

CONTRACT>NNL04AA55C

The following information has been determined to be exempt from disclosure and has been deleted from the contract:

- Section B.1: Contract Value – Estimated cost and fixed fee
- Section B.3: Contract Funding – Estimated cost and fixed fee
- Section B.4: Schedule of Rates – Labor rates
- Section H.11: Options – Estimated cost and fixed fee
- Exhibit E – Safety and Health Plan
- Exhibit F – Quality Plan

The deleted material is exempt from disclosure under 14 C.F.R. 1206.300 (b) (4) which covers trade secrets and commercial or financial information obtained from a person and privileged or confidential. It has been held that commercial or financial matter is “confidential” for purposes of this exemption if its disclosure would be likely to have either of the following effects: (1) impair the Government’s ability to obtain necessary information in the future; or (2) cause substantial harm to the competitive position of the person from whom the information was obtained, National Parks and Conservation v. Morton, 498 F2d 765 (D.C. Cir. 1974).

If NASA should release the financial information, which is considered to be company “confidential,” the result could be that contractors would refuse to negotiate such agreements on the basis that the cost and fee information would be made available to its competitors. Furthermore, disclosure would discourage other companies from participating in the negotiation of similar agreements.

The Safety and Health Plan and Quality Plan are replete with proprietary information that would give competitors an insight to the contractor’s technical and business approach. Because there are no reasonably segregable portions that are subject to release, the Safety and Health Plan and Quality are being withheld in their entirety.

SOLICITATION, OFFER AND AWARD

THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 350)

RATING

DO-C9

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2. CONTRACT NO. NNL04AA55C	3. SOLICITATION NO. NNL-LBJ-35712	4. TYPE OF SOLICITATION <input type="checkbox"/> SEALED BID (IFB) <input checked="" type="checkbox"/> NEGOTIATED (RFP)	5. DATE ISSUED 1-22-04	6. REQUISITION/PURCHASE NO. 4200035712
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7. ISSUED BY NASA Aeronautics and Space Administration Langley Research Center Hampton, VA 23681-2199	8. ADDRESS OFFER TO (If other than Item 7) Building 1195B, Room 125 NASA, Langley Research Center 9A Langley Boulevard, Hampton, VA 23681-2199
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NOTE: In sealed bid solicitations "offer" and "offeror" mean "bid" and "bidder"

SOLICITATION

9. Sealed offers in original and 9 copies for furnishing the supplies or services in the Schedule will be received at the place specified in Item 8, or if hand carried, in the depository located in 9A Langley Boulevard, Building 1195B, Room 125 until 3 p.m. local time, on **03-08-2004**.
CAUTION - LATE Submissions, Modifications, and Withdrawals: See Section L, Provision No. 52.214-7 or 52.215-1. All offers are subject to all terms and conditions contained in this solicitation.

10. FOR INFORMATION CALL:	A. NAME Michael T. Stubbs	B. TELEPHONE NO. (NO COLLECT CALLS) AREA CODE: 757 NUMBER: 864-2435 EXT.	C. EMAIL ADDRESS Michael T. Stubbs@nasa.gov
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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 120 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 Net 30 %	CALENDAR DAYS %
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14. ACKNOWLEDGMENT OF AMENDMENTS (The offeror acknowledges receipt of amendments to the SOLICITATION). For offerors and related documents numbered and dated:	AMENDMENT NO 1 through 9	DATE 3/5/04 Amendment 9	AMENDMENT NO	DATE
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15. NAME AND ADDRESS OF OFFEROR Mainthia Technologies, Inc., 7055 Engle Road, Suite 502, Cleveland, OH 44130 Tel: 440-816-0202, Fax: 440-816-1121	16. NAME AND TITLE OF PERSON AUTHORIZED TO SIGN OFFER (Type or print) Hemant Mainthia, President		
15B. TELEPHONE NO. (Include area code) 440-816-0202	15C. CHECK IF REMITTANCE ADDRESS IS DIFFERENT FROM ABOVE - ENTER <input type="checkbox"/> SUCH ADDRESS IN SCHEDULE	17. SIGNATURE <i>H. D. Mainthia</i>	18. OFFER DATE June 10, 2004

AWARD (To be completed by Government)

19. ACCEPTED AS TO ITEMS NUMBERED Sections A through K	20. AMOUNT Not To Exceed \$11,066,452	21. ACCOUNTING AND APPROPRIATION PR: 4200035712 Obligate: \$317,000 (Complete)
22. AUTHORITY FOR USING OTHER THAN FULL AND OPEN COMPETITION <input type="checkbox"/> 10 U.S.C. 2304(c) () <input type="checkbox"/> 41 U.S.C. 253(c) ()	23. SUBMIT INVOICES TO ADDRESS SHOWN IN: (4 copies unless otherwise specified)	ITEM
24. ADMINISTERED BY (If other than Item 7) CODE	25. PAYMENT WILL BE MADE BY CODE	
26. NAME OF CONTRACTING OFFICER (Type or print) DAVID H. JONES	27. UNITED STATES OF AMERICA <i>David H. Jones</i> (Signature of Contracting Officer)	28. AWARD DATE 6-25-04

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

PART I - THE SCHEDULE

SECTION B - SUPPLIES OR SERVICES AND PRICE/COSTS

B.1 CONTRACT VALUE

- (a) The firm fixed-price for the two week phase-in period is \$0.00.
- (b) The estimated cost of this contract is [REDACTED] exclusive of the fixed fee of [REDACTED]. The total estimated cost and fixed fee is \$8,066,452.
- (c) The total estimated cost and fixed fee for CPFF Task Orders will be as set forth on individual task orders. The Government issued task orders under this contract shall not exceed a maximum of \$3,000,000 in services for the entire contract period of performance.

B.2 SUPPLIES AND/OR SERVICES TO BE FURNISHED (LaRC 52.211-90) (MAY 1999)

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

B.3 CONTRACT FUNDING

- (a) Funding in the amount of \$0.00 is hereby provided under the contract for Phase-In.
- (b)(1) 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 [REDACTED]. This allotment is for Sustained performance and covers the following estimated period of performance: July 1, 2004 through October 31, 2004.
- (2) An additional amount of [REDACTED] is obligated under this contract for payment of fee, for the sustained performance.
- (c) Task Orders issued under this contract shall be funded individually as specified in each Task Order.

B.4 SCHEDULE OF RATES

The Government will issue cost-plus-fixed-fee task orders under this contract using the fully burdened labor rates (excluding fee) set forth below:

- (a)(1) Prime Contractor - Base Period (fully burdened for all costs, excluding fee):

B.4 SCHEDULE OF RATES

The Government will issue cost-plus-incentive-fee task orders under this contract using the fully burdened labor rates (excluding fee) set forth below:

(a) (1) Prime Contractor - Base Period (fully burdened for all costs, excluding fee):

Labor Category	PRIME LABOR RATES - Base Period (Excluding Fee)	
	Regular	Overtime
Program Manager	\$ [REDACTED]	
Administrative Assistant	\$ [REDACTED]	
Lead Safety Engineer	\$ [REDACTED]	
Sr. Safety Engineer II/CSP	\$ [REDACTED]	
Safety Engineer III	\$ [REDACTED]	
Safety Engineer	\$ [REDACTED]	
Fire Protection Engineer, Lead	\$ [REDACTED]	
RIQA Lab Lead	\$ [REDACTED]	
Sr. RIQA Lab Tech.	\$ [REDACTED]	
Jr. RIQA Lab Tech.	\$ [REDACTED]	
Tech Seceretary	\$ [REDACTED]	
CIH Lead	\$ [REDACTED]	
RSO/LSO Lead	\$ [REDACTED]	
CIH	\$ [REDACTED]	
IH	\$ [REDACTED]	
Safety Inspector	\$ [REDACTED]	
Chemist	\$ [REDACTED]	
Chemical Tech	\$ [REDACTED]	
Fire/Security Tech	\$ [REDACTED]	
	NON-LABOR RATES	
Indirect Rates	Rate per Dollar of Cost	Application Base

(2) Subcontractor(s) - Base Period (fully burdened for all costs, including fee): None

b) (1) Prime Contractor - Option Periods (fully burdened for all costs, excluding fee):

PRIME CONTRACTOR LABOR RATES - Option Periods (Excluding Fee)								
Labor Category	1 st Option		2 nd Option		3 rd Option		4 th Option	
	Regular	Overtime	Regular	Overtime	Regular	Overtime	Regular	Overtime
Program Manager	\$ [REDACTED]		\$ [REDACTED]		\$ [REDACTED]		\$ [REDACTED]	
Administrative Assistant	\$ [REDACTED]		\$ [REDACTED]		\$ [REDACTED]		\$ [REDACTED]	
Lead Safety Engineer	\$ [REDACTED]		\$ [REDACTED]		\$ [REDACTED]		\$ [REDACTED]	
Sr. Safety Engineer II/CSP	\$ [REDACTED]		\$ [REDACTED]		\$ [REDACTED]		\$ [REDACTED]	
Safety Engineer III	\$ [REDACTED]		\$ [REDACTED]		\$ [REDACTED]		\$ [REDACTED]	
Safety Engineer	\$ [REDACTED]		\$ [REDACTED]		\$ [REDACTED]		\$ [REDACTED]	
Fire Protection Engineer, Lead	\$ [REDACTED]		\$ [REDACTED]		\$ [REDACTED]		\$ [REDACTED]	
RIQA Lab Lead	\$ [REDACTED]		\$ [REDACTED]		\$ [REDACTED]		\$ [REDACTED]	
Sr. RIQA Lab Tech.	\$ [REDACTED]		\$ [REDACTED]		\$ [REDACTED]		\$ [REDACTED]	
Jr. RIQA Lab Tech.	\$ [REDACTED]		\$ [REDACTED]		\$ [REDACTED]		\$ [REDACTED]	
Tech Seceretary	\$ [REDACTED]		\$ [REDACTED]		\$ [REDACTED]		\$ [REDACTED]	
CIH Lead	\$ [REDACTED]		\$ [REDACTED]		\$ [REDACTED]		\$ [REDACTED]	
RSO/LSO Lead	\$ [REDACTED]		\$ [REDACTED]		\$ [REDACTED]		\$ [REDACTED]	
CIH	\$ [REDACTED]		\$ [REDACTED]		\$ [REDACTED]		\$ [REDACTED]	
IH	\$ [REDACTED]		\$ [REDACTED]		\$ [REDACTED]		\$ [REDACTED]	
Safety Inspector	\$ [REDACTED]		\$ [REDACTED]		\$ [REDACTED]		\$ [REDACTED]	
Chemist	\$ [REDACTED]		\$ [REDACTED]		\$ [REDACTED]		\$ [REDACTED]	
Chemical Tech	\$ [REDACTED]		\$ [REDACTED]		\$ [REDACTED]		\$ [REDACTED]	
Fire/Security Tech	\$ [REDACTED]		\$ [REDACTED]		\$ [REDACTED]		\$ [REDACTED]	
NON-LABOR RATES								
Indirect Rates	Rate per Dollar of Cost				Application Base			

(2) Subcontractor Rates - Option Periods (fully burdened for all costs, including fee): None

B.5 TASK ORDER PROCEDURES

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

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

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

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

(b) Proposals are due from the Contractor within 5 working days of Contractor receipt of the requirement.

(c) The CO, Contracting Officer's Technical Representative (COTR), or the Alternate COTR will negotiate any necessary changes with the Contractor and issue the task order. The task order will contain the following information:

- (1) Task order number and date
- (2) Functional description of the effort
- (3) Required completion date and/or delivery schedule
- (4) Appropriate special instructions or information
- (5) Cost/Price
- (6) Funding information

(d) When urgent task requirements are identified the COTR is authorized to direct the Contractor to commence the task prior to definitization of the task order requirements. The Contractor will be requested to provide a task plan as set forth in (a)(3) above within 48 hours of the emergency authorization.

(e) The CO, COTR, or Alternate COTR may modify task orders in the same manner they are issued.

(f) A copy of each task order or task order modification shall be furnished to the Contractor. To acknowledge receipt, the Contractor shall sign the "Acknowledgement" enclosed and return it to the COTR. If the contractor anticipates the usage of overtime or has a discrepancy with the established schedule it shall be noted on the signed Acknowledgment. The usage of overtime must be in accordance with FAR clause 52.222-2, Payment for Overtime Premiums.

(END OF SECTION)

SECTION C - DESCRIPTION/SPECIFICATION/WORK STATEMENT

NOTE: HISTORICAL DATA REGARDING PAST WORK ELEMENT EFFORTS FOR USE IN SUSTAINED PERFORMANCE PROPOSAL PREPARATION IS LOCATED IN ATTACHMENT 3.

Purpose: The goal of the Safety and Mission Assurance Contract (SAMAC) is to provide quality support to the Office of Safety and Mission Assurance (OSMA) in the execution of its responsibility for the development, implementation, and management of a comprehensive safety and mission assurance program for the Langley Research Center (LaRC). This Statement of Work (SOW) specifies the efforts necessary to support OSMA's efforts to meet these responsibilities.

General Scope: The Contractor shall provide occupational safety and industrial hygiene; facility safety and assurance; fire and life safety and flight/space projects safety and mission assurance services for the Langley Research Center (LaRC). Additionally, the Contractor shall operate the LaRC Receipt, Inspection and Quality Assurance Laboratory (RIQAL). The Contractor shall follow all applicable Langley Procedures & Guidelines (LaPGs) and Langley Policy Directives (LaPDs) in the performance of the specified work. For proposal purposes, applicable LaPGs and LaPDs will be provided on a CD Bidder's Library. Once contract performance commences, a list of current LaPGs and LaPDs can be accessed at the following website: <http://lms.larc.nasa.gov/>. The services to be provided under this contract are delineated into two major categories, Sustained Performance and Task Order (TO) Work. Sustained Performance elements are numbered C.1 through C.4, and represent approximately 75% of the total contract effort. TO work elements are numbered C.5 and C.6, and represent approximately 25% of the total contract effort.

Customer Surveys - The Contractor shall develop customer satisfaction surveys for SOW elements C.1 through C.4 and any TO issued under C.5 and C.6. The surveys shall be developed using the guidelines below.

(1) The survey shall rate the Contractor on a scale of 0 to 5, with 3 being satisfactory/average performance.

(2) The survey shall be no more than two pages.

(3) The survey, as a minimum, shall evaluate the Contractors technical performance, quality, timeliness, and impact on facility operations.

(4) For elements C.1, C.2, C.3, and C.4, the survey shall be given to employees at the completion of services (e.g., completion of an audit, completion of ESB minutes, completion of CoF project hazard analysis, etc.), and for each element the average score shall be determined for each semiannual reporting period. For Elements C.5 and C.6, the survey will be conducted in accordance with the requirements of the TO.

Contract Enhancements: The Contractor is encouraged to propose and implement enhancements to LaRC's Occupational Safety & Industrial Hygiene (OSIH); Facility Safety & Assurance; and Fire & Life Safety policies and programs. Examples of enhancements could be, but are not limited to, (1) developing a new training course that is not required by the SOW in paragraphs C.1.1 through C.1.9, (2) updating a LAPG, or (3) implementing an automated database for training records. Prior to commencing work on any policy or program enhancement, the Contractor

shall provide the COTR with a written proposal, detailing as a minimum, a description of the enhancement, the expected benefit(s), expected completion date, and the product(s)/service(s) to be delivered. The Contractor shall not initiate work until authorized by the Contracting Officer.

Contract Performance - The Contractor shall commence work, with the exception of SOW Elements C.1 and C.3.5, on the effective date of this contract. Work under Element C.1 shall commence on August 1, 2004, and work under Element C.3.5 shall commence on October 1, 2004.

SUSTAINED PERFORMANCE

C.1 Occupational Safety and Industrial Hygiene

Documents produced as a result of work under Element C.1 shall be stored on the Government-owned SFAO server, hardcopies filed in the SFAO filing cabinets, and copies distributed as directed by SFAO personnel. The Contractor shall report key activities to the SFAO weekly.

C.1.1 Radiation

The Contractor shall provide surveillance and guidance to assure adequate controls for work place health hazards arising from the use of radioactive materials (ionizing radiation, such as produced by x-ray machines and accelerators) and sources of non-ionizing radiation such as lasers and microwaves (including sources emitting at infrared, ultraviolet and visible wavelengths and radio-frequency energy sources).

(a)(1) The Contractor shall provide the services of a Laser Safety Officer (LSO). The LSO shall serve as LaRC representative on the NASA Laser Safety Board.

(2) The Contractor shall provide the services of a Radiation Safety Officer (RSO). The RSO shall be qualified and approved by the Nuclear Regulatory Commission (NRC).

(b) The Contractor shall prepare and maintain the necessary documentation to renew LaRC's radioactive materials license.

(c) The Contractor shall perform radiation assessments/audits for non-ionizing radiation sources for compliance with LAPG 1710.8 "Nonionizing Radiation" and ionizing audits for compliance with LAPG 1710.5 "Ionizing Radiation" and NRC licensing requirements. All audits shall be documented in the audit tracking system (ATS) within 10 working days of completion.

(d) The Contractor shall maintain radiation dosimetry and bioassay programs in accordance with LAPG 1710.5 and Occupational Health and Safety Administration (OSHA) and NRC regulations. The Contractor shall ensure that radiation detection equipment is calibrated in accordance with the manufacturer's recommendations.

(e) The Contractor shall perform environmental monitoring to include unannounced oversight of high activity file radiography and auditing Center contractor personnel involved in radiography. A report summarizing the results of any environmental audit shall be submitted to the SFAO and placed on the SFAO server within 5 working days of completion of audit.

(f) The Contractor shall evaluate radiation permits submitted by projects at LaRC to ensure compliance with LAPG 1710.8, LAPG 1710.5, OSHA and NRC licensing requirements. Evaluations shall be completed within 5 working days of test results and a report forwarded to the Chairman of the Ionizing Radiation Committee.

(g) The Contractor shall evaluate laser permits and laser projects at LaRC to ensure compliance with LAPG 1710.8, LAPG 1710.5, OSHA and NRC licensing requirements. Evaluations shall be completed within 10 working days after receiving a permit and a report forwarded to the Chairman of the Non-Ionizing Radiation Committee.

(h) The Contractor shall conduct Radiation Worker Recertification programs for ionizing and non-ionizing Civil Servant workers.

(i) The Contractor shall attend Non-Ionizing and Ionizing Committee meetings. Regularly scheduled meetings are held quarterly, however; meetings may be called whenever required.

(j) The Contractor shall provide Laser Safety Awareness Refresher training to Civil Servant employees who are laser users or work under Laser Radiation Safety Permits, and others upon SFAO request.

(k) The Contractor shall coordinate a testing program for training Civil Servant ionizing and non-ionizing radiation workers. The program shall include an examination that shall be completed by each participant at the conclusion of the program. Successful completion of this test (passing grade) will be a LaRC requirement for certification of a Radiation Worker (ionizing and non-ionizing) at LaRC. Each test shall list the point value for each question and have a "pass" requirement of at least 80% of the available points. The RSO will review the certification programs of LaRC contractors to ensure that they comply with the LaRC certification program.

(l) The Contractor shall be the liaison between LaRC and other agencies, when Center radiation work has the potential to impact them, to ensure all safety measures are implemented. For example, if LaRC has scheduled an aerial laser test, the Contractor shall have to coordinate with the FAA and any other agency (including local, state and federal) to ensure the safety of commercial and civil aircraft during the test.

(m) The Contractor shall represent LaRC on the ANSI Standards Subcommittee for Z136.6, "Outdoor Use of Laser," as necessary.

(n) The Contractor shall be the point of contact for the SFAO during emergency situations involving radiation sources, including emergency planning, training and participation in drills and preparation exercises.

(o) The Contractor shall perform shipping services for the transportation of radioactive material to locations off Center, including completion of shipping forms and declarations, radiological surveys and labeling/placarding of shipments.

(p) The RSO shall review and approve all NASA Langley Forms 44A, "Radiation Hazard Forms," submitted for the purchase of radiation emitting products.

C.1.2 Industrial Hygiene Services and Food Inspection

The Contractor shall furnish surveillance and guidance to assure adequate occupational controls for potential chemical, biological, physical and ergonomic hazards at LaRC.

(a) The Contractor shall provide a full-time Certified Industrial Hygienist (CIH). The employee shall be certified by the American Board of Industrial Hygiene. Work performed by non-CIHs shall be monitored/reviewed by a CIH.

(b) The Contractor shall perform drinking water monitoring upon request and work with the individual initiating the request to resolve the concerns raised by the initiator. A report summarizing the results of any water monitoring shall be submitted to the SFAO and placed on the SFAO server within 5 working days of the evaluation or 5 working days after receiving test results. Results shall be reviewed and approved by a CIH.

(c) The Contractor shall perform monthly industrial hygiene audits. Audits shall be conducted using ATS. A list of facilities requiring industrial hygiene audits is found in Exhibit H. The Contractor shall maintain a database of scheduled industrial hygiene audit dates for all facilities listed in Exhibit H. The Contractor shall perform industrial hygiene audits of all identified "high" risk facilities annually. The Contractor shall perform industrial hygiene audits of 1/3 of the identified "medium" risk facilities annually. Audits shall be completed and documented in the ATS within 10 working days of the scheduled due date of the audit.

(d) The Contractor shall perform industrial hygiene hazard evaluations. Industrial hygiene evaluations can be self-initiated as a result of an audit, a chance discovery, or upon request by an LaRC organization. A report summarizing the evaluation shall be submitted to the SFAO and placed on the SFAO server within 5 working days of the evaluation or 5 working days after receiving test results. The report shall be reviewed and approved by a CIH.

(e) The Contractor shall perform facility noise surveys as required by LAPG 2710.1, "LaRC Noise Control and Hearing Conservation Program." A report summarizing the survey shall be submitted to the SFAO and placed on the SFAO server within 10 working days of the evaluation. Facilities in the Hearing Conservation Program are listed in Exhibit I.

(f) The Contractor shall evaluate claims of potential hearing loss, when requested by the Head, SFAO, by reviewing noise histories of the claimants assigned work areas to determine if a causation exists between claimed hearing degradation and workplace noise levels. A report summarizing the results of the review shall be submitted to the SFAO and placed on the SFAO server within 5 working days of the request.

(g) The Contractor shall manage the NASA LaRC Confined Space Program. Training and monitoring shall be performed within 2 hours of request, which may be initiated by any LaRC Civil Servant, and shall only be performed for Civil Servant personnel. The Contractor shall annually review all Contractor Confined Space Permits to identify any undesirable trends, including, but not limited to incomplete forms and personnel not trained. The Contractor shall audit the

Confined Space Program of an on-site contractor annually and spot check actual confined space entries to ensure compliance with applicable OSHA requirements.

(h) The Contractor shall evaluate and certify respirator use for Civil Servant employees. The Contractor shall maintain a current database of all Civil Servant respirator users.

(i) The Contractor shall review Potentially Hazardous Materials (PHM) Permits. Reviews of written procedures, laboratory layouts and chemicals shall be completed and reported to the Chairman of the Potentially Hazardous Materials Committee within 5 working days of receiving the permit or 5 working days after receiving test results.

(j) The Contractor shall perform chemical exposure monitoring of Civil Servant employees to ensure compliance with OSHA regulations. The Contractor shall initiate contact with the requestor (who may be any Civil Servant) of the monitoring within 4 hours of the request. A report summarizing the results of the monitoring shall be submitted to the SFAO and the initiator and placed on the SFAO server within 5 working days of the request or 5 working days after receiving test results. The report shall be reviewed and approved by a CIH.

(k) The Contractor shall review and approve requests for purchase of potentially hazardous materials and determine and assign the appropriate National Fire Protection Association (NFPA) risk code. Requests are processed using LaRC's Chemical Management Tracking system (CMTS). The Contractor shall review the Material Safety Data Sheet (MSDS) prior to approval, add to the CMTS a "pdf" version of any MSDS that is not presently in the system (or only an older version is available in the system) prior to approval and ensure the chemical purchaser is taking the necessary precautions to ensure personnel safety. The approval shall be completed within 3 days of receipt.

(l) The Contractor shall research literature for health and safety hazards of specific chemicals to establish the need for a Material Safety Data Sheet (MSDS). The research shall be completed within 5 working days of initial request, which may be initiated by any employee (Civil Service or Contractor). The results of the review shall be reviewed and approved by a CIH and forwarded to the initiator and the Head, SFAO.

(m) The Contractor shall review operations that involve potentially hazardous material and recommend safe working requirements and necessary personal protective equipment. A request for a review may be initiated by any Civil Servant. The Contractor shall inform the Head, SFAO or his/her designee before performing the review. A report shall be submitted to the SFAO and the requestor and placed on the SFAO server within 5 working days of the request or 5 working days after receiving test results.

(n) The Contractor shall perform basic ventilation surveys in accordance with OSHA regulations, including, but not limited to laboratory fume hoods and local exhaust ventilation. Surveys shall be documented in report form within 10 working days of the completion date of the survey. The report shall be submitted to the SFAO and placed on the SFAO server.

(o) The Contractor shall review designs, work orders, plans or specifications for areas of industrial hygiene concern. This review shall be initiated within one business day after being requested by any LaRC Civil Servant.

(p) The Contractor shall respond to indoor air quality problems or other health related problems and perform an initial investigation within 24 hours of initial request. A request can come from any employee at LaRC and the Contractor shall inform the Head, SFAO or his/her designee within four hours of a request. A report is to be submitted within 5 working days of known results to the SFAO and placed on the SFAO server.

(q) The Contractor shall attend quarterly and special Potentially Hazardous Materials Committee Meetings (PHM). The Contractor shall present new and renewal PHM permits for Committee approval.

(r) The Contractor shall review all NASA Langley Forms 66, "Worker Appointment and Certification Form," for completeness and retain a copy before forwarding to the SFAO for signature.

(s) The Contractor shall periodically audit elements of the industrial hygiene programs of on-site LaRC contractors to ensure compliance with OSHA standards and applicable LaPGs. A final report, documenting the findings of the audit with specific reference to any OSHA violations, shall be submitted to the SFAO ten days after completion of the audit. The SFAO shall identify the IH area to be investigated and the contractor to be audited. The audit shall be conducted by a CIH.

(t) The Contractor shall be the point of contact for the SFAO during emergency situations involving biological and potentially hazardous materials, including emergency planning, training and participation in drills and preparation exercises.

(u) The Contractor shall conduct quarterly food and sanitation inspections at Building 1202A (Aero Diner), Building 1213 (Main Cafeteria), Building 1222 (Reid Conference Center Food Serving Areas), and Building 1231 (Child Development Center). The Contractor shall conduct a continuing food and sanitation education program at Buildings 1202A, 1213, 1222, and 1231 in accordance with the current FDA Food Code Manual. The results of inspections shall be documented using the ATS.

(v) The Contractor shall maintain all government owned industrial hygiene instrumentation used in the performance of industrial hygiene services under this contract in accordance with manufacturer specifications and Center procedures, including calibration. Instruments requiring calibration are listed in Exhibit D.

(w) The Contractor shall update the Ergonomics safety-training course for Center personnel to reflect LAPG 1820.2, "Langley Research Center Ergonomic Program", update the LaRC Ergonomic website as required, and coordinate the training and activities of the Civil Service and LaRC Support Contractor Ergonomic Evaluators. The Contractor shall perform ergonomic worksite evaluations at the request of any Civil Servant employee.

(x) The Contractor shall serve as technical secretary for the LaRC Ergonomics Committee. This work includes, but is not limited to: scheduling the meetings,

issuing meeting notices using email and LaRC's scheduling system (Meeting Maker), attending meetings, developing meeting minutes and action item lists, distributing meeting minutes/action items to Committee Members and other attendees, and tracking action items.

C.1.3 Asbestos Surveillance

The Contractor shall provide an individual who holds the appropriate Virginia Licenses, including, but not limited to Project Asbestos Inspector, Asbestos Project Monitor and Asbestos Project Designer, as specified in the Code of Virginia to perform all work under this element.

(a) The Contractor shall attend asbestos-related engineering pre-design reviews. Pre-design work may include, but not limited to review of existing files and material/air sampling in preparation of facilities modifications.

(b) The Contractor shall perform asbestos surveys for individual facilities when requested by the SFAO. A list of facilities containing asbestos is located in Exhibit J. A report detailing the results of surveys shall be completed within 10 working days of survey completion and submitted to the SFAO and the original initiator of the survey request.

(c) The Contractor shall review and approve asbestos permits for LaRC projects. Permit requests, which can be initiated by any employee (contractor or Civil Servant), shall be reviewed within 1 working day of receipt. All permit reviews shall include redlining of Asbestos Configuration Management (CM) Report and forwarding to the CM contractor.

(d) The Contractor shall provide air monitoring, as needed, to ensure that asbestos removal activities do not pose an air exposure hazard to any employees at LaRC outside the asbestos removal area.

(e) The Contractor shall perform visual inspections of asbestos removal projects to ensure completeness of asbestos removal prior to encapsulation. After encapsulation, the Contractor shall conduct air sampling.

C.1.4 Safety Program Support Services

The Contractor shall provide safety program support services.

(a) The Contractor shall provide safety related posters and update the Safety Bulletin Boards located in Buildings 1162 and 1202 bi-weekly.

(b) The Contractor shall utilize existing LaRC industrial safety training courses to provide training to employees in the following areas: Confined Space Awareness; Personal Protective Equipment (PPE); Ergonomics; Material Safety Data Sheets (MSDS); Hand Safety; Heat Stress; Cryogenics; Chemical Safety; General Office Safety; Back Safety; LaRC Lockout/Tagout; Lifting Devices; Ladder Safety; Scaffold Safety; and Asbestos Awareness Safety. The Contractor shall update the courses as necessary to conform to changes in regulatory, industry, and LaRC practices.

(c) The Contractor shall develop and provide annual safety awareness training for Center Facility Safety Heads (FSHs) and Facility Coordinators (FCs). The

Contractor shall coordinate the development of the annual safety awareness training session with the SFAO. The presentation shall consist of, but not be limited to preparation of a slide presentation detailing lost time accidents, OSHA Recordable incidents, first aid incidents, equipment/property equipment statistics; graphs and pictures as necessary; and other safety related topics.

(d) The Contractor shall coordinate the development of the annual safety awareness training session with the SFAO. The presentation shall consist of, but not be limited to preparation of a slide presentation detailing lost time accidents, OSHA Recordable incidents, first aid incidents, equipment/property equipment statistics; graphs and pictures as necessary; and other safety related topics. The Contractor shall coordinate the annual safety awareness training for Center Managers and Supervisors with cognizant Office of Human Resources personnel.

(e) The Contractor shall prepare the monthly LaRC Safety Awareness Newsletter. The Contractor shall submit the newsletter to the SFAO for editing the second Tuesday of the month preceding the month of release. After SFAO approval of the newsletter content, the Contractor shall distribute via the @LaRC website.

(f) The Contractor shall update the "LaRC Workdays Without a Lost Time Injury" signs located at the LaRC Main Gate (adjacent to Building 1228) and the Wythe Creek Gate (adjacent to Building 1101) daily, excluding Saturday and Sunday, by 8:30 am. Numbers shall advance consecutively for days of the week (Sunday - Saturday) unless directed otherwise by a member of the SFAO staff.

(g) The Contractor shall operate the SFAO film library and use LaRC Cablevision Channel 11 to show safety videos. Operation of the library shall include checking in/out videos at the request of employees (contractor or Civil Servant) and maintaining a record of monthly safety meeting subjects and attendees. For the OSMA Safety Channel, the Contractor shall schedule and present weekly presentations of films from the SFAO film library based on the monthly safety monthly topic. The video presentation times shall be scheduled one month in advance.

(h) The Contractor shall operate the Center's Emergency Broadcast System (EBS). This requires preparing and entering messages concerning availability of safety and industrial training, severe storm warnings, tornado warnings, hurricane warnings and snow warnings. Weekly operational checks of the system shall be performed to ensure operational readiness.

(i) The Contractor shall prepare an annual safety summary flyer for distribution to Center employees at the end of each Fiscal Year. The summary shall include, but not be limited to lost time injuries/illnesses, OSHA Restricted injuries/illnesses, OSHA Recordable injuries/illnesses, first aid injuries/illnesses, equipment/property damage mishaps, graphs and pictures (as necessary).

(j) The Contractor shall prepare a bi-monthly safety awareness article for publication in the Langley Researcher. The article shall include photographic, clip art or other graphic material to enhance the safety awareness topic, be approved by SFAO upon completion of article, and be submitted in accordance with Langley Researcher submittal deadlines.

(k) The Contractor shall report Safety Awareness Activities such as, but not limited to classes, presentations and articles, in the Quarterly SFAO report.

(l) The Contractor shall update the Langley Research Center Employee Safety Pocket Guide to reflect current LaRC policy and OSHA regulations.

(m) The Contractor shall maintain and update the Safety and Facility Assurance website. The Contractor shall add new links to documents that personnel at the center need to access. Documents that require posting shall be provided by the SFAO or developed by the Contractor as part of other tasks in the SOW. The Contractor shall develop websites to help communicate important information to the employees at LaRC in a timely manner.

C.1.5 Safety Training and Certification

The Contractor shall perform certification/testing safety services. The Contractor shall provide a Certified Safety Professional (CSP), Certified by the Board of Certified Safety Professionals, to perform certification/testing safety services work.

(a) The Contractor shall test, certify and re-certify Safety Operators in accordance with LAPG 1710.10, "Safety Clearance Procedures (Lockout/Tagout)." The Contractor shall notify Safety Operators 60 days in advance of upcoming card expiration. The Contractor shall administer written tests to individuals. Each test shall list the point value for each question and have a "pass" requirement of at least 80% of the available points. Upon successful completion of testing, the Contractor shall prepare and mail a Safety Operator Certification Card to the individual certified. The Contractor shall maintain a database that contains the name of all safety operators and their certification expiration date. The Contractor shall maintain a copy of the approved appointment forms (LF 451 and LF 452).

(b) The Contractor shall test, certify and recertify Overhead Crane Operators in accordance with LAPG 1740.6, "Personnel Safety Certification". The Contractor shall notify Civil Servant employees 60 days in advance of upcoming card expiration. The Contractor shall administer training and a written test to individuals requiring certification/recertification. Each test shall list the point value for each question and have a "pass" requirement of at least 80% of the available points. Upon successful completion of testing, the Contractor shall prepare and mail an Overhead Crane Operator Certification Card to the individual certified. The Contractor shall maintain a database that contains the name of all crane operators and their certification expiration date.

(c) The Contractor shall test, certify and recertify Forklift Operators in accordance with LAPG 1740.6 "Personnel Safety Certification". The Contractor shall notify Civil Servant employees 60 days in advance of upcoming card expiration. The Contractor shall administer training and a written test to individuals requiring certification/recertification. Each test shall list the point value for each question and have a "pass" requirement of at least 80% of the available points. Upon successful completion of testing, the Contractor shall prepare and mail a Forklift Operator Certification Card to the individual certified. The Contractor shall maintain a database that contains the name of all forklift operators and their certification expiration date.

(d) The Contractor shall test, certify and recertify Aerial Lift Operators in accordance with LAPG 1740.6 "Personnel Safety Certification". The Contractor shall notify Civil Servant employees 60 days in advance of upcoming card expiration. The Contractor shall administer training and a written test to individuals requiring certification/recertification. Each test shall list the point value for each question and have a "pass" requirement of at least 80% of the available points. Upon successful completion of testing, the Contractor shall prepare and mail an Aerial Lift Operator Certification Card to the individual certified. The Contractor shall maintain a database that contains the name of all aerial lift operators and their certification expiration date.

(e) The Contractor shall report the number of safety training activities completed and the number of attendees in the Quarterly SFAO report.

C.1.6 Safety and Fire Protection Audits and Construction Activities

The Certified Safety Professional referenced in C.1.5 shall direct performance of the work specified in C.1.6.

(a) The Contractor shall perform safety and health audits of the facilities listed in Exhibit K.

(1) Audits shall comply with LaRC LAPGs and LAPDs, NASA Agency Safety Manual and OSHA regulations.

(2) The SFAO Office Area and Industrial Work Area safety audit checklists supplied by the SFAO shall be used and completed, with results entered into the ATS within 5 working days of the completion of the audit. The Contractor shall update the checklist annually to ensure compliance with NASA, LaRC, and OSHA policies and regulations.

(3) The Contractor shall track audit discrepancies to resolution.

(4) Audits shall be scheduled through the Facility Safety Head (FSH) and/or Facility Coordinator (FC).

(b) The Contractor shall conduct inspections of construction sites to ensure that on-site Contractors are in compliance with LaRC and OSHA policies and regulations. The Contractor shall request the Head, SFAO or his designee to issue a LaRC Notice of Violation when a company is found to be in violation of LaRC policy or OSHA regulations. All Construction activities valued at <\$500K shall receive a minimum of one inspection per construction site per week, and construction activities valued at >\$500K shall receive a daily inspection per construction site, unless otherwise directed by the Head, SFAO or designee.

(c) The Contractor shall conduct safety briefings for on-site construction contractors to ensure compliance with established LaRC and OSHA policies and regulations. These briefings shall be conducted using the LaRC provided briefing tape and outline.

(d) The Contractor shall attend Procurement Office Pre-Construction Meetings if requested by the Construction Contracting Officer to discuss the LaRC construction safety program with construction companies awarded construction jobs at the Center.

(e) The Contractor shall review and recommend for approval/disapproval the safety and health plans of all on-site construction companies at LaRC. Safety and Health Plans shall be reviewed within 1 working day of receipt. Issues with any safety and health plan shall be brought to the attention of the SFAO.

(f) The Contractor shall certify and document certification of LaRC gaseous tube trailers. Trailer owners shall receive a 90-day notice of upcoming expiration of certification and procedures for recertification. The Contractor shall maintain a database that includes trailer number, gas type, location and date of last certification and date that recertification is due. Certification dates shall conform to LAPG 1740.2, "Facility Safety Requirements."

(g) The Contractor shall visit the maintenance, operations and construction sites of on-site LaRC contractors, and audit elements of their occupational safety programs to ensure compliance with OSHA standards and applicable LAPGs. The SFAO shall detail the subject matter and the contractor to be audited. A final report documenting the findings of the audit, with specific reference to any OSHA violations shall be submitted to the SFAO within ten days after completion of the audit. Violations affecting potential loss of property or life shall be reported immediately. The audit shall be conducted by a CSP.

(h) The Contractor shall perform fire and life safety audits of the facilities listed in Exhibit K and additional facilities as directed by the LaRC Fire Chief.

(1) Audits shall comply with LaRC LAPGs and LAPDs, NASA STD-8719.11, OSHA regulations, and National Fire Protection Association (NFPA) standards.

(2) The Contractor shall utilize and complete the SFAO fire and life safety audit checklist, and enter the results into the OSMA ATS within 5 working days of the completion of the audit.

(3) The Contractor shall track audit discrepancies to resolution.

(4) Audits shall be scheduled through the Facility Safety Head (FSH) and/or Facility Coordinator (FC).

C.1.7 Emergency Operations Center

The Contractor shall operate, test, and coordinate maintenance of all equipment in the Emergency Operations Center (EOC) located in Building 1162, Room 122.

(a) The Contractor shall maintain currency of the EOC Operations Manual.

(b) The Contractor shall maintain operational readiness of the EOC by performing daily operational tests of all equipment located in the EOC. The Contractor shall inform the Head, SFAO or designee of any actions needed to have defective equipment repaired or serviced within one hour of discovery of the deficiency.

(c) The Contractor shall provide three practice drills of the EOC annually. One test shall simulate a hurricane, one test shall simulate a snow/ice storm, and the third test shall be coordinated with the drill specified in paragraph (b) of C.3.2. The hurricane drill shall be conducted in early August and the snow/ice drill shall be conducted in late November.

(d) At the direction of the Emergency Preparedness Office, the Contractor shall provide, as a minimum, two employees to assist EOC operations. It is possible that operations will be twenty-four hours a day for several consecutive days.

(e) The Contractor shall update the OSMA emergency telephone listing monthly and at the start of activation of the EOC. The Contractor shall provide copies for SFAO review/update and distribute final copies to in accordance with the distribution list.

C.1.8 Chemical Management

The Contractor shall provide on-site chemical management services for the Structures and Materials Competency (S&MC) Laboratories in Buildings 1148, 1293A and 1293C. Printouts of all chemical databases shall be provided as required. Progress in Items (a)-(k) below shall be documented in weekly informal reports and in monthly formal written reports submitted to the Facility Safety Head(s) of buildings 1148, 1293A and 1293C.

(a) The Contractor shall annotate receipt, date, and affix hazard labeling, such as NFPA coding and inventory number to all chemical items within three working days of receipt. Chemicals that were ordered for a specific project shall be delivered to that projects proper storage area, and the requestor notified of the delivery before close of business that workday.

(b) The Contractor shall provide delivery of items requested by employees (Civil Servant or contractor) in buildings 1148, 1293A and 1293C from the chemical storeroom. The delivery may involve the individual repackaging of chemicals from bulk storage. Delivery shall be completed within one working day of request.

(c) The Contractor shall classify and assign proper storage requirements for all chemicals to be stored in S&MC laboratories. All existing chemical containers shall be inventoried and labeled with computer-generated identification. The Contractor shall maintain a restricted access chemical storeroom for chemicals not being used in a current research project. These storerooms shall be checked and maintained weekly.

(d) The Contractor shall prepare NASA-Langley Form 44-Hazardous Material-Procurement-Inventory and Storage Record, for all hazardous materials entering the facilities. For shipment of hazardous materials off LaRC, the Contractor shall prepare NASA LF-44 for use with the proper shipping documents (NASA-LF 52-Shipping/Transfer Document or 52B-Shipping Document for Non-Controlled Property), and shall arrange for the transport of hazardous materials and required paperwork to the LaRC shipping office within three working days of request.

(e) The Contractor shall prepare a NASA-Langley Form 44B-Hazardous Material-Reissue Card for transfer of chemicals between LaRC facilities.

(f) The contractor shall utilize LaRC's web-based Waste Disposal Tracking System (WMTS) for disposal of all chemical and laboratory generated waste and maintain Satellite Accumulation Areas. The contractor shall submit requests for waste pick-up by the LaRC Environmental Management Office as directed by the requirements of the LaRC Environmental Program Manual, LAPG 8800.1.

(g) The Contractor shall organize and administer the recycling program for buildings 1148, 1293A and 1293C. The Contractor shall maintain a record of recycling activities, updated weekly.

(h) The Contractor shall maintain a current computerized database for all chemicals in the facility, utilizing LaRC's Chemical Material Tracking System (CMTS). Daily additions, deletions, and transfer of all chemicals shall be entered into this database.

(i) The Contractor shall ensure that a Material Safety Data Sheet (MSDS) is received and filed for all chemicals entering LaRC facilities. The Contractor shall maintain an easily accessible MSDS file, and obtain any missing MSDSs and store them in the files. All MSDSs received shall be filed within 3 working days. The Contractor shall review the MSDSs and add to the CMTS a "PDF" version of any MSDS that is not in the Center's electronic MSDS library (or only an older version is available in the system). Prior to the chemical being released for use.

(j) Contractor employees performing work under C.1.8 shall attend the quarterly Potentially Hazardous Material Committee meetings as scheduled.

(k) The Contractor shall review the Chemical Hygiene Plan annually for Buildings 1148, 1293A and 1293C to ensure it is current and in compliance with all applicable LaRC and OSHA policies and regulations.

C.1.9 Explosives, Propellants and Pyrotechnic Support Services

The Contractor shall assist the Pyrotechnic Authority Having Jurisdiction (PAHJ) manage the LaRC Explosives, Propellants, and Pyrotechnic Safety Program. This program shall meet all Federal, NASA, and State & Local requirements.

(a) The Contractor shall review all pyrotechnic procurement requests, shipping requests, and specifications for pyrotechnic hardware at LaRC.

(b) The Contractor shall assist the SFAO and PAHJ in generating and reviewing procedures, assign procedure numbers, and maintain pyrotechnic files.

(c) The Contractor shall develop and provide the required training for Civil Servant pyrotechnic personnel, assure the certification of Civil Servant and LaRC contractor pyrotechnic personnel engaged in pyrotechnic materials work, maintain a listing of the level of training and maintain training record files.

(d) The Contractor shall verify pyrotechnic activities are being performed in accordance with approved safety permits.

(e) The Contractor shall ensure the pyrotechnics are properly received, stored, transported and issued.

(f) The Contractor shall review annually all pyrotechnic storage and operations.

(g) The Contractor shall review all active Pyrotechnic Safety Permits annually with the Safety Manager and the PAHJ and re-issue as necessary.

(h) The Contractor shall support the Potentially Hazardous Materials (PHM) Committee upon request, conducting an inventory of pyrotechnic/explosive devices, and present an annual pyrotechnic status report to this committee.

(i) The Contractor shall recommend policy revisions to the PAHJ as necessary to accommodate changing research needs.

(j) The Contractor shall participate in the NASA Pyrotechnic Working Group.

(k) The Contractor shall conduct a risk assessment of all pyrotechnic operations and procedures, and report the results to the PAHJ.

(l) The Contractor shall ensure that only essential personnel and critical resources are exposed to the minimum amount of explosives for the minimal amount of time necessary for all explosive operations.

(m) The Contractor shall advise the Head, SFAO on the programmatic health of the Explosives, Propellants, and Pyrotechnic Safety Program.

(n) The Contractor shall perform oversight of all of the processes required by NASA-STD 8719.12 and LAPG 1710.7

(o) The Contractor shall review and participate in the facility construction and/or modification plans for facilities or structures containing explosives, propellants, and pyrotechnics.

(p) The Contractor shall review all locations and routes that provide for the transportation, storage, and handling of explosives, propellants and pyrotechnic materials.

(q) The Contractor shall process and provide inputs for the approval of all explosive related site plans.

C.1.10 Occupational Safety and Health Administration (OSHA) Voluntary Protection Program (VPP)

NASA LaRC is an OSHA Voluntary Protection Program (VPP) Start site. As such, OSHA makes an onsite visit every 3-5 years, lasting approximately one week. This visit is a review of LaRC's Safety Program, which is supported by the Contractor's work in SOW elements C.1, C.2, and C.3.

(a) The Contractor shall assist the SFAO to prepare for and participate in the OSHA VPP visit, and shall assist the SFAO in implementing changes to LaRC's Safety Program to address issues raised by OSHA.

(b) The Contractor shall meet with OSHA representatives to explain LaRC's Safety Program.

C.2 Facility Safety and Assurance

The Contractor shall provide safety engineering to effectively identify, assess, and control hazards to personnel and equipment associated with the construction, modification, and operation of research facilities at LaRC. The Contractor shall facilitate annual Facility Safety Meetings (FSMs) for all facilities at LaRC.

The Contractor shall serve as the Technical Secretary for the LaRC Systems Operations Committee, Executive Safety Board (ESB) and Formal Design Reviews. The Contractor shall report key activities to the SFAO weekly.

C.2.1 Hazards Analyses for Facilities in the High-Risk Configuration Management Program

The size, complexity, and age of high-risk facilities at LaRC vary greatly, and contain a wide range of systems, including, but not limited to high-pressure, cryogenic, high-temperature, hydraulic, high voltage, and high speed. The Contractor shall perform a hazards analysis of all changes to facilities in the High-Risk Configuration Management Program listed in Exhibit L. The Contractor shall provide safety-engineering expertise as a member of design teams and shall support all phases of design and checkout.

(a) The Contractor shall be notified of a proposed change through the routing of a Change Notification Sheet (CNS), which is accomplished via LaRC's Configuration Management On-Line (CMOL) system. The Contractor shall review and recommend for approval all CNSs prior to approval by a SFAO engineer. An initial review of a CNS shall be conducted within five days of receipt. To ensure the Contractor is aware of major Construction of Facility (CoF) projects, the Contractor shall attend the monthly Project Coordination Committee (PCC) meeting. The Contractor shall be made aware of most changes to high-risk facilities by attending CoF project review meetings and approving CNSs. However, the contractor shall take other proactive steps, including, but not limited too, attending facility meetings, attending annual procedure demonstrations, and visiting facility personnel, to ensure all changes are identified.

(b) The Contractor shall perform safety methodologies including, but not limited to, developing undesired events lists, failure modes and effects analysis, and hazard and operability (HazOp) analysis. The methodology or combination of methodologies, used shall be determined by the Contractor and be appropriate for the complexity of the change/system being analyzed. As part of a safety analysis, the Contractor shall provide recommendations to decrease the risk associated with identified hazards.

(c) The Contractor shall document any safety analysis performed. The Contractor shall note on a CNS that the facility change does not impact safety if no impact is identified. If safety is impacted, the Contractor shall modify the existing Safety Analysis Report (SAR) to document the safety analysis. Changes to SARs and Standard Operating Procedures (SOPs) shall be documented in an electronic format to facilitate incorporation into the CMOL system. For a new high-risk facility, the Contractor shall develop a new SAR. The Contractor shall present the results of a safety analysis to the appropriate design review committee. The Contractor shall submit a draft version of any design review presentation to the SFAO at least two weeks prior to the design review. The Contractor shall conduct a technical team review at least two weeks prior to any design review. All SFAO personnel shall be invited to the review and it shall be scheduled so that the Head, SFAO can attend. The technical team review shall review the hazard analysis that supports the presentation, discuss any issues the design team resolved that are not being presented, and the open items and findings shall be presented in detail.

(d) The Contractor shall ensure that all Configuration Control Documents (CCD) are updated properly for any change that impacts safety. The Contractor shall be responsible for making changes to a SAR and safety related changes to SOPs and Checklists.

C.2.2 Hazards Analyses for Facilities in Laboratory Risk Evaluation Program

The Contractor shall perform a hazards analysis of changes for each item of equipment in the Laboratory Risk Evaluation Program (LREP). A listing of facilities with LREP equipment can be found in Exhibit G.

(a) The Contractor shall be notified of a change through the routing of a Change In Laboratory Risk (CLEP) form, which is accomplished via LaRC's CMOL system. All CLEPs shall be reviewed and recommended for approval by the Contractor prior to approval by a SFAO engineer.

(b) The Contractor shall perform safety methodologies including, but not limited to, developing undesired events lists, failure modes and effects analysis, and hazard and operability (HazOp) analysis. The methodology, or combination of methodologies, used shall be determined by the Contractor and be appropriate for the complexity of the change/system being analyzed. As part of a safety analyses, the Contractor shall identify recommendations to decrease the risk associated with identified hazards.

(c) Any safety analysis performed shall be documented. The Contractor shall note on a CLEP that the facility change does not impact safety if no impact is identified. If a safety impact is identified, the Contractor shall modify the existing Laboratory Risk Evaluation (LRE) to document the safety analysis. For a new LREP facility, the Contractor shall develop a new LRE and Laboratory Operating Procedure (LOP).

(d) The Contractor shall make changes to an LRE for any change that impacts safety, and safety related changes including, but not limited to cautions, warnings, and safety steps to LOPs. Changes to LREs and LOP shall be documented in an electronic format to facilitate incorporation into the CMOL system.

C.2.3 Annual Facility Safety Meeting

The Contractor shall schedule and facilitate an annual Facility Safety Meeting (FSM) for each high-risk facility and facility with LREP equipment installed. The Contractor shall facilitate one annual office building safety review meeting that addresses safety at all other facilities at LaRC.

(a) Attendees of the High-Risk and LREP meeting shall include the Facility Safety Head (FSH) and Facility Coordinator (FC), representatives from Research Facilities Maintenance and Operation (RFMO), representatives from SFAO, and the Contractor. The SFAO shall provide a list of attendees for the office building safety review. The Contractor shall generate and disseminate an annual schedule for meetings and meeting notices utilizing e-mail and LaRC's Meeting Maker scheduling system. The Contractor shall contact the FSH and FC to coordinate the meeting time with facility activities.

(b) Safety topics the Contractor shall discuss include, but are not limited to, fire and life safety audits, safety audits, industrial hygiene audits, mishaps,

close calls, safety concerns, quarterly self-inspections, safety analyses conducted, maintenance activities and open work orders that impact safety, for the twelve-month period prior to the meeting. Each safety topic shall include, but not be limited to a summary of the topic, findings, recommendations, corrective actions, and status of recommendations/corrective actions.

(c) The Contractor shall prepare discussion topics for the annual office safety review, including, but not limited to, fire and life safety audits, safety audits, mishaps, close calls, safety concerns, and quarterly self-inspections. These topics need not be focused on each individual building, but shall to be discussed in an overarching manner. The objective of the office safety meeting being to ensure common safety issues are being identified and addressed.

(d) The Contractor shall generate a meeting package, attend the meeting, and generate meeting minutes that include action items (if identified). The meeting package shall be distributed at least one week prior to the meeting, and the meeting minutes shall be distributed not later than two weeks after the meeting. The status of all open action items shall be addressed in the Quarterly Safety and Facility Assurance Status Report. An example meeting package is located in the bidder's library. The Contractor shall obtain configuration management information by utilizing LaRC's Configuration Management On-Line (CMOL) system. The Contractor shall maintain a historical file of all meeting packages and minutes. Distribution of documents shall be done electronically, in a format prescribed by the SFAO.

C.2.4 Technical Secretary

The Contractor shall provide an individual to serve as Technical Secretary for the LaRC Systems Operations Committee, Executive Safety Board (ESB) and Formal Design Reviews.

(a) The Contractor shall schedule the meetings with appropriate Government points-of-contact, issue meeting notices using e-mail and LaRC's Meeting Maker scheduling system, attend meetings, develop meeting minutes and a list of action items, distribute meeting minutes and action items to meeting attendees, track action items to closure, and issue monthly status reports on the status of open/closed actions.

(b) The Contractor shall maintain a file of these and all other ESB Sub-Committees minutes. An electronic copy of the minutes shall be forwarded to the contractor who operates the CMOL system, in a format prescribed by the SFAO.

C.2.5 Facility Point-of-Contacts, Customer Assistance, and Mishaps and Close Calls

The Contractor shall provide a facility point-of-contact (FPOC) for each LaRC facility to assist FSHs and facility personnel in resolving safety concerns and obtain appropriate safety approval for facility activities.

(a) The Contractor shall provide one FPOC for each facility, but a FPOC may be responsible for numerous facilities. The Contractor shall provide a list of FPOCs to the SFAO and distributed to all FSHs and FCs. This list shall include the SFAO POC for each facility, a listing of which shall be provided to the

Contractor by the SFAO. The Contractor shall distribute an updated list not later than five days after any personnel updates.

(b) The Contractor shall be responsible for coordinating responses to all safety concerns and documenting the concern and the corrective actions on a Langley Form (LF) 164, "Report of Safety/Health Safety Concern/Close Call." The Contractor shall notify the Head, SFAO, or his/her designee within four hours of notification of a safety concern. The Contractor shall respond to the safety concern as soon as notified between the hours of 7 am to 5 pm Monday - Friday, excluding holidays. Outside this time frame, the Contractor shall respond within two hours.

(c) The Contractor shall assist the SFAO in investigating and documenting findings, recommendations, and corrective actions for mishaps and close calls. The Contractor shall also assist the SFAO take corrective action (e.g., writing Safety Alerts, training personnel, etc.) and document lessons learned in the NASA Lessons Learned Database. The Contractor shall notify the Head, SFAO, or designee immediately, once notified of a mishap. The Contractor shall respond when requested by the SFAO to assist with a mishap investigation, as soon as notified between the hours of 7 am to 5 pm Monday - Friday, excluding holidays. Outside this time frame, the Contractor shall respond within two hours of notification.

(d) The Contractor shall input appropriate data into the Government-owned Incident Reporting and Information Systems (IRIS) database system for all mishaps (including first aid only cases) and close calls. The contractor shall prepare quarterly reports based on data entered into IRIS and include them in the Quarterly SFAO Status Report.

(e) The Contractor shall staff LaRC's safety hotline (4SAFE), continuously 7 am to 5 pm, Monday - Friday, excluding holidays. Each call shall be directed to appropriate Contractor or Civil Servant personnel who can respond to the callers concerns / question. The Contractor shall develop and maintain a list to assist in directing phone callers to the appropriate personnel for assistance. For after-hours response, the Contractor shall provide the Head, SFAO with a single POC to coordinate the Contractor's response to any safety concern or mishap.

C.2.6 Safety, Fire & Life Safety, and Facility Assurance Program Quarterly Programmatic Review

The contractor shall conduct a quarterly review of the LaRC Safety, Fire & Life Safety, and Facility Assurance programs. The purpose of the review shall be to review work performed during the last quarter, status open issues, and present significant work to be performed during the next quarter. The review shall be documented in a report titled Quarterly Safety and Facility Assurance Office Status Report. This report shall be submitted to the Head, SFAO quarterly. This report shall summarize the work performed in Elements C.1, C.2, and C.3 and as a minimum contain the information described below. The Contractor shall brief the information in the report to the SFAO staff quarterly.

(a) The Contractor's report shall contain a summary and the status of any significant safety concerns/hazards identified during the previous quarter or still open from previous quarters, including significant findings from safety and IH audits; a list of the safety and IH audits conducted during the previous

quarter and those planned for the next quarter; a summary of mishaps, including corrective actions taken, that occurred during the last quarter or still open from previous quarters; a list of the meetings supported by the Technical Secretary; a list of the Facility Safety Meetings (FSM) conducted during the previous quarter; a summary and the status of each open action item from all FSMs; the minutes of each FSM conducted during the prior quarter; a summary and the status of any significant safety analysis presently being performed, or completed the prior quarter, by the Contractor, and a summary of the major fire protection engineering reviews performed by the Contractor, with each review sheet submitted the prior quarter included as an appendix.

(b) The report shall include metrics that the Contractor uses to monitor performance, including, but not limited to, number of CNS reviewed, number of audits performed, and number of training classes performed.

C.3 Fire and Life Safety

(a) The Contractor shall provide a Fire Protection Engineer (FPE) to perform, or supervise, all work under C.3. The FPE shall have an FPE Degree and significant relevant experience in the fire protection field. The Contractor shall report key activities to the SFAO weekly.

(b) The Contractor shall maintain the currency of the NASA Fire Protection Library of codes, replacing outdated codes as required on an annual basis.

(c) The FPE shall attend a minimum of one (1) educational safety conference, approved by the LaRC Fire Chief, annually.

C.3.1 Fire Protection Engineering Reviews

The Contractor shall perform fire protection engineering reviews for all LaRC facilities.

(a) The Contractor shall perform fire protection engineering reviews of facility work orders, specifications for construction, drawing packages, and building modifications.

(b) The Contractor shall review and provide comments on acceptability and completeness of fire protection equipment specifications and drawings, for compliance with applicable Factory Mutual Data Sheets, requirements of the NFPA, the requirements of NASA STD 8719.11, and LAPG 1710.11, "Langley Research Center Procedures and Guidelines Fire Protection Program."

(c) The Contractor shall establish a completion date for each review when assigned to the FPE. A review sheet shall be submitted to the LaRC Fire Chief at the completion of each review. The review sheet shall include, but not be limited to, the date the review was requested by the LaRC Fire Chief, review completion date, brief description of the review task, and the results of the review. The results shall summarize the findings of the review and include a listing of noncompliances and/or discrepancies.

(d) The Contractor shall identify and provide viable solutions to noncompliances discovered during the review process to the LaRC Fire Chief and NASA LaRC project engineers.

(e) The Contractor shall include a summary of the major reviews/consultations performed by the Contractor in the Quarterly SFAO report. Each review sheet submitted during the prior quarter shall be included as an appendix of the report.

C.3.2 Emergency Response Support

The Contractor shall provide an individual readily available to respond immediately to the scene of an emergency twenty-four (24) hours a day in situations when the LaRC Fire Chief states he is unable to immediately respond to the emergency. Examples would be if the Fire Chief were on annual leave or official travel. This individual shall also serve as the LaRC Deputy Fire Chief.

(a) The Contractor shall provide an employee with experience in emergency response to act as the LaRC Fire Chief during emergency responses, who, in conjunction with other NASA and City of Hampton Fire Department personnel, shall provide assistance to alleviate the emergency in an efficient manner. The Contractor shall coordinate with these and other mutual aid forces, as necessary.

(b) The Contractor shall assist in the planning, execution, and evaluating of one (1) emergency drill per year. The NASA Fire Chief shall coordinate the type of drill. The Contractor shall observe the exercise and submit a report summarizing their observations. The report shall be submitted two weeks after completion of the drill, and shall summarize the type of drill; the groups involved, the objectives of the drill, and address the outcome of the drill, including possible corrective actions to enable the participants to improve performances.

C.3.3 Database Maintenance / Pre-Fire Plans

The Contractor shall maintain the Compliance-25 software used by the fire equipment maintenance contractor to ensure compliance with NFPA inspection testing and maintenance requirements.

(a) The Contractor shall use Compliance-25 to produce monthly metrics summarizing the inspection, testing, and maintenance (IT&M) of fire detection and suppression systems performed during the previous month.

(b) The Contractor shall modify the Compliance-25 checklist to ensure compliance with NFPA and NASA standards.

(c) The Contractor shall continually update and maintain the Fire Protection Survey (FPS) database, which resides on the Government's Fire Server, which is owned by the Government and located at LaRC's fire station. The Contractor shall address any software operational issues related to the FPS.

(d) The Contractor shall update ten (10) pre-fire plans utilized by emergency response personnel for SFAO-identified hazardous facilities on an annual basis. Updates shall include facility layout, area plan, identification of the top five (5) hazardous chemicals and providing corresponding MSDS sheets, fire extinguisher locations, and completion of an International Fire Service Training Association (IFSTA) pre-fire incident form.

C.3.4 Fire Protection Biennial Report

The Contractor shall prepare a Fire Protection Report every two years. The Contractor shall prepare the report in accordance with LAPG 1710.11, "Fire Protection Program Handbook." The Contractor shall coordinate with any and all organizations necessary to obtain appropriate data needed to prepare the report. The Contractor shall coordinate the due dates for the report with the LaRC Fire Chief commencing at the beginning of each calendar year (CY) the report is due. The first report the Contractor shall prepare will be for CY 2004.

C.3.5 Support of LaRC Fire Protection & Detection, Life Safety, and Emergency Communications Systems

The Contractor shall provide expertise to support the maintenance, emergency troubleshooting, and repair of LaRC fire protection, detection, and suppression; life safety; and emergency communications systems.

(a) The Contractor shall provide expert consultation regarding hardware and software issues relating to LaRC's emergency alarm response systems (EARS) and emergency communication systems.

(b) The Contractor shall administer the LaRC portable fire extinguisher program to ensure compliance with all aspects of NFPA 10, including management of the Government fire extinguisher data bases, maintaining signage, mounting, and ensuring extinguisher distribution is up-to-date, and maintaining all extinguishers in full compliance with applicable fire codes for use during emergencies. The Contractor shall provide training for the proper use of fire extinguishers upon request by employees (Civil Service and contractor).

(c) The Contractor shall administer the emergency communications system residing in Building 1248, including, but not limited to creating, managing, and updating a database of types and location of emergency communication hardware and software, the procurement of emergency telecommunications services and communications hardware and software for use by emergency response personnel, and the periodic updating of same based on the demand and technological advances. The Contractor shall be responsible for ensuring emergency communications are fully operational and that prompt action is taken to address operational problems as they arise.

(d) The Contractor shall administer the "Areas of Rescue Assistance" Program being created in various facilities and develop and install emergency egress route signs, including procurement and placement of signage and signaling devices, and conducting periodic inspections to assure full compliance with the Life Safety Code and NASA regulations and policies.

(e) The Contractor shall provide management and oversight of various LaRC security systems in the Emergency Dispatch Office located in Room 121 of Building 1248. The Contractor's responsibilities include, but are not limited to procurement and installation of hardware and software associated with referenced systems, the periodic updating of same based on direction from the LaRC Fire Chief, incorporation of technological advances, and to ensure that prompt action is taken to address operational problems as they arise.

(f) The Contractor shall provide management and oversight of the installation of fire detection & alarm systems, fire suppression systems and equipment, and other essential safety equipment, including, but not limited to gas detection systems.

(g) The Contractor shall provide management and oversight of the procurement, installation, and operation of equipment critical to the function of the LaRC Fire Protection Program, including procurement and installation of equipment for the Emergency Operations Center (EOC) and Emergency Dispatch Office (EDO), procurement and installation of specialized equipment for response to incidents involving weapons of mass destruction (WMD), hazardous material incidents, confined space rescue, trench rescue, and high-angle rescue.

(h) The Contractor shall provide necessary personnel to allow for prompt response to operational problems as they arise and to repair or replace emergency equipment without delay.

C.4 Receipt, Inspection and Quality Assurance Laboratory

The OSMA Receipt Inspection and Quality Assurance Laboratory (RIQAL) performs failure analysis and quality control testing on safety critical items at Langley Research Center. The Contractor shall operate the RIQAL in accordance with the specifications of C.4, and Langley Management System Center Process 4758 (LMS-CP-4758), "Receipt Inspection for Safety-Critical Products."

(a) The Contractor shall perform mechanical testing, chemical analysis, microscopic examination, non-destructive and destructive testing, and electrical and electronic component inspections as necessary to accomplish the Center's research mission. Testing/inspection techniques to be used include, but are not limited to, tensile testing on metal specimens and fasteners; hardness testing; x-ray fluorescence; micro-photography; metallographic analysis; fluorescent penetrate inspection; visual inspections; dimensional inspections; voltage testing; resistance testing; and assembly inspections.

(b) The Contractor shall conduct sampling, equipment operation, user calibration, verification testing, material release, and material rejection in accordance with the RIQAL Work Instructions listed in the bidder's library.

(c) The Contractor shall strive to continuously evaluate, and if appropriate, propose improvements to existing RIQAL Work Instructions, policies, and operation.

(d) The Contractor shall perform component verification/ certification of all safety-critical items as defined by LaPD 4520.1, "Langley Research Center (LaRC) Requirements for Safety-Critical Product Testing" and special tests to support failure analysis investigations or other projects approved by the OSMA.

(e) The Office of Logistics Management (OLM) shall forward to the RIQAL, safety critical items that require verification/ certification. For stock items, the response time for completion of testing shall be 5 working days for stock products supplied by commercial vendors, 2 working days for Priority 01-03 requisitions, 4 working days for priority 04-08 and 10 working days for priorities greater than 08 stock products supplied by Federal/Military sources.

(f) The Contractor shall, upon request by the OSMA, perform an audit of safety-critical stock items in the OLM and Building 1244 stock rooms.

(g) The Contractor shall perform component verification/ certification of non-stock items. Initiation of testing of non-stock items will be performed by employees (contractor or Civil Servant) utilizing Langley Form 248, "RIQA Lab Work Request", which identifies the requestor, the items to be tested, product specifications, requested test(s), as well as the test number assigned by the RIQAL and the date of test completion. For non-stock items, the response time for completion of testing shall be 3 working days.

(h) The Contractor shall perform special tests initiated by the OSMA utilizing Langley Form 248 which identifies the requestor, the items to be tested, product specifications, requested test(s), as well as the test number assigned by the RIQAL and the date of test completion. For special tests, the Contractor shall establish a mutually agreed upon completion time with the requestor. The Contractor shall inform the OSMA of receipt of a special test request, and submit a Special Test Report to the OSMA within two workdays of completion of the special test. Special Test Reports shall identify: (1) Requestor; (2) Date of request; (3) Estimated and actual response time; (4) Date of report; (5) Test Number; (6) Background and reason for special request, if provided by customer; (7) Product tested; (8) Sample size; (9) Test(s) conducted; (10) Test results; (11) Final findings, assessments, evaluations, and/or recommendations.

(i) The Contractor shall submit, within five working days of the last day of each month, a monthly RIQAL report. The report shall be provided by e-mail to OSMA and other recipients as designated by OSMA. The monthly report shall include, but is not limited to, the following:

(1) Numbers of Inventory (Government and Commercial), Walk-In/Credit Card, and total lots inspected, rejected, and the percentage of rejected to inspected lots, per month and on a fiscal year-to-date total.

(2) Identification of failed items, by item name, test number, supplier, and reason for failure.

(3) Summary chart of defective items received cumulatively for the fiscal year, identifying supplier, item, and reason for failure.

(4) Processing Time Average for work received shall be identified.

(5) For each special test performed during the prior month requiring additional time as agreed to between the lab manager and the customer, the estimated response time and the actual response time shall be identified.

(j) The Contractor shall maintain a database of all records and reports and provide hardcopies of test data or reports as necessary. The Contractor shall maintain the RIQAL website, which provides access to information on test records, equipment, and the summary charts of defective items received by the RIQAL. The website shall reside on a Government server.

TASK ORDER WORK

C.5 Flight/Space Projects Safety and Mission Assurance

The Contractor shall perform work under C.5 via issuance of Task Orders. The Contractor shall furnish labor, materials, equipment and management necessary to support functions essential to performing Task Order requirements.

C.5.1 Mission Assurance Services

The Contractor shall provide Mission Assurance services to support NASA projects. Tasks issued shall include, but not be limited to, developing and implementing hardware/software assurance programs for space flight and aeronautics projects, performing quality, safety, and reliability assessments, consulting and providing technical expertise for design reviews, and design changes, review of electronic parts, monitoring of product assurance efforts, product assurance auditing, analytical studies, materials and processes and controlling data systems for Space and Aeronautics Research and Technology (R&T) programs, projects, and products.

C.5.2 System Safety Services

The Contractor shall provide system safety services to proactively prevent accidents with potential for injury or illness to personnel or for damage to facilities or hardware that may result in loss of a mission or incur scheduled launch delays and budget increases for personnel, flight hardware/software, facilities, and related support equipment. Tasks issued shall include, but not be limited to, providing system safety expertise for aerospace and earth science projects capable of hazard identification through preliminary hazard analyses, providing other capabilities for performing hazard analyses, fault tree analyses, failure mode and effects analyses, support for reviews system safety planning, verification and certification of issue review, and preparation of safety data packages.

C.5.3 Risk Management Services

The Contractor shall provide risk management services such as planning, identification and assessment, decision-making, and tracking. Tasks issued shall require the Contractor to reduce project risk at an acceptable level by providing programmatic risk management expertise and applying NASA Procedures and Guidelines 7120.5A and Continuous Risk Management processes to Center R&T programs and projects. Tasks shall include, but not be limited to, performing risk manager activities for projects, training the Center program and project personnel in how to implement risk management, including use of risk-tracking software, identification of existing tools that are easily available to any project manager for identification of risk, develop risk management plans, and to perform safety and reliability risk assessments.

C.5.4 Software Assurance Services

The Contractor shall perform Software Assurance Services by implementation of a systematic approach to software safety as an integral part of the overall system safety programs. Tasks issued shall require the Contractor, based upon the requirements of NASA-STD-8719.13A "NASA Software Safety Standard", to ensure that

safety is designed into software acquired for or developed by NASA, and that safety is maintained throughout the software life cycle. Tasks shall include, but not be limited to, developing and implementing software assurance requirements and plans for Center R&T programs and projects in accordance with NPD 2820.1, "NASA Software Policy", verification and validation or independent verification and validation services, support design and software architecture review, and the performance of causal analysis.

C.5.5 Configuration Management Services

The Contractor shall provide a disciplined approach for control of plans, requirements, and the configuration of hardware and software throughout the life cycle of a program/project. Tasks issued shall require the Contractor to provide programmatic expertise to maintain a configuration management program for flight programs and projects using applicable LaRC and NASA guidelines. Tasks shall include, but not be limited to, reviewing change packages for completeness and preparation of packages for distribution including suspense control, tracking, and scheduling of Configuration Control Board (CCB) actions; coordinating scheduling of LaRC CCB meetings, serving as CCB secretary; preparing completed change packages for concurrence of the flight project office; performing CM audits and assist in quality assurance and physical audits of CM activities; and supporting Flight Project design reviews.

C.5.6 Quality Assurance Services

The Contractor shall provide hardware quality assurance services. Tasks issued shall require the Contractor to provide programmatic expertise to develop and implement quality assurance requirements and plans into Center R&T programs and projects in accordance with NASA policy for quality assurance. Tasks shall include, but not be limited to, requirements for the fabrication, assembly, disassembly, integration, testing, handling, preservation, and shipping of products as well as implementing a nonconformance reporting process for projects, reviewing designs and processes, performing material reviews and audits/visits, support program and project reviews, help implement corrective action plans, and witness tests.

C.5.7 Reliability Assurance Services

The Contractor shall provide reliability assurance services to define and support the implementation of the project's reliability assurance engineering plans such that the design risks are balanced with project objectives and constraints. Tasks issued shall require the Contractor to perform reliability assessments and verification of the hardware design characteristics so that design deficiencies and functional performance risks are detected, and accepted or mitigated early in the design process. Tasks shall include, but not be limited to, performing design architecture trade-offs, failure mode identification for problem avoidance, reliability predictions, functional performance validation with respect to operational environments and mission lifetime, and technical evaluations of related programmatic risks.

C.6 Media Services and Special Projects

C.6.1 Occupational Safety and Industrial Hygiene - Media Services/Special Projects

The Contractor shall provide media service/special project assistance when directed by the Contracting Officer. The types of media services/special projects may include, but not be limited to development new sections for the Office of Safety and Mission Assurance websites, develop LaRC specific safety literature including, but not limited to the Hazcom tri-fold), and update LaPGs and LaPDs.

C.6.2 Safety and Facility Assurance - Special Projects

The Contractor shall provide expertise to perform special safety and facility assurance projects when directed by the CO. Requests for special project support shall be initiated via Task Order. Special projects shall include, but not be limited to, updating/developing safety handbooks, performing special safety studies, and performing reliability analysis on a research facility and/or equipment.

C.6.3 Fire Protection and Life Safety-Special Projects

The Contractor shall perform special fire protection and life safety projects as directed by the CO. Special fire protection and life safety projects shall include, but not be limited to:

(a) The Contractor shall update/develop handbooks, perform special studies, and perform building surveys to evaluate fire protection and life safety systems.

(b) The Contractor shall install fire detection & alarm systems, fire suppression systems, and other specialized detection systems, including, but not limited to, heavy gas and low oxygen monitoring systems as directed by Task Order, including, but not limited to, procurement and installation of hardware, software and programming of local panels and central system associated with said systems, the periodic updating of same based on direction from the LaRC Fire Chief and technological advances, and ensure that prompt action is taken to address operational problems as they arise.

(END OF SECTION)

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SECTION D - PACKAGING AND MARKING

None

(END OF SECTION)

SECTION E - INSPECTION AND ACCEPTANCE

E.1 LISTING OF CLAUSES INCORPORATED BY REFERENCE

NOTICE: The following contract clauses pertinent to this section are hereby incorporated by reference:

I. FEDERAL ACQUISITION REGULATION (48 CFR CHAPTER 1)

CLAUSE NUMBER	DATE	TITLE
52.246-5	APR 1984	INSPECTION OF SERVICES - COST-REIMBURSEMENT

II. NASA FAR SUPPLEMENT (48 CFR CHAPTER 18) CLAUSES

CLAUSE NUMBER	DATE	TITLE
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None included by reference.

(END OF SECTION)

NASA CONTRACT NNL04AA55C
SECTION F - DELIVERIES OR PERFORMANCE

F.1 LISTING OF CLAUSES INCORPORATED BY REFERENCE

NOTICE: The following contract clauses pertinent to this section are hereby incorporated by reference:

I. FEDERAL ACQUISITION REGULATION (48 CFR CHAPTER 1)

CLAUSE NUMBER	DATE	TITLE
52.242-15	AUG 1989	STOP-WORK ORDER (ALTERNATE I) (APR 1984)
52.247-34	NOV 1991	F.O.B. DESTINATION

II. NASA FAR SUPPLEMENT (48 CFR CHAPTER 18) CLAUSES

CLAUSE NUMBER	DATE	TITLE
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None included by reference.

F.2 PERIOD OF PERFORMANCE

(a) The period of performance for SOW Elements C.1 through C.4, Sustained Performance, shall be 12 months from the effective date of the contract.

(b) The period of performance for SOW Elements C.5 and C.6, Task Orders shall be as stated in each individual Task Order.

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

The place(s) of performance shall be:

Langley Research Center, the Contractor and/or subcontractor's facility, and other sites as may be designated by task orders.

(END OF SECTION)

G.1 LISTING OF CLAUSES INCORPORATED BY REFERENCE

NOTICE: The following contract clauses pertinent to this section are hereby incorporated by reference:

I. FEDERAL ACQUISITION REGULATION (48 CFR CHAPTER 1)

CLAUSE NUMBER	DATE	TITLE
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None included by reference.

II. NASA FAR SUPPLEMENT (48 CFR CHAPTER 18) CLAUSES

CLAUSE NUMBER	DATE	TITLE
1852.242-73	JUL 2000	NASA CONTRACTOR FINANCIAL MANAGEMENT REPORTING
1852.245-70	JUL 1997	CONTRACTOR REQUESTS FOR GOVERNMENT-OWNED EQUIPMENT

G.2 SUBMISSION OF VOUCHERS FOR PAYMENT (NFS 1852.216-87) (MAR 1998)

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

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

NASA Langley Research Center
MS 175/Accounts Payable & Employee Services Branch
Hampton VA 23681

(2) For any period that the Defense Contract Audit Agency has authorized the Contractor to submit interim cost vouchers directly to the Government paying office, interim vouchers are not required to be sent to the Auditor, and are considered to be provisionally approved for payment, subject to final audit.

(3) Copies of vouchers should be submitted as directed by the Contracting Officer.

(c) If the contractor is not authorized to submit interim cost vouchers directly to the paying office as described in paragraph

(b), the contractor shall prepare and submit vouchers as follows:

(1) One original Standard Form (SF) 1034, SF 1035, or equivalent Contractor's attachment to the Contractor's cognizant DCAA office:

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

- (i) Copy 1 NASA Contracting Officer
- (ii) Copy 2 Auditor
- (iii) Copy 3 Contractor

(3) The Contracting Officer may designate other recipients as required.

(d) Public vouchers for payment of fee shall be prepared similarly to the procedures in paragraph (b) of this clause, and be forwarded to:

Accounts Payable & Employee Services Branch
MS 175
NASA Langley Research Center
Hampton VA 23681-2199

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

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

G.3 TECHNICAL DIRECTION (NFS 1852.242-70) (SEP 1993)

(a) Performance of the work under this contract is subject to the written technical direction of the Contracting Officer Technical Representative (COTR), who shall be specifically appointed by the Contracting Officer in writing in accordance with NASA FAR Supplement 1842.270. "Technical direction" means a directive to the Contractor that approves approaches, solutions, designs, or refinements; fills in details or otherwise completes the general description of work or documentation items; shifts emphasis among work areas or tasks; or furnishes similar instruction to the Contractor. Technical direction includes requiring studies and pursuit of certain lines of inquiry regarding matters within the general tasks and requirements in Section C of this contract.

(b) The COTR does not have the authority to, and shall not, issue any instruction purporting to be technical direction that--

(1) Constitutes an assignment of additional work outside the statement of work;

(2) Constitutes a change as defined in the changes clause;

(3) Constitutes a basis for any increase or decrease in the total estimated contract cost, the fixed fee (if any), or the time required for contract performance;

(4) Changes any of the expressed terms, conditions, or specifications of the contract; or

(5) Interferes with the Contractor's rights to perform the terms and conditions of the contract.

(c) All technical direction shall be issued in writing by the COTR.

(d) The Contractor shall proceed promptly with the performance of technical direction duly issued by the COTR in the manner prescribed by this clause and within the COTR's authority.

If, in the Contractor's opinion, any instruction or direction by the COTR falls within any of the categories defined in paragraph (b) above, the Contractor shall not proceed but shall notify the Contracting Officer in writing within 5 working days after receiving it and shall request the Contracting Officer to take action as described in this clause. Upon receiving this notification, the Contracting Officer shall either issue an appropriate contract modification within a reasonable time or advise the Contractor in writing within 30 days that the instruction or direction is-

(1) Rescinded in its entirety; or

(2) Within the requirements of the contract and does not constitute a change under the changes clause of the contract, and that the Contractor should proceed promptly with its performance.

(e) A failure of the Contractor and Contracting Officer to agree that the instruction or direction is both within the requirements of the contract and does not constitute a change under the changes clause, or a failure to agree upon the contract action to be taken with respect to the instruction or direction, shall be subject to the Disputes clause of this contract.

(f) Any action(s) taken by the Contractor in response to any direction given by any person other than the Contracting Officer or the COTR shall be at the Contractor's risk.

G.4 INSTALLATION-ACCOUNTABLE GOVERNMENT PROPERTY (NFS 1852.245-71) (JUN 1998)
(ALTERNATE I) (MAR 1989)

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

User responsibilities in accordance with NPG 4200.1E, NASA Equipment Management Manual.

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

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

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

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

(iii) The contractor shall establish a record of the property as required by FAR 45.5 and 1845.5 and furnish to the Industrial Property Officer a DD Form 1149 Requisition and Invoice/Shipping Document (or installation equivalent) to transfer accountability to the Government within 5 working days after receipt of the property by the contractor. The contractor is accountable for all contractor-acquired property until the property is transferred to the Government's accountability.

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

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

(3) The contractor shall not utilize the installation's central receiving facility for receipt of Contractor-acquired property. However, the Contractor shall provide listings suitable for establishing accountable records of all such property received, on a quarterly basis, to the Contracting Officer and the Supply and Equipment Management Officer.

G.5 LIST OF INSTALLATION-ACCOUNTABLE PROPERTY AND SERVICES (NFS 1852.245-77)
(JUL 1997)

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

(a) Building 1192 (Office Space), Building 1192T (Office and Work Space), Building 1145 (Room 200 - RIQAL), and utilities. Government telephones are available for official purposes only.

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

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

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

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

(c) Installation service facilities: LARCNET connections/network attached devices (NAD), mail service, child care center, library.

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

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

(f) 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.

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

G.7 EQUIPMENT COMPATIBILITY

Any ADP hardware or software that the Contractor uses in performance of this contract shall be compatible using computer codes of standard file formats specified in the SOW.

(END OF SECTION)

SECTION H - SPECIAL CONTRACT REQUIREMENTS

H.1 LISTING OF CLAUSES INCORPORATED BY REFERENCE

NOTICE: The following contract clauses pertinent to this section are hereby incorporated by reference:

I. FEDERAL ACQUISITION REGULATION (48 CFR CHAPTER 1)

CLAUSE NUMBER	DATE	TITLE
52.223-5	AUG 2003	POLLUTION PREVENTION AND RIGHT- TO-KNOW INFORMATION

II. NASA FAR SUPPLEMENT (48 CFR CHAPTER 18) CLAUSES

CLAUSE NUMBER	DATE	TITLE
1852.204-74	MAY 2002	CENTRAL CONTRACTOR REGISTRATION
1852.223-70	APR 2002	SAFETY AND HEALTH
1852.223-74	MAR 1996	DRUG- AND ALCOHOL-FREE WORKFORCE
1852.223-75	FEB 2002	MAJOR BREACH OF SAFETY OR SECURITY
1852.225-70	FEB 2000	EXPORT LICENSES
1852.242-72	AUG 1992	OBSERVANCE OF LEGAL HOLIDAYS

H.2 SPECIAL 8(a) CONTRACT CONDITIONS (FAR 52.219-11) (FEB 1990) (DEVIATION)

(a) This contract is issued as a direct award between the contracting activity and the 8(a) contractor pursuant to a Memorandum of Understanding between the Small Business Administration (SBA) and the National Aeronautics and Space Administration. Accordingly, the SBA is not a party to this contract. SBA does retain responsibility for 8(a) certification, 8(a) eligibility determinations and related issues, and providing counseling and assistance to the 8(a) contractor under the 8(a) program. The cognizant SBA district office is:

U.S. Small Business Administration
Richmond District Office
Federal Building, Suite 1150
400 North 8th Street
Richmond, VA 23240-0126

(b) The contracting activity is responsible for administering the contract and taking any action on behalf of the Government under the terms and conditions of the contract; provided, however, that the contracting activity shall give advance notice to the SBA before it issues a final notice terminating performance, either in whole or in part, under the contract. The contracting activity shall also coordinate with the SBA prior to processing any novation agreement. The contracting activity may assign contract administration functions to a contract administration office.

(c) The contractor agrees:

(1) to notify the Contracting Officer, simultaneous with its notification to SBA (as required by SBA's 8(a) regulations), when the owner or owners upon whom 8(a) eligibility is based plan to relinquish ownership or control of the concern.

Consistent with Section 407 of Public Law 100-656, transfer of ownership or control shall result in termination of the contract for convenience, unless SBA waives the requirement for termination prior to the actual relinquishing of ownership and control.

(2) it will not subcontract the performance of any of the requirements of this contract without the prior written approval of the SBA and the Contracting Officer.

H.3 SECURITY CLASSIFICATION REQUIREMENTS (NASA 1852.204-75) (SEP 1989)

Performance under this contract will involve access to and/or generation of classified information; work in a security area, or both, up to the level of Secret. See Federal Acquisition Regulation clause 52.204-2 in this contract and DD Form 254, Contract Security Classification Specification, Exhibit C.

H.4 UNESCORTED ACCESS BY U.S CITIZEN CONTRACTOR EMPLOYEES (LaRC 52.204-102) (NOV 2002)

Visits by U.S. citizen contractor employees that are expected will exceed 90 days will require the employee to undergo a Background Investigation. All Contractor employees must, as a minimum, have a favorably adjudicated NASA Agency Check (NAC). However, a NAC is not required if the Contractor can certify that an employee has an active United States Government Security Clearance, (IAW requirements of Executive Order #12968), or has been the subject of a prior favorable NAC investigation.

For contractor employees requiring a NAC, the Contractor shall require its employees to submit a "Name Check Request" (NASA Form 531), an "Authorization for Release of Credit Reports" (NASA Form 1684), and a completed FD-258, "Applicant Fingerprint Card" to the LaRC Badge and Pass Office, Mail Stop 232. Fingerprint cards will be completed at the Badge and Pass Office only. Normal processing time for a NASA NAC is approximately 60 days.

H.5 LIMITED RELEASE OF CONTRACTOR CONFIDENTIAL BUSINESS INFORMATION (CBI) (LaRC 52.204-104) (JAN 2002)

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

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

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

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

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

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

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

H.6 OBSERVATION OF REGULATIONS AND IDENTIFICATION OF CONTRACTOR'S EMPLOYEES
(LaRC 52.211-104) (APR 2002)

(a) Observation of Regulations—In performance of that part of the contract work which may be performed at Langley Research Center or other Government installation, the Contractor shall require its employees to observe the rules and regulations as prescribed by the authorities at Langley Research Center or other installation including all applicable Federal, NASA and Langley safety, health, environmental and security regulations.

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

(c) Employee Out-processing—The Contractor shall ensure that all employees who are terminated or no longer connected with work being performed under this contract are out processed through the LaRC Badge and Pass Office. Badges and keys must be accounted for and returned.

H.7 INCORPORATION OF SECTION K OF THE PROPOSAL BY REFERENCE (LaRC 52.215-107)
(NOV 2002)

Pursuant to FAR 15.204-1(b), the completed Section K of the proposal is hereby incorporated by reference.

H.8 RESTRICTIONS ON PRINTING AND DUPLICATING (NASA 1852.208-81) (OCTOBER 2001)

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

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

(c) The Contractor is authorized to duplicate or copy production units provided the requirement does not exceed 5,000 production units of any one page or 25,000 units in the aggregate of multiple pages. Such pages may not exceed a maximum image size of 10-3/4 by 14-1/4 inches. A "production unit" is one sheet, size 8-1/2 x 11 inches (215 x 280 mm), one side only, and one color ink.

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

(e) Costs associated with printing, duplicating, or copying in excess of the limits in paragraph (c) of this clause are unallowable without prior written approval of the Contracting Officer. If the Contractor has reason to believe that any activity required in fulfillment of the contract will necessitate any printing or substantial duplicating or copying, it immediately shall provide written notice to the Contracting Officer and request approval prior to proceeding with the activity. Requests will be processed by the Contracting Officer in accordance with the provisions of the Government Printing and Binding Regulations, NFS 1808.802, and NPG 1490.5, NASA Procedures and Guidelines for Printing, Duplicating, and Copying Management.

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

H.9 MINIMUM INSURANCE COVERAGE (NASA 1852.228-75) (OCT 1988)

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

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

monopolistic funds that do not permit workers' compensation to be written by private carriers.

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

(c) Motor vehicle liability insurance written on the comprehensive form of policy which provides for bodily injury and property damage liability covering the operation of all motor vehicles used in connection with performing the contract. Policies covering motor vehicles operated in the United States shall provide coverage of at least \$200,000 per person and \$500,000 per occurrence for bodily injury liability and \$20,000 per occurrence for property damage. The amount of liability coverage on other policies shall be commensurate with any legal requirements of the locality and sufficient to meet normal and customary claims.

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

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

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

H.10 SECURITY PROGRAM/NON-U.S. CITIZEN EMPLOYEE ACCESS REQUIREMENTS
(LaRC 52.204-91) (OCT 2003)

a. Access to the LaRC by contractor non-U.S. citizen employees, including employees in permanent resident alien status, shall be approved in accordance with NPG 1371.2 and LMS-CP-4850-- "Non-U.S. Citizen(s)/Foreign Representative(s) Visitor Approval". Administrative processing requires advance notice of between 20 to 45 days depending on the nationality of the non-U.S. citizen. Access authorization shall be for a maximum of one year, and must be reevaluated annually. Non-U.S. citizen employees must be under escort at all times while on Center by a U.S. citizen issued a LaRC identification badge.

b. Request for Center access in excess of 90 days requires that a background investigation be conducted on the non-U.S. citizen employee. The processing of a background investigation requires the submittal of a NASA Form 531, "Name Check Request," and a fingerprint card application. Normal processing time for a background investigation is approximately 90 days. A favorably adjudicated background investigation shall allow non-U.S. citizen contractor employee limited unescorted access to the Center. Access shall be limited to work areas identified and deemed necessary and entry and egress to that site.

H.11 OPTIONS (LaRC 52.217-95) (APR 2002)

Pursuant to the clause entitled "Option to Extend the Term of the Contract (Mar 2000)," the Contractor hereby grants to the Government options to extend the term of the contract for 4 additional periods of 12 months each. Such option(s) are

to be exercisable by issuance of a unilateral modification. Upon exercise of such option(s) by the Government, the following items will be increased by the amount specified below for each option period.

Item	1 st Option Period	2 nd Option period	3 rd Option period	4 th Option Period
Period of Performance	12 Months	12 Months	12 Months	12 Months
Estimated Cost	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
Fixed Fee	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

H.12 HANDLING OF DATA (LaRC 52.227-28) (MAY 2003)

(a) "DATA," as used in this clause, means recorded information, regardless of the form, the media on which it may be recorded, or the method of recording. The term includes, but is not limited to, models, photographs, lab notebooks, diagrams, drawings, information subject to the Privacy Act, information of a scientific or technical nature, computer software and documentation thereof, and information of a commercial or financial nature.

(b) In the performance of this contract the Contractor will have access to, be furnished, generate, or use one or more of the following categories of DATA:

- (1) DATA of third parties that the Government has agreed to handle under protective arrangements;
- (2) Government DATA, the use and dissemination of which the Government intends to control or is required to control by law; or
- (3) DATA that the Contractor will create or assist in creating under this contract that the Government has agreed to handle under protective arrangements or indicates that it intends to control.

(c) In order to protect the interests of the Government and the owners, licensors and licensees of such DATA, the Contractor agrees, with respect to any of the types of DATA identified in paragraph (b), above, that is either marked with a restrictive legend, specifically identified to the Contractor as DATA being generated and to be marked with a restrictive legend, or otherwise identified in writing by the Contracting Officer or his or her representative as being subject to this clause, to:

- (1) Use, disclose, and reproduce such DATA only to the extent necessary to perform the work required under this contract;
- (2) Allow access to such DATA only to those of its employees that require access for their performance under this contract;
- (3) Preclude access and disclosure of such DATA by the Contractor's personnel outside of that portion of the Contractor's organization needed for the performance of the Contractor's duties under this contract; and
- (4) Return or dispose of such DATA, as the Contracting Officer or his or her representative may direct when the DATA is no longer needed for contract performance.

(d) In the event that DATA includes a legend that the Contractor deems to be ambiguous or unauthorized, the Contractor shall inform the Contracting Officer of such condition. Notwithstanding the ambiguous or unauthorized nature of such a legend, as long as the legend provides an indication that a restriction on the use or disclosure was intended, the Contractor shall treat such DATA pursuant to the requirements of this clause unless otherwise directed, in writing, by the Contracting Officer.

(e) Subject to the notice requirements in (f), below, the Contractor shall not be restricted in the use, disclosure, and reproduction of DATA that:

- (1) Is, or becomes, generally available or public knowledge without breach of this clause by the Contractor or its employees;
- (2) Is known to the Contractor at the time of disclosure; has been disclosed to the Contractor without restriction from the Government; or has been independently developed by the Contractor outside of the Contractor's activities under this contract;
- (3) Has become known to the Contractor without similar restrictions from a source other than the Government or any party having work performed under this contract, that source having the right to disclose such DATA; or
- (4) The Contractor is required to produce such DATA pursuant to a court order or similar Government action.

(f) If the Contractor believes that any event or condition removes the restrictions on their use, disclosure, or reproduction of DATA, the Contractor shall promptly notify the Contracting Officer in writing of such belief before acting on such belief, and, in any event, shall give written notice to the Contracting Officer before unrestricted use, disclosure, or reproduction of such DATA.

(g) Before the Contractor has access to DATA identified in paragraph (b), above, the Contractor shall provide the Contracting Officer an acceptable written plan by which it intends to assure that its personnel who have or might reasonably have access to any such DATA, will honor the Contractor's obligation to safeguard such DATA. Should the Contracting Officer consider the proposed plan inadequate, the Contractor will be advised of the inadequacy and the Contractor will provide a revised plan. The Contracting Officer may suspend work under this contract, at no cost to the Government, until such time as the written plan of the Contractor is considered acceptable to the Contracting Officer.

(h) The Contractor agrees to inform and instruct its employees of its and their obligations under this clause and to appropriately bind its employees contractually to comply with the access, use, disclosure, and reproduction provisions of this clause.

H.13 QUALITY MANAGEMENT SYSTEM REQUIREMENTS (ISO 9001:2000) (LaRC 52.246-97)
(SEP 2002)

The Contractor's quality system shall be compliant with the requirements of the current ANSI/ISO/ASQC Q ISO 9001 standard, Quality Management Systems Requirements.

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The Contractor's quality system shall remain in compliance with the ISO 9001 standard during the term of the contract. The Government reserves the rights to audit the Contractor's quality system at any time

"Compliant" as used in this clause means that the contractor has defined, documented, and will continually implement during the term of the contract management-approved methods of operation that conform to the requirements given in the above-cited International Standard.

(END OF SECTION)

PART II - CONTRACT CLAUSES

SECTION I - CONTRACT CLAUSES

I.1 LISTING OF CLAUSES INCORPORATED BY REFERENCE

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

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

FEDERAL ACQUISITION REGULATION (48 CFR CHAPTER 1)

CLAUSE NUMBER	DATE	TITLE
52.202-1	DEC 2001	DEFINITIONS
52.203-3	APR 1984	GRATUITIES
52.203-5	APR 1984	COVENANT AGAINST CONTINGENT FEES
52.203-6	JUL 1995	RESTRICTIONS ON SUBCONTRACTOR SALES TO THE GOVERNMENT
52.203-7	JUL 1995	ANTI-KICKBACK PROCEDURES
52.203-8	JAN 1997	CANCELLATION, RESCISSION AND RECOVERY OF FUNDS FOR ILLEGAL OR IMPROPER ACTIVITY
52.203-10	JAN 1997	PRICE OR FEE ADJUSTMENT FOR ILLEGAL OR IMPROPER ACTIVITY
52.203-12	JUN 2003	LIMITATION ON PAYMENTS TO INFLUENCE CERTAIN FEDERAL TRANSACTIONS
52.204-2	AUG 1996	SECURITY REQUIREMENTS
52.204-4	AUG 2000	PRINTED OR COPIED DOUBLE-SIDED ON RECYCLED PAPER
52.209-6	JUL 1995	PROTECTING THE GOVERNMENT'S INTEREST WHEN SUBCONTRACTING WITH CONTRACTORS DEBARRED, SUSPENDED, OR PROPOSED FOR DEBARMENT
52.215-2	JUN 1999	AUDIT AND RECORDS--NEGOTIATION
52.215-8	OCT 1997	ORDER OF PRECEDENCE - UNIFORM CONTRACT FORMAT
52.215-11	OCT 1997	PRICE REDUCTION FOR DEFECTIVE COST OR PRICING DATA--MODIFICATIONS
52.215-13	OCT 1997	SUBCONTRACTOR COST OR PRICING DATA--MODIFICATIONS
52.215-15	DEC 1998	PENSION ADJUSTMENTS AND ASSET REVERSIONS
52.215-17	OCT 1997	WAIVER OF FACILITIES CAPITAL COST OF MONEY
52.215-18	OCT 1997	REVERSION OR ADJUSTMENT OF PLANS FOR POSTRETIREMENT BENEFITS (PRB) OTHER THAN PENSIONS
52.215-19	OCT 1997	NOTIFICATION OF OWNERSHIP CHANGES
52.215-21	OCT 1997	REQUIREMENTS FOR COST OR PRICING DATA OR INFORMATION OTHER THAN COST OR PRICING DATA -- MODIFICATIONS
52.216-7	DEC 2002	ALLOWABLE COST AND PAYMENT <i>Insert "30th" in Paragraph (a) (3).</i>
52.216-8	MAR 1997	FIXED FEE
52.217-9	MAR 2000	OPTION TO EXTEND THE TERM OF THE CONTRACT <i>Insert "15 days" and "30", respectively, in paragraph (a). Insert "60 months" in paragraph (c).</i>
52.219-8	OCT 2000	UTILIZATION OF SMALL BUSINESS CONCERNS
52.219-18	JUN 2003	NOTIFICATION OF COMPETITION LIMITED TO ELIGIBLE 8(A) CONCERNS (DEVIATION)
52.222-1	FEB 1997	NOTICE TO THE GOVERNMENT OF LABOR DISPUTES
52.222-21	FEB 1999	PROHIBITION OF SEGREGATED FACILITIES
52.222-26	APR 2002	EQUAL OPPORTUNITY
52.222-35	DEC 2001	EQUAL OPPORTUNITY FOR SPECIAL DISABLED VETERANS, VETERANS OF THE VIETNAM ERA, AND OTHER ELIGIBLE VETERANS
52.222-36	JUN 1998	AFFIRMATIVE ACTION FOR WORKERS WITH DISABILITIES

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52.222-37 DEC 2001 EMPLOYMENT REPORTS ON SPECIAL DISABLED VETERANS, VETERANS OF THE VIETNAM ERA, AND OTHER ELIGIBLE VETERANS

52.222-41 MAY 1989 SERVICE CONTRACT ACT OF 1965, AS AMENDED

52.223-3 JAN 1997 HAZARDOUS MATERIAL IDENTIFICATION AND MATERIAL SAFETY DATA (ALTERNATE I) (JUL 1995)

Insert "IAW SOW" in paragraph (b) .

52.223-6 MAY 2001 DRUG-FREE WORKPLACE

52.223-10 AUG 2000 WASTE REDUCTION PROGRAM

52.224-2 APR 1984 PRIVACY ACT

52.224-1 APR 84 PRIVACY ACT NOTIFICATION

52.225-13 OCT 2003 RESTRICTIONS ON CERTAIN FOREIGN PURCHASES

52.227-1 JUL 1995 AUTHORIZATION AND CONSENT (APR 1984)

52.227-2 AUG 1996 NOTICE AND ASSISTANCE REGARDING PATENT AND COPYRIGHT INFRINGEMENT

52.227-14 JUN 1987 RIGHTS IN DATA--GENERAL As modified by 1852.227-14 NASA FAR SUPPLEMENT (OCT 1995)

52.228-7 MAR 1996 INSURANCE - LIABILITY TO THIRD PERSONS

52.232-9 APR 84 LIMITATION ON WITHHOLDING OF PAYMENTS

52.232-17 JUN 1996 INTEREST

52.232-22 APR 1984 LIMITATION OF FUNDS

52.232-23 JAN 1986 ASSIGNMENT OF CLAIMS

52.232-25 OCT 2003 PROMPT PAYMENT (ALTERNATE I) (FEB 2002)

52.232-34 MAY 99 PAYMENT BY ELECTRONIC FUNDS TRANSFER--OTHER THAN CENTRAL CONTRACTOR REGISTRATION

52.233-1 JUL 2002 DISPUTES

52.233-3 AUG 1996 PROTEST AFTER AWARD (ALTERNATE I) (JUN 1985)

52.237-2 APR 1984 PROTECTION OF GOVERNMENT BUILDINGS, EQUIPMENT, AND VEGETATION

52.237-3 JAN 1991 CONTINUITY OF SERVICES

52.239-1 AUG 1996 PRIVACY OR SECURITY SAFEGUARDS

52.242-1 APR 1984 NOTICE OF INTENT TO DISALLOW COSTS

52.242-3 MAY 2001 PENALTIES FOR UNALLOWABLE COSTS

52.242-4 JAN 1997 CERTIFICATION OF FINAL INDIRECT COSTS

52.242-13 JUL 1995 BANKRUPTCY

52.243-2 AUG 1987 CHANGES--COST-REIMBURSEMENT (ALTERNATE I) (APR 1984)

52.244-2 AUG 1998 SUBCONTRACTS (ALTERNATE I) (AUG 1998)

52.244-5 DEC 1996 COMPETITION IN SUBCONTRACTING

52.245-5 JUN 2003 GOVERNMENT PROPERTY (COST-REIMBURSEMENT, TIME-AND- MATERIAL, OR LABOR-HOUR CONTRACTS)

52.246-25 FEB 1997 LIMITATION OF LIABILITY-- SERVICES

52.247-1 APR 1984 COMMERCIAL BILL OF LADING NOTATIONS

52.249-6 SEP 1996 TERMINATION (COST-REIMBURSEMENT)

52.249-14 APR 1984 EXCUSABLE DELAYS

NASA FAR SUPPLEMENT (48 CFR CHAPTER 18) CLAUSES

CLAUSE NUMBER	DATE	TITLE
1852.216-75	DEC 1988	PAYMENT OF FIXED FEE
1852.219-74	SEP 1990	USE OF RURAL AREA SMALL BUSINESSES
1852.219-76	JUL 1997	NASA 8 PERCENT GOAL
1852.243-71	MAR 1997	SHARED SAVINGS

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

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

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

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

I.3 OMBUDSMAN (NFS 1852.215-84) (JUN 2000) (ALTERNATE I) (JUN 2000)

(a) An ombudsman has been appointed to hear and facilitate the resolution of concerns from offerors, potential offerors, and contractors during the preaward and postaward phases of this acquisition. When requested, the ombudsman will maintain strict confidentiality as to the source of the concern. The existence of the ombudsman is not to diminish the authority of the contracting officer, the Source Evaluation Board, or the selection official. Further, the ombudsman does not participate in the evaluation of proposals, the source selection process, or the adjudication of formal contract disputes. Therefore, before consulting with an ombudsman, interested parties must first address their concerns, issues, disagreements, and/or recommendations to the contracting officer for resolution.

(b) If resolution cannot be made by the contracting officer, interested parties may contact the installation ombudsman, Christine Darden, direct inquires to Panice H. Clark, NASA Langley Research Center, Mail Stop 134, Hampton, VA 23681-2199; phone (757) 864-2522; facsimile (757) 864-8541; email Panice.H.Clark@nasa.gov .

Concerns, issues, disagreements, and recommendations which cannot be resolved at the installation may be referred to the NASA ombudsman, the Director of the Contract Management Division, at 202-358-0422, facsimile 202-358-3083, e-mail James.A.Balinskas@nasa.gov . Please do not contact the ombudsman to request copies of the solicitation, verify offer due date, or clarify technical requirements. Such inquiries shall be directed to the contracting officer or as specified elsewhere in this document.

(c) If this is a task or delivery order contract, the ombudsman shall review complaints from contractors and ensure they are afforded a fair opportunity to be considered, consistent with the procedures of the contract.

NOTE: CLAUSES I.4, I.5, and I.6 ARE APPLICABLE TO SOW ELEMENTS C.5 AND C.6 (TASK ORDERS)

I.4 ORDERING (FAR 52.216-18) (OCT 1995)

(a) Any supplies and services to be furnished under this contract shall be ordered by issuance of delivery orders or task orders by the individuals or activities designated in the Schedule. Such orders may be issued from the effective date of the contract through seven days prior to the end of the contract period of performance.

(b) All delivery orders or task orders are subject to the terms and conditions of this contract. In the event of conflict between delivery order or task order and this contract, the contract shall control.

(c) If mailed, a delivery order or task order is considered "issued" when the Government deposits the order in the mail. Orders may be issued orally, by facsimile, or by electronic commerce methods only if authorized in the Schedule.

I.5 ORDER LIMITATIONS (FAR 52.216-19) (OCT 1995)

(a) Minimum order. When the Government requires supplies or services covered by this contract in an amount of less than \$25 the Government is not obligated to purchase, nor is the Contractor obligated to furnish, those supplies or services under the contract.

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

(1) Any order for a single item in excess of \$500,000.

(2) Any order for a combination of items in excess of \$750,000; or

(3) A series of orders from the same ordering office within 30 days that together call for quantities exceeding the limitation in subparagraph (1) or (2) of this section.

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

(d) Notwithstanding paragraphs (b) and (c) of this section, the Contractor shall honor any order exceeding the maximum order limitations in paragraph (b), unless that order (or orders) is returned to the ordering office within 3 days after issuance, with written notice stating the Contractor's intent not to ship the item (or items) called for and the reasons. Upon receiving this notice, the Government may acquire the supplies or services from another source.

I.6 INDEFINITE QUANTITY (FAR 52.216-22) (OCT 1995)

(a) This is an indefinite-quantity contract for the supplies or services specified, and effective for the period stated, in the Schedule. The quantities of supplies and services specified in the Schedule are estimates only and are not purchased by this contract.

(b) Delivery or performance shall be made only as authorized by orders issued in accordance with the Ordering clause. The Contractor shall furnish to the Government, when and if ordered, the supplies or services specified in the Schedule up to and including the quantity designated in the Schedule as the "maximum." The Government shall order at least the quantity of supplies or services designated in the Schedule as the "minimum."

(c) Except for any limitations on quantities in the Order Limitations clause or in the Schedule, there is no limit on the number of orders that may be issued.

The Government may issue orders requiring delivery to multiple destinations or performance at multiple locations.

(d) Any order issued during the effective period of this contract and not completed within that period shall be completed by the Contractor within the time specified in the order. The contract shall govern the Contractor's and Government's rights and obligations with respect to that order to the same extent as if the order were completed during the contract's effective period; provided, that the Contractor shall not be required to make any deliveries under this contract after three months past the contract completion date.

I.7 OPTION TO EXTEND SERVICES (FAR 52.217-8 (NOV 1999))

The Government may require continued performance of any services within the limits and at the rates specified in the contract. These rates may be adjusted only as a result of revisions to prevailing labor rates provided by the Secretary of Labor. The option provision may be exercised more than once, but the total extension of performance hereunder shall not exceed 6 months. The Contracting Officer may exercise the option by written notice to the Contractor within 30 days of the completion date of the contract.

I.8 CONVICT LABOR (FAR 52.222-3) (JUN 2003)

(a) Except as provided in paragraph (b) of this clause, the Contractor shall not employ in the performance of this contract any person undergoing a sentence of imprisonment imposed by any court of a State, the District of Columbia, Puerto Rico, the Northern Mariana Islands, American Samoa, Guam, or the U.S. Virgin Islands.

(b) The Contractor is not prohibited from employing persons--

(1) On parole or probation to work at paid employment during the term of their sentence;

(2) Who have been pardoned or who have served their terms; or

(3) Confined for violation of the laws of any of the States, the District of Columbia, Puerto Rico, the Northern Mariana Islands, American Samoa, Guam, or the U.S. Virgin Islands who are authorized to work at paid employment in the community under the laws of such jurisdiction, if-

(i) The worker is paid or is in an approved work training program on a voluntary basis;

(ii) Representatives of local union central bodies or similar labor union organizations have been consulted;

(iii) Such paid employment will not result in the displacement of employed workers, or be applied in skills, crafts, or trades in which there is a surplus of available gainful labor in the locality, or impair existing contracts for services;

(iv) The rates of pay and other conditions of employment will not be less than those paid or provided for work of a similar nature in the locality in which the work is being performed; and

(v) The Attorney General of the United States has certified that the work-release laws or regulations of the jurisdiction involved are in conformity with the requirements of Executive Order 11755, as amended by Executive Orders 12608 and 12943.

I.9 STATEMENT OF EQUIVALENT RATES FOR FEDERAL HIRES (FAR 52.222-42) (MAY 1989)

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

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

<u>Employee Class</u>	<u>Government Equivalent (\$ per Hour)</u>
Project/Contract Manager	44.72
Radiation Safety Officer	32.17
Industrial Hygienist	22.57
Sr. Industrial Hygienist	27.05
Safety Inspector	20.55
Safety Engineer	22.57
Sr. Safety Engineer	27.05
Chemical Manager	20.55
Systems Safety Engineer	22.57
Sr. Systems Safety Engineer	27.05
Lead Systems Safety Engineer	32.17
Reliability Engineer	22.57
Sr. Reliability Engineer	32.17
Risk Specialist	20.55
Sr. Risk Specialist	22.57
Software Quality Assurance (QA) Specialist	22.57
Sr. Software QA Specialist	32.17
QA Inspector	22.57
Sr. QA Inspector	27.05
Fire Protection Engineer	22.57
Sr. Fire Protection Engineer	32.17
IT Systems Analyst/Web Developer	27.05
Lead RIQA Lab. Tech.	18.66
Sr. RIQA Lab. Tech.	13.72
RIQA Lab. Tech.	11.01
Jr. RIQA Lab. Tech.	8.99
Technical Secretary	12.31
Administrative Assistant	11.01

I.10 ESTIMATE OF PERCENTAGE OF RECOVERED MATERIAL CONTENT FOR EPA-DESIGNATED PRODUCTS (FAR 52.223-9) (AUG 2000)

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

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

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

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

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

(2) Submit this estimate to the Contracting Officer.

I.11 AUTHORIZED DEVIATIONS IN CLAUSES (FAR 52.252-6) (APR 1984)

(a) The use in this solicitation or contract of any Federal Acquisition Regulation (48 CFR Chapter 1) clause with an authorized deviation is indicated by the addition of "(DEVIATION)" after the date of the clause.

I.12 COMPUTER GENERATED FORMS (FAR 52.253-1) (JAN 1991)

(a) Any data required to be submitted on a Standard or Optional Form prescribed by the Federal Acquisition Regulation (FAR) may be submitted on a computer generated version of the form, provided there is no change to the name, content, or sequence of the data elements on the form, and provided the form carries the Standard or Optional Form number and edition date.

(b) Unless prohibited by agency regulations, any data required to be submitted on an agency unique form prescribed by an agency supplement to the FAR may be submitted on a computer generated version of the form provided there is no change to the name, content, or sequence of the data elements on the form and provided the form carries the agency form number and edition date.

(c) If the Contractor submits a computer generated version of a form that is different than the required form, then the rights and obligations of the parties will be determined based on the content of the required form.

I.12 SECURITY REQUIREMENTS FOR UNCLASSIFIED INFORMATION TECHNOLOGY RESOURCES (NFS 1852.204-76) (JUL 2002)

(a) The Contractor shall be responsible for Information Technology security for all systems connected to a NASA network or operated by the Contractor for NASA, regardless of location. This clause is applicable to all or any part of the contract that includes information technology resources or services in which the Contractor must have physical or electronic access to NASA's sensitive

information contained in unclassified systems that directly support the mission of the Agency. This includes information technology, hardware, software, and the management, operation, maintenance, programming, and system administration of computer systems, networks, and telecommunications systems. Examples of tasks that require security provisions include:

- (1) Computer control of spacecraft, satellites, or aircraft or their payloads;
- (2) Acquisition, transmission or analysis of data owned by NASA with significant replacement cost should the contractor's copy be corrupted; and
- (3) Access to NASA networks or computers at a level beyond that granted the general public, e.g. bypassing a firewall.

(b) The Contractor shall provide, implement, and maintain an IT Security Plan. This plan shall describe the processes and procedures that will be followed to ensure appropriate security of IT resources that are developed, processed, or used under this contract. The plan shall describe those parts of the contract to which this clause applies. The Contractor's IT Security Plan shall be compliant with Federal laws that include, but are not limited to, the Computer Security Act of 1987 (40 U.S.C. 1441 et seq.) and the Government Information Security Reform Act of 2000. The plan shall meet IT security requirements in accordance with Federal and NASA policies and procedures that include, but are not limited to:

- (1) OMB Circular A-130, Management of Federal Information Resources, Appendix III, Security of Federal Automated Information Resources;
- (2) NASA Procedures and Guidelines (NPG) 2810.1, Security of Information Technology; and
- (3) Chapter 3 of NPG 1620.1, NASA Security Procedures and Guidelines.

(c) Within 30 days after contract award, the contractor shall submit for NASA approval an IT Security Plan. This plan must be consistent with and further detail the approach contained in the offeror's proposal or sealed bid that resulted in the award of this contract and in compliance with the requirements stated in this clause. The plan, as approved by the Contracting Officer, shall be incorporated into the contract as a compliance document.

(d) (1) Contractor personnel requiring privileged access or limited privileged access to systems operated by the Contractor for NASA or interconnected to a NASA network shall be screened at an appropriate level in accordance with NPG 2810.1, Section 4.5; NPG 1620.1, Chapter 3; and paragraph (d)(2) of this clause. Those Contractor personnel with non-privileged access do not require personnel screening. NASA shall provide screening using standard personnel screening National Agency Check (NAC) forms listed in paragraph (d)(3) of this clause, unless contractor screening in accordance with paragraph (d)(4) is approved. The Contractor shall submit the required forms to the NASA Center Chief of Security (CCS) within fourteen (14) days after contract award or assignment of an individual to a position requiring screening. The forms may be obtained from the CCS. At the option of the government, interim access may be granted pending completion of the NAC.

(2) Guidance for selecting the appropriate level of screening is based on the risk of adverse impact to NASA missions. NASA defines three levels of risk for which screening is required (IT-1 has the highest level of risk):

(i) IT-1 - Individuals having privileged access or limited privileged access to systems whose misuse can cause very serious adverse impact to NASA missions. These systems include, for example, those that can transmit commands directly modifying the behavior of spacecraft, satellites or aircraft.

(ii) IT-2 - Individuals having privileged access or limited privileged access to systems whose misuse can cause serious adverse impact to NASA missions. These systems include, for example, those that can transmit commands directly modifying the behavior of payloads on spacecraft, satellites or aircraft; and those that contain the primary copy of "level 1" data whose cost to replace exceeds one million dollars.

(iii) IT-3 - Individuals having privileged access or limited privileged access to systems whose misuse can cause significant adverse impact to NASA missions. These systems include, for example, those that interconnect with a NASA network in a way that exceeds access by the general public, such as bypassing firewalls; and systems operated by the contractor for NASA whose function or data has substantial cost to replace, even if these systems are not interconnected with a NASA network.

(3) Screening for individuals shall employ forms appropriate for the level of risk as follows:

(i) IT-1: Fingerprint Card (FC) 258 and Standard Form (SF) 85P, Questionnaire for Public Trust Positions;

(ii) IT-2: FC 258 and SF 85, Questionnaire for Non-Sensitive Positions; and

(iii) IT-3: NASA Form 531, Name Check, and FC 258.

(4) The Contracting Officer may allow the Contractor to conduct its own screening of individuals requiring privileged access or limited privileged access provided the Contractor can demonstrate that the procedures used by the Contractor are equivalent to NASA's personnel screening procedures. As used here, equivalent includes a check for criminal history, as would be conducted by NASA, and completion of a questionnaire covering the same information as would be required by NASA.

(5) Screening of contractor personnel may be waived by the Contracting Officer for those individuals who have proof of -

(i) Current or recent national security clearances (within last three years);

(ii) Screening conducted by NASA within last three years; or (iii) Screening conducted by the Contractor, within last three years, that is equivalent to the NASA personnel screening procedures as approved by the Contracting Officer under paragraph (d)(4) of this clause.

(e) The Contractor shall ensure that its employees, in performance of the contract, receive annual IT security training in NASA IT Security policies,

procedures, computer ethics, and best practices in accordance with NPG 2810.1, Section 4.3 requirements. The contractor may use web-based training available from NASA to meet this requirement.

(f) The Contractor shall afford NASA, including the Office of Inspector General, access to the Contractor's and subcontractors' facilities, installations, operations, documentation, databases and personnel used in performance of the contract. Access shall be provided to the extent required to carry out a program of IT inspection, investigation and audit to safeguard against threats and hazards to the integrity, availability and confidentiality of NASA data or to the function of computer systems operated on behalf of NASA, and to preserve evidence of computer crime.

(g) The Contractor shall incorporate the substance of this clause in all subcontracts that meet the conditions in paragraph (a) of this clause.

(END OF SECTION)

(END OF PART II)

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PART III - LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACHMENTS

SECTION J - LIST OF EXHIBITS AND ATTACHMENTS

Exhibit A - Contract Data Requirements List

Exhibit B - Wage Determination No. 1994 - 2544, Revision No. 26

Exhibit C - Department of Defense Contract Security Classification
Specification (DD 254)

Exhibit D - Installation - Provided Government Property

Exhibit E - Safety and Health Plan

Exhibit F - Quality Plan

Exhibit G - Equipment in the Laboratory Risk Evaluation Program

Exhibit H - Industrial Hygiene Audits

Exhibit I - Facilities in the Hearing Conservation Program

Exhibit J - Facilities Containing Asbestos

Exhibit K - Facilities Requiring Safety Audits

Exhibit L - Facilities in the High - Risk Configuration Management Program

Exhibit M - Performance Requirements Summary

(END OF SECTION)

(END OF PART III)

EXHIBIT A - CONTRACT DATA REQUIREMENT LISTS

A. DOCUMENTATION PREPARATION/SUBMISSION INSTRUCTIONS

There are significant reporting requirements in each Element of the SOW that are not repeated in this exhibit. The Contractor is responsible for ensuring that all reporting requirements of the SOW are met in a timely and efficient manner. The reporting requirements detailed below are required in addition to those specified in the SOW.

1. Initial Baseline Financial Management Report -- The Contractor shall prepare a time-phased baseline financial management report, detailing how costs will be incurred by month for the first 12-month interval of the total 5-year contract period, utilizing the NASA Form 533Q format. The report shall be prepared and submitted in accordance with instructions set forth on the reverse side of the 533Q form and NASA Policy and Guidelines (NPG) 9501.2D, "NASA Contractor Financial Management Reporting." The initial 533Q shall be submitted within 30 working days after the effective date of contract.

Financial baseline reports for each of the remaining 12-month intervals shall be submitted within 10 days of the anniversary of the effective date of this contract. The total estimated cost reflected in the baseline report must equal the contract value for the base period. The report shall be updated, as required, during the contract performance by submission of revised pages for approval of the Contracting Officer. The financial baseline report shall be revised each time a contract modification is executed which increases or decreases the contract estimated cost, for a reason other than an overrun. The report shall not be revised to include overrun costs.

Minimum reporting categories shall include:

- a. Direct Labor Hours
- b. Direct Labor Dollars
- c. Overhead(s)
- d. Subcontract
- e. Material
- f. Other Direct Cost
- g. G&A
- h. Total Estimated Cost
- i. Fee
- j. Total Estimated Cost and Fee
- k. Phase-In Price

2. Monthly Financial Management Report - The Contractor shall comply with the Section G clause of this contract entitled, "NASA Contractor Financial Management Reporting" by monthly submission of NASA Form 533M. The form shall be prepared and submitted in accordance with the instructions set forth on the reverse side of the form and NASA Procedures and Guidelines (NPG) 9501.2D, "NASA Contractor Financial Management Reporting" as further definitized below:

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

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

c. Each NF533M shall include a narrative explanation for variances exceeding +-5 percent between estimated dollars shown in the prior month and actual dollars shown in the current month at the contract level. (For example, the estimated dollars shown for June in column 8a. in the May 533M and the actual June dollars shown in column 7a. in the June 533M.)

d. The minimum reporting categories specified in 1. above shall be included in column 6 of this report.

e. Each TO authorized under SOW Elements C.5 and C.6 shall be reported individually by a separate 533.

3. Quarterly Financial Management Report - The Contractor shall submit a quarterly financial report at the contract level as specified in 1. above, on NASA Form 533Q at times and in accordance with the instructions contained on the reverse side of the form.

4. Safety Reports - The Contractor shall submit safety reports to the LaRC Safety and Facility Assurance Office. These reports shall be submitted on a quarterly basis if the period of performance exceeds ninety days. If the period of performance is less than ninety days, the Contractor shall submit a single report upon completion of on-site work. The Safety Report shall include the hours worked on the contract and the number of fatalities, lost time cases, OSHA recordable incidents and first aid cases which have occurred during the past quarter (if less than ninety days, during the contract's period of performance). NOTE: The NASA LaRC Safety and Facility Assurance Office (SFAO) has developed a web-based system entitled "Contractor Monthly Accident Reporting" (CMAR) located at <http://cmar.larc.nasa.gov/login.cfm>. If you choose to submit your information electronically via CMAR, no additional hard-copy reports are required. Please contact the responsible NASA official identified at the site for additional information regarding access to the system.

5. Notice of Violation Response - The Contractor shall respond to any Notice of Violation (NOV) issued for safety violations to the prime itself or its' subcontractors within three working days of issuance. The response should include cause for violation; mitigation of impact, if applicable; planned prevention of recurrence. Response shall be submitted to the issuer of the NOV.

6. Security Implementation Plan for Unclassified Information Technology Resources - IT Security Implementation Plan. The Contractor shall submit the

EXHIBIT M - PERFORMANCE REQUIREMENTS SUMMARY

In accordance with FAR 42.1502 and NFS 1842.1502(a), the Government will conduct an annual assessment of the Contractor's performance under this contract. These performance assessments will be provided as past performance references to other Government contracting activities upon request, and will be available to other NASA Centers on the NASA Past Performance Database. The performance standards set forth in this Exhibit will be used to assess the quality and timeliness of the Contractor's performance of the Statement of Work requirements in this contract. However, the Government's annual performance assessment will not be strictly limited to the standards contained herein. (For example, the contractor's safety, cost and management performance will also be evaluated.)

The Government reserves the right to unilaterally modify this Performance Requirements Summary; all such changes shall be effective 14 calendar days after the change is issued to the Contractor by way of a unilateral contract modification. The Government will consider any suggested changes to this Performance Requirements Summary that may be offered by the Contractor. Any suggested changes should be submitted to the Contracting Officer, with a copy sent to the COTR. The Contractor will be notified in writing as to whether the Government will accept a Contractor-proposed change.

The Government will formally evaluate the Contractor's performance for the record once a year. However, the metrics herein are structured for 6-month periods, and the Government will conduct an informal evaluation at the midpoint of each contract year in addition to the formal annual assessment. Accordingly, the Contractor shall submit within 20 days after the end of each semiannual reporting period to the CO and the COTR, a self-evaluation of its performance compared to the standards set forth in this Performance Requirements Summary.

The Contractor shall develop customer satisfaction surveys for all SOW elements and all Task Orders (TO) to assist in performing its self-evaluation. The surveys shall be developed using the guidelines below.

- The survey shall rate the Contractor on a scale of 0 to 5, with 3 being satisfactory/average performance.
- The survey shall be no more than two pages.
- The survey, as a minimum, shall evaluate the Contractors technical performance, quality, timeliness, professionalism, and impact on facility operations.

For elements C.1, C.2, C.3, and C.4, the survey shall be given to employees at the completion of services (e.g., completion of an audit, completion of ESB minutes or completion of CoF project hazard analysis). For TOs, the survey will be conducted in accordance with the requirements of the TO.

IT Security Implementation Plan for Government approval no later than 30 days after award.

7. Annual IT Security Training Report - The purpose of this report is to obtain confirmation that IT security training for contractor employees required under paragraph (e) of NFS clause 1852.204-76, Security Requirements for Unclassified Information Technology Resources, has been completed by all individuals required to do so. NASA requires that this annual training be completed by 100% of the appropriate employees no later than June 30 each year. Accordingly, a report that includes the information listed below shall be submitted to the Contracting Officer no later than June 30 of each calendar year, so long as the period of performance of the contract has not expired prior to June 30th.

Report Content: (1) the number of employees requiring IT security training in accordance with the contract clause (i.e., in accordance with NPG 2810.1, which requires such training for all "employees who have access to NASA computer systems and networks that process, store, or transmit information"); (2) the number of those employees in item (1) that have completed the annual training as of June 30th; (3) whether the NASA on-line training system was used (use of the NASA on-line system is optional); and (4) a plan of action with milestones to reach 100% in item (2) if that level has not been achieved by June 30th.

8. Conformable Wage Rate Agreement - Within 15 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 B.

9. 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.

10. Monthly Progress Report - The Contractor shall submit a monthly progress report summarizing work progress. This report shall be submitted within 10 business days following the end of the reporting period. For SOW Elements C.1, C.2, C.3, and C.4, the technical progress portion of the report shall include work performed the prior month, work planned for the next month, and any major issues. Numerical values (e.g., number of audits performed) shall be used to track performance when practical. In addition to the report, the Contractor shall participate in a monthly contract review meeting.

For SOW Elements C.5 and C.6, the Contractor shall submit monthly technical reports for each task order describing progress of the task to date, noting all technical areas in which effort is being directed and indicating the status of work within these areas. Tasks may be summarized in one letter report, unless otherwise stipulated in individual task orders. Reports shall be in narrative form, brief and informal in content. These reports shall include a narrative statement of work accomplished during the report period, a statement of current and potential problem areas and proposed corrective action, a discussion of work to be performed during the next report period, and the direct labor-hours and total cost expended during the report period as well as the cumulative direct

labor hours and total cost expended to date for each task order and the projected direct labor hours and total cost to be expended to completion of the task.

The monthly progress report shall be submitted within 10 days after the end of each calendar monthly report period. This submittal shall be subject to the provisions of the Section I clause entitled, "Production Progress Reports."

11. Federal Contractor Veterans Employment Report - In compliance with Clause 52.222-37, Employment Reports on 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.

12. Evidence of Insurance - The Contractor shall submit evidence of the insurance coverage, required by the NASA Clause 1852.228-75 in Section H entitled "Minimum Insurance Coverage" (i.e., a Certificate of Insurance or other confirmation), to the Contracting Officer prior to performing under this contract. The Contractor shall also present such evidence to the Contracting Officer prior to commencement of performance under any options exercised, if applicable.

13. Safety and Health Plan Revisions - The Contractor shall submit Safety and Health Plan revisions for review and approval by the CO or the designated representative.

14. Quality Plan Revisions - The Contractor shall submit quality plan revisions for review and approval by the CO or the designated representative.

1. 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:
Contract TO BE COMPLETED AFTER CONTRACT AWARD
Hampton, VA 23681-2199

2. 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, Attn: Grant Watson, Mail Stop 429
- c. Safety Manager, Mail Stop 429
- d. Industry Assistance Representative, Mail Stop 144
- e. Cost Accounting, NF533@larc.nasa.gov
- f. Office of Chief Financial Officer, Mail Stop 104

- g. Langley Management System Project Office, Mail Stop 438
- h. Center Information Technology Security Manager (CITSM), Mail Stop 124

3. The following are the distribution requirements for reports and other documentation required to be delivered f.o.b. destination. The numeral following the letter code specifying the number of copies to be provided:

LETTER CODE AND DOCUMENT: DISTRIBUTION

- a. Financial Management Report (NASA Forms 533Q,533M): a-1, b-1, e-1, f-1
- b. Monthly Progress Reports: a-1, b-3
- c. Federal Contractor Veterans Employment Report (VETS-100): a-1
- d. Quality Plan Revisions: a-1, b-1, g-1
- e. Quality System Documents: a-1, b-1, g-1
- f. Safety Reports: a-1, b-1, c-1
- g. Notice of Violation Responses: a-1, b-1, c-1
- h. IT Security Implementation Plan: a-2, b-1, h-1
- i. Annual IT Security Training Report: a-2, b-1, h-1
- j. Conformable Wage Rate Agreement: a-1, b-1, d-1
- k. Collective Bargaining Agreement: a-1, b-1, d-1
- l. Safety and Health Plan Revisions: a-1, b-1, c-1

4. When the Contract Specialist (a) is not designated above to receive a copy of a report or document; the Contractor shall furnish a copy of the report/document transmittal letter to the Contract Specialist. If delegated, 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 B - WAGE DETERMINATION

94-2544 VA, NORFOLK

08/05/03

FOR OFFICIAL USE ONLY BY FEDERAL AGENCIES PARTICIPATING IN MOU WITH DOL

WASHINGTON D.C. 20210

William W. Gross	Division of	Wage Determination No.: 1994-2544
Director	Wage Determinations	Revision No.: 26
		Date Of Last Revision: 07/29/2003

States: 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 Follow the Occupational Listing

OCCUPATION CODE - TITLE	MINIMUM WAGE RATE
01000 - Administrative Support and Clerical Occupations	
01011 - Accounting Clerk I	8.38
01012 - Accounting Clerk II	10.58
01013 - Accounting Clerk III	13.17
01014 - Accounting Clerk IV	14.28
01030 - Court Reporter	12.94
01050 - Dispatcher, Motor Vehicle	12.63
01060 - Document Preparation Clerk	10.68
01070 - Messenger (Courier)	8.68
01090 - Duplicating Machine Operator	9.93
01110 - Film/Tape Librarian	10.56
01115 - General Clerk I	7.94
01116 - General Clerk II	9.77
01117 - General Clerk III	12.15
01118 - General Clerk IV	13.59
01120 - Housing Referral Assistant	16.42
01131 - Key Entry Operator I	9.13
01132 - Key Entry Operator II	11.49
01191 - Order Clerk I	11.13
01192 - Order Clerk II	14.56
01261 - Personnel Assistant (Employment) I	12.18
01262 - Personnel Assistant (Employment) II	14.07
01263 - Personnel Assistant (Employment) III	14.87
01264 - Personnel Assistant (Employment) IV	17.03
01270 - Production Control Clerk	17.78
01290 - Rental Clerk	12.49
01300 - Scheduler, Maintenance	13.00
01311 - Secretary I	13.00
01312 - Secretary II	15.14
01313 - Secretary III	17.27
01314 - Secretary IV	20.25
01315 - Secretary V	21.26
01320 - Service Order Dispatcher	12.63
01341 - Stenographer I	10.51
01342 - Stenographer II	12.90
01400 - Supply Technician	19.04
01420 - Survey Worker (Interviewer)	12.02
01460 - Switchboard Operator-Receptionist	9.59
01510 - Test Examiner	14.39
01520 - Test Proctor	14.39
01531 - Travel Clerk I	9.92

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01532 - Travel Clerk II	10.59
01533 - Travel Clerk III	11.30
01611 - Word Processor I	11.58
01612 - Word Processor II	13.96
01613 - Word Processor III	14.61
03000 - Automatic Data Processing Occupations	
03010 - Computer Data Librarian	9.41
03041 - Computer Operator I	11.53
03042 - Computer Operator II	13.32
03043 - Computer Operator III	16.50
03044 - Computer Operator IV	19.12
03045 - Computer Operator V	20.32
03071 - Computer Programmer I (1)	19.24
03072 - Computer Programmer II (1)	21.77
03073 - Computer Programmer III (1)	25.96
03074 - Computer Programmer IV (1)	27.62
03101 - Computer Systems Analyst I (1)	25.89
03102 - Computer Systems Analyst II (1)	27.62
03103 - Computer Systems Analyst III (1)	27.62
03160 - Peripheral Equipment Operator	11.53
05000 - Automotive Service Occupations	
05005 - Automotive Body Repairer, Fiberglass	18.20
05010 - Automotive Glass Installer	16.60
05040 - Automotive Worker	16.60
05070 - Electrician, Automotive	17.38
05100 - Mobile Equipment Servicer	15.00
05130 - Motor Equipment Metal Mechanic	18.20
05160 - Motor Equipment Metal Worker	16.60
05190 - Motor Vehicle Mechanic	18.20
05220 - Motor Vehicle Mechanic Helper	14.15
05250 - Motor Vehicle Upholstery Worker	15.78
05280 - Motor Vehicle Wrecker	16.60
05310 - Painter, Automotive	17.38
05340 - Radiator Repair Specialist	15.78
05370 - Tire Repairer	13.37
05400 - Transmission Repair Specialist	18.20
07000 - Food Preparation and Service Occupations	
(not set) - Food Service Worker	7.92
07010 - Baker	9.05
07041 - Cook I	8.43
07042 - Cook II	9.32
07070 - Dishwasher	7.42
07130 - Meat Cutter	11.54
07250 - Waiter/Waitress	7.56
09000 - Furniture Maintenance and Repair Occupations	
09010 - Electrostatic Spray Painter	20.27
09040 - Furniture Handler	13.34
09070 - Furniture Refinisher	16.03
09100 - Furniture Refinisher Helper	13.05
09110 - Furniture Repairer, Minor	14.56
09130 - Upholsterer	16.03
11030 - General Services and Support Occupations	
11030 - Cleaner, Vehicles	8.43
11060 - Elevator Operator	8.36
11090 - Gardener	10.19
11121 - House Keeping Aid I	7.41
11122 - House Keeping Aid II	9.50
11150 - Janitor	8.96
11210 - Laborer, Grounds Maintenance	9.52
11240 - Maid or Houseman	7.41
11270 - Pest Controller	10.57
11300 - Refuse Collector	10.02
11330 - Tractor Operator	9.71
11360 - Window Cleaner	9.50
12000 - Health Occupations	
12020 - Dental Assistant	11.11
12040 - Emergency Medical Technician (EMT)/Paramedic/Ambulance Driver	13.79

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12071 - Licensed Practical Nurse I	10.98
12072 - Licensed Practical Nurse II	12.32
12073 - Licensed Practical Nurse III	13.78
12100 - Medical Assistant	10.39
12130 - Medical Laboratory Technician	12.14
12160 - Medical Record Clerk	11.99
12190 - Medical Record Technician	13.15
12221 - Nursing Assistant I	7.67
12222 - Nursing Assistant II	8.63
12223 - Nursing Assistant III	9.42
12224 - Nursing Assistant IV	10.56
12250 - Pharmacy Technician	11.84
12280 - Phlebotomist	11.71
12311 - Registered Nurse I	19.72
12312 - Registered Nurse II	23.42
12313 - Registered Nurse II, Specialist	23.42
12314 - Registered Nurse III	28.34
12315 - Registered Nurse III, Anesthetist	28.34
12316 - Registered Nurse IV	33.96
13000 - Information and Arts Occupations	
13002 - Audiovisual Librarian	14.23
13011 - Exhibits Specialist I	15.81
13012 - Exhibits Specialist II	19.21
13013 - Exhibits Specialist III	21.33
13041 - Illustrator I	17.63
13042 - Illustrator II	21.42
13043 - Illustrator III	23.78
13047 - Librarian	21.20
13050 - Library Technician	12.60
13071 - Photographer I	11.73
13072 - Photographer II	15.55
13073 - Photographer III	18.89
13074 - Photographer IV	20.98
13075 - Photographer V	25.39
15000 - Laundry, Dry Cleaning, Pressing and Related Occupations	
15010 - Assembler	6.95
15030 - Counter Attendant	6.95
15040 - Dry Cleaner	8.75
15070 - Finisher, Flatwork, Machine	6.95
15090 - Presser, Hand	6.95
15100 - Presser, Machine, Drycleaning	6.95
15130 - Presser, Machine, Shirts	6.95
15160 - Presser, Machine, Wearing Apparel, Laundry	6.95
15190 - Sewing Machine Operator	9.35
15220 - Tailor	9.91
15250 - Washer, Machine	7.51
19000 - Machine Tool Operation and Repair Occupations	
19010 - Machine-Tool Operator (Toolroom)	18.33
19040 - Tool and Die Maker	20.31
21000 - Material Handling and Packing Occupations	
21010 - Fuel Distribution System Operator	15.62
21020 - Material Coordinator	17.78
21030 - Material Expediter	17.78
21040 - Material Handling Laborer	9.75
21050 - Order Filler	9.89
21071 - Forklift Operator	13.56
21080 - Production Line Worker (Food Processing)	13.08
21100 - Shipping/Receiving Clerk	11.02
21130 - Shipping Packer	12.10
21140 - Store Worker I	9.87
21150 - Stock Clerk (Shelf Stocker; Store Worker II)	12.41
21210 - Tools and Parts Attendant	14.93
21400 - Warehouse Specialist	14.36
23000 - Mechanics and Maintenance and Repair Occupations	
23010 - Aircraft Mechanic	20.53
23040 - Aircraft Mechanic Helper	15.13
23050 - Aircraft Quality Control Inspector	21.44

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23060 - Aircraft Servicer	16.87
23070 - Aircraft Worker	17.74
23100 - Appliance Mechanic	17.63
23120 - Bicycle Repairer	13.37
23125 - Cable Splicer	20.32
23130 - Carpenter, Maintenance	16.03
23140 - Carpet Layer	17.61
23160 - Electrician, Maintenance	18.96
23181 - Electronics Technician, Maintenance I	16.46
23182 - Electronics Technician, Maintenance II	16.84
23183 - Electronics Technician, Maintenance III	18.04
23260 - Fabric Worker	14.56
23290 - Fire Alarm System Mechanic	16.79
23310 - Fire Extinguisher Repairer	13.84
23340 - Fuel Distribution System Mechanic	18.95
23370 - General Maintenance Worker	15.31
23400 - Heating, Refrigeration and Air Conditioning Mechanic	16.79
23430 - Heavy Equipment Mechanic	16.79
23440 - Heavy Equipment Operator	16.79
23460 - Instrument Mechanic	16.79
23470 - Laborer	10.02
23500 - Locksmith	18.17
23530 - Machinery Maintenance Mechanic	18.43
23550 - Machinist, Maintenance	16.79
23580 - Maintenance Trades Helper	13.05
23640 - Millwright	20.58
23700 - Office Appliance Repairer	16.03
23740 - Painter, Aircraft	18.24
23760 - Painter, Maintenance	16.03
23790 - Pipefitter, Maintenance	17.37
23800 - Plumber, Maintenance	16.58
23820 - Pneudraulic Systems Mechanic	16.79
23850 - Rigger	16.79
23870 - Scale Mechanic	15.31
23890 - Sheet-Metal Worker, Maintenance	16.79
23910 - Small Engine Mechanic	15.31
23930 - Telecommunication Mechanic I	16.79
23931 - Telecommunication Mechanic II	20.16
23950 - Telephone Lineman	16.79
23960 - Welder, Combination, Maintenance	16.79
23965 - Well Driller	16.79
23970 - Woodcraft Worker	16.79
23980 - Woodworker	13.84
24000 - Personal Needs Occupations	
24570 - Child Care Attendant	7.15
24580 - Child Care Center Clerk	11.06
24600 - Chore Aid	6.58
24630 - Homemaker	10.63
25000 - Plant and System Operation Occupations	
25010 - Boiler Tender	17.76
25040 - Sewage Plant Operator	17.81
25070 - Stationary Engineer	17.76
25190 - Ventilation Equipment Tender	13.05
25210 - Water Treatment Plant Operator	17.81
27000 - Protective Service Occupations	
(not set) - Police Officer	17.47
27004 - Alarm Monitor	11.95
27006 - Corrections Officer	13.55
27010 - Court Security Officer	14.51
27040 - Detention Officer	13.55
27070 - Firefighter	13.99
27101 - Guard I	8.94
27102 - Guard II	10.70
28000 - Stevedoring/Longshoremen Occupations	
28010 - Blocker and Bracer	15.07
28020 - Hatch Tender	15.07
28030 - Line Handler	15.07

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28040 - Stevedore I	15.44
28050 - Stevedore II	16.96
29000 - Technical Occupations	
21150 - Graphic Artist	18.24
29010 - Air Traffic Control Specialist, Center (2)	29.10
29011 - Air Traffic Control Specialist, Station (2)	20.07
29012 - Air Traffic Control Specialist, Terminal (2)	22.09
29023 - Archeological Technician I	13.01
29024 - Archeological Technician II	14.63
29025 - Archeological Technician III	18.07
29030 - Cartographic Technician	19.12
29035 - Computer Based Training (CBT) Specialist/ Instructor	25.38
29040 - Civil Engineering Technician	18.89
29061 - Drafter I	11.46
29062 - Drafter II	12.90
29063 - Drafter III	16.21
29064 - Drafter IV	19.70
29081 - Engineering Technician I	15.58
29082 - Engineering Technician II	16.67
29083 - Engineering Technician III	20.54
29084 - Engineering Technician IV	24.87
29085 - Engineering Technician V	29.05
29086 - Engineering Technician VI	35.89
29090 - Environmental Technician	16.43
29100 - Flight Simulator/Instructor (Pilot)	27.62
29160 - Instructor	19.90
29210 - Laboratory Technician	14.86
29240 - Mathematical Technician	19.70
29361 - Paralegal/Legal Assistant I	12.85
29362 - Paralegal/Legal Assistant II	15.60
29363 - Paralegal/Legal Assistant III	19.09
29364 - Paralegal/Legal Assistant IV	23.09
29390 - Photooptics Technician	19.70
29480 - Technical Writer	20.56
29491 - Unexploded Ordnance (UXO) Technician I	18.49
29492 - Unexploded Ordnance (UXO) Technician II	22.37
29493 - Unexploded Ordnance (UXO) Technician III	26.81
29494 - Unexploded (UXO) Safety Escort	18.49
29495 - Unexploded (UXO) Sweep Personnel	18.49
29620 - Weather Observer, Senior (3)	18.44
29621 - Weather Observer, Combined Upper Air and Surface Programs (3)	17.04
29622 - Weather Observer, Upper Air (3)	17.04
31000 - Transportation/ Mobile Equipment Operation Occupations	
31030 - Bus Driver	10.39
31260 - Parking and Lot Attendant	7.51
31290 - Shuttle Bus Driver	10.10
31300 - Taxi Driver	10.29
31361 - Truckdriver, Light Truck	10.10
31362 - Truckdriver, Medium Truck	11.06
31363 - Truckdriver, Heavy Truck	14.64
31364 - Truckdriver, Tractor-Trailer	14.64
99000 - Miscellaneous Occupations	
99020 - Animal Caretaker	7.99
99030 - Cashier	7.67
99041 - Carnival Equipment Operator	10.00
99042 - Carnival Equipment Repairer	10.49
99043 - Carnival Worker	7.12
99050 - Desk Clerk	8.10
99095 - Embalmer	17.93
99300 - Lifeguard	8.88
99310 - Mortician	21.33
99350 - Park Attendant (Aide)	11.14
99400 - Photofinishing Worker (Photo Lab Tech., Darkroom Tech)	8.22
99500 - Recreation Specialist	13.50
99510 - Recycling Worker	12.27
99610 - Sales Clerk	8.88
99620 - School Crossing Guard (Crosswalk Attendant)	9.62

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99630 - Sport Official	7.72
99658 - Survey Party Chief (Chief of Party)	13.67
99659 - Surveying Technician (Instr. Person/Surveyor Asst./Instr.)	12.43
99660 - Surveying Aide	8.54
99690 - Swimming Pool Operator	10.63
99720 - Vending Machine Attendant	10.43
99730 - Vending Machine Repairer	12.22
99740 - Vending Machine Repairer Helper	10.43

ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

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

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

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

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

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

HAZARDOUS PAY DIFFERENTIAL: An 8 percent differential is applicable to employees employed in a position that represents a high degree of hazard when working with or in close proximity to ordnance, explosives, and incendiary materials. This includes work such as screening, blending, dying, mixing, and pressing of sensitive ordnance, explosives, and pyrotechnic compositions such as lead azide, black powder and photoflash powder. All dry-house activities involving propellants or explosives. Demilitarization, modification, renovation, demolition, and maintenance operations on sensitive ordnance, explosives and incendiary materials. All operations involving regrading and cleaning of artillery ranges.

A 4 percent differential is applicable to employees employed in a position that represents a low degree of hazard when working with, or in close proximity to ordnance, (or employees possibly adjacent to) explosives and incendiary materials which involves potential injury such as laceration of hands, face, or arms of the employee engaged in the operation, irritation of the skin, minor burns and the like; minimal damage to immediate or adjacent work area or equipment being used. All operations involving, unloading, storage, and hauling of ordnance, explosive, and incendiary ordnance material other than small arms ammunition. These differentials

are only applicable to work that has been specifically designated by the agency for ordance, explosives, and incendiary material differential pay.

** UNIFORM ALLOWANCE **

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

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

** NOTES APPLYING TO THIS WAGE DETERMINATION **

Source of Occupational Title and Descriptions:

The duties of employees under job titles listed are those described in the "Service Contract Act Directory of Occupations," Fourth Edition, January 1993, as amended by the Third Supplement, dated March 1997, unless otherwise indicated. This publication may be obtained from the Superintendent of Documents, at 202-783-3238, 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) and computes a proposed rate).
- 2) After contract award, the contractor prepares a written report listing in order proposed classification title), a Federal grade equivalency (FGE) for each

proposed classification), job description), and rationale for proposed wage rate), 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.

DEPARTMENT OF DEFENSE CONTRACT SECURITY CLASSIFICATION SPECIFICATION <i>(The requirements of the DoD Industrial Security Manual apply to all aspects of this effort)</i>				1. CLEARANCE AND SAFEGUARDING a. FACILITY CLEARANCE REQUIRED SECRET b. LEVEL OF SAFEGUARDING REQUIRED NONE			
2. THIS SPECIFICATION IS FOR: (X and complete as applicable)			3. THIS SPECIFICATION IS: (X and complete as applicable)				
X	a. PRIME CONTRACT NUMBER NNL04AA55C		a. ORIGINAL (Complete date in all cases) Date (YYMMDD) 040628				
	b. SUBCONTRACT NUMBER		b. REVISED (Supersedes all previous specs)		Revision No. Date (YYMMDD)		
	c. SOLICITATION OR OTHER NUMBER Due Date (YYMMDD)		c. FINAL (Complete item 5 in all cases)		Date (YYMMDD)		
4. IS THIS A FOLLOW-ON CONTRACT? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO. If Yes complete the following Classified material received or generated under _____ (Preceding Contract Number) is transferred to this follow-on contract							
5. IS THIS A FINAL DD FORM 254? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO. If Yes complete the following In response to the contractor's request dated _____, retention of the identified classified material is authorized for the period of _____.							
6. CONTRACTOR (Include Commercial and Government Entity (CAGE) Code)							
a. NAME, ADDRESS, AND ZIP CODE MAINTHIA TECHNOLOGIES INC 7055 ENGLE ROAD, SUITE 502 CLEVELAND, OH 44130		b. CAGE CODE 1PNM8	c. COGNIZANT SECURITY OFFICE (Name, Address, and Zip Code) DEFENSE SECURITY SERVICE 17177 N LAUREL PARK DR, SUITE 417 LIVONIA, MI 48152-2659				
7. SUBCONTRACTOR							
a. NAME, ADDRESS, AND ZIP CODE		b. CAGE CODE	c. COGNIZANT SECURITY OFFICES (Name, Address, and Zip Code)				
8. ACTUAL PERFORMANCE							
a. LOCATION NASA LANGLEY RESEARCH CENTER HAMPTON, VA 23681-2199		b. CAGE CODE N/A	c. COGNIZANT SECURITY OFFICE (Name, Address, and Zip Code) N/A				
9. GENERAL IDENTIFICATION OF THIS PROCUREMENT SAFETY AND MISSION ASSURANCE SUPPORT SERVICES							
10. THIS CONTRACT WILL REQUIRE ACCESS TO:			11. IN PERFORMING THIS CONTRACT, THE CONTRACTOR WILL:				
a. COMMUNICATIONS SECURITY (COMSEC) INFORMATION	YES	NO	a. HAVE ACCESS TO CLASSIFIED INFORMATION ONLY AT ANOTHER CONTRACTOR'S FACILITY OR A GOVERNMENT ACTIVITY	YES	NO		
b. RESTRICTED DATA	<input checked="" type="checkbox"/>		b. RECEIVE CLASSIFIED DOCUMENTS ONLY	<input checked="" type="checkbox"/>			
c. CRITICAL NUCLEAR WEAPON DESIGN INFORMATION		<input checked="" type="checkbox"/>	c. RECEIVE AND GENERATE CLASSIFIED MATERIAL		<input checked="" type="checkbox"/>		
d. FORMERLY RESTRICTED DATA		<input checked="" type="checkbox"/>	d. FABRICATE, MODIFY, OR STORE CLASSIFIED HARDWARE		<input checked="" type="checkbox"/>		
e. INTELLIGENCE INFORMATION:			e. PERFORM SERVICES ONLY		<input checked="" type="checkbox"/>		
(1) Sensitive Compartmented Information (SCI)		<input checked="" type="checkbox"/>	f. HAVE ACCESS TO U.S. CLASSIFIED INFORMATION OUTSIDE THE U.S., PUERTO RICO, U.S. POSSESSIONS AND TRUST TERRITORIES		<input checked="" type="checkbox"/>		
(2) Non-SCI		<input checked="" type="checkbox"/>	g. BE AUTHORIZED TO USE THE SERVICES OF DEFENSE TECHNICAL INFORMATION CENTER (DTIC) OR OTHER SECONDARY DISTRIBUTION CENTER		<input checked="" type="checkbox"/>		
f. SPECIAL ACCESS INFORMATION	<input checked="" type="checkbox"/>		h. REQUIRE A COMSEC ACCOUNT		<input checked="" type="checkbox"/>		
g. NATO INFORMATION		<input checked="" type="checkbox"/>	i. HAVE A TEMPEST REQUIREMENT		<input checked="" type="checkbox"/>		
h. FOREIGN GOVERNMENT INFORMATION		<input checked="" type="checkbox"/>	j. HAVE OPERATIONS SECURITY (OPSEC) REQUIREMENTS		<input checked="" type="checkbox"/>		
i. LIMITED DISSEMINATION INFORMATION		<input checked="" type="checkbox"/>	k. BE AUTHORIZED TO USE THE DEFENSE COURIER SERVICE		<input checked="" type="checkbox"/>		
j. FOR OFFICIAL USE ONLY INFORMATION	<input checked="" type="checkbox"/>		l. OTHER (Specify):				
k. OTHER (Specify)							

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

Direct

Through (Specify):

NASA LANGLEY RESEARCH CENTER, M/S 126, HAMPTON, VA 23681-2199
ATTN: DAVID H. JONES (757) 864-2421

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

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

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

THE CONTRACTOR HAS NO PERFORMANCE REQUIREMENTS INVOLVING ACTUAL GENERATION OR PRODUCTION OF CLASSIFIED NATIONAL SECURITY INFORMATION, HOWEVER, ACCESS TO CLASSIFIED INFORMATION WILL BE REQUIRED TO SUPPORT PERFORMANCE OF THIS CONTRACT.

THE CONTRACTOR FACILITY SECURITY OFFICER (FSO) SHALL VERIFY THE PERSONNEL SECURITY CLEARANCE STATUS OF EMPLOYEES SUPPORTING THIS CONTRACT VIA STANDARD VISIT REQUEST SUBMITTED ANNUALLY TO THE CERTIFIER IDENTIFIED IN SECTION 16. THE VISIT REQUEST SHALL INCLUDE CITIZENSHIP, THE LEVEL OF CLEARANCE, DATE OF CLEARANCE, INVESTIGATION TYPE AND DATE OF COMPLETION.

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

Yes No

15. INSPECTIONS. Elements of this contract are outside the inspection responsibility of the cognizant security office. (If Yes, explain and identify specific areas or elements carved out and the activity responsible for inspections. Use Item 13 if additional space is needed.)

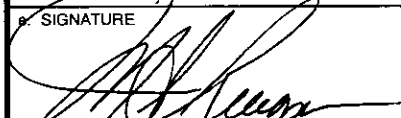
Yes No

16. CERTIFICATION AND SIGNATURE. Security requirements stated herein are complete and adequate for safeguarding the classified information to be released or generated under this classified effort. All questions shall be referred to the official named below.

a. TYPED NAME OF CERTIFYING OFFICIAL	b. TITLE	c. TELEPHONE (Include Area Code)
MICHAEL E. REAGAN	SECURITY SPECIALIST	757-864-9470

d. ADDRESS (Include ZIP Code)
NASA LANGLEY RESEARCH CENTER
M/S 450, ATTN: MICHAEL REAGAN
HAMPTON, VA 23681-2199

17. REQUIRED DISTRIBUTION	
<input checked="" type="checkbox"/>	a. CONTRACTOR
<input type="checkbox"/>	b. SUBCONTRACTOR
<input checked="" type="checkbox"/>	c. COGNIZANT SECURITY OFFICE FOR PRIME AND SUBCONTRACTOR
<input type="checkbox"/>	d. U.S. ACTIVITY RESPONSIBLE FOR OVERSEAS SECURITY ADMINISTRATION
<input checked="" type="checkbox"/>	e. ADMINISTRATIVE CONTRACTING OFFICER
<input type="checkbox"/>	f. OTHERS AS NECESSARY

e. SIGNATURE


Ionizing and Non-Ionizing Radiation Equipment

5 - Bicron 2000 ID#s 2101248, 2101249, 2101247, 2101246, and 2101245
2 - Eberline ASP-1/HP-260 ID#s 2101242 and 2101244
2 - Eberline ASP-1/ AC-3 ID#s 2101243 and 2101240
Eberline RO-3 ID# 464447
Eberline SRM-100 ID# 142176
Eberline Hand E Count ID# 2101947
Exploranium GR-135 Ser# 2808
Ludlum 2241/ 44-3 Ser# 167609
Ludlum Model 3/ 44-7 Ser# 106912
NARDA Model 8616 ID# 1257644
MEDA PLM-100 ID# A008678
RFL Model 902 Ser #365
Newport Model 815 Ser# 2353
Synrad Power Wizard 2 Ser# 496
Synrad Power Wizard 250 Ser# 5054
Blak-Ray Model J221 Ser# 9411
Blak-Ray Model J225 Ser# 9518

Industrial Hygiene Equipment

3M Portable HEPA vacuum for asbestos sampling
Saccarin/Bitrex Fit Test Protocol Equipment
Alnor Velometer
Anderson 6 Stage microbial sampler and pump
Blaq Box IAQ Meter (CO2, Temp, Humidity)
Extech Lightmeter
5 - Gast High Volume Air Sampling Pumps (with stands)
Gastech 1314 Two Gas Meter (Confined Space)
Gastech GX-86 Four Gas Meter (Confined Space) and calibration kit
Gilian Gilibrator Hi Volume Cylinder
Gilian Gilibrator Lo Volume Cylinder
Gilian Gilibrator Soap Bubble Calibrator
Industrial Scientific Four Gas Meter (Confined Space) and calibration kit
Ivey Octave Band Analyzer
2 - Jerome Mercury Vapor Analyzer
9 - Metrosonics CL 304 Acoustical Calibrators
11 - Metrosonics DB 3100 Noise Dosimeters
3 - MSA Elf Portable Air Sampling Pumps and Charging Station
MSA Gemini Low Flow Converter for Elf Pumps
MSA KWIK Draw Pump for Detector tubes and various detector tubes
MSA Passport Photoionization Detector and Calibration kit
Quest Noise Survey Meter and Calibrator
2 - Toro Leaf Blowers for Asbestos Clearance Sampling
TSI Portacount for Quantitative Fit Test
TSI Q-Trak Indoor Air Quality Meter (CO2, CO, Temp, Humidity) and calibration kit
TSI Ventilation Meter
Vista Scientific Corporation Heat Stress Computer
Impingers
MSA Cyclones
TSI Velocicalc Plus Air Velocity Meter
Quest Questemp 36 Thermal Environment Monitor

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 Exttech Sound Level Meter
 MSA 5 Star Four Gas confined space monitor
 Thermo Miran Sapphire Infrared Analyzer
 5 - EMS High Volume Sampling Pump

RIQA Laboratory Equipment

System/Item Name	Manufacturer	Model
<u>Tensile System</u>		
Tester	Tinius Olsen	None (verified)
Recorder, X-Y	Tinius Olsen	AD
Readout, Digital	Tinius Olsen	290
CPU	Dell	DHM
Monitior	Dell	E771A
Printer, ADP	HP	C4170A
Extensometer, Bolt Testing	Tinius Olsen	SB200
<u>EDAX System</u>		
Display Unit	Sony	CPD1730
Analyzer	Edax	DX4
X-Ray Analyzer	Edax	PV9814
Printer, ADP	HP	C2003A
<u>Micro Hardness System</u>		
Computer, Micro	Dell	DCM
Tester, Hardness	Shimadzu	HMV2000
Tester, Hardness	NewAge	NI100C
Display Unit	Dell	Trinitron
<u>Image Analysis System</u>		
BW Camera	Hitatichi	KP-Mlek
Camera	Polaroid	Macro 5
Computer, Micro	HP	D5766T
Display Unit	Hyundai	ImageQuest G210
Printer, ADP	Epson	P930A
Metallograph	Unitron	Versamet 3
Camera, Television	Cohu	8215-2000
Microscope, Stereo	Unitron	25T
Receiver, Television	Sony	CVM1271
Stand, Projection	Sony	VID P10
Marker/Measuring System, Video	Beckler	VIA 150
Printer, Video	Sony	UP3000
Recorder, Cassette, Video	Emerson	VCR3001
<u>Laser Thread Measurement System</u>		
Laser	Laser Gen	99-169
Computer, Micro	Laser Gen	
Printer	HP	1200 Series
Display Unit	Acer	7276E
<u>Zyglo Penetrant Inspection Unit</u>		
Zyglo Penetrant Insp Unit	Magnaflux	ZA-28W
Water Filtering System	Magnaflux	519719
Radiometer	Spectronics	DSE-100X
UV-A Sensor	Spectronics	DIX-365
Visible Light Sensor	Spectronics	DIX-555A
<u>Polishing Equipment</u>		
Sander, Belt	Buehler	16-1290-160

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Flaring Machine	Olsen	50P
Polishing/Grinding Machine	Buehler	49-1750-160
Specimen Mount Press	Extec	Labpress 40
Abrasion Cutter	Leco	
Polishing/Grinding Machine	Buehler	49-4102-260
Specimen Mount Press	Buehler	20-1420-160

Electronics Inspection Unit

Computer, Micro	Compaq	Deskpro EN
Oscilloscope	Tektronix	TDS744A
Meter, RCL	Fluke	Pm6306
Generator, Function	Fluke	Pm5150
Multimeter, Digital	Fluke	8840A
Oscilloscope, Portable	Protek	p2520
Multimeter, Digital	Beckman	HD110T
Controller, Microprocessor	PTI	4501
Impact Sensor	PTI	S140C/A
Transducer	PTI	S140B/M
Shaker	PTI	M230
Curve Tracer	Tektronix	370A
Oven, Drying	Despatch	LDB1-38M
Power Supply	HP	3630a
Power Supply	Beckman	1635
Power Supply	HP	E3630
Computer, Micro	Dell	DCM
Display Unit	Dell	D2026T-AS
Oscilloscope	Tektronix	TDS744A
RCL Meter	Fluke	Pm6306
Multimeter, Digital	Fluke	8840A
Oscilloscope, Portable	Protek	p2520
Multimeter, Digital	Beckman	HD110T
Solder Pot	Assembly Tech	675
Solder Iron	Hexacon	MV15
Generator, Function	Fluke	Pm5150

Miscellaneous - Not Part of Single System

Stand, Electronic	Apeiron	LTMS-SP/SPI
Microscope		
Microscope	American Optical	
Camera, B/W CCD	Watec	Wat-902
Surface Plate, Granite	Ottaving	
Printer	HP	C3952A
Camera, Still Picture		
Cabinet, Medical	Blickman	None (verified)
Cabinet, Medical	Blickman	None (verified)
Computer, Micro	IBM	433sx
Gage, Height	Starret	None (verified)
Edax, Hand Held	EDAX	CT3000
Stereo Scope	Unitron	2SB
Computer, Micro (Compaq)	Compaq	Deskpro EN
Printer	HP	C3952A
Monitor	DeluxScan	P210
Hold Cage	Techno	C-120
Label Maker	Panduit	LS5
Digital Camera	Polaroid	PDC640

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EXHIBIT E - SAFETY AND HEALTH PLAN

EXHIBIT G - EQUIPMENT IN THE LABORATORY RISK EVALUATION PROGRAM

LREP Labs in Bldg. 1200

- ADVANCED MEASUREMENT AND DIAGNOSTIC BRANCH WIND TUNNEL (AMDB)

LREP Labs in Bldg. 1205

- SHORE WESTERN, 20-KIP HYDRAULIC FATIGUE TEST SYSTEM; SHORE WESTERN, 20-KIP HYDRAULIC FATIGUE TEST SYSTEM TEST STAND #15 TEST
- SHORE WESTERN, 20-KIP HYDRAULIC FATIGUE TEST SYSTEM #10
- MTS, 20-KIP HYDRAULIC FATIGUE TEST SYSTEM TEST STAND #23
- SHORE WESTERN, 50-KIP HYDRAULIC FATIGUE TEST SYSTEM #12,
- MATERIALS TESTING SYSTEM (MTS) 20-KIP HYDRAULIC FATIGUE TEST SYSTEM
- MTS, 20-KIP HYDRAULIC FATIGUE TEST SYSTEM #25
- SHORE WESTERN, 20-KIP HYDRAULIC FATIGUE TEST SYSTEM #26,
- MTS, 100-KIP HYDRAULIC FATIGUE TEST SYSTEM #27,
- INSTRON 4201 UNIVERSAL STATIC TEST SYSTEM TEST STAND #29
- HARROP, LAB MULTI-PARAMETER STATIC TEST STAND #1
- HARROP, LAB MULTI-PARAMETER STATIC TEST STAND #2,
- MTS, 50-KIP HYDRAULIC TEST SYSTEM #16
- HARROP, LAB MULTI-PARAMETER STATIC TEST STAND #3,
- 5-KIP AXIAL/TORSION, MTS, TEST STAND #13,
- 20-KIP AXIAL/TORSION, MTS, TEST STAND #14,
- INSTRON, 100-KIP FATIGUE TEST STAND #2,
- INSTRON, 50-KIP FATIGUE TEST STAND #3,
- INSTRON, 50-KIP FATIGUE TEST STAND #4
- INSTRON, 20-KIP FATIGUE TEST STAND #5
- INSTRON, 20-KIP FATIGUE TEST STAND #6,
- INSTRON, 20-KIP FATIGUE TEST STAND #7
- INSTRON, 20-KIP FATIGUE TEST STAND #8,
- NASA-FABRICATED, ATB HYDRAULIC TEST SYSTEM #17,
- SATEC CREEP TESTER, MODEL D, TESTING SYSTEM #CS-1
- SATEC CREEP TESTER, MODEL D, TESTING SYSTEM #CS-2
- SATEC CREEP TESTER, MODEL D, TESTING SYSTEM #CS-3
- SATEC CREEP TESTER, MODEL D, TESTING SYSTEM #CS-4
- SATEC CREEP TESTER, MODEL D, TESTING SYSTEM #CS-5
- ARCWELD CREEP TESTER, MODEL D, TESTING SYSTEM (TEST STAND #CS-6)
- SATEC CYCLIC EXPOSURE RIG, TESTING SYSTEM (TEST STAND #CS-7)
- SATEC CREEP TESTER, MODEL D, TESTING SYSTEM (TEST STAND #CS-8)
- SATEC CREEP TESTER, MODEL D, TESTING SYSTEM (TEST STAND #CS-)
- ACRWELD CREEP TESTER, MODEL D, TESTING SYSTEM
- MTS, 100-KIP HYDRAULIC FATIGUE TEST SYSTEM #18,
- SATEC CREEP TESTER, MODEL D, TESTING SYSTEM #CS-11
- ARCWELD CREEP TESTER, MODEL D, TESTING SYSTEM #CS-12
- SATEC CREEP TESTER, MODEL D, TESTING SYSTEM #CS-13

- SATEC CREEP TESTER, MODEL D, TESTING SYSTEM SATEC CREEP TESTER, MODEL D, TESTING SYSTEM TEST STAND #CS-14 (1205-43) ARCWELD CREEP TESTER, MODEL D, TESTING SYSTEM TEST STAND #CS-15 (1205-44)
- ARCWELD CREEP TESTER, MODEL D, TESTING SYSTEM TEST STAND #CS-16 (1205-45)
- INSTRON 20 AND 50-KIP FATIGUE TEST STANDS LD1 THRU LD20 (1205-46GP)
- MTS, 50-KIP HYDRAULIC FATIGUE TEST SYSTEM #19,
- ELNIK SYSTEMS MULTI-PARAMETER TEST STAND #4 (1205-66)
- INSTRON MULTI-PARAMETER TEST STAND #5 (1205-67)
- MATERIALS TESTING SYSTEM (MTS), 100-KIP HYDRAULIC FATIGUE TEST SYSTEM TEST STAND #1 (1205-68)
- SHORE WESTERN, 20-KIP HYDRAULIC FATIGUE TEST SYSTEM, TEST STAND #28
- MTS, 300-KIP HYDRAULIC FATIGUE TEST SYSTEM #20,
- SHORE WESTERN, 50-KIP HYDRAULIC FATIGUE TEST SYSTEM, TEST STAND #9 (1205-70)
- MTS, 5-KIP HYDRAULIC FATIGUE TEST SYSTEM, TEST STAND #33 (1205-73)
- WESTERN BOONSHAFT, 400-KIP HYDRAULIC FATIGUE TEST SYSTEM #21,
- NASA-FABRICATED, BIAXIAL HYDRAULIC FATIGUE TEST SYSTEM #22,

LREP Labs in Bldg. 1214

- BASIC AERODYNAMIC RESEARCH TUNNEL

LREP Labs in Bldg. 1221C

- HYPERSONIC PROPULSION BRANCH MIXING STUDIES FACILITY
- MACH-4 BLOWDOWN TUNNEL,
- PROPULSION INSTRUMENT SHOCK LABORATORY TEST STAND #CS-6

LREP Labs in Bldg. 1235

- VARIABLE FREQ. CONVERTER CONFIGURATION #1,
- VARIABLE FREQ. CONVERTER CONFIGURATION #2,
- VARIABLE FREQ. CONVERTER CONFIGURATION #3,

LREP Labs in Bldg. 1237A

- 200# VACUUM FURNACE
- 3-FT. CENTRIFUGE FURNACE

LREP Labs in Bldg. 1238A

- MATERIALS RESEARCH CORP (MRC) SPUTTERING SYSTEM #2 AND 1.25 DW RF POWER SUPPLY
- 18" NASA MODIFIED VACUUM CHAMBER #3
- 30" VACUUM CHAMBER #4, NASA FABRICATED
- AMRAY 1200B SCANNING ELECTRON MICROSCOPE (SEM)

LREP Labs in Bldg. 1247

- 15" LOW-SPEED WIND TUNNEL
- 20" X 28" SHEAR FLOW CONTROL TUNNEL
- 7" X 11" LOW-SPEED WIND TUNNEL
- PLASMA FLOW CONTROL APPARATUS
- 2' X' 3 BOUNDARY LAYER CHANNEL [2 LRE]

LREP Labs in Bldg. 1148 (16 labs)

- SATEC/BALDWIN, 120-KIP TEST MACHINE A
- SATEC/BALDWIN, 120-KIP TEST MACHINE B
-

- SATEC/BALDWIN, 300-KIP TEST MACHINE
- SATEC/SOUTHWARK-EMERY, 1200-KIP TEST MACHINE
- ABAR II HIGH TEMPERATURE VACUUM FURNACE A,
- ABAR III HIGH TEMPERATURE VACUUM FURNACE B,
- ULTRA VIOLET EXPOSURE CHAMBER
- 100-KIP INVERTED MATERIALS TESTING SYSTEM (MTS) ELECTRO-HYDRAULIC TEST STAND (1148-1A)
- PORTABLE PNEUMATICALLY CONTROLLED IMPACT SYSTEM
- INSTRON TEST MACHINE C
- INSTRON 25-KIP TEST MACHINE
- MTS, 50-KIP TEST MACHINE A
- MTS, 50-KIP TEST MACHINE B
- MTS, 100-KIP TEST MACHINE
- SATEC/TINIUS, OLSEN, 100-KIP TEST MACHINE

LREP Labs in Bldg. 1250

- 8' X 15' THERMAL VACUUM CHAMBER SPACE SIMULATOR
- 5' X 5' THERMAL VACUUM CHAMBER,
- 6' X 6' THERMAL VACUUM CHAMBER

LREP Labs in Bldg. 1262

- STATIC TIRE TEST STAND,
- DIAGONAL BRAKING VEHICLE,
- INSTRUMENTED TIRE TEST VEHICLE,
- RUNWAY SIMULATOR (SHAKER TABLE)

LREP Labs in Bldg. 1267A

- WABASH 30 KIP HYDRAULIC PRESS #2

LREP Labs in Bldg. 1267

- MTS, 110-KIP HYDRAULIC FATIGUE TEST SYSTEM
- MTS 810, 22 KIP, MATERIAL TEST SYSTEM
- 220 KIP MTS, WITH MTS 458 CONTROLLER
- SHORE WESTERN, 220 KIP, WITH MTS 458 CONTROLLER,
- SHORE WESTERN, 220 KIP, WITH MTS 458 CONTROLLER,
- SHORE WESTERN, 500 KIP, WITH MTS 458 CONTROLLER,
- SHORE WESTERN, 500 KIP, WITH MTS 458 CONTROLLER,
- OLIVER 500 TON HYDRAULIC PRESS #6

LREP Labs in Bldg. 1287

- 2 X 2 INCH FLOW IMPEDANCE LABORATORY

LREP Labs in Bldg. 1293C

- ROBOTIC TOW PLACEMENT FACILITY

LREP Labs in Bldg. 1297

- 18-FT. SHOCK TEST MACHINE
- 120 KIP EMERY/BALDWIN TEST MACHINE
- 10 KIP DIGITAL TINIUS OLSEN TEST MACHINE

EXHIBIT H - INDUSTRIAL HYGIENE AUDITS (RISK EVALUATIONS)

High (Annual Audits)

582A, 648, 1146, 1146A, 1146B, 1146C, 1146D, 1146F, 1146H, 1146I, 1146J, 1146K, 1146L, 1148, 1155, 1199, 1200, 1202, 1205, 1212C, 1214, 1215, 1221C, 1229A, 1230, 1230B, 1236, 1237A, 1238, 1238A, 1238B, 1244, 1247B, 1247D, 1250, 1251, 1251A, 1251B, 1251C, 1251D, 1251E, 1265, 1265A, 1265B, 1265C, 1265D, 1265E, 1265F, 1265G, 1267A, 1271, 1275, 1283, 1285, 1286, 1292, 1293A, 1294, 1295, 1295A, 1295B, 1295C, 1295E, 1299, 1299A, 1299B, 1299C, 1299E, 1299F

Medium (1/3 Annually)

582, 644, 645A, 647, 1145, 1149, 1152, 1154, 1158, 1159, 1160, 1161, 1163, 1164, 1165, 1166, 1167, 1170, 1171, 1172, 1173, 1174, 1175, 1176, 1177, 1181, 1187, 1188, 1189, 1190, 1197, 1198, 1201, 1202A, 1204, 1206, 1208, 1208A, 1211, 1212, 1212B, 1213, 1215 (TUNNELS), 1218A, 1220, 1221A, 1221B, 1221D, 1221E, 1222B, 1223, 1223A, 1225, 1228, 1230A, 1231, 1231B, 1232A, 1234, 1235, 1237B, 1237C, 1241, 1242, 1242A, 1242B, 1244A, 1244B, 1244D, 1245, 1246, 1247C, 1247E, 1247F, 1247H, 1247J, 1248, 1254, 1256, 1256A, 1257, 1258, 1258A, 1259, 1260, 1261, 1261B, 1262, 1263, 1264, 1267, 1267B, 1268, 1268A, 1268B, 1268C, 1268D, 1272, 1273, 1277, 1281, 1284A, 1284B, 1284C, 1287, 1289, 1292A, 1292B, 1293B, 1295D, 1296, 1297, 1297A, 1297B, 1297C, 1297D, 1298

EXHIBIT I - FACILITIES IN THE HEARING CONSERVATION PROGRAM

BUILDING	DOSIMETRY DATE	TYPE	TWA (dBA)	HCP
645A Spin Tunnel Research	05/97	P/A	85	Y
1205 Materials Research Laboratory	06/97			
1212 Room 142A & 142B Tunnel	06/95	A	86	Y
1221C Mach 4 Tunnel	04/95	P/A	91	Y
1221C Transverse Jet Tunnel	09/95	P/A	88	Y
1244 Hangar	07/97	P/A	88	Y
1247E Compressor Station	01/97	P/A	93	Y
1251 Unitary Wind Tunnel	07/98	P/A	95	Y

LEGEND

TWA - 8-hour Time-Weighted Average
HCP - Hearing Conservation Program
P - Personal Dosimetry
A - Area Dosimetry

EXHIBIT J - FACILITIES CONTAINING ASBESTOS

Facilities with Asbestos-Containing Materials (ACM) Present

* = Crawl Space

Bold = Friable ACM

2A	Occupied	Low Turbulence Pressure Tunnel
583	Occupied	26" Transonic Tunnel
640	Occupied	8FT Transonic Pressure Tunnel
641*	Occupied	8FT Transonic Tunnel Offices
643	Occupied	Full Scale Tunnel (operated by Old Dominion University)
644*	Occupied	12 Foot Low Speed Tunnel
646*	Occupied	Engineering Technology Laboratory
647	Occupied	Helicopter Hover Facility
648	Occupied	Transonic Dynamics Tunnel
1133B		PSCN Earth Station
1146A		16 Foot Tunnel - Equipment Facility
1146B		16 Foot Tunnel - Valve House
1146C		16 Foot Tunnel - Cooling Tower/Pump House
1146D		16 Foot Tunnel Annex
1148	Occupied	Structures and Materials Laboratory
1149	Occupied	Medical Services/Inspector General
1152	Occupied	HSR Program Office (2 nd Floor)
1152	Occupied	Publications (1 st Floor)
1155	Occupied	Photographic Laboratory
1156		Emergency Equipment Storage
1158		Pyrotechnics Storage
1159		Pyrotechnics Testing
1162	Occupied	Office of Safety and Mission Assurance
1192*	Occupied	Financial Management
1192C	Occupied	Computational Fluid Dynamics
1194	Occupied	Technical Library
1195A	Occupied	Office of Procurement
1200	Occupied	High Energy Research Lab
1202	Occupied	Flight Electronics Laboratory
1205	Occupied	Applied Materials Branch
1206	Occupied	Supply, Shipping and Receiving
1208	Occupied	Acoustic Research Lab
1212	Occupied	Subsonic Tunnel Offices
1212B	Occupied	High Speed 7x10 Foot Tunnel
1213*	Occupied	Cafeteria and Communications
1215	Occupied	West Heating Plant
1215U		Steam Tunnels
1218	Occupied	Executive Conference Center
1218A	Occupied	Anechoic Noise Facility
1219*	Occupied	Headquarters Building
1220*	Occupied	Information Systems Research Facility
1221*	Occupied	Hypersonic Air Breathing Propulsion Office
1221A*	Occupied	Jet Noise Laboratory
1221B*	Occupied	Acoustic and Dynamics Laboratory
1221C*	Occupied	Hypersonic Propulsion Scramjet Test Facility

1221D*	Occupied	Jet Noise Laboratory
1222	Occupied	H.J.E. Reid Conference Center
1225	Occupied	Advanced Machining and Development Laboratory
1228	Occupied	Main Gate, Badge and Pass Office
1229*	Occupied	Structural Mechanics & Dynamics Lab
1229A*	Occupied	Metals Cleaning Laboratory
1230*	Occupied	Instrument Research Laboratory
1232*	Occupied	Space Technology Laboratory
1232A*	Occupied	Metals Technology Development Laboratory
1234	Occupied	Jet Exit Test Facility
1235	Occupied	Frequency Converter Building
1236	Occupied	National Transonic Facility
1237A	Occupied	Foundry & Glassblowing Shop
1237B	Occupied	Balance Calibration Laboratory
1237C	Occupied	Drop Model Shop
1238	Occupied	Electronics Development Laboratory
1238A	Occupied	Development Lab
1238B	Occupied	Composite Model Development
1241	Occupied	Electric Drive Control
1242	Occupied	0.3 Meter Trans Cryo Tunnel
1244	Occupied	Hangar and Flight Research Office Building
1244C	Occupied	Hangar Offices
1247A	Occupied	Gas Dynamics Complex
1247B	Occupied	Various Test Apparatus
1247D	Occupied	Various Test Tunnels
1247E	Occupied	High Pressure Air Pumping Facility
1247H	Occupied	Low Speed Boundary Layer Channel
1248	Occupied	Fire Protection
1250	Occupied	Airborne Trace Gas Laboratories
1251*	Occupied	Unitary Wind Tunnel & Research Offices
1251A *	Occupied	15" Mach 6 High Temp Tunnel & 31" Mach 10 Tunnel
1256	Occupied	Micrographics
1258	Occupied	Compressor & Control
1259A		ALDF Refrigeration Unit
1262	Occupied	ALDF Shop & Offices
1263	Occupied	Ceramics
1264	Occupied	7" Hi Temp Tunnel
1265*	Occupied	8 Ft. High Temperature Tunnel (HTT)
1265B*		8 Ft. HTT Combustor Facility
1265C*		8 Ft. HTT Cooling Tower
1265D*		8 Ft. HTT Fuels Equipment Facility
1265E*		8 Ft. HTT Storage Annex
1267	Occupied	Thermal Structures Laboratory and Offices
1268	Occupied	Data Reduction Center
1268A	Occupied	Computer and Simulator Complex
1270	Occupied	Printed Circuit Encapsulation Lab
1271	Occupied	Engineering Support Laboratory #2
1272	Occupied	Engineering Support Laboratory #3
1273	Occupied	LIDAR Laboratory
1274	Occupied	Model Preparation Facility
1275	Occupied	20 Inch M6 CF4 Tunnel

1275	Occupied	Radiation Reentry Research
1283	Occupied	Engineering and Fabrication Laboratory
1284A		Storage Facility
1284B	Occupied	Component Verification Building
1284C	Occupied	Cloud Chemistry Laboratory
1293A	Occupied	Structural Dynamics Facility/Advanced Films & Coatings
1294	Occupied	Engineering Support Lab #1
1295	Occupied	60 Ft. Vacuum Sphere and Laboratory
1295A	Occupied	Pump House
1296	Occupied	Nondestructive Evaluation Services Lab
1297	Occupied	Impact Dynamic Research Facility
1298	Occupied	Guidance & Control Research Laboratory and Offices
1299	Occupied	Flight Electronics Laboratory

EXHIBIT K - FACILITIES REQUIRING SAFETY AUDITS

<u>Building</u>	<u>Description</u>
581	Thornell Avenue Substation
582	300 PSI Compressor Station
582A	Low Turbulence Pressure Tunnel
641	Telephone Switch Rooms
642	Back River Substation
644	12-Foot Low-Speed Tunnel
645	20-Ft. Vertical Spin Tunnel
645A	Spin Tunnel Research Office
647	Helicopter Hover Facility
648	Transonic Dynamics Tunnel
648A	Cooling Tower
648B	Transonic Dynamics Tunnel Annex
650	Mathis Road Substation
1000	SATS Facility
1101	Gate 5 Guard House
1121	NTF Model Storage
1122	Security Model Storage Area
1130T-1	Micrographics/Engineering Drawing Files
1130T-2	IRL Branch Offices
1130T-3	ISSD Support Contractors
1130T-4	Child Development Center Auxiliary
1133B	PSCN Earth Station
1133D	Building 1133B Substation
1145	Visual Imaging Facility
1145T	Visual Imaging Center
1146	16 Foot Transonic Tunnel
1146A	16 Foot Transonic Tunnel - Equipment Facility
1146B	16 Foot Tunnel - Valve House
1146C	16 Foot Tunnel - Cooling Tower/Pump House
1146D	16 Foot Tunnel Annex
1146E	16 Foot Tunnel Annex
1146F	16 Foot Tunnel Annex
1146G	16 Foot Tunnel Gas Storage
1146H	16 Foot Tunnel - Motor House #1
1146I	16 Foot Tunnel - Motor House #2
1146J	16 Foot Tunnel Annex
1146K	16 Foot Tunnel - Air Exchange Tower
1146L	16 Foot Tunnel Annex
1146	M16 Foot Tunnel Access Area
1147	Taylor Substation
1148	Structures and Materials Laboratory
1149	Medical services/Inspector General
1151	Space Science Support Office
1152	HSR Program Office (2nd floor)
1152	Media Services Center (1st floor)
1153	Public Services/Public Affairs
1154	Steam/Hot Water Exchange & Pump House
1155	Photographic Laboratory

1156 Emergency Equipment Storage
1158 Pyrotechnics/Explosives Storage Building
1158A Pyrotechnics Storage
1159 Pyrotechnics/Systems Environmental Test Facility
1160 COLTS
1160A COLTS Temp. Pressure Box Facility
1160B COLTS Cryogenic Pressure Box Facility
1161 COLTS
1162 Office of Safety and Mission Assurance
1162A Office of Safety and Mission Assurance
1162T Office of Safety and Mission Assurance
1163 Security Office
1163T Security Operations
1164 Inspection Office
1165 OSMA Office Storage
1166 Hazardous Waste Storage Facility
1167 PCB Storage Facility
1168 Flight Management Research Facility
1169 Logistics Management
1170 Furniture Storage Warehouse
1171 Stock Issue Warehouse
1172 Paper and Stock Warehouse
1173 Chemical Storage Warehouse
1174 Furniture Storage Warehouse
1175 Carpet Warehouse
1176 Storage and Issue Facility
1177 Mail Processing Facility
1181 Reclamation and Recycling Facility
1183 Office of Security and Environmental Engineering
1187 Storage Warehouse
1188 System Control and Oxygen Cleaning
1189 Mechanical-Piping Support Facility
1190 Temporary Office Facility
1191 LMS Office Facility
1192
1192C Computational Fluid Dynamics
1192D Project Directorate Building
1192E Computational Fluid Dynamics
1194 Technical Library
1194A Training Classrooms
1195 Program and Resources Division
1195A Office of Procurement/Office of Chief Counsel
1195B Office of Chief Financial Officer
1195C Office of Human Resources
1196 Public Affairs Exhibits Storage
1196T Global Positioning Systems Laboratory
1197 Electrical/Custodial Support
1198 Air Conditioning Shop
1199 Vehicle Maintenance and Plant Support Services
1200 Advanced Measurement and Diagnostics
1200A Measurement Sciences Research Laboratory Annex

1201 Communications/Telephone
1202 Flight/Aerospace Electronic Laboratory
1202A Cafeteria
1202A Pearl Young Theater
1203 General Research Facility
1204 Systems Engineering Development Laboratory
1205 Light Alloy Laboratory
1205 Materials Research Laboratory
1205 Multiparameter Laboratory
1206 Supply, Shipping and Receiving
1206T Warehouse Support
1208 Acoustic Research Laboratory
1208A Office Space for Applied Acoustics
1209 Facilities and Systems Engineering
1209T-1 Facilities Systems Engineering
1209T-2 Facilities and Systems Engineering
1209T-3 Procurement
1209T-4 Facilities and Systems Engineering
1209T-5 Procurement
1209T-6 Facilities and Systems Engineering
1209T-7 GIS Group
1209T-8 GIS Group
1211 Telephone Switch Room
1212 Subsonic Tunnel Offices
1212B High Speed 7 x 10 Foot Tunnel
1212C 14 x 22 Foot Speed Subsonic Tunnel
1212C Laser Seeding System
1212C Laser Velocimetry System
1213 Cafeteria and PSCN Communications
1214 Basic Aerodynamics Research Tunnel
1215 West Heating Plant
1216 University Affairs and Training Classrooms
1216T University Affairs
1218 Executive Conference Center
1218A Anechoic Noise Research Facility
1219 Headquarters Building
1220 Safety and Mission Critical Systems
1220 Semianechoic Electronic/Magnetic Test Area
1221 Hypersonic Airbreathing Propulsion Office
1221 Office Building Complex
1221A Jet Noise Laboratory
1221A Thermal Acoustic Fatigue Apparatus
1221B Acoustic and Dynamics Laboratory
1221B Structural Acoustic Flow Apparatus
1221C Substation
1221D Direct Connect Sup. Sonic Combustion Test Facility
1221D Combustion Heated Scram Jet Test Facility
1222 H. J. E. Reid Conference Center
1222B Gymnasium
1222B Langley Fitness Center
1223 Sewage Pumping Station

1223A Pipe Welding Fabrication Shop
 1224T-1 SAER Contractor Housing
 1224T-2 SAER Contractor Housing
 1224T-3 Alumni Trailer
 1224T-7 Training Classrooms
 1224T-8 SAER Contractor Housing
 1224T-9 SAER Contractor Housing
 1224T-10 SAER Contractor Housing
 1224T-11 SAER Contractor Housing
 1225 Advanced Machining and Development Laboratory
 1227 Substation - DL
 1228 Main Gate, Badge and Pass Office
 1229 Structural Mechanics and Dynamics Laboratory
 1229A Metals Cleaning Laboratory
 1230 Instrument Research Laboratory
 1230A Gas Flow Calibration Laboratory
 1230B Nondestructive Evaluation Laboratory
 1231 Child Development Center
 1231A Langley Sky Watchers Observatory
 1231B Child Development Center
 1231T Child Development Center
 1232 Space Technology Laboratory
 1232A Metals Technology Development Laboratory
 1232A Aerospace Controls Research Laboratory
 1232A Materials Integration Laboratory, Room 104
 1232B AFGE Union
 1232T-1 Space Technology Support
 1232T-2 Space Technology Support
 1233 Stratton Road Substation
 1234 Jet Exit Test Facility
 1235 Frequency Converter Building
 1236 National Transonic Facility
 1236A NTF Annex
 1236B NTF Annex - Vent Structure
 1236C NTF Tunnel Model Storage
 1236D NTF Annex
 1236T Construction Management for NTF
 1237A Foundry and Glass Blowing Shop
 1237B Balance Calibration Laboratory
 1237C Drop Model Shop
 1237T Contractor Housing (T-3)
 1237T Contractor Housing (T-1)
 1237T Contractor Housing (T-2)
 1237T Contractor Housing (T-4)
 1238 Electronics Technology Laboratory
 1238A Microelectronics Development Laboratory
 1238B Composite Model Development Laboratory
 1239 Warner Road Substation
 1240 Excess Material Stores Warehouse
 1241 Drive Control Facility
 1242 0.3 Meter Trans Support Building

1242A Cryo LN2 Tank Area
1242B 0.3 Meter Trans Support Building
1243 Yorktown Road Substation
1244 Hangar and Flight Research Office Building
1244A Water Tank No. 2
1244B Hangar Storage Building
1244C Hangar Offices
1244D Hangar Support Building
1244T ASAD Support (T-4)
1244T FOSD Support (T-2)
1244T JIAFS (GWU) Office (T-3)
1245 Metal Store and Issue Warehouse
1246 General Storage Warehouse
1247A Gas Dynamics Complex
1247B Various Test Apparatus
1247C Cooling Tower
1247D Various Test Tunnels
1247E High Pressure Air Pumping Facility
1247F Ames Road Substation
1247H Low Speed Boundary Layer Channel
1247J Vacuum Pumping Station/Gas Dynamics
1248 Fire Protection
1250 Airborne Trace Gas Laboratories
1250 Applied Program Laboratory, Room 123
1250 ATM Sciences Division Office
1250 ATM Studies Branch Office
1250 Chemistry and Dynamics Branch Laboratories
1250 LIDAR Applications Group Laboratories, Rooms 127, 128, 129
1250 MAPS Laboratories, Rooms 124A, 124B
1250 TDB Laboratories
1250A Atmospheric Sciences Laboratory Annex
1250T Atmospheric Sciences Competency (T-2)
1250T Atmospheric Sciences Competency (T-3)
1250T Atmospheric Sciences Competency (T-4)
1250T Atmospheric Sciences Competency (T-5)
1250T Atmospheric Sciences Competency (T-6)
1251 Unitary Wind Tunnel and Research Offices
1251 Coherent/Spectra Physics Lasers
1251A 15" Mach 6 High Temperature Tunnel and 31" Mach 10 Tunnel
1251B Cooling Tower
1251C Water Chemical Treatment Building
1251D Sprinkler House
1251E Oil Storage
1253 Substation - S2
1253A Substation - S2-DM
1254 Radiation Waste Storage Building
1255 Forms and Publications Storage Warehouse
1256 COLTS Facility and Office Area
1256A COLTS
1256B COLTS
1257 ALDF Track

1257A Paved Test Strip
1257N North Side Arresting Gear
1257S South Side Arresting Gear
1258 Landing Loads Compressor and Control Building
1258A Jet Valve Building
1259 North Side Storage
1259A Refrigeration Building
1260 ALDF West Storage (Building B)
1261 ALDF Carriage Building
1261A Filter Plant Bldg. No. 2
1261B ALDF Carriage House Annex
1262 Aircraft Landing Dynamics Office and Shop
1263 7" High Temperature Office Building
1264 7" High Temperature Tunnel
1265 8 Ft. High Temperature Tunnel
1265A 8 Ft. HTT Complex Bottle Storage
1265B 8 Ft. HTT Combustor Facility
1265C 8 Ft. HTT Cooling Tower
1265D 8 Ft. HTT Fuels Equipment Facility
1265E 8 Ft. HTT Storage Annex
1265F 8 Ft. HTT Complex Storage
1265G 8 Ft. HTT CPX 6000 PSI Bottle Field
1265H 8 Ft. HTT Complex Annex
1265T 8 Ft. HTT Support
1266 Moffett Road Substation
1267 Thermal Structures Laboratory and Offices
1267A Materials Processing and Development
1267B ARC Jet Facility
1268 Central Computing Complex
1268A Central Computing Complex
1268A Simulator Facilities
1268A Information System Division
1268A Flight Dynamics and Control Division
1268A Guidance and Control Offices
1268B Data Reduction Center Annex
1268C EODIS DAAC
1268D Cockpit Motion Facility
1271 Engineering Support Laboratory #2
1272 Engineering Support Laboratory #3
1273 LIDAR Laboratory
1273A Substation #1
1273T ATM Support
1274B Cooling Water Storage Tank
1275 20 Inch M5 CF4 Tunnel
1275 Room 118
1275 Jet Exhaust Simulator
1275 20 Inch M6 CF4 Tunnel
1276 LIDAR Research Lab Storage
1277 Nitrogen Pumping Facility
1281 COLTS
1283 Engineering and Fabrication Laboratory

1283D Substation No. 2
1284A Storage Facility
1284B Component Verification Building
1284C Cloud Chemistry Laboratory
1285 Grounds Equipment Building
1286 Ground Maintenance Repair Shop
1287 Flow Impedance Test Laboratory
1289 Coatings Support Facility
1290 Substation - WT
1291 Pump Station
1292 Building Trades Shop
1292A Building Trades Annex
1293A Structural Dynamics Facility, Advanced Films and Coatings
1293B Structural Dynamic Laboratory and Offices
1293C Composites Laboratory
1293D Mechanical Equipment Building
1294 Engineering Support Laboratory #1
1295 60 Ft. Vacuum Sphere and Laboratory
1295A Pump House
1295B Vacuum Sphere Controls
1295C 60 Ft. Sphere Control Building
1295D Flow Impedance Tube Test Facility
1295E 60 Ft. Sphere Blower House
1296 Nondestructive Evaluation Services Laboratory
1297 Impact Dynamic Research Facility
1297A Impact Dynamic Research Facility
1297B Office of Public Services storage
1297C Aircraft Crashworthiness Preparation Building
1297D Aircraft Crashworthiness Preparation Building
1297E Storage Facility
1297F Impact Dynamics Complex Annex
1297G Impact Dynamics Complex Annex
1298 Guidance & Control Research Laboratory & Offices
1298T Source Evaluation Boards
1299 Flight Electronics Laboratory
1299A Operations Building
1299B Operations Building
1299C Operations Building
1299D Microwave - VFH Communications Tower
1299E Microwave - VFH Communications Tower
1299F Flight Electronics
1299T-2 ISO 9000 Contractor Support
1299T-3 OSMA Contractor Support
1299T-4 OSMA Contractor Support
1299T-5 Public Affairs Contractor Support
1299T-7 Source Evaluation Board
1312 Development Center

EXHIBIT L - FACILITIES IN THE HIGH-RISK CONFIGURATION MANAGEMENT PROGRAM

Effort Code*	Facility Title	Building Number
01	West Area High Pressure Air System	1247E
02	20-Inch Mach 6 CF4 Tunnel	1275
03	8-Foot High Temperature Tunnel	1265
05	Hypersonic Blowdown Tunnels and 20-Inch Supersonic Wind Tunnel	1247D
05-01	20-Inch Mach 6	1247D
05-07	Supersonic Low Disturbance Tunnel	1247D
05-08	High Pressure Air Vacuums Systems	1247D
05-09	20-Inch Supersonic Wind Tunnel	1247D
05-10	Probe Calibration Tunnel	1247D
13	Visual Motion Simulator	1268A
14	Drive Control Facility	1241
16	31-Inch Mach 10 Tunnel	1251A
17	15-Inch Mach 6 High Temperature Tunnel	1251A
18	Transonic Dynamics Tunnel	648
19	14 x 22 Foot Subsonic Tunnel	1212C
21	16 Ft. Transonic Tunnel (Jet Exit)	1146 1234
22	Acoustic Research Laboratory	1208
23	Hypersonic Materials Test Apparatus	1148B
24	Unitary Wind Tunnel	1251B
25	Arc-Heated Scramjet Test Facility	1247B
29	Aircraft Landing Dynamics Facility	1257 / 1262
33	Impact Dynamics Research Facility	1297
34	0.3m Transonic Cryogenic Tunnel	1242
35	Anechoic Noise Research Facility	1218A

* Each facility in the high-risk configuration management program is assigned a number for tracking purposes called an Effort Code

Effort Code	Facility Title	Building Number
36	Jet Noise Laboratory	1221A
36-7	Jet Noise Laboratory	1221A
36-5	Jet Noise Laboratory, Small Anechoic Jet Facility	1221A
37	Thermal Acoustic Fatigue Apparatus	1221A
37-3	Structural Acoustic Flow Apparatus	1221B
40	Low Turbulence Pressure Tunnel	582A
55	Cockpit Motion Facility	1268D
58	Impact and Projectile Range	1275
61	Twelve Foot Low Speed Tunnel	644
62	20-Foot Vertical Spin Tunnel	645
66	Differential Maneuvering Simulator	1268A
69	7-Inch Tunnel	1264
71	Direct Connect Supersonic Combustion Test Facility, Test Cell #2	1221D
75	Combined Loads Test Systems (COLTS)-Test Machine	1256
76	COLTS Cryogenic Pressure Box Facility	1160 / 1161
80	Combustion Heated Scramjet Test Facility, Test Cell #1	1221D
84	Hangar Water Deluge System	1244
85	Vacuum Braze Furnace	1232A
86	16-Meter Thermal Vacuum Chamber	1293B
91	Composite Shop Autoclave	1238B
97	Space Structures Research Laboratory	1293B
98	West Area Heating Plant and Steam Distribution	1215
99	National Transonic Facility (NTF)	1236
300	Switching Diagrams	n/a
200	EARS Drawings	n/a
301	Manhole Drawings	n/a
302	Electrical Panel Boards	n/a
303	Stratton Road Substation	n/a

Performance Metrics for Paragraph C.1.1: Radiation

Metric Type	Performance Standard
Critical	Provide a RSO that possess the training and experience necessary to be approved as RSO by the Nuclear Regulatory Commission (NRC).
Critical	Maintain and renew LaRC's radioactive materials license with the NRC.
Critical	Act as a point of contact for the SFAO during any emergency situation involving non-Ionizing and Ionizing material.
Schedule	Complete an audit of one-half of the active radiation permits (non-ionizing and ionizing) and have each audit documented within 10-days of completion.
Schedule	Evaluate each laser permit within ten days of known results.
Schedule	Attend each Non-Ionizing and Ionizing Committee meetings held during the last six months.
Schedule	Review and sign as RSO all Langley Form 44A initiated during the last six months within 3 days of receiving a Form 44A for signature.
Schedule	Complete subparagraphs h, j, & k, as required (training).
Schedule	Complete subparagraphs d, e, f, h, l, m, n, & o, as required (miscellaneous).
Quality	All radiation audits are done to ensure compliance with LAPG 1710.8, LAPG 1710.5, and NRC licensing requirements.
Quality	All radiation equipment is calibrated in accordance with LaRC and manufacture's requirements.
Quality	All work is completed in accordance with LAPG 1710.8, LAPG 1710.5, NRC, and OSHA requirements.

Performance Metrics for Paragraph C.1.2: IH and Food Service

Metric Type	Performance Standard
Critical	Provide at least one Certified Industrial Hygienist (CIH)
Critical	All work performed by non-CIH monitored/reviewed by CIH
Critical	Act as a point of contact for the SFAO during any emergency situation involving biological or potentially hazardous material.
Schedule	Complete at least 55 industrial hygiene audits and have each audit documented within 10-days of completion.
Schedule	Complete all requested IH hazard evaluation and have it documented within 5-days of known results.
Schedule	Perform duties of NASA LaRC Confined Space Program with a 2-hour response time for Civil Servant confined space entries.
Schedule	Evaluate and certify Civil Servant respirator users.
Schedule	Review all PHM permits within 5 days of known results.
Schedule	Review and approve as the IH all Form 44's within 3 days of receiving a form for signature.
Schedule	Perform basic ventilation surveys of at least one-half of LaRC's Laboratory fume hoods including the local exhaust ventilation.
Schedule	Respond to and investigate any indoor air quality problem or other health related problems within 24 hours with a report submitted within 5 days.
Schedule	Attend all PHM committee meetings held in the last six months.
Schedule	Review all NASA LF 66s submitted in the last six months.
Schedule	Conduct at least 4 audits of on-site contractor IH programs.
Schedule	Conduct at least 8 food & sanitation inspections as required by subparagraph u.
Schedule	Support the LaRC ergonomics program as required in subparagraph w.

Performance Metrics for Paragraph C.1.2: IH and Food Service

Metric Type	Performance Standard
Schedule	Complete subparagraphs b, j, l, m, & o, as required (miscellaneous).
Schedule	Complete subparagraphs e and f, as required (noise program)
Quality	All IH equipment is calibrated in accordance with LaRC and manufacture's requirements.
Quality	Perform all work required in C.1.2 in a manner that ensures LaRC is in compliant with all applicable LaRC policies and OSHA requirements.

Performance Metrics for Paragraph C.1.3: Asbestos Surveillance

Metric Type	Performance Standard
Critical	A holder of the appropriate Virginia Licenses (i.e., Project Asbestos Inspector, Asbestos Project Monitor and Asbestos Project Designer) performs the tasks under this element.
Schedule	Perform sampling to support projects in identifying asbestos in preparation of facility modifications.
Schedule	Perform all requested asbestos surveys within 10 days of request.
Schedule	Review and approve asbestos permits within 1 day of receipt.
Schedule	Perform required asbestos monitoring to ensure employees are not exposed to asbestos during asbestos removal
Schedule	Perform visual inspection and conduct air sampling of all asbestos removal projects that required containment.
Quality	Perform all work required in C.1.3 in a manner that ensures LaRC is in compliant with all applicable LaRC policies, OSHA requirements, and VA/Federal laws related to Asbestos.

Performance Metrics for Paragraph C.1.4: Safety Program Support Service

Metric Type	Performance Standard
Critical	Operate the Center's Emergency Broadcast System in an emergency situation.
Schedule	Update the Safety Bulletin Boards located in Buildings 1162 and 1202 with safety related posters every two weeks.
Schedule	Perform at least 12 industrial safety-training courses for LaRC employees (note required training in section C.1.5 does not count towards this requirement).
Schedule	Provide annual safety awareness training for Center Facility Safety Heads (FSHs) and Facility Coordinators (FCs) in accordance with subparagraph c (note: This requirement is applicable only during the six month period during which the training is to be conducted. For the other period, consider this requirement met).
Quality	No errors found in the final presentation to FSH and FC.
Schedule	Provide annual safety awareness training for Center Managers and Supervisors in accordance with subparagraph d. (note: This requirement is applicable only during the six month period during which the training is to be conducted. For the other period, consider this requirement met).
Quality	No errors found in the final presentation to Managers and Supervisors.
Schedule	Prepare the monthly LaRC Safety Awareness Newsletter, by the second Tuesday of each month proceeding the month of edition.
Quality	No errors found in the final version of the monthly LaRC Safety Awareness Newsletter.
Schedule	Update "LaRC Workdays Without a Lost Time Injury" signs in accordance with subparagraph f.
Schedule	Operate the SFAO film library and use LaRC Cablevision Channel 11 (LaRC - OSMA Safety Channel) to show safety videos in accordance with subparagraph g.

Performance Metrics for Paragraph C.1.4: Safety Program Support Service

Metric Type	Performance Standard
Quality	No employee looking to check-out or return a video could not find assistance from a Contractor employee.
Schedule	Prepare an annual safety summary flyer (note: This requirement is applicable only during the six-month period that includes the month of November. (For the other period, consider this requirement met).
Quality	No errors found in the final version of the safety summary flyer.
Schedule	Prepare two safety-awareness articles for submittal to the Langley Researcher.
Quality	No errors found in the final version of the safety-awareness articles.
Quality	SFAO personnel in the review of all documents generated in C.1.4 did not find more than 5 spelling or grammatical errors in any one document.
Quality	SFAO personnel in the review of all documents generated in C.1.4 did not find any technical error in relation to LaRC policy and OSHA requirements.

Performance Metrics for Paragraph C.1.5: Safety Training & Certification

Metric Type	Performance Standard
Critical	A Certified Safety Professional (CSP) directs training conducted as part of paragraph C.1.5.
Schedule	Conduct the LaRC Safety Operators training program in accordance with subparagraph a.
Schedule	Conduct the LaRC Overhead Crane Operators training program in accordance with subparagraph b.
Schedule	Conduct the LaRC Forklift Operators training program in accordance with subparagraph c.
Schedule	Conduct the LaRC Aerial Lift Operators training program in accordance with subparagraph d.
Quality	Perform all work required in C.1.2 in a manner that ensures LaRC is in compliant with all applicable LaRC policies and OSHA requirements.

Performance Metrics for Paragraph C.1.6: Safety & Fire Protection Audits and Construction Activities

Metric Type	Performance Standard
Critical	All work performed in paragraph C.1.6 is directed by a Certified Safety Professional (CSP).
Schedule	Conduct at least 174 safety and health audits in accordance with the requirements of subparagraph a
Schedule	Conduct site inspection of construction sites in accordance with subparagraph b.
Schedule	Conduct construction safety briefings on Monday, Wednesday and Friday of each workweek, excluding holidays.
Schedule	Attend all pre-construction meetings conducted during the last six months.
Schedule	Review the safety and health plans of all construction companies awarded construction contracts at LaRC within 1 working day of receipt.
Schedule	Maintain a database of LaRC gaseous tube trailers in accordance with subparagraph f.
Schedule	Conduct at least 4 audits of on-site contractor occupational safety programs.
Schedule	Conduct at least 174 fire and life safety audits in accordance with the requirements of subparagraph h
Schedule	Conduct any special fire and life safety audits in accordance with the requirements of subparagraph h when requested by the LaRC Fire Chief.
Quality	Perform all work required in C.1.6 in a manner that ensures LaRC is in compliant with all applicable LaRC policies and OSHA requirements.

Performance Metrics for Paragraph C.1.7: Emergency Operations Center

Metric Type	Performance Standard
Critical	Provide two employees to assist in EOC operations when requested by the Government.
Schedule	Check the operational status of EOC equipment daily and initiate any required repairs.
Schedule	Update the OSMA emergency telephone listing once a month.
Schedule	Conduct a hurricane practice drill (note: This requirement is applicable only during the six-month period that includes the month of August. For the other period, consider this requirement met).
Schedule	Conduct a snow/ice practice drill (note: This requirement is applicable only during the six-month period that includes the month of November. (For the other period, consider this requirement met).
Quality	No "typo-type" errors found in the emergency telephone list.
Quality	Phone numbers are updated in a proactive manner.

Performance Metrics for Paragraph C.1.8: Chemical Management

Metric Type	Performance Standard
Critical	Provide on-site chemical management services for the Structures and Materials Competency (S&MC) Laboratories in Buildings 1148 (technician), 1293A and 1293C (Industrial Hygienist).
Schedule	Check-in, date, and affix hazard labeling all chemical items received in accordance with subparagraph a.
Schedule	Provide prompt delivery of items requested from the chemical storeroom in accordance with subparagraph b.
Schedule	Classify and assign proper storage requirements for all chemicals to be stored in S&MC laboratories in accordance with subparagraph c.
Schedule	Prepare NASA-Langley Form 44-Hazardous Material-Procurement-Inventory and Storage Record, for all hazardous materials entering the facilities in accordance with subparagraph d.
Schedule	Prepare NASA-Langley Form 44B-Hazardous Material-Reissue Card, for transfer of chemicals from LaRC stockroom and between LaRC facilities in accordance with subparagraph e.
Schedule	Prepare required documentation, Langley Form 163 for all collected chemical waste in accordance with subparagraph f.
Schedule	Organize and administer the recycling program for the facility in accordance with subparagraph g.
Schedule	Maintain a current chemical computerized database for all chemicals in the facility in accordance with subparagraph h.
Schedule	Assure that a Material Safety Data Sheet (MSDS) is received and filed for all chemicals entering the facilities in accordance with subparagraph i.
Schedule	Attend the quarterly Potentially Hazardous Material Committee meetings as scheduled in accordance with subparagraph j.

Performance Metrics for Paragraph C.1.8: Chemical Management

Metric Type	Performance Standard
Schedule	Review the Chemical Hygiene Plan for Buildings 1148, 1293A and 1293C in accordance with subparagraph k.
Quality	Perform all work required in C.1.8 in a manner that ensures LaRC is in compliant with all applicable LaRC policies and OSHA requirements.

Performance Metrics for Paragraph C.1.9: Pyrotechnic Support Services

Metric Type	Performance Standard
Critical	Provide personnel experienced to oversee pyrotechnics and explosives use at the Langley Research Center
Schedule	Review all pyrotechnic procurement requests, shipping requests, OD requisitions, and specifications for hardware at LaRC.
Schedule	Assist in generating and reviewing pyrotechnic procedures, assign procedure numbers, and maintain procedures files.
Schedule	Develop and provide the required training for pyrotechnic personnel, assure the certification of personnel engaged in pyrotechnic materials work, maintain a listing of the level of training and maintain files.
Schedule	Verify compliance with pyrotechnic procedures.
Schedule	Ensure pyrotechnics are properly received, stored, transported and issued at LaRC.
Schedule	Review one-half of the pyrotechnic storage locations and operations at LaRC.
Schedule	Review with the Safety Manager and re-issue, as required, one-half of the active Pyrotechnic Safety Permits
Schedule	Support the Potentially Hazardous Materials (PHM) Committee upon request, conducting an inventory of pyrotechnic/explosive devices, and present an annual pyrotechnic status report to this committee
Schedule	Participate in the NASA Pyrotechnic Working Group activities as required.
Quality	Perform all work required in C.1.9 in a manner that ensures LaRC is in compliant with all applicable LaRC and NASA HQ policies.

Performance Metrics for Paragraph C.1.10: OSHA VPP Support

Metric Type	Performance Standard
Critical	Contractor staff participates in the OSHA VPP on-site recertification visit.
Schedule	Contractor staff assists the Government prepare for the OSHA VPP on-site recertification visit.
Schedule	Contractor staff assists the Government responds to findings from the OSHA VPP on-site recertification visit.

Performance Metrics for Paragraph C.2.1: Hazards Analyses for Facilities in the High-Risk CM Program

Metric Type	Performance Standard
Critical	Review all CNS initiated and forwarded for review during the six-month period.
Critical	Provided support for all design reviews conducted during the six-month period.
Schedule	Review all CNS within 7 calendar days of receipt and post a comment in CMOL.
Quality	No technical error found in the review of a CNS.
Schedule	Approval, with delivery of redlined SAR and/or SOP if required, of CNS not associated with change being conducted under the LaRC design review process Exceeds Expectations: average delivery time ≤ 7 calendar days Meets Expectations: average delivery time > 7 but ≤ 14 calendar days Fails to Meet Expectations: average delivery time > 14
Schedule	Draft version of any design review presentation submitted to the SFAO at least two weeks prior to the design review.
Quality	No technical error found in any hazards analysis done to support a design review.
Quality	No more than 5 "typo-type" errors found in the Contractors portion of any design review package.
Schedule	Draft version of SARs associated with changes being conducted under the LaRC design review process at all Integrated Systems Review (ISR)
Schedule	Delivery of final SAR associated with a change being conducted under the LaRC design review process. Exceeds Expectations: all delivered at Operational Readiness Review Meets Expectations: average delivery time > 0 but ≤ 14 calendar days after ORR Fails to Meet Expectations: average time > 14 calendar days after ORR

Performance Metrics for Paragraph C.2.1: Hazards Analyses for Facilities in the High-Risk CM Program

Metric Type	Performance Standard
Schedule	Delivery of safety related changes to SOPs associated with a change being conducted under the LaRC design review process. Exceeds Expectations: average delivery time ≥ 28 calendar days prior to ISR Meets Expectations: average delivery time < 21 but ≥ 14 calendar days prior to ISR Fails to Meet Expectations: average delivery time < 14 calendar days prior to ISR
Quality	No more than 5 "typo-type" errors found in an SAR update.
Schedule	Attend all Project Coordination Committee (PCC) meetings conducted during the last six months
Quality	Proactive approach taken to identify facility changes.
Quality	Perform all work required in C.2.1 in a manner that ensures LaRC is in compliant with all applicable LaRC policies.

Performance Metrics for Paragraph C.2.2: Hazards Analyses for Facilities in LREP

Metric Type	Performance Standard
Critical	Review and take appropriate action all CLEP initiated and forwarded for review during the six-month period.
Schedule	Approval, with delivery of redlined LRE and/or LOP if required, of CLEP Exceeds Expectations: average delivery time <= 14 calendar days Meets Expectations: average delivery time >14 but <=21 calendar days Fails to Meet Expectations: average delivery time > 21 calendar days
Schedule	No more than 5 "typo-type" errors found in any LRE update
Schedule	Develop LRE and LOP for new equipment or equipment that already exists at LaRC. Exceeds Expectations: Two or more new LRE and LOP developed Meets Expectations: One new LRE and LOP developed Fails to Meet Expectations: No new LRE and LOP developed
Quality	No technical error found in any hazards analysis done to support a LRE.
Quality	Perform all work required in C.2.2 in a manner that ensures LaRC is in compliant with all applicable LaRC policies

Performance Metrics for Paragraph C.2.3: Annual Facility Safety Meeting (AFSM)

Metric Type	Performance Standard
Critical	None
Schedule	Conduct an office building safety review meeting (This requirement is applicable only during the six-month period that includes the 1 st Quarter of each Fiscal Year. For the other period, consider this requirement met).
Schedule	Generate and disseminate an annual schedule for AFSM meetings (This requirement is applicable only during the six-month period that includes the 4 th Quarter of each Contract Year and the first evaluation period. For the other period, consider this requirement met).
Schedule	Conduct Annual Facility Safety Meetings: Exceeds Expectations: Meetings conducted for $\geq 45\%$ (within ea. 6-mo. period) Meets Expectations: meetings conducted for $<45\%$ but $\geq 40\%$ Fails to Meet Expectations: meetings conducted for $< 40\%$
Schedule	All meeting notices done using e-mail and LaRC's scheduling system.
Schedule	AFSM packages Exceeds Expectations: all delivered ≥ 7 calendar days prior to AFSM Meets Expectations: average delivery time <7 but ≥ 5 calendar days prior to AFSM Fails to Meet Expectations: average delivery time < 5 calendar days prior to AFSM
Schedule	AFSM meeting minutes delivered to SFAO for review and signature Exceeds Expectations: all delivered <14 calendar days after AFSM Meets Expectations: average delivery time >14 but ≤ 21 calendar days after AFSM Fails to Meet Expectations: average delivery time > 21 calendar days after AFSM

Performance Metrics for Paragraph C.2.3: Annual Facility Safety Meeting (AFSM)

Metric Type	Performance Standard
Quality	No more than 5 "typo-type" errors found in any one set of meeting minutes.
Quality	Meeting packages contain all the required data as specified in the SOW.

Performance Metrics for Paragraph C.2.4: Technical Secretary

Metric Type	Performance Standard
Critical	Provide secretarial support for all ESB meetings and design review meeting.
Schedule	ESB meeting minutes delivered to SFAO for review and signature Exceeds Expectations: all delivered <= 2 working days after ESB Meets Expectations: all delivered <=7 working days after ESB Fails to Meet Expectations: any one delivered > 7 working days after ESB
Quality	No technical errors found in any one set of ESB meeting minutes.
Quality	No more than 2 "typo-type" error found in any one set of ESB meeting minutes.
Schedule	Design review meeting minutes delivered for review and signature Exceeds Expectations: average delivery time < 7 calendar days after design review meeting Meets Expectations: average delivery time >7 but <=14 calendar days after design review meeting Fails to Meet Expectations: average delivery time >14 calendar days after design review meeting
Quality	No more than 1 technical error found in any one set of design review minutes.
Quality	No more than 5 "typo-type" error found in any one set of ESB meeting minutes.
Schedule	A "PDF" copy of all minutes forwarded to the CMOL contractor.
Schedule	All meeting notices done using e-mail and IaRC's scheduling system.
Schedule	Issue monthly status reports on the status of open/closed actions from design reviews.

Performance Metrics for Paragraph C.2.5: Facility PoCs, Customer Assistance, and Mishaps and Close Calls

Metric Type	Performance Standard
Critical	Provide a facility point-of-contact (FPOC) for each LaRC facility
Critical	Monitor LaRC's safety hotline in accordance with the requirements of the SOW.
Critical	Respond to all safety concerns in accordance with the requirements of the SOW.
Schedule	Update the FPOC list within five days of any change.
Schedule	Initial documentation of safety concerns on a Langley Form (LF) 164, "Report of Safety/Health Safety Concern/Close Call." Exceeds Expectations: all concerns documented \leq 2 working days Meets Expectations: average documentation time > 2 but ≤ 7 working days Fails to Meet Expectations: average documentation time > 7 working days
Schedule	All open LF 164s are closed or updated to reflect current status in a timely manner (timely is closure within 1 week of all corrective action complete or every six months for open items).
Schedule	Assist the SFAO in investigating all mishaps and close calls.
Schedule	Initial documentation of mishaps/close calls in IRIS Exceeds Expectations: all mishaps/close calls documented ≤ 2 working days Meets Expectations: average documentation time > 2 but ≤ 7 working days Fails to Meet Expectations: average documentation time > 7 working days
Schedule	All open mishaps/close calls in IRIS are closed or updated to reflect current status in a timely manner (timely is closure within 1 week of all corrective action complete or every six months for open items).
Schedule	Notified the Head, SFAO, or his/her designee, of any mishap the Contractor is aware of immediately.

Performance Metrics for Paragraph C.2.6: Safety and Facility Assurance Quarterly Status Report

Metric Type	Performance Standard
Critical	Provide quarterly status report and brief the data in the report to the SFAO.
Schedule	<p>Date of report delivery</p> <p>Exceeds Expectations: report submitted before the 10th of the month after end of the quarter</p> <p>Meets Expectations: report submitted after the 10th but before the 15th of the month after end of the quarter</p> <p>Fails to Meet Expectations: report submitted after the 15th of the month after end of the quarter</p>

Performance Metrics for Paragraph C.3.1: Fire Protection Engineering Reviews

Metric Type	Performance Standard
Critical	A degreed Fire Protection Engineer (FPE) performs, or supervises, all tasks
Schedule	Perform fire protection engineering reviews of facility work orders, specifications for construction, drawing packages, and building modifications for all LaRC facilities and fire protection equipment specifications and drawings when requested by the LaRC Fire Chief.
Schedule	<p>Completion date for each review:</p> <p>Exceeds Expectations: all reviews completed \leq completion date</p> <p>Meets Expectations: average completion date \leq 10 days after assigned completion date</p> <p>Fails to Meet Expectations: average completion date $>$ 10 working days after assigned completion date</p>
Schedule	<p>Number of reviews conducted during last six months:</p> <p>Exceeds Expectations: number of review \geq 60</p> <p>Meets Expectations: number of review $<$ 60 but \geq 50</p> <p>Fails to Meet Expectations: number of reviews $<$ 50</p>
Schedule	A review sheet submitted with all reviews.
Quality	All reviews done to ensure compliance with applicable Factory Mutual Data Sheets, requirements of the NFPA, the requirements of NASA STD 8719.11, and LAPG 1710.11.

Performance Metrics for Paragraph C.3.2: Emergency Response Support

Metric Type	Performance Standard
Critical	When the LaRC Fire Chief is unable to respond to an emergency, a Contractor employee is readily available to respond immediately to the scene of an emergency twenty-four (24) hours a day.
Critical	Employee responding to emergency has past experience in emergency response.
Schedule	Assist in the planning, execution, and evaluating of one at least 1 emergency drill in the last 12 months. Observe the drill and submit a report summarizing their observations within two weeks.
Quality	Perform emergency response as required in the SOW.

Performance Metrics for Paragraph C.3.3: Database Maintenance / Pre-fire Plans

Metric Type	Performance Standard
Critical	A degreed Fire Protection Engineer (FPE) performs, or supervises, all tasks
Schedule	Maintain the Compliance-25 software.
Schedule	Produce monthly metrics summarizing the inspection, testing, and maintenance IT&M performed during the previous month
Schedule	Update the Fire Protection Survey (FPS) database, which tracks fire and life safety deficiencies, monthly
Schedule	Update five pre-fire plans utilized by emergency response personnel for hazardous facilities
Quality	Modify Compliance-25 checklist to ensure compliance with NFPA and NASA standards

Performance Metrics for Paragraph C.3.4: Fire Protection Bi-Annual Report

Metric Type	Performance Standard
Critical	A degreed Fire Protection Engineer (FPE) performs, or supervises, all tasks
Schedule	Prepare the Fire Protection Bi-Annual Report as required in the SOW. (Note: For the evaluation periods the report is not due, consider this requirement met.)
Quality	Report prepared in accordance with LAPG 1710.11 (Note: For the evaluation periods the report is not due, consider this requirement met.)

Performance Metrics for Paragraph C.4: Receipt, Inspection & Quality Assurance Lab

Metric Type	Performance Standard
Critical	Provide appropriate staff to perform the tasks outlined in the SOW.
Schedule	Number of items tested. Exceeds Expectations: Items tested > 2,200 Meets Expectations: items tested < 2,200 but >= 1,800 Fails to Meet Expectations: items tested < 1,800
Schedule	Average test time for stock items supplied by commercial vendor Exceeds Expectations: average completion time <= 3 work days Meets Expectations: average completion time > 3 but <= 5 work days Fails to Meet Expectations: average completion time > 5 work days
Schedule	Average test time for stock items supplied by the Defense Logistics Agency Exceeds Expectations: average completion time <= 5 work days Meets Expectations: average completion time > 5 but <= 10 work days Fails to Meet Expectations: average completion time > 10 work days
Schedule	Perform all special tests requested during the period
Schedule	Submit all monthly RIQAL reports within five working days of the last day of each month.
Schedule	Maintain a database of all records and reports and provide hardcopies of test data or reports as requested.
Schedule	Maintain the currency of the RIQAL website
Quality	Monthly RIQAL report contains all information as required in the SOW.
Quality	Conduct sampling, equipment operation, user calibration, verification testing, material release, and material rejection in accordance with the RIQAL Operational Requirements and the RIQAL Work Instructions.
Management	Subjective - RIQAL customer survey.

PART IV - REPRESENTATIONS AND INSTRUCTIONS

SECTION K - REPRESENTATIONS, CERTIFICATIONS AND OTHER STATEMENTS OF OFFERORS

K.1 CERTIFICATION AND DISCLOSURE REGARDING PAYMENTS TO INFLUENCE CERTAIN FEDERAL TRANSACTIONS (FAR 52.203-11) (APR 1991)

(a) The definitions and prohibitions contained in the clause, at FAR 52.203-12, Limitation on Payments to Influence Certain Federal Transactions, included in this solicitation, are hereby incorporated by reference in paragraph (b) of this certification.

(b) The offeror, by signing its offer, hereby certifies to the best of his or her knowledge and belief that on or after December 23, 1989,--

(1) No Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress on his or her behalf in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan, or cooperative agreement;

(2) If any funds other than Federal appropriated funds (including profit or fee received under a covered Federal transaction) have been paid, or will be paid, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress on his or her behalf in connection with this solicitation, the offeror shall complete and submit, with its offer, OMB standard form LLL, Disclosure of Lobbying Activities, to the Contracting Officer; and

(3) He or she will include the language of this certification in all subcontract awards at any tier and require that all recipients of subcontract awards in excess of \$100,000 shall certify and disclose accordingly.

(c) Submission of this certification and disclosure is a prerequisite for making or entering into this contract imposed by section 1352, title 31, United States Code. Any person who makes expenditure prohibited under this provision or who fails to file or amend the disclosure form to be filed or amended by this provision shall be subject to a civil penalty of not less than \$10,000, and not more than \$100,000, for each such failure.

K.2 TAXPAYER IDENTIFICATION (FAR 52.204-3) (OCT 1998)

(a) Definitions.

"Common parent," as used in this provision, means that corporate entity that owns or controls an affiliated group of corporations that files its Federal income tax returns on a consolidated basis, and of which the offeror is a member.

"Taxpayer Identification Number (TIN)," as used in this provision, means the number required by the Internal Revenue Service (IRS) to be used by the offeror in reporting income tax and other returns. The TIN may be either a Social Security Number or an Employer Identification Number.

(b) All offerors must submit the information required in paragraphs (d) through (f) of this provision to comply with debt collection requirements of 31 U.S.C. 7701(c) and 3325(d), reporting requirements of 26 U.S.C. 6041, 6041A, and 6050M, and implementing regulations issued by the IRS. If the resulting contract is subject to the payment reporting requirements described in Federal Acquisition Regulation (FAR) 4.904, the failure or refusal by the offeror to furnish the information may result in a 31 percent reduction of payments otherwise due under the contract.

(c) The TIN may be used by the Government to collect and report on any delinquent amounts arising out of the offeror's relationship with the Government (31 U.S.C. 7701I(3)). If the resulting contract is subject to the payment reporting requirements described in FAR 4.904, the TIN provided hereunder may be matched with IRS records to verify the accuracy of the offeror's TIN.

(d) Taxpayer Identification Number (TIN).

TIN: 34-1844305.

TIN has been applied for.

TIN is not required because:

Offeror is a nonresident alien, foreign corporation, or foreign partnership that does not have income effectively connected with the conduct of a trade or business in the United States and does not have an office or place of business or a fiscal paying agent in the United States;

Offeror is an agency or instrumentality of a foreign government;

Offeror is an agency or instrumentality of the Federal Government.

(e) Type of organization.

Sole proprietorship;

Partnership;

Corporate entity (not tax-exempt);

Corporate entity (tax-exempt);

Government entity (Federal, State, or local);

Foreign government;

International organization per 26 CFR 1.6049-4;

Other _____.

(f) Common parent.

Offeror is not owned or controlled by a common parent as defined in paragraph (a) of this provision.

Name and TIN of common parent:

Name _____

TIN _____

K.3 CERTIFICATION REGARDING DEBARMENT, SUSPENSION, PROPOSED DEBARMENT, AND OTHER RESPONSIBILITY MATTERS (FAR 52.209-5) (DEC 2001)

(a) (1) The Offeror certifies, to the best of its knowledge and belief, that-

(i) The Offeror and/or any of its Principals-

(A) Are are not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency;

(B) Have have not , within a three-year period preceding this offer, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state, or local) contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft,

forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property; and

(C) [] are not [X] presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any of the offenses enumerated in paragraph (a)(1)(i)(B) of this provision.

(ii) The Offeror has [] has not [X], within a three-year period preceding this offer, had one or more contracts terminated for default by any Federal agency.

(2) "Principals," for the purposes of this certification, means officers; directors; owners; partners; and, persons having primary management or supervisory responsibilities within a business entity (e.g., general manager; plant manager; head of a subsidiary, division, or business segment, and similar positions).

This Certification Concerns a Matter Within the Jurisdiction of an Agency of the United States and the Making of a False, Fictitious, or Fraudulent Certification May Render the Maker Subject to Prosecution Under Section 1001, Title 18, United States Code.

(b) The Offeror shall provide immediate written notice to the Contracting Officer if, at any time prior to contract award, the Offeror learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

(c) A certification that any of the items in paragraph (a) of this provision exists will not necessarily result in withholding of an award under this solicitation. However, the certification will be considered in connection with a determination of the Offeror's responsibility. Failure of the Offeror to furnish a certification or provide such additional information as requested by the Contracting Officer may render the Offeror nonresponsible.

(d) Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by paragraph (a) of this provision. The knowledge and information of an Offeror is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

(e) The certification in paragraph (a) of this provision is a material representation of fact upon which reliance was placed when making award. If it is later determined that the Offeror knowingly rendered an erroneous certification, in addition to other remedies available to the Government, the Contracting

Officer may terminate the contract resulting from this solicitation for default.

K.4 SMALL BUSINESS PROGRAM REPRESENTATIONS (FAR 52.219-1) (APR 2002) (ALTERNATE I) (APR 2002)

(a) (1) The North American Industry Classification System (NAICS) code for this acquisition is 541690.

(2) The small business size standard is \$6,000,000.

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

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

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

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

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

(5) [Complete only if the offeror represented itself as a veteran-owned small business concern in paragraph (b)(4) of this provision.] The offeror represents as part of its offer that it is, is not a service-disabled veteran-owned small business concern.

(6) [Complete only if offeror represented itself as a small business concern in paragraph (b)(1) of this provision.] The offeror represents, as part of its offer, that—

(i) It is, is not a HUBZone small business concern listed, on the date of this representation, on the List of Qualified HUBZone Small Business Concerns maintained by the Small Business Administration, and no material change in ownership and control, principal office, or HUBZone employee percentage has occurred since it was certified by the Small Business Administration in accordance with 13 CFR Part 126; and

(ii) It [] is, [X] is not a joint venture that complies with the requirements of 13 CFR Part 126, and the representation in paragraph (b)(6)(i) of this provision is accurate for the HUBZone small business concern or concerns that are participating in the joint venture. [The offeror shall enter the name or names of the HUBZone small business concern or concerns that are participating in the joint venture: _____.] Each HUBZone small business concern participating in the joint venture shall submit a separate signed copy of the HUBZone representation.

(7) [Complete if offeror represented itself as disadvantaged in paragraph (b)(2) of this provision.] The offeror shall check the category in which its ownership falls:

_____ Black American.

_____ Hispanic American.

_____ Native American (American Indians, Eskimos, Aleuts, or Native Hawaiians).

_____ Asian-Pacific American (persons with origins from Burma, Thailand, Malaysia, Indonesia, Singapore, Brunei, Japan, China, Taiwan, Laos, Cambodia (Kampuchea), Vietnam, Korea, The Philippines, U.S. Trust Territory of the Pacific Islands (Republic of Palau), Republic of the Marshall Islands, Federated States of Micronesia, the Commonwealth of the Northern Mariana Islands, Guam, Samoa, Macao, Hong Kong, Fiji, Tonga, Kiribati, Tuvalu, or Nauru).

X Subcontinent Asian (Asian-Indian) American (persons with origins from India, Pakistan, Bangladesh, Sri Lanka, Bhutan, the Maldives Islands, or Nepal).

_____ Individual/concern, other than one of the preceding.

(c) Definitions. As used in this provision--

"Service-disabled veteran-owned small business concern"--

(1) Means a small business concern--

(i) Not less than 51 percent of which is owned by one or more service-disabled veterans or, in the case of any publicly owned business, not less than 51 percent of the stock of which is owned by one or more service-disabled veterans; and

(ii) The management and daily business operations of which are controlled by one or more service-disabled veterans or, in the case of a veteran with permanent and severe disability, the spouse or permanent caregiver of such veteran.

(2) Service-disabled veteran means a veteran, as defined in 38 U.S.C. 101(2), with a disability that is service-connected, as defined in 38 U.S.C. 101(16).

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

"Veteran-owned small business concern" means a small business concern;

(1) Not less than 51 percent of which is owned by one or more veterans (as defined at 38 U.S.C. 101(2)) or, in the case of any publicly owned business, not less than 51 percent of the stock of which is owned by one or more veterans; and

(2) The management and daily business operations of which are controlled by one or more veterans.

"Women-owned small business concern" means a small business concern—

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

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

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

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

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

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

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

K.5 PREVIOUS CONTRACTS AND COMPLIANCE REPORTS (FAR 52.222-22) (FEB 1999)

The offeror represents that-

(a) It has, has not participated in a previous contract or subcontract subject the Equal Opportunity clause of this solicitation;

(b) It has, has not filed all required compliance reports; and

(c) Representations indicating submission of required compliance reports, signed by proposed subcontractors, will be obtained before subcontract awards.

K.6 AFFIRMATIVE ACTION COMPLIANCE (FAR 52.222-25) (APR 1984)

The offeror represents that-

(a) It has developed and has on file, has not developed and does not have on file, at each establishment, affirmative action programs required by the rules and regulations of the Secretary of Labor (41 CFR 60-1 and 60-2), or (b) It has not previously had contracts subject to the written affirmative action programs requirement of the rules and regulations of the Secretary of Labor.

K.7 COMPLIANCE WITH VETERANS' EMPLOYMENT REPORTING REQUIREMENTS (FAR 52.222-38) (DEC 2001)

By submission of its offer, the offeror represents that, if it is subject to the reporting requirements of 38 U.S.C. 4212(d) (i.e., if it has any contract containing Federal Acquisition Regulation clause 52.222-37, Employment Reports on Special Disabled Veterans, Veterans of the Vietnam Era, and Other Eligible Veterans), it has submitted the most recent VETS-100 Report required by that clause.

K.8 RECOVERED MATERIAL CERTIFICATION (FAR 52.223-4) (OCT 1997)

As required by the Resource Conservation and Recovery Act of 1976 (42 U.S.C 6962(c)(3)(A)(i)), the offeror certifies, by signing this offer, that the percentage of recovered materials to be used in the performance of the contract will be at least the amount required by the applicable contract specifications.

K.9 CERTIFICATION OF TOXIC CHEMICAL RELEASE REPORTING (52.223-13) (AUG 2003)

(a) Executive Order 13148, of April 21, 2000, Greening the Government through Leadership in Environmental Management,

requires submission of this certification as a prerequisite for contract award.

(b) By signing this offer, the offeror certifies that-

(1) As the owner or operator of facilities that will be used in the performance of this contract that are subject to the filing and reporting requirements described in section 313 of the Emergency Planning and Community Right-to-Know Act of 1986 (EPCRA) (42 U.S.C. 11023) and section 6607 of the Pollution Prevention Act of 1990 (PPA) (42 U.S.C. 13106), the offeror will file and continue to file for such facilities for the life of the contract the Toxic Chemical Release Inventory Form (Form R) as described in sections 313(a) and (g) of EPCRA and section 6607 of PPA; or

(2) None of its owned or operated facilities to be used in the performance of this contract is subject to the Form R filing and reporting requirements because each such facility is exempt for at least one of the following reasons: [Check each block that is applicable.]

(i) The facility does not manufacture, process, or otherwise use any toxic chemicals listed in 40 CFR 372.65;

(ii) The facility does not have 10 or more fulltime employees as specified in section 313(b)(1)(A) of EPCRA, 42 U.S.C. 11023(b)(1)(A);

(iii) The facility does not meet the reporting thresholds of toxic chemicals established under section 313(f) of EPCRA, 42 U.S.C. 11023(f) (including the alternate thresholds at 40 CFR 372.27, provided an appropriate certification form has been filed with EPA);

(iv) The facility does not fall within the following Standard Industrial Classification (SIC) codes or their corresponding North American Industry Classification System sectors:

(A) Major group code 10 (except 1011, 1081, and 1094).

(B) Major group code 12 (except 1241).

(C) Major group codes 20 through 39.

(D) Industry code 4911, 4931, or 4939 (limited to facilities that combust coal and/or oil for the purpose of generating power for distribution in commerce).

(E) Industry code 4953 (limited to facilities regulated under the Resource Conservation and Recovery Act, Subtitle C (42 U.S.C.

6921, et seq.), or 5169, or 5171, or 7389 (limited to facilities primarily engaged in solvent recovery services on a contract or fee basis); or

(v) The facility is not located in the United States or its outlying areas.

K.10 USE OF GOVERNMENT-OWNED PROPERTY (NFS 1852.245-79) (JUL 1997)

(a) The offeror does, does not intend to use in performance of any contract awarded as a result of this solicitation existing Government-owned facilities (real property or plant equipment), special test equipment, or special tooling (including any property offered by this solicitation). The offeror shall identify any offered property not intended to be used. If the offeror does intend to use any of the above items, the offeror must furnish the following information required by Federal Acquisition Regulation (FAR) 45.205(b), and NASA FAR Supplement (NFS) 1845.102-71:

(1) Identification and quantity of each item. Include the item's acquisition cost if it is not property offered by this solicitation.

(2) For property not offered by this solicitation, identification of the Government contract under which the property is accountable and written permission for its use from the cognizant Contracting Officer.

(3) Amount of rent, calculated in accordance with FAR 45.403 and the clause at FAR 52.245-9, Use and Charges, unless the property has been offered on a rent-free basis by this solicitation.

(4) The dates during which the property will be available for use, and if it is to be used in more than one contract, the amounts of respective uses in sufficient detail to support proration of the rent. This information is not required for property offered by this solicitation.

(b) The offeror does, does not request additional Government-provided property for use in performing any contract awarded as a result of this solicitation. If the offeror requests additional Government-provided property, the offeror must furnish -

(1) Identification of the property, quantity, and estimated acquisition cost of each item; and

(2) The offeror's written statement of its inability to obtain facilities as prescribed by FAR 45.302-1(a)(4).

(c) If the offeror intends to use any Government property (paragraph

(a) or (b) of this provision), the offer must also furnish the following:

(1) The date of the last Government review of the offeror's property control and accounting system, actions taken to correct any deficiencies found, and the name and telephone number of the cognizant property administrator.

(2) A statement that the offeror has reviewed, understands, and can comply with all property management and accounting procedures in the solicitation, FAR Subpart 45.5, and NFS Subparts 1845.5 and 1845.71.

(3) A statement indicating whether or not the costs associated with paragraph I(2) of this provision, including plant clearance and/or plant reconversion costs, are included in its cost proposal.

(END OF SECTION)

H. D. Mainthia

Hemant Mainthia, President
Mainthia Technologies, Inc.