

NASA SHARED SERVICES CENTER

CONTRACT

ATTACHMENT J-2

**DATA REQUIREMENTS LIST/DATA
REQUIREMENTS DESCRIPTION (DRL/DRD)**

DATA REQUIREMENTS LIST		
DRL NUMBER: NSSC-SP-01		REVISION Basic
PROJECT/SYSTEM NASA Shared Services Center Contract		
CONTRACT NUMBER		PREPARATION DATE 20 July 2004
CONTRACTOR		TECHNICAL APPROVAL
ATTACHMENT NUMBER Section J, Attachment J-2		EXHIBIT NUMBER N/A
ITEM NO.	TITLE	CHANGE STATUS
2.1-1	Report, Equal Employment Opportunity	
2.5-1	Report, Contract Performance (Metrics)	
2.8-1	Report, Anomaly	
2.8-2	Plan, Service Provider Emergency Preparedness Plan	
2.8-3	Plan, Emergency Situations and Contingency Operations	
2.9-1	Plan, Risk Management	
2.10-1	Plan, Quality Control	
2.11-1	Report, Financial Management Analysis	
2.11-2	Report, Monthly Allocation Cost	
2.11-3	Report, Year-End Cost Estimate	
2.11-4	Report, Annual Phased Plan and Variance Analysis	
2.12-1	Plan, Phase-in, Transition, and End State Delivery	
2.17-1	Report, Customer Satisfaction Assessment	
3.1-1	Report, Financial Management	
3.1-2	Plan, Internal Control	
3.1-3	Report, Develop SP Finance Performance Metrics	
3.1-4	Report, Accounts Payable Payments Report	
3.1-5	Report, Interest Paid and Discounts Earned	
3.1-6	Report, Quarterly Receivables Due from the Public	
3.1-7	Report, Accounts Receivable Metrics	
3.1-8	Report, Collections	
3.1-9	Report, Accounts Receivable Transferred to U. S. Treasury	
3.1-10	Report, Average Days Outstanding for Accounts Receivable	
3.1-11	Report, Payroll Payments Issued	
3.1-12	Report, Time and Attendance Reports Processed	
3.1-13	Report, Contractor-Held Property Reports Reviewed	
3.1-14	Report, Payments Accepted from a Non-Federal Source (Semi-annual)	
3.1-15	Report, Domestic Travel Vouchers Processed	
3.1-16	Report, Foreign Travel Vouchers Processed	
3.1-17	Report, Average Days to Process Travel Voucher	
3.1-18	Report, PCS/TCS Travel Vouchers Processed	
3.1-19	Report, Annual Relocation	
3.2-1	Metrics, Drug Testing Performance	
3.2-2	Report, NASA Suggested Revisions to 1102 Procurement Training Policy	
3.2-3	Training Aids, Training Materials for HR Data Users	

3.3-1	Plan, Procurement Forms Standardization	
3.3-2	Report, Grants Study	
3.3-3	Report, SBIR/STTR Study	
3.3-4	Handbook, NASA Contracting Intern Program (NCIP)	
3.4-1	Policy Development, Information Technology	
3.4-2	Report, IT Delivery Models and Assessments	
3.4-3	Plan, Configuration Management	
3.4-4	Report, IT Security Metrics Report	
3.4-5	Report, Application Development and Engineering	
3.4-6	Report, Vulnerability & Incident Analysis	
3.4-7	Plan, IT Security	
3.4-8	Report, Customer Contact Center, Web and Help Desk Integration Business Case Study	
3.4-9	New IT Systems Summary	

**INSTRUCTIONS FOR COMPLETING CONTRACT
APPLICATION INFORMATION**

- A. LINE ITEM NO. Sequentially number line items beginning with number 001.
- B. LINE ITEM TITLE - Enter the title of the data item, as shown in the Performance Work Statement (PWS), the RFP and/or as directed by the CTM.
- C. **OPR (OFFICE OF PRIMARY RESPONSIBILITY)** - Enter the organization designated to exercise technical and or administrative control over the data requirement. Use approved organizational code.
- D. **TYPE** - Enter "Type of Data" code as follows:

CODE	DESCRIPTION
1	Data requiring written approval by the procuring activity prior to implementation into the procurement or development program.
2	Data submitted to the procuring activity for review not later than three weeks prior to project implementation. Data shall be considered approved unless the contractor has been notified of disapproval prior to project implementation.
3	Data submitted to the procuring activity for coordination, surveillance, or information.
4	Data retained by the contractor to be made available to the procuring activity upon request. The contractor shall furnish a list to the procuring activity.
5	Data to be retained by the contractor and reviewed by NASA on request.

- E. **INSPECT/ACCEPT** - Enter Inspection Acceptance code as follows:

CODE	INSPECTION	ACCEPTANCE	CODE	INSPECTION	ACCEPTANCE
1	Source	Source	4	Certificate of Conformance	(Mandatory)
2	Destination (OPR)	Destination (OPR)	5	Certificate of Conformance	(Optional)
3	Source	Destination (OPR)	6	No Inspection Required	No Acceptance Required

- F. **FREQ. OF SUBM.** - Enter the frequency of submission code as follows:

CODE	DESCRIPTION	CODE	DESCRIPTION	CODE	DESCRIPTION
AD	AS DIRECTED	PC	PER CONTRACT	PV	PER VEHICLE
AN	ANNUAL	PD	PER FAILURE	QU	QUARTERLY
AR	AS REQUIRED	PE	PER EVENT	RD	AS RELEASED
BE	BIENNIAL	PF	PER FACILITY	RT	ONE TIME & REVISIONS
BM	BIMONTHLY (every two months)	PG	PER PROGRAM	SA	SEMI ANNUALLY
BW	BIWEEKLY (every two weeks)	PI	PER EQUIPMENT END ITEM	SM	SEMI MONTHLY
DA	DAILY	PJ	PER PROJECT	TY	THREE YEAR PERIOD
DD	DEFERRED DELIVERY	PL	PER LAUNCH FLIGHT MISSION	UR	UPON REQUEST
MO	MONTHLY	PS	PER SYSTEM	WK	WEEKLY
OT	ONE TIME	PT	PER TEST		

- G. **INITIAL SUBMITTAL** - Enter date of initial submittal as follows: Month, Day, Year. If calendar date is not scheduled, enter number of days preceding, or following, event to which the data requirement is related (e.g., 90 days prior to launch). Amplify in REMARKS, Item J, if necessary.
- H. **AS OF DATE** - For "Onetime Only" submittals, enter date by month/day/year. For recurring submittals, enter number coding (e.g., 30/10, 90/10, 15/5, etc.). The first digit(s) indicate the number of calendar days from the reporting period's (Block F) start to the data preparation cut off. The second digit(s), after the slash, indicate the number of calendar days from the cut off to the submittal date. Example: If Block F were "MO" and Block H were "30/10", the data would include the entire month and would be submitted within 10 days thereafter.
- J. **REMARKS:** Enter in this space:
 - a. Minor exceptions to the DRD.
 - b. Stipulation of specific forms when multiple forms are authorized on the DRD.
 - c. The paragraph, page, etc., in an existing contract where the data requirement is specified. (This data may be removed at final approval.)
 - d. Additional submittal information, if necessary.

- K. **DISTRIBUTION** - Enter organizational symbol, number of copies, and type of copy code(s) (in parenthesis) required for each office. Type of copy codes are as follows:

CODE	DEFINITION	CODE	DEFINITION
A	Electronic	C	Microfilm, Aperture Cards
B	Hardcopy for Signature	D	Other, (Explain in remarks, Item J).

EXAMPLE ENTRIES: IS-PRO-2 (1A) = One regular copy. IS-PRO-3 (5 A, 1B) = Five Regular copies, One Reproducible copy.
Enter the total number of copies by type in the space provided

**INSTRUCTIONS FOR COMPLETING DATA
REQUIREMENT DESCRIPTION**

GENERAL - The Data Requirement Description (DRD) will be prepared to describe the content and provide preparation information for data required in support of NASA programs.

1. **TITLE** - Enter the title or type of document required. The first word of the title should be a principal noun which best established the basic concept of the data. Subsequent words should be appropriate modifiers.
Examples: Plan, Project Development (SIVB)
Specification, Test (GSE)
Report, Quarterly Progress
Proposal, Engineering change (ECP)
2. **NUMBER** - Enter the appropriate number assigned to the DRD. This number will identify the appropriate data category.
3. **USE** - Enter a synopsis of the use of the document, stating reason for the requirement.
4. **DATE** - Enter date of preparation.
5. **ORGANIZATION** - Identify the installation preparing the DRD.
6. **REFERENCES** - List applicable documents by number, (NASA Management Manual, Mil Specifications, Federal Standards, NASA Procurement Regulation, etc.) to which the preparing office (e.g., NASA installations, contractors, etc.) may refer for additional information concerning the data requirement.
7. **INTERRELATIONSHIP** - Enter all affected approved DRDs within the scope of the program when the DRD under preparation creates a significant impact or interface relationship with existing DRDs. Include a brief narrative of the impact or relationship created and a statement that the new DRD does not cause a conflict with other DRDs.
8. **PREPARATION INFORMATION** - Provide ample information for preparation of the data required by the data requirements description; include all necessary details of preparation to satisfy the originator's formal requirements.

DATA REQUIREMENT DOCUMENT

CONTRACT APPLICATION INFORMATION FOR DRL NSSC-SP-01					A. ITEM NO. 2.1-1
B. LINE ITEM TITLE: Equal Employment Opportunity Reports					
C. OPR. NSSC	D. TYPE 3	E. INSPECT/ ACCEPT 6	F. REQ. QU	G. INITIAL SUB. January 2006	H. AS OF DATE 90/10
J. REMARKS: Type "A": Electronic submittal. Product shall be compatible with MicroSoft Office suite of software.					
K. DISTRIBUTION NSSC CO					TOTALS
					NO. TYPE
					1 A
DATA REQUIREMENT DESCRIPTION					
1. TITLE Equal Employment Opportunity Reports				2. NUMBER 2.1-1	
3. USE This document will be used by NASA personnel to assess the Service Provider's Equal Employment Opportunity compliance and Diversity management of the contract effort.				4. DATE 08/31/04	
				5. ORGANIZATION NSSC	
7. INTERRELATIONSHIP				6. REFERENCES	
8. PREPARATION INFORMATION Format and content of the report shall be in accordance with Attachments A and B, Quarterly Equal Opportunity Statistical Reports, and Attachment C, Narrative Report for Equal Employment Activities.)					

DRD 2.1-1 Attachment A

QUARTERLY EQUAL OPPORTUNITY STATISTICAL REPORT FOR THE PERIOD ENDING:
COMPANY/CONTRACTOR:

		HIRES			PROFILE FIRST DAY
		PROMOTIONS			FINAL PROFILE
		RECALLS			TERMINATIONS
		SEPARATIONS			

OCCUPATIONAL CATEGORIES	TOTAL WORK FORCE	WHITE		AFRICAN AMERICAN		HISPANIC		NATIVE AMERICAN ALASKAN NATIVE		ASIAN/PACIFIC ISLANDERS		TOTAL MIN	TOTAL MIN	TOTAL MIN&FEM
	#	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALES	FEMALES	ALL
	%	%	%	%	%	%	%	%	%	%	%	%	%	%
OFFICIALS & MANAGERS %														
PROFESSIONALS %														
ENGINEERS %														
TECHNICIANS %														
SALES WORKERS %														
OFFICE & CLERICAL %														
CRAFTSMEN(SKILLED) %														
OPERATIVES(SEMISKILLED) %														
LABORERS (UNSKILLED) %														
SERVICE WORKERS %														
TOTALS	100%													

DRD 2.1-1 Attachment B

QUARTERLY EQUAL OPPORTUNITY STATISTICAL REPORT FOR THE PERIOD ENDING:
COMPANY/CONTRACTOR:

		HIRES			PROFILE FIRST DAY
		PROMOTIONS			FINAL PROFILE
		RECALLS			TERMINATIONS
		SEPARATIONS			

OCCUPATIONAL CATEGORIES	TOTAL	DISABLED AMERICANS		30% DISABLED VETERANS		VETERANS WITH LESS THAN 30% DISABILITIES		ALL DISABLED VETERANS	
	WORK FORCE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE
	#	%	%	%	%	%	%	%	%
	%	%	%	%	%	%	%	%	%
OFFICIALS & MANAGERS %									
PROFESSIONALS %									
ENGINEERS %									
TECHNICIANS %									
SALES WORKERS %									
OFFICE & CLERICAL %									
CRAFTSMEN(SKILLED) %									
OPERATIVES(SEMISKILLED) %									
LABORERS (UNSKILLED) %									
SERVICE WORKERS %									
TOTALS	100%								

Attachment C, DRD 2.1-1

Narrative Report for
Equal Employment Opportunity and Diversity Activities

A. COMMUNITY ACTIVITIES

B. RECRUITING ACTIVITIES

C. SPECIAL EVENTS

D. OTHER

DATA REQUIREMENT DOCUMENT

CONTRACT APPLICATION INFORMATION FOR DRL NSSC-SP-01					A. ITEM NO. DRD 2.5-1	
B. LINE ITEM TITLE: Contract Performance (Metrics) Report						
C. OPR. NSSC	D. TYPE 3	E. INSPECT/ ACCEPT 6	F. REQ. MO	G. INITIAL SUB. Reviews – Phase-in Metrics – Jan 06	H. AS OF DATE 30/10	
J. REMARKS: Type "A": Electronic submittal. Product shall be compatible with Microsoft Office suite of software.						
K. DISTRIBUTION NSSC					TOTALS	
					NO.	TYPE
					1	A
DATA REQUIREMENT DESCRIPTION						
1. TITLE Contract Performance (Metrics) Report				2. NUMBER DRD 2.5-1		
3. USE To provide Government insight into service provider performance in all areas of the contract and existing or potential problem areas.				4. DATE 08/31/04		5. ORGANIZATION NSSC
7. INTERRELATIONSHIP				6. REFERENCES PWS 2.5		

8. PREPARATION INFORMATION

CONTENT: The service provider shall develop, maintain, analyze, and report performance in all areas of the contract. The performance measures and metrics shall include meaningful demonstration of work performance, quality, responsiveness, and long-term effectiveness of the work or services. Metrics developed jointly by the Government and service provider through partnering efforts shall be incorporated into the contractor's database for reporting purposes. The SP shall identify Key Performance Indicators (KPI) in accordance with shared services industry practice. The service provider shall report existing or potential problem areas with recommended solutions.

FORMAT: Service Provider format is acceptable. The report shall identify contract title and contract number.

ATTRIBUTES: As a minimum, metrics shall be meaningful, customer oriented, linked to goals/objectives, process/action oriented, developed from readily collectible and verifiable data, trendable, visually and simply displayed, measurable, repeatable, capable of distinguishing desirable from undesirable results.

REVIEWS: The Service Provider shall conduct monthly progress reviews (initial kick-off review to be provided 30 days after Phase-in Period start). The SP shall present and provide review packages regarding the status of technical effort, schedule, readiness, financial condition, and business development activities.

DATA REQUIREMENT DOCUMENT

CONTRACT APPLICATION INFORMATION FOR DRL NSSC-SP-01					A. ITEM NO. DRD 2.8-1	
B. LINE ITEM TITLE: Anomaly Report						
C. OPR. NSSC		D. TYPE 3	E. INSPECT/ ACCEPT 6	F. REQ. AR	G. INITIAL SUB. As required	H. AS OF DATE As required
J. REMARKS: Block F: An anomaly report is required for each major anomaly as it occurs. The format for the Anomaly Report is at the discretion of the Service Provider. Type "A": Electronic Submittal. Product shall be compatible with MicroSoft Office suite of software.						
K. DISTRIBUTION NSSC CO					TOTALS	
					NO.	TYPE
					1	A
DATA REQUIREMENT DESCRIPTION						
1. TITLE Anomaly Report					2. NUMBER DRD 2.8-1	
3. USE Anomaly Report, to provide immediately a description of equipment/system failure or anomaly, an accident, near miss, or personal injury.					4. DATE 08/31/04	
					5. ORGANIZATION NSSC	
7. INTERRELATIONSHIP					6. REFERENCES PWS 2.8	
8. PREPARATION INFORMATION						
<p>1. An Anomaly Report shall be prepared and distributed per Block K not later than one half working day after the anomaly occurs and shall include but not be limited to:</p> <ul style="list-style-type: none"> a. System or Systems involved. b. Nature and location of anomaly. c. Number, and, if possible, the names of employees involved and nature of injuries, if any. d. Date, time, probable cause of occurrence and events leading up to anomaly. e. Project, test, or operation involved; the nature and estimated dollar value of damage and estimated time the project will be delayed. f. Eyewitness account of anomaly. g. Action to be taken with system after Anomaly Report is completed. h. Persons notified. i. Photographs, if available. <p>2. A detailed report shall be submitted upon request within 15 working days of the anomaly and shall give a detailed engineering analysis of the anomaly; include photographs of the system, if required; list corrective actions taken; and, state means to prevent recurrence. When analysis/action has not been completed within 15 working days, an interim report shall be submitted. Such interim reports shall contain the status to date and the expected date for submission of the final report.</p>						

DATA REQUIREMENT DOCUMENT

CONTRACT APPLICATION INFORMATION FOR DRL NSSC-SP-01					A. ITEM NO. DRD 2.8-2
B. LINE ITEM TITLE: SP Emergency Preparedness Plan					
C. OPR. NSSC	D. TYPE 1	E. INSPECT/ACCEPT 6	F. FREQ. Amend as necessary	G. INITIAL SUB. 30 days after Contract Award	H. AS OF DATE
J. REMARKS: Develop a SP Emergency Preparedness Plan in accordance with NPD 8710.1A, as amended.					
K. DISTRIBUTION NSSC CO					TOTALS
					NO. TYPE
					1 A
					1 B
DATA REQUIREMENT DESCRIPTION					
1. TITLE SP Emergency Preparedness Plan				2. NUMBER DRD 2.8-2	
3. USE Management tool to ensure safety and security of NSSC personnel, assets, and information				4. DATE 08/31/04	
				5. ORGANIZATION NSSC	
7. INTERRELATIONSHIP				6. REFERENCES PWS Section 2.8.1	
8. PREPARATION INFORMATION Comply with guidance and requirements in NPD 8710.1A, as amended. Plan must address disaster or emergency reaction procedures that will be utilized to ensure the safety and security of NSSC personnel, assets, and information.					

DATA REQUIREMENT DOCUMENT

CONTRACT APPLICATION INFORMATION FOR DRL NSSC-SP-01						A. ITEM NO. DRD 2.8-3	
B. LINE ITEM TITLE: Emergency Situations and Contingency Operations Support Plan							
C. OPR. NSSC	D. TYPE 1	E. INSPECT/ACCEPT 6	F. FREQ. Amend as necessary	G. INITIAL SUB. 30 days prior to NSSC Operational Date	H. AS OF DATE		
J. REMARKS: Develop NSSC Emergency Situations and Contingency Operations Support Plan in accordance with NPR 1620.1, NPD 8710.1A and NPR 8715.2, as amended.							
K. DISTRIBUTION NSSC CO						TOTALS	
						NO.	TYPE
						1	A
						1	B
DATA REQUIREMENT DESCRIPTION							
1. TITLE NSSC Emergency Situations and Contingency Operations Plan				2. NUMBER DRD 2.8-3			
3. USE Management tool to ensure safety and security of NSSC employees, physical assets and information during emergency situations.				4. DATE 08/31/04			
				5. ORGANIZATION NSSC			
7. INTERRELATIONSHIP				6. REFERENCES PWS Section 2.8.1			
8. PREPARATION INFORMATION Comply with guidance in NPR 1620.1, NPD 8710.1A and NPR 8715.2, as amended. Plan must address disaster recovery actions that will rapidly restore normal NSSC operations.							

DATA REQUIREMENT DOCUMENT

CONTRACT APPLICATION INFORMATION FOR DRL NSSC-SP-01						A. ITEM NO. DRD 2.9-1
B. LINE ITEM TITLE: Risk Management Plan						
C. OPR. NSSC	D. TYPE 1	E. INSPECT/ACCEPT 6	F. FREQ. Amend as needed	G. INITIAL SUB. With Proposal	H. AS OF DATE	
J. REMARKS: Develop NSSC Risk Management Plan that addresses various applicable topics, including labor relations, loss of skill sets and institutional knowledge for functional activities, information systems infrastructure, disruption of service levels, and the organizational change necessary to implement the NSSC.						
K. DISTRIBUTION NSSC CO						TOTALS
						NO. TYPE
						1 A
						1 B
DATA REQUIREMENT DESCRIPTION						
1. TITLE NSSC Risk Management Plan				2. NUMBER DRD 2.9-1		
3. USE Management tool to help ensure operational effectiveness and efficiency				4. DATE 08/31/04		
				5. ORGANIZATION NSSC		
7. INTERRELATIONSHIP				6. REFERENCES PWS Section 2.9		
8. PREPARATION INFORMATION						
<p>The Risk Management Plan shall follow the requirements of NPG 7120.5A, Appendix E, as amended. The Service Provider's Risk Management Plan shall follow the formal process structure that corresponds to the six major sections of NPG 7120.5A, as amended:</p> <ul style="list-style-type: none"> • Introduction • Overview of Risk Management Process • Organization • Process Details • Resources and Schedule of Risk Management Activities • Documentation of Risk Information 						

DATA REQUIREMENT DOCUMENT

CONTRACT APPLICATION INFORMATION FOR DRL					NSSC-SP-01	A. ITEM NO. DRD 2.10-1
B. LINE ITEM TITLE: Quality Control Plan						
C. OPR. NSSC	D. TYPE 1	E. INSPECT/ ACCEPT 6	F. FREQ. Amend as needed	G. INITIAL SUB. With Proposal	H. AS OF DATE	
J. REMARKS: Develop NSSC Quality Control Plan that describes actions that will be taken to ensure service quality in each in Contract Performance areas.						
K. DISTRIBUTION NSSC CO						TOTALS
						NO. TYPE
						1 A
						1 B
DATA REQUIREMENT DESCRIPTION						
1. TITLE NSSC Quality Control Plan					2. NUMBER DRD 2.10-1	
3. USE Management tool to help ensure SP provides quality services					4. DATE 08/31/04	
					5. ORGANIZATION NSSC	
7. INTERRELATIONSHIP					6. REFERENCES PWS Section 2.10	
8. PREPARATION INFORMATION Plan must address both business process controls that assure integrity, and internal controls that reduce risk of fraud, waste and abuse. The SP Quality Control plan shall comply with NPD 1200.1A , NPD 9050.3E and NPR 4100.1d, as amended. The SP shall establish and conduct a Quality Management System (QMS) for all services provided under this contract that complies with the guidance in ISO 9001–2000 Quality Management Standards. The SP shall use ISO 10005 as a guide for developing a Quality Control Plan.						

DATA REQUIREMENT DOCUMENT

CONTRACT APPLICATION INFORMATION FOR DRL					NSSC-SP-01	A. ITEM NO. DRD 2.11-1
B. LINE ITEM TITLE: Financial Management Analysis Reports						
C. OPR. NSSC	D. TYPE 3	E. INSPECT/ACCEPT 6	F. FREQ. Monthly and quarterly	G. INITIAL SUB. 30 days after NSSC Operational Date	H. AS OF DATE 30/10 and 90/10	
J. REMARKS: Provide financial management reports on forms 533M and 533Q that show distribution of workload/service costs by functional activity at major task level, i.e. Financial Management: accounts payables; accounts receivable; etc. Data will be used to develop subsequent year budget estimate, for various management analyses, to assess functional Activity unit costs, as well as the results of productivity/continuous process improvement initiatives.						
K. DISTRIBUTION NSSC CO					TOTALS	
					NO.	TYPE
					1	A
					1	B
DATA REQUIREMENT DESCRIPTION						
Financial Management Analysis Reports					2. NUMBER DRD 2.11-1	
Management tool to track costs by functional activity major tasks.					4. DATE 08/31/04	
					5. ORGANIZATION NSSC	
7. INTERRELATIONSHIP					6. REFERENCES PWS Section 2.11	
8. PREPARATION INFORMATION SP must fully comply with guidance outlined in NPR 9501.2C, as amended						

DRD # 2.11-1A Financial Reporting Formats

Form A

SUMMARY LEVEL REPORT (report for each functional area and each NASA Center)

	1	2	3	4	5	6	7	8	9	10	11	12
	Prior Mth	Prior Mth	Cum	Cum	Current Mth	Next Mth	Balance	GFY	GFY	Total	Total	Unfilled
	Actual	Plan	Actual	Plan	Plan	Plan	of Contract	EAC	Auth	EAC	Value	Orders
Reporting Category	7a	7b	7c	7d	8a	8b	8c			9a	9b	10

Prime Base Hours

Prime Overtime Hours

Direct Labor Hours - Prime

Subcontractor Hours

Total Hours

EP's Total*

EP - IDIQ

EP - LOET

Prime Base Labor

Prime Overtime

Direct Labor Dollars - Prime

Subcontractor Labor

Overtime Premium

Travel

Material

Phase In (1)

Phase In (2)

Other Direct

Total: Direct Cost

Overhead

G&A

Total: Indirect Cost

1. Actual cost for month being reported including adjustments to prior months
2. Contract Baseline plan for month being reported (not sum of T/DO Baseline)
3. Contract to Date actual cost
4. Contract Baseline to Date (not sum of T/DO Baseline)
5. Contractor Estimate for month following "7a"
6. Contractor Estimate for month following "8a"
7. Contractor Estimate for all months beyond "8b"
8. GFY cum actual and remaining GFY estimate
9. GFY Total Burdened Cost authorized on T/DO
10. 7c + 8a + 8b + 8c
Negotiated Contract
11. Value
12. Purchase Orders placed but material not received

DRD 2.11-1A Continued

SUMMARY LEVEL REPORT (report for each functional area and each NASA Center)

	1	2	3	4	5	6	7	8	9	10	11	12	
	Prior Mth	Prior Mth	Cum	Cum	Current Mth	Next Mth	Balance	GFY	GFY	Total	Total	Unfilled	
	Actual	Plan	Actual	Plan	Plan	Plan	of Contract	EAC	Auth	Contract	Contract	Orders	
Reporting Category	7a	7b	7c	7d	8a	8b	8c			EAC	9a	9b	10

Cost of Money

Total: Cost

Award Fee

Total: Cost Plus Fee

Discount

Total: Net Cost

Cost Per EP

TASK ORDER/DELIVERY ORDER (T/DO) LEVEL REPORT

	1	2	3	4	5	6	7	8	9	10	11	12	13
					GFY							GFY	Unfilled
	Prior Mth	Prior Mth	Cum	Cum	Cum	Current Mth	Next Mth	Balance	T/DO	T/DO	GFY	T/DO	Orders
	Actual	Plan	Actual	Plan	Actual	Estimate	Estimate	of T/DO	EAC	AUTH	EAC	AUTH	Outstanding
Reporting Category	7a	7b	7c	7d	7e	8a	8b	8c					10

Base Hours

Overtime Hours

Total Hours

1. Actual cost for month being reported including adjustments to prior months

2. T/DO Baseline Plan for month being reported

Total EPs

3. Contract to Date actual cost

4. T/DO Baseline Plan to Date

Labor

5. Cumulative Actual Cost for current fiscal year

Travel

6. Contractor Estimate for month following "7a"

Material

7. Contractor Estimate for month following "8a"

Phase In (1)

8. Contractor Estimate for remaining period of performance for T/DO -- may be multi-year T/DO

Phase In (2)

9. 7c + 8a + 8b + 8c

10. Total Burdened Cost authorized on T/DO -- may be multi-year T/DO

11. "7e" + Contractor Estimate for fiscal year remaining

Other Indirect

12. Total GFY Burdened Cost authorized for T/DO

Total: Direct Cost

13. Purchase Orders placed but material not received

Total: Burden Costs

Total: Cost

SUBTASK AND TASK/DELIVERY ORDER (T/DO) LEVEL REPORT

	Reporting Category	Calculation
A	Base Hours	Includes prime and subcontractor hours
B	Overtime Hours	Includes prime hours
	Total Hours	Summation
C	Labor	Includes prime and subcontractor cost without BC burden -- includes OT Premium
D	Travel	Unburdened by BC burden
E	Material	Unburdened by BC burden
F	Total Direct Cost	C + D + E
G	Total Burden Cost	Includes all indirects and burdens such as (if applicable): OH, G & A, Baseline Operational Readiness, CMA, Relocation, COM, MHX, and Award Fee
H	Total Cost	F + G

DATA REQUIREMENT DOCUMENT

CONTRACT APPLICATION INFORMATION FOR DRL	NSSC-SP-01	A. ITEM NO. DRD 2.11-2
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B. LINE ITEM TITLE:
Monthly Allocation Cost Report

C. OPR. NSSC	D. TYPE 3	E. INSPECT/ 6	F. FREQ. Monthly	G. INITIAL SUB. With first 533 Submission	H. AS OF DATE 30/10
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J. REMARKS:
Supplemental financial management report that will show distribution of contract costs by NASA Center and then by major Functional area (Procurement, Financial, Human Resources, Information Technology, Other) within those Centers. Contract costs not uniquely identifiable to a specific Center should be prorated back to all Centers by a consistent methodology.

K. DISTRIBUTION NSSC CO	TOTALS	
	NO.	TYPE
	1	A
	1	B

DATA REQUIREMENT DESCRIPTION

1. TITLE Monthly Allocation Cost Report for Services to NASA Centers	2. NUMBER DRD 2.11-2
3. USE This report will be tool used by the NSSC Resource Management Office to help determine the calculated or allocated rates, budget and funding requirements required from each Center to support the NSSC, based on the individual NASA Center's consumption of the NSSC SP resources.	4. DATE 08/31/04
	5. ORGANIZATION NSSC
7. INTERRELATIONSHIP This supplemental report must be reconcilable and auditable back to the 533M.	6. REFERENCES PWS Section 2.11

8. PREPARATION INFORMATION
The SP may use algorithms or other methods to determine the appropriate Center cost allocation. These algorithms must be approved by the NSSC Financial Management Office on an annual basis, or as updated, and will remain on file as required, to support potential audits. The SP should follow guidance outlined in NPR 9501.2C, as amended, for determining algorithms.

The SP shall determine the initial cost elements to be allocated. The NSSC Financial Management Office may request the SP to modify this report if additional information is required.

DATA REQUIREMENT DOCUMENT

CONTRACT APPLICATION INFORMATION FOR DRL					NSSC-SP-01	A. ITEM NO. DRD 2.11-3
B. LINE ITEM TITLE: Year-End Cost Estimate Reports						
C. OPR. NSSC	D. TYPE 3	E. INSPECT/ ACCEPT 6	F. FREQ. Once a year, prior to August 15	G. INITIAL SUB. The first August 15 after Contract Award	H. AS OF DATE	
J. REMARKS: Provide year-end cost estimate reports on forms 533M and 533Q that show distribution of workload/service costs by functional activity at major task level, i.e. Financial Management: accounts payables; accounts receivable; etc. This report should be provided monthly beginning in May of each fiscal year within 5 days of the submission of the 533M so that we can address any contract issues before the end of the year. August 15 is too late. The year-end estimate format, can be suggested by the SP but should include the major functional areas and the major sub-breaks						
K. DISTRIBUTION NSSC CO					TOTALS	
					NO.	TYPE
					1	A
					1	B
DATA REQUIREMENT DESCRIPTION						
Year-End Cost Estimate Reports					2. NUMBER DRD 2.11-3	
Management tool to aid in capturing "best estimate" of total contract costs during yearend close-out and identify any fiscal issues that need resolution prior to year end.					4. DATE 08/31/04	
					5. ORGANIZATION NSSC	
7. INTERRELATIONSHIP					6. REFERENCES PWS Section 2.11	
8. PREPARATION INFORMATION Fully comply with guidance outlined in NPR 9501.2C, as amended						

DATA REQUIREMENT DOCUMENT

CONTRACT APPLICATION INFORMATION FOR DRL					NSSC-SP-01	A. ITEM NO. DRD 2.11-4										
B. LINE ITEM TITLE: Annual Phased Plan Report and Variance Analysis																
C. OPR. NSSC	D. TYPE 3	E. INSPECT/ ACCEPT 6	F. FREQ. Annually and updated per NASA request	G. INITIAL SUB. 45 days after Contract Award	H. AS OF DATE											
J. REMARKS:						<table border="1"> <thead> <tr> <th colspan="2">TOTALS</th> </tr> <tr> <th>NO.</th> <th>TYPE</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>A</td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> </tbody> </table>	TOTALS		NO.	TYPE	1	A				
TOTALS																
NO.	TYPE															
1	A															
K. DISTRIBUTION																
NSSC CO																

DATA REQUIREMENT DESCRIPTION

1. TITLE Annual Phased Plan Report and Variance Analysis	2. NUMBER DRD 2.11-4
3. USE This report will be used to track and define variances for budget execution and implementation against the Contractor's planned annual expenditures	4. DATE 08/31/04
	5. ORGANIZATION NSSC
7. INTERRELATIONSHIP	6. REFERENCES PWS Section 2.11
8. PREPARATION INFORMATION	
<p>Each government fiscal year (GFY), the SP shall provide a monthly phased plan of costs and workforce requirements at the WBS level and at the task/subtask level.</p> <p>Costs and workforce planned at each task and subtask level under a WBS (including all tasks and subtasks elements) must capture all costs including but not limited to overhead, M&A, G&A and fee cost data.</p> <p>The negotiated baseline and or task orders for the first GFY (or part thereof) shall be in complete detail, time-phased by month from the date of award. For example, with the contract awarded on October 1, 20M05, the SP shall provide monthly phasing for the costs and workforce requirement for the period October 1, 2005, through September 30, 2006, including any phase-in period. The SP shall provide this report within 45 days after the contract start date or the approval of the Task Orders by the government whichever is later. An update to this report may be required if significant changes are made to the value of the task orders during the GFY.</p> <p>The SP shall provide a new Annual Phased Plan by July 31 prior to the beginning of each GFY for the following GFY (e.g., July 31, 2006 for GFY2007 which begins October 1, 2005); the plan shall be based on preliminary or final task orders. If the agency requests a mid-year update to the annual phasing plan, the SP will be required to submit an updated plan through the end of the current fiscal year.</p> <p>The SP may propose a format for the concurrence of the NSSC Business Office. The Government will track the SP's status against this plan on a monthly basis based on data provided by the SP in the NF533M.</p> <p>In addition, the SP must submit a brief variance analysis monthly by the 17th calendar day of each month with explanations for variances greater than or equal to +/-5% between the plan and the actual. Variance analyses would be at the Task Order level or at the subtask level for task orders having subtasks.</p>	

DATA REQUIREMENT

CONTRACT APPLICATION INFORMATION FOR DRL NSSC-SP-01					A. ITEM NO. 2.12-1	
B. LINE ITEM TITLE: Phase-in, SP Transition, and End State Service Delivery Plan						
C. OPR. NSSC	D. TYPE 3	E. INSPECT/ACCEPT 6	F. REQ. Amend as needed	G. INITIAL SUB. With Proposal	H. AS OF DATE	
J. REMARKS: Type "A": Electronic submittal. Product shall be compatible with Microsoft Office suite of software.						
K. DISTRIBUTION NSSC CO					TOTALS	
					NO.	TYPE
					1	A
DATA REQUIREMENT DESCRIPTION						
1. TITLE Phase-in, SP Transition, and End State Service Delivery Plan				2. NUMBER 2.12-1		
3. USE Management tool to track Service Provider progress during Phase-in, Transition, End State Service Delivery				4. DATE 08/31/04		
				5. ORGANIZATION NSSC		
7. INTERRELATIONSHIP				6. REFERENCES		
8. PREPARATION INFORMATION						
<p><u>Overview</u></p> <p>The Service Provider shall provide a Phase-in/Transition/End-State Service Delivery plan. This plan shall be comprehensive and describe in detail how the SP intends to accomplish Phase-in, support successful activity transition, and provide end-state service delivery in accordance with the requirements of the PWS, the NSSC Integrated Transition Schedule, and all other contract requirements. Throughout the plan, describe how the proposed approach matures from Phase-in through the end-state solution. For each functional area (to the X.X.X PWS level) planned for transition, describe in detail how the proposed solution includes the necessary preliminary planning/actions to migrate the area to the NSSC, and that the solution demonstrates your understanding of how the needs of the transitioned area change over time through the final end-state. Describe the proposed call center from initial establishment to end-state, including a description of how the call center evolves over time as the activity level of the NSSC increases. Include any assumptions made, especially those involving actions required to be performed by NASA inherently governmental personnel, and actions planned to minimize disruption to the Agency and the individual functional areas. The SP shall provide, as a part of phase-in and/or transition a report/assessment of the "as-is" state of current activities planned for transition to the NSSC. This assessment shall include data/metrics that will form the baseline to be used as a reference to measure future NSSC organizational performance. These data/metrics should be those that are critical in measuring the performance of a shared services organization (e.g. cycle time, transaction volume, etc.) and that will enable subsequent identification of any performance/service quality improvements. Specific instructions for the Phase-in, Transition, and End-state Service Delivery Plan are as follows:</p> <p>(Continued on next page)</p>						

Phase-in

For Phase-in, the SP shall describe the proposed approach, including a description of all planning, processes, labor, equipment, materials, and facilities necessary in order to successfully begin transitioning of activities from the NASA Centers to the NSSC and subsequently assuming responsibility for performance of those activities. The SP's plan should assume a Phase-in period beginning June 1, 2005 and ending September 30, 2005. The plan should define the approach and schedule for employee phase-in (e.g., relocation, staffing, interviewing, hiring, and training), logistics support, development of operating practices and procedures, familiarizing employees with the NASA systems required for use, reporting and tracking of phase-in progress, and any other needed phase-in activities. During the Phase-in period, NASA will be configuring SAP for NSSC Operations and rolling out the Contract Management Module (CMM) effective October 1, 2005. The SP shall identify how they will provide personnel to participate in testing IFM functionality. The CMM functionality testing will require SP employees being on travel in Huntsville, AL from August to September 2005 and is limited to 3 slots. The employees shall have existing knowledge and experience with SAP. The version to be used is Industry Solution – Public Sector (IS-PS), latest version utilized by NASA. The plan should also identify and provide a schedule for any phase-in activities that will not be completed before the NSSC operational date of October 1, 2005.

Transition

The SP shall provide an overall description of its plan to support transition of each functional area from the method utilized at the conclusion of Phase-in to the proposed End-state delivery method (e.g., Center Performance to NSSC performance). Emphasis should be placed on continuity of operations, logistics support, reporting and tracking of transition progress, customer contact center activation, relocation from any temporary facility to the long-term facility, key issues and milestones, facilities, property, support planning, internal support operations, and other related resource requirements. SP's should also describe the processes and procedures put in place that, when implemented, demonstrate that the SP is ready to receive and perform the transitioned activities (see Attachment J-3, Technical Exhibit-07 "Activity Transition Process"). SP's should assume a transition period of October 1, 2005 through September 30, 2008. The SP shall describe how this plan supports the NSSC Integrated Transition Schedule (Attachment J-17). The plan shall also depict any change in service delivery method. Describe in detail your proposed approach to move the entire NSSC (including inherently governmental, NSSC support contractor, and service provider employees) from the interim facility to the long-term NSSC facility location, including how this approach minimizes disruption in service delivery and activity transition.

End State Service Delivery

The SP shall describe its proposed end state NSSC service delivery solution. This description shall include all necessary labor, equipment, materials, facilities and all other resources that will be needed to perform the required services from the NSSC Operational Date through end state configuration of the program. Describe your experience in the functional service areas to be provided. If you have little or no experience, describe how you will overcome this lack of experience. The response shall be comprehensive and provide all information required for the government to fully understand the SP's plan.

The SP shall describe how the staffing levels proposed map to the end-state service delivery solution. This description shall describe any changes in service delivery approach as they may change in time from Phase-in through Transition and end-state.

The SP shall describe how the proposed service end-state delivery solution will meet the required performance requirements. If the service delivery solution proposed changes over time, the SP shall describe how the change in method affects the ability to meet the performance requirements.

DATA REQUIREMENT DOCUMENT

CONTRACT APPLICATION INFORMATION FOR DRL					NSSC-SP-01	A. ITEM NO. DRD 2.17-1
B. LINE ITEM TITLE: Customer Satisfaction Assessment Report						
C. OPR. NSSC	D. TYPE 3	E. INSPECT/ ACCEPT 6	F. FREQ. Monthly	G. INITIAL SUB. 30 days after NSSC Operational Date	H. AS OF DATE 30/10	
J. REMARKS: Develop, analyze, and disseminate results of NSSC Customer Satisfaction Assessment that assesses customer satisfaction with NSSC support services. Assessment must collect perceptions of both NASA employees and external customers, such as SBIR and STTR grant recipients and other NASA partners.						
K. DISTRIBUTION NSSC CO					TOTALS	
					NO.	TYPE
					1	A
DATA REQUIREMENT DESCRIPTION						
1. TITLE Customer Satisfaction Assessment Report				2. NUMBER DRD 2.17-1		
3. USE Management tool to assess strengths and weaknesses of customer services provided by the NSSC. Data will become part of a meta-analysis for service enhancement.				4. DATE 08/31/04		
				5. ORGANIZATION NSSC		
7. INTERRELATIONSHIP				6. REFERENCES PWS Section 2.17		
8. PREPARATION INFORMATION Assessment and report must cover the full scope of NSSC functional responsibilities and address the following factors: <ul style="list-style-type: none"> • Accuracy • Timeliness • Quality • Overall effectiveness Assessment results must be collected, evaluated and trends must be reported monthly.						

DATA REQUIREMENT DOCUMENT

CONTRACT APPLICATION INFORMATION FOR DRL					NSSC-SP-01	A. ITEM NO. DRD 3.1-1	
B. LINE ITEM TITLE: NSSC Finance Reports							
C. OPR. NSSC	D. TYPE 3	E. INSPECT/ACCEPT 6	F. FREQ. Ref. Attachment J-3 Technical Exhibit 06	G. INITIAL SUB.	H. AS OF DATE		
J. REMARKS: Reports used in the performance of work in the PWS Section 3.1, Financial Management.							
K. DISTRIBUTION NSSC CO (Notification of availability)						TOTALS	
						NO.	TYPE
						1	A
DATA REQUIREMENT DESCRIPTION							
1. TITLE NSSC Finance Reports Retrieval and Distribution					2. NUMBER DRD 3.1-1		
3. USE					4. DATE 08/31/04		
					5. ORGANIZATION NSSC		
7. INTERRELATIONSHIP					6. REFERENCES PWS Section 3.1		
8. PREPARATION INFORMATION SP post electronic Payroll and Labor Distribution reports for the NSSC and Centers in accordance with Technical Exhibit 06.							

DATA REQUIREMENT DOCUMENT

CONTRACT APPLICATION INFORMATION FOR DRL					NSSC-SP-01	A. ITEM NO. DRD 3.1-2
B. LINE ITEM TITLE: Internal Control Plan						
C. OPR. NSSC	D. TYPE 1	E. INSPECT/ ACCEPT N/A	F. FREQ. Semi-annually	G. INITIAL SUB. 90 days after Contract Award	H. AS OF DATE	
J. REMARKS: Provide plan for NASA review and concurrence. Update semi-annually.						
K. DISTRIBUTION NSSC CO					TOTALS	
					NO.	TYPE
					1	A
					1	B
DATA REQUIREMENT DESCRIPTION						
1. TITLE Internal Control Plan					2. NUMBER DRD 3.1-2	
3. USE To ensure sound internal controls for financial reporting and compliance with applicable laws and regulations					4. DATE 08/31/04	
					5. ORGANIZATION NSSC	
7. INTERRELATIONSHIP					6. REFERENCES PWS Section 3.1	
8. PREPARATION INFORMATION Develop internal control plan for SP financial management functions and provide to NASA for evaluation and concurrence.						
<ol style="list-style-type: none"> 1. Utilizing the guidelines in the General Accounting Office Publication entitled "Standards for Internal Control in the Federal Government", November, 1999, (URL: http://www.gao.gov/special.pubs/ai2131.pdf) provide the Service Provider's internal control plan to NASA. 2. Plan shall include, but is not limited to: <ol style="list-style-type: none"> a. Segregation of Duties b. Accurate & Timely Recording of Transactions c. Documentation of Internal Control plan and policy d. Service Provider management review and monitoring plan for internal controls 						

DATA REQUIREMENT DOCUMENT

CONTRACT APPLICATION INFORMATION FOR DRL					NSSC-SP-01	A. ITEM NO. DRD 3.1-3										
B. LINE ITEM TITLE: Develop Service Provider performance metrics																
C. OPR. NSSC	D. TYPE 3	E. INSPECT/ACCEPT 6	F. FREQ. Quarterly	G. INITIAL SUB. 90 days after NSSC Operational Date	H. AS OF DATE 90/10											
J. REMARKS:																
K. DISTRIBUTION NSSC CO						<table border="1"> <thead> <tr> <th colspan="2">TOTALS</th> </tr> <tr> <th>NO.</th> <th>TYPE</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>A</td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> </tbody> </table>	TOTALS		NO.	TYPE	1	A				
TOTALS																
NO.	TYPE															
1	A															

DATA REQUIREMENT DESCRIPTION

1. TITLE Develop Metrics for NSSC Financial activities	2. NUMBER DRD 3.1-3
3. USE To track the volume and value of financial activities	4. DATE 08/31/04
	5. ORGANIZATION NSSC
7. INTERRELATIONSHIP	6. REFERENCES PWS Section 3.1

8. PREPARATION INFORMATION
Develop, update, and maintain the following performance metrics:

1. Quarterly and cumulative fiscal year payments and dollar value summarized by Center with grand totals for the year.
2. Quarterly and cumulative purchase card payments and dollar value summarized by Center with grand totals for the year.
3. Quarterly and cumulative fiscal year number of billings issued and dollar value summarized by Center with grand totals. Subtotals for Reimbursable billings by center and cumulative.
4. Quarterly and cumulative fiscal year number of collections received and dollar value summarized by Center with grand totals.
5. Quarterly and cumulative fiscal year number of payroll payments issued and dollar value summarized by Center with grand totals.
6. Quarterly and cumulative fiscal year number of IRS Form W-2's issued and dollar value summarized by Center with grand totals.
7. Quarterly number of Time and Attendance Reports processed.
8. Quarterly number of domestic Travel Vouchers processed with dollar value by Center with cumulative totals.
9. Quarterly number of international and foreign Travel Vouchers processed with dollar value by Center with cumulative totals.
10. Quarterly number of PCS/TCS, Travel Vouchers processed with dollar value by Center with cumulative totals.
11. Quarterly number of reports reviewed and dollar value with cumulative totals by Center.

DATA REQUIREMENT DOCUMENT

CONTRACT APPLICATION INFORMATION FOR DRL	NSSC-SP-01	A. ITEM NO. DRD 3.1-4
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B. LINE ITEM TITLE:
Accounts Payable Payments Report

C. OPR. NSSC	D. TYPE 3	E. INSPECT/ ACCEPT 6	F. FREQ. Monthly	G. INITIAL SUB. 30 days after NSSC Operation Date	H. AS OF DATE 30/5
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J. REMARKS:
To be utilized to track workload performed by the NSSC and for use in cost allocation.

K. DISTRIBUTION NSSC CO .	TOTALS
	NO. TYPE
	1 A

DATA REQUIREMENT DESCRIPTION

1. TITLE Accounts Payable Payments Report	2. NUMBER DRD-3.1-4
3. USE To track the monthly and cumulative fiscal year invoice payments made.	4. DATE 08/31/04
	5. ORGANIZATION NSSC
7. INTERRELATIONSHIP	6. REFERENCES PWS Section 3.1.1.1

8. PREPARATION INFORMATION
Provide a metric report containing monthly and fiscal year cumulative number and dollar value of invoices paid by type of document (purchases, bankcards, contracts, grants, other payables). Retain detailed backup information for further analysis and audit purposes, if necessary.

DATA REQUIREMENT DOCUMENT

CONTRACT APPLICATION INFORMATION FOR DRL					NSSC-SP-01	A. ITEM NO. DRD 3.1-5
B. LINE ITEM TITLE: Interest Paid and Discounts Earned Report (Payment Activities Report)						
C. OPR. NSSC	D. TYPE 3	E. INSPECT/ ACCEPT 6	F. FREQ. Monthly	G. INITIAL SUB. 30 days after NSSC Operational Date	H. AS OF DATE 30/5	
J. REMARKS: To track timeliness of payments.						
K. DISTRIBUTION NSSC CO					TOTALS	
					NO.	TYPE
					1	A
DATA REQUIREMENT DESCRIPTION						
1. TITLE Interest Paid and Discounts Earned Report (Payments Activities Report)					2. NUMBER DRD 3.1-5	
3. USE To track the monthly and cumulative interest paid and discounts earned by Center. Relates to the timeliness of payments and discounts.					4. DATE 08/31/04	
					5. ORGANIZATION NSSC	
7. INTERRELATIONSHIP					6. REFERENCES PWS Section 3.1.1.1	
8. PREPARATION INFORMATION Preparation information for this report is contained in FMR (previously FMM) except that this report is due to the NSSC monthly with the annual report completed according to the FMR (previously FMM) requirements. Preparation Requirements can be found at the following link: http://www.hq.nasa.gov/fmm/9300/9380.pdf						

DATA REQUIREMENT DOCUMENT

CONTRACT APPLICATION INFORMATION FOR DRL					NSSC-SP-01	A. ITEM NO. DRD 3.1-6
B. LINE ITEM TITLE: Quarterly Report on Receivables Due from the Public						
C. OPR. NSSC	D. TYPE 2	E. INSPECT/ ACCEPT 6	F. FREQ. Quarterly	G. INITIAL SUB. 90 days after NSSC Operational Date	H. AS OF DATE	
J. REMARKS: Format for the Receivables Due from the Public report. Instructions can be found in Financial Management Regulations (previously FMM) Section 9343. URL: http://www.hq.nasa.gov/fmm/9300/9340.pdf A link to a sample form may also be found at the U.S. Treasury Financial Management Service web page. URL: http://www.fms.treas.gov/debt/						
K. DISTRIBUTION NSSC CO						TOTALS
						NO. TYPE
						1 A
						1 B
DATA REQUIREMENT DESCRIPTION						
1. TITLE Quarterly Report on Receivables Due from the Public					2. NUMBER DRD 3.1-6	
3. USE Reporting Requirement					4. DATE 08/31/04	
					5. ORGANIZATION NSSC	
7. INTERRELATIONSHIP					6. REFERENCES PWS Section 3.1.2	
8. PREPARATION INFORMATION FMR (previously FMM) 9343 contains the latest preparation information and format.						

DATA REQUIREMENT DOCUMENT

CONTRACT APPLICATION INFORMATION FOR DRL					NSSC-SP-01	A. ITEM NO. DRD 3.1-7
B. LINE ITEM TITLE: Accounts Receivable Metrics Report						
C. OPR. NSSC	D. TYPE 3	E. INSPECT/ ACCEPT N/A	F. FREQ. Monthly	G. INITIAL SUB. 30 days after NSSC Operational Date	H. AS OF DATE 30/5	
J. REMARKS:						
K. DISTRIBUTION NSSC CO						TOTALS
						NO. TYPE
						1 A
DATA REQUIREMENT DESCRIPTION						
1. TITLE Accounts Receivable Metrics Report					2. NUMBER DRD 3.1-7	
3. USE To track the monthly and cumulative fiscal year receivables					4. DATE 08/31/04	
					5. ORGANIZATION NSSC	
7. INTERRELATIONSHIP					6. REFERENCES PWS Section 3.1.2	
8. PREPARATION INFORMATION Provide a metric report containing monthly and fiscal year cumulative number and dollar value of receivables collected for each Center by type of document that generated the receivable. Retain detailed backup information for further analysis and audit purposes, if necessary.						

DATA REQUIREMENT DOCUMENT

CONTRACT APPLICATION INFORMATION FOR DRL					NSSC-SP-01	A. ITEM NO. DRD 3.1-8
B. LINE ITEM TITLE: Collections Report						
C. OPR. NSSC	D. TYPE 3	E. INSPECT/ ACCEPT 6	F. FREQ. Monthly	G. INITIAL SUB. 30 days after NSSC Operational Date	H. AS OF DATE 30/5	
J. REMARKS:						
K. DISTRIBUTION NSSC CO						TOTALS
						NO.
						TYPE
						1
						A
DATA REQUIREMENT DESCRIPTION						
1. TITLE Collections Report					2. NUMBER DRD 3.1-8	
3. USE To track monthly and cumulative fiscal year collections					4. DATE 08/31/04	
					5. ORGANIZATION NSSC	
7. INTERRELATIONSHIP					6. REFERENCES PWS Section 3.1.2	
8. PREPARATION INFORMATION Provide a metric report of monthly and fiscal year cumulative number and dollar value of collections received with cross-reference to corresponding billing.						

DATA REQUIREMENT DOCUMENT

CONTRACT APPLICATION INFORMATION FOR DRL					NSSC-SP-01	A. ITEM NO. DRD 3.1-9
B. LINE ITEM TITLE: Accounts Receivable Transferred to the U.S. Treasury Report						
C. OPR. NSSC	D. TYPE 3	E. INSPECT/ ACCEPT 6	F. FREQ. Monthly	G. INITIAL SUB. 30 days after NSSC Operational Date	H. AS OF DATE 30/5	
J. REMARKS:						
K. DISTRIBUTION NSSC CO						TOTALS
						NO. TYPE
						1 A
DATA REQUIREMENT DESCRIPTION						
1. TITLE Accounts Receivable Transferred to the U.S. Treasury Report					2. NUMBER DRD-3.1-9	
3. USE To track the monthly and cumulative fiscal year receivables					4. DATE 08/31/04	
					5. ORGANIZATION NSSC	
7. INTERRELATIONSHIP					6. REFERENCES PWS Section 3.1.2	
8. PREPARATION INFORMATION Provide a metric report containing monthly and fiscal year cumulative number and dollar value of receivables transferred from NASA to the U.S. Treasury for collection by Center. Retain detailed backup information for further investigation and analysis and audit purposes, if necessary.						

DATA REQUIREMENT DOCUMENT

CONTRACT APPLICATION INFORMATION FOR DRL					NSSC-SP-01	A. ITEM NO. DRD 3.1-10
B. LINE ITEM TITLE: Average Days Outstanding for Accounts Receivable Report						
C. OPR. NSSC	D. TYPE 3	E. INSPECT/ ACCEPT 6	F. FREQ. Monthly	G. INITIAL SUB. 30 days after NSSC Operational Date	H. AS OF DATE 30/5	
J. REMARKS:						
K. DISTRIBUTION NSSC CO						TOTALS
						NO. TYPE
						1 A
DATA REQUIREMENT DESCRIPTION						
1. TITLE Average Days Outstanding for Accounts Receivable Report					2. NUMBER DRD 3.1-10	
3. USE To determine the average days and dollar value outstanding for accounts receivable by type of receivable.					4. DATE 08/31/04	
					5. ORGANIZATION NSSC	
7. INTERRELATIONSHIP					6. REFERENCES PWS Section 3.1.2	
8. PREPARATION INFORMATION Provide a report of Outstanding Receivables detail by date of receivable and dollar amount on a monthly basis as of the end of the month. Refer to FMR (previously FMM) 9343.						

DATA REQUIREMENT DOCUMENT

CONTRACT APPLICATION INFORMATION FOR DRL					NSSC-SP-01	A. ITEM NO. DRD 3.1-11
B. LINE ITEM TITLE: Payroll Payments Report						
C. OPR. NSSC	D. TYPE 3	E. INSPECT/ ACCEPT 6	F. FREQ. Quarterly	G. INITIAL SUB. 90 days after NSSC Operational Date	H. AS OF DATE 90/10	
J. REMARKS: To be utilized to track workload performed by the NSSC and for use in cost allocation.						
K. DISTRIBUTION NSSC CO					TOTALS	
					NO.	TYPE
					1	A
DATA REQUIREMENT DESCRIPTION						
1. TITLE Payroll Payments Report					2. NUMBER DRD 3.1-11	
3. USE Track work performed by the NSSC.					4. DATE 08/31/04	
					5. ORGANIZATION NSSC	
7. INTERRELATIONSHIP					6. REFERENCES PWS Section 3.1.3.1	
8. PREPARATION INFORMATION Quarterly and cumulative fiscal year number and dollar amount of payroll payments by pay period and NASA Center. Report should contain pay period and grand totals for both hours and dollars.						

DATA REQUIREMENT DOCUMENT

CONTRACT APPLICATION INFORMATION FOR DRL					NSSC-SP-01	A. ITEM NO. DRD 3.1-12	
B. LINE ITEM TITLE: Time and Attendance Reports Processed Report							
C. OPR. NSSC	D. TYPE 3	E. INSPECT/ ACCEPT 6	F. FREQ. Quarterly	G. INITIAL SUB. 90 days after NSSC Operational Date	H. AS OF DATE 90/10		
J. REMARKS: To be utilized to track workload performed by the NSSC and for use in cost allocation.							
K. DISTRIBUTION NSSC CO						TOTALS	
						NO.	TYPE
						1	A
DATA REQUIREMENT DESCRIPTION							
1. TITLE Time and Attendance Reports Processed					2. NUMBER DRD 3.1-12		
3. USE To track work performed by the NSSC.					4. DATE 08/31/04		
					5. ORGANIZATION NSSC		
					6. REFERENCES PWS Section 3.1.3.2		
7. INTERRELATIONSHIP							
8. PREPARATION INFORMATION Report showing the number of Time and Attendance Reports processed quarterly by pay period and center with totals by fiscal year.							

DATA REQUIREMENT DOCUMENT

CONTRACT APPLICATION INFORMATION FOR DRL					NSSC-SP-01	A. ITEM NO. DRD 3.1-13
B. LINE ITEM TITLE: Contractor-Held Property Reports Reviewed Report						
C. OPR. NSSC	D. TYPE 3	E. INSPECT/ ACCEPT 6	F. FREQ. Quarterly	G. INITIAL SUB. 90 days after NSSC Operational Date	H. AS OF DATE 90/10	
J. REMARKS: To track workload performed for Center's reviewing and validating financial information contained on Contractor-held property forms						
K. DISTRIBUTION NSSC CO						TOTALS
						NO. TYPE
						1 A
DATA REQUIREMENT DESCRIPTION						
1. TITLE Contractor-Held Property Reports Reviewed Report					2. NUMBER DRD-3.1-13	
3. USE To track workload performed by NSSC					4. DATE 08/31/04	
					5. ORGANIZATION NSSC	
7. INTERRELATIONSHIP Property Officer's at NASA installations.					6. REFERENCES PWS Section 3.1.4	
8. PREPARATION INFORMATION Provide a quarterly metric report detailing the number of Contractor-held property forms reviewed and value of contractor held property included on the forms by NASA Center. Include in report the number of forms with missing or incomplete financial information. Provide totals by NASA Center with grand total. Information can be obtained from FMR (previously FMM) 9250, as amended, Property Accounting.						

DATA REQUIREMENT DOCUMENT

CONTRACT APPLICATION INFORMATION FOR DRL					NSSC-SP-01	A. ITEM NO. DRD 3.1-14
B. LINE ITEM TITLE: Semiannual Report of Payments Accepted from a Non-Federal Source Report						
C. OPR. NSSC	D. TYPE 2	E. INSPECT/ACCEPT 6	F. FREQ. Semi-annually on a fiscal year basis	G. INITIAL SUB. 90 days after NSSC Operational Date	H. AS OF DATE	
J. REMARKS: Reference FMR (previously FMM) 9700						
K. DISTRIBUTION NSSC CO						TOTALS
						NO. TYPE
						1 A
						1 B
DATA REQUIREMENT DESCRIPTION						
1. TITLE Semi-Annual Report of Payments Accepted from a Non-Federal Source Report					2. NUMBER DRD 3.1-14	
3. USE Reporting Requirement					4. DATE 08/31/04	
					5. ORGANIZATION NSSC	
7. INTERRELATIONSHIP					6. REFERENCES PWS Section 3.1.5.1	
8. PREPARATION INFORMATION Instructions are contained in FMR (previously FMM) 9700.						

DATA REQUIREMENT DOCUMENT

CONTRACT APPLICATION INFORMATION FOR DRL					NSSC-SP-01	A. ITEM NO. DRD 3.1-15
B. LINE ITEM TITLE: Domestic Travel Vouchers Processed Report						
C. OPR. NSSC	D. TYPE 3	E. INSPECT/ ACCEPT 6	F. FREQ. Quarterly	G. INITIAL SUB. 90 days after NSSC Operational Date	H. AS OF DATE 90/10	
J. REMARKS:						
K. DISTRIBUTION NSSC CO					TOTALS	
					NO.	TYPE
					1	A
DATA REQUIREMENT DESCRIPTION						
1. TITLE Domestic Travel Vouchers Processed Report					2. NUMBER DRD 3.1-15	
3. USE To track work performed for Centers by the NSSC.					4. DATE 08/31/04	
					5. ORGANIZATION NSSC	
7. INTERRELATIONSHIP					6. REFERENCES PWS Section 3.1.5.1	
8. PREPARATION INFORMATION Provide a metric report showing the number of Domestic Travel Vouchers and dollar amount processed quarterly with totals by center and fiscal year grand totals.						

DATA REQUIREMENT DOCUMENT

CONTRACT APPLICATION INFORMATION FOR DRL					NSSC-SP-01	A. ITEM NO. DRD 3.1-16
B. LINE ITEM TITLE: Foreign Travel Vouchers Processed Report						
C. OPR. NSSC	D. TYPE 3	E. INSPECT/ ACCEPT 6	F. FREQ. Quarterly	G. INITIAL SUB. 30 days after NSSC Operational Date	H. AS OF DATE 90/10	
J. REMARKS:						
K. DISTRIBUTION NSSC CO						TOTALS
						NO.
						TYPE
						1
						A
DATA REQUIREMENT DESCRIPTION						
1. TITLE Foreign Travel Vouchers Processed Report					2. NUMBER DRD 3.1-16	
3. USE To track work performed for Centers by the NSSC.					4. DATE 08/31/04	
					5. ORGANIZATION NSSC	
7. INTERRELATIONSHIP					6. REFERENCES PWS Section 3.1.5.1	
8. PREPARATION INFORMATION Provide a metric report showing the number of Foreign Travel Vouchers and dollar amount processed quarterly with totals by center and fiscal year grand totals.						

DATA REQUIREMENT DOCUMENT

CONTRACT APPLICATION INFORMATION FOR DRL					NSSC-SP-01	A. ITEM NO. DRD 3.1-17
B. LINE ITEM TITLE: Average Days to Process Travel Voucher Report						
C. OPR. NSSC	D. TYPE 3	E. INSPECT/ ACCEPT 6	F. FREQ. Monthly	G. INITIAL SUB. 30 days after NSSC Operational Date	H. AS OF DATE 30/10	
J. REMARKS:						
K. DISTRIBUTION NSSC CO						TOTALS
						NO. TYPE
						1 A
DATA REQUIREMENT DESCRIPTION						
1. TITLE Average Days to Process Travel Voucher Report					2. NUMBER DRD 3.1-17	
3. USE To track the number of days from receipt of the completed voucher at the NSSC to the date of issuing the payment request.					4. DATE 08/31/04	
					5. ORGANIZATION NSSC	
7. INTERRELATIONSHIP					6. REFERENCES PWS Section 3.1.5.1	
8. PREPARATION INFORMATION Provide a monthly metric report showing the average days from date of travel voucher receipt in the NSSC to date of issuing the request for payment for domestic and foreign travel vouchers. Report should be sorted by type of travel voucher (domestic or foreign, by Center). Report should include the number of vouchers with comments for improving the turnaround time.						

DATA REQUIREMENT DOCUMENT

CONTRACT APPLICATION INFORMATION FOR DRL					NSSC-SP-01	A. ITEM NO. DRD 3.1-18
B. LINE ITEM TITLE: PCS/TCS Travel Vouchers Processed Report						
C. OPR. NSSC	D. TYPE 3	E. INSPECT/ ACCEPT 6	F. FREQ. Quarterly	G. INITIAL SUB. 90 days after NSSC Operational Date	H. AS OF DATE 90/10	
J. REMARKS:						
K. DISTRIBUTION NSSC CO						TOTALS
						NO. TYPE
						1 A

DATA REQUIREMENT DESCRIPTION

1. TITLE PCS/TCS Travel Vouchers Processed Report	2. NUMBER DRD 3.1-18
3. USE To track the volume and value of permanent and temporary change of station related travel vouchers processed for each center by the NSSC.	4. DATE 08/31/04
	5. ORGANIZATION NSSC
7. INTERRELATIONSHIP	6. REFERENCES PWS Section 3.1.5.2

8. PREPARATION INFORMATION
Provide a quarterly report showing the number and dollar value of PCS and TCS related travel vouchers processed for each Center by the NSSC with quarterly and fiscal year grand totals. The report should include any significant comments or concerns regarding processing of vouchers during the quarter with recommendations for improvements that would reduce processing time or increase efficiency.

DATA REQUIREMENT

CONTRACT APPLICATION INFORMATION FOR DRL NSSC-SP-01					A. ITEM NO. DRD 3.1-19
B. LINE ITEM TITLE: Annual Relocation Report					
C. OPR. NSSC	D. TYPE 1	E. INSPECT/ACCEPT 6	F. REQ. Annual	G. INITIAL SUB. First Fiscal Year after NSSC Operation Date	H. AS OF DATE
J. REMARKS: Product shall be compatible with Microsoft Office suite of software.					
K. DISTRIBUTION NSSC CO					TOTALS
					NO.
					TYPE
					1
					A
DATA REQUIREMENT DESCRIPTION					
1. TITLE Annual Relocation Report			2. NUMBER DRD 3.1-19		
3. USE External reporting requirement for OMB			4. DATE 08/31/04		
			5. ORGANIZATION NSSC		
7. INTERRELATIONSHIP			6. REFERENCES PWS Section 3.1.5.2		
8. PREPARATION INFORMATION In accordance with FMR 9700- Travel Regulations (as amended)					

DATA REQUIREMENT DOCUMENT

CONTRACT APPLICATION INFORMATION FOR DRL					NSSC-SP-01	A. ITEM NO. DRD 3.2-1								
B. LINE ITEM TITLE: Drug Testing Performance Metrics Reports														
C. OPR. NSSC	D. TYPE 2	E. INSPECT/ ACCEPT 6	F. FREQ. As stated below	G. INITIAL SUB. 30 days prior NSSC Operational Date	H. AS OF DATE									
J. REMARKS: Monthly report of SP activities related to employee drug testing activities														
K. DISTRIBUTION NSSC CO						<table border="1"> <tr> <th colspan="2">TOTALS</th> </tr> <tr> <th>NO.</th> <th>TYPE</th> </tr> <tr> <td>1</td> <td>A</td> </tr> <tr> <td>1</td> <td>B</td> </tr> </table>	TOTALS		NO.	TYPE	1	A	1	B
TOTALS														
NO.	TYPE													
1	A													
1	B													

DATA REQUIREMENT DESCRIPTION

1. TITLE Drug Testing Performance Metrics Reports	2. NUMBER DRD 3.2-1
3. USE Ensures contractor run test program meets HHS requirement levied on NASA to test a minimum of 10% of the employees occupying test designated positions Reference NPR 3792.1A, as amended	4. DATE 08/31/04
	5. ORGANIZATION NSSC
7. INTERRELATIONSHIP	6. REFERENCES PWS Section 3.2.1.1
8. PREPARATION INFORMATION	
<p>A. Collection and Analysis Status Report Thirty days prior to initiation of Drug Testing activity, report the chosen method and supplier for collection, processing, and lab analysis of test samples. Update this report as required.</p> <p>B. Drug Testing Program Monthly Status Report Initial submission of this report is required 30 days after initiation of Drug Testing activity. Each monthly report shall document the following information, by site/center:</p> <ol style="list-style-type: none"> 1. Indicate date collection and laboratory analysis contract was secured Standard: 50 days prior to drug test 2. Indicate date drug testing was scheduled and actual drug testing date(s) Standard: 50 days prior to drug test 3. Indicate date/time employee notice for drug testing was delivered to employee supervisors Standard: day of, or within 2 hours of, scheduled drug test 4. Report the number of drug test deferrals received 5. Report the number of employees tested 6. Report the number of employees entering test designated positions and were sent written notice of placement in the position within 30 days of entry into the position. 7. Report the number of completed and signed Employee Acknowledgements of Test Designated Position notification received and filed in the employee's Official Personnel Folder. In the event the employee refuses to sign the acknowledgment, the SP shall report the number of acknowledgements returned by the employee supervisor noting on the acknowledgment form that the employee received the notice 8. Report the number of drug test notification packages delivered, include the date of delivery to responsible personnel and the scheduled date of the drug test. <p>C. Monthly Drug Testing Program Plan: If by the end of the 2nd quarter of each calendar year, the SP has not tested at least 50% of the required workforce (10% of total Agency testing designated positions), the SP shall provide a monthly drug testing program plan to the Agency Drug Program Coordinator until the end of the year. The Monthly Drug Testing Program Plan will address the SP's plan to meet the required number of drug tests (10% of total Agency testing designated positions). The SP shall provide a monthly status to the Agency DPM to show the progress and status of the Agency meeting the required number of drug tests for the year.</p> <p>D. Annual Drug Testing Program Plan (initial submission 30 days after initiation of Drug Testing activity; annually every 3rd Quarter): The SP shall provide the Agency Drug Program Coordinator with an annual Drug Testing Program Plan addressing the procedures for implementing the drug testing program in the following calendar year. This includes, identifying the collection, processing, and laboratory analysis of test samples procedures by quarter; number of employees in test designated positions; and the number of employees to be tested each quarter.</p>	

DATA REQUIREMENT DOCUMENT

CONTRACT APPLICATION INFORMATION FOR DRL					NSSC-SP-01	A. ITEM NO. DRD 3.2-2
B. LINE ITEM TITLE: Annual NASA Suggested Revisions to the 1102 Procurement Training Program/Training Policy						
C. OPR. NSSC	D. TYPE 2	E. INSPECT/ ACCEPT 6	F. FREQ. Annually	G. INITIAL SUB. 1 year after NSSC Operational Date	H. AS OF DATE	
J. REMARKS: Comprehensive list of suggested revisions to the 1102 Training Policy.						
K. DISTRIBUTION NSSC CO					TOTALS	
					NO.	TYPE
					1	A
					1	B
DATA REQUIREMENT DESCRIPTION						
1. TITLE Annual NASA Suggested Revisions to the 1102 Training Handbook/Training Policy					2. NUMBER DRD 3.2-2	
3. USE Shall be used for updating NASA Training Policy					4. DATE 08/31/04	
					5. ORGANIZATION NSSC	
7. INTERRELATIONSHIP					6. REFERENCES PWS Section 3.2.2.6	
8. PREPARATION INFORMATION The Service Provider shall annually gather information from NASA Procurement organizations on suggested revisions to the Training Policy and/or the Training Handbook; organize the suggestions into a document; and submit it to the NASA inherently governmental official responsible for making official changes to NASA Procurement Training Policy. The document should trace the issue and recommendation, costs of implementation for each recommendation, and schedule for implementation of each issue. Background information should contain requestor information and feedback to requestor information.						

DATA REQUIREMENT DOCUMENT

CONTRACT APPLICATION INFORMATION FOR DRL					NSSC-SP-01	A. ITEM NO. DRD 3.2-3	
B. LINE ITEM TITLE: Training materials for HR data users							
C. OPR. NSSC	D. TYPE A-D below = Type 1 E below = Type 3	E. INSPECT/ ACCEPT 6	F. FREQ. As Required	G. INITIAL SUB. Upon request by NSSC CO	H. AS OF DATE		
J. REMARKS: Develop and maintain training materials for Human Resource and Training data users For Type 1 deliverables submit 1 electronic and 1 hardcopy for signature for each item. For Type 3 deliverables submit 1 electronic.							
K. DISTRIBUTION NSSC CO						TOTALS	
						NO.	TYPE
						4	A
						5	B
DATA REQUIREMENT DESCRIPTION							
1. TITLE Training materials for HR data users						2. NUMBER DRD 3.2-3	
3. USE Training materials to support ongoing implementation of Agency-wide HR/Training tools and applications						4. DATE 08/31/04	
						5. ORGANIZATION NSSC	
7. INTERRELATIONSHIP						6. REFERENCES PWS Section 3.2.4.3	
8. PREPARATION INFORMATION Tasking will come from NSSC HR/Training. As requested training materials will be in the form of Quick Guides (electronic and paper), User Guides (electronic) and Computer Based Training (CBT). The Service Provider shall support all aspects of the training development including: <ul style="list-style-type: none"> A. Needs Assessment B. Development of Performance Objectives C. Training Aid Design (including suggested method of delivery) D. Production of materials E. Development and collection of Training Evaluation 							

DATA REQUIREMENT DOCUMENT

CONTRACT APPLICATION INFORMATION FOR DRL					NSSC-SP-01	A. ITEM NO. DRD 3.3-1
B. LINE ITEM TITLE: Procurement Forms Standardization Plan						
C. OPR. NSSC	D. TYPE 2	E. INSPECT/ ACCEPT 6	F. FREQ. Semi-annual	G. INITIAL SUB. 180 days after NSSC Operational Date	H. AS OF DATE	
J. REMARKS: Service Provider will survey the center's local procurement forms to prepare a form standardization plan						
K. DISTRIBUTION NSSC CO					TOTALS	
					NO.	TYPE
					1	A
					1	B
DATA REQUIREMENT DESCRIPTION						
1. TITLE Procurement Forms Standardization Plan					2. NUMBER DRD 3.3-1	
3. USE Prepare a standard set of electronic procurement forms for the Agency					4. DATE 08/31/04	
					5. ORGANIZATION NSSC	
7. INTERRELATIONSHIP					6. REFERENCES PWS Section 3.3.1.3	
8. PREPARATION INFORMATION Review current procurement forms in use throughout the Agency and develop a standardization plan leading to one set of electronic procurement forms for the Agency. Initial report shall be a narrative statement describing the method and approach to be used to conduct the survey. The narrative shall include a proposed schedule (milestones, tasks, activities, events). Follow-on progress reports shall address: progress made during the reporting period, a description of difficulties that could affect the schedule and the cost, proposed corrective actions, revised schedule, and planned activities for the next reporting period.						

DATA REQUIREMENT DOCUMENT

CONTRACT APPLICATION INFORMATION FOR DRL					NSSC-SP-01	A. ITEM NO. DRD 3.3-2
B. LINE ITEM TITLE: Grants Study						
C. OPR. NSSC	D. TYPE 2	E. INSPECT/ACCEPT 6	F. FREQ. One Time	G. INITIAL SUB. Study plan: 60 days after NSSC Operational Date. Final report: 270 days after NSSC Operational Date.	H. AS OF DATE	
J. REMARKS: NASA will provide Points of Contact for relevant NASA and interagency grant-related systems.						
K. DISTRIBUTION NSSC CO					TOTALS	
					NO.	TYPE
					1	A
					1	B
DATA REQUIREMENT DESCRIPTION						
1. TITLE Grants Study					2. NUMBER DRD 3.3-2	
3. USE Report findings will be used by NASA management in formulating a plan of action for automation of NASA grants processes.					4. DATE 08/31/04	
					5. ORGANIZATION NSSC	
7. INTERRELATIONSHIP					6. REFERENCES PWS Section 3.3.2.1	
8. PREPARATION INFORMATION See PWS 3.3.2.1 for description of requirement. Additional instructions are as follows: <ul style="list-style-type: none"> - SP is encouraged to consult with NASA grant managers frequently while designing and conducting study. - The study shall consider ramifications of potential courses of action from all standpoints, including: cost, technical, schedule, complexity, interfaces, and risk. - Study Plan delivery shall include outline of proposed course of action. - Final Report delivery shall include detailed narrative report plus Microsoft Powerpoint briefing package summarizing report. 						

DATA REQUIREMENT

CONTRACT APPLICATION INFORMATION FOR DRL					NSSC-SP-01	A. ITEM NO. DRD 3.3-3
B. LINE ITEM TITLE: SBIR/STTR Study						
C. OPR. NSSC	D. TYPE 2	E. INSPECT/ ACCEPT 6	F. FREQ. One Time	G. INITIAL SUB. Study plan: 60 days after NSSC Operational Date. Final report: 180 days after NSSC Operational Date.	H. AS OF DATE	
J. REMARKS: The SP shall perform a requirements analysis and study of SBIR/STR electronic processes, leading to an SP recommendation as to the most optimal course of action toward efficient and effective SBIR/STTR contract process automation. In performing this analysis, the SP shall examine the SBIR/STTR Electronic Handbooks system and the IFM Contract Administration Module (for document generation and reporting). The SP study shall consider pros and cons of potential electronic integration between such systems.						
K. DISTRIBUTION NSSC CO					TOTALS	
					NO.	TYPE
					1	A
					1	B
DATA REQUIREMENT DESCRIPTION						
1. TITLE SBIR/STTR Study					2. NUMBER DRD 3.3-3	
3. USE Report findings will be used by NASA management in formulating a plan of action for automation of NASA SBIR/STTR contract processes.					4. DATE 08/31/04	
					5. ORGANIZATION NSSC	
7. INTERRELATIONSHIP					6. REFERENCES PWS Section 3.3.3.1	
8. PREPARATION INFORMATION See PWS 3.3.3.1 for description of requirement. Additional instructions are as follows: <ul style="list-style-type: none"> - SP is encouraged to frequently consult with NASA field center procurement managers and field center procurement IT specialists while designing and conducting study. - The study shall consider ramifications of potential courses of action from all standpoints, including: cost, technical, schedule, complexity, interfaces, and risk. - Study Plan delivery shall include outline of proposed course of action. - Final Report delivery shall include detailed narrative report plus Microsoft PowerPoint briefing package summarizing report. 						

DATA REQUIREMENT DOCUMENT

CONTRACT APPLICATION INFORMATION FOR DRL					NSSC-SP-01	A. ITEM NO. DRD 3.3-4	
B. LINE ITEM TITLE: NASA Contracting Intern Program (NCIP) Handbook							
C. OPR. NSSC	D. TYPE 2	E. INSPECT/ ACCEPT 6	F. FREQ. Annually and amend as needed	G. INITIAL SUB. 1 year after NSSC Operational Date	H. AS OF DATE		
J. REMARKS: NCIP Handbook provided by NASA. SP to provide annual review of the Handbook and updates as necessary.							
K. DISTRIBUTION NSSC CO						TOTALS	
						NO.	TYPE
						1	A
DATA REQUIREMENT DESCRIPTION							
1. TITLE NASA Contracting Intern Program (NCIP) Handbook					2. NUMBER DRD 3.3-4		
3. USE Information and Communication regarding the NSSC/NCIP					4. DATE 08/31/04		
					5. ORGANIZATION NSSC		
7. INTERRELATIONSHIP					6. REFERENCES PWS Section 3.3.5.3		
8. PREPARATION INFORMATION The Service Provider shall review the Handbook at least annually to ensure that the information is accurate and complete and update as necessary. Timely revisions are of utmost importance as the NCIP Handbook serves as a guide for interns, Center points of contact, and others involved in the program. Based on the reviews and feedback from NASA, the SP shall submit recommended changes, updates and deletes.							

DATA REQUIREMENT DOCUMENT

CONTRACT APPLICATION INFORMATION FOR DRL					NSSC-SP-01	A. ITEM NO. DRD 3.4-1
B. LINE ITEM TITLE: Policy Development						
C. OPR. NSSC	D. TYPE 1	E. INSPECT/ACCEPT 6	F. FREQ. As Required	G. INITIAL SUB. 60 days after request by NSSC CO	H. AS OF DATE	
J. REMARKS:						
K. DISTRIBUTION NSSC CO						TOTALS
						NO.
						TYPE
						1
						A
						1
						B
DATA REQUIREMENT DESCRIPTION						
1. TITLE Policy Development					2. NUMBER DRD 3.4-1	
3. USE To document policies, directives, standards, guidelines, processes and procedures applicable to the NSSC.					4. DATE 08/31/04	
					5. ORGANIZATION NSSC	
7. INTERRELATIONSHIP PWS paragraph 3.4.2.1					6. REFERENCES PWS Section 3.4.2.1	
8. PREPARATION INFORMATION To develop NSSC policies, directives, standards, guidelines, processes and procedures that are derived from policies promulgated from the Office of the CIO. These documents will address a broad range of IT related topics such as security policies, web usage, virus protection, cell phone usage, computer energy, etc. The SP shall utilize current documents existing at other Centers as a template (electronic copies will be provided). Additionally, policies at NASA are on a three-year refresh cycle and the SP will assist in updating these NSSC documents. The following are examples of some of the policies required for the NSSC for the first year: <div style="margin-left: 40px;"> <p>Access to NSSC IT Systems via Personally Owned Computers and Personal Digital Assistants (PDA), Conducting Computer Searches, Dedicated Lines, Denying Network Access, Dial-in Access, Distribution of Network Diagrams, Exclusions to Automated System Updates, File Transfer Protocol (FTP), Imported Software Inspection for Malicious Code, Notification to Users at Login, Penetration Testing, Privileged Access or Access with Limited Privileges to Information in NSSC's IT Systems, Providing Network Services to Contractor and other outside Personnel, Software Usage, Use of External Mail Systems, Use of NASA IT Resources, Use of Standard Ports, Use of Wireless Network IT Devices, Virtual Private Networks (VPN), Web Site Registration</p> </div> <p>and others as requested by NSSC Contracting Officer.</p>						

DATA REQUIREMENT DOCUMENT

CONTRACT APPLICATION INFORMATION FOR DRL					NSSC-SP-01	A. ITEM NO. DRD 3.4-2	
B. LINE ITEM TITLE: IT Delivery model and Information Technology Assessments							
C. OPR. NSSC	D. TYPE 2	E. INSPECT/ACCEPT 6	F. FREQ. Yearly	G. INITIAL SUB. 6 months after NSSC operation	H. AS OF DATE		
J. REMARKS:							
K. DISTRIBUTION NSSC CO						TOTALS	
						NO.	TYPE
						1	A
						1	B
DATA REQUIREMENT DESCRIPTION							
1. TITLE IT Delivery Models and Technology Assessments					2. NUMBER DRD 3.4-2		
3. USE To establish and maintain a high quality service at the NSSC leading edge technology and delivery models should be assessed yearly. The latest IT management practices, service models, IT technological trends, architectures, innovations and advances in IT technology should be compared to existing capability at the NSSC.					4. DATE 08/31/04		
					5. ORGANIZATION NSSC		
7. INTERRELATIONSHIP					6. REFERENCES PWS Section 3.4.2.2		
8. PREPARATION INFORMATION A gap-analysis presentation shall be prepared which addresses current management practices, delivery models, IT technological trends, architectures, innovations and advances with that currently being utilized by the NSSC. This presentation will be used for continuous improvement of services provided by the NSSC. The presentation shall, at a minimum, identify new trends, identify advantages/disadvantages of adopting new models/technologies, identifying gaps at NSSC, present options for adoption, and provide rough order of magnitude cost and schedule impacts. A report shall be provided which includes supporting detailed write-up that determined conclusions reached and presented in the above presentation.							

DATA REQUIREMENT

CONTRACT APPLICATION INFORMATION FOR DRL					NSSC-SP-01	A. ITEM NO. DRD 3.4-3										
B. LINE ITEM TITLE: Configuration Management Plan																
C. OPR. NSSC	D. TYPE 2	E. INSPECT/ ACCEPT N/A	F. FREQ. Annually	G. INITIAL SUB. 90 days after Contract Award	H. AS OF DATE											
J. REMARKS:																
K. DISTRIBUTION NSSC CO					<table border="1"> <thead> <tr> <th colspan="2">TOTALS</th> </tr> <tr> <th>NO.</th> <th>TYPE</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>A</td> </tr> <tr> <td>1</td> <td>B</td> </tr> <tr> <td></td> <td></td> </tr> </tbody> </table>		TOTALS		NO.	TYPE	1	A	1	B		
TOTALS																
NO.	TYPE															
1	A															
1	B															
DATA REQUIREMENT DESCRIPTION																
1. TITLE Configuration Management (CM) Plan					2. NUMBER DRD 3.4-3											
3. USE Documents the process used to identify, baseline, change and record items requiring configuration management and ensures the systematic control of changes to those items.					4. DATE 08/31/04											
					5. ORGANIZATION NSSC											
7. INTERRELATIONSHIP					6. REFERENCES PWS Section 3.4.2.3											
8. PREPARATION INFORMATION Provide documentation which maintains accurate records reflecting each item's original configuration and all changes. The CM Plan should also document a Change Request (CR) system by which changes to the IT systems configuration management items will be coordinated which will also include changes to interfacing items outside the scope of the CM Plan. The CM Plan should address the following:																
<p>a. Interface Control – maintain effective management of all IT systems that have been placed under configuration management. All interface changes and updates must be documented. Accurate records reflecting all changes are to be maintained by the requesting and receiving NASA organizations.</p> <p>b. Configuration Reporting – provide an accurate record, status and history of all information technology and systems configuration managed items. A Configuration Management Item (CMI) is considered to be under configuration control once it has been identified and baselined by the appropriate control authority. Once the CMI is under configuration control, the SP will establish and maintain a CMI database. This database will contain a description of all CMI's according to CR Number, effective date and other characteristics. All changes that are made to any configuration managed item must occur through a CR process. Changes will be recorded and added to the database for tracking purposes.</p> <p>c. Records Management – provide updates to the CMI database to reflect configuration changes decisions. Verification of completion of the CMI baseline or change constitutes closures of the CR. All records, paper and electronic, will be stored according to the Center and NASA requirements.</p> <p>d. Recommend that IT items should receive configuration management.</p>																

DATA REQUIREMENT DOCUMENT

CONTRACT APPLICATION INFORMATION FOR DRL		NSSC-SP-01		A. ITEM NO. DRD 3.4-4											
B. LINE ITEM TITLE: IT Security Metrics Report															
C. OPR. NSSC	D. TYPE 2	E. INSPECT/ ACCEPT 6	F. FREQ. As defined in table below	G. INITIAL SUB. 90 days after Contract Award	H. AS OF DATE										
J. REMARKS:															
K. DISTRIBUTION NSSC CO					<table border="1"> <tr> <th colspan="2">TOTALS</th> </tr> <tr> <th>NO.</th> <th>TYPE</th> </tr> <tr> <td>1</td> <td>A</td> </tr> <tr> <td>1</td> <td>B</td> </tr> <tr> <td></td> <td></td> </tr> </table>	TOTALS		NO.	TYPE	1	A	1	B		
TOTALS															
NO.	TYPE														
1	A														
1	B														

DATA REQUIREMENT DESCRIPTION

1. TITLE IT Security Metrics Report	2. NUMBER DRD 3.4-4
3. USE To document and review IT metrics for trends/issues.	4. DATE 08/31/04
	5. ORGANIZATION NSSC
7. INTERRELATIONSHIP	6. REFERENCES PWS Section 3.4.2.5

8. PREPARATION INFORMATION
The following table identifies metrics that need to be completed, the reference to the format, and indicates when or how often these items need to be rechecked. Each requirement consists of a set of tasks that, when completed, help ensure an acceptable level of security.

IT Metric	CIO Letter (s) and Reporting Format	Frequency
IT Security and Awareness Training (Employees)	FY 2004 Reporting Requirements for Information Technology Security Training, Dated 19 Dec 03	Yearly (with quarterly updates)
System Administrator Certification	IT Security Certification for Computer and Network Administrators Dated 25 Nov 2002 FY 2004 Reporting Requirements for Information Technology Security Training, Dated 19 Dec 03	Yearly (with quarterly updates)
IT Security Vulnerability Elimination or Mitigation	Scanning and Vulnerability Elimination or Mitigation, Dated 19 Dec 03	Quarterly
IT Security Incident Reporting	Information Technology Security Incident Reporting Requirements, Dated 12 Feb 04	Quarterly
IT Security Plan Registry	Information Technology System Security Plan Registry, Dated 1 May 03	Quarterly
Patch Management	NASA Information Technology Security Patch Management Systems, Dated 9 March 04	Quarterly
FISMA Requirements	OMB MEMORANDUM FOR HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES: Reporting Instructions for the Federal Information Security Management Act and Updated Guidance on Quarterly IT Security Reporting, Date 6 Aug 2003	Quarterly
POA&M	OMB MEMORANDUM FOR HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES: Reporting Instructions for the Federal Information Security Management Act and Updated Guidance on Quarterly IT Security Reporting, Date 6 Aug 2003	Quarterly

DATA REQUIREMENT DOCUMENT

CONTRACT APPLICATION INFORMATION FOR DRL					NSSC-SP-01	A. ITEM NO. DRD 3.4-5										
B. LINE ITEM TITLE: Application Development and Engineering Metrics																
C. OPR. NSSC	D. TYPE 2	E. INSPECT/ ACCEPT 6	F. FREQ. Monthly	G. INITIAL SUB. Initial deliverable for NSSC approval: 45 days after NSSC Operational Date	H. AS OF DATE 30/10											
J. REMARKS: High quality software and Web development is essential at the NSSC.																
K. DISTRIBUTION NSSC CO					<table border="1"> <thead> <tr> <th colspan="2">TOTALS</th> </tr> <tr> <th>NO.</th> <th>TYPE</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>A</td> </tr> <tr> <td>1</td> <td>B</td> </tr> <tr> <td></td> <td></td> </tr> </tbody> </table>		TOTALS		NO.	TYPE	1	A	1	B		
TOTALS																
NO.	TYPE															
1	A															
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DATA REQUIREMENT DESCRIPTION																
1. TITLE Application Development and Engineering Metrics					2. NUMBER DRD 3.4-5											
3. USE To ensure high quality software deliverable of unclassified NASA electronic information and data processed by Federal general support computer systems and major software applications.					4. DATE 08/31/04											
					5. ORGANIZATION NSSC											
7. INTERRELATIONSHIP					6. REFERENCES PWS 3.4.3.1											
8. PREPARATION INFORMATION Initial delivery: The SP shall provide to the NSSC, a recommended set of software development and engineering metrics to be approved by NASA. Monthly deliverable: Application Development and Engineering Metrics report based on the NSSC and SP approved agreement.																

DATA REQUIREMENT DOCUMENT

CONTRACT APPLICATION INFORMATION FOR DRL					NSSC-SP-01	A. ITEM NO. DRD 3.4-6
B. LINE ITEM TITLE: Vulnerability and Incident Analysis and Reporting						
C. OPR. NSSC	D. TYPE 3	E. INSPECT/ ACCEPT 6	F. FREQ. As required	G. INITIAL SUB. As required	H. AS OF DATE	
J. REMARKS:						
K. DISTRIBUTION NSSC CO						TOTALS
						NO. TYPE
						1 A
DATA REQUIREMENT DESCRIPTION						
1. TITLE NASA Incident Response Center Reporting					2. NUMBER DRD 3.4-6	
3. USE To provide analysis and documentation to aid in vulnerability assessments and notification.					4. DATE 08/31/04	
					5. ORGANIZATION NSSC	
7. INTERRELATIONSHIP					6. REFERENCES PWS Section 3.4.4.2	
8. PREPARATION INFORMATION For all IT security incidents the SP shall report at a minimum, the following information: any system compromises, information compromises, unauthorized access, and/or denial of service to NASIRC. The initial report should contain as much of the following information as possible: exploited IP addresses, hostile IP address and domain name, exploit used, date and time of discovery, date and time of exploit, operating system with version number, incident summary, information categories of the computers affected, labor hours and cost of downtime, and identify System Security Plan for the exploited system. Follow-on reports to provide information not available during the preparation of the initial report should be sent to NASIRC on a weekly basis until all relevant information is captured. Incidents will remain open until all information requested above is provided. Once all information is provided, the incident will be closed.						

DATA REQUIREMENT DOCUMENT

CONTRACT APPLICATION INFORMATION FOR DRL		NSSC-SP-01		A. ITEM NO. DRD 3.4-7											
B. LINE ITEM TITLE: IT Security Planning															
C. OPR. NSSC	D. TYPE 1	E. INSPECT/ ACCEPT 6	F. FREQ. Yearly; updates as required	G. INITIAL SUB. Draft Center level Plan and Contact Center Plan with proposal Final 45 days after Contract Award	H. AS OF DATE 3/17/04										
J. REMARKS: The information technology Center and systems security plan(s) must be consistent with and further detail the approach contained in the SP's proposal or sealed bid that resulted in the award of this contract and in compliance with the requirements stated in each document referenced in "6. References" below.															
K. DISTRIBUTION NSSC CO					<table border="1"> <tr> <th colspan="2">TOTALS</th> </tr> <tr> <th>NO.</th> <th>TYPE</th> </tr> <tr> <td>1</td> <td>A</td> </tr> <tr> <td>1</td> <td>B</td> </tr> <tr> <td></td> <td></td> </tr> </table>	TOTALS		NO.	TYPE	1	A	1	B		
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1	A														
1	B														

DATA REQUIREMENT DESCRIPTION

1. TITLE Information Technology Security Plan	2. NUMBER DRD 3.4-7
3. USE To document information technology security risk management and safeguards for protection of unclassified NASA electronic information and data processed by Federal general support computer systems and major software applications.	4. DATE 08/31/04
	5. ORGANIZATION NSSC
7. INTERRELATIONSHIP NPR 2810.1 – Security of Information Technology NPR 1620.1A—Security Procedural Requirements NFS 1804.470-3 – Security Plan for Unclassified Federal Information Technology Systems NFS 1852.204-76 – Security Requirements for Unclassified Information Technology Resources	6. REFERENCES PWS Section 3.4.4.1
8. PREPARATION INFORMATION The Plan shall document the safeguards necessary to ensure sufficient availability, integrity, and confidentiality of that information accessed or managed within the systems and/or applications, based on the SP's assessment of risks. A draft Center IT Security Plan, consistent with the applicable references, will be required with the proposal. Additionally, a draft systems-level security plan will be required for the contact center 30 days after contract award, with the final version due 90 days after contract award. All other draft systems level plans will be required 90 days prior to the NSSC operational start date, with the final version due 30 days prior to the NSSC operational start date. The Information Technology Security Plan shall meet the requirements of the applicable documents in "6. References" and document how the SP personnel will utilize, in a secure manner commensurate with the sensitivity of the information involved, those Federal computer systems and software applications managed by others. The Plan shall describe the SP's processes for implementing information security including personnel background screening, personnel awareness and training, information protection and security incident response. Additionally, a separate system-level Information Technology System Security Plan shall be prepared for each Federal general support computer system or major software application managed by the SP personnel in the performance of this contract. The Information Technology System Security Plan(s) shall meet the requirements of the applicable documents in "6. References" above. NPG 2810.1 defines "general support computer systems" and "major applications" and provides plan requirements for both.	

DATA REQUIREMENT DOCUMENT

CONTRACT APPLICATION INFORMATION FOR DRL		NSSC-SP-01		A. ITEM NO. DRD 3.4-8											
B. LINE ITEM TITLE: Customer Contact Center, Web and Help Desk Integration Business Case Study															
C. OPR. NSSC	D. TYPE 1	E. INSPECT/ ACCEPT 6	F. FREQ. One time deliverable.	G. INITIAL SUB. Study plan: 90 days after NSSC Operational Date. Final report: 9 months after NSSC Operational Date.	H. AS OF DATE										
J. REMARKS: NASA will provide Points of Contact for relevant NASA help desks and systems.															
K. DISTRIBUTION NSSC CO					<table border="1"> <thead> <tr> <th colspan="2">TOTALS</th> </tr> <tr> <th>NO.</th> <th>TYPE</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>A</td> </tr> <tr> <td>5</td> <td>B</td> </tr> <tr> <td></td> <td></td> </tr> </tbody> </table>	TOTALS		NO.	TYPE	1	A	5	B		
TOTALS															
NO.	TYPE														
1	A														
5	B														
DATA REQUIREMENT DESCRIPTION															
1. TITLE Customer Contact Center, Web and Help Desk Integration Business Case Study				2. NUMBER DRD 3.4-8											
3. USE Report findings will be used by NSSC management in formulating a plan of action for integrating NSSC Customer Contact Center, websites as well as appropriate NSSC and Center help desks.				4. DATE 08/31/04											
				5. ORGANIZATION NSSC											
7. INTERRELATIONSHIP				6. REFERENCES PWS Section 3.4.3.3											
8. PREPARATION INFORMATION The SP shall perform a study and develop a business case for integrating the Customer Contact Center, web sites and help desks such as at the NSSC Virtual Site and related Center sites (DRD 3.4-8). The integrated web site and Customer Contact Center shall support, at a minimum, the following capabilities: End-to-end problem tracking and resolution, Customer knowledge base and service history repository, Self-service capability for customers, Web and electronic forms (including NASA Standard Forms), Email support, Customer satisfaction evaluation Additional instructions are as follows: <ul style="list-style-type: none"> - SP is encouraged to consult with NSSC and other NASA management frequently while designing and conducting study. - The study shall consider ramifications of potential courses of action from all standpoints, including: cost, technical, schedule, complexity, interfaces, and risk. - Study Plan delivery shall include outline of proposed course of action. - Final Report delivery shall include detailed narrative report plus Microsoft PowerPoint briefing package summarizing report. - 															

DATA REQUIREMENT DOCUMENT

CONTRACT APPLICATION INFORMATION FOR DRL		NSSC-SP-01		A. ITEM NO. DRD 3.4-9	
B. LINE ITEM TITLE: New IT Systems Summary					
C. OPR. NSSC	D. TYPE 1	E. INSPECT/ACCEPT 6	F. FREQ. Monthly	G. INITIAL SUB. Initial deliverable Project Plan: 60 days After Contract Award Monthly deliverable: Monthly status reports	H. AS OF DATE
J. REMARKS: Technical Exhibit 8: New IT Systems Summary describes an initial set of systems required by the NSSC.					
K. DISTRIBUTION NSSC CO					TOTALS
					NO. TYPE
					1 A
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DATA REQUIREMENT DESCRIPTION					
1. TITLE New IT Systems Summary				2. NUMBER DRD 3.4-9	
3. USE To ensure high quality software deliverables of unclassified NASA electronic information and data processed by Federal general support computer systems and major software applications.				4. DATE 08/31/04	
				5. ORGANIZATION NSSC	
7. INTERRELATIONSHIP				6. REFERENCES PWS 3.4.3	
8. PREPARATION INFORMATION Initial delivery: The SP shall deliver a comprehensive project plan for NSSC approval that fully describes how the SP will develop and implement the identified systems. The project plan shall include estimated costs and schedules for each system. Monthly deliverable: Monthly status reports against the approved project plan.					