

**SOLICITATION, OFFER AND AWARD**

1. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 350) RATING: DD-CG PAGE OF 3 | 134

2. CONTRACT NO. 3. SOLICITATION NO. 1-39-GMG.1051

4. TYPE OF SOLICITATION:  SEALED BID (IFB)  NEGOTIATED (RFP)

5. DATE ISSUED: 6/16/95

6. POSITION/PURCHASE NO.

7. ISSUED BY: National Aeronautics and Space Administration  
Langley Research Center  
Hampton, VA 23681-0001

8. ADDRESS OFFER TO (If other than Item 7):  
NASA, Langley Research Center  
9A Langley Boulevard, Bldg. 1195B, Room 123  
Hampton, VA 23681-0001

NOTE: In sealed bid solicitations "offer" and "offeror" mean "bid" and "bidder".

**SOLICITATION**

9. Sealed offers in original and 8 copies for furnishing the supplies or services in the Schedule will be received at the place specified in Item 8, or handcarried, in the depository located in 9A Langley Blvd., Bldg. 1195B, Rm. 123 until 4:00 PM 7/31/95  
(Hour) (Date)

In addition, one copy of your proposal should be sent directly to the cognizant PCAS office with a cover letter referencing the solicitation number in Block 3.

CAUTION - LATE Submissions, Modifications, and Withdrawals: See Section L, Provision No. 52.214-7 or 52.215-10. All offers are subject to all terms and conditions contained in this solicitation.

10. FOR INFORMATION CALL: A. NAME: R. Todd Lacks B. TELEPHONE NO. (Include area code) (NO COLLECT CALLS): (804) 864-2477

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**OFFER (Must be fully completed by offeror)**

NOTE: Item 12 does not apply if the solicitation includes the provisions at 52.214-16, Minimum Bid Acceptance Period.

12. In compliance with the above, the undersigned agrees, if this offer is accepted within \_\_\_\_\_ calendar days (60 calendar days unless a different period is inserted by the offeror) from the date for receipt of offers specified above, to furnish any or all items upon which prices are offered at the price set opposite each item, delivered at the designated point(s), within the time specified in the schedule.

13. DISCOUNT FOR PROMPT PAYMENT (See Section I, Clause No. 52-232-8)

10 CALENDAR DAYS	20 CALENDAR DAYS	30 CALENDAR DAYS	CALENDAR DAYS
%	%	%	%

14. ACKNOWLEDGMENT OF AMENDMENTS (The offeror acknowledges receipt of amendments to the SOLICITATION for offerors and related documents numbered and dated:

AMENDMENT NO.	DATE	AMENDMENT NO.	DATE

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

CODE: FACILITY:

15B. TELEPHONE NO. (Include area code): 15C. CHECK IF REMITTANCE ADDRESS IS DIFFERENT FROM ABOVE - ENTER SUCH ADDRESS IN SCHEDULE

17. SIGNATURE: 18. OFFER DATE

**AWARD (To be completed by Government)**

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

22. AUTHORITY FOR USING OTHER THAN FULL AND OPEN COMPETITION:  
 10 U.S.C. 2304(c)(1)  41 U.S.C. 253(c)(1)

23. SUBMIT INVOICES TO ADDRESS SHOWN IN ITEM 25 below (4 copies unless otherwise specified)

24. ADMINISTERED BY (If other than Item 7) CODE: 25. PAYMENT WILL BE MADE BY CODE:

Criticality Designator C Financial Management Division  
Mail Stop 175, NASA, Langley Research Center  
Hampton, VA 23681-0001

26. NAME OF CONTRACTING OFFICER (Type or print): 27. UNITED STATES OF AMERICA 28. AWARD DATE

(Signature of Contracting Officer)

IMPORTANT - Award will be made on this Form, or on Standard Form 26, or by other authorized official written notice.

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## PART I - THE SCHEDULE

SECTION B - SUPPLIES OR SERVICES AND PRICES/COSTSB.1 SUPPLIES AND/OR SERVICES TO BE FURNISHED (NASA 18-52.210-7?)  
(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 \$ \_\_\_\_\_, exclusive of the award fee of \$ \_\_\_\_\_ and fixed fee\* of \$0. The total estimated cost, award fee, and fixed fee is \$ \_\_\_\_\_.

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

<u>Period</u>	<u>Available Award Fee</u>
January 1, 1996 - June 30, 1996	\$ _____
July 1, 1996 - December 31, 1996	\$ _____

## 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 \$ \_\_\_\_\_. This allotment is for \_\_\_\_\_ and covers the following estimated period of performance: \_\_\_\_\_.

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

## B.4 ADMINISTRATION OF CONTRACT FUNDING (LaRC 52.232-113) (JUL 1993)

A. The Contractor agrees that all future incremental funding shall be accomplished by Administrative Change Modification and that the funding procedure shall in no way change the Contractor's notification obligations as set forth in the "Limitation of Funds" clause.

B. In addition to the requirements of the "Limitation of Funds" clause, the Contractor shall notify the Contracting Officer in writing if, at any time, the Contractor has reason to believe that the total cost to the Government for the complete performance of this contract will be greater or substantially less than the then total estimated cost of the contract. Such notification shall give a revised estimate of the total cost for the performance of this contract.

\*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.16, Options.



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)."

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 January 1, 1996, through December 31, 1996.

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 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 monthly payment of cost shall include a reference to this contract NAS1- and be forwarded to:

TBD

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

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

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

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

(3) The Contractor shall mark SF 1034A copies 1, 2, 3, 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) Copy 1 NASA Contracting Officer;
- (ii) Copy 2 Auditor; and
- (iii) Copy 3 Contract administration office.

(c) Public vouchers for monthly payment of fee shall be prepared similarly and be forwarded to:

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

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

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

G.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 stated in NASA FAR Supplement Clause 18-52.216-85, "Estimated Cost and Award Fee" in this contract.

(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 may 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 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 \_\_\_\_\_ 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 \_\_\_\_\_. 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, and utilities. 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 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 not bring on-site for use under this contract any property owned or leased by the Contractor, or other property that the Contractor is accountable for under any other Government contract, without the Contracting Officer's prior written approval. This restriction does not pertain to Contractor-furnished vehicles.

(c) On-Center mail delivery service.

- (d) On-site Contractor personnel are authorized to draw from the LARC store issue supplies, provided such withdrawals are approved by the COTR.
- (e) Institutional fire protection necessary to protect NASA facilities.
- (f) Technical manuals/documentation published by the original equipment manufacturers for equipment and software, as available.
- (g) Moving and hauling for office moves, movement of large equipment, and delivery of supplies. Moving services shall be provided on-site, as approved by the Contracting Officer.
- (h) 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.

#### SECTION H - SPECIAL CONTRACT REQUIREMENTS

##### H.1 RIGHTS TO PROPOSAL DATA (TECHNICAL) (FAR 52.227-23) (JUN 1987)

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

##### H.2 KEY PERSONNEL AND FACILITIES (NASA 18-52.235-71) (MAR 1989)

- (a) The personnel and/or facilities listed below (or specified in the Contract Schedule) are considered essential to the work being performed under this contract. Before removing, replacing, or diverting any of the listed or specified personnel or facilities, the Contractor shall (1) notify the Contracting Officer reasonably in advance and (2) submit justification (including proposed substitutions) in sufficient detail to permit evaluation of the impact on this contract.
- (b) The Contractor shall make no diversion without the Contracting Officer's written consent; provided, that the Contracting Officer may ratify in writing the proposed change, and that ratification shall constitute the Contracting Officer's consent required by this clause.
- (c) The list of personnel and/or facilities (shown below or as specified in the Contract Schedule) may, with the consent of the contracting parties, be amended from time to time during the course of the contract to add or delete personnel and/or facilities.

Contract Manager

H.3 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.4 PROCUREMENT AUTHORITY (201-39.5202-3) (OCT 90 FIRMR)

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

H.5 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.6 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.7 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 statutes. 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.8 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 \_\_\_\_\_ is hereby incorporated by reference.

#### H.9 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.10 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

\*Standard Representations, Certifications and Other Statements of Offerors shall be submitted by the successful offeror only.



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

The Register of Wage Determinations and Fringe Benefits, Number 94-2544 (Rev. 4) dated April 4, 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.12 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 % 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 % 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.13 CONSENT TO SUBCONTRACT\*

Notwithstanding the provisions of FAR 52.244-2, Subcontracts (Cost Reimbursement and Letter Contracts) (JUL 1985) Alternate I (APR 1985), the Contractor shall obtain the Contracting Officer's consent before award of a subcontract exceeding \$25,000.

#### H.14 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.15 OPTIONS

##### Priced Options/Extended Services

Pursuant to the Section I clause entitled "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 to be exercisable by 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.

\*If the Contractor has a Government-approved purchasing system, this provision may be deleted.

A. First through Fourth Option Periods

<u>Item</u>	<u>First Option Period</u>	<u>Second Option Period</u>	<u>Third Option Period</u>	<u>Fourth Option Period</u>
Period of Performance (Ref. F.1)	12 months	12 months	12 months	12 months
Estimated Cost (Ref. B.2.A)	\$	\$	\$	\$
Award Fee (Ref. B.2.A)	\$	\$	\$	\$
Award Fee Availability (Ref. B.2.B)				
1/1/97 - 6/30/97	\$			
7/1/97 - 12/31/97	\$			
1/1/98 - 6/30/98		\$		
7/1/98 - 12/31/98		\$		
1/1/99 - 6/30/99			\$	
7/1/99 - 12/31/99			\$	
1/1/00 - 6/30/00				\$
7/1/00 - 12/31/00				\$

B. Fifth through Tenth Option Periods

	<u>Fifth Option Period</u>	<u>Sixth Option Period</u>	<u>Seventh Option Period</u>	<u>Eighth Option Period</u>	<u>Ninth Option Period</u>	<u>Tenth Option Period</u>
Period of Performance (Ref. F.1)	1 month	1 month	1 month	1 month	1 month	1 month
Estimated Cost (Ref. B.2.A)	\$	\$	\$	\$	\$	\$
Fixed Fee (Ref. B.2.A)	\$	\$	\$	\$	\$	\$

## 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

<u>CLAUSE NUMBER</u>	<u>TITLE AND DATE</u>
52.202-1	Definitions (SEP 1991)
52.203-1	Officials Not to Benefit (APR 1984)
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 1985)
52.203-7	Anti-Kickback Procedures (OCT 1988)
52.203-9	Requirement for Certificate of Procurement Integrity - Modification (NOV 1990)
52.203-10	Price or Fee Adjustment for Illegal or Improper Activity (SEP 1990)
52.203-12	Limitation on Payments to Influence Certain Federal Transactions (JAN 1990)
52.209-6	Protecting the Government's Interest when Subcontracting with Contractors Debarred, Suspended, or Proposed for Debarment (NOV 1992)
52.210-5	New Material (APR 1984)
52.212-8	Defense Priority and Allocation Requirements (SEP 1990)
52.212-13	Stop-Work Order (AUG 1989) Alternate I (APR 1984)
52.215-1	Examination of Records by Comptroller General (FEB 1993)
52.215-2	Audit - Negotiation (FEB 1993)
52.215-16	Contract Award (JUL 1990)
52.215-22	Price Reduction for Defective Cost or Pricing Data (JAN 1991)
52.215-24	Subcontractor Cost or Pricing Data (DEC 1991)
52.215-26	Integrity of Unit Prices (APR 1991)
52.215-27	Termination of Defined Benefit Pension Plans (SEP 1989)
52.215-33	Order of Precedence (JAN 1986)
52.215-39	Reversion or Adjustment of Plans for Postretirement Benefits Other Than Pensions (JUL 1991)
52.216-7	Allowable Cost and Payment (JUL 1991)
52.216-8	Fixed Fee (APR 1984)
52.217-9	Option to Extend the Term of the Contract (MAR 1989)
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)
52.219-13	Utilization of Women-Owned Small Businesses (AUG 1986)
52.220-3	Utilization of Labor Surplus Area Concerns (APR 1984)
52.220-4	Labor Surplus Area Subcontracting Program (APR 1984)
52.222-1	Notice to the Government of Labor Disputes (APR 1984)

52.222-2 Payment for Overtime Premiums (JUL 1990)  
 52.222-3 Convict Labor (APR 1984)  
 52.222-4 Contract Work Hours and Safety Standards Act - General  
 Compensation (MAR 1986)  
 52.222-26 Equal Opportunity (APR 1984)  
 52.222-28 Equal Opportunity Preaward Clearance of Subcontracts  
 (APR 1984)  
 52.222-35 Affirmative Action for Special Disabled and Vietnam Era  
 Veterans (APR 1984)  
 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 (APR 1984)  
 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)  
 52.230-2 Cost Accounting Standards (AUG 1992)  
 52.230-3 Disclosure and Consistency of Cost Accounting Practices  
 (AUG 1992)  
 52.230-5 Administration of Cost Accounting Standards (AUG 1992)  
 52.232-9 Limitation on Withholding of Payments (APR 1984)  
 52.232-17 Interest (JAN 1991)  
 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 (APR 1991)  
 52.243-2 Changes - Cost-Reimbursement (AUG 1987) Alternate II  
 (APR 1984)  
 52.244-2 Subcontracts (Cost-Reimbursement and Letter Contracts)  
 (JUL 1985) Alternate I (APR 1985)  
 52.244-5 Competition in Subcontracting (APR 1984)  
 52.245-5 Government Property (Cost-Reimbursement, Time-and-Material,  
 or Labor-Hour Contracts) (JAN 1986)  
 52.246-25 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)
52.251-1	Government Supply Sources (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

<u>CLAUSE NUMBER</u>	<u>TITLE AND DATE</u>
18-52.204-70	Report on NASA Subcontracts (DEC 1994)
18-52.204-76	Security Requirements for Unclassified Automated Information Resources (SEP 1993)
18-52.204-78	Security Plan for Unclassified Federal Computer Systems (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)
18-52.223-70	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)
18-52.245-71	Installation-Provided Government Property (MAR 1989) Alternate I (MAR 1989)
18-52.245-73	Financial Reporting of Government-Owned/Contractor-Held Property (JUL 1994)
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, 8 pages
- Exhibit C BAMIS Hardware and Software Lists, 16 pages
- Exhibit D BAMIS Applications Portfolio, 11 pages
- Exhibit E Register of Wage Determinations and Fringe Benefits, 9 pages

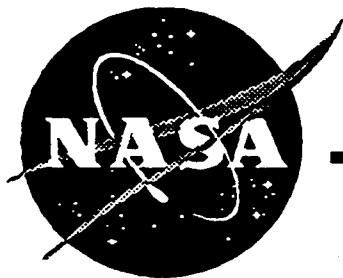
The following are located after the last section of this solicitation:

- Attachment 1 Certificate of Current Cost or Pricing Data, Form PROC./P-281, May 1986, 1 page
- Attachment 2 Contract Pricing Proposal Cover Sheet, Standard Form 1411, July 1987 with instructions, 5 pages
- Attachment 3 Claim for Exemption from Submission of Certified Cost or Pricing Data. Standard Form 1412, October 1993, with instructions, 2 pages
- Attachment 4 Representative Cost Form with Instructions, 2 pages
- Attachment 5 BAMIS Bidder's Library Index, 5 pages
- Attachment 6 BAMIS Description, 20 pages
- Attachment 7 Relevant Experience and Past Performance Evaluation (Form REPP), 7 pages

# STATEMENT OF WORK

## BUSINESS AND ADMINISTRATIVE MANAGEMENT INFORMATION SERVICES (BAMIS)

1-39-GMG.1051  
EXHIBIT A



LANGLEY RESEARCH CENTER

HAMPTON, VA

23681-0001



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## **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

On-site business and administrative computing and management information facilities 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) 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 Mhz) 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 central business computing facilities 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 1.0 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 on-site BAMIS operations, 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 fireproof, waterproof, and physically secure.

### **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 central on-

site facility. In addition, equipment to be maintained shall include interconnecting signal cables needed for this facility. 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. The Contractor shall provide the system software licenses for the BAMIS systems software.

### **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 inquiries 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 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.

# 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: \_\_\_\_\_



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 D below).

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

4. Minimum reporting categories:\*

<u>Labor Hours</u>	<u>Costs</u>
Hours:	Labor:
Direct Labor	Direct Labor
Overtime	Overtime
Subtotal Direct Labor	Subtotal Direct Labor
Management and Administration	Management and Administration
	Total Labor Costs
	Overhead(s)
	ODCs:
	Material and Supplies
	Travel
	Training
	Subcontracts
	Other
	Total ODC's
	Subtotal
	G&A
	Total Cost
	Award Fee
	Cost-Plus-Award Fee (CPAF)

\*The categories may be changed depending on the accounting system of the selected offeror.



5. Each 533M shall include a narrative explanation for variances exceeding 10 percent between planned hours and dollars and actual hours and 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 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. A comparison of actual versus planned work hours for the Work Breakdown Structure (WBS) elements, comparing actual versus planned hours for the reporting month and projected hours for the next three months.

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

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

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

7. 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.

8. Reporting of monthly customer support workload metrics.

9. 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. Report of Government-Owned/Contractor Held Property (NASA FORM 1018)--The Contractor shall submit the NASA Form 1018 no later than October 31 of each year in accordance with the Section I clause entitled "Financial Reporting of Government-owned/Contractor-held Property."

#### L. Documentation for Transferring Property to the Government

In accordance with the Installation-Provided Government Property clause of this contract, accountability for that property which is acquired for the Government under this contract shall be passed to the Government using the following procedure:

The transfer of accountability shall be initiated by the Contractor submitting a Requisition and Invoice/Shipping Document, DD Form 1149, accompanied by a copy of the Contractor's applicable purchasing and receipt document for the property. The Contractor shall insert both the Contractor's Subcontract/ Purchase Order number and the Government contract number on the DD Form 1149 under the "Federal Stock Number, Description, and Coding of Material and/or Services" block. For purchases of supplies and materials, this document shall be submitted within 30 days after the end of each calendar-year quarter (that is, not later than January 30, April 30, July 30, and October 30). For equipment purchases, this document shall be submitted within five workdays after acceptance of each item of equipment by the Contractor. Receipt by the Contractor of a copy of the DD Form 1149 signed by the Government relieves the Contractor of accountability for the property specified on that form.

M. Report on NASA Subcontracts (NASA Form 667)--The Contractor shall submit this report in accordance with the instructions on the form.

N. Skill Mix and Wage Report--Within 20 business days after the effective date of this contract, the Contractor shall furnish to the Government a skill mix and wage report that includes company position titles and current hourly rates.

Within 20 business days after the end of each contract year, the Contractor shall furnish to the Government a follow-up report that includes the foregoing information plus the percentage (if any) each labor rate has escalated since the last report, an explanation by position of those escalations which exceed 10 percent since the last report, and the amount of cash awards or bonuses (if any).

O. 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.

P. 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.

Q. Virginia and Local Sales Taxes--In accordance with H.11, 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-  
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--Industrial Property Office, Mail Stop 377  
 H--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:

<u>DOCUMENT</u>	<u>LETTER CODE AND DISTRIBUTION</u>
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
Report of Government-Owned/Contractor Held Property (NASA Form 1018)	A-1, B-1, G-1
Report on NASA Subcontracts (NASA Form 667)	H
Requisition and Invoice/Shipping Document (DD Form 1149)	G-1
Skill Mix and Wage Report	A-1
Federal Contractor Veterans Employment Report (VETS-100)	C-1, H

Virginia and Local Sales Tax Correspondence

A-1, II

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

<u>Bldg.</u>	<u>Room</u>	<u>Equipment</u>	<u>Manufacturer</u>	<u>Model</u>	<u>ECN</u>
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	0060631
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	01099008
1152	103	Terminal	IBM	3194	01099009
1152	103	Printer	Apple Computer	LaserWriter IIG	01099015
1152	103	Monitor	IBM	PS/2 VGA	01099019
1152	103	Monitor	IBM	PS/2 8513	01099028
1152	103	CPU	Apple Computer	Macintosh II	01099031
1152	103	Monitor	Apple Computer	AppleColor RGB	01099100
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	0848278
1152	118	Tape Unit	IBM	3480-B22	0848279
1152	118	Printer & CU	Xerox	4050	0848284
1152	118	Tape Cleaner	C. Link	2800	0848285
1152	118	Multiplexer	IBM	3299-1	0848286
1152	118	Multiplexer	IBM	3299-1	0848287
1152	118	Comm Handler	IBM	3174-11R	0848279
1152	118	Comm Handler	IBM	3174-11R	0848622
1152	118	Terminal	Digital	VT320	1084810
1152	118	Printer & 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	G0770892
1152	118	CPU	IBM	9121-490	L018528
1152	118A	Comm Handler	IBM	3708	00158924
1152	118A	Tape Unit	Digi-Data Corp.	2101-120-T	0111057
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	Tape Unit	Total TEC Systems		D5-PE203
	1155952				
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	Tape Unit	Total TEC Systems		1300XL
	1255612				
1152	118A	Tape Unit	Total TEC Systems		1300XL
	1255613				
1152	118A	Tape Unit	Total TEC Systems		1300XL
	1255614				

1152	118A	CPU	Apple Computer	Quadra 800	1258402
1152	118A	CPU	Apple Computer	Quadra 800	1258403
1152	118A	CPU	Apple Computer	Centris 650	1258400
1152	118A	CPU	Apple Computer	Quadra 800	1258401
1152	118A	Disk	Digital	SZ12J-JA	1258402
1152	118A	Disk	Digital	ST12J-JA	1258403
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\*

<u>Equipment</u>	<u>Manufacturer</u>	<u>Model</u>	<u>ECR#</u>
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	1087171
Dual Drive Expansion	DEC	RISC 5000/200	1087685
Dual Drive Expansion	DEC	RISC 5000/200	1087686
CPU Workstation	DEC	RISC 5000/200	1087771
CPU Workstation	DEC	RISC 5000/200	1087777
CPU Workstation	DEC	RISC 5000/200	1087815
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	0060293
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

<u>Platform/Software</u>	<u>Version</u>
<b>IBM ES-9000</b>	
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

Novell Netware	3.12
Novell Netware for MAC Services	3.12
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

### **Macintosh Quadra 950**

QuickMail Server	3.0
QuickMail Client	3.0
QuickMail Concierge	1.2.5
Quick Messenger	2.0
Retrospect Remote	2.1
4D Server	1.1.1
4D Client	1.1.1c

## 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 services.

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	45
B. Agency systems with no LaRC-unique interface	3
C. Agency systems with LaRC-unique interface	5
<b>Total number of application systems</b>	<b>53</b>

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 4<sup>th</sup> 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 (Identocard) - 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.
- 3.10 QuickMail Data base - This application manages the organization and customer accounts which provide electronic mail throughout LaRC. This application, written

using 4<sup>th</sup> Dimension, consists of 139 objects (procedures, layouts, scripts, and menu bars) was implemented in January 1995 on a Macintosh Quadra 840 server. LaRC has total responsibility for the maintenance and enhancement of this application. 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 4<sup>th</sup> 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 4<sup>th</sup> 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 in 1984 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 4<sup>th</sup> 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 4<sup>th</sup> 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 4<sup>th</sup> 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 related to the Program Operating Plan and Workforce. This application, written using 4<sup>th</sup> 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 4<sup>th</sup> 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 4<sup>th</sup> 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.
- 6.11 Microcomputer Inventory - This application was implemented in 1994 to help manage the inventory of microcomputers and associated software assigned to the BAMIS contractor. This application, written using 4<sup>th</sup> Dimension, consists of 173 objects (procedures, layouts, scripts, and menu bars). LaRC has total responsibility for the maintenance and enhancement of this application, which resides on a Macintosh Quadra 840AV server. Category A. (Minimal documentation available.)
- 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 16 forms currently being used by 3001 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*  
Alan L. Moss                      Division of  
Director                              Wage Determinations

U.S. DEPARTMENT OF LABOR  
EMPLOYMENT STANDARDS ADMINISTRATION  
WAGE AND HOUR DIVISION  
WASHINGTON, D.C. 20310

Wage Determination No.: 94-2544  
Revision No.: 4  
Date of Last Revision: 04/04/1995

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
<b>ADMINISTRATIVE SUPPORT AND CLERICAL:</b>	
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	\$ 8.63
07041 Cook I	\$ 7.85
07042 Cook II	\$ 8.63
07070 Dishwasher	\$ 6.05
07100 Food Service Worker	\$ 6.05
07130 Meat Cutter	\$ 8.63
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	\$ 6.30
15040 Dry Cleaner	\$ 5.18
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	\$ 6.71
15190 Sewing Machine Operator	\$ 7.11
15220 Tailor	\$ 5.57
15250 Washer, Machine	

## 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 Telecommunications 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
99653 Survey Party Chief	\$ 7.85
99659 Surveying Technician	\$ 7.50
99660 Surveying Aide	\$ 4.91
99690 Swimming Pool Operator	\$ 8.63
99720 Vending Machine Attendant	\$ 7.41
99730 Vending Machine Repairer	\$ 8.63
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 Wage Equivalency (FGE) for each proposed classification(s), a 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.

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PART IV - REPRESENTATIONS AND INSTRUCTIONS

SECTION K - REPRESENTATIONS, CERTIFICATIONS AND OTHER STATEMENTS OF OFFERORS

The standard Representations, Certifications, and Other Statements of Offerors shall be required from the successful offeror.

SECTION L - INSTRUCTIONS, CONDITIONS, AND NOTICES TO OFFERORS

L.1 LISTING OF PROVISIONS INCORPORATED BY REFERENCE

NOTICE: The following provisions are pertinent to this solicitation and are hereby incorporated by reference.

FEDERAL ACQUISITION REGULATION (48 CFR CHAPTER 1) CLAUSES

<u>CLAUSE NUMBER</u>	<u>TITLE AND DATE</u>
52.209-7	Organizational Conflicts of Interest Certificate--Marketing Consultants (NOV 1991)
52.215-5	Definitions Solicitation (JUL 1987)
52.215-7	Unnecessarily Elaborate Proposals or Quotations (APR 1984)
52.215-8	Amendments to Solicitations (DEC 1989)
52.215-9	Submission of Offers (DEC 1989)
52.215-10	Late Submissions, Modifications, and Withdrawals of Proposals (DEC 1989)
52.215-13	Preparation of Offers (APR 1984)
52.215-14	Explanation to Prospective Offerors (APR 1984)
52.215-15	Failure to Submit Offer (APR 1984)
52.215-16	Contract Award (JUL 1990)--Alternate III (AUG 1991)
52.215-30	Facilities Capital Cost of Money (SEP 1987)
52.222-24	Preaward On-Site Equal Opportunity Compliance Review (APR 1984)
52.227-6	Royalty Information (APR 1984)
52.233-2	Service of Protest (NOV 1988)

NASA FAR SUPPLEMENT (48 CFR CHAPTER 18) PROVISIONS

<u>PROVISION NUMBER</u>	<u>TITLE AND DATE</u>
18-52.204-77	Submission Of Security Plan For Unclassified Federal Computer Systems (SEP 1993)
18-52.215-70	Increases in Estimated Costs (DEC 1988)
18-52.215-72	Restriction On Use and Disclosure of Proposal/Quotation Information (DATA) (DEC 1984)
18-52.215-75	Expenses Related to Offeror Submissions (DEC 1988)
18-52.215-76	False Statements (DEC 1988)
18-52.215-80	Disposal Of Unsuccessful Proposals (DEC 1988)
18-52.223-73	Safety and Health Plan (DEC 1988) Alternate I (DEC 1988)

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L.2 NOTICE OF PRIORITY RATING FOR NATIONAL DEFENSE USE (FAR 52.201-7)  
(SEP 1990)

Any contract awarded as a result of this solicitation will be a DO rated order certified for national defense use under the Defense Priorities and Allocations System (DPAS) (15 CFR 700), and the Contractor will be required to follow all of the requirements of this regulation.

L.3 TYPE OF CONTRACT (FAR 52.216-1) (APR 1984)

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

L.4 SIC CODE AND SMALL BUSINESS SIZE STANDARD (FAR 52.219-22)  
(JAN 1991)

(a) The standard industrial classification (SIC) code for this acquisition is 7376.

(b)(1) The small business size standard is \$18,000,000.

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

L.5 PRE-PROPOSAL/PRE-BID CONFERENCE (NASA 18-52.215-77) (DEC 1988)

A pre-proposal/pre-bid conference will be held as indicated below:

Date: July 6, 1995  
Time: 8:30 AM - 12:30 PM  
Location: NASA LaRC, H.J.E. Reid Conference Center,  
14 Langley Boulevard, Building 1222, Main Auditorium

For planning your itinerary, the following is a tentative agenda for the conference:

Registration 8:00 AM - 8:30 AM  
Opening Remarks 8:30 AM - 8:45 AM  
LaRC Presentations 8:45 AM - 10:00 AM  
Break 10:00 AM - 10:20 AM  
Facilities Tour 10:20 AM - 12:00 Noon  
Questions and Answers 12:00 Noon - 12:30 PM

Attendance will be limited to a maximum of three representatives per offeror. The briefing will be unclassified. If you desire to attend the conference, you should so indicate by letter or facsimile transmission to the attention of the individual specified in L.6 no later than July 3, 1995. After the briefing, offerors are requested to advise this same individual, in writing, if you intend to submit a proposal.

In order that as many questions as possible may be answered at the NASA presentations during the briefing, written questions must be submitted to the contact listed in L.6 no later than June 30, 1995. Offerors may send questions

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via facsimile transmission or E-Mail. A limited time may be available for answering questions submitted on the day of the conference. However, as there is no assurance that adequate time to answer such questions will be available, a number of questions prior to the conference, by the date specified above, will assure their being fully answered.

Attendance at the pre-proposal/pre-bid conference is recommended; however, attendance is neither required nor a prerequisite for proposal/bid submission, and will not be considered in the evaluation.

L.6 COMMUNICATIONS REGARDING THIS SOLICITATION (LaRC 52.204-95)  
(OCT 1993)

Any communications in reference to this solicitation shall cite the solicitation number and be directed to the following Government representative:

Name: R. Todd Lacks  
 Phone: (804) 864-2477 (COLLECT CALLS NOT ACCEPTED)  
 Facsimile: 804-864-7898  
 E-Mail Address: r.t.lacks@larc.nasa.gov  
 Address: National Aeronautics and Space Administration  
 Langley Research Center  
 Attn: R. Todd Lacks, Mail Code 126  
 Hampton, VA 23681-0001

Any written communications must include the mail code on the envelope or on the telex.

L.7 BIDDER'S LIBRARY

A bidder's library has been established and is located at LaRC in the Technical Library, 2 West Durand Street (Building 1194), Room 310. Information regarding the contents of the library is included in Attachment 5, BAMIS Bidder's Library Index. The hours of operation are from 8:00 a.m. to 4:00 p.m. Monday through Friday, excluding Government holidays. The bidder's library will be open for visitation through the proposal due date. Offerors wishing to visit the bidder's library should contact Tanya Mercer at (804) 864-3241 to schedule an appointment. All users of the bidder's library must have a proper NASA Visitor Badge, which may be obtained from the NASA Langley Badge and Pass Office located at the Main Gate (1 Langley Boulevard), telephone (804) 864-2790. Limited copying support will be provided for materials in the bidder's library. The maximum number of pages (single side, one copy each side) which may be copied per offeror per visit is 25 pages. The bidder's library contains instructional and reference material that is too voluminous to include with the RFP. Offerors are encouraged to visit the library, although a visit is neither required nor a prerequisite for proposal/bid submission.

L.8 CONTRACT TERMS AND CONDITIONS

The offeror should cite any proposed exceptions that he/she may have to the contract terms and conditions, together with an explanation of the basis therefor, and his/her proposed means for resolving any such exceptions. This same

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information for any additive terms and conditions should also be provided. This information shall be included in the business proposal (ref. L.11.E). The inability to reach full agreement between the Government and the apparently successful offeror on any proposed exceptions and/or additions may result in the Government selecting the offeror with the second-best-valued proposal with which to conduct negotiations.

#### L.9 DETERMINATION OF RESPONSIBILITY

As prescribed in FAR 9.104-1, the apparently successful offeror, and as appropriate, subcontractors and/or teaming partners must be determined to be responsible before contract award. If responsibility cannot be determined from the relevant experience and past performance information received or from other sources available to the Government, the selected offeror shall be required to provide additional information that adequately demonstrates his/her responsibility. Failure to demonstrate responsibility in any area set forth in FAR 9.104-1 may result in the Government selecting the offeror with the second-best-valued proposal with which to conduct negotiations.

#### L.10 EVALUATION OF COMPENSATION FOR PROFESSIONAL EMPLOYEES (FAR 52.222-46) (FEB 1993)

(a) Recompensation of service contracts may in some cases result in lowering the compensation (salaries and fringe benefits) paid or furnished professional employees. This lowering can be detrimental in obtaining the quality of professional services needed for adequate contract performance. It is therefore in the Government's best interest that professional employees, as defined in 29 CFR 541, be properly and fairly compensated. As a part of their proposals, offerors will submit a total compensation plan setting forth salaries and fringe benefits proposed for the professional employees who will work under the contract. The Government will evaluate the plan to assure that it reflects a sound management approach and understanding of the contract requirements. This evaluation will include an assessment of the offeror's ability to provide uninterrupted high-quality work. The professional compensation proposed will be considered in terms of its impact upon recruiting and retention, its realism, and its consistency with a total plan for compensation. Supporting information will include data, such as recognized national and regional compensation surveys and studies of professional, public and private organizations, used in establishing the total compensation structure.

(b) The compensation levels proposed should reflect a clear understanding of work to be performed and should indicate the capability of the proposed compensation structure to obtain and keep suitably qualified personnel to meet mission objectives. The salary rates or ranges must take into account differences in skills, the complexity of various disciplines, and professional job difficulty. Additionally, proposals envisioning compensation levels lower than those of predecessor Contractors for the same work will be evaluated on the basis of maintaining program continuity, uninterrupted high-quality work, and availability of required competent professional service employees. Offerors are cautioned that lowered compensation for essentially the same professional work may indicate lack of sound management judgment and lack of understanding of the requirement.

(c) The Government is concerned with the quality and stability of the work force to be employed on this contract. Professional compensation that is

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unrealistically low or not in reasonable relationship to the various job categories, since it may impair the Contractor's ability to attract and retain competent professional service employees, may be viewed as evidence that the Contractor does not comprehend the complexity of the contract requirements.

(d) Failure to comply with these provisions may constitute sufficient cause to justify rejection of a proposal.

L.11 SMALL BUSINESS CONCERN REPRESENTATION (FAR 52.219-1) (FEB 1995)\*

(a) Representation. The offeror represents and certifies as part of its offer that it is: ( ) a small business concern, ( ) not a small business concern.

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

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

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

- (i) Be punished by imposition of a fine, imprisonment, or both;
- (ii) Be subject to administrative remedies, including suspension and debarment; and
- (iii) Be ineligible for participation in programs conducted under the authority of the Act.

L.12 PROPOSAL PREPARATION AND SUBMISSION--SPECIAL INSTRUCTIONS

A. Number of Proposals, Time and Place of Submission

Proposals must be submitted in two volumes: Volume 1, Technical Proposal, and Volume 2, Business Proposal (which shall be limited to a cost proposal, a discussion of relevant experience and past performance, and as applicable a discussion of any proposed exceptions or additions to the contract terms and conditions). The offeror shall submit the original and 8 copies of each volume of his/her proposal to the address shown in Block 8 of the Standard Form (SF) 33 or if hand carried, to the depository listed in Block 9 of the SF 33. Offers must be received at the place indicated on or before the date and hour shown in Block 9 of the SF 33. The original of each volume must be designated as such, and the remaining copies of both volumes shall be numbered, 1 through 8, on the outside cover. In addition, one copy of your proposal shall be sent directly to the cognizant DCAA office with a cover letter referencing the solicitation number in block 3 of the SF 33.

\*This representation shall be completed and submitted with your business proposal.



B. Proposal Clarity

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

C. Requested Page Limitation

Based upon our experience with procurements of this size and complexity, the items to be addressed in your technical proposal can be covered in 75 pages, exclusive of cover page, table of contents, title pages, list of figures, and dividers. The Government, therefore, requests that offerors limit the technical proposal to a total of 75 pages. Each "page" is one side of one sheet, 8-1/2" by 11" with at least one-inch margins on all sides. Foldouts count as an equivalent number of 8-1/2" by 11" pages. The metric standard format most closely approximating the described standard 8-1/2" by 11" size may be used. Narrative text should be 12 point type size with double-spacing between lines. Type size and spacing between lines for table of contents, list of figures, charts, graphs, figures, illustrations, diagrams, photographs, and tables may be smaller/less, but should be easily readable. The business proposal is not page limited; however, it should be limited to information pertaining to cost, relevant experience and past performance information, and any proposed exceptions or additions to the contract terms and conditions (ref. L.9). All pages of both volumes should be numbered.

D. Technical Proposal (Volume 1) Instructions

The offeror shall propose his/her approach to performing the requirements set forth in Exhibit A, Statement of Work. The approach shall include discussion of the specific areas of importance identified below as Qualitative Evaluation Criteria (QEC's). The technical proposal shall include sufficient information and detail to verify that all requirements of the Statement of Work, as well as the objectives of the QEC's, can be met by the offeror or the offeror and his/her team. Subcontracting and/or teaming arrangements shall be identified along with the role each will play in contract management and performance. The BVC's that will be used by the Government to evaluate qualitative merits of the technical proposal follow:

1. Offeror's approach to ensuring uninterrupted BAMIS operations (at contract start as well as ongoing) for the key applications of NASA Personnel/ Payroll System and Invoice Payments System.
2. Offeror's approach to assuring physical and computer access security for sensitive BAMIS operations/applications.
3. Offeror's approach to providing timely and responsive customer support.

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4. Offeror's approach to providing effective maintenance of BAKIS hardware and software.

5. Offeror's approach to providing continual improvement in BAKIS operations.

6. Offeror's use of innovative approaches in performing the effort required by the Statement of Work.

7. Offeror's approach to providing flexibility to cope with changing Agency Business IRM policies and requirements.

8. Offeror's approach to providing a professional compensation plan that promotes workforce continuity (Ref: L.10).

E. Business Proposal (Volume 2) Instructions

1. Cost Proposal Instructions

a. Under requirements of the Federal Acquisition Regulation (FAR), the Contracting Officer is responsible for determining reasonableness of pricing. To assist in determining whether the prices proposed in your offer under this solicitation are fair and reasonable, you are required to submit cost or pricing data with your proposal pursuant to FAR 15.804.

b. Offerors are required to submit cost proposals using Standard Form (SF) 1411, Contract Pricing Proposal Cover Sheet, a copy of which is included as Attachment 2. Offerors shall fully comply with the requirements of Table 15-2, Instructions for Submission of a Contract Pricing Proposal, which begins on Page 2 of the SF 1411. Provide supporting information for each cost element as required by Table 15-2. Offerors shall also provide Cost Forms as specified in Attachment 4, on diskette as well as in their written proposals, to aid the Government evaluation team in comparing the proposed costs. SF 1411's and cost forms shall be provided as follows:

	<u>Forms</u>	<u>Period</u>
Phase-In	SF 1411	Prior to 01/01/96
Initial Contract Period	SF 1411, A-1	1/1/96 - 12/31/96
First Option to Extend	SF 1411, A-2	1/1/97 - 12/31/97
Second Option to Extend	SF 1411, A-3	1/1/98 - 12/31/98
Third Option to Extend	SF 1411, A-4	1/1/99 - 12/31/99
Fourth Option to Extend	SF 1411, A-5	1/1/00 - 12/31/00
Total, Init. Contr. and Options to Ext. 1 - 4	SF 1411, A-6	1/1/96 - 12/31/00
Options to Extend 5 - 10 (One Mo. Each)	SF 1411, A-7	1/1/01 - 06/30/01
Total, Phase-In, Init. Contr. and All Opts.	SF 1411, A-8	Phs. In - 06/30/01

If your proposed costs for the six one-month extension options will be the same for each of the months, you may submit one Form A-7 and one SF 1411; otherwise submit one of each form for each month. (Make additional copies of A-7 in the spreadsheet file if submission of six each is necessary.) Diskettes containing the forms in a spreadsheet file will be provided to offerors

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upon request and the Government-provided spreadsheets must be completed and submitted as part of your proposal. Forms must also be submitted on paper, and a complete paper set will be provided to offerors with the diskette if requested. The forms included in Attachment 4 were printed from Lotus 1-2-3 for Windows Release 4. When requesting a diskette, specify whether you wish WK1, WK3 or WK4 1-2-3 files; and specify diskette size (3-1/2 or 5-1/4) and density (e.g., 1.44 Mb). The paper forms you submit with your proposal may be printed from your completed spreadsheets; they need not have the same appearance as the examples in Attachment 4 as long as they are readable. You may change column widths, formats, fonts, etc., but DO NOT MOVE CELLS and DO NOT INSERT OR DELETE ROWS OR COLUMNS. Submit two copies of your diskette(s). In the event of any inconsistency between the diskettes and the paper forms, the paper forms will be considered the intended version.

You are encouraged, but not required, to prepare your entire cost proposal using a spreadsheet program and to connect the proposal to the NASA forms with spreadsheet formulas.

b. Your cost proposal as represented by the Standard Form 1411's must be prepared in accordance with your accounting system and your Cost Accounting Standards Disclosure Statement, if applicable.

c. Instructions for Cost Forms A-1 through A-8.

(1) Complete the A series of forms in accordance with the following instructions, even though the resulting cost classifications may differ from your accounting system and practices. If these cost classifications differ from your established classification system, identify, reconcile and explain the differences.

(2) Amounts proposed for each cost element must be separately supported by an explanation of the method by which the amount was determined. Insert "N/A" where cost elements on the forms do not apply.

(3) If escalation of salaries and wages or any other cost elements is proposed, discuss the rationale and provide your escalation history for the past three years.

(4) Instructions for specific items on the forms follow.

(a) Labor - You must propose the labor hours necessary to provide the services set forth in Exhibit A, Statement of Work. Show the hours and costs by labor classification. If any of the positions are classified by your accounting system as other than direct labor, or if you propose to subcontract any of the positions, so indicate. Enter the hours and costs in the appropriate spaces in Forms A-1 through A-8. Any composite hourly rates must be explained.

A copy of the Register of Wage Determinations and Fringe Benefits issued by the Department of Labor for employees under this proposed contract is included in Exhibit E. It should be noted that the wage rates specified therein are minimum rates. It should also be noted that the wage determination may not list all labor classes to be employed under this contract.

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upon request and the Government-provided spreadsheets must be completed and submitted as part of your proposal. Forms must also be submitted on paper, and a complete paper set will be provided to offerors with the diskette(s) requested. The forms included in Attachment 4 were printed from Lotus 1-2-3 for Windows Release 4. When requesting a diskette, specify whether you wish WK1, WK3 or WK4 1-2-3 files; and specify diskette size (3-1/2 or 5-1/4) and density (e.g., 1.44 Mb). The paper forms you submit with your proposal may be printed from your completed spreadsheets; they need not have the same appearance as the examples in Attachment 4 as long as they are readable. You may change column widths, formats, fonts, etc., but DO NOT MOVE CELLS and DO NOT INSERT OR DELETE ROWS OR COLUMNS. Submit two copies of your diskette(s). In the event of any inconsistency between the diskettes and the paper forms, the paper forms will be considered the intended version.

You are encouraged, but not required, to prepare your entire cost proposal using a spreadsheet program and to connect the proposal to the NASA forms with spreadsheet formulas.

b. Your cost proposal as represented by the Standard Form 1411's must be prepared in accordance with your accounting system and your Cost Accounting Standards Disclosure Statement, if applicable.

c. Instructions for Cost Forms A-1 through A-8.

(1) Complete the A series of forms in accordance with the following instructions, even though the resulting cost classifications may differ from your accounting system and practices. If these cost classifications differ from your established classification system, identify, reconcile and explain the differences.

(2) Amounts proposed for each cost element must be separately supported by an explanation of the method by which the amount was determined. Insert "N/A" where cost elements on the forms do not apply.

(3) If escalation of salaries and wages or any other cost elements is proposed, discuss the rationale and provide your escalation history for the past three years.

(4) Instructions for specific items on the forms follow.

(a) Labor - You must propose the labor hours necessary to provide the services set forth in Exhibit A, Statement of Work. Show the hours and costs by labor classification. If any of the positions are classified by your accounting system as other than direct labor, or if you propose to subcontract any of the positions, so indicate. Enter the hours and costs in the appropriate spaces in Forms A-1 through A-8. Any composite hourly rates must be explained.

A copy of the Register of Wage Determinations and Fringe Benefits issued by the Department of Labor for employees under this proposed contract is included in Exhibit E. It should be noted that the wage rates specified therein are minimum rates. It should also be noted that the wage determination may not list all labor classes to be employed under this contract.

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Paragraph (a) of the Section I clause entitled "Service Contract Act of 1965" states that in this event, conformable rates must be established for those service employees to be employed under the contract but not listed on the wage determination. These conformable wage rates will be the result of a three-party agreement between the employees, Contractor and the Government.

If you propose to subcontract any part of the required labor, have the prospective subcontractor complete separate SF 1411's and Forms A-1 through A-8. (The prospective subcontractor should complete the forms as if it is a prime contract proposer.) The item Subcontract Direct Labor on the prime proposer's Form A series should include the subcontractor's overtime and premium costs, as well as its straight-time labor costs.

(b) Fringes and Payroll Taxes - Enter the fringe benefits and payroll tax costs applicable to direct labor costs. Fringe benefits and payroll taxes applicable to subcontracts for labor should be included by the prime proposer in "Profit and Costs Other than Labor, in Direct Labor Subcontracts."

If it is your normal practice to account for fringe benefits and payroll taxes as direct costs, or if you intend to include these costs in a fringe benefit or overhead pool dedicated to the proposed contract only, estimate the costs for each element and enter on the forms. If these costs are part of a fringe benefit or overhead pool that will allocate to other cost objectives as well as to the proposed contract, and you normally estimate such costs by projecting a fringe benefit or overhead rate to be applied to a base such as direct labor cost, estimate the costs according to the normal practice and divide the costs among the various individual elements in a logical manner.

(c) Profit and Costs Other than Labor, in Direct Labor Subcontracts - Enter, and provide details in supporting data, all of your direct labor subcontractors' costs except the labor costs entered under "Subcontract Direct Labor," and the profits or fees you expect to negotiate with the subcontractors. As noted previously, any such subcontractors should complete Forms A-1 through A-8.

(d) Allocated Labor Other than G&A - Enter any non-G&A labor costs that will be allocated to the proposed contract through an indirect cost pool other than one entirely dedicated to the proposed contract.

(e) City/County Business License Tax - Consult applicable local jurisdictions to determine any applicable business license taxes and enter your estimates. Consult the City of Hampton regarding personnel to be housed at LaRC even if your facility will not be located in Hampton.

(f) Costs not Shown Elsewhere - Enter any costs not covered by one of the preceding cost elements, facilities capital cost of money, or G&A.

(g) G&A - Enter G&A costs, and identify separately the rates used to determine the costs. Provide the composition of the G&A pool costs and allocation bases upon which the rates were determined. Provide G&A rate history for the preceding three fiscal years.

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(h) Facilities Capital Cost of Money (FCCOM) - Enter FCCOM if you choose to include it in your proposal (ref. FAR 52.215-30). If you do not propose FCCOM, Clause 52.215-31, Waiver of Facilities Capital Cost of Money (SEPT 1987) will be included in the contract. As required by NASA FAR Supplement 18-15.970-3, when facilities capital cost of money is included as an item of cost in the Contractor's proposal, a reduction in the profit objective shall be made in an amount equal to the amount of facilities capital cost of money allowed in accordance with FAR 31.205-10(a).

(i) Award Fee and Fixed Fee - Enter the amounts of award fee for the initial contract and first four options to extend, and the fixed fees for the six one-month options to extend. Provide your rationale for determining the proposed amounts.

d. Certification of Cost or Pricing Data - Pursuant to the provisions of Public Law 87-653, as amended by Public Law 97-86, the Contractor will be required to certify, except where the price negotiated is based on adequate price competition, as determined by the Contracting Officer, or established catalog or market prices of commercial items sold in substantial quantities to the general public, or prices set by law or regulation, that the cost or pricing data submitted or identified on Standard Form 1411 are accurate, complete, and current. The required certificate, set forth in FAR 15.804-4, shall be properly executed after negotiation and prior to contract award.

2. Relevant Experience and Past Performance Instructions

a. Each offeror will be evaluated on his/her relevant experience and past performance, and that of significant subcontractors and/or teaming partners, if any, under existing or prior contracts for similar products or services. Past performance information will be used in making responsibility determinations and to assess the capabilities of offerors. The Government will focus on information that demonstrates the quality of performance relative to the size, content, and complexity of the requirements for this procurement. Relevant experience is the accomplishment of work which is comparable or related to the work or effort required by this RFP. This factor includes the evaluation of overall corporate or offeror experience and past performance, but not the experience and performance of individuals who are proposed to be involved with work pursuant to this RFP. For newly-formed businesses having little or no company experience, the relevant experience and past performance of a predecessor firm, the company's principal owner(s), or corporate officer(s) will be considered. You are cautioned that omissions or an inaccurate or inadequate response to this evaluation factor will have a negative effect on your overall evaluation.

b. The Relevant Experience and Past Performance Form (Form REPP), included as Attachment 7 to this RFP, will be used to collect information as to the quality of past performance of the offeror and any significant subcontractor and/or teaming partner. The offeror shall select three of his/her customers, for which he/she has performed relevant work within the past three years and forward copies of the Form REPP to those agencies and/or firms for completion and submission to the Contract Specialist for this solicitation. The forms should be returned or faxed to the Contract Specialist no later than the closing date of the

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solicitation. The address and fax number are listed at the bottom of the first page of the Form REPP.

c. If a significant portion of work to be performed is proposed to be accomplished by subcontractor(s) and/or teaming partner(s), three Form REPP's shall be submitted by customers of each proposed subcontractor and/or teaming partner. The offeror shall include in his/her proposal the written consent of his/her subcontractor(s) and/or teaming partner(s) to allow the Government to discuss the subcontractors'/teaming partners' past performance evaluation with the offeror during any discussions that are held for this procurement.

d. The offeror shall include with his/her business proposal a list of the firms that will submit evaluation forms. The offeror shall also include a list of all other contracts he/she has held and any significant subcontractors and/or teaming partners have held within the past five years for requirements similar to those being solicited in this acquisition and that are valued at over \$100,000. Other references, aside from those provided by the offeror, may be contacted and their comments considered during the source selection process. The information submitted may be verified by the Government through discussions with the references provided. While the Government may elect to consider data obtained from other sources, the burden of providing relevant references that the Government can readily contact rests with the offeror.

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

- (1) Contract Number
- (2) Contracting Agency
- (3) Points of contact in the program and contracting offices, including telephone numbers.
- (4) Contract type
- (5) Contract beginning and end dates
- (6) Description of the contract work and explanation of its relevance to this solicitation
- (7) Description of the original cost/price and delivery terms in the contract and the cost/price and delivery actually experienced, and explain any differences.
- (8) For award fee contracts, separately state in dollars the base fee and award fee available and the award fee actually received, on a contract year basis.

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SECTION M - METHOD OF EVALUATION

M.1 BEST VALUE SELECTION

The proposals submitted in response to this RFP will be evaluated using Best Value Selection procedures. The offeror(s) that is(are) selected for negotiations will be the one(s) whose proposal is determined to provide the best combination of cost, qualitative merit, and relevant experience and past performance. Qualitative merit relative to the offeror's technical proposal will be determined by evaluating the degree to which the objectives of the Qualitative Evaluation Criteria (QEC's) listed in L.12.D are met or exceeded. Best Value Selection is based on the premise that, if all offerors are of approximately equal qualitative merit and relevant experience and past performance, award will be made to the one with the lowest proposed cost or Government-determined most probable cost. However, the Government may award to an offeror with higher cost if the offeror has higher rated qualitative merit and/or relevant experience and past performance, provided the cost differential is commensurate with the added value. Conversely, the Government may award to an offeror whose proposal has lower rated qualitative merit and/or relevant experience and past performance, if the cost differential between it and other proposals warrants doing so.

M.2 SUMMARY OF EVALUATION PROCEDURES

1. Initially, all members of the evaluation team will review each technical and business proposal in sufficient depth to identify any proposals that are patently unacceptable, as defined in NASA FAR Supplement 18-15.613. The offerors submitting proposals that are determined to be unacceptable will be notified and will be eliminated from further evaluation.

2. Each team member will review in depth each technical proposal, documenting strengths and weaknesses associated with each proposal including their impact on the QEC's. Each team member will assign a rating from M.3 to each QEC for each offeror.

3. Upon completion of the individual proposal review, the evaluation team will convene and collectively discuss in depth each technical proposal. A team consensus on the proposal strengths and weaknesses will be developed for each offeror. A consensus rating from M.3 will be assigned to each QEC for each offeror.

4. The evaluation team will conduct an analysis of each offeror's cost proposal to determine its reasonableness, its acceptability, and the extent to which it reflects performance addressed in the technical proposal. The cost proposal may be used as an aid in substantiating that the objectives of the QEC's will be met. If the cost analysis impacts the assigned ratings for any of the offeror's QEC's, the reason for the change will be documented by the evaluation team.

5. The information provided by the Contractor regarding relevant experience and past performance will be assessed to determine the extent to which contract objectives (including technical, management, schedule, and cost) have been achieved on related efforts. For newly-formed businesses having little or no



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company experience, the relevant experience and past performance of a predecessor firm, the company's principal owner(s), or corporate officer(s) will be evaluated. Independent verification will be made as needed. The evaluation team will assign one of the following ratings for relevant experience and past performance: excellent, satisfactory, or less-than-satisfactory. The definitions for the relevant experience and past performance ratings are included on page one of Attachment 7.

6. At the completion of the foregoing, the evaluation team will present their findings to the Selection Official. The evaluation team's documentation will include a summary of the ratings assigned to each QEC and to relevant experience and past performance, and the proposed cost. Based on the findings presented, the Selection Official may elect to do any one of the following:

a. Conduct parallel negotiations of complete contracts with all acceptable offerors.

b. Select the successful offeror(s) in accordance with M.1 without further discussions with any offeror, provided that it can be clearly demonstrated that (1) selection of an initial offer or offers will result in the best value for the Government, considering cost, qualitative merit, and relevant experience and past performance data and (2) discussions with other acceptable offerors are not anticipated to change the outcome of the initial evaluation relative to the offeror(s) deemed to offer the best value. The Government may conduct negotiations with the successful offeror(s) to resolve any open issues necessary to effect a binding contract(s).

c. Select a group of finalists, limited to the top three offerors having the greatest chance of being selected for award, with which to (1) conduct parallel negotiations of complete contracts or (2) conduct written and/or oral discussions. The purpose of discussions, if held, will be to assist the evaluation team in fully understanding each finalist's proposal and to assure that the intent and the points of emphasis of the RFP provisions have been adequately conveyed to the finalists so that all are competing equally on the basis intended by the Government. Any discussions that are conducted will be in accordance with NASA FAR Supplement 18-15.613-71(b)(5). The evaluation team will develop a probable cost for each finalist. The evaluation team will document the basis for the selection of finalists, limited to one-quarter page for each finalist. The names of offerors determined to be finalists, selected for parallel negotiations, or selected for award will be electronically transmitted to all offerors. This will serve as notification to those offerors that were not selected for further evaluation.

7. When parallel negotiations are conducted and after negotiations are completed, the acceptable offeror(s) or finalists will be permitted to submit a revised cost proposal (in full or amended) reflecting the results of the negotiations, and including the offeror's signature on the negotiated contract. A common cutoff date will be established for submission of the revised cost proposals.

8. When discussions are conducted, each finalist will be afforded an equal opportunity to revise his/her proposal. A common cutoff date will be established

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for submission of the revised proposals. The evaluation team will review the proposals to determine if changes need to be made to the evaluation team's probable ratings or assigned ratings. The basis for any changes will be documented. The evaluation team will update and resubmit the documentation initially presented to the Selection Official. The Selection Official will then select the successful offeror(s) from the group of finalists in accordance with M.1.

9. The rationale for selection of the successful offeror(s) will be recorded in a selection statement that succinctly records the basis upon which selection was made. The name of the offeror(s) selected for award and the selection statement will be electronically transmitted to all offerors. This will serve as notification to those offerors that were not selected.

10. The evaluation team will debrief any unsuccessful offeror submitting a written request. The debriefing will concentrate on the reasons why the successful offeror was selected.

M.3 RATING SYSTEM

Each QEC for each offeror will be assigned one of the following ratings:

Adjective Definitions:

Exceeds Requirement :

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

Meets Requirement:

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

Does Not Meet Requirements:

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

M.4 RELATIVE IMPORTANCE OF COST, QUALITATIVE MERIT, AND REPP

Overall, in the selection of an offeror for negotiations leading to contract award, cost, qualitative merit, and relevant experience and past performance will be of essentially equal importance.

NATIONAL AERONAUTICS AND SPACE ADMINISTRATION  
 LANGLEY RESEARCH CENTER  
 HAMPTON, VIRGINIA 23665-5225

CERTIFICATE OF CURRENT COST OR PRICING DATA

This is to certify that, to the best of my knowledge and belief, the cost or pricing data (as defined in Section 15.801 of the Federal Acquisition Regulation (FAR) and required under FAR Subsection 15.804-2) submitted, either actually or by specific identification in writing, to the Contracting Officer or the Contracting Officer's representative in support of \_\_\_\_\_\* are accurate, complete, and current as of \_\_\_\_\_\*\*

day            month            year

This certification includes the cost or pricing data supporting any advance agreements and forward pricing rate agreements between the offeror and the Government that are part of the proposal.

FIRM \_\_\_\_\_

NAME \_\_\_\_\_

TITLE \_\_\_\_\_

\_\_\_\_\_  
 Date of Execution

\*Identify the proposal, quotation, request for price adjustment, or other submission involved, giving the appropriate identifying number (e.g., RFP No.).

\*\*Insert the day, month, and year when price negotiations were concluded and the price agreement was reached.

\*\*\*Insert the day, month, and year of signing, which should be as close as practicable to the date when the price negotiations were concluded and the contract price was agreed to.

<b>CONTRACT PRICING PROPOSAL COVER SHEET</b>	1. SOLICITATION/CONTRACT/MODIFICATION NO.	FORM APPROVED DATE: _____ GSA 00-0013
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NOTE: This form is used in contract actions if submission of cost or pricing data is required. (See FAR 15.804-6(b))

2. NAME AND ADDRESS OF OFFEROR (Include ZIP Code)	3A. NAME AND TITLE OF OFFEROR'S POINT OF CONTACT	3B. TELEPHONE NO.
4. TYPE OF CONTRACT (Check one)		
A. NEW CONTRACT		D. LETTER CONTRACT
B. CHANGE ORDER		E. UNPRICED ORDER
C. PRICE REVISION/REDETERMINATION		F. OTHER (Specify)
5. TYPE OF CONTRACT (Check)		
<input type="checkbox"/> FFP	<input type="checkbox"/> CPFF	<input type="checkbox"/> CPIF
<input type="checkbox"/> FPI	<input type="checkbox"/> CPAF	
<input type="checkbox"/> OTHER (Specify)		
6. PROPOSED COST (A+B+C)		
A. COST	B. PROFIT/FEES	C. TOTAL
\$	\$	\$
7. PLACE(S) AND PERIOD(S) OF PERFORMANCE		

8. List and reference the identification, quantity and total price proposed for each contract line item. A line item cost breakdown supporting this recap is required unless otherwise specified by the Contracting Officer. (Continue on reverse, and then on plain paper, if necessary. Use same heading.)

A. LINE ITEM NO.	B. IDENTIFICATION	C. QUANTITY	D. TOTAL PRICE	E. REF.

9. PROVIDE NAME, ADDRESS, AND TELEPHONE NUMBER FOR THE FOLLOWING (If available)

A. CONTRACT ADMINISTRATION OFFICE	B. AUDIT OFFICE
10. WILL YOU REQUIRE THE USE OF ANY GOVERNMENT PROPERTY IN THE PERFORMANCE OF THIS WORK? (If "Yes," identify)	11A. DO YOU REQUIRE GOVERNMENT CONTRACT FINANCING TO PERFORM THIS PROPOSED CONTRACT? (If "Yes," complete Item 11B)
<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO
12. HAVE YOU BEEN AWARDED ANY CONTRACTS OR SUBCONTRACTS FOR THE SAME OR SIMILAR ITEMS WITHIN THE PAST 3 YEARS? (If "Yes," identify item(s), customer(s) and contract number(s))	11B. TYPE OF FINANCING (if one)
<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> ADVANCE PAYMENTS <input type="checkbox"/> PROGRESS PAYMENTS
	<input type="checkbox"/> GUARANTEED LOANS
	13. IS THIS PROPOSAL CONSISTENT WITH YOUR ESTABLISHED ESTIMATING AND ACCOUNTING PRACTICES AND PROCEDURES AND FAR PART 31 COST PRINCIPLES? (If "No," explain)
	<input type="checkbox"/> YES <input type="checkbox"/> NO

14. COST ACCOUNTING STANDARDS BOARD (CASB) DATA (Public Law 91-379 as amended and FAR PART 30)

A. WILL THIS CONTRACT ACTION BE SUBJECT TO CASB REGULATIONS? (If "No," explain in proposal)	B. HAVE YOU SUBMITTED A CASB DISCLOSURE STATEMENT (CASB DS-1 or 2)? (If "Yes," specify in proposal the office to which submitted and if determined to be adequate)
<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO
C. HAVE YOU BEEN NOTIFIED THAT YOU ARE OR MAY BE IN NON-COMPLIANCE WITH YOUR DISCLOSURE STATEMENT OR COST ACCOUNTING STANDARDS? (If "Yes," explain in proposal)	D. IS ANY ASPECT OF THIS PROPOSAL INCONSISTENT WITH YOUR DISCLOSED PRACTICES OR APPLICABLE COST ACCOUNTING STANDARDS? (If "Yes," explain in proposal)
<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO

This proposal is submitted in response to the RFP, contract, modification, etc. in Item 1 and reflects our best estimates and/or actual costs as of this date and conforms with the instructions in FAR 15.804-6(b) (2), Table 15-2. By submitting this proposal, the offeror, if selected for negotiation, grants the contracting officer or an authorized representative the right to examine, at any time before award, those books, records, documents and other types of factual information, regardless of form or whether such supporting information is specifically referenced or included in the proposal as the basis for pricing, that will permit an adequate evaluation of the proposed price.

15. NAME AND TITLE (Type)	16. NAME OF FIRM
17. SIGNATURE	18. DATE OF SUBMISSION

**TABLE 15-2 INSTRUCTIONS FOR SUBMISSION OF A CONTRACT PRICING PROPOSAL**

1. SF 1411 provides a vehicle for the offeror to submit to the Government a pricing proposal of estimated and/or incurred costs by contract line item with supporting information, adequately cross-referenced, suitable for detailed analysis. A cost-element breakdown, using the applicable format prescribed in 8A, B, or C below, shall be attached for each proposed line item and must reflect any specific requirements established by the contracting officer. Supporting breakdowns must be furnished for each cost element consistent with offeror's cost accounting system. When more than one contract line item is proposed, summary total amounts covering all line items must be furnished for each cost element. If agreement has been reached with Government representatives on use of forward pricing rates/factors, identify the agreement, include a copy, and describe its nature. Depending on offeror's system, breakdowns shall be provided for the following basic elements of cost, as applicable:

**Materials**--Provide a consolidated price summary of individual material quantities included in the various tasks, orders, or contract line items being proposed and the basis for pricing (vendor quotes, invoice prices, etc). Include raw materials, parts, components, assemblies, and services to be produced or performed by others. For all items proposed, identify the item and show the source, quantity, and price.

**Competitive Methods**--For those acquisitions (e.g., subcontracts, purchase orders, material orders, etc.) over \$500,000 priced on a competitive basis, also provide data showing degree of competition, and the basis for establishing the source and reasonableness of price. For interorganizational transfers priced at other than cost of the comparable competitive commercial work of the division, subsidiary, or affiliate of the contractor, explain the pricing method (see 31.205-26(e)).

**Established Catalog or Market Prices/Prices Set by Law or Regulation**--When an exemption from the requirement to submit cost or pricing data is claimed, whether the item was produced by others or by the offeror, provide justification for the exemption as required by 15.804-3(e).

**Noncompetitive Methods**--For those acquisitions (e.g., subcontracts, purchase orders, material orders, etc.) over \$500,000 priced on a noncompetitive basis, also provide data showing the basis for establishing source and reasonableness of price. For standard commercial items fabricated by the offeror that are generally stocked in inventory, provide a separate cost breakdown if priced based on cost. For interorganizational transfers priced at cost, provide a separate breakdown of cost by elements. As required by 15.806-2(a), provide a copy of cost or pricing data submitted by the prospective source in support of each subcontract, or purchase order that is either (i) \$1,000,000 or more, or (ii) both more than \$500,000 and more than 10 percent of the prime contractor's proposed price. The contracting officer may require submission of cost or pricing data in support of proposals in lower amounts. Submit the results of the analysis of the prospective source's proposal as required by 15.806. When the submission of a prospective source's cost or pricing data is required as described above, it shall be included as part of the offeror's initial pricing proposal.

**Direct Labor**--Provide a time-phased (e.g., monthly, quarterly, etc.) breakdown of labor hours, rates, and cost by appropriate category, and furnish bases for estimates.

**Indirect Costs**--Indicate how offeror has computed and applied offeror's indirect costs, including cost breakdowns, and showing trends and budgetary data, to provide a basis for evaluating the reasonableness of proposed rates. Indicate the rates used and provide an appropriate explanation.

**Other Costs**--List all other costs not otherwise included in the categories described above (e.g., special tooling, travel, computer and consultant services, preservation, packaging and packing, spoilage and rework, and Federal excise tax on furnished articles) and provide bases for pricing.

\*Federal Acquisition Regulation, paragraph 15.804-6(b).

**Royalties**—If more than \$250, provide the following information on a separate page for each separate royalty or license fee: name and address of licensor; date of license agreement; patent numbers, patent application serial numbers, or other basis on which the royalty is payable; brief description (including any part or model numbers of each contract item or component on which the royalty is payable); percentage or dollar rate of royalty per unit; unit price of contract item; number of units; and total dollar amount of royalties. In addition, if specifically requested by the contracting officer, provide a copy of each license agreement and identification of applicable claims of specific patents. (See FAR 27.204 and 31.205-37).

**Facilities Capital Cost of Money**—When the offeror elects to claim facilities capital cost of money as an allowable cost, the offeror must submit Form CASB-CMB and show the calculation of the proposed amount (see FAR 31.205-10).

2. As part of the specific information required, the offeror must submit with offeror's proposal, and clearly identify as such, cost or pricing data (that is, data that are verifiable and factual and otherwise as defined at FAR 15.801). In addition, submit with offeror's proposal any information reasonably required to explain offeror's estimating process, including—

a. The judgmental factors applied and the mathematical or other methods used in the estimate, including those used in projecting from known data; and

b. The nature and amount of any contingencies included in the proposed price.

3. Whenever the offeror has incurred costs for work performed before submission of proposal, those costs must be identified in the offeror's cost/price proposal.

4. There is a clear distinction between submitting cost or pricing data and merely making available books, records, and other documents without identification. The requirement for submission of cost or pricing data is met when all accurate cost or pricing data reasonably available to the offeror have been submitted, either actually or by specific identification, to the contracting officer or an authorized representative. As later information comes into the offeror's possession, it should be promptly submitted to the contracting officer. The requirement for submission of cost or pricing data continues up to the time of final agreement on price.

5. In submitting offeror's proposal, offeror must include an index, appropriately referenced, of all the cost or pricing data and information accompanying or identified in the proposal. In addition, any future additions and/or revisions, up to the date of agreement on price, must be annotated on a supplemental index.

6. By submitting offeror's proposal, the offeror, if selected for negotiation, grants the contracting officer or an authorized representative the right to examine, at any time before award, those books, records, documents, and other types of factual information, regardless of form or whether such supporting information is specifically referenced or included in the proposal as the basis for pricing, that will permit an adequate evaluation of the proposed price.

7. As soon as practicable after final agreement on price, but before the award resulting from the proposal, the offeror shall, under the conditions stated in FAR 15.804-4, submit a Certificate of Current Cost or Pricing Data.

8. HEADINGS FOR SUBMISSION OF LINE-ITEM SUMMARIES:

A. New Contracts (including Letter contracts).

COST ELEMENTS	PROPOSED CONTRACT ESTIMATE-TOTAL COST	PROPOSED CONTRACT ESTIMATE-UNIT COST	REFERENCE
(1)	(2)	(3)	(4)

Under Column (1)--Enter appropriate cost elements.

Under Column (2)--Enter those necessary and reasonable costs that in offeror's judgment will properly be incurred in efficient contract performance. When any of the costs in this column have already been incurred (e.g., under a letter contract or unpriced order), describe them on an attached supporting schedule. When preproduction or startup costs are significant, or when specifically requested to do so by the contracting officer, provide a full identification and explanation of them.

Under Column (3)--Optional, unless required by the contracting officer.

Under Column (4)--Identify the attachment in which the information supporting the specific cost element may be found. Attach separate pages as necessary.

B. Change Orders Modifications, and Claims.

COST ELEMENTS	ESTIMATED COST OF ALL WORK DELETED	COST OF DELETED WORK ALREADY PERFORMED	NET COST TO BE DELETED	COST OF WORK ADDED	NET COST OF CHANGE	REFERENCE
(1)	(2)	(3)	(4)	(5)	(6)	(7)

Under Column (1)--Enter appropriate cost elements.

Under Column (2)--Include (i) current estimates of what the cost would have been to complete deleted work not yet performed, and (ii) the cost of deleted work already performed.

Under Column (3)--Include the incurred cost of deleted work already performed, actually computed if possible, or estimated in the contractor's accounting records. Attach a detailed inventory of work, materials, parts, components, and hardware already purchased, manufactured, or performed and deleted by the change, indicating the cost and proposed disposition of each line item. Also, if offeror desires to retain these items or any portion of them, indicate the amount offered for them.

Under Column (4)--Enter the net cost to be deleted which is the estimated cost of all deleted work less the cost of deleted work already performed. Column (2) less Column (3) = Column (4).

Under Column (5)--Enter the offeror's estimate for cost of work added by the change. When nonrecurring costs are significant, or when specifically requested to do so by the contracting officer, provide a full identification and explanation of them. When any of the costs in this column have already been incurred, describe them on an attached supporting schedule.

Under Column (6)--Enter the net cost of change which is the cost of work added, less the net cost to be deleted. When this result is negative, place the amount in parentheses. Column (4) less Column (5) = Column (6).

Under Column (7)--Identify the attachment in which the information supporting the specific cost element may be found. Attach separate pages as necessary.

## C. Price Revision/Redetermination

CUTOFF DATE	NUMBER OF UNITS COMPLETED	NUMBER OF UNITS TO BE COMPLETED	CONTRACT AMOUNT	REDETERMINATION PROPOSAL AMOUNT	DIFFERENCE		
(1)	(2)	(3)	(4)	(5)	(6)		
COST ELEMENTS	INCURRED COST PREPRODUCTION	INCURRED COST-COMPLETED UNITS	INCURRED COST-WORK IN PROGRESS	TOTAL INCURRED COST	ESTIMATED COST TO COMPLETE	ESTIMATED TOTAL COST	REFERENCE
(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)

Under Column (1)--Enter the cutoff date required by the contract if applicable.

Under Column (2)--Enter the number of units completed during the period for which experienced costs of production are being submitted.

Under Column (3)--Enter the number of units remaining to be completed under the contract.

Under Column (4)--Enter the cumulative contract amount.

Under Column (5)--Enter the offeror's redetermination proposal amount.

Under Column (6)--Enter the difference between the contract amount and the redetermination proposal amount. When this result is negative, place the amount in parenthesis. Column (4) less Column (5) = Column (6).

Under Column (7)--Enter appropriate cost elements. When residual inventory exists, the final costs established under fixed-price-incentive and fixed-price-redeterminable arrangements should be net of the fair market value of such inventory. In support of subcontract costs, submit a listing of all subcontracts subject to repricing action, annotated as to their status.

Under Column (8)--Enter all costs incurred under the contract before starting production and other nonrecurring costs (usually referred to as startup costs) from offeror's books and records as of the cutoff date. These include such costs as preproduction engineering, special plant rearrangement, training program, and any identifiable nonrecurring costs such as initial rework, spoilage, pilot runs, etc. In the event the amounts are not segregated in or otherwise available from offeror's records, enter in this column offeror's best estimates. Explain the basis for each estimate and how the costs are charged on offeror's accounting records (e.g., included in production costs as direct engineering labor, charged to manufacturing overhead, etc.). Also show how the costs would be allocated to the units at their various stages of contract completion.

Under Columns (9) and (10)--Enter in Column (9) the production costs from offeror's books and records (exclusive of preproduction costs reported in Column (8)) of the units completed as of the cutoff date. Enter in Column (10) the costs of work in process as determined from offeror's records or inventories at the cutoff date. When the amounts for work in process are not available in contractor's records but reliable estimates for them can be made, enter the estimated amounts in Column (10) and enter in Column (9) the differences between the total incurred costs (exclusive of preproduction costs) as of the cutoff date and these estimates. Explain the basis for the estimates, including identification of any provision for experienced or anticipated allowances, such as shrinkage, rework, design changes, etc. Furnish experienced unit or lot costs (or labor hours) from inception of contract to the cutoff date, improvement curves, and any other available production cost history pertaining to the item(s) to which offeror's proposal relates.

Under Column (11)--Enter total incurred costs (Total of Columns (8), (9), and (10)).

Under Column (12)--Enter those necessary and reasonable costs that in contractor's judgment will properly be incurred in completing the remaining work to be performed under the contract with respect to the item(s) to which contractor's proposal relates.

Under Column (13)--Enter total estimated cost (Total of Columns (11) and (12)).

Under Column (14)--Identify the attachment in which the information supporting the specific cost element may be found. Attach separate pages as necessary.



**CLAIM FOR EXEMPTION FROM SUBMISSION OF CERTIFIED COST OR PRICING DATA**

FORM APPROVED OMB N  
5010-106  
5090-0116

1. OFFEROR (Name, address, ZIP Code)	3. SOLICITATION NO.
	4. ITEM OF SUPPLIES AND/OR SERVICES TO BE FURNISHED
2. DIVISION(S) AND LOCATION(S) WHERE WORK IS TO BE PERFORMED	5. QUANTITY
	6. TOTAL AMOUNT PROPOSED FOR ITEM

By submission of this form the offeror claims exemption from requirements for submitting certified cost or pricing data on the basis that the price offered based on an established catalog or market price of a commercial item sold in substantial quantities to the general public or is a price set by law or regulation (see FAR 15.804-3). Complete Section I, II, or III below as applicable.

**SECTION I - CATALOG PRICE (See Instructions for items 7 thru 11 on reverse.)**

7. CATALOG IDENTIFICATION AND DATE		8. SALES PERIOD COVERED	
		FROM	TO
9. CATEGORIES OF SALES	TOTAL UNITS SOLD *	10. REMARKS	
a. U.S. Government sales			
b. Sales at catalog price to general public			
c. Other sales to general public			

\*If your accounting system does not provide precise information, insert your best estimate and explain the basis for it in Item 10, REMARKS. Continue on a separate sheet, if necessary.

**11. LIST THREE SALES OF THE ITEM OFFERED**

SALES CATEGORY	DATE	NO. OF UNITS SOLD	PRICE/UNIT
a. <input type="checkbox"/> B <input type="checkbox"/> C			\$
b. <input type="checkbox"/> B <input type="checkbox"/> C			\$
c. <input type="checkbox"/> B <input type="checkbox"/> C			\$

**SECTION II - MARKET PRICE (See Instructions for item 12 on reverse.)**

12. SET FORTH THE SOURCE AND DATE OR PERIOD OF THE MARKET QUOTATION OR OTHER BASE FOR MARKET PRICE, THE BASE AMOUNT AND APPLICABLE DISCOUNTS.

**SECTION III - LAW OR REGULATION (See Instructions for item 13 on reverse.)**

13. IDENTIFY THE LAW OR REGULATION ESTABLISHING THE PRICE OFFERED

**REPRESENTATION (See Instructions for item 14 on reverse.)**

The offeror represents that all statements made above and on attachments submitted are accurate and are submitted for the purpose of claiming exemption from requirements for submitting certified cost or pricing data. The offeror also represents that, except as stated in an attachment, a like claim for exemption involving the same or a substantially similar item has not been denied by a Government Contracting Officer within the last 2 years. Pending consideration of the proposal supported by this submission and, if this proposal or a modification of it is accepted by the Government, until the expiration of 3 years from the date of final payment under a contract resulting from this proposal, the Contracting Officer or any other authorized employee of the United States Government is granted access to books, records, documents, and other supporting data that will permit verification of the claim.

14. TYPED NAME, TITLE, AND FIRM	15. SIGNATURE	16. DATE OF SUBMISSION
---------------------------------	---------------	------------------------

INSTRUCTIONS TO OFFERORS SUBMITTING  
CLAIM FOR EXEMPTION FROM SUBMISSION  
OF CERTIFIED COST OR PRICING DATA

Item 7. Attach a copy of the catalog, or the appropriate pages covering price and published discounts, or a statement that the catalog is on file in the buying office to which this proposal is being made. Catalog price, is a price that is included in a catalog, price list, schedule, or other form that is regularly maintained by the manufacturer or vendor, is either published or otherwise available for inspection by customers, and states prices at which sales are currently, or were last, made to a significant number of buyers constituting the general public. To justify a catalog price exemption for the Government item, the catalog item must be identical or must be so similar in material and design that any price difference or its absence can be evaluated solely by price analysis (see FAR 15.805-2). In the latter case, a statement must be attached identifying the specific differences and explaining, by price analysis of the differences, how the proposed price is derived from the catalog price.

Item 8. This period should include the most recent regular monthly, quarterly, or other period for which sales data are reasonably available and should extend back only far enough to provide a total period representative of average sales. You may also attach sales data for a prior representative period if for any reason recent sales are abnormal and the prior period is sufficiently recent (not more than 2 years preceding) to support the proposed price for the Government item. In the latter case, you must explain, by price analysis only, how the proposed price is derived from the catalog sales for the prior period.

Item 9. (a) Include in Category A all sales of the catalog item (a) directly to the U.S. Government and its instrumentalities and (b) for U.S. Government use (sales directly to U.S. Government prime contractors, or their subcontractors or suppliers at any tier, for use as an end item, or as part of an end item, by the U.S. Government).

(b) Include in Category B all sales of the catalog item made strictly at the catalog price, less only published discounts, to the general public (i.e., catalog price sales other than those (i) to affiliates of the offeror or (ii) included in Category A (Instruction 9(a)).

(c) Include in Category C all sales to the general public that were not made strictly at the catalog price or that were made at special discounts or discount rates not published in the catalog.

Item 11. On line a, insert information on the lowest price at which Category B or C sales of the offered item was made during the period, regardless of quantity.

On lines b, and c, insert sales information in the following manner:

- a. Give the lowest price Category C sales of comparable quantities. If there were no sales of comparable quantities, then give
- b. The lowest price Category C sales of quantities most nearly the quantity being offered. If there were no sales of Category C, then give
- c. The lowest price Category B sales of comparable quantities. If there were no sales of comparable quantities, then give
- d. The lowest price Category B sales of quantities most nearly the quantity being offered.

Attach a complete explanation (i) if you, during the period covered, offered special discounts not included in the catalog, or (ii) if the price proposed is not the lowest price at which a sale was made to any customer during that period for like items and comparable quantities.

Item 12. Market price is a current price, established in the usual and ordinary course of trade between buyers and sellers free to bargain, that can be substantiated from sources independent of the manufacturer or vendor. There must be a sufficient number of commercial buyers so that their purchases establish an ascertainable current market price for the item or service. The nature of this market should be described. To justify a market-price exemption, the item or service being purchased must be identical to the commercial item or service or must be so similar in material and design (for supplies) or in work and facilities (for services) that any price difference or its absence can be evaluated solely by price analysis (see FAR 15.805-2). In the latter case, a statement must be attached identifying the specific differences and explaining, by price analysis of the differences, how the proposed price is derived from the market price.

Item 13. Identify the law or regulation establishing the price offered. If the price is controlled under law by periodic rulings, reviews or similar actions of a governmental body, attach a copy of the controlling document, unless it was previously submitted to the contracting office.

Item 14. Insert the name, title, and firm of the person authorized by the offeror to sign this form.

ATTACHMENT 4  
 REPRESENTATIVE COST FORMS

The following cost forms must be submitted with proposals, on diskette and on paper. (see also attachment 2, Standard Form 1411.)

	Forms	Period
Initial Contract Period	A-1	1/1/96 - 12/31/96
First Option to Extend	A-2	1/1/97 - 12/31/97
Second Option to Extend	A-3	1/1/98 - 12/31/98
Third Option to Extend	A-4	1/1/99 - 12/31/99
Fourth Option to Extend	A-5	1/1/00 - 12/31/00
Total, Initial Contr. and Options to Extend 1 - 4	A-6	1/1/96 - 12/31/00
Options to Extend 5 - 10 (One Month Each)	A-7	1/1/01 - 6/30/01
Total, Phase-In, Initial Contract and All Options	A-8	Phase In - 6/30/01

Since all the A series forms are similar, only A-1 is shown in this attachment. See section L.11.E.2 and .3 for information on obtaining diskettes containing the full set of forms, and instructions for completing the forms.

COST PROPOSAL SUMMARY

Solicitation 1-39-GMG-1051, Business and Administrative Management Information Services

Proposer: \_\_\_\_\_

Initial Contract, January 1, 1996 through December 31, 1996

	Hours	Costs
<b>DIRECT LABOR:</b>		
Straight Time Direct Labor .....	_____	_____
Overtime Excluding Premium .....	_____	_____
Overtime Premium .....	_____	_____
Subcontract Direct Labor .....	_____	_____
<b>TOTAL DIRECT LABOR .....</b>	<b>_____</b>	<b>_____</b>
<b>FRINGES AND PAYROLL TAXES:-</b>		
FICA .....		_____
FUI .....		_____
SUI .....		_____
Worker's Compensation .....		_____
General Liability Insurance .....		_____
Medical/Dental Insurance .....		_____
Life/Disability Insurance .....		_____
Paid Absence .....		_____
Other Fringe (Specify) .....		_____
Other Fringe (Specify) .....		_____
All Others Fringes (Itemize separately) .....		_____
<b>TOTAL FRINGES AND PAYROLL TAXES .....</b>		<b>_____</b>
<b>OTHER:</b>		
Profit and Costs Other than Labor, in Direct Labor Subcontracts .....		_____
Allocated Labor Other than G & A .....		_____
Facility Costs .....		_____
City/County Business License Tax .....		_____
Costs not Shown Elsewhere (Provide Separate Detail) .....		_____
<b>TOTAL OTHER .....</b>		<b>_____</b>
G & A .....		_____
FACILITIES CAPITAL COST OF MONEY .....		_____
<b>TOTAL COST .....</b>		<b>_____</b>
AWARD FEE .....		_____
<b>COST PLUS AWARD FEE .....</b>		<b>_____</b>

Attachment 5

BAMIS BIDDER'S LIBRARY INDEX

I. PROGRAM MANAGEMENT

A. LaRC Organizational Chart

B. NMI 1152.69A, "NASA Information Resources Management Council," dated April 15, 1993

II. ACQUISITION

A. NHB 5103.6B "Source Evaluation Handbook"

B. NHB 9501.2, "Procedures for Contractor Reporting of Correlated Costs and Cost Performance Data (533M's and 533Q's)

III. INFORMATION RESOURCES MANAGEMENT

A. IRM Planning and Acquisition Documents

- 1. NHB 2410.1F, "NASA Information Resources Management Handbook," dated May 1994
- 2. Procurement Information Circular (PIC), PIC 92-10, dated September 25, 1992
- 3. NMI 1382.17D, "Privacy Act -- NASA Regulations," dated April 16, 1993

B. NASA's Information Resources Strategic Plan dated August 1994

C. LaRC's Information Technology System Plan Exhibits -- Data Preparation Instructions and Input Specifications, dated February 21, 1992

D. IRM -- Long Range Plan, FY 1995-1999, dated June 1994

E. Data Processing Guide (DPG)

The Data Processing Guide prescribes the necessary policies, systems, and procedures employed to accomplish the work for which MISB is responsible. This document must be updated to maintain technological currency, to correct any inaccuracies that may be discovered, and to reflect any changes in MISB policy, procedure, or method.

F. Documentation Format Standards Guide, dated October, 1993

Describes documentation guidelines and provides sample formats.

IV. DEVELOPMENT

A. AIM Documents

1. AIM Program Guidance, Volume I, "Lifecycle Management (a.k.a. the 'Guidebook')," dated January 1992
2. AIM Program Guidance, Volume II, "Document Specifications," dated April 1993
3. AIM Program Guidance, Volume III, "Standards and Guidelines," revised April 1993

B. Applications Documentation

1. PROCUREMENT MANAGEMENT SYSTEMS

- 1.1 Acquisition Management System (AMS)
- 1.2 Electronic Purchase Request System (EPRS)
- 1.3 Integrated Acquisition Management System (IAMS)
- 1.4 Electronic Data Interchange

2. FINANCIAL MANAGEMENT SYSTEMS

- 2.1 FMS Upgrade
- 2.2 Time and Distribution System (TADS)
- 2.3 Financial Core
- 2.4 Fixed Assets
- 2.5 Job Order
- 2.6 Manpower
- 2.7 Combined Federal Campaign
- 2.8 Invoice Payment
- 2.9 Universal Tables
- 2.10 Program Support Manpower
- 2.11 Planning
- 2.12 Programs and Resources Division (PRD) Travel

3. HUMAN RESOURCES MANAGEMENT SYSTEMS

- 3.1 NASA Personnel/Payroll System (NPPS)
- 3.2 NASA Training and Development System (NTDS)
- 3.3 Personnel
- 3.4 Badging System (Identocard)
- 3.5 Security/Locator
- 3.6 Telephone
- 3.7 NASA Employee Benefits Association (NEBA) Travel

- 3.8 IRD Manpower
  - 3.9 Workforce Management
  - 3.10 QuickMail Database
  - 3.11 Workforce Planning
4. PROPERTY MANAGEMENT SYSTEMS
- 4.1 NASA Supply Management System (NSMS)
  - 4.2 NASA Equipment Management System (NEMS)
  - 4.3 NASA Property Disposal Management System (NPDMS)
  - 4.4 Storage
  - 4.5 Equipment Maintenance
5. FACILITIES MANAGEMENT SYSTEMS
- 5.1 NASA Institutional Environmental Management System (NIEMS)—changed to NASA Environmental Information System (NEIS)
  - 5.2 Facility Project Management System (FPMS)
  - 5.3 Combination Keylock
  - 5.4 Facility Safety
  - 5.5 Space Utilization/Real Property
  - 5.6 Facility Maintenance
6. INFORMATION RESOURCE MANAGEMENT SYSTEMS
- 6.1 Langley Research Center Management Information System (LaRC MIS)
  - 6.2 High-Speed Research Management Information System (HSR MIS)
  - 6.3 Aeronautics Management Information System
  - 6.4 Systems Engineering Project Database
  - 6.5 Technology Event Database (TED)
  - 6.6 Mailroom
  - 6.7 Information System Services
  - 6.8 Standard Distribution Labels
  - 6.9 Photo Lab
  - 6.10 Work Order Resource Management (WORMS)
  - 6.11 Microcomputer Inventory
  - 6.12 BAMIS Management Information System
7. OTHER SYSTEMS
- 7.1 Fabrication

V. OPERATIONS

A. Computer Operations Procedures Volumes

These are detailed procedures that aid operators in system power up/down, IPL's, system backups, tape library management, report distribution, job submission, data entry, electronic funds transfer (EFT), and problem reporting.

B. Index of Vendor Reference Manuals

This is an index of the various vendor manuals used as reference within the computer operations function.

C. Specific Applications Procedures Volumes

These are specific Program Specification Sheets that aid the operators in scheduling, processing, and restarting/recovery of batch jobs for both AIM and Center-unique systems.

D. Disaster Recovery Business Resumption Plan

The Disaster Recovery Plan is a plan for identifying resources and procedures which will be required to process LaRC's mission-critical application (Payroll and Invoice Payments ) at a contracted commercial hot site.

VI. USER SERVICES DOCUMENTATION

MISB User Guide, revised September 12, 1994

The MISB User Guide provides information to the customers of the business computing environment at NASA LaRC. It is maintained by the BAMIS Support Services Contractor. The guide is reviewed at least once a year and updated if necessary.

VII. SECURITY

A. NHB 2410.9A, "NASA Automation Information Security Handbook," dated June 1993

B. LaRC's Automated Information Security (AIS) Annual Plan

VIII. SAFETY

A. LHB 1710.10, "LaRC Red Tag System"



- B. LHB 1710.12, "Potentially Hazardous Materials"
- C. LHB 1740.2, "Facility Safety Requirements"
- D. LMI 5300.1, "Systems Safety, Quality, Reliability Program"

#### IX. LOGISTICS

- A. LaRC Stores Stock Catalog
- B. NASA Langley Form 55 "LaRC Stock Issue & Turn-in Slip," dated February 1992

#### X. FLOOR PLANS

- A. Central Business and Administrative Computing Complex (CBACC) Floor layout (Building 1152)
- B. Building 1130T-3 floor layout
- C. Evaluation and Information Center (EIC) floor layout (Building 1130T-1)

#### XI. BAMIS BIDDER'S LIST

**Attachment 6  
BAMIS DESCRIPTION**

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<b>Figure 10. Program Management Information Systems Application Software.</b>	

## 1. BAMIS Facilities

The Management Information Systems Branch (MISB) has been located in Building 1152 at the Langley Research Center (until April 1995). The Central Business and Administrative Computing Complex (CBACC) is located in a portion of the first floor of B-1152 (see Figure 1). A check mark by the room number identifies the areas occupied by the Contractor staff and an "at" sign (@) identifies the areas that house the various MISB hardware components, storage areas, and work areas. The following is an itemized list of the BAMIS facilities and the approximate square footage for each.

<u>Occupancy</u>	<u>Sq. Footage</u>	<u>Room No.</u>
CBACC	2665	118
Tape Library	256	123
Storage	84	127
I/O Control Work Area	385	103A
User Support Services Area	272	103
Office Space	838	122, 122A, 122B
<b>Total On-Site Facilities</b>	<u>4500</u>	

The Evaluation and Information Center is located in Building 1130T-1 (see Figure 2).

Figure 3 contains the current equipment layout for the machine room of the CBACC.

In addition to Buildings 1152 and 1130T-1, space is available in Building 1130T-3 (see Figure 4) to accommodate the operations customer support functions that do not need to be co-located with the other facilities.

Along with the NASA-LaRC facilities referred to above, the BAMIS Contractor is required to provide off-site facilities to (1) accomplish those areas of the contract statement of work that do not require presence in Government facilities (those activities principally involving the systems and applications software maintenance, upgrade, and design), and (2) provide storage capability for cartridge and reel tape media in a protected environment. On occasion, off-site personnel relocate temporarily on-site at LaRC to facilitate end-user applications development and support special studies. The Contractor's provision of a T-1 communication circuit facilitates the integration of efforts between off-site and on-site facilities.

## 2. Business and Administrative Computing Architecture

The business and administrative computing architecture is illustrated in Figure 5. The components identified as (1), (2), and (3) and the associated file storage comprise the CBACC.

The mainframe (1) is an IBM 9121-490 processor configured with 512 megabytes of central storage, 8 Escon channels, and 32 parallel channels. It is connected to 105 Gbytes of 3380 and 3390 on-line disk storage, to four IBM 3480 tape units (eight drives, cartridge type), and to two IBM 3420 tape units (four drives, reel type). The operating system is MVS/ESA. The IBM mainframe is physically partitioned with three logical partitions (LPARS), supporting on-line/batch transaction processing, interactive end-user processing, interactive system development, and maintenance processing.

Distributed Systems (2), consisting of 11 fully-configured DEC RISC 5000 processors running ULTRIX, support the Time and Distribution System (TADS) and the Electronic Purchase Request System (EPRS).

Eight Apple Quadra 800 processors, one Sun SparcStation 10, and one DEC MicroVAX II (3) are file servers supporting electronic mail and Information Systems Services (ISS).

All processors are connected to the Center's local area network (LaRCNET). Personal computers, workstations, and terminals located throughout LaRC can access the CBACC using TCP/IP, Appletalk protocol, or the SNA network.

Customer functional analysts have been trained to write query-type programs against the ADABAS data using NATURAL or SUPERNATURAL to enable customers to have access to, and tailor the analysis and use of, the data. These user-written programs are shown in component (1) of Figure 5.

Exhibit C of the SOW, BAMIS Hardware and Software Lists, lists all hardware and operating system software products currently in use.

### 3. Monthly Transaction Volumes, Workloads, and Storage Media

As an indication of activity, the following table provides current monthly transaction volumes:

<u>Monthly Transaction Volumes</u>	<u>Minimum</u>	<u>Average</u>	<u>Maximum</u>
IBM Mainframe	705M	1078M	1545M
Distributed Processors	98K	112K	170K

Monthly workloads are:

<u>IBM Mainframe</u>	<u>Minimum</u>	<u>Average</u>	<u>Maximum</u>
Data Entry Records (from stand-alone PC)	16K	25K	39K
Print Lines	15M	17M	18M
Microfiche Records	944	1,584	2,055
Reports Distributed	1,868	2,387	2,677
Batch Jobs Scheduled	5,935	7,791	10,110

Current storage media consists of 3,000 open tape reels and 9,000 tape cartridges.

The peak computer activity occurs during the last week of each month as *Monthly Reports* are produced. The largest of these peaks occur in the August-September timeframe as *Year-End Closures*. These two processes have some affect on Operations personnel; however, their major workloads are tape mounts, printing, and report distribution. Approximately 4,000 tapes are mounted each month with the majority occurring the end of each week. Approximately 10 million lines of print are produced each month with the majority occurring again at the end of each week.

#### 4. Applications Portfolio

The LaRC application software portfolio consists of both Agencywide standard systems and LaRC-developed and LaRC-maintained unique application 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 is contained in Exhibit D of the Statement of Work.

#### 5. Automated Information Management (AIM) Program

The Automated Information Management (AIM) Program was initiated in 1984 to develop and implement Agency standard systems for business and administrative computing within NASA. The Program provides a management and technical framework for the definition, design, development, implementation, and support of NASA business and administrative information systems.

The program approach provides for functional sponsorship of each system wherein the sponsor conducts the feasibility study. If a decision is made to proceed with systems development, the functional sponsor leads the definition of system requirements and subsequently chairs the configuration control board that controls changes to the functional baseline.

The Assistant Administrator for Management Systems and Facilities (NASA Headquarters, Code J) is responsible for AIM Program technical and program guidance. An AIM Council, consisting of a senior representative from each of the relevant Headquarters program offices and one from each field installation, advises the program manager, and provides advocacy and two-way communication channels within the Program.

The AIM Program Director within Code J provides day-to-day management of the program. His organization manages the technical architecture, assisted by the Uniform Configuration and Technical Support Committee (UCATS) and its working groups. The AIM Data Administrator is also located within this organization and each system project has a Program Technical Manager (PTM) assigned from within the Director's office.

System Development is selectively assigned to both Headquarters and field centers. Technical management of system development is managed by a Development Installation Project Manager (DIPM).

AIM Program Guidance is published in three volumes:

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

The AIM Program employs a formal System Development Life Cycle adapted from NASA's Software Management and Assurance Program (SMAP). There are defined phases and work breakdown structures, documentation standards, configuration management procedures, and quality reviews and audits. Formal project planning, budgeting, and reporting procedures exist. There is a formal data administration program to improve the accessibility and use of data contained in NASA business data systems. An information engineering approach has been built into the AIM life cycle. An Integrated Systems Engineering Environment initiative exists to provide the cross-life cycle tools and capabilities needed by the AIM Program to plan, design, develop, maintain, and reengineer Agencywide business systems.

AIM software releases, both applications and operations, are scheduled in advance of need. Figure 6 illustrates a typical AIM software delivery schedule.

A function of the UCATS has been to maintain a standard systems architecture essential to the employment of standard application systems. Initially the focus of this effort was the mainframe environment but currently the architecture is being extended to a distributed environment.

The scope of the AIM Program has been categorized into five major functional management areas: Financial, Procurement, Human Resources, Property, and Facilities. These categories serve as a means of reference and are used in reporting.

The following Agencywide standard systems have been implemented, and are the responsibility of the Contractor to maintain:

#### Procurement Management

NASA Acquisition Management Subsystem (NAMS)

#### Property Management

NASA Equipment Management Subsystem (NEMS)

NASA Supply Management System (NSMS)

NASA Property Disposal Management System (NPDMS)

#### Human Resources Management

NASA Personnel/Payroll System (NPPS)

NASA Training and Development System (NTDS)

#### Facilities Management

NASA Institutional Environmental Management System (NIEMS)

Facilities Management System (FMS)

### 6. Systems Engineering Support Services

Systems engineering support services are currently composed of three major components: applications portfolio management, applications development, and special studies.

Applications portfolio management includes maintenance of the existing applications (failure analysis and correction, and implementation and testing of new releases), planning and implementation of minor functional changes in response to customer requests, customer support and consulting, performance analysis and tuning, security accommodation, and data administration. It also includes routine analysis to assure that the applications meet the needs of the Center; and, in the event of a significant new requirement, the initial analysis and planning required to meet the requirement.

Generally, the initial implementation of new AIM systems and the initial development of new LaRC-unique systems are classified as application system development, as would a major revision to an existing system where significant new functionality is to be added.

Systems engineering support services also encompass special studies and analyses as well as systems engineering tasks requisite to stay abreast of the evolution of information technology, or to meet special customer business and administrative information needs.

Systems engineering support services work is currently categorized as either division or multipurpose support. Division-type work supports specific individual customers. Multipurpose work supports significant projects (either in terms of size and/or scope), which frequently involve more than one customer organization. Examples are projects involving initial AIM system implementations, and Centerwide projects such as the Electronic Purchase Request System (EPRS) and the Centerwide MIS. These projects are usually managed by MISB, and in view of multiple organizational involvement, MISB is frequently identified as the primary customer.

Current visibility is that there will be no multipurpose application projects active at the beginning of the contract period (January 1, 1996). If such projects are subsequently approved, they will be accommodated during initial negotiations or by change order as appropriate.

Customer support requirements and allocations for system maintenance and modification for the fiscal year are established prior to the beginning of the fiscal year based on historical needs, factored by projected changes in needs (including the need for special studies and system integration) during the year. Each customer then determines the priority of work accomplished through either General or Specific work orders (see below) within the committed support level. This approach is called Allocation of Contractor Resources (ACR). Current visibility indicates that 6.5 work-years of General type support is adequate while the total amount of committed support (General as well as Specific) equates to 23 work-years.

Currently, systems engineering workload requirements are accomplished through Government-issued work orders. Systems engineering requirements are defined by the customers. The schedule and work-hour requirements are developed by the contractor, coordinated with the customer, and the COTR-approved work is authorized by two types of work orders: Specific or General.

General- General work orders are established on a fiscal year basis for each major customer and for Multipurpose support. They are used for estimating the costs of user requested systems engineering services and for accomplishing customer approved requirements of 16 hours or less. The latter is to reduce the administrative costs of processing separate task work orders for small jobs.

Specific- Specific work orders are used for all other types of systems engineering services. This primarily involves systems development, maintenance, and modification of customer specific systems, but may also cover other types of work such as systems integration and special studies.

Figure 7, Work Order History, shows historical data for the number of work orders and number of direct labor hours involved in systems engineering support from 1992 through 1994. Historical data showing the number of programs affected during 1993 and 1994 is contained in Figure 8, Program Activity for Complete Work Orders. Figure 9, Workhour Expenditures by System, shows the number of direct labor hours spent on each application system during 1994. System activity will vary depending upon external changes that affect the system as well as changes in customer needs.

Recent history (experience) indicates that the equivalent of 6.3 direct labor work-years have been required annually to support General work orders with an additional 16.7 direct labor work-years required to meet customer commitments involving Specific work orders. Multipurpose work order support typically requires (or is projected to require) an additional 21 direct labor work-years. Approved and funded systems engineering support requirements above that amount will be accommodated by change orders (contract amendments).

During 1994 there were 26 AIM application system releases requiring an average of 22 direct labor hours each. The current commitment is to provide 23 work-years of minor modification support to BAMIS customers.



## 7. Customer Support

### 7.1 Help desk

Currently, an average of 303 problem calls and 377 request-for-information calls are received monthly.

### 7.2 End-User Application Development

Over the past 3 years there has been an average of three or four initiatives of this type accomplished each year. Examples are the various prototype modules developed under the MIS System, which then became part of the applications portfolio; support to General Aviation; the Buyer's System; and the Zero-Base Data Base. It is envisioned that this will be a growth area to meet LaRC's unique business information requirements as the Agency further standardizes and consolidates with the AIM Program environment.

### 7.3 Evaluation and Information Center (EIC)

The EIC is shown schematically as component (4) in Figure 5. It provides a capability for the Langley Research Center to remain current in the latest information concerning personal computing hardware and software. The EIC provides the point of contact for, arranges, and participates in vendor and other product demonstrations. Selected contemporary personal computing hardware and software are maintained at the EIC for evaluation, demonstration, and training purposes. The EIC staff assists civil service and contractor personnel in the application and use of microcomputers and software. Both telephone query and walk-in means are used to provide customer services. The EIC maintains a reference library for demonstration hardware and software, and disseminates information to the Center on the latest personal computer technology and services. EIC staff members provide personal computing consultation relative to application system development and support. The EIC staff conducts basic personal computer training and provides support, such as classroom scheduling, for other LaRC training conducted in the EIC classrooms.

Currently, 580 phone calls for information and 250 visits for assistance are processed monthly. An average of 5 major shows and 14 minor vendor demonstrations are supported each year.

### 7.4 User Training

The current average number of classes taught per month is 10. The average class size (number of students) is six, and the average class length is 8 hours.

## 8. Program Management

Program management functions within the existing BAMIS contract are currently being supported using a combination of manual systems, LaRC-unique application systems, commercial application systems, and one proprietary application system. The commercial application systems consists of both host-based and personal computer-based systems. The host-based commercial application systems are included in Exhibit C, BAMIS Hardware and

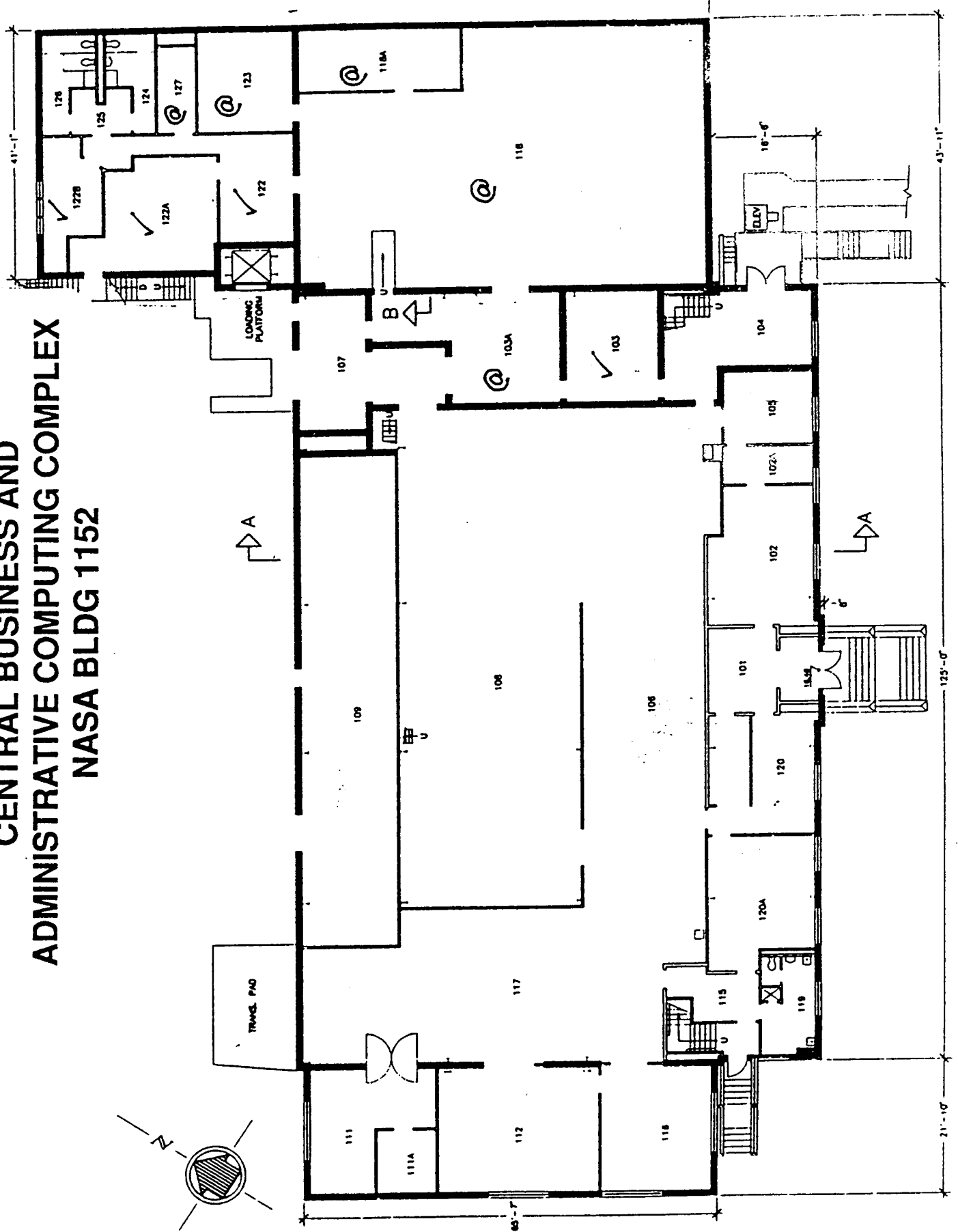
Software Maintenance List. The acquisition of the distributed (personal computer-based) application software is the responsibility of the Contractor. Figure 10, Program Management Information Systems Application Software, lists and categorizes all of the application software currently used to support the various program management functions.

## 9. Changing Requirements

The nature of information systems technology evolution, changing customer needs, various improvement initiatives, and a host of other factors subject the BAMIS environment to continual change. For example, as this is written, there is considerable interest in the potential for consolidation of various functions both internal to business computing and the external business functions supported by business computing. There is evolution toward decentralized and client-server computing, and toward the use of COTS/GOTS. LaRC has recently implemented a significant reorganization. Customer support commitments change due to changes in needs and priorities. These types of changes are expected to continue, if not to accelerate. The BAMIS support services contract must be sufficiently flexible and responsive to be able to accommodate these changes within the provisions of the contract.

Figure 1

# CENTRAL BUSINESS AND ADMINISTRATIVE COMPUTING COMPLEX NASA BLDG 1152

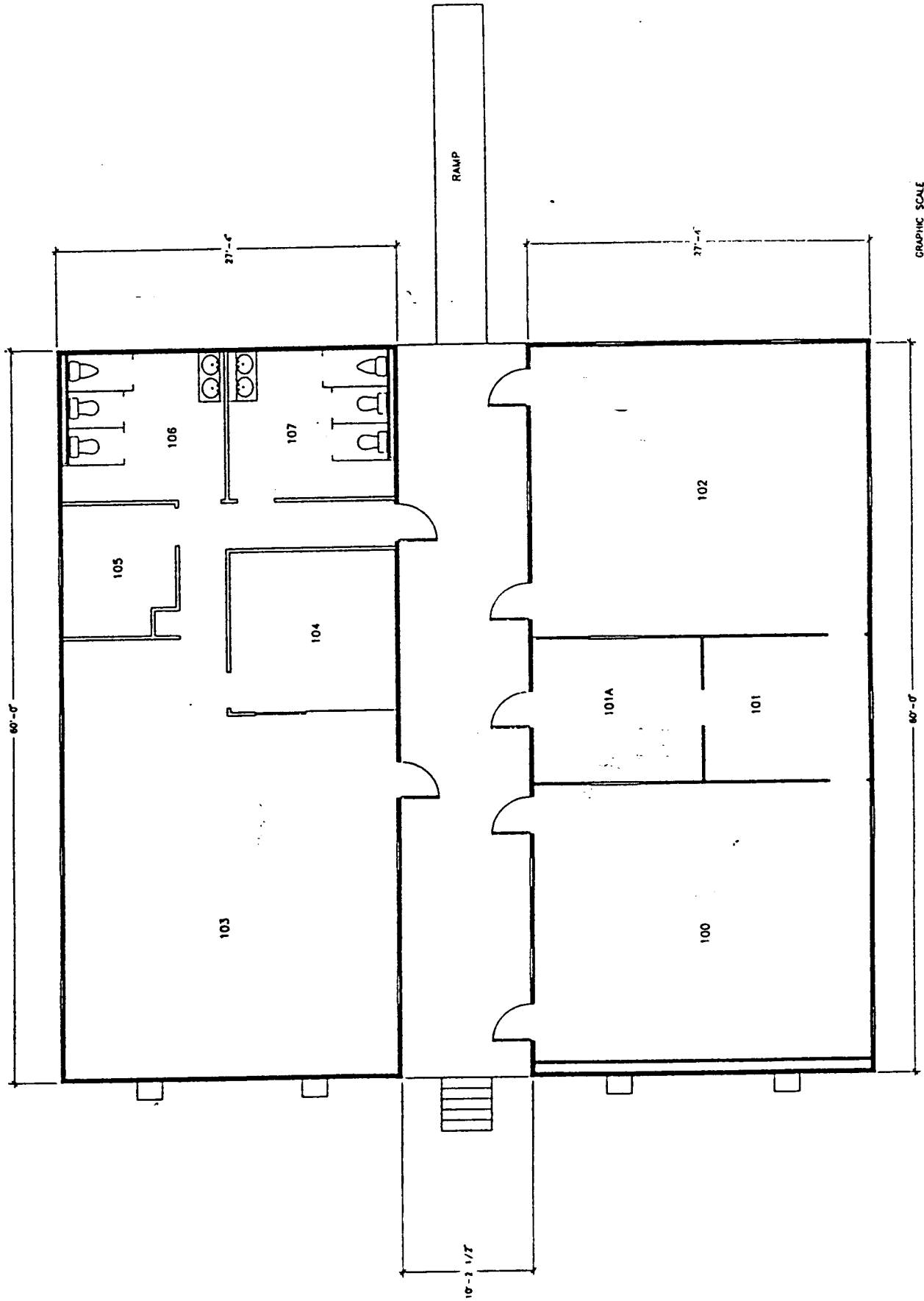
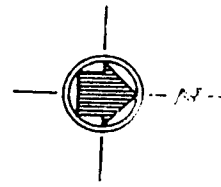


GRAPHIC SCALE  
5' 0' 5' 10' 15' 20' 25' 30'

FIRST FLOOR PLAN  
16,270 SQ FT

# EVALUATION AND INFORMATION CENTER NASA BLDG 1130T-1

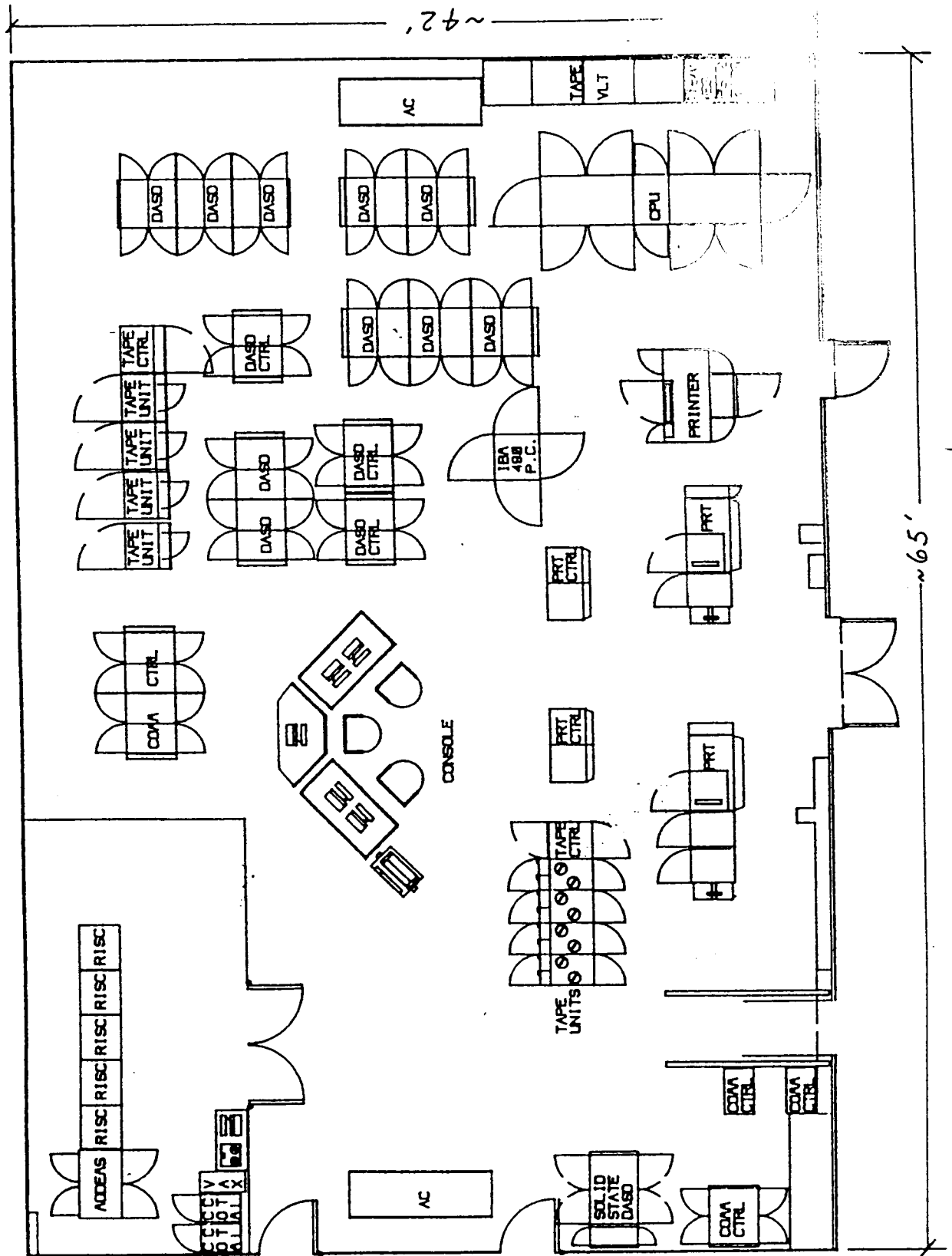
Figure 2



FLOOR PLAN

# CENTRAL BUSINESS AND ADMINISTRATIVE COMPUTING COMPLEX NASA BLDG 1152, ROOMS 118 AND 118A

Figure 3



MANAGEMENT INFORMATION  
SYSTEMS FACILITY  
NASA BLDG 1130T-3

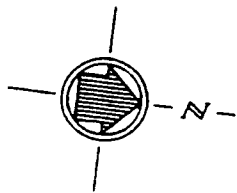
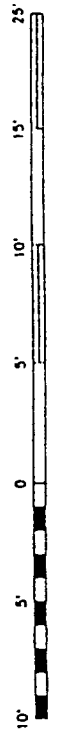
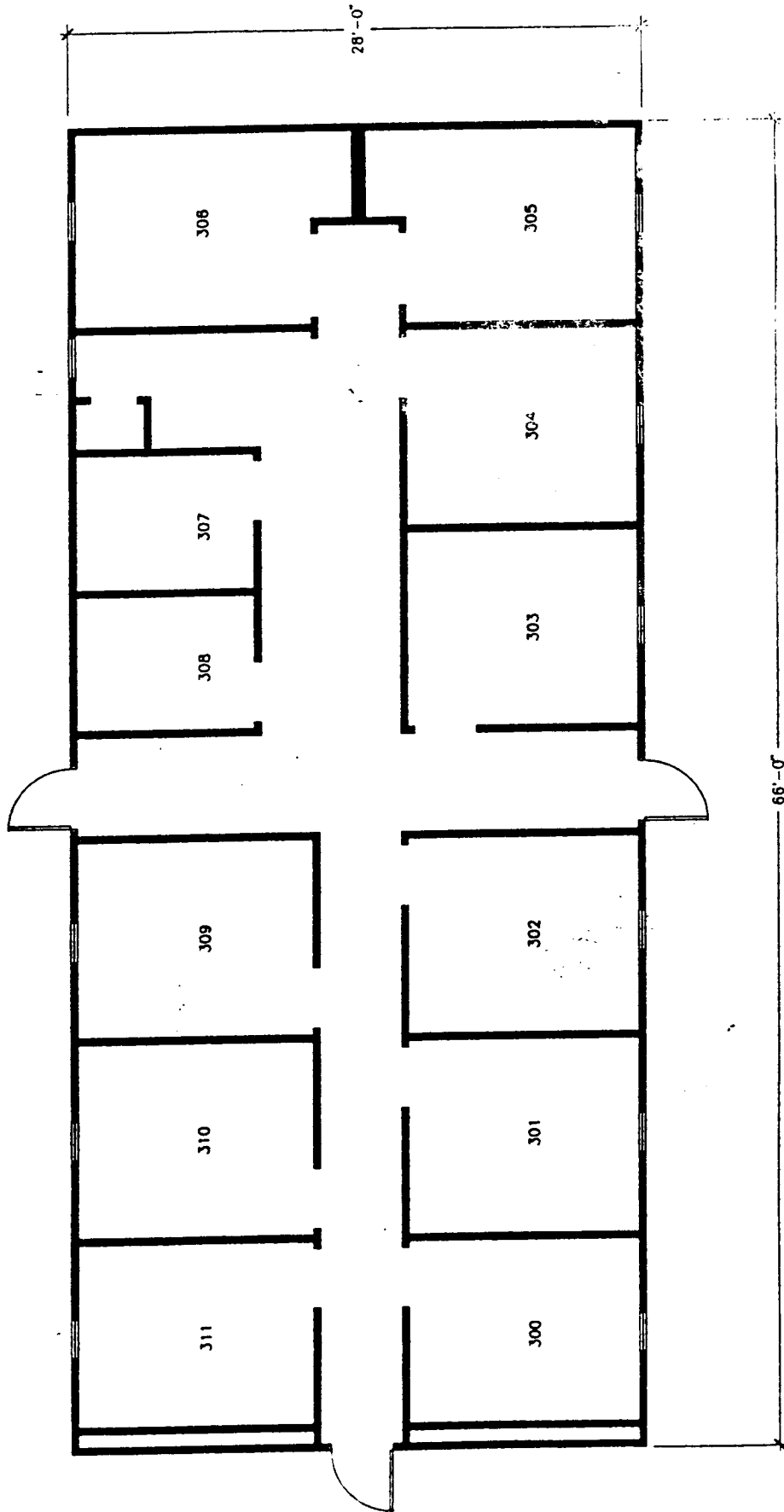


Figure 4



FIRST FLOOR PLAN  
1,851 SQ.FT.

# Business & Administrative Computing Architecture

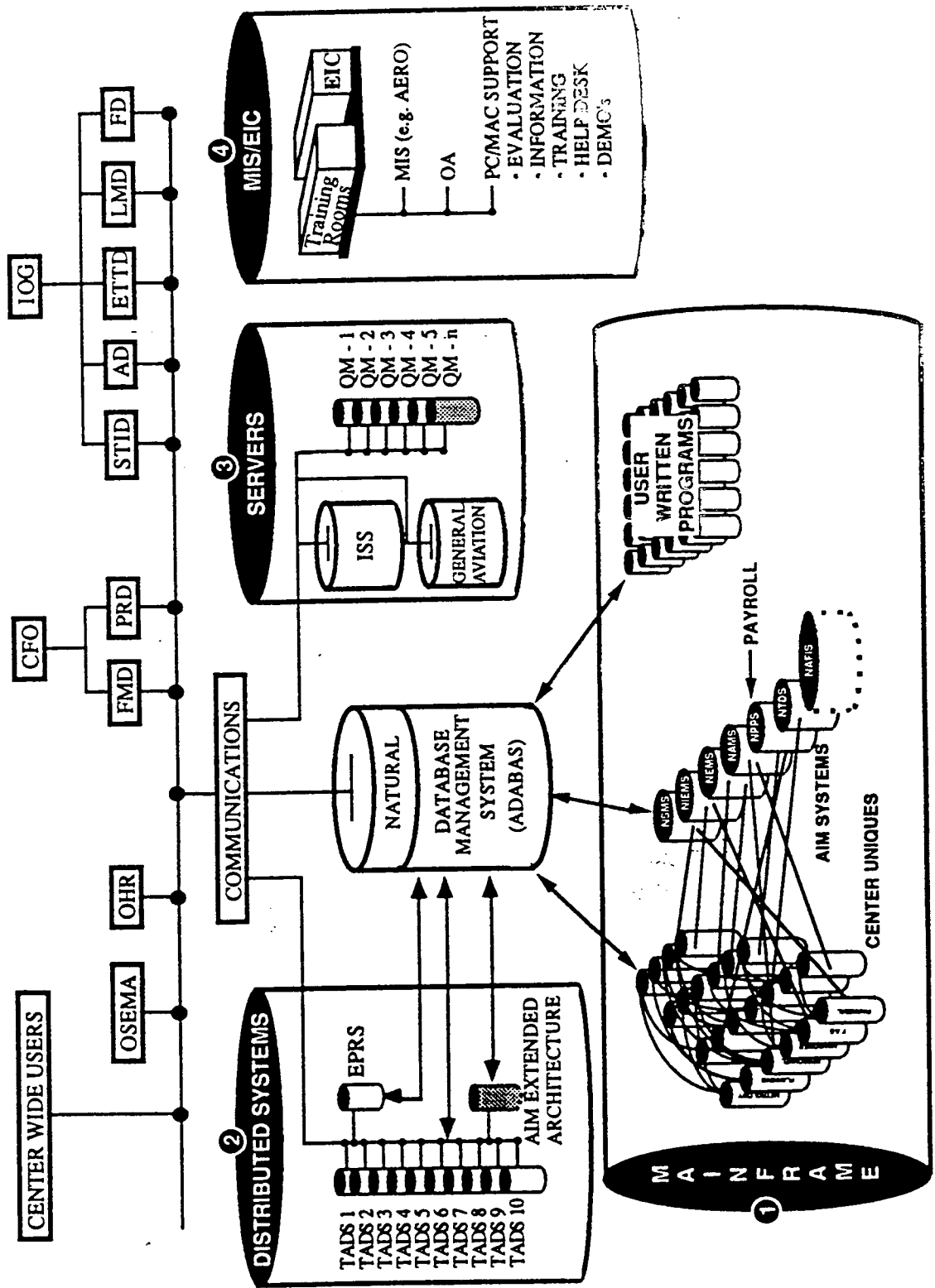


Figure 5

Figure 6

AIM SOFTWARE DELIVERY SCHEDULE

1994/1995

	Sept-94	Oct-94	Nov-94	Dec-94	Jan-95	Feb-95	Mar-95	Apr-95	May-95	Jun-95
NPPS		3.8		3.9	4.0			4.1		
NEIS					ORR					
NTDS				2.0	2.1			2.2		
CAPPS (HQ)	1.6			1.8						
PMTP (AMES)	3.1								3.2	
NEMS	3.4									
NSMS				4.3						4.4
NPDMS	ORR		1.0							

Note: Beginning April 1, 1995, all AIM releases will support the following software: ADATABASE 5.3.5, NATURAL 2.2.6, PREDICT 3.2.3, and SUPERNATURAL 3.1.2

Each Team should provide Predict and Xref data sets to the Central Distribution Facility with each application release.

(As of 9/94)



Figure 7

WORK ORDER HISTORY

ACTIVITY	JAN-JUN 1992	JUL-DEC 1992	JAN-JUN 1993	JUL-DEC 1993	JAN-JUN 1994	JUL-DEC 1994
Beginning of period	60	51	40	45	63	57
Issued during period	51	48	38	53	31	61
Completed during period	31	36	31	33	34	48
Canceled during period	29	23	2	2	3	1
End of period	51	40	45	63	57	69
Total Work Order Hours	33,123	29,272	36,338	51,775	42,920	50,207
Specific WO Hours	23,947	22,833	29,827	44,601	37,330	45,055
General WO Hours	9,876	6,439	6,511	7,174	5,590	5,152
Division Support Hours	*	17,228	19,310	20,298	17,143	23,687
Specific WO Hours	*	11,983	13,496	13,950	12,403	18,557
General WO Hours	*	5,245	5,814	6,348	4,740	5,110
Multipurpose Hours	*	12,564	17,028	31,477	25,777	26,520
Specific WO Hours	*	12,049	16,331	30,651	24,927	26,478
General WO Hours	*	515	697	826	850	42

\* Categories not used during these periods

**Figure 8**  
**PROGRAM ACTIVITY FOR COMPLETED WORK ORDERS**

ACTIVITY	JAN-JUN 1992	JUL-DEC 1992	JAN-JUN 1993	JUL-DEC 1993	JAN-JUN 1994	JUL-DEC 1994
Work Orders Completed	31	36	31	33	34	48
NATURAL programs	20,465	27,825	8,406	1,712	10,286	6,810
COBOL programs	182	223	148	49	183	151
ORACL programs	1	0	210	49	51	51
4th-DIMENSION programs	0	0	0	0	365	75

Note: Program activity measures the effect on the BAMIS computing environment when task orders are completed. This measure counts the number of programs moved into the environment, relocated among the development, testing, and production portions of the environment, or deleted from the environment.

Figure 9

## CY 1994 Workhour Expenditures by System

During 1994 (1/1/94 - 12/31/94) the 93,127 workhours expensed to Work Orders were distributed among the following application systems (refer to Exhibit D for system descriptions of most of these systems).

**FACILITIES MANAGEMENT**

NASA Institutional Environmental Management System(NIEMS)	222.0 hours
Facility Project Management System (FPMS)	198.8

**PROPERTY MANAGEMENT**

NASA Supply Management System (NSMS)	19.5
NASA Property Disposal Management System (NPDMS)	2,485.0
Equipment Maintenance	92.0
General Work Order Support to Logistics Management Division	927.1

**PROCUREMENT MANAGEMENT**

Acquisition Management System (AMS)	269.0
Electronic Purchase Request System (EPRS)	1,009.7
Electronic Data Interchange (EDI)*	1,161.0
General Work Order Support to Acquisition Division	621.2

**FINANCIAL MANAGEMENT**

NASA Accounting Financial Information System (NAFIS)*	28,787.0
Time, Attendance & Labor Cost/Labor Distribution (TALC/LD)*	5,886.2
Financial Management System (FMS) Upgrade	3,629.8
Time and Distribution System (TADS)	104.0
Financial Core	6,827.9
General Work Order Support to Financial Management Division	3,328.4
Fixed Assets	20.8
Combined Federal Campaign (CFC)	26.2
Planning	3,874.9
General Work Order Support to Programs and Resources Division	575.7

**HUMAN RESOURCES MANAGEMENT**

NASA Personnel/Payroll System (NPPS)	655.6
NASA Training and Development System (NTDS)	1,052.9
Badging System (Identocard)	2,164.1
Security/Locator	400.2
Personnel	2,343.2
NASA Employee Benefits Association Travel/Life	215.0
Workforce Management	59.7
Quickmail Database	481.3
Workforce Planning	208.2
General Work Order Support to Office of Human Resources	916.9

**INFORMATION RESOURCES MANAGEMENT**

Standard Distribution Lists	46.0
Information System Services (ISS)	230.9
Technology Event Database (TED)	3,422.0
Systems Engineering Project Database	3,985.2
LaRC Management Information System (MIS)	2,052.1
Aeronautics MIS	1,174.3
High-Speed Research MIS	1,294.7
Photo Lab	260.2
Management Information Systems Branch (MISB) Support	1,388.4
General Work Order Support to Information Systems Division (includes BAMIS MIS project)	2,653.0

**OTHER**

General Aviation Support	964.5
Multi-purpose General Work Order Support (includes LaRC Reorganization Project)	6,552.3
General Work Order Support to "Other" customers	539.6

\* These systems are Agency systems which were canceled in early 1995, and further work on them is not anticipated.

NOTE: Application systems not listed above required no support during 1994.

Figure 10

**Program Management Information Systems Application Software**

1. **RESOURCES MANAGEMENT**  
WORK ORDER RESOURCE MANAGEMENT SYSTEM (WORMS)  
(NATURAL on IBM Host)  
BAMIS MIS (4th-DIMENSION)  
Note: Fed by COSMOS (UNISYS proprietary system)
2. **SERVICE MANAGEMENT**  
INFOSYS  
TMON/CICS  
NPN  
MXG/SAS  
HARVARD GRAPHICS  
POWERPOINT
3. **CAPACITY MANAGEMENT**  
TMON/MVS  
RMF/MVS  
SMF/MVS  
MXG/SAS  
BEST/1 (at NASA Marshall Space Flight Center)  
In-house scripts written in C and ORACL\*SQL  
NETVIEW  
Note: SNIFFER NETWORK ANALYZER also used
4. **CONFIGURATION MANAGEMENT**  
INVENTORY SYSTEM (4th-DIMENSION)  
PREDICT
5. **CHANGE MANAGEMENT**  
INFOSYS
6. **PROBLEM MANAGEMENT**  
INFOSYS
7. **PROJECT MANAGEMENT**  
MICROSOFT PROJECT
8. **WORK MANAGEMENT (CONTROL)**  
WORMS  
MICROSOFT PROJECT  
OPS/MASTER  
INFOSYS  
WORD  
POWERPOINT  
WORDPERFECT  
HARVARD GRAPHICS
9. **COST MANAGEMENT**  
COSMOS (UNISYS proprietary system)

## Attachment 7

**RELEVANT EXPERIENCE AND PAST PERFORMANCE  
EVALUATION INSTRUCTIONS**

Page one, sections I through III, of the REPP form provides for contractually related descriptive information and identification of the evaluator.

Section IV lists the major work elements within our Statement of Work (SOW). We have attached a brief summary description of the Business and Administrative Management Information Services (BAMIS) environment. Please provide your assessment of the extent of relevant experience associated with our SOW evidenced within the contract for which you are a reference. "Significant experience" means that a full range of experience was routinely performed by the contractor. "Moderate experience" describes a contractor who has experience in several aspects of a work element, even though the experience may not have been on a continuous basis. "Minimal experience" means that, although at least some aspects of the work may have been performed, such performance was limited in scope or frequency. If the work element was not performed under the contract, so indicate in the "Didn't Perform" column.

Section V is a form to evaluate the contractor's technical performance, while section VI is to evaluate factors associated with his business management. Space is provided for comments (additional pages may be used if desired); comments would be particularly appreciated concerning excellent and less than satisfactory performance. The following definitions are offered for your use in assigning a performance level for each of the factors in sections V and VI:

- Excellent -** Performance which, in addition to fully satisfying contract and/or customer requirements, features above-average innovation and efficiency and rare or nonexistent deficiencies.
- Satisfactory -** Effective performance which is fully responsive to contract and/or customer requirements; identified deficiencies do not affect overall performance.
- Less Than Satisfactory -** Performance which frequently fails to meet contract requirements and/or customer expectations, and which includes deficiencies that impact other areas of work performance.

Section VII provides for evaluation of the contractor's management of cost and award fee history.

Please send the completed form to the address listed at the bottom of page 1.

## **Business and Administrative Management Information Services (BAMIS) Description**

The following describes the environment for which the contractor is being considered relative to his/her past experience:

Two major work areas are involved within the BAMIS contract: (1) Operational Support Services, which consists of the operation and support of a data center, a help desk function, and new product demonstrations; and (2) Systems Engineering Support Services, which consists of technology assessment, technology application, special studies, system development or acquisition as well as subsequent system maintenance and enhancement, and customer application support. The latter involves assisting with the development of end-user systems and providing customer training and consultation.

Business computing services at the Langley Research Center are provided through the operation of both host-based (IBM 9121-490 mainframe processor with 108 gigabytes of on-line disk storage) and distributed (10 DEC RISC 5000 processors, 8 Apple Quadra 800 processors, 1 Sparc Station 10 processor and 1 DEC MicroVAX II) platforms housed in the central data center. The Contractor also provides both technical and logistics support for data center operations. The data center operates 5 days per week, 24 hours per day. The help desk serves a base of 2,500 customers. The contractor arranges for new product vendor demonstrations involving personal computing and maintains a walk-in center for evaluation and orientation of contemporary personal computer capability. Related personal computing consultation and training are also provided.

The applications software portfolio, comprising approximately 50 applications, consists of both Agency standard systems (host-based) and unique LaRC applications (both host-based and distributed) developed and maintained locally. The business computing application system categories include: Procurement Management, Financial Management, Human Resources Management, Property Management, Facilities Management, and Information Resource Management. The largest of the applications involves in excess of 3,600 programs and 790,000 lines of code.

NASA has standardized on ADABAS and NATURAL as the data base management system and the programming language for the Agency's host-based systems. An extended architecture involving client server capabilities is currently being implemented within NASA to support business computing. The locally developed distributed systems use the Oracle RDBMS and SQL\*FORMS 4.0 (possibly to be replaced by SYBASE), and 4<sup>th</sup> Dimension.

The contractor will assess and selectively apply new business-related information technologies, and will conduct special studies to enable LaRC to stay abreast of and effectively employ evolving information technologies. These studies may involve defining user requirements; analyzing existing environments; identifying constraints; deriving and analyzing alternative solutions; recommending approaches/solutions; and estimating costs, benefits, and schedules.

The contractor will also provide consultation and assistance in end-user application development (personal computing), and end-user training, including course development and conducting classes.

FORM REPP - RELEVANT EXPERIENCE AND PAST PERFORMANCE

Solicitation No. 1-39-GMG.1051

I CONTRACT INFORMATION:

A. Name of Company Being Evaluated: \_\_\_\_\_

B. Address: \_\_\_\_\_

C. Contract Number: \_\_\_\_\_ D. Contract Type: \_\_\_\_\_

E. Contract Value: \_\_\_\_\_ F. Period of Performance: \_\_\_\_\_ to \_\_\_\_\_

II DESCRIPTION OF CONTRACT: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

During the contract performance being evaluated, this firm was the:

Prime Contractor,  Significant Subcontractor,  Team Member,  Other (Describe)

\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_

III EVALUATOR:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Telephone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

SEND TO: NASA LANGLEY RESEARCH CENTER  
ATTN: 126/R. TODD LACKS  
9A LANGLEY BOULEVARD  
HAMPTON, VA 23681-0001  
TELEPHONE: 804-864-2477  
FAX: 804-864-7898

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



**FORM REPP - RELEVANT EXPERIENCE AND PAST PERFORMANCE**

Solicitation No. 1-39-GMG.1051

**IV RELEVANT EXPERIENCE**

WORK ELEMENT	RELEVANT EXPERIENCE			
	Significant	Moderate	Minimal	Didn't Perform
Operations support/planning				
Production scheduling				
Input/output control				
Storage media management				
Logistics support (supplies, etc.)				
Equipment/hardware maintenance				
Computer operations (including peripheral devices)				
Host environment				
Mid-range environment				
Client server environment				
Operating system software support				
System performance measurement and tuning				
System capacity planning				
Customer help desk operation				
Local area network support				
Distributed/client/server system management/ administration services				
Technical consulting				
Technology assessment				
Special studies				
Product demonstrations				
Application system development, maintenance, modification				
Host based				
Client server based				
End-user based				
Documentation				
Customer/user training				

Comments:

**FORM REPP - RELEVANT EXPERIENCE AND PAST PERFORMANCE**

Solicitation No. 1-39-GMG.1051

**V TECHNICAL PERFORMANCE EVALUATION**

<b>TECHNICAL PERFORMANCE FACTOR</b>	<b>PERFORMANCE LEVEL</b>		
	<b>Excellent</b>	<b>Satisfactory</b>	<b>Less Than Satisfactory</b>
Effectiveness of technical leadership/management			
Effectiveness of meeting user's requirements			
Quality of technical performance (conformance to specifications and standards of good workmanship)			
Timeliness of technical performance (schedule compliance)			
Effectiveness of technical problem resolution			
Use of appropriate tools, equipment, methodologies, information, and materials			
Degree of cooperation and effectiveness of working relationships with the users/customers			
Ability to match personnel skills with task requirements			
Effectiveness of handling priorities, emergencies, changes, and other unexpected situations			
Demonstrated ability to stay abreast or ahead of advancing technology			
Effectiveness and timeliness of company technical support to the local contract manager			
<b><i>Overall Technical Performance</i></b>			

Comments:

**FORM REPP - RELEVANT EXPERIENCE AND PAST PERFORMANCE**

Solicitation No. 1-39-GMG.1051

**VI BUSINESS PERFORMANCE EVALUATION**

<b>BUSINESS MANAGEMENT FACTOR</b>	<b>PERFORMANCE LEVEL</b>		
	<b>Excellent</b>	<b>Satisfactory</b>	<b>Less Than Satisfactory</b>
Personnel management; e.g., ability to recruit/retain highly skilled personnel and to retain key personnel, training programs, employee motivation, and rewards			
Personnel utilization; e.g., application and cross training of personnel, ability to handle fluctuating workloads			
Adequacy and effectiveness of the Contractor's management systems; e.g., time keeping, subcontracting, purchasing			
Timeliness, quality, adequacy of reporting including financial reporting			
Problem identification and resolution; initiative and innovation in accomplishing requirements			
Effectiveness of the EEO program			
Effectiveness of the safety program			
Compliance with contractual terms and conditions			
Total Quality Management (TQM)/continuous improvement program			
Autonomy of the local contract manager			
<b><i>Overall Business Management Performance</i></b>			

Comments:

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



AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT ID CODE PAGE OF PAGE  
1 59

2. AMENDMENT/MODIFICATION NO. 1	3. EFFECTIVE DATE JUL 11 1995	4. REQUISITION/PURCHASE REQ. NO.	5. PROJECT NO. (If applicable)
6. ISSUED BY National Aeronautics and Space Administration Langley Research Center Hampton, VA 23681-0001		7. ADMINISTERED BY (If other than Item 6)	

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)  TO ALL CONCERNED	(f)	9A. AMENDMENT OF SOLICITATION NO. 1-39-GMG.1051
	X	9B. DATED (SEE ITEM 11) 6/16/95
		10A. MODIFICATION OF CONTRACT/ORDER NO.
		10B. DATED (SEE ITEM 13)
CODE	FACILITY CODE	

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers  is extended,  is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:  
 (a) By completing Items 8 and 15, and returning 1 copy of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

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

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

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

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

SUBJECT: NASA Request for Proposal 1-39-GMG.1051 - Business and Administrative Management Information Services (BAMIS)

The purposes of the amendment are to: (1) extend the date specified for receipt of offers; (2) make revisions to the RFP; (3) provide questions and answers; (4) provide a list of attendees at the preproposal conference; and (5) provide information presented at the preproposal conference held on July 6, 1995.

NOTE: The date for receipt of proposals is hereby extended to August 8, 1995.

(CONTINUED ON ATTACHED PAGES)

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

15A. NAME AND TITLE OF SIGNER (Type or print)	16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) PANICE H. CLARK
15B. CONTRACTOR/OFFEROR	16B. UNITED STATES OF AMERICA
(Signature of person authorized to sign)	BY <u>Panice H. Clark</u> (Signature of Contracting Officer)
15C. DATE SIGNED	16C. DATE SIGNED 7/11/95

The following is provided for information and guidance:

- Enclosure 1: Revisions to RFP
- Enclosure 2: Questions and Answers
- Enclosure 3: List of Attendees at Preproposal Conference
- Enclosure 4: Copies of Preproposal Conference Visual Slides

ENCLOSURE 1  
REVISIONS TO RFP

## Revisions to RFP 1-39-GMG.1051

The following changes or corrections are made:

- I. Standard Form 33, Block 9 (page 1), the date specified for receipt of offers is extended to August 8, 1995.
- II. H.2, Key Personnel and Facilities (NASA 18-52.235-71) (MAR 1989), page 7, is deleted in its entirety.
- III. Section I, Contract Clauses (page 16); the section is revised to incorporate NASA FAR Supplement Clause 18-52.204-77, Submission of Security Plan for Unclassified Federal Computer Systems (SEP 1993).
- IV. Exhibit A, Statement of Work, the following changes are made:
  - A. Section 2.1, Facilities (page 23), the first complete sentence is revised to correct the parenthetical reference from "(1.544 Mhz)" to "(1.544 Mbps)."
  - B. Section 3.4, Storage Media Libraries (page 25), the last sentence is revised to read as follows:
 

"This off-site storage shall be protected against fire, water, and physical hazards."
  - C. Section 5, Systems Administration (page 26), the last sentence is deleted in its entirety.
- V. Exhibit C, BAMIS Hardware and Software Lists, C-3, Software Products Baseline (pages 54-55), The following items are revised to include asterisks (\*):
  - \* MVS/ESA
  - \* ULTRIX
  - \* SOLARIS
- VI. L.12.D, Technical Proposal (Volume 1) Instructions (page 83), the first paragraph is deleted in its entirety and the following paragraph is substituted in lieu thereof:
 

"The offeror shall propose his/her approach for satisfying the Government's technical requirements as set forth in Exhibit A, Statement of Work. Your technical approach shall be structured to specifically address the eight (8) Qualitative Evaluation Criteria (QEC) listed below. The QEC's will be used by the Government to evaluate the qualitative merit of your technical proposal."

The eight (8) QEC's remained unchanged.
- VII. L.12.E, Business Proposal Instructions, page 86 is a duplicate of page 85, therefore, it is deleted in its entirety. There is no missing information.



VIII. L.12.E, Business Proposal Instructions (page 87), the following instructions are added to the first full paragraph on page 87:

"If subcontractors are unwilling to disclose cost details to you, they should submit the details including NASA cost forms directly to NASA. In that event, the prime contractor should enter the total subcontract price in the cost form line 'Profit and Costs Other than Labor, in Direct Labor Subcontracts,' and provide explanatory notes as necessary."

IX. M.2, Summary of Evaluation Procedures (pages 92-93), is revised to remove references to multiple contract awards. Accordingly, paragraphs 6.b, 6.c, 8, and 9 are revised to read as follows:

"6.b. Select the successful offeror in accordance with M.1 without further discussions with any offeror, provided that it can be clearly demonstrated that (1) selection of an initial offer will result in the best value for the Government, considering cost, qualitative merit, and relevant experience and past performance data and (2) discussions with other acceptable offerors are not anticipated to change the outcome of the initial evaluation relative to the offeror deemed to offer the best value. The Government may conduct negotiations with the successful offeror to resolve any open issues necessary to effect a binding contract.

6.c. Select a group of finalists, limited to the top three offerors having the greatest chance of being selected for award, with which to (1) conduct parallel negotiations of complete contracts or (2) conduct written and/or oral discussions. The purpose of discussions, if held, will be to assist the evaluation team in fully understanding each finalist's proposal and to assure that the intent and the points of emphasis of the RFP provisions have been adequately conveyed to the finalists so that all are competing equally on the basis intended by the Government. Any discussions that are conducted will be in accordance with NASA FAR Supplement 18-15.613-71(b)(5). The evaluation team will develop a probable cost for each finalist. The evaluation team will document the basis for the selection of finalists, limited to one-quarter page for each finalist. The names of offerors determined to be finalists, the names of offerors selected for parallel negotiations, and/or the name of the offeror selected for award will be electronically transmitted to all offerors. This will serve as notification to those offerors that were not selected for further evaluation.

8. When discussions are conducted, each finalist will be afforded an equal opportunity to revise his/her proposal. A common cutoff date will be established for submission of the revised proposals. The evaluation team will reconvene to determine if changes need to be made to the evaluation team's probable costs or assigned ratings. The basis for any changes will be documented. The evaluation team will update and resubmit the documentation initially presented to the Selection Official. The Selection Official will then select the successful offeror from the group of finalists in accordance with M.1.

9. The rationale for selection of the successful offeror will be recorded in a selection statement that succinctly records the basis upon which selection was made. The name of the offeror selected for award and the selection statement will be electronically transmitted to all offerors. This will serve as notification to those offerors that were not selected."

ENCLOSURE 2  
QUESTIONS AND ANSWERS

Responses to Questions Submitted for  
Solicitation 1 - 39 - GMG.1051 (BAMIS)

1. Ref. SOW 2.3: What are/will be the contractor's responsibilities regarding operations, hardware maintenance, applications and systems software maintenance, and other technical support as they pertain to the IBM RISC 6000 computers currently being implemented?  
*The BAMIS contractor will be responsible for "operations, . . . technical support" pertaining to the IBM RISC 6000's.*
2. Ref. Sow 5: The SOW states that operating system software is identified by an asterisk in Exhibit C; however, there are no asterisks noted in the exhibit. Please clarify.  
*There are three operating systems software packages that should have had an asterisk in Exhibit C-3: MVS/ESA, ULTRIX, and SOLARIS.*
3. Ref. H.7.A: Employees need a favorable NAC completed "prior to performing any work in restricted-access computer rooms or accessing NASA ADPE (either remotely or on-site at LaRC)" except "as approved by the LaRC Security Officer on a case-by-case basis." It has been our experience that the NAC takes about 75 days to complete after the application is received. Will an exception to the NAC requirement be routinely granted after a change in contractor?  
*Routine access will be granted only to non-sensitive systems. For sensitive systems (Personnel/Payroll and Invoice Payments), access will follow NAC requirements.*
4. The RFP does not specifically state whether LaRC or the contractor will be responsible for providing repair parts for the equipment listed in Exhibit C-2. It seems the contractor will be responsible for all aspects of equipment maintenance including providing necessary repair parts. Is this an accurate assessment?  
*Yes, the contractor is responsible for providing repair parts.*
5. Will LaRC provide a maintenance history of the equipment to be maintained prior to the proposal due date?  
*No, the information is not available.*
6. Is a call-tracking system in place at LaRC for the hardware and software to be maintained?  
*There is no Government-managed call-tracking system in place.*
7. Will LaRC provide a complete up-to-date inventory of the equipment located in the data center prior to the proposal due date?  
*Equipment inventory will not be updated until just prior to contract start.*
8. Please provide the size and model for the disk drives and the configuration and model number for each RISC 5000/200.  
*10 machines use Model RZ56 disks, 600 MB each  
1 machine uses 4 RZ58 disks, 1.3 GB each*
9. Is IBM printer ECN 0140726 model 4224D20 or 4245/D20?  
*IBM printer, ECN 0140726 is Model 4224/D20.*

10. Please provide the model numbers for the following equipment:

IBM control unit	ECN G079890	Model 3990
IBM disk	ECN 0054676	Model 3380 (AE4)
	ECN 0054677	" (BE4)
	ECN 0059787	" (BE4)
IBM control unit	ECN 0142275	Model 3174
IBM 4224 printer	ECN 1085566	Model 4224
	ECN 1085567	"
3472 terminal	ECN 1085081	Model 3274-6
	ECN 1085082	"
	ECN 1085083	"
	ECN 1085311	"
	ECN 1085312	"
	ECN 1085313	"
	ECN 1085314	"
	ECN 1085316	"
	ECN 1085317	"
IBM printer	ECN G075807	Model 4248

11. Are the IBM terminal ECNs G075070 through G075079 referring to model type HEO?

Yes

12. What is the average number of pages printed monthly on the Xerox 4050 laser printers? Please identify the features for each printer, e.g., on-line/off-line, memory, GHO.

*The two printers print a total of 600,000 pages monthly (300,000 pages each). Both have GHO, each has 8 MB memory, and one is on/off-line while the other is on-line only. Each has a high capacity feeder.*

13. Ref.: SOW Section 2.5, paragraph 6, sentence 1: For costing purposes, please clarify if the cost for the actual Disaster Recovery (Hot) Site are Government Furnished Equipment or are to be included as part of our BAMIS cost.

*Under the proposed contract, disaster recovery (hot) site capabilities are the responsibility of the BAMIS contractor.*

14. Ref.: SOW, Sections 5 and 5.1, page 26: The last sentence of Section 5 States "The Contractor shall provide the system software licenses for the BAMIS systems software." The second sentence of the third paragraph of Section 5.1 states the "The Government will be responsible for purchasing all software licensing agreements." In order that we provide the correct costing, would the Government clarify who is responsible for purchasing the software licensing agreements?

*The last sentence of the first paragraph under section 5 should be deleted. The Government will be responsible for purchasing all software licensing agreements.*

15. Ref.: Exhibit C-2, Maintenance-Controlled Hardware: Section 4 of the SOW states "The Contractor shall maintain the BAMIS hardware and power equipment (Exhibit C-2)..". The CPU (serial number L018528) for the IBM ES9121-490 mainframe is not listed in Exhibit C-2. Can we assume that the maintenance is furnished by the Government? *The maintenance for the IBM mainframe is provided under the current NASA lease arrangement for that machine.*

16. Page 90, paragraph M(1) refers the reader to page 83, paragraph L.12(D) for a list of the QEC's. However paragraph L.12(D) while discussing QEC's in fact list something described as BVC's (acronym undefined). Are BVC's in fact QEC's? Please clarify. *BVC's are the same as QEC's (BVC's appeared in the text by mistake). Replace "BVC's" with "QEC's" on p. 83 of the RFP.*

17. Page 26 (page 9 of the SOW, paragraph 5 last line states "The contractor shall provide the system software licenses for BAMIS systems software." However first line in third paragraph of section 5.1 state "The Government will be responsible for purchasing all software licensing agreements." These two statements appear to be in conflict, please clarify.  
*Please refer to the answer to question #14.*

18. Page 24 (page 7 of SOW) section 2.5 requires the contractor to provide off-site disaster recovery capability and once a year hot site testing for validating and refining the Disaster Recovery Plan (DRP). This statement is vague. Does the Government desire the contractor to replicate the BAMIS hardware and software off site? If so, will the Government furnish the required equipment? Or does the Government expect the Contractor to perform routine end-of-day tape backup and provide off-site secure storage for these tapes. If the latter is the case does the Government desire tape backup for all systems? If not please identify the systems requiring backup in priority.  
*Specific "Hot Site" requirements for which the BAMIS contractor will be responsible (as presented at the Preproposal Conference) include the following:*

- *Provide MVS/ESA, 3390, and 3480 production environment*
- *24-hour response time*
- *Provide Ethernet and T-1 communications link from "Hot Site" to LaRC*
- *Process payroll and financial voucher payments*
- *Transmit payroll and voucher payment data to U.S. Treasury center in Birmingham, AL*
- *Print required reports on 4050 laser printer at "Hot Site"*

*With respect to portions of this question dealing with other aspects of the technical approach, offerors are reminded that evaluation of technical proposals for accomplishing the BAMIS work will be carried out in accordance with RFP Section M, including determination of the degree to which the objectives of the Qualitative Evaluation Criteria are satisfied.*

19 Page 66, paragraph 6.5 refers to applications written using EXCALIBUR, however this software is not listed in Exhibit c-3 (pages 54-57). Please identify and describe EXCALIBUR.  
*The BAMIS contractor will not be responsible for maintenance of EXCALIBUR, which is an OTS scanning software package associated with ORACLE.*

20. Page 6, paragraph G.5 discusses GFE and in subparagraph (b)(1) refers to hardware and software listed in Exhibit C that will be made available "on-site and at such other locations as approved by the Contracting Officer." Will this equipment be made available for Contractor use in the contractor's off-site facility? We understand that the incumbent is presently using GFE including office furniture in its facility. If this is correct please identify the GFE by item and quantity provided for off-site contractor use.

*The Government will not provide GFE to the Contractor for the Contractor's use in their offsite facility. Section G.5 pertains to Installation-Provided Property and Services which is for on-site use only.*

21. Page 6, paragraph G.5(b)(3) implies that the contractor requires vehicles to meet SOW requirements, however we cannot identify any tasks that would require contractor-furnished vehicles in the SOW itself. Please clarify.

*The Government does not require that the contractor provide and use contractor-furnished vehicles. It is up to the proposer to determine if vehicles are required; if so, they will be provided by the contractor.*

22. May more than one key personnel be proposed with accompanying resumes? If the answer is yes, will the resume pages be counted in the 75 page count of the Technical Proposal?

*The Government is eliminating RFP Section H.2 with Amendment 1 to the solicitation. Personnel are not being evaluated, and resumé's are not required for proposal purposes.*

23. Subcontractor cost data is proprietary and usually not releasable to prime contractors. Would the Government modify their format for Cost Proposal Summary, Form No. A-1 to allow only subcontract direct labor hours under the direct labor category and ALL subcontractor costs under the "Other" category? The Subcontractor cost breakdown would be provided to the Government in a sealed proprietary package.

*Yes. Refer to RFP Section L.12.E.1 (revised with this Amendment 1) for updated instructions.*

24. Ref.: L.12.C Page 83 - Technical Proposal Preparation Instructions - Proposal Page Limitation -- The page limit of 75 pages, together with 12 point type and double spacing for the technical volume, is somewhat limiting. Would single or at least 1-1/2 line spacing be acceptable?

*L.12.C. states the Government's requested proposal format and page limitations.*

25. Ref.: L.12.D Page 83 - Technical Proposal Preparation Instructions - last sentence in paragraph D, "...the BVC's that will be used..."-- What are the BVC's that the Government will use to evaluate proposals? Is this referring to Best Value Criteria?

*Please see response to Question #16.*

26. Ref.: Sol. Exhibit C-1 Page 44 Memory Amdahl 6110 #1088930 -- Is this Amdahl memory bank installed in the IBM 9121-490?

*Yes, the Amdahl is used as cache memory.*

27. Ref.: (1) Sol - SOW paragraph 2.5, page 24; (b) Sol Bidders List Index, V.D., Page 106 -- What is the minimum time to be operational at the "hot site" in the event of an outage at LaRC? Is it mandatory that this activity be accomplished at a "commercial site"?

*Please see response to Question 18. Use of a commercial site is not mandatory.*

28. Ref.: Sol SOW 3.2, Page 25 and Exhibit C-1, Page 42-46 -- There is a microfiche requirement in SOW paragraph 3.2, but there doesn't appear to be any microfiche equipment in the equipment list. *Is the microfiche requirement currently being satisfied via a commercial vendor and/or is maintenance being provided under another contract? The microfiche requirement is currently being provided, and will be provided in the future, under the BAMIS contract.*
29. Ref.: Sol. Exhibit C-1 and C-2 Pages 45-53 -- It appears that there are several inconsistencies in Exhibit C-1 (e.g., more CPU's than monitors). *If this list current? The list in Exhibit C-1 should be considered current for proposal preparation purposes.*
30. Ref.: Sol. L.12.D.3 - QEC 3, Page 83 -- Does "...responsive customer support." refer to all of BAMIS or to SOW element 7?  
*QEC 3 refers to "all of BAMIS."*
31. Ref.: Sol. L.12.D.3 - QEC 5, Page 84 -- Does "...continual improvement in BAMIS operations." refer to all of BAMIS or to SOW Element 3?  
*QEC 5 refers to "all of BAMIS."*
32. Ref.: Sol L.12.E.2.a. Page 88 - REPP Form Preparation Instructions -- Should "relevant experience for a predecessor firm, the company's principal owners or corporate officers" be reported on the REPP form in the same manner as relevant corporate experience? Also, can this be in addition to the three contracts requested in the Solicitation?  
*Although "relevant experience for predecessor ... corporate officers" should be reported on REPP forms, this is intended only for companies with no prior corporate experience of their own.*
33. Ref.: Sol. L.12.E.2.b. Page 88 - REPP Form Preparation Instructions -- For companies whose experience is primarily as a subcontractor to large companies who may be on competing teams on BAMIS, may we submit the REPP forms directly to Government representatives as opposed to potential competitors? Should REPP forms be provided for maintenance vendors?  
*REPP forms should be provided for maintenance vendors. All REPP forms should be submitted to those entities who directly contracted for the offeror's services.*
34. Ref.: Sol. Page 22, paragraph 2.1 Facilities -- Approximately how many incumbent personnel were housed on-site at LaRC as of the RFP release date?  
*Because the proposed contract will be performance-based, this information is considered not applicable.*
35. Ref.: Sol. Page 127 - Figure 10 -- Does LaRC currently own a perpetual license for COSMOS?  
*No.*
36. Ref.: Sol. Page 25, Sow 5.0, first paragraph, and SOW 5.1 third paragraph -- The first reference states, "The contractor shall provide the system software licenses for the BAMIS systems software", whereas the second reference states, "The Government will be responsible for purchasing all software licensing agreements." Please clarify.  
*Please refer to the answer to question # 14.*

37. Ref.: Sol. Page 85 vs. 86 -- Page 86 of the Solicitation appears to be identical to page 85. Is this an inadvertent duplication?  
*Pages 85 and 86 of the RFP are inadvertent duplicates; there is no missing information.*

38. Ref.: Sol. Section H.2, page 7 -- Are Resumes required for Key Personnel? If so, is there a prescribed format?  
*Please see the response to Question #22. No resumés are required.*

39. How should the cost of hardware maintenance be handled in the proposal? Are there other separate hardware maintenance contracts not referenced in the RFP that will affect BAMIS work?  
*Maintenance costs should be included in the Business proposal in accordance with your established accounting practices. There are no separate hardware maintenance contracts.*

40. Why were the wage guidelines for the Tidewater area (Exhibit e) included in the RFP?  
*Please refer to RFP Section H.11, p.11. LaRC is in the Tidewater region.*

41. Who will be the Selection Official? Will the Selection Official be from NASA Headquarters or LaRC?  
*Panice H. Clark, LaRC, is the Selection Official.*

42. Is a BAFO anticipated and to what extent will the selection be made based upon the proposed cost?  
*Please refer to RFP Sections M.2 and M.4, beginning on p.90.*

43. Will each of the Qualitative Evaluation Criteria (QECs) be considered separately or will, for example, innovation be considered an integral part of the other seven (7) QECs?  
*Please refer to RFP Sections M.2.2 and M.2.3.*

44. What weight will be given to innovation in the evaluation?  
*Numerical weights or scores will not be used in the evaluation. Innovation in meeting the Government's requirements will be evaluated (reference QEC 6 of RFP Section L.12.D)*

45. To what extent will the integration of performance metrics be considered an important part of that innovative approach?  
*This question is unclear, and no answer is provided.*

46. How will the contractor's satisfaction of performance metrics be monitored by LaRC? To what extent should the proposal include LaRC's monitoring of performance metrics?  
*Monitoring of performance will be part of the Award Fee Evaluation Plan which will be developed by contract start and incorporated in the resultant contract.*



47. Describe flexibility as a QEC and the types of change that should be anticipated by the offeror in Agency business IRM policies and requirements?

*NASA is moving toward streamlining and reducing the cost of its business information systems operations. Changes forecast include consolidation at a single site of central business computing functions now carried out independently at individual NASA Centers, and moving from reliance on Agency-developed unique business applications programs to off-the-shelf (either commercial or Government) applications programs.*

48. Is LaRC satisfied with the existing configuration of hardware and software? Are any major reconfigurations anticipated, or does LaRC expect to receive such recommendations as part of the innovative QEC in each proposal?

*The existing configuration is included for proposal preparation purposes. Innovative ideas, including reconfigurations, will be considered in the evaluation.*

49. In Section H.3, three (3) classifications of employee class were singled out and the section states that "...this clauses 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 ..." Does this mean that the only employees expected to be identified in the proposal are the three defined in this section?\_

*No.*

50. Reference Section L.12 Part C "Narrative text should be 12 point type size with double-space between lines." Can we use single spacing similar to what is used in this list of questions?

*Please refer to the answer to question #24.*

51. We understand that no specific "key personnel" qualifications are included in the RFP. However, there is some confusion regarding the inclusion of resumes in the proposal. Is the offeror required to identify all personnel we consider to be "key personnel"? Is the offeror required to include a resume for each identified "key personnel"? Do resumes count against the page limitations?

*Please refer to the answer to Questions #22 and #24.*

52. The Draft RFP listed a goal of 8% participation for small, disadvantaged businesses (SDBs). Does this goal still apply? If not, why not?

*The 8% SDB goal was removed as a specific target because it is not required under a small business set-aside. The SDB percentage under BAMIS will be left to the prime to determine.*

53. Will this be the only round of questions, or will we be able to submit questions after the proposal conference? If so, what will be the deadline for submitting questions?

*Questions will be accepted through the end of the Preproposal Conference.*

54. Who is the incumbent contractor?

*The incumbent contractor on the BAMIS contract is Unisys Corp. of McLean, VA (Contract NAS1-19130).*

55. Can the incumbent bid as a prime contractor on this procurement?

*No.*

56. What was the labor cost associated with the 50,207 work order hours for July-December 1994?

*This information is considered company-proprietary, and will not be made available.*

57. Of the 50,207 work order hours for July-December 1994, how many were performed on-site at LaRC?

*Please see the response to Question #34.*

58. Page 2 (Sections B.2 and B.3); Page 13 (Section B) -- Will NASA provide award fee available dollar amounts prior to proposal submission (31 July, 1995) for the Basic Contract and Option Contract periods?

*Available award fee dollar amounts will not be provided; Offerors should propose award fee dollar amounts commensurate with the effort to be performed.*

59. Page 22 (Section 1.5, Prime Shift); Page 23 (Section 2.2); Page 29 (Section 7.1); and Page 30 (Section 7.4) -- In view of the hours of operation specified for the different functions, should the proposal provide shift differential and overtime costs? If so, where should these be identified?

*Use of shift differentials and overtime should be proposed if appropriate, consistent with the offeror's technical approach and accounting practices. The forms provide for overtime costs; shift differential costs should be shown under "costs not shown elsewhere."*

60. Page 22 (Section 2.1) -- This section does not specify where the efforts called for under SOW Sections 8 and 9 will be performed. While it specifies that some are to be performed at the LaRC site, are we to assume that the rest would be performed at the contractor's facility?

*Yes.*

61. Page 22 (Section 2.1) -- The requirement for selected SOW tasks to be accomplished at the Government's site, others at the contractor's site and some at both sites necessitates that cost be separately computed for these efforts due to different burdens and labor categories. Are separate A1 and A8 formats and associated 1411s required for each of the "on" and "off" site efforts?

*Separate cost forms and 1411's are not required for "on" and "off" site work, but the differences should be shown in supporting data.*

62. Page 23 (Section 2.2) -- Is the "Central Business Computing" facility referred to in this section as the "Center Data Center" referred to in the BAMIS Description appearing on Page 129?

*Yes.*

63. Page 24 (Section 2.4, Performance Metrics) -- The third performance metric cites "scheduled extension to prime shift." Is there any information as to how often or for how long this occurs?

*There is no set timetable for when a "scheduled extension to prime shift" is carried out. However, such extensions are typically required: (a) at the end of a month, to meet various reporting requirements; and (b) at fiscal year-end close-out (the period around September 30 each year). Duration of the time period when extensions occur have varied, from a few days at end-of-month to several days at end-of-fiscal year.*

64. Page 26 (Sections 5 and 5.1) -- Section 5 states that the contractor shall provide system software licenses; Section 5.1 states that the Government will be responsible for purchasing all software licensing agreements. Who has the responsibility for purchasing software licensing agreements?

*Please refer to the answer to Question #14.*

65. Page 30 (Section 7.5) -- Is the contractor also required to furnish the firmware, hardware, computer systems, etc. to support the user training or just arrange for the availability of Government equipment?

*On-site firmware, hardware, computer systems, etc., will be provided by the Government (ref. RFP Section G.5, p.6)*

66. Page 30 (Section 7.5, Performance Metric) -- Recommend that the metric be reduced to 90 or 95 percent. While 100 percent satisfaction is a goal, experience has shown that the probability of satisfying everyone, all the time (especially with training) is not really achievable.

*Please see response to Question #46. Monitoring of performance, including the establishment of appropriate metrics, will be part of the Award Fee Evaluation Plan included in the resultant contract..*

67. Pages 85 and 86 -- In our copy of the solicitation, these two pages are identical. Is this a numbering error or should Page 86 be different.

*Please see the response to Question #37 - the pages are identical.*

68. Page 114 (Section 6, last two paragraphs) -- Are the 23 work-years specified in the last paragraph in addition to the 44 work-years specified in the previous paragraph?

*Yes.*

69. Page 115 (Section 7.4) -- In preparing the Contractor's Cost Proposal for training, should the information relative to the number of classes, class size, and class length contained herein be used as the basis for preparation? If not, what criteria should be used?

*The information provided in Attachment 6 is for use in proposal preparation.*

70. Page 123 (Figure 7); Page 124 (Figure 8); Page 125 (Figure 9) -- Should these figures be used as a basis for determining labor hours and tasks required to be accomplished and costed when preparing the cost proposal?

*Please see response to Question #69.*

71. Page 125 (Figure 9, Financial Management) -- Have the two canceled systems (NAFIS and TALC/LD) been replaced or will they be replaced later? If so, by what?

*NAFIS and TALC/LD have not been replaced yet. Replacements are unknown, pending Agency decisions on business software acquisition.*

72. Paragraph 4 on page 8 only requires maintenance of the BAMIS hardware and power equipment referenced Exhibit C-2. Was Exhibit C-1 omitted on purpose?

*Exhibit C-2 states the only BAMIS hardware maintenance requirements. Exhibit C-1 lists equipment to be operated. There is some duplication.*

73. On Page 26, paragraph 5 states that "The Contractor shall provide the system software licenses for the BAMIS systems software. On the Same page paragraph 5.1 states that "The Government will be responsible for purchasing all software licensing agreements". Which statement is correct?

*Please refer to the answer to Question #14.*

74. The last paragraph on page 113 states the "Current visibility is that there will be no multipurpose application projects active at the beginning of the contract period (January 1, 1996). If such projects are subsequently approved, they will be accommodated during initial negotiations or by change order as appropriate. This implies that we are not to budget staffing for multipurpose projects in the proposal.

*This is a correct assumption.*

75. Are we required to submit a security plan with the bid?

*No. The plan required by NASA FAR Supplement 18-52.204-77 will only be required from the successful offeror prior to contract award. This clause was inadvertently omitted from Section I, Contract Clauses, but is incorporated by Amendment 1 to the RFP.*

76. Why are there no requirements for a hardware configuration control process? Is this a NASA responsibility and not a part of the BAMIS contract?

*A hardware configuration control process will be evaluated as part of an offeror's technical approach. It would be part of the BAMIS contract.*

77. The draft RFP (p 137, Section L.36) required T-1 connectivity with LaRCNET. Is this no longer a requirement?

*Please refer to Statement of Work Section 2.1 for a statement of T-1 requirements.*

78. On page 114 it is stated that "Multi-purpose work order support typically requires (or is projected to required) an additional 21 direct labor workyears. Approved and funding systems engineering support requirements above that amount will be accommodated by change orders (contract amendments)". As noted above page 113 implies we are not to budget for multi-purpose work order staffing in the proposal and page 114 implies we are to do so. Which is correct?

*The effort referred to on RFP page 113 involves long-term project-like activities, for which there are no currently known requirements and hence should not be budgeted. The multipurpose work order support discussed on page 114 involves sustaining support to existing systems; this support is expected to continue to be required, and should be budgeted.*

79. Section 5 (page 26; SOW page 9) indicates that the operating system software for which the AIM Program Office specifies upgrade schedules is identified by an asterisk in Exhibit C. There are no asterisks in what is now Exhibit C-3. Please clarify.

*Please see the response to Question #2.*

80. Section 5 (page 26; Sow page 9) states that "the contractor shall provide the system software licenses for the BAMIS systems software." Subsection 5.1 states that "the Government is responsible for purchasing all software licensing agreements." Please clarify.

*Please refer to the answer to Question #14.*

81. Subsection 5.1 (page 27; SOW page 10) states that "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." Is it the intent of this requirement that the contractor maintain, on machine-readable media, such source code if available?

*The intent of this requirement is that the Contractor should obtain source code in a machine-readable medium rather than a hardcopy or printed medium. Your proposed approach for maintaining source code will be evaluated as part of your technical approach.*

82. Subsection 7.4 (page 30; SOW page 13), in specifying requirements concerning Product Demonstration, states that "the contractor shall provide new products to be included in the demonstration center." If it becomes necessary to purchase products in order to make them available in the demonstration center, will the contractor be responsible for purchasing such products?

*Yes. Also, please refer to RFP Section G.5(b)(2).*

83. Paragraph L.12.D, "Technical Proposal (Volume 1) Instructions" on page 83 of the RFP uses the acronym BVC. Is this a typographical error which should read QEC or does it have other meaning?

*Please see the response to Question #16.*

84. Paragraph L.12.D.4 on page 84 of the RFP asks for the offeror's approach to providing effective maintenance of BAMIS hardware and software. Does this include applications software as well as systems software?

*QEC 4 refers to "all of BAMIS."*

85. Paragraph L.12.E.1.b on page 85 of the RFP, states that cells are not to be moved and rows or columns are not to be inserted into the spreadsheets contained in the Government-provided diskettes. Since the RFP specifically requires the offeror to show labor hours and costs by labor classification, will not this require the insertion of a row for each labor category? Please clarify.

*The intent of the instructions was to ensure that cost information for each proposer is located in the same cells. The labor cells in the forms are for totals. You are encouraged to put labor details in the same spreadsheet, to the right of column Y or below row 516, and link the details to the forms, but you may furnish the details in any form you wish.*

86. Page 8, SOW 3.1 Equipment Operations: Is it the intent of NASA to have the contractor only operate the equipment noted in Exhibit C-1 or maintain it as well?

*Please see the response to Question #72.*

87. Page 8, SOW \$ Equipment Maintenance and Upgrade: NASA is requesting the contractor to maintain equipment outlined in Exhibit C-2 only, however there is an overlap of equipment in C-1 and C-2 and in 3.1 NASA is requesting the contractor to only "operate" the equipment noted in Exhibit C-1. Please clarify.

*Please see the response to Question #72. Exhibit C-1 specifies BAMIS equipment to be operated.*

88. We do not see the IBM 9121-490 mainframe listed in Exhibit C-1 or C-2. Is it NASA's intent to have this equipment maintained separately?

*Please see the response to Question #15.*

89. Page 78, Section K, states "The standard Representations, Certifications, and Other Statements of Offerors shall be required from the successful offeror." Please define the "standard" Reps and Certs as interpreted by LaRC. The wording of this statement implies that Reps and Certs are not required with the initial proposal. Is this correct? If so, when in the evaluation process will the Reps and Certs be required?  
*Please refer to RFP Section H.8 (footnote), p.10.*

90. Page 83, Section L.12.D define the Qualitative Evaluation Criteria (QEC) and then introduces the term BVC, without definition. Page 90, Section M.1 discusses Best Value Selection and refers back to the QECs listed in Section L.12.D. Please define and clarify the relationship of BVC to QEC.  
*Please see response to Question #16.*

91. Page 90, Section M.1 discusses Best Value Selection principles. Previous NASA solicitations have contained a statement to the effect that an unrealistically low bid will be considered as evidence of a lack of technical understanding, and such a bid would be potentially non-responsive. If the Best Value Selection process incorporate this principle, recommend such wording be included in Section M.1.  
*RFP Section M.2.1, p.90, references NASA FAR 18-15.613, which includes the recommended wording.*

92. SOW 5.0, page 26, System Administration. This paragraph states in part "... 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. The contractor shall provide the system software licenses for the BAMIS systems software." No asterisks were evident in Exhibit C. Please identify operating system software essential to the AIM Program. Please identify exactly what system software licenses must be provided by the contractor. Specifically, which software items in Exhibit C-3 are currently licensed (and when the licenses expire), and thus require only continuation maintenance support, and which require relicensing at contract inception. The suite of software identified as IBM PC/Macintosh software on RFP pages 56 and 57 seems to include software available and necessary for configuring any new PC or Macintosh at LaRC. Does the BAMIS contractor need to provide a stock of this software (and corresponding licenses) to outfit new Pcs/Macintoshes at LaRC?

*Please see the response to Question #2 for an identification of the AIM-essential operating system software. As noted in the response to Question #14, the Government is responsible for the purchase of all software licensing agreements. All software licenses must be renewed annually. The BAMIS contractor does not have to provide a stock of PC/Macintosh software and licenses to outfit new PC/Macintoshes at LaRC.*

93. Page 85, 86 -- Pages 85 and 86 are the same (identical information). Is a page missing?  
*Please see response to Question #37.*

94. Page 83, L.12.D -- In the first part of this paragraph the Government makes reference to "Qualitative Evaluation Criteria (QEC)", however the last sentence in the paragraph makes reference to "BVC" with no explanation. Please explain the reference to "BVC".  
*Please see response to Question #16.*

95. Pages 83, 84, L.12.D 1-8 -- Does any one QEC carry more weight than the other? If so, please list them in order of importance and provide weighted values.  
*Please see response to Question #44.*

96. Page 83, L.12.C -- The second sentence in this paragraph states "The Government, therefore, requests that Offerors limit the technical proposal to a total of 75 pages." Is there any penalty for pages over the requested 75.  
*Please see response to Question #24.*

97. Page 83, L.12.C -- The fifth sentence states that "Narrative text should be 12 point type size with double-spacing between lines." Is there any penalty for use of a point size other than 12?  
*Please refer to the answer to Question #24.*

98. Page 88, Section L.12.E.2.b -- Given that the offeror must rely on external agencies for completion and submission of the Form REPP no later than the closing date of the solicitation, what penalty will the offeror incur in the event that the Form REPP is submitted later than the closing date of the solicitation?  
*Responses are requested by the solicitation closing date; offerors are strongly encouraged to verify customer submittal of REPP forms by the requested date. There is no prescribed penalty for submittal later than the closing date of the solicitation.*

99. The solicitation requires offerors to submit Form (SF) 1411. We have attached portions of GSBCA No. 10066-P concerning this issue. We also note the undersecretary of Defense for acquisition issued a memorandum dated May 29, 1992, directing that contracting officers "shall not require the submission or certification of cost or pricing data when contract price is based on adequate price competition."

FAR 15.804-3 states "... the contracting officer shall not require submission or certification of cost or pricing data when the contracting officer determines that prices are - (1) Based on adequate price competition." Further, this paragraph of the FAR defines price competition and the basis for the contracting officer to determine if it is adequate.

FAR 15.804-3(b) states:

- (1) Price competition exists if -
  - (i) Offers are solicited;
  - (ii) Two or more responsible offerors that can satisfy the Government's requirements submit priced offers responsive to the solicitation's expressed requirements; and
  - (iii) These offerors compete independently. . .

Could you please explain the reasoning for the solicitation's requirement for 1411s and give adequate references for deviation from the FAR and other memos, opinions, etc. including those above.

*Please note (a)(3)(i) of the attached portion of NASA FAR Supplement 18-15.804-3, which states that use of the adequate price competition exemption under cost-reimbursement procurements should be limited. The exemption is not considered appropriate for the current solicitation (1-39-GMG.1051).*

100. Is NASA looking for: (1) Local Tidewater presence, (2) Prime/sub arrangement, (3) Track record with NASA, (4) Past experience?  
*RFP Section M.1 sets forth the basis for selection, and Section M.2 describes the evaluation procedures, to be used for this solicitation.*

101. How will the Mentor-Protége Program administrated by NASA be evaluated if there is no numerical evaluations of the proposal or sections thereof?  
*There will be no preference given to an offeror having a Mentor-Protégé program. The evaluation will be based on the proposal information submitted in accordance with RFP Sections L.12.D and E.*

102. Is the contractor responsible for user training of/on the AIM applications? If so, are there existing standard training packages provided by the AIM Program Office, or is the contractor required to generate AIM applications training information?  
*The AIM Program is responsible for user training for AIM applications.*

103. Please clarify what is meant by "fireproof" and waterproof" with regards to the off-site storage. For example, does having a sprinkler system constitute sufficient fireproofing? Does it violate the "waterproof" requirement?  
*Please refer to SOW Section 3.4, Storage Media Libraries (revised with this Amendment 1) for an updated statement of requirements for protection from fire water and physical hazards.*

104. Would NASA consider providing a POC and telephone number for the IBM "hot site" contract?  
*The support is provided by  
Business Recovery Service Center  
P.O. Box 700  
Long Meadow Road  
Sterling Forest, NY 10979-0700*

105. Wage determination requires health and welfare of \$2.56 per hour. Does it include FICA/FUTA/SUTA?  
*No.*

106. Can you give us the names of consultants to the evaluation team? Are these people inside NASA or outside?  
*No consultants have been designated yet. It is anticipated that all consultants would be NASA personnel.*

107. Is all the training at the EIC internal to NASA?  
*Yes, to NASA Langley civil servants, Langley contractors, and (in certain cases) NASA retirees.*

108. Who is the IBM & DEC hardware maintenance provider under the current contract?  
*The current BAMIS contractor is responsible for accomplishment of hardware maintenance.*

109. What security package is used on the IBM mainframe?  
*ACF-2 is the security package currently used.*

110. Current equipment leased? Expiration of lease?  
*The IBM mainframe is the only equipment leased. The lease (which is part of a lease-to-purchase agreement) expires 9/30/97.*

111. Timeline for migration?  
*The timeline for any migration is uncertain, pending Agency decisions on consolidation of central business functions.*



112. Plans for BAMIS hardware/software upgrades/changes over life of contract?  
*Hardware upgrades are dependent on applications requirements, which are currently unknown; software upgrades are dependent on AIM Program schedules and commercial product upgrade releases.*

113. Plans for new business related information technologies?  
*There are no documented plans for incorporation of new business-related information technologies into BAMIS.*

114. Total number of personnel on current contract.  
*Because the proposed contract is performance-based, this information is considered not applicable.*

115. Out-year staffing and cost estimating. -- There is a great deal of uncertainty regarding out-year requirements? Is the contractor expected to forecast these changes in out-year staffing?  
*No. Significant changes will be accommodated through contract change orders.*

116. MIS EIC training requirements. -- How many classroom sessions are taught each year on PC's vis-à-vis Mac? What is average duration of each class? (i.e., classroom days each)  
*Of the user training conducted each year (refer to BAMIS Description, RFP Attachment 6, Section 7.4), approximately 70% is taught on Macintosh equipment.*

117. Given the potential for movement of mainframe operations to Marshall, are offerors expected to propose operations support and a disaster recovery ("hot site") capability for the base year and all option periods?  
*Yes. Significant changes will be accommodated through contract change orders.*

118. How many people are there performing the BAMIS work?  
*Please see response to Question #114.*

119. What is the average dollar amount spent on BAMIS over the past 2 years?  
*Approximately \$6M/year.*

120. Is the EIC available for off-site contractors, NASA retirees? For program evaluation? Training classes?  
*Please see response to Question #107.*

121. Ref.: (A) Draft RFP for BAMIS, dated March 14, 1995, Par. M.1.A. and B., Evaluation Factors for Award, page 147; and (B) RFP for BAMIS, dated June 16, 1995, Par. M.1, Best Value Selection, RFP page 90 -- Reference A stated in part that proposals would be evaluated in accordance with NASA Handbook (NHB 5102.6B. Is there a corresponding Handbook, Manual, or other publication that defines the evaluation procedures to be followed by the evaluation team relative to Reference B; and if so, please identify it?  
*There is no corresponding handbook for the Best Value Selection process. RFP Section M.2 contains the procedures to be followed in this procurement.*

122. Section L.12.E.2.d (page 89) requires detailed descriptions of all contracts held within the last 5 years. This could be tens of contracts for some offerors or hundreds of questions for others. Can this number be reduced to a total of five of the most relevant, including three with evaluation forms?

*Pursuant to requirements in RFP Section L.12.E.2.d, offerors shall include the requested listing of contracts meeting the criteria noted in that section.*

123. Section L.12.E pages 85 and 86 appear to be duplicate pages. Is information missing in this section, or should page 86 be blank?

*Please see response to Question #37.*

124. The RFP for the predecessor contract indicate that the contractor was to be provided with Government furnished property for use in the off-site facility. This RFP makes no mention of Government furnished property for the off-site facility. Can we assume that the successful contractor will be required to provide all furniture, computers, and software required for staff working at this facility?

*Yes. See response to Question #20.*

125. Ref.: Par. L.12.E.2 "Relevant Experience and Past Performance Instruction" RFP page 88. Subparagraph a. in part states "... relevant experience and past performance of a predecessor firm, the company's principal owner(s), or corporate officer(s) will be considered ...". The Form REPP appears inappropriate for presenting individual(s) relevant experience and past performance. Will the Government accept resumes of principal owner(s), or corporate officer(s) in lieu of the Form REPP; and if so, will individual experience beyond the past 3 years be accepted?

*Please see response to Question #32. The Government deems it important to receive objective third-party assessments of relevant experience and past performance.*

126. Ref.: Par. L.12.D, "Technical Proposal (Vol. 1) Instructions, QEC 4, RFP page 84, "Offeror's approach to proving effective maintenance of BAMIS hardware and software." Does "software refer to the Software Products Baseline as defined in Exhibit C-3 (page 54 of RFP); or the application software associated with the BAMIS Applications Portfolio as defined in Exhibit D (page 58 of RFP), or both?

*Please see response to Question #84.*

127. There are no "Key" personnel identified on page 7 under H.2 KEY PERSONNEL AND FACILITIES. Is this an oversight? Please identify any key personnel required on the contract. Also, are offerors required to propose their own labor categories?

*Please see response to Question #22.*

128. Are resumes to be provided? If so, for what labor categories and in what format?

*Please see response to Question #22.*

129. Page 86 seems to be out of sequence and does not follow the text on page 85.

*Please see response to Question #37.*

130. Is it NASA's intent to have the IBM mainframe maintained as part of the BAMIS contract? We see the equipment listed in exhibit C1 but not C2. Also, if it is not NASA's plan to have the mainframe maintained as part of the contract, how will the devices directly connected to the system expect to be maintained as they ARE list in C2.?

*Please see response to Question #15. All equipment listed in Exhibit C-2 will be maintained by the BAMIS contractor.*

131. What services are currently being provided for the IBM mainframe?  
*Please see response to Question #15. Maintenance of the IBM mainframe is provided as part of NASA's lease arrangement.*

Topic 1 -- Paragraph L.12.E.2.b requires the offeror to submit REPP forms to three customers (e.g., Government agencies) to be completed and return to the Contract Specialist. Because the information requested appears extensive (the form itself is 5 pages long) and because we are unfamiliar with this process, we have the following questions:

132. In past procurements, wasn't this type of information exchanged directly between the procuring agency and other Government agencies/customers, without the offeror's involvement? If so, was the same type of information requested to the extent indicated on the forms?

*The answer is "Yes" to both questions.*

133. Why has the Government (or NASA) now decided to place this responsibility on the offeror? It would appear that the offeror has much less influence (or clout) in requesting this information from another Government agency (or customer).

*The Government is streamlining its acquisition procedures, and seeks to capitalize on an offeror's knowledge of, and contacts with, his/her customers in supporting his/her proposal.*

134. Who is responsible for ensuring that the forms are completed and returned by the due date? Is the offeror responsible?

*Please see response to Question #98.*

135. If the forms are not returned to the Contract Specialist by the closing date of the solicitation (because the Government personnel were on leave or TDY, for example), would this cause the proposal to be considered late, even if the proposal itself was submitted on time? If the forms are never returned, what impact is placed on the evaluation factors for relevant experience and past performance?

*Late or missing REPP forms would not cause an otherwise timely proposal to be considered late. Evaluation of relevant experience and past performance will utilize all mechanisms outlined in RFP Section L.12.2.*

Topic 2 -- Section L.12.D of the RFP entitled "Technical Proposal (Vol. 1) Instructions" requires the proposer to (1) give his/her approach to performing the requirements set forth in the SOW, (2) discuss specific areas of importance identified as QEC's, (3) identify subcontractors and/or teaming partners with the role each will play in contract management and performance.

136. All of this information must be included in 75 double-spaced pages (per Section L.10.C). There is a great deal of overlap between item (1) and item (2) which can make for fragmentation of the proposal with pointers from one section to another. All the requirements in item (1) (e.g., SOW Approach) can be covered in item (2) (e.g., QEC's) or vice-versa. It appears that QEC's will be where the Government rates the technical merit of the proposal. How would the Government like the proposer to address this problem? Should item (1) be eliminated as a separate requirement in favor of addressing it under item (2) or vice versa? Does the 75 double-spaced page limitation allow adequate space for the proposer to address each of the RFP

requirements (SOW, QEC, Management) without extensive use of cross-referencing (and hence some loss of proposal structure and clarity)?

*Please refer to RFP Section L.12.D (revised with this Amendment 1) for guidance on preparing your technical proposal. The revised instructions indicate that proposals should be structured around the Qualitative Evaluation Criteria (QEC's) listed in Section L.12.D.*

Topic 3 -- Paragraph 2.1 of the RFP SOW requires the contractor to provide a T-1 data communication circuit linking the contractor's off-site facility directly into LaRCNET.

137. Will the necessary network hardware required at each end of the T-1 circuit (e.g., Data Service Unit/Channel Service, Unit, Router, etc.) be GFE? Or only GFE at the LaRC end? Or not GFE at either end?

Also, The RFP incorrectly describes a T-1 circuit as "1.544 MHz," the correct description is "1.544 Mbps.

*Necessary T-1 hardware will be installation-provided Government property at the contractor's facility (please see RFP Section G.5, p.6).*

ENCLOSURE 3  
LIST OF ATTENDEES AT PREPROPOSAL CONFERENCE

# PLEASE SIGN IN

## BUSINESS AND ADMINISTRATIVE MANAGEMENT INFORMATION SERVICES (BAMIS)

### PRE-PROPOSAL CONFERENCE

JULY 6, 1995

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D. R. YOUNG	COMPUTER SYSTEMS INT'L. 1025 EXECUTIVE BLVD. Chesapeake, VA. 2332 (804) 436-1535
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BOB GLIECH      703 548 5000

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ENCLOSURE 4  
COPIES OF PREPROPOSAL CONFERENCE VISUAL SLIDES

**BAMIS**  
**BUSINESS AND ADMINISTRATIVE**  
**MANAGEMENT INFORMATION SERVICES**  
**PREPROPOSAL CONFERENCE**

**RFP 1-39 - GMG.1051**

**July 6, 1995**

# Outline

- **Agenda**
- **General guidance**
- **Evaluation Team membership**
- **Proposed contract features**
- **RFP format**
- **Qualitative Evaluation Criteria**
- **Evaluation plan**
- **Schedule**
- **Summary**

# Agenda

- 8:30 - 8:40 Welcoming Remarks Dr. Frank Allario, Chief, ISD
- 8:40 - 9:20 Introductions, LaRC overview  
BAMIS requirements Bruce Conway, SET Leader  
Fred Moore, Ass't Hd, MISD
- 9:20 - 9:30 Break
- 9:30 - 11:30 BAMIS Facilities Tour  
(B-1152, B-1130T-1,3)
- 11:30 - 12:15 Question and Answer Session

# General Guidance

- All questions and answers, copies of viewgraphs, and an attendance list will be forwarded to all firms on the bidders list, as Amendment 1, following this Conference.
- All revisions to the RFP will be in writing; nothing said here today should be construed as a revision unless subsequently confirmed by written amendment.
- Written questions will be collected during the break and after the facilities tour; previously submitted questions, plus some of today's (if possible) will be addressed following the tour.
- All communications in reference to this RFP must be directed to R. Todd Lacks, Contract Specialist (see Section L.6, p. 80 in the RFP), or in his absence, Panice Clark, Head, Grants and Services Contracts Branch.

# Evaluation Team Membership

## Voting

Bruce Conway, IOG (Leader)

Tom Frasher, FMD

Todd Lacks, AD

Fred Moore, ISD

Sam McPherson, ISD

## Recorder (non-voting)

Janis Yates, ISD

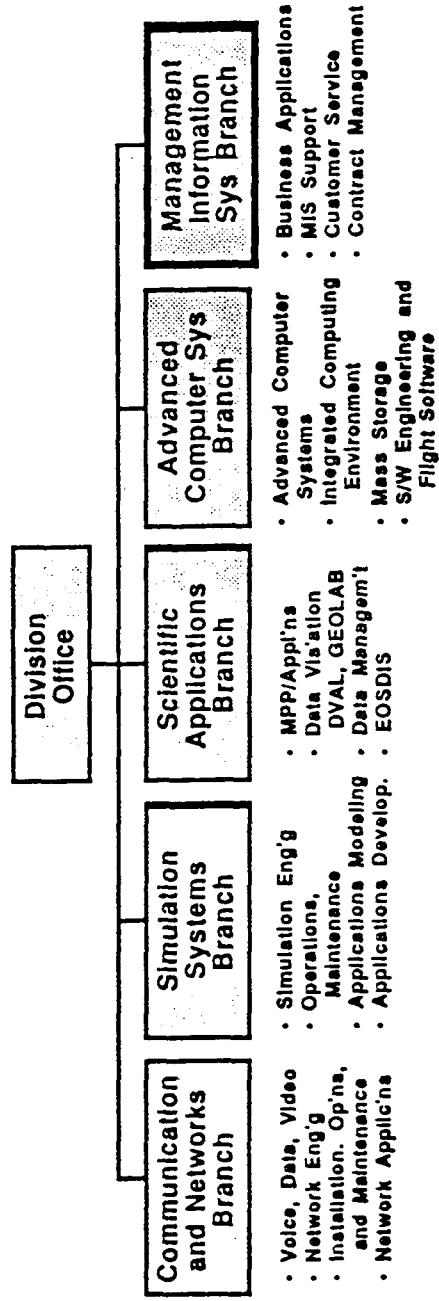
## Selection Official

Panice Clark, AD

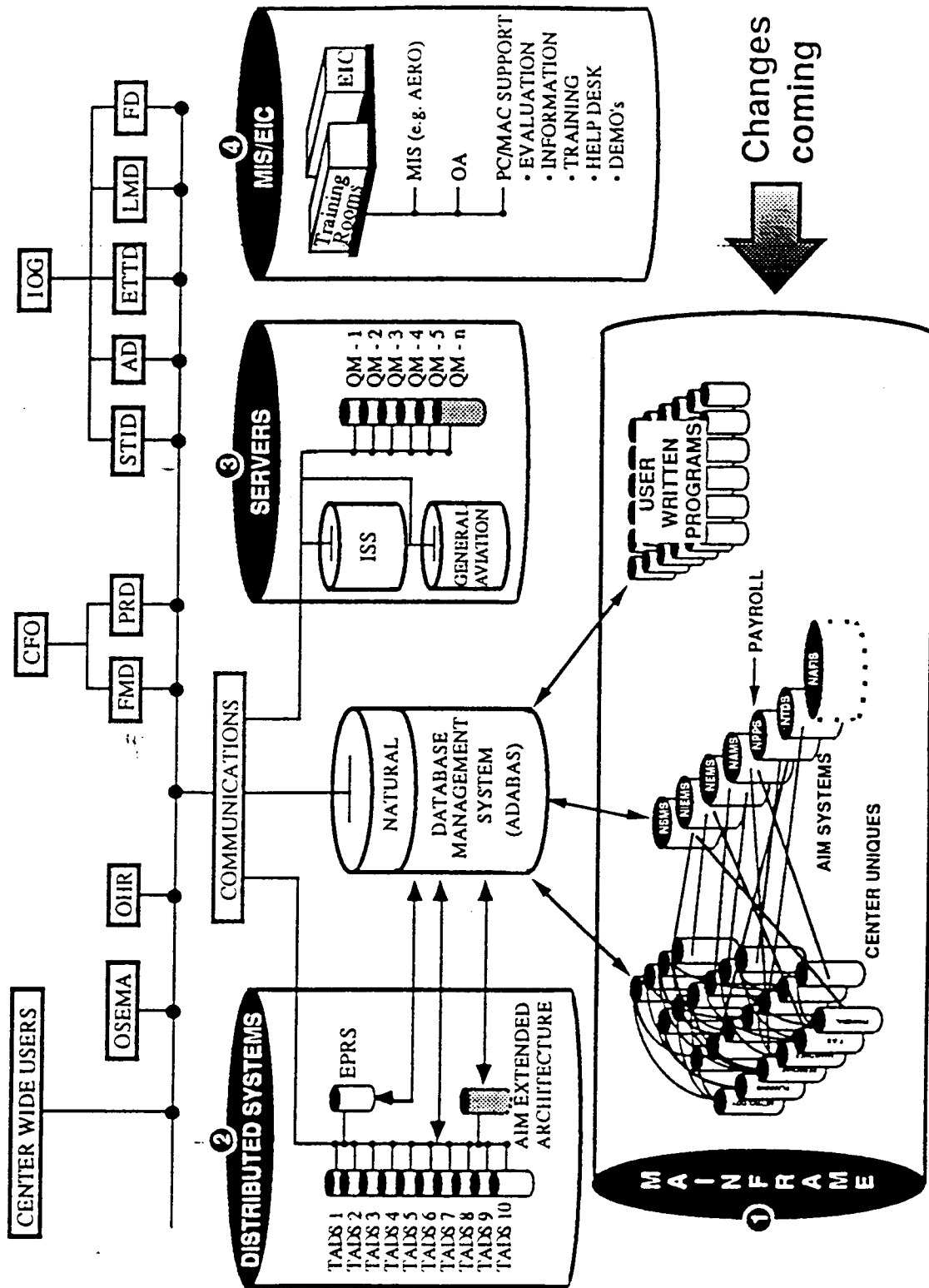




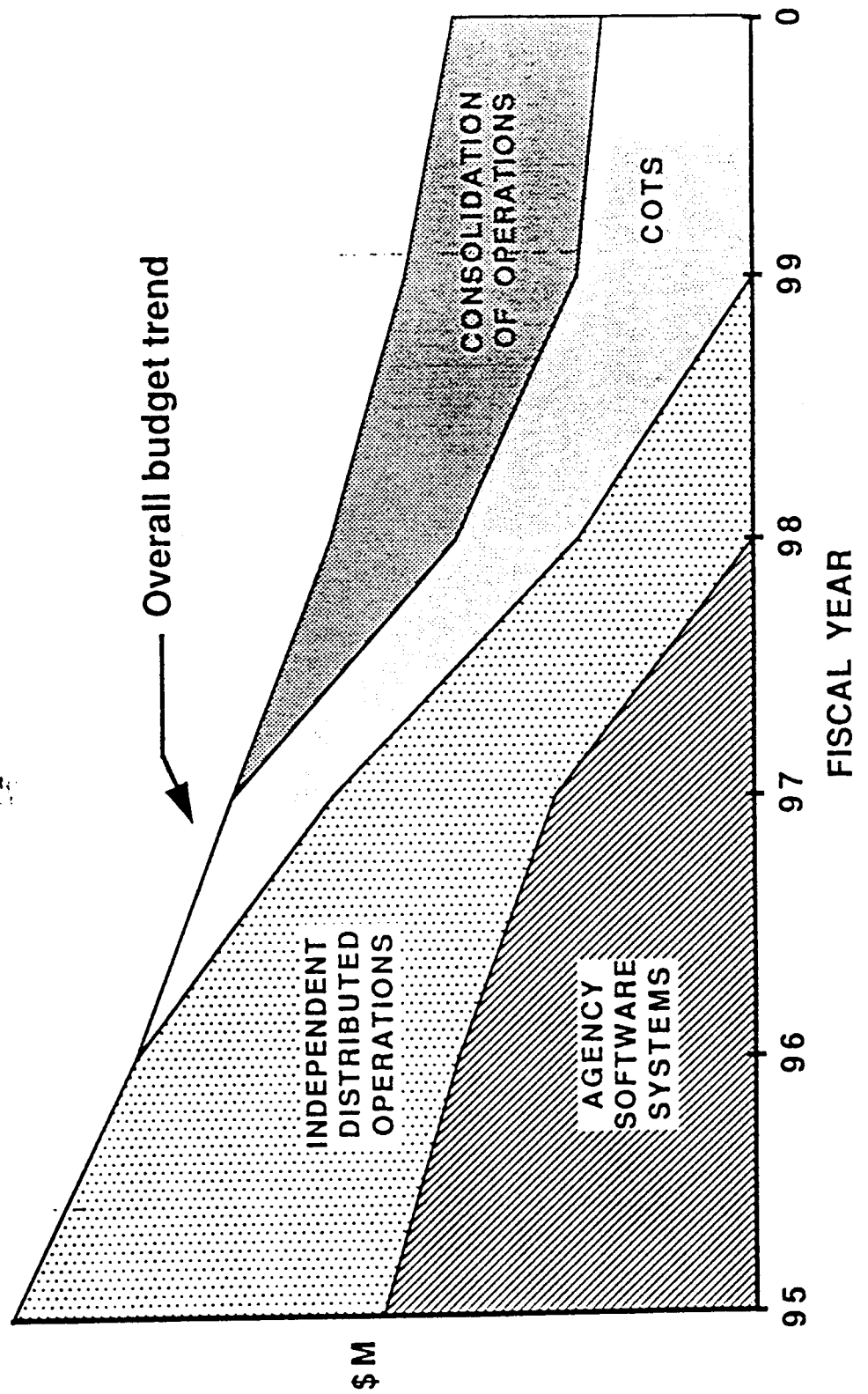
# Information Systems Division



# Business & Administrative Computing Architecture



# Agency BAMIS Environment



## **Features of Proposed Contract**

- **To provide business computing and MIS services for Langley**
- **Small business set-aside (100%)**
- **Work assigned by “end-item” requirements**
- **GFE not provided for contractor’s off-site facilities**
- **Performance-based**
- **One-year base plus four one-year options, plus six one-month options; 1/1/96 contract start**
- **Cost-plus-award-fee**

# **BAMIS - What We Are Buying**

- **Operation services for all Center business and administrative functions**
- **Information products, e.g.**
  - Bi-weekly payrolls - transmitted to Treasury
  - FDunds and workforce status reports
  - HQ consolidated financial accounting system input
  - Vendor payment schedules - transmitted to Treasury
- **Information access services**
- **Customer support services, e.g.**
  - Information technology assessment
  - User programming support

## **RFP Features**

- **Three areas of evaluation: qualitative merit; cost; and relevant experience and past performance**
- **Utilizes qualitative merit evaluation criteria**
- **Incorporates most standard clauses by title reference**
- **Provides historical data for baseline (included in BAMIS description)**
- **SOW describes performance-based effort, with performance metrics identified**
- **RFP  $\approx$  140 pages (vs. typical 200)**

# **Qualitative Evaluation Criteria**

- Offeror's approach to ensuring uninterrupted BAMIS operations (at contract start as well as ongoing) for the key applications of NASA Personnel/Payroll System and Invoice Payments System.
- Offeror's approach to assuring physical and computer access security for sensitive BAMIS operations/applications.
- Offeror's approach to providing timely and responsive customer support.
- Offeror's approach to providing effective maintenance of BAMIS hardware and software.
- Offeror's approach to providing continual improvement in BAMIS operations.
- Offeror's use of innovative approaches in performing the effort required by the Statement of Work.
- Offeror's approach to providing flexibility to cope with changing Agency business IRM policies and requirements.
- Offeror's approach to providing a professional compensation plan that promotes workforce continuity.

## **Evaluation Plan (from Section M)**

- **Evaluation Team, supported by consultants, to provide initial evaluation of technical proposal using qualitative evaluation criteria; cost proposal to be examined concurrently by AD's cost staff**
- **ET and consultants review cost, relevant experience and past performance**
- **Strong points and weaknesses identified and documented**
- **Report made to selection official**



## Schedule

Draft RFP to industry for comments	3/14/95
RFP comments received	4/14/95
Issue RFP	6/16/95
Preproposal conference	7/06/95
Proposals due	7/31/95
Selection (target)	Early November
Contract Award (target)	Early December
Contract start	1/01/96

# Draft RFP - Comments Disposition

- 18 firms responded with comments and/or questions
- Comments/questions centered on 12 main themes

COMMENT THEME	DISPOSITION
Metrics (10 companies addressed)	Eliminated non-quantitative and non-specific performance metrics
Organization and staffing, including key personnel (9)	Clarified wording to indicate performance-based contract, with offeror to suggest own organization and staffing; specified contract manager as only NASA-required key person
Equipment location and responsibility (8)	Revised and expanded Exhibit C to indicate extent of equipment to be operated and maintained; strengthened SOW language to clarify contractor responsibility

# Draft RFP - Comments Disposition

## (continued)

COMMENT THEME	DISPOSITION
Off-site and "hot site" capabilities (9)	Added language to SOW and to BAMIS Description (Att. 6) to specifically identify off-site contract performance, media storage, and hot-site backup capabilities as requirements
Performance-based (vs. LOE) and assignment of work (8)	Clarified wording to indicate performance-based contract
Configuration management and change control (4)	Clarified language in SOW with respect to systems and applications software and their configuration management
Proposal page limitation (7)	BAMIS Team reexamined 60 page limit; using 75 for technical proposal limit

# Draft RFP - Comments Disposition (concluded)

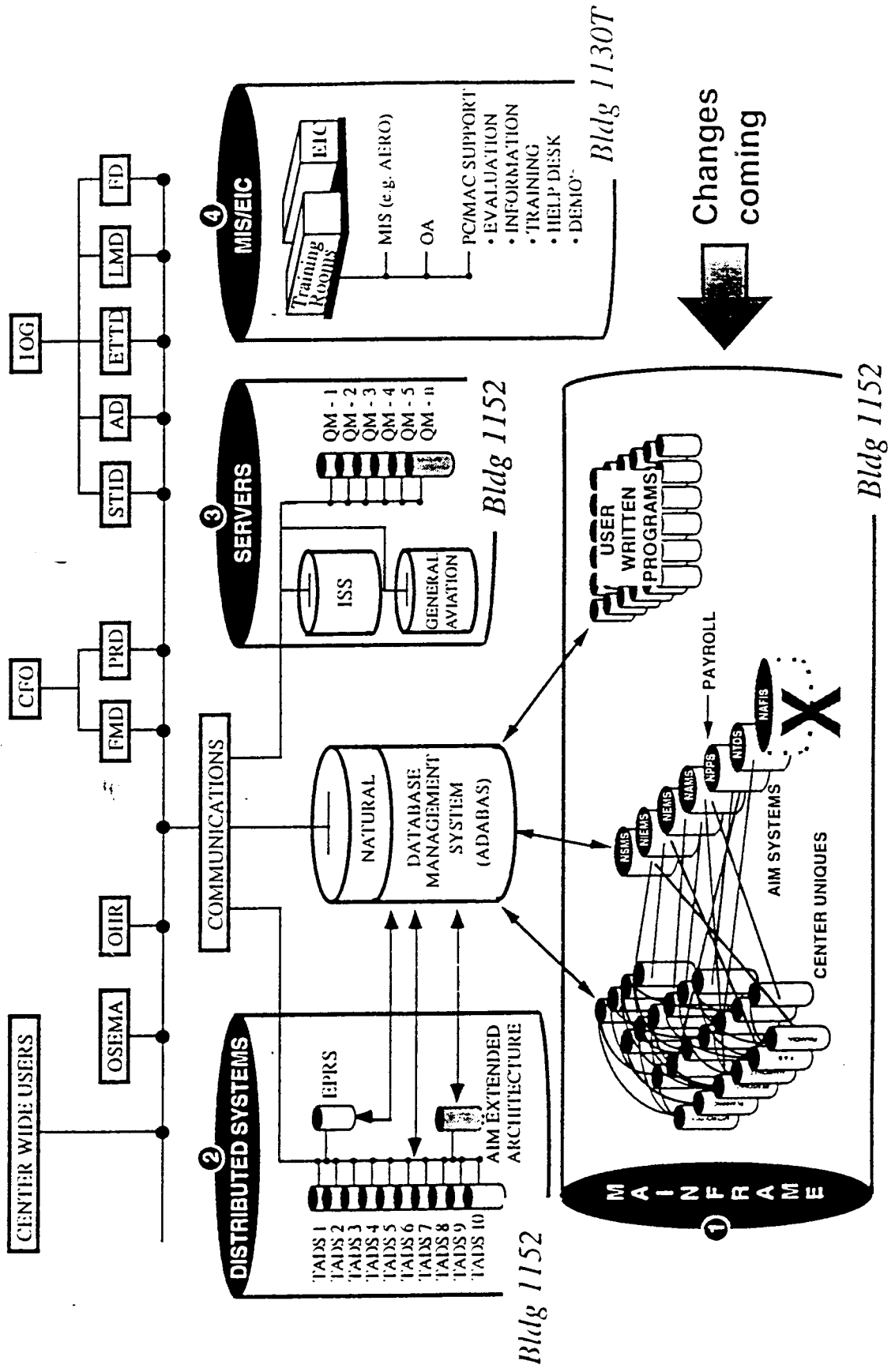
COMMENT THEME	DISPOSITION
Relevant experience and past performance (3)	Modified REPP form and instructions in RFP for clarity, and added language to Section M to indicate evaluation importance
Current workloads and performance (7)	Extensively updated Exhibit D and BAMIS Description (Att. 6) to provide clearer indication of effort magnitudes
Applications programs - types and lines of code (2)	Extensively updated Exhibit D
Hours of operation and facility availability off-hours (3)	Clarified language in SOW
Help desk (4)	Clarified language in SOW

- For many comments/questions, also addressing at today's Preproposal Conference

## **Summary**

- **Solicitation process substantially changed, streamlined**
- **Services being acquired in a dynamic IRM environment**
- **Performance, accountability stressed**
- **Flexibility will also be necessary**

# Business & Administrative Computing Architecture



## **‘Hot Site’ REQUIREMENTS**

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- Provide MVS/ESA, 3390, and 3480 Production Environment.
- 24 Hour Response Time.
- Provide Ethernet & T1 Communications Link from “Hot Site” to LaRC.
- Process Payroll and Financial Voucher Payments.
- Transmit Payroll and Voucher Payment Data to Treasury Office in Birmingham, AL.
- Print Required Reports on 4050 Laser Printer at Hot Site.

**\* The Government Currently has a Separate Contract with IBM.**