPROVAL DATE: _____

START DATE: _____ **COMPLETION DATE:** _____

ACCEPTED: ☐ *(Comment required)*

REJECTED: ☐ *(Comment required)*

COMMENT: (Please identify worker(s) and/or processes particularly noteworthy for praise or improvement, and any other comments.)

SATISFACTION RATING:
(How do you rate the contractor's performance in satisfying this request?)

☐ **Very Good** ☐ **Satisfactory** ☐ **Unsatisfactory**

CUSTOMER'S SIGNATURE: _____ **DATE:** _____

APPENDIX 2

RETURN TO M/S 309
ATTN: _____

EVALUATION OF TRAINING

TITLE OF COURSE _____ DATES _____

PARTICIPANTS NAME _____ DIV _____ M/S _____ PHONE _____

NASA ☐ ARMY ☐ CONTRACTOR ☐ INSTRUCTOR _____

IMMEDIATE SUPERVISOR _____ PHONE _____

AREAS OF EVALUATION

DIRECTIONS: CHECK APPROPRIATE BLOCK IN EACH COLUMN

	EXCEL	SATIS	POOR	
(1) OBJECTIVES ACCOMPLISHED				
(2) COVERAGE OF MATTER				
(3) ORGANIZATION OF SUBJECT MATTER				
(4) EFFECTIVENESS OF INSTRUCTOR(S)				
(5) SUITABILITY OF MATERIALS (INTEGRATION IN CLASSROOM ACTIVITIES)				
(6) LEVEL OF DIFFICULTY				TOO ELEMENTARY
				TOO ADVANCED
(7) LENGTH OF COURSE				TOO SHORT
				TOO LONG
(8) APPLICATION OF SUBJECT MATTER				
(9) SUITABILITY FOR COLLEAGUES				

COMMENTS/SUGGESTIONS: PLEASE COMMENT ON STRENGTHS, WEAKNESSES, AND ANY CHANGES DESIRED _____

CONTINUE ON OTHER SIDE IF NECESSARY

EXHIBIT B - CONTRACT DOCUMENTATION REQUIREMENTS

I. DOCUMENTATION PREPARATION/SUBMISSION INSTRUCTIONS

A. Financial Management Reports--The Contractor shall comply with the Section I clause of this contract entitled "NASA Contractor Financial Management Reporting" by monthly submission of NASA Form 533M, Monthly Contractor Financial Management Report. The form shall be prepared and submitted in accordance with the instructions set forth on the reverse side of the form and NASA Handbook "Procedures for Contractor Reporting of Correlated Cost and Performance Data" (NHB 9501.2) as further definitized below.

1. Due not later than the 10th operating day following the close of the Contractor's accounting period being reported.

2. Columns 7.b. and d. shall be completed using the approved time-phased financial baseline plan (Reference Paragraph E below).

3. Columns 8.a. and b. shall be completed using estimates (forecasts) for the succeeding two months.

4. Minimum reporting categories:

Direct Labor (Contractor Site)
Direct Labor (Government Site)
Total Direct Labor
Second Shift Premium
Third Shift Premium
Total Labor and Shift Premium
Overhead (Contractor Site)
Overhead (Government Site)
Total Overhead
Direct Fringe Allocation
Total Direct Fringe Benefits included in Overhead
Major Subcontract
Hardware Maintenance
Software Maintenance
Disaster Recovery
Microfiche
Training
Other ODCs
G&A (Labor and Overhead)
G&A (Other Costs)
Total Cost
Award Fee
Fixed Fee
Total Cost Plus Fee

5. Each 533M shall include a narrative explanation for variances exceeding 10 percent between planned dollars and actual dollars for each reporting category.

B. Quarterly Financial Management Report--The Contractor shall submit a quarterly financial report detailed by categories specified in Paragraph A.4 above on NASA Form 533Q at times and in accordance with the instructions contained on the reverse side of the form. The initial 533Q shall be submitted within 10 operating days after contract award.

C. Disabled Employee Hiring Policies and Procedures--Within 15 business days after the effective date of the contract, the Contractor shall submit for the

Contracting Officer's approval his/her company's policies and procedures for recruiting, hiring, training and career development of disabled persons.

D. Timekeeping Policies and Procedures--Within 15 business days after the effective date of the contract, the Contractor shall submit for the Contracting Officer's approval the Contractor's timekeeping policies and practices. Include policies and procedures for notifying employees and for reporting time and attendance during Center closings (e.g., inclement weather, furloughs and executive orders).

E. Financial Baseline Plan--Within 15 business days after the effective date of the contract, the Contractor shall submit a time-phased financial baseline plan, detailing your planned monthly costs for the initial 12-month contract period and for each option year. The total estimated cost for each contract year shall reflect the negotiated value. The plan shall include subtotals for each six month period to coincide with the award fee evaluation periods. The plan shall be revised each time a contract modification is executed that increases or decreases the contract estimated cost. The plan shall not be revised to include overrun costs. The revised plan shall be submitted within 10 business days of the effective date of the contract modification. The plan shall be prepared using the categories specified in A.4.

F. Safety and Health Plan--Within 20 calendar days after the effective date of the contract, the Contractor shall submit a detailed safety and health plan showing how the Contractor intends to protect the life, health, and well being of NASA and Contractor employees as well as property and equipment. This plan, as approved by the Contracting Officer, should contain, as a minimum the following:

1. Points of Contact and Responsibility--Organizational flow chart and description of responsibilities of each employee in your organization for safety.

2. Employee Safety Training, Certification and Programs--Detailed information on type of training required, parties responsible for certification, and outline of applicable regulations. Detail company programs which emphasize personal safety and motivate employees to be safety conscious.

3. LaRC Safety Policies/Procedures--Recognition of applicable LaRC safety policies and procedures such as Langley Handbook 1710.10, LaRC Red Tag System.

4. Accident Investigation and Reporting--Procedures for investigating and reporting accidents/incidents including immediate notification to the NASA LaRC Safety Manager of all injuries and damage to equipment or facilities.

5. Hazardous Operations--

(a) Description of hazardous operations involved in contract performance.

(b) Plans for apprising employees of all hazards to which they may be exposed.

(c) Proper conditions and precautions for safe use and exposure to hazardous operations. Include recognition of LHB 1710.12, Potentially Hazardous Materials.

6. People with Disabilities--In accordance with the Americans with Disabilities Act, the plans should specify that prior to assigning a person with disabilities to this contract, the Contractor shall contact the Disability Program Manager at (804) 864-7718.

7. Other Safety Considerations--Any other safety considerations unique to your operation.

G. Monthly Progress Report--Within 8 business days following the end of the reporting period, the Contractor shall submit a monthly report covering work accomplished during the previous month, work planned to be accomplished during the next three months, and performance against relevant metrics under the contract. The Government reserves the right to modify the progress reporting requirements as deemed appropriate and will schedule status review meetings as necessary. The following information shall be included as a minimum:

1. A management summary that summarizes the resources, personnel actions and key activities contributing to contract performance during the preceding (reporting) month and for the performance period to date (cumulative).

2. Reporting month milestones and accomplishments against the milestones as well as additional unplanned work that was accomplished during the month.

3. The status of each project as of the end of the reporting month.

4. Project leader's assessment, status report and Gantt chart for major projects.

5. Projects and milestones planned for the next three months.

6. Reporting and analysis of the monthly performance and cumulative trends against the business computing metrics, including explanation of corrective or enhancement actions initiated as a result of the analysis.

7. Reporting of monthly customer support workload metrics.

8. Any additional information deemed appropriate by the Contract Manager.

H. Quarterly Accident/Injury Report--The Contractor shall submit a Quarterly Accident/Injury Report within eight business days after the end of each quarter.

I. Conformable Wage Rate Agreement--Within 10 business days after the effective date of the contract, 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 E.

J. Collective Bargaining Agreements--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.

K. Federal Contractor Veterans Employment Report--In compliance with Clause 52.222-37, Employment Reports on Special Disabled Veterans and Veterans of the Vietnam Era, the Contractor shall submit the Federal Contractor Veterans Employment Reports (VETS-100) as required by this clause.

L. Evidence of Insurance--The Contractor shall submit evidence of the insurance coverage, required by the NASA Clause 18-52.228-75 in Section I entitled "Minimum Insurance Coverage" (i.e., a Certificate of Insurance or other confirmation), to the Contracting Officer prior to performing under this contract. In the event the Government exercises its options to extend the term of the contract, the Contractor shall also present such evidence to the Contracting Officer prior to commencement of performance under the extension.

M. Virginia and Local Sales Taxes--In accordance with H.8, you are required to submit a copy of the letter sent to the Virginia Tax Commission and a copy of the subsequent response.

II. DOCUMENT 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 NAS1-20650
Hampton, VA 23681-0001

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 179

C--Acquisition Support Branch, Mail Stop 144

D--Cost Accounting, Mail Stop 135

E--Safety Manager, Mail Stop 429

F--Programs and Resources Division, Mail Stop 104

G--According to instructions on form

C. The following are the distribution requirements for reports and other documentation required with the numeral following the letter code specifying the number of copies to be provided:

DOCUMENT	LETTER CODE AND DISTRIBUTION
Financial Management Report (NASA Forms 533M and 533Q)	A-1, B-1, D-1, F-1
Disabled Employee Hiring Policies and Procedures	A-1, C-1
Timekeeping Policies and Procedures	A-1, B-1
Financial Baseline Plan	A-1, B-1
Safety and Health Plan	A-1, B-1, E-1
Monthly Progress Report	A-1, B-3
Quarterly Accident/Injury Report	A-1, B-1, E-1
Conformable Wage Rate Agreement	A-1, B-1, C-1
Collective Bargaining Agreement	A-1, B-1, C-1
Federal Contractor Veterans Employment Report (VETS-100)	C-1, G
Virginia and Local Sales Tax Correspondence	A-1
Evidence of Insurance	A-1

D. When the Contract Administrator (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 Administrator. 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 C

BAMIS HARDWARE AND SOFTWARE LISTS

C-1 Hardware Baseline

C-2 Maintenance-Controlled Hardware

C-3 Software Products Baseline

Exhibit C-1

Hardware Baseline

Bldg.	Room	Equipment	Manufacturer	Model	ECN
1130T	300	CPU	Apple Computers	Macintosh II	0058076
1130T	300	Monitor	IBM	PS/2 Color	0059769
1130T	300	CPU	Apple Computers	SE/30 M5119	0062484
1130T	300	CPU	Apple Computers	Macintosh IIcx	0848199
1130T	301	CPU	IBM	PS/2 70 Cyrix 486DX	0059768
1130T	301	Monitor	Radius	Precision Color 19	1158685
1130T	301	CPU	Apple Computers	Macintosh IIfx	G077775
1130T	301	Monitor	IBM	PS/2 Color	G078847
1130T	302	Monitor	IBM	PS/2 Color	0060651
1130T	302	CPU	NeXT Computer	NeXT Station	1085495
1130T	302	Monitor	NeXT Computer	MegaPixel 17"	1085496
1130T	302	Printer	NeXT Computer	0007224	1085497
1130T	302	CPU	Apple Computer	Quadra 800	1258401
1130T	302	CPU	Apple Computer	Centris 660AV	1258470
1130T	302	Monitor	Apple Computer	AudioVision 14	1259150
1130T	302	CPU	IBM	PS/2 70	G075894
1130T	303	CPU	IBM	PS/2 70	0058895
1130T	303	Monitor	Radius	Precision Color 19	1158687
1130T	303	CPU	Apple Computer	PowerMac 8100/80	1262583
1130T	303	Monitor	IBM	PS/2	G078520
1130T	309	Monitor	Magnavox	ColorDisp	1087399
1130T	309	CPU	Apple Computer	Centris 650	1256187
1130T	309	CPU	Dell	425S/P	1261419
1130T	309	CPU	Apple Computer	Quadra 800	1262082
1130T	309	CPU	Apple Computer	Quadra 800	1262084
1130T	309	Monitor	Dell	UltraScan P1428U	1262204
1130T	309	Monitor	Apple Computer	AppleColor RGB	G079040
1130T	310	Monitor	E-Machine	Color Page 1108	1156437
1130T	310	CPU	Apple Computer	Macintosh IIci	1156442
1130T	310	CPU	Dell	NetPLEX 433/P	1251415
1130T	310	Monitor	Dell	UltraScan P1428U	1263535
1130T	311	Plotter	Hewlett-Packard	7550A	0219875
1130T	311	CPU	IBM	PS/2 70 Portable	0848202
1130T	311	Monitor	E-Machine	GDM-1950	1155780
1130T	311	Monitor	Gateway 2000	CrystalScan 1024 NI	1157001
1130T	311	CPU	Gateway 2000	4DX-33V	1157006
1130T	311	Tape Unit	Maynard Electro	2GB	1262888
1130T	311	CPU	Apple Computer	Macintosh IIci	G078392
1130T	Hall	Printer	Hewlett-Packard	IIIsi	1157872
1130T	Hall	Printer	Apple Computer	LawerWriter Pro	1263921
1130T		Monitor	Dell	UltraScan P1428U	1261790

1130T	311	Printer	IBM	42242C2	G075208
1152	103	Terminal	IBM	3194	0000010
1152	103	Printer	Apple Computer	LaserWriter IIG	0058615
1152	103	Monitor	IBM	PS/2 VGA	0058892
1152	103	Monitor	IBM	PS/2 8513	0058898
1152	103	CPU	Apple Computer	Macintosh II	0059709
1152	103	Monitor	Apple Computer	AppleColor RGB	0062100
1152	103	Terminal	IBM	3290-2	0140245
1152	103	CPU	IBM	PS/2 60	0143605
1152	103	Printer	NEC	Pinwriter 6	0144449
1152	103	Folder/Gluer	Standard Register	404	1083856
1152	103	Monitor	E-Machine	ColorPage T16 II	1156438
1152	103	Monitor	Apple Computer	AppleColor Plus 14"	1264137
1152	103	CPU	Apple Computer	Macintosh Iicx	G074363
1152	103	Monitor	NEC	MacSync	G074367
1152	103	CPU	IBM	PS/2 55SX	G075066
1152	103	Terminal	IBM	3194	G075074
1152	103	Monitor	Apple Computer	AppleColor RGB	G078394
1152	103	CPU	Apple Computer	Macintosh Iici	G078435
1152	103	CPU	IBM	PS/2 55SX	G078846
1152	103	CPU	Apple Computer	Macintosh Iici	G079039
1152	103A	Paper Burster	Standard Register	1530	0428578
1152	118	Disk	IBM	3380-E	0054676
1152	118	Disk	IBM	3380-E	0054677
1152	118	Terminal	IBM	3192-DD0	0057361
1152	118	Disk Controller	IBM	3880-003	0059586
1152	118	Disk	IBM	3380-AK4	0059587
1152	118	Disk	IBM	3380-BK4	0059589
1152	118	Tape Unit	IBM	3420-8	0059590
1152	118	Tape Unit	IBM	3240-8	0059591
1152	118	Aux Power Unit	IBM	3194-HE0	0059668
1152	118	Aux Power Unit	IBM	3193-HE0	0059669
1152	118	Aux Power Unit	IBM	3194-HE0	0059670
1152	118	Terminal	IBM	3194	0059672
1152	118	Terminal	IBM	3194	0059673
1152	118	Terminal	IBM	3194	0059674
1152	118	Disk	IBM	3380-E	0059787
1152	118	CPU	IBM	3274-41A	0060278
1152	118	Printer	IBM	3268-2C	0138641
1152	118	Tape Controller	IBM	3480-A22	0141743
1152	118	Tape Unit	IBM	3480-B22	0141744
1152	118	Tape Unit	IBM	3480-B22	0141745
1152	118	Terminal	IBM	3192-DD0	0142222
1152	118	Terminal	IBM	3192-DD0	0142233
1152	118	Terminal	IBM	3192-DD0	0142246
1152	118	Comm Handler	IBM	3725-001	0143215
1152	118	Aux Power Unit	IBM	3727-70	0143216
1152	118	Terminal	IBM	3727	0143217

1152	118	Tape Unit	IBM	3480-B22	0143218
1152	118	Tape Unit	IBM	3480-B22	0143219
1152	118	Printer & CU	Xerox	4050	0144254
1152	118	Tape Cleaner	C. Link	2800	0428926
1152	118	Multiplexer	IBM	3299-1	0533164
1152	118	Multiplexer	IBM	3299-1	0533166
1152	118	Comm Handler	IBM	3174-11R	0848279
1152	118	Comm Handler	IBM	3174-11R	0848622
1152	118	Terminal	Digital	VT320	1084810
1152	118	Pinter & CU	Xerox	4050	1086437
1152	118	Terminal	Digital	VT320	1087215
1152	118	Terminal	Digital	VT320	1087244
1152	118	Terminal	Digital	VT320	1087354
1152	118	Terminal	Digital	VT320	1087445
1152	118	CPU	Digital	DECSystem 5000/200	1087777
1152	118	Terminal	Digital	VT320	1087916
1152	118	Terminal	Digital	VT320	1088275
1152	118	Terminal	Digital	VT320	1088307
1152	118	Memory	Amdahl	6110	1088930
1152	118	Monitor	Panasonic	PanaSync C1308	1089601
1152	118	Terminal	Digital	VT320	1089731
1152	118	Comm Handler	IBM	3174 IL	1093192
1152	118	Comm Handler	McData	LinkMaster 7100	1093314
1152	118	Comm Handler	McData	LinkMaster 7100	1093315
1152	118	Comm Handler	IBM	9033-FC	1156637
1152	118	Disk Controller	IBM	3990-2&3	1156638
1152	118	Disk	IBM	3390-A28	1156639
1152	118	Disk	IBM	3390-B2C	1156790
1152	118	Disk	IBM	3390-B2C	1156791
1152	118	Terminal	IBM	InfoWIndow	1157420
1152	118	Terminal	IBM	InfoWindow	1157711
1152	118	Terminal	IBM	InfoWindow	1158174
1152	118	CPU	Dell	NetPLEX 433/P	1261417
1152	118	Monitor	Dell	UltraScan P1428U	1262800
1152	118	Tape Controller	IBM	3803-2	1263794
1152	118	Comm Handler	IBM	3745-410	2303678
1152	118	Comm Handler	IBM	3746-A11	2304968
1152	118	Comm Handler	IBM	3746-L13	2304982
1152	118	Terminal & APS	IBM	3194-HE0	G075072
1152	118	Terminal & APS	IBM	3194-HE0	G075075
1152	118	Terminal	IBM	3194-HE0	G075078
1152	118	Terminal & APS	IBM	3194	G075079
1152	118	Terminal	IBM	3192-DD0	G075092
1152	118	Terminal	IBM	3192-DD0	G075100
1152	118	Terminal	IBM	3192-DD0	G075102
1152	118	Printer	IBM	4248	G075807
1152	118	Disk Controller	IBM	3990	G079890
1152	118	Disk	IBM	3380-AK4	G079891

1152	118	Disk	IBM	3380-AK4	G079892
1152	118	CPU	IBM	9121-490	L018528
1152	118A	Comm Handler	IBM	3708	0058924
1152	118A	Tape Unit	Digi-Data Corp.	2101-120-T	0137957
1152	118A	CPU	Digital	MicroVAX II	0259592
1152	118A	Terminal	Digital	VT200	0259593
1152	118A	Tape Unit	WangDAT	3200SE	0804027
1152	118A	CPU	Apple Computer	Macintosh IIcx	1084624
1152	118A	Monitor	Apple Computer	AppleColor RGB	1084625
1152	118A	Printer	Digital	LA324-A3	1084792
1152	118A	Disk	Digital	SZ12B-XA	1084809
1152	118A	Disk	Digital	SZ12B-XA	1085824
1152	118A	Tape Unit	Digital	TK50Z-GA	1086288
1152	118A	Compact Disk	Digital	RRD40-FA	1086289
1152	118A	Disk	Digital	SZ12B-BA	1086340
1152	118A	Disk	Digital	SZ12B-XA	1086356
1152	118A	Disk	Digital	SZ12B-XA	1087331
1152	118A	CPU	Digital	DECSystem 5000/200	1087353
1152	118A	Disk	Digital	SZ12B-XA	1087444
1152	118A	CPU	Digital	DECSystem 5000/200	1087473
1152	118A	Disk	Digital	SZ12B-XA	1087686
1152	118A	CPU	Digital	DECSystem 5000/200	1087775
1152	118A	CPU	Digital	DECSystem 5000/200	1087814
1152	118A	Disk	Digital	SZ12B-BA	1087915
1152	118A	CPU	Digital	DECSystem 5000/240	1088013
1152	118A	Disk	Digital	SZ12B-BA	1088215
1152	118A	CPU	Digital	DEXSystem 5000/240	1088276
1152	118A	Disk	Digital	SZ12B-XA	1088280
1152	118A	Disk	Digital	SZ12B-XA	1088281
1152	118A	CPU	Digital	DECSystem 5000/200	1088306
1152	118A	Disk	Digital	SZ12B-BA	1088622
1152	118A	Disk	Digital	SZ12B-XA	1088623
1152	118A	Disk	Digital	SZ12B-XA	1089238
1152	118A	CPU	Digital	DECSystem 5000/200	1089730
1152	118A	CPU	IBM	PS/2 80 386	1090758
1152	118A	Monitor	IBM	PS/2	1090759
1152	118A 1155952	Tape Unit	Total TEC Systems		D5-PE203
1152	118A	Monitor	Apple Computer	AppleColor RGB	1157060
1152	118A	CPU	Digital	DECSystem 5000/240	1158199
1152	118A	Tape Unit	Maynard Electronics		Maynard
600C	1159385				
1152	118A 1255612	Tape Unit	Total TEC Systems		1300XL
1152	118A 1255613	Tape Unit	Total TEC Systems		1300XL
1152	118A 1255614	Tape Unit	Total TEC Systems		1300XL

1152	118A	CPU	Apple Computer	Quadra 800	1256902
1152	118A	CPU	Apple Computer	Quadra 800	1256903
1152	118A	CPU	Apple Computer	Centris 650	1257370
1152	118A	CPU	Apple Computer	Quadra 800	1257966
1152	118A	Disk	Digital	SZ12J-JA	1258321
1152	118A	Disk	Digital	ST12J-JA	1258322
1152	118A	CPU	Apple Computer	Quadra 800	1258402
1152	118A	CPU	Apple Computer	Quadra 800	1258403
1152	118A	CPU	Apple Computer	Quadra 840AV	1259148
1152	118A	CPU	IBM	PowerStation 360	1259197
1152	118A	Tape Unit	IBM	7208-001	1259231
1152	118A	Monitor	IBM	6091 191	1259232
1152	118A	CPU	Apple Computer	PowerMac 8100/80	1262538
1152	118A	Monitor	Apple Computer	AppleColor Plus 14"	1262540
1152	118A	CPU	Digital	DECSystem 5000/200	G079568
1152	118A	Disk	Applied Digital	RZ5X-FA	G079567
1152	118A	Comm Handler	McData	LinkMaster 6100E	G079680
1152	122	Monitor	IBM	3194	0059671
1152	122	Terminal	IBM	3192-DD0	0142211
1152	122	Terminal	IBM	3192-DD0	0142231
1152	122	Printer	NEC	Pinwriter6	0144388
1152	122	Printer	NEC	Pinwriter6	0144410
1152	122	Printer	Epson	FX-850	0846873
1152	122	CPU	IBM	PS/2 55SX	G079582
1152	122	CPU	IBM	PS/2 55SX	G079584
1152	122	Monitor	IBM	VGA 8515	G079586
1152	122	Monitor	IBM	VGA 8515	G079587
1152	122	Comm Handler	McData	LinkMaster 4174	G079743
1152	122A	Printer	NEC	Pinwriter P5200	0057726
1152	122A	CPU	IBM	PS/2 70 Cyrix 486DX	0058887
1152	122A	CPU	IBM	PC AT	0140331
1152	122A	Monitor	IBM	CGA	0140336
1152	122A	Terminal	IBM	3192-DD0	0142210
1152	122A	CPU	Mid-Atlantic Co	386-40	1258755
1152	122A	Monitor	KDS	KD-1440N	1258756
1152	122A	Monitor	IBM	8515	G078638
1152	122A	Printer	Hewlett-Packard	DeskJet 500	G078639
1152	122A	CPU	IBM	PS/2 55SX	G079583
1152	122A	Monitor	IBM	8515 VGA	G079585
1152	122B	Printer	NEC	Pinwriter P7	0144406
1152	122B	CPU	IBM	PS/2 55SX	G075602
1152	122B	Monitor	NEC	MultiSync 3D	G075603
1152	226	Multiplexer	IBM	3299-2	0848118
1152	229	Multiplexer	IBM	3299-1	0404586
1152	229	Comm Handler	McData	LinkMaster 7100-60R	1092848

Exhibit C-2

Maintenance Controlled Hardware*

Equipment	Manufacturer	Model	ECN
Printer	IBM	3268-02C	0260225
Folder Gluer	Standard Register	404	1083856
McData Controller	McData	4174-44R	1083965
Printer	DEC	LA324-A3	1084792
Printer	DEC	LA324-A3	1084793
Workstation	DEC	RISC 5000/200	1084808
Disk Drive	DEC	SZ12B-BA	1084809
Monitor	DEC	VT320-C2	1084810
Terminal	IBM	3472	1085081
Terminal	IBM	3472	1085082
Terminal	IBM	3472	1085083
Printer	IBM	4224-E2	1085084
Printer	IBM	4224-E2	1085085
Printer	IBM	4224-E2	1085086
Terminal	IBM	3472	1085311
Terminal	IBM	3472	1085312
Terminal	IBM	3472	1085313
Terminal	IBM	3472	1085314
Terminal	IBM	3472	1085316
Terminal	IBM	3472	1085317
Printer	IBM	4224	1085565
Printer	IBM	4224	1085566
Printer	IBM	4224	1085567
Disk Drive	DEC	RISC 5000/200	1085824
Printer	DEC	LA324-A3	1085834
Disk Drive	DEC	SZ12B-BA	1085930
Tape Drive	DEC	TK50	1086288
CD ROM	DEC	RRD40-FA	1086289
Dual Drive Expansion	DEC	RISC 5000/200	1086340
Dual Drive Expansion	DEC	RISC 5000/200	1086356
Dual Drive Expansion	DEC	RISC 5000/200	1086386
Laser Printer	Xerox	4050	1086437
Monitor	DEC	RISC 5000/200	1087215
Monitor	DEC	RISC 5000/200	1087244
Disk Drive	DEC	RISC 5000/200	1087324
Disk Drive	DEC	RISC 5000/200	1087331
Disk Drive	DEC	RISC 5000/200	1087353
Monitor	DEC	RISC 5000/200	1087354
Disk Drive	DEC	RISC 5000/200	1087444
Monitor	DEC	RISC 5000/200	1087445

*Equipment is located in various offices around the Center.

CPU Workstation	DEC	RISC 5000/200	1087473
Dual Drive Expansion	DEC	RISC 5000/200	1087685
Dual Drive Expansion	DEC	RISC 5000/200	1087686
CPU Workstation	DEC	RISC 5000/200	1087775
CPU Workstation	DEC	RISC 5000/200	1087777
CPU Workstation	DEC	RISC 5000/200	1087814
Disk Drive	DEC	RISC 5000/200	1087915
Monitor	DEC	RISC 5000/200	1087916
CPU Workstation	DEC	RISC 5000/200	1088013
Disk Drive	DEC	RISC 5000/200	1088215
Monitor	DEC	RISC 5000/200	1088275
CPU Workstation	DEC	RISC 5000/200	1088276
Dual Drive Expansion	DEC	RISC 5000/200	1088280
Disk Drive	DEC	RISC 5000/200	1088281
CPU Workstation	DEC	RISC 5000/200	1088306
Monitor	DEC	RISC 5000/200	1088307
Disk Drive	DEC	RISC 5000/200	1088622
Dual Drive Expansion	DEC	RISC 5000/200	1088623
Dual Drive Expansion	DEC	RISC 5000/200	1089238
CPU Workstation	DEC	RISC 5000/200	1089730
Monitor	DEC	RISC 5000/200	1089731
Printer	IBM	4224-E2	1090435
Printer	IBM	4224-E2	1090436
McData Linkmaster	McData	7100-60R	1092848
McData Linkmaster	McData	7100-60R	1158530
Terminal	IBM	3192-G	1158708
Terminal	IBM	3192-G	1158709
Terminal	IBM	3192-G	1158710
Terminal	IBM	3192-G	1158711
Terminal	IBM	3192-G	1158712
Terminal	IBM	3192-G	1158713
Terminal	IBM	3192-G	1158714
Terminal	IBM	3192-G	1158715
Terminal	IBM	3192-G	1158716
Terminal	IBM	3192-G	1158717
Terminal	IBM	3192-G	1158708
McData Controller	McData	6100E	1258758
Terminal	IBM	3180-110	0136567
Terminal	IBM	3180-110	0137563
Terminal	IBM	3180-110	0137568
Terminal	IBM	3180-110	0137573
Terminal	IBM	3180-110	0137585
Control Unit	IBM	3174-51R	0138363
Printer	IBM	3268-02C	0138641
Printer	IBM	3268-02C	0139764
Terminal	IBM	3290-230	0140244
Terminal	IBM	3290-230	0140245
Control Unit	IBM	3174-51R	0140725

Printer	IBM	4224-D20	0140726
Tape Cartridge Controller	IBM	3480-A22	0144743
Tape Cartridge	IBM	3480-B22	0141744
Tape Cartridge	IBM	3480-B22	0141745
Terminal	IBM	3192-DD0	0142204
Terminal	IBM	3192-DD0	0142205
Terminal	IBM	3192-DD0	0142206
Terminal	IBM	3192-DD0	0142207
Terminal	IBM	3192-DD0	0142208
Terminal	IBM	3192-DD0	0142210
Terminal	IBM	3192-DD0	0142211
Terminal	IBM	3192-DD0	0142212
Terminal	IBM	3192-DD0	0142215
Terminal	IBM	3192-DD0	0142217
Terminal	IBM	3192-DD0	0142219
Terminal	IBM	3192-DD0	0142220
Terminal	IBM	3192-DD0	0142221
Terminal	IBM	3192-DD0	0142222
Terminal	IBM	3192-DD0	0142224
Terminal	IBM	3192-DD0	0142225
Terminal	IBM	3192-DD0	0142226
Terminal	IBM	3192-DD0	0142228
Terminal	IBM	3192-DD0	0142230
Terminal	IBM	3192-DD0	0142231
Terminal	IBM	3192-DD0	0142232
Terminal	IBM	3192-DD0	0142233
Terminal	IBM	3192-DD0	0142234
Terminal	IBM	3192-DD0	0142236
Terminal	IBM	3192-DD0	0142237
Terminal	IBM	3192-DD0	0142238
Terminal	IBM	3192-DD0	0142241
Terminal	IBM	3192-DD0	0142242
Terminal	IBM	3192-DD0	0142243
Terminal	IBM	3192-DD0	0142244
Terminal	IBM	3192-DD0	0142245
Terminal	IBM	3192-DD0	0142246
Terminal	IBM	3192-DD0	0142247
Control Unit	IBM	3174-05R	0142275
Control Unit	IBM	3174-01R	0142276
Comm. Controller	IBM	3725-001	0143215
3725 Terminal	IBM	3727-700	0143216
Tape Cartridge	IBM	3480-B22	0143218
Tape Cartridge	IBM	3480-B22	0143219
Laser Printer	Xerox	4050	0144254
Terminal	IBM	3180-110	0258708
Terminal	IBM	3180-110	0258709
Printer	IBM	3287-002	0259130
Printer	IBM	3287-002	0259131

Printer	IBM	3287-002	0259132
Printer	IBM	3287-002	0259134
Printer	IBM	3287-002	0259135
Multiplexer	IBM	3299-2	0259739
Multiplexer	IBM	3299-2	0259740
Multiplexer	IBM	3299-1	0259741
Terminal	IBM	3180-110	0259909
Terminal	IBM	3180-110	0259912
Terminal	IBM	3180-110	0259913
Terminal	IBM	3180-110	0259914
Terminal	IBM	3180-110	0259915
Terminal	IBM	3180-110	0259917
Terminal	IBM	3180-110	0259922
Terminal	IBM	3180-110	0259923
Printer	IBM	3287-002	0260094
Printer	IBM	3287-002	0260095
Terminal	IBM	3180-110	0281243
Terminal	IBM	3180-110	0281245
Terminal	IBM	3180-110	0281247
Terminal	IBM	3180-110	0281353
Terminal	IBM	3180-110	0281354
Terminal	IBM	3180-110	0281355
Printer	IBM	3268-02C	0281791
Printer	IBM	3268-02C	0281793
Printer	IBM	3287-002	0281906
Printer	IBM	3287-002	0281967
Printer	IBM	3268-02C	0281968
Terminal	IBM	3180-110	0282343
Terminal	IBM	3180-110	0282349
Printer	IBM	3268-02C	0282353
Printer	IBM	3287-002	0282431
Terminal	IBM	3180-110	0283686
Printer	IBM	3287-002	0283689
Printer	IBM	3287-002	0283690
Terminal	IBM	3180-110	0283700
Printer	IBM	3268-02C	0283702
Multiplexer	IBM	3299-1	0403519
Multiplexer	IBM	3299-1	0403531
Multiplexer	IBM	3299-1	0403532
Multiplexer	IBM	3299-1	0403533
Printer	IBM	3287-002	0403638
Printer	IBM	3287-002	0403740
Multiplexer	IBM	3299-1	0404586
Multiplexer	IBM	3229-1	0404587
Multiplexer	IBM	3229-1	0404589
Multiplexer	IBM	3299-1	0404590
Burster	Standard Register	1530	0428578
Tape Drive	Storage Technology Corp.	3650E	0428900

Tape Drive	Storage Technology Corp.	3670C	0428905
Tape Drive	Storage Technology Corp.	3670C	0428906
Tape Drive	Storage Technology Corp.	3670C	0428907
Tape Controller	Storage Technology Corp.	3800-4	0428908
Tape Cleaner	C. Link	2800	0428926
Terminal	IBM	3180-110	0471906
Printer	IBM	4224-201	0052826
Multiplexer	IBM	3299-1	0533164
Multiplexer	IBM	3299-1	0533165
Multiplexer	IBM	3299-1	0533166
Multiplexer	IBM	3299-1	0533167
Terminal	IBM	3180-110	0533225
Terminal	IBM	3180-110	0533226
Terminal	IBM	3180-110	0533281
Terminal	IBM	3180-110	0533285
Terminal	IBM	3180-110	0533288
Terminal	IBM	3180-110	0533584
Disk Drive	IBM	3380	0054676
Disk Drive	IBM	3380	0054677
Printer	IBM	3268-02C	0548442
Printer	IBM	3287-002	0548443
Terminal	IBM	3180-110	0548492
Terminal	IBM	3180-110	0548501
Terminal	IBM	3180-110	0548502
Terminal	IBM	3180-110	0548503
Terminal	IBM	3180-110	0548504
Terminal	IBM	3180-110	0548509
Terminal	IBM	3180-110	0549085
Printer	IBM	3287-002	0550067
Control Unit	IBM	3174-51R`	0055448
Terminal	IBM	3180-110	0055519
Terminal	IBM	3192-DD0	0057361
Terminal	IBM	3192-DD0	0057365
Terminal	IBM	3192-DD0	0057371
Printer	IBM	3287-002	0057456
Terminal	IBM	3192-DD0	0058474
Terminal	IBM	3192-DD0	0059475
Protocol/Converter	IBM	3708	0058924
Disk Controller	IBM	3880-003	0059586
Disk Drive	IBM	3380-AK4	0059587
Disk Drive	IBM	3380-BK4	0059589
Terminal	IBM	3194-HE0	0059667
Terminal	IBM	3194-HE0	0059668
Terminal	IBM	3194-HE0	0059669
Terminal	IBM	3194-HE0	0059670
Disk Drive	IBM	3380	0059787
Control Unit	IBM	3274-41A	0060278
Printer	IBM	3287-2	0060282

Control Unit	IBM	3274-61C	0060290
Printer	IBM	3268-02C	0060291
Printer	IBM	3268-02C	0060292
Printer	IBM	3287-002	0060294
Terminal	IBM	3192-DD0	0062074
Terminal	IBM	3192-DD0	0062075
Terminal	IBM	3192-DD0	0062076
Terminal	IBM	3192-DD0	0062077
Terminal	IBM	3192-DD0	0062078
Terminal	IBM	3192-DD0	0062080
Control Unit	IBM	3174-11R	0062346
Control Unit	IBM	3174-11R	0062347
Control Unit	IBM	3174-11R	0062348
Printer	IBM	4224-C2	0062349
Printer	IBM	4224-C2	0062350
Multiplexer	IBM	3299-2	0848118
Control Unit	IBM	3174-11R	0848278
Control Unit	IBM	3174-11R	0848279
Control Unit	IBM	3174-11R	0848280
Control Unit	IBM	3174-91R	0848282
Control Unit	IBM	3174-91R	0848283
Control Unit	IBM	3174-61R	0848284
Control Unit	IBM	3174-61R	0848285
Control Unit	IBM	3174-61R	0848286
Control Unit	IBM	3174-61R	0848287
Control Unit	IBM	3174-61R	0848288
Control Unit	IBM	3174-61R	0848289
Control Unit	IBM	3174-91R	0848290
Control Unit	IBM	3174-61R	0848291
Control Unit	IBM	3174-11R	0849622
Terminal	IBM	3194-HE0	G075070
Terminal	IBM	3194-HE0	G075071
Terminal	IBM	3194-HE0	G075072
Terminal	IBM	3194-HE0	G075073
Terminal	IBM	3194-HE0	G075074
Terminal	IBM	3194-HE0	G075075
Terminal	IBM	3194-HE0	G075076
Terminal	IBM	3194-HE0	G075077
Terminal	IBM	3194-HE0	G075078
Terminal	IBM	3194-HE0	G075079
Terminal	IBM	3194-HE0	G075080
Terminal	IBM	3192-DD0	G075081
Terminal	IBM	3192-DD0	G075083
Terminal	IBM	3192-DD0	G075084
Terminal	IBM	3192-DD0	G075085
Terminal	IBM	3192-DD0	G075087
Terminal	IBM	3192-DD0	G075088
Terminal	IBM	3192-DD0	G075089

Terminal	IBM	3192-DD0	G075090
Terminal	IBM	3192-DD0	G075091
Terminal	IBM	3192-DD0	G075092
Terminal	IBM	3192-DD0	G075093
Terminal	IBM	3192-DD0	G075094
Terminal	IBM	3192-DD0	G075095
Terminal	IBM	3192-DD0	G075097
Terminal	IBM	3192-DD0	G075098
Terminal	IBM	3192-DD0	G075099
Terminal	IBM	3192-DD0	G075100
Terminal	IBM	3192-DD0	G075101
Terminal	IBM	3192-DD0	G075102
Printer	IBM	4244-2C2	G075208
Printer	IBM	4224-2C2	G075209
Printer	IBM	3268-02C	G075797
Printer	IBM	3268-02C	G075798
Line Printer	IBM	4248	G075807
Terminal	IBM	3192-DD0	G075982
Terminal	IBM	3192-DD0	G075986
Link Master Controller	McData	6100E	G079680
Link Master	McData	7100	G079743
DASD Controller	IBM	3990	G079890
DASD	IBM	3380-AK4	G079891
DASD	IBM	3380-AK4	G079892
CPU	Network GE	386/20	G078479
Workstation	DEC	RISC 5000/200	G079566
Disk Drive	Applied Digital Systems	5Z5X-FA=ADSFA10	G079567
Multiplexer	IBM	3299-1	None
Multiplexer	IBM	3299-1	None
Multiplexer	IBM	3299-1	None
Printer	IBM	3268-C	None
Printer	IBM	3268-2C	None
Control Unit	IBM	3174-91R	0848281

Exhibit C-3

Software Products Baseline

Platform/Software	Version
IBM ES-9000	
MVS Base	3.8
*MVS/ESA	4.2.2
JES2	4.2.2
ICKDSF	1.13.0
SMP/E	1.6.0
ASM/H	3.5.0
TSO/E	2.3.1
ISPF	3.3.0
ISPF/PDF	3.3.0
SDSF	1.3.2
RMF	4.2.2
NPM	1.5.0
ACF/NCP	4.3.1
ACF/SSP	1.3.6
ACF/VTAM	3.4.1
MVS/TCP/IP	2.2.1
BTAM/SP	1.1.0
JES328X	2.2
DITTO	1.2.0
VS/COBOL	1.2.4
NetView	2.2
CICS/ESA	3.3.0
InfoMan	4.2.0
InfoSys	4.2.2
SAS	6.07
MXG	10.0
ACF2	5.2
TMS	5.0
LIBRARIAN	3.9
Activator	2.1
Optimizer	5.1
ADABAS	5.2.5

NATURAL	2.2.5
SUPER NATURAL	2.4.2
PREDICT	3.2.2
NAF	2.2.5
NATURAL Security	2.2.5
NATURAL Connection	2.2.5
NATURAL Elite	2.1.2
ADASQL	1.5.1
FDR/ABR/REORG	5.2
Network Director	3.7.0
Syncsort	3.5
HFDL	3.1
TRIM	5.2
NDM	1.4.11
TMON/CICS/ESA	1.1
TMON/MVS	1.2
SYSD	6.3
RDMS	8.8
RMS - Basic	11.2.0
RMS - Online	11.2.0
Hiperstation	4.3.1

DEC RISC 5000/DEC ALPHA

*ULTRIX	4.2A
OSF/1	2.0
ORACLE	6.0.34
ORACLE	7.1
SQL*FORMS	3.0
SQL*FORMS	4.0
SQL*NET	1.2
SQL*PLUS	3.1
SQL*REPORTWRITER	1.1

SUN Sparcstation 10

*SOLARIS	2.3
GNU Compiler	2.5.8
HTTPD	1.3
SENDMAIL	8.6.9

PINE	3.89
LYNX	2.3.6
KERMIT	1.8.9
XMODEM	No version
YMODEM	No version
ZMODEM	No version
TIN	1.22
INN	1.4
TCP WRAPPER	6.3
PERL	4.036
X11R5	26.1

IBM PC/Macintosh

SofTrak	2.0
ServTrak	2.0
TrendTrak	1.0
ClickNet	No version
Generic CADD	6.0
Procomm Plus	2.0
DOS	6.0
WINDOWS	3.11
Microsoft Office (PC)	4.2
WORD	6.0
EXCEL	5.0
POWERPOINT	4.0
Microsoft Office (MAC)	4.2
WORD	6.0
EXCEL	5.0
POWERPOINT	4.0
FoxPro	2.6
WordPerfect (MAC)	2.1
Wordperfect	5.1
Wordperfect (WINDOWS)	6.0
Calendar Creator Plus	3.0
Transoft SCSIDirector	3.0
Interleaf	5.0
FasTrack	2.1
SuperProject Expert	4.0
Lotus 123	2.3
SAS	6.0
OS2	2.0
Microsoft Project (MAC)	4.0
Microsoft Project (PC)	4.0
ABC Flowcharter	2.0
Eudora	2.0
NORTON Utilities	8.0

PC Tools	9.0
MAC Tools	4.0
PCTCP	2.31
MACTCP	2.04
eXceed	4.0
Disinfectant	3.5
Harvard Graphics	2.3.1
Windows NT	3.5
Bookmanager	1.0
Pagemaker	4.0
Timbuktu Pro	1.0.5
TCP Connect II	1.2.1

Exhibit D

BAMIS Applications Portfolio

The LaRC application-specific software portfolio consists of both Agencywide standard systems and LaRC-developed and LaRC-maintained unique application-specific systems. The Agencywide systems are developed at various NASA Centers and NASA Headquarters under the Automated Information Management (AIM) Program.

A description of each system currently comprising the portfolio follows. The status is as of January 1995. The status designation of "Development" means the application is new or undergoing major enhancement. The status designation of "maintenance/modification" means that necessary nonfunctional changes (including system fixes) or minor functionality additions or changes are being made. "Systems integration" means the provision of system engineering services that do not require development, maintenance or modification such as analysis, implementation assistance, special studies, or systems integration sevices.

Each application system has been categorized as to whether the system is an Agency standard system, a LaRC-unique system, a COTS system, or combinations thereof. The description of the category codes is contained in Figure 1.

APPLICATION SYSTEM CATEGORY	NO. OF SYSTEMS
A. LaRC-unique systems	43
B. Agency systems with no LaRC-unique interface	3
C. Agency systems with LaRC-unique interface	5
Total number of application systems	**51**

Figure 1.

Current Categorization Of LaRC Application Systems (Agency vs. LaRC Unique)

Procurement Management Systems

1.1 Acquisition Management System (AMS) - This Agencywide application was implemented in 1986 to maintain procurement data relevant to bidders sources, purchase request tracking, award information, contract administration, and contract close-out. It consists of 617 NATURAL programs (181,438 lines of code) that process ADABAS data files for which NASA Headquarters has maintenance and

enhancement responsibilities. LaRC has responsibility for the maintenance and enhancement of 1653 NATURAL Center-unique additions (226,021 lines of code) to the core application. Category C.

1.2 Electronic Purchase Request System (EPRS) - EPRS was implemented in 1992 as a distributed processing application to automate the capture, routing, approval, and tracking of purchase requests for Center personnel. The application currently supports a Centerwide base of customers that processes approximately 95 percent of all purchase requests generated at the Center. EPRS is hosted on a single DEC RISC 5000 minicomputer, utilizing the Oracle RDBMS and consists of 98 Oracle SQL*Forms 3.0 programs (87,163 lines of code). Category A.

1.3 Acquisition Buyer System (ABS) - This application was implemented in 1994 to assist buyers in the Purchase Branch in purchasing items less than $25,000. (During 1995, amount will increase to $50,000.) This 4th Dimension client/server application, consisting of 750 objects, provides automation of the RFQ and Purchase Order processes. The application includes Electronic Data Interchange (EDI) capability. LaRC has total responsibility for the maintenance and enhancement of this application which resides on a Macintosh Quadra 950 server. Category A. (Minimal documentation available.)

Financial Management Systems

2.1 Financial Management System (FMS) Upgrade - This application was implemented in 1984 to maintain the control desk function of cash disbursements/receipts, and the cash disbursement and payroll registers. On-line options also include the preparation and submission of the General Ledger Accounting System (GLAS) data transmission and the Reimbursable Obligations and Cost Reporting System (ROCRS) data preparation and submission to NASA Headquarters. LaRC has total responsibility for the maintenance and enhancement of 3664 NATURAL programs (790,232 lines of code). This system is to be replaced by an Agency standard COTS system. Category A.

2.2 Time and Distribution System (TADS) - TADS was implemented in 1993 as a client/server-based system. The 130 Oracle programs (321,121 lines of code) supporting TADS are used by timekeepers, supervisors, personnel, and payroll employees at LaRC to provide a uniform automated process for entering time and attendance and cost data. The system user can enter required time and attendance data, process cost time data, view employee records, and certify employee time. TADS feeds data to the AIM NPPS mainframe payroll system and to the labor system for processing. TADS will be replaced by an Agency standard COTS system. TADS is hosted on eight DEC RISC 5000 minicomputers that run Oracle RDBMS, SQL*Forms, and SQL*Net. Category A.

2.3 Financial Core - This application was originally implemented in 1974 and maintains the fund accounting data. It provides Center management with accurate and timely information to control and manage allotments, program authority data, purchase requests, disbursements, and travel. It consists of 744 COBOL and NATURAL programs (302,826 lines of code) that process ADABAS files. LaRC has total responsibility for the maintenance and enhancement of this application. This system will be replaced by an Agency standard COTS system. Category A.

2.4 Fixed Assets - This system was developed in 1976 and maintains cost transactions for fixed assets. It consists of three COBOL programs (2,689 lines of code) that process sequential data files. LaRC has total responsibility for the maintenance and enhancement of this system. This system will be replaced by an Agency standard COTS system. Category A.

2.5 Job Order - This system was developed in 1985 and maintains data to be used in tracking funds. It consists of 22 NATURAL programs (5,744 lines of code) that process ADABAS files. LaRC has total responsibility for the maintenance and enhancement of this application. Category A.

2.6 Manpower - This application was developed in 1977 and maintains hours and job orders for all employees. It consists of 46 COBOL programs (30,936 lines of code) that process sequential data files. LaRC has total responsibility for the maintenance and enhancement of this application. This system will be replaced by an Agency standard COTS system. Category A.

2.7 Combined Federal Campaign - This application was originally developed in 1983 and maintains data relevant to campaign goals, pledges, and contributions. It consists of 15 NATURAL programs (2,537 lines of code) that process ADABAS data files. LaRC has total responsibility for the maintenance and enhancement of this application. Category A.

2.8 Invoice Payment - This application was developed in 1984 and maintains data relevant to processing invoices which result in payments to vendors. It consists of 216 NATURAL programs (55,727 lines of code) that process ADABAS data files. LaRC has total responsibility for the maintenance and enhancement of this application. This system will be replaced by an Agency standard COTS system. Category A.

2.9 Universal Tables - This application was developed in 1982 and maintains table data for edit and validation. It consists of 257 NATURAL programs (49,593 lines of code) that process ADABAS data files. LaRC has total responsibility for the maintenance and enhancement of this application. Category A.

2.10 Program Support Manpower - This application was developed in 1986 and maintains data relevant to the distribution of the Center's program support manpower and costs related to research programs. It consists of 79 NATURAL and COBOL programs (31,196 lines of code) that process ADABAS and sequential data files. LaRC has total responsibility for the maintenance and enhancement of this application. Category A

2.11 Planning - This application was developed in 1982 and upgraded in 1994. It maintains data relevant to program status, commitment, obligation, and cost planning, program operating planning, and budgeting. It consists of 607 NATURAL programs (71,250 lines of code) that process ADABAS data files. LaRC has total responsibility for the maintenance and enhancement of this application. Category A.

2.12 Programs and Resources Division (PRD) Travel - This application was developed in 1982 to maintain Centerwide fund source and travel data for review by budgeting personnel. It consists of 50 NATURAL programs (6,364 lines of code) that process ADABAS files. LaRC has total responsibility for the maintenance and enhancement of these Center-unique programs. Category A.

Human Resources Management Systems

3.1 NASA Personnel/Payroll System - This Agencywide application was implemented in 1992 to maintain personnel, payroll, and leave information; process the biweekly payroll; and produce various biweekly, quarterly, and annual reports. Johnson Space Center (JSC) is responsible for the maintenance and enhancement of the 2155 NATURAL programs (572,527 lines of code) comprising the core application. LaRC has developed supplemental batch and on-line NATURAL and COBOL programs that process ADABAS data files. LaRC has sole responsibility for the maintenance and enhancement of these 362 Center-unique programs (13 COBOL programs with 16,543 lines of code and 349 NATURAL programs with 16,008 lines of code). Category C.

3.2 NASA Training and Development System (NTDS) - This Agencywide application was implemented in 1994 to maintain personnel training registration and history records, and produce reports. The training history transactions are submitted to NASA Headquarters through the Consolidated Agency Personnel/Payroll System (CAPPS) interface on a weekly basis. JSC is responsible for the maintenance and enhancement of the 1307 NATURAL programs (307,238 lines of code) comprising the core application. LaRC has developed supplemental NATURAL programs that process ADABAS data files and produce additional reports. LaRC has sole responsibility for the maintenance and enhancement of these 1545 Center-unique programs (237,961 lines of code). Category C.

3.3 Personnel - This application contains Center-unique programs developed beginning in 1974 related to personnel functions not supported by NPPS; e.g., promotion boards, co-op program, performance appraisals, and Human Resources Information Distribution. The programs are written in NATURAL and COBOL, and process ADABAS data files. LaRC has sole responsibility for the maintenance and enhancement of the 1203 Center-unique programs (178,543 lines of code). Category A.

3.4 Badging System (Identicard) - This commercial off-the-shelf (COTS) application was implemented in 1994. It contains computer-generated pictures of and badge information for all LaRC civil service and contractor employees and visitors. It is written in FoxPro and is maintained by Loronix, Inc. Category A.

3.5 Security/Locator - This application was developed in 1977 to maintain data relevant to personnel and security information. It consists of 504 NATURAL programs (65,632 lines of code). LaRC has total responsibility for the maintenance and enhancement of this application. Category A.

3.6 Telephone - This application was developed in 1977 and maintains data relevant to telephones and office locations. It consists of 13 NATURAL programs (2,637 lines of code) that process ADABAS data files. LaRC has total responsibility for the maintenance and enhancement of this application. Category A.

3.7 NASA Employee Benefits Association (NEBA) Travel - This application was developed in 1978 and maintains data relevant to the NEBA travel accident insurance program. It consists of 104 NATURAL and COBOL programs (25,140 lines of code) that access ADABAS data files. LaRC has total responsibility for the maintenance and enhancement of this application. Category A.

3.8 Instrument Research Division Manpower - This application was developed in 1983 and maintains data relevant to instrumentation support services manpower and material costs. It consists of 22 NATURAL programs (1,990 lines of code) that process ADABAS data files. LaRC has total responsibility for the maintenance and enhancement of this application. Category A.

3.9 Workforce Management - This application was developed in 1988 to maintain data to assess and manage the integrated workforce at LaRC. It consists of 46 NATURAL programs (20,586 lines of code) that process ADABAS files. LaRC has total responsibility for the maintenance and enhancement of these Center-unique programs. Category A.

3.11 Workforce Planning - This application is being developed to maintain plan versus actual data pertaining to the employee workforce and projects at LaRC. This

client/server application, written using 4th Dimension, consists of 250 objects (procedures, layouts, scripts, and menu bars) and resides on a Macintosh 8100 server. LaRC has total responsibility for implementing this application by June 1995 and for maintenance and enhancements thereafter. Status: Development. Category A.

3.12 PAR System-This application was implemented in 1994 to assist in the submission and evaluation of Positive Action Requests or ideas. This application provides for submission of ideas for improvement from LaRC civil servants and contractors. The ideas are then evaluated by an appropriate supervisor. This program and application are in conjunction with the Employee Suggestion Program. LaRC has total responsibility for the maintenance and enhancement of this 4th Dimension application, consisting of 90 objects, which resides on a Quadra 950 server. Category A. (Minimal documentation available.)

Property Management Systems

4.1 NASA Supply Management System (NSMS) - This Agencywide application was developed in 1991 to maintain data relevant to stores and stock records of consumption and demand. Marshall Space Flight Center (MSFC) is responsible for maintenance and enhancement of the 2000 NATURAL programs (326,146 lines of code) comprising the core application. LaRC has developed batch and on-line NATURAL programs that process ADABAS data files. LaRC has sole responsibility for the maintenance and enhancement of these 103 Center-unique programs (28,766 lines of code). Category C.

4.2 NASA Equipment Management System (NEMS) - This Agencywide application was implemented in1984 to maintain data relevant to inventory and tracking of NASA equipment. NASA Headquarters has responsibility for the maintenance and enhancement of the 965 NATURAL programs (247,490 lines of code) comprising the core application. LaRC has developed and maintains supplemental programs that process ADABAS data files. LaRC has sole responsibility for the maintenance and enhancement of these 17 NATURAL and COBOL Center-unique programs (5 COBOL programs with 2,209 lines of code and 12 NATURAL programs with 2,593 lines of code). Category C.

4.3 NASA Property Disposal Management System (NPDMS) - This Agencywide application will be implemented in 1995. It supports operational requirements for recording the use, transfer, donation, sale, or other disposal of foreign or domestic personal property that is no longer required by the using NASA installation or contractor. Goddard Space Flight Center (GSFC) has responsibility for the maintenance and enhancement of the 47 NATURAL programs (10,835 lines of code) comprising the core application. Category B.

4.4 Storage - This application was developed in 1983 and maintains data relevant to chemical items in storage. It consists of 34 NATURAL programs (5,944 lines of code) that process ADABAS data files. LaRC has total responsibility for the maintenance and enhancement of this application. Category A.

4.5 Equipment Maintenance - This application was developed in 1977 and maintains data relevant to scheduling preventive maintenance on plant equipment. It consists of 12 COBOL programs (13,947 lines of code) that process sequential data files. LaRC has total responsibility for the maintenance and enhancement of this application. Category A.

Facilities Management Systems

5.1 NASA Environmental Information System (NEIS) - This Agencywide application was implemented in 1992 to maintain data relating to the collection, storage, analysis, and reporting of hazardous products. This application of 873 NATURAL programs (186,384 lines of code) was replaced in November 1994 by an ORACLE RDMS and SQL*FORMS 4.0 application. The replacement COTS application is maintained by GBTeck and resides on a Pentium microcomputer server. Status: Systems Integration. Category B.

5.2 Facility Project Management System (FPMS) - This Agencywide application is being developed to facilitate the tracking and reporting of construction projects. This client/server application, written in FoxPro, is scheduled for LaRC implementation in 1995 on a Power Macintosh 8100 server. This application has Windows and Macintosh versions and is maintained by the Kennedy Space Center (KSC). Status: Systems Integration. Category B.

5.3 Combination Keylock - This application was developed in 1992 to maintain data pertaining to all locks and associated combinations at LaRC. It consists of 134 NATURAL programs (23,505 lines of code) that process ADABAS files. LaRC has total responsibility for the maintenance and enhancement of these Center-unique programs. Category A.

5.4 Facility Safety - This application was developed in 1978 to maintain data concerning facility and alternate facility coordinators. It consists of 34 NATURAL programs (10,073 lines of code) that process ADABAS files. LaRC has total responsibility for the maintenance and enhancement of these Center-unique programs. Category A.

5.5 Space Utilization/Real Property - This application was originally developed in 1976 and maintains data relevant to facility space assignments and fixed asset information. It consists of 165 NATURAL programs (31,607 lines of code) that

process ADABAS data files. LaRC has total responsibility for the maintenance and enhancement of this application. Category A.

5.6 Facility Maintenance - This application was developed in 1978 and maintains data relevant to hours and cost for facility maintenance. It consists of two COBOL programs (974 lines of code) that process ADABAS and sequential data files. LaRC has total responsibility for the maintenance and enhancement of this application. Category A.

Other Systems

6.1 LaRC Management Information System (MIS) - This application was implemented in 1992 to compare fiscal year actual versus planned spending for research and development, operational support, and program support. This client/server application, written using 4th Dimension, consists of 308 objects (procedures, layouts, scripts, and menu bars), but is being upgraded to make requesting travel and completing travel reports completely electronic. LaRC has total responsibility for the maintenance and enhancement of this application, which resides on Macintosh Quadra 950 and Quadra 840 servers. Status: Development. Category A.

6.2 MIS Research Planning-The MIS Research Planning and reporting system is used for initial financial planning and for on-going revisions of planned expenditures. This is an on-line, client-server data base system that provides data entry and forms production, including the "Research and Technology Resumes" (RTR), "Research and Technology Objectives and Plan" (RTOP), Cost Obligation Plans (COP), Aeronautics' Research Plan and Summary, and numerous strategic reports which are used at LaRC and at NASA Headquarters. LaRC has total responsibility for the maintenance and enhancement of this 4th Dimension application, consisting of 1700 objects, which resides on a Quadra 950 server. Category A. (Minimal documentation available.)

6.3 High-Speed Research Management Information System - This application collects and portrays data relating to the Program Operating Plan, workforce, and work breakdown structures. This client/server application, written using 4th Dimension, was implemented in January 1995, on a Macintosh 8100 Server. It consists of 343 objects (procedures, layouts, scripts, and menu bars). LaRC has total responsibility for the maintenance and enhancement of this application. Category A.

6.4 Aeronautics Management Information Systems - This application was implemented in 1993 to support the Aeronautics Division at NASA Headquarters. This client/server application collects and portrays data from NASA centers relating to the Program Operating Plan and Workforce. This application, written using 4th Dimension, consists of 637 objects (procedures, layouts, scripts, and menu bars)

and resides on a Macintosh Quadra 800 server. LaRC has total responsibility for the maintenance and enhancement of this application. Category A.

6.5 Systems Engineering Project Data Base - This application is being developed to electronically provide project-related status information and documents to project members' desktops. This application, written using the ORACLE RDBMS, SQL*FORMS 4.0, and EXCALIBUR, is scheduled for implementation on a SUN SPARCStation 10 in 1995. LaRC has total responsibility for the maintenance and enhancement of this application. Status: Development. Category A. (Minimal documentation available.)

6.6 Technology Event Data base (TED) - This application supports requirements for a user-friendly data base system to maintain data related to technology vendors, products, and services associated with NASA's "technology transfer" mission. This client/server application, written using 4th Dimension, was implemented on a Macintosh server in January 1995. It consists of 1424 objects (procedures, layouts, scripts, and menu bars). LaRC has total responsibility for the maintenance and enhancement of this application. Category A.

6.7 Mailroom - This application was developed in 1984 and maintains data relevant to document tracking of incoming and outgoing research and administrative mail. It consists of 78 NATURAL programs (17,840 lines of code) that process ADABAS data files. LaRC has total responsibility for the maintenance and enhancement of this application. Category A.

6.8 Standard Distribution Labels - This application was developed in 1977 and maintains data relevant to standard distribution lists. It consists of two COBOL programs (3,835 lines of code) that process ADABAS data files. LaRC has total responsibility for the maintenance and enhancement of this application. Category A.

6.9 Photo Lab - This application was implemented in 1994 to help manage the daily workload and to monitor the archiving of negatives, photos, and movies at the LaRC photographic laboratory. This client/server application, written using 4th Dimension, consists of 695 objects (procedures, layouts, scripts, and menu bars) and resides on two Macintosh Quadra 950 servers. LaRC has total responsibility for the maintenance and enhancement of this application. Category A. (Minimal documentation available.)

6.10 Work Order Resource Management Systems (WORMS) - This application was developed in 1987 to maintain data concerning work hours, resources, schedules, and status of task assignments associated with business computing at LaRC. It consists of 72 NATURAL programs (37,815 lines of code) that process ADABAS

files. LaRC has total responsibility for the maintenance and enhancement of these Center-unique programs. Category A.

6.12 Fabrication - This application was developed in 1985 and upgraded in 1992. It maintains data relevant to tracking manhours, surcharges, and costs associated with fabricating research models, flight and related hardware, and facility components. It consists of 481 NATURAL and COBOL programs (52,098 lines of code) that process ADABAS data files. LaRC has total responsibility for the maintenance and enhancement of this application. Category A.

Server Administration

7.1 Information System Services (ISS) - This application was developed in 1989 and maintains data relevant to Centerwide program and project management. Data are extracted from several ADABAS files and written to disk datasets for import to a MicroVAX file server system attached to the Center's local area network. It consists of 37 NATURAL programs (8,927 lines of code) that process ADABAS data files. LaRC has total responsibility for the maintenance and enhancement of this application. Category A.

7.2 EIC Guest Server - This application was implemented in 1992 to manage and distribute shareware, site licensed software, and software upgrades Centerwide for the Macintosh systems. It uses Appleshare Server Software. It is currently being used to distribute upgrades for Quickmail, MacTCP, Now Up-to-Date, Microsoft Office, MacX, and the basic Operating Systems. It is also being used to distribute shareware utilities such as Extensions manager, Mosaic, 32 bit System enabler and various print and monitor drivers. This application is used by most Macintosh users and Wyle technicians. LaRC has total responsibility for the maintenance and enhancement of this application which resides on a Workgroup Server 80. Category A.

7.3 Forms Server - This application was implemented in August 1993 to manage and distribute electronic forms Centerwide on the Macintosh systems. There are 76+ forms currently being used by 300+ users. The application uses Appleshare Server and Informed Number server. LaRC has total responsibility for the maintenance and enhancement of this application which resides on a Mac SE/30 server. Category A.

REGISTER OF WAGE DETERMINATIONS UNDER
THE SERVICE CONTRACT ACT
By direction of the Secretary of Labor

Alan L. Moss
Director
Division of
Wage Determinations

U.S. DEPARTMENT OF LABOR
EMPLOYMENT STANDARDS ADMINISTRATION
WAGE AND HOUR DIVISION
WASHINGTON, D.C. 20210

Wage Determination No.: 94-2544
Revision No.: 6
Date of Last Revision: 06/20/1995

State(s): North Carolina, Virginia

Area: NORTH CAROLINA COUNTIES OF CAMDEN, CHOWAN, CURRITUCK, GATES, PASQUOTANK, PERQUIMANS.
VIRGINIA COUNTIES OF CHESAPEAKE, GLOUCESTER, HAMPTON, ISLE OF WIGHT, JAMES CITY, MATHEWS, NEWPORT NEWS, NORFOLK, POQUOSON, PORTSMOUTH, SOUTHAMPTON, SUFFOLK, SURRY, VIRGINIA BEACH, WILLIAMSBURG, YORK.

** Fringe Benefits Required For All Occupations Included In This Wage Determination Follow The Occupational Listing **

OCCUPATION CODE AND TITLE	MINIMUM HOURLY WAGE
ADMINISTRATIVE SUPPORT AND CLERICAL:	
01011 Accounting Clerk I	$ 6.75
01012 Accounting Clerk II	$ 8.52
01013 Accounting Clerk III	$ 9.95
01014 Accounting Clerk IV	$ 10.75
01030 Court Reporter	$ 9.81
01050 Dispatcher, Motor Vehicle	$ 8.03
01060 Document Preparation Clerk	$ 8.08
01090 Duplicating Machine Operator	$ 8.08
01110 Film/Tape Librarian	$ 8.46
01115 General Clerk I	$ 6.02
01116 General Clerk II	$ 7.42
01117 General Clerk III	$ 8.54
01118 General Clerk IV	$ 9.58
01120 Housing Referral Assistant	$ 10.42
01131 Key Entry Operator I	$ 7.32
01132 Key Entry Operator II	$ 9.24
01191 Order Clerk I	$ 7.32
01192 Order Clerk II	$ 9.59
01220 Order Filler	$ 8.46
01261 Personnel Assistant (Employment) I	$ 8.65
01262 Personnel Assistant (Employment) II	$ 10.03
01263 Personnel Assistant (Employment) III	$ 10.75
01264 Personnel Assistant (Employment) IV	$ 12.06
01270 Production Control Clerk	$ 10.42
01290 Rental Clerk	$ 8.46
01300 Scheduler, Maintenance	$ 8.46
01311 Secretary I	$ 8.46
01312 Secretary II	$ 9.81
01313 Secretary III	$ 10.42
01314 Secretary IV	$ 11.41
01315 Secretary V	$ 11.96
01320 Service Order Dispatcher	$ 8.46
01341 Stenographer I	$ 8.78

01342	Stenographer II	$ 9.86
01400	Supply Technician	$ 10.00
01420	Survey Worker(Interviewer)	$ 9.81
01460	Switchboard Operator-Receptionist	$ 8.08
01531	Travel Clerk I	$ 6.31
01532	Travel Clerk II	$ 6.69
01533	Travel Clerk III	$ 7.06
01551	Typist I	$ 7.42
01552	Typist II	$ 8.92
01611	Word Processor I	$ 8.73
01612	Word Processor II	$ 9.80
01613	Word Processor III	$ 10.97

AUTOMATIC DATA PROCESSING:

03010	Computer Data Librarian	$ 8.26
03041	Computer Operator I	$ 8.26
03042	Computer Operator II	$ 9.58
03043	Computer Operator III	$ 11.83
03044	Computer Operator IV	$ 13.70
03045	Computer Operator V	$ 14.56
03071	Computer Programmer I 1/	$ 11.02
03072	Computer Programmer II 1/	$ 13.62
03073	Computer Programmer III 1/	$ 16.20
03074	Computer Programmer IV 1/	$ 19.39
03101	Computer Systems Analyst I 1/	$ 17.62
03102	Computer Systems Analyst II 1/	$ 20.28
03103	Computer Systems Analyst III 1/	$ 23.23
03160	Peripheral Equipment Operator	$ 8.26

AUTOMOTIVE SERVICE:

05005	Automobile Body Repairer, Fiberglass	$ 14.05
05010	Automotive Glass Installer	$ 12.82
05040	Automotive Worker	$ 12.82
05070	Electrician, Automotive	$ 13.42
05100	Mobile Equipment Servicer	$ 11.59
05130	Motor Equipment Metal Mechanic	$ 14.05
05160	Motor Equipment Metal Worker	$ 12.82
05190	Motor Vehicle Mechanic	$ 14.05
05220	Motor Vehicle Mechanic Helper	$ 10.95
05250	Motor Vehicle Upholstery Worker	$ 12.82
05280	Motor Vehicle Wrecker	$ 12.82
05310	Painter, Automotive	$ 13.42
05340	Radiator Repair Specialist	$ 12.82
05370	Tire Repairer	$ 11.59
05400	Transmission Repair Specialist	$ 14.05

FOOD PREPARATION AND SERVICE:

07010	Baker	$ 8.68
07041	Cook I	$ 7.85
07042	Cook II	$ 8.68
07070	Dishwasher	$ 6.05
07100	Food Service Worker	$ 6.05
07130	Meat Cutter	$ 8.68
07250	Waiter/Waitress	$ 6.58

FURNITURE MAINTENANCE AND REPAIR:

09010	Electrostatic Spray Painter	$ 13.42
09040	Furniture Handler	$ 10.95
09070	Furniture Refinisher	$ 13.42
09100	Furniture Refinisher Helper	$ 10.95
09110	Furniture Repairer, Minor	$ 12.19
09130	Upholsterer	$ 13.42

GENERAL SERVICES AND SUPPORT:

11030	Cleaner, Vehicles	$ 6.05
11060	Elevator Operator	$ 6.05
11090	Gardener	$ 7.75
11121	Housekeeping Aide I	$ 5.93
11122	Housekeeping Aide II	$ 6.49
11150	Janitor	$ 6.05
11180	Laborer	$ 9.68
11210	Laborer, Grounds Maintenance	$ 6.58
11240	Maid or Houseman	$ 5.52
11270	Pest Controller	$ 8.25
11300	Refuse Collector	$ 6.05
11360	Window Cleaner	$ 6.58

HEALTH:

12010	Ambulance Driver	$ 8.75
12040	Emergency Medical Technician	$ 9.13
12070	Licensed Practical Nurse	$ 8.82
12100	Medical Assistant	$ 7.88
12130	Medical Laboratory Technician	$ 7.88
12160	Medical Record Clerk	$ 7.88
12190	Medical Record Technician	$ 10.92
12220	Nursing Assistant	$ 7.02
12250	Pharmacy Technician	$ 9.83
12280	Phlebotomist	$ 7.88
12311	Registered Nurse I	$ 10.92
12312	Registered Nurse II	$ 13.36
12313	Registered Nurse II, Specialist	$ 13.36
12314	Registered Nurse III	$ 16.16
12315	Registered Nurse III, Anesthetist	$ 16.16
12316	Registered Nurse IV	$ 19.37

INFORMATION AND ARTS:

13002	Audiovisual Librarian	$ 14.56
13011	Exhibits Specialist I	$ 13.06
13012	Exhibits Specialist II	$ 15.87
13013	Exhibits Specialist III	$ 17.63
13041	Illustrator I	$ 13.06
13042	Illustrator II	$ 15.87
13043	Illustrator III	$ 17.63
13050	Library Technician	$ 11.02
13071	Photographer I	$ 10.40
13072	Photographer II	$ 13.06
13073	Photographer III	$ 15.87
13074	Photographer IV	$ 17.63
13075	Photographer V	$ 21.32

LAUNDRY, DRY CLEANING, PRESSING:

15010	Assembler	$ 5.18
15030	Counter Attendant	$ 5.18
15040	Dry Cleaner	$ 6.30
15070	Finisher, Flatwork, Machine	$ 5.18
15090	Presser, Hand	$ 5.18
15100	Presser, Machine, Dry Cleaning	$ 5.18
15130	Presser, Machine, Shirts	$ 5.18
15160	Presser, Machine, Wearing Apparel, Laundry	$ 5.18
15190	Sewing Machine Operator	$ 6.71
15220	Tailor	$ 7.11
15250	Washer, Machine	$ 5.57

MACHINE TOOL OPERATION AND REPAIR:

19010	Machine-tool Operator (Toolroom)	$ 14.05
19040	Tool and Die Maker	$ 15.57

MATERIALS HANDLING AND PACKING:

21010	Fuel Distribution System Operator	$ 12.82
21020	Material Coordinator	$ 12.19
21030	Material Expediter	$ 12.19
21040	Material Handling Laborer	$ 7.44
21071	Forklift Operator	$ 9.05
21100	Shipping/Receiving Clerk	$ 8.85
21130	Shipping Packer	$ 8.85
21150	Stock Clerk	$ 8.85
21210	Tools and Parts Attendant	$ 10.95
21400	Warehouse Specialist	$ 10.54

MECHANICS AND MAINTENANCE AND REPAIR:

23010	Aircraft Mechanic	$ 14.05
23040	Aircraft Mechanic Helper	$ 10.95
23060	Aircraft Servicer	$ 12.19
23070	Aircraft Worker	$ 12.82
23100	Appliance Mechanic	$ 13.42
23120	Bicycle Repairer	$ 11.59
23125	Cable Splicer	$ 14.05
23130	Carpenter, Maintenance	$ 13.42
23140	Carpet Layer	$ 13.42
23160	Electrician, Maintenance	$ 15.57
23181	Electronics Technician, Maintenance I	$ 13.99
23182	Electronics Technician, Maintenance II	$ 14.31
23183	Electronics Technician, Maintenance III	$ 15.33
23260	Fabric Worker	$ 12.19
23290	Fire Alarm System Mechanic	$ 14.05
23310	Fire Extinguisher Repairer	$ 11.59
23340	Fuel Distribution System Mechanic	$ 14.05
23370	General Maintenance Worker	$ 8.75
23400	Heating, Refrigeration and Air Conditioning Mechanic	$ 14.05

23430	Heavy Equipment Mechanic	$ 14.05
23460	Instrument Mechanic	$ 14.05
23500	Locksmith	$ 13.42
23530	Machinery Maintenance Mechanic	$ 14.05
23550	Machinist, Maintenance	$ 14.05
23580	Maintenance Trades Helper	$ 10.95
23640	Millwright	$ 14.05
23700	Office Appliance Repairer	$ 13.42
23740	Painter, Aircraft	$ 13.42
23760	Painter, Maintenance	$ 13.42
23790	Pipefitter, Maintenance	$ 14.05
23800	Plumber, Maintenance	$ 13.42
23820	Pneudraulic Systems Mechanic	$ 14.05
23850	Rigger	$ 14.05
23870	Scale Mechanic	$ 12.82
23890	Sheet-metal Worker, Maintenance	$ 14.05
23910	Small Engine Mechanic	$ 12.82
23930	Telecommunications Mechanic I	$ 14.05
23940	Telecomunications Mechanic II	$ 15.22
23950	Telephone Lineman	$ 14.05
23960	Welder, Combination, Maintenance	$ 14.05
23965	Well Driller	$ 14.05
23970	Woodcraft Worker	$ 14.05
23980	Woodworker	$ 12.22

PERSONAL NEEDS:

24570	Child Care Attendant	$ 6.01
24600	Chore Aide	$ 4.91
24630	Homemaker	$ 8.33

PLANT AND SYSTEM OPERATION:

25010	Boiler Tender	$ 14.05
25040	Sewage Plant Operator	$ 13.42
25070	Stationary Engineer	$ 14.05
25190	Ventilation Equipment Tender	$ 10.95
25210	Water Treatment Plant Operator	$ 13.42

PROTECTIVE SERVICE:

27004	Alarm Monitor	$ 7.21
27010	Court Security Officer	$ 9.68
27040	Detention Officer	$ 9.68
27070	Firefighter	$ 10.50
27101	Guard I	$ 6.03
27102	Guard II	$ 7.21
27130	Police Officer	$ 12.28

TECHNICAL:

29010	Air Traffic Control 2/ Specialist, Center	$ 21.67
29011	Air Traffic Control 2/ Specialist, Station	$ 14.94
29012	Air Traffic Control 2/ Specialist, Terminal	$ 16.46
29020	Archeological Technician	$ 15.87
29030	Cartographic Technician	$ 15.87
29040	Civil Engineering Technician	$ 15.87

29061	Drafter I	$ 9.24
29062	Drafter II	$ 10.40
29063	Drafter III	$ 13.06
29064	Drafter IV	$ 15.87
29070	Embalmer	$ 17.63
29081	Engineering Technician I	$ 10.36
29082	Engineering Technician II	$ 11.63
29083	Engineering Technician III	$ 13.02
29084	Engineering Technician IV	$ 16.12
29085	Engineering Technician V	$ 19.72
29086	Engineering Technician VI	$ 23.86
29090	Environmental Technician	$ 15.87
29210	Laboratory Technician	$ 11.83
29240	Mathematical Technician	$ 15.87
29330	Mortician	$ 17.63
29390	Photooptics Technician	$ 15.87
29480	Technical Writer	$ 15.02
29620	Weather Observer, Senior 3/	$ 12.80
29621	Weather Observer, Combined 3/ Upper Air and Surface Programs	$ 11.83
29622	Weather Observer, Upper Air 3/	$ 11.83

TRANSPORTATION/MOBILE EQUIPMENT OPERATION:

31030	Bus Driver	$ 9.15
31100	Driver Messenger	$ 8.70
31200	Heavy Equipment Operator	$ 14.05
31290	Shuttle Bus Driver	$ 8.75
31300	Taxi Driver	$ 7.29
31361	Truckdriver, Light Truck	$ 8.75
31362	Truckdriver, Medium Truck	$ 9.15
31363	Truckdriver, Heavy Truck	$ 9.65
36364	Truckdriver, Tractor-Trailer	$ 10.15

MISCELLANEOUS:

99005	Aircraft Quality Control Inspector	$ 15.22
99020	Animal Caretaker	$ 7.00
99030	Cashier	$ 5.93
99040	Child Care Center Clerk	$ 7.50
99050	Desk Clerk	$ 7.00
99260	Instructor	$ 17.63
99300	Lifeguard	$ 5.36
99350	Park Attendant (Aide)	$ 6.73
99400	Photofinishing Worker	$ 6.01
99500	Recreation Specialist	$ 13.04
99510	Recycling Worker	$ 7.41
99610	Sales Clerk	$ 5.36
99630	Sports Official	$ 5.36
99658	Survey Party Chief	$ 7.85
99659	Surveying Technician	$ 7.50
99660	Surveying Aide	$ 4.91
99690	Swimming Pool Operator	$ 8.68
99720	Vending Machine Attendant	$ 7.41
99730	Vending Machine Repairer	$ 8.68
99740	Vending Machine Repairer Helper	$ 7.41

**** Fringe Benefits Required For All Occupations Included In This Wage Determination ****

HEALTH & WELFARE: Life, accident, and health insurance plans, sick leave, pension plans, civic and personal leave, 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. May include such benefits as severance pay.

VACATION: 2 weeks paid vacation after 1 year of service with a contractor or successor; 3 weeks after 10 years; 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 predecessor contractors in the performance of similar work at the same Federal facility. (Reg. 4.173)

HOLIDAYS: 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)

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 29 CFR 4.156)

2/

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/

APPLICABLE TO WEATHER OBSERVERS ONLY - NIGHT PAY & SUNDAY PAY: If you work at night as a 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 employee (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).

**** 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 $4.25 per week (or $.85 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 Titles 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 First Supplement December 1993, unless otherwise indicated. This publication may be obtained from the Superintendent of Documents, at 202-783-3238, 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 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 F

AUTOMATED INFORMATION SECURITY PLAN

NASA Langley Research Center
Contract NAS1-20650
Business and Administration Management Information Services (BAMIS)

NCI Information Systems, Inc.
41 Research Drive
Hampton, VA 23666
804/865-8440

Version 1.0, February 6, 1996

Table of Contents

1. GENERAL

1.1 Introduction

The NASA Federal Acquisition Regulations (FAR) Supplement Part 18-52.204-77, Submission of security plan for unclassified federal computer systems, requires NCI to provide a plan that addresses the security measures and program safeguards to ensure that all computer systems and resources acquired and utilized in the performance of the contract by contractor and subcontractor personnel. The order covers all unclassified computer systems, including all hardware and software used in the system as well as any data within the system. The data must be protected against loss, misuse, or unauthorized access to or modification of that could be detrimental to the Government.

1.2 Objective

This document provides all NCI employees and associated subcontractor personnel who are supporting BAMIS with an effective reference to guide their activities and decisions where computer security issues are of concern. It is also to be a communications vehicle through which the NASA COTR and NCI Program Manager can define acceptable security practices throughout the execution of BAMIS. As such NCI will change the document as work conditions and tasks demand.

1.3 Policy

NCI is firmly committed to safeguarding personnel and equipment. Providing computer security and personnel safety will involve the following: (1) Indoctrination making appropriate health and safety information and procedures available to those who need them; (2) Training - taking a proactive approach to delivering specific health and safety information to employees and others with a need to know; (3) Inspection - deliberate actions to verify proper conditions and procedures; (4) Reporting - a systematic means of communicating safety and health findings to proper authorities; and (5) Documentation - an effective method of maintaining records for follow-up actions and reference.

1.4 References

Computer Security

- Public Law 93-579 (5 USC 552) The Privacy Act of 1974
- Public Law 100-235 - January 8, 1988 Computer Security Act of 1987
- OMB Circular A-71 Security of Federal Automated Information Systems, 7/27/78
- OMB Circular A-108, Responsibilities for the Maintenance of Records about Individuals by Federal Agencies
- OMB Circular A-123, Internal Controls
- OMB Circular A-130, Management of Information Resources, Appendix III, Security of Federal Automated Systems
- NASA Handbook NHB1600.6, NASA Communications Security Manual

- NHB 2410.1, Information Processing Resources Management, Chapter 3, Computer Security
- NHB 2410.9A, Automated Information Security Handbook.
- NASA Management Instruction (NMI) 1382.17 Protection of Personal Privacy - NASA Privacy Regulations
- NMI 2410.7, Assuring the Security and Integrity of NASA Automated Information Resources

The health and safety of contract and subcontract personnel are essential to the provision of computer security. The following references define the parameters of concern for personnel welfare.

- NMI 1800.4 NASA Occupant Health Program
- NHB 1700. 1 (V-9) Fire Protection Handbook
- NHB 1700.1 (V-1B) Basic Safety Manual
- NHB 1700.1 (V-2) Guidelines for Mishap Investigation
- NHB 2710.1 Safety & Health Handbook - Occupational Safety & Health Programs.
- QS-EPP-92-001 NASA Emergency Preparation Plan
- OSHA 3088 How to Prepare for Workplace Emergencies
- NMI 8710.2A NASA Safety and Health Program
- NMI 8621.1F Mishap Reporting and Investigation
- Occupant Emergency Plan for 41 Research Boulevard

2. SCOPE

This plan is not intended to contain all computer security, and personnel safety and health subject matter information. Rather, that which is essential to computer security. This plan presents NCI's management approach and procedures that will ensure computer security. Specific computer security matter may be referenced and provided as attachments to this plan, but generally will be provided in appropriate depth during training sessions and informational discussions that will be conducted for individuals and groups.

3. SECURITY PROGRAM

3.1 Designation of Security Personnel

While the employment of John Allen is directly related to computer security, every member of the BAMIS workforce is equally responsible for the security of property, equipment, and data.

3.2 Physical Security

Physical security is primarily responsible for the physical barriers managers use to assure that only authorize personnel gain access to information, media, equipment or personnel associated with BAMIS. Physical security involves the use of locks, badges, procedures, cameras, alarms and security officers to achieve the physical protection of NASA assets from theft, damage or espionage. It is the Contractor's responsibility to ensure facilities are protected at the highest degree of protection required by the classification of the system being used.

3.2.1 BAMIS Facilities

Computer Center: The computer center, located in building 1152, is the location of the mainframe computer and RISC servers providing business computing capabilities. The computer center is staffed by the operations and help-desk personnel.

Evaluation and Information Center (EIC): The EIC is a laboratory environment for the display of technology and training in its use. There numerous additional activities including user-assistance, help-desk support, applications development and the operation Macintosh servers providing client-server database applications.

41 Research Drive: Houses the majority of the work performed by NCI. Project Management, Security, Systems Administration, and Applications Portfolio Management are all located here. No work performed here required DISCO clearance.

LaRC has gates that are guarded 24 hours a day, 365 days a year, and is protected by a roving security force. Entrance must be approved at the LaRC gates before entering the Computer Center or EIC. Both the Computer Center and the EIC are secured with keypad systems.

The 41 Research facility outside the boundaries of NASA LaRC and is not protected by a security force. It, like the Computer Center and the EIC, is secured by a keypad entry system. The physical security of the facility is further enhanced by the lack of windows large enough to allow access.

3.2.2 Access Control.

NASA provides security officers and an integrated badging system to provide the first steps in this process while on LaRC. Contractor personnel will be badged and will comply with all LaRC regulations regarding registration and wearing of NASA issued badges. The wear, maintenance, and accountability of these instruments are the responsibility of the individual. Managers and Supervisors will perform periodic checks to ensure badges are present, current and in good order.

There may be locations that possess cryptologic keypads that will require Contractor personnel to use a personal identification code (PIN) to gain access. One such access control device is located at the entrance to the Computer Center (bldg. 1152) and at the Evaluation and Information Center (EIC). Personnel will coordinate with the Security Manager, Mr. John Allen, for the PIN. PIN's are extremely sensitive because they allow unimpeded access and should not be shared with others. Personnel who forget their PIN should contact Mr. Allen.

Users of NASA AIS systems must be authenticated. These methods will be approved by NASA and may include passwords, tokens, biometrics, smartcards and/or other methods. Systems will possess authentication failure disabling features so to reduce the possibility of unauthorized persons guessing user ID's. Audit trails are extremely important and valuable and will be used to record logins and duration of access. User ID's will be UNCLASSIFIED but should be considered sensitive. In accordance with NHB 2410.9A, passwords will be changed at least every 6 months. Access to a compilation list of assigned passwords will be restricted to Mr. Allen and Mr. Collins. Should an employee forget their passwords, they should contact Mr. Allen.

Visitors will be common within the BAMIS work environment. Visitors seeking access to the Computer Center, EIC or to the work areas of NCI (41 Research Dr.) must be approved by the Program Manager, Mr. Dan Collins and demonstrate that they have a valid, official requirement. Individuals who wish to visit to the Computer Center or the EIC must also transit the NASA badge and pass office for registration. Visitors to NCI spaces will be required to register into a master access log and a visitor badge issued. Custodians will be escorted in all work areas.

3.2.3 Protection of Information.

The physical protection of NASA related information, documents, magnetic media and facilities is critical to ensuring the integrity of data and continued operations. Sensitive information will be appropriately marked and secured in locked room, file cabinets, or desk during non-working hours. Such information should be under surveillance and not left out during work hours when not in use or in the presence of an employee that has a "Need-to-Know". Removable magnetic disks pose a significant security threat to NCI and NASA systems, therefore no diskettes will be introduced into a NCI or NASA system without having a virus scan performed. This requirement will also be cited in future security guidance regarding the downloading of internet information. Classified

information will be secured in accordance with NASA regulatory and NISPOM requirements.

3.2.4 Security Response Forces.

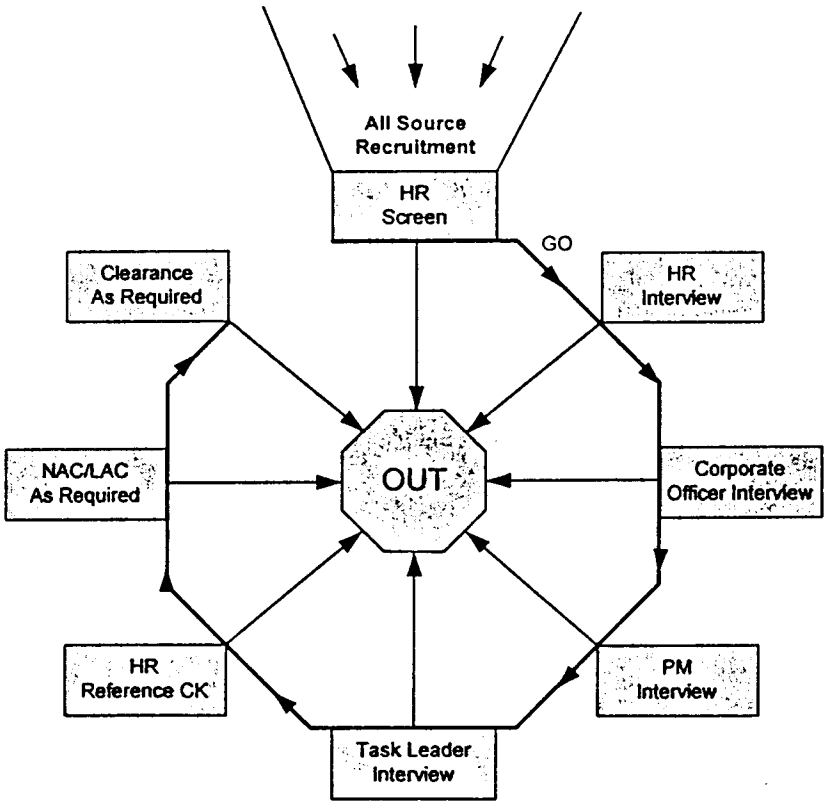
The primary security response force for LaRC is the LaRC Security Force. The primary security response for 41 Research Dr. is local law enforcement. In all situations that involve the request for emergency assistance, Mr. Collins must be notified and apprised of the situation.

3.3 Personnel Screening

Personnel security (PERSEC) provides the first line of defense to any security program. Employers must ensure that the individual being considered for employment or contract assignment be of sound integrity and is not misrepresenting him or herself. In the case where contractor personnel will have access to unclassified government systems, it is the contractor's responsibility to assure the government that the personnel performing on the contract present no security risk to the contract.

3.3.1 Vetting

The need to ensure that personnel are properly vetted is critical to reducing the risk of adverse activity. Managers at all levels will work with the Human Resources staff to ensure the best possible background evaluation and adjudication is performed.



NCI Vetting Process

Managers of contracts requiring drug testing, local agency checks, national agency checks or security clearances will coordinate with Security and the Human Resources Staffs as soon as such requirements are known. NCI's hiring process is illustrated above. Personnel involved in the BAMIS contract, incumbent or new hires will be carefully screen to ensure they meet Corporate and contract standards prior to starting work. Personnel must be considered trustworthy and be free of any of conflicts of interests,. criminal activity or past problems that could indicate potential problems.

3.3.2 Security Clearances.

Personnel requiring security clearances will process through the Corporate security offices immediately on hiring. Contingent hires or incumbent personnel that currently possess security clearances must relay detailed information to the Security Officer regarding who granted the clearance, the security level, and the dates of the appropriate background level so liaison with DISCO, OPM record managers and NASA adjudicators can facilitate clearance transfers smoothly. Clearances and National Agency Checks are processed on a "Need-to-Know" basis as required by the government client in the Form DD254 should the contract require such cleared personnel. Personnel not being required to have a clearance should not question personnel who do as to the nature of his or her work or the information the person is accessing. NCI will work closely with NASA Security Managers to ensure timely response to initial security clearance submission and subsequent "bring-up". Personnel may be required to have a limited-scope background local agency check and/or national agency check based on their required access to NASA AIS systems.

3.3.3 Administrative Actions.

Situations involving alleged impropriety or other derogatory situation by a BAMIS contract employee will result in an immediate investigation by the Program Manager. The Program Manager will consult Corporate resources such as its Corporate officers, legal counsel, human resources and security officer, as necessary. The Program Manager will maintain discretion over the individual's identity and facts surrounding the situation so to maintain privacy and to mitigate any adverse consequences. If the situation involves a security-related issue the Program Manager and or the Security Officer will closely coordinate with NASA security officials and report applicable incidents immediately in accordance with regulatory guidance.

3.3.4 Visit Requests

Access to NASA LaRC is restricted to badged personnel. Procedures for obtaining a badge for access to the Computer Center or the EIC, both located on NASA LaRC, are described in section 3.3.2. Visitors seeking to enter the Computer Center or the EIC must contact Dan Collins, Program Manager, at 41 Research Drive, or his designated point of contact, for approval and the NASA badge and pass office, located at the NASA LaRC Main Gate.

Visitors to 41 Research Drive will have a temporary badge issued by the employee receiving the visitor. Badges will be signed out and signed in upon return. The visitor will be required to sign in, state organization, purpose of visit, person visited, and the time in and out of the facility.

3.3.5 Badging

It is NCI policy that all employees shall receive picture identifying badges and that NCI and its employees will obtain appropriate identification badges using authorized procedures for all sites hosting NCI employees.

3.3.5.1 Contractor Identification Badges

All NCI employees are issued picture identification badges on their first day of employment. These badges include the name and work location of the omployee, the employee's social security number, date of birth, height and eye color, as well as the employee's signature.

3.3.5.2 NASA Badges

NCI and its employees will obtain appropriate identification badges using authorized procedures for LaRC. All employees will be badged to permit rapid transit between the NCI facility at 41 Research Drive and the users of BAMIS systems located on LaRC premises. All BAMIS employees will have ADP clearance level requested, because any employee will be in a position to access (on a need-to-know basis) sensitive ADP information. The NCI Security Officer will coordinate and request employee badges.

If an employee looses his/her badge, the loss will be reported to LaRC Security Office as soon as the loss is detected. The effected employee will request rebadging by LaRC Security in accordance with established procedures.

3.4 Information and Data Security

3.4.1 Personal Privacy Information

Information related to personnel, medical and similar information should be regarded at data covered by the Privacy Act of 1974. NASA has categorized this information as Category 1 information with a sensitivity level of 0-2, depending on the content of the information. Caution is advised when passing this type of information to third party persons or over telecommunication/computer networks. Network access to such information will include an identification and authentication procedure for the individual. Some form of securing the information should be arranged when the data or AIS system is unattended e.g. locked doors, locked cabinets, etc. The more sensitive the information the more security and contingency recovery planning needs to be involved. Passwords may be required to authorize access for instance.

3.4.2 Sensitive/Critical Data Information

The sensitivity of information are arranged by levels and based on the amount of harm or loss that could be experienced from an adverse event. Data sensitivity is determined by applicable sponsors and information owners which should be applied to each application based on the information that is expected to process. The LaRC AIS Officer will assign an appropriate level of criticality/sensitivity to each application and system. Each Information Category 0-12 will be given a sensitivity level ranging from 0-3 and require escalating security requirement with the sensitivity. NASA's NHB 2410.9A, AIS Security Handbook, Chapter 4 will provide additional information on this program.

3.4.3 Storage and Markings

Data, media, and documents must be maintained in accordance with NASA regulatory guidance as required based on the information's classification, sensitivity and criticality. As a general rule, unclassified ouptput should be marked or labeled "UNCLASSIFIED", top and bottom and the magnetic media also appropriately labeled. NASA material, although unclassified is not to be stored outside BAMIS facilities without permission from the Project Manager. In accordance with NASA Security Handbook, NHB 1620.3C, personnel are reminded that For Official Use Only (FOUO) information requires certain marking, storage and processing needs and is not to be removed from BAMIS facilities.

3.5 Information Technology Security (ITS) Plan

3.5.1 Introduction

When a personal computer (PC) or mainframe account user rights are made available to a person, that person becomes the security officer for that computer or account. Any user IDs or passwords assigned to that person are to be used only by that person and should not be shared with any other person.

All government computing systems are to be used for official business only and are to be protected from physical abuse. Users may not write personal letters or resumes, perform personal bookkeeping, or generate graphics for personal use. The hardware must not be kicked, pounded, or otherwise mistreated. Floppy diskettes are not to be used as coasters, blotters, frisbees, or any purpose for which they were not intended. Do not eat or drink in the immediate vicinity of terminals, PCs, or peripherals.

Copyrighted software purchased for the BAMIS contract is subject to specific license requirements. Do not copy, share, and/or transport licensed software from or to any workstation or out of the facility without specific written permission by recognized authority.

3.5.2 Data Processing Continuity

3.5.2.1 Physical Security

Working offsite may involve transporting storage media(e.g., diskettes, tapes, CD-ROM, etc.) in and out of the facility which introduces an increased risk to NASA resources (e.g., loss of data, disclosure of sensitive or proprietary information, malicious code contamination of computer systems, etc.). It is the responsibility of any person using the facilities to ensure that the media brought into any facility is virusfree prior to loading into NASA equipment.

3.5.2.2 Housekeeping

All BAMIS employees will be apprised of the importance of good housekeeping practices as a necessary technique in maintaining data integrity, as well as in ensuring a higher level of personnel safety and well being. This orientation will be accomplished during each employee's initial security indoctrination, and reinforced in annual security refresher training.

3.5.2.3 Protection of Magnetic Media

All magnetic media (diskettes, reels of magnetic tape, magnetic tape cartridges and removable media disks) shall be handled with care to avoid physical damage, and shall not be exposed to excessive heat or cold, nor to magnetic fields to avoid erasure, corruption, or deformation of the media.

3.5.3 Technical Security

3.5.3.1 Hardware Security

The loss of computing hardware is of concern to many organizations, NASA and NCI included. Personnel will not remove any computer from a BAMIS facility without permission from the Project Manager or Task Leader. Personnel may be required to obtain a property pass when transiting to and from Government facilities. The Project Manager and the NCI Security Officer will survey NCI controlled areas to determine if additional hardware security will be required such as keyboard locks, computer tie-down devices, removable hard drives, or lockable diskette storage.

3.5.3.2 Operating System Software Security

Freeware, public domain software, or other imported software will not be introduced into any NASA computer or network without it being checked for virus and permission recieved from the Project Manager and Client. Files should not be saved to the operating system software directly, but instead saved to diskettes, "C drive, or other backup drive. All software used to support BAMIS will be properly licensed.

3.5.3.3 Database Systems Security

Database integrity is extremely important to the BAMIS effort. All employees are tasked to ensure that information stored in databases is accurate and of reliable sources. Virus

scans will be performed periodically. Some databases may include NASA proprietary information, therefore BAMIS personnel are instructed not to download or copy such information. Violations may result in adverse personnel actions.

3.5.3.4 Communications Security

There are risks involved with network and dial-up capabilities of electronic transfer of software, information, and data (e.g., loss of data, disclosure of sensitive or proprietary information, malicious code contamination of computer systems, etc.). Each person using the facilities is fully responsible in the use of those capabilities, to use them only for official use, and to act only in the best interest of NASA and the US Government.

3.5.3.5 Terminal Security

All persons are enjoined to maintain their computing workstations in a state of clean, and "safe" readiness to perform the task at hand. Employees will not eat or consume drinks at a terminal nor material that pose a risk to the terminal be placed in close proximity to a workstation such as magnets. All computers should be turned off, if possible, prior to departure for the day. Ensure when you leave your station, that everything is accounted for and materials secured.

3.5.4 Contingency Planning (Backup and Recovery)

(The incumbent contingency plan will remain in effect until after the transfer of the Langley mainframe to Lewis, approximately 2/25/96)

3.5.4.1 Restart/Recovery

3.5.4.2 Software Data

Personnel will ensure at least one generation copy is made of all work performed on BAMIS. Additional copies may be required based on the sensitivity/criticality of the information.

3.5.5 Security and Integrity of Systems and Data

All employees shall take all necessary and prudent measures to guard against accidental or intentional disclosure, loss, corruption or destruction of data and of media containing data entrusted to NCI under the BAMIS contract.

3.5.5.1 Sensitive Applications

NCI and subcontractor employees shall be aware of Sensitive Applications for which NCI is responsible under the BAMIS contract. All employees shall be vigilant and shall protect these applications from accidental or intentional disclosure, loss, corruption or destruction.

3.5.5.2 Sensitive Data

Sensitive data is data used as input to, or results from the processing of, Sensitive Applications. All employees shall be vigilant and shall protect these data from accidental or intentional disclosure, loss, corruption or destruction.

3.5.6 Risk Management

NCI employees and subcontractors on the BAMIS contract shall prepare a Risk Assessment and Mitigation Plan (RAMP) for new development and non-routine maintenance of Sensitive Applications. The RAMP shall include at a minimum an analysis of the potential risk to the application, including the risk of cost or schedule overrun, inadequate or incorrect application performance, and risks of contaminated data. All risks so identified shall have corresponding mitigation measures identified, and plans made to eliminate or substantially obviate each risk.

The implementation plan for new development and non-routine maintenance for non-Sensitive Applications shall include a RAMP commensurate with the level of effort and the relative sensitivity of the application.

3.6 Security Education

This section will describe initial and refresher training to be provided to all NCI employees working at NASA LaRC.

3.6.1 New Employee Briefing.

The initial AIS Training will take place within thirty days after contract start date and will be performed annually thereafter. All new employees will receive training as a part of their orientation. Training will occur more frequently as events or situations warrant.

Training will include the following:

- Securing unclassified federal computer systems
- Reporting AIS security incidents
- Facility safeguarding
- Facility entrance requirements
- Visitor rules for all sites
- Data Processing Installation vulnerabilities and solutions
- Disaster Recovery Plan

All employees in attendance will be recorded as trained, and the list will be forwarded to the Sensitive Application Computer Security Official.

3.6.2 BAMIS Orientation.

All NCI affiliated personnel will receive a welcome aboard briefing and program introduction by the Program Manager or his/her representative. As part of this

introduction. The Security Officer will provide security orientation and instruction regarding AIS security procedures, OPSEC and counterintelligence, information security, badging and access control within thirty days after the contract start date. Additional instruction will include security incident reporting, visitor control and disaster recovery.

3.6.3 Annual Training.

In accordance with the National Industrial Security Operating Manual (NISPOM), NASA Security Handbook, NHB 1620.3C and NHB 2410.9A, NASA Automated Information Security Handbook, contractor personnel will attend mandatory refresher and awareness training as offered by the LaRC Office of Security for AIS Security, threat, and general security practices. The Security Officer will maintain a accurate log of all personnel attending any security related training on NASA Form 838, "Employee Security Orientation/ Indoctrination Record". This will be maintained by NCI with a copy being forwarded to the LaRC Security Education Specialist. Employees are encouraged to attend any security-related training that is made available whether mandatory or not, with the approval of supervisors.

3.7 Information Security.

Information Security is defined as the discipline covering the protection of classified national security information by the application of the rules and procedures established by Executive Order 12356. It includes classification, declassification, marking, mandatory review, oversight, etc. The procedures pertaining to both communications security and computer security. Although BAMIS does not pertain to classified information processing, many of the techniques are applied due to the sensitive nature and content of the data. Detailed procedures regarding information security will be forthcoming.

3.7.1 Data Handling.

NCI affiliated personnel will comply with NASA regulatory guidance pertaining to privacy information, storage, marking, transmission, and destruction of documents and magnetic media that possess unclassified but sensitive NASA information. Until the operating procedures are distributed and all affiliated personnel informed of the procedures, personnel will secure any NASA materials and work documents that contain sensitive information during non-duty hours into a locked desk or file cabinet. This in affect initiates a "clean-desk" policy. Personnel will ensure all documents and diskettes are properly labeled to include the use of UNCLASSIFIED labels. It is important to remember that the Need to Know concept applies to unclassified information as well.

3.7.2 Technology Protection.

All government computing systems are to be used for official business only and are to be protected from physical abuse. Users may not write or prepare personal correspondence on government furnished equipment. Hardware must not be kicked, pounded on, or otherwise mistreated. Diskettes are not to be used as coasters, frisbees or placed next to

magnetic sources. Do not eat or drink in the immediate vicinity of terminals, PCs, or peripherals. Working off-site may involve the transport of magnetic media and documents this increases the risk to NASA resources. External software will not be introduced to any NASA system without approval. Personal diskettes or CD-ROMs will not be introduced into any NASA computing system. Any authorized introduction of external software or diskettes will be virus-checked first. Copy righted software purchased for the BAMIS contract is subject to specific license requirements. Do not copy, share and/or transport licensed software from or to any workstation or out of the facility without specific written permission by recognized authority. Individuals using dial-up capabilities for electronic transfer of software or data must be fully aware of the risks and countermeasures to assure information integrity and that the data is virus-free. Personnel are admonished that such systems often involve a fee for service and those using such capabilities do so in the best interest of the Government and for official use.

3.8 Operations Security.

All affiliated personnel are charged to report any attempt by non-government or other industry individuals to solicit information about the details of projects, requests for classified information, requests for access to sensitive information or Corporate proprietary data. Personnel are reminded that telephones are non-secure and subject to being intercepted by unauthorized persons. Do not attempt to speculate or talk around about the classification of information or a project. Our technologies and systems provide us an enhanced capability to support the Government; be sure that it does not become a weapon against our client. When using electronic systems, take time to compose your thoughts prior to typing it or sending it. Shred or place in burn bags sensitive trash. Combinations, PIN's and passwords will not be kept in personal items such as wallets, purses, calendars, etc. These items are sensitive and must be protected within the confines of the work area in locked file cabinets or desks during non-duty hours. Security violations or insecurities of NASA information or facilities or Corporate proprietary information will be reported to the Security Officer.