AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT ID CODE	PAGE	OF	PAGES
	1		3

2. AMENDMENT/MODIFICATION NO.	3. EFFECTIVE DATE	4. REQUISITION/PURCHASE REQ. NO.	5. PROJECT NO. *(If applicable)*
Fourteen (14)	6/18/2003	4200006563	

6. ISSUED BY — CODE 210.H

NASA Goddard Space Flight Center
Headquarters Procurement Office
Greenbelt, MD 20771

7. ADMINISTERED BY *(If other than Item 6)* — CODE

8. NAME AND ADDRESS OF CONTRACTOR *(No. Street, county, State and ZIP: Code)*

CODE — FACILITY CODE

(4)

9A. AMENDMENT OF SOLICITATION NO. 03-HAW-001

9B. DATED *(SEE ITEM 11)* April 9, 2003

10A. MODIFICATION OF CONTRACT/ORDER NO.

10B. DATED *(SEE ITEM 13)*

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

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

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:

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

12. ACCOUNTING AND APPROPRIATION DATA *(If required)*

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

(4)	
	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: *(Specify authority)* THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES *(such as changes in paying office, appropriation date, etc.)* SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
	D. OTHER Specify type of modification and authority)

E. IMPORTANT: Contractor ☐ is not, ☒ is required to sign this document and return __5__ copies (See Block 14)

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

The offeror shall provide five (5) signed copies of this Amendment to the following delivery address: Michelé Hull, NASA Goddard Space Flight Center, Bldg. 25, Room S35, Greenbelt, MD 20771. Revised cost/technical proposal(s), if necessary, for the changes on Pages Two and Three are due by 2:00 p.m. EST, June 25, 2003.

This amendment to the solicitation RFP-03-HAW-001 for the Space Mission Communications and Data Services (SMCDS) incorporates the following changes in order to clarify the representative task order (RTO) requirements: See Pages Two and Three.

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

15A. NAME AND TITLE OF SIGNER *(Type or print)*		16A. NAME AND TITLE OF CONTRACTING OFFICER *(Type or print)* Michelé Hull, Contracting Officer	
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA	16C. DATE SIGNED
(Signature of person authorized to sign)		BY *(Signature of Contracting Officer)*	6/18/2003

1. SMCDS Section L, Clause L.18 Attachments to Proposal Instructions and Evaluation Criteria, 1. GSFC MOMS, D. GSFC MOMS RTOs, Representative Task Order, Exhibit E, Information Services and Advanced Technology (ISAT), is hereby amended to add the following text as follows:

"For costing purposes, offerors are to assume 100% of the task to be performed by the MOMS Contractor at Goddard Space Flight Center (GSFC)."

2. MOMS Section L.13, (MOMS) Cost/Price Proposal Instructions:
Offerors' cost proposal for the above referenced change shall be in accordance with MOMS Section L.13, (MOMS) Cost/Price Proposal Instructions. The basis of estimates for this change shall not exceed five (5) pages.

3. MOMS Section L.12 (MOMS) Technical/Mission Suitability Proposal Instructions, 1. Mission Suitability, Subfactor A – Technical Approach and Understanding: Although it is not anticipated that the amendment to paragraph 1 above will require changes to the technical proposal, any changes deemed necessary shall be in accordance with MOMS Section L.12 (MOMS) Technical/Mission Suitability Proposal Instructions, 1. Mission Suitability, Subfactor A – Technical Approach and Understanding.

4. NENS Section L.18 NENS Attachment B, RTO #3 for Evolution of GN Orbital Services, Section 2 entitled Task Assignment, Item h., is hereby amended as follows:

From: "h. MILA/PDL services shall continue to be required, replacement of MILA/PDL services shall not be included in this RTO"

To: "h. Replacement of or modifications to the MILA & PDL stations shall not be included in this RTO."

5. NENS Section L.18 NENS Attachment B, RTO #3 for Evolution of GN Orbital Services, Section 2 entitled Task Assignment, last two paragraphs, are hereby amended as follows:

From: "The contractor shall provide all required core and IDIQ services to enable delivery of the GN Orbital Services. The contractor shall provide facility plant operations and maintenance at the MILA and PDL sites.

GN evolution orbital services shall have the following performance standards:"

To: "This RTO includes only GN evolution activities. This RTO does not include the delivery of any other core and IDIQ services including those required to provide GN Orbital Services to customer missions.

GN orbital services shall continue to have the following performance standards:"

6. NENS Section L.18 NENS Attachment B, RTO #3 for Evolution of GN Orbital Services, Location(s), is hereby amended as follows:

From: "Location(s): To be determined by the proposer, may use GFP."

To: "Location(s): To be determined by the proposer, may use existing locations and Government assets."

7. NENS Section L.18 NENS Attachment B, RTO #3 for Evolution of GN Orbital Services, Section 5 entitled Applicable References, is hereby amended to add the following applicable reference:

"q. 453-REF-0008, NASA Ground Network Presentation for GSAW-2"

8. NENS Section L.13, (NENS) Cost/Price Proposal Volume, (A) Cost Instructions: Offerors' cost proposal for the above referenced changes shall be in accordance with NENS Section L.13, (NENS) Cost/Price Proposal Volume, (A) Cost Instructions.

9. NENS Section L.12 (NENS) Technical/Mission Suitability Proposal Instructions, 3. Mission Suitability Instructions by Subfactor, (a) Subfactor A - Technical Approach and Understanding of the Requirement: Any changes deemed necessary shall be in accordance with NENS Section L.12 (NENS) Technical/Mission Suitability Proposal Instructions, 3. Mission Suitability Instructions by Subfactor, (a) Subfactor A – Technical Approach and Understanding of the Requirement.

10. GENERAL INSTRUCTIONS FOR BOTH MOMS AND NENS CHANGES:
Any resulting text changes to the original proposal arising from this amendment shall be highlighted with change pages with a black sidebar in the right margin.

- END OF AMENDMENT FOURTEEN (14) -

Representative Task Order: Exhibit E - Information Services and Advanced Technology (ISAT)

"For costing purposes, offerors are to assume 100% of the task to be performed by the MOMS Contractor at Goddard Space Flight Center (GSFC)."

Location: Nascom Operations Management Center at Goddard Space Flight Center (GSFC)

Task Title: Full Life Cycle Mission Operational Support

Task Background:

The purpose of this task is to provide life cycle mission operational support services to the Information Services and Advanced Technology (ISAT) Division in support of GSFC missions and projects. These services include:

- Mission Operations, Integration and Planning
- Conversion Device Service
- Mission Voice Service
- Video and Data Services
- Technical Control and Data Switching Services
- Network Scheduling Services
- Security Control Center Services
- Communications System Maintenance
- Network and Common Carrier Analysis

These services are provided via a variety of local communications networks, collectively known as the NASA Communications Network (Nascom), and in a variety of facilities, including the multifunctional control center environment known as the Nascom Operations Management Center (NOMC).

The period of performance is 12 months.

Nascom is currently operational and supports all GSFC projects and missions. Assumptions are contained in the appropriate subtask description.

Task Description of Work

The contractor shall provide support for on-going missions and projects. This day-to-day operational support provides for the transmission and delivery of telemetry, commands and data to these missions and projects. The contractor shall also provide support for the launching of new satellites and special activities, such as servicing missions and critical coverage of space activity.

The contractor shall perform the following functions for missions and projects.

Subtask 1: Mission Operations, Integration and Planning

Assumptions: This service supports the mission operations, integration and planning for the Earth Observing System (EOS) Aqua Mission.

1.1 The contractor shall participate in the planning and implementation of the mission readiness process. During this time, the contractor shall identify Aqua mission communications requirements, determine the readiness of the network resources to support the requirements and make recommendations necessary to meet the requirements.

1.2 The contractor shall staff the on-console position of Nascom Shift Communications Manager (Comm Manager), 24 hours a day, 7 days a week. This position is the central point of coordination for the entire NOMC, including the Nascom Internet Protocol Network Operations Center (IPNOC).

1.2.1 During day-to-day, mission critical, and special support, the Comm Manager shall direct and coordinate all the functions, services, maintenance, and restorals performed in the NOMC and IPNOC.

1.2.2 The Comm Manager shall interface with the project to receive requests for service repairs and other functions required of the entities in the NOMC and the IPNOC.

1.2.3 The Comm Manager shall furnish information to project concerning service outages and troubleshooting that pertain to them.

1.2.4 The Comm Manager shall log all pertinent mission operations, troubleshooting, and coordination activities.

1.3 The contractor shall staff the on-console position of Nascom Mission Communications Manager (MCM), 8 hours per day, 5 days a week, except during Space Shuttle missions and expendable launches. The generation of Aqua mission configuration sheets, mission folders, and other documentation to provide guidance during pre-mission testing and during mission support is also a function of this position.

1.3.1 During day-to-day support, the MCM shall provide operational support to the project, according to the daily schedule.

Subtask 2: Conversion Device Service

Assumptions: This service is for twenty projects and six Space Shuttle launches and deployment.

2.1 The contractor shall manage, operate, configure, and troubleshoot conversion devices used in the Nascom Network as gateways between the legacy 4800 bit block and the Internet Protocol (IP).

2.2 The contractor shall staff on-console positions, 24 hours a day, 7 days a week, during day-to-day, mission critical, and special support.

2.2.1 The contractor shall configure, manage, and operate conversion devices for operational and testing support of the projects, according to approved requirements and mission briefings.

2.2.2 The contractor shall reconfigure conversion devices to maintain and support the projects as necessary and required.

2.2.3 The contractor shall provide troubleshooting and restoral services for conversion devices, in order to maintain support for the projects.

2.2.4 The contractor shall report all anomalies and the results of all subsequent restorals to the Comm Manager.

2.2.5 The contractor shall interface and coordinate with the IPNOC and other areas of the NOMC, if necessary, in order to provide and restore conversion device service.

2.2.6 The contractor shall log all operations, testing, and restoral activities.

2.3 The contractor shall perform the following day-to-day activities related to maintenance of existing databases.

2.3.1 Generate and implement Secure Gateway Requests associated with conversion devices.

2.3.2 Assign network data routing codes as necessary and required (source/destination, logical port addresses and fixed multicast addresses).

2.3.3 Maintain and distribute, as required, a Source/Destination Code Handbook containing network data routing codes.

Subtask 3: Mission Voice Service

Assumptions: This service is to support 85 on-going projects, six Space Shuttle launches and deployment, and the International Space Station.

3.1 The contractor shall manage, operate, configure, and troubleshoot mission voice systems used to provide mission voice service, in the form of digital switching and conferencing, for the projects, including Space Shuttle and the International Space Station.

3.2 The contractor shall staff on-console positions, 24 hours a day, 7 days a week, during day-to-day, mission critical, and special support.

3.2.1 The contractor shall establish, maintain, and monitor voice conferences, according to approved requirements and mission briefings.

3.2.2 The contractor shall provide fault isolation, restoration, testing, and monitoring of all voice circuits terminated in the systems.

3.2.3 The contractor shall report all anomalies and the results of all subsequent restorals to the Comm Manager.

3.2.4 The contractor shall interface and coordinate with other areas of the NOMC, if necessary, in order to provide and restore voice service.

3.2.5 The contractor shall log all operations, testing, and restoral activities.

Subtask 4: Video and Data Services

Assumptions: This service is to support six Space Shuttle launches and deployment and 60 GSFC programmatic events.

4.1 The contractor shall provide operations, sustaining engineering, and maintenance of the Goddard Space Flight Center's video distribution system to the launch and deployment. The contractor shall also provide and distribute timing references for control centers.

4.2 The contractor shall operate the Goddard Space Flight Center TV Central Facility, 8 hours a day, 5 days a week, except when necessary and required to provide on-site coverage during mission critical or special support periods.

4.3 The contractor shall perform the following day-to-day functions when necessary and required.

4.3.1 The contractor shall perform recording, editing, dubbing, and playback of video for mission and Goddard Space Flight Center programmatic activities.

4.3.2 The contractor shall provide switching and distribution of video feeds throughout Goddard Space Flight Center.

4.3.3 The contractor shall provide transponder switching of the NASA Select TV service.

4.3.4 The contractor shall provide installation and maintenance of video monitors and TV receivers that area a part of the Video Distribution System.

4.3.5 The contractor shall provide and maintain the cable plant and associated systems required to provide mission video, mission data, TV, and precision timing references at Goddard Space Flight Center.

4.3.6 The contractor shall report all anomalies and the results of all subsequent restorals to the Comm Manager.

4.3.7 The contractor shall interface and coordinate with other areas of the NOMC, including the IPNOC, when necessary to provide and restore service.

4.3.8 The contractor shall log all operations and restoral activities.

Subtask 5: Technical Control and Data Switching Services

Assumptions: This service is to support six Space Shuttle launches and deployment, operational support for 85 projects, and the installation and testing of 100 common carrier circuits for network use.

5.1 The contractor shall install, switch, configure, troubleshoot, distribute, and restore mission data communications services for Shuttle support and the projects.

5.2 The contractor shall staff the Nascom Technical Control Facility and the Data Switching Facility, 24 hours a day, 7 days a week, during day-to-day, mission critical, and special support.

5.3 The contractor shall perform the following day-to-day functions when necessary and required.

5.3.1 The contractor shall provide technical management of local mission data services terminated in the Technical Control Facility.

5.3.2 The contractor shall provide configuration of high-speed, wideband, and video transport systems to meet Shuttle and project mission requirements.

5.3.3 The contractor shall provide real-time fault isolation and restoration of failed services and act as a point-of-contact to providers of telecommunications services (common carriers).

5.3.4 The contractor shall perform circuit monitoring to detect degradation of circuits and service.

5.3.5 The contractor shall install and test local tail circuits in common carrier demarcation locations, and other places, in order to complete the installation of mission services.

5.3.6 The contractor shall report all anomalies and the results of all subsequent restorals to the Comm Manager.

5.3.7 The contractor shall interface and coordinate with the IPNOC and other areas of the NOMC, as necessary and required, to provide and restore service.

5.3.8 The contractor shall log all operations and restoral activities.

Subtask 6: Network Scheduling Services

Assumptions: This service is to support six Space Shuttle launches and deployment.

6.1 The contractor shall schedule, coordinate, and provide other operational support to the Shuttle Project, 8 hours a day, 5 days a week, except when required to provide mission critical and special support.

6.2 The contractor shall perform the following day-to-day functions when necessary and required.

6.2.1 The contractor shall provide scheduling of satellite transponders, systems, and circuit releases in the network to support the launch and deployment.

6.2.2 The contractor shall compile and distribute solar interference predicts to network users.

6.2.3 The contractor shall provide coordination of Nascom Freeze Exemption Requests (FERs) which are used to grant waivers involving network activity.

6.2.4 The contractor shall distribute communication alert messages to network users and common carriers.

6.2.5 The contractor shall maintain a database of communications services used in the network.

6.2.6 The contractor shall issue service advisory messages to network users.

6.2.7 The contractor shall coordinate and schedule facilities work in the operational areas.

6.2.8 The contractor shall report all anomalies and the results of all subsequent restorals to the Comm Manager.

6.2.9 The contractor shall interface and coordinate with all areas of the NOMC, including the IPNOC, as necessary and required, to schedule work.

6.2.10 The contractor shall log all scheduling activity and distribute upcoming activity to the Comm Manager and the Code 290 Mission Operations Manager.

Subtask 7: Security Control Center Services

Assumptions: This service is to support all active Goddard projects, International Space Station activity, and six Space shuttle launches and deployments.

7.1 The contractor shall provide support to the Nascom programmatic security operations, configuration management, and Communications Security (COMSEC) programs and all Nascom operation facilities, where appropriate.

7.2 The contractor shall staff the Nascom Security Control Center, 24 hours a day, 7 days a week, during day-to-day, mission critical, and special support.

7.2.1 The contractor shall provide physical security control, electronics systems control, and configuration management for all Nascom operations facilities per the applicable Nascom Security Guidelines and Operating Procedures.

7.2.2 The contractor shall report all security anomalies, or breaches, to the Comm Manager and the Nascom System Security Officer (SSO).

7.2.3 The contractor shall interface and coordinate with all areas of the NOMC, including the IPNOC, as necessary and required, to provide security services.

7.2.4 The contractor shall log all security operations.

7.3 The contractor shall provide security support to the SSO, COMSEC Manager, and the Crypto Security Officer for Nascom's programmatic security operations and configuration management.

Subtask 8: Communications System Maintenance

Assumptions: This service is to support all active Goddard projects and all areas of the NOMC.

8.1 The contractor shall maintain and test mission operations equipment, systems, and tail circuits in support of missions and projects.

8.2 The contractor shall staff the Communications System Maintenance Facility, 24 hours a day, 7 days a week, during day-to-day, mission critical, and special support.

8.3 The contractor shall perform the following day-to-day functions when necessary and required.

8.3.1 The contractor shall provide routine maintenance and repair support for the Mission Voice Systems and associated keysets at the Goddard Space Flight Center.

8.3.2 The contractor shall provide routine maintenance and repair support for the Small Conversion Devices (SCDs) used to provide services to mission and projects.

8.3.3 The contractor shall provide routine maintenance, fault isolation, and repair to keep local mission circuits fully functional and operational.

8.3.4 The contractor shall provide routine maintenance and repair support for the non-IP support areas of the NOMC.

8.3.5 The contractor shall report all anomalies that result in service outages and the subsequent repairs to the Comm Manager.

8.3.6 The contractor shall log all maintenance and repair activities.

8.3.7 The contractor shall interface and coordinate with all areas of the NOMC, as necessary and required, to provide and restore service.

Subtask 9: Network and Common Carrier Analysis

8.1 The contractor shall review and analyze circuits provided by common carriers to determine adherence to established performance standards as denoted in Local Operating Procedures.

8.2 The contractor shall perform the following functions, 8 hours a day, 5 days a week.

8.2.1 The contractor shall review and reconcile circuit outages to determine the amount of payback, or credit, due from the common carrier.

8.2.2 The contractor shall prepare and submit monthly and quarterly circuit performance reports to the Code 290 Mission Operations Manager.

8.2.3 The contractor shall develop and submit recommendations for the improvement of carrier performance and the resolution of recurring problems to the Code 290 Mission Operations Manager.

(END OF RTO)

RTO #3
Evolution of GN Orbital Services

NEAR EARTH NETWORKS SERVICES
WORK PACKAGE

at the

GODDARD SPACE FLIGHT CENTER

Representative Task Order: RTO #3

Task Title: Evolution Phase of GN Orbital Services

Location(s): To be determined by the proposer, may use existing locations and Government assets~~GFP~~.

Period of Performance: 01/01/2005 to 12/31/2008

Task Background:
During the period of performance of the NENS contract, NASA will use IDIQ tasks to manage the GN for best value. Specifically, NASA will manage the GN to achieve the following goals:

a. Meet or exceed customer mission requirements for ground network services
b. Ensure the ability to meet or exceed customer
c. mission requirements for ground network services in the future
d. Manage risks to acceptable levels
e. Minimize costs
f. Level costs from year to year.

To achieve the first and primary goal, NASA will task the NENS contractor to use the current GN configuration to provide services for the initial phase of the contract (see RTO #2). Once evolution plans to meet all of the goals have been developed and evaluated, NASA may task the NENS contractor to implement the evolution plans. This RTO is for the evolution phase.

Task Assignment:

The contractor shall propose an approach for evolving the GN to achieve the goals stated in the Task Background. For the purposes of this RTO, the contractor shall make the following assumptions:

g. The initial GN configuration from RTO #2 may be changed in any way (except for MILA/PDL) to achieve the best value goals (e.g., decommissioning of existing system, use of additional commercial services, development of new subsystems, etc)
h. ~~MILA/PDL services shall continue to be required, replacement~~ Replacement of or modifications to the MILA~~/~~ & PDL ~~services~~ stations shall not be included in this RTO.

i. The NENS contractor may take assignment of the Norwegian commercial service contract identified in 453-REF-0009.
j. Mission requirements for GN services for this phase will be as documented in 451-ANYS-0001.

~~The contractor shall provide all required core and IDIQ services to enable delivery of the GN Orbital Services. The contractor shall provide facility plant operations and maintenance at the MILA and PDL sites.~~

This RTO includes only GN evolution activities. This RTO does not include the delivery of any other core and IDIQ services including those required to provide GN Orbital Services to customer missions.

GN ~~evolution~~ orbital services shall continue to have the following performance standards:

GN Data Services Proficiency Metric

Excellence: Proficiency of 99.5% or greater per mission per antenna, except MGS is 97.5% or greater.

Minimum Expectation: Proficiency of 99.1% per mission per antenna, except MGS is 97%, and in no case impact safety, mission success, or major program schedule milestones.%.
Period of Measurement: Calendar month.

Proficiency is defined as the percentage of time services were provided out of the total of forward, return, and track –service time scheduled in a period.

Proficiency = (Tsch – Tloss) / Tsch,

where Tsch is defined as the total of all forward, return, and track service time scheduled in the period, and Tloss is defined as the total of service time lost in the period.

Service outages caused by mission spacecraft failures, weather, NISN, customer MOCs, customer spacecraft, Flight Dynamics facility, or other elements external to the GN are not considered in the proficiency calculation. Service outages caused by GN operations and ground systems (hardware, software, or firmware) failures are considered losses in the proficiency calculation. If there is a forward service loss that causes a return service loss for a coherent event, both the forward and return losses are counted as losses in the proficiency calculation.

Deliverables:

- GN Orbital Evolution Approach documentation, including supporting analysis.

Applicable References:

a. 451-CCO-Mission Set, Mission Set

b. 451-ANYS-0001, GSFC GN Mission Set and Loading Review

c. 451-LIST-GN/Priority, Ground Network Support Priority List

d. 450-Catalog-Services, GSFC Mission and Data Services 2003 Catalog

e. 453-GNUG, Ground Network (GN) Users' Guide

f. PSLAs (multiple listings, see NENS Technical Reference Library)

g. DMRs (multiple listings, see NENS Technical Reference Library)

h. NOSPs (multiple listings, see NENS Technical Reference Library)

i. Space Shuttle Program Requirements Document (PRD)

j. 453-REF-0009, Indefinite Delivery Indefinite Quantity (IDIQ) Delivery Order for Space Data Services (SDS) at Svalbard

k. 450-AGMT-0004, MOU between GSFC and KSC for GSFC and/or KSC Interfaces with the ESMC

l. 453-ANYS-0001, Ground Network Orbital Proficiency 2002

m. NISN 001-001, NASA Integrated Service Network (NISN) Services Document

n. 290-004, IP Operational Network (IOnet) Access Protection Policy and Requirements Document

o. NPG 2810.1, Security of Information Technology

p. 450-AGMT-0025, MOA between GSFC and KSC Concerning the GN Stations at KSC

q. 453-REF-0008, NASA Ground Network Presentation for GSAW-2

1. SMCDS HOSC Supplemental L&M, Attachment A, M.2 (HOSC) Source Selection and Evaluation Factors—General, is hereby amended as follows:

FROM: "A. HOSC Work Package Evaluation Team

The members of the WPET are:

Steven R. Noneman (Chair)
Richard Mark McElyea (voting member)
Theresa Maxwell (voting member)
Greg Wright (voting member)
Wayne Harmon (voting member)
Cynthia Frost (Recorder)

B. Relative Order of Importance of Evaluation Factors:

(1) While only the Mission Suitability Factor is scored, all factors will be reported to the Source Selection Authority for consideration in making a selection. Of the three factors, the Mission Suitability Factor is the most important factor. The Past Performance Factor and the Cost Factor are approximately equal in importance and each is slightly less important than the Mission Suitability Factor.

(2) Per FAR 15.304(e), the following information is provided: All evaluation factors other than cost or price, when combined, are significantly more important than cost or price."

TO: "A. HOSC Work Package Evaluation Team

The members of the WPET are:

Steven R. Noneman (Chair)
Larry Bauer (voting member)
Theresa Maxwell (voting member)
Greg Wright (voting member)
Wayne Harmon (voting member)
Cynthia Frost (Recorder)

B. Relative Order of Importance of Evaluation Factors:

(1) While only the Mission Suitability Factor is scored, all factors will be reported to the Source Selection Authority for consideration in making a selection. Of the three factors, the Mission Suitability Factor is the most important factor. The Past Performance Factor and the Cost Factor are approximately equal in importance and each is slightly less important than the Mission Suitability Factor.

(2) Per FAR 15.304(e), the following information is provided: All evaluation factors other than cost or price, when combined, are significantly more important than cost or price."

- END OF AMENDMENT THIRTEEN (13) -

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT ID CODE	PAGE	OF	PAGES
	1		2

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Thirteen (13)	5/22/2003	4200006563	

6. ISSUED BY CODE 210.H

NASA Goddard Space Flight Center
Headquarters Procurement Office
Greenbelt, MD 20771

7. ADMINISTERED BY *(If other than Item 6)* CODE

8. NAME AND ADDRESS OF CONTRACTOR *(No. Street, county, State and ZIP: Code)*

(4) 9A. AMENDMENT OF SOLICITATION NO. 03-HAW-001

9B. DATED *(SEE ITEM 11)* April 9, 2003

10A. MODIFICATION OF CONTRACT/ORDER NO.

10B. DATED *(SEE ITEM 13)*

CODE FACILITY CODE

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

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

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:

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

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(4) A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: *(Specify authority)* THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.

B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES *(such as changes in paying office, appropriation date, etc.)* SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).

C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:

D. OTHER Specify type of modification and authority)

E. IMPORTANT: Contractor ☐ is not, ☒ is required to sign this document and return __5__ copies (See Block 14)

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

The contractor shall provide 5 signed copies of this Amendment to the proposal delivery address(es) specified in Block L.16 of this solicitation.

This amendment to the solicitation RFP-03-HAW-001 for the Space Mission Communications and Data Services (SMCDS) incorporates the following changes: See Page Two.

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

15A. NAME AND TITLE OF SIGNER *(Type or print)*		16A. NAME AND TITLE OF CONTRACTING OFFICER *(Type or print)* Michelé Hull, Contracting Officer	
15B. CONTRACTOR/OFFEROR *(Signature of person authorized to sign)*	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA BY *(Signature of Contracting Officer)*	16C. DATE SIGNED 5/22/2003

MSFC HOSC Supplemental Proposal Instructions and Evaluation Criteria

M.2 (HOSC) Source Selection and Evaluation Factors—General

A. HOSC Work Package Evaluation Team

The members of the WPET are:

Steven R. Noneman (Chair)
~~Richard Mark McElyea (voting member)~~
Larry Bauer (voting member)
Theresa Maxwell (voting member)
Greg Wright (voting member)
Wayne Harmon (voting member)
Cynthia Frost (Recorder)

B. Relative Order of Importance of Evaluation Factors:

(1) While only the Mission Suitability Factor is scored, all factors will be reported to the Source Selection Authority for consideration in making a selection. Of the three factors, the Mission Suitability Factor is the most important factor. The Past Performance Factor and the Cost Factor are approximately equal in importance and each is slightly less important than the Mission Suitability Factor.

(2) Per FAR 15.304(e), the following information is provided: All evaluation factors other than cost or price, when combined, are significantly more important than cost or price.

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT ID CODE	PAGE	OF	PAGES
	1		2

2. AMENDMENT/MODIFICATION NO.	3. EFFECTIVE DATE	4. REQUISITION/PURCHASE REQ. NO.	5. PROJECT NO. *(If applicable)*
Twelve (12)	5/20/2003	4200006563	

6. ISSUED BY CODE 210.H

NASA Goddard Space Flight Center
Headquarters Procurement Office
Greenbelt, MD 20771

7. ADMINISTERED BY *(If other than Item 6)* CODE

8. NAME AND ADDRESS OF CONTRACTOR *(No. Street, county, State and ZIP: Code)*

(☐) 9A. AMENDMENT OF SOLICITATION NO. 03-HAW-001

9B. DATED *(SEE ITEM 11)* April 9, 2003

10A. MODIFICATION OF CONTRACT/ORDER NO.

10B. DATED *(SEE ITEM 13)*

CODE FACILITY CODE

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

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

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:

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

12. ACCOUNTING AND APPROPRIATION DATA *(If required)*

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

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

E. IMPORTANT: Contractor ☐ is not, ☒ is required to sign this document and return __5__ copies (See Block 14)

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

The contractor shall provide 5 signed copies of this Amendment to the proposal delivery address(es) specified in Block L.16 of this solicitation.

This amendment to the solicitation RFP-03-HAW-001 for the Space Mission Communications and Data Services (SMCDS) incorporates the following changes: See Page Two.

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

15A. NAME AND TITLE OF SIGNER *(Type or print)*		16A. NAME AND TITLE OF CONTRACTING OFFICER *(Type or print)* Michelé Hull, Contracting Officer	
15B. CONTRACTOR/OFFEROR *(Signature of person authorized to sign)*	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA BY *(Signature of Contracting Officer)*	16C. DATE SIGNED 5/20/2003

1. SMCDS RFP (Applies to all work packages), Section L, Provision L.10, PROPOSAL PAGE LIMITATIONS, paragraph 3., is hereby amended as follows:

FROM: "A page is defined as one side of a sheet, 8-1/2" x 11", with at least one inch margins on all sides, using not smaller than 12 point type Times New Roman font for standard text. Non-standard text, including graphics, charts, tables, and callouts, shall use no smaller than 8-point type Times New Roman font. Use of non-standard text is ONLY permitted when specified in the proposal instructions. If an offeror cannot use the specified Times New Roman font/size, they shall contact the Contracting Officer to request approval of an equivalent alternative font/size. Font, pitch, and size limitations do not apply to any documentation that is excluded from page limitations. Foldouts count as an equivalent number of 8-1/2" x 11" pages. The metric standard format most closely approximating the described standard 8-1/2" x 11" size may also be used."

TO: "A page is defined as one side of a sheet, 8-1/2" x 11", with at least one inch margins on all sides, using not smaller than 12 point type Times New Roman font for standard text. Non-standard text, including graphics, charts, tables, and callouts, shall use no smaller than 8-point type Times New Roman font. Use of non-standard text should be only used where appropriate. Non-standard text should not be used to avoid the RFP page limitations. If an offeror cannot use the specified Times New Roman font/size, they shall contact the Contracting Officer to request approval of an equivalent alternative font/size. Font, pitch, and size limitations do not apply to any documentation that is excluded from page limitations. Foldouts count as an equivalent number of 8-1/2" x 11" pages. The metric standard format most closely approximating the described standard 8-1/2" x 11" size may also be used."

- END OF AMENDMENT TWELVE (12) -

L.10 PROPOSAL PAGE LIMITATIONS

3. A page is defined as one side of a sheet, 8-1/2" x 11", with at least one inch margins on all sides, using not smaller than 12 point type Times New Roman font for standard text. Non-standard text, including graphics, charts, tables, and callouts, shall use no smaller than 8-point type Times New Roman font. **Use of non-standard text should be only used where appropriate. Non-standard text should not be used to avoid the RFP page limitations.** ~~**is ONLY permitted when specified in the proposal instructions.**~~ If an offeror cannot use the specified Times New Roman font/size, they shall contact the Contracting Officer to request approval of an equivalent alternative font/size. Font, pitch, and size limitations do not apply to any documentation that is excluded from page limitations. Foldouts count as an equivalent number of 8-1/2" x 11" pages. The metric standard format most closely approximating the described standard 8-1/2" x 11" size may also be used.

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT ID CODE	PAGE	OF	PAGES
	1		2

2. AMENDMENT/MODIFICATION NO.	3. EFFECTIVE DATE	4. REQUISITION/PURCHASE REQ. NO.	5. PROJECT NO. *(If applicable)*
Eleven (11)	5/19/2003	4200006563	

6. ISSUED BY CODE 210.H

NASA Goddard Space Flight Center
Headquarters Procurement Office
Greenbelt, MD 20771

7. ADMINISTERED BY *(If other than Item 6)* CODE

8. NAME AND ADDRESS OF CONTRACTOR *(No. Street, county, State and ZIP: Code)*

(☐) 9A. AMENDMENT OF SOLICITATION NO. 03-HAW-001

9B. DATED *(SEE ITEM 11)* April 9, 2003

10A. MODIFICATION OF CONTRACT/ORDER NO.

10B. DATED *(SEE ITEM 13)*

CODE FACILITY CODE

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

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

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:

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

12. ACCOUNTING AND APPROPRIATION DATA *(If required)*

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

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

E. IMPORTANT: Contractor ☐ is not, ☒ is required to sign this document and return __5__ copies (See Block 14)

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

The contractor shall provide 5 signed copies of this Amendment to the proposal delivery address(es) specified in Block L.16 of this solicitation.

This amendment to the solicitation RFP-03-HAW-001 for the Space Mission Communications and Data Services (SMCDS) incorporates the following changes: See Page Two.

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

15A. NAME AND TITLE OF SIGNER *(Type or print)*		16A. NAME AND TITLE OF CONTRACTING OFFICER *(Type or print)* Michelé Hull, Contracting Officer	
15B. CONTRACTOR/OFFEROR *(Signature of person authorized to sign)*	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA BY *(Signature of Contracting Officer)*	16C. DATE SIGNED 5/19/2003

1. SMCDS RFP (Applies to all work packages), Section L, Provision L.10, PROPOSAL PAGE LIMITATIONS, paragraph 3., is hereby amended as follows:

FROM: "A page is defined as one side of a sheet, 8-1/2" x 11", with at least one inch margins on all sides, using not smaller than 12 point type Times New Roman font for standard text. Non-standard text, including graphics, charts, tables, and callouts, shall use no smaller than 8-point type Times New Roman font. If an offeror cannot use the specified Times New Roman font/size, they shall contact the Contracting Officer to request approval of an equivalent alternative font/size. Font, pitch, and size limitations do not apply to any documentation that is excluded from page limitations. Foldouts count as an equivalent number of 8-1/2" x 11" pages. The metric standard format most closely approximating the described standard 8-1/2" x 11" size may also be used."

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THIS AMENDMENT SERVES TO CLARIFY THE REQUEST FOR PROPOSAL (RFP) AND DOES NOT ALTER PREVIOUSLY STATED REQUIREMENTS.

- END OF AMENDMENT ELEVEN (11) -

L.10 PROPOSAL PAGE LIMITATIONS

3. A page is defined as one side of a sheet, 8-1/2" x 11", with at least one inch margins on all sides, using not smaller than 12 point type Times New Roman font for standard text. Non-standard text, including graphics, charts, tables, and callouts, shall use no smaller than 8-point type Times New Roman font. **Use of non-standard text is ONLY permitted when specified in the proposal instructions.** If an offeror cannot use the specified Times New Roman font/size, they shall contact the Contracting Officer to request approval of an equivalent alternative font/size. Font, pitch, and size limitations do not apply to any documentation that is excluded from page limitations. Foldouts count as an equivalent number of 8-1/2" x 11" pages. The metric standard format most closely approximating the described standard 8-1/2" x 11" size may also be used.

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT ID CODE	PAGE	OF	PAGES
	1		3

2. AMENDMENT/MODIFICATION NO.	3. EFFECTIVE DATE	4. REQUISITION/PURCHASE REQ. NO.	5. PROJECT NO. *(If applicable)*
Ten (10)	5/19/2003	4200006563	

6. ISSUED BY CODE 210.H

NASA Goddard Space Flight Center
Headquarters Procurement Office
Greenbelt, MD 20771

7. ADMINISTERED BY *(If other than Item 6)* CODE

8. NAME AND ADDRESS OF CONTRACTOR *(No. Street, county, State and ZIP: Code)*

CODE FACILITY CODE

(☐) 9A. AMENDMENT OF SOLICITATION NO. 03-HAW-001

9B. DATED *(SEE ITEM 11)* April 9, 2003

10A. MODIFICATION OF CONTRACT/ORDER NO.

10B. DATED *(SEE ITEM 13)*

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

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

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:

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

12. ACCOUNTING AND APPROPRIATION DATA *(If required)*

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	C.	THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
	D.	OTHER Specify type of modification and authority)

E. IMPORTANT: Contractor ☐ is not, ☒ is required to sign this document and return __5__ copies (See Block 14)

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

The contractor shall provide 5 signed copies of this Amendment to the proposal delivery address(es) specified in Block L.16 of this solicitation.

This amendment to the solicitation RFP-03-HAW-001 for the Space Mission Communications and Data Services (SMCDS) incorporates the following changes: See Pages Two and Three.

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

15A. NAME AND TITLE OF SIGNER *(Type or print)*		16A. NAME AND TITLE OF CONTRACTING OFFICER *(Type or print)* Michelé Hull, Contracting Officer	
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA	16C. DATE SIGNED
(Signature of person authorized to sign)		BY *(Signature of Contracting Officer)*	5/19/2003

1. SMCDS RFP (Applies to all work packages), Section L, Provision L.16, PROPOSAL MARKING AND DELIVERY, paragraph 2., is hereby amended as follows:

FROM: "2. Additional Copies for NASA Headquarters

NASA HQ copies shall be delivered to the following address*:

"NASA - Goddard Space Flight Center
Building 25, Room S35
Greenbelt, MD 20771
Attention: Contracting Officer, HQ Procurement Office
(Michelé Hull, 301-286-2749, Code 210.H)
RFP 03-HAW-001 PROPOSAL--DELIVER UNOPENED"

*Note: the specific work package addresses listed in block 7 of the SF33 for each work package will be the official receipt locations for individual work package proposals. While the additional copy is required for the NASA HQ Contracting Officer, it will not be considered for official receipt."

TO: "2. Additional Copies for NASA Headquarters

NASA HQ copies shall be delivered as follows:*

* Note: the specific work package addresses listed in block 7 of the SF33 for each work package will be the official receipt locations for individual work package proposals. While the additional copy is required for the NASA HQ Contracting Officer, it will not be considered for official receipt.

A. External Marking of Proposal Package(s)

[PLEASE NOTE THE ADDITIONAL MARKING REQUIREMENTS IF A COMMERCIAL DELIVERY SERVICE IS USED]

The required mailing address/external marking for proposals is as follows:

"Goddard Space Flight Center
Greenbelt, MD 20771
Attention: Bid Room, Code 210
Building 25, Room S-35
RFP 03-HAW-001 (SMCDS/HQ)
PROPOSAL--DELIVER UNOPENED"

If the proposal is to be delivered by a commercial delivery Service, such as United Parcel Service, Federal Express, DHL, Purolator, etc., place the following additional information on the outside of the carrier's envelope or package cover: (Offeror must complete fill-in's appropriately)

"COMMERCIAL DELIVERY PERSONNEL: THIS PROPOSAL MUST BE TAKEN TO THE BUILDING 16W SHIPPING AND RECEIVING DOCK. THE BUILDING 16W SHIPPING AND RECEIVING DOCK IS OPEN FROM 7:30 AM TO 3:30 PM, MONDAY THROUGH FRIDAY, EXCEPT GOVERNMENT HOLIDAYS. AFTER THE SECURITY SCREENING OF THE

PROPOSAL IS COMPLETED, THE PROPOSAL PACKAGE(S) MUST BE TAKEN TO THE GSFC BID ROOM, BUILDING 25, ROOM S-35, NO LATER THAN (OFFEROR—ENTER DATE AND TIME)"

B. Security Screening

All proposal deliveries to the GSFC Bid Room MUST be through the Goddard Space Flight Center, Greenbelt, Maryland, Building 16W, Shipping and Receiving dock (entrance on Soil Conservation Road, approximately two blocks north of Greenbelt Rd.). A security screening of proposal package(s) will be conducted. The 16W Receiving Dock hours are 7:30 AM to 3:30 PM, Monday through Friday, except Government Holidays.

C. Designated Receiving Office

The designated receiving office for proposals is the Bid Room located on the premises of the Goddard Space Flight Center, Greenbelt, Maryland, in Building 25, Room S-35. After security screening, proposals must be received at the designated receiving office by the date and time stated on the solicitation face page. The Bid Room hours are 8:00AM to 4:00PM, Monday through Friday, except Government holidays.

D. Methods of Proposal Delivery

There are three suggested methods of delivery to the designated proposal receiving office:

Commercial Delivery Service
U.S. Postal Service Express Mail
Delivery by company employee or other individual agent

Regardless of the delivery method chosen, all proposal packages must be closed and sealed, as if for mailing.

Some commercial delivery services retain personnel that have unescorted access to GSFC for delivery purposes. However, it is the offeror's responsibility to ensure that the chosen delivery service delivers the proposal to the Bid Room by the required date and time.

If delivered by the U.S. Postal Service, proposals received with the morning Postal Service delivery at Building 16W, Shipping and Receiving, can be expected to be transported by the GSFC mail system to the Bid Room no later than noon the next work day. This transport time also applies to proposal delivery by company employees or other authorized agents of the offeror that do not have access to GSFC and cannot deliver beyond Building 16W. [Note: Access to the Center is controlled and persons without existing GSFC issued identification, passes, must make advance arrangements to take proposals to the Bid Room. Contact the Contracting Officer].

Non-U.S. citizens that do not have a "green card" will not be given access to the Goddard Space Flight Center for the purpose of proposal delivery.

(End of provision)

- END OF AMENDMENT TEN (10) -

L.16 PROPOSAL MARKING AND DELIVERY

This solicitation includes separate attachments with detailed Supplemental Proposal Instructions for this section for each work package. The remainder of this section applies to all work packages.

1. The designated receiving office for proposals will vary based on the mailing address specified in Block 7 of the SF33 for each work package. Proposals must be received by May 27, 2003, at 1:00PM (local time). Past performance volumes are requested in advance, by May 12, 2003, at 1:00PM (local time).

Offerors must either deliver their proposal, modifications or withdrawals by U. S. Postal Service Mail or *hand deliver (includes the use of a commercial delivery service). Regardless of the delivery method chosen, the proposal must be closed and sealed as if for mailing.

*Note: Non-U.S. citizens that do not have a "green card" will not be given access to the NASA Centers for the purpose of proposal delivery. Hand delivered proposals or subcontractor data shall be coordinated (at least 24-hour notification) through the government Work Package Contracting Officer listed in Section L.4 (COMMUNICATIONS REGARDING THIS SOLICITATION).

2. Additional Copies for NASA Headquarters

NASA HQ copies shall be delivered as follows:*

* Note: the specific work package addresses listed in block 7 of the SF33 for each work package will be the official receipt locations for individual work package proposals. While the additional copy is required for the NASA HQ Contracting Officer, it will not be considered for official receipt.

A. External Marking of Proposal Package(s)

* Note: the specific work package addresses listed in block 7 of the SF33 for each work package will be the official receipt locations for individual work package proposals. While the additional copy is required for the NASA HQ Contracting Officer, it will not be considered for official receipt.

A. External Marking of Proposal Package(s)

[PLEASE NOTE THE ADDITIONAL MARKING REQUIREMENTS IF A COMMERCIAL DELIVERY SERVICE IS USED]

The required mailing address/external marking for proposals is as follows:

"Goddard Space Flight Center
Greenbelt, MD 20771
Attention: Bid Room, Code 210

Building 25, Room S-35
RFP 03-HAW-001 (SMCDS/HQ)
PROPOSAL--DELIVER UNOPENED"

If the proposal is to be delivered by a commercial delivery Service, such as United Parcel Service, Federal Express, DHL, Purolator, etc., place the following additional information on the outside of the carrier's envelope or package cover: (Offeror must complete fill-in's appropriately)

"COMMERCIAL DELIVERY PERSONNEL: THIS PROPOSAL MUST BE TAKEN TO THE BUILDING 16W SHIPPING AND RECEIVING DOCK. THE BUILDING 16W SHIPPING AND RECEIVING DOCK IS OPEN FROM 7:30 AM TO 3:30 PM, MONDAY THROUGH FRIDAY, EXCEPT GOVERNMENT HOLIDAYS. AFTER THE SECURITY SCREENING OF THE PROPOSAL IS COMPLETED, THE PROPOSAL PACKAGE(S) MUST BE TAKEN TO THE GSFC BID ROOM, BUILDING 25, ROOM S-35, NO LATER THAN (OFFEROR—ENTER DATE AND TIME)"

B. Security Screening

All proposal deliveries to the GSFC Bid Room MUST be through the Goddard Space Flight Center, Greenbelt, Maryland, Building 16W, Shipping and Receiving dock (entrance on Soil Conservation Road, approximately two blocks north of Greenbelt Rd.). A security screening of proposal package(s) will be conducted. The 16W Receiving Dock hours are 7:30 AM to 3:30 PM, Monday through Friday, except Government Holidays.

C. Designated Receiving Office

The designated receiving office for proposals is the Bid Room located on the premises of the Goddard Space Flight Center, Greenbelt, Maryland, in Building 25, Room S-35. After security screening, proposals must be received at the designated receiving office by the date and time stated on the solicitation face page. The Bid Room hours are 8:00AM to 4:00PM, Monday through Friday, except Government holidays.

D. Methods of Proposal Delivery

There are three suggested methods of delivery to the designated proposal receiving office:

Commercial Delivery Service
U.S. Postal Service Express Mail
Delivery by company employee or other individual agent

Regardless of the delivery method chosen, all proposal packages must be closed and sealed, as if for mailing.

Some commercial delivery services retain personnel that have unescorted access to GSFC for delivery purposes. However, it is the offeror's responsibility to ensure that the chosen delivery service delivers the proposal to the Bid Room by the required date and time.

If delivered by the U.S. Postal Service, proposals received with the morning Postal Service delivery at Building 16W, Shipping and Receiving, can be expected to be transported by the GSFC mail system to the Bid Room no later than noon the next work day. This transport time also applies to proposal delivery by company employees or other authorized agents of the offeror that do not have access to GSFC and cannot deliver beyond Building 16W. [Note: Access to the Center is controlled and persons without existing GSFC issued identification, passes, must make advance arrangements to take proposals to the Bid Room. Contact the Contracting Officer].

Non-U.S. citizens that do not have a "green card" will not be given access to the Goddard Space Flight Center for the purpose of proposal delivery.

(End of provision)

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT ID CODE	PAGE	OF	PAGES
	1		3

2. AMENDMENT/MODIFICATION NO.	3. EFFECTIVE DATE	4. REQUISITION/PURCHASE REQ. NO.	5. PROJECT NO. *(If applicable)*
Nine (9)	5/16/2003	4200006563	

6. ISSUED BY CODE 210.H

NASA Goddard Space Flight Center
Headquarters Procurement Office
Greenbelt, MD 20771

7. ADMINISTERED BY *(If other than Item 6)* CODE

8. NAME AND ADDRESS OF CONTRACTOR *(No. Street, county, State and ZIP: Code)*

(☐) 9A. AMENDMENT OF SOLICITATION NO. 03-HAW-001

9B. DATED *(SEE ITEM 11)* April 9, 2003

10A. MODIFICATION OF CONTRACT/ORDER NO.

10B. DATED *(SEE ITEM 13)*

CODE FACILITY CODE

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

12. ACCOUNTING AND APPROPRIATION DATA *(If required)*

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

(☐) A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: *(Specify authority)* THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.

B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES *(such as changes in paying office, appropriation date, etc.)* SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).

C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:

D. OTHER Specify type of modification and authority)

E. IMPORTANT: Contractor ☐ is not, ☒ is required to sign this document and return __5__ copies (See Block 14)

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

The contractor shall provide 5 signed copies of this Amendment to the proposal delivery address(es) specified in Block L.16 of this solicitation.

This amendment to the solicitation RFP-03-HAW-001 for the Space Mission Communications and Data Services (SMCDS) incorporates the following changes: See Pages Two and Three.

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

15A. NAME AND TITLE OF SIGNER *(Type or print)*		16A. NAME AND TITLE OF CONTRACTING OFFICER *(Type or print)* Michelé Hull, Contracting Officer	
15B. CONTRACTOR/OFFEROR *(Signature of person authorized to sign)*	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA BY *(Signature of Contracting Officer)*	16C. DATE SIGNED 5/16/2003

1. **SMCDS RFP for KSC KICS, Section L, Provision L.13 (KICS) COST/PRICE PROPOSAL INSTRUCTIONS, Attachment J-6: Indefinite Delivery/Indefinite Quantity Pricing Schedule**, is herby amended as follows:

FROM: "CLIN 0006 – Catalog of Products & Services – DOD Technical Multi-Media Support Additional Products: PWS section 4.2.2.5 also contains a requirement for the KICS contractor to furnish additional Motion Picture, Still Camera and Video Camera Products to DOD. Submit an Attachment J-6 for each SubCLIN of CLIN 0006. Insert the base fixed price per unit that would be applicable in each GFY, and the price adjustment, increase (+$) or decrease (-$), which will be applicable to the base prices for 2-hour and 24-hour accelerated deliveries and quantity discounts for more than 9 units ordered. The offeror will identify any items on the list that are not available in its product line, and may propose additional items that will be made available by the KICS contractor."

TO: "CLIN 0006 – Catalog of Products & Services – DOD Technical Multi-Media Support Additional Products: PWS section 4.2.2.5 also contains a requirement for the KICS contractor to furnish additional Motion Picture, Still Camera and Video Camera Products to DOD. Submit an Attachment J-6 for each SubCLIN of CLIN 0006. Insert the base fixed price per unit that would be applicable in each GFY, and the price adjustment, increase (+$) or decrease (-$), which will be applicable to the base prices for 2-hour accelerated delivery (Still and Video Camera Products only), 24-hour accelerated deliveries (all Products), and quantity discounts for more than 9 units ordered. The offeror will identify any items on the list that are not available in it's product line, and may propose additional items that will be made available by the KICS contractor."

2. **SMCDS KICS, Attachment J-6(d), CLIN 0006, Motion Picture Products Pricing Schedule**, is hereby amended as per the attached Excel spreadsheet.

- END OF AMENDMENT NINE (9) -

ATTACHMENT J-6
(d) CLIN 0006
MOTION PICTURE PRODUCTS

KSC INTEGRATED COMMUNICATION SERVICES CONTRACT
INDEFINITE DELIVERY/INDEFINITE QUANTITY
PRICING SCHEDULE - CLIN 0006
CATALOG OF PRODUCTS & SERVICES - DOD TECHNICAL MULTI-MEDIA SUPPORT - ADDITIONAL PRODUCTS

			GFY ____			
			BASE	PRICE ADJUSTMENTS (+/-$ Base Price)		
SUB-CLIN No.	ITEM NO.	CATEGORIES	FIXED PRICE PER UNIT	2-HOUR DELIVERY	24-HOUR DELIVERY	QT. DISCOUNT >9 UNITS
___A		**MOTION PICTURE PRODUCTS:**				
	M-1	16mm color negative, per foot, raw stock only				
	M-2	16mm color negative developing, per foot				
	M-3	16mm color print, per foot				
	M-4	16mm contact I/P, per foot, raw stock, exposed and developed				
	M-5	16mm contact D/Neg, per foot, raw stock, exposed and developed				
	M-6	35mm color negative, per foot, raw stock only				
	M-7	35mm color negative developing, per foot				
	M-8	35mm color contact D/Neg, per foot, raw stock, exposed and developed				
	M-9	35mm color contact I/P, per foot, raw stock, exposed and developed				
	M-10	70mm color negative, developing, per foot				
	M-11	70mm color negative, per foot, raw stock only				
	M-12	(Specify additional products)				
	M-13					

Attachment J-6: Indefinite Delivery/Indefinite Quantity Pricing Schedules. The unit prices proposed on Forms G, H, and I, as well as unit prices for additional telephone and DOD Technical multi-media support, will be included in the KICS contract on Attachment J-6, IDIQ Pricing Schedules. The following Schedules for CLIN's 0003 through 0006 are required to be submitted by the Prime Offeror in the formats provided. A uniform structure for identifying each CLIN, Sub-CLIN and Item on the Pricing Schedules is outlined in Attachment J-6.

CLIN 0003 – Catalog of Specialized Services: Submit an Attachment J-6 for CLIN 0003 and insert the fixed price per hour which would be applicable in each GFY for the services described in PWS 5.0. Ensure the unit prices on Form G reconcile with the prices in this Attachment.

CLIN 0004 – Catalog of Products & Services – Administrative Telephones: PWS 4.2.5 contains a requirement for the KICS contractor to furnish standard and optional Administrative Telephone Products and Services. Submit an Attachment J-6 for CLIN 0004 for each GFY. A listing of each item is displayed on the Attachment Form. Insert the fixed price per month for the Base/Standard Seat and optional services that would be applicable in each GFY. The unit price of items not included in the Base/Standard Seat Configuration shall be stated as a net price adjustment to the Standard Configuration base price. Ensure the unit prices for items on Form H reconcile with the prices in this Attachment.

CLIN 0005 - Catalog of Products & Services – DOD Technical Multi-Media Support: Submit an Attachment J-6 for CLIN 0005. A listing for each item is displayed on the Attachment Form. Insert the fixed price per unit that would be applicable in each GFY for the products and services described in PWS 4.2.2.5. Ensure the unit prices of items on Form I reconcile with the prices in this Attachment.

CLIN 0006 – Catalog of Products & Services – DOD Technical Multi-Media Support Additional Products: PWS section 4.2.2.5 also contains a requirement for the KICS contractor to furnish additional Motion Picture, Still Camera and Video Camera Products to DOD. Submit an Attachment J-6 for each SubCLIN of CLIN 0006. Insert the base fixed price per unit that would be applicable in each GFY, and the price adjustment, increase (+$) or decrease (-$), which will be applicable to the base prices for 2-hour accelerated delivery (Still and Video Camera Products only), 24-hour accelerated deliveries (all Products), and quantity discounts for more than 9 units ordered. The offeror will identify any items on the list that are not available in it's product line, and may propose additional items that will be made available by the KICS contractor.

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT ID CODE	PAGE	OF	PAGES
	1		2

2. AMENDMENT/MODIFICATION NO.	3. EFFECTIVE DATE	4. REQUISITION/PURCHASE REQ. NO.	5. PROJECT NO. *(If applicable)*
Eight (8)	5/15/2003	4200006563	

6. ISSUED BY CODE 210.H

NASA Goddard Space Flight Center
Headquarters Procurement Office
Greenbelt, MD 20771

7. ADMINISTERED BY *(If other than Item 6)* CODE

8. NAME AND ADDRESS OF CONTRACTOR *(No. Street, county, State and ZIP: Code)*

(☐) 9A. AMENDMENT OF SOLICITATION NO. 03-HAW-001

9B. DATED *(SEE ITEM 11)* April 9, 2003

10A. MODIFICATION OF CONTRACT/ORDER NO.

10B. DATED *(SEE ITEM 13)*

CODE FACILITY CODE

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

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

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:

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

12. ACCOUNTING AND APPROPRIATION DATA *(If required)*

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

(☐) A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: *(Specify authority)* THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.

B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES *(such as changes in paying office, appropriation date, etc.)* SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).

C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:

D. OTHER Specify type of modification and authority)

E. IMPORTANT: Contractor ☐ is not, ☒ is required to sign this document and return __5__ copies (See Block 14)

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

The contractor shall provide 5 signed copies of this Amendment to the proposal delivery address(es) specified in Block L.16 of this solicitation.

This amendment to the solicitation RFP-03-HAW-001 for the Space Mission Communications and Data Services (SMCDS) incorporates the following changes: See Pages Two through Two.

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

15A. NAME AND TITLE OF SIGNER *(Type or print)*		16A. NAME AND TITLE OF CONTRACTING OFFICER *(Type or print)* Michelé Hull, Contracting Officer	
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA	16C. DATE SIGNED
(Signature of person authorized to sign)		BY *(Signature of Contracting Officer)*	5/15/2003

1. **SMCDS KICS, SECTION I, PART II – CONTRACT CLAUSES, SECTION I, CONTRACT CLAUSES, FAR 52.226-1, JUN 2000 UTILIZATION OF INDIAN ORGANIZATIONS AND INDIAN-OWNED ECONOMIC ENTERPRISES**, is hereby deleted in its entirety.

2. **SMCDS KICS, APPENDIX 1, DATA REQUIREMENTS DESCRIPTION (DRD), 1.0 DRD No.: DRD-M-6, 9. INITIAL SUBMISSION**, is hereby amended as follows:

FROM: "Final version 30 days after contract award."

TO: "Draft 30 days after contract start and as required to implement by completion of the Phase-In period."

- END OF AMENDMENT EIGHT (8) -

		EMPLOYMENT REPORTS ON SPECIAL DISABLED VETERANS, VETERANS OF THE VIETNAM ERA, AND OTHER ELIGIBLE VETERANS
52.222-41	MAY 1989	SERVICE CONTRACT ACT OF 1965, AS AMENDED
52.222-42	MAY 1989	STATEMENT OF EQUIVALENT RATES FOR FEDERAL HIRES
52.222-43	MAY 1989	FAIR LABOR STANDARDS ACT AND SERVICE CONTRACT
52.222-47	MAY 1989	SERVICE CONTRACT ACT (SCA) MINIMUM WAGES AND FRINGE BENEFITS. Command Technologies, Inc. is the incumbent Contractor. International Brotherhood of Electrical Workers Local is the labor union. Space Mark, Inc is the incumbent Contractor. International Brotherhood of Electrical Workers Local is the Labor union. Johnson Controls World Services, Inc. is the incumbent Contractor. Motion Picture and Video Tape Laboratory Technicians, Allied Crafts and Government Employees and International Cinematographers Guild is the labor union.
52.223-3	JAN 1997	HAZARDOUS MATERIAL IDENTIFICATION AND MATERIAL SAFETY DATA (ALTERNATE I) (JUL 1995) Insert "NONE" in paragraph (b).
52.223-5	APR 1998	POLLUTION PREVENTION AND RIGHT-TO-KNOW INFORMATION
52.223-6	MAY 2001	DRUG-FREE WORKPLACE
52.223-10	AUG 2000	WASTE REDUCTION PROGRAM
52.223-14	OCT 2000	TOXIC CHEMICAL RELEASE REPORTING
52.225-1	MAY 2002	BUY AMERICAN ACT--SUPPLIES
52.225-13	JUL 2000	RESTRICTIONS ON CERTAIN FOREIGN PURCHASES
~~52.226-1~~	~~JUN 2000~~	~~UTILIZATION OF INDIAN ORGANIZATIONS AND INDIAN-OWNED ECONOMIC ENTERPRISES~~
52.227-1	JUL 1995	AUTHORIZATION AND CONSENT
52.227-2	AUG 1996	NOTICE AND ASSISTANCE REGARDING PATENT AND COPYRIGHT INFRINGEMENT
52.227-14	JUN 1987	RIGHTS IN DATA--GENERAL As modified by 1852.227-14 NASA FAR Supplement (OCT 1995)
52.227-17	JUN 1987	RIGHTS IN DATA – SPECIAL WORKS

52.228-7	MAR 1996	INSURANCE--LIABILITY TO THIRD PERSONS
52.230-2	APR 1998	COST ACCOUNTING STANDARDS
52.230-6	NOV 1999	ADMINISTRATION OF COST ACCOUNTING STANDARDS
52.232-1	APR 1984	PAYMENTS
52.232-7	DEC 2002	PAYMENTS UNDER TIME AND MATERIALS AND LABOR HOUR CONTRACTS
ALTERNATE II	FEB 2002	

DATA REQUIREMENTS DESCRIPTION (DRD)

1.0 **DRD NO.:** M-6 **ISSUE:** Basic

2.0 **DR LINE ITEM NO.:** 2.3.10

3.0 **DATA TYPE:** N/A

4.0 **DATE REVISED:** N/A

5.0 **PAGE:** 1/1

6.0 **TITLE:** Data Impoundment Plan

7.0 **DESCRIPTION/USE:** To describe the contractor's approach to managing the implementation, control and release of data and implementation of configuration control for communication systems.

8.0 **DISTRIBUTION:** Per Contracting Officer letter

9.0 **INITIAL SUBMISSION:** **Draft 30 days after contract start and as required to implement by completion of the Phase-In period.**

10.0 **SUBMISSION FREQUENCY:** Annually

11.0 **REMARKS:** N/A

12.0 **INTERRELATIONSHIP:** PWS 2.3.10

13.0 **DATA PREPARATION INFORMATION:** N/A

13.1 **SCOPE:** All communication services equipment and data storage, retrieval and transmission controls.

13.2 **APPLICABLE DOCUMENTS:**

13.3 **CONTENTS:**

1) Notification process for data impoundment
2) Communication Systems implementation process
3) Systems control
4) Data control
5) Configuration management and data release approval process

13.4 **FORMAT:** Microsoft Word

13.5 **MAINTENANCE:** N/A

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT ID CODE	PAGE	OF	PAGES
	1		4

2. AMENDMENT/MODIFICATION NO.	3. EFFECTIVE DATE	4. REQUISITION/PURCHASE REQ. NO.	5. PROJECT NO. *(If applicable)*
Seven (7)	5/13/2003	4200006563	

6. ISSUED BY CODE 210.H

NASA Goddard Space Flight Center
Headquarters Procurement Office
Greenbelt, MD 20771

7. ADMINISTERED BY *(If other than Item 6)* CODE

8. NAME AND ADDRESS OF CONTRACTOR *(No. Street, county, State and ZIP: Code)*

CODE FACILITY CODE

(4) 9A. AMENDMENT OF SOLICITATION NO. 03-HAW-001

9B. DATED *(SEE ITEM 11)* April 9, 2003

10A. MODIFICATION OF CONTRACT/ORDER NO.

10B. DATED *(SEE ITEM 13)*

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

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

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:

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

12. ACCOUNTING AND APPROPRIATION DATA *(If required)*

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

(4)		
	A.	THIS CHANGE ORDER IS ISSUED PURSUANT TO: *(Specify authority)* THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B.	THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES *(such as changes in paying office, appropriation date, etc.)* SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C.	THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
	D.	OTHER Specify type of modification and authority)

E. IMPORTANT: Contractor ☐ is not, ☒ is required to sign this document and return __5__ copies (See Block 14)

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

The contractor shall provide 5 signed copies of this Amendment to the proposal delivery address(es) specified in Block L.16 of this solicitation.

This amendment to the solicitation RFP-03-HAW-001 for the Space Mission Communications and Data Services (SMCDS) incorporates the following changes: See Pages Two through Four.

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

15A. NAME AND TITLE OF SIGNER *(Type or print)*		16A. NAME AND TITLE OF CONTRACTING OFFICER *(Type or print)* Michelé Hull, Contracting Officer	
15B. CONTRACTOR/OFFEROR *(Signature of person authorized to sign)*	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA BY *(Signature of Contracting Officer)*	16C. DATE SIGNED 5/13/2003

1. **SMCDS NENS Section H, Clause H.4, ONSITE PERSONNEL—REPORTING REQUIREMENTS AND CHECKOUT PROCEDURES (GSFC 52.204-99) (SEPT 1999)**, is hereby deleted in its entirety and replaced as follows:

FROM: "**H. 4 ONSITE PERSONNEL--REPORTING REQUIREMENTS AND CHECKOUT PROCEDURES (GSFC 52.204-99) (SEPT 1999)**

NOTE: These procedures are applicable to Goddard Space Flight Center. Contractor is responsible for awareness and compliance with procedures at all other facilities applicable to this contract.

(a) LISTS. The Goddard Space Flight Center maintains a Locator and Information Services Tracking System (LISTS). The LISTS contains work and home location and contact information for personnel located onsite for a planned period of more than six months and for all personnel that have permanent NASA/GSFC Identification Badges, regardless of duty location.

(b) Form 24-27. The Contractor must complete and submit a GSFC Form 24-27, "LISTS Data and Badge and Decal Information" for each employee that meets the conditions in paragraph (a) of this clause. The instructions for completing the form are contained in GSFC Form 24-27a. These forms are available from GSFC stores stock. The GSFC Form 24-27 shall be submitted to the Contracting Officer's Technical Representative (COTR). The COTR will review the form(s) for accuracy and completeness and resolve any housing or access issues and return the approved form to the Contractor. The Contractor shall forward the approved form(s) to the GSFC Security Branch, Code 205.1, for data entry into the LISTS and to obtain appropriate badge(s) for the Contractor employee(s). The Contractor may contact the LISTS Manager, Institutional Support Office, Code 201, 301-286-2306, for assistance regarding the LIST System.

(c) Monthly report. The Contractor shall submit a monthly annotated LISTS Report. The GSFC LISTS Manager, Code 201, will furnish a LISTS print-out to the Contractor no later than the end of each month. The Contractor shall annotate this provided report to correct and update the information. This shall include a "mark out" of those employees who are no longer employed by the contractor or no longer meet the conditions of paragraph (a) of this clause. Any additional employees that meet the conditions in paragraph (a) shall be entered on the report, including the date the GSFC Form 24-27 for each such employee was submitted to the GSFC Security Branch. The annotated LISTS Report shall be submitted to the COTR, the GSFC Security Branch, Code 205.1, and to the LISTS Manager, Code 201, by the 10th calendar day of the month.

(d) Checkout Procedures. The Contractor shall ensure that all Contractor personnel that have NASA/GSFC issued identification, keys or other property that leave its employ or that no longer will be working onsite, process out through the GSFC Security Branch, Code 205.1 and return all such property. If not accomplished by the employee, the Contractor shall take action to ensure its accomplishment no later than 30 days after the employee's departure.

(End of clause)"

TO: **"H.4 ONSITE CONTRACTOR PERSONNEL—IDENTIFICATION, REPORTING, AND CHECKOUT PROCEDURES (GSFC 52.204-99) (MAY 2003)**

(a) The Contractor shall designate a representative (point of contact) for the purposes of this clause. Notify the GSFC Security Branch, the Locator and Information Tracking System (LISTS) Manager, and the Contracting Officer's Technical Representative (COTR) of the designated representative within 15 calendar days of award of this contract. The GSFC maintained LISTS contains work and home location and contact information for personnel that have permanent NASA/GSFC Identification Badges. The Contractor may contact the LISTS Manager, Institutional Support Office, Code 201, Tel 301-286-2306 for assistance regarding LISTS.

(b) The Contractor must apply for permanent NASA/GSFC Identification Badges for those employees that will be employed by the contractor onsite for at least six months. The GSFC Security Branch will consider permanent Identification Badges for other employees of the contractor on a case by case basis, such as for employees that are not resident onsite, but must frequently visit. For each employee, the Contractor must complete and submit a GSFC Form 24-27, "LISTS Form", a NASA Form 531, "Name Check Request", and fingerprint card. The forms are available from GSFC stores stock or online via NASA and GSFC systems. The GSFC Form 24-27 must be signed by the COTR or by the Contracting Officer. The COTR will resolve any housing or access issues, review the forms for accuracy and completeness, and return the signed forms to the Contractor. The Contractor shall forward the form(s) and fingerprint cards to the GSFC Security Branch, Code 205.1, for the necessary checks, issuance of Identification Badges, and for subsequent data entry into the LISTS.

(c) The Contractor shall submit an annotated LISTS Report each month. The GSFC LISTS Manager will furnish a LISTS print-out to the Contractor no later than the end of each month. The Contractor shall annotate this provided report to correct and update the information as follows:

(1) Draw a line through the names of employees who are no longer employed by the contractor or that no longer work onsite under the contract, and;

(2) Make handwritten changes to any other incorrect data.

The annotated LISTS Report shall be separately submitted to the GSFC Security Branch, Code 205.1, to the LISTS Manager, Code 201, and to the COTR by the 10th calendar day of the month.

(d) The Contractor shall ensure that all Contractor personnel that have NASA/GSFC issued identification, keys or other property that leave its employ or that no longer work onsite, process out through the GSFC Security Branch, Code 205.1. Employees must return all GSFC issued identification and any Government property no later than the last day of their employment. The contractor shall establish appropriate procedures and controls to ensure

this is accomplished. Failure to comply may result in the exercise of Government rights to limit and control access to Government premises, including denial of access and invalidation of NASA issued badges and identifications.

(End of clause)"

- END OF AMENDMENT SEVEN (7) -

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT ID CODE	PAGE	OF	PAGES
	1		6

2. AMENDMENT/MODIFICATION NO.	3. EFFECTIVE DATE	4. REQUISITION/PURCHASE REQ. NO.	5. PROJECT NO. *(If applicable)*
Six (6)	5/11/2003	4200006563	

6. ISSUED BY CODE 210.H

NASA Goddard Space Flight Center
Headquarters Procurement Office
Greenbelt, MD 20771

7. ADMINISTERED BY *(If other than Item 6)* CODE

8. NAME AND ADDRESS OF CONTRACTOR *(No. Street, county, State and ZIP: Code)*

(4) 9A. AMENDMENT OF SOLICITATION NO. 03-HAW-001

9B. DATED *(SEE ITEM 11)* April 9, 2003

10A. MODIFICATION OF CONTRACT/ORDER NO.

10B. DATED *(SEE ITEM 13)*

CODE FACILITY CODE

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

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

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:

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

12. ACCOUNTING AND APPROPRIATION DATA *(If required)*

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

(4) A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: *(Specify authority)* THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.

B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES *(such as changes in paying office, appropriation date, etc.)* SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).

C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:

D. OTHER Specify type of modification and authority)

E. IMPORTANT: Contractor ☐ is not, ☒ is required to sign this document and return __5__ copies (See Block 14)

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

The contractor shall provide 5 signed copies of this Amendment to the proposal delivery address(es) specified in Block L.16 of this solicitation.

This amendment to the solicitation RFP-03-HAW-001 for the Space Mission Communications and Data Services (SMCDS) incorporates the following changes: See Pages Two through Six.

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

15A. NAME AND TITLE OF SIGNER *(Type or print)*		16A. NAME AND TITLE OF CONTRACTING OFFICER *(Type or print)* Michelé Hull, Contracting Officer	
15B. CONTRACTOR/OFFEROR *(Signature of person authorized to sign)*	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA BY *(Signature of Contracting Officer)*	16C. DATE SIGNED 5/11/2003

1. SMCDS RFP (Applies to all work packages), Section L, Provision L.10, PROPOSAL PAGE LIMITATIONS, paragraph 1., is hereby amended as follows:

FROM: "Each past performance proposal is limited to 40 pages (excluding questionnaire responses)."

TO: "Each past performance proposal is limited to 40 pages (excluding questionnaire responses**, the list of terminated contracts and the Past Performance Matrix**)."

2. SMCDS RFP (Applies to all work packages), Section L, Provision L.10, PROPOSAL PAGE LIMITATIONS, paragraph 1., Table for GSFC NENS Work Package, is hereby amended as follows:

FROM:

Work Package	**Tech. Prop. Page Limit**	**Additional Exclusions/Exceptions to Page Limits (these items are excluded from page limits unless a separate limit is specified)**
GSFC NENS	200	1. Mission Suitability Subfactor A - Draft QA Plan, Draft WSC Security Officer Manual (DRD #2.3.2-a), and Draft IT Security Documents 2. Mission Suitability Subfactor B – Phase-In Plan (50 Page Max) 3. Mission Suitability Subfactor C - Position Qualifications, Résumés, Total Compensation Plan, and Small Business Subcontracting Plan 4. Mission Suitability Subfactor D - Safety and Health Plan 5. Mission Suitability Subfactor E - SDB Program Participation 6. Security Management Plan 7. Quality Assurance Plan

TO:

Work Package	**Tech. Prop. Page Limit**	**Additional Exclusions/Exceptions to Page Limits (these items are excluded from page limits unless a separate limit is specified)**
GSFC NENS	250	1. Mission Suitability Subfactor A - Draft QA Plan, Draft WSC Security Officer Manual (DRD #2.3.2-a), and Draft IT Security Documents 2. Mission Suitability Subfactor B – Phase-In Plan (50 Page Max) 3. Mission Suitability Subfactor C - Position Qualifications, Résumés, Total Compensation Plan, and Small Business Subcontracting Plan 4. Mission Suitability Subfactor D - Safety and Health Plan

		5. Mission Suitability Subfactor E - SDB Program Participation 6. Security Management Plan 7. Quality Assurance Plan 8. RTO #1: (40 Page Max) 9. RTO #2: (10 Page Max) 10. RTO #3: (20 Page Max) 11. RTO #4: (30 page Max) 12. RTO #5: (10 page Max)

3. **SMCDS UNITeS, Attachment J-1, Performance Work Statement**, is hereby amended to reflect the correct numbering of relevant sections as specified below:

"Video Teleconferencing System (ViTS) should be 3.6.3.1 of the PWS. Therefore, the following changes to the PWS are considered to be in effect of the amendment to the RFP: (a) 3.6.3.1 Video Teleconferencing Service (ViTS); (b) 3.6.3.1 ViTS Facilities is now 3.6.3.2; (c) 3.6.3.2 Portable Video Teleconferencing Facilities is now 3.6.3.3; (d) 3.6.3.3 Video Conferencing Reservation System (VCRS) is now 3.6.3.4; (e) 3.6.3.4 Room Operations is now 3.6.3.5; and (f) 3.6.3.5 Video Distribution (Mission Video) is now 3.6.3.6."

"Network Scheduling should be 3.7.1 of the PWS. Therefore, the following changes to the PWS are considered to be in effect as of the amendment to the solicitation: (a) 3.7.1 Network Scheduling; (b) 3.7.1 Network Monitoring is now 3.7.2; (c) 3.7.2 Network Control and System Management is now 3.7.3; (d) 3.7.2.1 Account Management is now 3.7.3.1; (e) 3.7.2.2 System Administration is now 3.7.3.2; (f) 3.7.2.3 Technical Control is now 3.7.3.3; (g) 3.7.2.4 Domain Name Service (DNS) is now 3.7.3.4; (h) 3.7.3 Problem Management is now 3.7.4; (i) 3.7.4 WAN Operations Management is now 3.7.5; (j) 3.7.5 Control Centers is now 3.7.6; and (k) 3.7.6 Documentation and Configuration Management is now 3.7.7."

The above changes to the PWS will be reflected in the final version of the PWS.

4. **SMCDS HOSC, Supplemental Section L and M, Attachment A, L.13-B.e., Overhead(s) & G&A,** 4th paragraph is hereby amended as follows:

FROM: "This information shall be provided on Cost Form H (Indirect Rates and Factors) and in Section B."

TO: "This information shall be provided on Cost Form I (Indirect Rates and Factor) and in Section B."

5. **SMCDS HOSC Supplemental L, Attachment C, Background And Historical**

Information, Appendix E, Reference Documents, Level 4 IDEA Documents, MSFC-PLAN-3342, IV&T Test Plan is hereby deleted in its entirety.

6. **SMCDS HOSC Supplemental L, Attachment C, Background And Historical Information, Section 6.5, IDEA Project, paragraph 5** is hereby amended as follows:

FROM: "...IDEA IV&T Test Plan (MSFC-PLAN-3342)."

TO: "...IDEA IV&T Test Plan (MSFC-PLAN-3342) (document is pending and not available for review at this time)."

7. **SMCDS MOMS Section H, Clause H.4, ONSITE PERSONNEL—REPORTING REQUIREMENTS AND CHECKOUT PROCEDURES (GSFC 52.204-99) (SEPT 1999)**, is hereby deleted in its entirety and replaced as follows:

FROM: "**H. 4 ONSITE PERSONNEL--REPORTING REQUIREMENTS AND CHECKOUT PROCEDURES (GSFC 52.204-99) (SEPT 1999)**

(a) LISTS. The Goddard Space Flight Center maintains a Locator and Information Services Tracking System (LISTS). The LISTS contains work and home location and contact information for personnel located onsite for a planned period of more than six months and for all personnel that have permanent NASA/GSFC Identification Badges, regardless of duty location.

(b) Form 24-27. The Contractor must complete and submit a GSFC Form 24-27, "LISTS Data and Badge and Decal Information" for each employee that meets the conditions in paragraph (a) of this clause. The instructions for completing the form are contained in GSFC Form 24-27a. These forms are available from GSFC stores stock. The GSFC Form 24-27 shall be submitted to the Contracting Officer's Technical Representative (COTR). The COTR will review the form(s) for accuracy and completeness and resolve any housing or access issues and return the approved form to the Contractor. The Contractor shall forward the approved form(s) to the GSFC Security Branch, Code 205.1, for data entry into the LISTS and to obtain appropriate badge(s) for the Contractor employee(s). The Contractor may contact the LISTS Manager, Institutional Support Office, Code 201, 301-286-2306, for assistance regarding the LIST System.

(c) Monthly report. The Contractor shall submit a monthly annotated LISTS Report. The GSFC LISTS Manager, Code 201, will furnish a LISTS print-out to the Contractor no later than the end of each month. The Contractor shall annotate this provided report to correct and update the information. This shall include a "mark out" of those employees who are no longer employed by the contractor or no longer meet the conditions of paragraph (a) of this clause. Any additional employees that meet the conditions in paragraph (a) shall be entered on the report, including the date the GSFC Form 24-27 for each such employee was

submitted to the GSFC Security Branch. The annotated LISTS Report shall be submitted to the COTR, the GSFC Security Branch, Code 205.1, and to the LISTS Manager, Code 201, by the 10th calendar day of the month.

(d) Checkout Procedures. The Contractor shall ensure that all Contractor personnel that have NASA/GSFC issued identification, keys or other property that leave its employ or that no longer will be working onsite, process out through the GSFC Security Branch, Code 205.1 and return all such property. If not accomplished by the employee, the Contractor shall take action to ensure its accomplishment no later than 30 days after the employee's departure.

(End of clause)"

TO: *"H.4 ONSITE CONTRACTOR PERSONNEL—IDENTIFICATION, REPORTING, AND CHECKOUT PROCEDURES (GSFC 52.204-99) (MAY 2003)*

(a) The Contractor shall designate a representative (point of contact) for the purposes of this clause. Notify the GSFC Security Branch, the Locator and Information Tracking System (LISTS) Manager, and the Contracting Officer's Technical Representative (COTR) of the designated representative within 15 calendar days of award of this contract. The GSFC maintained LISTS contains work and home location and contact information for personnel that have permanent NASA/GSFC Identification Badges. The Contractor may contact the LISTS Manager, Institutional Support Office, Code 201, Tel 301-286-2306 for assistance regarding LISTS.

(b) The Contractor must apply for permanent NASA/GSFC Identification Badges for those employees that will be employed by the contractor onsite for at least six months. The GSFC Security Branch will consider permanent Identification Badges for other employees of the contractor on a case by case basis, such as for employees that are not resident onsite, but must frequently visit. For each employee, the Contractor must complete and submit a GSFC Form 24-27, "LISTS Form", a NASA Form 531, "Name Check Request", and fingerprint card. The forms are available from GSFC stores stock or online via NASA and GSFC systems. The GSFC Form 24-27 must be signed by the COTR or by the Contracting Officer. The COTR will resolve any housing or access issues, review the forms for accuracy and completeness, and return the signed forms to the Contractor. The Contractor shall forward the form(s) and fingerprint cards to the GSFC Security Branch, Code 205.1, for the necessary checks, issuance of Identification Badges, and for subsequent data entry into the LISTS.

(c) The Contractor shall submit an annotated LISTS Report each month. The GSFC LISTS Manager will furnish a LISTS print-out to the Contractor no later than the end of each month. The Contractor shall annotate this provided report to correct and update the information as follows:

(1) Draw a line through the names of employees who are no longer employed by the contractor or that no longer work onsite under the contract, and;

(2) Make handwritten changes to any other incorrect data.

The annotated LISTS Report shall be separately submitted to the GSFC Security Branch, Code 205.1, to the LISTS Manager, Code 201, and to the COTR by the 10th calendar day of the month.

(d) The Contractor shall ensure that all Contractor personnel that have NASA/GSFC issued identification, keys or other property that leave its employ or that no longer work onsite, process out through the GSFC Security Branch, Code 205.1. Employees must return all GSFC issued identification and any Government property no later than the last day of their employment. The contractor shall establish appropriate procedures and controls to ensure this is accomplished. Failure to comply may result in the exercise of Government rights to limit and control access to Government premises, including denial of access and invalidation of NASA issued badges and identifications.

(End of clause)"

8. **SMCDS MOMS Section L.18.1 B Cost Price Spreadsheets**, are hereby amended as follows:

1 Amended to indicate that Offerors shall anticipate a start date of 1 January 2004.
2 Exhibit 1a – Amended columns to reflect off-site rates
3 Exhibit 5 – Amended cell references in formula for each contract year.
4 Exhibit 6 – Amended to remove Non- fee bearing fee language.
5 Exhibit 7 – Amended to remove Non- fee bearing fee language.
6 Exhibit 9 thru 16 – Amended to remove single and double asterisks that had no footnote.

- END OF AMENDMENT SIX (6) -

L.10 PROPOSAL PAGE LIMITATIONS

1. Stand Alone Work Package Proposals

There are no specific page limitations for the contract volume documentation or the cost proposal. The cost proposal is strictly limited to cost and price information. Information that can be construed as belonging in one of the other sections of the proposal will be so construed and counted against that section's page limitation. Each past performance proposal is limited to 40 pages (excluding questionnaire responses, **the list of terminated contracts and the Past Performance Matrix**). The following page limitations are established for each technical/mission suitability proposal submitted in response to this solicitation. Title pages, acronym lists, and tables of contents are excluded from the page limit for each proposal.

Work Package	**Tech. Prop. Page Limit**	**Additional Exclusions/Exceptions to Page Limits (these items are excluded from page limits unless a separate limit is specified)**
GSFC NENS	~~**200**~~ **250**	1. Mission Suitability Subfactor A - Draft QA Plan, Draft WSC Security Officer Manual (DRD #2.3.2-a), and Draft IT Security Documents 2. Mission Suitability Subfactor B – Phase-In Plan (50 Page Max) 3. Mission Suitability Subfactor C - Position Qualifications, Résumés, Total Compensation Plan, and Small Business Subcontracting Plan 4. Mission Suitability Subfactor D - Safety and Health Plan 5. Mission Suitability Subfactor E - SDB Program Participation 6. Security Management Plan 7. Quality Assurance Plan **8. RTO #1: (40 Page Max)** **9. RTO #2: (10 Page Max)** **10. RTO #3: (20 Page Max)** **11. RTO #4: (30 page Max)** **12. RTO #5: (10 page Max)**
GSFC MOMS	200 (includes SOW/RTOs)	1. Position Descriptions (max 1 page per labor category) 2. Total Professional Employee's Compensation Plan 3. Small Business Subcontracting Plan 4. Mission Suitability Subfactor C - Safety and Health 5. Mission Suitability Subfactor D - Small Disadvantaged Business (SDB) Participation Program 6. Cost Volume BOE (35 Page Max) 7. Phase-In Plan (50 Page Max)
KSC KICS	125	1.Key personnel résumés, key position descriptions,

		organizational charts ~~2. Draft IT Security Plan per DRD M-5 (10 page Max)~~ 2. Draft Safety and Health Plan per DRD SHE-1 (15 page Max) 3. Case Scenario Responses (40 Page Max) 4. Phase-In Plan (20 Page Max) 5. Draft Risk Management Plan per DRD M-9 (10 Page Max) 6. WBS Staffing plan including narratives
MSFC HOSC	150	1. Key Personnel position descriptions, Résumés, and Job Description/ Qualification forms 2. Draft Safety and Health Plan (15 Page Max) 3. Phase-In Plan (10 Page Max)
MSFC UNITeS	250	1. Key Personnel position descriptions, Résumés, and Job Description/ Qualification forms 2. Draft On-Site Safety and Health Plan per DRD 974SA-001 (15 Page Max) 3. Small Business Subcontracting Plan required by Attachment J-7 (20 Page Max) 4. Draft IT Security Plan per DRD 974CD-001 (25 Page Max) 5. Phase-In Plan (10 Page Max)

2. Cross Cutting Proposals

a. Technical/ Mission Suitability Proposal–Pages are limited to 25% of the cumulative stand-alone pages (if applicable, round up to the nearest whole page) established for the stand-alone proposal volume. **Pages are limited to 25% of the cumulative stand-alone pages (if applicable, round up to the nearest whole page) established for the stand-alone proposal volume. The page limitation of 25% applies to the discussion of a crosscutting approach that demonstrates how the Crosscutting proposal would provide a meaningful benefit over and above the stand-alone individual proposals and, therefore, would be most advantageous to NASA on an Agency wide basis. The overall page limitation is calculated on the potential that offerors may need to resubmit their entire mission suitability proposals, as submitted for the stand-alone portion of this RFP, revised to reflect the crosscutting approach ("from/to" changes in all stand-alone proposals). However, the "from/to" changes should be limited to only those technical areas that require changes to implement the Crosscutting approach. Offeror's may include additional proposal text if it aides to clarify the crosscut proposal section and does not exceed the maximum allowed number of pages. Offerors should not include additional pages as "from/to" changes that only supplement a base proposal's technical approach and are unnecessary for the Crosscutting approach.**

b. Cost – No page Limit

3. A page is defined as one side of a sheet, 8-1/2" x 11", with at least one inch margins on all sides, using not smaller than 12 point type Times New Roman font for standard text. Non-standard text, including graphics, charts, tables, and callouts, shall use no smaller than 8-point type Times New Roman font. If an offeror cannot use the specified Times New Roman font/size, they shall contact the Contracting Officer to request approval of an equivalent alternative font/size. Font, pitch, and size limitations do not apply to any documentation that is excluded from page limitations. Foldouts count as an equivalent number of 8-1/2" x 11" pages. The metric standard format most closely approximating the described standard 8-1/2" x 11" size may also be used.

4. If final proposal revisions are requested, separate page limitations will be specified in the Government's request for that submission.

5. Pages submitted in excess of the limitations specified in this provision will not be evaluated by the Government and will be returned to the offeror.

6. Your proposal should be submitted in four loose-leaf binders (Contract, Technical/ Mission Suitability, Cost/Price, and Past Performance Volumes), with each section appropriately tabbed and identified. All pages shall be numbered and identified with the Offeror's name, RFP number, and date. A table of contents for each volume shall be provided with figures and tables listed separately. In addition to the Offeror's page numbering system, for each section of the proposal having a page limit, the Offeror shall consecutively number the pages subject to the limit, starting with "1."

(End of provision)

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT ID CODE	PAGE	OF	PAGES
	1		13

2. AMENDMENT/MODIFICATION NO.	3. EFFECTIVE DATE	4. REQUISITION/PURCHASE REQ. NO.	5. PROJECT NO. *(If applicable)*
Five (5)	5/9/2003	4200006563	

6. ISSUED BY CODE 210.H

NASA Goddard Space Flight Center
Headquarters Procurement Office
Greenbelt, MD 20771

7. ADMINISTERED BY *(If other than Item 6)* CODE

8. NAME AND ADDRESS OF CONTRACTOR *(No. Street, county, State and ZIP: Code)*

CODE FACILITY CODE

(4) 9A. AMENDMENT OF SOLICITATION NO. 03-HAW-001

9B. DATED *(SEE ITEM 11)* April 9, 2003

10A. MODIFICATION OF CONTRACT/ORDER NO.

10B. DATED *(SEE ITEM 13)*

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

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

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:

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

12. ACCOUNTING AND APPROPRIATION DATA *(If required)*

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

(4) A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: *(Specify authority)* THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.

B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES *(such as changes in paying office, appropriation date, etc.)* SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).

C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:

D. OTHER Specify type of modification and authority)

E. IMPORTANT: Contractor ☐ is not, ☒ is required to sign this document and return __5__ copies (See Block 14)

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

The contractor shall provide 5 signed copies of this Amendment to the proposal delivery address(es) specified in Block L.16 of this solicitation.

This amendment to the solicitation RFP-03-HAW-001 for the Space Mission Communications and Data Services (SMCDS) incorporates the following changes: See Pages Two through Thirteen.

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

15A. NAME AND TITLE OF SIGNER *(Type or print)*		16A. NAME AND TITLE OF CONTRACTING OFFICER *(Type or print)* Michelé Hull, Contracting Officer	
15B. CONTRACTOR/OFFEROR *(Signature of person authorized to sign)*	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA BY *(Signature of Contracting Officer)*	16C. DATE SIGNED 5/9/2003

1. **SMCDS RFP (Applies to all work packages), Section L, Provision L.15, PROPOSAL COPIES, paragraph 1.**, Table for GSFC MOMS Work Package, is hereby amended as follows:

FROM:

Work Package	**Technical Volume**		**Cost Volume**		**Past Performance Volume**		**Cross-Cutting Volume (when applicable)**	
	WP#	HQ#	WP#	HQ#	WP#	HQ#	WP#	HQ#
GSFC MOMS	15	5	15	5	15	5	15	12

TO:

Work Package	**Technical Volume**		**Cost Volume**		**Past Performance Volume**		**Cross-Cutting Volume (when applicable)**	
	WP#	HQ#	WP#	HQ#	WP#	HQ#	WP#	HQ#
GSFC MOMS	22	5	22	5	22	5	22	12

2. **SMCDS GSFC NENS Sections A through J, Clause G.8**, is hereby amended to add paragraph (N) as follows:

"In accordance with Clause D.1, packing, crating, and shipping of property on-site at GSFC and WFF is available from Code 230/239."

3. **SMCDS GSFC NENS Sections A through J, Clause G.17**, is hereby amended to note the applicability of this clause to certain locations, namely, MILA and WSC.

4. **SMCDS GSFC NENS Section J.1, Attachment A – SOW**, is hereby amended as follows:

A. Section 1.2 - Modification to direction on WBS "Those functions, which are specific to the Space Network or Ground Network, shall be included in Section 2.1, 2.2, 2.3 or 3.2 of the WBS as appropriate."

B. Section 1.9 - Spelled out Goddard Procedures and Guidelines

C. Section 1.11 - Added GPG 2810.1, Security of Information Technology.

D. Section 1.13 - Added "The Contractor shall comply with the requirements of the most current edition of NPD 8730.2, NASA Parts Policy."

E. Section 2.3.2 - Modified liability language to "The Contractor shall provide minor repair of the weapons, performed by a certified armorer or licensed gunsmith, and shall accept liability for the safe storage, handling and management of the weapons. Contractor shall hold the Government

harmless for liability incurred due to the negligence of contractor or its personnel in the storage, handling and management of firearms and other weapons. Contractor Security personnel shall comply with all New Mexico state laws and regulations concerning the carrying of firearms or other weapons by security personnel."

5. **SMCDS GSFC NENS Clause J.1, Attachment B, Contract Data Requirements List, (CDRL)**, is hereby amended as follows:

A. Data Requirements Description No. DRD 1.9-c, Title Emergency Preparedness and Disaster Recovery Plans; Applicable Documents is amended as follows:

"Applicable Document – NPD 1040.4, NASA Continuity of Operations", *has been added.*

B. The CDRL table has been revised to include 1.9-d already included in the body of the attachment. Therefore, the table on page 3 has been amended as follows:

INSERT: "1.9-d Reliability and Maintainability Plan, 1.9 Draft with proposal, initial 90 days after award; annual thereafter every January 15

C. The DRD 1.4-d CONTENTS first sentence has been revised to correct grammar.

FROM: "Plan shall establish a cost effective mechanisms to ..."

TO: "Plan shall establish cost effective mechanisms to ..."

D. The DRD 1.9-a CONTENTS last paragraph has been revised to correct DRD reference.

FROM: "...per DRD 1.5-a(11)." TO: "...per DRD 1.5-a(3)."

E. The DRD 1.9-c APPLICABLE DOCUMENTS has been revised to correct references.

FROM: "GMI 1040.6, GSFC Emergency Preparedness Plan
GPG 8710.2, Emergency Management"

TO: "GMI 1040.6, GSFC Emergency Management Plan (Greenbelt)
CSOC-MILA-LOP-001522, MILA Local Operating Procedure for Emergency Preparedness"

F. The DRD 1.11-a APPLICABLE DOCUMENTS has been revised to remove duplicated references.

DELETE: "NPG 1620.1"

G. The DRD 1.11-b APPLICABLE DOCUMENTS has been revised to remove duplicated references.

DELETE: "NPG 2810.1, NPG 1620.1,
NASA FAR Supplement (NFS) 1852.204-76
OMB Circular A-130 Appendix III
NASA Critical Infrastructure Protection Plan"

H. The DRD 2.3.2-a APPLICABLE DOCUMENTS has been revised to remove duplicated references.

DELETE: "NPG 1620.1"

6. **SMCDS GSFC NENS Section J.1, Attachment D - Property List**, is hereby amended as follows:

A. Fixed formatting problem in tabs.

B. Availability dates for WSC vehicles inserted in Gen & Special Purpose Vehicles tab.

7. **SMCDS GSFC NENS Clause J.1, Attachment D - Property List, General Purpose Vehicles furnished a White Sands Complex,** is hereby amended as follows:

FROM: ECN #1337184, NA-10399; 1990 Truck, International Model 1724

TO: ECN #1337184, NA-10399; 1983 Truck, International Model 1724

8. **SMCDS GSFC NENS Section J.1, Attachment I, Wage Determinations**, are hereby amended as follows:

The Official Wage Determinations are hereby incorporated into Attachment I:
SF-98
1994-2096
1994-2104
1994-2118
1994-2512
1997-0335

9. **SMCDS GSFC NENS Section J.1, Attachment M – Form DD-254 Security**, is hereby amended as follows:

A. Checked other box under 12.

B. 13.m Computer Security Act of 1987 was replaced by Federal Information Security Management Act of 2002

C. Added to block 13. documents p through v

D. Revised 14. Physical Security sentence to clarify at which sites the contractor provides guards. "The contractor shall provide security officers at WSC and access control monitoring at MILA and PDL. The contractor shall be responsible for the administration and maintenance of all physical security devices included in the Government Furnished Property listing (including WSC, GRGT, MILA and PDL) or acquired under this contract to ensure proper working order in accordance with DoD 5220.22M and the aforementioned references in Item #13."

E. Added 16. name and contact info for Industrial Security Specialist.

F. Deleted 16.e "Original Signed by"

10. **SMCDS GSFC NENS Section L, Provision L.16 NENS PROPOSAL MARKING AND DELIVERY**, is hereby amended as follows:

FROM: "(1) Receiving Office

As stated in Block 9 of the Standard Form 33 for this RFP, the hour and date for receipt of offers is 1:00 PM EST, May 27, 2003. Offerors must either deliver their proposal, modifications or withdrawals by U. S. Postal Service Mail or hand deliver (includes the use of a commercial delivery service). Regardless of the delivery method chosen, the proposal must be closed and sealed as if for mailing. Offerors must ensure that their proposal arrives in sufficient time to allow for proposal inspection.

(2) Hand Delivery

The following instructions apply should an Offeror elect to personally deliver its proposal. Offerors intending to personally deliver proposals shall contact the Contracting Officer, Marilyn J. Seppi, at (301) 286-0422, email: marilyn.j.seppi@nasa.gov at least two days before intended delivery to make an appointment for delivery of proposals. In accordance with security procedures, all proposals must initially be delivered to the Goddard Space Flight Center, Greenbelt, Maryland, Building #16W Loading Dock (entrance on Soil Conservation Road, approximately two blocks north of Greenbelt Rd.) where they will

receive a mandatory inspection prior to being delivered to bid room personnel. Building #16W - Loading Dock hours are 8:00 AM to 3:00 PM, Monday through Friday, except Government Holidays. After inspection in Building #16W, proposals must be delivered to the Bid Room in Room S-35 of Building 25 by the Offeror. Individuals personally delivering proposals to the Bid Room must be escorted by GSFC personnel. Offerors who intend to hand-deliver proposals should plan on arriving, a minimum of one hour prior to the designated delivery time in Block 9 of the Standard Form 33 to allow for proposal inspection. Late proposals will be treated in accordance with the provisions of FAR Clause 52.215-1 entitled "INSTRUCTIONS TO OFFERORS--COMPETITIVE ACQUISITION".

(2) External Marking

[PLEASE NOTE THE ADDITIONAL MARKING REQUIREMENTS IN (ii) IF A COMMERCIAL DELIVERY SERVICE IS USED]

(i) The required mailing address/external marking for proposals is as follows:

"NASA
Goddard Space Flight Center
Greenbelt, MD 20771
Attention: Bid Room, Code 210
Building #25, Room S-35
RFP #03-HAW-001
PROPOSAL--DELIVER UNOPENED"

(ii) If the proposal is to be delivered by a commercial delivery service such as United Parcel Service, Federal Express, DHL, Purolator, etc., place the following on the outside of the carrier's envelope or package cover: (Offeror must complete fill-in's appropriately)

Same information in (i) above and--

"COMMERCIAL DELIVERY PERSONNEL: THIS PROPOSAL MUST BE HAND CARRIED DIRECTLY TO THE BUILDING #16W LOADING DOCK, AND RECEIVED NO LATER THAN 1:00PM, May 27, 2003. THE BUILDING #16W LOADING DOCK IS OPEN FOR DELIVERY OF PROPOSALS FROM 8:00 AM TO 3:00 PM, MONDAY THROUGH FRIDAY, EXCEPT GOVERNMENT HOLIDAYS."

(End of Provision)"

TO: "1. External Marking of Proposal Package(s)

[PLEASE NOTE THE ADDITIONAL MARKING REQUIREMENTS IF A COMMERCIAL DELIVERY SERVICE IS USED]

The required mailing address/external marking for proposals is as follows:

"Goddard Space Flight Center
Greenbelt, MD 20771
Attention: Bid Room, Code 210
Building 25, Room S-35
RFP 03-HAW-001 (NENS)
PROPOSAL--DELIVER UNOPENED"

If the proposal is to be delivered by a commercial delivery Service, such as United Parcel Service, Federal Express, DHL, Purolator, etc., place the following additional information on the outside of the carrier's envelope or package cover: (Offeror must complete fill-in's appropriately)

"COMMERCIAL DELIVERY PERSONNEL: THIS PROPOSAL MUST BE TAKEN TO THE BUILDING 16W SHIPPING AND RECEIVING DOCK. THE BUILDING 16W SHIPPING AND RECEIVING DOCK IS OPEN FROM 7:30 AM TO 3:30 PM, MONDAY THROUGH FRIDAY, EXCEPT GOVERNMENT HOLIDAYS. AFTER THE SECURITY SCREENING OF THE PROPOSAL IS COMPLETED, THE PROPOSAL PACKAGE(S) MUST BE TAKEN BY THE COMMERCIAL DELIVERY PERSONNEL TO THE GSFC BID ROOM, BUILDING 25, ROOM S-35, NO LATER THAN (OFFEROR—ENTER DATE AND TIME)"

2. Security Screening

All proposal deliveries to the GSFC Bid Room MUST be sent through the Goddard Space Flight Center, Greenbelt, Maryland, Building 16W, Shipping and Receiving dock (entrance on Soil Conservation Road, approximately two blocks north of Greenbelt Rd.). A security screening of proposal package(s) will be conducted. The 16W Receiving Dock hours are 7:30 AM to 3:30 PM, Monday through Friday, except Government Holidays.

3. Designated Receiving Office

The designated receiving office for proposals is the Bid Room located on the premises of the Goddard Space Flight Center, Greenbelt, Maryland, in Building 25, Room S-35. After security screening, proposals must be received at the designated receiving office by the date and time stated on the solicitation face page. The Bid Room hours are 8:00AM to 4:00PM, Monday through Friday, except Government holidays.

4. Methods of Proposal Delivery

There are three suggested methods of delivery to the designated proposal receiving office:

Commercial Delivery Service
U.S. Postal Service Express Mail
Delivery by company employee or other individual agent

Regardless of the delivery method chosen, all proposal packages must be closed and sealed, as if for mailing.

Some commercial delivery services retain personnel that have unescorted access to GSFC for delivery purposes. However, it is the offeror's responsibility to ensure that the chosen delivery service delivers the proposal to the Bid Room by the required date and time.

If delivered by the U.S. Postal Service, proposals received with the morning Postal Service delivery at Building 16W, Shipping and Receiving, can be expected to be transported by the GSFC mail system to the Bid Room no later than noon the next work day. This transport time also applies to proposal delivery by company employees or other authorized agents of the offeror that do not have access to GSFC and cannot deliver beyond Building 16W. [Note: Access to the Center is controlled and persons without existing GSFC issued identification, passes, must make advance arrangements to take proposals to the Bid Room. Contact the Contracting Officer].

Non-U.S. citizens that do not have a "green card" will not be given access to the Goddard Space Flight Center for the purpose of proposal delivery."

11. **SMCDS GSFC NENS Section L.18, Attachment A, Section L.12, NENS Technical/Mission Suitability Proposal Instructions, 2 Mission Suitability Proposal Format**, is hereby amended as follows:

FROM: "The Work Breakdown Structure (WBS) contained in Attachment A, Appendix A of this solicitation shall be used to structure the Mission Suitability Proposal to the extent indicated by the subfactor instructions. This solicitation contains NASA FAR Supplement clause 1852.242-73, "NASA Contractor Financial Management Reporting." The Mission Suitability Proposal and the Cost Proposal must follow the provided WBS. NF 533 reporting requirement under any eventual contract must also follow the provided WBS."

TO: "The Statement of Work (SOW) contained in Attachment A of this solicitation shall be used to structure the Mission Suitability Proposal to the extent indicated by the subfactor instructions. This solicitation contains NASA FAR Supplement clause 1852.242-73, "NASA Contractor Financial Management Reporting." The Mission Suitability Proposal and the Cost Proposal must follow the provided WBS. NF 533 reporting requirement under any eventual contract must also follow the provided WBS."

12. **SMCDS GSFC NENS Section L.18, Attachment A, Section L.12, NENS**

Technical/Mission Suitability Proposal Instructions, 3. Mission Suitability Instructions by Subfactor, (a) Subfactor A – Technical Approach and Understanding of the Requirement, RTO #4, is hereby amended as follows:

FROM: "The Offeror shall provide a project support plan that shall include as a minimum: systems support design, staffing approach, implementation preparation activities including fixed resources and mobile deployment and setup, all simulation and test activities, and schedule and cost estimates. The Offeror shall describe in detail their approach to managing and accomplishing all aspects of the project support beginning with activities at Wallops and continuing through all activities at both the local site and the remote sites, ending with all personnel and instrumentation systems arriving back at Wallops. The Offeror shall describe separately the support structure (staffing and systems) remaining at the Wallops Flight Facility for continuing local mission support other than the ELV launch, based on the known range schedule. The Offeror shall provide an overall Research Range risk management plan. The scope of the risk management plan shall address all services performed both locally at Wallops and those performed at the remote operating locations. The Offeror shall provide both a network security and contingency plan in support of the overall services required by this task order.

The information contained within all the RTOs is for proposal and evaluation purposes only. Actual task orders issued under the contract, once awarded, may differ."

TO: "The Offeror shall provide a Task Implementation Plan that shall include as a minimum: development of the project support plans, systems support design, staffing approach, implementation preparation activities including fixed resources and mobile deployment and setup, all simulation and test activities, and schedule and cost estimates. The Offeror shall describe in detail their approach to managing and accomplishing all aspects of the project support beginning with activities at Wallops and continuing through all activities at both the local site and the remote sites, ending with all personnel and instrumentation systems arriving back at Wallops. The Offeror shall describe separately the support structure (staffing and systems) remaining at the Wallops Flight Facility for continuing local mission support other than the remote operating locations, based on the known range schedule. The Offeror shall address all aspects of the project support plans, including approach for developing these plans and implementation using the proposed staffing, risk management, network security and contingency planning.

The information contained within all the RTOs is for proposal and evaluation purposes only. Actual task orders issued under the contract, once awarded, may differ."

13. **SMCDS GSFC NENS Section L.18, Attachment A, Section L.13, NENS Cost/Price Proposal Volume, (A) Cost Instructions, (1) Cost/Price Proposal Exhibits and Schedules**, is hereby amended as follows:

FROM: "A complete set shall be submitted for each of the Prime Offeror and each proposed subcontract with an estimated cost of at least $1,000,000."

TO: "A complete set shall be submitted for each of the Prime Offeror and each proposed subcontract with an estimated cost of at least $1,000,000 per year."

14. **SMCDS GSFC NENS Section L.18, Attachment A, Section L.13, NENS Cost/Price Proposal Volume, (A) Cost Instructions, (1) Cost/Price Proposal Exhibits and Schedules, Exhibits, Exhibit 5 – WBS Summary by Elements of Cost**, is hereby amended as follows:

FROM: "This exhibit shows elements of cost at Level 3 of the WBS for the Core requirement. A separate exhibit is required for each WBS Level 3 element. Costs displayed shall be based on bid burden rates. For purposes of the Offeror's proposal, non-proposed costs should be reflected in WBS 2.1.1."

TO: "This exhibit shows elements of cost at Level 3 of the WBS for the Core requirement. A separate exhibit is required for each WBS Level 3 element for SOW Sections 1.0 & 2.0. Costs displayed shall be based on bid burden rates. For purposes of the Offeror's proposal, non-proposed costs should be reflected in WBS 2.1.1.

15. **SMCDS GSFC NENS Section L.18, Attachment A, Section L.13, NENS Cost/Price Proposal Volume, (A) Cost Instructions, (1) Cost/Price Proposal Exhibits and Schedules, Schedules, Schedule A – Summary of Direct Labor Hours by WBS**, is hereby amended as follows:

FROM: "This schedule summarizes the direct labor hours at Level 3 of the WBS for the Core requirement for each contract year. The sample schedule shall be expanded to reflect the proposed labor/skill categories within each Level 3 WBS element."

TO: "This schedule summarizes the direct labor hours at Level 3 of the WBS for the Core requirement (SOW Sections 1.0 & 2.0) for each contract year. The sample schedule shall be expanded to reflect the proposed labor/skill categories within each Level 3 WBS element."

16. **SMCDS GSFC NENS Section L.18, Attachment A, Section L.13, NENS Cost/Price Proposal Volume, (A) Cost Instructions, (1) Cost/Price Proposal Exhibits and Schedules, Schedules, Schedule C -- Summary of Direct Labor Cost by WBS**, is hereby amended as follows:

FROM: "This schedule summarizes the direct labor costs at Level 3 of the WBS for the Core requirement for each contract year. The sample schedule shall be expanded to reflect the proposed labor/skill categories within each Level 3 WBS element."

TO: "This schedule summarizes the direct labor costs at Level 3 of the WBS for the Core requirement (SOW Sections 1.0 & 2.0) for each contract year. The sample schedule shall be expanded to reflect the proposed labor/skill categories within each Level 3 WBS element."

17. **SMCDS GSFC NENS Section L.18, Attachment A, Section L.13, NENS Cost/Price Proposal Volume, (A) Cost Instructions, (1) Cost/Price Proposal Exhibits and Schedules, Schedule H – Other Direct Costs**, is hereby amended as follows:

FROM: "This schedule shows all other costs, which are proposed to be direct charged to this effort for the Core requirement and are not included in Non-proposed Costs or the Schedules described above."

TO: "This schedule shows all other costs, which are proposed to be direct charged to this effort for the Core requirement (SOW Sections 1.0 & 2.0) and are not included in Non-proposed Costs or the Schedules described above."

18. **SMCDS GSFC NENS Section L.18, Attachment B, Representative Task Orders, RTO #4**, is hereby amended as follows:

FROM: "h. 840-RUH-1996, Range User's Handbook"

TO: "h. 840-HDBK-001, Range User's Handbook"

19. **SMCDS GSFC NENS Section L.18, Attachment B, Representative Task Orders (RTO)**, are hereby amended as follows:

A. RTO #2 Deliverables Performance Standard, has been amended to correct references.

No 2
FROM: "DRD 1.5-a #6" TO: "DRD 1.5-a(6)"

No 3
FROM: "DRD 1.5-a #5" TO: "DRD 1.5-a(5)"

No 4
FROM: "DRD 1.5-a #1" TO: "DRD 1.5-a(1)"

No 5
FROM: "DRD 1.5-a #7" TO: "DRD 1.5-a(7)"

RTO #2 APPLICABLE REFERENCES is amended to update references:

FROM: "f. 452-GNUG-GN" TO: "f. 453-GNUG"

INSERT: "n. 450-AGMT-0025, MOA between GSFC and KSC Concerning the GN Stations at KSC"

B. RTO #3 APPLICABLE REFERENCES is amended to update references:

FROM: "e. 452-GNUG-GN" TO: "e. 453-GNUG"

INSERT: "p. 450-AGMT-0025, MOA between GSFC and KSC Concerning the GN Stations at KSC"

C. RTO #4 APPLICABLE REFERENCES is amended to update references:

FROM: "a. 452-GNUG-GN" TO: "a. 453-GNUG"

INSERT: "d. 451-PSLA-Athena Kodiak Star, "

D. RTO #5 APPLICABLE REFERENCES is amended to update reference:

FROM: "t. 452-GNUG-GN" TO: "t. 453-GNUG"

20. **SMCDS GSFC NENS Section L.18 Attachment C, Cost Exhibits & Schedules, A, Cost Exhibit #11**, is hereby amended as follows:

– Added a 13th week and formulas added.

21. **SMCDS GSFC NENS Section L.18 Attachment D, Technical Reference Library**, is hereby amended as follows:

A. Removed 450-DMR-Aqua, EOS Aqua (PM) Ground System Requirements Document (GSRD). The Project Office would not authorize its release, even on a "By Request Only" basis.

B. Revised the following: FROM: 452-GN-GNUG TO: 453-GNUG

C. Revised the following: FROM: Document Number #840-RUH-1996 TO: #840-HDBK-0001

D. Document #450-REF-0003, Maximo 4-22-03 transition.ppt, *has been added.*

E. Document Number #502-603/WIND-POLAR, Mission Operations Support Plan for the Global Geospace Science Interplanetary Physics Laboratory (WIND) – Polar Plasma Laboratory (POLAR) Missions, *has been deleted.*

22. **SMCDS GSFC NENS Section M, Evaluation Factors for Award Supplement, Section M. 3 NENS MISSION SUITABILITY FACTOR, I. EVALUATION OF EACH SUB-FACTOR, SUBFACTOR A: TECHNICAL APPROACH & UNDERSTANDING THE REQUIREMENT**, is hereby amended as follows:

FROM: "Additionally, the specific RTOs will be evaluated as follows:"

TO: "Additional consideration provided for RTO #1 through RTO #4 as follows:"

23. **SMCDS GSFC NENS Section M, Evaluation Factors for Award Supplement, Section M. 3 NENS MISSION SUITABILITY FACTOR, I. EVALUATION OF EACH SUB-FACTOR, SUBFACTOR B: MANAGEMENT APPROACH**, is hereby amended as follows:

FROM: "The Offeror's phase-in plan shall be evaluated how specifically it addresses the WBS requirements to be accomplished."

TO: "The Offeror's phase-in plan shall be evaluated how specifically it addresses the SOW requirements to be accomplished."

24. **SMCDS GSFC NENS Section M, Evaluation Factors for Award Supplement, Section M.5 NENS COST/PRICE EVALUATION FACTOR**, is hereby amended as follows:

FROM: "The proposed cost will be presented as the total of amounts proposed for the contract period for the core requirement and for each individual RTO. Probable cost will be presented as the total of probable cost amounts for each RTO."

TO: "The proposed cost will be presented as the total of amounts proposed for the contract period for the core requirement and for each individual RTO. Probable cost will be presented as the total of probable cost amounts for each RTO and Core Requirement utilizing the Offeror's proposed contract ceiling rates."

- END OF AMENDMENT FIVE (5) -

L.15 PROPOSAL COPIES

The offeror shall submit 5 contract volumes (as specified in Section L.11) to the work package proposal delivery location (including original signed SF-33's) and 5 contract volume copies to NASA HQ. If an offeror submits one or more Crosscutting proposals, those proposals shall include revised SF-33s that reflect the changes included in the Crosscutting proposal for each work package. For Crosscutting proposals recommending consolidation of work packages within a Center, the offeror shall provide a model contract, identifying the changes necessary to implement the Crosscutting approach under a consolidated contract. Additionally, the following matrix specifies the required number of copies of each separate proposal volume for each work package.

1. Number of Copies Required for Each Proposal Volume:

WP# - Number of copies to be delivered to the specific work package address as specified in Block 7 of the SF33 for each work package.

HQ# - Number of copies to be delivered to the NASA HQ address that is specified in section L.17 below.

Work Package	**Technical Volume**		**Cost Volume**		**Past Performance Volume**		**Cross-Cutting Volume (when applicable)**	
	WP#	HQ#	WP#	HQ#	WP#	HQ#	WP#	HQ#
GSFC NENS	12	5	12	5	12	5	12	12
GSFC MOMS	~~15~~ 22	5	~~15~~ 22	5	~~15~~ 22	5	~~15~~ 22	12
KSC KICS	20	5	5	5	10	5	20	12
MSFC HOSC	20	5	20	5	20	5	20	12
MSFC UNITeS	25	5	15	5	25	5	25	12

The offeror must submit two electronic/software versions of all proposal volumes to all proposal delivery locations, including NASA HQ copies. One of the two copies shall be identified as backup. The electronic version of the Technical Proposal shall be submitted via the following media and formats: Microsoft Word 1997 for Windows, and the Microsoft Excel 1997 for Windows, on CD-ROM. These disks will be used primarily to assist evaluators with focused (e.g. keyword) searches for information within your Technical Proposal. These disks will not be used to evaluate the proposal. Only the paper copy will be used for this purpose. The Offeror shall certify that all disks are virus-free.

For the KSC KICS, GSFC MOMS and GSFC NENS work packages, the offeror shall also submit two hard copies and one electronic copy of all cost proposal and basis of

estimate information to their cognizant DCAA auditor. This requirement does not apply to all other work packages.

(End of provision)

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT ID CODE	PAGE	OF	PAGES
	1		11

2. AMENDMENT/MODIFICATION NO.	3. EFFECTIVE DATE	4. REQUISITION/PURCHASE REQ. NO.	5. PROJECT NO. *(If applicable)*
Four (4)	5/7/2003	4200006563	

6. ISSUED BY CODE 210.H

NASA Goddard Space Flight Center
Headquarters Procurement Office
Greenbelt, MD 20771

7. ADMINISTERED BY *(If other than Item 6)* CODE

8. NAME AND ADDRESS OF CONTRACTOR *(No. Street, county, State and ZIP: Code)*

(4) 9A. AMENDMENT OF SOLICITATION NO. 03-HAW-001

9B. DATED *(SEE ITEM 11)* April 9, 2003

10A. MODIFICATION OF CONTRACT/ORDER NO.

10B. DATED *(SEE ITEM 13)*

CODE FACILITY CODE

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

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

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:

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

12. ACCOUNTING AND APPROPRIATION DATA *(If required)*

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

(4) A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: *(Specify authority)* THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.

B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES *(such as changes in paying office, appropriation date, etc.)* SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).

C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:

D. OTHER Specify type of modification and authority)

E. IMPORTANT: Contractor ☐ is not, ☒ is required to sign this document and return __5__ copies (See Block 14)

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

The contractor shall provide 5 signed copies of this Amendment to the proposal delivery address(es) specified in Block L.16 of this solicitation.

This amendment to the solicitation RFP-03-HAW-001 for the Space Mission Communications and Data Services (SMCDS) incorporates the following changes: See Pages Two through Eleven.

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

15A. NAME AND TITLE OF SIGNER *(Type or print)*		16A. NAME AND TITLE OF CONTRACTING OFFICER *(Type or print)* Michelé Hull, Contracting Officer	
15B. CONTRACTOR/OFFEROR *(Signature of person authorized to sign)*	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA BY *(Signature of Contracting Officer)*	16C. DATE SIGNED 5/7/2003

1. SMCDS RFP (Applies to all work packages), Section L, Provision L.10, PROPOSAL PAGE LIMITATIONS, paragraph 1., Table for KSC KICS Work Package, is hereby amended as follows:

FROM: "SECTION L.10, 1. KSC KICS Work Package, Additional Exclusions/Exceptions to Page Limits (these items are excluded from page limits unless a separate limit is specified):

1. Key personnel resumes, key position descriptions, organizational charts
2. Draft IT Security Plan per DRD M-5 (10 page Max)
3. Draft Safety and Health Plan per DRD SHE-1 (15 page Max)
4. Case Scenario Responses (40 page Max)
5. Phase-In Plan (20 page Max)
6. Draft Risk Management Plan per DRD M-9 (10 page Max)
7. WBS Staffing plan including narratives"

TO: "SECTION L.10, 1. KSC KICS Work Package, Additional Exclusions/Exceptions to Page Limits (these items are excluded from page limits unless a separate limit is specified):

1. Key personnel resumes, key position descriptions, organizational charts
2. Draft Safety and Health Plan per DRD SHE-1 (15 page Max)
3. Case Scenario Responses (40 page Max)
4. Phase-In Plan (20 page Max)
5. Draft Risk Management Plan per DRD M-9 (10 page Max)
6. WBS Staffing plan including narratives"

2. SMCDS RFP for KSC KICS, Section B, Table B-1A, Description, Basic Requirements 1/1/04 – 9/30/08 in accordance with Performance Work Statement Section J-1 is hereby amended as follows:

FROM: "Section B, Table B-1A, Description, Basic Requirements 1/1/04 – 9/30/08 in accordance with Performance Work Statement Section J-1."

TO: "Section B, Table B-1A, Description, Basic Requirements (Cost Reimbursable), 1/1/04-9/30/08 in accordance with Performance Work Statement Section J-1."

3. SMCDS RFP for KSC KICS, H.6, DELIVERY ORDER PROCEDURES FOR DOD REQUIREMENTS is hereby amended as follows:

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

TO: "a. Only the Contracting Officer may issue a delivery order to the contractor, providing specific authorization or direction to perform work within the scope of the contract and as specified in the schedule. The contractor may incur costs under this contract in performance of delivery orders and delivery order modifications issued in accordance with this clause. No other costs are allowable against the delivery order unless otherwise authorized by the Contracting Officer. DOD customers

may order additional products and services using established commercial billing methods."

4. SMCDS RFP for KSC KICS, Section H, Provision H-31, is hereby added in its entirety as follows:

"H. 31 ADDITIONAL DATA REQUIREMENTS (52.227-16)(June 1987)

(a) In addition to the data (as defined in the clause at 52.227-14, Rights in Data-General clause or other equivalent included in this contract) specified elsewhere in this contract to be delivered, the Contracting Officer may, at any time during contract performance or within a period of 3 years after acceptance of all items to be delivered under this contract, order any data first produced or specifically used in the performance of this contract.
(b) The Rights in Data-General clause or other equivalent included in this contract is applicable to all data ordered under this Additional Data Requirements clause. Nothing contained in this clause shall require the Contractor to deliver any data the withholding of which is authorized by the Rights in Data-General or other equivalent clause of this contract, or data which are specifically identified in this contract as not subject to this clause.
(c) When data are to be delivered under this clause, the Contractor will be compensated for converting the data into the prescribed form, for reproduction, and for delivery.
(d) The Contracting Officer may release the Contractor from the requirements of this clause for specifically identified data items at any time during the 3-year period set forth in paragraph (a) of this clause.

[END OF SECTION]"

5. SMCDS RFP for KSC KICS, Section J, Attachment J-1, Performance Work Statement, 4.2.2.5.1 KSC/Shuttle Photo Support, FUNCTIONAL DESCRIPTION (Paragraph 2), is hereby amended as follows:

FROM: "4Institutional still products primarily include (but are not limited to), processing of negative film, 8x10, 11x14 and 16x20inch color prints and digital still hardcopy and video products including (but not limited to), broadcast and commercial formatted video tape recordings, duplication and dubbing, film to tape transfer, program creation and recording, and digital video CD and DVD archiving and duplication. The services include (but are not limited to), on-call photographers and videographers, media customer service interface, digital video production programming development, distribution, duplication, dubbing and archiving, optics and photo equipment repair and maintenance, broadcast and High Definition video productions and digital still image services including scanning and digital image manipulation and CD/DVD archiving. The contractor shall maintain the official NASA KSC motion picture and still film photographic and digital products archives in the KSC HQ building. The contractor shall also maintain the PAO photo, video and digital products archives located at the Press Site."

TO: "Institutional still products primarily include (but are not limited to), processing of negative film, 8x10, 11x14 and 16x20inch color prints and digital still hardcopy and video products including (but not limited to), broadcast and commercial formatted video tape recordings, duplication and dubbing, film to tape transfer, program creation and recording, and digital video CD and DVD archiving and duplication. The services include (but are not limited to), on-call photographers and videographers, media customer service interface, digital video production programming development, distribution, duplication, dubbing and archiving, optics and photo equipment repair and maintenance, broadcast and High Definition video productions and digital still image services including scanning and digital image manipulation and CD/DVD archiving. The contractor shall maintain the official NASA KSC motion picture and still film photographic and digital products archives in the KSC HQ building. The contractor shall also maintain the PAO photo, video and digital products archives located at the Press Site. The contractor shall provide a method for customers to retrieve archived documents."

6. SMCDS RFP for KSC KICS, Section J, Attachment J-1, Performance Work Statement, 2.4 Quality Management, is hereby amended as follows:

The following paragraph (paragraph 3) is deleted in its entirety:

"The contractor shall develop and implement any necessary Associate Contractor Agreements (ACAs) with other KSC contractors to limit the amount of government liaison efforts" is hereby deleted in its entirety."

7. SMCDS RFP for KSC KICS, Section J, Appendix 1, Data Requirements List (DRL) and Data Requirements Description (DRD) Documents, Data Requirements List, is hereby amended as follows:

FROM:	"DRD No.	Section	DRD Title
	DRD M-3	2.3.7	Access Control Document"

TO:	"DRD No.	Section	DRD Title
	DRD M-3	2.3.7	Configuration Management Plan"

8. SMCDS RFP for KSC KICS, Section J, Appendix 1, Data Requirements List (DRL) and Data Requirements Description (DRD) Documents, Data Requirements Description (DRD), DRD No.: M-2, is hereby amended as follows:

FROM: "13.1 SCOPE: The 5-Year Technical and Cost Plan defines all the work planned over the five government fiscal years subsequent to each annual submission, including O&M, sustaining engineering (including replacement of obsolete equipment/systems), ID/IQ activities, and any related support activities. The plan shall provide a text description of the work to be accomplished during each fiscal year along with cost estimates and the basis for those cost estimates. The plan shall identify the program(s) that provide funding for that work and the amounts of their contributions, and

include a breakdown of O&M, sustaining engineering, and ID/IQ costs for each. The first fiscal year of the plan shall include an operating plan that provides monthly cost-phasing and a breakdown of contractor and subcontract labor, materials, and other costs. Data shall also be provided in a form that can be directly submitted to each Program's Program Operating Plan (POP) process."

TO: "13.1 SCOPE: The 5-Year Technical and Cost Plan defines all the work planned, including both in-family and out-of-family tasks, over the five government fiscal years subsequent to each annual submission. This includes O&M, sustaining engineering (including replacement of obsolete equipment/systems), ID/IQ activities, and any related support activities. Execution of out-of-family work is dependent upon budget and funding availability. The plan shall provide a text description of the work to be accomplished during each fiscal year along with cost estimates and the basis for those cost estimates. The plan shall identify the program(s) that provide funding for that work and the amounts of their contributions, and include a breakdown of O&M, sustaining engineering, and ID/IQ costs for each. The first fiscal year of the plan shall include an operating plan that provides monthly cost-phasing and a breakdown of contractor and subcontract labor, materials, and other costs. Data shall also be provided in a form that can be directly submitted to each Program's Program Operating Plan (POP) process."

9. SMCDS RFP for KSC KICS, Section J, Appendix 1, Data Requirements List (DRL) and Data Requirements Description (DRD) Documents, Data Requirements Description (DRD), is hereby amended as follows:

"DATA REQUIREMENTS DESCRIPTON (DRD) NO. M-3 Configuration Management Plan" is hereby added as follows:

"DATA REQUIREMENTS DESCRIPTION (DRD)

1.0 DRD NO.: M-3 **ISSUE:** Basic

2.0 DR LINE ITEM NO.: 2.3.7

3.0 DATA TYPE: N/A

4.0 DATE REVISED: N/A

5.0 PAGE: 1 / 2

6.0 TITLE: Configuration Management Plan

7.0 DESCRIPTION/USE: To develop, implement, and maintain a Configuration Management Plan describing the contractor's approach to comply with the configuration management requirements of the contract.

8.0 DISTRIBUTION: Formatting and electronic distribution per Contracting Officer's letter

9.0 INITIAL SUBMISSION: Final version 3 months after contract award

10.0 SUBMISSION FREQUENCY: Annually, with updates as required

11.0 REMARKS: N/A

12.0 INTERRELATIONSHIP: PWS 2.0

13.0 DATA PREPARATION INFORMATION:

13.1 SCOPE: The plan shall describe the contractor's management approach and planned implementation methods for accomplishing the configuration management requirements of the contract.

13.2 APPLICABLE DOCUMENTS: KNPG 8040.1 KSC Configuration Management Policy and Guidelines
KHB 8040.4 Payloads Configuration Management Handbook

13.3 CONTENTS: The Plan shall describe the configuration management processes for hardware, software, firmware, and documentation to be implemented and methods to be used for configuration identification, interface control, hardware, software, and firmware documentation control, status accounting, and configuration verification. The plan shall describe the contractor's CM organization, policies, procedures, implementation approach, and control mechanisms that are to be used to ensure compliance with all configuration management requirements.

13.4 FORMAT: Format Chosen by Contractor, electronic format and availability as required by Contracting Officer's letter

13.5 MAINTENANCE: Changes shall be incorporated by change pages or complete reissue"

10. SMCDS RFP for KSC KICS, Section J, Appendix 1, Data Requirements List (DRL) and Data Requirements Description (DRD) Documents, Data Requirements Description (DRD), DRD No. DRD-T-5, is hereby amended as follows:

FROM: "9. INITIAL SUBMISSION: 30 days after contract award."

TO: "9. INITIAL SUBMISSION: 30 days after assumption of full performance for photo services."

11. SMCDS RFP for KSC KICS, Section J, Appendix 6, Work Breakdown Structure, 1.0 Work Breakdown Structure (WBS), Work and Financial Reporting, paragraph 1.3 ID/IQ Services, is hereby amended as follows:

FROM: "Example 1: Provide additional OIS units to 3 rooms in the SSPF.
The WBS element would be:

WBS 03.01.02Voice Communication Systems; Operational Intercommunication System (OIS-D); Activation/Validation

Example 2: Provide XA (Public Affairs) support for VIP Launch Visitors.
Multiple WBS elements would be utilized, including:

- WBS 03.01.02Voice Communication Systems; Operational Intercommunication System (OIS-D); Activation/Validation
- WBS 03.04.03 Video & Visual Imaging; Public Affairs Television; Operations
- WBS 02.04.03 Voice Communications; Radio Systems; Operations"

TO: "Example 1: Provide additional OIS units to 3 rooms in the SSPF.
The WBS element would be:

WBS 02.01.02Voice Communication Systems; Operational Intercommunication System (OIS-D); Activation/Validation

Example 2: Provide XA (Public Affairs) support for VIP Launch Visitors.
Multiple WBS elements would be utilized, including:

- WBS 02.01.02Voice Communication Systems; Operational Intercommunication System (OIS-D); Activation/Validation
- WBS 03.03.03 Video & Visual Imaging; Public Affairs Television; Operations
- WBS 02.04.03 Voice Communications; Radio Systems; Operations"

12. SMCDS RFP for KSC KICS, Section J, Appendix 6, Work Breakdown Structure, 3.0 KICS Level I and Level II WBS Structure, is hereby amended as follows:

FROM: "WBS 03 Video and Visual/Imaging Systems (PWS Attachment J-1, Section 4.2.2)

03.01 Launch Complex 39 Shuttle Operations Television
03.02 Electronic Security Systems (ESS-AC) Closed Circuit Surveillance Television
03.03 Payloads Operational Television

03.04 KSC Public Affairs Television (KSCTV)
03.05 Broadband Communications Distribution Systems (BCDS)
03.06 Timing & Countdown (T&CD)
03.07 Photo Optical Control Systems (POCS)
03.08 KSC/NASA Digitial Photo Services Support
03.09 Commercial ELV Photo Suport
03.10 DOD Technical Multi-media Support – ID/IQ"

TO: "WBS 03 Video and Visual/Imaging Systems (PWS Attachment J-1, Section 4.2.2)

03.01 Launch Complex 39 Shuttle Operations Television
03.02 Industrial Area Operational Television
03.03 KSC Public Affairs Television (KSCTV)
03.04 Broadband Communications Distribution System (BCDS)
03.05 Timing & Countdown (T&CD)
03.06 KSC/Shuttle Photo Support
03.07 Photo Optical Control Systems (POCS)
03.08 KSC/NASA Digital photo Services Support
03.09 DOD Technical Multi-media Support – ID/IQ"

13. SMCDS RFP for KSC KICS, Section J, Appendix 6, Work Breakdown Structure, 3.0 KICS Level I and Level II WBS Structure, WBS 04 Transmission Systems [PWS Attachment J-1, Section 4.2.3], is hereby amended as follows:

"04.05 Transmission System Services, Scheduling, End User Support, timing, Requirements Management," is hereby deleted in its entirety.

14. SMCDS RFP for KSC KICS, Section J, Attachment J-3, Wage Determination, is hereby amended as follows:

"The Draft Wage Determination No.: 1994-2118, Revision No.: 17, Date of Last Revision: 05/16/2002", is hereby added in its entirety.

NOTE: The Official Wage Determinations (WDs) have been requested from the Department of Labor and have not been received to date. Therefore, for proposal purposes we are providing electronic copies of "Draft" WDs. Upon receipt of the "Official" WDs from the Department of Labor the RFP will be amended to incorporate these documents."

15. SMCDS RFP for KSC KICS, Section L, Provision L.12 (KICS) TECHNICAL/MISSION SUITABILITY PROPOSAL INSTRUCTIONS, S-1.7 Mission Suitability Scenarios, is hereby amended as follows:

FROM: "Respond to the scenarios listed in Section S-2.17 with a narrative that describes the technical approach to the described situations. Ensure that the responses to the case scenarios are

consistent with the proposal's overall technical, management, and safety and health approaches."

TO: "Respond to the scenarios listed in Section S-2.18 with a narrative that describes the technical approach to the described situations. Ensure that the responses to the case scenarios are consistent with the proposal's overall technical, management, and safety and health approaches."

16. SMCDS RFP for KSC KICS, Section L, Provision L.12 (KICS) TECHNICAL/MISSION SUITABILITY PROPOSAL INSTRUCTIONS, S-2.2 Financial Management, is hereby amended as follows:

FROM: "Describe how the 5-year Technical and Cost Plan (DRD M-4) will be developed."

TO: "Describe how the 5-year Technical and Cost Plan (DRD M-2) will be developed."

17. SMCDS RFP for KSC KICS, Section L, Provision L.13 (KICS) COST/PRICE PROPOSAL INSTRUCTIONS, D. FORMS INSTRUCTIONS, Form C – Supplies, Materials & Equipment Cost., is hereby amended as follows:

FROM: "(b) Equipment Cost. Identify the type and amount of equipment planned to be charged direct and dedicated for use on this contract. Separately identify the cost of hardware and software licenses and maintenance agreements, as well as all hardware, software, calibration and heavy equipment maintenance costs. Include in supporting information, the type(s), quantity, unit cost, basis of estimate, planned source, and method(s) of acquisition (lease or purchase) for all proposed equipment purchases. The contractor will be required to provide sustaining engineering for system equipment during the period of performance. Ensure that the replacement schedules for all equipment reflected in the cost proposal are in consonance with the approach described in the mission suitability proposal."

TO: "(b) Equipment Cost. Identify the type and amount of equipment planned to be charged direct and dedicated for use on this contract. Separately identify the cost of hardware and software licenses and maintenance agreements, as well as all hardware, software, calibration and heavy equipment maintenance costs. Include in supporting information, the type(s), quantity, unit cost, basis of estimate, planned source, and method(s) of acquisition (lease or purchase) for all proposed equipment purchases. The contractor will be required to provide sustaining engineering for system equipment during the period of performance. Ensure that the estimated equipment cost on Form C includes the cost of planned replacement, upgrade and refreshment of GFP associated with "In-Family" sustaining engineering (i.e. form, fit and function) and excludes all costs of equipment associated with "Out-of-Family" sustaining engineering, which are subject to funding availability. (Ref. PWS 4.1.1 and 4.1.3)."

18. SMCDS RFP for KSC KICS, Section L, Provision L.13 (KICS) COST/PRICE PROPOSAL INSTRUCTIONS, Attachment J-6: Indefinite Delivery/Indefinite Quantity Pricing Schedule., is hereby amended as follows:

FROM: "CLIN 0006 – Catalog of Products & Services – DOD Technical Multi-Media Support Additional Products: PWS section 4.2.2.5 also contains a requirement for the KICS contractor to furnish additional Motion Picture, Still Camera and Video Camera Products to DOD. Submit an Attachment J-6 for each SubCLIN of CLIN 0006. Insert the base fixed price per unit that would be applicable in each GFY, and the price adjustment, increase (+$) or decrease (-$), which will be applicable to the base prices for 2-hour and 24-hour accelerated deliveries and quantity discounts for more than 9 units ordered. The offeror will identify any items on the list that are not available in it's product line, and may propose additional items that will be made available to the KICS contractor."

TO: "CLIN 0006 – Catalog of Products & Services – DOD Technical Multi-Media Support Additional Products: PWS section 4.2.2.5 also contains a requirement for the KICS contractor to furnish additional Motion Picture, Still Camera and Video Camera Products to DOD. Submit an Attachment J-6 for each SubCLIN of CLIN 0006. Insert the base fixed price per unit that would be applicable in each GFY, and the price adjustment, increase (+$) or decrease (-$), which will be applicable to the base prices for 2-hour and 24-hour accelerated deliveries and quantity discounts for more than 9 units ordered. The offeror will identify any items on the list that are not available in its product line, and may propose additional items that will be made available by the KICS contractor."

19. SMCDS RFP for KSC KICS, Section M, Provision M.3 (KICS) TECHNICAL/MISSION SUITABILITY FACTOR, (Sub-Factor S-2) Management Approach, Financial Management, is hereby amended as follows:

FROM: "The government will evaluate the approach to development of the 5-year Technical and Cost Plan (DRD M-4) for clarity and to judge the offeror's understanding of the contract requirements, objectives, vision, and how it will allow the government to reap the associated benefits in terms of efficiency and costs. The organization of the plan including the level of attention given to O&M, sustaining engineering including replacement of obsolete or inefficient systems and equipment, and ID/IQ activities will be evaluated for completeness and clarity. The process being proposed to develop, coordinate, and gain government approval of the plan will be evaluated for completeness and clarity.
The description of the analysis that will support the justification for proposed work and provide the basis for the associated cost estimates will be evaluated for completeness and appropriateness. The description of how the plan will be developed to provide a clear understanding of the proposed work and a clear understanding of the associated costs to judge the clarity and ease-of use of the proposed product. The approach to translating the plan contents into a form that can be directly submitted into each program's Program Operating Plan (POP) will be evaluated to judge the appropriateness of the process, the completeness and clarity of the proposed product as part of the 5-Year Technical and Cost plan, and the ease of migration in to the POP process."

TO: "The government will evaluate the approach to development of the 5-year Technical and Cost Plan (DRD M-2) for clarity and for its demonstrated understanding of the contract requirements, objectives, vision, and how it will allow the government to reap the associated benefits in terms of efficiency and costs. The organization of the plan including the level of attention given to O&M, sustaining engineering including replacement of obsolete or inefficient systems and equipment, and

ID/IQ activities will be evaluated for completeness and clarity. The process being proposed to develop, coordinate, and gain government approval of the plan will be evaluated for completeness and clarity.

The description of the analysis that will support the justification for proposed work and provide the basis for the associated cost estimates will be evaluated for completeness and appropriateness. The description of how the plan will be developed to provide a clear understanding of the proposed work and a clear understanding of the associated costs to judge the clarity and ease-of use of the proposed product. The approach to translating the plan contents into a form that can be directly submitted into each program's Program Operating Plan (POP) will be evaluated to judge the appropriateness of the process, the completeness and clarity of the proposed product as part of the 5-Year Technical and Cost plan, and the ease of migration in to the POP process."

- END OF AMENDMENT FOUR (4) -

PART 1 – THE SCHEDULE

SECTION B

SUPPLIES OR SERVICES AND PRICES/COSTS

B.1 COST-PLUS AWARD FEE/FIXED PRICED INDEFINITE DELIVERY/INDEFINITE QUANTITY

The contractor shall provide Kennedy Integrated Communication Services (KICS) in accordance with Attachment J-1, Performance Work Statement under a cost-plus award fee/fixed price indefinite delivery/indefinite quantity type arrangement. The estimated cost and award fee is set forth in Table B-1A below.

Contract Line Item (CLIN)	**Description**	**Total Cost No Fee**
0001	Phase In Period 1st Quarter FY04	

Table B-1A	Estimated Cost and Fee			
CLIN	**Description**	**Estimated Cost**	**Award Fee**	**Total Cost Plus Award Fee**
0002	Basic Requirements **(Cost Reimbursable)** 1/1/04 - 9/30/08 in accordance with Performance Work Statement Section J-1			

A government fiscal year breakdown of the cost and fee summarized in Table B-1A above is provided in Tables B-1B.

(a) The Contractor shall provide acknowledgment of receipt to the Contracting Officer within 3 working days after receipt of the Task Order.

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

(c) The Contracting Officer may amend tasks in the same manner in which they were issued.

(d) In the event of a conflict between the requirements of the Task Order and the Contractor's approved task plan, the Task Order shall prevail.

H.6 DELIVERY ORDER PROCEDURES FOR DOD REQUIREMENTS

a. Only the Contracting Officer may issue a delivery order to the contractor, providing specific authorization or direction to perform work within the scope of the contract and as specified in the schedule. The contractor may incur costs under this contract in performance of delivery orders and delivery order modifications issued in accordance with this clause. No other costs are allowable **against the delivery order** unless otherwise authorized by the Contracting Officer. **DOD customers may order additional products and services using established commercial billing methods.**

b. The delivery order may contain, as a minimum:

(1) Effective date of the order.
(2) Contract number and delivery order number.
(3) Functional description of the work identifying the objective or results desired from the delivery order, including special instructions or other information necessary for performance of the delivery.
(4) Maximum dollar amount authorized against applicable subCLINs.
(5) Delivery schedule, including start and end dates.
(6) Accounting and appropriation data.

c. The contractor shall provide acknowledgement of receipt to the DOD contracting officer within two working days after receipt of the delivery order.

d. Upon receipt of the delivery order from the Contracting Officer, the contractor will coordinate with the DOD customer technical representative in developing the Photographic Acquisition Distribution Document (PADD). No other support against the delivery order may be initiated prior to government approval of the PADD.

e. The Contracting Officer may amend delivery orders in the same manner in which they were issued.

f. In the event of a conflict between the requirements of the delivery order and the PADD, the delivery order shall prevail.

The below listed Kennedy Space Center publications and subsequent revisions thereof are applicable to this contract and are incorporated herein by reference. These publications prescribe regulatory procedural criteria, which are applicable to the contractor. The contractor, upon receipt of notice of noncompliance with any provisions of the below listed publications from the Contracting Officer or his representatives, shall promptly take corrective action. Additional requirements reside in the PWS and Attachment J-1, Appendix 3.

JHB 2000	Consolidated Comprehensive Emergency Management Plan
KHB 1200.1	Facilities, Systems, And Equipment Management Handbook
KHB 1610.1	KSC Security Handbook
KHB 1710.2	Kennedy Space Center Safety Practices Handbook
KNDP 8700.0	Safety and Mission Assurance Policy Direction
KNPD 1800.2	Hazard Communication Program
KMI 1810.1	KSC Occupational Medicine Program On-site Contractors shall comply with Attachment D, KSC Skin Cancer Prevention Program
KMI 1860.1	KSC Radiation Protection Program
KHB 1870.1	KSC Sanitation Handbook
KHB 2570.1	KSC Radio Frequency Spectrum Management Handbook
KHB 4000.1	Supply Support System Manual, Part 5, Equipment Management
KHB 8800.6	KSC Environmental Control Handbook
KHB 8800.7	Waste Management Handbook
KMI 8800.8	KSC Environmental Management

H. 31 ADDITIONAL DATA REQUIREMENTS (52.227-16)(June 1987)

(a) In addition to the data (as defined in the clause at 52.227-14, Rights in Data-General clause or other equivalent included in this contract) specified elsewhere in this contract to be delivered, the Contracting Officer may, at any time during contract performance or within a period of

3 years after acceptance of all items to be delivered under this contract, order any data first produced or specifically used in the performance of this contract.

(b) The Rights in Data-General clause or other equivalent included in this contract is applicable to all data ordered under this Additional Data Requirements clause. Nothing contained in this clause shall require the Contractor to deliver any data the withholding of which is authorized by the Rights in Data-General or other equivalent clause of this contract, or data which are specifically identified in this contract as not subject to this clause.

(c) When data are to be delivered under this clause, the Contractor will be compensated for converting the data into the prescribed form, for reproduction, and for delivery.

(d) The Contracting Officer may release the Contractor from the requirements of this clause for specifically identified data items at any time during the 3-year period set forth in paragraph (a) of this clause.

[END OF SECTION]

(electronic format), and maintain data. Existing hardcopy documentation, which cannot be converted to electronic format, may remain in hardcopy only with the approval of the Information Technology and Communications directorate. The contractor shall make the data available to the government as requested.

The contractor shall maintain and operate a repository for engineering documentation that includes a formal release process. The contractor shall update and revise documents, and purge outdated documents, as required. The contractor's repository and release system shall utilize existing EDC and CMDS engineering documentation systems and shall include basic engineering drawings and all released revisions, for contractor drawings, vendor drawings, shop drawings and work orders.

The contractor shall create and provide to the government unrestricted, on-line access to data stored and produced under this contract. All data made available to the government under this contract shall be retrievable, editable, and compatible with government hardware and software systems as identified in the requirements listed in Section 6.0, Contract Level Information Technology. This on-line access capability shall first be made available at the completion of the phase-in period and then maintained throughout the duration of the contract.

The contractor shall create, submit for government approval and implement the communication systems Data Impoundment Plan (DRD M-6) by the completion of the phase-in period. The plan shall address data associated with communication systems that control data access, capture communication system configuration, and restrict data release to specified organizations.

2.4 Quality Management

The contractor shall ensure the communication systems processes and procedures provide quality services and products to the government, continuously improve these products and services, ensure the safety of its personnel and assets, provide a healthy work environment for its personnel, provide environmental stewardship with respect to the KSC communication systems and other assigned sites under this contract, and ensure customer satisfaction.

The contractor shall develop, maintain, and implement a Quality Management Plan (DRD M-7).

2.4.1 Customer Satisfaction

The contractor shall provide the communication services defined and described in this PWS so as to ensure the satisfaction of Space Shuttle, International Space Station (ISS), Launch Services Program Office (LSPO), Institutional, and future KSC customers while utilizing continuous improvement methods (Section 2.4.4) to succeed in the dynamic KSC work environment.

recording, and digital video CD and DVD archiving and duplication. The services include (but are not limited to), on-call photographers and videographers, media customer service interface, digital video production programming development, distribution, duplication, dubbing and archiving, optics and photo equipment repair and maintenance, broadcast and High Definition video productions and digital still image services including scanning and digital image manipulation and CD/DVD archiving. The contractor shall maintain the official NASA KSC motion picture and still film photographic and digital products archives in the KSC HQ building. The contractor shall also maintain the PAO photo, video and digital products archives located at the Press Site. The contractor shall provide a method for customers to retrieve archived documents.

The photographic acquisition activity is a photographic motion picture and still frame recording process that provides high-resolution film records of shuttle operations. The photographic acquisition system utilizes cameras that are a mixture of Mitchell, Milliken, and Photosonic motion picture cameras. They are primarily 35 and 16mm but do include 70mm Photosonics. The still cameras are composed of 35mm and 70mm Hasselblads, Hulchers, and Nikons. The motion picture cameras operate at 3 fps for fueling cameras to 400 fps on the perimeter. The contractor shall provide sustaining and repair maintenance on the GFP film camera and associated assets.

The contractor shall provide, through government furnished property, optical tracking mount set-up, operations and maintenance. The contractor shall install required photographic camera and lens assemblies as identified in requirements documents on both optical and metric tracking assets. All launch images are considered potentially critical for anomaly investigation as well as useful in validating nominal launch performance and, therefore, should be as sharp and properly exposed as technically possible.

Metric tracking assets are defined as tracking telescopes providing azimuth and elevation information back to the Range Operations Control Center (ROCC) for inclusion in the range safety equation. The contractor is not required to provide operations or maintenance to metric tracking assets.

UNIQUE REQUIREMENTS:

The photo acquisition instruments are required to be environmentally housed for long term exposure to the elements associated with shuttle engine and booster exhaust and year round operation in the Florida climate. The contractor shall support Landing Convoy operations.

FACILITY DESCRIPTION:

CCAFS: Building 1605, Collimation Area of Building 1619, ½ Hangar G; Launch Complex 39; Pads 39 A and 39 B; SLF, KSC Headquarters Building, PCC room 3062.

4.2.2.5.1.1 Photo Optical Control Systems (POCS)

ADDRESS/LOCATION: PCC; LC-39 Pads; SLF

SUPPORT REQUIREMENT: Operational Hours during major tests, Launch, and Landings

DATA REQUIREMENTS LIST

DRD No.	Section	DRD TITLE
DRD H-1	H.3	Motor Vehicle Utilization Plan
DRD M-1	2.2	Financial Report
DRD M-2	2.2	KICS 5-Year Technical and Cost Plan
DRD M-3	2.3.7	**Configuration Management Plan**
DRD M-4	2.3.8	Security Plan
DRD M-5	2.3.9	Emergency Preparedness Plan
DRD M-6	2.3.10	Data Impoundment Plan
DRD M-7	2.4	Quality Management Plan
DRD M-8	2.4.8	Contract Performance Metrics Report
DRD M-9	2.5	Risk Management Plan
DRD M-10		Advance Notification of Workforce Reduction
DRD SHE-1	3.1	Safety and Occupational Health Plan
DRD SHE-2	3.1.1	Safety Statistics Report
DRD SHE-3	3.1.4	Mishap Data Report
DRD-T-1	4.1.3	Sustaining Engineering Plan
DRD-T-2	4.1.2	KICS 5-Year Maintenance Plan
DRD-T-3	4.2.5	Reports, Telephone Call Detail
DRD-T-4	4.2.2.5.1	Photographic Post Operation Critique Follow Up Report
DRD-T-5	4.2.2.5	Photographic Product Cost Summary
DRD-T-6	4.2.2.5	Shuttle Photographic Acquisition & Distribution Document (PADD)
DRD-T-7	4.2.5	Reports, Asset Transition Value (ATV)
DRD-T-8	4.2.2.5.3	DOD Multi-Media Photographic Acquisition and Distribution Document (PADD)
DRD-T-9	4.2.2.5.3.1	DOD Multi-Media Performance-Production Report
DRD L-1	7.1	Logistics Plan
DRD L-2	7.3	Equipment Loss Rate Plan
DRD TR-1	8.1	KICS Training and Certification Plan

DATA REQUIREMENTS DESCRIPTION (DRD)

1.0 DRD NO.: M-2 **ISSUE:** Basic

2.0 DR LINE ITEM NO.: Section 2.2, Section 2.3

3.0 DATA TYPE: Plan

4.0 DATE REVISED: N/A

5.0 PAGE: 1/3

6.0 TITLE: KICS 5-Year Technical and Cost Plan

7.0 DESCRIPTION/USE: To define planned work and estimate the cost of work, including the basis for the estimate, to be performed under the contract during the subsequent five fiscal year period, to define an operating plan for the first/next fiscal year, and facilitate submission of the information into the Program Operating Plan (POP) process.

8.0 DISTRIBUTION: Per Contracting Officer's Letter

9.0 INITIAL SUBMISSION: July 20, 2004, or 30 days prior to scheduled POP submit, or as required to have the final plan in place to meet the POP development schedule, whichever is earlier.

10.0 SUBMISSION FREQUENCY: Annually. Submit 30 days prior to scheduled POP submit, or as required to have the final plan in place to meet the POP development schedule, whichever is earlier.

11.0 REMARKS: Approval by IT&C with concurrence from stakeholder organizations.

12.0 INTERRELATIONSHIP: Attachment J-1, Section 2.0

13.0 DATA PREPARATION INFORMATION:

13.1 SCOPE: The 5-Year Technical and Cost Plan defines all the work planned, **including both in-family and out-of-family tasks,** over the five government fiscal years subsequent to each annual submission~~,~~. This includes O&M, sustaining engineering (including replacement of obsolete equipment/systems), ID/IQ activities, and any related support activities. **Execution of out-of-family work is dependent upon budget and funding availability.** The plan shall provide a text description of the work to be accomplished during each fiscal year along with cost estimates and the basis for those cost estimates. The plan shall identify the program(s) that provide funding for that work and the amounts of their contributions, and include a breakdown of O&M, sustaining engineering, and ID/IQ costs for each. The

first fiscal year of the plan shall include an operating plan that provides monthly cost-phasing and a breakdown of contractor and subcontract labor, materials, and other costs. Data shall also be provided in a form that can be directly submitted to each Program's Program Operating Plan (POP) process.

13.2 APPLICABLE DOCUMENTS: N/A

1.0 DRD NO.: M-2 (Continued) **ISSUE:** Basic

13.3 CONTENTS: The plan shall contain text descriptions of planned work and cost data to support examination and prioritization of planned work. Cost data shall also be in a form readily adaptable to Program Operating Plan (POP) products. The plan shall include at least the following sections:

1. Executive Summary: including a text summary of work planned, organized by government fiscal year (GFY), and associated schedule, labor, and cost data in a format that can be directly submitted to each program's POP submit.
2. Planned Work: Including text descriptions of work planned over the next five government fiscal years including justifications for implementation, along with identified risks any potential impact to mission accomplishment, and prioritization of work. Descriptions shall be organized into government fiscal years, with functional categories within each government fiscal year (GFY) as directed by the government, including:
    a. Voice Systems
    b. Video Systems
    c. Transmission Systems
    d. Networks
    e. IT Security and Wide Area Networks
    f. Miscellaneous Communications Support

    Each functional category, described above, shall be further divided into sub-categories including:
    1. Operations and Maintenance (O&M)
    2. Sustaining Engineering
    3. ID/IQ Tasks

    Descriptions shall include cost estimates (Table form) for each task, including the basis for cost estimates, and account for cost escalation over the five government fiscal years represented by the plan.
3. Operating Plan for GFY ##: Provide an operating plan that reflects a detailed breakdown of costs for the upcoming government fiscal year, as directed by the government, including at least:
    a. Labor costs for contractor, partners, and subcontractors
    b. Materials
    c. Other direct costs
    d. Other costs

1.0 DRD NO.: M-2 (Continued) **ISSUE:** Basic

13.3 CONTENTS:

4. Cost Summaries: Including roll-up formatted data representing the planned work described in the Planned Work section (item 2, above) to support cost analysis as directed by the government, and provide the basis for the POP inputs. Cost summary data shall reflect the costs of each component of the roll-up and total them to form at least the following cost summaries:
    a. Cost by functional category for each GFY
    b. Cost by sub-category within each functional category for each GFY
    c. Program contribution by functional category for each GFY
    d. Program contribution by sub-category within each functional category for each GFY
    e. Total contribution by each program within each GFY
    f. Total cost by GFY and total contract value
5. Proposed Additional Work: A brief description of additional work proposed with estimated costs and a prioritization of the proposed tasks.

13.4 FORMAT: One hard copy, and electronic copy in Microsoft Office format compatible with government systems.

In such format to support the government's development of operating plans.

13.5 MAINTENANCE: Re-Issue Annually, with colored change pages for interim changes.

DATA REQUIREMENTS DESCRIPTION (DRD)

1.0 DRD NO.: M-3 **ISSUE:** Basic

2.0 DR LINE ITEM NO.: 2.3.7

3.0 DATA TYPE: N/A

4.0 DATE REVISED: N/A

5.0 PAGE: 1 / 2

6.0 TITLE: Configuration Management Plan

7.0 DESCRIPTION/USE: To develop, implement, and maintain a Configuration Management Plan describing the contractor's approach to comply with the configuration management requirements of the contract.

8.0 DISTRIBUTION: Formatting and electronic distribution per Contracting Officer's letter

9.0 INITIAL SUBMISSION: Final version 3 months after contract award

10.0 SUBMISSION FREQUENCY: Annually, with updates as required

11.0 REMARKS: N/A

12.0 INTERRELATIONSHIP: PWS 2.0

13.0 DATA PREPARATION INFORMATION:

13.1 SCOPE: The plan shall describe the contractor's management approach and planned implementation methods for accomplishing the configuration management requirements of the contract.

13.2 APPLICABLE DOCUMENTS: KNPG 8040.1 KSC Configuration Management Policy and Guidelines
KHB 8040.4 Payloads Configuration Management Handbook

13.3 CONTENTS: The Plan shall describe the configuration management processes for hardware, software, firmware, and documentation to be implemented and methods to be used for configuration identification, interface control, hardware, software, and firmware documentation control, status accounting, and configuration verification. The plan shall describe the contractor's CM organization, policies, procedures, implementation approach, and control mechanisms that are to be used to ensure compliance with all configuration management requirements.

13.4 FORMAT: Format Chosen by Contractor, electronic format and availability as required by Contracting Officer's letter

13.5 MAINTENANCE: Changes shall be incorporated by change pages or complete reissue

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DRD No.:** DRD-T-5 **ISSUE:** RFP
2. **DR LINE ITEM No.:** 4.2.2.5
3. **DATA TYPE:** Reports
4. **DATE REVISED:**
5. **PAGE: 1/1**
6. **TITLE:** Photographic Product Cost Summary

7. **DESCRIPTION/USE:** A listing of products requested by authorized NASA customers and cost during a monthly period.

8. **DISTRIBUTION:** Formatting and electronic distribution per Contracting Officer's letter.

9. **INITIAL SUBMISSION:** 30 days **after full assumption of full performance for photo services.**

10. **SUBMISSION FREQUENCY:** Monthly.

11. **REMARKS:** This report provides control to prevent misuse of photographic services.

12. **INTERRELATIONSHIP:** PWS 4.0

13. **DATA PREPARATION INFORMATION:**

13.1 **SCOPE:** Applicable to all items ordered that requires a work order.

13.2 **APPLICABLE DOCUMENTS**

13.3 **CONTENTS:** The following fields shall be required:

a) Requester of photographic services
b) Products requested per work order
c) Per Unit Cost of items requested
d) Total Cost of each work order
   i. Date of request from user
   ii. Date of work completed
   iii. Total cost of all work orders
   iv. Work order number
   v. Description of requested work

13.4 **FORMAT:** Microsoft Excel format, submitted electronically.

13.5 **MAINTENANCE:**

At this time, there are only two components of the WBS that are at that level. These are the Administrative Phones and the DOD Technical Multi-media Support. There is no corresponding third level WBS for Administrative Phones and DOD Technical Multi-media Support. These elements are identified in the WBS with and ID/IQ label following the element title.

Example 1: Provide additional OIS units to 3 rooms in the SSPF.
The WBS element would be:

> WBS **02**.01.02 - Voice Communication Systems; Operational Intercommunication System (OIS-D); Activation/Validation

The Location Code would be SSPF (or facility number) and the room number. Based upon this data, the customers associated with the SSPF (either entire facility or that room) would be assigned the associated cost. The Summary report would show the cost under the WBS totals as a part of total Phone activation validation costs. The Customer would see their cost and have visibility to the nature of the cost.

Example 2: Provide XA (Public Affairs) support for VIP Launch Visitors.
Multiple WBS elements would be utilized, including:

- WBS **02**.01.02 - Voice Communication Systems; Operational Intercommunication System (OIS-D); Activation / Validation
- WBS 03.**03**.03 - Video & Visual Imaging; Public Affairs Television; Operations
- WBS 02.04.03 - Voice Communications; Radio Systems; Operations

The location codes for these activities would all vary based upon the location. However, the XA project code would be used to identify and collect costs associated with the activity. The Summary report would show the cost under the associated WBS elements. The Customer Organization (XA) would see the costs under their project code and have visibility to the nature of the cost.

2.0 WBS Structure Organization

2.1 Level I - Major system

Top-level major systems

2.2 Level II - Subsystem

This will vary by WBS, but will consist of major subsystems within each WBS.

2.3 Level III - Activity

Every Level I/II WBS will contain the following standard Level III work elements.

01.01 Management
Project Control, Business Management

01.02 Logistics

01.03 Configuration Management
Integration Board

01.04 S&MA

WBS 02 Voice Communication Systems [PWS Attachment J-1, Section 4.2.1]

02.01 Operational Intercommunication System (OIS-D)

02.02 Quintron Operational Intercommunication System (OIS-Q)

02.03 Paging and Area Warning System (P/AWS)

02.04 Radio Systems

02.05 Audio Distribution System

02.06 Voice Distribution Management System (VDMS)

02.07 Astrocomm System

02.08 Voice Recording System

02.09 Public Affairs Audio Systems

WBS 03 Video and Visual/Imaging Systems [PWS Attachment J-1, Section 4.2.2]

03.01 Launch Complex 39 Shuttle Operations Television

03.02 Industrial Area Operational Television

03.03 KSC Public Affairs Television (KSCTV)

03.04 Broadband Communications Distribution System (BCDS)

03.05 Timing & Countdown (T&CD)

03.06 KSC/Shuttle Photo Support

03.07 Photo Optical Control Systems (POCS)

03.08 KSC/NASA Digital Photo Services Support

03.09 DOD Technical Multi-media Support – ID/IQ

WBS 04 Transmission Systems [PWS Attachment J-1, Section 4.2.3]

04.01 T-Carrier/SONET Multiplex System

04.02 Asynchronous Transfer Mode (ATM) Transmission System (ATXS)

04.03 Fiber Optic Systems

SONET

04.04 Remote Monitoring and Monitoring System (RMAS)

WBS 05 Cable Systems [PWS Attachment J-1, Section 4.2.4]

05.01 Inside Plant – Telecom

Premise wiring, conduit, copper, fiber optic systems, test board support, circuit monitoring,

05.02 Outside Plant

Wide area cables, conduit, copper, fiber optic systems, underground utilities location, circuit monitoring,

WBS 06 Administrative Phones [PWS Attachment J-1, Section 4.2.5]

06.01 Telephone Systems – ID/IQ

911 emergency service, operator service, FTS/CCAFS/Local interface, voice mail, conference calling, firewall, VoIP, conference room sound suppression, Phone Switch, End Instruments, Cable Plant Interface, Collaboration Servers, User Support, Scheduling

WBS 07 Network Systems [PWS Attachment J-1, Section 4.2.6]

07.01 Network Hardware

Switches, Routers, Hubs, Cable Plant interface Equipment, Wireless, Smart Cards, Terminal Services

07.02 Network Services

Scheduling, remote access, DHCP, DNS, IP Database, authentication services, certificate management, Requirements Management, End User Support

S-1.6 ID/IQ Specialized Services

Review the description of tasks in Performance Work Statement, Attachment J-1, Section 5.0, Indefinite Delivery/Indefinite Quantity (ID/IQ) Catalog of Services with respect to supporting the vision for the future of KSC communication assets described in Attachment J-1, Section 1.0. Discuss the methods and processes that will be associated with these services to effectively implement the migration of the current stand-alone communication systems to a communication services based communication support model. Consider this migration throughout the life of the contract as described in Attachment J-1, Section 1.0. Describe the importance and role of affiliation(s) and processes with respect to these activities.

Describe how the telephone service as described Attachment J-1 section 4.2.5 will be provided. Include the process and methods for the operations and maintenance of the infrastructure and keeping its associated software current.

Describe how the ID/IQ task orders will be executed in a rapid and efficient manner. Describe how the ID/IQ design, development, integration and activation processes would be completed once a task order is issued.

Describe how the requirements/scope as identified Attachment J-1, Section 5.0, with respect to staffing will be met.

S-1.7 Mission Suitability Scenarios

Respond to the scenarios listed in Section S-2.18 with a narrative that describes the technical approach to the described situations. Ensure that the responses to the case scenarios are consistent with the proposal's overall technical, management, and safety and health approaches.

S-1.8 DOD Technical Multi-Media Support

Specific instructions for completion of the DOD requirements in reference to actions associated with contract line item numbers (CLIN) 0005 and 0006, PWS 4.2.2.5.3, DOD Technical Multi-Media Support, are provided below.

Image Processing

For each image format (still film formats, motion picture formats, video formats, electronic image formats, etc.), describe the methods for processing, printing, finishing, captioning, packing and distributing products. Describe the processes for assembling, editing, effects, captioning, titling, sound, music, narration, transfers, dubbing, and distributing video and electronic image products. Describe the processes for cataloging, storage, retrieval, transmission, and disposition of image files (current and future inventory) for launch and non-

Describe how the 5-year Technical and Cost Plan (DRD M-2) will be developed. Describe the organization of the plan including the level of attention given to O&M, sustaining engineering including replacement of obsolete or inefficient systems and equipment, and ID/IQ activities. Describe the process being proposed to develop, coordinate, and gain government approval of the plan. Include a description of the analysis that will support the justification for proposed work and provide the basis for the associated cost estimates. Describe how the plan will be developed to provide a clear understanding of the proposed work and a clear understanding of the associated costs. Describe the approach to translating the plan contents into a form that can be directly submitted into each program's Program Operating Plan (POP).

Describe capabilities with regard to developing cost impact assessments for ID/IQ work.

S-2.3 Outage Management

Demonstrate an understanding of the systems and processes necessary to maintain effective outage processing. Discuss the approach to communications system outage management that will be utilized. Discuss the methods that will be used for outage identification, scheduling, coordination, approval, and execution. Discuss how often and when communication service outages would be conducted. Discuss how impacted parties will be notified of outage extensions.

S-2.4 Training and Certification of Personnel

Describe the proposed approach to organize, implement, and manage training and certification of personnel as required in Attachment J-1, Sections 2.3.6 and Section 8.0, and in Appendix 1, DRD TR-1, Kennedy Integrated Communication Support (KICS) Training and Certification Plan. Describe how training and certification will be managed and administered to be cost-effective. Discuss the mix of industry training, on-the-job training, and government-funded and contractor-provided training, and how it will be managed and implemented to ensure that current skills and knowledge are maintained as technology advances and infrastructure modernization progresses. A listing of Government-funded contractor provided training, in addition to that shown in the PWS, is included in the Bidders Library. Discuss how training and certification records will be managed including transition of records from any predecessor contractors, how training and certification will be recorded and tracked, maintenance of the records and reporting of training status, government access to training records. Describe how the technical reference library will be implemented and managed to ensure government and contractor access to data and information not available through formal release systems.

S-2.5 Configuration Management

Demonstrate an understanding of the systems and processes necessary to maintain configuration control. Discuss how hardware and software configuration will be managed. Discuss the processes for maintaining "as-built" documentation, engineering drawings, and databases. Discuss how to make configuration management data available

GFY'07	9,250
GFY'08	5,550

Offerors may consider this Government estimate as a guide only in preparing their proposal; however, the offeror's proposed staffing shall be based on it's own approach to performing the PWS, including completing this open work.

(d) Include in the supporting information, the rationale and methodology used for labor rate development, including escalation assumptions, differential payments for multi-shift or non-standard workweek schedules, and planned usage of incumbent personnel versus new hires. Include planned wage increases throughout the period of performance for personnel who are Exempt and Non-Exempt from the Service Contract Act (SCA). Demonstrate compliance with the applicable Department of Labor Wage Determination relating to wages and applicable collective bargaining agreement(s).

Form C – Supplies, Materials & Equipment Cost.

(a)Supplies & Materials Cost. The KICS contractor may procure supplies and materials that will be consumed or expended in performing the contract, such as raw and processed materials, assemblies, components, purchased parts, stock replenishment items, non-stock items, photography supplies, office supplies, small tools, etc. The nature and quantity of these items would not be expected to vary with the Offeror's planned approach to performing the work. Therefore, for proposal preparation and evaluation purposes, Offerors shall include in the proposed cost, the Government estimate for the following, and assume an escalation rate of 3.5% for GFY's 06 – 08:

Supplies & Materials	GFY 04 (9 mos.)	GFY 05
Basic Requirements	$75,000	$178,500
Task Order– Specialized Services*	$10,000	$30,000

*Costs directly related to performance of IDIQ Task Orders for Specialized Services (CLIN 0003), identified in PWS 5.0.

(b) Equipment Cost. Identify the type and amount of equipment planned to be charged direct and dedicated for use on this contract. Separately identify the cost of hardware and software licenses and maintenance agreements, as well as all hardware, software, calibration and heavy equipment maintenance costs. Include in supporting information, the type(s), quantity, unit cost, basis of estimate, planned source, and method(s) of acquisition (lease or purchase) for all proposed equipment purchases. The contractor will be required to provide sustaining engineering for system equipment during the period of performance. **Ensure that the estimated equipment cost on Form C includes the cost of planned replacement, upgrade and**

refreshment of GFP associated with "In-Family" sustaining engineering (i.e. form, fit and function) and excludes all costs of equipment associated with "Out-of-Family" sustaining engineering, which are subject to funding availability. (Ref PWS 4.1.1 and 4.1.3).

Form D - Subcontract Cost. Identify the planned source(s) of services that will be obtained from subcontractors, affiliates and other outside sources, the type of subcontract contemplated, and the estimated amount in each GFY. A separate and complete cost proposal package, including detailed cost information, is required from each team member and subcontractor entity whose contract is cost-reimbursable. Prime Offerors are required to conduct cost or price analyses to establish the reasonableness of the proposed subcontract amounts and include a brief summary of the results of these analyses in the supporting information.

Form E - Other Direct Costs. Identify the type and amount in each GFY of other direct costs to be charged directly to the contemplated contract. The KICS contractor personnel may be required to provide the following items during contract performance, however, the nature and quantity of these items would not be expected to vary with the Offeror's planned approach to performing the work. For proposal preparation and evaluation purposes, Offerors shall include the Government estimate for the following, and assume an annual escalation rate of 3.5% for GFY's 06-08.

Other Direct Costs	GFY 04 (9 mos.)	GFY 05
Travel	$262,500	$415,000
Task Order– Specialized Services*	$25,000	$51,750

*Costs directly related to performance of IDIQ Task Orders for Specialized Services (CLIN 0003), identified in PWS 5.0.

Also identify the type and amount of other items that will be required during contract performance, such as the cost of training, licenses and certifications, relocation, recruitment, vehicles, and any other direct cost items. Include a brief description of the items, quantities, unit costs, basis of estimate, geographical locations, and other descriptive data pertaining to the items.

Form F – Burden/Indirect Expense Pool(s). Submit a Form F displaying the composition of each burden and indirect expense pool proposed and indirect rate developed, based on the Offeror's fiscal year and in accordance with its normal and/or approved estimating and accounting practices. A separate form is to be submitted, as applicable for the burden/indirect expense pools listed below. List the elements of each pool, amount of each element, base, rate, and method of allocating the cost to the KICS contract. To facilitate uniform evaluation of proposals, proposed pricing indirect rates are also required to be stated on a Government Fiscal Year (GFY) basis. Disclose on Form F a reconciliation of the Offeror's Fiscal Year rate(s) with the rate(s) used on Form A in projecting costs by GFY.

Attachment J-6: Indefinite Delivery/Indefinite Quantity Pricing Schedules. The unit prices proposed on Forms G, H, and I, as well as unit prices for additional telephone and DOD Technical multi-media support, will be included in the KICS contract on Attachment J-6, IDIQ Pricing Schedules. The following Schedules for CLIN's 0003 through 0006 are required to be submitted by the Prime Offeror in the formats provided. A uniform structure for identifying each CLIN, Sub-CLIN and Item on the Pricing Schedules is outlined in Attachment J-6.

CLIN 0003 – Catalog of Specialized Services: Submit an Attachment J-6 for CLIN 0003 and insert the fixed price per hour which would be applicable in each GFY for the services described in PWS 5.0. Ensure the unit prices on Form G reconcile with the prices in this Attachment.

CLIN 0004 – Catalog of Products & Services – Administrative Telephones: PWS 4.2.5 contains a requirement for the KICS contractor to furnish standard and optional Administrative Telephone Products and Services. Submit an Attachment J-6 for CLIN 0004 for each GFY. A listing of each item is displayed on the Attachment Form. Insert the fixed price per month for the Base/Standard Seat and optional services that would be applicable in each GFY. The unit price of items not included in the Base/Standard Seat Configuration shall be stated as a net price adjustment to the Standard Configuration base price. Ensure the unit prices for items on Form H reconcile with the prices in this Attachment.

CLIN 0005 - Catalog of Products & Services – DOD Technical Multi-Media Support: Submit an Attachment J-6 for CLIN 0005. A listing for each item is displayed on the Attachment Form. Insert the fixed price per unit that would be applicable in each GFY for the products and services described in PWS 4.2.2.5. Ensure the unit prices of items on Form I reconcile with the prices in this Attachment.

CLIN 0006 – Catalog of Products & Services – DOD Technical Multi-Media Support Additional Products: PWS section 4.2.2.5 also contains a requirement for the KICS contractor to furnish additional Motion Picture, Still Camera and Video Camera Products to DOD. Submit an Attachment J-6 for each SubCLIN of CLIN 0006. Insert the base fixed price per unit that would be applicable in each GFY, and the price adjustment, increase (+$) or decrease (-$), which will be applicable to the base prices for 2-hour and 24-hour accelerated deliveries and quantity discounts for more than 9 units ordered. The offeror will identify any items on the list that are not available in its product line, and may propose additional items that will be made available by the KICS contractor.

techniques, business practices or work control processes which satisfy contract requirements; how the overall management approach reflects upon flexibility, responsiveness, and customer satisfaction and the overall goal of improving products and services and modernizing the KSC infrastructure; strategies, division of responsibility, internal controls; and how the proposed management approach will assure timely response and action on requests to work problems, support sustaining engineering, implementing maintenance and provide new services as required.

The Offeror's approach to ensure the missions and goals of multiple programs and projects while including the daily/hourly real-time changes in the operations described in Attachment J-1, Section 4.0 will be evaluated.

Phase-In Approach

The Offeror's proposed approach for Phase-In will be evaluated. The proposed Phase-In period shall not exceed 90 days. Elements to be evaluated include: Phase-In staffing; planned management team; government statusing, approaches to ensure non-interruption of existing services and support; completeness of planning; employee badging, training, reasonableness of approach to assume existing contract responsibility; required interactions, as well as justification for these interactions with incumbent and NASA. The Phase-In period weekly staffing projections, level of communication with the government and estimated schedule will be evaluated. Identification of anticipated problems and issues, as well as associated techniques for mitigating these impacts, will also be evaluated.

Financial Management

Proposed financial management system, structure, and capabilities will be evaluated for completeness with respect to interfaces, cost tracking, timeliness and appropriateness.

The government will evaluate the approach to development of the 5-year Technical and Cost Plan (DRD M-2) for clarity and to judge the offeror's understanding of the contract requirements, objectives, vision, and how it will allow the government to reap the associated benefits in terms of efficiency and costs. The organization of the plan including the level of attention given to O&M, sustaining engineering including replacement of obsolete or inefficient systems and equipment, and ID/IQ activities will be evaluated for completeness and clarity. The process being proposed to develop, coordinate, and gain government approval of the plan will be evaluated for completeness and clarity. The description of the analysis that will support the justification for proposed work and provide the basis for the associated cost estimates will be evaluated for completeness and appropriateness. The description of how the plan will be developed to provide a clear understanding of the proposed work and a clear understanding of the associated costs to judge the clarity and ease-of use of the proposed product. The approach to translating the plan contents into a form that can be directly submitted into each program's Program Operating Plan (POP) will be evaluated to judge the appropriateness of the process, the completeness and clarity of the proposed product as

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WASHINGTON D.C. 20210

William W.Gross
Director

Division of
Wage Determinations

Wage Determination No.: 1994-2118
Revision No.: 17
Date Of Last Revision: 05/16/2002

State: Florida

Area: Florida Counties of Brevard, Indian River

Fringe Benefits Required Follow the Occupational Listing

OCCUPATION TITLE	MINIMUM WAGE RATE
Administrative Support and Clerical Occupations	
Accounting Clerk I	10.76
Accounting Clerk II	12.36
Accounting Clerk III	14.60
Accounting Clerk IV	18.43
Court Reporter	12.94
Dispatcher, Motor Vehicle	12.43
Document Preparation Clerk	9.81
Duplicating Machine Operator	9.81
Film/Tape Librarian	11.91
General Clerk I	9.08
General Clerk II	10.22
General Clerk III	10.98
General Clerk IV	12.33
Housing Referral Assistant	14.77
Key Entry Operator I	9.36
Key Entry Operator II	11.08
Messenger (Courier)	8.98
Order Clerk I	9.03
Order Clerk II	12.36
Personnel Assistant (Employment) I	10.43
Personnel Assistant (Employment) II	11.74
Personnel Assistant (Employment) III	12.36
Personnel Assistant (Employment) IV	15.16
Production Control Clerk	15.83
Rental Clerk	10.99
Scheduler, Maintenance	12.43
Secretary I	12.43
Secretary II	13.67
Secretary III	14.77
Secretary IV	16.80
Secretary V	18.50
Service Order Dispatcher	11.30
Stenographer I	10.97
Stenographer II	11.76
Supply Technician	16.80
Survey Worker (Interviewer)	12.94
Switchboard Operator-Receptionist	9.05
Test Examiner	13.67
Test Proctor	13.67
Travel Clerk I	9.55
Travel Clerk II	10.34
Travel Clerk III	10.66
Word Processor I	10.20
Word Processor II	11.44

Word Processor III	12.79
Automatic Data Processing Occupations	
Computer Data Librarian	11.16
Computer Operator I	13.03
Computer Operator II	14.18
Computer Operator III	15.89
Computer Operator IV	17.45
Computer Operator V	19.46
Computer Programmer I (1)	17.77
Computer Programmer II (1)	21.29
Computer Programmer III (1)	25.73
Computer Programmer IV (1)	28.45
Computer Systems Analyst I (1)	21.79
Computer Systems Analyst II (1)	25.63
Computer Systems Analyst III (1)	27.62
Peripheral Equipment Operator	11.29
Automotive Service Occupations	
Automotive Body Repairer, Fiberglass	16.49
Automotive Glass Installer	15.00
Automotive Worker	15.00
Electrician, Automotive	15.86
Mobile Equipment Servicer	13.54
Motor Equipment Metal Mechanic	16.49
Motor Equipment Metal Worker	15.00
Motor Vehicle Mechanic	16.49
Motor Vehicle Mechanic Helper	12.74
Motor Vehicle Upholstery Worker	14.48
Motor Vehicle Wrecker	15.00
Painter, Automotive	15.76
Radiator Repair Specialist	15.00
Tire Repairer	13.08
Transmission Repair Specialist	16.49
Food Preparation and Service Occupations	
Baker	11.11
Cook I	10.11
Cook II	11.11
Dishwasher	7.82
Food Service Worker	7.82
Meat Cutter	11.38
Waiter/Waitress	8.47
Furniture Maintenance and Repair Occupations	
Electrostatic Spray Painter	15.76
Furniture Handler	12.39
Furniture Refinisher	15.76
Furniture Refinisher Helper	12.74
Furniture Repairer, Minor	14.28
Upholsterer	15.76
General Services and Support Occupations	
Cleaner, Vehicles	7.82
Elevator Operator	8.99
Gardener	10.11
House Keeping Aid I	7.82
House Keeping Aid II	9.74
Janitor	8.99
Laborer, Grounds Maintenance	8.47
Maid or Houseman	7.02
Pest Controller	12.25
Refuse Collector	8.99
Tractor Operator	9.87
Window Cleaner	9.74
Health Occupations	
Dental Assistant	11.77
Emergency Medical Technician (EMT)/Paramedic/Ambulance Driver	12.02
Licensed Practical Nurse I	10.51
Licensed Practical Nurse II	11.80

Licensed Practical Nurse III	13.21
Medical Assistant	10.73
Medical Laboratory Technician	11.80
Medical Record Clerk	12.34
Medical Record Technician	12.93
Nursing Assistant I	8.45
Nursing Assistant II	9.50
Nursing Assistant III	10.36
Nursing Assistant IV	11.64
Pharmacy Technician	11.63
Phlebotomist	11.80
Registered Nurse I	15.99
Registered Nurse II	19.56
Registered Nurse II, Specialist	19.56
Registered Nurse III	23.68
Registered Nurse III, Anesthetist	23.68
Registered Nurse IV	28.37
Information and Arts Occupations	
Audiovisual Librarian	19.30
Exhibits Specialist I	16.21
Exhibits Specialist II	19.30
Exhibits Specialist III	21.10
Illustrator I	16.22
Illustrator II	19.30
Illustrator III	21.10
Librarian	20.37
Library Technician	12.44
Photographer I	12.81
Photographer II	15.50
Photographer III	18.45
Photographer IV	20.18
Photographer V	22.30
Laundry, Dry Cleaning, Pressing and Related Occupations	
Assembler	7.18
Counter Attendant	7.18
Dry Cleaner	8.36
Finisher, Flatwork, Machine	7.18
Presser, Hand	7.18
Presser, Machine, Drycleaning	7.18
Presser, Machine, Shirts	7.18
Presser, Machine, Wearing Apparel, Laundry	7.18
Sewing Machine Operator	8.89
Tailor	9.42
Washer, Machine	7.29
Machine Tool Operation and Repair Occupations	
Machine-Tool Operator (Toolroom)	15.76
Tool and Die Maker	18.73
Material Handling and Packing Occupations	
Forklift Operator	11.20
Fuel Distribution System Operator	14.48
Material Coordinator	16.43
Material Expediter	16.43
Material Handling Laborer	7.60
Order Filler	11.67
Production Line Worker (Food Processing)	12.68
Shipping Packer	10.57
Shipping/Receiving Clerk	11.03
Stock Clerk (Shelf Stocker; Store Worker II)	12.62
Store Worker I	9.52
Tools and Parts Attendant	14.66
Warehouse Specialist	14.58
Mechanics and Maintenance and Repair Occupations	
Aircraft Mechanic	18.14
Aircraft Mechanic Helper	12.74
Aircraft Quality Control Inspector	17.76

Aircraft Servicer	14.28
Aircraft Worker	15.00
Appliance Mechanic	15.76
Bicycle Repairer	13.08
Cable Splicer	16.49
Carpenter, Maintenance	15.76
Carpet Layer	15.19
Electrician, Maintenance	16.49
Electronics Technician, Maintenance I	19.66
Electronics Technician, Maintenance II	24.69
Electronics Technician, Maintenance III	27.74
Fabric Worker	14.28
Fire Alarm System Mechanic	16.49
Fire Extinguisher Repairer	13.54
Fuel Distribution System Mechanic	16.49
General Maintenance Worker	16.50
Heating, Refrigeration and Air Conditioning Mechanic	16.49
Heavy Equipment Mechanic	16.49
Heavy Equipment Operator	16.49
Instrument Mechanic	16.49
Laborer	11.04
Locksmith	15.76
Machinery Maintenance Mechanic	16.49
Machinist, Maintenance	17.68
Maintenance Trades Helper	12.74
Millwright	17.28
Office Appliance Repairer	15.76
Painter, Aircraft	15.97
Painter, Maintenance	15.76
Pipefitter, Maintenance	16.49
Plumber, Maintenance	15.76
Pneudraulic Systems Mechanic	16.49
Rigger	16.49
Scale Mechanic	15.00
Sheet-Metal Worker, Maintenance	16.49
Small Engine Mechanic	15.00
Telecommunication Mechanic I	18.14
Telecommunication Mechanic II	18.96
Telephone Lineman	16.49
Welder, Combination, Maintenance	16.49
Well Driller	16.49
Woodcraft Worker	16.49
Woodworker	13.54
Miscellaneous Occupations	
Animal Caretaker	9.00
Carnival Equipment Operator	11.35
Carnival Equipment Repairer	11.62
Carnival Worker	7.82
Cashier	7.16
Desk Clerk	7.52
Embalmer	17.93
Lifeguard	9.42
Mortician	18.67
Park Attendant (Aide)	11.84
Photofinishing Worker (Photo Lab Tech., Darkroom Tech)	8.68
Recreation Specialist	14.12
Recycling Worker	12.03
Sales Clerk	9.16
School Crossing Guard (Crosswalk Attendant)	8.68
Sport Official	8.24
Survey Party Chief (Chief of Party)	13.10
Surveying Aide	8.68
Surveying Technician (Instr. Person/Surveyor Asst./Instr.)	11.91
Swimming Pool Operator	12.22
Vending Machine Attendant	12.03

Vending Machine Repairer	14.05
Vending Machine Repairer Helper	12.03
Personal Needs Occupations	
Child Care Attendant	7.32
Child Care Center Clerk	10.48
Chore Aid	7.91
Homemaker	12.83
Plant and System Operation Occupations	
Boiler Tender	16.49
Sewage Plant Operator	15.76
Stationary Engineer	16.49
Ventilation Equipment Tender	12.74
Water Treatment Plant Operator	16.43
Protective Service Occupations	
Alarm Monitor	13.13
Corrections Officer	13.42
Court Security Officer	13.56
Detention Officer	13.42
Firefighter	13.83
Guard I	7.33
Guard II	12.94
Police Officer	16.08
Stevedoring/Longshoremen Occupations	
Blocker and Bracer	16.68
Hatch Tender	14.97
Line Handler	14.97
Stevedore I	16.17
Stevedore II	17.91
Technical Occupations	
Air Traffic Control Specialist, Center (2)	28.21
Air Traffic Control Specialist, Station (2)	19.46
Air Traffic Control Specialist, Terminal (2)	21.43
Archeological Technician I	12.68
Archeological Technician II	14.41
Archeological Technician III	17.61
Cartographic Technician	18.87
Civil Engineering Technician	15.58
Computer Based Training (CBT) Specialist/ Instructor	23.46
Drafter I	9.26
Drafter II	11.91
Drafter III	14.41
Drafter IV	17.15
Engineering Technician I	9.33
Engineering Technician II	11.99
Engineering Technician III	14.51
Engineering Technician IV	17.27
Engineering Technician V	18.89
Engineering Technician VI	20.88
Environmental Technician	17.45
Flight Simulator/Instructor (Pilot)	25.63
Graphic Artist	20.23
Instructor	21.12
Laboratory Technician	17.48
Mathematical Technician	16.84
Paralegal/Legal Assistant I	12.28
Paralegal/Legal Assistant II	16.61
Paralegal/Legal Assistant III	20.31
Paralegal/Legal Assistant IV	24.59
Photooptics Technician	16.84
Technical Writer	21.58
Unexploded (UXO) Safety Escort	17.93
Unexploded (UXO) Sweep Personnel	17.93
Unexploded Ordnance (UXO) Technician I	17.93
Unexploded Ordnance (UXO) Technician II	21.70
Unexploded Ordnance (UXO) Technician III	26.01

Weather Observer, Combined Upper Air and Surface Programs (3)	16.45
Weather Observer, Senior (3)	18.27
Weather Observer, Upper Air (3)	16.45
Transportation/ Mobile Equipment Operation Occupations	
Bus Driver	15.08
Parking and Lot Attendant	9.94
Shuttle Bus Driver	13.42
Taxi Driver	10.94
Truckdriver, Heavy Truck	14.89
Truckdriver, Light Truck	13.42
Truckdriver, Medium Truck	14.16
Truckdriver, Tractor-Trailer	14.89

ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

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

VACATION: 2 weeks paid vacation after 1 year of service with a contractor or success weeks after 5 years, 4 weeks after 15 years, and 5 weeks after 20 years. Length of includes the whole span of continuous service with the present contractor or success wherever employed, and with the predecessor contractors in the performance of simila at the same Federal facility. (Reg. 29 CFR 4.173)

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

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

1) Does not apply to employees employed in a bona fide executive, administrative, o professional capacity as defined and delineated in 29 CFR 541. (See CFR 4.156)

2) APPLICABLE TO AIR TRAFFIC CONTROLLERS ONLY - NIGHT DIFFERENTIAL: An employee is entitled to pay for all work performed between the hours of 6:00 P.M. and 6:00 A.M. rate of basic pay plus a night pay differential amounting to 10 percent of the rate basic pay.

3) WEATHER OBSERVERS - NIGHT PAY & SUNDAY PAY: If you work at night as part of a r tour of duty, you will earn a night differential and receive an additional 10% of ba for any hours worked between 6pm and 6am. If you are a full-time employed (40 hours week) and Sunday is part of your regularly scheduled workweek, you are paid at your basic pay plus a Sunday premium of 25% of your basic rate for each hour of Sunday wo which is not overtime (i.e. occasional work on Sunday outside the normal tour of dut considered overtime work).

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

A 4 percent differential is applicable to employees employed in a position that repr a low degree of hazard when working with, or in close proximity to ordance, (or empl possibly adjacent to) explosives and incendiary materials which involves potential i

such as laceration of hands, face, or arms of the employee engaged in the operation, irritation of the skin, minor burns and the like; minimal damage to immediate or adj work area or equipment being used. All operations involving, unloading, storage, an hauling of ordance, explosive, and incendiary ordnance material other than small arm ammunition. These differentials are only applicable to work that has been specifica designated by the agency for ordance, explosives, and incendiary material differenti

** UNIFORM ALLOWANCE **

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

The contractor or subcontractor is required to furnish all employees with an adequat number of uniforms without cost or to reimburse employees for the actual cost of the uniforms. In addition, where uniform cleaning and maintenance is made the responsib of the employee, all contractors and subcontractors subject to this wage determinati shall (in the absence of a bona fide collective bargaining agreement providing for a different amount, or the furnishing of contrary affirmative proof as to the actual c reimburse all employees for such cleaning and maintenance at a rate of $3.35 per wee $.67 cents per day). However, in those instances where the uniforms furnished are m "wash and wear" materials, may be routinely washed and dried with other personal gar and do not require any special treatment such as dry cleaning, daily washing, or com laundering in order to meet the cleanliness or appearance standards set by the terms Government contract, by the contractor, by law, or by the nature of the work, there requirement that employees be reimbursed for uniform maintenance costs.

** NOTES APPLYING TO THIS WAGE DETERMINATION **

Source of Occupational Title and Descriptions:

The duties of employees under job titles listed are those described in the "Service Contract Act Directory of Occupations," Fourth Edition, January 1993, as amended by Third Supplement, dated March 1997, unless otherwise indicated. This publication ma obtained from the Superintendent of Documents, at 202-783-3238, or by writing to the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402 Copies of specific job descriptions may also be obtained from the appropriate contra officer.

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

Conformance Process:

The contracting officer shall require that any class of service employee which is no listed herein and which is to be employed under the contract (i.e., the work to be performed is not performed by any classification listed in the wage determination), classified by the contractor so as to provide a reasonable relationship (i.e., appro level of skill comparison) between such unlisted classifications and the classificat listed in the wage determination. Such conformed classes of employees shall be paid monetary wages and furnished the fringe benefits as are determined. Such conforming process shall be initiated by the contractor prior to the performance of contract wo such unlisted class(es) of employees. The conformed classification, wage rate, and/ fringe benefits shall be retroactive to the commencement date of the contract. {See 4.6 (C)(vi)} When multiple wage determinations are included in a contract, a separa 1444 should be prepared for each wage determination to which a class(es) is to be conformed.

The process for preparing a conformance request is as follows:

1) When preparing the bid, the contractor identifies the need for a conformed occupa and computes a proposed rate).

2) After contract award, the contractor prepares a written report listing in order p classification title), a Federal grade equivalency (FGE) for each proposed classification), job description), and rationale for proposed wage rate), including information regarding the agreement or disagreement of the authorized representative employees involved, or where there is no authorized representative, the employees themselves. This report should be submitted to the contracting officer no later tha days after such unlisted class(es) of employees performs any contract work.

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

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

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

6) The contractor informs the affected employees.

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

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

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT ID CODE	PAGE	OF	PAGES
	1		6

2. AMENDMENT/MODIFICATION NO.	3. EFFECTIVE DATE	4. REQUISITION/PURCHASE REQ. NO.	5. PROJECT NO. *(If applicable)*
Three (3)	5/7/2003	4200006563	

6. ISSUED BY CODE 210.H

NASA Goddard Space Flight Center
Headquarters Procurement Office
Greenbelt, MD 20771

7. ADMINISTERED BY *(If other than Item 6)* CODE

8. NAME AND ADDRESS OF CONTRACTOR *(No. Street, county, State and ZIP: Code)*

CODE FACILITY CODE

(4)

9A. AMENDMENT OF SOLICITATION NO.
03-HAW-001

9B. DATED *(SEE ITEM 11)*
April 9, 2003

10A. MODIFICATION OF CONTRACT/ORDER NO.

10B. DATED *(SEE ITEM 13)*

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

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

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:

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

12. ACCOUNTING AND APPROPRIATION DATA *(If required)*

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

(4)

A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: *(Specify authority)* THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.

B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES *(such as changes in paying office, appropriation date, etc.)* SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).

C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:

D. OTHER Specify type of modification and authority)

E. IMPORTANT: Contractor ☐ is not, ☒ is required to sign this document and return __5__ copies (See Block 14)

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

The contractor shall provide 5 signed copies of this Amendment to the proposal delivery address(es) specified in Block L.16 of this solicitation.

This amendment to the solicitation RFP-03-HAW-001 for the Space Mission Communications and Data Services (SMCDS) incorporates the following changes: See Pages Two through Six.

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

15A. NAME AND TITLE OF SIGNER *(Type or print)*		16A. NAME AND TITLE OF CONTRACTING OFFICER *(Type or print)*	
		Michelé Hull, Contracting Officer	
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA	16C. DATE SIGNED
(Signature of person authorized to sign)		BY *(Signature of Contracting Officer)*	5/7/2003

1. SMCDS RFP (Applies to all work packages), Section L, Provision L.3, CROSSCUTTING PROPOSAL, paragraph 4, is hereby amended as follows:

FROM: "4. Format: Crosscutting proposals must be submitted as a change from the stand-alone proposals and must be in a separate volume. The offeror shall reference the affected section of their stand-alone proposal and describe the specific cross cutting differences that they are proposing. Offerors must provide clear and compelling rationale supporting the Crosscutting approach. Changes to the technical proposal shall include from/to change language that includes the stand-alone proposal and the revised language for the cross cutting proposal. Changes to the cost proposal shall include the exact change, the impact the change has on total cost/price, and any supporting explanation. Submission of crosscutting proposals is limited to the information required to support the cost and technical delta and does not require resubmission of the entire stand-alone proposal.

(End of Text)"

TO: "Offerors shall submit a description of the changes as well as "from/to" changes of the stand-alone proposals and identify all proposed changes in the Crosscutting proposal that will generate the synergy and cost savings. This section must clearly describe the proposed changes that offer a credible synergistic approach to NASA. Changes to the cost proposal shall include the exact change, the impact the change has on total cost/price, and any supporting explanation. Crosscutting proposals must be submitted as a change from the stand-alone proposals and must be in a separate volume. Offerors must provide clear and compelling rationale supporting the Crosscutting approach. Changes to the technical proposal shall include from/to change language that includes the stand-alone proposal and the revised language for the cross cutting proposal. The requirement to provide "from/to change" is for offerors to clearly indicate where the Crosscutting proposal represents a change to each stand-alone proposal. The stand-alone proposals must be marked clearly to delineate changes, deletions and additions that would occur as a result of the Crosscutting proposal. The conventions used to mark the stand-alone proposals should be easy to identify and understand.

(End of Text)"

2. SMCDS RFP (Applies to all work packages), Section L, Provision L.10, PROPOSAL PAGE LIMITATIONS, paragraph 2.Crosscutting Proposals, a. Technical/Mission Suitability Proposal, is hereby amended as follows:

FROM: "Pages are limited to 25% of the cumulative stand-alone pages (if applicable, round up to the nearest whole page) established for the stand-alone proposal volume."

TO: "Pages are limited to 25% of the cumulative stand-alone pages (if applicable, round up to the nearest whole page) established for the stand-alone proposal volume. The page limitation of 25% applies to the discussion of a crosscutting approach that demonstrates how the Crosscutting proposal would provide a meaningful benefit over and above the stand-alone individual proposals and, therefore, would be most advantageous to NASA on an Agency wide basis. The overall page limitation is calculated on the potential that offerors may need to resubmit their entire mission suitability proposals, as submitted for the stand-alone portion of this RFP, revised to reflect the crosscutting approach ("from/to" changes in all stand-alone proposals). However, the "from/to" changes should be limited to only those technical areas that require changes to implement the Crosscutting approach. Offeror's may include additional proposal text if it aides to clarify the crosscut proposal section and does not exceed the maximum allowed number

of pages. Offerors should not include additional pages as "from/to" changes that only supplement a base proposal's technical approach and are unnecessary for the Crosscutting approach."

3. SMCDS MSFC UNITeS Section L, Provision L.13(UNITeS) Cost/Price Proposal Instructions, Part 5, Computerized Input Instructions, Page A-28, is hereby amended as follows:

The following paragraphs are deleted in their entirety:

"The fifth file identifier refers to the RFP form on which the data are contained. The applicable alphabetic letter (A through M) will be used for these spaces in the filename.

The sixth file identifier refers to the number of the forms if more than one form exists."

4. SMCDS GSFC MOMS Section L, provision L.12 (MOMS) Technical/Mission Suitability Proposal Instructions, Subfactor B – Management Approach & Compensation. The following requirement has been added into the paragraph addressing the Phase-in plan on page 6, and is hereby amended as follows:

"q) Operations and mission critical support for information Services and Mission Operations Communications."

5. SMCDS GSFC MOMS Section L, provision L.12 (MOMS) Technical/Mission Suitability Proposal Instructions, Subfactor B – Management Approach & Compensation. The following requirement is hereby amended as follows:

FROM: "Your phase-in plan shall clearly demonstrate an ability to assume full contract responsibility on the effective date of the contract."

TO: "Your phase-in plan shall clearly demonstrate an ability to assume full contract responsibility at the end of the phase in period."

6. SMCDS GSFC MOMS, Section M, provision M.5, (MOMS) Cost/Price Evaluation Factor, is hereby amended as follows:

FROM: "Probable cost will be presented as the total of probable cost amounts for each Representative Task"

TO: "Probable cost will be presented as the total of probable cost amounts for each Representative Task utilizing the offeror proposed ceiling rates."

7. SMCDS GSFC MOMS, Attachment H, DD Form 254, Contract Security Classification Specification, Item #14. Additional Security Requirements and/or Guidance, is hereby amended as follows:

The following is deleted in its entirety:

"A Defense Courier Service account is requested; designated contractor employees are authorized to courier classified material up to and including SECRET COMSEC/CRYPTO in accordance with the NISPOM."

8. SMCDS GSFC MOMS Section J, Attachment A, Statement of Work, is hereby amended as follows:

FROM: "6.6 Technical Control and Data Switching Service

6.6.1 Technical Control and Data Switching Service Operations
6.6.1.1 Technical Control and Data Switching Service Configuration
6.6.1.2 Technical Control and Data Switching Service Fault Isolation
6.6.1.3 Technical Control and Data Switching Service Circuit Monitoring

Technical Control and Data Switching Service Technical Management

Technical Control and Data Switching Service Mission Critical Operations"

TO: "6.6 Technical Control and Data Switching Service

6.6.1 Technical Control and Data Switching Service Operations
6.6.1.1 Technical Control and Data Switching Service Configuration
6.6.1.2 Technical Control and Data Switching Service Fault Isolation
6.6.1.3 Technical Control and Data Switching Service Circuit Monitoring

6.6.2 Technical Control and Data Switching Service Technical Management

6.6.3 Technical Control and Data Switching Service Mission Critical Operations"

9. SMCDS GSFC MOMS Section J, Attachment A, Statement of Work, is hereby amended as follows:

FROM: "2.3.3 Level Zero Processing (as an integrated function in the Mission Operations Center)"

TO: "2.2.3 Level Zero Processing (as an integrated function in the Mission Operations Center)"

10. SMCDS GSFC MOMS Section L, provision L.16 (MOMS) PROPOSAL MARKING AND DELIVERY is hereby amended as follows:

FROM: "(1) Hand Delivery. The following instructions apply should an Offeror elect to personally deliver its proposal. Offerors intending to personally deliver proposals shall contact the Contracting Officer, Carlos R. McKenzie, Jr. at (301) 286-0599, email: Carlos.R.Mckenzie@nasa.gov at least two days before intended delivery to make an appointment for delivery of proposals. In accordance with security procedures, all proposals must initially be delivered to the Goddard Space Flight Center, Greenbelt, Maryland, Building #16W Loading Dock (entrance on Soil Conservation Road, approximately two blocks north of Greenbelt Rd.) where they will receive a mandatory inspection prior to being delivered to bid room personnel. Building #16W - Loading Dock hours are 8:00 AM to 3:00 PM, Monday through Friday, except Government Holidays. After inspection in Building #16W, proposals must be delivered to the Bid Room in **Room #S35 of Building 25** by the Offeror. Individuals personally delivering proposals to the Bid Room must be escorted by GSFC personnel. Offerors who intend to hand-deliver proposals should plan on arriving, a minimum of one hour prior to the designated delivery time in Block 9 of the Standard Form 33 to allow for proposal inspection. Late proposals will be treated in accordance with the provisions of FAR Clause 52.215-1 entitled "INSTRUCTIONS TO OFFERORS--COMPETITIVE ACQUISITION".

(2) External Marking

[PLEASE NOTE THE ADDITIONAL MARKING REQUIREMENTS IN (ii) IF A COMMERCIAL DELIVERY SERVICE IS USED]

(i) The required mailing address/external marking for proposals is as follows:

"NASA
Goddard Space Flight Center
Greenbelt, MD 20771
Attention: Bid Room, Code 210
Building #25, Room S35
RFP 03-HAW-001(MOMS)
PROPOSAL--DELIVER UNOPENED"

(ii) If the proposal is to be delivered by a commercial delivery service such as United Parcel Service, Federal Express, DHL, Purolator, etc., place the following on the outside of the carrier's envelope or package cover: (Offeror must complete fill-in's appropriately)

Same information in (i) above and--

"COMMERCIAL DELIVERY PERSONNEL: THIS PROPOSAL MUST BE HAND CARRIED DIRECTLY TO THE BUILDING #16W LOADING DOCK, AND RECEIVED NO LATER THAN 1:00PM, **May 27, 2003**. THE BUILDING #16W LOADING DOCK IS OPEN FOR DELIVERY OF PROPOSALS FROM 8:00 AM TO 3:00 PM, MONDAY THROUGH FRIDAY, EXCEPT GOVERNMENT HOLIDAYS."

(End of Provision)"

TO: "**1. External Marking of Proposal Package(s)**

[PLEASE NOTE THE ADDITIONAL MARKING REQUIREMENTS IF A COMMERCIAL DELIVERY SERVICE IS USED]

The required mailing address/external marking for proposals is as follows:

"Goddard Space Flight Center
Greenbelt, MD 20771
Attention: Bid Room, Code 210
Building 25, Room S-35
RFP 03-HAW-001 (MOMS)
PROPOSAL--DELIVER UNOPENED"

If the proposal is to be delivered by a commercial delivery Service, such as United Parcel Service, Federal Express, DHL, Purolator, etc., place the following additional information on the outside of the carrier's envelope or package cover: (Offeror must complete fill-in's appropriately.)

"COMMERCIAL DELIVERY PERSONNEL: THIS PROPOSAL MUST BE TAKEN TO THE BUILDING 16W SHIPPING AND RECEIVING DOCK. THE BUILDING 16W SHIPPING AND RECEIVING DOCK IS OPEN FROM 7:30 AM TO 3:30 PM, MONDAY THROUGH FRIDAY, EXCEPT GOVERNMENT HOLIDAYS. AFTER THE SECURITY SCREENING OF THE PROPOSAL IS COMPLETED, THE PROPOSAL PACKAGE(S) MUST BE TAKEN TO THE GSFC BID ROOM, BUILDING 25, ROOM S-35, NO LATER THAN (OFFEROR—ENTER DATE AND TIME)"

2. Security Screening

All proposal deliveries to the GSFC Bid Room MUST be through the Goddard Space Flight Center, Greenbelt, Maryland, Building 16W, Shipping and Receiving dock (entrance on Soil Conservation Road, approximately two blocks north of Greenbelt Rd.). A security screening of proposal package(s) will be conducted. The 16W Receiving Dock hours are 7:30 AM to 3:30 PM, Monday through Friday, except Government Holidays.

3. Designated Receiving Office

The designated receiving office for proposals is the Bid Room located on the premises of the Goddard Space Flight Center, Greenbelt, Maryland, in Building 25, Room S-35. After security screening, proposals must be received at the designated receiving office by the date and time stated on the solicitation face page. The Bid Room hours are 8:00AM to 4:00PM, Monday through Friday, except Government holidays.

4. Methods of Proposal Delivery

There are three suggested methods of delivery to the designated proposal receiving office:

Commercial Delivery Service
U.S. Postal Service Express Mail
Delivery by company employee or other individual agent

Regardless of the delivery method chosen, all proposal packages must be closed and sealed, as if for mailing.

Some commercial delivery services retain personnel that have unescorted access to GSFC for delivery purposes. However, it is the offeror's responsibility to ensure that the chosen delivery service delivers the proposal to the Bid Room by the required date and time.

If delivered by the U.S. Postal Service, proposals received with the morning Postal Service delivery at Building 16W, Shipping and Receiving, can be expected to be transported by the GSFC mail system to the Bid Room no later than noon the next work day. This transport time also applies to proposal delivery by company employees or other authorized agents of the offeror that do not have access to GSFC and cannot deliver beyond Building 16W. [Note: Access to the Center is controlled and persons without existing GSFC issued identification, passes, must make advance arrangements to take proposals to the Bid Room. Contact the Contracting Officer].

Non-U.S. citizens that do not have a "green card" will not be given access to the Goddard Space Flight Center for the purpose of proposal delivery."

(End of Provision)"

- END OF AMENDMENT THREE (3) -

L.3 CROSSCUTTING PROPOSAL

1. Description: A Crosscutting proposal is defined as a proposal on two or more work packages from the same prime offeror (subcontract team members are not eligible) that demonstrates a meaningful benefit over and above the stand-alone individual proposals and is most advantageous to NASA on an Agency wide basis. Crosscutting proposals are not considered to be alternate proposals as described in Alternate II of the clause at FAR 52.215-1, Instructions to Offerors - Competitive Acquisition. Alternate II to FAR 52.215-1 provides that "the Government reserves the right to amend the solicitation to allow all offerors an opportunity to submit revised proposals based on the revised requirements." Under this solicitation, however, offerors will not be given an opportunity to submit revised proposals based on suggestions in a Crosscutting proposal.

Offerors are not required to submit a Crosscutting proposal in order to propose on two or more work packages.

It is anticipated that Crosscutting proposals will be the mechanism whereby offerors can propose synergy by receiving award of two or more work packages. The concern in evaluating the Crosscutting proposals, therefore, will be to ensure that changes necessary to generate the synergy and cost savings do not substantially weaken the technical proposals submitted as part of the stand-alone proposal.

2. Trade Off/Best Value: NASA will be conducting a trade off/best value evaluation on each Crosscutting proposal it receives using the evaluation factors set forth for the respective work packages. The factors that NASA will use to evaluate the Crosscutting factors are: Cost, Mission Suitability, and Past Performance. In order for any synergy to be meaningful, the cost advantage must be realistic and well documented.

NASA will evaluate how the Crosscutting proposals affect the mission suitability of each work package in order to determine 1) whether a proposal is most advantageous to the agency using the evaluation factors in the respective work packages and 2) whether the approach in the Crosscutting proposal substantially weakens the Mission Suitability of the stand-alone proposals using the criteria below.

i. Mission Risk,
ii. Feasibility to NASA,
iii. Business Considerations,
iv. Management Complexity.

Mission Suitability for Crosscutting proposals will not be point scored at the Agency level.

Past performance is the final evaluation factor NASA will use to assess the Crosscutting proposals. NASA will carry over the past performance ratings from the applicable stand-alone work package proposals included in the Crosscutting proposal.

3. Limitations: In order to submit a Crosscutting proposal, offerors are also required to submit a stand-alone proposal for each work package affected by its Crosscutting

proposal. Failure to submit stand-alone proposals will be a basis to eliminate the Crosscutting proposal from further consideration.

Other limitations on Crosscutting proposals are that offerors cannot propose:

i. A different type of contract than is in the solicitation,
ii. A different period of performance than the individual work packages,
iii. An approach that invalidates a small business set-aside or disregards small business subcontracting goals,
iv. A combined contract for two or more work packages across NASA Centers
v. A different type of systems architecture unless requested by a Work Package, or
vi. A fee structure that is inconsistent with Work Package fee limitations

The number of Crosscutting proposals offerors can submit is limited by the number of individual proposals an offeror submits and is best expressed by the following formula:

(maximum # of Crosscutting proposals) = (# of work packages proposed) – 1

For example, if an offeror proposes on two work packages, then it will only be able to submit one Crosscutting proposal.

4. Format: **Offerors shall submit a description of the changes as well as "from/to" changes of the stand-alone proposals and identify all proposed changes in the Crosscutting proposal that will generate the synergy and cost savings. This section must clearly describe the proposed changes that offer a credible synergistic approach to NASA. Changes to the cost proposal shall include the exact change, the impact the change has on total cost/price, and any supporting explanation. Crosscutting proposals must be submitted as a change from the stand-alone proposals and must be in a separate volume. Offerors must provide clear and compelling rationale supporting the Crosscutting approach. Changes to the technical proposal shall include from/to change language that includes the stand-alone proposal and the revised language for the cross cutting proposal. The requirement to provide "from/to change" is for offerors to clearly indicate where the Crosscutting proposal represents a change to each stand-alone proposal. The stand-alone proposals must be marked clearly to delineate changes, deletions and additions that would occur as a result of the Crosscutting proposal. The conventions used to mark the stand-alone proposals should be easy to identify and understand.**

(End of Text)

L.10 PROPOSAL PAGE LIMITATIONS

1. Stand Alone Work Package Proposals

There are no specific page limitations for the contract volume documentation or the cost proposal. The cost proposal is strictly limited to cost and price information. Information that can be construed as belonging in one of the other sections of the proposal will be so construed and counted against that section's page limitation. Each past performance proposal is limited to 40 pages (excluding questionnaire responses). The following page limitations are established for each technical/mission suitability proposal submitted in response to this solicitation. Title pages, acronym lists, and tables of contents are excluded from the page limit for each proposal.

Work Package	**Tech. Prop. Page Limit**	**Additional Exclusions/Exceptions to Page Limits (these items are excluded from page limits unless a separate limit is specified)**
GSFC NENS	200	1. Mission Suitability Subfactor A - Draft QA Plan, Draft WSC Security Officer Manual (DRD #2.3.2-a), and Draft IT Security Documents 2. Mission Suitability Subfactor B – Phase-In Plan (50 Page Max) 3. Mission Suitability Subfactor C - Position Qualifications, Résumés, Total Compensation Plan, and Small Business Subcontracting Plan 4. Mission Suitability Subfactor D - Safety and Health Plan 5. Mission Suitability Subfactor E - SDB Program Participation 6. Security Management Plan 7. Quality Assurance Plan
GSFC MOMS	200 (includes SOW/RTOs)	1. Position Descriptions (max 1 page per labor category) 2. Total Professional Employee's Compensation Plan 3. Small Business Subcontracting Plan 4. Mission Suitability Subfactor C - Safety and Health 5. Mission Suitability Subfactor D - Small Disadvantaged Business (SDB) Participation Program 6. Cost Volume BOE (35 Page Max) 7. Phase-In Plan (50 Page Max)
KSC KICS	125	1.Key personnel résumés, key position descriptions, organizational charts 2. Draft IT Security Plan per DRD M-5 (10 page Max) 3. Draft Safety and Health Plan per DRD SHE-1 (15 page Max) 4. Case Scenario Responses (40 Page Max) 5. Phase-In Plan (20 Page Max) 6. Draft Risk Management Plan per DRD M-9 (10 Page Max) 7. WBS Staffing plan including narratives
MSFC HOSC	150	1. Key Personnel position descriptions, Résumés, and Job Description/ Qualification forms 2. Draft Safety and Health Plan (15 Page Max) 3. Phase-In Plan (10 Page Max)
MSFC	250	1. Key Personnel position descriptions, Résumés, and

UNITeS		Job Description/ Qualification forms 2. Draft On-Site Safety and Health Plan per DRD 974SA-001 (15 Page Max) 3. Small Business Subcontracting Plan required by Attachment J-7 (20 Page Max) 4. Draft IT Security Plan per DRD 974CD-001 (25 Page Max) 5. Phase-In Plan (10 Page Max)

2. Cross Cutting Proposals

a. Technical/ Mission Suitability Proposal–Pages are limited to 25% of the cumulative stand-alone pages (if applicable, round up to the nearest whole page) established for the stand-alone proposal volume. **Pages are limited to 25% of the cumulative stand-alone pages (if applicable, round up to the nearest whole page) established for the stand-alone proposal volume. The page limitation of 25% applies to the discussion of a crosscutting approach that demonstrates how the Crosscutting proposal would provide a meaningful benefit over and above the stand-alone individual proposals and, therefore, would be most advantageous to NASA on an Agency wide basis. The overall page limitation is calculated on the potential that offerors may need to resubmit their entire mission suitability proposals, as submitted for the stand-alone portion of this RFP, revised to reflect the crosscutting approach ("from/to" changes in all stand-alone proposals). However, the "from/to" changes should be limited to only those technical areas that require changes to implement the Crosscutting approach. Offeror's may include additional proposal text if it aides to clarify the crosscut proposal section and does not exceed the maximum allowed number of pages. Offerors should not include additional pages as "from/to" changes that only supplement a base proposal's technical approach and are unnecessary for the Crosscutting approach.**

b. Cost – No page Limit

3. A page is defined as one side of a sheet, 8-1/2" x 11", with at least one inch margins on all sides, using not smaller than 12 point type Times New Roman font for standard text. Non-standard text, including graphics, charts, tables, and callouts, shall use no smaller than 8-point type Times New Roman font. If an offeror cannot use the specified Times New Roman font/size, they shall contact the Contracting Officer to request approval of an equivalent alternative font/size. Font, pitch, and size limitations do not apply to any documentation that is excluded from page limitations. Foldouts count as an equivalent number of 8-1/2" x 11" pages. The metric standard format most closely approximating the described standard 8-1/2" x 11" size may also be used.

4. If final proposal revisions are requested, separate page limitations will be specified in the Government's request for that submission.

5. Pages submitted in excess of the limitations specified in this provision will not be evaluated by the Government and will be returned to the offeror.

6. Your proposal should be submitted in four loose-leaf binders (Contract, Technical/ Mission Suitability, Cost/Price, and Past Performance Volumes), with each section appropriately tabbed and identified. All pages shall be numbered and identified with the Offeror's name, RFP number, and date. A table of contents for each volume shall be provided with figures and tables listed separately. In addition to the Offeror's page numbering system, for each section of the proposal having a page limit, the Offeror shall consecutively number the pages subject to the limit, starting with "1."

(End of provision)

OMB Approval 2700-0042

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT ID CODE	PAGE	OF	PAGES
	1		3

2. AMENDMENT/MODIFICATION NO.	3. EFFECTIVE DATE	4. REQUISITION/PURCHASE REQ. NO.	5. PROJECT NO. *(If applicable)*
Two (2)	4/22/2003	4200006563	

6. ISSUED BY CODE 210.H

NASA Goddard Space Flight Center
Headquarters Procurement Office
Greenbelt, MD 20771

7. ADMINISTERED BY *(If other than Item 6)* CODE

8. NAME AND ADDRESS OF CONTRACTOR *(No. Street, county, State and ZIP: Code)*

(4)

9A. AMENDMENT OF SOLICITATION NO. 03-HAW-001

9B. DATED *(SEE ITEM 11)* April 9, 2003

10A. MODIFICATION OF CONTRACT/ORDER NO.

10B. DATED *(SEE ITEM 13)*

CODE FACILITY CODE

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

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

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:

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

12. ACCOUNTING AND APPROPRIATION DATA *(If required)*

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

(4)		
	A.	THIS CHANGE ORDER IS ISSUED PURSUANT TO: *(Specify authority)* THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B.	THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES *(such as changes in paying office, appropriation date, etc.)* SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C.	THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
	D.	OTHER Specify type of modification and authority)

E. IMPORTANT: Contractor ☐ is not, ☒ is required to sign this document and return __5__ copies (See Block 14)

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

The contractor shall provide 5 signed copies of this Amendment to the proposal delivery address(es) specified in Block L.16 of this solicitation.

This amendment to the solicitation RFP-03-HAW-001 for the Space Mission Communications and Data Services (SMCDS) incorporates the following changes: See Pages Two and Three.

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

15A. NAME AND TITLE OF SIGNER *(Type or print)*		16A. NAME AND TITLE OF CONTRACTING OFFICER *(Type or print)* Michelé Hull, Contracting Officer	
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA	16C. DATE SIGNED
(Signature of person authorized to sign)		BY *(Signature of Contracting Officer)*	4/22/2003

1. SMCDS GSFC MOMS Section J.1 List of Attachments, is amended to reflect the dates and number of pages to Attachments A and F.

2. SMCDS GSFC MOMS Section J, Attachment A, Statement of Work, is superceded by the Statement of Work (SOW) dated April 10, 2003. The revised Statement of Work incorporates section 5.3.6.2 DOD Liaison and Orbit Information Group (OIG) and makes minor typographical changes throughout the SOW. Paragraph 5.3.6.2 is amended as follows:

FROM: "5.3.6.2 OIG

The contractor shall support the receipt and dissemination of the spacecraft vectors from US STRATEGIC COMMAND (USSTRATCOM)."

TO: "5.3.6.2 DOD Liaison and Orbit Information Group (OIG)

The Contractor shall provide support to Government personnel working the Space Surveillance Network interface with the US STRATEGIC COMMAND (USSTRATCOM). This support includes assistance in preparation of R-15 messages for NASA and NASA cooperative launches, commercial launches that request additional data from the USSTRATCOM, and development of the Form 1 information requests. The support also includes the receipt and dissemination of the spacecraft vectors received from USSTRATCOM."

3. SMCDS GSFC MOMS Section J, Attachment F, List of Government Furnished Property, is superceded by the List of Government Furnished Property dated April 15, 2003. The revised List of Government Furnished Property deletes property erroneously identified under the MOMS work package.

4. SMCDS GSFC MOMS Section L.12 (MOMS) Technical/Mission Suitability Proposal Instructions, Subfactor C. Safety and Health, is amended as follows:

FROM: "NPG 8715.3 can be accessed at the following website: http://nodis.hq.nasa.gov/Library/Directives/NASA-WIDE/Procedures/Program_Management/N_PG_8715_3/appendices/appendixh.html"

TO: "NPG 8715.3 can be accessed at the following website: http://nodis3.gsfc.nasa.gov/library/displayDir.cfm?Internal_ID=N_PG_8715_0003_&page_name=AppendixH"

5. SMCDS GSFC MOMS Section L.16 (MOMS) Proposal Marking and Delivery (2) External Marking: Subparagraph (i), is amended as follows:

FROM: "NASA, Goddard Space Flight Center, Greenbelt, MD, 20771, Attention Bid Room, Code 213, Building #25, Room **TBD**, **RFP3-HAW-001 (MOMS)**, PROPOSAL—DELIVER UNOPENED"

TO: "NASA, Goddard Space Flight Center, Greenbelt, MD, 20771, Attention: Bid Room, Code 213, Building #25, Room **S35, RFP-03-HAW-001 (MOMS)**, PROPOSAL –DELIVER UNOPENED"

6. SMCDS MSFC UNITeS Section J, Attachment J-8, Government-Furnished Property, is amended to reflect additional property beyond that listed at the time of the Final RFP release. This data is provided at the following website and is segregated to reflect the revised listing: http://www.unites.nasa.gov.

7. SMCDS MSFC UNITeS Section L.12, (UNITeS) Technical/Mission Suitability Proposal Instructions, Staffing, Page A-2, is amended as follows:

FROM: "Staffing

S1 Phase-In
S2 Critical Skills
S3 Corporate Resources
S4 Subcontracting
S5 Workforce Flexibility
S6 Hiring and Retention
S7 Key Personnel/ Key Positions
S8 Staffing Risk Analysis"

TO: "Staffing

S1 Staffing Approach
S2 Phase-In
S3 Critical Skills
S4 Corporate Resources
S5 Subcontracting
S6 Workforce Flexibility
S7 Hiring and Retention
S8 Key Personnel/ Key Positions
S9 Staffing Risk Analysis"

- END OF AMENDMENT TWO (2) -

SPACE MISSION COMMUNICATIONS AND DATA SERVICES (SMCDS) RFP

General Information

Solicitation Number:	RFP-03-HAW-001
NAIS Posted Date:	Apr 22, 2003
FedBizOpps Posted Date:	Apr 22, 2003
Response Date:	May 27, 2003
Classification Code:	99 -- Miscellaneous

Contracting Office Address

NASA/Goddard Space Flight Center, NASA Headquarters Acquisition Branch, Code 210.H, Greenbelt, MD 20771

Description

This is a modification/update to the synopsis for the Space Mission Communications and Data Services (SMCDS, RFP-03-HAW-001) solicitation that was posted on April 9, 2003. You are notified that Solicitation Amendment 2 has been issued. Please reference the Solicitation Amendment 2 Documentation for specific changes to the Request for Proposal (RFP). Please note that future notices of Solicitation Amendments will not be posted as a modification to the synopsis.

This synopsis modification 05 also corrects the following statement in synopsis modification 04 as follows: "This is a modification/update to the synopsis for the Space Mission Communications and Data Services (SMCDS, RFP-03-HAW-001) solicitation that was posted on April 9, 2003."

The due date for responses is not extended.

Documents related to this procurement are available over the Internet and are in Microsoft Office 97 format and will reside on a World Wide Web (WWW) server, which may be accessed using a WWW browser application. The Internet site, or URL, for the NASA/HQ Business Opportunities home page is http://prod.nais.nasa.gov/cgi-bin/eps/bizops.cgi?gr=CL&pin=04

Offerors are responsible for monitoring this site for the release of the solicitation and any amendments. Potential offerors are responsible for downloading their own copy of the solicitation and amendments (if any).

Point of Contact

Name: Michele Hull

Title: Contracting Officer
Phone: (202) 358-0546
Fax: (202) 358-3561
Email: Michele.Hull@nasa.gov

Government-wide Notes
NASA-Specific Notes

You may return to Business Opportunities at:

- NASA HQ listed by [Posted Date | Classification Code]
- NASA Agencywide listed by [Posted Date | Classification Code]

Owner: Ron Crider | Developer: Daphne Ewing
NASA Official: Tom Luedtke, Associate Administrator for Procurement | Technical Help: NAIS Support
Last revised: *24 September 2002 by DLE*

OMB Approval 2700-0042

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT ID CODE	PAGE	OF	PAGES
	1		2

2. AMENDMENT/MODIFICATION NO.	3. EFFECTIVE DATE	4. REQUISITION/PURCHASE REQ. NO.	5. PROJECT NO. *(If applicable)*
One (1)	4/18/2003	4200006563	

6. ISSUED BY CODE 210.H

NASA Goddard Space Flight Center
Headquarters Procurement Office
Greenbelt, MD 20771

7. ADMINISTERED BY *(If other than Item 6)* CODE

8. NAME AND ADDRESS OF CONTRACTOR *(No. Street, county, State and ZIP: Code)*

CODE FACILITY CODE

(4)

9A. AMENDMENT OF SOLICITATION NO. 03-HAW-001

9B. DATED *(SEE ITEM 11)* April 9, 2003

10A. MODIFICATION OF CONTRACT/ORDER NO.

10B. DATED *(SEE ITEM 13)*

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

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

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:

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

12. ACCOUNTING AND APPROPRIATION DATA *(If required)*

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

(4)

A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: *(Specify authority)* THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.

B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES *(such as changes in paying office, appropriation date, etc.)* SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).

C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:

D. OTHER Specify type of modification and authority)

E. IMPORTANT: Contractor ☐ is not, ☒ is required to sign this document and return __5__ copies (See Block 14)

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

The contractor shall provide 5 signed copies of this Amendment to the proposal delivery address(es) specified in Block L.16 of this solicitation.

This amendment to the solicitation RFP-03-HAW-001 for the Space Mission Communications and Data Services (SMCDS) incorporates the following changes: See Page Two

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

15A. NAME AND TITLE OF SIGNER *(Type or print)*		16A. NAME AND TITLE OF CONTRACTING OFFICER *(Type or print)* Michelé Hull, Contracting Officer	
15B. CONTRACTOR/OFFEROR *(Signature of person authorized to sign)*	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA BY *(Signature of Contracting Officer)*	16C. DATE SIGNED 4/18/2003

1. SMCDS RFP (Applies to all work packages), Section L.15 Proposal Copies: The last paragraph has been revised to include the KSC KICS work package. Therefore, the paragraph has been modified as follows:

FROM: "For the GSFC MOMS and GSFC NENS work packages, the offeror shall also submit two hard copies and one electronic copy of all cost proposal and basis of estimate information to their cognizant DCAA auditor. This requirement does not apply to all other work packages."

TO: ""For the KSC KICS, GSFC MOMS and GSFC NENS work packages, the offeror shall also submit two hard copies and one electronic copy of all cost proposal and basis of estimate information to their cognizant DCAA auditor. This requirement does not apply to all other work packages."

2. SMCDS RFP (Applies to all work packages), Section L.16 Proposal Marking and Delivery, paragraph 2 has been modified to change the delivery location as follows:

FROM: "Building 16W, Loading Dock"

TO: "Building 25, Room S35"

3. SMCDS KSC KICS RFP, Section B.3 Award Fee, Table B-3, CLIN 0002, 1: The Evaluation Period for CLIN 0002, 1. has been modified as follows:

FROM: "1st QTR GFY 3/31/03"

TO: "1/1/04-3/31/04"

4. SMCDS MSFC UNITeS Section J, Attachment J-3: Wage Determination 2003-0068, Revision 1, dated 04/02/2003 has been incorporated into ATTACHMENT J-3, Wage Determinations. This Wage Determination replaces Wage Determinations 1997-0335 (Rev.5) and 2001-0190 (Rev.1), which are deleted in their entirety.

5. SMCDS MSFC UNITeS Attachment A, MSFC UNITeS, Supplemental Proposal Instructions and Evaluations Criteria, Key Personnel Resume Position Description: The Key Personnel Resume Position Description form shows the document as consisting of Pages 1 through 4. However, Page 4 was not reflected in the posted version of the Final RFP. Offerors are instructed to note that the missing Page 4 is identical to Page 3 (with the exception of the instruction paragraph at the top of the page). Offerors shall duplicate Page 3 of 4 as needed when submitting work experience to the Government.

- END OF AMENDMENT ONE (1) -

SPACE MISSION COMMUNICATIONS AND DATA SERVICES (SMCDS) RFP

General Information

Solicitation Number:	RFP-03-HAW-001
NAIS Posted Date:	Apr 18, 2003
FedBizOpps Posted Date:	Apr 18, 2003
Response Date:	May 27, 2003
Classification Code:	99 -- Miscellaneous

Contracting Office Address

NASA/Goddard Space Flight Center, NASA Headquarters Acquisition Branch, Code 210.H, Greenbelt, MD 20771

Description

This is a modification/update to the synopsis for the Space Mission Communications and Data Services (SMCDS, RFP-03-HAW-001) solicitation that was posted on March 7, 2003. You are notified that the following changes have been made in the documents identified in the Solicitation Amendment 1.

1. SMCDS RFP (Applies to all work packages), Section L.15 Proposal Copies: The last paragraph has been revised to include the KSC KICS work package. Therefore, the paragraph reads as follows: "For the KSC KICS, GSFC MOMS and GSFC NENS work packages, the offeror shall also submit two hard copies and one electronic copy of all cost proposal and basis of estimate information to their cognizant DCAA auditor. This requirement does not apply to all other work packages."

2. SMCDS RFP (Applies to all work packages), Section L.16 Proposal Marking and Delivery, paragraph 2 has been modified to change the delivery location from Building 16W, Loading Dock to Building 25, Room S35.

3. SMCDS KSC KICS RFP, Section B.3 Award Fee, Table B-3, CLIN 0002, 1: The Evaluation Period for CLIN 0002, 1. has been revised as follows: 1/1/04-3/31/04.

4. SMCDS MSFC UNITeS Section J, Attachment J-3: Wage Determination 2003-0068, Revision 1, dated 04/02/2003 has been incorporated into ATTACHMENT J-3, Wage Determinations. This Wage Determination replaces Wage Determinations 1997-0335 (Rev.5) and 2001-0190 (Rev.1), which are deleted in their entirety.

5. SMCDS MSFC UNITeS Attachment A, MSFC UNITeS, Supplemental Proposal Instructions

and Evaluations Criteria, Key Personnel Resume Position Description: The Key Personnel Resume Position Description form shows the document as consisting of Pages 1 through 4. However, Page 4 was not reflected in the posted version of the Final RFP. Offerors are instructed to note that the missing Page 4 is identical to Page 3 (with the exception of the instruction paragraph at the top of the page). Offerors shall duplicate Page 3 of 4 as needed when submitting work experience to the Government.

6. SMCDS MSFC UNITeS Draft RFP Questions and Answers: The answers to questions 219 through 236 have been posted.

The due date for responses is not extended.

Documents related to this procurement are available over the Internet and are in Microsoft Office 97 format and will reside on a World Wide Web (WWW) server, which may be accessed using a WWW browser application. The Internet site, or URL, for the NASA/HQ Business Opportunities home page is http://prod.nais.nasa.gov/cgi-bin/eps/bizops.cgi?gr=CL&pin=04

Offerors are responsible for monitoring this site for the release of the solicitation and any amendments. Potential offerors are responsible for downloading their own copy of the solicitation and amendments (if any).

Point of Contact

Name: Michele Hull
Title: Contracting Officer
Phone: (202) 358-0546
Fax: (202) 358-3561
Email: Michele.Hull@nasa.gov

Government-wide Notes
NASA-Specific Notes

You may return to Business Opportunities at:

- NASA HQ listed by [Posted Date | Classification Code]
- NASA Agencywide listed by [Posted Date | Classification Code]

Owner: Ron Crider | Developer: Daphne Ewing
NASA Official: Tom Luedtke, Associate Administrator for Procurement | Technical Help: NAIS Support
Last revised: *24 September 2002 by DLE*

SOLICITATION, OFFER AND AWARD	1. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 350) ➤	RATING DO-A7	PAGE 1 OF 88

2. CONTRACT NO.	3. SOLICITATION NO.	4. TYPE OF SOLICITATION	5. DATE ISSUED	6. REQUISITION/PURCHASE NO.
	03-HAW-001	SEALED BID (IFB) X NEGOTIATED (RFP)	04/09/03	4200006563

7. ISSUED BY	CODE	8. ADDRESS OFFER TO *(If other than Item 7)*
NASA/John F. Kennedy Space Center **Mail Code SEB-KICS** **Kennedy Space Center, FL 32899**		CIAO, Building M6-1009 Room 102 Kennedy Space Center, FL 32899 (321) 867-7353

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

SOLICITATION

9. Sealed offers in original and * copies for furnishing the supplies or services in the Schedule will be received at the place specified in Item 8, * until * local time * CAUTION – LATE Submissions, (* See Sections L.15 and L.16)
CAUTION - LATE Submissions, Modifications, and Withdrawals: See Section L,. Provision No. 52.214-7 or 52.215-1. All offers are subject to all terms and conditions contained in this solicitation.

10. FOR INFORMATION CALL: ➤	A. NAME	B. TELEPHONE NO. *(NO COLLECT CALLS)* AREA CODE	NUMBER	EXT.	C. EMAIL ADDRESS
	Jalane G. Shelton	**(321)**	**867-3825**		**Jalane.G.Shelton@nasa.gov**

11. TABLE OF CONTENTS

(X)	SEC.	DESCRIPTION	PAGE(S)	(X)	SEC.	DESCRIPTION	PAGE(S)
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X	B	SUPPLIES OR SERVICES AND PRICES/COSTS	2-7			PART III – LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACH.	
X	C	DESCRIPTION/SPECS./WORK STATEMENT	8	X	J	LIST OF ATTACHMENTS	51
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X	E	INSPECTION AND ACCEPTANCE	10-11		K	REPRESENTATIONS, CERTIFICATIONS AND OTHER STATEMENTS OF OFFERORS	1-17
X	F	DELIVERIES OR PERFORMANCE	12				
X	G	CONTRACT ADMINISTRATION DATA	13-27	X	L	INSTRS., CONDS., AND NOTICES TO OFFERORS	1-15
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OFFER *(Must be fully completed by offeror)*

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

12. In compliance with the above, the undersigned agrees, if this offer is accepted within **180** calendar days *(60 calendar days unless a different period is inserted by the offeror)* from the date for receipt of offers specified above, to furnish any or all items upon which prices are offered at the price set opposite each item, delivered at the designated point(s), within the time specified in the schedule.

13. DISCOUNT FOR PROMPT PAYMENT ➤ *(See Section I, clause No. 52-232-8)*	10 CALENDAR DAYS %	20 CALENDAR DAYS %	30 CALENDAR DAYS %	CALENDAR DAYS %

14. ACKNOWLEDGMENT OF AMENDMENTS *(The offeror acknowledges receipt of amendments to the SOLICITATION).* For offerors and related documents numbered and dated:	AMENDMENT NO	DATE	AMENDMENT NO	DATE

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

15B. TELEPHONE NO. *(Include area code)*	15C. CHECK IF REMITTANCE ADDRESS IS DIFFERENT FROM ABOVE – ENTER SUCH ADDRESS IN SCHEDULE	17. SIGNATURE	18. OFFER DATE

AWARD *(To be completed by Government)*

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

22. AUTHORITY FOR USING OTHER THAN FULL AND OPEN COMPETITION 10 U.S.C. 2304(c) ( ) 41 U.S.C. 253(c) ( )	23. SUBMIT INVOICES TO ADDRESS SHOWN IN: ➤ *(4 copies unless otherwise specified)*	ITEM

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

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

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

PART 1 – THE SCHEDULE

SECTION B

SUPPLIES OR SERVICES AND PRICES/COSTS

B.1 COST-PLUS AWARD FEE/FIXED PRICED INDEFINITE DELIVERY/INDEFINITE QUANTITY

The contractor shall provide Kennedy Integrated Communication Services (KICS) in accordance with Attachment J-1, Performance Work Statement under a cost-plus award fee/fixed price indefinite delivery/indefinite quantity type arrangement. The estimated cost and award fee is set forth in Table B-1A below.

Contract Line Item (CLIN)	Description	Total Cost No Fee
0001	Phase In Period 1st Quarter FY04	

Table B-1A	Estimated Cost and Fee			
CLIN	**Description**	**Estimated Cost**	**Award Fee**	**Total Cost Plus Award Fee**
0002	Basic Requirements 1/1/04 - 9/30/08 in accordance with Performance Work Statement Section J-1			

A government fiscal year breakdown of the cost and fee summarized in Table B-1A above is provided in Tables B-1B.

Table B-1B	Breakdown of Basic Period Cost and Fee			
Contract Line Item No. (CLIN)	**Description**	**Estimated Cost**	**Award Fee**	**Total Cost Plus Award Fee Total**
0002	Basic Requirements			
	1/1/04 – 9/30/04			
	10/1/04 – 9/30/05			
	10/1/05 – 9/30/06			
	10/1/06 – 9/30/07			
	10/1/07 – 9/30/08			

B.2 INDEFINITE DELIVERY/INDEFINITE QUANTITY ITEMS

The government may order Indefinite Delivery/Indefinite Quantity (ID/IQ) services at any time after contract start, in accordance with the procedures set forth in Section I of this contract. The contractor shall provide engineering and technical skills in support of analyses and new technology development projects for non-manifested future programs and initiatives. The government will define the overall requirements of each order, including intermediate and final deliverable end items, and decide the respective responsibilities of each organization participating in the effort.

The contractor shall utilize the fully burdened, fixed-price rates shown in Attachment J- 6 for pricing task orders. The contractor shall only accept task orders/delivery orders issued by the contracting officer.

CLIN	Description	
0003	Indefinite Delivery/Indefinite (ID/IQ) Quantity Catalog of Specialized Services - Firm Fixed Price	See Attachment J-6 (a)
0004	Catalog of Products & Services - Administrative Telephones	See Attachment J-6 (b)
0005	Catalog of Products & Services - DOD Technical Multi-Media Support	See Attachment J-6 (c)
0006	Catalog of Products & Services - DOD Technical Multi-Media Support - Additional Products	See Attachment J-6 (d)

B.3 AWARD FEE

The amount of fee earned by the contractor under CLIN 0002 shall be determined in accordance with Attachment J.4, Award Fee Evaluation Plan.

The amount of available and earned fee, by evaluation period, is provided in Table B-3 below:

Table B-3	Available and Earned Fee					
CLIN 0002	**Evaluation Periods**	**Available Fee**	**Earned Fee**	**Score**	**Rating**	**Fee Mod No.**
1	1st QTR GFY04 – 3/31/03					
2	4/1/04 - 9/30/04					
3	10/1/04 - 3/31/05					
4	4/1/05 - 9/30/05					
5	10/1/05 - 3/31/06					
6	4/1/06 - 9/30/06					
7	10/1/06 - 3/31/07					
8	4/1/07 - 9/30/07					
9	10/1/07 - 3/31/08					
10	4/1/08 - 9/30/08					

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

For purposes of payment of cost, and fees in accordance with the Limitation of Funds clause, the total amounts allotted by the Government to this contract and the period of performance through which it is estimated these funds will cover are specified in Table B-4. Also included in this table is the total amount obligated under this contract for payment of fee. These allotments are applicable to the basic KICS services provided in CLIN 0002 and are considered adequate to reimburse the contractor's performance through the dates shown in the table.

Table B.4 Contract Funding

AS OF MOD #	CONTRACT VALUE	COST	FEE	TOTAL COST AND FEE	ADEQUATE THROUGH
BASIC	$	$	$	$	
001	$	$	$	$	
002	$	$	$	$	
003	$	$	$	$	
004	$	$	$	$	
005	$	$	$	$	
006	$	$	$	$	
007	$	$	$	$	
008	$	$	$	$	

B.5 SPECIAL COST PROVISIONS (KSC 52.231-90) (DEC 2000)

Pursuant to the terms of the contract FAR clause 52.216-7 entitled "Allowable Cost and Payment", the contractor shall be reimbursed for such actual and allowable expenditures incurred in the performance of work required by this contract as may be approved by the Contracting Officer, subject to the following limitations and provisions:

(a) TRAVEL

Pursuant to Title 11, Section 21 of the Federal Civilian Employee and Contractor Travel Expense Act of 1985 (PL 99-234), reimbursement for travel shall be in accordance with the provisions of FAR 31.205-46. Travel required in performance of work under this contract shall be in accordance with the Contractor's approved travel policy.

(b) PROVISIONAL INDIRECT BILLING RATES

Provisional billing rates for indirect cost pools shall be set at the discretion of the Contracting Officer based upon proposals from the contractor and following review by Government auditors. These provisional billing rates shall be specified in writing and may be revised either retroactively or prospectively by the Contracting Officer. Prior to each Contractor fiscal year, the Contractor shall submit a proposal for the coming year's provisional billing rates. If during the course of any particular year a significant disparity should arise between the approved provisional billing rates and the actual rates, the Contractor shall submit a proposal requesting consideration for revision of the provisional rates to ones more closely reflective of the actual rates anticipated of the year. After expiration of each of its fiscal years the Contractor shall adjust its billings to the estimated actual rates.

To prevent substantial over or under payment, the provisional billing rates may, at the discretion of the Contracting Officer, be revised, either retroactively or prospectively, and such revision shall be set forth in a modification to this contract.

(c) RELOCATION COSTS

Reimbursement for relocation costs shall be in accordance with the provisions of FAR 31.205-35. No relocation costs will be reimbursable under this contract for employees whose residence at the time of hiring or assignment to this contract was within a fifty (50) mile radius of Kennedy Space Center, Florida. In no event shall the average reimbursement for relocation costs exceed the following ceiling:

TO BE PROPOSED

(d) HOUSEHOLD GOODS SHIPMENTS

1. Movement of household goods and personal effects of contractor employees, when the total transportation costs are to be reimbursed by the government, shall be made by carriers furnishing reduced rates under 49 U.S.C. § 107.21, when such rates are available. The Transportation Office, TA-E1, Kennedy Space Center, Florida, telephone number (321) 867-4105, will provide the contractor with applicable

instructions for household goods movement and such other support or guidance that is requested.

2. The contractor shall furnish the Chief, Propellants, Logistics, and Services Branch, TA-E1, Kennedy Space Center, Florida, with advanced information of any planned mass movement of personnel (10 or more families) thirty (30) or more days prior to the start of any major relocations in order to provide the government with sufficient time for rate negotiation action.

3. Carriers bill of lading and related shipping documents will be annotated with the following statement:

"All transportation and services hereunder are for the National Aeronautics and Space Administration and the actual total transportation, accessorial and valuation charges paid to the carrier by the consignor or consignee are to be reimbursed by the U. S. Government, pursuant to the cost reimbursable Contract No. NAS10-02007. This may be confirmed by contacting such agency at (321) 867-2860. The undersigned, party to the above contract, is aware that a false statement submitted to the carrier for the purpose of receiving such reduced rates is a criminal offense under the Interstate Commerce Act.

_____
Name of Company

BY:_____
(Company Official - Title)

4. Copies of all carriers' bills of lading will be available for review by the government on movements of household goods and personal effects that are the result of the relocation of the contractor employees when the total transportation costs are to be reimbursed by the government. Requests for deviations from the procedures established by this clause should be in writing and addressed to the Contracting Officer. Such requests must be made prior to the proposed move and in sufficient time for the Contracting Officer to make a decision.

5. Failure to comply with the provisions of this clause may result in the disallowance of costs, which are in excess of those that would have resulted from utilization of reduced rates obtainable under the provisions of this clause.

(e) SEVERANCE PAY

Reimbursement for severance pay shall be in accordance with the provisions of FAR 31.205-6(g). However, in no event shall the government reimburse the contractor for the cost of

severance pay for any individual contractor employee who voluntarily elects to work for a succeeding contractor. This provision shall apply to any contract extension hereof.

(f) PENSION PROGRAM REQUIREMENTS

Pursuant to NFS 1852.237-71, Pension Portability, included in full text in Section H of this contract, a clear description of the portable pension plan, including service, pay, liabilities, vesting, termination, and benefits from prior contracts will be inserted in this contract after award as a separate attachment in Section J.

(g) FRINGE BENEFITS

The contractor shall inform the contracting officer of all proposed changes in fringe benefits which may result in an increased cost to the contract as soon as practicable, but in any event, prior to such changes being implemented. Fringe benefits include, but are not limited to, such items as health insurance, life insurance, pension plans, retiree health care, savings plans, bonus plans, education assistance, and leave policies. Failure to comply with the terms of this clause may result in the disallowance of costs.

(h) TRANSFER OF ACCRUED BENEFITS

The contractor will accept transfer of accrued sick leave hours and recognize the sick leave and vacation leave accrual rates of incumbent personnel hired from the predecessor contract NAS-9-98100, provided the employee had no break in service from the predecessor contract exceeding 60 days. The costs of the transferred sick leave hours will not be paid under this contract unless and until they are used.

[END OF SECTION]

SECTION C

DESCRIPTION/SPECIFICATION/WORK STATEMENT

C.1 SCOPE OF WORK (KSC 52.210-90) (FEB 1990)

The Contractor shall provide personnel, materials, and facilities (except as otherwise provided for in this contract) necessary to perform those functions set forth in Attachment J, entitled "Performance Work Statement for Kennedy Integrated Communication Services", and included in Section J.

C.2 DATA REQUIREMENTS LIST (DRL)

The contractor shall furnish all data identified and described in Attachment J-1, Appendix 1, "Data Requirements List (DRL) and Data Requirements Description (DRD) Documents."

The government reserves the right to reasonably defer the date of delivery of any or all line items of data specified in the DRL. Such right may be exercised at no increase in the contract value. The government also reserves the right to terminate the requirement for any or all line items of data specified in the DRL. In the event the government exercises this latter right, the contract value shall be subject to equitable adjustment in accordance with the Changes Clause.

To the extent that data required to be furnished by other provisions of this contract are also identified and described in the DRL, or supplemental DRLs, and in the DRDs references in such DRL(s), compliance with the DRL shall be accepted as compliance with such other provisions. In the event of conflict between the identity and description of data called for by specific provisions of this contract and the DRL or DRDs, the DRL and DRDs shall control the data to be furnished.

Nothing contained in this DRL provision shall relieve the contractor from furnishing data not identified and described in the DRL attachment but called for by, or under the authority of, other provisions or as specified elsewhere in this contract. Except as otherwise provided in this contract, the cost of data to be furnished in response to the DRL attached to this or data to be delivered under the authority of other sections (clauses/statement of work) are included in the price of this contract.

[END OF SECTION]

SECTION D

PACKAGING AND MARKING

D.1 LISTING OF CLAUSES INCORPORATED BY REFERENCE

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

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

CLAUSE NUMBER	DATE	TITLE
1852.211-70	JUN 2000	PACKAGING, HANDLING, AND TRANSPORTATION

(End Of Clause)

D.2 MARKING INSTRUCTIONS - CONTRACTOR ACQUIRED EQUIPMENT (KSC 52.247-94) (NOV 2000)

Inbound shipments to the contractor of contractor acquired equipment and parts from all sources for the account of the Government shall be consigned to and marked as follows:

KICS Receiving
Building M6-791
Kennedy Space Center, FL 32899

Mark for: TBD *

*Contractor to insert the name, code and address of the consignee and, if appropriate, identifying contract or order number.

NOTE: (On shipments of explosives, propellants, dangerous and potentially hazardous items via motor carrier, the contractor shall require the carrier to call KSC Transportation Office, TA- E1, phone 321-867-2975, immediately prior to arrival, in order to receive instructions as to the exact unloading point within the Kennedy Space Center.)

[END OF SECTION]

SECTION E

INSPECTION AND ACCEPTANCE

E.1 LISTING OF CLAUSES INCORPORATED BY REFERENCE

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

I. FEDERAL ACQUISITION REGULATION (48 CFR CHAPTER 1)

CLAUSE NUMBER	DATE	TITLE
52.246-2	AUG 1996	INSPECTION OF SUPPLIES-FIXED PRICE
52.246-3	MAY 2001	INSPECTION OF SUPPLIES-- COST-REIMBURSEMENT
52.246-4	AUG 1996	INSPECTION OF SERVICES – FIXED PRICE
52.246-5	APR 1984	INSPECTION OF SERVICES-- COST-REIMBURSEMENT
52.246-6	MAY 2001	INSPECTION-TIME AND MATERIAL AND LABOR-HOUR
52.246-10	APR 1984	INSPECTION OF FACILITIES
52.246-16	APR 1984	RESPONSIBILITY FOR SUPPLIES

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

CLAUSE NUMBER	TITLE
1852.246-71	Government Contract Quality Assurance Functions (OCT 1988) Insert: Inspection and acceptance of all work shall be performed at John F. Kennedy Space Center and such other places of performance or delivery of work required under this contract.
1852.246-72	Material Inspection and Receiving Report (JUN 1995) First Insert: 3 (number of copies, including original) Second Insert: 2 (number of copies)

(End Of Clause)

E.2 SUBMISSION OF MATERIAL INSPECTION AND RECEIVING REPORTS

Material Inspection and Receiving Reports (DD Form 250) may be required for equipment and hardware deliveries and system turnover to the Government. Individual Task Order requirements will specify when submittal of a DD 250 is required.

[END OF SECTION]

SECTION F

DELIVERIES OR PERFORMANCE

F.1 LISTING OF CLAUSES INCORPORATED BY REFERENCE

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

I. FEDERAL ACQUISITION REGULATION (48 CFR CHAPTER 1)

CLAUSE NUMBER	DATE	TITLE
52.211-16	APR 1984	VARIATION IN QUANTITY INSERT "NONE"
52.211-17	SEP 1989	DELIVERY OF EXCESS QUANTITIES
52.242-15	AUG 1989	STOP-WORK ORDER (ALTERNATE 1) (APR 1984)
52.247-34	NOV 1991	F.O.B. DESTINATION

F.2 DELIVERY INSTRUCTIONS (KSC 52.212-91) (FEB 1991)

Deliveries must be made to the receiving activity located in Building M6-791, KICS Warehouse, John F. Kennedy Space Center, Florida. Unless the Contracting Officer has authorized deliveries to be made at other times because of an emergency requirement, vendor deliveries will be accepted only during normal operating hours which are from 07:20 a.m. to 03:30 p.m. daily excepting Saturdays, Sundays and legal holidays.

F.3 PLACE OF PERFORMANCE (KSC 52.212-92) (FEB 1990)(MODIFIED)

The place of performance shall be the John F. Kennedy Space Center (KSC), Cape Canaveral Air Force Station, Patrick Air Force Base, Florida Annexes and at such other locations as may be approved in writing by the Contracting Officer.

F.4 PERIOD OF PERFORMANCE AND EFFECTIVE ORDERING PERIODS

The basic period of performance and effective ordering period of this contract shall begin on the effective date of the contract and continue through September 30, 2008.

[END OF SECTION]

SECTION G

CONTRACT ADMINISTRATION DATA

G.1 LISTING OF CLAUSES INCORPORATED BY REFERENCE

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

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

CLAUSE NUMBER	DATE	TITLE
1852.223-71	DEC 1988	FREQUENCY AUTHORIZATION
1852.227-86	DEC 1987	COMMERCIAL COMPUTER SOFTWARE - LICENSING
1852.242-71	DEC 1988	TRAVEL OUTSIDE OF THE UNITED STATES
1852.242-73	JUL 2000	NASA CONTRACTOR FINANCIAL MANAGEMENT REPORTING
1852.245-70	JUL 1997	CONTRACTOR REQUESTS FOR GOVERNMENT-OWNED EQUIPMENT
1852.245-73	AUG 2001	FINANCIAL REPORTING OF NASA PROPERTY IN THE CUSTODY OF CONTRACTORS
1852.245-76	OCT 1988	LIST OF GOVERNMENT-FURNISHED PROPERTY FIRST SENTENCE INSERT: ATTACHMENT J-1, APPENDIX 5 SECOND SENTENCE INSERT: KENNEDY SPACE CENTER THIRD SENTENCE INSERT: ATTACHMENT J-1, APPENDIX 5

(End Of Clause)

G.2 AWARD FEE FOR SERVICE CONTRACTS (NFS 1852.216-76) (JUN 2000)

(a) The contractor can earn award fee from a minimum of zero dollars to the maximum stated in NASA FAR Supplement clause 1852.216-85, "Estimated Cost and Award Fee" in this contract.

(b) Beginning 6 months after the effective date of this contract, the government shall evaluate the Contractor's performance every 6 months to determine the amount of award fee earned by the contractor during the period. The Contractor may submit a self-evaluation of performance for each evaluation period under consideration. These self-evaluations will be considered by the Government in its evaluation. The Government's Fee Determination Official (FDO) will

determine the award fee amounts based on the Contractor's performance in accordance with Attachment J-4. The plan may be revised unilaterally by the Government prior to the beginning of any rating period to redirect emphasis.

(c) The Government will advise the Contractor in writing of the evaluation results. The John F. Kennedy Space Center, General Accounting A/P, GG-B-C2 will make payment based on issuance of unilateral modification by Contracting Officer

(d) After 85 percent of the potential award fee has been paid, the Contracting Officer may direct the withholding of further payment of award fee until a reserve is set aside in an amount that the Contracting Officer considers necessary to protect the Government's interest. This reserve shall not exceed 15 percent of the total potential award fee.

(e) The amount of award fee which can be awarded in each evaluation period is limited to the amounts set forth at B.3. Award fee which is not earned in an evaluation period cannot be reallocated to future evaluation periods.

(f)(1)Provisional award fee payments will be made under this contract pending the determination of the amount of fee earned for an evaluation period. If applicable, provisional award fee payments will be made to the Contractor on a monthly basis. The total amount of award fee available in an evaluation period that will be provisionally paid is the lesser of 80 percent or the prior period's evaluation score.

(2) Provisional award fee payments will be superseded by the final award fee evaluation for that period. If provisional payments exceed the final evaluation score, the Contractor will either credit the next payment voucher for the amount of such overpayment or refund the difference to the Government, as directed by the Contracting Officer.

(3) If the Contracting Officer determines that the Contractor will not achieve a level of performance commensurate with the provisional rate, payment of provisional award fee will be discontinued or reduced in such amounts as the Contracting Officer deems appropriate. The Contracting Officer will notify the Contractor in writing if it is determined that such discontinuance or reduction is appropriate.

(4) Provisional award fee payments will be made prior to the first award fee determination by the Government.

(g) Award fee determinations are unilateral decisions made solely at the discretion of the Government.

(End of clause)

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

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

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

John F. Kennedy Space Center, NASA
General Accounting/Accounts Payable Office
GG-B-C2
Kennedy Space Center, FL 32899

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

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

(c) If the contractor is not authorized to submit interim cost vouchers directly to the paying office as described in paragraph (b), the contractor shall prepare and submit vouchers as follows:

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

(Mailing address to be provided at time of contract award)

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

(i) Copy 1 - NASA Contracting Officer

(ii) Copy 2 - DCAA Auditor

(iii) Copy 3 - Contractor

(iv) Copy 4 - Contract Administration Office, if delegated

(v) Copy 5 - Project management office

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

(d) Public vouchers for payment of fee shall be prepared similarly to the procedures in paragraphs (b) or (c) of this clause, whichever is applicable, and be forwarded to:

John F. Kennedy Space Center, FL
Attn: Contracting Officer

Mail Code OP-MS
Kennedy Space Center, FL 32899

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

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

(f) For KSC Administrative Telephone System monthly invoicing and payment purposes, the following guidelines shall apply: Seat and service level services installed or in effect by the 15th day of the month will be invoiced for the whole month. Seat and service level services cancelled on or before the 15th day of the month will not be invoiced for that month. Seat and service level services installed or in effect after the 15th of the month will not be invoiced for that month but will be invoiced beginning with the next month. The minimum invoice period for a Seat is one month.

G.4 SUBMISSION OF INVOICES FOR DOD REQUIREMENTS

A. The contractor shall submit one copy of each invoice to the DOD Program Manager (PM) designated by the Contracting Officer. Each invoice submitted by the contractor under this contract for DOD technical multi-media support shall cite the date, contract number, delivery order number, contract line item (CLIN) and applicable subCLIN(S), item description, and price per subCLIN, with a total amount due. Invoice shall designate whether it is an interim or final invoice, and show breakout by subCLIN of the obligated amount, less previous invoices, and the amount of remaining funds available for payment of this delivery order.
B. All invoices for additional services and products against issued delivery orders shall be accompanied with a summary breakdown. This summary shall cite that delivery order number, applicable invoice number, items ordered against this billing, quantity, price, names and phone numbers of requestor and receiver, and date of performance and delivery.
C. The contractor may only bill for launch packages upon completion. Incremental billing against a launch package is disallowed.
D. Final billing shall be submitted 30 days after final delivery. Additional orders placed after that time shall be considered a separate work order using established commercial billing methods.

G.5 DESIGNATION OF NEW TECHNOLOGY REPRESENTATIVE AND PATENT REPRESENTATIVE (NFS 1852.227-72) (JULY 1997)

(a) For purposes of administration of the clause of this contract entitled "New Technology" or "Patent Rights--Retention by the Contractor (Short Form)," whichever is included, the following named representatives are hereby designated by the Contracting Officer to administer such clause:

Title	Office Code	Address
New Technology Representative	YA-C1	John F. Kennedy Space Center, NASA Attn: David Makufka Technology Transfer Officer YA-C1 Kennedy Space Center, FL 32899
Patent Representative	CC-A	John F. Kennedy Space Center, NASA Attn: Randall Heald Patent Counsel CC-A Kennedy Space Center, FL 32899

(b) Reports of reportable items, and disclosure of subject inventions, interim reports, final reports, utilization reports, and other reports required by the clause, as well as any correspondence with respect to such matters, should be directed to the New Technology Representative unless transmitted in response to correspondence or request from the Patent Representative. Inquiries or requests regarding disposition of rights, election of rights, or related matters should be directed to the Patent Representative. This clause shall be included in any subcontract hereunder requiring a "New Technology" clause or "Patent Rights--Retention by the Contractor (Short Form)" clause, unless otherwise authorized or directed by the Contracting Officer. The respective responsibilities and authorities of the above-named representatives are set forth in 1827.305-370 of the NASA FAR Supplement.

G.6 CONTRACTOR REQUESTS FOR GOVERNMENT-OWNED EQUIPMENT (1852.245-70) (JULY 1997)

(a) **"Equipment,"** as used in this clause, means commercially available items capable of stand-alone use, including those to be acquired for incorporation into special test equipment or special tooling.

(b)(1) Upon determination of need for any Government-owned equipment item for performance of this contract, the contractor shall provide to the contracting officer a written request justifying the need for the equipment and the reasons why contractor-owned property cannot be used, citing the applicable FAR or contract authority for use of Government-owned equipment. Equipment being acquired as a deliverable end item listed in the contract or as a component for incorporation into a deliverable end item listed in the contract is exempt from this requirement.

(2) The contractor's request shall include a description of the item in sufficient detail to enable the Government to screen its inventories for available equipment or to purchase equipment. For this purpose, the contractor shall (i) prepare a separate DD Form 1419, DOD Industrial Plant Equipment Requisition, or equivalent format, for each item requested and (ii) forward it through the contracting officer to the Industrial Property Officer at the cognizant NASA installation at least 30 days in advance of the date the contractor intends to acquire the item. Multiple units of

identical items may be requested on a single form. Instructions for preparing the DD Form 1419 are contained in NASA FAR Supplement 1845.7102. If a certificate of non-availability is not received within that period, the contractor may proceed to acquire the item, subject to having obtained contracting officer consent, if required, and having complied with any other applicable provisions of this contract.

(c) Contractors who are authorized to conduct their own screening using the NASA Equipment Management System (NEMS) and other Government sources of excess property shall provide the evidence of screening results with their request for contracting officer consent. Requests to purchase based on unsuitability of items found shall include rationale for the determined unsuitability.

(End of clause)

G.7 INSTALLATION-ACCOUNTABLE GOVERNMENT PROPERTY (NFS 1852.245-71) (JUNE 1998)

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

The Contractor shall assume the responsibilities as custodian / user as defined in the current edition of NPG 4200.1, NASA Equipment Management Manual and NPG 4200.2, Equipment Management Manual for Property Custodians.

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

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

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

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

(iii) The contractor shall establish a record of the property as required by FAR 45.5 and 1845.5 and furnish to the Industrial Property Officer a DD Form 1149 Requisition and Invoice/Shipping

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

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

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

ALTERNATE I
(MARCH 1989)

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

G.8 FINANCIAL REPORTING OF NASA PROPERTY IN THE CUSTODY OF CONTRACTORS (1852.245-73) (AUGUST 2001)

(a) The Contractor shall submit annually a NASA Form (NF) 1018, NASA Property in the Custody of Contractors, in accordance with the provisions of 1845.505-14, the instructions on the form, subpart 1845.71, and any supplemental instructions for the current reporting period issued by NASA.

(b)(1) Subcontractor use of NF 1018 is not required by this clause; however, the Contractor shall include data on property in the possession of subcontractors in the annual NF 1018.

(2) The Contractor shall mail the original signed NF 1018 directly to the cognizant NASA Center Deputy Chief Financial Officer, Finance, unless the Contractor uses the NF 1018 Electronic Submission System (NESS) for report preparation and submission.

(c) The annual reporting period shall be from October 1 of each year through September 30 of the following year. The report shall be submitted in time to be received by October 31. The information contained in these reports is entered into the NASA accounting system to reflect current asset values for agency financial statement purposes. Therefore, it is essential that required reports be received no later than October 31. The Contracting Officer may, in NASA's interest, withhold payment until a reserve not exceeding $25,000 or 5 percent of the amount of the contract, whichever is less, has been set aside, if the Contractor fails to submit annual NF 1018 reports in accordance with 1845.505-14 and any supplemental instructions for the current reporting period issued by NASA. Such reserve shall be withheld until the

Contracting Officer has determined that the required reports have been received by NASA. The withholding of any amount or the subsequent payment thereof shall not be construed as a waiver of any Government right.

(d) A final report shall be submitted within 30 days after disposition of all property subject to reporting when the contract performance period is complete in accordance with (b)(1) through (3) of this clause.

(End of clause)

G.9 CONTRACTOR ACCOUNTABLE ON-SITE GOVERNMENT PROPERTY (1852.245-74) (MARCH 1989) (APPROVED DEVIATION)

(a) In performance of work under this contract, certain Government property identified in the contract shall be provided to the Contractor on a no-charge-for-use basis by the installation's Supply and Equipment Management Officer. That property shall be utilized in the performance of this contract at the installation that provided the property or at such other installations or locations as may be specified elsewhere in this contract. The Contractor assumes accountability and user responsibilities for the property.

(b) Government property provided shall in every respect be subject to the provisions of the FAR 52.245 Government property clause of this contract. In addition, the contractor is responsible for managing this property in accordance with the guidelines provided by the installation's Supply and Equipment Management Officer or any other formally designated representatives of the Contracting Officer. The guidelines include but are not limited to requiring the Contractor to--

(1) (Deleted by Deviation);

(2) Utilize the Federal Cataloging System;

(3) Comply with shelf-life requirements;

(4) (Deleted by Deviation);

(5) (Deleted by Deviation);

(6) (Deleted by Deviation);

(7) Conduct walk-through utilization inspections;

(8) (Deleted by Deviation);

(9) (Deleted by Deviation); and

(10) Use Government sources as the first source of supply.

(c) Data requirements relating to the guidelines in paragraph (b) of this clause are specified under Section F, Deliveries or performance.

(End of clause)

G.10 LIST OF GOVERNMENT-FURNISHED PROPERTY (NASA 1852.245-76) (OCT 1988)

For performance of work under this contract, the Government will make available Government property identified below or in Attachment J-1, Appendix 5 of this contract on a no-charge-for-use basis. The Contractor shall use this property in the performance of this contract at Kennedy Space Center, FL and at other location(s) as may be approved by the Contracting Officer. Under the FAR 52.245 Government Property clause of this contract, the Contractor is accountable for the identified property.

DATE TO BE FURNISHED	ITEM	QUANTITY	ACQUISITION COST TO THE CONTRACTOR

See Attachment J-1, Appendix 5

(End-Of-Clause)

G.11 LIST OF INSTALLATION-PROVIDED PROPERTY AND SERVICES (NFS 1852.245-77) (JULY 1997)(MODIFIED)

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

(a) Office space, work area space. Government telephones are available for official purposes only; pay telephones are available for contractor employees for unofficial calls.

(b) Non-controlled general- and special-purpose equipment, including office furniture.

(1) Equipment to be made available is listed in Section J, Appendix 5. The Government retains accountability for this property under the clause at 1852.245-71, Installation-Accountable Government Property, regardless of its authorized location.

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

(c) Publications and blank forms stocked by the installation.

(d) Life Safety and Fire Protection Engineering and surveys for Contractor personnel and facilities.

(e) Medical treatment of a first-aid nature for Contractor personnel injuries or illnesses sustained during on-site duty. Utilization of the Occupation Health Facilities for employee physicals to comply with required work related certifications.

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

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

(h) Moving and hauling for office moves, movement of material and equipment that cannot be safely transported by KICS transportation. Moving services shall be provided on-site, as approved by the Contracting Officer.

(i) Supply support and services as specified in KHB 4000.1, entitled "Supply Support System Manual"

(j) Administrative Desktop Computer Seats - Administrative Desktop Computer Services are limited to that subset of generic office type computers including equipment physically connected to those computers such as personal printers, personal scanners, commercial digital cameras, and barcode readers. The Offeror may utilize the Outsourcing Desktop Initiative for NASA (ODIN) contract as a means of acquiring administrative desktop computing services. Additional information regarding the ODIN Master Contract and KSC ODIN Delivery Order can be found at the following web-sites: http://www.odin.nasa.gov/ and http://osfodin.ksc.nasa.gov/KSCInitialDO2.html.

(k) Mail services

(l) Printing/Micro-imaging at Central KSC Print Shop.

(m) Library reference and loan materials.

(n) Janitorial services for offices, corridors, restrooms, conference rooms, stairwells, lobbies, break rooms, and food service areas.

(o) Bus service between major areas.

(p) Specialized vehicle maintenance TV vans, audio vans, cable trucks, splicing trailers forklifts, generators, air dryers and purge system connections.

(q) Training courses or successors listed in Figures 8-1 and 8-2.

(r) Packing, crating, shipping including TAL site shipping.
(s) Rigging, high lift and heavy lift support

(t) Non-destructive evaluation radiography.

(u) Security including TAL site security.

(v) Delivery of fuel for trucks and generators in the field.

(w) Documentation release authority for NASA, KSC and 45th Space Wing

(x) Environmental support including blood level testing, gas testing after initial contractor evaluation of manholes, asbestos testing and containment.

(y) Proofloading

(z) Hazardous Waste Management including hazardous and controlled waste handling, treatment, collection, and disposal. Generators of waste shall contain, document, and store waste for pickup and disposal by the Government.

(aa) Utilities

Water, electricity, natural gas, and sewage treatment will be provided by the Government to the Contractor's assigned facilities. Chilled water, high temperature hot water, and compressed air are provided to the Contractor's assigned facilities by the Government from the Utility Annex, Industrial Area Chiller Plant, Hypergol Maintenance Facility, Heat Plant and Central Heat Plant.

(bb) SPECSINTACT

Design specifications are maintained current and provided to the Contractor in electronic form and hard copy.

(cc) Fire fighting and Emergency Medical transport

The Government provides 24 hour / 7 days a week fire fighting capabilities for all Contractor facilities and operations. Services include rescue, ambulance transport to off site hospitals as required, fire prevention planning and fire protection engineering. Fire alarm systems and suppression systems maintenance is also provided by the Government except for Contractor assigned deluge systems.

(dd) Excess Property Disposal service.

Services include the receipt and disposal of excess property for Contractors and other Government organizations.

(ee) Technical Documentation

Provide access to Technical Documentation through the technical documentation center.

(ff) Structural and Power Systems Engineering Services.

Analysis and design of poles, concrete or metal mounts, pedestals, blast covers, structural supports, cable trays, conduit and special power exterior to maintained facilities.

(gg) Aircraft for Aerial Photography/Videography

The Government shall provide the aircraft necessary for aerial photography/videography.

(hh) Ships for Sea Photography/Videography

The Government shall provide the ships necessary for sea photography/vidoegraphy.

(ii) Base and Range Shop Support.

Government support will be provided in the areas of timing camera sequencing services, COMSEC, searchlights, ablative coating and nitrogen purge for camera boxes.

(jj) Portable Pressure Vessel Maintenance and Repair Services

Maintenance and testing of portable pressure vessels (K-bottles) and regulators

(kk) Electromagnetic Measurement and Analysis as required to meet contract requirements

(ll) Roads and Grounds Services

(mm) Sandblast Shop

Blasting and coating services are provided using a variety of blasting media by certified personnel. The Contractor will deliver and pick up items to the sandblasting shop for service.

(nn) Maintenance and Shops Support Services

Fabrication of all cables that connect to the 9099 interface, fabrication and refurbishment of camera window assemblies, welding, pedestal and mount fabrication and repair, Timing and Photo systems cable maintenance and repair, conduit installation, painting, corrosion control, application of ablatives and fabrication of metal tags for use with, or attached to SFOC or successor maintained facilities.

In the event that the Government is unable to provide the items specified in paragraphs a though (nn) above, or in the event the items are not available in a timely manner through Government resources, such items as are required in the performance of this contract may be procured by the Contractor with the prior written approval of the Contracting Officer.

The Contractor agrees to make every reasonable effort to anticipate and make known to the Government what its requirements are sufficiently in advance to permit the Government to fulfill them in a timely manner in order to minimize Contractor procurement.

Items generally considered "Fixtures" (e.g., becomes a part of the premises when installed, such as water coolers, air-conditioners, partitions) shall not be purchased by the Contractor under the authority of this clause. Additionally, items of a capital nature shall not be purchased under the authority of this clause without the prior written approval of the Contracting Officer.

[END OF SECTION]

SECTION H

SPECIAL CONTRACT REQUIREMENTS

H.1 CLAUSES INCORPORATED BY REFERENCE

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the contracting officer will make their full text available. Also, the full text of a clause may be accessed electronically at this address: http://nais.msfc.nasa.gov/msfc/nasa_ref.html

NASA FAR SUPPLEMENT (48 CFR CHAPTER 18) CLAUSES:

CLAUSE NUMBER	DATE	TITLE
1852.204-74	MAY 2002	CENTRAL CONTRACTOR REGISTRATION
1852.208-81	OCT 2001	RESTRICTIONS ON PRINTING AND DUPLICATING
1852.223-70	APR 2002	SAFETY AND HEALTH
1852.223-74	MAR 1996	DRUG AND ALCOHOL FREE WORKFORCE
1852.223-75	FEB 2002	MAJOR BREACH OF SAFETY OR SECURITY
1852.225-70	FEB 2000	EXPORT LICENSES Insert in Paragraph (b): Kennedy Space Center, FL
1852.228-72	SEP 1993	CROSS-WAIVER OF LIABILITY FOR SPACE SHUTTLE SERVICES
1852.228-76	DEC 1994	CROSS-WAIVER OF LIABILITY FOR SPACE STATION ACTIVITIES
1852.228-78	SEP 1993	CROSS-WAIVER OF LIABILITY FOR NASA EXPENDABLE LAUNCH (ELV) LAUNCHES
1852.242-72	AUG 1992	OBSERVANCE OF LEGAL HOLIDAYS
1852-246-70	MAR 1997	MISSION CRITICAL SPACE SYSTEM PERSONNEL RELIABILITY PROGRAM

H.2 SECURITY CONTROLS AT KSC (KSC 52.204-90)(NOV 2000)

A. Identification of Employees

The contractor shall require each employee engaged on the work site to display NASA-furnished identification badges and special access badges at all times. The contractor shall obtain and submit badging request forms for each person employed or to be employed by the contractor under this contract. The contractor shall designate its own security and badging officials to act as points-of-contact for the KSC Security Office. Prior to proceeding with onsite performance, the contractor shall submit the following information to the Protective Services Branch, Code TA-E2, Kennedy Space Center:

a. Contract number and location of work site(s)

b. Contract commencement and completion dates
c. Status as prime or subcontractor
d. Names of designated security and badging officials

Identification and badging of employees shall be accomplished as soon as practicable after award of the contract. During performance of the contract, the contractor shall, upon termination of an employee, immediately deliver badges and/or passes issued to the employee to the NASA Security Office. It is agreed and understood that all NASA identification badges/passes remain the property of NASA, and the Government reserves the right to invalidate such badges/passes at any time.

B. Access to Controlled Areas within KSC

1. Certain areas within KSC have been designated as Controlled Areas. These are normally surrounded by fencing and have an entrance gate monitored by a guard or monitoring device. Access into such areas is classified into "escorted" or "unescorted" access. For each employee for which the contractor desires to have unescorted access, the prescribed forms must be submitted to the NASA Security Office. Due to the time required to process requests for unescorted access, the contractor is advised to complete and submit the required forms as soon as practicable after contract award. Within 14 working days after the receipt of the forms, the NASA Security Office will determine whether the person is eligible for unescorted access.

2. The prime contractor is responsible for providing escort services for any of his employees and/or any subcontractor employees who are not eligible for unescorted access.

3. All requests for unescorted access by subcontractors will be submitted through the prime contractor for forwarding to the NASA Security Office.

H.3 SECURITY CONTROLS FOR DOD

A. Security Requirements. The contractor shall comply with CCAFS, and PAFB security requirements. The contractor shall submit to the contracting officer the name and address of each employee working under this contract ten (10) days prior to the start of work, and fill out questionnaires or other forms as may be required for security purposes, as required by the National Industrial Security Program Operating Manual, (DoD 5220.22-M), Personnel Security Program (DOD 5200.2-R), Personnel Security Program Management (AFI 31.501), or as directed by the contracting officer.

The contractor shall require each employee engaged on the work site to display government furnished identification badges and special access badges at all times. The contractor shall upon termination of an employee, immediately deliver badges and/or passes issued to the employee to the issuing Pass and Identification Control Center

B. Access to Secure Areas. Portions of the work under the contract are performed in secure areas, needing specific access requirements. These secure controlled/restricted areas are normally surrounded by fencing and have an entrance gate monitored by a guard or monitoring device. Access into such areas is classified into "escorted" and "unescorted"

access. All persons requiring unescorted access to a secure area shall be the subject of a favorable security investigation (security clearance) required for access to that area or, in most cases, will be escorted by an approved escort official. The contractor is responsible for providing escort services for any of his employees and/or any subcontractor employees who are not eligible for unescorted access.

Personnel requiring access to Air Force restricted areas but not classified information will be granted access based upon a favorable Trustworthy National Agency Check (NAC) submitted by the Air Force. The contractor shall submit a Standard Form (SF) 85P to the 45th Security Force Squadron, Personnel Security Office, PAFB (45 SFS/SFAP) for processing. Upon favorable check the contractor shall request a security badge using AF Form 2586. Personnel requiring access to areas containing classified information or material shall have the appropriate security clearance as approved by Defense Investigative Security Clearance Office.

C. Interfaces. The contractor shall comply with controlled/restricted area procedures and instructions, to include proper security clearances and certification under NASA's Personnel Reliability Program (PRP). Contractor personnel working in controlled/restricted areas, such as payload processing facilities, launch areas, and computer rooms, may be required to sign in and out, state the nature of business at the entrance desk, and display a unique user provided badge. All work in controlled/restricted areas shall be coordinated with the respective unit or organization in accordance with local agency security procedures.

AF contractor personnel who are currently NASA PRP certified and hired under KICS contract will remain in their original reinvestigation cycle. Additionally, current AF contractor personnel hired for the KICS contract who now have an AF Restricted Area Badge will be "Grandfathered" into the NASA PRP Program and granted PRP certification. These employees will be placed in a normal reinvestigation cycle and will be requested to complete KSC Form 90 every two and a half to five years, or for cause. PRP is not a general screening requirement for all contractor employees. It is only required for persons requiring unescorted access to Mission Critical Space Systems Areas, persons in Mission Critical positions, and persons performing certain Information Security (IS) functions.

H.4 MOTOR VEHICLE MANAGEMENT (KSC 52.208-90) (APR 2001)

The contractor shall acquire and manage motor vehicles necessary to support the performance of the contract. Such needed vehicles are to be acquired and managed in the manner most efficient and economic to the Government. Vehicles may be obtained from the GSA Interagency Motor Pool, commercial sources, or other sources. Costs related to motor vehicles shall be borne by the contractor and reimbursed by the Government to the extent allowable in accordance with the terms of the contract relating to the reimbursement of costs.

The contractor will use KSC Form 7-490 (KSC Vehicle Use Record) to record vehicle utilization for all GSA and commercial rental vehicles. These records will be maintained and made available at the request of the Contracting Officer for a period of 18 months. Two copies of the monthly billings, both GSA and commercial, for motor vehicle services will be forwarded to the

Contracting Officer each month with a copy to the KSC Transportation Office, Code TA-E1. The contractor shall assure that all vehicle operators are appropriately licensed in the state. The contractor will furnish GSA a copy of their third party automobile insurance policy if acquiring GSA motor vehicles.

The contractor shall prepare and submit a Vehicle Utilization Plan (DRD H-1) semiannually. One copy of the form shall be forwarded to the Contracting Officer, with a copy to KSC Transportation Office, Code TA-E1. This plan shall, as a minimum, demonstrate the economic and efficient management of vehicles and fuel. It shall forecast the vehicle requirements for 2 years allowing at least 6 months advance notice for additional requirements. It shall demonstrate the techniques utilized by the contractor to assure that vehicles are used for official purposes only.

H.5 TASK ORDERING PROCEDURE (NFS 1852.216-80)(OCT 1996)

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

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

(1) A functional description of the work identifying the objectives or results desired from the contemplated Task Order.
(2) Proposed performance standards to be used as criteria for determining whether the work requirements have been met.
(3) A request for a task plan from the Contractor to include the technical approach, period of performance, appropriate cost information, and any other information required to determine the reasonableness of the Contractor's proposal.

(c) Within 15 working days after receipt of the Contracting Officer's request, the Contractor shall submit a task plan conforming to the request.

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

(1) Date of the order.
(2) Contract number and order number.
(3) Functional description of the work identifying the objectives or results desired from the Task Order, including special instructions or other information necessary for performance of the task.
(4) Performance standards, and where appropriate, quality assurance standards.
(5) Maximum dollar amount authorized (cost and fees). This includes allocation of award fee to non-labor cost among award fee periods, if applicable.
(6) Any other resources (travel, materials, equipment, facilities, etc.) authorized.
(7) Delivery/performance schedule including start and end dates.
(8) If contract funding is by individual Task Order, accounting and appropriation data.

(e) The Contractor shall provide acknowledgment of receipt to the Contracting Officer within 3 working days after receipt of the Task Order.

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

(g) The Contracting Officer may amend tasks in the same manner in which they were issued.

(h) In the event of a conflict between the requirements of the Task Order and the Contractor's approved task plan, the Task Order shall prevail.

H.6 DELIVERY ORDER PROCEDURES FOR DOD REQUIREMENTS

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

b. The delivery order may contain, as a minimum:

(1) Effective date of the order.
(2) Contract number and delivery order number.
(3) Functional description of the work identifying the objective or results desired from the delivery order, including special instructions or other information necessary for performance of the delivery.
(4) Maximum dollar amount authorized against applicable subCLINs.
(5) Delivery schedule, including start and end dates.
(6) Accounting and appropriation data.

c. The contractor shall provide acknowledgement of receipt to the DOD contracting officer within two working days after receipt of the delivery order.

d. Upon receipt of the delivery order from the Contracting Officer, the contractor will coordinate with the DOD customer technical representative in developing the Photographic Acquisition Distribution Document (PADD). No other support against the delivery order may be initiated prior to government approval of the PADD.

e. The Contracting Officer may amend delivery orders in the same manner in which they were issued.

f. In the event of a conflict between the requirements of the delivery order and the PADD, the delivery order shall prevail.

H.7 MINIMUM INSURANCE COVERAGE (NASA 1852.228-75) (OCT 1988)

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

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

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

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

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

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

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

H.8 EMERGENCY MEDICAL TREATMENT (KSC 52.223-105) (JUL 2000)

The contractor shall immediately call (see below for applicable telephone numbers) for assistance with personnel injury or illness for any incident requiring emergency medical treatment for contractor or subcontractor personnel, or invitees on KSC, or if any person on the job site is rendered unconscious. The contractor shall require the victim to sign an appropriate "refusal of treatment" form, if medical evaluation/treatment is offered and refused.

From KSC or CCAFS property: 911

From a KSC issued cellular telephone: 867-7911

From other than a KSC issued cellular telephone: 321-867-7911

Commercial telephone users on KSC or CCAFS property: 911

H.9 ASBESTOS-CONTAINING BUILDING MATERIALS (KSC 52.223-119) (JUN 2002)

(a) Asbestos-Containing Building Materials (ACBM) are known to be present in facilities assigned under the scope of this contract. The Government will provide information regarding the location and quantity of known ACBM in NASA/KSC facilities to the facility tenant organizations through the JBOSC Environmental Health office.

(b) Special requirements, coordination, and precautions will apply to any work taking place under contracts that involves disturbance of ACBM. Contractors whose contracts require work involving ACBM are required to provide a written program for such work as part of its health and safety plan which is consistent with the requirements of 29 CFR 1926.1101 and address the NESHAPS requirements under 40 CFR 61 Subpart M. The contractor shall coordinate any such work involving ACBM with JBOSC Environmental Health, SGS Fire Services, and any other resident government or contractor organization whose employees may have access to the work location.

H.10 OCCUPATIONAL HEALTH (KSC 52.223-93) (NOV 2000)

1. Occupational Health Services

The medical services set forth in KMI 1810.1I entitled KSC Occupational Medicine Program, will be provided to the contractor by the Government to the extent that there will not be any restriction of the employees' rights under applicable Workmen's Compensation statutory provisions.

Information from records generated as a result of rendition of these medical services may be obtained from the Chief, Aerospace Medicine and Occupational Health Branch, Code TA-C2, upon written request.

2. Health Examinations and Physical Requirements Standards

The contractor shall provide the following data to the Chief, Aerospace Medicine and Occupational Health Branch, Code TA-C2:

a. A breakdown of the various health examinations required in support of this contract; providing type, frequency, and a roster of personnel affected.

b. The applicable physical requirements standards for personnel certification, if the contractor has physical requirements standards which are stricter than the applicable KSC

(Federal) standards; otherwise the KSC (Federal) physical requirements standards are applicable to this contract.

H.11 HAZARD COMMUNICATION (KSC 52.223-94) (JUL 2002)

In order to comply with Federal, OSHA, and State Regulations, the Contractor shall participate in the KSC Chemical Hazard Communication Program as implemented by KNPD 1800.2, KSC Hazard Communication Program.

The Contractor shall coordinate submission of hazardous material safety data, to the NASA/KSC Materials Safety Data Sheet (MSDS) Archive, with the Joint Base Operations Support Contract MSDS Program Administrator.

H.12 PENSION PORTABILITY (NASA 1852.237-71)(JAN 1997)

(a) In order for pension costs attributable to employees assigned to this contract to be allowable costs under this contract, the plans covering such employees must:

(1) Comply with all applicable Government laws and regulations;

(2) Be a defined contribution plan, or a multiparty defined benefit plan operated under a collective bargaining agreement. In either case, the plan must be portable, i.e., the plan follows the employee, not the employer;

(3) Provide for 100 percent employee vesting at the earlier of one year of continuous employee service or contract termination; and

(4) Not be modified, terminated, or a new plan adopted without the prior written approval of the cognizant NASA Contracting Officer.

(b) The Contractor shall include paragraph (a) of this clause in subcontracts for continuing services under a service contract if:

(1) The prime contract requires pension portability;

H.13 CONFINED SPACE WORK REQUIREMENTS (KSC 52.223-101) (JAN 2001) (MODIFIED)

A. Special requirements, coordination, and precautions will apply to any contract work taking place in confined spaces. Each contractor contracted to perform work in confined spaces is required to provide a written program for such work as part of its health and safety plan which is consistent with the requirements of 29 CFR 1910.146. For work in telecommunications manholes, provisions of 29 CFR 1910.268(o) are also applicable. The contractor shall coordinate any such work in confined spaces with SGS Environmental Health, SGS Fire Services, and any other resident government or contractor organization whose employees may have access to the work location. The provision of Environmental Health services by the government does not prohibit the contractor from providing their own atmospheric testing. Government provided services include environmental health monitoring and consultation support for testing of atmospheres in confined spaces as well as fire rescue and emergency medical services.

B. Entry into and work in confined spaces shall be in accordance with the requirements of KHB 1820.4, "KSC Respiratory Protection Program," KNPG 1840.19, "KSC Industrial Hygiene Programs," and all other applicable clauses of this contract.

C. Confined spaces, which contain water, shall be pumped out by the contractor prior to scheduling a confined space entry check.

D. In addition to the requirements set forth above, the Contractor shall notify and obtain approval from the Power Coordinator, telephone 321-867-7300, and/or from Communications Control, telephone 321-867-4141, respectively, prior to performing work in electrical and/or communications manholes.

H.14 REQUEST FOR INFORMATION/CLARIFICATION (KSC 52.242-92) (OCT 2000)

The Contractor shall promptly report to the Contracting Officer all problems or conflicting technical information encountered during the contract performance so that the Government may provide solutions or appropriate direction. Such problems shall be reported on KSC Form No. 8-268, "Request for Information/Clarification," to be provided by the Government. A copy of each RFIC will be provided to the Contract Technical Representative concurrently with the transmittal to the Contracting Officer. The Contractor shall log and control each Request for Information/Clarification (RFIC), including those generated by subcontractors.

H.15 CENTERWIDE MANPOWER REPORTS (KSC 52.242-93) (NOV 2000)

The Contractor shall submit, on a quarterly basis, a manpower report delineating information about its workforce. The report shall include: the contract number, the contractor's total on-site workforce, total on-site union represented employees by bargaining unit, total on-site non-union represented employees, and total off-site workforce performing on the contract. The Contractor shall provide this information no later than 10 days after the close of each reporting period, which end March 31st, June 30th, September 30th, and December 31st. The report shall be submitted to the Contracting Officer with copies to Workforce Planning and Analysis Office, (Code BA-D) and Industrial Labor Relations Office (Code QA-A).

H.16 AUTHORIZED CHANGES

NASA/KSC or Air Force 45th Space Wing contracting officers are authorized to issue orders and sign modifications to the contract and perform all actions consistent with FAR 1.602. Performance of the work under this contract is subject to the written technical direction of the NASA contracting officer's technical representative or 45th Space Wing program manager.

H.17 MANAGEMENT OF NASA-OWNED/CONTRACTOR-HELD RECORDS (KSC 52.245-90) (NOV 1998)

(a) NASA-owned/Contractor-held records shall be maintained by the Contractor in accordance with the instructions set forth in the latest editions of NPG 1440.6, NASA Records Management Program, NPG 1441.1, NASA Records Retention Schedules, and KMI 1440.1, KSC Records Management and Vital Records Programs. As directed by the Contracting

Officer, the Contractor shall obtain prior approval from the Contracting Officer to destroy or remove records subject to this clause.

(b) NASA-owned/Contractor-held records shall consist of documentation of Contractor activities and functions necessary for the performance of this contract, including, but not limited to, documentation of those day-to-day operating procedures that are essential to carrying out the statement of work and those actions, organizational structure, policies, decisions, operations, and activities necessary to perform or continue the work performed under the contract. NASA-owned/Contractor-held records shall not include those Contractor records that relate exclusively to the Contractor's internal business or are of a general nature not specifically related to the performance of work under the contract. The Contractor's general policies, procedures, etc., that apply to the general conduct of its business do not fall under the purview of this clause. When in doubt, the Contractor shall seek the Contracting Officer's determination as to which records are subject to this clause.

(c) The Contractor shall ensure that NASA-owned/Contractor-held records are segregated from company-owned records and from non-record materials. This clause operates independently from and is not intended to affect, or be effected by, the Contractor records provisions contained in FAR Subpart 4.7 and the clauses referenced therein.

(d) The Contractor, through the Contracting Officer, shall coordinate with the KSC Records Manager, on matters requiring advice, such as marking and segregating such records, or technical assistance in all areas of management pertaining to such records.

H.18 GOVERNMENT-FURNISHED PROPERTY AND SERVICES (KSC 52.245-96) (AUG 1991)

Pursuant to NFS 1852.245-76, the property listed therein is an exclusive list of property to be provided and no other property will be Government-furnished. No documents, which form a part of this contract are intended to indicate any property will be furnished by the Government unless that indication is verified in the list provided. All property to be used in the performance of this contract and not listed shall be furnished by the Contractor. No services will be provided by the Government except those utility or escort services (if any) specifically set forth in Section G, Clause G.11, List of Installation-Provided Property and Services.

Request for Government-furnished property shall be made in writing to the Contracting Officer no later than 15 days prior to the Contractor's need date for that item.
The Contractor shall verify the quantity and condition of such Government-furnished property upon receipt and acknowledge receipt thereof in writing to the Contracting Officer. In case of damage or shortage of such property the Contractor shall within twenty-four (24) hours report in writing such damage or shortage to the Contracting Officer. The Contractor shall be responsible for storage of all delivered Government-furnished property in such a manner as to protect the Government-furnished property from deterioration.

H.19 PHASE IN PERIOD

The Contractor shall assume contract responsibility for performing all the requirements of this contract on January 01, 2004. During the phase in period first quarter of fiscal year 2004, not to exceed 90 days, under a not-to-exceed cost of **Proposed by Offeror**, the Contractor shall accomplish phase-in and training of Contractor personnel as required for the assumption of full contract responsibility. The Contractor shall not charge the Government nor be reimbursed for costs in excess of this not-to-exceed amount incurred for phase-in and training during said phase-in period.

H.20 NASA'S TECHNOLOGY TRANSFER PROGRAM

(a) The contractor shall support, and participate in, NASA's Technology Transfer/Commercialization Program by assisting the transfer of technology developed under government contract to the private sector. The contractor's participation may include a number of different activities including the following:

1. Dual use development of cutting edge technology having applications both within and outside the aerospace community.

2. Collaborative efforts with third parties for the purpose of transferring technology.
3. Government sponsored technology outreach and industry assistance programs that further the transfer of technology.
4. Applications engineering work for the purpose of adapting the developed technology to a specific use.

(b) All projects and associated agreements will be coordinated with the COTR, IT&C Directorate, and directed in writing by the contracting officer. Agreements will state funding requirements, project description, scope of project, reporting requirements, and responsible NASA and contractor personnel. Ownership of rights to the technology developed under these collaborative and partnership activities shall be addressed in the individual agreements. Projects utilizing government funds will be approved by the contracting officer.

(c) Contractor commitment to technology transfer/commercialization can be demonstrated by the development of internal programs aimed at:

1. Education and training its workforce in technology transfer activities.
2. Motivating its employees to report new technology as required by FAR 52.227-12.
3. Assisting its subcontractor with technology transfer activities.

H.21 CAPITALIZATION OF CONTRACTOR OWNED EQUIPMENT

(a) Introduction. The contractor may purchase equipment for the purpose of performing the work described in the PWS. Any property potentially subject to this clause shall be approved by the Contracting Officer prior to purchase. The capital equipment will be capitalized and depreciated in accordance with the contractor's established cost accounting

practices and procedures, as follows:

Equipment Type	Cost	Minimum Useful Life	Depreciation Method
TBD			

(b) Contractor Records. The contractor agrees to maintain complete records of capital equipment that is subject to this clause, including date of purchase, estimated service life, purchase price, depreciation base, method and schedule, and amount of depreciation recorded to date.

(c) Right to Purchase. If upon expiration or termination of this contract the government does not thereafter contract with the contractor for the performance of the same, or substantially the same services contemplated by this contract, the contractor shall, upon request by the successor contractor(s), transfer title to any prime contractor dedicated equipment identified in the records referenced above, to the successor contractor(s) at net book value, subject to reasonable terms and conditions regarding payment and other matters to be agreed upon by the contractor and successor contractors.

(d) Contract Closeout. The gain or loss on sale of fixed assets will be charged or credited to the contract upon completion of the contract, for a period not exceeding 120 calendar days after completion of the contract. This will include capitalized equipment, software, and termination expense on equipment leases. This applies only to contractor replacement of government furnished property, and is effective for property replaced. The contractor shall be responsible for the disposal of any property not transferred to a successor contractor under paragraph (c) above. Allowability of costs under this clause is subject to proper record keeping as required by paragraph (b) above.

H.22 PERMITS AND LICENSES

The contractor shall comply with all applicable laws, regulations or ordinances. The contractor shall procure and keep effective all necessary permits and licenses required by the federal, state, or local government or subdivision thereof, or of any other duly constructed public authority in performance of the work unless otherwise directed by the contracting officer.

Any permit involving environmental coordination shall be submitted through the Environmental Program Branch (TA-C3) at KSC or the 45 CES/CEV (MS 9125) at CCAFS.

H.23 AMERICANS WITH DISABILITIES ACT, SECTION 508 POLICY

The Contractor shall comply with accessibility requirements for electronic and information technology access as defined in Section 508 of the Rehabilitation Act (29 U.S.C. 794d). Detailed requirements for accessibility have been established by the Architectural and Transportation Barriers Compliance Board (Access Board) at 36 CFR Part 1194.

H.24 PROTECTION AND SAFEGUARDING OF INFORMATION AND DATA

(a) Except as specifically authorized by this contract, or as otherwise approved in writing by the contracting officer, all information and data developed, acquired, or furnished by or to the

contractor in the performance of this contract, shall be used only in connection with the work under this contract, and shall be protected by the contractor from unauthorized use, release, duplication, or disclosures.

(b) The contractor shall take appropriate measures to assure that its personnel, who have or might reasonably have access to such information and data referred to in paragraph (a) above, agree to honor the contractor's commitment and safeguard such information and data.

(c) It is further anticipated that in performance of this contract the contractor may also have access to, be furnished, use, or generate the following types of data (recorded information):

1. Data of third parties bearing limited rights or restricted rights notices submitted either to the government or directly to the contractor;

2. Other data of third parties which the government has agreed to handle under protective arrangements; or

3. Data, generated by the government or the contractor for third parties, for which the government intends to control the use and dissemination until delivered to the third parties.

(d) In order to protect the interests of the government, the owners, and the intended recipients of the data described in paragraph (c), the contractor further agrees, with respect to such data described in subparagraph (c)1 and, when so identified by the contracting officer or designated representative, with respect to data described in subparagraphs (c)2 and (c)3, to:

1. Use and disclose such data only to the extent necessary to perform the work required under this contract, with particular emphasis on restricting the data to employees having a "need to know";

2. Preclude disclosure of such data outside contractor's organization performing work under this contract without written consent of the contracting officer; and

3. Return or dispose of such data as directed by the contracting officer or designated representative when such data is no longer needed for contract performance.

(e) Nothing contained in this special contract requirement or elsewhere in this contract shall be construed as altering the definition of "technical data" for the purpose of applying the requirement(s) of the clause herein entitled FAR 52.227-14, "Rights in Data—General."

H.25 ADMINISTRATIVE ASSET TRANSITION

The contractor agrees that the administrative telephone instruments and associated services provided under this contract are essential to the Government and shall be continued without interruption. The transition of these assets (e.g., hardware and software) from the incumbent to a successor Contractor (or the Government in the event of no successor), shall be accomplished in accordance with the following:

Transition of Assets: All existing assets shall remain installed and usable by the Government through the transition of assets or their replacement by the successor contractor. The assets will be provided on an "as is/where is" basis. In the event that the successor contractor chooses not to use the existing assets, it will coordinate removing those assets with the predecessor contractor who has responsibility to dispose of those assets. The contractor shall ensure that all purchase and leasing arrangements, both for hardware and software, includes provisions to transfer to a successor in interest.

Continuity of Services: All Administrative Telephone assets and services shall transition with no degradation to service. The contractor is obligated to transfer these assets to a successor in interest if the successor elects to acquire them at the Asset Transition Charge, described below. The contractor shall not remove, reassign, or otherwise dispose of these assets once a successor in interest indicates the desire to accept transfer of the assets.

Asset Transition Value Methodology: Upon notification by the Government, at least 120 days before the end of the KICS contract, a Transition Value of the contractors' administrative telephone assets on the date of transition will be calculated and provided to the Government. The Transition Value shall be the net book value of the assets at the time of transition. Any costs to move the assets from their current locations or to modify their current configuration shall not be included. All applicable remaining warranties shall be provided to the successor in interest. The Asset Transition Value shall not include any Government-furnished or institutionally provided property or equipment.

H.26 DATA RIGHTS NOTICE

(a) Any proposal submitted during the course of contract performance must expressly identify any computer software or technical data that is to be provided with less than unlimited rights. The Contractor shall notify the Contracting Officer in writing prior to incorporating any item, component, subcomponent, process, or software, wherein the related technical data or computer software qualifies as limited rights data or restricted computer software in accordance with Alternate II and III of Federal Acquisition Regulations (FAR) 52.227-14 and NASA FAR Supplement (NFS) 1852.227-86. This notification does not apply to commercial off-the-shelf (shrink-wrapped) computer software, and corresponding documentation, that has a standard commercial license unless the software is to be incorporated as a subcomponent in a developmental effort.

(b) Technical data and computer software delivered shall not be marked with restrictive legends unless the Contracting Officer has given prior written consent.

(c) All license agreements shall be compliant with Federal laws, regulations and the terms and conditions of this contract and shall be transferable to the Government upon completion of the contract without any additional cost to the Government. One copy of the final negotiated license agreement shall be forwarded to the Contracting Officer within thirty (30) calendar days of agreement to ensure compliance.

H.27 LIMITED RIGHTS DATA NOTICE

(a) Notwithstanding any other terms and conditions of this contract, the Government shall have the right to disclose technical data marked as limited rights data outside the Government, without obtaining permission from the Contractor, under the following circumstances:

1. Use (except for manufacture) by support service contractors.
2. Evaluation by non-governmental evaluators.
3. Use (except for manufacture) by other contractors participating in the Government's program of which the specific contract is a part, for information and use in connection with the work performed under each contract.
4. Emergency repair or overhaul work.
5. Release to a foreign government, or instrumentality thereof, as the interests of the United States Government may require, for information or evaluation, or emergency repair or overhaul by such Government.

(b) Prior to disclosure, except in emergency circumstances as identified in Paragraphs 4 and 5 above, the Government shall require the recipient to sign an agreement, provided by and acceptable to the Contractor, to protect the data from unauthorized use and disclosure. The Contractor shall provide a copy of the acceptable nondisclosure agreement to the Contracting Officer no later than thirty (30) calendar days after contract award.

H.28 INFORMATION INCIDENTAL TO CONTRACT ADMINISTRATION

(a) With the exception of financial information, the Government shall have unlimited rights to use and distribute to third parties any administrative or management information developed by the Contractor or a Subcontractor at any tier in whole or in part or the performance of the contract or first produced in the performance of the contract, whether or not said information is specified as a contract deliverable, if created in whole or in part at Governmental expense. The Contracting Officer may, at any time during the contract performance or within a period of three (3) years after acceptance of all items to be delivered under this contract, order any administrative or management information developed by the Contractor or a subcontractor at any tier in whole or in part for the performance of the contract or first produced in the performance of the contract.

(b) The Contracting Officer may release the Contractor from the requirements of this clause for specifically identified information at any time during the three (3) year period set forth in Paragraph (a) of this clause.

H.29 AUTONOMOUS CONTRACTOR OPERATION

The contractor shall appoint a representative at the work site with full authority to receive and execute, on behalf of the contractor, such contract modifications, notices, policy directives, etc., as may be issued pursuant to the terms of this contract.

H.30 CONTROLS APPLICABLE TO CONTRACTOR'S ACTIVITIES (KSC 52.242-90)(AUG 2002)

The below listed Kennedy Space Center publications and subsequent revisions thereof are applicable to this contract and are incorporated herein by reference. These publications prescribe regulatory procedural criteria, which are applicable to the contractor. The contractor, upon receipt of notice of noncompliance with any provisions of the below listed publications from the Contracting Officer or his representatives, shall promptly take corrective action. Additional requirements reside in the PWS and Attachment J-1, Appendix 3.

JHB 2000	Consolidated Comprehensive Emergency Management Plan
KHB 1200.1	Facilities, Systems, And Equipment Management Handbook
KHB 1610.1	KSC Security Handbook
KHB 1710.2	Kennedy Space Center Safety Practices Handbook
KNDP 8700.0	Safety and Mission Assurance Policy Direction
KNPD 1800.2	Hazard Communication Program
KMI 1810.1	KSC Occupational Medicine Program **On-site Contractors shall comply with Attachment D, KSC Skin Cancer Prevention Program**
KMI 1860.1	KSC Radiation Protection Program
KHB 1870.1	KSC Sanitation Handbook
KHB 2570.1	KSC Radio Frequency Spectrum Management Handbook
KHB 4000.1	Supply Support System Manual, Part 5, Equipment Management
KHB 8800.6	KSC Environmental Control Handbook
KHB 8800.7	Waste Management Handbook
KMI 8800.8	KSC Environmental Management

[END OF SECTION]

PART II - CONTRACT CLAUSES

SECTION I

CONTRACT CLAUSES

I.1 LISTING OF CLAUSES INCORPORATED BY REFERENCE

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

I. FEDERAL ACQUISITION REGULATION (48 CFR CHAPTER 1)

CLAUSE NUMBER	DATE	TITLE
52.202-1	DEC 2001	DEFINITIONS
52.203-3	APR 1984	GRATUITIES
52.203-5	APR 1984	COVENANT AGAINST CONTINGENT FEES
52.203-6	JUL 1995	RESTRICTIONS ON SUBCONTRACTOR SALES TO THE GOVERNMENT
52.203-7	JUL 1995	ANTI-KICKBACK PROCEDURES
52.203-8	JAN 1997	CANCELLATION, RESCISSION AND RECOVERY OF FUNDS FOR ILLEGAL OR IMPROPER ACTIVITY
52.203-10	JAN 1997	PRICE OR FEE ADJUSTMENT FOR ILLEGAL OR IMPROPER ACTIVITY
52.203-12	JUN 1997	LIMITATION ON PAYMENTS TO INFLUENCE CERTAIN FEDERAL TRANSACTIONS
52.204-2	AUG 1996	SECURITY REQUIREMENTS
52.204-4	AUG 2000	PRINTED OR COPIED DOUBLE-SIDED ON RECYCLED PAPER
52.209-6	JUL 1995	PROTECTING THE GOVERNMENT'S INTEREST WHEN SUBCONTRACTING WITH CONTRACTORS DEBARRED, SUSPENDED, OR PROPOSED FOR DEBARMENT
52.211-15	SEP 1990	DEFENSE PRIORITY AND ALLOCATION REQUIREMENTS
52.215-2	JUN 1999	AUDIT AND RECORDS--NEGOTIATION
52.215-8	OCT 1997	ORDER OF PRECEDENCE - UNIFORM CONTRACT FORMAT
52.215-11	OCT 1997	PRICE REDUCTION FOR DEFECTIVE COST OR PRICING DATA-- MODIFICATIONS
52.215-13	OCT 1997	SUBCONTRACTOR COST OR PRICING DATA - MODIFICATIONS
52.215-14	OCT 1997	INTEGRITY OF UNIT PRICES
52.215-15	DEC 1998	PENSION ADJUSTMENTS AND ASSET

		REVERSIONS
52.215-18	OCT 1997	REVERSION OR ADJUSTMENT OF PLANS FOR POSTRETIREMENT BENEFITS (PRB) OTHER THAN PENSIONS
52.215-21	OCT 1997	REQUIREMENTS FOR COST OR PRICING DATA OR INFORMATION OTHER THAN COST OR PRICING DATA -- MODIFICATIONS
52.216-7	FEB 2002	ALLOWABLE COST AND PAYMENT (a) (3) 30th
52.216-11	APR 1984	COST CONTRACT – NO FEE (Applies only to CLIN 0001)
52.216-18	OCT 1995	ORDERING Insert "1/1/04" through "9/30/08" in paragraph (a).
52.216-19	OCT 1995	ORDER LIMITATIONS Insert "$1,000", "$4,000,000, "$20,000,000", "60" and "3" in paragraphs (a), (b)(1), (b)(2), (b)(3) and (d), respectively.
52.216-22	OCT 1995	INDEFINITE QUANTITY Insert "9/30/08" in paragraph (d).
52.217-8	NOV 1999	OPTION TO EXTEND SERVICES
52.219-6	JUL 1996	NOTICE OF TOTAL SMALL BUSINESS SET-ASIDE
52.219-8	OCT 2000	UTILIZATION OF SMALL BUSINESS CONCERNS
52.219-14	DEC 1996	LIMITATION ON SUBCONTRACTING
52.222-1	FEB 1997	NOTICE TO THE GOVERNMENT OF LABOR DISPUTES
52.222-2	JUL 1990	PAYMENT FOR OVERTIME PREMIUMS Insert "Zero" in paragraph (a).
52.222-3	AUG 1996	CONVICT LABOR
52.222-4	SEP 2000	CONTRACT WORK HOURS AND SAFETY STANDARDS ACT - OVERTIME COMPENSATION
52.222-20	DEC 1996	WALSH-HEALEY PUBLIC CONTRACTS ACT
52.222-21	FEB 1999	PROHIBITION OF SEGREGATED FACILITIES
52.222-26	APR 2002	EQUAL OPPORTUNITY
52.222-35	DEC 2001	EQUAL OPPORTUNITY FOR SPECIAL DISABLED VETERANS, VETERANS OF THE VIETNAM ERA, AND OTHER ELIGIBLE VETERANS
52.222-36	JUN 1998	AFFIRMATIVE ACTION FOR WORKERS WITH DISABILITIES
52.222-37	DEC 2001	EMPLOYMENT REPORTS ON SPECIAL DISABLED VETERANS, VETERANS OF THE

		VIETNAM ERA, AND OTHER ELIGIBLE VETERANS
52.222-41	MAY 1989	SERVICE CONTRACT ACT OF 1965, AS AMENDED
52.222-42	MAY 1989	STATEMENT OF EQUIVALENT RATES FOR FEDERAL HIRES
52.222-43	MAY 1989	FAIR LABOR STANDARDS ACT AND SERVICE CONTRACT
52.222-47	MAY 1989	SERVICE CONTRACT ACT (SCA) MINIMUM WAGES AND FRINGE BENEFITS. Command Technologies, Inc. is the incumbent Contractor. International Brotherhood of Electrical Workers Local is the labor union. Space Mark, Inc is the incumbent Contractor. International Brotherhood of Electrical Workers Local is the Labor union. Johnson Controls World Services, Inc. is the incumbent Contractor. Motion Picture and Video Tape Laboratory Technicians, Allied Crafts and Government Employees and International Cinematographers Guild is the labor union.
52.223-3	JAN 1997	HAZARDOUS MATERIAL IDENTIFICATION AND MATERIAL SAFETY DATA (ALTERNATE I) (JUL 1995) Insert "NONE" in paragraph (b).
52.223-5	APR 1998	POLLUTION PREVENTION AND RIGHT-TO-KNOW INFORMATION
52.223-6	MAY 2001	DRUG-FREE WORKPLACE
52.223-10	AUG 2000	WASTE REDUCTION PROGRAM
52.223-14	OCT 2000	TOXIC CHEMICAL RELEASE REPORTING
52.225-1	MAY 2002	BUY AMERICAN ACT--SUPPLIES
52.225-13	JUL 2000	RESTRICTIONS ON CERTAIN FOREIGN PURCHASES
52.226-1	JUN 2000	UTILIZATION OF INDIAN ORGANIZATIONS AND INDIAN-OWNED ECONOMIC ENTERPRISES
52.227-1	JUL 1995	AUTHORIZATION AND CONSENT
52.227-2	AUG 1996	NOTICE AND ASSISTANCE REGARDING PATENT AND COPYRIGHT INFRINGEMENT
52.227-14	JUN 1987	RIGHTS IN DATA--GENERAL As modified by 1852.227-14 NASA FAR Supplement (OCT 1995)
52.227-17	JUN 1987	RIGHTS IN DATA – SPECIAL WORKS
52.228-7	MAR 1996	INSURANCE--LIABILITY TO THIRD PERSONS
52.230-2	APR 1998	COST ACCOUNTING STANDARDS
52.230-6	NOV 1999	ADMINISTRATION OF COST ACCOUNTING STANDARDS
52.232-1	APR 1984	PAYMENTS

52.232-7	DEC 2002	PAYMENTS UNDER TIME AND MATERIALS AND LABOR HOUR CONTRACTS
ALTERNATE II	FEB 2002	
52.232-8	FEB 2002	DISCOUNTS FOR PROMPT PAYMENT
52.232-11	APR 1984	EXTRAS
52.232-17	JUN 1996	INTEREST
52.232-18	APR 1984	AVAILABILITY OF FUNDS
52.232-19	APR 1984	AVAILABILITY OF FUNDS FOR THE NEXT FISCAL YEAR
52.232-22	APR 1984	LIMITATION OF FUNDS
52.232-23	JAN 1986	ASSIGNMENT OF CLAIMS
52.232-25	FEB 2002	PROMPT PAYMENT (ALTERNATE I) (FEB 2002)
52.232-33	MAY 1999	PAYMENT BY ELECTRONIC FUNDS TRANSFER
52.232-34	MAY 1999	PAYMENT BY ELECTRONIC FUNDS TRANSFER--OTHER THAN CENTRAL CONTRACTOR REGISTRATION Insert "NO LATER THEN 15 DAYS PRIOR TO SUBMISSION OF THE FIRST REQUEST FOR PAYMENT" in Paragraph (b)(1).
52.233-1	JUL 2002	DISPUTES
52.233-3	AUG 1996	PROTEST AFTER AWARD
52.237-2	APR 1984	PROTECTION OF GOVERNMENT BUILDINGS, EQUIPMENT, AND VEGETATION
52.237-3	JAN 1991	CONTINUITY OF SERVICES
52.239-1	AUG 1996	PRIVACY OR SECURITY SAFEGUARDS
52.242-1	APR 1984	NOTICE OF INTENT TO DISALLOW COSTS
52.242-3	MAY 2001	PENALTIES FOR UNALLOWABLE COSTS
52.242-4	JAN 1997	CERTIFICATION OF FINAL INDIRECT COSTS
52.242-12	JUL 1995	REPORT OF SHIPMENT (REPSHIP)
52.242-13	JUL 1995	BANKRUPTCY
52.243-1	AUG 1987	CHANGES – FIXED-PRICE
52.243-2	AUG 1987	CHANGES--COST-REIMBURSEMENT (ALTERNATE II) (APR 1984)
52.243-3	SEP 2000	CHANGES – TIME AND MATERIALS OR LABOR-HOURS
52.244-2	AUG 1998	SUBCONTRACTS (ALTERNATE I) (AUG 1998)
52.244-5	DEC 1996	COMPETITION IN SUBCONTRACTING
52.244-6	MAY 2002	SUBCONTRACTS FOR COMMERCIAL ITEMS
52.245-5	JAN 1986	GOVERNMENT PROPERTY (COST-REIM-BURSEMENT, TIME-AND-MATERIAL, OR LABOR-HOUR CONTRACTS)
52.245-9	ARP 1984	USE AND CHARGES
52.245-19	APR 1984	GOVERNMENT PROPERTY FURNISHED "AS

		IS"
52.246-23	FEB 1997	LIMITATION OF LIABILITY
52.246-25	FEB 1997	LIMITATION OF LIABILITY-- SERVICES
52.247-1	APR 1984	COMMERCIAL BILL OF LADING NOTATIONS
52.249-2	SEP 1996	TERMINATION FOR CONVENIENCE OF THE GOVERNMENT
52.249-6	SEP 1996	TERMINATION (COST-REIMBURSEMENT)
52.249-8	APR 1984	DEFAULT (FIXED-PRICE SUPPLY AND SERVICE)
52.249-14	APR 1984	EXCUSABLE DELAYS
52.251-1	APR 1984	GOVERNMENT SUPPLY SOURCES
52.251-2	JAN 1991	INTERAGENCY FLEET MANAGEMENT SYSTEM VEHICLES AND RELATED SERVICES
52.253-1	JAN 1991	COMPUTER GENERATED FORMS

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

CLAUSE NUMBER	DATE	TITLE
1852.203-70	JUN 2001	DISPLAY OF INSPECTOR GENERAL HOTLINE POSTERS
1852.204-76	JUL 2002	SECURITY REQUIREMENTS FOR UNCLASSIFIED INFORMATION TECHNOLOGY RESOURCES Insert "within 90 days" in paragraph (c).
1852.209-72	DEC 1988	COMPOSITION OF THE CONTRACTOR
1852.216-89	JUL 1997	ASSIGNMENT AND RELEASE FORMS
1852.217-70	DEC 1988	PROPERTY ADMINISTRATION AND REPORTING
1852.219-74	SEP 1990	USE OF RURAL AREA SMALL BUSINESSES
1852.219-76	JUL 1997	NASA 8 PERCENT GOAL
1852.219-79	MAR 1999	MENTOR REQUIREMENTS AND EVALUATION
1852.223-74	MAR 1996	DRUG AND ALCOHOL-FREE WORKPLACE
1852.227-87	APR 1989	TRANSFER OF TECHNICAL DATA UNDER SPACE STATION INTERNATIONAL AGREEMENTS
1852.235-70	JUL 2000	CENTER FOR AEROSPACE INFORMATION--FINAL SCIENTIFIC AND TECHNICAL REPORTS
1852.237-70	DEC 1988	EMERGENCY EVACUATION PROCEDURES
1852.242-72	AUG 1992	OBSERVANCE OF LEGAL HOLIDAYS ALTERNATE II
1852.242-78	APR 2001	EMERGENCY MEDICAL SERVICES AND EVACUATION
1852.243-71	MAR 1997	SHARED SAVINGS

(End Of Clause)

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

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

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

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

(End of clause)

I.3 AUTHORIZED DEVIATIONS IN CLAUSES (FAR 52.252-6) (APR 1984)

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

(b) The use in this solicitation or contract of any NASA FAR Supplement Regulation (48 CFR 18) clause with an authorized deviation is indicated by the addition of "(DEVIATION)" after the name of the regulation.

(End Of Clause)

I.4 OMBUDSMAN (NFS 1852.215-84) (JUN 2000)

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

(c) If resolution cannot be made by the contracting officer, interested parties may contact the installation ombudsman,

James W. Kennedy
Kennedy Space Center
Code: AA-A
Kennedy Space Center, FL 32899
Voice: (321) 867-2355
Fax: (321) 867-7787
Email: james.w.kennedy@nasa.gov

Concerns, issues, disagreements, and recommendations which cannot be resolved at the installation may be referred to the NASA ombudsman, the Director of the Contract Management Division, at 202-358-0422, facsimile 202-358-3083, e-mail sthomps1@hq.nasa.gov. Please do not contact the ombudsman to request copies of the solicitation, verify offer due date, or clarify technical requirements. Such inquiries shall be directed to the contracting officer or as specified elsewhere in this document.

(End of clause)

[END OF SECTION]

PART III – LIST OF DOCUMENTS, EXHIBITS, AND OTHER ATTACHMENTS

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LIST OF DOCUMENTS, EXHIBITS, AND OTHER ATTACHMENTS

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RFP #03-HAW-001

J-1
Performance Work Statement

For

Kennedy Space Center Integrated Communications Services (KICS)

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1.0 CONTRACT OVERVIEW

Kennedy Space Center (KSC) Communications Vision:

The Kennedy Space Center desires to acquire world-class support for existing systems and services, modernize its communications infrastructure, increase communication services customer satisfaction, develop a service-based communication support model, and use this model to meet future communications needs.

The desired end state, after modernization, is analogous to service levels and standards of the telecommunications industry (i.e. shared, high capacity infrastructure, 99.999% availability, coherent access to large quantities of dissimilar information including: voice, video, telemetry, audio, and data). KSC seeks establishment of relationships and/or affiliations with the communications industry and related technology providers. The primary role of these relationship(s) will be to infuse knowledge, advanced technologies, and operational methodologies into KSC's communications systems in order to achieve KSC's modernization goals of increasing services, reducing cost and meeting PWS requirements. Candidate areas for application of this expertise/knowledge include: WAN/MAN design; development and implementation; emerging communications technology implementation; and large scale deployments (premise wiring, infrastructure upgrades, LAN/MAN/WAN). "Affiliate," as used in this PWS, means a party obtained via subcontract or other legally binding agreement that will support design, implementation, and operations activities associated with this KSC Vision.

A wide range of customers will be serviced under this contract, including multiple NASA programs, DOD, contractors, academia, other government agencies and varied space related industry entities. The contract scope includes a wide spectrum of services and capabilities that are categorized as "communications" and vary from well-defined delivery order type items to efforts that involve the discovery and development of the future.

The contractor shall perform contract Phase-In and operational support activities so as to assure a seamless transition to and implementation of the new contract without any impact to existing communications infrastructure or mission operations.

The contractor shall perform communications and IT system design, development, operations, planning, maintenance, modernization, engineering, and life cycle management for the Kennedy Space Center and NASA Initiatives. The goals associated with this effort include increased responsiveness to customer needs, increased levels of customer service and satisfaction, and operational support for multiple concurrent users.

The contractor shall implement, maintain and utilize IT security hardware and software techniques, upgrades, plans and tools to ensure the highest integrity and security of KSC IT communication systems and services.

The contractor shall perform its responsibilities in the most cost-effective and efficient manner while supporting the government's top priorities for safety, security, mission success, customer satisfaction and infrastructure stewardship. These responsibilities include the following: program management; design, engineering, operation and maintenance of assigned facilities, ground systems; information technology; logistics; and institutional support.

The contractor shall perform all necessary program management including technical and business functions to plan, implement, track, report, and deliver the required products and services described in this Performance Work Statement (PWS). The contractor shall provide all personnel and other resources, except as otherwise specified in the contract, necessary to accomplish these functions. The contractor shall execute these management functions while maintaining flexibility and responsiveness to changing requirements.

The contractor shall implement a comprehensive safety and mission assurance program that emphasizes safety, health, and environmental stewardship in accordance with the NASA Safety Hierarchy described below in Section 3.0.

Under this contract, the contractor shall have broad mission and day-to-day responsibilities of increasing customer satisfaction, performing communications system and IT development, providing operations and modernization for the government and designees. Therefore, the general scope of the contract covers any communications or IT services or related activities arising from the PWS in support of human exploration and development of space, earth and space science exploration, or related enabling functions.

This contract will require the contractor to maintain and operate KSC's communications infrastructure to support KSC communications needs while migrating towards a service based model over the life of the contract. Implementation of this vision will require the contractor to collapse existing systems and their supporting infrastructure into a common communications infrastructure without negatively impacting operational support levels. As this process progresses, the capabilities provided by these systems will move away from a "Cost Plus" model and toward a priced-service model. Key outcomes desired from this migration include improved flexibility of communications systems and infrastructure and improved responsiveness.

2.0 BUSINESS MANAGEMENT

The contractor shall perform all business functions necessary to execute and administer the Kennedy Integrated Communication Services (KICS) contract under the guidelines of the center's safety, health, and environmental policies.

The contractor shall manage and control intra-company, subcontractor, and vendor activities required to fulfill the contract. The contractor shall be accountable for the quality and timeliness of the goods, services, and Indefinite Delivery/Indefinite Quantity (ID/IQ) efforts under this contract. The contractor shall provide visibility for the government into all aspects of intra-company, subcontractors, and vendor activities.

The contractor shall provide the government with a quarterly KICS contract review, which includes, but is not limited to: financial status, indirect rate reviews and contract cost forecast (with estimate to complete), cost savings and cost avoidance initiatives, systems status, on-going projects, completed projects, planned or proposed projects, risk management status and risk mitigation planning/status, and safety and health data.

The contractor shall provide monthly status reviews and develop, maintain and report performance-based metrics associated with cost, schedule, and quality performance. The contractor shall define and implement project controls for managing changes to the overall contract cost and schedule.

The contractor shall perform to the communication service standards as shown in the Surveillance Plan, Attachment J-5, Table 1, and deliver communication services in accordance with Attachment J-5, Table 2.

The contractor shall implement KICS requirements and further KSC's goals in reaching the KSC business management objectives of:

- Providing safety, health, and environmental stewardship
- Providing quality communication systems with no impacts to operational activities
- Providing flexible communication resources to meet customer requirements
- Providing personnel and processes that are timely and responsive to customer needs
- Providing expertise in communication systems
- Modernizing KSC communication systems infrastructure
- Delivering communication services within contract value
- Providing state of the art technology in communication systems
- Beginning and finishing projects on schedule and within budget
- Providing communications infrastructure stewardship
- Managing costs, including labor rates and indirect cost growth

2.1 Phase-In Plan

The contractor shall develop and implement a Phase-In Plan, which defines the contractor's approach to and estimated costs of phasing communication services from the incumbent contractor while minimizing operational impacts to various center customers. The Phase-In shall be complete within 90 days of contract start to include migration of all existing work control communication services data and records to the new KICS work control system. The work control system shall be fully operational by completion of the Phase-In period. The Phase-In Plan will address partnering with the incumbents and provide a time estimate for implementation. The contractor shall provide a Phase-In status to the government at a minimum of once per week.

2.2 Financial Management

The contractor shall develop, implement, and maintain an integrated financial management system for planning, tracking, compiling, and reporting contract costs. The contractor shall provide all other necessary financial support required by the government to meet the budgeting, cost reporting, billing, and disclosure requirements of the contract. The contractor shall develop and submit reports to the government per the Work Breakdown Structure (WBS) provided in Appendix 6. The contractor shall provide financial systems that support NASA's transition to full cost accounting.

The contractor shall provide financial reports in accordance with the requirements of the Financial Report (DRD M-1), and NF533. The contractor shall complete selected portions of NPD 9501.3A, Earned Value Management as directed by the Information Technology and Communications (IT&C) representative.

The contractor shall develop and implement a rolling five-year Technical and Cost Plan (DRD M-2) to define planned work and estimate the cost of work to be performed or planned during the subsequent five years. This plan shall be revised and updated every year. The contractor shall support the government's development of yearly operating plans with respect to cost and workforce assessment of KICS related responsibilities. The contractor shall support cost impact assessment of requirements changes, hardware modifications or upgrades, special studies, and Indefinite Delivery/Indefinite Quantity (ID/IQ) support. Requests involving ID/IQ cost estimates shall be addressed and provided to the government within 14 calendar days.

The contractor shall conduct a Monthly Financial Review meeting within 14 calendar days after the close of the reporting month to provide the government Contracting Officer's Technical Representative (COTR) insight into contract cost and workforce utilization. The contractor shall provide accurate expenditures and forecasts of labor and material costs and workforce utilization. The contractor shall develop and propose cost and workforce utilization metrics, including trend analysis, to the government for revision and agreement. The proposed metrics will reflect sustaining engineering, operations and maintenance activities, and ID/IQ support.

2.3 Technical Management

The contractor shall implement the contract requirements in a manner that ensures all activities required by this PWS are properly accomplished and recorded. The contractor shall implement a sustaining engineering and maintenance program. The contractor shall manage contract resources to account for surge, non-standard, and recovery requirements in addition to collecting, tracking and enforcing warranties provided for services, maintenance, or equipment related to communication services covered in the contract. The contractor shall recommend, develop, and implement innovative approaches consistent with government regulations that improve services and customer satisfaction provided under this contract.

After contract award, the contractor shall recommend, procure, incorporate, and operate commercially available systems as replacements for all obsolete Government Furnished Property (GFP) as delineated in Appendix 5. The contractor shall develop and identify components and systems requiring replacement or upgrade. The contractor's assessment of GFP to be replaced, or subsequently identified as obsolete, requiring upgrades, will be part of the Technical and Cost Plan. The government will approve any upgrade or replacement of GFP.

The contractor shall provide the government unrestricted on-line access to all data generated in the performance of this contract and utilize web-based interfaces whenever possible. Contract deliverables shall be made available to the government using automated, on-line systems, and may utilize existing KSC systems (e.g. TechDoc).

The contractor shall participate in weekly status (configuration and availability) meetings with associated communications systems government organizations.

2.3.1 Work Control

The contractor shall implement a work control process. This process must plan, schedule, execute, monitor, document and improve KICS-provided communication services. This process shall include In-Family and Out-of-Family (see Section 4.0) services and developmental activities, and shall exhibit sufficient flexibility to adapt to future contract requirements. The contractor shall utilize MAXIMO® as the KICS work control system. The government shall provide the software license to implement MAXIMO® for the current communications support services operating environment.

The contractor's work control system and business processes shall track and predict personnel and system resource usage and shall incorporate and utilize a resource leveling function across operations and maintenance, sustaining engineering, program support and ID/IQ. The contractor's work control system shall have the capability to provide online reports to identified government and customer users. The contractor's work control system shall provide and the contractor shall implement work control data migration to the KICS successor contractor.

The contractor shall provide an integration function for all communication services under contract. The integration function shall provide status to the government on all scheduled work, outages, and other items pertinent to the contractor's provision of communication services.

The contractor shall ensure critical communication services (e.g. security, fire alarms, OIS-D, paging and area warning, OTV, and other critical systems identified in Attachment J-1, Section 4.0) are available and operational 24 hours per day, 7 days per week. The contractor shall staff an existing communications control center 24 hours per day, 7 days a week to document customer requests for service. The communications control center shall initiate remediation activities by the appropriate KICS contractor organization or transfer the request to the appropriate KSC contractor for remediation.

For administrative communication services (e.g. phones, voice mail, video conferencing), the contractor shall respond to customer requests for service and correct service deficiencies from 6:00 a.m. Eastern to 8:00 p.m. Eastern, Monday through Friday except when specifically approved by the government.

The contractor shall support pre-planned program customer requirements and operational processing up to 24 hours per day, 7 days a week. In response to unplanned outages, schedule disruptions or to declared contingencies, the contractor shall support up to 24 hours per day, 7 days a week. The contractor shall perform outages and execute maintenance actions during non-mission critical and off-shift timeframes in order to minimize risk to program operations and to limit impacts to center wide processes (reference Section 2.3.5, Outage Management).

The contractor shall provide a weekly work schedule, with associated resource usage, for each system. The work schedules shall contain all work with the exception of In-Family and Task Order work items. The work schedules shall show all planned work for the current fiscal year as well as the previous week. All completed work shown on the schedules shall be indicated as such. The contractor shall also integrate all KICS system work schedules and provide, on a weekly basis (or less frequently, as determined by the IT&C government representative), an integrated master KICS work schedule.

The contractor shall provide a technical status report to the government on a weekly basis. The report shall address, but is not limited to, project status, significant maintenance actions, system anomalies, customer support issues, near-term outages, issues and concerns, and planning status of future work. The contractor shall provide minutes and track and maintain an action item log through completion of corrective action.

The contractor shall schedule activities to include the following minimum information:

1. Work orders to be executed
2. Task duration, including start and end times

3. Identification of hazardous operations and associated control area requirements
4. Task leader and phone number
5. Personnel resources, by function, required for each activity
6. Parts required to implement the task
7. Related system outages and impact times

The contractor shall provide schedule activities information to the government during the weekly status meetings. Scheduling information shall also be incorporated into the weekly work schedule described above.

2.3.2 Requirements

The contractor shall develop and maintain a process for collecting and documenting customer requirements. The contractor shall be responsible for the entirety of communication systems from data source to delivery at the customer interface point. The contractor shall assist KICS customers in development of communication system requirements and documentation of requirements in official databases.

The contractor shall respond to requirements in the Program Requirements Document (PRD) using the Automated Support Requirements System (ASRS) in accordance with KSC GP60-3, Automated Support Requirements System Handbook. The contractor shall provide a closed-loop, tracking mechanism to ensure requirements are documented in work control procedures, implemented, and verified within the database.

The contractor shall develop and implement a web-based tool for KICS customers to document and track communication support requirements and obtain work schedules to be operational 6 months after contract award.

For program mission support or major institutional customer requirements that cannot or will not be met, the contractor shall prepare, process, and provide justification for approval by the IT&C government representative.

On an as-requested basis, the contractor shall provide the government with status of completed and open requirements to include estimated hours and/or cost to complete.

2.3.3 Reviews

The contractor shall provide support and technical input with respect to communication systems at various reviews. These reviews include, but are not limited to, those listed in Table 2.1.

FUNCTION	REVIEW
STS	Flight Hardware Move/Mate Readiness Review
	S0017, Terminal Count Demonstration Test (TCDT) Pre-Test Briefing
	S0026, S0028 Orbiter Landing

	S5023, Orbiter Rollover
	A5214, SSV Rollout
	S0009, Pad Validation
	S0014, Flight Readiness Firing
	S0037, LH2/L02 Load Demonstration
	Payload Interface Test (S07XXX) as applicable
	Launch Readiness Review (LRR)
	S0007, Launch Countdown Pre-Test Briefing
	S0007, Launch Countdown Post-Test Briefing
	S0007 and S0017 OMI Reviews
	GSS Rollover, Rollout Readiness Review
ISS/Payloads	Payload Test as applicable
	Payload Test OMI Review as applicable
	Launch Site Support Plans
	Program Requirement Documentation Review
	Payload Readiness Review (PRR)
	Ground Operations Readiness Review (GORR)
LSPO	Launch Management Coordination Meeting (LMCM)
	Launch Readiness Review (LRR)
	Flight Readiness Review (FRR)
Institutional	Major Moves
	Emergency Preparedness Plan Annual Review
	Center Director Annual Holiday Outage Review
	Facility construction and modification as applicable
	Institutional reviews and boards as applicable
	CoF Design Reviews
	Monthly Financial Review
	KICS Quarterly Contract Review
All	Anomaly/investigation reviews as applicable
	Constraint and Pre-Test reviews as applicable
	IT&C Pretest and Posttest Readiness Reviews

Table 2.1: Reviews

2.3.4 Meetings

The contractor shall provide support and technical input with respect to communication systems at various program and institutional meetings at KSC. These meetings include, but are not limited to, those listed in Table 2.2. The contractor shall respond to action items identified at meetings.

FUNCTION	MEETING
STS	Launch Countdown Working Group (LCWG)
	Launch Commit Criteria Working Group

ISS/Payloads	Ground Operations Working Group (GOWG)
	Technical Interchange Meeting (TIM)
	ICS Status Meeting
	Monthly Facility IPT
LSPO	Ground Operations Working Group (GOWG)
	Technical Interchange Meeting (TIM)
	Communication and Telemetry Requirements Meeting
Institutional	Outage Planning Meetings
	Major Moves
	Weekly Systems Status Meeting
	IT&C Prelaunch & Postlaunch Photo Review

Table 2.2: Meetings

2.3.5 Outage Management

The contractor shall plan and implement communication system and facility outages at KICS supported facilities. To ensure outages have been properly coordinated and approved by KSC customers prior to implementation, the contractor shall develop an outage identification, review and customer approval process, and participate in other contractor's outage planning sessions and reviews. The contractor shall ensure outages are scheduled, initiated and recovered during periods of non-critical program or center processing and shall ensure communication systems maintenance, update, test, checkout and repair are completed as defined by requirements in the PRD and Section 4.0. The contractor shall recover from unplanned outages in a manner that limits impacts to critical center or mission processing operations. For each outage, the contractor shall maintain a list of impacted systems and approving organizations. The KICS outage task leader shall ensure all affected parties are notified when planned outages exceed planned timelines or when unplanned outages occur.

2.3.6 Training

The contractor shall provide a reliable work force that is trained and competent, certified and licensed as required, and experienced and knowledgeable about the work to be accomplished, so as to meet all responsibilities under the contract throughout the life of the contract. The contractor shall manage training and certification to be cost-effective, and to ensure that the appropriate skills, experience, and knowledge are available when and where they are needed. The contractor will further manage training and certification to ensure that current skills and knowledge are maintained as technology advances and infrastructure modernization progresses. The contractor shall plan and implement training and certification as described here and in Section 8.0 of this Performance Work Statement.

The contractor shall maintain a technical reference library to support contractor personnel and for customer education and use. The contents of the library shall be cataloged to facilitate library use. The library shall contain documents not released through the

Engineering Data Center (EDC) process, or made available via the CMDS or Tech Doc systems, such as Commercial Off-The-Shelf (COTS) equipment and software manuals, vendor drawings, KICS-developed documents, and other documentation and publications and software that apply to the products and services utilized or delivered by the KICS contract.

2.3.7 Configuration Management

The contractor shall perform configuration management on all assigned hardware and software. The contractor shall provide configuration documentation for all communication systems and components operated under this contract such as, but not limited to: engineering drawings, circuit path routing, and access control, (DRD M-3). The contractor shall maintain the documentation of assigned systems to the "as-built" configuration. The contractor shall maintain the existing Operations, Maintenance and Engineering Matrix (OMEM), which delineates equipment configuration designation. The contactor shall appoint an administrator responsible for maintenance and updates to the Configuration Management Data System (CMDS). The appointed individual for CMDS will need to be trained and certified to perform the administrator's functions. The contractor shall make configuration management data and information available to the government as requested.

The contractor shall provide a configuration control board and implement a configuration control process to receive, evaluate, prioritize, track and implement configuration control for communications systems.

2.3.8 Security Management

The contractor shall operate a security program in accordance with governing Agency, Department of Defense (DOD), Department of Homeland Security, and KSC directives as revised. The contractor shall develop, update and implement a Security Plan (DRD-M-4), which provides security planning for all personnel, facilities, equipment, and communications systems to assure compliance with, but not limited to, the following: NFS 1852.204-76, Security Requirements for Unclassified Technology Information Resources, FAR 52.204-2, Security Requirements, NFS 1852.223-75, Major Breach of Safety or Security, NPG 1620.1, Security Procedures and Guidelines; KHB 1610.1, KSC Security Handbook; NPG 2810.1, Security of Information Technology, and KSC Chief Information Officer (CIO) policies. The contractor shall submit IT Security Plans for review and approval by KSC's IT Security Manager. The contractor shall implement IT specific security in accordance with the requirements of the PWS, Sections 4.0 and 6.0.

The contractor shall ensure personnel have the required Personnel Reliability Program (PRP) and security clearances for access to controlled facilities and systems at Kennedy Space Center.

2.3.9 Emergency Management

The contractor shall develop, update and implement an Emergency Preparedness Plan (DRD M-5) in compliance with JHB 2000, Consolidated Comprehensive Emergency Management Plan and JDP-KSC-P-3014, Generic Emergency Procedures Document. The plan shall include the contractor's assigned communication systems, hardware, software, infrastructure, equipment, data storage and operations. The contractor shall plan for and participate in drills and implement the Emergency Preparedness Plan for declared institutional and customer emergencies.

The contractor shall ensure that the Emergency Preparedness Plan includes plans to respond to significant loss of capability due to accident or incident, equipment or infrastructure failures, attacks against computer systems and networks, loss of capability due to natural disaster, and other center-level emergency situations, and include plans to conduct timely recovery.

Under Center-declared or program-declared emergency conditions, the contractor shall respond and implement real-time identified requirements at the direction of the CO, COTR or IT&C government representative.

The contractor shall designate a KICS Emergency Coordinator responsible for supporting emergency preparedness planning and implementation.

2.3.10 Data Management

The contractor shall develop, update and implement a data management program, which provides for the management, preparation, publication, control, and distribution of data generated during the performance of this contract in compliance with NPD 1440.6, NASA Records Management. The contractor shall develop and maintain data repositories to support contract requirements including Data Requirements Document (DRD)/Data Requirements List (DRL) related products. The contractor shall provide for the handling and control of customer and proprietary data and software. The contractor shall provide a Data Accession List of documents produced and maintained for this contract.

The contractor shall identify an export control focal point to represent the contractor at the KSC Export Control Working Group (ECWG).

The contractor shall maintain the documentation baseline and ensure all new data storage (hardcopy and electronic) and KICS work control information. The contractor shall maintain compatibility with work control management systems of Shuttle, ISS, Institutional, and Launch Services Program Office contractors. The contractor shall maintain and integrate all legacy and historical system documentation data into any new documentation and workflow process.

The contractor shall maintain existing documentation and all documentation developed as part of the contract. The contractor shall provide the library functions to catalog, store

(electronic format), and maintain data. Existing hardcopy documentation, which cannot be converted to electronic format, may remain in hardcopy only with the approval of the Information Technology and Communications directorate. The contractor shall make the data available to the government as requested.

The contractor shall maintain and operate a repository for engineering documentation that includes a formal release process. The contractor shall update and revise documents, and purge outdated documents, as required. The contractor's repository and release system shall utilize existing EDC and CMDS engineering documentation systems and shall include basic engineering drawings and all released revisions, for contractor drawings, vendor drawings, shop drawings and work orders.

The contractor shall create and provide to the government unrestricted, on-line access to data stored and produced under this contract. All data made available to the government under this contract shall be retrievable, editable, and compatible with government hardware and software systems as identified in the requirements listed in Section 6.0, Contract Level Information Technology. This on-line access capability shall first be made available at the completion of the phase-in period and then maintained throughout the duration of the contract.

The contractor shall create, submit for government approval and implement the communication systems Data Impoundment Plan (DRD M-6) by the completion of the phase-in period. The plan shall address data associated with communication systems that control data access, capture communication system configuration, and restrict data release to specified organizations.

2.4 Quality Management

The contractor shall ensure the communication systems processes and procedures provide quality services and products to the government, continuously improve these products and services, ensure the safety of its personnel and assets, provide a healthy work environment for its personnel, provide environmental stewardship with respect to the KSC communication systems and other assigned sites under this contract, and ensure customer satisfaction.

The contractor shall develop, maintain, and implement a Quality Management Plan (DRD M-7).

The contractor shall develop and implement any necessary Associate Contractor Agreements (ACAs) with other KSC contractors to limit the amount of government liaison efforts.

2.4.1 Customer Satisfaction

The contractor shall provide the communication services defined and described in this PWS so as to ensure the satisfaction of Space Shuttle, International Space Station (ISS), Launch Services Program Office (LSPO), Institutional, and future KSC customers while

utilizing continuous improvement methods (Section 2.4.4) to succeed in the dynamic KSC work environment.

The contractor shall provide customer management support to the government for all program customers to include: Shuttle, ISS, LSPO, Institutional customers, and potential future KSC projects and programs. The support includes, but is not limited to: participating in internal KSC planning meetings, assisting Center customers in defining site and program processing requirements, and documenting site requirements.

2.4.2 Quality Assurance

The contractor shall establish, certify and maintain a Quality Management System (QMS) that, as a minimum, certifies and adheres to the requirements of ANSI/ISOASQ 9001-2000 American National Standard Quality Management Systems – Requirements, and revisions, throughout the contract duration. The contractor's initial QMS shall become registered by a Registration Accreditation Board (RAB)-certified third party registration body within 12 months of the effective date of the contract. The contractor's full, certified version of the QMS shall be registered within 18 months after contract award by a Registration Accreditation Board (RAB)-certified third party registration body. The registration scope shall be the contractor's quality system scope as defined in the contractor's quality manual. The QMS procedures, planning, and all other documentation and data that comprise the QMS shall be made available to NASA for review on an as-requested basis. Existing quality documents that meet the requirements of this contract may continue to be used. NASA may perform any necessary inspections, verifications, and evaluations, to ascertain compliance to requirements and the adequacy of the implementing procedures. In addition, the contractor's QMS shall make provisions for the following supplements to the 9001-2000 elements:

1. Customer Verification of Subcontracted Product - The contractor shall submit procurement documents to the designated NASA representative for determination of the need for Government Source Inspection (GSI) prior to release of the procurement.
2. Procurements, which require GSI, shall include the following statement, "The Government has the right to inspect any or all of the work included in this order at the supplier's plant."

The contractor shall collect and compile evidence derived from empirical data including, but not limited to: test results, analysis reports, inspection records, and delivery logs to establish that the products and services delivered to the government are in compliance with the requirements and specifications of the KICS contract.

The contractor shall develop, implement and update a process to control and improve the quality of products and services provided under this contract. The contractor shall develop a set of parameters with government concurrence, to be monitored by contractor quality personnel for the measurement and verification of critical processes that control key product characteristics. The measurements shall include, but not be limited to, data

on product and service quality, workmanship errors and rework. The process shall be auditable by the government and documented by the contractor.

The contractor shall participate in the Government/Industry Data Exchange Program (GIDEP) and NASA advisory reporting systems in accordance with NPG 8735.1, Procedure for Exchanging Parts, Materials, and Safety Problem Data Utilizing the Government-Industry Data Exchange Program and NASA Advisories.

The contractor shall notify the government of mission critical hardware/software anomalies and make available all trouble tickets on said hardware/software. The contractor shall provide the government status on such problem reports and notification of anomaly correction in a timely manner.

In the event of a program or center incident or contingency, the contractor shall support any government investigation and make available all pertinent documentation.

2.4.3 Reliability and Maintainability

Within one year of contract start, the contractor shall develop and implement a reliability and maintainability program that meets the requirements of NPD 8720.1, NASA Reliability and Maintainability Program Policy, and NASA-STD-8729.1, Planning, Developing, and Managing an Effective Reliability and Maintainability (R&M) Program. The contractor shall develop and implement a process that ensures the reliability and maintainability throughout the lifecycle of the communication systems and equipment for which the contractor is responsible. The process shall include assessments of reliability and maintainability performance against baseline allocations; preparation of reliability and safety analysis assessments and trend analyses; and participation in failure reviews.

2.4.4 Continuous Improvement

The contractor shall develop, update, and implement a continuous improvement program in accordance with ANSI/ISOASQ 9001-2000 American National Standard Quality Management Systems – Requirements.

The contractor shall initiate action, including requesting government approval, to change requirements that are indicated, by trending and data analysis, to be unreasonable or unnecessary, and to improve processes that result in products or services that fail to meet requirements.

2.4.5 Work Documentation and Authorization

By completion of the phase-in period, the contractor shall develop and implement a work order process that documents, controls, authorizes, schedules, executes, and reviews all work performed on communication system hardware, software, and facilities. The contractor's process shall perform configuration control of work orders, to include work order publication, revision, and release. The contractor shall ensure work orders provide

detailed instructions for all activities, identify hazardous activities and associated control areas, track as-built configuration, and verify approved requirements are satisfied.

2.4.6 Foreign Object Debris (FOD) Prevention

The contractor shall ensure its personnel adhere to the KSC FOD prevention program in accordance with KHB 5310.1D, Reliability, Maintainability and Quality Assurance Handbook, General Operating Policy 5-4.

2.4.7 Energy Conservation

The contractor shall develop and implement an energy conservation program. The contractor shall, on an as-requested basis, report to the government on measures taken to reduce energy consumption and provide quantified or estimated cost savings data. Energy conservation shall not be applied at the expense of quality and customer support. All new equipment, where applicable, shall have a high-energy efficiency rating.

2.4.8 Performance Metrics

The KICS contractor will develop, maintain, analyze and report performance for contract requirements and provide quarterly management reviews. The KICS contractor shall provide clear quantifiable metrics, which incorporate any contractually defined metrics in partnership with the IT&C Directorate. The contractor shall prepare a written document defining the agreed upon performance metrics which shall be approved by the Contracting Officer prior to implementation. The contractor will report existing or potential problem areas and identify corresponding trends. The report will also provide recommended solutions with estimated costs and completion times. The contractor shall submit a consolidated quarterly electronic Contract Performance Metrics Report to the Contracting Officer. The contractor shall also provide supporting data to substantiate compliance with the identified metrics. The contractor shall provide on-line access to the Contract Performance Metrics Report and supporting data to NASA-KSC personnel and other government personnel approved by the Contracting Officer. The Contract Performance Metrics Report will be developed in accordance with DRD M-8.

2.5 Risk Management

The Contractor shall develop and implement management approaches, including the criteria, methods, and procedures for identifying, analyzing, planning, tracking, controlling, communicating, and documenting KICS-related risks associated with:

- Contract Transition/Phase-In
- Contract Administration
- Performance of PWS Requirements

- Contract Financial Management

The contractor shall develop, implement, and update a Risk Management Plan (DRD M-9) in accordance with NPG 7120.5, NASA Program and Project Management Processes and Requirements (Section 4.3, Risk Management) and NPG 8000.4, Risk Management Procedures and Guidelines. The Risk Management Plan shall provide an organized, systematic decision making process that efficiently manages risks associated with the KICS at KSC.

The contractor shall identify and discuss risk factors and issues, for the areas delineated above, which are relevant with the performance of assigned duties during various management meetings and contract reviews. The discussion shall include methods to mitigate/manage identified risks, including presentation of risk mitigation status at periodic meetings and reviews.

3.0 SAFETY, HEALTH, AND ENVIRONMENTAL STEWARDSHIP

NASA has established its safety priorities as follows:

(1) **Safety for the Public**

(2) **Safety for Astronauts and Pilots**

(3) **Safety for the NASA and Contractor Workforce**

(4) **Safety for High-Value Equipment and Property**

The contractor shall assist KSC in reaching its safety goals by ensuring freedom from those conditions that can cause death, injury, occupational illness, damage to or loss of equipment or property, or damage to the environment.

3.1 Safety and Occupational Health

The contractor shall develop, implement, and maintain a comprehensive safety and occupational health program, which ensures the protection of personnel, property, equipment, and the environment. The contractor shall submit a Safety and Occupational Health Plan (DRD SHE-1), which describes its approach to maintaining the health and welfare of its employees and assets.

The contractor shall comply with KHB 1710.2, KSC Safety Handbook and all applicable federal, state, and local government safety laws, regulations, and policies.

The contractor shall comply with all safety and mission assurance ground operations requirements of the STS, ISS, and LSPO programs.

The contractor shall comply with the maximum work time rules in accordance with Section 3.4 of KHB 1710.2, KSC Safety Practices Handbook. The contractor shall maintain a list of critical positions and make this list available to the government as requested.

The contractor shall take, or cause to be taken, any other safety, and occupational health measures the government may reasonably direct.

The contractor shall investigate all work-related incidents, accidents, and close calls, to the extent necessary to determine their causes and furnish the government a report in a timely fashion, in such form as the government may require, of the investigative findings and proposed or completed corrective actions.

The contractor shall implement any corrective actions directed by the government.

The contractor shall assist authorized government representatives in examination of sites or areas where work under this contract is being performed in order to determine the adequacy of the contractor's safety and occupational health measures.

The contractor shall obtain safety approval on all hazardous procedures prior to execution.

The contractor shall institute a risk management process for assuring personnel and property will be protected from injury or harm as a result of exposure to hazards in accordance with Agency and KSC guidelines, policies and directives reflected in this section. The risk management process shall be implemented at contract start and shall provide prompt and thorough investigation and reporting of accidents or "near misses" and shall incorporate methods for review, deviations and approvals of operating procedures.

The contractor shall support, participate and incorporate KSC Super Safety and Health Day into workforce education, operational planning, system availability while ensuring contract requirements are met.

3.1.1 Voluntary Protection Program

The contractor shall have a robust safety and health program that could be certified to the most recent OSHA Voluntary Protection Program (VPP) Star certification requirements within 24 months after contract start. The contractor shall demonstrate to the government compliance with OSHA Star certification requirements in the same format required for the OSHA Star certification application within 18 months after contract start. The contractor shall document its progress toward and maintenance of compliance with VPP Star certification requirements in quarterly Safety Statistics Report (DRD SHE-2). If the contractor obtains OSHA VPP Star certification, the contractor shall provide the government with a copy of all reports submitted to OSHA for the purpose of maintaining Star certification.

3.1.2 Systems Safety

The contractor shall develop and implement a process at contract start, as documented for the identification, mitigation and control of hazards throughout the complete life cycle (design, development, manufacture, test, operations, maintenance, and disposal) of the facilities, equipment and processes for which the contractor is responsible. The process shall include quantitative or qualitative risk assessments, hazard analyses, and other analytical methods. The contractor shall select the type of assessment based on the identified level of risk. The contractor shall make all system safety assessments available for review.

3.1.3 Operations Safety

The contractor shall develop and implement a process in which testing, operations, and maintenance activities are assessed for hazards. The process shall identify how personnel and property will be protected from injury or harm as a result of exposure to these hazards. The process shall identify how personnel and property will be protected from injury or harm as a result of exposure to these hazards. The process shall provide for hazardous operation surveillance, hazardous procedure review, and risk assessments associated with deviations from procedures or safety and health requirements. The contractor shall document the assessments and make the assessments available for government review as requested.

3.1.4 Mishap Investigating and Reporting

The contractor shall investigate and report mishaps, in accordance with NPG 8621.1, NASA Procedures and Guidelines for Mishap Reporting, Investigating, and Record keeping, NPD 8621.1, NASA Mishap and Close-Call Reporting, Investigating, and Record Keeping, and KHB 1710.2, Kennedy Space Center Safety Practices Handbook. All mishaps and close calls shall be entered into the NASA Incident Reporting Information System (IRIS) database. The contractor shall conduct human factors analysis of all mishaps and close calls. This will include performing root cause analysis and implementing remedial/corrective actions for all mishaps and close calls. All root causes shall be identified and mitigated with the goal of recurrence prevention.

When arising out of work performed under this contract, the contractor shall immediately notify and promptly report to the government any accident, incident, or exposure resulting in fatality, lost-time occupational injury, occupational disease, contamination of property beyond any stated acceptable limits set forth in the contract schedule; any property loss of $25,000 or more; or any close call (a situation or occurrence with no injury, no damage or only minor damage (less than $1,000) but possesses the potential to cause any type mishap, or any injury, damage, or negative mission impact, that may be of immediate interest to NASA. The contractor shall provide quarterly reports specifying lost-time frequency rate, number of lost-time injuries, exposure, and accident/incident dollar losses as specified in the contract schedule for work conducted on premises owned or controlled by the government.

The contractor shall develop and implement a call tree with government contacts for the reporting of a mishap, a close call incident, an equipment problem or a system going out of specification. The contractor shall report incidents and problems within four hours of the occurrence.

The contractor shall provide summary data on mishaps, incidents or close calls (DRD SHE-3).

3.1.5 Lessons Learned

The contractor shall develop, update and implement a process to capture, disseminate, and implement safety and occupational health lessons learned in accordance with NPG 8621.1, NASA Procedures and Guidelines for Mishap Reporting, Investigating, and Recordkeeping, and NPG 7120.5, NASA Program and Project Management Processes and Requirements. The contractor shall enter the lessons learned into the government provided Lessons Learned Information System operated by the Goddard Space Flight Center (GSFC).

3.1.6 Industrial Hygiene

The contractor shall develop, update and implement an industrial hygiene process in accordance with the requirements of NPG 1820.1, Hearing Conservation, KHB 1840.1, Industrial Hygiene Handbook, KHB 1820.3, KSC Hearing Loss Prevention Program, and KHB 1820.4, KSC Respiratory Protection Program.

3.2 Environmental Stewardship

The contractor shall develop and implement an environmental protection program to ensure the welfare of the KSC environment and of other locations where work is performed in support of this contract in accordance with KMI 8800.8, KSC Environmental Management and KHB 8800.6, KSC Environmental Control Handbook. The contractor shall comply with all applicable federal, state, and local government environmental laws and regulations. The contractor shall prepare and submit, to the appropriate regulatory agency, any and all documentation required in support of this contract.

The contractor shall support KSC recycling and remediation initiatives.

The contractor shall apply for and maintain all necessary permits required by Federal, state or local rules and regulations. Permits shall be submitted through the NASA/KSC Environmental Program Office.

The contractor shall handle all waste streams generated by their processes in accordance with KHB 8800.7, Waste Management Handbook.

4.0 COMMUNICATIONS SYSTEM SERVICES

The contractor shall provide Communications System Services, which include, but are not limited to System Operations, Sustaining Engineering, Customer Requirements Tracking, Communications Control, Maintenance, and Analysis and Assessment. The communication services provided under this PWS support operational and institutional communications system customers at KSC and NASA occupied facilities that are provided in the bidders library.

The operational communication systems provide communication capabilities for ground processing, testing, launch, and landing (including contingency landing sites), and expendable launch vehicle activities. The institutional center-wide communications systems provide services for all KSC users, including KSC and NASA occupied facilities on CCAFS, CONUS and TAL.

The contractor shall provide communication system services up to customer end-equipment interfaces, Customer Owned and Maintained (COAM) interfaces, and external and other service provider demarcation points (Attachment J-2). The contractor shall maintain, operate, configure, de-configure, integrate, de-integrate, implement modifications to, refurbish communications, decommission, and dispose of obsolete system hardware and software listed in Attachment J-1 Appendix 5.

The contractor shall provide end-to-end traceability for all communication system requirements and related work. The contractor shall provide system status on communication system tasks including but not limited to trouble tickets, in-family work, out-of-family work, missions and upgrade project tasks. The contractor shall prepare, update, and provide performance-to-plan and open item status reports for pre-launch briefings and post-launch and landing reviews.

The contractor shall coordinate and obtain all necessary support from other contractors and government organizations providing services at KSC and NASA occupied facilities on CCAFS, CONUS and TAL. The contractor shall track all support requests, both internal and those forwarded to other contractors or government organizations, for all assigned communication systems related work.

4.1 Communications Systems and Services Activities

The contractor shall provide operations, maintenance, sustaining engineering, communications control, customer requirements support, engineering analysis and assessment, and documentation for all KICS systems.

The contractor shall provide readiness status of KICS systems to activity review boards that are responsible for mission readiness. KSC Ground Support Readiness Review

meetings are held approximately 10 days prior to launch countdown Call-to-Stations. The readiness status shall include, but not be limited to testing results and status of training, certification, hardware/software and procedures. The contractor shall report the operations readiness for KSC Ground Support communications systems to support launch and landing functions, including nominal and contingency/emergency. The KCS Communications Operational Readiness Review shall describe the operational readiness of all facilities, personnel, procedures, hardware, firmware, software and documentation required to support a specific launch. The KSC Communications Operational Readiness Review shall contain all information required to document the operational readiness of all facilities, hardware, firmware, software, personnel, and documentation to support KSC launch and landing services. KSC Communications Operational Readiness Review shall contain status of: Operator Training and Certification, System Validation Results, Discrepancy Reports, Open Work, Corrective Actions, IT Security, Physical Security, and Facility readiness.

4.1.1 Operations

The contractor shall ensure that all KICS communications systems are operationally ready for scheduled customer and contractor processing activities. The contractor shall provide end-to-end communications configuration, validation, and support. The contractor shall schedule communication services to accomplish KICS requirements and avoid impact to operations and administrative activities.

The contractor shall perform and implement out-of-family work for assigned systems. Out-of-family work includes changes that affect the system baseline design and/or system architecture and adds, moves and changes that require major configuration change or engineering. An architecture change is the addition of new capability, change in system topology, system modification, or system software change. Out-of-family work requires a NASA signature on the work plan, work order, the work order resubmission number, etc. The contractor shall accept NASA direction from an Integrated Data System (IDS) communications Technical Review Panel (TRP) consisting of department manager and a NASA branch chief (if required) and or their designees who review and disposition change request and assessments. The contractor shall activate and validate out-of-family modifications or new capabilities at the end of installation and prior to hardware and system operations. The contractor shall coordinate with the user organization during final activation and validation.

The contractor shall support in-family work that provides services based on the as-designed system or fits within established capacities. NASA signature is not required. The contractor shall coordinate with the user organization during final activation and validation.

The contractor shall complete communications systems installations in new facilities including make-it-work modifications during joint occupancy and assume maintenance

responsiblity following acceptance of the facility. The contractor shall perform integrated testing, if required, after the installation of non-KICS equipment and systems.

The contractor shall coordinate and obtain authorization for all new contractor and new customer equipment radio frequency transmissions from the KSC Frequency Control Officer Spectrum Manager per the requirements of KHB 2570.1, KSC Radio Frequency Spectrum Management Handbook. The contractor shall ensure that all newly procured equipment is issued a Radio Frequency Authorization (RFA) by the KSC Frequency Control Officer Spectrum Manager. The contractor shall ensure that any contractor assigned equipment replacement item is within the spectrum bandwidth previously approved for contractor or customer use by the KSC Frequency Control Officer Spectrum Manager.

4.1.2 Maintenance

The contractor shall implement a maintenance program for all communication system hardware, software, and contractor managed support equipment. The level of maintenance provided shall ensure the reliability, cost effectiveness, serviceability, and longevity of the assigned systems. The contractor shall develop and maintain a Five Year Maintenance plan (DRD-T-2) to describe planned maintenance activities and resources required.

The contractor shall maintain the historical communication systems maintenance and repair data for trending purposes utilizing the work control process.

The contractor shall maintain warranty guarantee and maintenance contract records for assigned communication systems for any warranty, guarantee or maintenance contract period. The contractor shall investigate the failure of any covered hardware or software, and report findings to the government during the established reviews. The contractor shall notify the government of actions that void a warranty, guarantee, or maintenance contract during the established reviews.

4.1.3 Sustaining Engineering

The contractor shall provide overall communications systems engineering and integration services. The contractor shall also support and coordinate advanced technology development as per 4.1.3.3. The contractor shall perform sustaining engineering for all communications systems including software and firmware identified in attachment J-1 appendix 5 to meet the original design intent (i.e., form, fit and function). The contractor shall document their overall approach for these tasks in the Sustaining Engineering Plan (DRD-T-1). The contractor shall perform engineering and task level support to upgrade systems and equipment performance and to improve safety, reliability, maintainability, functionality, and cost effectiveness.

The contractor shall provide systems engineering, development integration, and advanced technology development support for all assigned communications systems to the demarcation point (Attachment J-2) with systems and equipment under the responsibility of other KSC contractors. The contractor shall ensure that no change on the contractor's side of the interface causes an overall system outage or degradation on the other side of the interface. The contractor maintained and updated technical data shall include those documents that identify each part and its configuration at any level of assembly required to support KSC activity.

4.1.3.1 Systems Engineering

The contractor shall provide end-to-end communications systems engineering and service integration. The contractor shall manage and document the configuration of the current architecture and planned architecture changes utilizing procedures and processes developed in the Sustaining Engineering Plan (DRD-T-1).

Typical systems engineering functions include:

- Safety and mission assurance activities
- Coordination of activities that pertain to KSC communication system interfaces with non-KICS systems
- End-to-end system requirement integration
- Requirements management, analysis and requirements/design trade studies
- Establishing systems engineering processes
- Operations and development systems standards support, coordination, and control
- Integrated architecture baseline configuration management and planning, including schedule and change control
- Design analyses, architecture trade-off, and Make or Buy assessments
- System-level functional designs development
- Engineering strategies development
- Service capacity, performance, and life cycle cost forecasting
- External interface negotiation and design
- Facilitate and coordinate the commercialization and consolidation of services across the contract, consistent with the strategic architecture
- Evaluating and testing commercial off-the-shelf (COTS) software and hardware products including development and engineering tools
- Operations concept development
- Proactive end-to-end risk analysis management and abatement
- Conduct design reviews and maintain records for communications system projects and out-of-family tasks.
- Support design reviews for existing and new facilities on KSC and NASA occupied areas as assigned.
- Preliminary and final engineering assessments

4.1.3.2 Development Integration

The contractor shall provide end-to-end technical integration for communication assets into the KICS architecture and services infrastructure. These assets may or may not have been developed by the KICS contractor.

Typical integration functions include:

- System-level integration
- System-level verification
- System-level acceptance testing
- End-to-end testing

4.1.3.3 Advanced Technology Development

The contractor shall support advanced research and technology development for potential application in future communications systems. .

Typical advanced technology development products include:

- Technology insertion recommendations
- Technology projects assessments
- Market research and trade studies
- Monitor industry forums, trade shows and standards development

4.1.4 KICS Communication Control

The contractor shall provide Communication Control functions in support of KICS communication systems and services. The contractor shall provide a single customer point of contact for all KICS communication systems and services. Communication control is the KSC interface to external communication providers. Communication control responsibilities include but are not limited to screening, logging, triage, assigning-routing, resolution, and customer feedback. The contractor shall provide Communications Control services 24 hours per day, 7 days per week.

The contractor shall serve as the focal point for communications scheduling, access to communications facilities and assets, outage coordination, customer trouble ticket processing and reporting, coordination with other KSC/CCAFS/ER helpdesks and consoles.

The contractor shall provide communication support services in support of all operational and institutional communications at KSC including the KSC LC39, Payloads Area and Industrial Area. Communication support services at KSC shall support CCAFS, CONUS, Transatlantic Abort Landing (TAL) sites and Eastern Range (ER) tests as required.

The contractor shall provide non-KICS KSC Help Desks with information that identifies supported systems and a point of contact including contact information for each system. The contractor shall provide support to the KSC IT providers in facilitating problem resolution.

Communications Control services shall meet or exceed performance standards as listed in Attachment J-5, Table J5-1.

4.1.5 Customer Requirements

The contractor shall provide communication system services up to customer end-equipment interfaces, Customer Owned and Maintained (COAM) interfaces, and external and other service provider demarcation points (Attachment J-2). The communication contractor customers include but are not limited to resident NASA and contractor users, other government agency users and transient users.

The contractor shall respond to Customer Service Requests (CSR), Program Requirements Documents (PRD), NISN Service Requests (NSR), Telephone Service Requests (TSR), and Automated Support Requirements System (ASRS) requirements and verify the accuracy of the requirements. Requirements accuracy includes: first need date, mission related requirements and technical content. The contractor shall coordinate requirements to ensure requested service delivery by User Need Date (UND) in advance of mission contingent arrival.

The contractor shall provide end-to-end tracking and status of all communication system requirements. The contractor shall provide feedback to customer on communication system requirements including but not limited to system status on trouble tickets, in-family work, out-of-family work, missions and upgrade project tasks. The contractor shall prepare, update, and provide performance-to-plan and open item status reports for pre-launch briefings and post-launch and landing reviews.

The contractor shall provide a uniform requirements acceptance process. The contractor shall ensure multiple customer requirements integration to deliver timely responses for all work-in-process.

The customer satisfaction metric in Attachment J-5, Table J5-1 covers time performance and customer satisfaction for these processes.

4.1.6 Analysis and Assessment

The contractor shall perform engineering analyses and assess communications system impacts to safety, reliability, operability, scheduling, documentation and logistics for new requirements and capabilities.

At a minimum,the contractor shall include the following in the analyses and assessments:

- Implementation strategy
- Proposed coordination with other contractors
- Effects of proposed design, implementation, and operations on other contractors systems and operations
- Cost estimate
- Installation and testing requirements
- Environmental analyses
- Documentation per existing federal and state regulations
- Any necessary trade studies

4.2 Communications Systems

The contractor shall be responsible for operating, maintaining, and sustaining an array of communications systems at KSC. These systems interface with various onsite and offsite contractors, government organizations, educational institutions, commercial businesses, vehicle, and payload customers. The contractor shall adhere to the "clear frame" practice during critical operations. The "clear frame" practice freezes configuration of all operational communications for periods of up to 72 hours for Shuttle operations and 24 hours for LSPO operations. The contractor shall propose methods over the life of the contract to minimize the impact of the "clear frame" practice. The following systems utilize a wide range of government and industry standards to deliver services to the KSC user community:

- Voice Communications
- Visual Imaging and Timing Communication services
- Transmission Systems
- Cable Systems
- Administrative Telephone System
- Institutional Computer Networks
- Network IT Security

The contractor shall provide competent staffing to comply with all of the requirements described in the "Support Requirement" section for each of the respective services areas delineated below..

The contractor shall integrate the systems listed above with other external systems based at or affiliated with KSC to meet the Center's communication requirements. A listing of GFP for KSC Communications is located in Attachment J-1 Appendix 5.

All communications services listed above shall meet or exceed the performance standards listed in Attachment J-5, Table J5-1.

4.2.1 Voice Communications

The contractor shall provide voice communications services and support end-to-end configuration and validation to meet operational and institutional requirements at KSC and the NASA occupied facilities at the CCAFS, CONUS, and TAL.

The contractor shall also provide voice communications services to the KSC News Facility and various locations throughout KSC, including, but not limited to: Point-to-point telephones, commercial audio communications, conference and Mission Briefing Room audio, Shuttle forward link and NISN network tail circuits at KSC.

The contractor shall provide voice communications services for Shuttle launch and landing at contingency landing sites in the continental US sites and transatlantic sites. The contractor shall also provide voice communications services at the Shuttle Processing Area (SPA) at the Dryden Flight Research Facility.

The systems associated with these services include, but are not limited to the following:

4.2.1.1 Operational Intercommunication System (OIS-D)

ADDRESS/LOCATION:	KSC Building M6-138 (CD&SC) and Building K6-900 (LCC)
SUPPORT REQUIREMENT:	24 hours x 5 days/week on-site; Weekend call-in. On-site 24 hours x 7 days/week during major tests, launch, and landings.

FUNCTIONAL DESCRIPTION:
The Digital Operational Intercommunications System (OIS-D) is a fully digital, multi-channel, voice conferencing communication system. It consists of two system centers, one in the LC39 area and one in the Industrial area, with a common channel interface to allow intercommunication. It supports all KSC test and launch operations facilities. The major hardware components are the Group Processor Assembly (GPA), Data Transmission Equipment (DTE), Central Summing Network (CSN), End Instrument (EI), Technical Control (TC), Record and Playback Subsystem (RPS) and Offnet Processor Subsystem (OPS).
Brief descriptions of all hardware components follow:
Group Processor Assembly (GPA) Rack - The GPA is the principle rack assembly, it provides the interface between the user End Instruments (EI) and the Central Summing Network (CSN). Each GPA can support up to 119 EIs, they are installed at each major operational KSC facility, and they provide the first level of audio summation.
Data Transmission Equipment (DTE) Rack - The DTE racks are used to support transmission on fiber between the GPA and CSN for distances over 50 feet. The equipment converts an electrical T3 to an optical signal and back to an electrical T3.

Central Summing Network (CSN) - The CSN performs the second level voice conferencing, summing all voice contributions from the GPAs. Each system center has its own CSN. The CSN creates a global sum of digital audio traffic by successively adding pairs of 512 channel DS3 inputs until a 512 channel global sum is produced.
End Instruments (EI) - The EI is an operator controlled, multichannel, microprocessor-based device that provides the interface to the GPA. They communicate with the GPA over 19-AWG twisted pair at 130 kbps bipolar bit stream. Descriptions of the six types of instruments are provided below.
(1) 51D - The 51D EI is a multimonitor, 19-inch rack mounted, single user-8 channel /dual user-4 channel unit for controlled environment (indoor) use.
(2) 52D - The 52D EI is a multimonitor, 19-inch rack mounted, single user-4 channel /dual user-2 channel unit for controlled environment (indoor) use.
(3) 53D - The 53D EI is functionally equivalent to the 52D, however, it is contained in a sealed, able to be purged, deep-drawn aluminum housing for use in hazardous environments. The unit is designed to be wall mounted or mounted on a portable cart.
(4) 55D – The 55D is a desktop unit with 4 channels and a speaker for controlled environment (indoor) use.
(5) 57D - The 57D is a rack mounted speaker monitor that can be used with a 51D or 52D unit. The unit is muted when the EI user is transmitting.
(6) 58D - The 58D is a wall mounted speaker monitor that can be used with a 53D unit, but not in outdoor locations or hazardous environments.
(7) 59D - The 59D is a desk-mounted speaker monitor for use in office areas.
Technical Control Workstations (Tech Control) - Tech Control provides overall monitoring and control capability for the OIS-D system operators. The Intel-based workstations are running UNIX System V with X Windows as the windowing environment. The machines are linked together over an Ethernet to the CSNs and OPS.
Record and Playback Subsystem (RPS) - RPS provides continuous recording of all channels in OIS-D by combining inputs from both the LC39 and Industrial Area CSN. Three digital recording units with two digital recorders in each unit will allow for recording of 1000 channels with 100% redundancy. Analog tape dubbing is provided through a separate playback recorder and analog cassette decks.
Offnet Processor Subsystem (OPS) - OPS is a redundant T1/T3 conferencing voice switch that provides both T1 interfaces out of OIS-D and individual audio channel interfaces through channel banks. This provides for off-center communications through both NISN and Transmission Management System (TMS). The interface is also used to bring radio-nets into OIS-D. OPS has a T3 interface with the two system center CSNs and has an input and output capability of 92 T1 links. Currently 26 channels banks and 38 T1s are being used to provide the off-site and audio interfaces.
OIS-D consists of approximately 3500 EIs, 57 GPAs, 49 DTE racks, 19 racks of CSN, 10 racks of OPS, 8 racks of RPS, 14 channel banks, 65 chargers, 72 battery banks and 3 UPS systems.
Test facilities – OIS-D has two test facilities. The Off-line Test Set located in the shops (M6-791 Rm 110B) and the CIF lab system (M6-342 RM 247). Each test site is equipped with GPA's, CSN and OPS racks used for testing new software and recreating and trouble shooting field problems.

OIS-D is a KSC designed system utilizing both custom and COTS hardware. Software for the system was written in a mixture of 'C' and multiple assembly languages, and is in excess of a million lines of code.

UNIQUE REQUIREMENTS:
OIS-D is a criticality 1S rated system meaning that failure of OIS-D to operate properly during the presence of a hazardous condition could cause loss of life and or vehicle.

FACILITY DESCRIPTION:
The primary OIS-D facilities are located in Building M6-138 (CD&SC) and Building K6-900 (LCC) that serves as system centers. GPAs and DTE equipment are housed in communications rooms located at the LCC, VAB, OPFs, Pads, PCC, CD&SC, VPF, MPPF, PHSF, HSB, O&C, and SSPF. EIs, in addition to being located in facilities occupied by GPAs, are also located at and in CX-J, CX-D, CCF, VABR, OSB, Security Patrol Headquarters, KSCNF, Ammonia Boiler Facility, MLPs, EML, CIF, CRF, HP Gas Facility, M6-961, M7-361, M7-1212, M7-1059, ARF, K6-1298, LSE, LETF, TCF, SAEF-2, MOSB, HMF, plus various boxcars and trailers.

4.2.1.2 Quintron Operational Intercommunication System (OIS-Q)

ADDRESS/LOCATION:	KSC Building J6-2313 (LACB), SLF facilities Crawler/Transporter 1 and 2, Convoy Command Vehicle, Dryden Shuttle Processing Area (DFRC SPA)
SUPPORT REQUIREMENT:	24 hours x 5 days/week; Weekend call-in 24 x 7 during major tests, launch, and landings

FUNCTIONAL DESCRIPTION:
The Quintron Digital Operational Intercommunications System (OIS-Q) is a commercial off the shelf provided by Quintron Systems Incorporated using their DICES III equipment. OIS-Q is used in locations that have minimal or unique communication requirements. Each system consists of a centrally located redundant microprocessor controlled digital switch and the user instruments are fed by twisted pair cable or multi-mode fiber optic cable at T1 data rates. OIS-Q has the ability to integrate telephones, both conventional and point-to-point, paging, radio nets, and voice conferences.
There are three systems in place at KSC. They are located at the KSC Shuttle Landing Facility (SLF), Crawler Transporter I and II and two sub mux's with 10 units on the Convoy Command Vehicle. The systems consist of 3 system controllers, five 40-channel communication units, thirty-five 10-channel communication units, and eight T1 channel bank assemblies. A test equipment rack for Quintron is located in the CD&SC (M6-138 RM 131)

UNIQUE REQUIREMENTS: None

FACILITY DESCRIPTION:
KSC Building J6-2313 (LACB), SLF facilities, Crawler/Transporter 1 and 2, Dryden Shuttle Processing Area (DFRC SPA)

4.2.1.3 Paging and Area Warning System (PAWS)

ADDRESS/LOCATION: KSC Building M6-138 (CD&SC), Building K6-900 (LCC)

SUPPORT REQUIREMENT: 24 hours x 5 days/week; Weekend call-in
24 hours x 7 days/week during major tests, launch, and landings

FUNCTIONAL DESCRIPTION:
Paging and Area Warning System (PAWS) - The Kennedy Space Center Paging and Area Warning System is a center wide system designed to provide emergency, operational and administrative announcements to KSC Personnel. The system also provides a series of warning signals for various emergency conditions. The Area Warning signal is used to precede evacuation instructions and/or emergency directives. The Weather Warning Signal precedes weather status announcements. Along with the audio announcements, the PAWS provides flashing beacon and strobe lights in high noise areas.
The PAWS is controlled from two identical control systems, one located in the LCC and the other in the CD&SC. Each serves its respective area. Paging panels are located throughout the LCC and other control areas throughout KSC. All panels are wired to their associated control system. Each control system feeds the paging zones in its respective area. The LCC system feeds all of the LC-39 area, while the CD&SC System feeds the KSC Industrial Area. The two systems are linked together to facilitate all area paging. PAWS has one Bytex matrix switch to deliver T-1's to VDMS.
Each paging area (building/facility) has a subsystem for its own audio distribution and warning lights (if equipped). The associated PAWS Control System interfaces to these local audio distribution subsystems through a standardized PAWS interface called a Control Tray. The audio distribution system takes audio and control signals from the control tray, and distributes them to the speaker networks with one or more power amplifiers. The control tray offers audio feedback and control status back to the control system.
The hazardous operational areas of KSC are required to have redundant PAWS systems. Such areas will have identical redundant paging networks. Some of these areas have reserve power systems as well. The system consists of 50 warning beacons, over 300 power amplifiers, and over 3000 speakers located throughout KSC. PAWS is a KSC designed system utilizing both custom and COTS hardware. Software for the system was written in a mixture of 'C' and Assembly language.

UNIQUE REQUIREMENTS: PAWS is a criticality 1S rated system meaning that failure of PAWS to operate properly during the presence of a hazardous condition could cause loss of life and or vehicle.

FACILITY DESCRIPTION:

The primary Paging facilities are the LCC and CD&SC which house the redundant digital switches PAWS is in approximately 225 buildings and facilities across KSC, PDL, and SERPL.

4.2.1.4 Radio Systems

ADDRESS/LOCATION:	KSC Building M6-138 (CD&SC), 500' Weather Tower, SLF, Margo, CM&S
SUPPORT REQUIREMENT:	24 hours x 5 days/week; Weekend call-in 24 hours x 7 days/week during major tests, launch, and landings

FUNCTIONAL DESCRIPTION:
The KSC Radio Systems are composed of handheld and mobile transceivers with associated fixed base stations and remote control units. There are two different systems in place, an analog conventional system and a digital trunked system. The contractor shall operate, maintain, and sustain both systems.
The following describes the conventional system: There are 20 networks used in support of specific operational tasks associated with Shuttle and Payload processing, another 8 special networks for SLF Air Ground, Ground Control, and Crawler Transporter operations. Additionally, there are 27 support networks to provide for such functions as security, fire, medical, safety, and base support and maintenance operations.
The operational networks consists of transmitters located at 500 foot weather tower north of VAB and receivers located on 300 foot weather tower at building M6-791, approximately 8 miles south. In addition, the majority of these networks have additional receivers located at the VAB and connect to the network via Spectra-TAC combiners. All networks are interconnected via wire lines and audio bridges and are accessed through tone remote control units and are interfaced to the OIS systems through tone interfaces. Engineering, operations and repair of all base stations and audio interfaces are the responsibility of this contract.
The contractor shall operate and maintain the communications equipment on the convoy vehicle and provide a CDL licensed driver for the vehicle. The contractor shall install and maintain light bars and sirens on emergency vehicles.
Overall the system consists of 43 Base stations, 270 remotes, and approximately 2500 mobiles and portables.
The following describes the trunked system:
The system is a Motorola Smartzone 3.0 system with both a simulcast site and four non-simulcast sites. The simulcast site consists of two-transceivers at Kennedy Space Center, one on the 500 ft weather tower in the LC-39 area, and one on the radio shop tower in the Industrial Area. The non-simulcast sites are at Malibar, Shilo, and at PAFB, and CCAFS. The Air Force also has consoles, radios, base stations, and audio interfaces.
In addition to the equipment associated with a typical trunked system, KSC has 16 interfaces to allow audio cross-patching between conventional radio nets and trunked talk groups (using Base Interface Modules (BIM)), and 56 interfaces to allow audio cross patching between OIS channels and trunked talk groups. Each OIS-to-talkgroup interface is achieved in part via a Radio Control Panel (RCP.) This arrangement appears to the

trunked radio system as if there is a console for every OIS-to-talkgroup patch, and makes KSC very atypical among users of trunked radio systems.
There are two locations on KSC that contain consoles: the LCC contains 6 consoles; the CD&SC contains one console, and a systems manager terminal in the CIF.
There are approximately 1600 portables, 500 mobiles, and 25 base station radios that the contractor must track, program, and maintain.
While the Air Force maintains the equipment at PAFB and CCAFS, this contractor shall maintain the KSC equipment and the shared equipment, and serve as integrator and system engineer of the entire system.

UNIQUE REQUIREMENTS: None

FACILITY DESCRIPTION:
KSC Building M6-138 (CD&SC), 500' Weather Tower, SLF, Margo, CM&S and Shilo

4.2.1.5 Audio Distribution System

ADDRESS/LOCATION:	KSC Building M6-138 (CD&SC), Building K6-900 (LCC), VABR, KSC News Facility, and Banana River Repeater
SUPPORT REQUIREMENT:	24 hours x 5 days/week; Weekend call-in 24 hours x 7 days/week during major tests, launch, and landings

FUNCTIONAL DESCRIPTION:
This system consists of 4-wire / 2-wire audio bridges used to distribute mostly non-OIS-D circuits to required operator locations, line conditioning equipment (amplifiers, attenuators, filters, transformers, etc.) and signaling and supervision equipment (direct line service units) for point-to-point telephones.
The audio system also includes a T3C carrier equipped with one M13 multiplexer with a capability of up to 28 T1 circuits between the LCC and the CD&SC. The 12 T1s in use support individual audio circuits.

UNIQUE REQUIREMENTS: None

FACILITY DESCRIPTION:
KSC Building M6-138 (CD&SC), Building K6-900 (LCC), VABR, KSC News Facility, and Banana River Repeater

4.2.1.6 Voice Distribution Management System (VDMS)

ADDRESS/LOCATION:	KSC Building M6-138 (CD&SC), Building K6-900 (LCC), Building K6-1193 (VABR), MILA, Building M7-355 (O&C), Building M6-342 (CIF), SLF, Building (VAB), CCAFS XY, ROCC, PDL, 500' Weather

Tower, JSC, MSFC, Huntington Beach CA, Building 60680 Hangar AE and Hangar L

SUPPORT REQUIREMENT: 24 hours x 5 days/week; Weekend call-in
24 hours x 7 days/week during major tests, launch, and landings

FUNCTIONAL DESCRIPTION:
The Voice Distribution Management System (VDMS) is a multinodal, multiaggregate multiplexer system for local routing of communication signals in the KSC vicinity. The system routes over 300 operational voice and data circuits within the various sites at KSC, CCAFS, MILA and other locations. The VDMS is the primary interface between the KSC OIS-D System and the NISN Interface which routes KSC circuits to the various other NASA Centers.
The System is comprised of General DataComm (GDC) Megamux Transport Management System Multiplexers and ADC Fibermux Magnum 100 Mbit per second fiber optic multiplexers. The system is located at the CD&SC, with multiplexers throughout the primary communications locations at KSC and CCAFS. The VDMS is monitored by system control computers, which automatically monitor system performance. These computers also control the system. The TMS and Magnum systems are designed to be highly reliable, and will automatically reroute circuits around system failures to the full extent possible. This auto routing feature is essential due to the critical nature of the VDMS function. The network consists of approximately 37 GDC multiplexers fed by 23 Fibermux nodes on five100 Mbit/sec backbone rings.

UNIQUE REQUIREMENTS: None

FACILITY DESCRIPTION:
CD&SC, LCC, VABR, MILA, O&C, CIF, SLF, VAB, CCAFS XY, Hangar AE and Hangar L

4.2.1.7 Astrocomm System

ADDRESS/LOCATION: Building K6-900 (LCC), CD&SC

SUPPORT REQUIREMENT: Staffed as required; Weekend call-in
24 hours x 7 days/week during major tests, launch, and landings

FUNCTIONAL DESCRIPTION:
The Shuttle Astrocomm system provides interconnection of five Orbiter on-board voice circuits to the LCC control room consoles and OIS-D. Two independent intercommunication circuits are tied directly from the LCC to the Orbiter via umbilical cables. Two independent air-to-ground (A/G) full-duplex, S-band radio circuits are via the MILA Unified S-Band (USB) Spaceflight and Tracking and Data Network (STDN)

Station, and one A/G half-duplex, ultra-high frequency (UHF) radio circuit is via the MILA USB STDN Station.

UNIQUE REQUIREMENTS:
Astrocomm is a criticality 1S rated system meaning that failure of Astrocomm system to operate properly during the presence of a hazardous condition could cause loss of life and or vehicle.

FACILITY DESCRIPTION:
LCC, CD&SC, Pad A, Pad B, OPF 1, 2, 3

4.2.1.8 Voice Recording System

ADDRESS/LOCATION: KSC Building M6-138 (CD&SC),

SUPPORT REQUIREMENT: 24 hours x 5 days/week; Weekend call-in
24 hours x 7 days/week during major tests, launch, and landings

FUNCTIONAL DESCRIPTION:
Record and Playback system (RPS) records all 1024 OIS-D channels through redundant Ampex recorders. Two Dictaphone 9000's are capable of recording 240 channels and are utilized for radio nets, paging circuits and certain telephones. A Dictaphone Freedom system with 12 T-1 recorders and three 16 channel analog recorders is also used. Voice duplications are made on cassette tapes for operational analysis. In addition there are 3 20-channel recorders and 1 20-channel recorder to support the 2 crawler transporters and the Transportable Communication System (TCS).

UNIQUE REQUIREMENTS: None

FACILITY DESCRIPTION: KSC Building M6-138 (CD&SC)

4.2.1.9 Public Affairs Audio Systems

ADDRESS/LOCATION: KSC News Facility

SUPPORT REQUIREMENT: 8 hours x 5 days/week and as required for special events

FUNCTIONAL DESCRIPTION:
Audio support, consisting of audio signal amplification, transmission, conditioning, switching, and distribution is provided by fixed equipment in the KSC news facility and from portable systems. Audio support is provided for events such as Shuttle launches, landings, and rollouts; astronaut arrivals; unmanned launches; Air Force launches; press briefings; NASA briefings; and other special events.

UNIQUE REQUIREMENTS: None

FACILITY DESCRIPTION:
Banana Creek VIP area, West Causeway area, East Causeway area, Static Test Road, North Kennedy Parkway, Banana Creek Astronaut Dependents area, and the Mid-field Park Site.

4.2.2 Visual Imaging and Timing Communications Services

The contractor shall provide visual imaging and timing communications services and support end-to-end configuration and validation to meet operational and institutional requirements at KSC and the NASA occupied facilities at the CCAFS.

The systems associated with these services include but are not limited to the following:

4.2.2.1 Operational Television (OTV)

ADDRESS/LOCATION: LC-39, LC-39 Pads A & B, Industrial Area

SUPPORT REQUIREMENT: 24 hours x 5 days/week, Weekend call-in during major tests, launch, and landings

FUNCTIONAL DESCRIPTION:
The Operational Television system provides general closed circuit television support to NASA operations on KSC. The system includes visual surveillance support to Shuttle, Payloads/ISS and Security operations and has equipment located in the LC-39 and Industrial areas.

4.2.2.1.1 Launch Complex 39 Shuttle Operations Television

ADDRESS/LOCATION: Operational Television Control Center; LCC, Bldg. K-6-900, Room 1P2. End Items: Launch Control Rooms 1-4, LC-39 Pads 39 A and B. Vehicle Assembly Bldg, K6-848, and OPF 1, 2, and 3

SUPPORT REQUIREMENT: 24 hours x 5 days/week, Weekend call-in during major tests, launch and landings

FUNCTIONAL DESCRIPTION:
Video cameras mounted in protective housings on pan and tilt units throughout the LC-39 Pad sites, VAB and OPF's are remotely operated from Television Control Center (TCC) in the LCC. An analog video switch and control system in the TCC allows for the input of 192 cameras to be sent out to any (or all) of 512 output destinations. The switch may also be controlled from individual console locations located in the Launch Control Rooms 1-4 and associated management areas. Additionally, there are remote controls for

the video switch assigned outputs located in the KSC Industrial Area and at JSC and MSFC. Also in the TCC is the video recording system for original recordings, duplication and dubbing. The OTV system provides recording formats in both digital broadcast quality and commercial analog quality depending on the identified requirement. Timing equipment for time registration on the live and recorded video is also located in the TCC. Approximately 75 Video Cameras and their associated pan and tilt apparatus are connected per pad to the Pad Terminal Connection Room (PTCR) via the NASA designed TV-39 cables. In the PTCR, the Camera Control Unit dissects the TV-39 signals, separating control from video. Baseband video signals are multiplexed (via WDM) onto fiber optic cables for transmission back to the television control center. In the LCC, the video is demodulated from the carrier frequencies, amplified and fed into a 192 X 512 Grass Valley Video Switch, and directly transmitted to over 500 monitors and test locations. Approximately five channels of the switcher output are fed to BCDS for general distribution.
Additional surveillance cameras include 9 color cameras located in the transfer isles of the VAB and 9 color cameras, 3 in each the three OPF Highbays.
The LC-39 OTV system is currently being upgraded to a digital system through the OTV-Digital (OTV-D) project. This project provides for the transition of the current analog camera, routing and control system to a Unified Control System (UCS) for the implementation of a Serial Digital Interface (SDI) closed circuit surveillance system. The digital transition schedule requires that the new digital system and the current analog system co-exist for a number of years. Currently, the OTV system has the Digital Switch, the Video Processing and Distribution system and the digital unified control system installed and operational. The OTV-D implementation schedule calls for the replacement of analog cameras with SDI cameras in groups of approximately 30 per year for the next several years. The analog OTV system will be totally decommissioned by 2007.

UNIQUE REQUIREMENTS:
The LC-39 Shuttle Operations Television system cameras are required to be environmentally housed for long-term exposure to the Florida climate. Cameras mounted on the Pad structure are also required to withstand conditions associated with Shuttle engine and booster exhaust.

FACILITY DESCRIPTION:
LCC, Bldg. K-6-900, Rm. 1P2; Launch Control Rooms 1-4; LC-39 Pads 39 A and B; Vehicle Assembly Bldg, K6-848; and OPF 1, 2, and 3.

4.2.2.1.2 Industrial Area Operational Television

ADDRESS/LOCATION:	Operations Control, O&C, M7-355: End Item Surveillance Systems; VPF, M7-1469, SAEF II, M7-1210 and PHSF, M7-1354
SUPPORT REQUIREMENT:	Regular 1st Shift operations, exceptions during major Shuttle and Payloads Processing and Mission events

FUNCTIONAL DESCRIPTION:
The Industrial Area CCTV System provides visual information distribution between the several payloads handling facilities including (but are not limited to), the Operations and Check-out (O&C) Bldg, the Vertical Processing Facility (VPF), the Payload Handling and Safeing Facility (PHSF), the Spacecraft Assembly and Encapsulation Facility II (SAEF II) and the Space Station Processing Facility (SSPF). The Industrial Area system is designed to provide for a central routing center (O&C) which will distribute video information from the various facilities to various user groups, safety, and security personnel, located throughout KSC. Applicable functional subsystems are: approximately 150 Black and White and color Cameras and remote controlled Pan and Tilt units located throughout ISS and Payloads facilities, 500 Monitors, O&C and SSPF Routing Switch's, Distribution, and Synchronization, Video Recording, duplication and dubbing equipment.
The O&C is Television Control Center is the operations center for the Industrial Area Operational Video Sub-systems. The heart of the O&C video system is a 128 x 400, XY routing switch. This system interfaces directly with outputs from the SSPF switch (96 x200) and the LC-39 OTV switch (192 x 512). This system provides different payload test conductors and service personnel visual information from major operational areas at different stages of in-process testing and mission milestones and to more than one payload customer at one time.

UNIQUE REQUIREMENTS:
None

FACILITY DESCRIPTION:
O&C, M7-355; VPF, M7-1469; SAEFII, M7-1210; PHSF, M7-1354; SSPF, M7-360

4.2.2.2 KSC Public Affairs Television (KSCTV)

ADDRESS/LOCATION:	KSC Press Site, Television Control Facility, Bldg. K7-1205
SUPPORT REQUIREMENT:	Regular 1st Shift operations, exceptions during major events

FUNCTIONAL DESCRIPTION:
During NASA missions, KSCTV produces live, continuous broadcast quality, audio and video coverage of launch and landing, Shuttle downlink video, news conferences, and other events as available, in response to the documentary, engineering, and Shuttle and LSPO television requirements for public release. The system at the Press Site provides technical operations for both broadcast quality audio and video programming.
During launch and landing, Engineering News Gathering (ENG) teams are sent to required sites around KSC to provide primary video sources used to create NASA TV programming. These isolated video feeds are individually distributed live to the media for creating independent programming. Unedited Tracking views from each camera are replayed on NASA TV shortly after the event. For major mission milestones and special

events NASA TV originates at KSC, and is transmitted to other NASA Centers and disseminated to the public through the use of the KSC video uplink capability, either as real time or near real time delayed broadcasts.
KSCTV also provides original programming development, postproduction editing and original broadcast quality recordings of identified PAO requirements. KSCTV also produces both broadcast and commercial quality videotape and DVD formatted duplications and dubs.
KSCTV provides technical support to operational requirements on the KSC Press Mound. The Mound provides a centralized location for media personnel to assemble and interface with the KSCTV system. The Mound has provisions for direct video feed distribution of the NASA remote cameras to the News Media. There are 19 distribution boxes located around the Press Mound with 24 isolated video outputs and 1 RF feed which includes the local broadcast channels.
In addition to these feeds there are also, 4 small stump boxes, each providing 5 NASA TV baseband feeds and 5 RF feeds. Eighteen positions in the grandstands have feeds of baseband NASA TV, RF signals and NASA TV Audio. A total of 52 RF cable drops are provided in the stump boxes.

UNIQUE REQUIREMENTS:
Contractor support personnel for PAO are required to be accomplished in their assigned areas of support and able to provide creative and technically proficient products with a minimum of NASA direction and oversight. The contractor shall provide personnel to support Landing Convoy operations.

FACILITY DESCRIPTION:
KSC Press Site, Television Control Facility Bldg. K7-1205; Various UCS and field tracking sites around KSC

4.2.2.3 Broadband Communications Distribution System (BCDS)

ADDRESS/LOCATION:	LCC, Bldg. K6-900, Head End, CIF Bldg. M6-342, Antenna farm, all major NASA facilities on KSC
SUPPORT REQUIREMENT:	Regular 1st Shift operations, exceptions during major events

FUNCTIONAL DESCRIPTION:
Broadband Communications Distribution System (BCDS) is a hybrid fiber/coaxial cable television distribution system. The system consists of both digital and analog channels. The basic function of the broadband system is to provide local KSC origination and off-air television channels to various users at KSC and CCAFS.
The KSC BCDS is a Mid-Split Cable Television Broadband system that provides distribution of Television to most of the major KSC facilities and acts as a headend feed for cable TV distribution at CCAFS. The BCDS is comprised of a consolidated headend, delivering signals to the cable distribution system in the Industrial Area, the cable distribution system in the LC-39 Area, and to CCAFS. The system is capable of

providing 63, 6 MHz cable TV channels. Program sources include; Local KSC operational video from both the Payloads and Shuttle Operational areas, Off-Air Commercial Channels, C-Band and KU-Band Satellite feeds, video taped training material. The system currently services approximately 12,000 TV drops.
Origination sources include local off-air antennas, satellite dishes, and outputs from a Grass Valley video switch located in the LCC and the Payloads/SSPF switch located in the O&C and SSPF. Baseband signals from the video sources are modulated, processed and distributed using COTS television equipment.

UNIQUE REQUIREMENTS:
None

FACILITY DESCRIPTION
LCC, Bldg. K6-900; CIF Bldg, M6-342; CCAFS, XY Bldg; All major facilities in the both the Industrial and LC 39 areas of KSC.

4.2.2.4 Timing & Countdown (T&CD)

ADDRESS/LOCATION: Throughout KSC

SUPPORT REQUIREMENT: Regular 1st Shift operations, exceptions during Shuttle events

FUNCTIONAL DESCRIPTION:
Timing and Count Down (T&CD) signals are generated and distributed from two Central Timing Stations in the LCC and CIF to all areas of KSC and systems as needed (LPS, OTV, Photo, Transmission Systems, etc). Timing reference signals are distributed on a continuous basis while Count Down signals are provided as needed for Launches and system testing including payload checkout.
Each Central Timing Station consists of 16 equipment racks, operational consoles with timing management computers, test equipment and bench repair stations. Additional distribution/signal conditioning equipment is found throughout KSC in Communication rooms. Also, over 400 T&CD displays are distributed over KSC. The T&CD systems are operated and maintained through a Joint Services Contracts (F08650-94-C-001) with the United States Air Force, however, the contractor shall be responsible for sustaining engineering for KSC facilities.

UNIQUE REQUIREMENTS:
None

FACILITY DESCRIPTION:
Major operational and administrative facilities on KSC

4.2.2.5 Photo Services

The performance period for this section begins October 1, 2004.

The contractor shall provide motion picture, still photographic, digital and video products and services for NASA, Commercial ELV and DOD customers at both KSC and CCAFS. This includes support to institutional (as requested) and engineering requirements. The contractor shall develop and maintain the Photographic Acquisition Distribution Document (PADD) that documents how the contractor will support each photographic Program requirement. The contractor shall develop and provide a copy of the PADD to NASA for Terminal Countdown and Demonstration Tests (TCDT), Launch and End Of Mission (EOM) and any other mission test that requires photographic support per DRD-T-6. The contractor shall develop and deliver to NASA on a monthly basis a list of products and cost on a work order basis per DRD-T-5. The contractor shall develop and provide to NASA, as described in DRD-T-4, post mission operational evaluations which identify which requirements were met and which were not, the cause of the failure to meet the requirement and the proposed corrective action. All launch images are considered potentially critical for anomaly investigation as well as useful in validating nominal launch performance and, therefore, should be as sharp and properly exposed as technically possible. Chemical photo processing shall be performed external to government property. One technical representative shall be present in the Range Operations Control Center (ROCC) during launch operations for coordinating with all photographers. All launch multi-media package images are considered potentially critical for anomaly investigation as well as useful in validating nominal launch performance and, therefore, should be as sharp and properly exposed as technically possible.

4.2.2.5.1 KSC/Shuttle Photo Support

ADDRESS/LOCATION:	Photo Services Operations Building 1605 CCAFS, Operational Area End Items: LC-39 Pads 39 A and B; KSC Headquarters, Press Site; CCAFS, KSC, and Brevard County
SUPPORT REQUIREMENT:	8 hours x 5 days/week; Weekend call-in; Mission Prep and set-ups; L-5 hrs through film retrieval during Launch and Landing events

FUNCTIONAL DESCRIPTION:
The contractor provides motion picture, still photographic, digital and video products and services. This includes support to institutional and engineering requirements. The contractor shall develop and maintain the Photographic Acquisition Distribution Document (PADD) that documents how the contractor will support each photographic Program requirement.
Institutional still products primarily include (but are not limited to), processing of negative film, 8x10, 11x14 and 16x20inch color prints and digital still hardcopy and video products including (but not limited to), broadcast and commercial formatted video tape recordings, duplication and dubbing, film to tape transfer, program creation and

recording, and digital video CD and DVD archiving and duplication. The services include (but are not limited to), on-call photographers and videographers, media customer service interface, digital video production programming development, distribution, duplication, dubbing and archiving, optics and photo equipment repair and maintenance, broadcast and High Definition video productions and digital still image services including scanning and digital image manipulation and CD/DVD archiving. The contractor shall maintain the official NASA KSC motion picture and still film photographic and digital products archives in the KSC HQ building. The contractor shall also maintain the PAO photo, video and digital products archives located at the Press Site.

The photographic acquisition activity is a photographic motion picture and still frame recording process that provides high-resolution film records of shuttle operations. The photographic acquisition system utilizes cameras that are a mixture of Mitchell, Milliken, and Photosonic motion picture cameras. They are primarily 35 and 16mm but do include 70mm Photosonics. The still cameras are composed of 35mm and 70mm Hasselblads, Hulchers, and Nikons. The motion picture cameras operate at 3 fps for fueling cameras to 400 fps on the perimeter. The contractor shall provide sustaining and repair maintenance on the GFP film camera and associated assets.

The contractor shall provide, through government furnished property, optical tracking mount set-up, operations and maintenance. The contractor shall install required photographic camera and lens assemblies as identified in requirements documents on both optical and metric tracking assets. All launch images are considered potentially critical for anomaly investigation as well as useful in validating nominal launch performance and, therefore, should be as sharp and properly exposed as technically possible.

Metric tracking assets are defined as tracking telescopes providing azimuth and elevation information back to the Range Operations Control Center (ROCC) for inclusion in the range safety equation. The contractor is not required to provide operations or maintenance to metric tracking assets.

UNIQUE REQUIREMENTS:

The photo acquisition instruments are required to be environmentally housed for long term exposure to the elements associated with shuttle engine and booster exhaust and year round operation in the Florida climate. The contractor shall support Landing Convoy operations.

FACILITY DESCRIPTION:

CCAFS: Building 1605, Collimation Area of Building 1619, ½ Hangar G; Launch Complex 39; Pads 39 A and 39 B; SLF, KSC Headquarters Building, PCC room 3062.

4.2.2.5.1.1 Photo Optical Control Systems (POCS)

ADDRESS/LOCATION: PCC; LC-39 Pads; SLF

SUPPORT REQUIREMENT: Operational Hours during major tests, Launch, and Landings

FUNCTIONAL DESCRIPTION:
The contractor shall support engineering Shuttle requirements through the operation of the Photo Optical Control System (POCS). The POCS is a photographic motion picture and still frame event start, stop, and logging system that initiates and transmits camera control signals to film cameras.
The cameras are a mixture of Mitchell, Milliken, and Photosonic motion picture cameras. They are primarily 35 and 16mm but do include 70mm Photosonics. The still cameras are composed of 35mm and 70mm Hasselblads, Hulchers, and Nikons. The motion picture cameras operate between 3 fps and 400 fps.
A major component of the POCS is the Control and Acquisition Module (CAM). The CAM interfaces directly with the cameras and controls and monitors the cameras functions and parameters at various sites. These sites also house the electro/optical transceivers (FOTS) along with the multiplexers/demultiplexers. The CAM to FOTS interface is a Serial RS-422, with base function rate of 9600 baud. The FOTS link back to the PTCR is 1550 nm and 1300 nm. In the PTCR, there are patch panels that route the CAM signals to the Process Control Center (PCC).
There are two NASA custom designed Communications Control System's (CCS) with redundant connections to the FOTS's in the PCC. The CCS can be controlled and monitored from a number of workstations via Ethernet connections.
There are 52 cameras on the Fixed Service Structure /Mobile Launch Platform. System elements include cameras (dry closures--stills, non Automatic Exposure Control), and CAM/camera units. The POCS software supports 512 CAM/Camera units at Pad A, 512 at Pad B, and 512 RF units. Remote cameras may be started using POCS RF start signals or other approved actuation methods and devices. There are 300 operational CAMs.

UNIQUE REQUIREMENTS:
POCS requires computer operational configuration per the Photographic Acquisition Distribution Document (PADD) prior to mission support.

FACILITY DESCRIPTION:
Photo Optics Control Room is located in the PCC room 3062.

4.2.2.5.1.2 KSC/NASA Digital Photo Services Support

ADDRESS/LOCATION:	Photo Services Operations Building, 1605 CCAFS, Operational Areas; KSC HQ, Press Site
SUPPORT REQUIREMENT:	8 hours x 5 days/week; Weekend call-in, Press Site operational hours during major tests, launch, and landings

FUNCTIONAL DESCRIPTION:
The contractor shall provide Digital Photo Services operations at the KSC Press Site with dedicated personnel and services to support Public Affairs requirements for the acquisition, programming production and distribution of digital still and Webcast video to the media and general public via the Internet.

Digital Photo Services photographers and videographers provide on-call support for the covering of daily news events including in-depth coverage of launch and landing activities and events, including the documentation of VIP visitors. The contractor shall provide the support to interface with the accredited media and coordinates the distribution of both video and still imaging products. The contractor shall provide support to NASA for distribution of digital still images, photographic hardcopy prints and electronic images locally and via the Internet. Webcast technicians and producers provide support to the Webcast Studio live streaming video, original program development and encoded video clips for distribution via the Internet as a feature of NASA services.
Digital still and video services, for KSC organizations other than Public Affairs, are provided by the Digital Photo Services contractor, in a separate digital imaging facility, located in the KSC Headquarters building.

UNIQUE REQUIREMENTS:
Contractor support personnel for PAO are required to be accomplished in their assigned areas of support and able to provide creative and technically proficient products with a minimum of NASA direction and oversight. The contractor shall provide Digital Photo Services at the Press Site to support the operational hours that the Press Site is open to the media and all directed coverage of NASA designated news worthy events.

FACILITY DESCRIPTION:
KSC Press Site, News Facility, Webcast Studio, KSC Headquarters.

4.2.2.5.2 Commercial ELV Photo Support

ADDRESS/LOCATION:	Photo Services Operations Building 1605 CCAFS, Operational Area End Items: Launch Complexes; 17 A and B, 36 A and B, 40 and 41.
SUPPORT REQUIREMENT:	Mission prep and set-ups; Weekend call-in L-5 hrs through film retrieval during major tests and Launches

FUNCTIONAL DESCRIPTION:
The contractor shall provide motion picture, still photographic and video products and services. This includes support to institutional (as requested) and engineering requirements. The contractor shall develop and maintain the Photographic Acquisition Distribution Document (PADD) that documents how the contractor will support each item of the commercial launch photographic requirements package.
Institutional products will be available as requested and primarily include (but are not limited to); processing of negative film, 8x10, 11x14 and 16x20 inch color prints and digital photographic still products. The services include (but are not limited to); on-call photographers and videographers, optics and photo equipment repair and maintenance, video presentation productions and digital image services including scanning and digital image manipulation and photo CD recording. The contractor shall maintain a means of accepting payment directly from the commercial customer using standard commercial methods.

The contractor shall support commercial launch requirements through operational functions of a photographic acquisition system. This is a photographic motion picture and still frame initiation and recording system that provides high-resolution film records of launch operations. The system provides camera start signals to the cameras. The PADD defines the required film type for each support.
The contractor shall provide, through government furnished property, optical tracking mount set-up, operations and maintenance. The contractor shall install required photographic camera and lens assemblies as identified in requirements documents on both optical and metric tracking assets. Metric tracking assets are defined as tracking telescopes providing azimuth and elevation information back to the Range Operations Control Center (ROCC) for inclusion in the range safety equation. The contractor is not required to provide operations or maintenance to metric tracking assets.
The cameras used are a mixture of Mitchell, Milliken, and Photosonic motion picture cameras. They are primarily 35 and 16mm but do include 70mm Photosonics. The still cameras are composed of 35mm and 70mm Hasselblads, Hulchers, and Nikons. The motion picture cameras operate between 3 fps and 400 fps. The contractor shall provide sustaining and repair maintenance on the GFP film cameras and associated assets.

UNIQUE REQUIREMENTS:
The photo system acquisition instruments are required to be environmentally housed for long term exposure to the elements associated with engine and booster exhaust and year round operation in the Florida climate. Requirements for operational support are documented in the Photographic Acquisition Distribution Document (PADD) for commercial customers.
Photographic requirements for commercial Launch customers will be priced as a package. Items over and above the package will be priced individually. Commercial customers will be able to order and pay for products and services using established commercial billing methods.

FACILITY DESCRIPTION:
CCAFS: Building 1605, Collimation Area of Building 1619, ½ Hangar G, Launch Complexes; 17 A and B, 36 A and B, 40 A and B.

4.2.2.5.3 DOD Technical Multi-Media Support

ADDRESS/LOCATION:	DOD Multi-Media Support, Building 1605, ROCC (CCAFS) Collimation Bed: SE Area of Building 1619 (CCAFS) Tracking Sites: Universal Camera Sites (UCS) (CCAFS and KSC) and Brevard County Launch Complexes: 17A, 17B, 36A, 36B, 40, 41 (CCAFS) Tracker Storage: ½ Hangar G(CCAFS)
SUPPORT REQUIREMENT:	DOD Multi-Media Desk (0730-1630 workdays) Mission preps and set-ups (as required)

Weekend call-in (as required)
L-5 hrs through film retrieval during launches

FUNCTIONAL DESCRIPTION:
The technical multi-media support contractor shall provide still photographic, motion picture film, and video products and services to DOD customers. This shall include major support to launch engineering requirements, and general support to institutional customers on a less critical basis. The contractor shall develop and maintain the DOD Multimedia Photographic Acquisition Distribution Document (PADD) that documents how the contractor will support each item in the DOD Launch Multi-Media Package. Support for the DOD Expendable Launch Vehicle (ELV) programs shall be priced as a complete set of products and services for an agreed upon set of basic requirements. Additional launch multi-media items not included in the package shall be priced individually for the DOD customer and separated in the subject PADD. The PADD shall contain only those items listed in the customer's applicable delivery order and coordinated with the DOD Program Manager (PM). All DOD customers shall be able to order and pay for all technical multi-media support products and services using established commercial billing methods.

UNIQUE REQUIREMENTS:
The cameras and supporting equipment on a launch pad or a tracker are required to be environmentally housed due to moisture, vibration, and heat associated with launch blasts and year-round operation in the Florida climate. PADD requirements shall be coordinated with other listings in Universal Documentation System (UDS) requirements for launch pad and Universal Camera Sites (UCS) support for timing, metrics, communications, and power from, or through, other Range contractors.
A launch package and all additional multi-media products and services requested in a delivery order supporting a DOD launch shall be considered complete when at least 90% of the total number of multi-media requirements (camera operations, developed films, finished media) meet industry standards for imaging, processing, and end product quality. (The contractor shall furnish the PM all follow-up documentation regarding corrective actions and/or process improvements following each launch.)

4.2.2.5.3.1 DOD Basic Launch Multi-Media Package

The contractor shall furnish all necessary services and supplies in meeting the requirements of a Basic Launch Multi-Media Package of products and services as a fixed-price item (including, but not limited to: all related management, administrative, labor, off-site film processing, operations and maintenance (O&M), repair, and technical overhead support in the "per event charge" for launch image packages). The contractor shall have the option to use any mix of available government-furnished equipment supplemented with contractor-owned equipment and accessories. Complete launch multi-media packages shall be delivered to the customer within 4 workdays after the launch (exceptions specified elsewhere in this section), including the DOD Multimedia Performance-Production Report.

A basic launch multi-media package shall include the acquisition of an extensive number of critical launch images (still and motion media formats) that are documented from various locations and viewpoints, on and near the launch pad prior to launch and throughout the visible launch trajectory, from nearby sites on the perimeter to sites several miles away requiring the use of short, medium and long distance focal length lenses and cameras with various frame rates and exposure controls. One technical representative shall be present in the Range Operations Control Center (ROCC) during launch operations for coordinating with all photographers. All launch multi-media package images are considered potentially critical for anomaly investigation as well as useful in validating nominal launch performance and, therefore, should be as sharp and properly exposed as technically possible.

Prior to any action being taken, the contractor will coordinate with the DOD customer technical representative in developing the Photographic Acquisition Distribution Document (PADD). No other support may be initiated prior to government approval of the PADD. Prior to approval of the PADD, the contractor must present proof that all Associate Contractor Agreements (ACA's) are current, and an Emergency Call Back/Alert Photography Plan is in place. The plan shall provide for image acquisition within 30 minutes after notification to the photographer during normal duty hours, and 60 minutes after notification after normal duty hours.

Launch multi-media images acquired and processed from each motion camera or available video source (as itemized in the PADD) shall be arranged, properly oriented, color-balanced as necessary, and transferred into one digital video master (video string-out), including captions, titles and labels. Images acquired from each of the several still cameras (film and digital) listed in the PADD shall be proofed on paper, with significant images of interest posted electronically for customer review via web/LANS. Approved selections for press release and archiving, or requested as additional prints, shall also be transferred to high-resolution TIFF files onto a CD/DVD master properly labeled and indexed within 30 days following a launch, with the master placed in the DOD media file in the KSC HQ building and one copy delivered to the PM.

Basic launch multi-media packages include separate original processed film and combined images transferred from original processed film, intermediate processed film prints to preclude damaging original film during video transfers, and finished end products that depend on the successful operations per DOD launch of the following camera requirements summary:

(30) 16mm motion picture film cameras/film, 24 to 400 fps
(4) 35mm motion picture film cameras/film, 32 to 96 fps
(3) 70mm or motor-driven medium-format still film cameras with 15'of film
(2) Medium-format still film cameras/film
(2) 35mm cameras with 24-exp film or 25 images from high-resolution digital cameras
(1) Professional video camera, images recording DOD pre-launch/launch activities

Cameras and lenses used for launch imaging shall be a proper mix of handheld cameras, cameras on a tripod as appropriate, cameras mounted in fixed explosion-proof boxes, cameras mounted on contractor-operated non-metric trackers, and cameras co-mounted on metric trackers/large telescopes operated by the DOD Range Technical Services Contractor (RTSC). The contractor shall have an Associate Contractor Agreement (ACA) with the contractor operating and maintaining the metric trackers. The contractor shall have access to these video feeds (or acquire videotapes recorded at metric sites) for inclusion in the video string-out master within the basic launch multi-media package. A quick-look video clip (SVHS) of all non-film motion items, including video portions of the pre-launch activities, shall be available within 6 hours after a launch, and shall be listed in the PADD.

The contractor shall provide all required ancillary services supporting equipment preparation if not optionally available from other contractors, such as obtaining timing and making arrangements for additional lighting support and/or generator support and/or crane support. The contractor shall support F-1 day/night operations in coordination with the Range schedule, confirm proper set-ups/green lining at the proper times, purging camera boxes as necessary, replacing any damaged port glass after launches, and providing proper loads of camera films with subsequent film retrieval and equipment removal. The contractor shall provide for all required transportation, shipping, labeling, filing, developing, processing, inter-negatives, corrections, film-to-video transfers, and ultimately ensure that the string-out video and selected 8x10 prints meet professional standards of the highest quality.

In addition to all original processed films, intermediate transfers and the string-out master defined as end products in the basic launch multi-media package, the package also includes one SVHS tape and three DVDs of the complete video string-out of consolidated motion media (added to the quick-look video portion), all delivered within 4 workdays after each launch. Distribution offices for these four items shall be annotated in the preparation of the PADD in coordination with the PM. All additional copies shall be ordered and paid for outside the package.

One Public Affairs releasable quality digital still image of the DOD launch vehicle on the pad and two Public Affairs releasable quality digital images of the vehicle in flight shall be available to the DOD Public Affairs within 4 hours after each launch. Public Affairs images approved for posting on the web and LANS by the contractor shall be at least 1600x1200 pixel resolution and unlocked for downloading. These 3 digital launch images shall remain posted by the contractor on the web/LANS for 30 days after each DOD launch. The contractor shall accept additional paper print orders not in a package of posted launch images at published prices, such as higher-resolution color enlarged paper prints, from all DOD customers via web/LANS communications.

All other still images acquired for a launch multi-media package shall be proofed. All selections to be printed shall be scanned and/or downloaded to CD(s) or a DVD (raw and corrected images as necessary) as part of the package. The basic launch multi-media package also includes three 8x10 prints of the pre-launch vehicle and three 8x10 prints of

the launch vehicle in flight, with captions printed on backs of all prints within 4 workdays.

Distribution of the above mentioned six prints and digital files for 45 SW/PA and Air Force Accessioning shall be annotated in the preparation of the PADD in coordination with the PM. All other requested copies shall be ordered and paid for outside the package price. Requirements added to the basic launch multi-media package by the customer shall be clearly separated in the PADD for proper tracking, billing and reconciliation purposes.

Launch film negatives shall be sleeved, labeled and properly stored locally for at least 90 days after each launch. Launch motion picture film and video masters, still image master CDs and master DVDs shall be labeled, filed and stored locally for at least 90 days after each DOD launch, including proof sheets, indexes and data captions (except for the three approved still image selections to be sent to the Air Force Accessioning Office within 30 days after a launch.)

The DOD local media files in the KSC Headquarters building shall be purged of launch package items that have been retained longer than one year. Purged media shall be offered without charge, in turn, to the applicable DOD Launch Program Office, Eastern Range Visual Information Manager/PM, Air Force History Office, and CCAFS Museum before discarding. The only long-term storage of local DOD media in the KSC Headquarters building shall be limited to Public Affairs high-interest images or historically significant multi-media of both launch and non-launch activities.

Summary List of End Products in a DOD basic launch multi-media package (due within 4 workdays after launch, exceptions listed below and described previously in this section):

1. Quick release digital stills: at least three selections on web/LANS, within 4 hours
2. Quick release video clip: one SVHS, within 6 hours
3. Proof sheets of all still film: within 4 work days
4. All processed films, original and inter-negatives/positives: within 4 work days
5. Prints, six 8x10 color prints: within 4 work days
6. Complete motion media string-out video, one SVHS and three DVDs (additional may be required if longer than 2 hour): within 4 work days
7. CD(s) (or one DVD) of all still images selected for printing: within 30 calendar days

4.2.2.5.3.2 DOD Launch Scrub

During the Range countdown (launch minus 360 minutes), if a launch is rescheduled to another day, the contractor shall charge this amount to defray the expense of the ongoing activities that must be reaccomplished in preparation for the fixed price launch multi-media package.

4.2.2.5.3.3 DOD Launch Slip

If a change to an obligated launch date occurs with less than a 2-week notice prior to initiating the Range countdown, the contractor shall charge this amount to defray the expense of the ongoing activities that must be reaccomplished in preparation for the fixed-price launch multi-media package.

4.2.2.5.3.4 DOD Additional Camera/Film/O&M (16mm MOPIC)

An additional 16mm motion picture camera and appropriate lens may be ordered and added to the basic launch multi-media package by the DOD customer for an additional charge at time of delivery order issuance. This additional fixed price charge shall include a full load of film, cameraman and support technicians, processing, film-to-video transferring and all related O&M services and supplies, with the additional camera pointed and mounted within a fixed, explosion-proof box or mounted on a tracker or as a stand alone camera, per the customer's additional requirement. The additional imaging requirement shall also be added to the PADD and the video string-out master in the launch multi-media package within this additional fixed-price charge. More than one additional 16mm motion picture camera shall be available to a customer at the same additional unit charge per additional same type camera.

4.2.2.5.3.5 DOD Additional Camera/Film/O&M (35mm MOPIC)

An additional 35mm motion picture camera and appropriate lens may be ordered and added to the basic launch multi-media package by the DOD customer for an additional charge at time of delivery order issuance. This additional fixed price charge shall include a full load of film, cameraman and support technicians, processing, film-to-video transferring and all related O&M services and supplies, with the additional camera pointed and mounted within a fixed, explosion-proof box or mounted on a tracker or as a stand alone camera, per the customer's additional requirement. The additional imaging requirement shall also be added to the PADD and the video string-out master in the launch multi-media package within this additional fixed-price charge. More than one additional 35mm motion picture camera shall be available to a customer at the same additional unit charge per additional same type camera.

4.2.2.5.3.6 DOD Additional Camera/Film/O&M (70mm)

An additional 70mm or medium format still camera and appropriate lens may be ordered and added to the basic launch multi-media package by the DOD customer for an additional charge at time of delivery order issuance. This additional fixed price charge shall include 15 foot load of film, cameraman and support technicians, processing, proof prints and/or CD and all related O&M services and supplies, with the additional camera pointed or mounted or tracked per the customer's additional requirement. The additional imaging requirement shall also be added to the PADD within this additional fixed-price charge. More than one additional 70mm or medium format camera shall be available to a customer at the same additional unit charge per additional same type camera.

Appropriate flash (including explosion-proof types as required), filters and accessories are also included.

4.2.2.5.3.7 DOD Additional Camera/Film/O&M (35mm Still)

An additional 35mm still film camera and appropriate lens may be ordered and added to the basic launch multi-media package by the DOD customer for an additional charge at time of delivery order issuance. This additional fixed price charge shall include a 24-exposure load of film, cameraman and support technicians, processing, proof prints and/or CD and all related O&M services and supplies, with the additional camera pointed or mounted or tracked per the customer's additional requirement. The additional imaging requirement shall also be added to the PADD within this additional fixed-price charge. More than one additional 35mm still film camera shall be available to a customer at the same additional unit charge per additional same type camera. Appropriate flash (including explosion-proof types as required), filters and accessories are also included.

4.2.2.5.3.8 DOD Additional Camera/Recording/O&M (Still Digital)

An additional high-resolution digital still camera and appropriate lens may be ordered and added to the basic launch multi-media package by the DOD customer for an additional charge at time of delivery order issuance. This additional fixed price charge shall include cameraman and support technicians for up to 25 TIFF images, digital downloading and processing, proof prints and/or CD and all related O&M services and supplies, with the additional camera pointed or mounted or tracked per the customer's additional requirement. The additional imaging requirement shall also be added to the PADD within this additional fixed-price charge. More than one additional digital camera and operations shall be available to a customer at the same additional unit charge per additional same type camera. Appropriate flash (including explosion-proof types as required), filters and accessories are also included.

4.2.2.5.3.9 DOD Additional Camera/Recording/O&M (Video)

An additional video camera and appropriate lens may be ordered and added to the basic launch multi-media package by the DOD customer for an additional charge at time of delivery order issuance. This additional fixed price charge shall include cameraman and support technicians, recording, digital processing and all related O&M services and supplies, with the additional camera pointed, mounted, or tracked per the customer's additional requirement. The additional imaging requirement shall also be added to the PADD and the video string-out master in the launch multi-media package within this additional fixed-price charge. More than one additional video camera shall be available to a customer at the same additional unit charge per additional same type camera.

4.2.2.5.3.10 DOD Additional Camera/Recording/O&M (Infrared)

An infrared video camera and appropriate lens may be ordered and added to the basic launch multi-media package by the DOD customer for an additional charge at time of

delivery order issuance. This additional fixed price charge shall include cameraman and support technicians, recording, digital processing and all related O&M services and supplies, with the additional camera pointed, mounted, or tracked per the customer's additional requirement. The additional imaging requirement shall also be added to the PADD and the video string-out master in the launch multi-media package within this additional fixed-price charge. More than one additional video camera shall be available to a customer at the same additional unit charge per additional same type camera.

4.2.2.5.3.11 DOD Additional Camera/Recording/O&M (High-Definition Video)

A high-definition video camera and appropriate lens may be ordered and added to the Basic Launch Multi-Media Package by the DOD customer for an additional charge at time of delivery order issuance. This additional fixed price charge shall include cameraman and support technicians, recording, digital processing and all related O&M services and supplies, with the additional camera pointed, mounted, or tracked per the customer's additional requirement. The additional imaging requirement shall also be added to the PADD and the video string-out master in the launch multi-media package within this additional fixed-price charge. More than one additional video camera shall be available to a customer at the same additional unit charge per additional same type camera.

4.2.2.5.3.12 DOD Additional Services

Additional services shall include but are not limited to: on-call photographers and videographers (Emergency Call-Back/Alert Photography Plan), scheduled photographers and videographers, optics and photo equipment repairmen, multi-media presentation specialists, video editors, and digital image specialists.

These services will be priced per labor hour and billed to the nearest half-hour of service. This fixed price will include use of all necessary cameras or supporting equipment.

4.2.2.5.3.13 DOD Additional Products

Additional engineering products not in the basic launch multi-media package, in addition to institutional products, shall be available upon ordering separately. Additional products in general include, but are not limited to: processing of negative film, color prints of various sizes, digital photographic still products, videotapes, photo CDs, DVDs, and additional motion picture film processing/printing. Labels and/or captions are included in the standard price for all DOD additional products. This list shall also include prices for any standard size of raw stock. The contractor shall maintain a means of accepting payment directly from the DOD customer using standard commercial methods.

These products will be priced per the end product price list at ID/IQ Pricing Schedule, attachment J-6.

4.2.3 Transmission System

The contractor shall provide video, voice and data transmission services and support end-to-end configuration and validation to meet operational and institutional requirements at KSC and the NASA occupied facilities at the CCAFS. The systems associated with these services include:

4.2.3.1 T-Carrier/SONET Multiplexer System

ADDRESS/LOCATION: All Areas of KSC and CCAFS Hangars AE, AO, L, AF, and Building EO.

SUPPORT REQUIREMENT: 16 hours x 5 days/week; Weekend call-in; 24 x 7 during major tests, launch, and landings

FUNCTIONAL DESCRIPTION:
The T-Carrier/SONET backbone supports both administrative and operational customers at KSC and CCAFS. The backbone utilizes SONET OC-48, SONET OC-3, and M-13 multiplexers. The system provides OC-12, OC-3, DS-3, and DS-1 connectivity between major facilities at the KSC and CCAFS. The existing Integrated Digital Network Exchange (IDNX) T1 network consists of four nodes to provide DS-0 service.
The T-carrier system consists of fiber optic multiplexers at twenty-one locations at KSC and four locations at CCAFS. Office repeaters are installed at all multiplexer locations to improve signal quality at the multiplexer. Customer Service Unit (CSU)/Data Service Units (DSU) are supplied at customer demarcation points for data conversion for V.35, RS-422 and RS-530 interfaces. The T-carrier system utilizes High-bit-rate Digital Subscriber Line (HDSL) equipment to reach selected customers in some of the outlying areas of KSC.
The SONET system consists of 8 OC-48 multiplexers and 11 OC-3 multiplexers at major facilities at KSC.
Uninterruptible Power Supplies (UPS) or battery back up is required at all M-13 and SONET multiplexer locations.
Alarm monitoring is provided via the Remote Monitor and Alarm System (RMAS). The T-Carrier/SONET management system consists of Simple Network Management Protocol (SNMP) control devices and proprietary control devices.

UNIQUE REQUIREMENTS:
None

FACILITY DESCRIPTION:
All Areas of KSC and CCAFS Hangars AE, L, AF, and Building EO.

4.2.3.2 Asynchronous Transfer Mode (ATM) Transmission System (ATXS)

ADDRESS/LOCATION: KSC Building K6-900 (LCC), Building 1193 (VABR), Building M6-138 (CD&SC), Building M7-360 (SSPF)

SUPPORT REQUIREMENT: 16 hours x 5 days/week; Weekend call-in
24 hours x 7 days/week during major tests, launch, and landings

FUNCTIONAL DESCRIPTION:
Operational LAN users require private LANs for monitoring and control of ground systems not connected to the Internet, or needing administrative services. The Asynchronous Transfer Mode (ATM) Transmission System (ATXS) provides this service. The ATXS is a commercial off the shelf, standards based switch network consisting of four 10Gbps Cisco 8600 and four 20Gbps Cisco 8540 MSR backbone switches, two 10Gbps FORE ASX1000 and two 20Gbps Cisco 8540 MSR facility switches and over 70 edge switches consisting of Cisco 2820, 2924, 5500, Light Stream 1010 and FORE ASX200. The ATXS is a meshed connected system integrated with the SONET transmission system to take advantage of the SONET ring physical layer protection. It serves as the KSC Operational data transportation system, integrating separate operational LANs over virtual circuits. These virtual circuits utilize RFC-1483, Classical IP over ATM or direct OC-3c ATM connections.
ATXS network management is accomplished by an in-band, SNMP based platform running Hewlett Packard Open View Network Node Manager software and vendor specific management software. An out-of-band system is utilized to enhance security and maintenance, utilizing point-to-point modems.

UNIQUE REQUIREMENTS:
ATXS is a criticality 1 rated system for potentially causing corruption of data for a single path supporting LCC Shuttle Data Center analysis of Orbital Maneuverability Reactionary System (OMRS) checkout data from the Hypergolic Maintenance Facility (HMF). The criticality is referring to a human decision made for OMRS buyoff or in support of at near-real time launch countdown decisions.

FACILITY DESCRIPTION:
All major facilities in the LC39 Area, Industrial Area and CCAFS Hangar AE.

4.2.3.3 Fiber Optic Systems

ADDRESS/LOCATION: All areas of KSC

SUPPORT REQUIREMENT: 16 hours x 5 days/week; Weekend call-in
24 hours x 7 days/week during major tests, launch, and landings

FUNCTIONAL DESCRIPTION:
The KSC/CCAFS fiber optic systems use both multi-mode and single-mode fibers for system connections. The systems supported include: the wideband fiber optic transmission system, frequency division data multiplexers, wavelength division

multiplexers, the Remote Monitor and Alarm System (RMAS), high data rate transmission equipment (50 Mbps), and the Orbiter S-Band uplink monitor.
The Fiber Optic Transmission System transmits RS-170 or NTSC color video signal, an analog signal within a 12-megahertz bandwidth, or asynchronous digital data up to 8 Mb/s No Return Zero-Level (NRZ-L) depending on application. The system provides a balanced 124-ohm or unbalanced 75-ohm electrical interface for the optical transmission of video, analog, or digital data signals over a single fiber. The system processes a 1-volt input signal between 10 Hz and 12 MHz and transmits it optically at either 1300 or 1550 nanometers via Injection Laser Diodes (ILD) or Light Emitting Diodes (LED) to the receive location where the signal is restored to the original electrical input signal. ILD transmitters are used in conjunction with optical dividers to create multipoint circuits.
The frequency division data multiplexer can accommodate eight data channels (four channels from 0 to 128 Kbps and four channels from 0 to 512 Kbps). Asynchronous data, either balanced or unbalanced can be transmitted at any data rate using RS-422 voltage levels or a one-volt peak-to-peak variant. The aggregate output of the Multiplexer is transported via the fiber optic wideband transmission system.
The Wavelength Division Multiplexer (WDM) equipment doubles the capacity of the existing fiber optics cable plant. WDMs are installed at facilities throughout KSC to enhance the optical fiber's capacity. The WDMs multiplex signals at 1300 and 1500 nm. WDMs are primarily used with the wideband fiber optic transmission system.
A 32 x 32 Sigma Electronics analog matrix at the CDSC is used as the KSC off-site routing switch in support of shuttle processing, launch and landing video. The fiber optic wideband transmission system has more than 1300 transmitter/receiver pairs that service more than 35 facilities on KSC and CCAFS. At present, approximately eight facilities are equipped with frequency division data multiplexers. Two full duplex 50-Mbps data links exists between buildings (O&C and OPFs 1 and 2 and between the O&C and OPF-3). The Orbiter S-Band Uplink Monitor transmits a 2GHz analog signal between Pads A and B and the OPFs. The system utilizes single mode lasers and 2X2 optical couplers. Fiber optic transmission for short distances include RS-250-B short haul video, SDI video, and SDTI video. This also includes point-to-point variable rate telemetry circuits on KSC and CCAFS.

UNIQUE REQUIREMENTS:
1550 nm transmission on 50/125um multimode fiber

FACILITY DESCRIPTION:
All areas of KSC

4.2.3.4 Remote Monitoring and Alarm System (RMAS)

ADDRESS/LOCATION: Building M6-138 (CD&SC)

SUPPORT REQUIREMENT: 16 hours x 5 days/week; Weekend call-in
24 hours x 7 days/week during major tests, launch, and landings

The Remote Monitoring and Alarm System (RMAS) consists of hardware and software to monitor the health of the Video Products Group PCO 5000 Fiber Optic video or 12Hhz analog transmission equipment located at the Kennedy Space Center. RMAS can monitor any equipment generating discrete contact closures and/or analog voltages. The Sun Microsystems RMAS console uses Hewlett-Packard Open View Network Node Manager to provide the RMAS user interface and reporting mechanism. The RMAS Remote Terminal Unit (RTU) is polled for alarm status utilizing a SNMP proxy agent via a Commercial-Off-The-Shelf Code Activated Switch (CAS). The RTU uses KSC designed hardware and software. The RTU software is written in the C language and is compiled to machine language in order to run on the RTU.

UNIQUE REQUIREMENTS:
None

FACILITY DESCRIPTION:
All areas of KSC

4.2.4 Cable Systems

ADDRESS/LOCATION: All areas of KSC

SUPPORT REQUIREMENT: 16 hours X 5 days/week, Additional support as required by schedule

FUNCTIONAL DESCRIPTION:
The contractor shall provide Cable System services including underground location capabilities, trenching, boring and digging, and support end-to-end configuration and validation to meet operational and institutional requirements at KSC and their interfaces to NASA occupied facilities at the CCAFS.
The contractor shall monitor all construction activities and excavations on KSC. The contractor shall attend the pre-launch excavation reviews. The contractor shall coordinate and monitor the fieldwork for the placement of new underground communications utilities. The contractor shall be trained in use and operation of underground location equipment and above ground survey equipment.
The contractor shall provide Outside Plant services in support of operational and institutional requirements at KSC. These services shall include technical and management expertise for outside plant cable: 19, 22, 24 gauge copper twisted pair, 16 gauge twinax, multimode/singlemode fiber-optic cable and BCDS hard-line coax. Also included are Unique launch pad cabling, unique systems cabling, and hard wired Launch Control Complex (LCC) to Pad vehicle safing cable systems that run from MDF to MDF through the Communications Manholes. The contractor shall be trained and certified for unassisted confined space entry into manholes. The contractor shall supply and operate calibrated air quality test equipment.
The contractor shall provide Outside Plant services in support of operational and institutional requirements at KSC. These services shall include technical and

management expertise for the Communications Pathways including communications manhole and conduit systems, Repeaters, CXTs (Cross Connect Terminals), TTCs (Telephone Terminal Cabinets), MDFs (Main Distribution Frames), FOTs (Fiber Optic Terminals) and dedicated Communications cable trays at KSC.
The contractor shall provide Telecom services in support of operational and institutional requirements at KSC. These services shall include technical and management expertise for: facility premise wiring from the Frame to the Customer Face Plate (CFP), Frame cross connects, TTC cross connects, Circuit protectors, circuit design and installation. Contractor shall follow the KSC Telecommunications Premises Distribution System design standard STD-E-0021. New facilities are premise wired by the construction contractor under direction of Architect and Engineer (A&E) following STD-E-0021 using SPECSINTACT sections (16700 section). The contractor shall install all equipment including but not limited to cabling required for interfacing with the new facility premises wiring.
The contractor shall provide data base O&M and production for the Circuit Assignment Management System (CAMS). CAMS is an Oracle-based collection of data base management tools containing information about KSC communication circuits. This information includes all copper Inside and Outside plant, all fiber inside and outside plant, circuit characteristics, equipment and work order histories and status.
The Test Board is the central interface point for KSC copper communications circuits between the North area via the VABR, south area via the south repeater, CCAFS via the Banana River repeater and the industrial area. The contractor shall provide Test Board support at the CDSC during major KSC and CCAFS tests and hazardous operations; 7 day, 24 hour support is required on some tests. Test Board support is also required to support day-to-data telecom activities.
The systems associated with these services include but are not limited to the following: 500,000+ Various gauge copper twisted-pair cables, 1,000+ Various gauge twin-axial cables, 3,000+ Multi-mode and single-mode fiber optic cables, 3000+ Backbone and distribution coaxial cables, 107+ Main Distribution Frame cross connects, 1700+ Telephone Terminal Cabinet cross connects, 550+ Manholes, Handholes and associated conduit systems, 42+ Cathode Protection Rectifiers, 22+ Air Dryers, Main Distribution Frame (MDF) to MDF through the Communications Manhole System, Intermediate Distribution Frames, Launch Complex (LC)-39 pad and systems cables, Launch Control Complex (LCC) to LC-39 Vehicle Safing cables, Repeaters, Cross Connect Terminals, Telephone Terminal Cabinets, Facility cable trays (inside and outside), Main Distribution Frames, Fiber Optic Terminals, Wideband Terminals, Cable Records Management – Circuit Assignment Management System (CAMS), Facility premise wiring, Test Board, Flow Meter Panels, and Frame Lights.

UNIQUE REQUIREMENTS:
Clear Frame and safing cables

FACILITY DESCRIPTION:
All areas of KSC.

4.2.5 Administrative Telephones

The performance period for this section begins December 1, 2004.

The contractor shall provide the Operation, Administration and Maintenance (OA&M) of administrative telephone system in support of all KSC residents. There are approximately 17,500 instruments and/or ports in approximately 275 buildings associated with this service agreement.

The contractor shall provide end-to-end support for adds, moves and changes. A move is defined as de-installation, move and re-installation of system hardware requiring a physical dispatch of a technician or analyst. A virtual move is one that does not require a physical dispatch of a technician or analyst. The service provided and work performed shall be in accordance with Industry (BellCore) standards.

The switch infrastructure and local and long distance trunking will be provided by the government. The contractor shall monitor traffic usage on these trunk groups and notify the government when usage approaches levels of service degradation (P 0.01).

The contractor shall provide operator services processing international calls, collect calls, conference calls, other operator-assisted calls, maintain current directory assistance information, and log information on billable calls. The operators shall provide incoming callers with answers to routine questions not requiring Public Affairs intervention.

The contractor shall employ telephone engineering and operations personnel, adequate to support existing and future requirements, who are proficient in Voice over IP (VoIP) technology, including but not limited to, VoIP phones, associated call managers and gateway systems.

The VoIP systems interface to the KSC Institutional Network and the legacy KSC Administrative Telephone System. The contractor shall support these interfaces and provide all required programming to facilitate connectivity.

The contractor shall operate and maintain the SecureLogix system. The contractor shall review the logs and make recommendations to identified NASA telecommunications personnel and implement changes and rule based policies as directed.

The contractor shall provide current telephone data to support the KSC E911 center on a weekly basis. This data shall include the building, room, occupant/assignee, organization and mail code, and directory number/s for all active ports on KSC. This data, sorted by seat type, shall also be supplied to the COTR on a monthly basis. The contractor shall maintain the E911 switch and it's interfaces with the KSC and CCAFS phone systems.

The contractor shall provide information as requested in support of security, Office of Inspector General (OIG) or managerial investigations. This information may be required

on short notice. The contractor shall supply Telephone Call Detail reports as defined in DRD-T-3.

The contractor shall provide a Help Desk for customers to report troubles, obtain information on instrument/system operations, and status on open work.

The contractor shall provide user training to assure customers receive adequate operating information on their type of instrument. The contractor shall supply operating guides which will walk users through routine operations for their instrument type, including frequently asked questions.

4.2.5.1 Phone Seat Description

Each Phone Seat will provide the service required to ensure an appropriate phone instrument and complete phone system is available as specified. This includes instruments, infrastructure, and other required services to provide telephone related connectivity within, and external to, the Center. Also included in this service is the maintenance and administration of the telephone infrastructure; basic services (operational configuration, engineering and maintenance of analog and digital telephone switching system); moves adds, changes; corrective/preventative maintenance of telephone instruments and drops.

4.2.5.1.1 PH1 Phone Description

Functionality: Provides full phone services for a standard hallway or lab phone.

Standard Services:

Service Type	Service Level	Typical Service Characteristic
Instrument	Single	Single line phone
Line Type	Analog	Analog line
Voice Mail	None	No voice mail
Feature Set	Standard	Call forwarding, transfer, forward, camp, etc.
Moves/Adds/Changes	Regular	<= 5 moves/adds/changes completed within 2 work days, no field visit 8 hours
Restore to Service	Regular	Restore to service by close of next business day

4.2.5.1.2 PH2 Phone Description

Functionality: Provides full phone services for a standard desktop or lab phone with voicemail. (Nortel 9316CW or equivalent and compatible)

Standard Services:

Service Type	Service Level	Typical Service Characteristic
Instrument	Single	Single line phone with display

Service Type	Service Level	Typical Service Characteristic
Line Type	Analog	Analog line
Voice Mail	Standard	Voice mail
Feature Set	Standard	Call forwarding, transfer, forward, camp, etc.
Moves/Adds/Changes	Regular	<= 5 moves/adds/changes completed within 2 work days, no field visit 8 hours
Restore to Service	Regular	Restore to service by close of next business day

4.2.5.1.3 PH3 Phone Description

Functionality: Provides enhanced feature set phone service intended for use in a branch or division office setting (e.g., secretary phone). (Optiset 1200 or equivalent and compatible)

Standard Services:

Service Type	Service Level	Typical Service Characteristic
Instrument	Multi-12	12 line phone with display
Line Type	Digital	Digital ISDN line
Voice Mail	Standard	Voice mail
Feature Set	Enhanced	Standard plus additional features
Moves/Adds/Changes	Regular	<= 5 moves/adds/changes completed within 2 work days, no field visit 8 hours
Restore to Service	Regular	Restore to service by close of next business day

4.2.5.1.4 PH4 Phone Description

Functionality: Provides full phone services intended for use in a conference room. This system will have multiple speakers and microphones spaced at intervals for clear reception and transmission.

Standard Services:

Service Type	Service Level	Typical Service Characteristic
Instrument	Single	Single line phone
Line Type	Analog	Analog line
Voice Mail	None	No voice mail
Feature Set	Speaker	Standard features plus speaker
Moves/Adds/Changes	Regular	<= 5 moves/adds/changes completed within 2 work days, no field visit 8 hours
Restore to Service	Regular	Restore to service by close of next business day

4.2.5.1.5 PH5 Phone Description

Functionality: Provides full VoIP phone services for a standard desktop or lab phone with voicemail.

Standard Services:

Service Type	Service Level	Typical Service Characteristic
Instrument	Single	Single line phone
Line Type	VoIP	10/100 Ethernet
Voice Mail	Standard	Voice mail
Feature Set	Standard	Call forwarding, transfer, forward, camp, etc.
Moves/Adds/Changes	Regular	<= 5 moves/adds/changes completed within 2 work days, no field visit 8 hours
Restore to Service	Regular	Restore to service by close of next business day

4.2.5.1.6 PH6 Phone Description

Functionality: Provides enhanced feature set VoIP phone service intended for use in a branch or division office setting (e.g., secretary phone).
Standard Services:

Service Type	Service Level	Typical Service Characteristic
Instrument	Multi-12	12 line phone with display
Line Type	VoIP	10/100 Ethernet
Voice Mail	Standard	Voice mail
Feature Set	Enhanced	Standard plus additional features
Moves/Adds/Changes	Regular	<= 5 moves/adds/changes completed within 2 work days, no field visit 8 hours
Restore to Service	Regular	Restore to service by close of next business day

4.2.5.1.7 PRI Service Description

Functionality: Provides new or additional Primary Rate Interface (PRI) service to devices. (Example: New Video Conferencing Unit)
Standard Services:

Service Type	Service Level	Typical Service Characteristic
Instrument	None	N/A
Trunk Type	Digital	23B + D
Voice Mail	None	None
Feature Set	Enhanced	Enhanced PRI Features
Moves/Adds/Changes	Regular	Moves/adds/changes completed within 5 work days, no field visit 8 hours
Restore to Service	Critical	Restore to service within 2 contiguous hours

4.2.5.2 Phone Service

Service Description: Provides the service to ensure an appropriate phone instrument and complete phone system is available to the specified Phone Type. This includes instruments, infrastructure, and other required services to provide telephone related connectivity within, and external to, the Center. Also included in this service is the maintenance and administration of the telephone infrastructure; basic services (operational configuration, engineering and maintenance of analog and digital telephone switching system); moves, adds, changes; user training; help desk; corrective and preventative maintenance of telephone drops.

4.2.5.2.1 Instrument

Service Description: Provides for the phone instrument type.

Service Levels	Typical Service Characteristic
Single	Single line phone instrument
Dual	Dual line phone instrument
Multi-12	12 line phone instrument
Multi-24	24 line phone instrument

4.2.5.2.2 Line Type

Service Description: Provides for the desired line type.

Service Levels	Typical Service Characteristic
Analog	Analog line
Digital	Digital line
VoIP	10/100 Ethernet port

4.2.5.2.3 Voice Mail

Service Description: Provides the services required for a voice mail system with the following capabilities: recorded announcements, audio and visual indicators of messages awaiting retrieval, forwarding capability, broadcast (voice mail lists), 15 minutes of storage, auto dial voice mail caller, auto reply (send message back to voice mail caller), create, delete, retrieval of messages from any DTMF phone (internal or external to Center). Retrieval of messages external to the Center shall be accessible via a toll-free number provided by the government.

Service Levels	Typical Service Characteristic
None	No voice mail
Standard	Voice mail with above capabilities
Enhanced	Voice mail with 30 minutes of storage

4.2.5.2.4 Feature Set

Service Description: Provides for a standard set of features to be provided with the phone seat

Service Levels	Typical Service Characteristic
Standard	Call forwarding, transfer, forward, intra-Center conferencing, camp, redial, hold, call park, caller ID, call waiting, message waiting
Speaker	Standard features plus speaker phone
Enhanced	Standard features plus speaker phone, call pickup/hunt group, speed call, auto dial, caller ID, call waiting, message waiting

4.2.5.2.5 Moves/Adds/Changes

Service Description: Provides for a standard set of moves/adds/changes on one work order to be provided with the phone seat

Service Levels	Typical Service Characteristic
Regular	<= 5 moves/adds/changes completed within 2 work days, no field visit 8 hours
Enhanced	<= 5 moves/adds/changes completed within 1 work day, no field visit 4 hours

4.2.5.2.6 Restore to Service

Service Description: Provides standard maintenance services including: System diagnostics and troubleshooting; System and component maintenance; Configuration changes, tracking, and documentation. The COTR will have the right to re-prioritize the restore to service requests on a real time basis up to 1% of the total seats per month to accommodate KSC senior level staff.

Service Levels	Typical Service Characteristic
Regular	Restore to service by close of next business day
Critical	Restore to service within 2 contiguous hours

ADDRESS/LOCATION: All areas of KSC

SUPPORT REQUIREMENT: 8 hours X 5 days/week, off hour call-in, Operator service 6:00 am to 6:00pm, Additional support as required by schedule

FUNCTIONAL DESCRIPTION:

The Administrative Phone System is a Siemens EWSD Class 5 Central Office Host Switch (located in M6 138 (CD&SC) Room 128) with Remotes located in the major KSC facilities. The switch has all of the features and functionality of a Class 5 CO including CLASS, SS7 and ISDN. The system has an integrated voice mail system, a conference bridge, a SecureLogix Telephone Firewall and a Multi Port Conferencing Unit for ISDN

Video. The system integrates with an E-911 switch (O&M included in this contract) to provide PSAP (Public Safety Answering Point) services to KSC. The switch provides connectivity to outside KSC through PRI trunking to the local calling area and between NASA Centers and long distance through FTS (Federal Technology Service-GSA). The phone system provides point-to-point links to and from launch critical operations. The majority of KSC phones are single line display type phones with Caller ID speakerphone, voice mail and CLASS features. The next largest users have ISDN multi-line speakerphones with display. There are several PRI (Primary Rate Interface) spans servicing video, RAID and other data requirements.

UNIQUE REQUIREMENTS: None

FACILITY DESCRIPTION: Throughout KSC

4.2.6 Institutional Computer Networks

The contractor shall provide the design, installation, operations, maintenance and sustaining engineering for the Kennedy Space Center institutional computer Network (KNET). Contractor shall meet customer data delivery requirements for institutional functions at KSC and the NASA occupied facilities at the CCAFS. Institutional requirements include data necessary for day-to-day business (for example email, internet, work control) and process sensitive elements in support of KSC missions and programs. Institutional network KNET delivers data to-and-from desktops, Local Area Network (LAN), Metro Area Network (MAN) and Wide Area Network (WAN). The contractor shall include end-to-end configuration and validation of KNET system equipment and related software.

The contractor shall provide network services per government approved standards and protocols in accordance with NASA Chief Information Officer (CIO) Executive Notices, policies, directives, procedures, guidelines and associated Security standards, including but not limited to, NPG 2810. The contractor shall follow KSC Institutional Network Connectivity Procedure (KDP-KSC-P1444) to provide a consistent customer request process for acquiring network connectivity while ensuring that mandated security requirements for personnel and equipment are satisfied.

The contractor shall install, operate, and maintain network hardware and software in support of administrative and general-purpose computing systems utilizing, but not limited to: Routers, Hubs, Switches, Network Repeaters, Wireless Access Points and DSL LAN extenders. The contractor shall operate and maintain a complete network management system including in-band primary and backup network operations centers and the out-of-band network management system. Contractor shall maintain and upgraded network systems to meet changing industry standards.

The contractor shall provide operations, maintenance and sustaining engineering of network management support infrastructure including but not limited to: Domain Name

Servers (DNS), Dynamic Host Configuration Protocol (DHCP) servers, Policy Based Routing (PBR), Virtual Local Area Networks (V-LANs), network time servers, network operations database servers, network operations web servers, network security services Remote Access Services including Virtual Private Network (VPN)) servers, authentication services Secure Socket Layer based Proxy Gateways and Plain Old Telephone System (POTS), Integrated Services Data Network (ISDN) Dial-up based services, Call Managers and Voice over IP (VoIP).

The contractor shall maintain a database of all IP addresses assigned to KSC and NASA assigned facilities at CCAFS. Database shall include a minimum set of information for each customer including, but not limited to: IP address, customer name, building number, room number, Customer Face Plate (CFP) number; hardware or machine address, operating system, switch and port number. Contractor shall provide online database access to NASA networks personnel and IT managers as required.

The contractor shall continue to upgrade and improve performance for data transmissions to-from MAN and LAN (delivery to customers). The contractor shall provide engineering and sustaining engineering to include, but not limited to, obsolescence replacement and uniform data standard level improvement (i.e. 100 Mbps desktop and 1000 Mbps Ethernet Backbone) to provide customers with ubiquitous data network infrastructure support that improves service levels across KSC and NASA occupied facilities in the CCAFS area.

ADDRESS/LOCATION:	All areas of KSC
SUPPORT REQUIREMENT:	16 hours X 5 days/week, Additional support as required by schedule or Mission support

FUNCTIONAL DESCRIPTION:
KNET provides approximately 13,000 network connections. It is estimated that this number will increase to approximately 15,000 over the next 3 to 5 years. KNET currently supports IP based protocols and is controlled using over (30) Routers, (600) Switches and Hubs to provide networking to over 240 buildings and trailers throughout KSC and NASA assigned CCAFS facilities.
The current network consists of 10/100/1000 Mbps Ethernet and associated cable for data transmission to desktop and servers (i.e. email, web, X.500, streaming audio/video, etc.). KNET is built upon and utilizes cabling and capabilities discussed in section 4.2.5 Cable Plant. KNET sustaining engineering efforts include upgrading obsolete 10base2 Ethernet connections with 10/100 Mbps switched Ethernet and Category 5e premises wiring. Several remote locations within KSC, where fiber optic cable is not available, are served by Digital Subscriber Line (DSL) equipment at lower speeds.
KNET uses PBR and VLANs to provide three segmented/logically isolated networks referred to as Private, Public, Open network (three islands) across KSC and NASA occupied facilities at CCAFS. KNET interconnects between its geographically dispersed facilities with its Kennedy Metropolitan Area Network (KMAN) a redundant, primary and secondary, 100/1000 Mbps Ethernet switched backbone.

KNET provides: Domain Name Servers (DNS), Dynamic Host Configuration Protocol (DHCP) servers, Policy Based Routing (PBR), Virtual Local Area Networks (V-LANs), network time servers, network operations database servers, network operations web servers, network security services remote access services including Virtual Private Network (VPN)) servers, authentication services Secure Socket Layer based Proxy Gateways, POTS and ISDN Dial-up based services, Call Managers and Voice over IP (VoIP).
KNET's Network Control Center (NCC) operates from a primary location at the Central Instrumentation Facility (CIF) and a backup location at the Operations and Checkout (O&C). Network system management uses software and protocols including but not limited to: HP Openview network management software, 3COM Transcend, Cisco Works and Simple Network Management Protocol (SNMP) to remotely manage and administer network systems. KNET uses premises wiring typically consisting of a minimum of one Customer Faceplate Plate per 100 square feet of area each delivering 3 data Category 5e and one fiber optic multimode cable (future use).

UNIQUE REQUIREMENTS: None

FACILITY DESCRIPTION: Throughout KSC and CCAFS NASA assigned facilities.

4.2.7 Network IT Security

The contractor shall perform IT Security activities in areas of security scans, incident response, system and log monitoring, security patches and updates, and reporting. The contractor shall support NASA IT Security personnel performing IT Security functions.

The contractor shall provide technical/engineering support to the Agency Network Security Perimeter Configuration Control Board (NSP-CCB) and the Center Network Control Board (NCB).

The contractor shall provide and maintain all required IT Security plans related to the KICS supported communications systems and/or services, per the agency designated formats and guidelines.

The contractor shall meet all approved standards and protocols in accordance with NASA Chief Information Officer (CIO) Executive Notices, policies, procedures and guidelines in addition to those designated specifically by the Kennedy Space Center Office of the CIO and the KSC/NASA communications infrastructure management. The contractor shall meet all approved standards and protocols in accordance with the NASA Procedures and Guidelines, NPG 2810.1, Security of Information Technology.

The contractor shall provide support to the government for operational services for the center network based information technology (IT) security protections and

monitoring/measurement capabilities. The contractor shall provide the first line of network based monitoring and defense of IT resources, as well as provide a common shared IT Security operations capability to support the IT system environments that utilize the center networks as their primary communications transport service.

The contractor shall support the operations, maintenance, system administration, user support, and sustaining engineering of the following: the principal KSC network authentication systems, the KSC strong authentication system, the KSC IT Security/Network documentation databases, the KSC network perimeter access control systems, the KSC and Agency defined intrusion detection/monitoring systems, and all KICS managed systems related to the storage, tracking and auditing of all required Network/IT Security configuration/review/approval documentation processes and data.

The contractor shall implement government approved system rule set/configuration modifications to the network perimeter protection systems, including modifications to the firewall rule sets, editing of router based Access Control Lists (ACLs), and keep an accurate record log of all changes made to the system. The contractor shall retain electronic archival copies of the firewall traffic logs, firewall rule sets and related router/switch configurations.

The contractor shall actively review and validate the logs of management access to the network service delivery infrastructure to verify that only authorized individuals are connecting to these systems. The contractor shall assure that any modifications to the configurations of these devices are performed in accordance with government documented practices. The contractor shall review the log daily and report any unauthorized attempts to access this equipment to the IT Security management personnel for further investigation and resolution.

The contractor shall provide all relevant firewall traffic logs, intrusion detection activity reports, monitoring system data, network authentication system activity logs, strong authentication account activity data, and/or any available network data required to support an IT Security forensics investigation. The contractor shall provide engineering analysis support to aid in the interpretation of all activity log data provided.

The contractor shall maintain a comprehensive IT Security/Network documentation database containing all of the required data fields. The contractor shall ensure that the documentation data stored in this system has been verified to be accurate not less frequently than quarterly by means of the use of automated Scan tools where possible, and by monthly auditing of a randomly selected but statistically significant subset of the entries in the database for closer inspection and validation.

The contractor shall monitor all network traffic crossing the designated center ingress/egress points, as well as the instrumented internal backbone locations using the government defined and provided intrusion detection/monitoring systems. The contractor shall initiate incident response procedures by providing notification to the designated IT

Security personnel when confirmation of suspicious network traffic/protocol behavior is detected.

The contractor shall report any observed suspicious network protocol/traffic behavior for further investigation and/or the initiation of IT Security incident response actions. This will be accomplished using both the designated intrusion detection and monitoring systems, as well as any other contractor supported systems.

The contractor shall support the design, configuration, operation and data reporting of special purpose/function IT Security sensors/systems. These systems are used to detect specific events or to identify and quantify the presence of IT system vulnerabilities.

The contractor shall operate the Remote Authentication Dial In User Services (RADIUS) subsystems. RADIUS subsystems pass network specific authentication requests to the relevant user account/authentication /authorization systems managed by each of the respective IT organizations.

The Contractor shall issue and retrieve hardware tokens related to the KSC strong authentication system as directed by the government. The contractor shall utilize Communication Control to provide user telephone support. The contractor shall provide troubleshooting and problem isolation of functions related to the tokens and the user's system account, and maintain the relevant KSC strong authentication services system utility support subsystems.

The contractor shall perform IT vulnerability scans in accordance with government directives/instructions and at a frequency of at least quarterly, or when requested. The contractor shall provide special purpose IT Security vulnerabilities/assessment scans to identify/isolate a known IT Security vulnerability issue that requires immediate attention.

The contractor shall perform periodic auditing of the current KICS communications systems/architecture configurations with IT Security assessment results and recommendations. The contractor shall identify the corrective action to be taken and any additional resources required to minimize or eliminate the condition resulting in the weakness or problem area/process.

The contractor shall, in conjunction with the government, maintain a call down list process to notify appropriate IT Security personnel. The contractor shall initiate and perform an immediate IT Security incident response upon activation of the IT Security call down list per the instruction of the designated government personnel.

ADDRESS/LOCATION: KSC Building M6-138 (CD&SC), Building M6-39 (PSCN), Building 360 (CIF), Building 60680 Hangar AE

SUPPORT REQUIREMENT: 16 hours X 5 days/week. Additional support as required by schedule and required support activities. After hour Response to Network events shall be within 1 hour.

FUNCTIONAL DESCRIPTION:
The Network IT Security systems include the following: perimeter access control, intrusion detection/monitoring, and network authentication.
The KSC perimeter access control systems are located at the two major and one minor ingress/egress points to the Kennedy Space Center. They are comprised of COTS firewall appliances running in concert with clustering/high availability solutions and interconnected with multiple routers and switches all performing a fundamentally different function. These systems are the principal means of dividing the center network environment into the major IT security zones and the interfaces to the Wide Area Networks/Internet. These systems are comprised of isolation routers and located at KSC and CCAFS.
The KSC intrusion detection/monitoring systems are a combination of COTS and open source tools based on Agency mandated product sets, KSC standard solutions, and a variety of open source alternatives to supplement these core solutions when necessary. These systems provide distributed multi-purpose and point solutions to meet a wide spectrum of IT Security monitoring/logging requirements. They are primarily co-located at the primary center ingress/egress points with the perimeter access control systems, although a number of the sensors are distributed out to a smaller number of key network traffic transit locations internal to each security zone.
The KSC IT Security analysis capabilities are a series of systems that provide both ongoing IT Security vulnerability scanning/assessment functions to the entire center and post analysis of the data collected by the intrusion detection/monitoring systems including the network infrastructure elements (via Syslog/RADIUS/Netflow data).
The KSC IT Security /IP/ Media Access Control (MAC) address registry database and perimeter access request databases reside on several small server class systems running internally developed databases based on COTS database software. These systems are located primarily in the Network Operations Center area of the CIF building.
The KSC network authentication systems are primarily a series of redundant RADIUS and TACACS+ systems providing both a basic network authentication/account activity logging service and a pass-through authentication function to more complex authentication systems that exist in the external IT organizations at KSC. These network authentication services provide intermediate authentication to a number of the KICS supported network services such as the Secure Remote Access System (VPN), Wireless LANs (both private and open), and the center dial-in services. All of these systems utilize the same basic COTS software for possible future integration.
The KSC strong authentication system is a COTS, two Factor, Hardware Token based authentication system that provides a primary source of account authentication for portions of the network infrastructure elements, several remote network access subsystems (S-RAS and Dial-In), and a number of IT environments/systems. These systems require a higher strength authentication service than can be offered in the traditional IT environments on center. Redundant nodes of this system are adjacent to the

isolation router perimeter WAN ingress/egress points and a number of the center's network infrastructure services systems (such as DNS).

UNIQUE REQUIREMENTS: None

FACILITY DESCRIPTION: Throughout KSC and CCAFS NASA assigned facilities.

5.0 INDEFINITE DELIVERY/INDEFINITE QUANTITY (ID/IQ) CATALOG OF SPECIALIZED SERVICES

The contractor shall participate in NASA-led efforts as described in this section. Types of work in this category include performing studies and analyses of communications system operations alternatives during early project definition, developing new technology for application to communication system operation, providing skills and teaming in support of government-led development projects, providing skills in support of government-led operations activities, and providing quick-reaction analyses and solutions to problems such as special program testing and/or technology demonstration requirements.

Each of the type of effort described in this section shall be initiated, managed, and performed by the contractor as described under individual task order agreements with the government.

5.1 Communication Component Design, Development, Integration, and Operational Support Services

The contractor shall provide resources to support the development of new communication and information technologies that will ultimately lead to significantly reduced operations costs.

The contractor shall provide support in the development of one-of-a-kind or next-generation communications capabilities. They range from development of a communications capability for small local customers to a Center-wide capability. These efforts have aggressive schedules and requirements and entail a high degree of risk. These efforts have significant government involvement in the definition and implementation of requirements.

These are government-led activities with frequent interaction between the government and the contractor.

This work is dynamic in nature and typically performed in a team arrangement with the government. The government defines the overall requirements of the effort and decides the respective responsibilities of each organization participating in the effort. Intermediate and final deliverable items are defined, but the nature of this work requires frequent changes to the baselines.

Future NASA-led development efforts in the area of computer network communications could include efforts to meet new requirements, migrate existing systems, and replace aging systems. Technical areas are expected to include but are not limited to server hardware, application software, communication asset management software, network systems, network hardware, and computer systems.

Future NASA-led development efforts in the areas of transmission, voice, video and still-imaging systems could include efforts to meet new requirements, migrate existing systems, and replace aging systems. Technical areas are expected to include but are not limited to fiber optics, copper, analog, digital, hard-wire, radio and microwave distribution. Also, compression and recording techniques may be addressed.

The contractor shall support the government with operational support for Information Technology and communication asset management in a control room type of environment. This type of effort is associated with the agency-wide OneNASA information technology initiatives that are being activated at the Kennedy Space Center. The type of operational support the contractor shall provide includes but is not limited to system administration, help desk administration, and network management system analysis.

5.2 ID/IQ Types of Services

The contractor shall provide cost for engineering, analysis, operations, and related services to perform design, development and operations of KSC and NASA Information Technology and Infrastructure Network Systems. The contractor shall provide not to exceed pricing for each position identified in the following brief overviews

A) System Administrators:

A System Administrator shall have experience in the configuration, management, administration and support of the assigned systems. These may be messaging systems, server systems, network systems or collaboration systems.

B) Help Desk Services:

Help Desk Services support shall have technology backgrounds and experience in the operational utilization of assigned systems, troubleshooting problems with these systems, and how the assigned systems interoperate with other NASA systems. They must understand the details of the application of the tools and applications assigned. It is expected that there will be junior and senior level Help Desk Personnel.

C) System Engineering Services:

System Engineering support services include performance of overall engineering activities to support information technology enterprise development. These duties include: design, development, sustaining engineering, operations support, troubleshooting, problem resolution and integration of assigned operational systems.

D) Sub-System Engineer Services:

Sub-System Engineer support services include performance of engineering activities on specific subsystems engineering activities to support information technology enterprise development. These duties include: design, development, operational activity support, troubleshooting and problem resolution for assigned sub-systems.

E). Technical Support Services

Technical Support Services include performing activities associated with installation and activation of communication capabilities described in attachment J-1 sections 1.0 and 4.0. These duties include new facility activation, new communication system and sub-system activation, as well as support of information technology integration projects.

6.0 CONTRACT LEVEL INFORMATION TECHNOLOGY (IT)

Section 6.0 addresses all systems associated with the KICS contract including the administrative IT. Additional specific technical requirements for the IT systems are addressed in Section 4.0.

6.1 IT Security

All the IT system(s), including desktop computers, shall comply with Management of Federal Information Resources, OMB Circular A-130; Security of Information Technology, NPG 2810.1; Defining Baseline IT Security Requirements That Have Been Left to Center Discretion, KNPG 2810.1; Vulnerability Disposition, KNPG 2810.2, and any subsequent revisions to the Center's IT policies. Systems retained by the contractor shall be in compliance at contract start date. New systems shall be compliant prior to authorization to support KICS requirements.

The contractor shall protect sensitive unclassified information including Privacy Act information, proprietary data, International Traffic in Arms Regulated data, and export controlled data. The contractor shall protect information in accordance with NPG 2810.1.

6.2 Support IT Hardware and Software

Acquisition and maintenance of the hardware and software not accounted for in the Government Furnished Property List (Attachment J-1, Appendix 5) but used to support the KICS contract shall be the responsibility of the contractor. For example, the contractor is responsible for the systems and software that host configuration management, CAD, office automation, etc.

The contractor shall manage all IT functions in support of contract requirements. The contractor's IT system shall be compatible with the standards called out in Minimum Interoperability, NASA-STD-2804 (with the exception of IFMP compatibility); Minimum Hardware Configurations, NASA-STD-2805; UNIX Interoperability, NASA-STD-2810 and any applicable subsequent revisions to the center's IT policies.

7.0 LOGISTICS

The contractor shall perform logistics functions in support of all communication services provided under this contract.

7.1 Logistics Services

The contractor shall develop, implement and update a KICS Logistics Plan (DRD L-1) to ensure that all resources identified in the PWS are operationally ready to support communication services for Shuttle, DOD, LSPO, ISS programs and center wide institutional and operational activities.

The contractor shall assume the current inventory of all hardware and software as listed in Attachment J-1, Appendix 5. The contractor shall maintain all hardware, software, tools, test equipment, fixtures, and spares per Agency and KSC guidelines, policies and directives described in DRD L-1, as revised, utilizing MAXIMO®. The contractor shall ensure equipment is repaired and returned to stock in a timely manner to ensure no impact to operations due to lack of spare parts.

The contractor shall identify and provide critical spares, bench stock, consumables and associated materials required to meet the requirements of this contract. The contractor shall procure critical spares and bench stock identified through the maintenance planning activity for assigned hardware and systems.

The contractor shall provide receiving and inspection functions including accountability, storage and warehousing support, and receipt and issuance of supplies, materials, and equipment.

The contractor shall purchase goods and services of a program-specific nature necessary to accomplish assigned work on the KICS contract, in accordance with the guidance of the Federal Acquisition Regulations (FAR), and the NASA FAR Supplement (NFS). Program purchasing is defined as support to projects and other program activities associated with the KICS communications services.

7.2 Material Management

The contractor shall provide a material management capability in support of communication activities. The contractor shall include the following functions:

- Perform material requirements planning for Mod-kits requested by NASA and customers.

- The contractor shall store the Mod-Kits in a secure area until required by the customer.

7.3 Property Management

The contractor shall provide property management of Government Furnished Property (GFP) as identified in Attachment J-1, Appendix 5.

The contractor shall receive, tag, inspect, control, record, store, issue, track, and return or excess all government furnished property. The contractor shall report on the location and condition of the assets when requested by the government and asset owner.

The contractor shall utilize the existing property tags permanently affixed to all existing assets. New tags shall be permanently affixed to newly acquired or procured equipment. Upon validating equipment received from the predecessor contractor, the contractor shall permanently affix an identification label over the predecessor logo.

The contractor shall identify excess and obsolete out-of-service assets, and initiate disposal per Agency and KSC guidelines, policies and directives described in DRD-L1, as revised. Perform all aspects of the excess function to include, but not limited to preparation of all required documentation, in-check, locate, store, and screen.

The contractor shall develop and implement an Equipment Loss Rate Plan see DRD-L-2 to include equipment surveyed, items lost during the fiscal year, found on station, and any reinstated equipment.

7.4 Inventory Management

The contractor shall provide an Inventory Management System (IMS), utilizing MAXIMO®, for the tracking of and management of equipment, spares, repair parts, supplies, and material. The contractor shall provide maintenance planning and the required research, analysis and documentation to determine the minimum initial spares, materials and repair parts required to support this contract. The contractor shall report on the quantity, location and condition of the assets when requested by the government.

The contractor shall utilize and affix identification labels per Agency and KSC guidelines, policies and directives, including revisions, described in DRD-L1.

The contractor shall review NASA, government, and industry alerts such as GIDEP per KHB 5310.1, Reliability, Maintainability, and Quality Assurance Handbook. The contractor shall identify the affected hardware within the contractor's responsibility including off-site vendors and depots, perform an analysis of the problem, provide recommendations and corrective actions to the government, implement corrective actions if required and notify the government of corrective actions taken.

7.5 Warehouse Storage Management

The contractor shall utilize government provided storage facilities for storage of all hardware, software and other associated equipment to meet the requirements of this contract. The contractor shall store all hardware, software and other associated equipment in accordance with manufacturer's storage specifications and recommendations that meets Agency and KSC guidelines, policies and directives described in DRD-L1, as revised. The contractor shall report on the location and condition of the assets when requested by the government and asset owners.

7.6 Transportation Services

The contractor shall:

- Provide transportation services to meet scheduled and unscheduled operations to include the following functions: freight receiving service including inspection of all over, short and damaged shipments.
- Prepare appropriate documentation for outbound shipments: e.g., Request for Shipping Document, KSC Form 7-248, Vendor Supplied Air bill/tag means of transportation, (i.e., FedEx air bill, Airborne prepaid label, or UPS ARS tag).
- Provide packing, crating and handling of supplies, materials, and equipment.
- Provide cargo pick-up and delivery between facilities. JBOSC or its successor will allow off loading at a JBOSC location for heavy or bulky loads (i.e., large cable reals).
- Provide transportation support of electronic and other equipment for calibration
- Perform Non-Bulk combination packaging tests, including drop test, stacking test, and vibration standard test.
- Provide security escort for non-routine, non-badged, Transportation Service Providers (TSP) from the guarded gates to KICS receiving. Transportation Service Providers with deliveries to multiple contractors on center shall formally transfer escort responsibility to subsequent contractors' receiving personnel.
- Treat effluent pumped from shallow groundwater contaminated designated manholes and/or connected duct banks, for operations and maintenance purposes, in accordance with the KSC Dewatering Policy and subsequent revisions. To comply with KSC environmental requirements, the contractor shall be responsible

for pumping water out of the contaminated manholes into a NASA-owned, JBOSC operated trailer mounted scrubber unit, which removes volatile organic contaminates.

7.7 Calibration Services

The contractor shall provide all calibration services. The calibration of test equipment shall include cleaning surfaces incidental to the calibration effort, analyzing particulates and hydrocarbons on surfaces exposed to fluid media, and making equipment repairs.

The contractor shall provide calibration services that meet Agency and KSC guidelines, policies and directives described in DRD-L1, as revised.

7.8 Confined Space Work Areas

Special requirements, coordination, and precautions shall apply to any contract work to be performed in confined spaces. The contractor preparing to perform work in a confined space is required to provide a written program for such work as part of their Safety and Health Plan, which will be consistent with the requirements of 29 CFR 1910.146. For work in telecommunication manholes, provisions of 29 CFR 1910.268(o) also apply. The contractor shall coordinate any such work in confined spaces with JBOSC Environmental Health, Fire Services and any other resident government or contractor organization whose employees may have access to the designated work location. Entry into and work in confined spaces shall be in accordance with the requirements of KHB 1820.4, "KSC Respiratory Protection Program", KNPG 1840.19 "Industrial Hygiene Programs", and all other applicable clauses of this contract.

Confined spaces, which contain water, shall have the water pumped out by the contractor prior to scheduling or performing a confined space entry check.

8.0 TRAINING AND CERTIFICATION OF PERSONNEL

The contractor shall plan, implement, and manage training and certification as described in this section and Attachment J-1, Section 2.3.6.

8.1 Training and Certification Plan

The contractor shall develop, implement, and maintain a Training and Certification Plan (DRD TR-1). The plan shall define how the contractor will ensure that all personnel performing work under this contract, including any subcontracts, are experienced and knowledgeable and meet training and certification requirements to perform assigned work as technology, equipment and software evolve. The contractor shall develop and implement this training and certification plan in compliance with KHB 3410.1, Implementing Instructions for KSC Systems, Safety, and Skills Training, and for Certification of Personnel, and KHB 1710.2, Kennedy Space Center Safety Practices Handbook, as the handbooks are revised, NPG 2810.1, Security of Information Technology, as revised, KHB 5310.1, Safety, Health and Independent Assessment Reliability, Maintainability, and Quality Assurance Handbook, as revised, and KHB 1610.1, KSC Security Handbook, as revised.

The contractor shall submit the Training and Certification Plan for approval as per DRD TR-1.

8.2 Regulatory Requirements

The contractor shall ensure and verify that all contractor and subcontractor personnel are knowledgeable of the laws, regulations, and government directives (e.g. OSHA, EPA, and Export Control Regulations, Agency policy and guidance, KSC directives) affecting them and concerning their tasks. Contractor personnel who engage in performing critical tasks, control critical processes, or engage in hazardous operations shall be trained and certified to participate in those activities. See Section 3.0 of this Performance Work Statement for additional information about regulatory requirements.

8.3 Safety and Health

The contractor shall ensure that all contractor and subcontractor personnel are knowledgeable about Agency and KSC safety and health initiatives, including the Voluntary Protection Program (VPP). See Section 3.0 of this Performance Work Statement for additional detail.

The Training and Certification Plan shall address safety and area access related training, including maximum work time requirements, described in KHB 1710.2.

8.4 Access to Restricted Work Areas

The contractor shall ensure that contractor personnel who require access to controlled work areas complete all required training and that badge requirements, including Personal Reliability Program (PRP) requirements (KHB 1610.1), are met as they are revised. The

contractor shall ensure that contractor personnel renew area access training as required to maintain access to restricted areas where work must be performed. The current list of KSC Operational Area Access Safety Training Requirements and KSC Operational Area Access Safety Training Matrix are shown in Figure 8-1 and Figure 8-2 respectively.

The contractor shall ensure that personnel required to perform work in DoD controlled work areas complete all required training and badge requirements as they are revised, and accomplish renewals as needed to maintain continuity of support in those areas.

KSC OPERATIONAL AREA ACCESS SAFETY TRAINING REQUIREMENTS

August 2002

	Facility	Course Number	Course Title	Expiration
Industrial Area	Industrial Area	QF28XKSC	Industrial Area Familiarization	3 Years
	Hangar AF	QF04AKSC	Hangar AF Familiarization	3 Years
	HMF	QF28HKSC	HMF Familiarization	3 Years
	LETF	QF28LKSC	LETF Familiarization	3 Years
	MILA	QF28DKSC	Data Network Station	3 Years
	MPPF	QF28MKSC	MPPF Familiarization	3 Years
	O&C	QF28OKSC	O&C Building Familiarization	3 Years
	PHSF	QF28PKSC	PHSF Familiarization	3 Years
	SAEF-2	QF28SKSC	SAEF-2 Familiarization	3 Years
	SSPF	QF28IKSC	SSPF Familiarization	3 Years
	SSPF	QG223KSC	SSPF Anamonia Familiarization	None
	VPF	QF28VKSC	VPF Familiarization	3 Years
LC-39 Area	LC-39 Area	QF39XKSC	LC-39 Familiarization	3 Years
	MLP	QF39MKSC	MLP Familiarization	3 Years
	OPF	QF39OKSC	OPF Familiarization	3 Years
	PAD	QF39PKSC	PAD Familiarization	3 Years
	RPSF	QF39RKSC	RPSF Familiarization	3 Years
	SLF	QF39LKSC	SLF Familiarization	3 Years
	VAB	QF39VKSC	VAB Familiarization	3 Years
Other	ELSA	QG07CKSC	ELSA Training	1 Year
	Flight Vehicle	QG150KSC	Flight Vehicle Safety	None
	General Safety	QG109KSC	General Processing Safety	3 Years
	Propellants Storage	QF200KSC	Liquid Propellants Storage Fam.	3 Years

Figure 8-1

KSC OPERATIONAL AREA ACCESS SAFETY TRAINING MATRIX

No.	Operational Area	Course Requirements					
1	VAB Perimeter	QG07CKSC	QG109KSC	AND	QF39VKSC	OR	QF39XKSC
2	VAB High Bays 1/3	QG07CKSC	QG109KSC	AND	QF39VKSC	OR	QF39XKSC
3	VAB High Bays 2/4	QG07CKSC	QG109KSC	AND	QF39VKSC	OR	QF39XKSC
4	VAB ET Work Stands	QG07CKSC	QG109KSC	AND	QF39VKSC	OR	QF39XKSC
6	VAB Shuttle Engine Maintenance	QG07CKSC	QG109KSC	AND	QF39VKSC	OR	QF39XKSC
10	PAD-A Perimeter	QG07CKSC	QG109KSC	AND	QF39PKSC	OR	QF39XKSC
11	PAD-A FSS/ RSS	QG07CKSC	QG109KSC	AND	QF39PKSC	OR	QF39XKSC
12	PAD-A PCR	QG07CKSC	QG109KSC	AND	QF39PKSC	OR	QF39XKSC
15	PAD-B Perimeter	QG07CKSC	QG109KSC	AND	QF39PKSC	OR	QF39XKSC
16	PAD-B FSS/ RSS	QG07CKSC	QG109KSC	AND	QF39PKSC	OR	QF39XKSC
17	PAD-B PCR	QG07CKSC	QG109KSC	AND	QF39PKSC	OR	QF39XKSC
20	OPF Perimeter	QG07CKSC	QG109KSC	AND	QF39OKSC	OR	QF39XKSC
21	OPF Bay 1	QG07CKSC	QG109KSC	AND	QF39OKSC	OR	QF39XKSC
22	OPF Bay 2	QG07CKSC	QG109KSC	AND	QF39OKSC	OR	QF39XKSC
23	OPF Bay 3 (Perm)	QG07CKSC	QG109KSC	AND	QF39OKSC	OR	QF39XKSC
24	OPF Bay 3	QG07CKSC	QG109KSC	AND	QF39OKSC	OR	QF39XKSC
25	RPSF	QG07CKSC	QG109KSC	AND	QF39RKSC	OR	QF39XKSC
26	PHSF	QG07CKSC	QG109KSC	AND	QF28PKSC	OR	QF28XKSC
27	SLF	QG07CKSC	QG109KSC	AND	QF39LKSC	OR	QF39XKSC
28	Mate/Demate Device	QG07CKSC	QG109KSC	AND	QF39LKSC	OR	QF39XKSC
31	LCC FR 1/2/3/4	NONE					
33	LCC CCC	NONE					
34	LCC CDS	NONE					
35	LCC LPS	NONE					
36	MILA Tracking (S-Band)		QG109KSC	AND	QF28DKSC	OR	QF28XKSC
38	Crawler Transporter	QG07CKSC	QG109KSC				
39	MLP	QG07CKSC	QG109KSC	AND	QF39MKSC	OR	QF39XKSC
40	O & C Assembly Test Area	QG07CKSC	QG109KSC	AND	QF28OKSC	OR	QF28XKSC
41	Parachute Facility	QG07CKSC	QG109KSC	AND	QF28LKSC	OR	QF28XKSC
42	LETF	QG07CKSC	QG109KSC	AND	QF28LKSC	OR	QF28XKSC
43	VPF	QG07CKSC	QG109KSC	AND	QF28VKSC	OR	QF28XKSC
44	SAEF - 2	QG07CKSC	QG109KSC	AND	QF28SKSC	OR	QF28XKSC
45	HMF	QG07CKSC	QG109KSC	AND	QF28HKSC	OR	QF28XKSC
46	MPPF		QG109KSC	AND	QF28MKSC	OR	QF28XKSC
47	SSPF CL WK AR/HB-SITE CCMS	QG07CKSC	QG109KSC	AND AND	QF28IKSC QG223KSC	OR	QF28XKSC
48	SSPF Food Processing Area		QG109KSC	AND	QF28IKSC	OR	QF28XKSC
49	SSPF Resupply & Retention Area	QG07CKSC	QG109KSC	AND	QF28IKSC	OR	QF28XKSC
54	SRB Disassembly (Hangar AF)	QG07CKSC	QG109KSC	AND	QF04AKSC		
56	Hangar AE Clean Room		QG109KSC				
59	Hangar S Clean Room		QG109KSC				
60	Fuel Storage Area # 1	QG07CKSC	QG109KSC	AND	QF200KSC		
70	Orbiter	QG07CKSC	QG109KSC	AND	QG150KSC		
71	ET	QG07CKSC	QG109KSC	AND	QG150KSC		
72	SRB	QG07CKSC	QG109KSC	AND	QG150KSC		
73	Payload		QG109KSC				
74	Flight Crew Equipment		QG109KSC				
88	LCC Room 1P10	NONE					

Figure 8-2

8.5 Special Skills Certification

The contractor shall ensure that all contractor and subcontractor personnel who perform tasks requiring special skills certification complete the appropriate training and meet any certification requirements. The contractor shall ensure that contractor personnel are re-certified when required. The Training and Certification Plan shall identify the special skills to be used by the contractor and define how the contractor will ensure that training and certification are accomplished and maintained.

The Training and Certification Plan shall include, for each unique position identified in the staffing plan, a list of training and certification requirements for the position. This includes positions filled by subcontractors, and teaming or partner arrangements. The Training and Certification Plan shall define how training and certification requirements will be identified, documented, approved, and met for any positions not addressed in the staffing plan, such as short notice ID/IQ tasks that require special skills or certifications that occur between revisions of the staffing and training and certification plans.

8.6 Systems Training and On-the-Job Training (OJT)

The contractor shall ensure that contractor personnel performing work under this contract, and any subcontract, are competent and possess the necessary skills and knowledge about the systems, equipment, software, and tasks they are assigned to support. The Training and Certification Plan shall identify systems training needed to ensure the work force is competent to perform assigned tasks as technology, equipment, and software evolve.

Any OJT program shall be clearly defined in the Training and Certification Plan and ensure that competent, trained and knowledgeable personnel oversee such training.

8.7 Information Technology Security Training

The contractor shall ensure that all contractor and subcontractor personnel meet IT security-training requirements that apply to the performance of assigned work. Different levels of training will be required for employees charged with different levels of access to IT systems, as required by NPG 2810.1.

The Training and Certification Plan shall include the use of NASA SOLAR online IT security training, or provide equivalent training that is approved by the NASA-KSC Chief Information Officer (CIO).

8.8 Historical Records

The contractor shall maintain historical records to document the training and certification of contractor personnel, and of all training conducted by the contractor.

The contractor shall enter and update training data in the KSC Training and Certification Record System (TCRS) PM50 for all personnel trained by the contractor.

The contractor shall ensure that subcontractors maintain historical records to document training and certification of subcontractor personnel, and that subcontractor training is recorded in the TCRS.

The contractor shall maintain each employee's training records for at least three years after that employee's employment ends. The contractor shall provide contractor and subcontractor training records to the government upon request.

The contractor shall transition the training records, of personnel retained from the predecessor contractor, and incorporate them into the contractor's records. The contractor shall also define in the Training and Certification Plan how the contractor will transition KICS training records to any successor contractor.

8.9 Reporting and Status of Training and Certification

The contractor shall report the status of training and certification to the government as required in KHB 3410.1 and KHB 1710.2, as they are revised.

The contractor shall provide the status of training and certification at operational reviews and other meetings as directed by the government, to report readiness to support planned operations. See Sections 2.3.3 and 2.3.4 of this Performance Work Statement for specific information.

8.10 Use of Existing Training Resources

The contractor shall use existing government-funded training resources when available. This includes the use of training provided by other contractors employed by KSC, such as, but not limited to, area access, Emergency Life Support Apparatus (ELSA), and IT security training.

A list of government-funded, contractor-provided training to meet NASA KSC/CCAFS work requirements is shown in Figure 8-3. A list of government-funded, contractor provided training to meet DoD/CCAFS work requirements is shown in Figure 8-4.

8.11 Government and KSC Contractor Access to KICS Training

For KICS developed or provided training, the contractor shall provide the government access to their training schedule. The contractor shall permit attendance by government personnel and government customers in any scheduled training, on a space-available basis. KICS developed training shall be, at least, recorded in digital format.

USA Course #	J-BOSC Course #	Training Course Titles
QG301LSC		Confined Space Entry/Entrant & Attendant
QG301LSC		Confined Space/Supervisor
QG247LSC		Personal Protective Equipment Awareness
	QG227KSC	Fire in the Workplace (VIDEO)
	QG225KSC	First Aid/Fire Suppression
	XG155KSC	Hearing Conservation
QG277USA		Lead Worker Training Program
	QG227JBO	OSHA Cadmium Standard
QG232USA		Forklift Safety Familiarization
QG232USA		Forklift Safety Familiarization (Refresher)
	QG234JBO	Aerial Lift Safety Familiarization
	QG235JBO	Aerial Lift Safety Familiarization (Refresher)
QG245/145USA		Fall Protection Safety
QG116USA		Lockout/Tagout, Control of Haz. Energy (Authorized)
QG118USA		Lockout/Tagout Haz. Energy (Affected)
	QG115KSC	KSC Wide Asbestos Awareness
QG204USA		High Pressure Gas Safety
	QG251JBO	Construction/Maintenance Asbestos Awareness for Class IV Ops
	QG524JBO	Asbestos Class III-IV Competent Person
	QG226KSC	Two Way Radio & OIS Familiarization
QG304KSC		CPR (Cardio Pulmonary Resuscitation)
QG310KSC		CPR and First Aid
QG313KSC		CPR/Basic First Aid Recertification
EG201USA		Electrostatic Discharge Familiarization
QG0TCKSC		ELSA Training
QS200LSK		Pad/Red Crew Contingency Crew Familiarization
	QG220JBO	Supervisor Respiratory Awareness
QG360USA		Selection, Use, Care, & Maint. Resp. Equip.
QG361USA		Selection, Use, Care, & Maint. Resp. Equip. (Refresher)
QG381USA		Respirator Fit Test
	QG212KSC	EPA (RCRA) Hazardous/Toxic Waste Mgt. (Continuing Training) Adv.
	QG299KSC	EPA (RCRA) Universal Waste Rule
	QG368KSC	EPA (RCRA) Hazardous/Toxic Waste Mgt. (Intermediate)
	QG386KSC	Stormwater Pollution Prevention
QG511LSK		Atmospheric Testing
QS210LSK		FOD Prevention
EG500LSK		MDF Terminal Soldering
ES501LSK		Wire Termination
ES502LSK		NASA Soldering or Limited Soldering
ES504LSK		Potting of Electrical Connectors
ES508LSK		Solderless Wire Wrap
ES509LSK		Fiber Optic Connectorization
		Area Access Familiarization Training
On-line - CBT		Hangar AF Familiarization
On-line - CBT		Industrial Area Safety Familiarization
On-line - CBT		SLF-OPF-PAD-RPSF-VAB Familiarization
On-line - CBT		General Processing Safety
On-line - CBT		Space Shuttle Safety
	XG225KSC	Clean Room Entry
	QG223KSC	Anhydrous Ammonia Hazard Awareness

Figure 8-3:
Training Matrix

KICS
DoD Area Access
Training Requirements

Area #	Area Description	Course #	Course Title	source
		OC295CAS	PSF Familiarization (Refresher)	LOSC
		OC298CAS	SPIF Familiarization	LOSC
		QC312CAS	Clean Room Operations	LOSC
		QF06ACAS	NPF Familiarization (Refresher)	LOSC
		QF17PCAS	SLC-17A/B Familiarization	LOSC
		QF200KSC	Liquid Propellant Storage Area	JBOSC
		QF36PMDA	SLC-36A Familiarization	LOSC
		QF40PMDA	SLC-40 Familiarization (Refresher)	LOSC
		QF557CAS	Delta Support Facilities	LOSC
		QF66CCAS	DPF Familiarization (Refresher)	LOSC
		QG97CKSC	ELSA	JBOSC
		QG105MDA	ITL Orientation	LOSC
		QG199CAS	CCAFS General Safety	LOSC
		QW29ACAS	SPIF Walk Down & Fam (Initial)	LOSC
		QW29BCAS	PSF Walk Down & Fam (Initial)	LOSC
		QW29CCAS	NPF Walk Down & Fam (Initial)	LOSC
		QW29DCAS	SLC-40 Walk Down & Fam (Initial)	LOSC
		QW29ECAS	SLC-17A/B Walk Down & Fam	LOSC
		QW29FCAS	SLC-36 Walk Down & Fam (Initial)	LOSC
		QW29JCAS	DPF Walk Down & Fam (Initial)	LOSC
1	SMAB Area Perimeter			
1A	SMAB East Bay			
1B	SMAB High Bay			
5	VIB Area Perimeter			
5B	IUS Checkout Station			
6	Area 59 Perimeter			
6A	NPF Building Entrance			
6B	PSF Building Entrance			
7	SLC-40			
9	SLC-17			
17	MLV/HPF			
D	FSA-1			
E	FSA-2			
F	FSA-5			
G	NDTF-RIS			
H	Hangar M Complex			
H-1	MLV Checkout Station			
I	HPTF (Area 55)			
I-1	MLV 2nd Stage Checkout			
J	Area 57			
K	ITL Warehouse			
O	SLC-36A Pad			
P	SMARF Perimeter			
P1	SMARF Building Main Door			
	SPIF			

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Figure 8-4

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Appendix 1
Data Requirements List (DRL) and Data Requirements Description (DRD) Documents

For

Kennedy Space Center Integrated Communications Services (KICS)

DATA REQUIREMENTS LIST

DRD No.	Section	DRD TITLE
DRD H-1	H.3	Motor Vehicle Utilization Plan
DRD M-1	2.2	Financial Report
DRD M-2	2.2	KICS 5-Year Technical and Cost Plan
DRD M-3	2.3.7	Access Control Document
DRD M-4	2.3.8	Security Plan
DRD M-5	2.3.9	Emergency Preparedness Plan
DRD M-6	2.3.10	Data Impoundment Plan
DRD M-7	2.4	Quality Management Plan
DRD M-8	2.4.8	Contract Performance Metrics Report
DRD M-9	2.5	Risk Management Plan
DRD M-10		Advance Notification of Workforce Reduction
DRD SHE-1	3.1	Safety and Occupational Health Plan
DRD SHE-2	3.1.1	Safety Statistics Report
DRD SHE-3	3.1.4	Mishap Data Report
DRD-T-1	4.1.3	Sustaining Engineering Plan
DRD-T-2	4.1.2	KICS 5-Year Maintenance Plan
DRD-T-3	4.2.5	Reports, Telephone Call Detail
DRD-T-4	4.2.2.5.1	Photographic Post Operation Critique Follow Up Report
DRD-T-5	4.2.2.5	Photographic Product Cost Summary
DRD-T-6	4.2.2.5	Shuttle Photographic Acquisition & Distribution Document (PADD)
DRD-T-7	4.2.5	Reports, Asset Transition Value (ATV)
DRD-T-8	4.2.2.5.3	DOD Multi-Media Photographic Acquisition and Distribution Document (PADD)
DRD-T-9	4.2.2.5.3.1	DOD Multi-Media Performance-Production Report
DRD L-1	7.1	Logistics Plan
DRD L-2	7.3	Equipment Loss Rate Plan
DRD TR-1	8.1	KICS Training and Certification Plan

DATA REQUIREMENTS DESCRIPTION (DRD)

1.0 **DRD NO.:** DRD H-1 **ISSUE:** Basic

2.0 **DR LINE ITEM NO.:** N/A

3.0 **DATA TYPE:** N/A

4.0 **DATE REVISED:** N/A

5.0 **PAGE:** 1/1

6.0 **TITLE:** Motor Vehicle Utilization Plan

7.0 **DESCRIPTION/USE:** To ensure proper use of all GSA and/or government vehicles and how that vehicle will be utilized.

8.0 **DISTRIBUTION:** CO (1), TA-A (1)

9.0 **INITIAL SUBMISSION:** Within 30 days of contract start

10.0 **SUBMISSION FREQUENCY:** Semiannually

11.0 **REMARKS:** N/A

12.0 **INTERRELATIONSHIP:** Section H.3

13.0 **DATA PREPARATION INFORMATION:** The Motor Vehicle Utilization Plan shall address the Contractor's approach to ensure the proper utilization of GSA and/or government vehicles. This includes the monthly submittal of KSC Form 7-490 (KSC Vehicle Use Record) to the Vehicle Coordinator and the completion of proper maintenance of the vehicle.

13.1 **SCOPE:** All vehicles supplied by GSA or commercial rental vehicles

13.2 **APPLICABLE DOCUMENTS:** KSC Clause 52.208-90 Motor Vehicle Management

13.3 **CONTENTS:**

13.4 **FORMAT:** Microsoft Word

13.5 **MAINTENANCE:**

DATA REQUIREMENTS DESCRIPTION (DRD)

1.0	**DRD NO.:** M-1	**ISSUE:** Basic
2.0	**DR LINE ITEM NO.:** 2.2	
3.0	**DATA TYPE:** N/A	
4.0	**DATE REVISED:** N/A	
5.0	**PAGE:** 1/1	
6.0	**TITLE:** Financial Report	
7.0	**DESCRIPTION/USE:** To provide actual and forecast data for: labor and material cost, workforce utilization, and subcontracts.	
8.0	**DISTRIBUTION:** Per Contracting Officer letter	
9.0	**INITIAL SUBMISSION:** Per NF533	
10.0	**SUBMISSION FREQUENCY:** Per NF533	
11.0	**REMARKS:** N/A	
12.0	**INTERRELATIONSHIP:** PWS 2.0	
13.0	**DATA PREPARATION INFORMATION:** N/A	
13.1	**SCOPE:** N/A	
13.2	**APPLICABLE DOCUMENTS:** N/A	
13.3	**CONTENTS:** Per NF533	
13.4	**FORMAT:** Microsoft Excel	
13.5	**MAINTENANCE:** N/A	

DATA REQUIREMENTS DESCRIPTION (DRD)

1.0 **DRD NO.:** M-2 **ISSUE:** Basic

2.0 **DR LINE ITEM NO.:** Section 2.2, Section 2.3

3.0 **DATA TYPE:** Plan

4.0 **DATE REVISED:** N/A

5.0 **PAGE:** 1/3

6.0 **TITLE:** KICS 5-Year Technical and Cost Plan

7.0 **DESCRIPTION/USE:** To define planned work and estimate the cost of work, including the basis for the estimate, to be performed under the contract during the subsequent five fiscal year period, to define an operating plan for the first/next fiscal year, and facilitate submission of the information into the Program Operating Plan (POP) process.

8.0 **DISTRIBUTION:** Per Contracting Officer's Letter

9.0 **INITIAL SUBMISSION:** July 20, 2004, or 30 days prior to scheduled POP submit, or as required to have the final plan in place to meet the POP development schedule, whichever is earlier.

10.0 **SUBMISSION FREQUENCY:** Annually. Submit 30 days prior to scheduled POP submit, or as required to have the final plan in place to meet the POP development schedule, whichever is earlier.

11.0 **REMARKS:** Approval by IT&C with concurrence from stakeholder organizations.

12.0 **INTERRELATIONSHIP:** Attachment J-1, Section 2.0

13.0 **DATA PREPARATION INFORMATION:**

13.1 **SCOPE:** The 5-Year Technical and Cost Plan defines all the work planned over the five government fiscal years subsequent to each annual submission, including O&M, sustaining engineering (including replacement of obsolete equipment/systems), ID/IQ activities, and any related support activities. The plan shall provide a text description of the work to be accomplished during each fiscal year along with cost estimates and the basis for those cost estimates. The plan shall identify the program(s) that provide funding for that work and the amounts of their contributions, and include a breakdown of O&M, sustaining engineering, and ID/IQ costs for each. The first fiscal year of the plan shall include an operating plan that provides monthly cost-phasing and a breakdown of contractor and subcontract labor, materials, and other costs. Data shall also be provided in a form that can be directly submitted to each Program's Program Operating Plan (POP) process.

13.2 **APPLICABLE DOCUMENTS:** N/A

1.0 **DRD NO.:** M-2 (Continued) **ISSUE:** Basic

13.3 **CONTENTS:** The plan shall contain text descriptions of planned work and cost data to support examination and prioritization of planned work. Cost data shall also be in a form readily adaptable to Program Operating Plan (POP) products. The plan shall include at least the following sections:

1. Executive Summary: including a text summary of work planned, organized by government fiscal year (GFY), and associated schedule, labor, and cost data in a format that can be directly submitted to each program's POP submit.
2. Planned Work: Including text descriptions of work planned over the next five government fiscal years including justifications for implementation, along with identified risks any potential impact to mission accomplishment, and prioritization of work. Descriptions shall be organized into government fiscal years, with functional categories within each government fiscal year (GFY) as directed by the government, including:
    a. Voice Systems
    b. Video Systems
    c. Transmission Systems
    d. Networks
    e. IT Security and Wide Area Networks
    f. Miscellaneous Communications Support

    Each functional category, described above, shall be further divided into sub-categories including:
    1. Operations and Maintenance (O&M)
    2. Sustaining Engineering
    3. ID/IQ Tasks

    Descriptions shall include cost estimates (Table form) for each task, including the basis for cost estimates, and account for cost escalation over the five government fiscal years represented by the plan.
3. Operating Plan for GFY ##: Provide an operating plan that reflects a detailed breakdown of costs for the upcoming government fiscal year, as directed by the government, including at least:
    a. Labor costs for contractor, partners, and subcontractors
    b. Materials
    c. Other direct costs
    d. Other costs

1.0 **DRD NO.:** M-2 (Continued) **ISSUE:** Basic

13.3 **CONTENTS:**

4. Cost Summaries: Including roll-up formatted data representing the planned work described in the Planned Work section (item 2, above) to support cost analysis as directed by the government, and provide the basis for the POP inputs. Cost summary data shall reflect the costs of each component of the roll-up and total them to form at least the following cost summaries:
    a. Cost by functional category for each GFY
    b. Cost by sub-category within each functional category for each GFY
    c. Program contribution by functional category for each GFY
    d. Program contribution by sub-category within each functional category for each GFY
    e. Total contribution by each program within each GFY
    f. Total cost by GFY and total contract value
5. Proposed Additional Work: A brief description of additional work proposed with estimated costs and a prioritization of the proposed tasks.

13.4 **FORMAT:** One hard copy, and electronic copy in Microsoft Office format compatible with government systems.

In such format to support the government's development of operating plans.

13.5 **MAINTENANCE:** Re-Issue Annually, with colored change pages for interim changes.

DATA REQUIREMENTS DESCRIPTION (DRD)

1.0	**DRD NO.:** M-4	**ISSUE:** Basic
2.0	**DR LINE ITEM NO.:** 2.3.8	
3.0	**DATA TYPE:** N/A	
4.0	**DATE REVISED:** N/A	
5.0	**PAGE:** 1/1	
6.0	**TITLE:** Security Plan	
7.0	**DESCRIPTION/USE:**	To provide details of approach to maintain security of personnel, equipment, operational IT security systems, monitoring/measuring capabilities, firewall/perimeter access control systems, intrusion detection and monitoring technologies, network event analysis and authentication, and communication systems.
8.0	**DISTRIBUTION:**	Per Contracting Officer's letter
9.0	**INITIAL SUBMISSION:**	Final version approved prior to completion of Phase-In
10.0	**SUBMISSION FREQUENCY:**	Annually
11.0	**REMARKS:** N/A	
12.0	**INTERRELATIONSHIP:** PWS 2.0	
13.0	**DATA PREPARATION INFORMATION:** N/A	
13.1	**SCOPE:** N/A	
13.2	**APPLICABLE DOCUMENTS:** N/A	
13.3	**CONTENTS:** In accordance with NPG 2810, as revised.	
13.4	**FORMAT:** Format chosen by the contractor	
13.5	**MAINTENANCE:** N/A	

DATA REQUIREMENTS DESCRIPTION (DRD)

1.0 **DRD NO.:** M-5 **ISSUE:** Basic

2.0 **DR LINE ITEM NO.:** 2.3.9

3.0 **DATA TYPE:** N/A

4.0 **DATE REVISED:** N/A

5.0 **PAGE:** 1/1

6.0 **TITLE:** Emergency Preparedness Plan

7.0 **DESCRIPTION/USE:** To provide details of approach to maintain security of personnel, equipment, IT systems, and communication systems.

8.0 **DISTRIBUTION:** TBD

9.0 **INITIAL SUBMISSION:** Final version approved prior to completion of Phase-In

10.0 **SUBMISSION FREQUENCY:** Annually

11.0 **REMARKS:** Approved by NASA IT&C

12.0 **INTERRELATIONSHIP:** PWS 2.0

13.0 **DATA PREPARATION INFORMATION:** N/A

13.1 **SCOPE:** N/A

13.2 **APPLICABLE DOCUMENTS:** JHB 2000
JDP-KSC-P-3014

13.3 **CONTENTS:** At a minimum, the Emergency Preparedness Plan shall include:

A. Concept of Operations statement
B. Incident management structure
C. Threat Planning for:
   i. Communication system or facility loss
   ii. Severe weather including hurricanes, tornadoes, and high winds
   iii. Fires and explosions
   iv. Launch failure
   v. Hazardous material release or spill
D. Response and recovery processes
E. Training exercises and simulations
F. Record preservation

13.4 **FORMAT:** Format chosen by the contractor

13.5 **MAINTENANCE:** N/A

DATA REQUIREMENTS DESCRIPTION (DRD)

1.0 **DRD NO.:** M-6 **ISSUE:** Basic

2.0 **DR LINE ITEM NO.:** 2.3.10

3.0 **DATA TYPE:** N/A

4.0 **DATE REVISED:** N/A

5.0 **PAGE:** 1/1

6.0 **TITLE:** Data Impoundment Plan

7.0 **DESCRIPTION/USE:** To describe the contractor's approach to managing the implementation, control and release of data and implementation of configuration control for communication systems.

8.0 **DISTRIBUTION:** Per Contracting Officer letter

9.0 **INITIAL SUBMISSION:** Final version 30 days after contract award

10.0 **SUBMISSION FREQUENCY:** Annually

11.0 **REMARKS:** N/A

12.0 **INTERRELATIONSHIP:** PWS 2.3.10

13.0 **DATA PREPARATION INFORMATION:** N/A

13.1 **SCOPE:** All communication services equipment and data storage, retrieval and transmission controls.

13.2 **APPLICABLE DOCUMENTS:**

13.3 **CONTENTS:**

1) Notification process for data impoundment
2) Communication Systems implementation process
3) Systems control
4) Data control
5) Configuration management and data release approval process

13.4 **FORMAT:** Microsoft Word

13.5 **MAINTENANCE:** N/A

DATA REQUIREMENTS DESCRIPTION (DRD)

1.0 **DRD NO.:** M-7 **ISSUE:** Basic

2.0 **DR LINE ITEM NO.:** 2.4

3.0 **DATA TYPE:** N/A

4.0 **DATE REVISED:** N/A

5.0 **PAGE:** 1/1

6.0 **TITLE:** Quality Management Plan

7.0 **DESCRIPTION/USE:** To provide details of approach to achieve quality procedures and systems and to ensure customer satisfaction.

8.0 **DISTRIBUTION:** Per Contracting Officer's letter

9.0 **INITIAL SUBMISSION:** Final version approved prior to Phase-in completion.

10.0 **SUBMISSION FREQUENCY:** Annually

11.0 **REMARKS:** N/A

12.0 **INTERRELATIONSHIP:** PWS 2.0

13.0 **DATA PREPARATION INFORMATION:** N/A

13.1 **SCOPE:** N/A

13.2 **APPLICABLE DOCUMENTS:** N/A

13.3 **CONTENTS:**

1) ISO 9001-2000 compliance methodology
2) Continuous improvement methodology
3) Customer satisfaction methodology

13.4 **FORMAT:** Microsoft Word

13.5 **MAINTENANCE:** N/A

DATA REQUIREMENTS DESCRIPTION (DRD)

1.0 DRD NO.: M-8 **ISSUE:** Basic

2.0 DR LINE ITEM NO.: 2.4.8

3.0 DATA TYPE: N/A

4.0 DATE REVISED: N/A

5.0 PAGE: 1/2

6.0 TITLE: Contract Performance Metrics Report

7.0 DESCRIPTION/USE: To develop, maintain, analyze clear quantifiable metrics in partnership with the Information Technology and Communications Directorate. Performance Metrics shall be developed to include as a minimum; Safety & Health, Technical, Cost Performance, Management Effectiveness, Areas of Emphasis, and Customer Satisfaction.

8.0 DISTRIBUTION: Per Contracting Officer's letter

9.0 INITIAL SUBMISSION: Final version 9 months after contract award

10.0 SUBMISSION FREQUENCY: Quarterly

11.0 REMARKS: N/A

12.0 INTERRELATIONSHIP: PWS 2.4

13.0 DATA PREPARATION INFORMATION: N/A

13.1 SCOPE: N/A

13.2 APPLICABLE DOCUMENTS: N/A

13.3 CONTENTS: The contents of the Performance Metrics and its associated reports should include the following

1. Safety & Health
    a. Lost Time Rates
2. Technical
    a. See Attachment J-5, Table J5-1
    b. See Attachment J-5, Tabel J5-2
3. Cost Performance
    a. Maintenance Cost
    b. Project Cost
    c. ID/IQ Cost
4. Management Effectiveness
    a. Cost
    b. Schedule
5. Customer Satisfaction
    a. Flexibility
    b. Responsiveness
6. Areas of Emphasis
    a. To be individually determined

1.0 **DRD NO.:** M-8 (Continued) **ISSUE:** Basic

13.4 **FORMAT:** Format Chosen by Contractor

13.5 **MAINTENANCE:** N/A

DATA REQUIREMENTS DESCRIPTION (DRD)

1.0 **DRD NO.:** M-9 **ISSUE:** Basic

2.0 **DR LINE ITEM NO.:** 2.5

3.0 **DATA TYPE:** N/A

4.0 **DATE REVISED:** N/A

5.0 **PAGE:** 1/1

6.0 **TITLE:** Risk Management Plan

7.0 **DESCRIPTION/USE:** The Contractor shall submit its detailed Risk Management Plan with its proposal. The plan shall be maintained throughout the life of the contract.

8.0 **DISTRIBUTION:** Per Contracting Officer letter

9.0 **INITIAL SUBMISSION:** Final version approved 30 days after contract award

10.0 **SUBMISSION FREQUENCY:** Annually

11.0 **REMARKS:** N/A

12.0 **INTERRELATIONSHIP:** PWS 2.5

13.0 **DATA PREPARATION INFORMATION:** Prepare and maintain a current Risk Management Plan that delineates the tailored processes, methods, and tools for identifying/managing project risks to minimize performance issues.

13.1 **SCOPE:** N/A

13.2 **APPLICABLE DOCUMENTS:** NPG 7120.5
NPG 8000.4

13.3 **CONTENTS:** The plan shall, as a minimum, provide the following elements:

a. Introduction/Overview of Risk Management process.
b. Project organization, roles, and responsibilities.
c. Risk Management activities and practices in detail, including risk identification processes and procedures, analysis/prioritization procedures, procedures to progree from risk identification through risk mitigation; methods to measure the success of risk mitigation efforts, and procedures regarding how the Contractor will provide status to NASA of ongoing risk mitigation efforts.
d. Budget, resources, and milestones (e.g., project risk reviews, quarterly risk management reviews) for risk management activities and risk mitigation.
e. Risk management documentation (e.g., procedures for documenting risks, products provided [risk sheets, prioritized risk lists, risk tracking database, milestone review risk charts]).
f. Method to be used to train the Contractor and support personnel in risk identification and mitigation.
g. Risk management assumptions, technical considerations, constraints, and de-scope otions.

13.4 **FORMAT:** Microsoft Word

13.5 **MAINTENANCE:** N/A

DATA REQUIREMENTS DESCRIPTION (DRD)

1.0 **DRD NO.:** M-10 **ISSUE:** Basic

2.0 **DR LINE ITEM NO.:**

3.0 **DATA TYPE:** N/A

4.0 **DATE REVISED:** N/A

5.0 **PAGE:** 1/1

6.0 **TITLE:** Advance Notification of Workforce Reduction

7.0 **DESCRIPTION/USE:** The Contractor shall notify in writing the Industrial Relations Officer, Code QA-A, with a copy to the Contracting Officer, at least 15 calendar days in advance of notification to employees of any planned workforce reduction of permanent, full-time, and part-time employees that exceeds 10% of the total workforce or 25 employees, whichever is less.
In addition, if Workforce Adjustment and Retraining Notification (WARN) Act notification is required, the contractor shall provide to the IRO and the Contracting Officer the information required by the WARN Act, section 639.7(c) and a listing of all organization to be notified including those required by section 639.6(a), (c), and (d), at least five (5) days prior to the issuance of the notification.

8.0 **DISTRIBUTION:** Per Contracting Officer's letter

9.0 **INITIAL SUBMISSION:** N/A

10.0 **SUBMISSION FREQUENCY:** As Required

11.0 **REMARKS:** N/A

12.0 **INTERRELATIONSHIP:** N/A

13.0 **DATA PREPARATION INFORMATION:** N/A

13.1 **SCOPE:** N/A

13.2 **APPLICABLE DOCUMENTS:** N/A

13.3 **CONTENTS:** The notification shall include the reason for the reduction in workforce, the number of employees impacted, their labor classifications, their physical location, and their location within contract organizational structure.

The notification shall also identify the expected date of the first separation and the anticipated schedule for making separations, as well as the name and telephone number of a company official to contact for further information. The contractor is requested to provide a briefing to NASA Headquarters Office of Space Flight (Code M), Office of Legislative Affairs (Code L), and the appropriation Congressional staff/member.

Contractor form is acceptable.

13.4 **FORMAT:** Microsoft Word

13.5 **MAINTENANCE:** N/A

DATA REQUIREMENTS DESCRIPTION (DRD)

1.0 **DRD NO.:** SHE-1 **ISSUE:** Basic

2.0 **DR LINE ITEM NO.:** 3.1

3.0 **DATA TYPE:** N/A

4.0 **DATE REVISED:** N/A

5.0 **PAGE:** 1/1

6.0 **TITLE:** Safety and Occupational Health Plan

7.0 **DESCRIPTION/USE:** To describe the contractor's approach to managing the cost, technical aspects, and quality processes of the contract.

8.0 **DISTRIBUTION:** Per Contracting Officer's letter

9.0 **INITIAL SUBMISSION:** With proposal.

10.0 **SUBMISSION FREQUENCY:** As necessary in accordance with NFS 1852.223-70(j) or at least annually.

11.0 **REMARKS:** N/A

12.0 **INTERRELATIONSHIP:** PWS 3.0

13.0 **DATA PREPARATION INFORMATION:** N/A

13.1 **SCOPE:** N/A

13.2 **APPLICABLE DOCUMENTS:** N/A

13.3 **CONTENTS:** Detailed discussion of the policies, procedures, and techniques that will be used to ensure the safety and occupational health of contractor employees and to ensure the safety of all working conditions throughout the performance of the contract.

A list of all hazardous operations to be performed.

Address subcontractor employee safety and occupational health for those proposed subcontracts.

Discussion of safety and health risk management.

13.4 **FORMAT:** Microsoft Word

13.5 **MAINTENANCE:** Continuous update and revision as needed

DATA REQUIREMENTS DESCRIPTION (DRD)

1.0 **DRD NO.:** SHE-2 **ISSUE:** Basic

2.0 **DR LINE ITEM NO.:** 3.1.1

3.0 **DATA TYPE:** N/A

4.0 **DATE REVISED:** N/A

5.0 **PAGE:** 1/1

6.0 **TITLE:** Safety Statistics Report

7.0 **DESCRIPTION/USE:** To provide contractor VPP and mishap information

8.0 **DISTRIBUTION:** Per Contracting Officer's letter

9.0 **INITIAL SUBMISSION:** Final version 30 days after contract award

10.0 **SUBMISSION FREQUENCY:** Quarterly

11.0 **REMARKS:** N/A

12.0 **INTERRELATIONSHIP:** PWS 3.0

13.0 **DATA PREPARATION INFORMATION:** N/A

13.1 **SCOPE:** N/A

13.2 **APPLICABLE DOCUMENTS:** KHB 1710.2 KSC Safety Practices Handbook

13.3 **CONTENTS:** Mishap and VPP information totals by quarter and cumulative by year.

13.4 **FORMAT:** Microsoft Word

13.5 **MAINTENANCE:** Continuous update and revision as needed

DATA REQUIREMENTS DESCRIPTION (DRD)

1.0 **DRD NO.:** SHE-3 **ISSUE:** Basic

2.0 **DR LINE ITEM NO.:** 3.1.4

3.0 **DATA TYPE:** N/A

4.0 **DATE REVISED:** N/A

5.0 **PAGE:** 1/1

6.0 **TITLE:** Mishap Data Report

7.0 **DESCRIPTION/USE:** Documents summary data and notification on mishaps, incidents or close calls

8.0 **DISTRIBUTION:** Per Contracting Officer's letter

9.0 **INITIAL SUBMISSION:** Final version 30 days after contract award

10.0 **SUBMISSION FREQUENCY:** See 13.0 Data Preparation Information

11.0 **REMARKS:** N/A

12.0 **INTERRELATIONSHIP:** PWS 3.0

13.0 **DATA PREPARATION INFORMATION:**

All mishaps and close calls shall be reported.
Immediate notification of all incidents with the potential for being classified as a mishap or close call shall be reported to the NASA TA-C1 Chief within four hours or prior to the end of the shift, whichever is first. For incidents occurring on evening or night shifts, the report must be received by 6:45am.

The information shall be provided using NASA Form 1627 or a contractor' approved form. A follow-up report shall be sent within three days of the initial report or within one day of mishap categorization, whichever is less.

For incidents that do not meet the definition of a mishap or close call as specified in NPG 8621.1, the follow-up report shall consist of a written assessment as to why the incident should not have been classified as a mishap or close call.

For incidents categorized as mishaps, the follow-up report shall consist of an initial NASA Mishap Report. A completed NASA Mishap Report or investigation status report shall be provided within 10 days of the initial NASA Form 1627 submittal.

Serious mishaps (Type A, Type B or Type C damage) shall be reported within one hour.

The mishap must be entered in the NASA Incident Reporting Information System (IRIS) within 24 hours and updated as required.

1.0 **DRD NO.:** SHE-3 (Continued) **ISSUE:** Basic

13.1 **SCOPE:** During support of, or on the property of KSC and off center support locations

13.2 **APPLICABLE DOCUMENTS:** KHB 1710.2 KSC Safety Practices Handbook

13.3 **CONTENTS:** See NASA Form 1627

13.4 **FORMAT:** Microsoft Word

13.5 **MAINTENANCE:** Continuous update and revision as needed

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DRD No.:** DRD-T-1 **ISSUE:** RFP
2. **DR LINE ITEM No.:** 4.1.3
3. **DATA TYPE:** 2
4. **DATE REVISED:**
5. **PAGE:** 1/1
6. **TITLE:** Sustaining Engineering Plan

7. **DESCRIPTION/USE:** To describe the contractors system's sustaining engineering approach in providing configuration, operational procedures and readiness for all KSC Ground Support communications systems to support processing, launch, landing, and institutional functions, including nominal and contingency/emergency.

8. **DISTRIBUTION:** Formatting and electronic distribution per Contracting Officer's letter.

9. **INITIAL SUBMISSION:** Draft 3 months after phase in period.

10. **SUBMISSION FREQUENCY:** Final version 6 months after phase in period, update as required.

11. **REMARKS:**

12. **INTERRELATIONSHIP:** PWS 4.0

13. **DATA PREPARATION INFORMATION:**

13.1 **SCOPE:** The Sustaining Engineering Plan shall describe the basis for the contractor sustaining engineering approach, organization, and systems and establish processes for accomplishing and managing system engineering, integration, assessments, upgrades, maintenance and documentation for functions described in the PWS. Processes shall be documented in the sustaining engineering plan to insure that all drawings are complete and current at all times showing current system configuration and operational configurations as applicable. Processes shall be documented in the sustaining engineering plan to insure that drawing packages and operational procedures are completed and approved prior to initiating any system change or addition.

13.2 **APPLICABLE DOCUMENTS**

NSTS 08117	Certification of Flight Readiness Requirements
SSP 50108	Certification of Flight Readiness for Space Station
GP-435 Vol. 1 & 2:	Engineering Drawing Practices
G.	KSC-DF-107: DE Technical Document Style Guide

13.3 **CONTENTS:** KSC Sustaining Engineering Plan shall describe the processes of maintaining configuration of all facilities, procedures, hardware, firmware, software and documentation required to support routine activities. Sustaining Engineering processes shall include configuration and documentation containing: top level system functional block diagrams, detailed functional system configuration, firmware, software, facility configurations, physical diagrams including part numbers as applicable, and operational configurations and schedules as applicable for systems which have dynamic configurations per operational requirements.

13.4 **FORMAT:** Contractor format is acceptable; electronic format and availability as required by Contracting Officer's letter.

13.5 **MAINTENANCE:** Changes shall be incorporated by change pages or complete re-issue.

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DRD No.:** DRD-T-2 **ISSUE:** Initial
2. **DR LINE ITEM No.:** 4.1.2
3. **DATA TYPE:**
4. **DATE REVISED:**
5. **PAGE:** 1/1
6. **TITLE:** Kennedy Integrated Communication System 5-Year Maintenance Plan

7. **DESCRIPTION/USE:** To describe the current maintenance schedules, develop maintenance budget costs for KICS communication systems and equipment, describe maintenance procedures, and incorporate KICS maintenance performance metrics for all communications systems that support processing, launch, landing, and administrative functions.

8. **DISTRIBUTION:** Formatting and electronic distribution

9. **INITIAL SUBMISSION:** Draft 3 months after phase in period

10. **SUBMISSION FREQUENCY:** Final version 6 months after phase in period; updates as required.

11. **REMARKS:**

12. **INTERRELATIONSHIP:** PWS 4.0

13. **DATA PREPARATION INFORMATION:**

13.1 **SCOPE:** The KICS Maintenance Plan defines how the contractor is going to budget, install, operate, maintain, repair, protect, and preserve the contractor and Government Furnished Property.

13.2 **APPLICABLE DOCUMENTS**

KSC-STD-E-0021 Standard for Design of KSC Telecommunication Premises Distribution Systems

13.3 **CONTENTS:** This plan shall consist of those procedures that constitute the contractor's Maintenance Plan and shall include at a minimum the following categories:

a. Five Year Maintenance Plan
b. Equipment Maintenance Procedures
c. Maintenance Performance Metrics
d. Equipment Spares
e. Maintenance Frequencies
f. Equipment calibration requirements

13.4 **FORMAT:** Contractor format is acceptable; format and availability as required by Contract requirements.

13.5 **MAINTENANCE:** Changes shall be incorporated by change pages or complete re-issue.

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DRD No.:** DRD-T-3 **ISSUE:** RFP
2. **DR LINE ITEM No.:** 4.2.5
3. **DATA TYPE:** Reports
4. **DATE REVISED:**
5. **PAGE: 1/1**
6. **TITLE:** Reports, Telephone Call Detail

7. **DESCRIPTION/USE:** The KICS contractor shall maintain a record of the beginning and ending date and time of all Off-Center telephone calls in electronic format on CDROM. This information shall be maintained by the KICS contractor and made available to authorized personnel, in accordance with NASA and Center policy for release of such information, when requested.

8. **DISTRIBUTION:** CD-ROM per Contracting Officer's letter.

9. **INITIAL SUBMISSION:** One week after effective date of the delivery order.

10. **SUBMISSION FREQUENCY:** Weekly.

11. **REMARKS:** The Contractor shall provide all call detail records via CDROM, of all outbound calls, in support of security issues and tolls separation, verification and billing.

12. **INTERRELATIONSHIP:** PWS 4.0

13. **DATA PREPARATION INFORMATION:**

13.1 **SCOPE:** Call detail records associated with a particular call shall be maintained on-line and, depending on traffic load and capabilities of the switch, downloaded on a regular schedule to CDROM for further separation and processing. This information shall be maintained in such a way as to provide all outbound (on-site to off-site, including Local Exchange Carrier (LEC)) call details. Data file format shall be provided to authorized personnel to ensure interface compatibility with the NASA Management Information System. Call detail records shall be handled in accordance with established Privacy Act regulations. Records shall be retained in accordance with NARA General Records Schedule and NASA NPG 1441.1C and any Center-specific guidelines pertaining to release of such information

13.2 **APPLICABLE DOCUMENTS:**

13.3 **CONTENTS:** The following fields of the Call Detail Records shall be required for all outbound calls:

a) Originating phone
b) Terminating (Destination) phone number (up to 15 digits)
c) Destination number type (domestic, international, or unknown)
d) Call type – FTS/ Toll Free/Local/International/zero-plus (third party bill, credit card or collect)
e) Length of Call (hours; minutes; seconds)
f) Time of call origination (hour:minutes)
g) Month/day/year of call
h) City, State, Country Called (International Country Code, City Code, Local Number)
i) Agency/Company Name of Calling Number
j) Department/Mail Code assigned to the Calling Number
k) Building Number of Calling Number
l) Date/Time Period covered by Report
m) Billable directory number.

13.4 **FORMAT:** CD-ROM. Contractor format is acceptable.
13.5 **MAINTENANCE:**

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DRD No.:** DRD-T-4 **ISSUE:** RFP
2. **DR LINE ITEM No.:** 4.2.2.5.1
3. **DATA TYPE:** Reports
4. **DATE REVISED:**
5. **PAGE: 1/1**
6. **TITLE:** Photographic Post Operation Critique follow-up Report

7. **DESCRIPTION/USE:** The contractor provides motion picture, still photographic, digital and video products and services used in support of a Shuttle launch and landing. The contractor shall provide a post operation critique report of all Photo Support following Shuttle launch and landing support operations.

8. **DISTRIBUTION:** Formatting and electronic distribution per Contracting Officer's letter.

9. **INITIAL SUBMISSION:** 3 Reports (T+2 working days, T+12 working days, and T+30 working days) issued in support of every launch operation.

10. **SUBMISSION FREQUENCY:** Issued in support of every Shuttle launch operation. 2 working days post launch (T+2 working days) with updated reports at 12 working days post launch (T+12 working days) and 30 working days post launch (T+30 working days).

11. **REMARKS:**

12. **INTERRELATIONSHIP:** PWS 4.0

13. **DATA PREPARATION INFORMATION:**

13.1 **SCOPE:** The contractor shall provide a post operation critique report of Photo Support following all Shuttle launch support operations. This critique shall cover all contractor provided motion picture, still photographic, digital and video products and services used in support of a Shuttle launch.

13.2 **APPLICABLE DOCUMENTS**

13.3 **CONTENTS:** The following information shall be required as a minimum:

1. Milestone Support Events
2. Camera Coverage
3. Conduct of Operation
4. Equipment Problems/Malfunctions
5. Laboratory Support Status
6. Data Shipment Status
7. Discrepancy/Malfunction Summary
8. Console Log

13.4 **FORMAT:** PDF file format, electronically submitted.

13.5 **MAINTENANCE:**

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DRD No.:** DRD-T-5 **ISSUE:** RFP
2. **DR LINE ITEM No.:** 4.2.2.5
3. **DATA TYPE:** Reports
4. **DATE REVISED:**
5. **PAGE: 1/1**
6. **TITLE:** Photographic Product Cost Summary

7. **DESCRIPTION/USE:** A listing of products requested by authorized NASA customers and cost during a monthly period.

8. **DISTRIBUTION:** Formatting and electronic distribution per Contracting Officer's letter.

9. **INITIAL SUBMISSION:** 30 days after contract award.

10. **SUBMISSION FREQUENCY:** Monthly.

11. **REMARKS:** This report provides control to prevent misuse of photographic services.

12. **INTERRELATIONSHIP:** PWS 4.0

13. **DATA PREPARATION INFORMATION:**

13.1 **SCOPE:** Applicable to all items ordered that requires a work order.

13.2 **APPLICABLE DOCUMENTS**

13.3 **CONTENTS:** The following fields shall be required:

a) Requester of photographic services
b) Products requested per work order
c) Per Unit Cost of items requested
d) Total Cost of each work order

i. Date of request from user
ii. Date of work completed
iii. Total cost of all work orders
iv. Work order number
v. Description of requested work

13.4 **FORMAT:** Microsoft Excel format, submitted electronically.

13.5 **MAINTENANCE:**

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DRD No.:** DRD-T-6 **ISSUE:** RFP
2. **DR LINE ITEM No.:** 4.2.2.5
3. **DATA TYPE:** Report
4. **DATE REVISED:**
5. **PAGE:** 1/1
6. **TITLE:** Shuttle Photographic Acquisition and Distribution Document (PADD)

7. **DESCRIPTION/USE:** To have the contractor describe his technical support plan in advance of a launch for each imaging item ordered by basic approved requirement in a launch photo services & products package, separating and coding all additional requirements from the basic package by product or service and identified by distinct item number.

8. **DISTRIBUTION:** Initial: electronic distribution to the applicable launch program customer (Resource Advisor/Manager) and COTR; Final: one paper file copy to the Launch customer (Resource Manager/Advisor) and one paper copy to the COTR after product distribution is closed..

9. **INITIAL SUBMISSION:** NLT 15 days before launch

10. **SUBMISSION FREQUENCY:** Per Mission event requiring certified photo support.

11. **REMARKS:**

12. **INTERRELATIONSHIP:** PWS 4.2.2.5 Photo Services

13. **DATA PREPARATION INFORMATION:**

13.1 **SCOPE:** F-1 pre-launch imaging activities, launch camera/metric and optical tracking operations, equipment and film retrieval, image processing and finishing, and final delivery milestones/close-out.

13.2 **APPLICABLE DOCUMENTS:** Related L&L PRD, KPRD, OR's, OD's, UDS, etc.

13.3 **CONTENTS:** Spreadsheet sortable listings of each operational requirement and the technical instrumentation information (specifics: location, camera ID, lens, film/tape, settings, timing, start/stop, etc) that will acquire the proper images; to note intermediate processing and finishing information that will affect the turnaround time in meeting the end product's quantity/quality specifications on time as ordered. Product distributions to be itemized, POCs/phone numbers; date of expected delivery; closeout by adding date of actual delivery (or mailing), pickup person's name(s) (or mailer), signature(s) on official file paper copy and date added when product distribution is complete.

13.4 **FORMAT:** Contractor Spreadsheet Format (compatible with Microsoft Excel) and PDF format, electronically delivery required.

13.5 **MAINTENANCE:**

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DRD No.:** DRD-T-7 **ISSUE:** RFP
2. **DR LINE ITEM No.:** 4.2.5
3. **DATA TYPE:** Reports
4. **DATE REVISED:**
5. **PAGE:** 1/1
6. **TITLE:** Reports, Asset Transition Value (ATV)

7. **DESCRIPTION/USE:** The KICS contractor shall maintain a record of the Asset Transmission Value of the Telephone Instruments by type.

8. **DISTRIBUTION:** Formatting and electronic distribution per Contracting Officer's letter.

9. **INITIAL SUBMISSION:** One year from date of start of telephone section of contract.

10. **SUBMISSION FREQUENCY:** Annually.

11. **REMARKS:** The Contractor shall provide the ATV for use by the government to determine the value of the instruments.

12. **INTERRELATIONSHIP:** PWS 4.0

13. **DATA PREPARATION INFORMATION:**

13.1 **SCOPE:** The ATV shall consist of all of the contractor owned telephone instruments at KSC. The listing shall be maintained by the contractor in a manner that makes the evaluation of the value of the assets readily obtainable, easily identifiable and traceable.

13.2 **APPLICABLE DOCUMENTS**

13.3 **CONTENTS:** The following information for each instrument is required:
Seat type, aquision date, beginning value, value as of report and location of instrument

13.4 **FORMAT:** Contractor Spreadsheet Format (compatible with Microsoft Excel); on-line availability required.

13.5 **MAINTENANCE:**

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DRD No.:** DRD-T-8 **ISSUE:** RFP
2. **DR LINE ITEM No.:** 4.2.2.5.3
3. **DATA TYPE:**
4. **DATE REVISED:**
5. **PAGE:** 1/1
6. **TITLE:** DOD Multi-Media Photographic Acquisition and Distribution Document (PADD)

7. **DESCRIPTION/USE:** To have the contractor describe his technical support plan in advance of a launch for each imaging item ordered by CLIN/SubCLIN in a launch multi-media package, separating and coding all additional requirements from the basic package by CLIN/SubCLIN

8. **DISTRIBUTION:** Initial: electronic distribution to the applicable DOD launch program customer (Resource Advisor/Manager) and DOD PM/ERVIM; Final: one paper file copy to the DOD Launch customer (Resource Manager/Advisor) and one paper copy to the DOD PM/ERVIM after product distribution is closed..

9. **INITIAL SUBMISSION:** NLT 15 days before launch

10. **SUBMISSION FREQUENCY:** As Required.

11. **REMARKS:**

12. **INTERRELATIONSHIP:** PWS 4.2.2.5.3 DOD Technical Multi-Media Support

13. **DATA PREPARATION INFORMATION:**

13.1 **SCOPE:** F-1 pre-launch imaging activities, launch camera/non-metrics tracking operations, equipment and film retrieval, image processing and finishing, and final delivery milestones/close-out.

13.2 **APPLICABLE DOCUMENTS:** Related UDS (PRDs, ORs, ODs), DOD Technical Multi-Media Support Exhibit A, Associated DOD Delivery Order.

13.3 **CONTENTS:** Spreadsheet sortable listings of each operational requirement and the technical instrumentation information (specifics: location, camera ID, lens, film/tape, settings, timing, start/stop, etc) that will acquire the proper images; to note intermediate processing and finishing information that will affect the turnaround time in meeting the end product's quantity/quality specifications on time as ordered. Product distributions to be itemized; POCs/phone numbers; date of expected delivery; closeout by adding date of actual delivery (or mailing), pickup person's name(s) (or mailer), signature(s) on official file paper copy and date added when product distribution is complete.

13.4 **FORMAT:** Contractor Spreadsheet Format (compatible with Microsoft Excel); on-line availability required.

13.5 **MAINTENANCE:**

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DRD No.:** DRD-T-9 **ISSUE:** RFP
2. **DR LINE ITEM No.:** 4.2.2.5.3.1
3. **DATA TYPE:**
4. **DATE REVISED:**
5. **PAGE:** 1/1
6. **TITLE:** DOD Multi-Media Performance-Production Report

7. **DESCRIPTION/USE:** To provide the customer/agency a post-operation critique for each imaging item and outcome (performance and end product quality) in a launch multi-media package, separating and coding all additional requirements and outcomes from the basic package statistics.

8. **DISTRIBUTION:** Electronic distribution to the applicable launch program customer (Resource Advisor/Manager) and DOD PM/ERVIM.

9. **INITIAL SUBMISSION:** Following each DOD launch NLT 2WD

10. **SUBMISSION FREQUENCY:** Launch+2WD, Launch+12WD, Close-out by Launch+30WD.

11. **REMARKS:**

12. **INTERRELATIONSHIP:** PWS 4.2.2.5.3 DOD Technical Multi-Media Support

13. **DATA PREPARATION INFORMATION:**

13.1. **SCOPE:** F-1 pre-launch imaging activities, launch camera/non-metrics tracking operations, equipment and film retrieval, image processing and finishing, and final delivery milestones/close-out.

13.2. **APPLICABLE DOCUMENTS:** Related UDS (PRDs, ORs, ODs), DOD Technical Multi-Media Support Exhibit A, Associated DOD Delivery Order.

13.3. **CONTENTS:** Provide copies of console logs with the Launch+2WD report. Provide a summary matrix of all discrepancies or malfunctions. Provide additional details and data fields identifying affected cameras by name and serial number, lenses by focal length, name and serial number, trackers by name and serial number, amount and type of damage (motion picture film in feet, stills in number of exposures, video in minutes), cause of trouble/damage, corrective actions and/or proposed process improvements with milestones as applicable in the initial report. Provide updated information, findings, and milestones for corrective actions and/or process improvements as applicable in the follow-up Launch+12WD and Launch+30WD reports. Provide individual numbers and overall metrics (unacceptable/acceptable x 100=%) for each of the 3 following categories: image acquisition phase (acceptable % of camera operations), processing phase (acceptable % of items processed/edited/manipulated/transferred), and finishing (% of acceptable items end products delivered/ordered.)

13.4. **FORMAT:** Contractor Spreadsheet Format (compatible with Microsoft Excel); on-line availability required.

13.5. **MAINTENANCE:**

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DRD No.: L-1** **ISSUE:** Initial
2. **DRL INE ITEM No.:** 7.1
3. **DATA TYPE:**
4. **DATE REVISED:**
5. **PAGE: 1/2**
6. **TITLE:** Logistics Plan
7. **DESCRIPTION/USE:** To provide an approach and rationale for the Logistics Management of the KICS contract.
8. **DISTRIBUTION:** Formatting and electronic distribution per Contracting Officer's letter.
9. **INITIAL SUBMISSION:** Draft 45 days after contract award.
10. **SUBMISSION FREQUENCY:** Final version 90 days after contract award; updates as required.
11. **REMARKS:**

12. **INTERRELATIONSHIP:** **PWS 7.0**

13. **DATA PREPARATION INFORMATION:**

13.1 **SCOPE:** The KICS Logistic Plan defines how the contractor is going to use, maintain, repair, protect, and preserve the Government Furnished Property. It shall describe the contractor's approach to procuring, receiving, transporting, inspecting, tagging, tracking, handling, stocking, maintaining, protecting, and issuing Government Property.

13.2 **APPLICABLE DOCUMENTS**

NPD 4100.1	Supply Support and Material Management Policy
NPG 4100.1	NASA Materials Inventory Management Manual
NPD 4200.1	Equipment Management
NPG 4200.1	NASA Equipment Management Manual
NPG 4200.2	Equipment Management Manual for Property Custodians
NPD 4300.1	NASA Personal Property Disposal Policy
NPG 4300.1	NASA Personal Property Disposal Procedures and Guidelines
NPG 8735.1	Procedures for Exchanging Parts, Materials and Safety Problem Data Utilizing the Government-Industry Data Exchange Program and NASA Advisories
NPD 6000.1	Transportation Management
NPG 6000.1E	Requirements for Packaging, Handling and Transportation of Equipment and Associated Components
NPG 6200.1A	NASA Transportation and General Traffic Management
KHB 5310.1	Reliability, Maintainability, and Quality Assurance Handbook
KHB 6000.1	Transportation Support System Handbook

1. **DRD No.: L-1 (Continued) ISSUE:** Initial

13.3 **CONTENTS:** This plan shall consist of those procedures which constitute the contractor's Logistics Support Plan and shall include at a minimum the following categories:

a. Property Management
b. Acquisition
c. Receiving
d. Inspection
e. Inventory Management
f. Property Protection
g. Spares Management
h. Mod-Kit Preparation & Storage
i. Equipment Loss Rate Plan
j. Transportation Services
k. Calibration Services
l. Calibration Services
m. Sampling and Analysis Services
n. Reports
o. Excess and Disposal
p. Property & Associated Equipment Storage
q. Packing, crating and handling

13.4 **FORMAT:** Contractor format is acceptable; format and availability as required by Contract requirements.

13.5 MAINTENANCE: Changes shall be incorporated by change pages or complete re-issue.

DATA REQUIREMENTS DESCRIPTION (DRD)

1.0 **DRD NO.:** L-2 **ISSUE:** Basic

2.0 **DR LINE ITEM NO.:** 7.3

3.0 **DATA TYPE:** N/A

4.0 **DATE REVISED:** N/A

5.0 **PAGE:** 1 / 1

6.0 **TITLE:** Equipment Loss Rate Plan

7.0 **DESCRIPTION/USE:** To develop, implement and maintain an Equipment Loss Rate Plan to include equipment surveyed, items lost during the fiscal year, items found on station and any reinstated equipment.

8.0 **DISTRIBUTION:** Per Contracting Officer's letter

9.0 **INITIAL SUBMISSION:** Final version approved prior to completion of Phase-In.

10.0 **SUBMISSION FREQUENCY:** Annually

11.0 **REMARKS:** N/A

12.0 **INTERRELATIONSHIP:** PWS 7.0

13.0 **DATA PREPARATION INFORMATION:** N/A

13.1 **SCOPE:** N/A

13.2 **APPLICABLE DOCUMENTS:** N/A

13.3 **CONTENTS:** The contents of the Equipment Loss Rate Plan should include the following

1. All equipment surveyed
2. Equipment lost during thefiscal year
3. Equipment found on station
4. Equipment reinstated

13.4 **FORMAT:** Format Chosen by Contractor

13.5 **MAINTENANCE:** N/A

DATA REQUIREMENTS DESCRIPTION (DRD)

1.0 **DRD NO.:** TR-1 **ISSUE:** Basic

2.0 **DR LINE ITEM NO.:** Attachment J-1, Section 2.3.6
Attachment J-1, Section 8.1

3.0 **DATA TYPE:** Plan

4.0 **DATE REVISED:** N/A

5.0 **PAGE:** 1/2

6.0 **TITLE:** Kennedy Integrated Communications Support (KICS), Training and Certification Plan

7.0 **DESCRIPTION/USE:** To define the contractor's approach, rationale, and plan to manage training and certification of personnel

8.0 **DISTRIBUTION:** Per Contracting Officer's letter

9.0 **INITIAL SUBMISSION:** Final version approved prior to completion of Phase-In

10.0 **SUBMISSION FREQUENCY:** Revise annually

11.0 **REMARKS:** NASA IT&C shall approve plan

12.0 **INTERRELATIONSHIP:** PWS 2.0, 8.0

13.0 **DATA PREPARATION INFORMATION:** N/A

13.1 **SCOPE:** The KICS Training and Certification Plan shall Define how the contractor will organize, implement, manage, and document training and certification to meet all responsibilities under the contract throughout the life of the contract and any options or extensions, if any. The plan shall document the contractor's plan to manage training and certification to be cost-effective, and to ensure that the appropriate skills, experience, and knowledge are available when and where they are needed. The plan shall also document the contractor's plan to ensure that ensure that current skills and knowledge are maintained as technology advances and infrastructure modernization progresses. Implementation of the plan shall ensure the workforce implementing the contract is trained and competent to perform assigned work, certified and licensed as required by the government and regulatory agencies, experienced and knowledgeable about the work to be accomplished and the equipment, software and systems, knowledgeable about the work environment and related requirements, and knowledgeable about Agency and Center initiatives.

1.0 **DRD NO.:** TR-1 (Continued) **ISSUE:** Basic

13.2 **APPLICABLE DOCUMENTS:**

NPG 2810.1	Security of Information Technology, as revised
KHB 3410.1	Implementing Instructions for KSC Systems, Safety, and Skills Training, and for Certification of Personnel, as revised
KHB 1610.1	KSC Security Handbook
KHB 1710.2	Kennedy Space Center Safety Practices Handbook
KHB 5310.1	Reliability, Maintainability and Quality Assurance Handbook
KSC Operational Area Access Safety Training Requirements, as revised	
KSC Operational Area Access Safety Training Matrix, as revised	

13.3 **CONTENTS:** The plan shall include sections that reflect key areas or areas of emphasis in the plan and reflect the contractor's understanding of the task. Any overlap between sections shall be clearly identified and references made to appropriate sections to avoid duplication of effort. The plan shall include at least the following sections:

1. Management approach to training, including basic contract and ID/IQ activities
2. Regulatory Requirements
3. Safety and Health
4. Access to Restricted Work Areas
5. Special Skills Certification
6. Systems Training and On-the-Job-Training (OJT)
7. Information Technology Security Training
8. Historical Records
9. Reporting and Status of Training and Certification
10. Use of Existing Training Resources
11. Government and KSC Contractor Access to KICS Training

The plan shall include a revision history that reflects changes in content.

13.4 **FORMAT:** One hard copy, and electronic copy in Microsoft Office format compatible with KSC government systems.

13.5 **MAINTENANCE:** Re-issue annually, with colored change pages for interim changes

RFP #03-HAW-001

Appendix 2
Abbreviations and Acronyms

For

Kennedy Space Center Integrated Communications Services (KICS)

Certain terms, acronyms, and abbreviations used in this contract are listed and defined below. This section is informational only. If and to the extent any definition contained below conflicts with any other portion of the contract, the other portion of the contract shall prevail.

a.m.	ante meridian
A&E	Architectural and Engineering
A/C	Air Conditioning
A/C	Aircraft
A/G	Air-to-Ground
ACA	Associate Contractor Agreement
ACBM	Asbestos Containing Building Material
ACL	Access Control List
Adm.	Administration
Adv.	Advanced
AEC	Automatic Exposure Control
AER	Azimuth, Elevation, and Range
AF	Air Force
AF PAO	Air Force Public Affairs Office
AFB	Air Force Base
	Award Fee Board
AFFARS	Air Force Federal Acquisition Regulation Supplement
AFMC	Air Force Material Command
AFSPC	Air Force Space Command
AIT	Administrative Information Technology
ANSI	American National Standards Institute
ANT	Antigua
AOA	Abort Once Around
AOE	Area of Emphasis
AOV	Acquisition of View
APR	April
ARC	Ames Research Center
ARF	Assembly and Refurbishment Facility
ARRI	Arriflex Camera
ARS	Authorized Return Slip
ASA	American Standards Association
ASC	Ascension
ASC	Aerospace Corporation
ASCII	American Standard Code for Information Interchange
ASQC	American Society for Quality Control
ASRS	Automated Support Requirements System
ATM	Asynchronous Transfer Mode
ATOTS	Advanced Transportable Optical Tracking System
ATV	Asset Transition Value
ATXS	ATM Transmission System
AUG	August

AWG	American Wire Gage
AZ	Azimuth
B/U	Back Up
B/W	Black and White
BCDS	Broadband Communications Distribution System
BIM	Base Interface Module
Bldg.	Building
BMDO	Ballistic Missile Defense Organization
bps	Bits Per Second
BSP	Betacam Superior Play
C&T	Communications and Tracking
C/P	Color Print
CAD	Computer Aided Design
CAM	Camera Control and Acquisition Module
CAMS	Circuit Assignment Management System
CAS	Code Activated Switch
CASB-CMA	Cost Accounting Standards Board – Cost of Money - Facilities
CBA	Collective Bargaining Agreement
CBT	Computer Based Training
CCAFS	Cape Canaveral Air Force Station
CCC	Complex Control Center
CCD	Charged Coupled Device
CCF	Converter Compressor Facility
CCMS	Central Command Monitoring Station
CCS	Communications Control System
CCSMO	Cape Canaveral Space Management Office
CCTV	Closed-circuit television
CCU	Camera Control Unit
CD	Compact Disk
CD	Calendar Day
CD&SC	Central Distribution and Switching Center
CDL	Commercial Driver's License
CDS	Control Data Systems
CDVS	Combined Data/Video Switch
CEE	Colabritave Engineering Environment
CES/CEV	Civil Engineering Squardon / Environmental Flight
CFP	Customer Face Plate
CFR	Code of Federal Regulations
CHS	Comprehensive Health Services
CIAO	Central Industry Administrative Office
CIF	Central Instrumentation Facility
CIO	Chief Information Officer
CITE	Cargo Integrated Test Equipment

CLASS	Custom Local Area Signaling Service
CLIN	Contract Line Item Number
CLS	Contingency Landing Site
CM	Configuration Management
Cm	Centimeters
CM&S	Communications Maintenance and Storage
CMD	Command
CMDS	Configuration Management Data System
CO	Contracting Officer
	Central Office
COAM	Customer Owned and Maintained
CoF	Construction of Facilities
CoFR	Certificate of Flight Readiness
COL	Color
COMSEC	Communications Security
CONUS	Continental United States
COTR	Contracting Officer's Technical Representative
COTS	Commercial Off-the-Shelf
CP	Check Print (no color or density corrections)
CPU	Central Processing Unit
CR	Change Request
CRF	Canister Rotation Facility
CSLA	Contract Service Level Agreement
CSN	Central Summing Network
CSOC	Consolidated Space Operations Contract
CSR	Customer Service Request
CSR	Computer Sciences Raytheon
CSSC	Consolidated Safety Support Contract
CSU	Customer Service Unit
CT	Crawler Transporter
CTC	Camera Terminal Cabinet
CTV	Compatibility Test Van
CX	Complex
CXT	Cross Connect Terminal
CY	Calendar Year
CYS	Copies
D/N	Dupe Negative
DBM	Milliken Camera
DCAA	Defense Contract Audit Agency
DD	Data Depository
DEC	December
DEG	Degree
DFARS	Department of Defense Federal Acquisition Regulation Supplement
DFAS	Defense Finance and Accounting Services
DFAS-OR	DFAS, Orlando FL

DFAS-OR/FPV	DFAS, Orlando FL, vendor Pay
DFRC	Dryden Flight Research Center
DHCP	Dynamic Host Configuration Protocol
DNS	Domain Name Server
DO	Delivery Order
DOAMS	Distant Objective Attitude Measurement System
DOD	Department of Defense
DOE	Department of Energy
DOL	Day of Launch
DOL	Department of Labor
DOLILU	Day-Of-Launch Initialization Load Update
DOS	Disk Operating System
DPAS	Defense Priorities and Allocation System
DR	Data Requirement
DR	Discrepancy Report
DRD	Data Requirement Description
DRL	Data Requirements List
DS	Digital Signal
DSL	Digital Subscriber Line
DSU	Data Service Unit
DTE	Data Terminal Equipment
DTMF	Dual Tone Multi-Frequency
DVD	Digital Video Disc
E/O	Electrical to Optical
EAFB	Edwards Air Force Base
ECD	Eastman Color Negative Film, 7297/5297
ECLSS	Environmental Control and Life Support System
ECN	Eastman Color Negative Film, 7291
ECWG	Export Control Working Group
ECX	Eastman Color Negative Film, 7292
EDC	Engineering Data Center
EET	End-to-End Test
EI	End Instrument
ELF	Extremely Low Frequency
ELS	Emergency Landing Site
ELSA	Emergency Life Support Apparatus
ELV	Expendable Launch Vehicle
EMA	Electromagnetic Measurement and Analysis
E-mail	Electronic Mail
EML	Electromagnetics Laboratory
EMS	Emergency Medical Services
ENG	Engineering News Gathering
Eng.	Engineering
EOM	End of Mission
EP	Engineering Print (with timing)

EPA	Environmental Protection Agency
Equip.	Equipment
ER	Eastern Range
ER VIM	Eastern Range Visual Information Manager
ERR	Eastern Range Regulation
ESMC	Eastern Space & Missile Center
ESS	Electronic Security Surveillance
ET	External Tank
ETR	Eastern Test Range
EWSD	Electronicious Whal System Digital
EX	Exempt
EXP	Exposure
Ext.	Extension
f/s	Frames per Second
F-1	Flight Minus One Day
FAA	Federal Aviation Administration
FAMEB	Failure Analysis and Material Review Branch
FAR	Federal Acquisition Regulation
FAX	Facsimile
FCO	Flight Control Officer
FDDI	Fiber Data Distribution Interface
FDO	Fee Determination Official
FEB	February
FEP	Front-End Processor
FF	Ferry Flight
FICA	Federal Insurance Contributions Act
FIPS	Federal Information Processing Standard
FIRMR	Federal Information Resources Management Regulations
FL	Florida
FLSA	Fair Labor Standards Act
FOC	Full Operations Capability
FOD	Foreign Object Debris
FOT	Fiber Optic Terminal
FOTS	Fiber Optic Transmission System
FOV	Field of View
FP	Film Productions
FPL	Florida Power and Light
fps	Feet Per Second
FPS	Frames per Second
FR	Frame Relay
FRR	Flight Readiness Review
FSS	Fixed Service Structure
FTS	Federal Telecommunications System
FTS 2000	Federal Telecommunications System 2000
FUTA/SUTA	Federal and State Unemployment Tax Act

FY	Fiscal Year
G&A	General and Administrative
GAO	General Accounting Office
GB	Gigabyte
GBL	Government Bill of Lading
Gbps	Gigabyte Per Second
GDC	General Data Communications
GFE	Government Furnished Equipment
GFP	Government Furnished Property
GFY	Government Fiscal Year
GH2	Gaseous Hydrogen
Ghz GHz	Gigahertz
GIDEP	Government/Industry Data Exchange Program
GMT	Greenwich Mean Time
GO2	Gaseous Oxygen
GORR	Ground Operations Readiness Review
GOWG	Ground Operations Working Group
GPA	Group Processor Assembly
GPS	Global Positioning System
GSA	General Services Administration
GSBCA	General Services Administration Board of Contract Appeals
GSFC	Goddard Space Flight Center
GSI	Government Source Inspection
GSTDN	Ground Spaceflight Tracking and Data Network
H/C	Headcount
h/w	Hardware
HASBL	Hasselblad Camera
HASBL EL	Hasselblad Camera, Electric
Hax.	Hazardous
HDRS	High Data Rate System
HDSL	High Bit Rate Digital Subscriber Line
HDTV	High-Definition Television
HE	Helium
HEDS	Human Exploration and Development of Space
HMF	Hypergolic Maintenance Facility
HOSC	Huntsville Operations Support Center
HP	High Pressure
HQ	Headquarters
Hr.	Hourly
HRS	Hours
HRSI	High Temperature Reusable Surface Insulation
HSB	Hypergolic Support Building
HSBLD	Hasselblad Camera
HSBLD EL	Hasselblad Camera, Electric

HTML	Hyper-Text Markup Language
HUL	Hulcher Camera
HUL DF	Hulcher Camera Double Frame
Hz	Hertz
I/F	Interface
I/F	Image to Frame
I/O	Input/Output
IATV	Inustrial Area Television
ICD	Interface Control Document
ICS	Integrated Communication Support
ID	Identification
ID/IQ	Indefinite Delivery/Indefinite Quantity
IDNX	Integrated Digital Network Exchange
IDS	Integrated Data System
IDS	Intelligent Data System
IF	Intermediate Frequency
IFB	Invitation for Bid
IFLOT	Intermediate Focal Length Optical Tracker
IFMP	Integrated Financial Management Program
IGOR	Intercept Ground Optical Recorder
ILD	Injection Laser Diode
IMS	Inventory Management System
IN	Internegative Print
IOC	Initial Operational Capability
IOP	Internal Operating Procedure
IP	Internet Protocol
IP	Interpositive Film Print
IPA	Interpositive Film Print, A-Wind
IPT	Integrated Product Team
IRIG	Inter-Range Instrumentation Group
IS	Information Security
ISDN	Integrated Switched Digital Network
ISO	International Organization for Standardization
ISS	International Space Station
ISSP	International Space Station Program
IT	Information Technology
IT&C	Information Technology and Communications Directorate
ITL	Integrate, Transfer, and Launch
JAN	January
J-BOSC	Joint Base Operations Support Contract
JCCC	Joint Command Control Center
JDMTA	Jonathan Dickinson Missile Tracking Annex
JDP	Joint Documented Procedure
JHB	Joint Handbook

JOP	Joint Operating Procedure
JPL	Jet Propulsion Laboratory
JSC	Johnson Space Center
JUL	July
JUN	June
KARS	Kennedy Area Recreational Service
Kbps	Kilobit per Second
KDP	Kennedy Documented Procedure
KHB	Kennedy Handbook
KICS	Kennedy Integrated Communications System
KMAN	Kennedy Metropolitan Area Network
KMI	Kennedy Management Instruction
KNET	Kennedy Institutional Network
KNPD	Kennedy NASA Policy Document
KNPG	Kennedy NASA Procedures and Guidelines
KPRD	Kennedy Program Requirements Document
KSC	Kennedy Space Center
KSCNF	KSC News Facility
KSCTV	KSC Public Affairs Television
KTM	Kineto Tracking Mount
Ku	Ku frequency band
kW	Kilowatt
L&L	Launch and Landing
LACB	Landing Aids Control Building
LAN	Local Area Network
LaRC	Langley Research Center
LBV	Low Bandwidth Video
LC	Launch Complex
LCC	Launch Control Complex
LCWG	Launch Countdown Working Group
LED	Light Emitting Diode
LETF	Launch Equipment Test Facility
LH2	Liquid Hydrogen
LMCM	Launch Management Coordination Meeting
LO&SC	Launch Operations and Support Contract
LO2	Liquid Oxygen
LOCC	Launch Operations Control Center
LOS	Loss of Signal
LOV	Limit/Loss of View
LPS	Launch Processing System
LRR	Launch Readiness Review
LSE	Launch Support Equipment
LSPO	Launch Services Program Office
LSR	Launch Support Request

M&O	Maintenance & Operations
M&O	Maintenance and Operations
MAB	Microchemical Analysis Branch
MAC	Media Access Control
Maint.	Maintenance
MAJCOM	Major Command
MAN	Manual
	Metro Area Network
MAR	March
MB	Megabyte
Mb (Mbit)	Megabit
Mb/s (Mbps)	Megabits per Second
MCC	Mission Control Center
MDF	Main Distribution Frame
MER	Mission Evaluation Room (JSC)
MFF	Multi-Function Facility
Mgt.	Management
Mhz	Megahertz
MIGOR	Mobile Intercept Ground Optical Recorder
MILA	Merritt Island Launch Area
MIL-STD	Military Standard
MIS	Management Information System
MIT	Mitchell Camera
MITCH	Mitchell Camera
MLP	Mobile Launch Platform
mm	Millimeter
MOA	Memorandum of Agreement
MOD	Mission Operations Directorate
Mod.	Modification
MOPIC	Motion Picture
MOSB	Multi Operations Support Building
MOTS	Mobile Optical Tracking System
MOU	Memorandum of understanding
MP	Master Positive
MPL	Motion Picture Laboratory
MPN	Manufacturer Part Number
MPPF	Multi-Payload Processing Facility
MSDS	Material Safety Data Sheet
MSFC	Marshall Space Flight Center
MSR	Multi-service Switch Routing
MST	Mobile Service Tower
MWO	Maintenance Work Order
N/A	Not Applicable
N/R	Not Required

NACE	National Association of Corrosion Engineers
NASA	National Aeronautics and Space Administration
Nascom	NASA Communications Network
NASCOP	NASA Communications Operating Procedures
NCB	Network Control Board
NCC	Network Control Center
ND	Neutral Density
NDE	Non-Destructive Evaluation
NE	Non Exempt
NEG	Negative
NEMS	NASA Equipment Management System
NESHAPS	National Emission Standards for Hazardous Air Pollutants
NESS	NF1018 Electronic Submission System
NF	NASA Form
NFS	NASA FAR Supplement
NHB	NASA Handbook
NIMS	Network Information Management System
NISN	NASA Integrated Services Network
NLT	Not Later Than
nm	Nanometer
NMI	NASA Management Instruction
No.	Number
NOV	November
NPD	NASA Policy and Directives
NPG	NASA Procedures and Guidelines
NRZ-L	No Return Zero-Level
NSAP1	Network Services Assurance Plan1
NSAP2	Network Services Assurance Plan2
NSN	National Stock Number
NSP	Not Separately Priced
NSP-CCB	Network Security Perimeter Configuration Control Board
NSR	NISN Service Request
NSTS	National Space Transportation System
NTE	Not To Exceed
NTSC	National Television Standards Committee
O&C	Operations and Checkout
O&M	Operations and Maintenance
O/E	Optical to Electrical
OA&M	Operation, Administration and Maintenance
OC	Optical Carrier
OCC	Operations Control Center
OCI	Operations Control Instructions
OCT	October
OD	Operations Document
ODC	Other Direct Cost

ODIN	Outsourcing Desktop Initiative for NASA
OIG	Office of the Inspector General
OIS	Operational Intercommunications System
OIS-D	Operational Intercommunications System Digital
OIS-Q	Operational Intercommunications System Quintron
OJT	On-the-Job Training
OM-A	Optical Master, A-Wind
OMB	Office of Management and Budget
OM-B	Optical Master, B-Wind
OMD	Operation and Maintenance Document
OMEU	Operations Maintenance and Engineering Users Matrix
OMI	Operation and Maintenance Instruction
OMRS	Orbital Maneuvering Reactionary System
OMS	Orbital Maneuvering Sub-system
OPF	Orbiter Processing Facility
OPR	Office of Primary Responsibility
OPS	Offnet Processor Subsystem
Ops	Operations
OR	Operations Requirements
ORB	Orbiter
ORE	Operations Requirement Extract
ORIG	Original
OS	Operating System
OS-2	Operating System 2
OSB	Operational Support Building
OSCU	Optic System Control Unit
OSHA	Occupational Safety and Health Agency
OSP	Outside Plant
OTCC	Optical Tracker Central Computer
OTV	Operational Television
p.m.	post meridian
PADD	Photographic Acquisition Distribution Document
PAFB	Patrick Air Force Base
PAO	Public Affairs Office
PAWS (P/AWS)	Paging and Area Warning System
PBR	Policy Based Routing
PC	Personal Computer
PCC	Processing Control Center
	Photo Control Center
PCO	Program Controlled Output
PCR	Payload Changeout Room
PDL	Ponce DeLeon
PDS	Premise Distribution System
PH	Phone
PHSF	Payload Hazardous Servicing Facility

PIGOR	Patrick Intercept Ground Optical Recorder
PIO	Public Information Office
PLF	Payload Fairing
PM	Preventive Maintenance
PM	Program Manager
PMS	Performance Measurement System
POC	Point of Contact
POCS	Photo Optical Control System
POP	Program Operating Plan
POS	Position
POTS	Plain Old Telephone Service
PPF	Payload Processing Facility
PRD	Program Requirements Document
PRI	Primary Rate Interface
PRP	Personnel Reliability Program
PRR	Payload Readiness Review
PS	Photosonic Camera
PSAP	Public Safety Answering Point
PSCN	Program Support Communications Network
PSCRD	Program Support Communications Requirements Document
PSLA	Project Service Level Agreement
PTCR	Pad Terminal Connection Room
PTP	Point-to-Point
PWS	Performance Work Statement
QA	Quality Assurance
QAE	Quality Assurance Evaluator
QC	Quality Control
QMS	Quality Management System
R&D	Research and Development
R&M	Reliability and Maintainability
RAB	Registration Accreditation Board.
RADIUS	Remote Authentication Dial In User Services
RAID	Reports and Information Distribution
RAM	Random Access Memory
RASCAD	Range Safety Control and Display
RCC	Range Control Center
RCP	Radio Control Panel
RCRA	Resource Conservation and Recovery Act
RD	Range Director
REB	Re-entry Body
RED PRT	Reduction Print
Resp.	Respiratory
REV	Revision
RF	Radio Frequency

RFA	Radio Frequency Authorization
RFC	Request For Comments
RFIC	Request For Information/Clarification
RFP	Request For Proposal
RFQ	Request for Quotation
RFS	Request for Service
RLV	Reusable Launch Vehicle
RMAS	Remote Monitoring and Alarm System
ROCC	Range Operations Control Center
ROI	Range Operating Instruction
ROM	Read-Only Memory
ROTI	Recording Optical Tracking Instrument
RP	Release Print
RPM	Revolutions Per Minute
RPS	Record and Playback Subsystem
RPSF	Rotation, Processing and Surge Facility
RS	Recommended Standard
RSA	Range Standardization and Automation
RSD	Range Safety Display
RSO	Range Safety Officer
RSOR	Range Safety Operations Requirement
RSS	Rotating Service Structure
RTLS	Return to Launch Site
RTSC	Range Technical Services Contract
RTU	Remote Terminal Unit
RWO	Range Weather Operations
S&MA	Safety and Mission Assurance
S/C	Spacecraft
S/O	Stringout
s/w	Software
SAB	Satellite Assembly Building
SAEF	Spacecraft Assembly and Encapsulation Facility
SATCOM	Satellite Communications
SBIR	Small Business Innovative Research
SCA	Service Contract Act
SCAPE	Self-Contained Atmospheric Breathing Ensemble
SDI	Serial Data Interface
SDTI	Serial Digital Transport Interface
SE	Southeast
Sec	Second
SEC	Section
SEMO	Supply and Equipment Management Officer
SENS	Sensor
SEP	September
SEQ	Sequencer

SERPL	Space Experiment Research Processing Laboratory
SF	Standard Form
SFOC	Space Flight Operations Contract(or)
SFS/SFAA	Security Forces Squadron
SGS	Space Gateway Support
SH	Sheet
SHUT	Shutter
SLA	Service Level Agreement
SLC	Space Launch Complex
SLF	Shuttle Landing Facility
SMAB	Solid Motor Assembly Building
SMARF	Solid Motor Assembly and Readiness Facility
SMC	Space and Missile Center
SNMP	Simple Network Management Protocol
SODN	Shuttle Operations Data Network
SOLAR	Site for On-line and Learning Resources
SONET	Synchronous Optical Network
SP	Superior Play
SPA	Shuttle Processing Area
SPECSINTACT	Specifications-Kept-Intact
SPIF	Spacecraft Processing and Integration Facility
SPOC	Shuttle Payloads Operations Contractor
SRB	Solid Rocket Booster
SRM	Solid Rocket Motor
SRO	Supervisor of Range Operations
SSC	Stennis Space Center
SSP	Space Shuttle Program
SSPF	Space Station Processing Facility
SSV	Space Shuttle Vehicle
Std.	Standard
STDN	Spaceflight Tracking and Data Network
STM	Support Test Manager
STS	Space Transportation System
STTR	Small Business Technology Transfer
SUP	Supplement
SVHS	Super Video Home System
SWMU	Solid Waste Management Unit
T&CD	Timing and Countdown
T.A.E.	Time, Azimuth, Elevation
TAC	Telemetry and Command
TAL	Transatlantic Abort Landing
TB	Test Board
TBD	To Be Determined
TC	Tel Com
TC	Technical Control

	Test Conductor
TCC	Television Control Center
TCDT	Terminal Count Demonstration Test
TCF	Canister Rotation Facility
TCRS	Training and Certification Record System
TCS	Transportable Communicable System
TDRS	Tracking and Data Relay Satellite
TDRSS	Tracking and Data Relay Satellite System
TEL-4	Eastern Range Central Telemetry Facility
THEO	Theoretical Trajectory
TIFF	Tag Image File Format
TIM	Technical Interchange Meeting
	Timing
TIN	Taxpayer Identification Number
TM	Technical Management
TMS	Transmission Management System
TNAC	Trustworthy National Agency Check
TOCC	Test Operations and Control Center
TOPS	Transistorized Operational Phone System
TRANS	Transparency
TRP	Technical Review Panel
TSM	Tail Service Mast
TSP	Transportation Service Provider
TSR	Telephone Service Request
TTC	Telephone Terminal Cabinet
U.S.C.	United States Code
UCS	Unified Control System
	Universal Camera Site
UDS	Universal Documentation System
UHF	Ultra-High Frequency
um	Micrometer
UMB	Umbilical Cord
UND	User Need Date
UPS	Uninterruptible Power Supply
	United Parcel Service
URL	Uniform Resource Locator
US	United States
USA	United Space Alliance
USA	United States of America
USAF	United States Air Force
USB	Unified S-Band
USRI	Unreusable Surface Insulation
UT	Umbilical Tower
VA	Validation Work Type

VAB	Vehicle Assembly Building
VABR	Vertical Assembly Building Repeater
VAFB	Vandenberg Air Force Base
VASS	ViTS Automated Scheduling System
VAX	Virtual Address Extension
VCR	Video Cassette Recorder
VDMS	Voice Distribution Management System
VHF	Very-High Frequency
VHS	Video Home System
VIB	Vehicle Integration Building
VIP	Very Important Person
VITC	Video Teleconference
ViTS	Video Teleconferencing System
V-LAN	Virtual Local Area Network
VoIP (VOIP)	Voice Over Internet Protocol
VoTS	Voice Teleconferencing System
VPF	Vertical Processing Facility
VPN	Virtual Private Network
VPP	Voluntary Protection Program
VPS	Eastman Vericolor, Professional, Daylight
W/O	Without
WA	Wide Angle
WAN	Wide Area Network
WBS	Work Breakdown Structure
WBTS	Wideband Transmission System
WD	Wage Determination Work Day
WDM	Wavelength Division Multiplexer
WFF	Wallops Flight Facility
WORN	Work Order Number
WOTRACK	Work Order Tracking
WP	Work Print
WR	Western Range
WSC	White Sands Complex
WSTF	White Sands Test Facility
www	World Wide Web
XY	Eastern Range Communications Circuit Termination Building
Yr.	Year

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Appendix 3
Applicable KSC Policies and Procedures

For

Kennedy Space Center Integrated Communications Services (KICS)

The following policies and procedures apply only to work performed at KSC:

NASA DIRECTIVES

NPD 1040.4	NASA Continuity of Operations
NPD 1440.6	NASA Records Management
NPG 1441.1	NASA Records Retention Schedules
NPG 1620.1	Security Procedures and Guidelines
NPG 1820.1	Hearing Conservation
NPG 2810.1	Security of Information Technology
NPD 2810.1	Security of Information Technology
NPD 2820.1	NASA Software Policies
NPD 4100.1	Supply Support and Material Management Policy
NPG 4100.1	NASA Materials Inventory Management Manual
NPD 4200.1	Equipment Management
NPG 4200.1	NASA Equipment Management Manual
NPG 4200.2	Equipment Management Manual for Property Custodians
NPD 4300.1	NASA Personal Property Disposal Policy
NPG 4300.1	NASA Personal Property Disposal Procedures and Guidelines
NPD 6000.1	Transportation Management
NPG 6000.1E	Requirements for Packaging, Handling and Transportation of Equipment and Associated Components
NPG 6200.1A	NASA Transportation and General Traffic Management
NPG 7120.5	NASA Program and Project Management Processes and Requirements
NPG 8000.4	Risk Management Procedures and Guidelines
NPG 8621.1	NASA Procedures and Guidelines for Mishap Reporting, Investigating, and Recordkeeping
NPD 8621.1	NASA Mishap and Close-Call Reporting, Investigating, and Recordkeeping
NPD 8700.1	NASA Policy for Safety and Mission Success
NPD 8710.2	NASA Safety and Health Program Policy
NPG 8715.3	NASA Safety Manual
NPD 8720.1	NASA Reliability and Maintainability (R&M) Program Policy
NPG 8735.1	Procedures for Exchanging Parts, Materials, and Safety Problem Data Utilizing the Government-Industry Data Exchange Program and NASA Advisories
NPD 9501.3	Earned Value Management

NASA STANDARDS

NASA-STD-8729.1	Planning, Developing, and Managing and Effective Reliability and Maintainability (R&M) Program
NASA-STD-2804	Minimum Interoperability Software
NASA-STD-2805	Minimum Hardware Configurations

NASA-STD-2810	Unix Interoperability
NASA-STD-8719.11	NASA Safety Standard for Fire Protection

KENNEDY MANAGEMENT INSTRUCTIONS

KMI 1150.24	Boards, Committees, Working Groups, and Panels
KMI 1200.1	Management of KSC Facilities, Systems and Equipment
KMI 1216.1	Smoke-Free Workplace
KMI 1420.1	KSC Forms Management Program
KMI 1440.1	KSC Records Management and Vital Records Program
KMI 1490.2	Printing, Duplication, Micrographics and Office Copier Services
KMI 1530.1	KSC Mail Management Program and Locator Directory
KMI 1590.2	KSC Bulletin, Bulletin Boards and Hallway Displays
KMI 1800.1	Environmental Health Program
KMI 1800.2	KSC Hazard Communication Program
KMI 1810.1	KSC Occupational Medicine Program
KMI 1860.1	KSC Radiation Protection Program
KMI 3792.1	KSC Employee Assistance Program
KMI 8800.8	KSC Environmental Management
KNPD 8700.1	KSC Safety and Mission Assurance Policy Directive

KENNEDY HANDBOOKS

JHB 2000	Consolidated Comprehensive Emergency Management Plan
KHB 1200.1	Facilities, Systems and Equipment Management Handbook
KHB 1610.1	KSC Security Handbook
KHB 1710.2	Kennedy Space Center Safety Practices Handbook, Volumes 1 & 2
KHB 1820.3	KSC Hearing Conservation Program
KHB 1820.4	Respiratory Protection Program
KHB 1840.1	Industrial Hygiene Handbook
KHB 1860.1	KSC Ionizing Radiation Protection Program
KHB 1860.2	KSC Non-Ionizing Radiation Protection Program
KHB 1870.1	KSC Sanitation and Pollution Control Program
KHB 2540.1	KSC Telecommunications Services
KHB 2570.1	KSC Radio Frequency Spectrum Management Handbook
KHB 3410.1	Implementing Instructions for KSC Systems, Safety and Skills Training, and for Certification of Personnel
KHB 4000.1	Supply Support System Manual, Part 5, Equipment Management
KHB 5310.1	Reliability, Maintainability, and Quality Assurance Handbook
KHB 6000.1	Transportation Support System Handbook
KHB 8800.6	KSC Environmental Control Handbook
KHB 8800.7	Hazardous Waste Management

KENNEDY GENERAL PROCEDURES

GP-14-2	Facilities Utilization Charts, NASA Facilities at KSC, CCAF, and PAFB
GP-14-3	Facilities Space Control Document, Single Wide Trailers/Boxcars
GP-60-3	Automated Support Requirements System Handbook
GP-435 Vol. 1 & 2	Engineering Drawing Practices
JDP-KSC-P-3014	Generic Emergency Procedures Document
KNPD 1800.2	KSC Hazard Communication Program
KNPG 1840.19	Industrial Hygiene Programs
KNPG 2810.1	Defining Baseline IT Security Requirements That Have Been Left to Center Discretion
KNPG 2810.2	Vulnerability Disposition

OTHER POLICIES AND PROCEDURES

	Chief Information Officer (CIO) Executive Notices
KSC-DE-512-SM	Guide for Design Engineering of GSE
KSC-STD-E-0021	KSC Telecommunication Premises Distribution Systems, Design of, Standard for
KSC-DF-107	DE Technical Document Style Guide
RCC 501-89	Range Commanders' Council (RCC) Handbook

POLICIES ISSUANCES EXTERNAL TO KSC

ESMC Regulation 127-1	Range Safety Manual
ESMC Regulation 160-1	Radiation Protection Program
29 CFR 1960	OSHA
29 CFR 1910	OSHA
ISO 9001	Quality Management Systems - Requirements
VPP OSHA TED 8.1a	Revised Voluntary Protection Programs (VPP) Policies and Procedures Manual

AIR FORCE PUBLICATIONS

AFI 21-101	Foreign Object Damage (FOD) Prevention Program
AFI 32-9002	Use of Real Property Facilities
AFI 33-117	Visual Information Management
AFI 91-204	Investigating and Reporting U.S. Air Force Mishaps

45th SPACE WING PUBLICATIONS

45SW 13-206	Range Scheduling
45SW 33-104	Visual Information Management
45SW 99-101	45SW Mission Program Documents

RANGE OPERATING INSTRUCTIONS

ROI 01-01	Range Operating Instructions
ROI 01-01-01	Site Verification of ROI Mailing
ROI 01-02	Reacceptance Procedures for Range Instrumentation
ROI 01-03	Station Designators
ROI 01-04	ER Range Conference Nets
ROI 01-05	Operational Configuration Control Philosophy
ROI 01-06	Range Time Standardization
ROI 01-07	Minor Range Support
ROI 01-08	Downgrading Scheduling or Launch Information After DOD or NASA Release
ROI 01-10	Coordination with Range Users During Operations
ROI 01-12	Visits to Range Instrumentation Sites
ROI 01-13	Instrumentation Coverage Plans
ROI 01-14	Requesting Emergency Maintenance Assistance for Communications, Electronic, Meteorological Equipment
ROI 01-15	Processed Data Delivery Schedules
ROI 01-16	The Electronic Security System (ESS) and Resources Protection Alarm System (RPAS) - Electronic Component Subset of Physical Security Program (PSP)
ROI 01-19	Network Operating Procedures During Unmanned Space Flights
ROI 01-20	Range Scheduling Operation Notification Responsibility
ROI 01-21	System Access
ROI 01-23	Scheduling Downtime for Maintenance
ROI 01-24	Range Turnaround Time
ROI 01-25	Relaying Countdown and Operations Information
ROI 01-29	Range Control Officer (RCO) Responsibilities
ROI 01-30	Expedite Operations Requirements Processing
ROI 01-32	Range Instrumentation Systems Controller
ROI 01-33	In-flight Advisories of Vehicle Flight Performance
ROI 01-36	Network Operating Procedures During Manned Space Flights
ROI 01-39	Scheduling of Pre-launch Instrumentation Checkout and Calibration Operations
ROI 01-40	Control and Operation of Instrumentation Nets
ROI 01-44	Use of Unaccepted Equipment, Systems or Configurations
ROI 01-45	Range Reconfiguration Time for Navy Missions
ROI 02-02	Range Countdown

RANGE OPERATING INSTRUCTIONS (continued)

ROI 02-04	Operations Control Instructions
ROI 03-01-01	Operation Logs
ROI 03-01-04	Reporting Range Status During an Operation
ROI 03-01-05	Launch Instrumentation Performance Analysis
ROI 03-02-10	Preliminary Operation Report
ROI 03-03-01	Pre-Operational Instrumentation Checks
ROI 03-03-04	ER Equipment Status Reporting System
ROI 03-04	Notification of Weather Warnings and Weather Advisories
ROI 03-05	Reporting Operation Termination/Extension Status
ROI 09-01	Handling of Film Products for DOD Launch Operations Requiring Special Handling
ROI 09-02	Handling of Film Products for DOD Launch Anomalies During Classified Operations
ROI 12-01-14	Optical Tracking Central Computer Operating and Reporting Procedures
ROI 12-04-01	Manual Audit Trails for Instrumentation Computers
ROI 14-08-01	Closed-Circuit Television (CCTV) Unit Operating Procedures
ROI 14-08-02	Range Safety Video and Vertical Skyscreen Designators

The following policies and procedures are for reference when performing work at KSC:

KMI 2520.1	Operation and Maintenance, Use and Configuration Control of KSC Operational Intercommunications Systems (OIS)
KMI 6000.2	Aircraft Overflight and Helicopter Landing at Kennedy Space Center
KMI 6730.3	Examination and Licensing of KSC Special or Heavy Equipment Operators
KHB 5310.9	KSC Ground Systems Safety and Reliability Analyses
KHB 8040.2	KSC Configuration Management Policy and TM Handbook
KHB 8040.4	Payloads Configuration Handbook
KHB 8040.5	Engineering Development Configuration Management Handbook
KPD 8610.5	Security Plan for Space Shuttle Orbiter Vehicle Landing Sites/Airfields
K-STSM-14.1	Launch Site Accommodations Handbook for STS Payloads
K-STSM-14.2.1	KSC Cargo Facility Contamination Control Plan
79K09579	Organizational Level OMD Identification List for Cargo Facilities, Systems, and Equipment
NSTS 22206	Requirements for Preparation and Approval of Failure Modes and Effects Analysis and Critical Items List
NSTS 08117	Certification of Flight Readiness Requirements
SSP 50108	Certification of Flight Readiness for Space Station

The following KSC Shelf-Master SPECSINTACT specifications should be used when performing work at KSC:

16700	Basic Premise Distribution System PDS Requirements
16701	Communication/Equipment Rooms and Entrance Facilities
16702	Outside Cable Plant – Fiber
16703	Outside Cable Plant – Copper
16704	Premise Wiring System
16705	Timing and Countdown System
16725	Audio Cable Systems
16801	Paging and Area Warning System (PAWS)
16802	Broadband Communication Distribution System (BCDS)

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Appendix 4
Definitions

For

Kennedy Space Center Integrated Communications Services (KICS)

Acceptance Testing - the testing of a system, subsystem, assembly or subassembly, in an operational environment, to ensure that the performance of the aggregate is not compromised by the integration of the newly developed or modified asset.

Availability - the percentage of a scheduled service delivered to the user. Availability is measured as: 100 * (number of scheduled service time in a reporting period – the time the scheduled service was not provided during a reporting period) / (number of scheduled minutes in a reporting period). This equals the percentage of scheduled service delivered to the user during a reporting period.

Brick and Mortar Services - Includes services such as maintenance of antennas; buildings; roads; grounds; water wells; sewage disposal system; special vehicles, such as cherry pickers and ambulance; airport runway and aircraft parking structure; and equipment used for power generation, power distribution, heating, ventilation, air conditioning, fire detection and suppression, water storage and distribution, hazardous material storage and disposal; internal telephone system, fiber optic and hard line intersite connections, cafeteria food storage and preparation, and machine vending services. It also includes the preparation and updating of engineering documentation, and preparation of bid packages for minor non-technical facilities construction contracts.

Certification - the process of determining and attesting to a required level of value, performance and readiness.

Chief Quality Assurance Evaluator (CQAE) - The senior government representative who, together with the contracting officer, is responsible for the overall surveillance and assessment of contractor performance on the contract.

Commercialization - The situation where NASA allows contractors to utilize government-owned facilities or equipment for commercial enterprise.

Commercial Off the Shelf (COTS) Software - software that is commercially available and maintained by a vendor. Internet software is not COTS software, unless there is an associated maintenance contract through a vendor. Custom software maintained by the government or the contractor is not COTS software.

Contracting Officer (CO) - The individual appointed by the contracting activity for procuring and/or administering a contract. The Contracting Officer is the only person authorized to direct contractor performance, execute amendments to the contract, and contractually obligate the government.

Contract Specialist - The individual within the contracting office who performs the day-to-day administration of the contract. The contract specialist may also be the contracting officer.

Coordination - This definition contains typical functions associated with the interaction with the internal and external service providers, other contractors, and the customer as necessary to meet customer service requirements. These functions include:

a) Supporting the development of customer requirements.
b) Providing service status.
c) Obtaining customer feedback.
d) Providing consultation for reporting and resolving service problems.
e) Operations coordination (e.g., airspace interference, radio-frequency interference).
f) Interagency coordination.

Countdown (Range Users) - The detailed Range User countdown is prepared by the Range User to supplement the general countdown in the Operation Requirements (OR). The countdown is used by operations support people during the operation.

Criticality Level 1S – A single failure in a safety or hazard monitoring system that could cause the system to fail to detect, combat, or operate when needed during the existence of a hazardous condition and could result in loss of life or flight hardware.

Customer - NASA enterprises, which can be divided into NASA entities and non-NASA entities. NASA entities include NASA centers and institutions, and programs and projects and their associated contractors. Non-NASA entities include other government agencies, international space partners, universities and research institutes, and commercial entities. A customer is also an organization that pays for the service that is used.

Data Requirement Description - A detailed description of a required data item, including purpose, content, format, references, maintenance requirements, submittal requirements, and other pertinent information.

Data Reduction - The functions that acquire, normalize, and merge telemetry data, perform data processing, and produce data products (e.g., database population, plots, tapes). Although the telemetry data is acquired in real-time, the data processing is performed in near-realtime.

Development - the process whereby new hardware and software capability is introduced into a system. Development encompasses those activities required to create new systems or enhance existing systems beyond their as-built capabilities and performance. It includes the functions of product design, product fabrication or programming, product specification testing and acceptance, and product integration and test.

Development Services - a service provided that results in the development of a hardware, firmware, or software product. Also includes, the integration and installation of the developed product into an existing system.

Documentation - This definition contains typical functions associated with the preparation of technical documents. This information shall be available in both a hard copy and electronic format and comply with the policies and requirements set forth by NASA. These functions include:

a) Configuration control of document changes.
b) Record and provide change processing and implementation status of services.
c) Providing technical reports and requirements documents.
d) Providing design documents.
e) Providing system configuration documents.
f) Providing technical plans and procedures.
g) Storing technical documentation.
h) Providing documentation services for Government generated documents.

Emergency request - a request for service or services by a requestor who has determined that the request warrants having expedited handling.

End-to-End - used to delineate the boundaries of a system. In the context of this contract, end-to-end means the two-way path from the spacecraft to the ground antenna through the ground systems, the communications systems, to the user system, such as a control center or payload processing facility.

End-to-End testing - the testing, in an operational environment, to ensure that data flows from each one end to the other end of a defined end-to-end system and meets documented performance and data flow and data accuracy requirements and data interface agreements.

Expectation - The level of performance which would be considered to fall in the "GOOD" range for performance evaluation purposes (Effective performance; fully responsive to contract requirements. Reportable deficiencies, but with little identifiable effect on overall performance.)

Expedite or Revision - An Expedite or Revision is prepared by the User when immediate support is required and when processing and publication of an OR would seriously delay a program. The User will follow up with an OR Revision if the change is permanent. A one-time change need not be followed up with an OR.

Facility - the location where various mission services, data services, and center unique services are performed.

First level troubleshooting - receipt of trouble calls, problem isolation and resolution of minor problems (e.g., lost password, software question), dispatch of problem reports to the proper maintenance agency, and customer follow-up.

FTS2000 - the Government Service Administration's (GSA) Federal Telecommunications System 2000 (FTS2000). FTS2000 is comprised of Network A, provided by AT&T and Network B, provided by Sprint. Both networks provide data,

voice, video, and messaging services. A government mandate is in effect directing government agencies to utilize FTS2000 services. NASA has services on both Network A and B.

Full Cost Accounting – The accounting methodology for assigning cost to the NASA program or fund source responsible for incurring the cost.

Functional Area - The organization having responsibility for the actual performance of a given service whether it is performed in-house or by contract.

Functional Area Chief (FAC or FC) - The government representative responsible for a functional area where the services are provided by a contractor.

Government Furnished Equipment (GFE) - Equipment or property in the possession of, or directly acquired by, the government and subsequently made available to the contractor. This includes all property or equipment owned by or leased to the government, acquired by the government, or acquired with government funds.

Ground System - consists of the infrastructure (i.e., facilities and tools) and the service operators required to operate the infrastructure (i.e., network monitors, facility schedulers, tape operators, system administrators, etc.).

Ground System Operations - This definition contains typical functions required to accomplish the operations of the telecommunications and computing assets used to deliver the services in the statement of work. These functions include:

a) Development and configuration management of operations processes and procedures in accordance with operations and service requirements, as well as capabilities and performance agreements.

b) Operations of equipment and services according to operations agreements, procedures, and negotiated schedules.

Higher level data - Higher level data consists of Level 1, 2, and 3 data, which are defined as:

Level 1: Calibrated instrument data giving the physical parameters actually measured by the sensors.

Level 2: Calculated parameters which use Level 1 data as an input

Level 3: Smoothed and grided Level 2 data.

In-family – NASA signature not required. Systems shown in this appendix are managed by an IDS communications TRP. Standard system provisioning is providing an as-designed system for communications services.
(Does not include first-time use of a service at a facility.) Changes can involve adding cards to a chassis (but not adding another chassis to a system). NASA signature

is not required.

a. Critical and Process-Sensitive
The following is a list of systems and what constitutes a standard service:

1. OIS-D, including, but not limited to, additions, moves, and deletions of:
    a) OIS units
    b) Speaker monitors
    c) Headset jacks
    d) Cross-connects
    e) Jack boxes

2. OIS-Q, including, but not limited to, additions, moves, and deletions of:
    a) OIS units
    b) Cross-connects
    c) Jack boxes

3. VDMS, including, but not limited to, additions, moves, and deletions of:
    a) Voice, data, and aggregate cards
    b) Data circuits

4. P/AWS, including, but not limited to, additions, moves, and deletions of:
    a) Local microphones
    b) Audio mixers and mixer extenders (not area warning)
    c) Power amplifiers (not area warning)
    d) Speakers
    e) 70-volt distribution

5. Astro-comm - None

6. Radio, including, but not limited to, additions, moves, and deletions of:
    a) Mobile and portable (including vehicle) radios
    b) Remote units
    c) Programming of mobile and portable radios

7. Wideband transmission systems (WBTSs) including, but not limited to, additions, moves, and deletions of:
    a) Circuits
    b) System equipment (not Range Safety)

8. Outside fiber-optic cable plant - None

9. FOTS, including, but not limited to, additions, moves, and deletions of equipped circuits

10. SODN, including, but not limited to, additions, moves, and deletions of:

a) CFPs
b) User circuits

11. OTV, including, but not limited to, additions, moves, and deletions of:
a) Monitors
b) Keypads

12. T-carrier/SONET/IDNX, including, but not limited to, additions, moves, and deletions
of circuits

13. ATM - None

16. BCDS, including, but not limited to, additions, moves, and deletions of drops
b. Non-critical and Non-Process-Sensitive
Note: Changes to non-critical and non-process-sensitive systems require NASA signature only when major modifications to the systems are being performed.

The following is a partial list of what is considered noncritical and non-process sensitive:
1. Point-to-point audio circuits

2. Point-to-point data circuits

3. Special audio (except for astro-comm)

4. Public Affairs Office (PAO) audio

5. PAO video (KSCTV)

6. Industrial Area television (IATV)

7. Fabrication of standard items such as:
a) Self-contained atmospheric protective ensemble (SCAPE) equipment
b) Headset cords and extenders
c) Miscellaneous cables

8. PM MWOs

9. VA MWOs

10. Inside fiber-optic and copper cable plants

11. Outside copper cable plant (except Range Safety and safing cables)

Integration -the addition of a hardware, firmware or software product to an existing system, subsystem, assembly or subassembly.

Launch Scrub - A failed launch attempt or launch delay, which occurs after the Range terminal count (launch minus 360 minutes) is initiated. The duration of the delay is not considered, one change of date is considered one scrub, regardless of the delay.

Launch Slip - A change in launch date, which occurs prior to the initiation of the Range terminal count.

Logistics - This definition contains typical functions associated with the provision of logistics support used to deliver services listed in the statement of work. These functions include:

a) Logistics planning and analysis; integrated logistics support management
b) Ordering, purchasing, tracking status, managing subcontracts for spares, supplies, materials and services
c) Physical distribution of hardware, software, media, and firmware necessary to provide services.
d) Electronic distribution of software.
e) Shipping, receiving, and recovery services.
f) Crating and packaging of material and supplies.
g) Shipping prioritization.
h) Provision of spares, consumables, test equipment, tools and fixtures.
i) Property tagging and inspection of material and supplies from the point of demarcation and reception areas.
j) Providing physical storage for materiel delivered under this contract.
k) Inventory management.
l) research and cataloging services and logistics information management

Long term data storage - Storage of data for greater than two years.

Lost service time - total time that customers requested and were granted but for which the service was not available

Maintenance - This definition contains typical functions required to accomplish the maintenance for the telecommunications and computing assets used to deliver the services in the statement of work. These functions include:

a) Maintenance and calibration of ground systems to provide capabilities and performance in accordance with as-built documentation.

b) Installation of approved changes and repairs into operational systems.

c) Renewal and consolidation of equipment/software maintenance contracts and leases.

d) Reconfiguration of ground systems and data to support on-going missions.

e) Maintenance administration, including 3rd party contracts.

Maintenance administration - a function that encompasses the administration of ground systems maintenance by providing a central, "first line" point of contact for maintenance

problems. Maintenance administration is a function of the "maintenance" standard activity.

Network interface - the point of demarcation for outbound data (e.g., telemetry data) between a tracking complex and the NASA Integrated Services Network (NISN). Also the point of demarcation for inbound data (e.g., command data) between the user and the NISN.

NSAP 1/2 - the Network Service Assurance Plan 1/2 is a service provided to NISN by FTS2000.

On-Time Launch - A launch, which takes place within the established launch window on the date published on the Range schedule.

Operations Analysis - This definition contains typical functions associated with the assessment of the current performance of the ground systems and the impacts of additional loading to those services as listed in the statement of work. These functions include:

a) End-to-end system performance monitoring, recommending appropriate changes to eliminate potential system bottlenecks and overloads; and short-term and long-term trend analysis.
b) Risk analysis and management.
c) Assessment of technical, schedule, and cost factors involved with the operation of systems.
d) Analysis and evaluation of tracking resource, spacecraft, and telecommunications parameters and recommending ground system configurations to improve link margins.
e) System operability and review of operation procedures, recommending or effecting changes to minimize data, voice, or video outages.

Operations Directive (OD) - The OD is prepared by 45 SW according to 45 SWI 99-101 and UDS Handbook and is the official support that will be provided the Range User to meet the requirements of the OR. The OD provides (1) a basis for test scheduling, (2) a commitment of Range support, (3) support operating instructions, and (4) a briefing document for supervisory persons.

Operations Directive Annex - The OD annex is prepared by the 45 SW and is the official 45 SW answer to the OR annex. The OD annex is a complete detailed description of the support that will be provided the Range User to meet the requirements in the OR annex.

Operations Requirements (OR) - The OR is prepared by the Range User as outlined in 45 SWI 99-101 and is a complete detailed description of the requirements necessary to accomplish a specific test or series of tests in the program described in the PRD. When support is required from another Range the appropriate number of copies is added to the distribution page of the OR by the Program Support Management Division.

Operations Requirements Annex - The OR annex is prepared by the Range User and is a complete detailed description of the requirements necessary to accomplish a subsystem test or a special minor test related to the overall test in the OR. Reference to the OR may be made in the annex. An annex may not refer to another annex. The OR annex may be submitted with the OR at any time subsequent to submission of the OR.

Operations Requirements Extract (ORE) - The ORE is prepared by the 45 SW and is a complete detailed description of the requirements in the OR to be supported by another national or service Range.

Out of Family – NASA signature required. Systems shown in this appendix are managed by a joint NASA and IDS communications TRP. In general, changes that affect the system baseline design and/or system architecture require NASA signature in the designated signature block located in Step 5 of the Work Plan and on MWOs, WORNs, etc. NASA has the option to indicate that they need no further involvement with the work paper (indicated in the Remarks field on the WOTRACK screen). An architecture change is the addition of new capability, change in system topology, system modification, or system software change. Changes in topology include first-time provision of a standard service to a facility.

The following is a list of systems and what constitutes an architecture or design change:

a. Operational intercommunications system - digital (OIS-D), including, but not limited to, additions, removals, and modifications (hardware and software) of:

1. Group processor assemblies
2. Central summing network
3. Technical control
4. Off network processor system
5. Record and playback system
6. Power distribution
7. Data transmission equipment

b. Operational Intercommuncations system - Quintron (OIS-Q), including, but not limited to, additions, removals, and modifications (hardware and software) of:

1. Central equipment
2. T1/D4 interface module
3. Channel banks
4. System administration terminal equipment

c. NASA integrated services network (NISN)/voice and data management (VDMS), including, but not limited to, additions, removals, and modifications (hardware and software) of:

1. Transport management system equipment

2. Fiber multiplexer
3. Expansion shelves

d. Paging and area warning (P/AWS), including, but not limited to, additions, removals, and modifications (hardware and software) of:

1. Paging panels
2. Central matrix equipment
3. Tone generators and distribution amplifiers
4. Control trays
5. Mixers and power amplifiers used for area warning

e. Astro-comm, all changes affecting the system

f. Radio, including, but not limited to, additions, removals, and modifications (hardware and software) of:

1. Crane, crawler transporter, and convoy communications equipment
2. Transmitters, receivers, and comparators
3. Trunked equipment
4. Transportable communications system (TCS)
5. Transoceanic abort landing (TAL) equipment

g. Copper wideband transmission system, including, but not limited to, modifications of system equipment (Range Safety and safing cables)

h. Outside fiber-optic cable plant, new cable installations
i. Wideband fiber-optic transmission system (FOTS), including, but not limited to, additions, removals, and modifications of:

1. Chassis
2. Multiplexers
3. New dark fiber circuit activation

j. SODN, including, but not limited to, additions, removals, and modifications (hardware and software) of:

1. Routers
2. Bridges
3. Hubs
4. Switches

k. Operational television (OTV), including, but not limited to, additions, removals, and modifications (hardware and software) of:

1. Central equipment

a) Video routing switcher
b) OTV system control units
c) Synchronizing generators and distribution
d) Video source synchronizers
e) Video test generators
f) Video measurement systems
g) Video recording systems

2. Cameras, pan and tilt

l. Fiber data distribution interface (FDDI), including, but not limited to, additions, removals,
and modifications (hardware and software) of:

1. System equipment
2. New circuit activation

m. T-carrier/synchronous optical network (SONET)/integrated digital network exchange (IDNX), including, but not limited to, additions, removals, and modifications (hardware and software) of system equipment

n. Asynchronous transfer mode (ATM), including, but not limited to, additions, removals, and modifications (hardware and software) of:

1. System equipment
2. New circuit activation

o. BCDS, including, but not limited to, additions, removals, and modifications (hardware and software) of system equipment

p. Photo-optical, including, but not limited to, additions, removals, and modifications (hardware and software) of system equipment

q. Timing, including, but not limited to, additions, removals, and modifications (hardware and software) of system equipment

Note: All LSE tasks are NASA-managed activities and require NASA signature on work paper.

Performance Work Statement (PWS) - The performance-based description of tasks or services to be performed and/or end products to be delivered by the contractor. The PWS also defines facilities, property, and support to be provided to the contractor by the government.

Photo Acquisition Disposition Document (PADD) - A plan that is generated by the contractor for each operation or minor support test. The document identifies all requirements and provides internal instructions to other DOD technical multi-media support functional technicians on how to plan, meet, and execute support.

Plant Engineering and Operations - This definition contains typical functions associated with plant engineering and operations. These functions include:

a) Maintenance and operations of plant equipment in support of scheduled activities.
b) Sustaining engineering of plant equipment.

Proficiency - the percentage of scheduled service delivered to the user. Proficiency is measured as: 100 * (scheduled service time in a reporting period – the time the scheduled service was not provided during a reporting period) / (service scheduled time during a reporting period). This equals the percentage of scheduled service delivered to the user during a reporting period.

Program Operating Plan (POP) – An annual plan developed by the government, which provides budget and workforce estimates, along with an outline of the work on which the estimates are based. Generally the plan covers the succeeding fire years with the first year having a monthly cost phasing plan and the remaining four years having only annual estimates.

Program Introduction (PI) - The statement of estimated support requirements desired by the users to be provided by the Range.

Program Requirements Document (PRD) - The PRD is prepared by the Range user, according to 45 SWI 99-101, 45 SW Mission Program Documents, and/or is a combination of more than 90 standard forms common to all national and service ranges. The PRD is a detailed description of the requirements of the total program and is used for Range support planning.

Program Support Plan (PSP) - The PSP is prepared by the 45 SW according to the UDS Handbook, Document 501-89, and 45 SWI 99-101, and is the official answer to the PRD. The PSP outlines the planned support that will be provided the Range User to meet the requirements in the PRD.

Project Manager (PM) - The government technical representative having overall responsibility for budgeting for and funding contract support, defining technical requirements, identifying priorities, and providing this information to the contracting officer. The contractor's counterpart is responsible for the overall management and coordination of the contract and acts as the central point of contact for the government.

Property Administrator (PA) - An appointed representative of the Contracting Officer authorized to administer contract provisions pertaining to government property.

Property Control Program - The contractor's written policies and procedures for controlling each type of government asset in its possession in accordance with FAR Part 45 and the provisions of the contract.

Quality Assurance - A planned and systematic pattern of all actions necessary to provide confidence that adequate technical requirements are established; products and services conform to established technical requirements; and satisfactory performance is achieved.

Quality Assurance Evaluator (QAE) - A functionally qualified government person responsible for monitoring, evaluating, and reporting a contractor's performance on a specific contract requirement. This person is a designated representative of the FAC.

Quality Control (QC) - Those actions taken by a contractor to control the production of outputs to ensure that they conform to the contract requirements of timeliness, accuracy, appearance, completeness, consistency, and conformity to appropriate standards and specifications.

Range Users - Elements of the Department of Defense (DOD), other federal agencies, or civilian organizations authorized to use Range resources.

Requirements Document - a document that specifies the requirements that are to be met.

RFS - a Request for Service initiates the NISN to provide a service that was forecasted in the PSCRD.

Scheduling - This definition contains typical functions associated with the commitment of resources. These functions include:

a) Scheduling of resources needed to provide a service.
b) Providing notification to customers of service availability and providing resolution of any conflicts.
c) Maintain schedule and resource utilization history databases.

Scheduling Efficiency - a metric for evaluating the generation and maintenance of conflict free schedules. Scheduling Efficiency is measured as (events scheduled) / (events requested) * 100. This equals the scheduling efficiency percentage for a reporting period.

Second level troubleshooting - problem isolation and resolution coordination of major problems (e.g., circuit, router, or server outage, email problem) with the proper maintenance agency

Service - the performance of all activities necessary to deliver customer products.

Standards and Limits - a file containing the upper and lower bounds of the system configuration and system performance parameters.

Standard of Excellence - The level of performance, which would be considered to fall in the "EXCELLENT" range for performance evaluation purposes (Of exceptional merit; exemplary performance in a timely, efficient and economical manner; very minor, if any, deficiencies with no adverse effect on overall performance.)

Statement of Capability (SC) - The 45 SW Commander's expression of capability for support of a new mission program. It provides estimated 45 SW support capability, the need for additional resources, cost of solutions to remedy deficiencies and other pertinent information in response to the PI.

Subsystem - a collection of hardware, software and procedures, which perform an identifiable task in support of one or more systems.

Support catalog - a database file containing all support products plus support schedules and sequence of events.

Support products - sets of data containing time-ordered parameters used to configure link equipment. These data sets consist of telemetry, radiometric, antenna pointing, and command parameters. Support products also include software support files containing project files, configuration files, site unique files, and equipment setup tables.

Surveillance Plan - The negotiated plan defining the process, reviews, and documentation used to monitor technical performance metrics and to report the cause, impact, and corrective action required to resolve variations form contracted technical performance.

Sustaining Engineering - the process whereby hardware and software capability is introduced into a system to restore the system to its as-built capabilities and performance. It includes the functions of product design, product fabrication or programming, product specification testing and acceptance, and product integration and test.

Sustaining Engineering Services- This definition contains typical functions associated with hardware, firmware, and software sustaining engineering for the telecommunications and computing assets used to deliver the services in the statement of work. Sustaining engineering encompasses those activities required to restore systems to their as-built capabilities and performance. These functions include:

a) Plan, fabricate, develop, acquire, integrate, and modify hardware and/or software based on requirements changes, equipment obsolescence, and operational efficiency improvements.
b) Adherence to standards, architecture, functional designs, and engineering processes.
c) Configuration management of the system, including change requirements management and as built documentation (i.e. architecture baseline control).

Systems Engineering Services- This definition contains typical functions associated with the system engineering of individual ground systems within a mission, data, or center unique service. These functions include:

a) Review customer requirements and augment existing ground system functional requirements.

b) Propose modifications and/or enhancements to existing ground systems.

c) Develop and maintain functional designs of systems and subsystems

System maintainability - the implementation of a design, which improves the identification of a failure and eases the replacement of the faulty assembly.

System operability - the implementation of the human-machine interface, which minimizes operator errors and equipment setup time.

System restorability - the implementation of a design, which minimizes the time it, takes to restore a system to an operational state after a failure.

Testing- the process by which the presence, quality, performance or genuineness is determined

Testing Services - This definition contains typical functions associated with hardware and software subsystem testing for the assets used to deliver the services in the statement of work. These functions include:

a) Diagnostic testing.
b) Verification and acceptance testing.
c) Compatibility testing.
d) Test planning, activities leading to the development of test plans, procedures, resource deployment, and execution of tests.
e) Support validation testing and mission readiness testing.

Third level troubleshooting - problem resolution of major problems (e.g., circuit, router, or server outage, email problem) and documentation of results. The resolution may involve hardware or software redesigns.

Tool - hardware, firmware or software that serves as an aid to accomplishing a task.

Training - This definition contains typical functions associated with ensuring the preparation of personnel to perform the functions necessary to provide the services as listed in the statement of work. These functions include:

a) Customer training on applications or services.
b) Certification of personnel on operational consoles.
c) Maintenance and operations training.
d) Mission-specific training.

Universal Documentation System (UDS) - The Range Commanders' Council (RCC) Handbook 501-89 describes mandatory documentation to be used by the National Ranges and their users. The system provides a formal, common method of language and format for stating requirements and preparing support responses. The UDS encompasses documentation generated by user agencies, which state program, mission or test requirements and those response documents generated by the support agencies to define the support to be provided.

Validation testing - the testing of a newly developed or modified asset (system, subsystem, assembly, subassembly or lowest replaceable element), in an operational environment, to ensure that all requirements of the specification have been met.

Verification testing - the testing of a newly developed or modified asset (system, subsystem, assembly, subassembly or lowest replaceable element), in a non-operational environment, to ensure that all requirements of the specification have been met.

45th Space Wing (45SW) - The Air Force's 45th Space Wing is the DOD executive agent and single manager of Range facilities at Cape Canaveral Air Force Station, Patrick Air Force Base, and downrange stations. The 45th Space Wing's mission is to develop, operate and manage Eastern Range facilities and as host agency, provide support services to all launch/user activities.

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Appendix 6
Work Breakdown Structure

For

Kennedy Space Center Integrated Communications Services (KICS)

At this time, there are only two components of the WBS that are at that level. These are the Administrative Phones and the DOD Technical Multi-media Support. There is no corresponding third level WBS for Administrative Phones and DOD Technical Multi-media Support. These elements are identified in the WBS with and ID/IQ label following the element title.

Example 1: Provide additional OIS units to 3 rooms in the SSPF.
The WBS element would be:

> WBS 03.01.02Voice Communication Systems; Operational Intercommunication System (OIS-D); Activation/Validation

The Location Code would be SSPF (or facility number) and the room number. Based upon this data, the customers associated with the SSPF (either entire facility or that room) would be assigned the associated cost. The Summary report would show the cost under the WBS totals as a part of total Phone activation validation costs. The Customer would see their cost and have visibility to the nature of the cost.

Example 2: Provide XA (Public Affairs) support for VIP Launch Visitors.
Multiple WBS elements would be utilized, including:

- WBS 03.01.02Voice Communication Systems; Operational Intercommunication System (OIS-D); Activation / Validation
- WBS 03.04.03 Video & Visual Imaging; Public Affairs Television; Operations
- WBS 02.04.03 Voice Communications; Radio Systems; Operations

The location codes for these activities would all vary based upon the location. However, the XA project code would be used to identify and collect costs associated with the activity. The Summary report would show the cost under the associated WBS elements. The Customer Organization (XA) would see the costs under their project code and have visibility to the nature of the cost.

2.0 WBS Structure Organization

2.1 Level I - Major system

Top-level major systems

2.2 Level II - Subsystem

This will vary by WBS, but will consist of major subsystems within each WBS.

2.3 Level III - Activity

Every Level I/II WBS will contain the following standard Level III work elements.

1.0 Work Breakdown Structure (WBS), Work and Financial Reporting

1.1 Report Costs for Customer Organization

The costs incurred under this contract should be organized in such a manner to allow the customer community to see their cost, down to the system, project and task level. The goal is to allow each customer to identify where their funds are being expended to meet their service needs. The expectation is that the customer community will use this data to understand their communications utilization, understand what is driving their costs, and identify areas where they see a potential for improvement. In addition, costs should be aggregated across customers, by system to the third level of the WBS. This will allow system managers to address system wide costs across the contract by WBS element.

Costs shall be reported by customer and WBS element to the third level of the WBS. Provisions shall be made to allow costs to be collected by government provided cost allocation as well as by special projects or activities that make use of standard services. In addition, a cost summary shall be provided that sums all costs to the third level by WBS Element.

1.2 WBS and Cost Assignment

The WBS is organized by system, sub-system and work performed. Work will take place in a physical location. This location (site, facility, room) is necessary to schedule/assign work, and is a key component cost assignment. Work tasking information will include: sub-system to be operated upon, physical location of system to be operated upon and the specific task(s) to be performed. Reporting includes the task information and the resources expended to perform or support the task. Cost is assigned based upon WBS element and location. A listing of possible work locations, their associated customer(s), and the cost sharing allocation to be applied will be maintained by the contractor and updated by the Government on a quarterly basis. The current cost sharing allocation is located in the bidders library.

Resource utilization will be assigned to a customer or customers based upon a combination of the work performed, the work location and that locations related occupancy/responsibility. Project or mission support activities outside of normal operations will carry a unique project code that supersedes the work location cost assignment and allow cost collection and reporting by project and WBS element. These project codes will be related to specific customer(s) and will provide the necessary cost sharing allocation information.

1.3 ID/IQ Services

A stated goal of the KICS contract is to move KSC towards a service model for communications activities. The end state will be a fixed price catalogue of communications services. When this point is reached for a first or second level WBS element, the WBS will stop at that point. There will be no further detail below that level.

.01 Design and Development

Support for Design and Development efforts including Sustaining Engineering to directly support WBS element.

.02 Activation, Validation

Support for Installation, Activation, and Validation of new operational systems or services in WBS element.

.03 Systems Operations

Support day-to-day operations of WBS element. Including test monitoring, system monitoring, mission support.

.04 Maintenance

Maintenance including preventative maintenance, troubleshooting, repair, and return to service.

.05 Logistics

Support for logistics, procurement, equipment lease, property management, and depot level maintenance for WBS element. Equipment and License Maintenance and Service Contracts for WBS element.

.06 Facilities

Support for modifications, move costs, facility lease, furniture, utilities for WBS Element.

.07 Training

Contract Personnel Training, End User Training, for WBS Element.

.08 Project management

Management Team, WBS Item Project Management for WBS Element.

.09 Studies

Support for specific tasking related to feasibility development for WBS Element.

.10 IDIQ Service and Materials

IDIQ Systems and Services provided by WBS element (once packaged as services).

.99 Misc.

Specific Items not allowed above. One time charges in support of WBS Element.

3.0 KICS Level I and Level II WBS Structure

WBS 01 KICS Contract Management

01.01 Management
Project Control, Business Management

01.02 Logistics

01.03 Configuration Management
Integration Board

01.04 S&MA

WBS 02 Voice Communication Systems [PWS Attachment J-1, Section 4.2.1]

02.01 Operational Intercommunication System (OIS-D)

02.02 Quintron Operational Intercommunication System (OIS-Q)

02.03 Paging and Area Warning System (P/AWS)

02.04 Radio Systems

02.05 Audio Distribution System

02.06 Voice Distribution Management System (VDMS)

02.07 Astrocomm System

02.08 Voice Recording System

02.09 Public Affairs Audio Systems

WBS 03 Video and Visual/Imaging Systems [PWS Attachment J-1, Section 4.2.2]

03.01 Launch Complex 39 Shuttle Operations Television

03.02 Electronic Security Systems (ESS-AC) Closed Circuit Surveillance Television

03.03 Payloads Operational Television

03.04 KSC Public Affairs Television (KSCTV)

03.05 Broadband Communications Distribution System (BCDS)

03.06 Timing & Countdown (T&CD)

03.07 Photo Optical Control Systems (POCS)

03.08 KSC/NASA Digital Photo Services Support

03.09 Commercial ELV Photo Support

03.10 DOD Technical Multi-media Support – ID/IQ

WBS 04 Transmission Systems [PWS Attachment J-1, Section 4.2.3]

04.01 T-Carrier/SONET Multiplex System

04.02 Asynchronous Transfer Mode (ATM) Transmission System (ATXS)

04.03 Fiber Optic Systems

SONET

04.04 Remote Monitoring and Monitoring System (RMAS)

04.05 Transmission System Services

Scheduling, End User Support, timing, Requirements Management,

WBS 05 Cable Systems [PWS Attachment J-1, Section 4.2.4]

05.01 Inside Plant – Telecom

Premise wiring, conduit, copper, fiber optic systems, test board support, circuit monitoring,

05.02 Outside Plant

Wide area cables, conduit, copper, fiber optic systems, underground utilities location, circuit monitoring,

WBS 06 Administrative Phones [PWS Attachment J-1, Section 4.2.5]

06.01 Telephone Systems – ID/IQ

911 emergency service, operator service, FTS/CCAFS/Local interface, voice mail, conference calling, firewall, VoIP, conference room sound suppression, Phone Switch, End Instruments, Cable Plant Interface, Collaboration Servers, User Support, Scheduling

WBS 07 Network Systems [PWS Attachment J-1, Section 4.2.6]

07.01 Network Hardware

Switches, Routers, Hubs, Cable Plant interface Equipment, Wireless, Smart Cards, Terminal Services

07.02 Network Services

Scheduling, remote access, DHCP, DNS, IP Database, authentication services, certificate management, Requirements Management, End User Support

WBS 08 IT and Communication Security [PWS Attachment J-1, Section 4.2.7]

08.01 IT and Communication Security Operations

Firewalls, Intrusion Detection & Monitoring, Plans, Call Lists, External Access, Security Scanning, Scheduling

08.02 Incident Response

Incident Response Teams

WBS 09 IDIQ Specialized Services [PWS Attachment J-1, Section 5.0]

09.01 System Administrator Services

09.02 Help Desk Services

09.03 System Engineering Services

09.04 Subsystem Engineering Services

09.05 Technical Support Services

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J-2
Communication Demarcation Points

For

Kennedy Space Center Integrated Communications Services (KICS)

Communication Demarcation Points

The following table identifies the major demarcation points for communications interfaces to systems under the responsibility of others. The contractor shall effectively interface and operate with entities external to KICS to ensure communications services successfully interoperate.

System	Demarcation Points
Shuttle Forward Link	NISN Circuits at CD&SC Room 104
	LPS/RPS at Building LCC Room 4R10
NISN Circuits (includes East/West Range Video Comm.)	NISN Circuit at CD&SC Rm. 104
	Various Customers /CCAFS at Hanger AE Room 1025
	Customers at Eastern Range Comm. Circuit Term. Bldg.
	Various Customers at MILA
KSC TV	Uplink to NASA Satellite at CD&SC Satellite Dish
	Broadcast Networks at KSC Press Site, Multiple Interfaces
	Press and Commercial Service at Press Site, Multiple Interfaces
Electronic Security Surveillance (ESS-AC)	JBOSC Security Consoles (JCCC) at LCC 1P10
	USAF Video associated with ESS-AC at LCC 1P10
	other security offices at KSC as required
East/West Range Video Comm	Eastern Range Comm. Circuit Termination Bldg.
	CCAFS at Hanger AE Room 1025
Photo Services	CSR at Metric Instrumentation Sites
Admin. Phones	Time Warner Telecom. I/F at CD&SC Room 128
	BellSouth I/F at CD&SC Room 128
Outside Cable Plant/Transmission	CCAFS at Banana River Repeater Station Bldg.
	CCAFS at Beach TIP Shack Bldg.

Outside Cable Plant/Transmission (cont.)	Various Commercial Service at Gate 3 Site, Splice in Ground
	Air Force at TPQ18 Site
	Various Commercial Service at State Road 3/U.S. 1 Site, Splice
	State of Florida and/or Current Tenant at RLV Hangar
	State of Florida and/or Current Tenant at SERPL
	Various Commercial Service at Gate 2 Site, Splice in Ground
	Various Commercial Service at Gate 2 Site, Gate Building
	State of Florida or Current Tenant Research Park, Central Office
	Delaware North at Visitor Center Bldg. M6-410 Rm. 1144
	Delaware North at Apollo Saturn V Center J6-1924 Rm. 1418
	Delaware North at Tour Observation Tower
	Press and Commercial Service at Press Site, Multiple Interfaces
	Press and Commercial Service at SLF Mid Field View. Site
	Misc. Government Agencies (I.e. FAA) at SLF Control Tower
	Various NASA Centers at MILA Rm. 113
	Various NASA Centers at Gateway Building Rm. 105 & 114
	CCAFS at TEL-4 Site
Institutional Computer Networks/KSC Firewall	Customer Cable
	ISO West at Gateway Bldg. Room 106
	ISO East Router Hanger AE Room 1025

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J-3
Wage Determination

For

Kennedy Space Center Integrated Communications Services (KICS)

(To be Provided)

Copies of Collective Bargaining Agreements between incumbent contractors and the following unions may be obtained from Local Offices noted below.

- Collective Bargaining Agreement between Command Technologies, Inc. and

  International Brotherhood of Electrical Workers,
  AFL-CIO, Local No. 2088.
  3815 Highway 1 North, Suite 108
  Cocoa, FL
  Telephone: 321-637-7980

- Collective Bargaining Agreement between Space Mark, Inc. and

  International Brotherhood of Electrical Workers
  AFL-CIO, Local Union No. 2088
  3815 Highway 1 North, Suite 108
  Cocoa, FL
  Telephone: 321-637-7980

- Collective Bargaining Agreement between Johnson Controls World Services, Inc. and

  Motion Picture and Video Tape Laboratory Technicians, Allied Crafts and
  Government Employees, Local 780
  125 North Brevard Avenue
  Cocoa Beach, FL 32931
  Telephone: 321-784-0231

  And

  International Cinematographers Guild, Local 600,
  7463 Conroy-Windermere Road, Suite A
  Orlando, FL 32835-3429
  Telephone: 407-295-5577

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J-4
Award Fee Plan

For

Kennedy Space Center Integrated Communications Services (KICS)

I. INTRODUCTION

The Award Fee Evaluation Plan defines the process by which the government will encourage and reward the contractor for safe, high quality, cost effective performance in fulfilling the contract requirements. The Award Fee evaluation process is composed of an objective as well as a subjective assessment by the government and applies to all contract line item numbers.

The potential fee earned will be based upon the contractor's performance measured against objective performance criteria in areas of safety, technical, cost performance, and management effectiveness. A subjective assessment will be made based upon Areas of Emphasis (AOE) and customer satisfaction. The fee is intended to facilitate contractor performance in several ways. The first way is to encourage the contractor to meet and exceed communication asset service level support. The second way is to encourage effective government/contractor, contractor/other KSC contractor working relationships and cooperation. Additionally, the award fee is intended to stimulate overall process improvements initiatives for the KICS contract.

Each fee evaluation rating is discrete and final. Unearned fee in a given period is lost and cannot be reassessed or moved into subsequent fee evaluation periods for consideration. An overall performance evaluation and fee determination of zero shall be made for any evaluation period when there is a major breach of safety or security as defined in NFS 1852.223-75, Major Breach of Safety or Security.

II. EVALUATION PROCEDURES

Award fee will be determined semiannually in accordance with the KDP-KSC-P-2402, Award Fee Evaluation Process. The Award Fee Board (AFB) will review and consider the summary evaluation report prepared by the Contracting Officer's Technical Representative (COTR), and additional contractor data, if any. The COTR will be the focal point for the accumulation and development of Award Fee evaluation reports, reviews, and presentations, as well as discussions with contractor management on Award Fee matters.

Performance metrics and AOEs will be established for each evaluation period and communicated by the Contracting Officer to the contractor at least 30 calendar days prior to the start of the evaluation period.

The contractor's performance will be assessed at the mid-point of each evaluation period. Contractor performance levels which require remedial attention, or which may adversely affect Award Fee ratings, will be made known to the contractor by the COTR.

Within 30 calendar days following each evaluation period, the COTR will prepare a summary report on the evaluation of the contractor's performance based on, but not limited to, all government surveillance data, AOEs and contractor furnished data. The contractor will be furnished a copy of the evaluation report for the period. Within 5

working days from receipt of the evaluation report, the contractor may submit additional data relevant to the performance evaluation in writing to the COTR. The contractor also has the option of making a presentation to the Fee Determination Official (FDO) on that period's performance.

The award fee plan may be revised unilaterally by the government prior to the beginning of any rating period. Any changes made to the metrics and AOEs occurring within the evaluation period for which the metric is measured or the AOE is applied shall require mutual agreement of the government and contractor.

A. Evaluation Criteria

The Government will use objective and subjective criteria as a basis for arriving at the Award Fee score. Objective metrics will be used to measure the contractor's performance and assist the government in the Award Fee evaluation process. The contractor's performance against the metrics combined with the government's subjective assessment will be used to arrive at an overall Award Fee score.

B. Award Fee

The first award fee category encourages the contractor focus on overall safety, technical, cost performance, management effectiveness, customer satisfaction and areas of emphasis.

The Government will use objective criteria as a basis for arriving at an award fee for safety, technical, cost performance and management effectiveness. The maximum possible award fee score for these factors is 70 points. This part of the award fee score will be determined from the contractor's performance of the metrics described in the contract surveillance plan. If the contractor meets all applicable metrics for the evaluation period, the portion of the award fee score associated with safety, technical, cost performance, and management effectiveness awarded will be 70 points. If the contractor does not meet all applicable metrics for the evaluation period, the FDO will consider the significance of the failure and determine the score based on objective and subjective criteria.

The remaining award fee encourages contractor to focus on customer satisfaction and AOEs. The Government will use subjective criteria as a basis for arriving at the award fee score for these factors. The maximum possible award fee score for these factors is 30 points. Subjective criteria will include considerations for process improvement initiatives, maintaining excellent business relationships with the government as well as the other contracting organizations at the Kennedy Space Center, and overall responsiveness to dynamic support requirements. Table J4-1 summarizes the Award Fee Basis and associated point allocation.

Award Fee Basis	Point Allocation
Safety	
Technical	
Cost Performance	
Management Effectiveness	
Sub-total	**70**
Areas of Emphasis	
Customer Satisfaction	
Sub-total	**30**
Total Points	**100**

Table J4-1: Award Fee Basis

III. Numerical ranges, adjective definitions, and score conversion matrix

Table J4-2 provides numerical ranges and adjective definitions used to define the various levels of performance under the contract.

Table J4-3 provides the associated score conversion chart to be used for award fee determination under the contract.

Table J4-2: Numerical Ranges and Adjective Definitions

ADJECTIVE RATING	RANGE OF POINTS	DESCRIPTION
Excellent	100 - 91	Of exceptional merit; exemplary performance in a timely, efficient and economical manner; very minor (if any) deficiencies with no adverse effect on overall performance.
Very Good	90 – 81	Very effective performance, fully responsive to contract; contract requirements accomplished in a timely, efficient and economical manner for the most part; only minor deficiencies.
Good	80 – 71	Effective performance; fully responsive to contract requirements; reportable deficiencies, but with little identifiable effect on overall performance.
Satisfactory	70 – 61	Meets or slightly exceeds minimum acceptable standards; adequate results; reportable deficiencies with identifiable, but not substantial, effects on overall performance.
Poor/Unsatisfactory	60 – 0	Does not meet minimum acceptable standards in one or more areas; remedial action required in one or more areas; deficiencies in one or more areas which adversely affect overall performance.

Combined Award Fee Score		Percentage of Available Fee
100	Excellent	100.0
99		99.0
98		98.0
97		97.0
96		96.0
95		95.0
94		94.0
93		93.0
92		92.0
91		91.0
90	Very Good	90.0
89		89.0
88		88.0
87		87.0
86		86.0
85		85.0
84		84.0
83		83.0
82		82.0
81		81.0
80	Good	80.0
79		79.0
78		78.0
77		77.0
76		76.0
75		75.0
74		74.0
73		73.0
72		72.0
71		71.0
70	Satisfactory	70.0
69		69.0
68		68.0
67		67.0
66		66.0
65		65.0
64		64.0
63		63.0
62		62.0
61		61.0
60 and below	Poor/Unsatisfactory	60.0

Table J4-3: Score Conversion Chart

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J-5
Surveillance Plan

For

Kennedy Space Center Integrated Communications Services (KICS)

1.0 INTRODUCTION

1.1 Background: This Surveillance Plan for the KICS has been developed to describe the government's general plan in providing effective and systematic surveillance and reporting of all aspects of KICS contract performance. This plan recognizes the responsibility of the contractor to carry out its own quality control obligations in the performance of this contract. Surveillance will be accomplished via insight and oversight into the contractor's performance against requirements listed in the Performance Work Statement (PWS) and performance standards listed in this plan. In addition to meeting the PWS requirements, the contractor is responsible for providing services that meet or exceed the following overarching KICS contract objectives.

- Providing safety, health, and environmental stewardship
- Providing quality communication systems with no impacts to operational activities
- Providing flexible communication resources to meet customer requirements
- Providing personnel and processes that are timely and responsive to customer needs
- Providing expertise in communication systems
- Modernizing KSC communication systems infrastructure
- Delivering communication services within contract value
- Providing state of the art technology in communication systems
- Beginning and finishing projects on schedule and within budget
- Providing communications infrastructure stewardship
- Managing costs, including labor rates and indirect cost growth

The contractor's degree of success in achieving these objectives will be measured as indicators of contractor performance and will be the foundation of the award fee evaluation.

1.2 Responsibilities: Responsibilities for each entity involved in KICS surveillance and performance evaluation are described below.

1.2.1 The KICS Contracting Officer (CO) is responsible for contract management and ensuring compliance with the terms of the contract.

1.2.2 The primary function of the Contracting Officer's Technical Representative (COTR) is to serve as the technical liaison between the contractor and the CO. The COTR is responsible for monitoring the contractor's performance and delivery of the final product and/or services under the contract. The COTR is responsible for assimilating performance surveillance data summaries into a performance/ award fee report and presenting to the Award Fee Board (AFB) including the Fee Determining Official (FDO).

1.2.3 The CO/COTR will maintain insight into the KICS contractor performance using performance monitors and specific metrics for their area of responsibility. The COTR

provides centralized direction to the various performance monitors, initiates the call for input from performance monitors, consolidates all findings into a performance assessment, and presents the findings/assessments to the CO, AFB, and FDO.

1.3 Documentation: The contractor provides contract assessment reports and contract deliverables to the government. The government will integrate the surveillance data and prepare a variety of reports and presentations.

2.0 SURVEILLANCE METHODOLOGY

Surveillance will be accomplished through continual monitoring and verification of contract performance. Surveillance can be performed using an insight, oversight (first-time, high risk and out-of-family operations) or a combination mode as determined by the government using a risk-based decision process. There are a variety of surveillance tools including, but not limited to: customer feedback, management information systems, audits/checklists, metrics, sampling, observation, inspection, review, and analysis.

2.1 Surveillance Tools: The following is a description of the surveillance tools that may be used by the government. This list of tools is not exhaustive. If it becomes evident that additional tools are necessary and available, they may be added to the list. It is anticipated that the type of surveillance method utilized will be based on relative risk of the technical area. For example, the more critical the area, the more intrusive the method of surveillance. However, the government can use any of these tools at any time for any of the technical areas.

2.1.1 Customer feedback is a reactive tool based on input from the customers with the primary purpose to provide performance feedback to the government. This tool may be used as an indicator to increase government surveillance through use of different surveillance tools. Customer feedback will generally not be the only tool used for critical processes and activities.

2.1.2 Management Information Systems (MIS) provide proactive insight into contractor performance through assessment of contractor or government generated data. The data and output of the MIS will be validated as necessary by the government to assure that it is factual and accurately reflects the contractor's performance.

2.1.3 Audits/Checklists are used to conduct surveys and perform audits to gather inputs to determine whether or not a service is being provided in accordance with contract requirements. Survey checklists are used to gather subjective inputs to determine whether or not a service was adequately provided. Surveys collect personal judgments and may not necessarily reflect the quality of the service. Audit checklists are used to collect findings of fact related to contract requirements.

2.1.4 Metrics are performance indicators provided by the contractor or generated by the government. The metrics proposed by the Offerors shall be reviewed, refined and agreed

to by the government using a combined KICS/IT&C Integrated Product Team (IPT). The IPT shall review proposed or existing metrics, create new metrics or other performance indicators, develop additional contract monitoring surveillance methods to effectively monitor financial, technical, schedule, security or other aspects of the KICS activities. The IPT review and final government approval shall be completed within 9 months of contract award. The metrics will be periodically evaluated for appropriateness and effectiveness throughout contract duration. In most cases, the contractor will generate the data in order to manage their processes.

2.1.5 Sampling is a quantitative approach that involves statistically based random checks of the contractor's data or work performance. The purpose of these random checks is to validate that data is factual and that work performance meets contract or contractor-specified requirements.

2.1.6 In-depth observation entails directly observing the contractor during performance of work. This tool may be used where work involves tasks which present high risk to program assets; however, use of the tool is not limited to such critical activities. This surveillance method does not represent a constraint to the contractor's authority to proceed or perform work. In-depth observation allows the government to have real-time insight into contractor performance.

2.1.7 Inspection is an in-line function in which the government reviews and approves a specific contractor product or service. Inspection indicates approval and acceptance of a contractor requirement by the government and may present a constraint to the contractor's authority to proceed or perform work. The government may choose to use this surveillance technique due to high risk to program assets and a need to assure that performance is demonstrated.

2.1.8 Review of all processes, design documentation, and integration plans associated with design, development and integration of information technology products will be considered part of the evaluation criteria. The government will participate in the formal design reviews as part of the evaluation insight.

2.1.9 Analysis of all communication services provided, contractor processes, planning, and project management will be considered part of the evaluation criteria. The government may use this technique to ascertain the level of performance provided by the contractor.

2.2 Assessment: The government conducts continuous assessments of the contractor's performance. Performance assessments include the review of customer feedback and contractor performance data gathered utilizing the tools referenced in Section 2.1 herein. The data is analyzed to determine the level of performance. The validity and accuracy of contractor provided data will be verified by the government either through surveillance of activities or through review of each data element. These assessments ensure receipt of the quantity and kinds of products and services required by the contract and will become inputs for the evaluation of contractor performance. The performance metrics described in

this surveillance plan will become the first official set of performance metrics. Performance metrics will be aligned with the objectives identified in Section 1.1 herein. Award Fee metrics will be reviewed and modified as required through partnering. Partnering will continue throughout the life of the contract to ensure that Award Fee metrics remain valid and relevant to government priorities and contractor performance.

2.3 Evaluation: The COTR, in conjunction with the CO, is responsible for summarizing the contractor's performance utilizing the surveillance inputs to assess and report the level of contractor performance in meeting the KICS objectives. All data gathered as part of this surveillance process using the methods described will be considered in the evaluation. This data will also be used as part of the Award Fee evaluation.

PERFORMANCE STANDARDS SUMMARY

The following summarizes examples of performance standards for specific PWS tasks. Additional metrics based upon areas of emphasis and specific task orders will be included as performance metrics. Lack of inclusion in Table J5-1 in no way relieves the contractor of the obligation to perform all mission support elements and delineated tasks. Examples provided below are representative of performance criteria that will be incorporated into the final government performance surveillance plan. The actual criteria incorporated into the contract will be determined by the government and may include the methodologies, approaches, and levels of expected performance as proposed by the offeror.

The following is a description of the service level metrics that will be used as part of the surveillance metrics.

Level I Service

Description: Level I service commitments do not require work packages. Examples include but are not limited to the items below:

- DNS registration or IP address assignment
- Port status changes (enable/disable, speed, duplex)
- Mission support re-patching in communication rooms
- Radio provisioning and/or programming (request/drop-off/pickup)
- Channel 60 program scheduling, reproduction or studio production (to be scheduled)
- Telephone move, add or change with existing equipment at both locations

Criteria: Level I service commitments are service based, do not require work packages, and should be completed in accordance with Table J5-2.

1. Documented standard Internal Operating Procedure (IOP) to perform.
2. Can be accomplished without dispatch of personnel to the field or with minimum number of service technicians.

Level II Service

Description: Level II service commitments shall not require system/network outages to perform, nor require updates to system equipment configuration files. Examples of Level II service commitments are:

- Additions, moves and changes of customer interfaces or cables

Criteria: Level II service commitments are system service based, require work packages, and should be completed in accordance with Table J5-2.

1. Requires cable installation work in supported facilities
2. Requires Bill of Materials and/or equipment from ready reserve
3. Requires documentation updates to interface or cable drawings
4. No impact to system/network availability or performance
5. Audio installation in existing facilities or mobile radio installation

Level III Service

Description: Level III service commitments require engineering work packages and updates to system equipment configuration files.

Examples are:

- Service to new facility or area
- Expansion of existing infrastructure

Criteria: Level III service commitments are system service based, require engineering work packages, and should be completed in accordance with Table J5-2 provided there is no dependency on outside service organization (i.e.: electrical, external communication circuits, etc).

Level IV Service

Description: Level IV service commitments require engineering work package for relocation of existing communication services for completion by the agreed upon user need date. Level IV service commitments include but are not limited:

- Relocation of existing communications services

Criteria: Level IV requires engineering work package for relocation of existing communication services. Level IV service requires coordination with and dependency upon other KSC contractors to complete the prescribed work.

1. Project coordinated through official KSC Major Move Committee and Program Projects
2. Requires deployment or reconfiguration of existing system infrastructure
3. Requires updates or modification to premises wiring or cable plant
4. Requires documentation updates

The following table describes the metrics that will be used for determining award fee.

System	Availability Standard of Excellence (1)	Availability Expectation (1)	Trouble Resolution Standard of Excellence (1)	Trouble Resolution Expectation (1)	Adds/Moves/ & Changes Criteria: I, II, III & IV Standard of Excellence (1)	Adds/Moves/ & Changes Criteria: I, II, III &IV Expectation (1)	Customer Satisfaction Standard of Excellence (1)	Customer Satisfaction Expectation (1)
Voice Communications	99.9%	99%	95% 10 Work Hrs	90% 10 Work Hrs	95%	90%	90%	85%
Video & Visual Imaging	99.9%	99%					90%	85%
Transmission	99.9%	99.5%	95% 10 Work Hrs	90% 10 Work Hrs	95%	90%	90%	85%
Outside Cable Plant	99.99% Filled 90.0% Air Core 99.975% TC 99.5% TB	99.95% Filled 85.0% Air Core 99% TC & TB	95% OSP 3 Work days 95% TC 8 Work Hours TB 5 min response, 1 hr resolution	90% 5 Work days 90% TC 8 Work Hours TB 30 min response 2 hr resolution			90%	85%
Admin Phones	99.999%	99.998%	95% 8 Work Hrs 100% within 36 hours	90% 8 Work Hrs 100% within 48 hours	95%	90%	90%	85%
Institutional Computer Networks	99.99%	99.9%			95%	90%	90%	85%
Network IT Security	99.99%	99.9%	Response 5x16 30 min Non duty 2 hrs	Response 5x16 1 hr Non duty 4 hr			90%	85%

Note 1: In all cases the level of service shall not impact safety, mission success or major program/ project milestone.

Table J5-1: KICS Service Metrics

Type	System	Service	Time to Implement
Voice	OIS-D	Install or relocate OIS-D unit in facility that currently has OIS-D capability	14 calendar days
Voice	OIS-D	Install or relocate speaker on an installed OIS-D unit	14 calendar days
Voice	Paging and Area Warning	Install or relocate Paging speaker in facility that currently has paging capability	14 calendar days
Voice	VDMS	Establish data circuit	14 calendar days
Video	BCDS	Normal service connection adds, moves and deletes in facility that currently has BCDS capability	14 calendar days for requests less than 20 drops. 28 calendar days otherwise
Cable	Telecomm	Add, move or delete telephone circuit	14 calendar days for requests less than 20 drops. 28 calendar days otherwise
Cable	Telecomm	Add, move or delete routine circuit	28 calendar days
Cable	Telecomm	Add, move or delete non-routine circuit	35 calendar days
Transmission	Transmission (Non-ATM)	Establish new circuit	35 calendar days
Transmission	ATM	Establish new circuit	14 calendar days
Networks	Networks	Activate CFP in wired facility	24 hours
Networks	Networks	Activate CFP in non-wired facility	14 calendar days for requests less than 20 drops. 28 calendar days otherwise
Networks	Remote Access	Activation of Approved Remote Access Account/Service	3 calendar days – Standard Account
Networks	IP address	Obtain ID and allocation of new IP addresses	2 hours
Security	Perimeter Security	Activation of Approved Perimeter Access Control Change Request	7 calendars days – Standard Request

Table J5-2: Communication Standard Service Delivery Standards

Type	System	Service	Time to Implement
Security	Perimeter Security	Activation of Approved Perimeter Access Control Change Request	2 Working Days – Priority Request (NTE 10% of total requests)
Security	Perimeter Security	Activation of Approved Perimeter Access Control Change Request	4 Working Hours– Priority Expedite Request (NTE 2% of total requests)

Table J5-2: Communication Standard Service Delivery Standards (continued)

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J-5
Government Furnished Property

For

Kennedy Space Center Integrated Communications Services (KICS)

APPENDIX J-5
GOVERNMENT-FURNISHED PROPERTY

Worksheet "Operational Assets" and "Telephone port and end location list" identifie Government Furnished Property (GFP) for communications systems which will be t responsibility of KICS. After award the contractor shall operate, maintain, sustain, upgrade, control and manage all communications assets assigned under the contract contract.

Additional plant equipment which does not meet the criteria for accountability under the NEMS system (under $1000; not on sensitive list) will also be provided at contract award. The contractor shall replace this plant equipment as necessary for use in the performance of this contract.

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Appendix 6
Work Breakdown Structure

For

Kennedy Space Center Integrated Communications Services (KICS)

1.0 Work Breakdown Structure (WBS), Work and Financial Reporting

1.1 Report Costs for Customer Organization

The costs incurred under this contract should be organized in such a manner to allow the customer community to see their cost, down to the system, project and task level. The goal is to allow each customer to identify where their funds are being expended to meet their service needs. The expectation is that the customer community will use this data to understand their communications utilization, understand what is driving their costs, and identify areas where they see a potential for improvement. In addition, costs should be aggregated across customers, by system to the third level of the WBS. This will allow system managers to address system wide costs across the contract by WBS element.

Costs shall be reported by customer and WBS element to the third level of the WBS. Provisions shall be made to allow costs to be collected by government provided cost allocation as well as by special projects or activities that make use of standard services. In addition, a cost summary shall be provided that sums all costs to the third level by WBS Element.

1.2 WBS and Cost Assignment

The WBS is organized by system, sub-system and work performed. Work will take place in a physical location. This location (site, facility, room) is necessary to schedule/assign work, and is a key component cost assignment. Work tasking information will include: sub-system to be operated upon, physical location of system to be operated upon and the specific task(s) to be performed. Reporting includes the task information and the resources expended to perform or support the task. Cost is assigned based upon WBS element and location. A listing of possible work locations, their associated customer(s), and the cost sharing allocation to be applied will be maintained by the contractor and updated by the Government on a quarterly basis. The current cost sharing allocation is located in the bidders library.

Resource utilization will be assigned to a customer or customers based upon a combination of the work performed, the work location and that locations related occupancy/responsibility. Project or mission support activities outside of normal operations will carry a unique project code that supersedes the work location cost assignment and allow cost collection and reporting by project and WBS element. These project codes will be related to specific customer(s) and will provide the necessary cost sharing allocation information.

1.3 ID/IQ Services

A stated goal of the KICS contract is to move KSC towards a service model for communications activities. The end state will be a fixed price catalogue of communications services. When this point is reached for a first or second level WBS element, the WBS will stop at that point. There will be no further detail below that level.

At this time, there are only two components of the WBS that are at that level. These are the Administrative Phones and the DOD Technical Multi-media Support. There is no corresponding third level WBS for Administrative Phones and DOD Technical Multi-media Support. These elements are identified in the WBS with and ID/IQ label following the element title.

Example 1: Provide additional OIS units to 3 rooms in the SSPF.
The WBS element would be:

> WBS 03.01.02Voice Communication Systems; Operational Intercommunication System (OIS-D); Activation/Validation

The Location Code would be SSPF (or facility number) and the room number. Based upon this data, the customers associated with the SSPF (either entire facility or that room) would be assigned the associated cost. The Summary report would show the cost under the WBS totals as a part of total Phone activation validation costs. The Customer would see their cost and have visibility to the nature of the cost.

Example 2: Provide XA (Public Affairs) support for VIP Launch Visitors.
Multiple WBS elements would be utilized, including:

- WBS 03.01.02Voice Communication Systems; Operational Intercommunication System (OIS-D); Activation / Validation
- WBS 03.04.03 Video & Visual Imaging; Public Affairs Television; Operations
- WBS 02.04.03 Voice Communications; Radio Systems; Operations

The location codes for these activities would all vary based upon the location. However, the XA project code would be used to identify and collect costs associated with the activity. The Summary report would show the cost under the associated WBS elements. The Customer Organization (XA) would see the costs under their project code and have visibility to the nature of the cost.

2.0 WBS Structure Organization

2.1 Level I - Major system

Top-level major systems

2.2 Level II - Subsystem

This will vary by WBS, but will consist of major subsystems within each WBS.

2.3 Level III - Activity

Every Level I/II WBS will contain the following standard Level III work elements.

.01 Design and Development

Support for Design and Development efforts including Sustaining Engineering to directly support WBS element.

.02 Activation, Validation

Support for Installation, Activation, and Validation of new operational systems or services in WBS element.

.03 Systems Operations

Support day-to-day operations of WBS element. Including test monitoring, system monitoring, mission support.

.04 Maintenance

Maintenance including preventative maintenance, troubleshooting, repair, and return to service.

.05 Logistics

Support for logistics, procurement, equipment lease, property management, and depot level maintenance for WBS element. Equipment and License Maintenance and Service Contracts for WBS element.

.06 Facilities

Support for modifications, move costs, facility lease, furniture, utilities for WBS Element.

.07 Training

Contract Personnel Training, End User Training, for WBS Element.

.08 Project management

Management Team, WBS Item Project Management for WBS Element.

.09 Studies

Support for specific tasking related to feasibility development for WBS Element.

.10 IDIQ Service and Materials

IDIQ Systems and Services provided by WBS element (once packaged as services).

.99 Misc.

Specific Items not allowed above. One time charges in support of WBS Element.

3.0 KICS Level I and Level II WBS Structure

WBS 01 KICS Contract Management

01.01 Management

Project Control, Business Management

01.02 Logistics

01.03 Configuration Management

Integration Board

01.04 S&MA

WBS 02 Voice Communication Systems [PWS Attachment J-1, Section 4.2.1]

02.01 Operational Intercommunication System (OIS-D)

02.02 Quintron Operational Intercommunication System (OIS-Q)

02.03 Paging and Area Warning System (P/AWS)

02.04 Radio Systems

02.05 Audio Distribution System

02.06 Voice Distribution Management System (VDMS)

02.07 Astrocomm System

02.08 Voice Recording System

02.09 Public Affairs Audio Systems

WBS 03 Video and Visual/Imaging Systems [PWS Attachment J-1, Section 4.2.2]

03.01 Launch Complex 39 Shuttle Operations Television

03.02 Electronic Security Systems (ESS-AC) Closed Circuit Surveillance Television

03.03 Payloads Operational Television

03.04 KSC Public Affairs Television (KSCTV)

03.05 Broadband Communications Distribution System (BCDS)

03.06 Timing & Countdown (T&CD)

03.07 Photo Optical Control Systems (POCS)

03.08 KSC/NASA Digital Photo Services Support

03.09 Commercial ELV Photo Support

03.10 DOD Technical Multi-media Support – ID/IQ

WBS 04 Transmission Systems [PWS Attachment J-1, Section 4.2.3]

04.01 T-Carrier/SONET Multiplex System

04.02 Asynchronous Transfer Mode (ATM) Transmission System (ATXS)

04.03 Fiber Optic Systems

SONET

04.04 Remote Monitoring and Monitoring System (RMAS)

04.05 Transmission System Services

Scheduling, End User Support, timing, Requirements Management,

WBS 05 Cable Systems [PWS Attachment J-1, Section 4.2.4]

05.01 Inside Plant – Telecom

Premise wiring, conduit, copper, fiber optic systems, test board support, circuit monitoring,

05.02 Outside Plant

Wide area cables, conduit, copper, fiber optic systems, underground utilities location, circuit monitoring,

WBS 06 Administrative Phones [PWS Attachment J-1, Section 4.2.5]

06.01 Telephone Systems – ID/IQ

911 emergency service, operator service, FTS/CCAFS/Local interface, voice mail, conference calling, firewall, VoIP, conference room sound suppression, Phone Switch, End Instruments, Cable Plant Interface, Collaboration Servers, User Support, Scheduling

WBS 07 Network Systems [PWS Attachment J-1, Section 4.2.6]

07.01 Network Hardware

Switches, Routers, Hubs, Cable Plant interface Equipment, Wireless, Smart Cards, Terminal Services

07.02 Network Services

Scheduling, remote access, DHCP, DNS, IP Database, authentication services, certificate management, Requirements Management, End User Support

WBS 08 IT and Communication Security [PWS Attachment J-1, Section 4.2.7]

08.01 IT and Communication Security Operations

Firewalls, Intrusion Detection & Monitoring, Plans, Call Lists, External Access, Security Scanning, Scheduling

08.02 Incident Response

Incident Response Teams

WBS 09 IDIQ Specialized Services [PWS Attachment J-1, Section 5.0]

09.01 System Administrator Services

09.02 Help Desk Services

09.03 System Engineering Services

09.04 Subsystem Engineering Services

09.05 Technical Support Services

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J-2
Communication Demarcation Points

For

Kennedy Space Center Integrated Communications Services (KICS)

Communication Demarcation Points

The following table identifies the major demarcation points for communications interfaces to systems under the responsibility of others. The contractor shall effectively interface and operate with entities external to KICS to ensure communications services successfully interoperate.

System	Demarcation Points
Shuttle Forward Link	NISN Circuits at CD&SC Room 104
	LPS/RPS at Building LCC Room 4R10
NISN Circuits (includes East/West Range Video Comm.)	NISN Circuit at CD&SC Rm. 104
	Various Customers /CCAFS at Hanger AE Room 1025
	Customers at Eastern Range Comm. Circuit Term. Bldg.
	Various Customers at MILA
KSC TV	Uplink to NASA Satellite at CD&SC Satellite Dish
	Broadcast Networks at KSC Press Site, Multiple Interfaces
	Press and Commercial Service at Press Site, Multiple Interfaces
Electronic Security Surveillance (ESS-AC)	JBOSC Security Consoles (JCCC) at LCC 1P10
	USAF Video associated with ESS-AC at LCC 1P10
	other security offices at KSC as required
East/West Range Video Comm	Eastern Range Comm. Circuit Termination Bldg.
	CCAFS at Hanger AE Room 1025
Photo Services	CSR at Metric Instrumentation Sites
Admin. Phones	Time Warner Telecom. I/F at CD&SC Room 128
	BellSouth I/F at CD&SC Room 128
Outside Cable Plant/Transmission	CCAFS at Banana River Repeater Station Bldg.
	CCAFS at Beach TIP Shack Bldg.

Outside Cable Plant/Transmission (cont.)	Various Commercial Service at Gate 3 Site, Splice in Ground
	Air Force at TPQ18 Site
	Various Commercial Service at State Road 3/U.S. 1 Site, Splice
	State of Florida and/or Current Tenant at RLV Hangar
	State of Florida and/or Current Tenant at SERPL
	Various Commercial Service at Gate 2 Site, Splice in Ground
	Various Commercial Service at Gate 2 Site, Gate Building
	State of Florida or Current Tenant Research Park, Central Office
	Delaware North at Visitor Center Bldg. M6-410 Rm. 1144
	Delaware North at Apollo Saturn V Center J6-1924 Rm. 1418
	Delaware North at Tour Observation Tower
	Press and Commercial Service at Press Site, Multiple Interfaces
	Press and Commercial Service at SLF Mid Field View. Site
	Misc. Government Agencies (I.e. FAA) at SLF Control Tower
	Various NASA Centers at MILA Rm. 113
	Various NASA Centers at Gateway Building Rm. 105 & 114
	CCAFS at TEL-4 Site
Institutional Computer Networks/KSC Firewall	Customer Cable
	ISO West at Gateway Bldg. Room 106
	ISO East Router Hanger AE Room 1025

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J-3
Wage Determination

For

Kennedy Space Center Integrated Communications Services (KICS)

(To be Provided)

Copies of Collective Bargaining Agreements between incumbent contractors and the following unions may be obtained from Local Offices noted below.

- Collective Bargaining Agreement between Command Technologies, Inc. and

  International Brotherhood of Electrical Workers,
  AFL-CIO, Local No. 2088.
  3815 Highway 1 North, Suite 108
  Cocoa, FL
  Telephone: 321-637-7980

- Collective Bargaining Agreement between Space Mark, Inc. and

  International Brotherhood of Electrical Workers
  AFL-CIO, Local Union No. 2088
  3815 Highway 1 North, Suite 108
  Cocoa, FL
  Telephone: 321-637-7980

- Collective Bargaining Agreement between Johnson Controls World Services, Inc. and

  Motion Picture and Video Tape Laboratory Technicians, Allied Crafts and
  Government Employees, Local 780
  125 North Brevard Avenue
  Cocoa Beach, FL 32931
  Telephone: 321-784-0231

  And

  International Cinematographers Guild, Local 600,
  7463 Conroy-Windermere Road, Suite A
  Orlando, FL 32835-3429
  Telephone: 407-295-5577

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J-4
Award Fee Plan

For

Kennedy Space Center Integrated Communications Services (KICS)

I. INTRODUCTION

The Award Fee Evaluation Plan defines the process by which the government will encourage and reward the contractor for safe, high quality, cost effective performance in fulfilling the contract requirements. The Award Fee evaluation process is composed of an objective as well as a subjective assessment by the government and applies to all contract line item numbers.

The potential fee earned will be based upon the contractor's performance measured against objective performance criteria in areas of safety, technical, cost performance, and management effectiveness. A subjective assessment will be made based upon Areas of Emphasis (AOE) and customer satisfaction. The fee is intended to facilitate contractor performance in several ways. The first way is to encourage the contractor to meet and exceed communication asset service level support. The second way is to encourage effective government/contractor, contractor/other KSC contractor working relationships and cooperation. Additionally, the award fee is intended to stimulate overall process improvements initiatives for the KICS contract.

Each fee evaluation rating is discrete and final. Unearned fee in a given period is lost and cannot be reassessed or moved into subsequent fee evaluation periods for consideration. An overall performance evaluation and fee determination of zero shall be made for any evaluation period when there is a major breach of safety or security as defined in NFS 1852.223-75, Major Breach of Safety or Security.

II. EVALUATION PROCEDURES

Award fee will be determined semiannually in accordance with the KDP-KSC-P-2402, Award Fee Evaluation Process. The Award Fee Board (AFB) will review and consider the summary evaluation report prepared by the Contracting Officer's Technical Representative (COTR), and additional contractor data, if any. The COTR will be the focal point for the accumulation and development of Award Fee evaluation reports, reviews, and presentations, as well as discussions with contractor management on Award Fee matters.

Performance metrics and AOEs will be established for each evaluation period and communicated by the Contracting Officer to the contractor at least 30 calendar days prior to the start of the evaluation period.

The contractor's performance will be assessed at the mid-point of each evaluation period. Contractor performance levels which require remedial attention, or which may adversely affect Award Fee ratings, will be made known to the contractor by the COTR.

Within 30 calendar days following each evaluation period, the COTR will prepare a summary report on the evaluation of the contractor's performance based on, but not limited to, all government surveillance data, AOEs and contractor furnished data. The contractor will be furnished a copy of the evaluation report for the period. Within 5

working days from receipt of the evaluation report, the contractor may submit additional data relevant to the performance evaluation in writing to the COTR. The contractor also has the option of making a presentation to the Fee Determination Official (FDO) on that period's performance.

The award fee plan may be revised unilaterally by the government prior to the beginning of any rating period. Any changes made to the metrics and AOEs occurring within the evaluation period for which the metric is measured or the AOE is applied shall require mutual agreement of the government and contractor.

A. Evaluation Criteria

The Government will use objective and subjective criteria as a basis for arriving at the Award Fee score. Objective metrics will be used to measure the contractor's performance and assist the government in the Award Fee evaluation process. The contractor's performance against the metrics combined with the government's subjective assessment will be used to arrive at an overall Award Fee score.

B. Award Fee

The first award fee category encourages the contractor focus on overall safety, technical, cost performance, management effectiveness, customer satisfaction and areas of emphasis.

The Government will use objective criteria as a basis for arriving at an award fee for safety, technical, cost performance and management effectiveness. The maximum possible award fee score for these factors is 70 points. This part of the award fee score will be determined from the contractor's performance of the metrics described in the contract surveillance plan. If the contractor meets all applicable metrics for the evaluation period, the portion of the award fee score associated with safety, technical, cost performance, and management effectiveness awarded will be 70 points. If the contractor does not meet all applicable metrics for the evaluation period, the FDO will consider the significance of the failure and determine the score based on objective and subjective criteria.

The remaining award fee encourages contractor to focus on customer satisfaction and AOEs. The Government will use subjective criteria as a basis for arriving at the award fee score for these factors. The maximum possible award fee score for these factors is 30 points. Subjective criteria will include considerations for process improvement initiatives, maintaining excellent business relationships with the government as well as the other contracting organizations at the Kennedy Space Center, and overall responsiveness to dynamic support requirements. Table J4-1 summarizes the Award Fee Basis and associated point allocation.

Award Fee Basis	Point Allocation
Safety	
Technical	
Cost Performance	
Management Effectiveness	
Sub-total	**70**
Areas of Emphasis	
Customer Satisfaction	
Sub-total	**30**
Total Points	**100**

Table J4-1: Award Fee Basis

III. Numerical ranges, adjective definitions, and score conversion matrix

Table J4-2 provides numerical ranges and adjective definitions used to define the various levels of performance under the contract.

Table J4-3 provides the associated score conversion chart to be used for award fee determination under the contract.

Table J4-2: Numerical Ranges and Adjective Definitions

ADJECTIVE RATING	RANGE OF POINTS	DESCRIPTION
Excellent	100 - 91	Of exceptional merit; exemplary performance in a timely, efficient and economical manner; very minor (if any) deficiencies with no adverse effect on overall performance.
Very Good	90 – 81	Very effective performance, fully responsive to contract; contract requirements accomplished in a timely, efficient and economical manner for the most part; only minor deficiencies.
Good	80 – 71	Effective performance; fully responsive to contract requirements; reportable deficiencies, but with little identifiable effect on overall performance.
Satisfactory	70 – 61	Meets or slightly exceeds minimum acceptable standards; adequate results; reportable deficiencies with identifiable, but not substantial, effects on overall performance.
Poor/Unsatisfactory	60 – 0	Does not meet minimum acceptable standards in one or more areas; remedial action required in one or more areas; deficiencies in one or more areas which adversely affect overall performance.

Combined Award Fee Score		Percentage of Available Fee
100	Excellent	100.0
99		99.0
98		98.0
97		97.0
96		96.0
95		95.0
94		94.0
93		93.0
92		92.0
91		91.0
90	Very Good	90.0
89		89.0
88		88.0
87		87.0
86		86.0
85		85.0
84		84.0
83		83.0
82		82.0
81		81.0
80	Good	80.0
79		79.0
78		78.0
77		77.0
76		76.0
75		75.0
74		74.0
73		73.0
72		72.0
71		71.0
70	Satisfactory	70.0
69		69.0
68		68.0
67		67.0
66		66.0
65		65.0
64		64.0
63		63.0
62		62.0
61		61.0
60 and below	Poor/Unsatisfactory	60.0

Table J4-3: Score Conversion Chart

RFP #03-HAW-001

J-5
Surveillance Plan

For

Kennedy Space Center Integrated Communications Services (KICS)

1.0 INTRODUCTION

1.1 Background: This Surveillance Plan for the KICS has been developed to describe the government's general plan in providing effective and systematic surveillance and reporting of all aspects of KICS contract performance. This plan recognizes the responsibility of the contractor to carry out its own quality control obligations in the performance of this contract. Surveillance will be accomplished via insight and oversight into the contractor's performance against requirements listed in the Performance Work Statement (PWS) and performance standards listed in this plan. In addition to meeting the PWS requirements, the contractor is responsible for providing services that meet or exceed the following overarching KICS contract objectives.

- Providing safety, health, and environmental stewardship
- Providing quality communication systems with no impacts to operational activities
- Providing flexible communication resources to meet customer requirements
- Providing personnel and processes that are timely and responsive to customer needs
- Providing expertise in communication systems
- Modernizing KSC communication systems infrastructure
- Delivering communication services within contract value
- Providing state of the art technology in communication systems
- Beginning and finishing projects on schedule and within budget
- Providing communications infrastructure stewardship
- Managing costs, including labor rates and indirect cost growth

The contractor's degree of success in achieving these objectives will be measured as indicators of contractor performance and will be the foundation of the award fee evaluation.

1.2 Responsibilities: Responsibilities for each entity involved in KICS surveillance and performance evaluation are described below.

1.2.1 The KICS Contracting Officer (CO) is responsible for contract management and ensuring compliance with the terms of the contract.

1.2.2 The primary function of the Contracting Officer's Technical Representative (COTR) is to serve as the technical liaison between the contractor and the CO. The COTR is responsible for monitoring the contractor's performance and delivery of the final product and/or services under the contract. The COTR is responsible for assimilating performance surveillance data summaries into a performance/ award fee report and presenting to the Award Fee Board (AFB) including the Fee Determining Official (FDO).

1.2.3 The CO/COTR will maintain insight into the KICS contractor performance using performance monitors and specific metrics for their area of responsibility. The COTR

provides centralized direction to the various performance monitors, initiates the call for input from performance monitors, consolidates all findings into a performance assessment, and presents the findings/assessments to the CO, AFB, and FDO.

1.3 Documentation: The contractor provides contract assessment reports and contract deliverables to the government. The government will integrate the surveillance data and prepare a variety of reports and presentations.

2.0 SURVEILLANCE METHODOLOGY

Surveillance will be accomplished through continual monitoring and verification of contract performance. Surveillance can be performed using an insight, oversight (first-time, high risk and out-of-family operations) or a combination mode as determined by the government using a risk-based decision process. There are a variety of surveillance tools including, but not limited to: customer feedback, management information systems, audits/checklists, metrics, sampling, observation, inspection, review, and analysis.

2.1 Surveillance Tools: The following is a description of the surveillance tools that may be used by the government. This list of tools is not exhaustive. If it becomes evident that additional tools are necessary and available, they may be added to the list. It is anticipated that the type of surveillance method utilized will be based on relative risk of the technical area. For example, the more critical the area, the more intrusive the method of surveillance. However, the government can use any of these tools at any time for any of the technical areas.

2.1.1 Customer feedback is a reactive tool based on input from the customers with the primary purpose to provide performance feedback to the government. This tool may be used as an indicator to increase government surveillance through use of different surveillance tools. Customer feedback will generally not be the only tool used for critical processes and activities.

2.1.2 Management Information Systems (MIS) provide proactive insight into contractor performance through assessment of contractor or government generated data. The data and output of the MIS will be validated as necessary by the government to assure that it is factual and accurately reflects the contractor's performance.

2.1.3 Audits/Checklists are used to conduct surveys and perform audits to gather inputs to determine whether or not a service is being provided in accordance with contract requirements. Survey checklists are used to gather subjective inputs to determine whether or not a service was adequately provided. Surveys collect personal judgments and may not necessarily reflect the quality of the service. Audit checklists are used to collect findings of fact related to contract requirements.

2.1.4 Metrics are performance indicators provided by the contractor or generated by the government. The metrics proposed by the Offerors shall be reviewed, refined and agreed

to by the government using a combined KICS/IT&C Integrated Product Team (IPT). The IPT shall review proposed or existing metrics, create new metrics or other performance indicators, develop additional contract monitoring surveillance methods to effectively monitor financial, technical, schedule, security or other aspects of the KICS activities. The IPT review and final government approval shall be completed within 9 months of contract award. The metrics will be periodically evaluated for appropriateness and effectiveness throughout contract duration. In most cases, the contractor will generate the data in order to manage their processes.

2.1.5 Sampling is a quantitative approach that involves statistically based random checks of the contractor's data or work performance. The purpose of these random checks is to validate that data is factual and that work performance meets contract or contractor-specified requirements.

2.1.6 In-depth observation entails directly observing the contractor during performance of work. This tool may be used where work involves tasks which present high risk to program assets; however, use of the tool is not limited to such critical activities. This surveillance method does not represent a constraint to the contractor's authority to proceed or perform work. In-depth observation allows the government to have real-time insight into contractor performance.

2.1.7 Inspection is an in-line function in which the government reviews and approves a specific contractor product or service. Inspection indicates approval and acceptance of a contractor requirement by the government and may present a constraint to the contractor's authority to proceed or perform work. The government may choose to use this surveillance technique due to high risk to program assets and a need to assure that performance is demonstrated.

2.1.8 Review of all processes, design documentation, and integration plans associated with design, development and integration of information technology products will be considered part of the evaluation criteria. The government will participate in the formal design reviews as part of the evaluation insight.

2.1.9 Analysis of all communication services provided, contractor processes, planning, and project management will be considered part of the evaluation criteria. The government may use this technique to ascertain the level of performance provided by the contractor.

2.2 Assessment: The government conducts continuous assessments of the contractor's performance. Performance assessments include the review of customer feedback and contractor performance data gathered utilizing the tools referenced in Section 2.1 herein. The data is analyzed to determine the level of performance. The validity and accuracy of contractor provided data will be verified by the government either through surveillance of activities or through review of each data element. These assessments ensure receipt of the quantity and kinds of products and services required by the contract and will become inputs for the evaluation of contractor performance. The performance metrics described in

this surveillance plan will become the first official set of performance metrics. Performance metrics will be aligned with the objectives identified in Section 1.1 herein. Award Fee metrics will be reviewed and modified as required through partnering. Partnering will continue throughout the life of the contract to ensure that Award Fee metrics remain valid and relevant to government priorities and contractor performance.

2.3 Evaluation: The COTR, in conjunction with the CO, is responsible for summarizing the contractor's performance utilizing the surveillance inputs to assess and report the level of contractor performance in meeting the KICS objectives. All data gathered as part of this surveillance process using the methods described will be considered in the evaluation. This data will also be used as part of the Award Fee evaluation.

PERFORMANCE STANDARDS SUMMARY

The following summarizes examples of performance standards for specific PWS tasks. Additional metrics based upon areas of emphasis and specific task orders will be included as performance metrics. Lack of inclusion in Table J5-1 in no way relieves the contractor of the obligation to perform all mission support elements and delineated tasks. Examples provided below are representative of performance criteria that will be incorporated into the final government performance surveillance plan. The actual criteria incorporated into the contract will be determined by the government and may include the methodologies, approaches, and levels of expected performance as proposed by the offeror.

The following is a description of the service level metrics that will be used as part of the surveillance metrics.

Level I Service

Description: Level I service commitments do not require work packages. Examples include but are not limited to the items below:

- DNS registration or IP address assignment
- Port status changes (enable/disable, speed, duplex)
- Mission support re-patching in communication rooms
- Radio provisioning and/or programming (request/drop-off/pickup)
- Channel 60 program scheduling, reproduction or studio production (to be scheduled)
- Telephone move, add or change with existing equipment at both locations

Criteria: Level I service commitments are service based, do not require work packages, and should be completed in accordance with Table J5-2.

1. Documented standard Internal Operating Procedure (IOP) to perform.
2. Can be accomplished without dispatch of personnel to the field or with minimum number of service technicians.

Level II Service

Description: Level II service commitments shall not require system/network outages to perform, nor require updates to system equipment configuration files. Examples of Level II service commitments are:

- Additions, moves and changes of customer interfaces or cables

Criteria: Level II service commitments are system service based, require work packages, and should be completed in accordance with Table J5-2.

1. Requires cable installation work in supported facilities
2. Requires Bill of Materials and/or equipment from ready reserve
3. Requires documentation updates to interface or cable drawings
4. No impact to system/network availability or performance
5. Audio installation in existing facilities or mobile radio installation

Level III Service

Description: Level III service commitments require engineering work packages and updates to system equipment configuration files.

Examples are:

- Service to new facility or area
- Expansion of existing infrastructure

Criteria: Level III service commitments are system service based, require engineering work packages, and should be completed in accordance with Table J5-2 provided there is no dependency on outside service organization (i.e.: electrical, external communication circuits, etc).

Level IV Service

Description: Level IV service commitments require engineering work package for relocation of existing communication services for completion by the agreed upon user need date. Level IV service commitments include but are not limited:

- Relocation of existing communications services

Criteria: Level IV requires engineering work package for relocation of existing communication services. Level IV service requires coordination with and dependency upon other KSC contractors to complete the prescribed work.

1. Project coordinated through official KSC Major Move Committee and Program Projects
2. Requires deployment or reconfiguration of existing system infrastructure
3. Requires updates or modification to premises wiring or cable plant
4. Requires documentation updates

The following table describes the metrics that will be used for determining award fee.

System	Availability Standard of Excellence (1)	Availability Expectation (1)	Trouble Resolution Standard of Excellence (1)	Trouble Resolution Expectation (1)	Adds/Moves/ & Changes Criteria: I, II, III & IV Standard of Excellence (1)	Adds/Moves/ & Changes Criteria: I, II, III &IV Expectation (1)	Customer Satisfaction Standard of Excellence (1)	Customer Satisfaction Expectation (1)
Voice Communications	99.9%	99%	95% 10 Work Hrs	90% 10 Work Hrs	95%	90%	90%	85%
Video & Visual Imaging	99.9%	99%					90%	85%
Transmission	99.9%	99.5%	95% 10 Work Hrs	90% 10 Work Hrs	95%	90%	90%	85%
Outside Cable Plant	99.99% Filled 90.0% Air Core 99.975% TC 99.5% TB	99.95% Filled 85.0% Air Core 99% TC & TB	95% OSP 3 Work days 95% TC 8 Work Hours TB 5 min response, 1 hr resolution	90% 5 Work days 90% TC 8 Work Hours TB 30 min response 2 hr resolution			90%	85%
Admin Phones	99.999%	99.998%	95% 8 Work Hrs 100% within 36 hours	90% 8 Work Hrs 100% within 48 hours	95%	90%	90%	85%
Institutional Computer Networks	99.99%	99.9%			95%	90%	90%	85%
Network IT Security	99.99%	99.9%	Response 5x16 30 min Non duty 2 hrs	Response 5x16 1 hr Non duty 4 hr			90%	85%

Note 1: In all cases the level of service shall not impact safety, mission success or major program/ project milestone.

Table J5-1: KICS Service Metrics

Type	System	Service	Time to Implement
Voice	OIS-D	Install or relocate OIS-D unit in facility that currently has OIS-D capability	14 calendar days
Voice	OIS-D	Install or relocate speaker on an installed OIS-D unit	14 calendar days
Voice	Paging and Area Warning	Install or relocate Paging speaker in facility that currently has paging capability	14 calendar days
Voice	VDMS	Establish data circuit	14 calendar days
Video	BCDS	Normal service connection adds, moves and deletes in facility that currently has BCDS capability	14 calendar days for requests less than 20 drops. 28 calendar days otherwise
Cable	Telecomm	Add, move or delete telephone circuit	14 calendar days for requests less than 20 drops. 28 calendar days otherwise
Cable	Telecomm	Add, move or delete routine circuit	28 calendar days
Cable	Telecomm	Add, move or delete non-routine circuit	35 calendar days
Transmission	Transmission (Non-ATM)	Establish new circuit	35 calendar days
Transmission	ATM	Establish new circuit	14 calendar days
Networks	Networks	Activate CFP in wired facility	24 hours
Networks	Networks	Activate CFP in non-wired facility	14 calendar days for requests less than 20 drops. 28 calendar days otherwise
Networks	Remote Access	Activation of Approved Remote Access Account/Service	3 calendar days – Standard Account
Networks	IP address	Obtain ID and allocation of new IP addresses	2 hours
Security	Perimeter Security	Activation of Approved Perimeter Access Control Change Request	7 calendars days – Standard Request

Table J5-2: Communication Standard Service Delivery Standards

Type	System	Service	Time to Implement
Security	Perimeter Security	Activation of Approved Perimeter Access Control Change Request	2 Working Days – Priority Request (NTE 10% of total requests)
Security	Perimeter Security	Activation of Approved Perimeter Access Control Change Request	4 Working Hours– Priority Expedite Request (NTE 2% of total requests)

Table J5-2: Communication Standard Service Delivery Standards (continued)

RFP #03-HAW-001

J-6
Indefinite Delivery/Indefinite Quantity (ID/IQ) Pricing Schedules

For

Kennedy Space Center Integrated Communications Services (KICS)

Indefinite Delivery/Indefinite Quantity (ID/IQ) Pricing Schedules:

a. CLIN 0003, Catalog of Specialized Services
b. CLIN 0004, Catalog of Products & Services – Administrative Telephones
c. CLIN 0005, Catalog of Products & Services – DOD Technical Multi-Media
d. CLIN 0006, Catalog of Products & Services – DOD Technical Muiti-Media-Additional Products

To be provided from cost proposal spreadsheets.

RFP #03-HAW-001

J-7
Contract Security Classification Specifications (DD254)

For

Kennedy Space Center Integrated Communications Services (KICS)

DEPARTMENT OF DEFENSE
CONTRACT SECURITY CLASSIFICATION SPECIFICATION

(The requirements of the DoD Industrial Security Manual apply to all aspects of this effort)

1. CLEARANCE AND SAFEGUARDING
a. FACILITY CLEARANCE REQUIRED: Secret
b. LEVEL OF SAFEGUARDING REQUIRED: None

2. THIS SPECIFICATION IS FOR: *(X and complete as applicable)*			3. THIS SPECIFICATION IS: *(X and complete as applicable)*			
☐	a. PRIME CONTRACT NUMBER		☐	a. ORIGINAL *(Complete date in all cases)*		Date *(YYMMDD)*
☐	b. SUBCONTRACT NUMBER		☐	b. REVISED *(Supersedes all previous specs)*	Revision No.	Date *(YYMMDD)*
☒	c. SOLICITATION OR OTHER NUMBER: RFP 03-HAW-001	Due Date *(YYMMDD)*: 030527	☐	c. FINAL *(Complete Item 5 in all cases)*		Date *(YYMMDD)*

4. IS THIS A FOLLOW-ON CONTRACT? ☐ YES ☒ NO. If Yes complete the following

Classified material received or generated under _____ *(Preceding Contract Number)* is transferred to this follow-on contract

5. IS THIS A FINAL DD FORM 254? ☐ YES ☒ NO. If Yes complete the following

In response to the contractor's request dated _____ , retention of the identified classified material is authorized for the period of _____ .

6. CONTRACTOR *(Include Commercial and Government Entity (CAGE) Code)*

a. NAME, ADDRESS, AND ZIP CODE	b. CAGE CODE	c. COGNIZANT SECURITY OFFICE *(Name, Address, and Zip Code)*

7. SUBCONTRACTOR

a. NAME, ADDRESS, AND ZIP CODE	b. CAGE CODE	c. COGNIZANT SECURITY OFFICES *(Name, Address, and Zip Code)*

8. ACTUAL PERFORMANCE

a. LOCATION	b. CAGE CODE	c. COGNIZANT SECURITY OFFICE *(Name, Address, and Zip Code)*

9. GENERAL IDENTIFICATION OF THIS PROCUREMENT
Provide communication services at KSC/CCAFS to Shuttle, International Space Station, Launch Services Program Office payloads and center-wide business enterprises.

10. THIS CONTRACT WILL REQUIRE ACCESS TO:	YES	NO	11. IN PERFORMING THIS CONTRACT, THE CONTRACTOR WILL:	YES	NO
a. COMMUNICATIONS SECURITY (COMSEC) INFORMATION	☐	☒	a. HAVE ACCESS TO CLASSIFIED INFORMATION ONLY AT ANOTHER CONTRACTOR'S FACILITY OR A GOVERNMENT ACTIVITY	☒	☐
b. RESTRICTED DATA	☐	☒	b. RECEIVE CLASSIFIED DOCUMENTS ONLY	☐	☒
c. CRITICAL NUCLEAR WEAPON DESIGN INFORMATION	☐	☒	c. RECEIVE AND GENERATE CLASSIFIED MATERIAL	☐	☒
d. FORMERLY RESTRICTED DATA:	☐	☒	d. FABRICATE, MODIFY, OR STORE CLASSIFIED HARDWARE	☐	☒
e. INTELLIGENCE INFORMATION:			e. PERFORM SERVICES ONLY	☐	☒
(1) Sensitive Compartmented Information (SCI)	☐	☒	f. HAVE ACCESS TO U.S. CLASSIFIED INFORMATION OUTSIDE THE U.S., PUERTO RICO, U.S. POSSESSIONS AND TRUST TERRITORIES	☐	☒
(2) Non-SCI	☐	☒	g. BE AUTHORIZED TO USE THE SERVICES OF DEFENSE TECHNICAL INFORMATION CENTER (DTIC) OR OTHER SECONDARY DISTRIBUTION CENTER	☐	☒
f. SPECIAL ACCESS INFORMATION	☐	☒	h. REQUIRE A COMSEC ACCOUNT	☐	☒
g. NATO INFORMATION	☐	☒	i. HAVE A TEMPEST REQUIREMENT	☐	☒
h. FOREIGN GOVERNMENT INFORMATION	☐	☒	j. HAVE OPERATIONS SECURITY (OPSEC) REQUIREMENTS	☐	☒
i. LIMITED DISSEMINATION INFORMATION	☐	☒	k. BE AUTHORIZED TO USE THE DEFENSE COURIER SERVICE	☐	☒
j. FOR OFFICIAL USE ONLY INFORMATION	☐	☒	l. OTHER *(Specify)*.	☐	☒
k. OTHER *Specify)*	☐	☒			

DD Form 254, DEC 1999 *Previous editions are obsolete*

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

☐ Direct ☒ Through *(Specify):*

John F. Kennedy Space Center
Attn: XA-A
Kennedy Space Center, FL 32899

to the Directorate for Freedom of Information and Security Review, Office of the Assistant Secretary of Defense (Public Affairs)* for review.
*In the case of non-DoD User Agencies, requests for disclosure shall be submitted to that agency.

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

The STS Security Classification Guide, current and subsequent versions, shall be part of this contract. Guide will be provided under separate cover.

Additional classification guidance will be provided as required under separate cover.

14. **ADDITIONAL SECURITY REQUIREMENTS.** Requirements, in addition to ISM requirements, are established for this contract. *(If Yes, identify the pertinent contractual clauses in the contract document itself, or provide an appropriate statement which identifies the additional requirements. Provide a copy of the requirements to the cognizant security office. Use Item 13 if additional space is needed.)* ☒ Yes ☐ No

As a long term visitor to NASA/KSC the contractor will comply with all applicable security issuances.

15. **INSPECTIONS.** Elements of this contract are outside the inspection responsibility of the cognizant security office. *(If Yes, explain and identify specific areas or elements carved out and the activity responsible for inspections. Use Item 13 if additional space is needed.* ☒ Yes ☐ No

Inspection conizance of activities at the Kennedy Space Center is the responsibility of NASA/KSC Protective Services Branch.

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

a. TYPED NAME OF CERTIFYING OFFICIAL	b. TITLE	c. TELEPHONE *(Include Area Code)*
Jo Ann Brophy	Industrial Security Program Manager	(321) 867-2453

d. ADDRESS *(Include ZIP Code)*

NASA/KSC
Attn: TA-E2
Kennedy Space Center, FL 32899

e. SIGNATURE

17. **REQUIRED DISTRIBUTION**

- ☒ a. CONTRACTOR
- ☐ b. SUBCONTRACTOR
- ☒ c. COGNIZANT SECURITY OFFICE FOR PRIME AND SUBCONTRACTOR
- ☐ d. U.S. ACTIVITY RESPONSIBLE FOR OVERSEAS SECURITY ADMINISTRATION
- ☒ e. ADMINISTRATIVE CONTRACTING OFFICER
- ☒ f. OTHERS AS NECESSARY XA-A

DD Form 254 Reverse, DEC 1999

SECTION L OF RFP NUMBER 03-HAW-001 (SMCDS)
INSTRUCTIONS, CONDITIONS AND NOTICES TO OFFERORS

L.1 SECTION L PROVISIONS INCORPORATED BY REFERENCE

(52.204-6)	DATA UNIVERSAL NUMBERING SYSTEM (DUNS) NUMBER (JUNE 1999)
(52.211-14)	NOTICE OF PRIORITY RATING FOR NATIONAL DEFENSE USE (SEP 1990)
(52.214-34)	SUBMISSION OF OFFERS IN THE ENGLISH LANGUAGE (APR 1991)
(52.214-35)	SUBMISSION OF OFFERS IN U.S. CURRENCY (APR 1991)
(52.215-1)	INSTRUCTIONS TO OFFERORS--COMPETITIVE ACQUISITION (MAY 2001)
(52.215-16)	FACILITIES CAPITAL COST OF MONEY (OCT 1997)
(52.219-24)	SMALL DISADVANTAGED BUSINESS PARTICIPATION PROGRAM--TARGETS (JAN 1999) (Note: This provision does not apply to the KSC KICS and MSFC HOSC Work Packages)
(52.222-24)	PREAWARD ON-SITE EQUAL OPPORTUNITY COMPLIANCE EVALUATION (FEB 1999)
(52.222-46)	EVALUATION OF COMPENSATION FOR PROFESSIONAL EMPLOYEES (FEB 1993)
(52.237-8)	RESTRICTION ON SEVERANCE PAYMENTS TO FOREIGN NATIONALS (OCT 1995)
(52.247-6)	FINANCIAL STATEMENT (APR 1984)
(52.252-5)	AUTHORIZED DEVIATIONS IN PROVISIONS (APR 1984)
(1852.215-78)	MAKE OR BUY PROGRAM REQUIREMENTS (FEB 1998)
(1852.223-73)	SAFETY AND HEALTH PLAN (APR 2002)
(1852.227-71)	REQUESTS FOR WAIVER OF RIGHTS TO INVENTIONS (APR 1984)
(1852.227-84)	PATENT RIGHTS CLAUSES (DEC 1989)
(1852.231-71)	DETERMINATION OF COMPENSATION REASONABLENESS (MAR 1994)

(End of By Reference Section)

L.2 DESCRIPTION OF CONSOLIDATED SOLICITATION AND SOURCE SELECTION PROCESS

1. Description: This solicitation contains requirements for five separate work packages, which NASA intends to award as individual contracts; however, because it is a consolidated solicitation, offerors are given the ability to propose an agency benefit if they submit proposals for more than one work package. Details on how to prepare the consolidated proposals, referred to as "Crosscutting Proposals" appear in Clause L.3.

2. Structure of the solicitation: Model Contract Sections A through J will be stand-alone and specific to each work package. However, there will be consolidated solicitation provisions that apply to all work packages. Each offeror must submit a completed Section K with each work package proposal and crosscutting proposal on which it is proposing; however, offerors need only complete those portions of the representations and certifications that are applicable to the work packages on which they are proposing.

Offerors may propose on one or more of the following work packages:

- GSFC: Mission Operation & Mission Support (MOMS) Work Package. This work package involves the Mission Operations support of GSFC and other missions. As part of this work package, the contractor could be involved in all program phases from concept studies, formulation, development, and operations to decommissioning.
- GSFC: Near Earth Networks Services (NENS) Work Package. This work package involves tracking and data acquisition for near-Earth customer missions. As part of this work package, the contractor will perform customer commitment management; operate and maintain the Ground Network (GN); operate and maintain the Space Network (SN), and perform sustaining engineering, logistics, facilities management, and hardware and software development.KSC: Kennedy Integrated Communications Services (KICS) Work Package: This work package involves providing communication services at KSC in support of Space Shuttle Program, International Space Station Program, Payload Carriers Program, Launch Services Program Office payloads, and center wide business engineering logistics, facilities management, hardware

and software integration and development for voice, video, and data communication assists under KSC responsibility (i.e., KSC. Cape Canaveral Air Force Station (CCAFS), Dryden Flight Research Center (DRFC), Continental United States (CONUS) landing sites, and Trans-Atlantic (TAL) landing sites).

- MSFC: Unified NASA Information Technology Services (UNITeS) Work Package: This work package provides for the development, implementation, and management of Information Technology (IT) services for the Agency and to MSFC. Support to the Agency includes provision of agency wide information management services such as the NASA Integrated Services Network (NISN), the Integrated Financial Management (IFM) Integration program, Sustaining Engineering Support for Agency-wide Administrative Systems (SESAAS), the NASA ADP Consolidation Center (NACC) and the NASA Computing and Communications Services (NCCS). Support to MSFC includes applications software, computer systems, telecommunications, multi-media, IT security and other miscellaneous IT services.

- MSFC: The Huntsville Operations Support Center (HOSC) Work Package: This work package involves providing voice, video, and data telemetry services in support of simulations, near real-time and real-time flight mission support, which replaces effort performed under the Utilization and Mission Support Contract, and providing support and services to the Data Reduction Center (DRC) which supports MSFC and other NASA Centers for Shuttle, payload, and component test data analysis.

3. The level of competition for work packages will vary as follows:

Work Package	Competition Level
GSFC MOMS	Unrestricted
GSFC NENS	Unrestricted
KSC KICS	Small Business Set-Aside
MSFC HOSC	Small Business Set-Aside
MSFC UNITeS	Unrestricted

All of the work packages that are unrestricted contain clause at FAR, 52.219-24, Small Disadvantaged Business Participation Program- Targets. The Government's assessment of the appropriate subcontracting goals for each work package is found in the specific instructions for Mission Suitability at L.18, which contains separate attachments with detailed Supplemental Proposal Instructions for each work package.

4. Source Selection: Each Center has prepared its individual work packages in the solicitation. A Work Package Evaluation Team (WPET) at the Center level will perform the initial evaluation of the proposals, in accordance with the evaluation factors for each work package, and, as appropriate, will provide input to Headquarters on any Crosscutting proposal affecting its work packages.

The Source Evaluation Board (SEB) at Headquarters will review the Center evaluations and will be responsible for evaluating the Agency benefit in Crosscutting proposals.

NASA intends to evaluate proposals and award contracts without discussions with Offerors (except clarifications as described in FAR 15.306 (a)). Therefore, the Offeror's initial proposal should contain the Offeror's best terms from a cost or price and technical standpoint. The Source Selection Authority may elect to make selection based on initial offer(s) after deciding that (1) such a selection will result in the best value for the Government, based on the specified evaluation criteria; and (2) discussions with other acceptable offerors are not anticipated to change the outcome of the initial evaluation relative to the best value offer(s).

If the selection authority makes selection based on initial Stand-Alone or Crosscut proposals, then the respective Center will be able to award and unsuccessful offerors will be able to request debriefings in accordance with section 15.504 of the FAR. The potential staggered award of different work packages may effect when the transition phase would begin, but would not effect the period of performance, which is anticipated to begin on January 1, 2004.

In the event the Source Selection Authority cannot make award based on initial proposals, a competitive range determination will be made. NASA will conduct discussions on proposals for the individual work packages, to

include potential discussions on viable crosscutting proposals. The competitive range determination may also include a determination of whether Crosscutting proposals are viable. It is possible NASA may determine a Crosscutting proposal should no longer be considered because it does not offer a credible benefit to the Agency, but decide that the two or more of the proposals on individual work packages remain competitive. However, if a stand-alone proposal is not found to be in the competitive range, any Crosscutting proposal involving that work package will also not be in the competitive range. At the conclusion of discussions, a Final Proposal Revision (FPR) will be requested from all Offerors within the competitive range. This FPR shall be submitted in the form of a contractual document that has been executed by an individual with authority to contractually bind the Offeror.

All FPR's will be evaluated in the same manner as the initial proposal(s) were evaluated. The Source Selection Authority at Headquarters will make selection with the Centers on a per work package basis, with Centers awarding the resulting contracts.

If an offeror files a protest with GAO, NASA will be able to proceed with all other awards under this solicitation that are not involved in that protest. For any work packages that are impacted by a protest, NASA will follow the procedures outlined in FAR Part 33 and NASA FAR Supplement Part 1833.

(End of Text)

L.3 CROSSCUTTING PROPOSAL

1. Description: A Crosscutting proposal is defined as a proposal on two or more work packages from the same prime offeror (subcontract team members are not eligible) that demonstrates a meaningful benefit over and above the stand-alone individual proposals and is most advantageous to NASA on an Agency wide basis. Crosscutting proposals are not considered to be alternate proposals as described in Alternate II of the clause at FAR 52.215-1, Instructions to Offerors - Competitive Acquisition. Alternate II to FAR 52.215-1 provides that "the Government reserves the right to amend the solicitation to allow all offerors an opportunity to submit revised proposals based on the revised requirements." Under this solicitation, however, offerors will not be given an opportunity to submit revised proposals based on suggestions in a Crosscutting proposal.

Offerors are not required to submit a Crosscutting proposal in order to propose on two or more work packages.

It is anticipated that Crosscutting proposals will be the mechanism whereby offerors can propose synergy by receiving award of two or more work packages. The concern in evaluating the Crosscutting proposals, therefore, will be to ensure that changes necessary to generate the synergy and cost savings do not substantially weaken the technical proposals submitted as part of the stand-alone proposal.

2. Trade Off/Best Value: NASA will be conducting a trade off/best value evaluation on each Crosscutting proposal it receives using the evaluation factors set forth for the respective work packages. The factors that NASA will use to evaluate the Crosscutting factors are: Cost, Mission Suitability, and Past Performance. In order for any synergy to be meaningful, the cost advantage must be realistic and well documented.

NASA will evaluate how the Crosscutting proposals affect the mission suitability of each work package in order to determine 1) whether a proposal is most advantageous to the agency using the evaluation factors in the respective work packages and 2) whether the approach in the Crosscutting proposal substantially weakens the Mission Suitability of the stand-alone proposals using the criteria below.

i. Mission Risk,
ii. Feasibility to NASA,
iii. Business Considerations,
iv. Management Complexity.

Mission Suitability for Crosscutting proposals will not be point scored at the Agency level.

Past performance is the final evaluation factor NASA will use to assess the Crosscutting proposals. NASA will carry over the past performance ratings from the applicable stand-alone work package proposals included in the Crosscutting proposal.

3. Limitations: In order to submit a Crosscutting proposal, offerors are also required to submit a stand-alone proposal for each work package affected by its Crosscutting proposal. Failure to submit stand-alone proposals will be a basis to eliminate the Crosscutting proposal from further consideration.

Other limitations on Crosscutting proposals are that offerors cannot propose:

i. A different type of contract than is in the solicitation,
ii. A different period of performance than the individual work packages,
iii. An approach that invalidates a small business set-aside or disregards small business subcontracting goals,
iv. A combined contract for two or more work packages across NASA Centers
v. A different type of systems architecture unless requested by a Work Package, or
vi. A fee structure that is inconsistent with Work Package fee limitations

The number of Crosscutting proposals offerors can submit is limited by the number of individual proposals an offeror submits and is best expressed by the following formula:

(maximum # of Crosscutting proposals) = (# of work packages proposed) – 1

For example, if an offeror proposes on two work packages, then it will only be able to submit one Crosscutting proposal.

4. Format: Crosscutting proposals must be submitted as a change from the stand-alone proposals and must be in a separate volume. The offeror shall reference the affected section of their stand-alone proposal and describe the specific cross cutting differences that they are proposing. Offerors must provide clear and compelling rationale supporting the Crosscutting approach. Changes to the technical proposal shall include from/to change language that includes the stand-alone proposal and the revised language for the cross cutting proposal. Changes to the cost proposal shall include the exact change, the impact the change has on total cost/price, and any supporting explanation. Submission of crosscutting proposals is limited to the information required to support the cost and technical delta and does not require resubmission of the entire stand-alone proposal.

(End of Text)

L.4 COMMUNICATIONS REGARDING THIS SOLICITATION

All questions or comments regarding this solicitation shall cite the solicitation number and be directed to the following Government representative:

Michele Hull E-Mail Address: Michele.Hull@nasa.gov

A courtesy copy of all questions that are work package specific shall be sent to the appropriate Contracting Officer from the list below:

Question Topic	Contracting Officer	E-Mail Address
GSFC MOMS	Carlos McKenzie	Carlos.R.Mckenzie@nasa.gov
GSFC NENS	Marilyn Seppi	Marilyn.J.Seppi@nasa.gov
KSC KICS	Jalane Shelton	Jalane.G.Shelton@nasa.gov
MSFC HOSC	Wayne. Harmon	Wayne.T.Harmon@nasa.gov
MSFC UNITeS	Jeffrey Jackson	Jeffrey.S.Jackson@nasa.gov

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The Government will answer relevant and appropriate questions regarding this solicitation. Any offeror questions should be submitted as soon as possible. Questions that the Government may have otherwise answered, may not be answered if submitted too late to permit transmittal to all potential offerors reasonably in advance of the due date.

(End of provision)

L.5 TYPE OF CONTRACT (52.216-1) (APR 1984)

The Government contemplates award of the following contract types:

Work Package	Contract Type
GSFC MOMS	CPAF IDIQ
GSFC NENS	CPAF Core Requirement and CPAF IDIQ
KSC KICS	CPAF Core Requirement and FP IDIQ
MSFC HOSC	CPAF/IF Core Requirement and CPAF/IF IDIQ
MSFC UNITeS	CPAF Core Requirement and CPAF IDIQ

(End of Provision)

L.6 SERVICE OF PROTEST (52.233-2) (AUG 1996)

(a) Protests, as defined in section 33.101 of the Federal Acquisition Regulation, that are filed directly with an agency, and copies of any protests that are filed with the General Accounting Office (GAO), shall be served on the Contracting Officer by obtaining written and dated acknowledgement of receipt from:

Goddard Space Flight Center
Procurement Division -HQ Procurement Office
Contracting Officer – Michelé Hull
Building 8, Room 500
Mail Code 210
Greenbelt, MD 20771

An additional copy of any work package/contract protest shall be provided to the affected Center(s) awarding the Work Package at the following addresses:*

Work Package	Address
GSFC MOMS	Goddard Space Flight Center Procurement Division Building 8, Room 500 Mail Code 210 Greenbelt, MD 20771
GSFC NENS	Goddard Space Flight Center Procurement Division Building 8, Room 500 Mail Code 210 Greenbelt, MD 20771
KSC KICS	CIAO Building N6-1009, Room 102 Kennedy Space Center Kennedy Space Center, FL 32899
MSFC HOSC	PS41 Contracting Officer George C. Marshall Space Flight Center MSFC, AL 35812
MSFC UNITeS	PS30 Contracting Officer George C. Marshall Space Flight Center

	MSFC, AL 35812

* Note: the specific work package addresses listed in the table above will not be considered for official receipt purposes.

(b) The copy of any protest shall be received in the office designated above within one day of filing a protest with the GAO.

(End of provision)

L.7 PROTESTS TO NASA (1852.233-70) (OCT 2002)

Potential bidders or offerors may submit a protest under 48 CFR Part 33 (FAR Part 33) directly to the Contracting Officer. As an alternative to the Contracting Officer's consideration of a protest, a potential bidder or offeror may submit the protest to the Assistant Administrator for Procurement, who will serve as or designate the official responsible for conducting an independent review. Protests that are submitted directly to the contracting officer shall be sent to the NASA HQ Contracting Officer address as listed in the preceding provision "SERVICE OF PROTEST" with an additional copy sent to the address of the affected work package. Protests requesting an independent review shall be addressed to Assistant Administrator for Procurement, NASA Code H, Washington, DC 20546-0001.

(End of provision)

L. 8 SITE VISIT (52.237-1) (APR 1984)

Offerors or quoters are urged and expected to inspect the site where services are to be performed and to satisfy themselves regarding all general and local conditions that may affect the cost of contract performance, to the extent that the information is reasonably obtainable. In no event shall failure to inspect the site constitute grounds for a claim after contract award.

Details for each work package site visit were previously announced/posted and are currently located at the following Internet Address: http://www.hq.nasa.gov/smcds/

(End of provision)

L.9 SOLICITATION PROVISIONS INCORPORATED BY REFERENCE (52.252-1) (FEB 1998)

This solicitation incorporates one or more solicitation provisions by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. The offeror is cautioned that the listed provisions may include blocks that must be completed by the offeror and submitted with its quotation or offer. In lieu of submitting the full text of those provisions, the offeror may identify the provision by paragraph identifier and provide the appropriate information with its quotation or offer. Also, the full text of a solicitation provision may be accessed electronically at this/these address(es):

Federal Acquisition Regulation (FAR) provisions:
http://www.arnet.gov/far/

NASA FAR Supplement (NFS) provisions:
http://www.hq.nasa.gov/office/procurement/regs/nfstoc.htm

(End of provision)

L.10 PROPOSAL PAGE LIMITATIONS

1. Stand Alone Work Package Proposals

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There are no specific page limitations for the contract volume documentation or the cost proposal. The cost proposal is strictly limited to cost and price information. Information that can be construed as belonging in one of the other sections of the proposal will be so construed and counted against that section's page limitation. Each past performance proposal is limited to 40 pages (excluding questionnaire responses). The following page limitations are established for each technical/mission suitability proposal submitted in response to this solicitation. Title pages, acronym lists, and tables of contents are excluded from the page limit for each proposal.

Work Package	Tech. Prop. Page Limit	Additional Exclusions/Exceptions to Page Limits (these items are excluded from page limits unless a separate limit is specified)
GSFC NENS	200	1. Mission Suitability Subfactor A - Draft QA Plan, Draft WSC Security Officer Manual (DRD #2.3.2-a), and Draft IT Security Documents 2. Mission Suitability Subfactor B – Phase-In Plan (50 Page Max) 3. Mission Suitability Subfactor C - Position Qualifications, Résumés, Total Compensation Plan, and Small Business Subcontracting Plan 4. Mission Suitability Subfactor D - Safety and Health Plan 5. Mission Suitability Subfactor E - SDB Program Participation 6. Security Management Plan 7. Quality Assurance Plan
GSFC MOMS	200 (includes SOW/RTOs)	1. Position Descriptions (max 1 page per labor category) 2. Total Professional Employee's Compensation Plan 3. Small Business Subcontracting Plan 4. Mission Suitability Subfactor C - Safety and Health 5. Mission Suitability Subfactor D - Small Disadvantaged Business (SDB) Participation Program 6. Cost Volume BOE (35 Page Max) 7. Phase-In Plan (50 Page Max)
KSC KICS	125	1.Key personnel résumés, key position descriptions, organizational charts 2. Draft IT Security Plan per DRD M-5 (10 page Max) 3. Draft Safety and Health Plan per DRD SHE-1 (15 page Max) 4. Case Scenario Responses (40 Page Max) 5. Phase-In Plan (20 Page Max) 6. Draft Risk Management Plan per DRD M-9 (10 Page Max) 7. WBS Staffing plan including narratives
MSFC HOSC	150	1. Key Personnel position descriptions, Résumés, and Job Description/ Qualification forms 2. Draft Safety and Health Plan (15 Page Max) 3. Phase-In Plan (10 Page Max)
MSFC UNITeS	250	1. Key Personnel position descriptions, Résumés, and Job Description/ Qualification forms 2. Draft On-Site Safety and Health Plan per DRD 974SA-001 (15 Page Max) 3. Small Business Subcontracting Plan required by Attachment J-7 (20 Page Max) 4. Draft IT Security Plan per DRD 974CD-001 (25 Page Max) 5. Phase-In Plan (10 Page Max)

2. Cross Cutting Proposals

a. Technical/ Mission Suitability Proposal–Pages are limited to 25% of the cumulative stand-alone pages (if applicable, round up to the nearest whole page) established for the stand-alone proposal volume.

b. Cost – No page Limit

3. A page is defined as one side of a sheet, 8-1/2" x 11", with at least one inch margins on all sides, using not smaller than 12 point type Times New Roman font for standard text. Non-standard text, including graphics, charts, tables, and callouts, shall use no smaller than 8-point type Times New Roman font. If an offeror cannot use the specified Times New Roman font/size, they shall contact the Contracting Officer to request approval of an equivalent alternative font/size. Font, pitch, and size limitations do not apply to any documentation that is excluded from page limitations. Foldouts count as an equivalent number of 8-1/2" x 11" pages. The metric standard format most closely approximating the described standard 8-1/2" x 11" size may also be used.

4. If final proposal revisions are requested, separate page limitations will be specified in the Government's request for that submission.

5. Pages submitted in excess of the limitations specified in this provision will not be evaluated by the Government and will be returned to the offeror.

6. Your proposal should be submitted in four loose-leaf binders (Contract, Technical/ Mission Suitability, Cost/Price, and Past Performance Volumes), with each section appropriately tabbed and identified. All pages shall be numbered and identified with the Offeror's name, RFP number, and date. A table of contents for each volume shall be provided with figures and tables listed separately. In addition to the Offeror's page numbering system, for each section of the proposal having a page limit, the Offeror shall consecutively number the pages subject to the limit, starting with "1."

(End of provision)

L.11 STANDARD FORM 33 AND SUBMITTAL OF OFFER (CONTRACT VOLUME)

1. SF 33, Offeror Fill Ins and Section K

A Standard Form 33 has been provided for each work package in this solicitation. Blocks 12 through 18 of the SF 33, the indicated offeror required fill-in's in Sections B-K, and all required plans (as specified in section L) must be completed. The signed SF33, all pages with the required fill-in's, and all of Section K (completed and signed) must be submitted for each work package proposal. If an offeror submits one or more Crosscutting proposals, those proposals shall include revised SF-33s that reflect the changes included in the Crosscutting proposal for each work package. The balance of the solicitation need not be returned unless the offeror has made changes to other pages that will constitute part of the contract.

2. Offer Acceptance Period

It is requested that offerors indicate, in Block 12 of the SF 33, a proposal validity period of 270 days. However, in accordance with paragraph (d) of FAR provision 52.215-1, "Instructions to Offerors--Competitive Acquisitions", a different validity period may be proposed by the offeror.

3. Summary of Deviations/Exceptions

List all exceptions to the terms and requirements of Sections A through J of this solicitation, to the Representations and Certifications (Section K) or to the information requested in Section L. This list must include all exceptions, both "business" and "technical". Any exceptions must contain sufficient amplification and justification to permit evaluation. Such exceptions will not, of themselves, automatically cause a proposal to be termed unacceptable. A large number of exceptions, or one or more significant exceptions not providing any obvious benefit to the Government may, however, result in rejection of such proposal(s) as unacceptable. Highlight exceptions in the margin of the proposal where they appear in the text. Include the reason for the exception, or refer to where the reason is addressed in the proposal. Offerors are cautioned that exceptions may result in a determination of proposal unacceptability (NFS 1815.305-70), may preclude award to an offeror if award is made without discussions, or may otherwise affect an offeror's competitive standing.

4. Additional Information to be Furnished

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(1) Team Member/ Subcontractor List

At the beginning of the contract volume, the Offeror shall provide a summary listing (by name and address) of all team members, joint venture partners, subcontractors, and vendors that have been identified throughout the Offeror's proposal and the contract value associated with each entity.

(2) Government Property

Section K of this solicitation contains NASA FAR Supplement provision 1852.245-79 entitled Use of Government Owned-Property. The provision requires the submittal of certain information if the offeror intends to use any Government property that may be offered by this solicitation or if the offeror requests the use of Government property not identified by this solicitation.

(3) Business Systems

State whether all business systems, including but not limited to accounting, property control, procurement, estimating, and employee compensation, which require Government approval, are currently approved without condition.

Provide the date of approval for each system and the approving agency. Explain any existing conditional approvals and the compliance status of any systems(s) for which approval is currently withheld.

FAR 16.301-3 requires that a contractor's accounting system be adequate for determining costs applicable to the contract prior to the award of a cost-reimbursement contract.

(4) Responsibility Information

Provide information addressing all of the elements under FAR 9.104 to demonstrate responsibility.

(End of provision)

L.12 TECHNICAL/ MISSION SUITABILITY PROPOSAL INSTRUCTIONS

This solicitation includes separate attachments with detailed Supplemental Proposal Instructions for this section for each work package. The remainder of this section applies to all work packages.

1. General Instructions

The Technical Proposal must include a discussion of your approach in a manner which shall demonstrate comprehension of the scope and requirements of the contemplated contract. The technical proposal should be specific, detailed, and complete enough so as to clearly and fully demonstrate that you understand the requirements and the inherent problems associated with the objectives of this procurement. Stating that you understand and shall comply with the specifications, or paraphrasing the specifications is inadequate as are phrases such as: "Standard procedures shall be employed" and "Well—known techniques shall be used." The Technical Proposal must comprehensively explain how you propose to comply with the applicable specifications, including a full explanation of the techniques and procedures you propose to follow. Information previously submitted, if any, shall be considered only to the extent it is resubmitted. It may not be incorporated by reference.

All information submitted shall be current, specific, complete, and meet the requirements of the solicitation.

The offeror shall identify and discuss risk factors and issues throughout the proposal where they are relevant, and describe their approach to managing these risks. The offeror shall describe any new or innovative methods, techniques or technologies, and/or process improvements that are proposed and how those methods, techniques or technologies, and/or process improvements will impact the completion of the functional activities presented in the SOW and increase effectiveness and efficiencies.

The Mission Suitability Proposal must include a discussion of the Offeror's approach to meeting the requirements of the contemplated contract. The Mission Suitability Proposal should be specific, detailed, and complete enough to clearly and fully demonstrate that the Offeror (1) understands the requirements and the inherent problems associated with the objectives of this procurement and (2) has the capability and relevant experience with regards to the technical requirements. The Mission Suitability Proposal must be sufficient as to how you propose to comply with the applicable specifications, including a full explanation of the techniques and procedures you propose to follow. Offerors are also required to refer to relevant experience, as it relates to techniques and procedures previously used, to the greatest extent possible to support/justify the inclusion of the proposed techniques/procedures.

2. Phase-in Plan

The offeror shall provide a detailed phase-in plan that addresses, at a minimum, the offeror's approach to phase-in sufficient to ensure continuity and a smooth transition with the incumbent Contractor during the phase-in period (Not to Exceed 90 days). The phase-in plan shall clearly demonstrate an ability to assume full contract responsibility upon completion of the phase-in period. It is anticipated that each contract will be awarded no later than January 1, 2004. The phase-in plan shall also specifically address how ongoing work will be maintained, the proposed management organization, schedule, key milestones, staffing plan, orientation and training of personnel. Describe how the information security challenges of the phase-in will be met, particularly any requirements for personnel security clearances. Describe how the logistics and property management functions will transition. The phase-in plan shall address the schedule for receipt and acceptance of the government furnished property within the phase-in period. Identify and describe any dependencies upon the incumbent contractor. Also, specify the extent of involvement of NASA personnel during this period.

(End of provision)

L.13 COST/PRICE PROPOSAL INSTRUCTIONS

This solicitation includes separate attachments with detailed Supplemental Proposal Instructions for this section for each work package.

(End of provision)

L.14 PAST PERFORMANCE PROPOSAL INSTRUCTIONS

This must be a separate proposal volume. The full contents of this volume shall follow the organization of the sections, which follow, and the content shall be described in those sections.

An offeror's past performance record indicates the relevant quantitative and qualitative aspects of performing services or delivering products similar in size, content, and complexity to the requirements of this acquisition. The information requested below is anticipated to be sufficient for purposes of the evaluation of past performance. However, offerors may submit additional information at their discretion if they consider such information necessary to establish a record of relevant past performance (within the established page limitations). Refer to FAR 15.305(a)(iii).

The offeror shall provide, at a minimum, the following information in support of its proposal to facilitate the evaluation of company and past performance as a whole and as related to the requirements of the proposed contract.

1. Information From The Offeror

The level of past performance information that the offeror shall provide will vary, depending on specific work package(s) the offeror is responding to. The following past performance work package criteria matrix shall be used to determine the minimum contract value of past contracts and subcontracts in which the offeror is required to provide information. Additionally, the same level of information is required from each proposed work package major subcontractor/ team member that exceeds the estimated work package subcontract value in the matrix below.

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Past Performance Work Package Criteria Matrix

Work Package	Past Contract Reporting Value (in Million of Dollars)	Major Subcontractor Value (in Millions of Dollars)
GSFC MOMS	25	10
GSFC NENS	25	10
KSC KICS	25	5
MSFC HOSC	3	3
MSFC UNITeS	35	5

Based on the limits in the table above, the offeror shall furnish the following information (paragraphs a through o below) for all past communication and data services related contracts and subcontracts in which performance has taken place within the last five years. The combined total of the offerors' and proposed major subcontractors' past prime/subcontract experience will be limited to 15 responses. The offeror shall consider the following similarities to the applicable work package in making their determination of relevance: technical requirements, contract type, contract value.

a. Customer's name, address, and telephone number of both the lead contractual and technical personnel. *Please verify the telephone numbers provided are current and correct.*

b. Contract number, type, and total original and present or final contract value.

c. Date of contract, place(s) of performance, and delivery dates or period of performance.

d. Brief description of contract work and comparability to the proposed effort. It is not sufficient to state that it is comparable in magnitude and scope. Rationale must be provided to demonstrate that the work is or is not comparable with this procurement. In addition to this information, Offeror shall register this past performance in the matrix included in Paragraph 2 below.

e. Method of acquisition: competitive or noncompetitive.

f. Nature of award: initial or follow-on.

g. Discuss any major technical performance problems and how they were overcome. List any major deviations or waivers to technical requirements that were granted by the customer. Describe risk factors and methods used to mitigate risks. Identify contractual performance incentives and discuss your performance related to the incentives.

h. Discuss schedule performance and explain any failure(s) to meet contract schedules requirements. Identify contractual schedule incentives and discuss your performance related to the incentives. Discuss timeliness of technical, cost, and business reports.

i. Cost management history; identify and explain any cost overruns and underruns, and cost incentive history, if applicable. Identify contractual cost incentives and discuss your performance related to the incentives. Discuss the accuracy of cost reports and performance in providing current, accurate, and complete billings.

j. Safety and Health; discuss past management attention and commitment to safety and health including corrective action. Identify Lost Time Incident Rate for the last 3 years, including the associated Standard Industrial Classification (SIC) Code or North American Industry Classification System (NAICS) Code.

k. Average number of personnel on the contract per year and percent turnover of personnel per year.

l. Whether required to support multiple customers, fluctuating workloads, and evolving technology and techniques for doing so.

m. Discuss any management structure and issues including the effectiveness and efficiency of business management performance. Discuss labor management relations including offeror's experience with collective bargaining units. Provide information on grievances filed against the offeror that have been carried to arbitration and Unfair Labor Practices filed with the Department of Labor or other appropriate authorities.

n. Discuss quality control requirements including compliance with quality requirements.

o. Discuss any applicable specific features of your present technical proposal that have been utilized under past contracts. Discuss any lessons learned from past performance that are applied to the current proposal. If there is a specific technical or management feature that you wish to have customers address in their responses to the questionnaire required in Paragraph 3 below, include a description of the proposed feature in the prescribed space in the questionnaire.

If an offeror reports more than five past performance responses (including major subcontractors) that meet the criteria of the Past Performance Work Package Criteria Matrix (see above), the offeror shall identify and rank order the five most relevant responses. As stated above, the offeror shall limit their total response to the 15 most relevant past performance contracts and subcontracts.

In addition to the past performance information required by paragraphs a-o, the offeror shall provide a list of any contracts terminated (partial or complete) within the past 5 years and basis for termination (convenience or default). Include the contract number, name, address, and telephone number of the terminating officer. Include contracts that were "descoped" by the customer because of performance or cost problems. This information is excluded from the 15 contract maximum discussed above.

2. In order to match past performance information with the relevant sections of the current SOW and Representative Tasks, Offerors shall present a summary of applicable past performance information in matrix form as described by the table below. The table below is an example only. The required matrix format is incorporated into this RFP as described below in the sample past performance matrix. In the first column of this matrix, insert the Contract Identifier - either a contract number, customer name, or other unique identifier that clearly identifies the contract and matches it with the past performance information submitted pursuant to the above instructions. In the other columns of the matrix, indicate the work you have performed that is similar or related to each element of the current requirement as laid out in the matrix. If your company performed as a prime contractor, insert a "P" in the appropriate block. If your company performed as a subcontractor, insert an "S" accompanied by a subscript number to indicate the subcontract tier. See the sample matrix below:

SAMPLE PAST PERFORMANCE MATRIX

References	Statement of Work (SOW) / Representative Task (RT) Elements (if applicable)										
	BASIC SOW	SOW Section XX	SOW SectionXX	SOW Section XX	SOW Section XX	SOW Section XX	RT 1	RT 2	RT 3	RT 4	RT 5
USAF/ F41608-98-D-0012		P			P	P			P		
NASA/NAS 5-00325			P		P	P			P	P	P
EPA/S-08536			S_1	S_1	S_1						S_1
DOJ/M-12345		S_2		S_2		S_2		S_2		S_2	
XYZ Corp.		S_1		S_1	S_1		S_1	S_1			

3. A Past Performance Questionnaire is provided as an attachment to this solicitation. Offerors (including major subcontractors when applicable) shall complete the offeror fill-in sections of the questionnaire and forward this questionnaire to their contracting and technical representatives for final completion. The Offeror shall include a summary of all representative customers whom it has provided Past Performance Interview/Questionnaire Forms and advise those customers of the past performance proposal due date and delivery location. Ensuring that questionnaires are completed and provided to the proposal delivery address is the sole responsibility of the Offeror. The offeror may permit its customers to transmit the Questionnaire responses via e-mail, directly to the work package Contracting Officer(s). However, the Government cannot guarantee security of e-mail submissions. Additional instructions for completing the Past Performance Questionnaires are contained on the form.

4. Deviations/Exceptions (Past Performance Volume)

Explain any deviations, exceptions, or conditional assumptions taken with respect to the Past Performance volume instructions or requirements. Any deviations, exceptions, etc. must be supported by sufficient amplification and justification to permit evaluation.

(End of Provision)

L.15 PROPOSAL COPIES

The offeror shall submit 5 contract volumes (as specified in Section L.11) to the work package proposal delivery location (including original signed SF-33's) and 5 contract volume copies to NASA HQ. If an offeror submits one or more Crosscutting proposals, those proposals shall include revised SF-33s that reflect the changes included in the Crosscutting proposal for each work package. For Crosscutting proposals recommending consolidation of work packages within a Center, the offeror shall provide a model contract, identifying the changes necessary to implement the Crosscutting approach under a consolidated contract. Additionally, the following matrix specifies the required number of copies of each separate proposal volume for each work package.

1. Number of Copies Required for Each Proposal Volume:

WP# - Number of copies to be delivered to the specific work package address as specified in Block 7 of the SF33 for each work package.

HQ# - Number of copies to be delivered to the NASA HQ address that is specified in section L.17 below.

Work Package	**Technical Volume**		**Cost Volume**		**Past Performance Volume**		**Cross-Cutting Volume (when applicable)**	
	WP#	HQ#	WP#	HQ#	WP#	HQ#	WP#	HQ#
GSFC NENS	12	5	12	5	12	5	12	12
GSFC MOMS	15	5	15	5	15	5	15	12
KSC KICS	20	5	5	5	10	5	20	12
MSFC HOSC	20	5	20	5	20	5	20	12
MSFC UNITeS	25	5	15	5	25	5	25	12

The offeror must submit two electronic/software versions of all proposal volumes to all proposal delivery locations, including NASA HQ copies. One of the two copies shall be identified as backup. The electronic version of the Technical Proposal shall be submitted via the following media and formats: Microsoft Word 1997 for Windows, and the Microsoft Excel 1997 for Windows, on CD-ROM. These disks will be used primarily to assist evaluators with focused (e.g. keyword) searches for information within your Technical Proposal. These disks will not be used to evaluate the proposal. Only the paper copy will be used for this purpose. The Offeror shall certify that all disks are virus-free.

For the GSFC MOMS and GSFC NENS work packages, the offeror shall also submit two hard copies and one electronic copy of all cost proposal and basis of estimate information to their cognizant DCAA auditor. This requirement does not apply to all other work packages.

(End of provision)

L.16 PROPOSAL MARKING AND DELIVERY

This solicitation includes separate attachments with detailed Supplemental Proposal Instructions for this section for each work package. The remainder of this section applies to all work packages.

1. The designated receiving office for proposals will vary based on the mailing address specified in Block 7 of the SF33 for each work package. Proposals must be received by May 27, 2003, at 1:00PM (local time). Past performance volumes are requested in advance, by May 12, 2003, at 1:00PM (local time).

Offerors must either deliver their proposal, modifications or withdrawals by U. S. Postal Service Mail or *hand deliver (includes the use of a commercial delivery service). Regardless of the delivery method chosen, the proposal must be closed and sealed as if for mailing.

*Note: Non-U.S. citizens that do not have a "green card" will not be given access to the NASA Centers for the purpose of proposal delivery. Hand delivered proposals or subcontractor data shall be coordinated (at least 24-hour notification) through the government Work Package Contracting Officer listed in Section L.4 (COMMUNICATIONS REGARDING THIS SOLICITATION).

2. Additional Copies for NASA Headquarters

NASA HQ copies shall be delivered to the following address*:

"NASA - Goddard Space Flight Center
Building 16W-Loading Dock
Greenbelt, MD 20771
Attention: Contracting Officer, HQ Procurement Office
(Michelé Hull, 301-286-2749, Code 210.H)
RFP 03-HAW-001 PROPOSAL--DELIVER UNOPENED"

* Note: the specific work package addresses listed in block 7 of the SF33 for each work package will be the official receipt locations for individual work package proposals. While the additional copy is required for the NASA HQ Contracting Officer, it will not be considered for official receipt.

(End of provision)

L.17 DOCUMENT LIBRARIES AND READING ROOMS

Additional information will be available at the time of release of the RFP

The location of this information is:

Work Package	Electronic Location (if applicable)	Hard Copy Location (if applicable)
GSFC MOMS	https://theother.gsfc.nasa.gov/momsbidder/dropbox/docs/index.cfm	See instructions at electronic location
GSFC NENS	See Provision **L.18.2.D Below (Reference Technical Library)**	NOTE: White Sands Complex (WSC) Handbook Volumes 1 - 16 are available in hard copy only. A written request to the NENS Contracting Officer is required to schedule a visit to view these documents at WSC.

KSC KICS	www.ksc.nasa.gov/procurement/kics	CIAO, Building N6-1009, Room 102
MSFC HOSC	https://hoscc.msfc.nasa.gov	Building 4610, Room 1044 (available on April 14)
MSFC UNITeS	www.unites.nasa.gov	Building 4200, Room 418

(End of provision)

L.18 Attachments to Proposal Instructions and Evaluation Criteria

This solicitation contains several attachment documents that provide additional instructions and evaluation criteria that are specific to each work package. Offeror shall review those documents that are applicable to the work package(s) on which they are proposing and comply with the additional instructions. The following list describes the supplemental documents, by work package.

1. GSFC MOMS:
   - A. GSFC MOMS Supplemental Proposal Instructions and Evaluation Criteria*
   - B. GSFC MOMS Cost/Price Spreadsheet
   - C. GSFC MOMS Cost/Price Spreadsheet for RTO's
   - D. GSFC MOMS RTO's
   - E. Draft Surveillance Plan
   - F. Draft Performance Evaluation Plan

2. GSFC NENS
   - A. GSFC NENS Supplemental Proposal Instructions and Evaluation Criteria*
   - B. GSFC NENS RTO's
   - C. GSFC NENS Cost/Price Spreadsheet
   - D. GSFC NENS Reference Technical Documents
   - E. GSFC NENS Draft Surveillance Plan
   - F. GSFC NENS Draft Performance Evaluation Plan

3. KSC KICS
   - A. KSC KICS Supplemental Proposal Instructions and Evaluation Criteria*
   - B. KSC KICS Cost/Price Spreadsheet

4. MSFC HOSC
   - A. MSFC HOSC Supplemental Proposal Instructions and Evaluation Criteria*
   - B. MSFC HOSC Cost/Price Spreadsheet
   - C. MSFC HOSC Background and Historical Data
   - D. MSFC HOSC Job Descriptions/Qualifications Form
   - E. MSFC HOSC Key Personnel Description and Resume Form

5. MSFC UNITeS
   - A. MSFC UNITeS Supplemental Proposal Instructions and Evaluation Criteria*
   - B. MSFC UNITeS Cost/Price Spreadsheet
   - C. MSFC UNITeS Background and Historical Data

* Attachment A (Supplemental Proposal Instructions and Evaluation Criteria) for each work package above contains additional work package information with specific details for the following sections within this solicitation:

L.12 TECHNICAL/ MISSION SUITABILITY PROPOSAL INSTRUCTIONS
L.13 COST/PRICE PROPOSAL INSTRUCTIONS
L.16 PROPOSAL MARKING AND DELIVERY
M.2 SOURCE SELECTION AND EVALUATION FACTORS—GENERAL
M.3 TECHNICAL/MISSION SUITABILITY FACTOR
M.5 COST/PRICE EVALUATION FACTOR

(End of Text)

----------END OF SECTION----------

SECTION M OF RFP NUMBER 03-HAW-001 (SMCDS)
EVALUATION FACTORS FOR AWARD

M.1 EVALUATION OF OPTIONS (52.217-5) (JUL 1990)

Except when it is determined in accordance with FAR 17.206(b) not to be in the Government's best interests, the Government will evaluate offers for award purposes by adding the total price for all options to the total price for the basic requirement. Evaluation of options will not obligate the Government to exercise the option(s).

(End of provision)

M.2 SOURCE SELECTION AND EVALUATION FACTORS—GENERAL

This solicitation includes separate attachments with detailed Supplemental Evaluation Criteria for this section for each work package. The remainder of this section applies to all work packages.

1. Source Selection

This competitive negotiated acquisition shall be conducted in accordance with FAR 15.3, "Source Selection", and NASA FAR Supplement (NFS) 1815.3, same subject. The Source Evaluation Board procedures at NFS 1815.370, "NASA source evaluation boards" and/or any deviations approved by the NASA Associate Administrator for Procurement will apply.

The attention of offerors is particularly directed to NFS 1815.305, "Proposal evaluation" and to NFS 1815.305-70, "Identification of unacceptable proposals".

A best value trade-off process, as described at FAR 15.101-1, and the Cross Cutting evaluation described in Section M.6 will be used in making source selection.

2. Evaluation Factors and Sub-factors

The evaluation factors are Mission Suitability, Past Performance, and Cost/Price. These factors, as described at NFS 1815.304-70, will be used to evaluate each proposal. This Section M provides a further description for each evaluation factor, inclusive of sub-factors and any elements under each sub-factor. Only the Mission Suitability factor is numerically scored.

3. Relative Order of Importance of Evaluation Factors

The Supplemental Proposal Instructions for each work package will provide their relative order of importance of evaluation factors. For Crosscutting proposals, refer to section M.6.

(End text)

M.3 TECHNICAL/MISSION SUITABILITY FACTOR

This solicitation includes separate attachments with detailed Supplemental Evaluation Criteria for this section for each work package. The remainder of this section applies to all work packages.

The offeror's proposed approach to meeting the requirements of the contemplated contract will be evaluated for how clearly and completely it has understood the requirements and the inherent problems associated with the objectives of this procurement. The Government will also evaluate the offeror's identified programmatic risks associated with methods, techniques and technologies proposed for the accomplishment of the SOW under each mission suitability subfactor, as warranted. The risk evaluation will consider the possibility of the risk(s) occurring, the impact and severity of the risk(s), the period when the risk(s) should be addressed, and the alternatives available to meet the requirements. Risk assessment will be evaluated in determining mission suitability strengths, weakness, deficiencies and numerical/adjectival ratings. The completeness, thoroughness and validity of the response will be evaluated.

(End of provision)

SECTION M OF RFP NUMBER 03-HAW-001 (SMCDS)
EVALUATION FACTORS FOR AWARD

M.4 PAST PERFORMANCE EVALUATION FACTOR

The Past Performance evaluation will be conducted in accordance with FAR 15.305(a)(2) and NFS 1815.305(a)(2), "Past performance evaluation". The approach to evaluating past performance is provided below in accordance with FAR 15.305(a)(2).

1. Adjective Ratings

This factor will not be point scored. One of the following overall adjectival ratings will be assigned to the offerors relevant past performance:

Excellent – Meets and/or exceeds contract requirements to an exceptional degree. Samples include exceptional cost underruns due to Contractor diligence and cost savings initiatives, technical end products that exceed original Government specifications in critical performance areas, deliverables usually delivered on time and often ahead of contract schedules, etc. Exceptional/High confidence based on the offeror's performance record, essentially very little risk exists in the offeror's ability to successfully perform the required effort.

Very Good – Meets and/or exceeds the established performance requirements. Samples include cost underruns due to Contractor diligence or cost savings initiatives, technical end products that meet original Government specifications and exceed specifications in some performance areas, deliverables on time or occasionally ahead of contract schedules, etc. Very Good/Significant confidence based on the offeror's performance record, little risk exists in the offeror's ability to successfully perform the required effort.

Good - Meets the majority of established performance requirements. Samples include very few cost overruns caused by the Contractor, technical end products that normally meet Government specifications in most/all performance areas, deliverables usually delivered on time/schedule, etc. Satisfactory/confidence based on the offeror's performance record, some risk exists in the offeror's ability to successfully perform the required effort.

Fair - Does not fully meet the established performance requirements. Samples include some moderate/significant cost overruns caused by Contractor, technical end products that often fail to meet government specifications in some performance areas, deliverables sometimes delivered behind contact schedules, etc. Marginal/Low confidence based on the offeror's performance record, substantial risk exists in the offeror's ability to successfully perform the required effort.

Poor - Fails to meet the established performance requirements. Samples include substantial cost overruns caused by Contractor, technical end products fail to meet government specifications in critical areas, deliverables usually delivered behind contract schedules, etc. Unsatisfactory/No Confidence Based on the offeror's performance record, extreme risk exists in the offeror's ability to successfully perform the required effort.

Neutral- Neutral/Unknown Confidence. No performance record identifiable (see FAR 15.305(a)(2)(iii) and (iv)).

However, offerors without a record of relevant past performance or for whom information on past performance is not available, will not be evaluated favorably or unfavorably on past performance. Refer to FAR 15.305(a)(2)(iv).

2. Evaluation Areas

The Past Performance overall adjective rating will include the following specific areas established for this procurement in accordance with NFS 1815.305(a)(2)(B).

a. Overall Technical Performance

Evaluates the offeror's compliance with technical requirements and performance standards for previous and present work.

b. Specific Technical Performance

Evaluates the offeror's performance relating to unique and/or innovative features that may appear in its proposal.

c. Schedule Performance

Evaluates how well the offeror has met schedule requirements.

d. Cost Performance

Evaluates offeror's cost performance experienced on previous and current contracts. Evaluates whether contractor provided reasonable estimates and how well it performed within those estimates. Only those increases or savings within the responsibility of the offeror under the terms of the particular contracts are considered.

e. Management Performance

The offeror will be evaluated in terms of overall management performance. This includes the following: effectiveness and efficiency of Contractor management structure without the need for unreasonable oversight and direction from the customer, the ability to provide qualified personnel, and the ability to effectively maintain labor management relations.

f. Safety and Health

Evaluates the offeror's attentiveness to overall safety and health in the workplace and control of lost time incident rate.

g. Overall Performance

The offeror will be evaluated for proactive identification of risks, effective risk mitigation, and responsiveness to emergency and critical situations. Relevant additional comments provided on questionnaires concerning contractor's past performance will be considered in this evaluation.

(End of provision)

M.5 COST/PRICE EVALUATION FACTOR

This solicitation includes separate attachments with detailed Supplemental Evaluation Criteria for this section for each work package. The remainder of this section applies to all work packages.

1. Definitions: Offerors should refer to FAR 2.101(b) for a definition of "cost realism" and to FAR 15.404-1(d) for a discussion of "cost realism analysis" and "probable cost".

2. Assessment of Probable Cost

a. The proposed cost/price will be assessed to determine reasonableness and cost realism. The evaluation will be conducted in accordance with FAR 15.305(a)(1) and NFS 1815.305(a)(1)(B) and (C). Upward or downward adjustments may be made to the proposed cost as a result of the assessment of cost realism. This can include adjustments to all proposed direct and indirect costs.

b. For proposed award fees, the fee(s) will not be adjusted, but will be included in the probable cost in the amounts proposed.

c. Probable cost will include the cost of Government resources, such as production and research property, that may be required because of the offeror's proposed approach to accomplishing the work, unless such resources are provided by the terms of this solicitation. For the requested use of Government production and research property, FAR subpart 45.2 will apply.

d. The GSFC MOMS, GSFC NENS, and MSFC UNITeS work packages are full and open competitions within one of the Major Standard Industrial Groups determined by the Department of Commerce for the application of small disadvantaged procurement mechanisms and applicable factors. Refer to FAR 19.201(b), FAR 19.11 and to FAR clause 52.219-23, "Notice of Price Evaluation Adjustment for Small Disadvantaged Business Concerns." The adjustment shall be applied to the assessed "probable cost". The adjustment will not be made if there are no Small Disadvantaged Business (SDB) offeror(s) or if all SDB offerors have waived the price adjustment.

3. Source Selection Authority

Both the proposed cost and the probable cost will be presented to the Source Selection Authority.

(End of provision)

M.6 CROSS CUTTING EVALUATION

(a) Crosscutting proposals will be evaluated on the basis of best value/trade off involving an assessment of cost, mission suitability, and past performance. All evaluation factors other than cost or price, when combined, are approximately equal to cost or price. Specifically, cost and mission suitability are approximately equal with mission suitability more important than past performance.

The best value determination by the SSA will involve evaluating Crosscutting proposals against (1) other Crosscutting proposals and (2) all stand-alone proposals for the work packages incorporated in a Crosscutting proposal. After evaluating all Crosscutting proposals, NASA reserves the right to determine that best value is achieved by making award on the basis of the stand-alone proposals.

(b) Factors for the Evaluation of Crosscutting Proposals

(1) Cost: The proposed cost/price for the Crosscutting proposals will be assessed to determine reasonableness and cost realism. The agency will make probable cost adjustments as necessary, but will not make adjustments to mission suitability based on an analysis of cost realism.

(2) Mission Suitability: Mission Suitability for Crosscutting proposals will be adjectivally rated at the HQ Level. The evaluation of any different approach contained in a Crosscut proposal begins with a re-rating of each stand-alone proposal using the evaluation factors of Mission Suitability set forth for the respective work packages. Then, NASA will evaluate the re-rated work packages using the following factors:

i. Mission Risk,
ii. Feasibility to NASA,
iii. Business Considerations,
iv. Management Complexity.

NASA will assess completed re-ratings of each work package associated with a Crosscut proposal to arrive at an overall rating for Mission Suitability. Particular attention will be paid as to whether the approach in the Crosscutting proposal approach substantially weakens the Mission Suitability of the stand-alone proposals. This process is distinct from and will not affect the evaluations of Mission Suitability for the stand-alone proposals.

(3) Past performance: The past performance ratings will carry over from the applicable stand-alone work package proposals included in the Crosscutting proposal.

(End of Provision)

SECTION M OF RFP NUMBER 03-HAW-001 (SMCDS)
EVALUATION FACTORS FOR AWARD

M. 7 PROSPECTIVE CONTRACTOR RESPONSIBILITY

1. The standards and procedures for determining whether prospective contractors and subcontractors are responsible are set forth in FAR Subpart 9.1. Deficiencies concerning the general standards of prospective contractor responsibility at FAR 9.104-1, and any special standards established for this procurement under FAR 9.104-2, may be serious enough to result in a determination of non-responsibility. As with all aspects of prospective contractor responsibility, a finding of non-responsibility can be made at any time prior to contract award. However, even if such deficiencies are not so serious to result in such a determination, they will nonetheless be considered in the evaluation as conducted under the evaluation factors set forth in this solicitation.

2. The following special standards of responsibility have been established for this procurement: NONE.

(End of text)

----------END OF SECTION----------

Kennedy Integrated Communication Service (KICS)
Supplemental Proposal Instruction
Section L

L.12 (KICS) TECHNICAL/ MISSION SUITABILITY PROPOSAL INSTRUCTIONS

The Technical Proposal shall be fully self-contained as Volume I and completely separate and apart from the other Volumes required. The full contents of this volume shall follow the organization of the sections that follow, and the content shall be as described in those sections.

Additional instructions for preparing your technical proposal are as follows:

SCOPE OF PROPOSAL

Offerors are expected to submit a proposal that addresses all aspects of the effort as described in the Performance Work Statement. In the event that organizations other than the prime Offeror are involved in conducting this work, their relationships during the effort shall be explained and their proposed contributions to the work shall be identified and integrated into each part of the proposal, as appropriate.

The Performance Work Statement is unclassified. However, access to classified documents will be required. Contractor personnel with access to Government installations and data must comply with standards and regulations imposed by the responsible government entity.

The contract resulting from this RFP shall be "performance based" except for task orders resulting from exercise of ID/IQ efforts. The Contractor will be responsible for staffing the contract with appropriately skilled personnel in the necessary quantity to assure excellence of performance within the costs proposed. The incumbent contractors are responsible for successfully completing KSC communication services support requirements through completion of Phase-In.

Offerors are encouraged to submit their best, most realistic and competitive proposal **as the Government intends to award based on initialproposals in accordance with Federal Acquisition Regulation (FAR) 52.215.** In addition, offerors are encouraged to propose innovative productivity improvements, effective cross-utilization of operations and engineering staff, and cost effective quality enhancements. The successful Contractor shall perform all elements of the Performance Work Statement of the resultant contract within the costs proposed and negotiated. **INNOVATIVE APPROACHES TO SATISFYING THE PERFORMANCE WORK STATEMENT ARE ENCOURAGED.**

PROPOSAL ORGANIZATION

MISSION SUITABILITY FACTOR

The mission suitability proposal shall clearly and fully demonstrate an understanding of all the requirements associated with the KICS PWS. Consider the technical aspects of the PWS and clearly define the management approaches for meeting these requirements. Responses indicating compliance with the Performance Work Statement items by paraphrasing the requirement or referencing "standard procedures" or "standard practices" will be considered inadequate. All of the sections in the Mission Suitability proposal must provide sufficient detail as to how the objectives and requirements that are described in the PWS will be met so that an effective evaluation of the proposal can be made. The proposal shall include descriptions of techniques and procedures that will be followed in execution of the contract. Information previously submitted, if any, will be considered only if it is resubmitted as part of this proposal. Information incorporated into the proposal by reference shall not be considered.

The Mission Suitability Factor is made up of three sub-factors: (S-1) Technical Approach, (S-2) Management Approach, and (S-3) Safety and Health Plans. Organize the Mission Suitability proposal volume consistent with the structure of this section to facilitate evaluation of the proposals.

The sub-factors are described in the following paragraphs. Additionally, specific scenarios that will be considered key to the evaluation process are provided. Propose methods of meeting the requirements described in each scenario. Specifically, address the management, technical, cost, safety and mission assurance areas. Provide approach to meeting the requirements described in each scenario consistent with overall proposal approach.

The proposal shall not be limited to only discussing compliance to these sub-factors; they are considered the minimum. Discuss any additional features that are judged to be significant in meeting the requirements in this procurement.

(Sub-Factor S-1) Technical Approach

Demonstrate an understanding of the KSC ground communication services system and its ability, as well as the staffing and skill mix selection necessary to meet all of the functional requirements associated with the PWS. Address responsiveness to and successful satisfaction of customer requirements serviced by this contract in a diverse environment where the requirements and priorities are dynamically changing while interfacing with multiple customers and associate contractors.

S-1.1 Operation of Current Systems

Demonstrate an understanding of how to successfully perform the tasks necessary to provide the communications support and services described in Attachment J-1, Sections 1.0 and 4.0. Fully describe the technical processes and procedures to be used in meeting

the requirements. Emphasize the critical requirements unique to KSC's communication systems and any proposed innovative approaches to meet those requirements.

Demonstrate an understanding of the issues and challenges in providing communications support and services in the large and extended campus-like environment at KSC/CCAFS. Describe how the approach will ensure all communication systems in a widely distributed geographical area will be operated, maintained and sustained to meet the customers' communications requirements. Describe how the approach will support the greater than 15,000 customers and users associated with the PWS descriptions in Attachment J-1, Section 4.0.

Demonstrate an understanding of the issues and challenges in providing communications support and services on all current communications systems, technologies and services specified in the RFP. Describe in detail how the wide range of communications systems defined in Attachment J-1, Section 4.0 and Appendix 5 will be operated and maintained. Discuss approach to ensure video, photo services, audio, computer network, telephone, RF, copper and fiber and other systems will be effectively operated, maintained and sustained.

S-1.2 Improving Current Systems and Service Levels

Demonstrate an understanding of the efforts necessary to transition KSC communications systems and services to meet the vision discussed in Attachment J-1, Section 1.0 along with the requirements in Attachment J-1, Section 4.0 and 5.0. Describe how technical alternatives are developed, analyzed and selected. Describe how involvement in design efforts by the contractor will take place for 1) NASA or other contractor led efforts; 2) Jointly led efforts by KICS and others; and 3) KICS led efforts. Describe the approach to improving communication requirements processes, customer satisfaction levels, integrated work and task control and ongoing systems expansion, reconfiguration and updating as discussed in Attachment J-1, Sections 1.0, 2.0 and 4.0. Describe technical approaches to meet operational requirements while concurrently upgrading systems and increasing communication system support and availability levels.

Demonstrate an understanding of communications requirements and processes necessary to improve customer service levels and effectiveness. Describe the integrated requirements processes for collecting, recording, tracking, reporting status, fulfilling, verifying and closing communication requirements.

Describe in detail how customer technical requirements satisfaction will be measured and the processes that will ensure viable solutions are created, instituted and validated. Include descriptions of methods to effectively gather, organize, track and assess customer expectations and experiences.

Describe the approach for providing integrated visibility and technical status for all systems, support and efforts. Describe the proposed processes to ensure technical trends and issues are detected and addressed in a timely fashion. This includes lifecycle/closed

loop processes ensuring decisions and efforts that resolve the problems and bring closure to issues.

Describe any proposed arrangements and involvement with affiliates with respect to improving current system and service levels.

S-1.3 Sustaining Engineering

Provide an approach to sustaining engineering that allows expansion and re-configuration of systems and that successfully meets customer requirements. Describe a plan to routinely update aging and ineffective systems and technologies while ensuring support and services. Describe the planning effort necessary to accomplish the proactive, cost effective and innovative replacement of obsolete or inefficient systems and equipment.

S-1.4 Proactive Interfacing and Integration with Others

Provide an approach to meeting the technical interface communication requirements levied on the KICS contractor that ensures an effective working relationship with the government and other contractors. Describe proposed processes and approaches that proactively plan and manage system level interdependencies to meet communications requirements levied on the KICS contractor. For example, the communication assets supporting multiple payload processing flows must be utilized effectively to meet all mission schedules. This includes differences based on the nature and mission of external interfaces as listed in Attachment J-2, Communication Demarcation Points.

S-1.5 Future Initiative Efforts

Demonstrate an understanding of the efforts necessary to transition KSC communications systems and services to meet the future goals discussed in Attachment J-1, Section 1.0 and the supporting requirements in Attachment J-1, Sections 4.0 and 5.0. Describe how technical alternatives are developed, analyzed and selected. Describe how involvement in design efforts by KICS for NASA led, jointly led efforts by KICS and others, and KICS supported efforts with others will work effectively. Describe any proposed arrangements with affiliate(s).

Provide an approach to ensuring new technologies and systems are successfully deployed. Include an explanation of the methods that will be used. This includes customer familiarization and transition issues.

Explain in detail the approach that will be used to provide technical leadership and participation in new initiatives. This includes meeting customer expectations and ensuring customer acceptance of new initiatives. Describe how this approach will be implemented.

S-1.6 ID/IQ Specialized Services

Review the description of tasks in Performance Work Statement, Attachment J-1, Section 5.0, Indefinite Delivery/Indefinite Quantity (ID/IQ) Catalog of Services with respect to supporting the vision for the future of KSC communication assets described in Attachment J-1, Section 1.0. Discuss the methods and processes that will be associated with these services to effectively implement the migration of the current stand-alone communication systems to a communication services based communication support model. Consider this migration throughout the life of the contract as described in Attachment J-1, Section 1.0. Describe the importance and role of affiliation(s) and processes with respect to these activities.

Describe how the telephone service as described Attachment J-1 section 4.2.5 will be provided. Include the process and methods for the operations and maintenance of the infrastructure and keeping its associated software current.

Describe how the ID/IQ task orders will be executed in a rapid and efficient manner. Describe how the ID/IQ design, development, integration and activation processes would be completed once a task order is issued.

Describe how the requirements/scope as identified Attachment J-1, Section 5.0, with respect to staffing will be met.

S-1.7 Mission Suitability Scenarios

Respond to the scenarios listed in Section S-2.17 with a narrative that describes the technical approach to the described situations. Ensure that the responses to the case scenarios are consistent with the proposal's overall technical, management, and safety and health approaches.

S-1.8 DOD Technical Multi-Media Support

Specific instructions for completion of the DOD requirements in reference to actions associated with contract line item numbers (CLIN) 0005 and 0006, PWS 4.2.2.5.3, DOD Technical Multi-Media Support, are provided below.

<u>Image Processing</u>
For each image format (still film formats, motion picture formats, video formats, electronic image formats, etc.), describe the methods for processing, printing, finishing, captioning, packing and distributing products. Describe the processes for assembling, editing, effects, captioning, titling, sound, music, narration, transfers, dubbing, and distributing video and electronic image products. Describe the processes for cataloging, storage, retrieval, transmission, and disposition of image files (current and future inventory) for launch and non-

launch events for all formats. For purposes of evaluation, describe the processes to be used for meeting routine and priority delivery requirements.

(Sub-Factor S-2) Management Approach

S-2.0 Business Management

Describe how the contract requirements will be managed and satisfied. Describe the proposed processes, techniques, business practices or work control processes which will be used to satisfy contract requirements and reflect a high priority on flexibility, responsiveness, and customer satisfaction when implementing and improving products and services including KSC modernization. Further, describe how business processes and work control systems will ensure that the government and its communications systems customers will receive timely responses and prompt action to resolve support problems, support sustaining engineering, implement maintenance operations and provide new services as required.

Describe how the missions and goals of multiple programs and projects will be met while successfully incorporating the daily/hourly real-time changes in the operations described in Attachment J-1, Section 4.0.

S-2.1 Phase-In Approach

Provide a Phase-In approach describing the management team that will be utilized for the transition. Provide an estimated schedule. Describe the approaches that will be utilized to ensure successful continuity of ongoing operations and an adequate level of performance at contract start. The proposed Phase-In period shall not exceed 90 days. Discuss the Phase-In schedule and approach to providing Phase-In status to the government. The Phase-In description shall fully explain staffing, interaction and justification for interaction with the incumbent and NASA. The Phase-In approach shall include the efforts necessary to assume responsibility of the contract requirements. Discuss weekly staffing projections, new employee badging, training, work control system migration, data and record conversion, anticipated problems or issues, and problem mitigation plans within the Phase-In period. The Phase-In approach must fully demonstrate the ability to appropriately phase-in and assume full contract responsibility within 90 days with no loss of or obstruction to services required under this contract.

S-2.2 Financial Management

Describe the financial management system structure and capabilities that will be used in support of the KICS requirements. Because NASA has transitioned to a full cost accounting methodology, costs must be assigned to the applicable program or fund source responsible for incurring the cost. Describe how the financial system structure, interfaces, and capabilities described above will track and assign these costs across multiple programs and fund sources.

Describe how the 5-year Technical and Cost Plan (DRD M-4) will be developed. Describe the organization of the plan including the level of attention given to O&M, sustaining engineering including replacement of obsolete or inefficient systems and equipment, and ID/IQ activities. Describe the process being proposed to develop, coordinate, and gain government approval of the plan. Include a description of the analysis that will support the justification for proposed work and provide the basis for the associated cost estimates. Describe how the plan will be developed to provide a clear understanding of the proposed work and a clear understanding of the associated costs. Describe the approach to translating the plan contents into a form that can be directly submitted into each program's Program Operating Plan (POP).

Describe capabilities with regard to developing cost impact assessments for ID/IQ work.

S-2.3 Outage Management

Demonstrate an understanding of the systems and processes necessary to maintain effective outage processing. Discuss the approach to communications system outage management that will be utilized. Discuss the methods that will be used for outage identification, scheduling, coordination, approval, and execution. Discuss how often and when communication service outages would be conducted. Discuss how impacted parties will be notified of outage extensions.

S-2.4 Training and Certification of Personnel

Describe the proposed approach to organize, implement, and manage training and certification of personnel as required in Attachment J-1, Sections 2.3.6 and Section 8.0, and in Appendix 1, DRD TR-1, Kennedy Integrated Communication Support (KICS) Training and Certification Plan. Describe how training and certification will be managed and administered to be cost-effective. Discuss the mix of industry training, on-the-job training, and government-funded and contractor-provided training, and how it will be managed and implemented to ensure that current skills and knowledge are maintained as technology advances and infrastructure modernization progresses. A listing of Government-funded contractor provided training, in addition to that shown in the PWS, is included in the Bidders Library. Discuss how training and certification records will be managed including transition of records from any predecessor contractors, how training and certification will be recorded and tracked, maintenance of the records and reporting of training status, government access to training records. Describe how the technical reference library will be implemented and managed to ensure government and contractor access to data and information not available through formal release systems.

S-2.5 Configuration Management

Demonstrate an understanding of the systems and processes necessary to maintain configuration control. Discuss how hardware and software configuration will be managed. Discuss the processes for maintaining "as-built" documentation, engineering drawings, and databases. Discuss how to make configuration management data available

to the government with respect to ease of access and level of availability. Discuss the approach to implementation of a configuration control board process as it pertains to receipt, evaluation, prioritization, tracking, and implementation of communications systems configuration control.

S-2.6 Security Management

Discuss how adequate physical and IT Security for all government furnished property, government provided facilities, and IT system security will be provided in accordance with the policies and procedures described in Attachment J-1, Section 2.3.8.

S-2.7 Data Management

Describe the plan for a data management program as described in Attachment J-1, Section 2.3.10. Describe how to comply with NPD 1440.6. Describe how existing documentation (both hardcopy and softcopy), classified data and export-controlled data will be maintained. Describe how to develop and maintain data repositories and how it would utilize existing EDC and CMDS engineering documentation systems to support contract requirements. Describe how the data will be made available to the government.

S-2.8 Quality Management

Discuss the approach to quality management to ensure an understanding of the systems and processes necessary to maintain quality communication services. Discuss the approach to ensuring customer satisfaction, continuously improving communication services, becoming ISO 9001-2000 certified and maintaining same certification. Describe the approach to assisting NASA personnel in its inspections, verifications, and evaluations of the Offeror's QMS.

Discuss the approach to ensuring the government is notified of mission critical hardware/software anomalies, mishaps, incidents, and close calls.

Discuss the approach to implementation of a reliability and maintainability program to ensure its understanding of Agency and KSC requirements.

Discuss the approach to work order processing to ensure its understanding of documenting, controlling, authorizing, scheduling, executing, and reviewing all work performed on communication system hardware, software, and facilities.

S-2.9 Risk Management

Provide a Risk Management Plan (DRD M-9) containing a proposed approach to Risk Management. Demonstrate how the Risk Management approach is integrated into the overall performance of contract requirements on an ongoing basis.

Provide an assessment of relevant risks associated with the Offeror's approaches to contract Phase-In; contract administration/execution; performance of PWS requirements; and contract financial management. Risk areas to be addressed include, but are not limited to, safety and health; technical performance; cost; schedule; security (including personnel, information technology, facilities/property); the need to involve foreign sources (Offeror and/or Governmental); export control; and environmental considerations. This assessment shall discuss the sources of risk; provide criteria for evaluating risk attributes including probability and impact; and propose mitigation strategies.

Identify any risks introduced by proposed management or technical innovations, new processes, and systems associated with their approach.

Develop the above plan in accordance with the policies and elements identified in the PWS, and demonstrate an effective, systematic decision process for managing risks associated with the KICS.

S-2.10 Performance Metrics

Propose and describe contract performance evaluation methods, metrics and the management tools to track and communicate contract performance to the government. Propose one metric minimum in each of the following areas of communication services management: safety, technical performance, cost performance, management effectiveness and customer satisfaction (reference Attachment J-4, Table J4-1, KICS Award Fee Basis). Demonstrate knowledge of metrics development and effective application of generated metrics.

Describe how customer satisfaction, for both the end customer and the contractors managing organization, will be ensured. Describe the mechanism to directly measure customer satisfaction and allow government insight into that satisfaction.

Consider use of existing KSC customer satisfaction survey processes.

S-2.11 Contract Award Fee Approach

Describe an approach that demonstrates the proposed award fee dollars for the KICS are appropriate and meaningful to incentivize excellent performance, as well as being sufficient to provide a corporate commitment to this effort. Describe how to utilize the earned fee to best achieve the purposes of the proposed contract and promote efficient and effective operations without sacrificing quality or timeliness of performance.

S-2.12 Total Compensation

Submit a total compensation plan that demonstrates compliance with FAR 52.222-46, Evaluation of Compensation for Professional Employees, and NFS 1852.231-71, Determination of Compensation Reasonableness. Data from the total compensation plan

contained in the Cost Volume will be used for evaluation purposes, but duplication of the cost information is not required in this volume.

S-2.13 Information Technology (IT) Security

Provide and describe the plan that will be used to ensure IT security will be implemented and sustained in accordance with contractual requirements as specified in Attachment J-1, Section 6.0.

S-2.14 Support IT Hardware and Software

Describe the plan for acquiring and maintaining, IT property that supports the KICS contract, as described in Attachment J-1, Section 6.0. This plan includes types of hardware (servers, workstations, firewalls, etc) and software (Configuration Management, CAD, Office Automation, etc.), and if the contractor will manage its own administrative services or outsource and to whom.

The contractor has the option of purchasing Desktop Services (including, but not limited to desktop hardware and software, hardware and software technology refreshment, hardware and software maintenance, desktop help desk services, network printing services, desktop IT Security) from the KSC Outsourcing Desktop Initiative for NASA (ODIN) Delivery Order or independently providing similar desktop services. Ensure the application of current and emerging information technologies to enhance KSC communications support capabilities, increase productivity and improve customer service under this contract.

S-2.15 Logistics

Describe the approach to management of logistics to support communications services for Shuttle, LSPO, ISS programs and Center wide institutional and operational activities. Discuss material management, property management, inventory management, warehouse storage management, transportation services, calibration services, equipment loss rate plan, and confined space work areas.

S-2.16 Modernization Approach

Describe the approach that will be utilized to meet modernization and infusion goals outlined in Attachment J-1, Section 1.0, including a description of any external relationships that will be used to satisfy these requirements and how that approach will bring value to the government. Describe the contractual relationship with any external entities (i.e. affiliates, suppliers, technology providers, consultants); discuss the lines of authority, responsibility, and communication between the contractor and these external entities; and discuss how these entities fit into the overall management structure depicted in the organizational chart provided under Section 1 of this sub-factor.

Describe the work to be performed, the level of subcontractor involvement in contract implementation, and how the relationship(s) will be managed to meet contract

requirements and accomplish the contract vision and objectives. Describe the resources, methods, tools and expertise to be provided by these external entities, and how they will bring innovative new approaches and quality products to the contract to achieve the contract vision and objectives.

S-2.17 Organization and Staffing

Address the proposed organizational structure, including the organization chart, and staffing approach (including all major subcontractors, team members and affiliates), Key Personnel and Positions Descriptions, WBS Staffing Plan and Narrative Staffing Plan for its ability to meet or exceed the communications systems services, business processes, requirements and Vision identified in the PWS. Address methods of recruiting and hiring from the incumbent (including incumbent capture rate and basis), from existing sources, and from outside sources, as well as its approach to staff for new requirements and retention of experienced personnel.

S-2.17.1 Organizational Chart

Provide a prime and subcontractor organizational chart along with key government, KSC contractor, and customer interfaces defined.

S-2.17.2 Lines of Responsibility and Key Interfaces

Describe the organizational structure and lines of communication, responsibilities, and authorities. Identify key interfaces between the contractor, subcontractor and the government. Discuss how these interfaces optimize flexibility, timeliness and adaptability in responding to new requirements, multiple programs, KSC business processes, customer satisfaction, ID/IQ and new technology.

S-2.17.3 Key Positions

Identify key contractor (and major subcontractor/affiliate) positions and provide its rationale for selection of that position as a key for the prime and subcontractor/affiliate. Complete the Key Personnel Positions Description for each individual and position identified as key. Discuss how each key person's relevant experience and knowledge is adequate to meet or exceed the requirements of the contract and contribute to the accomplishment of the contract vision and objectives (Attachment J-1, Sections 1.0, 2.0, 3.0, 4.0 and 5.0). The Describe the proposed approach to retention of key personnel identified on this contract, including any contractor and subcontractor or affiliate personnel identified as key personnel, and clearly identify each key person's commitment to the contract. Complete the Key Personnel and Positions Description per directions below.

KEY PERSONNEL AND POSITIONS DESCRIPTION

(Complete one for each proposed key person. The following minimum information for each key person shall not exceed two pages and does not count towards the page limitation).

1. Proposed Position Title and Organizational Element

2. Reason for selecting this as a key position

3. Name of Proposed Person

4. Education
   a. Degrees, dates, majors, school
   b. Other education or training and dates
   c. Certifications or professional designations (Locations)

5. Proposed assignment and responsibilities

6. Current position and beginning date

7. Current significant responsibilities or projects

8. Previous positions (last five years)
   a. Firm and period of employment
   b. Significant experience
   c. Specific projects

9. Professional activities and achievements (awards, publications, professional societies)

10. Unique qualifications. Summarize any relevant, unique experience, education or personal characteristics, which may not be evident from the above information (include experience with labor management relations, if any).

11. List two professional references (name, phone number, address) outside the company.

12. Commitment to the Project – the Proposed Person

    a. Has been contacted about this position (Yes/No):
    b. Is committed to the proposed position (Yes/No):
    c. Is committed to 100% time on this contract (Yes/No):

Is included in concurrent proposals (Yes/No):

S-2.17.4 Staffing Plans

Provide a proposed WBS staffing plan and complete the staffing plan form for WBS levels 1 and 2 for GFY04 and GFY05 while WBS staffing plans for level 1 is required for GFY06, GFY07 and GFY08. Include subcontractors and affiliates when completing the proposed staffing plan. The Staffing Plan shall contain labor category (planned employer: prime Offeror, subcontractor, affiliate), expected headcount source (incumbent, new hire, within company) and fiscal year (see Section L Staffing Plans S-2.17.4 Examples).
Complete a Narrative Staffing Plan, format chosen by the author, addressing the specifics of the Offeror's approach to the WBS Staffing Plan, if desired. Address retention of experienced personnel throughout contract duration.

Utilize the following WBS Staffing Plan Examples A and B to complete the Staffing Template per directions in the preceding paragraphs.

Describe the approach to ensure adequate support at reviews and meetings (reference Attachment J-1, PWS, Tables 2.1 and 2.2) to properly communicate, coordinate and implement communication services and resources with KSC customers in a multiple program and schedule dynamic environment.

Address the proposed staffing plan as compared to the sample KSC mixed fleet 5 year program schedule (reference bidder's library) and identify time periods of personnel or technical resource gaps or overages. Address resource leveling techniques and personnel resource processes which implement cost effective planning and management of work surges, maintenance operations, sustaining engineering, ID/IQ and other long term goals.

PERSONNEL STAFFING PLAN - EXAMPLE STAFFING A

Complete one form for each 2nd level WBS and for each summary level WBS for the Basic Contract Period

KICS PROPOSED STAFFING PLAN
BY WBS LEVEL, LABOR CATEGORY AND FISCAL YEAR
WBS 03.01.03 Voice Communication Systems, Subsystem A, Systems Operation

LABOR CATEGORY	GFY 04		GFY 05		GFY 06		GFY 07		GFY 08	
	H/C	SOURCE*	H/C	SOURCE*	H/C	SOURCE*	H/C	SOURCE*	H/C	SOURCE*
MANAGEMENT/SUPERVISION	0.8	P3	0.8	P3	0.8	P3	0.8	P3	0.8	P3
PROFESSIONAL/ADMN	0.4	S1	0.4	S1	0.4	S1	0.4	S1	0.4	S1
SCIENTIFIC/ENGINEERING	1.5	T	1.5	T	1.5	T	1.5	T	1.5	T
	1.0	S1	1.0	S1	1.0	S1	0.5	S1	0.5	S1
TECHNICAL	4.0	S1	4	S1	3.5	S1	3.5	S1	3.5	S1
	0.5	P3	0.5	P3	0.5	P3	0.5	P3	0.5	P3
	0.5	T	0.5	T	0.5	T	0.5	T	0.5	T
CLERICAL/SUPPORT	0.5	P1	0.5	P1	0.3	P1	0.3	P1	0.3	P1
TOTAL	9.2		9.2		8.5		8		8	

SOURCE IDENTIFIERS*

P - PRIME OFFEROR	1 - INCUMBENT WORKFORCE
S - SUBCONTRACTOR/TEAM MEMBER	2 - NEW HIRE - OUTSIDE COMPANY
T - AFFILIATE	3 - WITHIN COMPANY

PERSONNEL STAFFING PLAN - EXAMPLE STAFFING B

Complete one form for each 2nd level WBS and for each summary level WBS for the Basic Contract Period

KICS PROPOSED STAFFING PLAN

BY WBS LEVEL, LABOR CATEGORY AND FISCAL YEAR

WBS 03 Voice Communication Systems

LABOR CATEGORY	GFY 04		GFY 05		GFY 06		GFY 07		GFY 08	
	H/C	SOURCE*	H/C	SOURCE*	H/C	SOURCE*	H/C	SOURCE*	H/C	SOURCE*
MANAGEMENT/SUPERVISION	2.0	P3	2.0	P3	2.0	P3	2.0	P3	2.0	P3
PROFESSIONAL/ADMN	1.0	S1	1.0	S1	1.0	S1	1.0	S1	1.0	S1
SCIENTIFIC/ENGINEERING	2.0	T	2.0	T	2.0	T	2.0	T	2.0	T
	4.0	S1	4.0	S1	4.0	S1	2.0	S1	2.0	S1
TECHNICAL	10.0	S1	10.0	S1	8.0	S1	8.0	S1	8.0	S1
	2.0	P3	2.0	P3	2.0	P3	2.0	P3	2.0	P3
	2.0	T	2.0	T	2.0	T	2.0	T	2.0	T
CLERICAL/SUPPORT	2.0	P1	2.0	P1	1.0	P1	1.0	P1	1.0	P1
TOTAL	25.0		25.0		22.0		20.0		20.0	

SOURCE IDENTIFIERS*

P - PRIME OFFEROR	1 - INCUMBENT WORKFORCE
S - SUBCONTRACTOR/TEAM MEMBER	2 - NEW HIRE - OUTSIDE COMPANY
T - AFFILIATE	3 - WITHIN COMPANY

PERSONNEL STAFFING PLAN - TEMPLATE

Complete one form for each 2nd level WBS and for each summary level WBS for the Basic Contract Period

KICS PROPOSED STAFFING PLAN

BY WBS LEVEL, LABOR CATEGORY AND FISCAL YEAR

WBS _____

LABOR CATEGORY	GFY 04		GFY 05		GFY 06		GFY 07		GFY 08	
	H/C	SOURCE*	H/C	SOURCE*	H/C	SOURCE*	H/C	SOURCE*	H/C	SOURCE*
MANAGEMENT/SUPERVISION										
PROFESSIONAL/ADMN										
SCIENTIFIC/ENGINEERING										
TECHNICAL										
CLERICAL/SUPPORT										
TOTAL										

SOURCE IDENTIFIERS*

P - PRIME OFFEROR	1 - INCUMBENT WORKFORCE
S - SUBCONTRACTOR/TEAM MEMBER	2 - NEW HIRE - OUTSIDE COMPANY
T - AFFILIATE	3 - WITHIN COMPANY

S-2.17.5 Labor Relations

Discuss the approach to labor management relations, including interfaces between the KICS contractor and represented bargaining unit(s) at all tiers. Address the prime and subcontractor labor relations/management approach, if any, including planned methods with respect to grievances, strikes, collective bargaining units.

S-2.18 Mission Suitability Scenarios

Respond to the following scenarios with a narrative that describes the management approach to the described situations. Ensure that the responses to the case scenarios are consistent with its overall technical, management, and safety and health approaches.

S-2.18.1.a Scenario I - Mission Operations

The following scenario is based upon past known Mission requirements met by KSC Communications during a 30-day period. Institutional and ID/IQ requirements are not represented. The section following this set of known requirements are perturbations that are representative of the dynamic nature of the KSC/CCAFS launch site.

- Space Shuttle
  - Shuttle landing at KSC (days 1 and 2)
    - 250+ (existing) OIS-D stations at the SLF, LCC, OPF, CD&SC and other sites
    - 200+ voice nets
    - Audio recording
    - OTV and CTV SLF, LCC, OPF, CD&SC, HQ
    - Administrative Network connectivity in SLF, LCC, OPF
    - Timing SLF, LCC, OPF, CD&SC, HQ
    - 21 T-1s for Voice/Data extended to JSC, MSFC and GSFC via NISN assets
    - Paging, Area Warning (PAWS) within SLF, LCC, OPF and other sites
  - Shuttle Processing (all month)
    - 210+ (existing) OIS-D stations at the OPF, LCC, CD&SC and other sites
    - 40+ voice nets
    - Audio recording
    - OTV and CTV KSC wide
    - Administrative Network connectivity in OPF, LCC
    - Timing OPF, LCC
    - 21 T-1s for Voice/Data extended to JSC, MSFC and GSFC via NISN assets
    - PAWS within OPF, LCC and other sites

- Shuttle stacking and transfer to and processing at the PAD (weeks 3 and 4)
  - 340+ (existing) OIS-D stations at the VAB, MLP, PAD, Crawler, CD&SC, LCC and other sites
  - 50+ voice nets
  - Audio recording
  - OTV and CTV KSC wide
  - Administrative Network connectivity in VAB, MLP, PAD, Crawler
  - Timing VAB, MLP, PAD, Crawler
  - 21 T-1s for Voice/Data extended to JSC, MSFC and GSFC via NISN assets
  - PAWS within VAB, MLP, PAD, Crawler
- Shuttle launch (days 29, 30 and 31)
  - 400+ (existing) OIS-D stations at the LCC, SLF, PAD, MLP, CD&SC and other sites
  - 200+ voice nets
  - Audio recording
  - OTV and CTV KSC wide
  - Administrative Network connectivity in LCC, SLF, PAD, MLP, CD&SC, HQ and other sites
  - Timing KSC wide
  - 21 T-1s for Voice/Data extended to JSC, MSFC and GSFC via NISN assets
  - PAWS LCC, SLF, PAD and other sites

- Payload Processing
  - International Space Station (ISS) Payload 4 (all month)
    - 100+ (existing) OIS-D stations at the SSPF Highbay and User rooms
    - 10+ voice nets locally and to MSFC and University of Colorado.
    - Audio recording
    - Video cameras, monitors, distribution, and recording within SSPF, Vapor Containment Facility (VCF), and O&C
    - Streaming video to MSFC and University of Colorado.
    - PAWS within SSPF
    - Data circuits from SSPF Highbay to User rooms and to MSFC and University of Colorado.
    - Administrative Network connectivity in SSPF Highbay, User rooms and MSFC and University of Colorado.
    - Two-way radio interface to OIS-D system
  - ISS Payload 6 (weeks 1 and 2)
    - Handheld video recording
    - Two-way radio interface to OIS-D system
  - ISS Payload 5 (weeks 1 and 2)
    - 100+ (existing) OIS-D Stations in SSPF Highbay, User Rooms
    - 20+ voice nets
    - Audio recording

- Video cameras, monitors, distribution, and recording within SSPF, Vapor Containment Facility (VCF), and O&C
- PAWS within SSPF
- Data circuits from SSPF Highbay to User rooms and ISTL at JSC.
- Administrative Network connectivity in SSPF Highbay and User rooms
- Two-way radio interface to OIS-D system

- Science Payload 18 (weeks 2 and 3)
  - 100+ (existing) OIS-D stations at the SSPF Highbay and User rooms
  - 20+ voice nets
  - Audio recording
  - Video cameras, monitors, distribution, and recording within SSPF, Vapor Containment Facility (VCF), and O&C
  - PAWS within SSPF
  - Data circuits from SSPF Highbay to User rooms
  - Administrative Network connectivity in SSPF Highbay and User rooms
- Science Payload 16 (week 1)
  - 100+ (existing) OIS-D Stations in SSPF Highbay, User Rooms
  - 40+ voice nets
  - Audio recording
  - Video cameras, monitors, distribution, and recording within SSPF, Vapor Containment Facility (VCF), and O&C
  - PAWS within SSPF
  - Data circuits from SSPF Highbay to User rooms
  - Administrative Network connectivity in SSPF Highbay and User rooms
  - Two-way radio interface to OIS-D system
- Ammonia Ops (Hazardous)(week 2)
  - 100+ (existing) OIS-D Stations in SSPF Highbay, User Rooms
  - 40+ voice nets
  - Audio recording
  - Video cameras, monitors, distribution, and recording within SSPF, Vapor Containment Facility (VCF), and O&C
  - PAWS within SSPF
  - Data circuits from SSPF Highbay to User rooms
  - Administrative Network connectivity in SSPF Highbay and User rooms
  - Two-way radio interface to OIS-D system

- Launch Services

- Delta-II Jupitersat
  - Payload processing in MOSB/PHSF (all month)
    - 25 OIS-D stations in MOSB/PHSF
    - 12+ voice nets
    - OIS-D voice nets extended to Hangar AE

        - OTV, CTV in PHSF
        - Data circuits between PHSF/MOSB and Hangar AE
        - 3 T-1s for Voice/Data extended to JPL (Pasadena)
        - Audio recording
        - Administrative Network connectivity in MOSB/PHSF (55 users)
        - Timing displays (4) in MOSB/PHSF
        - PAWS in MOSB/MPPF/PHSF
    - Mission Dress Rehearsal (day 24 2nd shift)
        - Launch Vehicle voice nets extended from Hangar AE to MOSB, GSFC and JPL (Pasadena) via NISN assets
        - 30+ voice nets
        - Timing displays (4) in MOSB/PHSF
        - 3 T-1s for Voice/Data extended to JPL (Pasadena)
        - Administrative Network connectivity at Hangar AE (5 users)

- Delta-IV SPYsat
    - F-1 (day 10)
        - Support voice checks between Hangar AE and VAFB
        - 20+ voice nets
        - Support ER F-1 requirements
    - DOL (day 11 and 12)
        - Support DOL video from Hangar AE to Various KSC sites
        - Support DOL voice nets between Hangar AE and VAFB Building 836 via NISN assets
        - 20+ voice nets
        - Support ER DOL requirements
        - PAWS KSC wide

- Pegasus RAINsat
    - Payload/vehicle processing in MOSB/MPPF (all month)
        - 8 OIS-D stations in MOSB/MPPF
        - OIS-D voice nets extended to Hangar AE
        - 40+ voice nets
        - Audio recording
        - OTV, CTV in MPPF
        - Administrative Network connectivity in MOSB/MPPF (25 users)
        - Timing displays in MOSB/MPPF
        - PAWS in MOSB/MPPF/PHSF
    - Vehicle Ferry Flight (FF) (day 16 and 17)
        - Support FF voice checks between VAFB Building 836 and Hangar AE via NISN assets
        - 10+ voice nets
        - Support FF voice nets between VAFB Building 836 and Hangar AE via NISN assets
        - Audio recording
        - Timing displays MOSB/MPPF

        - Support vehicle convoy (radio) from CCAFS to MPPF
    - F-1 (day 25)
        - Support voice/video checks between Hangar AE, TEL-IV, KSC and GSFC via NISN assets
        - Support ER F-1 requirements
        - Timing displays MOSB/MPPF
    - DOL (day 26 and 27)
        - Support voice/video/data at KSC (including TEL-4) and extensions to Hangar AE, XY, and GSFC via NISN assets
        - 40+ voice nets
        - Audio recording
        - Support ER DOL requirements
        - Timing displays in MOSB/MPPF, HQ
        - PAWS in MOSB/MPPF
- Atlas-V IRONsat
    - Payload advance team arrives (day 30)
        - 10 new Administrative telephones at SAEF-II, Room 201
        - 10 Administrative LAN drops at SAEF-II, Room 201
        - PAWS in SAEF-II

- Delta-II VAPORsat (VAFB)
    - F-1 (day 27)
        - Support voice/Closed IO Net connectivity between Hangar AE, VAFB Building 836 and GSFC via NISN assets
    - DOL (day 28 and 29)
        - Support DOL Closed IO Net data and 15 voice nets between Hangar AE, VAFB Building 836 and GSFC via NISN assets
        - Extend DOL video to various KSC facilities

S-2.18.1.b. Perturbations to Scenario I

Space Shuttle

Shuttle stacking and transfer to the PAD (weeks 3 and 4):

- Stacking operations require an additional week, Shuttle launch delayed 1 week.
- Day for day scrubs (launch delay of 5 days).

Space Shuttle Payloads

STS-215, ISS-42A, Truss Elements X1 and G4, POPSI (weeks 1 and 2):

- Processing operations stand down for 6 weeks.

Delta-II Jupiter Scan

Payload processing in MOSB/PHSF (all month):

- Administrative Network connectivity for 25 new users at MOSB and 12 new users at O&C building required by end of week 2.
- 2 additional OIS-D stations required at MOSB commercial trailer by end of week 2.

- 2 additional OTV links required at MOSB commercial trailer by end of week 2.
- Mission Dress Rehearsal delayed 72 hours.

Pegasus RAINsat

DOL (day 26 and 27):
- Vehicle and Payload return to MPPF for de-mate operations. Processing extended for NLT 60 days.
- Additional portable video camera at MPPF ASAP.
- 3 additional voice nets between MPPF and GSFC ASAP.
- 6 additional LAN drops at MPPF ASAP

Delta-IV SPYsat

DOL (day 11 and 12):
Launch delayed 48 hours.

Atlas-V IRONsat

Payload advance team arrives (day 30):
Team arrival delayed 14 days.

Section L Scenario Essay Question

Essay Instructions:

Part I:
Given the preceding scenario, describe the following in detail:

A. Planning process to meet the Government's requirements.
B. Work flow (execution) process to meet the Government's requirements.
C. Staffing Plan to meet the Government's requirements (including affiliates).
D. Management Controls used to meet the Government's requirements.
E. Work Status Process used to meet the Government's requirements.

Part II:
Given the perturbations to the preceding scenario, describe the following in detail:

A. Planning process to meet the Government's requirements without impact to the scheduled mission support
B. Work flow (execution) process
C. Staffing plan (including affiliates)
D. Management controls
E. Work status process

Part III:
To ensure that the perturbations introduced to mission support, in the preceding scenario, do not become the standard mode of operating, discuss the following in detail:

A. Approach to ensure support of:
    a. Stand Downs
    b. Technology Refresh
    c. Training
    d. ID/IQ Projects
    e. Maintenance
    f. Increased Service Requests
    g. Installation Work
    h. Weekday/Weekend Staffing

B. Returning to reduced work hours.

C. Catching up on delayed tasks and eliminating backlogs.

D. Options for prolonged or consecutive deviations.

Kennedy Space Center Communications Support Scenario

S-2.18.2 Scenario II-Raising Customer Support Levels

This scenario describes an area of current customer support levels that needs improvement. Describe how to would plan, initiate, execute and complete efforts to achieve the new levels. Approach, attention to technical details, management and customer support and feedback will be evaluated.

Essay Instructions:

Part I:

Currently the individual customer is provided minimal feedback from the contractor on the status of work orders that are in process. The only status the customer receives is an email notification that the request was received (with work order number) and an email when the work order is closed. The only way for the customer to find out the progress of their work order is to call or email the Communication Control desk and ask for a status. The Communication Control Desk then assigns a representative who responds to the customer at a later date with a status.

Propose how this process could be improved so that the customer has access to continuously updated status of their work order.

Given the preceding scenario, describe in detail:

A. Approach that would provide automated feedback to customers.
B. Planning Process to implement approach.
C. Work Flow (execution) Process to show how status would be fed into the system and presented to the customer.
D. Staffing and Material Plan to meet the approach.
E. Management Controls (metrics) used to measure the performance of the customer feedback system.

Part II:

Provide an example of how the bidders proposed Work Processing System (Attachment J-1, Section 4.1.1) would track work in progress and work planned in the future. Show how the work control system would predict conflicts in staffing numbers and skills required for the planned work. In addition, show how moving work forward or back could mitigate peaks and valleys in staffing levels using PWS, while preventing an accumulation of work due to staffing issues.

Given the preceding scenario:

A. Describe example reports provided by work control system.
B. Show how work control system reports will provide data needed to plan workflow to minimize resource conflicts.

C. Show an example of a period of resource contention (peaks and valleys).
D. Show how work control system will reschedule work to accommodate resource conflicts.
E. Describe Work Flow (execution) Process to show how resource information would be fed into the work control system and kept current as work progresses.
F. Show how work control system will be used to produce Staffing and Material Plans to meet the requirements of work planned.
G. Describe Management Controls (metrics) used to measure the effectiveness of the work control system in reducing resource conflicts and avoiding an accumulation of unaccomplished work.

S-2.18.3 Scenario III - Deploying New Technologies

This scenario describes two examples of moving from a current technology to a new one. For both examples, describe how to plan, execute and ensure smooth transition without impacts to customers, over long transition periods, certification and verification, customer acceptance and removal of replaced capabilities.

Essay Instructions:

Part I:

Currently the Kennedy Communications network infrastructure consists of a mixture of multiple separate special purpose networks (i.e. IP network, mission voice support, telephones, video, etc). Propose how the various network systems could be combined into one commercial off the shelf system that would meet the needs of all these systems. This would include the issue of combining separate/isolated current infrastructure into shared.

Given the preceding scenario, describe in detail:
A. Approach describing a network architecture capable of combining existing separate networks.
B. Planning Process to implement approach including schedule and how this system would be phased in with existing systems without impacting ongoing operations.
C. Staffing and Material plans to meet the approach.
D. Management Controls (metrics) used to guarantee that the Government's operational requirements are still met with no impact to ongoing operations during the transition to the new approach.

Part II:

Currently the Kennedy Communications telephone system is a standard telephone system separate from the computer networks. Propose how the existing telephone system could be converted to a Voice over IP telephone system and combined with the network infrastructure used for computer networks at KSC. This would include the issue of

deploying a new telephone system with minimal impact to day-to-day telephone usage and no impact to mission critical operations. Address reliability requirements of combined network system required to meet combined operational requirements.

Given the preceding scenario, describe in detail:

A. Approach describing a Voice over IP telephone system capable of combining existing separate telephone and computer network infrastructures.
B. Planning Process to implement technical proposal including schedule and how this system would be phased in with existing systems without impacting ongoing operations.
C. Staffing and Material plans to meet the technical proposal.
D. Management Controls (metrics) used to guarantee that the Government's operational requirements are still met with no impact to ongoing operations during the transition to the new approach.

(Sub-Factor S-3) Safety and Health

S-3.1 Safety and Health Plan

Describe the approach for assuring safety and health with respect to Attachment J-1, Section 3.0. Provide sufficient detail to demonstrate an understanding of how occupational health, industrial safety, systems safety, operational safety, process safety, safety risk identification and assessment, mishap reporting, and external and internal reporting contribute to ensure performance. Demonstrate knowledge of Safety and Health compliance requirements and how they are effectively implemented into the safety management approach including: Federal, State, Local, NASA Agency-wide, and installation specific policies and procedures. Describe the approach to safety and health using Offeror proposed Safety and Health Metrics, which shall show how they are integrated into management's processes for implementing the Safety and Health requirements.

Address and be consistent with the NASA safety hierarchy:

- The public
- The astronauts
- The NASA workforce
- High value equipment and property

Describe the proposed integration of safety and health into the management processes. Discuss how the safety and health goals and objectives are communicated to the workforce. Submit a Safety and Health plan in accordance with NFS 1852.223-73 (APR 2002) and address the elements specified in NPG 8715.3, NASA Safety Manual, and Appendix H. Demonstrate VPP compliance. Discuss the processes and elements to ensure a robust safety program capable of being OSHA VPP Star certified.

S-3.2 Mission Suitability Scenarios

Respond to the scenarios listed in Section S-2.18 with a narrative that describes the safety and mission assurance approach to the described situations. Ensure that the responses to the case scenarios are consistent with overall technical, management, and safety and health approaches.

L.13 (KICS) COST/PRICE PROPOSAL INSTRUCTIONS

A. GENERAL INSTRUCTIONS

The cost proposal will encompass all costs associated with the requirements of the contemplated contract and will comply with applicable FAR, NFS, and governing statutory requirements. The contract will be subject to the Service Contract Act of 1965, as amended. It is contemplated that a single contract with the following pricing structure will be awarded as a result of this RFP.

Description	Period of Performance
Phase-In Period (Not-to-Exceed, Cost Basis)	1st Quarter GFY04
Basic Requirements (Cost Plus Award Fee)	1/1/04 – 9/30/08
Indefinite Delivery/Indefinite Quantity(Fixed Price/Unit)	
- Specialized Services	1/1/04 – 9/30/08
- Administrative Telephones	12/1/04 – 9/30/08
- DOD Technical Multi-Media Support	10/1/04 – 9/30/08
- DOD Technical Multi-Media Support-Add'l.	10/1/04 – 9/30/08

Cost or Pricing Information. Offerors are exempt from the requirements of submission or certification of cost or pricing data, as defined in FAR 15.401, however, information other than cost or pricing data will be required to allow for evaluation of cost realism and reasonableness.

B. SPECIFIC INSTRUCTIONS.

Following is the specific format requested for submittal of cost and pricing information. In preparing the cost proposal, the RFP specified format is required for summary level information only, and the Offeror's own cost model, structure and format may be used for submitting supporting information. These instructions, including the requirements for detailed cost and substantiation information are equally applicable to all subcontractors and all principals in joint ventures and teaming arrangements, whose contract is cost reimbursable.

Offerors are required to submit two hard copies and one electronic copy of the cost proposal directly to the audit office identified in the cover page of the cost proposal concurrent with submittal of the proposal to NASA.

Cover Page. Provide the following information on the cover page of the cost proposal:

- Solicitation number
- Name, address, and telephone number of Offeror
- Name, title and telephone number of Offeror's point of contact
- Type of contract, place(s) and period(s) of performance
- The total proposed amount
- Name, address, telephone and fax number of the cognizant contract administration office and audit office
- Name, title and signature of authorized representative of the company, and date of submission.

To the extent applicable to its proposal, each Offeror will include the following forms in its cost proposal. The Offeror may resize the forms to better fit the proposal package but must adhere to the format designs provided. Electronic copies of all forms to be completed are provided.

Form Identifier	TITLE
A	Summary of Total Estimated Cost and Fee
	Basic Requirements:
B	Direct Labor Hours and Cost
C	Supplies, Materials and Equipment Cost
D	Subcontract Cost
E	Other Direct Cost
F	Burden/Indirect Expense Pool
	Indefinite Delivery Indefinite Quantity(ID/IQ) Requirements:
G	- Specialized Services
H	- Administrative Telephones
I	- DOD Technical Multi-Media Support

Attach. J-6 Indefinite Delivery Indefinite Quantity Pricing Schedules:
- CLIN 0003 –Catalog of Specialized Services
- CLIN 0004 –Catalog of Products & Services –Administrative Telephones
- CLIN 0005 –Catalog of Products & Services– DOD Technical Multi-Media Support
- CLIN 0006 –Catalog of Products & Services– DOD Technical Multi-Media

Additional Products:
-Motion Picture Products
-Still Camera Products
-Video Camera Products

The cost forms included herein are structured on a Government Fiscal Year (GFY) basis (October 1 through September 30). The forms are designed to provide information necessary to evaluate all proposals on a uniform and consistent basis. Offerors are requested to classify and propose cost elements in the specified format.

C. SUPPORTING INFORMATION REQUIREMENTS

Offerors are requested to summarize the proposed costs requested on the cost proposal form and attach detailed information, as described below, and presented in the Offeror's own format, which supports the various sub-elements of the cost proposed on the form. A reference column has been formatted on the proposal form for the Offeror to use to identify the supporting information for each cost element. All pricing and estimating techniques, cost development and computations shall be clearly displayed, and shall support the proposed cost in such a manner that audit and computation can be readily accomplished. Information submitted in electronic format shall display all formulas used to calculate the cost. Ensure that the amounts in the detail cost information reconcile with the costs on Form A.

Offerors shall submit supporting information for all fixed unit prices which will demonstrate reasonableness of the proposed prices, such as basis of estimate, projections, discounts, rough order of magnitude information, commercial catalog and published price lists comparisons, market price comparisons, or recent sales of same or similar items.

D. FORMS INSTRUCTIONS

Form A - Summary of Total Estimated Cost and Fee - Summarize by Government Fiscal Year, the proposed cost and fee by element of cost for each performance period as indicated on the form. Reconcile the totals with the amounts on the proposal cover sheet and supporting cost proposal forms.

Phase-In. A phase-in period between award and initiation of the basic contract period of performance is anticipated. The projected phase-in will be for a period not to exceed 90 calendar days in the first quarter of GFY04. In consonance with section H-19 (Phase-In Period), the activities will be accomplished on a cost-reimbursable, non-fee-bearing basis, not to exceed the proposed amount. Summarize the estimated cost of the Phase-In period on Form A, and attach details supporting the development of the estimated cost.

Fee. This work package supplement is utilizing NASA's Set Fee Initiative. The goal of this initiative is to assure that sufficient fee is available to operate as an effective incentive to ensure excellent performance at a reasonable cost. Offerors are encouraged to use the NASA Structured Approach for determining the proposed fee (NASA Form 634 and accompanying guidelines). However, an award fee/performance fee pool of less than 6% (calculated as a percentage of estimated cost) may indicate a lack of corporate commitment and may not be sufficient to incentivize excellent performance. Include on Form A, the maximum available award fee amount proposed.

Form B - Direct Labor Hours and Cost. Submit a Form D for each contract year. List each labor classification in the proposed workforce, and, for proposal purposes only, categorize the proposed staffing into the five homogeneous groupings described below.

Category	Description
Management/Supervision	First level supervisor and above
Professional/Administrative	Classifications primarily concerned with financial or management, human relations, contract administration, accounting, legal
Scientific/Engineering	Classifications requiring a technical degree (minimum Bachelor's Degree) such as Engineering, Mathematics, Physics
Technical	Classifications requiring technical (non-degreed) training or expertise in support of professional, scientific or engineering disciplines, such as Technicians, Drafters, Planning and Systems specialists
Clerical/Support	Clerical, secretarial and support classifications, such as secretary, personnel clerk

(b) Display the straight time and overtime productive labor hours, hourly rates and cost for each individual job classification in the category grouping. In the columns denoted on the form, identify the number of work year equivalents in each labor classification that are Exempt (EX) and Non-Exempt (NE) from the Service Contract Act. For Non-exempt classifications that are represented by a union, also indicate an alphabetic identifier of the union in the column. Submit a brief narrative explaining how the work year equivalents in the Cost Proposal reconcile with the staffing plan submitted in the Mission Suitability Proposal. For proposal purposes, the cost of non-productive time shall be classified as a labor burden expense and presented on Form F, Burden/Indirect Expense Pool.

(c) The KICS contractor will be required to assume responsibility for completing work projects that will not be finished at the end of the current CSOC contract. A file containing a brief description of the open work, as of March 17, 2003, is provided in the Technical Library, "Open Work Listing". The Government has prepared the following guide to assist Offerors in quantifying the labor resources necessary to reduce and eliminate this backlog by the end of the KICS contract.

	Productive Labor Hours
GFY'04 (9 mos)	13,875
GFY'05	16,650

GFY'06	12,950
GFY'07	9,250
GFY'08	5,550

Offerors may consider this Government estimate as a guide only in preparing their proposal; however, the offeror's proposed staffing shall be based on it's own approach to performing the PWS, including completing this open work.

(d) Include in the supporting information, the rationale and methodology used for labor rate development, including escalation assumptions, differential payments for multi-shift or non-standard workweek schedules, and planned usage of incumbent personnel versus new hires. Include planned wage increases throughout the period of performance for personnel who are Exempt and Non-Exempt from the Service Contract Act (SCA). Demonstrate compliance with the applicable Department of Labor Wage Determination relating to wages and applicable collective bargaining agreement(s).

Form C – Supplies, Materials & Equipment Cost.

(a)Supplies & Materials Cost. The KICS contractor may procure supplies and materials that will be consumed or expended in performing the contract, such as raw and processed materials, assemblies, components, purchased parts, stock replenishment items, non-stock items, photography supplies, office supplies, small tools, etc. The nature and quantity of these items would not be expected to vary with the Offeror's planned approach to performing the work. Therefore, for proposal preparation and evaluation purposes, Offerors shall include in the proposed cost, the Government estimate for the following, and assume an escalation rate of 3.5% for GFY's 06 – 08:

Supplies & Materials	GFY 04 (9 mos.)	GFY 05
Basic Requirements	$75,000	$178,500
Task Order– Specialized Services*	$10,000	$30,000

*Costs directly related to performance of IDIQ Task Orders for Specialized Services (CLIN 0003), identified in PWS 5.0.

(b) Equipment Cost. Identify the type and amount of equipment planned to be charged direct and dedicated for use on this contract. Separately identify the cost of hardware and software licenses and maintenance agreements, as well as all hardware, software, calibration and heavy equipment maintenance costs. Include in supporting information, the type(s), quantity, unit cost, basis of estimate, planned source, and method(s) of acquisition (lease or purchase) for all proposed equipment purchases. The contractor will be required to provide sustaining engineering for system equipment during the period of performance. Ensure that the replacement schedules

for all equipment reflected in the cost proposal are in consonance with the approach described in the mission suitability proposal.

Form D - Subcontract Cost. Identify the planned source(s) of services that will be obtained from subcontractors, affiliates and other outside sources, the type of subcontract contemplated, and the estimated amount in each GFY. A separate and complete cost proposal package, including detailed cost information, is required from each team member and subcontractor entity whose contract is cost-reimbursable. Prime Offerors are required to conduct cost or price analyses to establish the reasonableness of the proposed subcontract amounts and include a brief summary of the results of these analyses in the supporting information.

Form E - Other Direct Costs. Identify the type and amount in each GFY of other direct costs to be charged directly to the contemplated contract. The KICS contractor personnel may be required to provide the following items during contract performance, however, the nature and quantity of these items would not be expected to vary with the Offeror's planned approach to performing the work. For proposal preparation and evaluation purposes, Offerors shall include the Government estimate for the following, and assume an annual escalation rate of 3.5% for GFY's 06-08.

Other Direct Costs	GFY 04 (9 mos.)	GFY 05
Travel	$262,500	$415,000
Task Order– Specialized Services*	$25,000	$51,750

*Costs directly related to performance of IDIQ Task Orders for Specialized Services (CLIN 0003), identified in PWS 5.0.

Also identify the type and amount of other items that will be required during contract performance, such as the cost of training, licenses and certifications, relocation, recruitment, vehicles, and any other direct cost items. Include a brief description of the items, quantities, unit costs, basis of estimate, geographical locations, and other descriptive data pertaining to the items.

Form F – Burden/Indirect Expense Pool(s). Submit a Form F displaying the composition of each burden and indirect expense pool proposed and indirect rate developed, based on the Offeror's fiscal year and in accordance with its normal and/or approved estimating and accounting practices. A separate form is to be submitted, as applicable for the burden/indirect expense pools listed below. List the elements of each pool, amount of each element, base, rate, and method of allocating the cost to the KICS contract. To facilitate uniform evaluation of proposals, proposed pricing indirect rates are also required to be stated on a Government Fiscal Year (GFY) basis. Disclose on Form F a reconciliation of the Offeror's Fiscal Year rate(s) with the rate(s) used on Form A in projecting costs by GFY.

(a) Labor Burden Cost – Include the following labor related expense elements in either single or multiple burden pools. Attach supporting data that demonstrates compliance with health and welfare payments required by the Service Contract Act.

- Payroll additives will include the costs of Federal Insurance Contributions Act (FICA), Federal and State Unemployment Insurance (FUTA/SUTA), Workers' Compensation Insurance and other types of payments required by law or regulation.

- Fringe benefits will include the cost of health and life insurance, pension, retirement and savings plans, and other employee fringe benefits. Explain the development of each proposed element of fringe benefits cost, including escalation, participation assumptions, and employer/employee cost sharing ratios. If incumbent contractor employees are planned to be utilized on the contract, demonstrate the comparability in value to the employees, of proposed fringe benefits to those currently being received by the employees.

- Non-productive labor will include the cost of all compensated leave. Summarize the cost, and submit a brief narrative that quantifies by element (e.g., vacations, holidays, sick leave and other paid absences) the priced non-productive hours per year.

- Other labor-related burdens - list as applicable.

(b) Overhead and General &Administrative (G&A). Submit a separate form for each indirect overhead expense pool, such as local, division and home office overheads, procurement and material handling burdens, service centers and other overheads, as well as corporate home office or segment expense pools (G&A).

Form CASB-CMF - Contract Facilities Capital and Cost of Money. If claimed, the Offeror must compute contract facilities capital cost of money on DD Form 1861, based on factors developed on Form CASB-CMF in accordance with Cost Accounting Standard 414, and enter the proposed cost on Form A. In view of the policy stated in NFS 1815.404-471-5 to reduce fee/profit objectives, for imputed facilities capital cost of money, Offerors may elect to forego the development of facilities capital cost of money and attendant profit/fee objective reduction. If the successful Offeror elects this approach, the clause in FAR 52.215-17 (Waiver of Facilities Capital Cost of Money, Oct. 1997) will be included in the resultant contract.

Form G: Indefinite Delivery/Indefinite Quantity – Specialized Services. PWS section 5.0 contains a requirement for additional support services to be furnished on an Indefinite Delivery, Indefinite Quantity basis by the issuance of task orders at any time during contract performance and in accordance with the procedures set forth in section H-5. For proposal preparation and selection purposes, Offerors shall assume the following best estimated quantity (BEQ) of productive hours will be ordered by the Government via task orders in each year of contract performance.

Services	Productive Labor Hours GFY 04 (9 mos.)	GFY's 05-08 Per Year
System Administrator Services	4,165	5,550
Help Desk Services	9,715	12,950
System Engineering Services	8,325	11,100
Subsystem Engineering Services	4,165	5,550
Technical Support Services	41,625	55,500
Total Hours	67,995	90,650

Prime offerors will submit a Form G specifying the number of hours/year above, the fixed price per hour and the extended amount. The proposed prices in each year shall include all labor-related direct costs, including subcontractor, affiliate, and consultant labor costs, applicable indirect costs and anticipated profit. The resultant fully burdened hourly labor rate will be incorporated into the contract Section J, Attachment J-6 CLIN 0004. Government estimates for non-labor costs (supplies/materials and other direct costs) directly related to the performance of work orders for these services have been included in the estimated cost of the Basic Requirement. Offerors shall support the reasonableness of the proposed prices by including details of the labor rate development, the labor classifications in the skill mix, and the minimum experience and training requirements for each service.

Form H – Indefinite Delivery/Indefinite Quantity – Administrative Telephones

PWS section 4.2.5 contains a requirement for the KICS contractor to furnish the following items, beginning December 1, 2004, on an IDIQ basis by the issuance of task orders, and in accordance with the procedures set forth in section H-5. For proposal preparation and selection purposes, Offerors shall assume the following best estimated quantities of each item will be ordered by the Government via task orders in each year of contract performance.

Items*	NUMBER OF UNITS/YEAR
PH-1 Standard Hallway Telephone	3,535
PH-2 Standard Desktop Telephone	11,365
PH-3 Enhanced Feature Set Telephone	2,625
PH-5 VoIP Standard Desktop Telephone	300
PH-6 VoIP Enhanced Feature Set Telephone	20
PRI – Primary Rate Interface Service	4

*Note: No projected BEQ for PH-4 Conference Room Telephones

Prime offerors will submit a Form H specifying the number of units/year above, the monthly price per unit, number of months in the GFY and the extended amount. The proposed prices shall include all direct costs, including hardware and software

maintenance, technology refresh, subcontractor costs, training and other direct costs, applicable indirect costs and anticipated profit. The resultant fully burdened unit price will be incorporated into the contract Section J, Attachment J-6 CLIN 0004. Offerors shall support the reasonableness of the proposed prices by including details of the basis of estimate and unit price development

The KICS contractor will be required to purchase all existing administrative telephones (hardware and software) on KSC from the incumbent contractor, OAO Corporation. To assist offerors in quantifying the value of this transaction, the projected transition charges to acquire the assets, as of December 1, 2004, will total $414,729. Offerors shall include this amount in the proposed prices, and amortize the cost in accordance with its normal accounting practices.

Form I - Indefinite Delivery/Indefinite Quantity – DOD Technical Multi-Media Support. PWS section 4.2.2.5 contains a requirement for the KICS contractor to furnish the following products and related services, beginning October 1, 2004, to Department of Defense (DOD), on an IDIQ basis by the issuance of delivery orders, and in accordance with the procedures set forth in section H-6. For proposal preparation and selection purposes, Offerors shall assume the following best estimated quantities of each item will be ordered by the Government via delivery orders in each year of contract performance.

	NUMBER OF UNITS/YEAR	
Items	GFY'S 05-08	UNITS
Basic Launch Multi-Media Package	3	Package
Launch Scrub	3	Event
Launch Slip	3	Event
Additional Camera/Film/O&M (16mm MOPIC)	3	Camera
Additional Camera/Film/O&M (35mm MOPIC)	3	Camera
Additional Camera/Film/O&M (70mm)	3	Camera
Additional Camera/Film/O&M (35mm Still)	3	Camera
Additional Camera/Recording/O&M(Still Digital)	3	Camera
Additional Camera/Recording/O&M(Video)	3	Camera
Additional Camera/Recording/O&M (Infrared)	3	Camera
Additional Camera/Recording/O&M - (High-Definition Video)	3	Camera
Additional Services	2,000	Prod Labor Hr.

Prime offerors will submit a Form I specifying the number of units/year above, the fixed price per unit (rounded to the nearest whole dollar) and the extended amount. The proposed prices in each year shall include all direct costs, including subcontractor costs, applicable indirect costs and anticipated profit. The resultant unit price will be incorporated into the contract Section J, Attachment J-6 CLIN 0005. Offerors shall support the reasonableness of the proposed prices by including details of the basis of estimate and unit price development.

Attachment J-6: Indefinite Delivery/Indefinite Quantity Pricing Schedules. The unit prices proposed on Forms G, H, and I, as well as unit prices for additional telephone and DOD Technical multi-media support, will be included in the KICS contract on Attachment J-6, IDIQ Pricing Schedules. The following Schedules for CLIN's 0003 through 0006 are required to be submitted by the Prime Offeror in the formats provided. A uniform structure for identifying each CLIN, Sub-CLIN and Item on the Pricing Schedules is outlined in Attachment J-6.

CLIN 0003 – Catalog of Specialized Services: Submit an Attachment J-6 for CLIN 0003 and insert the fixed price per hour which would be applicable in each GFY for the services described in PWS 5.0. Ensure the unit prices on Form G reconcile with the prices in this Attachment.

CLIN 0004 – Catalog of Products & Services – Administrative Telephones: PWS 4.2.5 contains a requirement for the KICS contractor to furnish standard and optional Administrative Telephone Products and Services. Submit an Attachment J-6 for CLIN 0004 for each GFY. A listing of each item is displayed on the Attachment Form. Insert the fixed price per month for the Base/Standard Seat and optional services that would be applicable in each GFY. The unit price of items not included in the Base/Standard Seat Configuration shall be stated as a net price adjustment to the Standard Configuration base price. Ensure the unit prices for items on Form H reconcile with the prices in this Attachment.

CLIN 0005 - Catalog of Products & Services – DOD Technical Multi-Media Support: Submit an Attachment J-6 for CLIN 0005. A listing for each item is displayed on the Attachment Form. Insert the fixed price per unit that would be applicable in each GFY for the products and services described in PWS 4.2.2.5. Ensure the unit prices of items on Form I reconcile with the prices in this Attachment.

CLIN 0006 – Catalog of Products & Services – DOD Technical Multi-Media Support Additional Products: PWS section 4.2.2.5 also contains a requirement for the KICS contractor to furnish additional Motion Picture, Still Camera and Video Camera Products to DOD. Submit an Attachment J-6 for each SubCLIN of CLIN 0006. Insert the base fixed price per unit that would be applicable in each GFY, and the price adjustment, increase (+$) or decrease (-$), which will be applicable to the base prices for 2-hour and 24-hour accelerated deliveries and quantity discounts for more than 9 units ordered. The offeror will identify any items on the list that are not available in it's product line, and may propose additional items that will be made available to the KICS contractor.

E. COMPUTERIZED INPUT INSTRUCTIONS.

In addition to the requirements outlined in the paragraphs above, Offerors are required to submit cost proposal information in electronic format on CD-ROM, as well as hard copy. The cost proposal forms are contained in an Attachment to this RFP. Each file is identified with a file name that corresponds to a specific cost proposal form.

Offerors may alter cost proposal formats if all proposed costs cannot be identified on the forms as currently configured, and may lengthen forms and adjust column widths, as appropriate. If the cost proposal is prepared using an electronic cost model, each linked file or spreadsheet in the model shall be identified by a brief descriptive title. Otherwise, the files are to be submitted using a uniform naming convention developed by the offeror that identifies the cost proposal form and GFY (if applicable). All supporting information is also required to be submitted on CD-ROM and Offeror's may use formats and structure of their choosing. The supporting information must be accessible by the computer system and software packages previously identified.

F. DISCLOSURES:

Offerors are required to submit the following information as an attachment to the Cost Proposal.

(1) Accounting System Disclosures A pre-award accounting system survey may be made to determine the adequacy and suitability of the Offeror's accounting system to properly accumulate and report contract performance cost data. The prime and all subcontractors, whose contract will be cost reimbursable, are required to disclose details of any prior accounting system examinations that have been performed, state whether or not the accounting system was found adequate, the survey date, and the name of the audit office or contract administration office that conducted the survey. Disclose if the proposed accounting system is currently in full operation, and if not, the anticipated date on which the survey may be conducted. Identify the hardware and software planned to be utilized in the electronic accounting system during contract performance, and the location of the books and records. Address the capability of the system to identify and accumulate costs to assure proper recording to cost objectives and describe internal control procedures planned to minimize the risk of mischarging between cost reimbursable and fixed price requirements.

(2) Small Business Size Compliance. Attach computations that demonstrate compliance with limitations on subcontracting in accordance with FAR 52.219-14(b)(1).

(3) Service Contract Act Compliance Disclosures. The Service Contract Act of 1965, as amended, is applicable to the KICS contract. The Department of Labor Wage Determination is contained in RFP Attachment J-3. Offerors are required to submit a total compensation plan in the Cost Proposal, which demonstrates compliance with the wage rates and fringe benefits stipulated in the Wage Determination and disclosure requirements of NFS 18-52.231-71 "Determination of Compensation Reasonableness" and FAR 52.222-46 "Evaluation of Compensation for Professional Employees."

(4) Financial Capability Disclosure. In the Cost Proposal Volume, submit one copy of financial statements and accompanying notes for the two most recently completed fiscal years. In addition, provide information that shows the amount of established and/or available lines of credit, the financial institution extending the line, and the dollar amount (if any) presently in use.

L.16 (KICS) PROPOSAL MARKING AND DELIVERY

Hand delivered proposals for the KICS work package shall be delivered to the depository located in CIAO Building.

Kennedy Integrated Communication Service (KICS)
Supplemental Proposal Instruction
Section M

M.2 (KICS) SOURCE SELECTION AND EVALUATION FACTORS—GENERAL

All evaluation factors other than cost or price, when combined, are approximately equal to the cost factor. The past performance factor is less important than the mission suitability factor.

M.3 (KICS) TECHNICAL/MISSION SUITABILITY FACTOR

The Mission Suitability Factor includes the following sub-factors:

- Technical Approach
- Management Approach
- Safety and Health Plans

The evaluation of the Mission Suitability Factor will consider the excellence of the proposed technical and management approach to meeting the total requirements of the RFP, understanding of the total requirements of the RFP, and the ability to perform as proposed on the contract. The Mission Suitability Factor and its supporting subfactors will be assigned adjective ratings, numerically weighted, and scored. Cost realism, or the lack thereof, will be considered in evaluating Mission Suitability, as an indicator of the Offeror's understanding of the requirement.

The Government reserves the right to capture any proposed technical performance capabilities above those specified in the RFP or proposed approaches to meet contract requirements that have value to the Government and are considered proposal strengths.

The Government will consider risks associated with cost, schedule, and technical/management performance in determining strengths and weaknesses.

The evaluation criteria for the Mission Suitability factor and its supporting sub-factors are set forth below:

(Sub-Factor S-1) Technical Approach

The government will evaluate the Offeror's approach for meeting all the requirements of this RFP. The government will evaluate the Offeror's demonstrated understanding of KSC ground communication systems. The proposed staffing level and skill mix will be assessed to ensure the contract technical requirements can be met. The Offeror's approach to respond to and implement diverse, dynamic and late changing requirements and priorities and effectively interface with multiple customers and other contractors will be evaluated.

Operation of Current Systems

The Offeror's demonstrated understanding of the existing work base and the tasks necessary to provide the support and services identified in Attachment J-1, Sections 1.0 and 4.0 will be evaluated. This evaluation will consider the Offeror's approach to meeting the requirements in Attachment J-1, Sections 1.0 and 4.0 and relative to the equipment described in Attachment J-1, Appendix 5. The evaluation will be done with respect to: technical processes and procedures; understanding of key elements of existing systems; unique requirements related to KSC/CCAFS; approach to meeting customer needs; application of innovative solutions; methods for addressing the size of the KSC/CCAFS installation (space and personnel); operations, maintenance and sustaining methodologies and philosophies.

Improving Current Systems and Service Levels

The Offeror's demonstrated understanding and knowledge of the goals identified and the areas discussed in Attachment J-1, Sections 1.0, 4.0 and 5.0 will be evaluated.

The Offeror's approach to the following will be evaluated: how technical alternatives are developed, understanding of technology life-cycle, understanding of design lifecycles, understanding of successful technology deployment methodologies, understanding of diverse team compositions, understanding and knowledge of the communications end-to-end requirements management and satisfaction process.

The Offeror's proposed processes to capture, define, allocate and verify the technical requirements for communication system support will be evaluated. The Offeror's proposed methods to identify and meet customer requirements will be evaluated. The government will consider the Offeror's proposed methods and processes to meet operational requirements while advancing system capabilities and support levels.

The offeror's approach to providing visibility and insight into the configuration and availability of all supported or provided systems and services will be evaluated.

The Offeror's approach to identifying and understanding system performance trends and technology issues within the communications infrastructure will be evaluated. The Offeror's methodology, in analysis of system lifecycles, to assure that problem root causes are addressed, resolved and brought to closure will be evaluated.

The Offeror's approach to innovatively and proactively analyzing system and service lifecycles, including replacement of inefficient and obsolete systems, will be evaluated.

The Offeror's approach and understanding of the technical interfaces and interdependencies with other government and contractor communication systems, as well

as the proposed plans to ensure successful interaction, will be evaluated. This evaluation will consider the Offeror's understanding of the needs associated with technical and organizational dependencies across identified KICS interface points.

Sustaining Engineering

The Offeror's proposed sustaining engineering approach will be evaluated on the methodology to routinely update aging and ineffective systems and technologies while ensuring support and services. The proposal will be evaluated to the extent it demonstrates proactive, cost effective and innovative planning approach for replacement of obsolete or inefficient systems and equipment.

Proactive Interfacing and Integration with Others

The Offeror's approach to effectively working with the government and other contractors to meet the KICS contract technical interface communication requirements will be evaluated. This includes differences based on the nature and mission of external interfaces as listed in Attachment J-2, Communication Demarcation Points.

Future Initiative Efforts

The Offeror's approach to, understanding of, and commitment to the KSC Vision, as identified in Attachment J-1, Section 1.0 will be evaluated. The evaluation will consider the approach for discovering and evaluating new technologies related to KSC/CCAFS needs, inserting new technologies into KSC and the customer base, integrating long term cost management into technology management, estimating likelihood for success, identifying key elements of success and achieving solutions to important and challenging issues.

ID/IQ Specialized Services

The Offeror's proposed skill mix for ID/IQ will be evaluated for its ability to provide the appropriate skills and to meet the requirements of Attachment J-1, Section 5.0 and the application of technology migration and infrastructure upgrade initiatives at KSC described in J-1, Section 1.0. The Offeror's proposed description of its approach to providing the telephone service as described Attachment J-1 section 4.2.5 will be evaluated. The proposed process and methods for the operations and maintenance of the infrastructure and keeping its associated software current will be evaluated.

Mission Suitability Scenarios

The mission suitability scenarios will be evaluated with respect to the technical approaches for completeness in any/all of the mission suitability subfactors. These

responses to the scenarios will be evaluated with respect to the capabilities described in the mission suitability proposal for the requirements in Attachment J-1.

DOD Technical Multi-Media Support

Specific instructions for evaluating the DOD requirements in reference to actions associated with contract line item number (CLIN) 0005, PWS 4.2.2.5.4, DOD Technical Multi-Media Support, are provided below.

Image Acquisition/Processing/End Products

The proposal must demonstrate a clear understanding of the launch cycle and the role played by the contractor. It must demonstrate the ability to successfully track and acquire real-time and recorded images of launch-cycle events using technology currently existing on the Eastern Range or equivalent/improved contractor-provided equipment/instruments and within the timeframes described in the PWS. If new technology will be introduced to provide DOD technical multi-media support, the proposal shall identify a timeline forecast for introducing the technology and describe the decision criteria used by the offeror for its selection. The proposal must demonstrate processing methods for still, motion picture, and video/electronic imaging that will result in acceptable image files and end products.

The standard is met when the proposal:
Describes sound technical solutions for Range Universal Documentation System (UDS) inputs, planning, tracking, and capturing real-time or recorded images for each launch-cycle and non-launch event. The test of soundness will be met when the technical solutions will consistently yield acceptable real-time or recorded images and image files appropriate for the intended documentary or analytical purposes and within the required timeframes. If the approach introduces new technology, it will meet the test of soundness when it ensures there will be no disruption in services and provides evidence that the offeror's rationale for introducing the new technology includes research showing the technology has developed sufficiently to provide acceptable support/end products within the required timeframes.
Describes how still, motion picture, video/electronic image processing will be obtained or performed, and demonstrates that the chosen method or methods will yield image files and end products that will conform to standards of excellence prevalent in industry and will meet customer requirements for clarity of image/data.

(Sub-Factor S-2) Management Approach

Business Management

The Offeror's approach to managing the entire contract will be evaluated. The government will consider the Offeror's management approach, including: processes, techniques, business practices or work control processes which satisfy contract requirements; how the overall management approach reflects upon flexibility, responsiveness, and customer satisfaction and the overall goal of improving products and services and modernizing the KSC infrastructure; strategies, division of responsibility, internal controls; and how the proposed management approach will assure timely response and action on requests to work problems, support sustaining engineering, implementing maintenance and provide new services as required.

The Offeror's approach to ensure the missions and goals of multiple programs and projects while including the daily/hourly real-time changes in the operations described in Attachment J-1, Section 4.0 will be evaluated.

Phase-In Approach

The Offeror's proposed approach for Phase-In will be evaluated. The proposed Phase-In period shall not exceed 90 days. Elements to be evaluated include: Phase-In staffing; planned management team; government statusing, approaches to ensure non-interruption of existing services and support; completeness of planning; employee badging, training, reasonableness of approach to assume existing contract responsibility; required interactions, as well as justification for these interactions with incumbent and NASA. The Phase-In period weekly staffing projections, level of communication with the government and estimated schedule will be evaluated. Identification of anticipated problems and issues, as well as associated techniques for mitigating these impacts, will also be evaluated.

Financial Management

Proposed financial management system, structure, and capabilities will be evaluated for completeness with respect to interfaces, cost tracking, timeliness and appropriateness.

The government will evaluate the approach to development of the 5-year Technical and Cost Plan (DRD M-4) for clarity and to judge the offeror's understanding of the contract requirements, objectives, vision, and how it will allow the government to reap the associated benefits in terms of efficiency and costs. The organization of the plan including the level of attention given to O&M, sustaining engineering including replacement of obsolete or inefficient systems and equipment, and ID/IQ activities will be evaluated for completeness and clarity. The process being proposed to develop, coordinate, and gain government approval of the plan will be evaluated for completeness and clarity. The description of the analysis that will support the justification for proposed work and provide the basis for the associated cost estimates will be evaluated for completeness and appropriateness. The description of how the plan will be developed to provide a clear understanding of the proposed work and a clear understanding of the associated costs to judge the clarity and ease-of use of the proposed product. The approach to translating the plan contents into a form that can be directly submitted into

each program's Program Operating Plan (POP) will be evaluated to judge the appropriateness of the process, the completeness and clarity of the proposed product as part of the 5-Year Technical and Cost Plan, and the ease of migration into the POP process.

The Offeror's capability to develop cost impact assessments for ID/IQ work will be evaluated with respect to timeliness, thoroughness and reasonableness.

Outage Management

The Offeror's approach to communication systems outage management will be evaluated to ensure an understanding of the systems and processes necessary to maintain effective outage processing. The Offeror's approach to outage identification, scheduling, coordination, approval, and execution will be evaluated. The Offeror's approach to ensuring communication service outages are kept to a minimum and are conducted during periods of non-critical program or center processing will be evaluated. The Offeror's approach to ensuring impacted parties are notified of outage extension will be evaluated.

Training and Certification of Personnel

The Offeror's overall approach to organize, implement and manage training and certification will be evaluated with reference to Attachment J-1, Section 2.3.6 and Section 8.0 and DRD TR-1, Kennedy Integrated Communications Support (KICS) Training and Certification Plan. The approach will be evaluated on how well it manages and administers training to be cost-effective. The proposed mix of industry training, on-the-job training, and government funded and contractor provided training will be evaluated, along with how that mix will managed and implemented to ensure that current skills and knowledge are maintained as technology advances and infrastructure modernization progresses. The approach to management and administration of training and certification records will be evaluated for how well records are obtained and recorded, how they are tracked and maintained, how status is reported, government access to the records, and how records transition to any successor contractor will be managed. The approach will be evaluated for how well the technical reference library is established, managed and administered including ease of access to the library, the proposed contents of the library, and how the contents are cataloged and made available to the users.

Configuration Management

The Offeror's approach to hardware and software configuration management will be evaluated to ensure an understanding of the systems and processes necessary to maintain configuration control. The Offeror's processes for maintaining "as-built" documentation, engineering drawings, and databases will be evaluated. The Offeror's process for making configuration management data available to the government will be evaluated for its ease of access and level of availability. The Offeror's approach to implementation of the configuration control board process will be evaluated as it pertains to receipt, evaluation,

prioritization, tracking, and implementation of communications systems configuration control.

Security Management

The Offeror's approach to providing adequate physical and IT Security for all government furnished property, government provide facilities and IT system security will be evaluated in accordance with the policies and procedures described in Attachment J-1, Section 2.3.8.

Data Management

The Offerors approach to data management will be evaluated. The Offeror's approach for compliance with NPD 1440.6 will be evaluated. The Offeror's approach for maintaining existing documentation (both hardcopy and softcopy), handling of classified data, and export-controlled data will be evaluated. The Offeror's approach as to how it would develop and maintain data repositories and how it would utilize existing EDC and CMDS engineering documentation systems to support contract requirements will be evaluated. The Offeror's approach of how it would make the data available to the government will be evaluated.

Quality Management

The Offeror's approach to quality management will be evaluated to ensure an understanding of the systems and processes necessary to maintain quality communication services. The Offeror's approach to ensuring customer satisfaction will be evaluated. The Offeror's approach to continuously improve communication services will be evaluated. The Offeror's plan for becoming ISO 9001-2000 certified and maintaining its certification will be evaluated. The Offeror's approach to assisting NASA personnel in its inspections, verifications, and evaluations of the Offeror's QMS will be evaluated.

The Offeror's approach to ensuring the government is notified of mission critical hardware/software anomalies, mishaps, incidents, and close calls will be evaluated.

The Offeror's approach to implementation of a reliability and maintainability program will be evaluated for its understanding of Agency and KSC requirements.

The Offeror's approach to work order processing will be evaluated for its understanding of documenting, controlling, authorizing, scheduling, executing, and reviewing all work performed on communication system hardware, software, and facilities.

Risk Management

The Offeror's ability to demonstrate and implement risk management approaches, processes, and practices that are integral to contract execution and performance activities will be evaluated.

The Offeror's identified risks and mitigations in the areas of Phase-In; contract administration/execution; performance of PWS requirements; and contract financial management, for the risk areas delineated in Section L, will be evaluated to determine the Offeror's comprehension and application of risk management processes.

The Offeror's proposed Risk Management Plan (DRD M-9) will be evaluated for adequacy and ability to ensure required risk management activities, products, and services are provided to meet contract requirements. Evidence that the Offeror understands risk identification and mitigation methods, and linkages from KICS risks to applicable programmatic risk management processes will be evaluated.

Performance Metrics

The Offeror-proposed contract performance evaluation methods, metrics and the management tools to track and communicate contract performance to the government will be evaluated. Each metric in the following areas of communication services management will be evaluated for metric development knowledge and effective application toward communication services: safety, technical performance, cost performance, management effectiveness and customer satisfaction.

The approach and systems for ensuring customer satisfaction, both to the end customer and the contractors managing organization, will be evaluated. Elements to be evaluated include the mechanisms for direct measurement of customer satisfaction and insight by the government.

Contract Award Fee Approach

The Offeror's approach to award fee compensation will be evaluated such that Corporate commitment is assured by appropriately incentivizing excellence in contract performance with respect to provision of communication services, cost management, and customer satisfaction.

Total Compensation

The Offeror's approach for salaries and benefits for all contract related personnel will be evaluated to assure the compensation structure is sufficient for the acquisition, development and retention of a skilled and competent workforce.

Information Technology (IT) Security

The Offeror's plan to ensure IT security will be implemented and sustained in accordance with contractual requirements as specified in (Attachment J-1, Section 6.0) will be evaluated.

Support IT Hardware and Software

The Offeror's plan for acquiring and maintaining IT property that supports the KICS contract, as described in Attachment J-1, Section 6.0, will be evaluated.

Logistics

The Offeror's approach to meeting the logistics management requirements of the contract and Center customers will be evaluated. Specific elements to be evaluated include: material management, property management, property receiving, tagging, inspection, control, storage, tracking and disposal, inventory management of equipment, spares, repair parts, supplies and materials, warehouse storage management, equipment rate loss plan, adequacy of transportation services, procedures for working in confined spaces and methods for calibrating test equipment.

Modernization Approach

The government will evaluate the Offeror's understanding of, and approach to meeting, modernization and infusion goals discussed in Attachment J-1, Section 1.0 and how that approach will bring value to the government. The Offeror's relationship with external entities used to satisfy these requirements will be evaluated for how well they contribute to contract implementation and bring value to the government.

The government will evaluate the lines of authority, responsibility, and communication between the contractor and these external entities, and how they fit into the overall management structure depicted in the organizational chart provided under Section 1 of this sub-factor, to judge how well they foster cooperation and synergy between the participants. The work to be performed, the level of involvement in contract implementation, and how the relationship(s) will be managed to meet contract requirements and accomplish the contract vision and objectives, will be evaluated by the government to judge how well the Offeror has considered the relationships with external entities. The government will evaluate the proposed resources, methods, tools and expertise and how these will provide innovative new approaches and quality products to achieve the contract vision and objectives.

Organization and Staffing

The Offeror's proposed organizational structure, including the organization chart, and staffing approach (including all major subcontractors, team members and affiliates), Key Personnel and Positions Descriptions, WBS Staffing Plan and Narrative Staffing Plan will be evaluated for its ability to meet or exceed the communications systems services, business processes, requirements and Vision identified in the PWS. The Offeror's

methods of recruiting and hiring from the incumbent (including incumbent capture rate and basis), from existing sources, and from outside sources will be evaluated, as well as its approach to staff for new requirements and retention of experienced personnel.

Organizational Chart

The Offeror's organizational chart will be evaluated for effectiveness in managing customer requirements, PWS requirements and overall capability to address the KICS communication services contract.

Lines of Responsibility and Key Interfaces

The Offeror's organizational structure with respect to lines of communication, responsibilities, and authorities will be evaluated. The Offeror's identification of key interfaces between the contractor, subcontractor and the government will be evaluated with respect to optimized flexibility, timeliness and adaptability in responding to new requirements, multiple programs, KSC business processes, customer satisfaction, ID/IQ and new technology.

Key Positions

The Offeror's key positions will be evaluated with relevance to the KICS contract. The Offeror's Key Personnel Position Description for each individual and position identified as key will be evaluated for experience and knowledge to address the contract requirements and KSC communication services vision. The Offeror proposed approach to the retention of key personnel identified on this contract, including any contractor and subcontractor or affiliate personnel identified as key personnel, key personnel commitments will be evaluated

Staffing Plans

The Offeror's staffing plans as based on the WBS and the staffing plan based on Administrative Telephone service shall be evaluated. The Narrative Staffing Plan, if provided, and approach toward staffing and retention of experienced personnel throughout contract duration will be evaluated.

The approach for staffing reviews and meetings (PWS Tables 2.1 and 2.2), providing daily support, coordinate and implement communication services in a multiple program and schedule dynamic environment will be evaluated.

The Offeror's staffing plan reflecting support for the sample KSC mixed fleet 5 year program schedule will be evaluated for resource leveling techniques and processes to address analysis, planning and implementation to effectively manage costs, work surges, maintenance operations, sustaining engineering, ID/IQ and other long term goals.

Labor Relations

The Offeror's approach to labor management relations, interfaces between the KICS contractor and represented bargaining unit(s), approach toward prime and subcontractor labor relations/management, if any, and planned methods with respect to grievances, strikes, collective bargaining units will be evaluated.

Mission Suitability Scenarios

The mission suitability scenarios will be evaluated with respect to the management approaches for completeness in any/all of the mission suitability subfactors. These responses to the scenarios will be evaluated with respect to the capabilities described in the mission suitability proposal for the requirements in Attachment J-1.

The scenarios that will be evaluated are as follows: Scenario I - Mission Operations, Scenario II - Raising Customer Support Levels, and Scenario III - Deploying New Technologies.

(Sub-Factor S-3) Safety and Health

Safety and Health Plans

The Offeror's proposed approach to the items listed in Section L, S-3.1 will be evaluated as well as the approach's consistency of adherence to the NASA safety hierarchy

- The public
- The astronauts
- The NASA workforce
- High value equipment and property

The proposed Safety and Health Plan will be evaluated for its demonstrated understanding of how occupational health, industrial safety, systems safety, operational safety, process safety, safety risk identification and assessment, reliability, maintainability quality assurance, mishap reporting, and external and internal reporting contribute to performance.

The Offeror's approach to safety and health will be evaluated based upon: proposed Safety and Health Plan, proposed Safety and Health Metrics; demonstration of safety and health communication to the work force; adherence to Safety and Health compliance requirements specified in the RFP; understanding of VPP compliance including understanding of the certification process; the degree to which these are integrated into management's processes.

The government will evaluate the Offeror's understanding of Safety and Health compliance requirements, including Federal, State, Local, NASA Agency-wide, and installation specific policies, and procedures and how they are effectively implemented

into the safety management approach. The Safety and Health plan submitted in accordance with NFS 1852.223-73 (APR 2002) and NPG 8715.3, NASA Safety Manual, Appendix H will be evaluated.

Approach to implementing the safety and health requirements described in the PWS, including: operational safety at the assigned NASA facilities; industrial/occupational safety and health; system safety risk identification and assessments; mishap reporting; reliability and maintainability of equipment and facilities; safety and quality assurance of hardware, software and processes; process safety; external and internal reporting will be evaluated.

Mission Suitability Scenarios

The mission suitability scenarios will be evaluated with respect to the safety and mission assurance approaches for completeness in any/all of the mission suitability subfactors. These responses to the scenarios will be evaluated with respect to the capabilities described in the mission suitability proposal for the requirements in Attachment J-1.

MISSION SUITABILITY SUBFACTOR WEIGHTS

The Mission Suitability sub-factors will be evaluated to determine the relative merits of the Offeror's proposal. In accordance with NFS 1815.304-70(b)(1), the Mission Suitability factor will be weighted and scored on a 1000-point scale.

The weights (points) associated with each Mission Suitability subfactor are as follows:

Management Approach	500
Technical Approach	400
Safety, and Health Plans	100
TOTAL	1000

The total Mission Suitability factor, and all subfactors, will be evaluated using the adjectival rating, definitions and percentile ranges at NFS 1815.305(a)(3)(A).
The maximum points available for each subfactor will be multiplied by the assessed percent for each subfactor to derive the score for the particular subfactor. For example, if a subfactor has a possible 500 points and receives a percent rating of 80, then the score for the subfactor is 400 points.

Although Mission Suitability and Cost are separate factors, the proposed costs of the work may be a significant indicator of an Offeror's understanding and ability to perform the PWS requirements. Therefore, the Mission Suitability score will be adjusted based on the degree of cost realism. This will be done on a structured basis as follows:

In accordance with NFS 1815.305(a)(3)(B), a structured approach will be used to adjust an Offeror's overall Mission Suitability score based on the degree of cost realism. The Mission Suitability score adjustment will be based on the percentage difference between

proposed and probable costs (as defined for the Cost Factor). The following Mission Suitability cost realism point adjustment shall apply to this acquisition:

Percentage Difference between Proposed and Probable Cost	Point Adjustment
+/- 5 percent	0
+/- 6 to 10 percent	-50
+/- 11 to 15 percent	-100
+/- 16 to 20 percent	-150
+/- 21 to 30	-200
+/- more than 30 percent	-300

Percentage differences will be rounded to the nearest whole percentage point.

M.5 (KICS) COST/PRICE EVALUATION FACTOR

1. The Cost/Price Evaluation Factor is used to assess the reasonableness and cost realism of offers. This factor is not numerically scored or weighted. The evaluation will be conducted in accordance with FAR 15.305(a)(1) and NFS 1815.305(a)(1)(B) and (C). Offerors should refer to FAR 15.401 for a definition of "cost realism" and to FAR 15.404-1(d) for a discussion of "cost realism analysis" and "probable cost". Both the proposed cost and the probable cost will be presented to the Source Selection Authority.

2. This factor is used to assess what each offeror's proposal is expected to cost the government, if selected for award. Proposed costs are analyzed to determine the probable "cost of doing business" based upon the offeror's proposed approach. Further, this analysis identifies and assesses the impact of features that cause a proposal to cost more or less than other proposals. The total proposed cost for the entire effort will be used to assess the overall proposed and probable cost to the government.

3. Evaluation of the Cost Factor will include an assessment of the validity, realism and adequacy of the cost proposal and the probable cost that will be incurred in performance of the contract. Cost differences among proposals and their probable causes, such as differences in business methods, operating procedures, and practices will also be evaluated. In addition, proposal risk will be considered in the cost factor evaluation. A price analysis will also be conducted to ensure the Government pays a fair and reasonable price. Proposals will be evaluated to determine if the prices are unbalanced, as defined in FAR subpart 15.404-1(g) and included in the risk assessment. The analysis will also include the level of confidence in the probable cost assessment of each proposal. The offeror's proposed costs will be evaluated to determine whether the costs are realistic for the work to be performed, whether they reflect an understanding of the requirements, and whether they are consistent with the various elements of the Mission Suitability proposal. The offeror's financial capability to perform the contract will also be evaluated.

4. For the purposes of proposal evaluation and source selection, the not to exceed cost of Phase-In, and the IDIQ requirements (specialized services, administrative telephones and

DOD technical multi-media support prices) at best estimated quantities will be added to the cost and fee of the basic contract period of performance. The difference between the total proposed and probable costs will be used to determine the mission suitability realism point adjustment.

KSC INTEGRATED COMMUNICATION SERVICES CONTRACT
SUPPLIES, MATERIALS & EQUIPMENT COST

RFP 03-HAW-004
PRIME:
SUB:

FORM C

ELEMENTS	GFY 04	GFY 05	GFY 06	GFY 07	GFY 08	TOTAL	REF.
SUPPLIES & MATERIALS:							
BASIC REQUIREMENTS							
TASK ORDER REQMTS-SERVICES							
SUBTOTAL SUPPLIES & MATERIALS							
EQUIPMENT:							
- HARDWARE/SOFTWARE LICENSES & MAINTENANCE AGREEMENTS							
- HARDWARE							
- SOFTWARE							
- CALIBRATION							
- HEAVY EQUIPMENT MAINTENANCE							
SUBTOTAL EQUIPMENT							
TOTAL SUPL,MAT'L & EQUIP. COST							

KSC INTEGRATED COMMUNICATION SERVICES CONTRACT
SUBCONTRACT COST

RFP 03-HAW-004
PRIME:
SUB:

FORM D

ELEMENTS	GFY 04	GFY 05	GFY 06	GFY 07	GFY 08	TOTAL	REF.
COST REIMBURSABLE SUBCONTRACTS:							
- TEAM MEMBERS:							
(LIST)							
- OTHER SUBCONTRACTS:							
(LIST)							
FIXED PRICE SUBCONTRACTS:							
(LIST)							
TOTAL SUBCONTRACT COST							

KSC INTEGRATED COMMUNICATION SERVICES CONTRACT
OTHER DIRECT COST

RFP 03-HAW-004
PRIME:
SUB:

FORM E

ELEMENTS	GFY 04	GFY 05	GFY 06	GFY 07	GFY 08	TOTAL	REF.
TRAVEL							
TASK ORDER REQMTS-SERVICES							
SUBTOTAL							
OTHER:							
(LIST)							
TOTAL OTHER DIRECT COST							

KSC INTEGRATED COMMUNICATION SERVICES CONTRACT
BURDEN/INDIRECT EXPENSE POOL (Identify Pool)
Contractor's Fiscal Year (CFY): From: _____ To: _____

RFP 03-HAW-004
PRIME:
SUB:

FORM F

ACCOUNTS (LIST)	CFY ____	CFY ____	CFY ____	CFY ____	CFY ____	REF.
TOTAL EXPENSES						
BASE (Identify)						
RATE						
RECONCILIATION WITH GFY	GFY ____	GFY ____	GFY ____	GFY ____	GFY ____	
TOTAL EXPENSES						
BASE (Identify)						
RATE						

RATE APPLIED TO: (Identify Cost Elements)

KSC INTEGRATED COMMUNICATION SERVICES CONTRACT
INDEFINITE DELIVERY/INDEFINITE QUANTITY
SPECIALIZED SERVICES

RFP 03-HAW-0004
PRIME:

FORM G

SERVICES	GFY 04	GFY 05	GFY 06	GFY 07	GFY 08	TOTAL	REF.
SYSTEM ADMINISTRATOR SVCS.							
BEQ HOURS							
FIXED PRICE/HOUR							
AMOUNT							
HELP DESK SERVICES							
BEQ HOURS							
FIXED PRICE/HOUR							
AMOUNT							
SYSTEM ENGINEERING SVCS.							
BEQ HOURS							
FIXED PRICE/HOUR							
AMOUNT							
SUBSYSTEM ENGINEERING SVCS.							
BEQ HOURS							
FIXED PRICE/HOUR							
AMOUNT							
TECHNICAL SUPPORT SVCS.							
BEQ HOURS							
FIXED PRICE/HOUR							
AMOUNT							
TOTAL IDIQ SERVICES @ BEQ							

KSC INTEGRATED COMMUNICATION SERVICES CONTRACT
INDEFINITE DELIVERY/INDEFINITE QUANTITY
ADMINISTRATIVE TELEPHONES

RFP 03-HAW-0004
PRIME:

FORM H

PRODUCTS/SERVICES	GFY 04	GFY 05	GFY 06	GFY 07	GFY 08	TOTAL	REF.
PH-1 - STANDARD HALLWAY/LAB							
BEQ UNITS							
MONTHLY FIXED PRICE/UNIT							
NO. MONTHS							
AMOUNT							
PH-2 STANDARD DESKTOP/LAB							
BEQ UNITS							
MONTHLY FIXED PRICE/UNIT							
NO. MONTHS							
AMOUNT							
PH-3 - ENHANCED FEATURE SET							
BEQ UNITS							
MONTHLY FIXED PRICE/UNIT							
NO. MONTHS							
AMOUNT							
PH-5 - VoIP STANDARD DESKTOP/LAB							
BEQ UNITS							
MONTHLY FIXED PRICE/UNIT							
NO. MONTHS							
AMOUNT							
PH-6 - VoIP ENHANCED FEATURE SET							
BEQ UNITS							
MONTHLY FIXED PRICE/UNIT							
NO. MONTHS							
AMOUNT							
PRI - PRIMARY RATE INTERFACE SERVICE							
BEQ UNITS							
MONTHLY FIXED PRICE/UNIT							
NO. MONTHS							
AMOUNT							
TOTAL IDIQ -TELEPHONES @ BEQ							

KSC INTEGRATED COMMUNICATION SERVICES CONTRACT
INDEFINITE DELIVERY/INDEFINITE QUANTITY
DOD TECHNICAL MULTI-MEDIA SUPPORT

RFP 03-HAW-0004

PRIME:

FORM I

PRODUCTS	UNIT	GFY 04	GFY 05			GFY 06			GFY 07			GFY 08			TOTAL	REF.
			BEQ	UNIT PRICE	AMOUNT	BEQ	UNIT PRICE	AMOUNT	BEQ	UNIT PRICE	AMOUNT	BEQ	UNIT PRICE	AMOUNT		
BASIC LAUNCH MULTI-MEDIA PACKAGE	Package															
LAUNCH SCRUB	Event															
LAUNCH SLIP	Event															
ADD'L CAMERA/FILM/O&M (16MM MOPIC)	Camera															
ADD'L CAMERA/FILM/O&M (35MM MOPIC)	Camera															
ADD'L CAMERA/FILM/O&M (70MM)	Camera															
ADD'L CAMERA/FILM/O&M (35MM Still)	Camera															
ADD'L CAMERA/RECORDING/O&M (Still Video)	Camera															
ADD'L CAMERA/RECORDING/O&M (Video)	Camera															
ADD'L CAMERA/RECORDING/O&M (Infrared)	Camera															
ADD'L CAMERA/RECORD./O&M (High-Defin.Video)	Camera															
ADD'L SERVICES	Prod. Hr.															
ADD'L PRODUCTS	-															
TOTAL IDIQ- TECH MULTI-MEDIA @ BEQ																

ATTACHMENT J-6

KSC INTEGRATED COMMUNICATION SERVICES CONTRACT
INDEFINITE DELIVERY/INDEFINITE QUANTITY
PRICING SCHEDULES

The following uniform naming convention will be used to identify Contract Line Item Numbers (CLIN), Sub-CLINs, and Item Numbers to Products and Services in Attachment J-6, Pricing Schedules.

UNIFORM CLIN IDENTIFICATION STRUCTURE

CLIN No.	TITLE	SUB CLINS					ITEM NUMBERS (DOD ONLY)		
		GFY 04	GFY 05	GFY 06	GFY 07	GFY 08			
0003	(a) CATALOG OF SPECIALIZED SERVICES	AA - AE	BA - BE	CA - CE	DA - DE	EA - EE			
0004	(b) CATALOG OF PRODUCTS & SERVICES- ADMINISTRATIVE TELEPHONES	-	BA - BB	CA - CB	DA - DB	EA - EB			
0005	(c)CATALOG OF PRODUCTS & SERVICES- DOD TECHNICAL MULTI-MEDIA SUPPORT	-	BA - BL	CA - CL	DA - DL	EA - EL			
0006	(d) CATALOG OF PRODUCTS & SERVICES - DOD TECHNICAL MULTI-MEDIA SUPPORT ADDITIONAL	-	BA - BC	CA - CC	DA - DC	EA - EC	Motion Picture M - 1 M - 2 M - 3	Still Camera S - 1 S - 2 S - 3	Video Camera V - 1 V - 2 V - 3

ATTACHMENT J-6
(a) CLIN 0003

KSC INTEGRATED COMMUNICATION SERVICES CONTRACT
INDEFINITE DELIVERY/INDEFINITE QUANTITY
PRICING SCHEDULE - CLIN 0003
CATALOG OF SPECIALIZED SERVICES

SUB-CLIN	SERVICES - GFY 04	FIXED PRICE PROD. HOUR
AA	SYSTEM ADMINISTRATOR SVCS.	
AB	HELP DESK SERVICES	
AC	SYSTEM ENGINEERING SVCS.	
AD	SUBSYSTEM ENGINEERING SVCS.	
AE	TECHNICAL SUPPORT SVCS.	

SUB-CLIN	SERVICES - GFY 05	FIXED PRICE PROD. HOUR
BA	SYSTEM ADMINISTRATOR SVCS.	
BB	HELP DESK SERVICES	
BC	SYSTEM ENGINEERING SVCS.	
BD	SUBSYSTEM ENGINEERING SVCS.	
BE	TECHNICAL SUPPORT SVCS.	

SUB-CLIN	SERVICES - GFY 06	FIXED PRICE PROD. HOUR
CA	SYSTEM ADMINISTRATOR SVCS.	
CB	HELP DESK SERVICES	
CC	SYSTEM ENGINEERING SVCS.	
CD	SUBSYSTEM ENGINEERING SVCS.	
CE	TECHNICAL SUPPORT SVCS.	

SUB-CLIN	SERVICES - GFY 07	FIXED PRICE PROD. HOUR
DA	SYSTEM ADMINISTRATOR SVCS.	
DB	HELP DESK SERVICES	
DC	SYSTEM ENGINEERING SVCS.	
DD	SUBSYSTEM ENGINEERING SVCS.	
DE	TECHNICAL SUPPORT SVCS.	

SUB-CLIN	SERVICES - GFY 08	FIXED PRICE PROD. HOUR
EA	SYSTEM ADMINISTRATOR SVCS.	
EB	HELP DESK SERVICES	
EC	SYSTEM ENGINEERING SVCS.	
ED	SUBSYSTEM ENGINEERING SVCS.	
EE	TECHNICAL SUPPORT SVCS.	

ATTACHMENT J-6
(b) CLIN 0004

KSC INTEGRATED COMMUNICATION SERVICES CONTRACT
INDEFINITE DELIVERY/INDEFINITE QUANTITY
PRICING SCHEDULE - CLIN 0004
CATALOG OF PRODUCTS & SERVICES - ADMINISTRATIVE TELEPHONES

SUB-CLIN NO.	CATEGORIES	MONTHLY FIXED PRICE/UNIT - GFY ____						
		PH-1	PH-2	PH-3	PH-4	PH-5	PH-6	PRI SVCS
___A	**BASE/STANDARD SEAT**							
___B	**OPTIONAL SERVICES**							
	SINGLE Instrument							
	DUAL Instrument							
	MULTI-12 Instrument							
	MULTI-24 Instrument							
	NO INSTRUMENT							
	LINE TYPE:							
	ANALOG Line							
	DIGITAL Line							
	VoIP Line							
	VOICE MAIL:							
	NONE							
	STANDARD Voice Mail							
	ENHANCED Voice Mail							
	FEATURE SET:							
	STANDARD Feature Set							
	SPEAKER Feature Set							
	ENHANCED Feature Set							
	MOVES/ADDS/CHANGES:							
	REGULAR Moves/Adds/Chgs							
	ENHANCED Moves/Adds/Chgs.							
	RESTORE TO SERVICE:							
	REGULAR Service							
	CRITICAL Service							

LEGEND	
	<INCLUDED IN STANDARD LEVEL OF SERVICE
	< NOT AVAILABLE FOR THE SEAT

ATTACHMENT J-6
(c) CLIN 0005

KSC INTEGRATED COMMUNICATION SERVICES CONTRACT
INDEFINITE DELIVERY/INDEFINITE QUANTITY
PRICING SCHEDULE - CLIN 0005
CATALOG OF PRODUCTS & SERVICES - DOD TECHNICAL MULTI-MEDIA SUPPORT

SUB-CLIN NO.	PRODUCTS & SERVICES	GFY ____ UNIT	FIXED PRICE PER UNIT
____A	DOD BASIC LAUNCH MULTI-MEDIA PACKAGE	PACKAGE	
___B	DOD LAUNCH SCRUB	EVENT	
___C	DOD LAUNCH SLIP	EVENT	
____D	DOD ADDITIONAL CAMERA/FILM/O&M (16MM MOPIC)	CAMERA	
____E	DOD ADDITIONAL CAMERA/FILM/O&M (35MM MOPIC)	CAMERA	
____F	DOD ADDITIONAL CAMERA/FILM/O&M (70MM)	CAMERA	
____G	DOD ADDITIONAL CAMERA/FILM/O&M (35 MM STILL)	CAMERA	
____H	DOD ADDITIONAL CAMERA/RECORDING/O&M (STILL DIGITAL)	CAMERA	
____I	DOD ADDITIONAL CAMERA/RECORDING/O&M (VIDEO)	CAMERA	
____J	DOD ADDITIONAL CAMERA/RECORDING/O&M (INFRARED)	CAMERA	
____K	DOD ADDITIONAL CAMERA/RECORDING/O&M (HIGH DEFINITION VIDEO)	CAMERA	
____L	DOD ADDITIONAL SERVICES	PRODUCTIVE HOUR	

ATTACHMENT J-6
(d) CLIN 0006
MOTION PICTURE PRODUCTS

KSC INTEGRATED COMMUNICATION SERVICES CONTRACT
INDEFINITE DELIVERY/INDEFINITE QUANTITY
PRICING SCHEDULE - CLIN 0006
CATALOG OF PRODUCTS & SERVICES - DOD TECHNICAL MULTI-MEDIA SUPPORT - ADDITIONAL PRODUCTS

			GFY ____			
			BASE	PRICE ADJUSTMENTS (+/-$ Base Price)		
SUB-CLIN No.	ITEM NO.	CATEGORIES	FIXED PRICE PER UNIT	2-HOUR DELIVERY	24-HOUR DELIVERY	QT. DISCOUNT >9 UNITS
___A		**MOTION PICTURE PRODUCTS:**				
	M-1	16mm color negative, per foot, raw stock only				
	M-2	16mm color negative developing, per foot				
	M-3	16mm color print, per foot				
	M-4	16mm contact I/P, per foot, raw stock, exposed and developed				
	M-5	16mm contact D/Neg, per foot, raw stock, exposed and developed				
	M-6	35mm color negative, per foot, raw stock only				
	M-7	35mm color negative developing, per foot				
	M-8	35mm color contact D/Neg, per foot, raw stock, exposed and developed				
	M-9	35mm color contact I/P, per foot, raw stock, exposed and developed				
	M-10	70mm color negative, developing, per foot				
	M-11	70mm color negative, per foot, raw stock only				
	M-12	(Specify additional products)				
	M-13					

ATTACHMENT J-6
(d) CLIN 0006
STILL CAMERA PRODUCTS

KSC INTEGRATED COMMUNICATION SERVICES CONTRACT
INDEFINITE DELIVERY/INDEFINITE QUANTITY
PRICING SCHEDULE - CLIN 0006
CATALOG OF PRODUCTS & SERVICES - DOD TECHNICAL MULTI-MEDIA SUPPORT - ADDITIONAL PRODUCTS

			GFY ___			
			BASE	PRICE ADJUSTMENTS (+/-$ Base Price)		
SUB-CLIN NO.	ITEM NO.	CATEGORIES	FIXED PRICE PER UNIT	2-HOUR DELIVERY	24-HOUR DELIVERY	QT. DISCOUNT >9 UNITS
B		**STILL CAMERA PRODUCTS:**				
	S-1	2x2 polaroid print				
	S-3	4x5 color negative, process only				
	S-4	4x5 to 3x5 color paper print				
	S-5	5" x 5 ft color negative aerial film, per roll				
	S-6	5" x 5 ft color negative aerial film, per roll, process only				
	S-7	5x7 color paper print				
	S-8	8x8 full-frame color paper print				
	S-9	8x10 color contact proof from 35mm				
	S-10	8x10 color contact proof from 120mm				
	S-11	8x10 color paper print				
	S-12	11x14 color paper print				
	S-13	11x14 matboard, 8x10 or 11x14 print dry mounted				
	S-14	16x20 color paper print				
	S-15	16x20 machine color print				
	S-16	16x20 matboard, 11x14 or 16x20 print dry mounted				
	S-17	20x24 color paper print				
	S-18	20x24 matboard, 16x20 or 20x24 print dry mounted				
	S-19	30x40 color paper print				
	S-20	30x40 matboard, print dry mounted				
	S-21	40x60 color paper print				
	S-22	40x60 matboard, multi-prints to 40x60 prints dry mounted				
	S-23	35mm color negative, 200/400 ASA, per 24-exposure roll, process only				
	S-24	35mm color negative, 200/400 ASA, per 24-exposure roll, unprocessed film				
	S-25	70mm color negative, per 15 foot, process only				
	S-26	70mm color negative, per 15 foot, raw stock only				
	S-27	120mm color negative, per roll, process only				
	S-28	120mm color negative, per roll, raw stock only				
	S-29	master photo CD, dowload to capacity, with jewel case				
	S-30	master photo DVD, dowload to capacity, with jewel case				
	S-31	photo CD duplicate, with jewel case				
	S-32	photo DVD duplicate, with jewel case				
	S-33	reflective scans to 11x17, per 25 images, includes CD and jewel case				
	S-34	still digital image scan from film positive or negative,per 25 images,includes CD & jewel case				
	S-35	(Specify additional products)				
	S-36					

ATTACHMENT J-6
(d) CLIN 0006
VIDEO CAMERA PRODUCTS

KSC INTEGRATED COMMUNICATION SERVICES CONTRACT
INDEFINITE DELIVERY/INDEFINITE QUANTITY
PRICING SCHEDULE - CLIN 0006
CATALOG OF PRODUCTS & SERVICES - DOD TECHNICAL MULTI-MEDIA SUPPORT - ADDITIONAL PRODUCTS

			GFY ___			
			BASE	PRICE ADJUSTMENTS (+/-$ Base Price)		
SUB-CLIN NO.	ITEM NO.	CATEGORIES	FIXED PRICE PER UNIT	2-HOUR DELIVERY	24-HOUR DELIVERY	QT. DISCOUNT >9 UNITS
___C		**VIDEO CAMERA PRODUCTS:**				
	V-1	audio tape dub, per cassette, includes tape				
	V-2	CD/DVD dubbing, includes media, with jewel case				
	V-3	duplicate DVD (4.7GB 2-hour), with jewel case				
	V-4	still digital image, electronic network transfer, per high resolution image				
	V-5	unedited video, per 120-SVHS, includes tape				
	V-6	unedited video, per 120-VHS, includes tape				
	V-7	video dub, 120-minute SVHS, includes tape				
	V-8	video dub, 120-minute VHS, includes tape				
	V-9	video dub, BETA SP 60, includes tape				
	V-10	video dub, 90-minute BETA SP 90, includes tape				
	V-11	video dub, 3/4" Umatic 60 minute, includes tape				
	V-12	edit suite package, per 30-minute				
	V-13	narrator package, per 30-minute				
	V-14	script writing package, per hour				
	V-15	video production, short length complete <1-10 minutes, per minute				
	V-16	video production, medium length complete 10-20 minutes, per minute				
	V-17	video production, long length complete >20-60 minutes, per minute				
	V-18	video short reports/film transfers and/or mix video string-outs, per minute				
	V-19	video-to-DVD (4.7GB 2-hour), with jewel case				
	V-20	video-to-DVD (9.4GB 2-4 hour), with jewel case				
	V-21	(Specify additional products)				
	V-22					

SECTION L OF RFP NUMBER 03-HAW-001 (SMCDS)
INSTRUCTIONS, CONDITIONS AND NOTICES TO OFFERORS

L.1 SECTION L PROVISIONS INCORPORATED BY REFERENCE

(52.204-6)	DATA UNIVERSAL NUMBERING SYSTEM (DUNS) NUMBER (JUNE 1999)
(52.211-14)	NOTICE OF PRIORITY RATING FOR NATIONAL DEFENSE USE (SEP 1990)
(52.214-34)	SUBMISSION OF OFFERS IN THE ENGLISH LANGUAGE (APR 1991)
(52.214-35)	SUBMISSION OF OFFERS IN U.S. CURRENCY (APR 1991)
(52.215-1)	INSTRUCTIONS TO OFFERORS--COMPETITIVE ACQUISITION (MAY 2001)
(52.215-16)	FACILITIES CAPITAL COST OF MONEY (OCT 1997)
(52.219-24)	SMALL DISADVANTAGED BUSINESS PARTICIPATION PROGRAM--TARGETS (JAN 1999) (Note: This provision does not apply to the KSC KICS and MSFC HOSC Work Packages)
(52.222-24)	PREAWARD ON-SITE EQUAL OPPORTUNITY COMPLIANCE EVALUATION (FEB 1999)
(52.222-46)	EVALUATION OF COMPENSATION FOR PROFESSIONAL EMPLOYEES (FEB 1993)
(52.237-8)	RESTRICTION ON SEVERANCE PAYMENTS TO FOREIGN NATIONALS (OCT 1995)
(52.247-6)	FINANCIAL STATEMENT (APR 1984)
(52.252-5)	AUTHORIZED DEVIATIONS IN PROVISIONS (APR 1984)
(1852.215-78)	MAKE OR BUY PROGRAM REQUIREMENTS (FEB 1998)
(1852.223-73)	SAFETY AND HEALTH PLAN (APR 2002)
(1852.227-71)	REQUESTS FOR WAIVER OF RIGHTS TO INVENTIONS (APR 1984)
(1852.227-84)	PATENT RIGHTS CLAUSES (DEC 1989)
(1852.231-71)	DETERMINATION OF COMPENSATION REASONABLENESS (MAR 1994)

(End of By Reference Section)

L.2 DESCRIPTION OF CONSOLIDATED SOLICITATION AND SOURCE SELECTION PROCESS

1. Description: This solicitation contains requirements for five separate work packages, which NASA intends to award as individual contracts; however, because it is a consolidated solicitation, offerors are given the ability to propose an agency benefit if they submit proposals for more than one work package. Details on how to prepare the consolidated proposals, referred to as "Crosscutting Proposals" appear in Clause L.3.

2. Structure of the solicitation: Model Contract Sections A through J will be stand-alone and specific to each work package. However, there will be consolidated solicitation provisions that apply to all work packages. Each offeror must submit a completed Section K with each work package proposal and crosscutting proposal on which it is proposing; however, offerors need only complete those portions of the representations and certifications that are applicable to the work packages on which they are proposing.

Offerors may propose on one or more of the following work packages:

- GSFC: Mission Operation & Mission Support (MOMS) Work Package. This work package involves the Mission Operations support of GSFC and other missions. As part of this work package, the contractor could be involved in all program phases from concept studies, formulation, development, and operations to decommissioning.
- GSFC: Near Earth Networks Services (NENS) Work Package. This work package involves tracking and data acquisition for near-Earth customer missions. As part of this work package, the contractor will perform customer commitment management; operate and maintain the Ground Network (GN); operate and maintain the Space Network (SN), and perform sustaining engineering, logistics, facilities management, and hardware and software development.KSC: Kennedy Integrated Communications Services (KICS) Work Package: This work package involves providing communication services at KSC in support of Space Shuttle Program, International Space Station Program, Payload Carriers Program, Launch Services Program Office payloads, and center wide business engineering logistics, facilities management, hardware

and software integration and development for voice, video, and data communication assists under KSC responsibility (i.e., KSC. Cape Canaveral Air Force Station (CCAFS), Dryden Flight Research Center (DRFC), Continental United States (CONUS) landing sites, and Trans-Atlantic (TAL) landing sites).

- MSFC: Unified NASA Information Technology Services (UNITeS) Work Package: This work package provides for the development, implementation, and management of Information Technology (IT) services for the Agency and to MSFC. Support to the Agency includes provision of agency wide information management services such as the NASA Integrated Services Network (NISN), the Integrated Financial Management (IFM) Integration program, Sustaining Engineering Support for Agency-wide Administrative Systems (SESAAS), the NASA ADP Consolidation Center (NACC) and the NASA Computing and Communications Services (NCCS). Support to MSFC includes applications software, computer systems, telecommunications, multi-media, IT security and other miscellaneous IT services.

- MSFC: The Huntsville Operations Support Center (HOSC) Work Package: This work package involves providing voice, video, and data telemetry services in support of simulations, near real-time and real-time flight mission support, which replaces effort performed under the Utilization and Mission Support Contract, and providing support and services to the Data Reduction Center (DRC) which supports MSFC and other NASA Centers for Shuttle, payload, and component test data analysis.

3. The level of competition for work packages will vary as follows:

Work Package	**Competition Level**
GSFC MOMS	Unrestricted
GSFC NENS	Unrestricted
KSC KICS	Small Business Set-Aside
MSFC HOSC	Small Business Set-Aside
MSFC UNITeS	Unrestricted

All of the work packages that are unrestricted contain clause at FAR, 52.219-24, Small Disadvantaged Business Participation Program- Targets. The Government's assessment of the appropriate subcontracting goals for each work package is found in the specific instructions for Mission Suitability at L.18, which contains separate attachments with detailed Supplemental Proposal Instructions for each work package.

4. Source Selection: Each Center has prepared its individual work packages in the solicitation. A Work Package Evaluation Team (WPET) at the Center level will perform the initial evaluation of the proposals, in accordance with the evaluation factors for each work package, and, as appropriate, will provide input to Headquarters on any Crosscutting proposal affecting its work packages.

The Source Evaluation Board (SEB) at Headquarters will review the Center evaluations and will be responsible for evaluating the Agency benefit in Crosscutting proposals.

NASA intends to evaluate proposals and award contracts without discussions with Offerors (except clarifications as described in FAR 15.306 (a)). Therefore, the Offeror's initial proposal should contain the Offeror's best terms from a cost or price and technical standpoint. The Source Selection Authority may elect to make selection based on initial offer(s) after deciding that (1) such a selection will result in the best value for the Government, based on the specified evaluation criteria; and (2) discussions with other acceptable offerors are not anticipated to change the outcome of the initial evaluation relative to the best value offer(s).

If the selection authority makes selection based on initial Stand-Alone or Crosscut proposals, then the respective Center will be able to award and unsuccessful offerors will be able to request debriefings in accordance with section 15.504 of the FAR. The potential staggered award of different work packages may effect when the transition phase would begin, but would not effect the period of performance, which is anticipated to begin on January 1, 2004.

In the event the Source Selection Authority cannot make award based on initial proposals, a competitive range determination will be made. NASA will conduct discussions on proposals for the individual work packages, to

include potential discussions on viable crosscutting proposals. The competitive range determination may also include a determination of whether Crosscutting proposals are viable. It is possible NASA may determine a Crosscutting proposal should no longer be considered because it does not offer a credible benefit to the Agency, but decide that the two or more of the proposals on individual work packages remain competitive. However, if a stand-alone proposal is not found to be in the competitive range, any Crosscutting proposal involving that work package will also not be in the competitive range. At the conclusion of discussions, a Final Proposal Revision (FPR) will be requested from all Offerors within the competitive range. This FPR shall be submitted in the form of a contractual document that has been executed by an individual with authority to contractually bind the Offeror.

All FPR's will be evaluated in the same manner as the initial proposal(s) were evaluated. The Source Selection Authority at Headquarters will make selection with the Centers on a per work package basis, with Centers awarding the resulting contracts.

If an offeror files a protest with GAO, NASA will be able to proceed with all other awards under this solicitation that are not involved in that protest. For any work packages that are impacted by a protest, NASA will follow the procedures outlined in FAR Part 33 and NASA FAR Supplement Part 1833.

(End of Text)

L.3 CROSSCUTTING PROPOSAL

1. Description: A Crosscutting proposal is defined as a proposal on two or more work packages from the same prime offeror (subcontract team members are not eligible) that demonstrates a meaningful benefit over and above the stand-alone individual proposals and is most advantageous to NASA on an Agency wide basis. Crosscutting proposals are not considered to be alternate proposals as described in Alternate II of the clause at FAR 52.215-1, Instructions to Offerors - Competitive Acquisition. Alternate II to FAR 52.215-1 provides that "the Government reserves the right to amend the solicitation to allow all offerors an opportunity to submit revised proposals based on the revised requirements." Under this solicitation, however, offerors will not be given an opportunity to submit revised proposals based on suggestions in a Crosscutting proposal.

Offerors are not required to submit a Crosscutting proposal in order to propose on two or more work packages.

It is anticipated that Crosscutting proposals will be the mechanism whereby offerors can propose synergy by receiving award of two or more work packages. The concern in evaluating the Crosscutting proposals, therefore, will be to ensure that changes necessary to generate the synergy and cost savings do not substantially weaken the technical proposals submitted as part of the stand-alone proposal.

2. Trade Off/Best Value: NASA will be conducting a trade off/best value evaluation on each Crosscutting proposal it receives using the evaluation factors set forth for the respective work packages. The factors that NASA will use to evaluate the Crosscutting factors are: Cost, Mission Suitability, and Past Performance. In order for any synergy to be meaningful, the cost advantage must be realistic and well documented.

NASA will evaluate how the Crosscutting proposals affect the mission suitability of each work package in order to determine 1) whether a proposal is most advantageous to the agency using the evaluation factors in the respective work packages and 2) whether the approach in the Crosscutting proposal substantially weakens the Mission Suitability of the stand-alone proposals using the criteria below.

i. Mission Risk,
ii. Feasibility to NASA,
iii. Business Considerations,
iv. Management Complexity.

Mission Suitability for Crosscutting proposals will not be point scored at the Agency level.

Past performance is the final evaluation factor NASA will use to assess the Crosscutting proposals. NASA will carry over the past performance ratings from the applicable stand-alone work package proposals included in the Crosscutting proposal.

3. Limitations: In order to submit a Crosscutting proposal, offerors are also required to submit a stand-alone proposal for each work package affected by its Crosscutting proposal. Failure to submit stand-alone proposals will be a basis to eliminate the Crosscutting proposal from further consideration.

Other limitations on Crosscutting proposals are that offerors cannot propose:

i. A different type of contract than is in the solicitation,
ii. A different period of performance than the individual work packages,
iii. An approach that invalidates a small business set-aside or disregards small business subcontracting goals,
iv. A combined contract for two or more work packages across NASA Centers
v. A different type of systems architecture unless requested by a Work Package, or
vi. A fee structure that is inconsistent with Work Package fee limitations

The number of Crosscutting proposals offerors can submit is limited by the number of individual proposals an offeror submits and is best expressed by the following formula:

(maximum # of Crosscutting proposals) = (# of work packages proposed) – 1

For example, if an offeror proposes on two work packages, then it will only be able to submit one Crosscutting proposal.

4. Format: Crosscutting proposals must be submitted as a change from the stand-alone proposals and must be in a separate volume. The offeror shall reference the affected section of their stand-alone proposal and describe the specific cross cutting differences that they are proposing. Offerors must provide clear and compelling rationale supporting the Crosscutting approach. Changes to the technical proposal shall include from/to change language that includes the stand-alone proposal and the revised language for the cross cutting proposal. Changes to the cost proposal shall include the exact change, the impact the change has on total cost/price, and any supporting explanation. Submission of crosscutting proposals is limited to the information required to support the cost and technical delta and does not require resubmission of the entire stand-alone proposal.

(End of Text)

L.4 COMMUNICATIONS REGARDING THIS SOLICITATION

All questions or comments regarding this solicitation shall cite the solicitation number and be directed to the following Government representative:

Michele Hull E-Mail Address: Michele.Hull@nasa.gov

A courtesy copy of all questions that are work package specific shall be sent to the appropriate Contracting Officer from the list below:

Question Topic	Contracting Officer	E-Mail Address
GSFC MOMS	Carlos McKenzie	Carlos.R.Mckenzie@nasa.gov
GSFC NENS	Marilyn Seppi	Marilyn.J.Seppi@nasa.gov
KSC KICS	Jalane Shelton	Jalane.G.Shelton@nasa.gov
MSFC HOSC	Wayne. Harmon	Wayne.T.Harmon@nasa.gov
MSFC UNITeS	Jeffrey Jackson	Jeffrey.S.Jackson@nasa.gov

The Government will answer relevant and appropriate questions regarding this solicitation. Any offeror questions should be submitted as soon as possible. Questions that the Government may have otherwise answered, may not be answered if submitted too late to permit transmittal to all potential offerors reasonably in advance of the due date.

(End of provision)

L.5 TYPE OF CONTRACT (52.216-1) (APR 1984)

The Government contemplates award of the following contract types:

Work Package	Contract Type
GSFC MOMS	CPAF IDIQ
GSFC NENS	CPAF Core Requirement and CPAF IDIQ
KSC KICS	CPAF Core Requirement and FP IDIQ
MSFC HOSC	CPAF/IF Core Requirement and CPAF/IF IDIQ
MSFC UNITeS	CPAF Core Requirement and CPAF IDIQ

(End of Provision)

L.6 SERVICE OF PROTEST (52.233-2) (AUG 1996)

(a) Protests, as defined in section 33.101 of the Federal Acquisition Regulation, that are filed directly with an agency, and copies of any protests that are filed with the General Accounting Office (GAO), shall be served on the Contracting Officer by obtaining written and dated acknowledgement of receipt from:

Goddard Space Flight Center
Procurement Division -HQ Procurement Office
Contracting Officer – Michelé Hull
Building 8, Room 500
Mail Code 210
Greenbelt, MD 20771

An additional copy of any work package/contract protest shall be provided to the affected Center(s) awarding the Work Package at the following addresses:*

Work Package	Address
GSFC MOMS	Goddard Space Flight Center Procurement Division Building 8, Room 500 Mail Code 210 Greenbelt, MD 20771
GSFC NENS	Goddard Space Flight Center Procurement Division Building 8, Room 500 Mail Code 210 Greenbelt, MD 20771
KSC KICS	CIAO Building N6-1009, Room 102 Kennedy Space Center Kennedy Space Center, FL 32899
MSFC HOSC	PS41 Contracting Officer George C. Marshall Space Flight Center MSFC, AL 35812
MSFC UNITeS	PS30 Contracting Officer George C. Marshall Space Flight Center

	MSFC, AL 35812

* Note: the specific work package addresses listed in the table above will not be considered for official receipt purposes.

(b) The copy of any protest shall be received in the office designated above within one day of filing a protest with the GAO.

(End of provision)

L.7 PROTESTS TO NASA (1852.233-70) (OCT 2002)

Potential bidders or offerors may submit a protest under 48 CFR Part 33 (FAR Part 33) directly to the Contracting Officer. As an alternative to the Contracting Officer's consideration of a protest, a potential bidder or offeror may submit the protest to the Assistant Administrator for Procurement, who will serve as or designate the official responsible for conducting an independent review. Protests that are submitted directly to the contracting officer shall be sent to the NASA HQ Contracting Officer address as listed in the preceding provision "SERVICE OF PROTEST" with an additional copy sent to the address of the affected work package. Protests requesting an independent review shall be addressed to Assistant Administrator for Procurement, NASA Code H, Washington, DC 20546-0001.

(End of provision)

L. 8 SITE VISIT (52.237-1) (APR 1984)

Offerors or quoters are urged and expected to inspect the site where services are to be performed and to satisfy themselves regarding all general and local conditions that may affect the cost of contract performance, to the extent that the information is reasonably obtainable. In no event shall failure to inspect the site constitute grounds for a claim after contract award.

Details for each work package site visit were previously announced/posted and are currently located at the following Internet Address: http://www.hq.nasa.gov/smcds/

(End of provision)

L.9 SOLICITATION PROVISIONS INCORPORATED BY REFERENCE (52.252-1) (FEB 1998)

This solicitation incorporates one or more solicitation provisions by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. The offeror is cautioned that the listed provisions may include blocks that must be completed by the offeror and submitted with its quotation or offer. In lieu of submitting the full text of those provisions, the offeror may identify the provision by paragraph identifier and provide the appropriate information with its quotation or offer. Also, the full text of a solicitation provision may be accessed electronically at this/these address(es):

Federal Acquisition Regulation (FAR) provisions:
http://www.arnet.gov/far/

NASA FAR Supplement (NFS) provisions:
http://www.hq.nasa.gov/office/procurement/regs/nfstoc.htm

(End of provision)

L.10 PROPOSAL PAGE LIMITATIONS

1. Stand Alone Work Package Proposals

There are no specific page limitations for the contract volume documentation or the cost proposal. The cost proposal is strictly limited to cost and price information. Information that can be construed as belonging in one of the other sections of the proposal will be so construed and counted against that section's page limitation. Each past performance proposal is limited to 40 pages (excluding questionnaire responses). The following page limitations are established for each technical/mission suitability proposal submitted in response to this solicitation. Title pages, acronym lists, and tables of contents are excluded from the page limit for each proposal.

Work Package	**Tech. Prop. Page Limit**	**Additional Exclusions/Exceptions to Page Limits (these items are excluded from page limits unless a separate limit is specified)**
GSFC NENS	200	1. Mission Suitability Subfactor A - Draft QA Plan, Draft WSC Security Officer Manual (DRD #2.3.2-a), and Draft IT Security Documents 2. Mission Suitability Subfactor B – Phase-In Plan (50 Page Max) 3. Mission Suitability Subfactor C - Position Qualifications, Résumés, Total Compensation Plan, and Small Business Subcontracting Plan 4. Mission Suitability Subfactor D - Safety and Health Plan 5. Mission Suitability Subfactor E - SDB Program Participation 6. Security Management Plan 7. Quality Assurance Plan
GSFC MOMS	200 (includes SOW/RTOs)	1. Position Descriptions (max 1 page per labor category) 2. Total Professional Employee's Compensation Plan 3. Small Business Subcontracting Plan 4. Mission Suitability Subfactor C - Safety and Health 5. Mission Suitability Subfactor D - Small Disadvantaged Business (SDB) Participation Program 6. Cost Volume BOE (35 Page Max) 7. Phase-In Plan (50 Page Max)
KSC KICS	125	1.Key personnel résumés, key position descriptions, organizational charts 2. Draft IT Security Plan per DRD M-5 (10 page Max) 3. Draft Safety and Health Plan per DRD SHE-1 (15 page Max) 4. Case Scenario Responses (40 Page Max) 5. Phase-In Plan (20 Page Max) 6. Draft Risk Management Plan per DRD M-9 (10 Page Max) 7. WBS Staffing plan including narratives
MSFC HOSC	150	1. Key Personnel position descriptions, Résumés, and Job Description/ Qualification forms 2. Draft Safety and Health Plan (15 Page Max) 3. Phase-In Plan (10 Page Max)
MSFC UNITeS	250	1. Key Personnel position descriptions, Résumés, and Job Description/ Qualification forms 2. Draft On-Site Safety and Health Plan per DRD 974SA-001 (15 Page Max) 3. Small Business Subcontracting Plan required by Attachment J-7 (20 Page Max) 4. Draft IT Security Plan per DRD 974CD-001 (25 Page Max) 5. Phase-In Plan (10 Page Max)

2. Cross Cutting Proposals

a. Technical/ Mission Suitability Proposal–Pages are limited to 25% of the cumulative stand-alone pages (if applicable, round up to the nearest whole page) established for the stand-alone proposal volume.

b. Cost – No page Limit

3. A page is defined as one side of a sheet, 8-1/2" x 11", with at least one inch margins on all sides, using not smaller than 12 point type Times New Roman font for standard text. Non-standard text, including graphics, charts, tables, and callouts, shall use no smaller than 8-point type Times New Roman font. If an offeror cannot use the specified Times New Roman font/size, they shall contact the Contracting Officer to request approval of an equivalent alternative font/size. Font, pitch, and size limitations do not apply to any documentation that is excluded from page limitations. Foldouts count as an equivalent number of 8-1/2" x 11" pages. The metric standard format most closely approximating the described standard 8-1/2" x 11" size may also be used.

4. If final proposal revisions are requested, separate page limitations will be specified in the Government's request for that submission.

5. Pages submitted in excess of the limitations specified in this provision will not be evaluated by the Government and will be returned to the offeror.

6. Your proposal should be submitted in four loose-leaf binders (Contract, Technical/ Mission Suitability, Cost/Price, and Past Performance Volumes), with each section appropriately tabbed and identified. All pages shall be numbered and identified with the Offeror's name, RFP number, and date. A table of contents for each volume shall be provided with figures and tables listed separately. In addition to the Offeror's page numbering system, for each section of the proposal having a page limit, the Offeror shall consecutively number the pages subject to the limit, starting with "1."

(End of provision)

L.11 STANDARD FORM 33 AND SUBMITTAL OF OFFER (CONTRACT VOLUME)

1. SF 33, Offeror Fill Ins and Section K

A Standard Form 33 has been provided for each work package in this solicitation. Blocks 12 through 18 of the SF 33, the indicated offeror required fill-in's in Sections B-K, and all required plans (as specified in section L) must be completed. The signed SF33, all pages with the required fill-in's, and all of Section K (completed and signed) must be submitted for each work package proposal. If an offeror submits one or more Crosscutting proposals, those proposals shall include revised SF-33s that reflect the changes included in the Crosscutting proposal for each work package. The balance of the solicitation need not be returned unless the offeror has made changes to other pages that will constitute part of the contract.

2. Offer Acceptance Period

It is requested that offerors indicate, in Block 12 of the SF 33, a proposal validity period of 270 days. However, in accordance with paragraph (d) of FAR provision 52.215-1, "Instructions to Offerors--Competitive Acquisitions", a different validity period may be proposed by the offeror.

3. Summary of Deviations/Exceptions

List all exceptions to the terms and requirements of Sections A through J of this solicitation, to the Representations and Certifications (Section K) or to the information requested in Section L. This list must include all exceptions, both "business" and "technical". Any exceptions must contain sufficient amplification and justification to permit evaluation. Such exceptions will not, of themselves, automatically cause a proposal to be termed unacceptable. A large number of exceptions, or one or more significant exceptions not providing any obvious benefit to the Government may, however, result in rejection of such proposal(s) as unacceptable. Highlight exceptions in the margin of the proposal where they appear in the text. Include the reason for the exception, or refer to where the reason is addressed in the proposal. Offerors are cautioned that exceptions may result in a determination of proposal unacceptability (NFS 1815.305-70), may preclude award to an offeror if award is made without discussions, or may otherwise affect an offeror's competitive standing.

4. Additional Information to be Furnished

(1) Team Member/ Subcontractor List

At the beginning of the contract volume, the Offeror shall provide a summary listing (by name and address) of all team members, joint venture partners, subcontractors, and vendors that have been identified throughout the Offeror's proposal and the contract value associated with each entity.

(2) Government Property

Section K of this solicitation contains NASA FAR Supplement provision 1852.245-79 entitled Use of Government Owned-Property. The provision requires the submittal of certain information if the offeror intends to use any Government property that may be offered by this solicitation or if the offeror requests the use of Government property not identified by this solicitation.

(3) Business Systems

State whether all business systems, including but not limited to accounting, property control, procurement, estimating, and employee compensation, which require Government approval, are currently approved without condition.

Provide the date of approval for each system and the approving agency. Explain any existing conditional approvals and the compliance status of any systems(s) for which approval is currently withheld.

FAR 16.301-3 requires that a contractor's accounting system be adequate for determining costs applicable to the contract prior to the award of a cost-reimbursement contract.

(4) Responsibility Information

Provide information addressing all of the elements under FAR 9.104 to demonstrate responsibility.

(End of provision)

L.12 TECHNICAL/ MISSION SUITABILITY PROPOSAL INSTRUCTIONS

This solicitation includes separate attachments with detailed Supplemental Proposal Instructions for this section for each work package. The remainder of this section applies to all work packages.

1. General Instructions

The Technical Proposal must include a discussion of your approach in a manner which shall demonstrate comprehension of the scope and requirements of the contemplated contract. The technical proposal should be specific, detailed, and complete enough so as to clearly and fully demonstrate that you understand the requirements and the inherent problems associated with the objectives of this procurement. Stating that you understand and shall comply with the specifications, or paraphrasing the specifications is inadequate as are phrases such as: "Standard procedures shall be employed" and "Well—known techniques shall be used." The Technical Proposal must comprehensively explain how you propose to comply with the applicable specifications, including a full explanation of the techniques and procedures you propose to follow. Information previously submitted, if any, shall be considered only to the extent it is resubmitted. It may not be incorporated by reference.

All information submitted shall be current, specific, complete, and meet the requirements of the solicitation.

The offeror shall identify and discuss risk factors and issues throughout the proposal where they are relevant, and describe their approach to managing these risks. The offeror shall describe any new or innovative methods, techniques or technologies, and/or process improvements that are proposed and how those methods, techniques or technologies, and/or process improvements will impact the completion of the functional activities presented in the SOW and increase effectiveness and efficiencies.

The Mission Suitability Proposal must include a discussion of the Offeror's approach to meeting the requirements of the contemplated contract. The Mission Suitability Proposal should be specific, detailed, and complete enough to clearly and fully demonstrate that the Offeror (1) understands the requirements and the inherent problems associated with the objectives of this procurement and (2) has the capability and relevant experience with regards to the technical requirements. The Mission Suitability Proposal must be sufficient as to how you propose to comply with the applicable specifications, including a full explanation of the techniques and procedures you propose to follow. Offerors are also required to refer to relevant experience, as it relates to techniques and procedures previously used, to the greatest extent possible to support/justify the inclusion of the proposed techniques/procedures.

2. Phase-in Plan

The offeror shall provide a detailed phase-in plan that addresses, at a minimum, the offeror's approach to phase-in sufficient to ensure continuity and a smooth transition with the incumbent Contractor during the phase-in period (Not to Exceed 90 days). The phase-in plan shall clearly demonstrate an ability to assume full contract responsibility upon completion of the phase-in period. It is anticipated that each contract will be awarded no later than January 1, 2004. The phase-in plan shall also specifically address how ongoing work will be maintained, the proposed management organization, schedule, key milestones, staffing plan, orientation and training of personnel. Describe how the information security challenges of the phase-in will be met, particularly any requirements for personnel security clearances. Describe how the logistics and property management functions will transition. The phase-in plan shall address the schedule for receipt and acceptance of the government furnished property within the phase-in period. Identify and describe any dependencies upon the incumbent contractor. Also, specify the extent of involvement of NASA personnel during this period.

(End of provision)

L.13 COST/PRICE PROPOSAL INSTRUCTIONS

This solicitation includes separate attachments with detailed Supplemental Proposal Instructions for this section for each work package.

(End of provision)

L.14 PAST PERFORMANCE PROPOSAL INSTRUCTIONS

This must be a separate proposal volume. The full contents of this volume shall follow the organization of the sections, which follow, and the content shall be described in those sections.

An offeror's past performance record indicates the relevant quantitative and qualitative aspects of performing services or delivering products similar in size, content, and complexity to the requirements of this acquisition. The information requested below is anticipated to be sufficient for purposes of the evaluation of past performance. However, offerors may submit additional information at their discretion if they consider such information necessary to establish a record of relevant past performance (within the established page limitations). Refer to FAR 15.305(a)(iii).

The offeror shall provide, at a minimum, the following information in support of its proposal to facilitate the evaluation of company and past performance as a whole and as related to the requirements of the proposed contract.

1. Information From The Offeror

The level of past performance information that the offeror shall provide will vary, depending on specific work package(s) the offeror is responding to. The following past performance work package criteria matrix shall be used to determine the minimum contract value of past contracts and subcontracts in which the offeror is required to provide information. Additionally, the same level of information is required from each proposed work package major subcontractor/ team member that exceeds the estimated work package subcontract value in the matrix below.

Past Performance Work Package Criteria Matrix

Work Package	Past Contract Reporting Value (in Million of Dollars)	Major Subcontractor Value (in Millions of Dollars)
GSFC MOMS	25	10
GSFC NENS	25	10
KSC KICS	25	5
MSFC HOSC	3	3
MSFC UNITeS	35	5

Based on the limits in the table above, the offeror shall furnish the following information (paragraphs a through o below) for all past communication and data services related contracts and subcontracts in which performance has taken place within the last five years. The combined total of the offerors' and proposed major subcontractors' past prime/subcontract experience will be limited to 15 responses. The offeror shall consider the following similarities to the applicable work package in making their determination of relevance: technical requirements, contract type, contract value.

a. Customer's name, address, and telephone number of both the lead contractual and technical personnel. *Please verify the telephone numbers provided are current and correct.*

b. Contract number, type, and total original and present or final contract value.

c. Date of contract, place(s) of performance, and delivery dates or period of performance.

d. Brief description of contract work and comparability to the proposed effort. It is not sufficient to state that it is comparable in magnitude and scope. Rationale must be provided to demonstrate that the work is or is not comparable with this procurement. In addition to this information, Offeror shall register this past performance in the matrix included in Paragraph 2 below.

e. Method of acquisition: competitive or noncompetitive.

f. Nature of award: initial or follow-on.

g. Discuss any major technical performance problems and how they were overcome. List any major deviations or waivers to technical requirements that were granted by the customer. Describe risk factors and methods used to mitigate risks. Identify contractual performance incentives and discuss your performance related to the incentives.

h. Discuss schedule performance and explain any failure(s) to meet contract schedules requirements. Identify contractual schedule incentives and discuss your performance related to the incentives. Discuss timeliness of technical, cost, and business reports.

i. Cost management history; identify and explain any cost overruns and underruns, and cost incentive history, if applicable. Identify contractual cost incentives and discuss your performance related to the incentives. Discuss the accuracy of cost reports and performance in providing current, accurate, and complete billings.

j. Safety and Health; discuss past management attention and commitment to safety and health including corrective action. Identify Lost Time Incident Rate for the last 3 years, including the associated Standard Industrial Classification (SIC) Code or North American Industry Classification System (NAICS) Code.

k. Average number of personnel on the contract per year and percent turnover of personnel per year.

l. Whether required to support multiple customers, fluctuating workloads, and evolving technology and techniques for doing so.

m. Discuss any management structure and issues including the effectiveness and efficiency of business management performance. Discuss labor management relations including offeror's experience with collective bargaining units. Provide information on grievances filed against the offeror that have been carried to arbitration and Unfair Labor Practices filed with the Department of Labor or other appropriate authorities.

n. Discuss quality control requirements including compliance with quality requirements.

o. Discuss any applicable specific features of your present technical proposal that have been utilized under past contracts. Discuss any lessons learned from past performance that are applied to the current proposal. If there is a specific technical or management feature that you wish to have customers address in their responses to the questionnaire required in Paragraph 3 below, include a description of the proposed feature in the prescribed space in the questionnaire.

If an offeror reports more than five past performance responses (including major subcontractors) that meet the criteria of the Past Performance Work Package Criteria Matrix (see above), the offeror shall identify and rank order the five most relevant responses. As stated above, the offeror shall limit their total response to the 15 most relevant past performance contracts and subcontracts.

In addition to the past performance information required by paragraphs a-o, the offeror shall provide a list of any contracts terminated (partial or complete) within the past 5 years and basis for termination (convenience or default). Include the contract number, name, address, and telephone number of the terminating officer. Include contracts that were "descoped" by the customer because of performance or cost problems. This information is excluded from the 15 contract maximum discussed above.

2. In order to match past performance information with the relevant sections of the current SOW and Representative Tasks, Offerors shall present a summary of applicable past performance information in matrix form as described by the table below. The table below is an example only. The required matrix format is incorporated into this RFP as described below in the sample past performance matrix. In the first column of this matrix, insert the Contract Identifier - either a contract number, customer name, or other unique identifier that clearly identifies the contract and matches it with the past performance information submitted pursuant to the above instructions. In the other columns of the matrix, indicate the work you have performed that is similar or related to each element of the current requirement as laid out in the matrix. If your company performed as a prime contractor, insert a "P" in the appropriate block. If your company performed as a subcontractor, insert an "S" accompanied by a subscript number to indicate the subcontract tier. See the sample matrix below:

SAMPLE PAST PERFORMANCE MATRIX

References	Statement of Work (SOW) / Representative Task (RT) Elements (if applicable)										
	BASIC SOW	SOW Section XX	SOW SectionXX	SOW Section XX	SOW Section XX	SOW Section XX	RT 1	RT 2	RT 3	RT 4	RT 5
USAF/ F41608-98-D-0012		P			P	P			P		
NASA/NAS 5-00325			P		P	P			P	P	P
EPA/S-08536			S_1	S_1	S_1						S_1
DOJ/M-12345		S_2		S_2		S_2		S_2		S_2	
XYZ Corp.		S_1		S_1	S_1		S_1	S_1			

3. A Past Performance Questionnaire is provided as an attachment to this solicitation. Offerors (including major subcontractors when applicable) shall complete the offeror fill-in sections of the questionnaire and forward this questionnaire to their contracting and technical representatives for final completion. The Offeror shall include a summary of all representative customers whom it has provided Past Performance Interview/Questionnaire Forms and advise those customers of the past performance proposal due date and delivery location. Ensuring that questionnaires are completed and provided to the proposal delivery address is the sole responsibility of the Offeror. The offeror may permit its customers to transmit the Questionnaire responses via e-mail, directly to the work package Contracting Officer(s). However, the Government cannot guarantee security of e-mail submissions. Additional instructions for completing the Past Performance Questionnaires are contained on the form.

4. Deviations/Exceptions (Past Performance Volume)

Explain any deviations, exceptions, or conditional assumptions taken with respect to the Past Performance volume instructions or requirements. Any deviations, exceptions, etc. must be supported by sufficient amplification and justification to permit evaluation.

(End of Provision)

L.15 PROPOSAL COPIES

The offeror shall submit 5 contract volumes (as specified in Section L.11) to the work package proposal delivery location (including original signed SF-33's) and 5 contract volume copies to NASA HQ. If an offeror submits one or more Crosscutting proposals, those proposals shall include revised SF-33s that reflect the changes included in the Crosscutting proposal for each work package. For Crosscutting proposals recommending consolidation of work packages within a Center, the offeror shall provide a model contract, identifying the changes necessary to implement the Crosscutting approach under a consolidated contract. Additionally, the following matrix specifies the required number of copies of each separate proposal volume for each work package.

1. Number of Copies Required for Each Proposal Volume:

WP# - Number of copies to be delivered to the specific work package address as specified in Block 7 of the SF33 for each work package.

HQ# - Number of copies to be delivered to the NASA HQ address that is specified in section L.17 below.

Work Package	**Technical Volume**		**Cost Volume**		**Past Performance Volume**		**Cross-Cutting Volume (when applicable)**	
	WP#	HQ#	WP#	HQ#	WP#	HQ#	WP#	HQ#
GSFC NENS	12	5	12	5	12	5	12	12
GSFC MOMS	15	5	15	5	15	5	15	12
KSC KICS	20	5	5	5	10	5	20	12
MSFC HOSC	20	5	20	5	20	5	20	12
MSFC UNITeS	25	5	15	5	25	5	25	12

The offeror must submit two electronic/software versions of all proposal volumes to all proposal delivery locations, including NASA HQ copies. One of the two copies shall be identified as backup. The electronic version of the Technical Proposal shall be submitted via the following media and formats: Microsoft Word 1997 for Windows, and the Microsoft Excel 1997 for Windows, on CD-ROM. These disks will be used primarily to assist evaluators with focused (e.g. keyword) searches for information within your Technical Proposal. These disks will not be used to evaluate the proposal. Only the paper copy will be used for this purpose. The Offeror shall certify that all disks are virus-free.

For the GSFC MOMS and GSFC NENS work packages, the offeror shall also submit two hard copies and one electronic copy of all cost proposal and basis of estimate information to their cognizant DCAA auditor. This requirement does not apply to all other work packages.

(End of provision)

L.16 PROPOSAL MARKING AND DELIVERY

This solicitation includes separate attachments with detailed Supplemental Proposal Instructions for this section for each work package. The remainder of this section applies to all work packages.

1. The designated receiving office for proposals will vary based on the mailing address specified in Block 7 of the SF33 for each work package. Proposals must be received by May 27, 2003, at 1:00PM (local time). Past performance volumes are requested in advance, by May 12, 2003, at 1:00PM (local time).

Offerors must either deliver their proposal, modifications or withdrawals by U. S. Postal Service Mail or *hand deliver (includes the use of a commercial delivery service). Regardless of the delivery method chosen, the proposal must be closed and sealed as if for mailing.

*Note: Non-U.S. citizens that do not have a "green card" will not be given access to the NASA Centers for the purpose of proposal delivery. Hand delivered proposals or subcontractor data shall be coordinated (at least 24-hour notification) through the government Work Package Contracting Officer listed in Section L.4 (COMMUNICATIONS REGARDING THIS SOLICITATION).

2. Additional Copies for NASA Headquarters

NASA HQ copies shall be delivered to the following address*:

"NASA - Goddard Space Flight Center
Building 16W-Loading Dock
Greenbelt, MD 20771
Attention: Contracting Officer, HQ Procurement Office
(Michelé Hull, 301-286-2749, Code 210.H)
RFP 03-HAW-001 PROPOSAL--DELIVER UNOPENED"

* Note: the specific work package addresses listed in block 7 of the SF33 for each work package will be the official receipt locations for individual work package proposals. While the additional copy is required for the NASA HQ Contracting Officer, it will not be considered for official receipt.

(End of provision)

L.17 DOCUMENT LIBRARIES AND READING ROOMS

Additional information will be available at the time of release of the RFP

The location of this information is:

Work Package	Electronic Location (if applicable)	Hard Copy Location (if applicable)
GSFC MOMS	https://theother.gsfc.nasa.gov/momsbidder/dropbox/docs/index.cfm	See instructions at electronic location
GSFC NENS	See Provision **L.18.2.D Below (Reference Technical Library)**	NOTE: White Sands Complex (WSC) Handbook Volumes 1 - 16 are available in hard copy only. A written request to the NENS Contracting Officer is required to schedule a visit to view these documents at WSC.

KSC KICS	www.ksc.nasa.gov/procurement/kics	CIAO, Building N6-1009, Room 102
MSFC HOSC	https://hoscc.msfc.nasa.gov	Building 4610, Room 1044 (available on April 14)
MSFC UNITeS	www.unites.nasa.gov	Building 4200, Room 418

(End of provision)

L.18 Attachments to Proposal Instructions and Evaluation Criteria

This solicitation contains several attachment documents that provide additional instructions and evaluation criteria that are specific to each work package. Offeror shall review those documents that are applicable to the work package(s) on which they are proposing and comply with the additional instructions. The following list describes the supplemental documents, by work package.

1. GSFC MOMS:
   - A. GSFC MOMS Supplemental Proposal Instructions and Evaluation Criteria*
   - B. GSFC MOMS Cost/Price Spreadsheet
   - C. GSFC MOMS Cost/Price Spreadsheet for RTO's
   - D. GSFC MOMS RTO's
   - E. Draft Surveillance Plan
   - F. Draft Performance Evaluation Plan

2. GSFC NENS
   - A. GSFC NENS Supplemental Proposal Instructions and Evaluation Criteria*
   - B. GSFC NENS RTO's
   - C. GSFC NENS Cost/Price Spreadsheet
   - D. GSFC NENS Reference Technical Documents
   - E. GSFC NENS Draft Surveillance Plan
   - F. GSFC NENS Draft Performance Evaluation Plan

3. KSC KICS
   - A. KSC KICS Supplemental Proposal Instructions and Evaluation Criteria*
   - B. KSC KICS Cost/Price Spreadsheet

4. MSFC HOSC
   - A. MSFC HOSC Supplemental Proposal Instructions and Evaluation Criteria*
   - B. MSFC HOSC Cost/Price Spreadsheet
   - C. MSFC HOSC Background and Historical Data
   - D. MSFC HOSC Job Descriptions/Qualifications Form
   - E. MSFC HOSC Key Personnel Description and Resume Form

5. MSFC UNITeS
   - A. MSFC UNITeS Supplemental Proposal Instructions and Evaluation Criteria*
   - B. MSFC UNITeS Cost/Price Spreadsheet
   - C. MSFC UNITeS Background and Historical Data

* Attachment A (Supplemental Proposal Instructions and Evaluation Criteria) for each work package above contains additional work package information with specific details for the following sections within this solicitation:

L.12 TECHNICAL/ MISSION SUITABILITY PROPOSAL INSTRUCTIONS
L.13 COST/PRICE PROPOSAL INSTRUCTIONS
L.16 PROPOSAL MARKING AND DELIVERY
M.2 SOURCE SELECTION AND EVALUATION FACTORS—GENERAL
M.3 TECHNICAL/MISSION SUITABILITY FACTOR
M.5 COST/PRICE EVALUATION FACTOR

(End of Text)

----------END OF SECTION----------

SECTION M OF RFP NUMBER 03-HAW-001 (SMCDS)
EVALUATION FACTORS FOR AWARD

M.1 EVALUATION OF OPTIONS (52.217-5) (JUL 1990)

Except when it is determined in accordance with FAR 17.206(b) not to be in the Government's best interests, the Government will evaluate offers for award purposes by adding the total price for all options to the total price for the basic requirement. Evaluation of options will not obligate the Government to exercise the option(s).

(End of provision)

M.2 SOURCE SELECTION AND EVALUATION FACTORS—GENERAL

This solicitation includes separate attachments with detailed Supplemental Evaluation Criteria for this section for each work package. The remainder of this section applies to all work packages.

1. Source Selection

This competitive negotiated acquisition shall be conducted in accordance with FAR 15.3, "Source Selection", and NASA FAR Supplement (NFS) 1815.3, same subject. The Source Evaluation Board procedures at NFS 1815.370, "NASA source evaluation boards" and/or any deviations approved by the NASA Associate Administrator for Procurement will apply.

The attention of offerors is particularly directed to NFS 1815.305, "Proposal evaluation" and to NFS 1815.305-70, "Identification of unacceptable proposals".

A best value trade-off process, as described at FAR 15.101-1, and the Cross Cutting evaluation described in Section M.6 will be used in making source selection.

2. Evaluation Factors and Sub-factors

The evaluation factors are Mission Suitability, Past Performance, and Cost/Price. These factors, as described at NFS 1815.304-70, will be used to evaluate each proposal. This Section M provides a further description for each evaluation factor, inclusive of sub-factors and any elements under each sub-factor. Only the Mission Suitability factor is numerically scored.

3. Relative Order of Importance of Evaluation Factors

The Supplemental Proposal Instructions for each work package will provide their relative order of importance of evaluation factors. For Crosscutting proposals, refer to section M.6.

(End text)

M.3 TECHNICAL/MISSION SUITABILITY FACTOR

This solicitation includes separate attachments with detailed Supplemental Evaluation Criteria for this section for each work package. The remainder of this section applies to all work packages.

The offeror's proposed approach to meeting the requirements of the contemplated contract will be evaluated for how clearly and completely it has understood the requirements and the inherent problems associated with the objectives of this procurement. The Government will also evaluate the offeror's identified programmatic risks associated with methods, techniques and technologies proposed for the accomplishment of the SOW under each mission suitability subfactor, as warranted. The risk evaluation will consider the possibility of the risk(s) occurring, the impact and severity of the risk(s), the period when the risk(s) should be addressed, and the alternatives available to meet the requirements. Risk assessment will be evaluated in determining mission suitability strengths, weakness, deficiencies and numerical/adjectival ratings. The completeness, thoroughness and validity of the response will be evaluated.

(End of provision)

M.4 PAST PERFORMANCE EVALUATION FACTOR

The Past Performance evaluation will be conducted in accordance with FAR 15.305(a)(2) and NFS 1815.305(a)(2), "Past performance evaluation". The approach to evaluating past performance is provided below in accordance with FAR 15.305(a)(2).

1. Adjective Ratings

This factor will not be point scored. One of the following overall adjectival ratings will be assigned to the offerors relevant past performance:

Excellent – Meets and/or exceeds contract requirements to an exceptional degree. Samples include exceptional cost underruns due to Contractor diligence and cost savings initiatives, technical end products that exceed original Government specifications in critical performance areas, deliverables usually delivered on time and often ahead of contract schedules, etc. Exceptional/High confidence based on the offeror's performance record, essentially very little risk exists in the offeror's ability to successfully perform the required effort.

Very Good – Meets and/or exceeds the established performance requirements. Samples include cost underruns due to Contractor diligence or cost savings initiatives, technical end products that meet original Government specifications and exceed specifications in some performance areas, deliverables on time or occasionally ahead of contract schedules, etc. Very Good/Significant confidence based on the offeror's performance record, little risk exists in the offeror's ability to successfully perform the required effort.

Good - Meets the majority of established performance requirements. Samples include very few cost overruns caused by the Contractor, technical end products that normally meet Government specifications in most/all performance areas, deliverables usually delivered on time/schedule, etc. Satisfactory/confidence based on the offeror's performance record, some risk exists in the offeror's ability to successfully perform the required effort.

Fair - Does not fully meet the established performance requirements. Samples include some moderate/significant cost overruns caused by Contractor, technical end products that often fail to meet government specifications in some performance areas, deliverables sometimes delivered behind contact schedules, etc. Marginal/Low confidence based on the offeror's performance record, substantial risk exists in the offeror's ability to successfully perform the required effort.

Poor - Fails to meet the established performance requirements. Samples include substantial cost overruns caused by Contractor, technical end products fail to meet government specifications in critical areas, deliverables usually delivered behind contract schedules, etc. Unsatisfactory/No Confidence Based on the offeror's performance record, extreme risk exists in the offeror's ability to successfully perform the required effort.

Neutral- Neutral/Unknown Confidence. No performance record identifiable (see FAR 15.305(a)(2)(iii) and (iv)).

However, offerors without a record of relevant past performance or for whom information on past performance is not available, will not be evaluated favorably or unfavorably on past performance. Refer to FAR 15.305(a)(2)(iv).

2. Evaluation Areas

The Past Performance overall adjective rating will include the following specific areas established for this procurement in accordance with NFS 1815.305(a)(2)(B).

a. Overall Technical Performance

Evaluates the offeror's compliance with technical requirements and performance standards for previous and present work.

b. Specific Technical Performance

Evaluates the offeror's performance relating to unique and/or innovative features that may appear in its proposal.

c. Schedule Performance

Evaluates how well the offeror has met schedule requirements.

d. Cost Performance

Evaluates offeror's cost performance experienced on previous and current contracts. Evaluates whether contractor provided reasonable estimates and how well it performed within those estimates. Only those increases or savings within the responsibility of the offeror under the terms of the particular contracts are considered.

e. Management Performance

The offeror will be evaluated in terms of overall management performance. This includes the following: effectiveness and efficiency of Contractor management structure without the need for unreasonable oversight and direction from the customer, the ability to provide qualified personnel, and the ability to effectively maintain labor management relations.

f. Safety and Health

Evaluates the offeror's attentiveness to overall safety and health in the workplace and control of lost time incident rate.

g. Overall Performance

The offeror will be evaluated for proactive identification of risks, effective risk mitigation, and responsiveness to emergency and critical situations. Relevant additional comments provided on questionnaires concerning contractor's past performance will be considered in this evaluation.

(End of provision)

M.5 COST/PRICE EVALUATION FACTOR

This solicitation includes separate attachments with detailed Supplemental Evaluation Criteria for this section for each work package. The remainder of this section applies to all work packages.

1. Definitions: Offerors should refer to FAR 2.101(b) for a definition of "cost realism" and to FAR 15.404-1(d) for a discussion of "cost realism analysis" and "probable cost".

2. Assessment of Probable Cost

a. The proposed cost/price will be assessed to determine reasonableness and cost realism. The evaluation will be conducted in accordance with FAR 15.305(a)(1) and NFS 1815.305(a)(1)(B) and (C). Upward or downward adjustments may be made to the proposed cost as a result of the assessment of cost realism. This can include adjustments to all proposed direct and indirect costs.

b. For proposed award fees, the fee(s) will not be adjusted, but will be included in the probable cost in the amounts proposed.

c. Probable cost will include the cost of Government resources, such as production and research property, that may be required because of the offeror's proposed approach to accomplishing the work, unless such resources are provided by the terms of this solicitation. For the requested use of Government production and research property, FAR subpart 45.2 will apply.

d. The GSFC MOMS, GSFC NENS, and MSFC UNITeS work packages are full and open competitions within one of the Major Standard Industrial Groups determined by the Department of Commerce for the application of small disadvantaged procurement mechanisms and applicable factors. Refer to FAR 19.201(b), FAR 19.11 and to FAR clause 52.219-23, "Notice of Price Evaluation Adjustment for Small Disadvantaged Business Concerns." The adjustment shall be applied to the assessed "probable cost". The adjustment will not be made if there are no Small Disadvantaged Business (SDB) offeror(s) or if all SDB offerors have waived the price adjustment.

3. Source Selection Authority

Both the proposed cost and the probable cost will be presented to the Source Selection Authority.

(End of provision)

M.6 CROSS CUTTING EVALUATION

(a) Crosscutting proposals will be evaluated on the basis of best value/trade off involving an assessment of cost, mission suitability, and past performance. All evaluation factors other than cost or price, when combined, are approximately equal to cost or price. Specifically, cost and mission suitability are approximately equal with mission suitability more important than past performance.

The best value determination by the SSA will involve evaluating Crosscutting proposals against (1) other Crosscutting proposals and (2) all stand-alone proposals for the work packages incorporated in a Crosscutting proposal. After evaluating all Crosscutting proposals, NASA reserves the right to determine that best value is achieved by making award on the basis of the stand-alone proposals.

(b) Factors for the Evaluation of Crosscutting Proposals

(1) Cost: The proposed cost/price for the Crosscutting proposals will be assessed to determine reasonableness and cost realism. The agency will make probable cost adjustments as necessary, but will not make adjustments to mission suitability based on an analysis of cost realism.

(2) Mission Suitability: Mission Suitability for Crosscutting proposals will be adjectivally rated at the HQ Level. The evaluation of any different approach contained in a Crosscut proposal begins with a re-rating of each stand-alone proposal using the evaluation factors of Mission Suitability set forth for the respective work packages. Then, NASA will evaluate the re-rated work packages using the following factors:

i. Mission Risk,
ii. Feasibility to NASA,
iii. Business Considerations,
iv. Management Complexity.

NASA will assess completed re-ratings of each work package associated with a Crosscut proposal to arrive at an overall rating for Mission Suitability. Particular attention will be paid as to whether the approach in the Crosscutting proposal approach substantially weakens the Mission Suitability of the stand-alone proposals. This process is distinct from and will not affect the evaluations of Mission Suitability for the stand-alone proposals.

(3) Past performance: The past performance ratings will carry over from the applicable stand-alone work package proposals included in the Crosscutting proposal.

(End of Provision)

M. 7 PROSPECTIVE CONTRACTOR RESPONSIBILITY

1. The standards and procedures for determining whether prospective contractors and subcontractors are responsible are set forth in FAR Subpart 9.1. Deficiencies concerning the general standards of prospective contractor responsibility at FAR 9.104-1, and any special standards established for this procurement under FAR 9.104-2, may be serious enough to result in a determination of non-responsibility. As with all aspects of prospective contractor responsibility, a finding of non-responsibility can be made at any time prior to contract award. However, even if such deficiencies are not so serious to result in such a determination, they will nonetheless be considered in the evaluation as conducted under the evaluation factors set forth in this solicitation.

2. The following special standards of responsibility have been established for this procurement: NONE.

(End of text)

----------END OF SECTION----------

210.H April 9, 2003

TO: POTENTIAL OFFERORS

SUBJECT: RFP (No. 03-HAW-001) for the Space Mission Communications and Data Services (SMCDS) Solicitation

You are invited to submit proposals to NASA for the SMCDS solicitation, which includes services in support of five separate work packages as follows:

- Goddard Space Flight Center (GSFC) Mission Operation & Mission Support (MOMS)
- Goddard Space Flight Center (GSFC) Near Earth Networks Services (NENS)
- Kennedy Space Center (KSC) Kennedy Integrated Communications Support (KICS)
- Marshall Space Flight Center (MSFC) Huntsville Operations Support Center (HOSC)
- Marshall Space Flight Center (MSFC) Unified NASA Information Technology Services (UNITeS)

The five work packages listed above will consist of varying contract types, varying performance requirements, and will result in multiple contract awards (no more than one award for each work package). The KSC KICS work package and MSFC HOSC work package have been set aside for Small Business competition, while the other three work packages will be unrestricted (full and open) competitions. A unique Crosscutting Proposal and Evaluation Process will be conducted to provide the best overall value for NASA (see sections L.2, L.3, and M.6).

Please read the enclosed documents carefully, particularly the instructions and evaluation criteria contained in Sections L and M. In addition to the consolidated sections K, L, and M that apply to all work packages, offerors should take note that there are additional attachments (see Section L.18) that provide proposal instructions and evaluation criteria that are specific to each work package. Failure to comply with these instructions could result in your proposal being considered unacceptable. Your offer must have an acceptance period of not less than 270 days.

Offerors are requested to pay particular attention to all fill-ins required in the model contract to ensure that the five original executed copies submitted with the proposal(s) provide the Government the ability to award based on initial proposals.

Additionally, offerors should observe the specific proposal delivery instructions contained in Section L.16 of the solicitation, and supplemented by the proposal instructions for each work package. In particular, given today's heightened security requirements, hand-delivered proposals have detailed instructions that vary for each work package.

Questions and answers related to the Draft RFP have been posted with the Final RFP. Offerors are encouraged to review this documentation to increase their understanding of the RFP. However, if there are any discrepancies between the question and answer documentation and the RFP, the RFP documentation will take precedence.

Written comments and questions regarding the Final RFP should be submitted to the Contracting Officer no later than 1:00 PM EDST, April 23, 2003, by electronic mail to Michele.Hull@nasa.gov. NASA will respond to applicable comments and questions in writing by posting an electronic response at the same location as this solicitation.

Offers submitted in response to this proposal request are due no later than May 27, 2003, at 1:00 PM (local time). The delivery location for the proposals will vary in accordance with the Section L instructions, depending on which Work Package(s) an offeror is responding to. Proposals received after this time will be treated as late in accordance with FAR 52.215-1, Instructions to Offers-Competitive Acquisitions. Past Performance data is requested no later than 1:00 PM (local time) May 12, 2003. Offerors are advised that the SMCDS RFP schedule has several external factors that limit schedule extensions or delays. The proposal due date will not be extended based on routine issues or requests.

As of this date, the procurement is in an official "Black-out." The Contracting Officer, Michelé Hull, is the sole point of contact concerning this solicitation. Offerors may contact her by electronic mail at Michele.Hull@nasa.gov or by telephone at (202) 358-0546 with any inquiries. For identification purposes, all communications regarding this solicitation should include the above-referenced solicitation number.

Your interest in NASA requirements is appreciated.

SIGNED

Michelé Hull
Contracting Officer

Work Package Title: **(Offeror Fill-In)**

PAST PERFORMANCE QUESTIONNAIRE

I Contract Information (*offeror fill-in*)

A. Name of Company Being Evaluated _____

B. Address _____

C. Contract Number _____

D. Contract Type _____

Period of Performance From: _____ To: _____
Total Contract Value _____
Work Years of Effort _____
(Current)

II Description of Contract (*customer fill-in*)

Briefly describe the services provided under this contract. In particular, describe the extent that the firm was responsible for accomplishing complex, diverse requirements and managing multiple work packages or business enterprises.

_____
_____
_____
_____

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

☐ Prime Contractor; ☐ Significant Subcontractor: ☐ Team Member; ☐ Other (Joint venture, etc, describe your role)

_____
_____

Does a corporate or business relationship exist between the firm being evaluated and your organization?

☐ Yes ☐ No If so, please describe: _____

_____
_____

III. Evaluator Information (*customer- fill-in*)

Name _____

Title _____

Agency/Company _____

Address _____

Phone _____ Fax: _____

Work Package Title: **(Offeror Fill-In)**

PAST PERFORMANCE QUESTIONNAIRE

RATING GUIDELINES

Please rate the contractor based on the following guidelines:

5: Excellent – Meets and/or exceeds contract requirements to an exceptional degree. Samples include exceptional cost underruns due to Contractor diligence and cost savings initiatives, technical end products that exceed original Government specifications in critical performance areas, deliverables usually delivered on time and often ahead of contract schedules, etc.

4: Very Good - Meets and/or exceeds the established performance requirements. Samples include cost underruns due to Contractor diligence or cost savings initiatives, technical end products that meet original Government specifications and exceed specifications in some performance areas, deliverables on time or occasionally ahead of contract schedules, etc.

3: Good - Meets the majority of established performance requirements. Samples include very few cost overruns caused by the Contractor, technical end products that normally meet Government specifications in most/all performance areas, deliverables usually delivered on time/schedule, etc.

2: Fair - Does not fully meet the established performance requirements. Samples include some moderate/significant cost overruns caused by Contractor, technical end products that often fail to meet government specifications in some performance areas, deliverables sometimes delivered behind contact schedules, etc.

1: Poor - Fails to meet the established performance requirements. Samples include substantial cost overruns caused by Contractor, technical end products fail to meet government specifications in critical areas, deliverables usually delivered behind contract schedules, etc.

N/A: Not Applicable or Not Observed

IV. Past Performance History ***(customer fill-in, with the exception of item two, which is a offeror/customer fill-in)***

Please rate the contractor performance in each of the six categories. Circle the number, which corresponds to the performance rating for each category. See the Rating Guidelines above for explanation of the rating scale. **In addition, comments will be beneficial so please comment when appropriate.**

1. **Overall Technical Performance**	**Rating (5 is highest)**
Did the contractor satisfactorily comply with the overall technical requirements and performance standards of your contract?	**N/A 1 2 3 4 5**

Comments: _____

Work Package Title: **(Offeror Fill-In)**

NOTE: OFFEROR MAY REPEAT THIS SECTION AS NECESSARY TO ACCOMODATE ALL PROPOSED FEATURES OF TECHNICAL APPROACH THAT HAVE RELEVANCE TO PAST PERFORMANCE

2. **Specific Technical Performance** — **Rating (5 is highest)**

The offeror has identified the following unique and/or innovative features in their proposal as strengths of their technical approach. Please provide your assessment of these features:

[Feature 1]

Did [Feature 1] effectively achieve the stated purpose/goal/requirement? **N/A 1 2 3 4 5**
Please Comment:

[Feature 2]

Did [Feature 2] effectively achieve the stated purpose/goal/requirement? **N/A 1 2 3 4 5**
Please Comment:

[Feature 3]

Did [Feature 3] effectively achieve the stated purpose/goal/requirement? **N/A 1 2 3 4 5**
Please Comment:

3. **Schedule Performance** — **Rating**

Did the contractor satisfactorily meet contract schedules and interim milestones? **N/A 1 2 3 4 5**

Comments: _____

4. **Cost Performance (*customer- fill-in*)** — **Rating (5 is highest)**

Did the contractor provide reasonable cost estimates and perform within those cost estimates? **N/A 1 2 3 4 5**

Comments: _____

5. **Management Performance (*customer- fill-in*)** — **Rating (5 is highest)**

Did the contractor provide personnel of the appropriate skill level and technical competence to perform the work on your contract? **N/A 1 2 3 4 5**

Comments: _____

Did the contractor effectively maintain labor/management relations? **N/A 1 2 3 4 5**

Comments: _____

Work Package Title: **(Offeror Fill-In)**

Did the contractor effectively manage the contract without the need for unreasonable oversight and direction from the customer? **N/A 1 2 3 4 5**

Comments: _____

6. **Safety and Health Performance (*customer- fill-in*)** **Rating (5 is highest)**

Rate the contractor's attentiveness to overall safety and health in the workplace and control of lost time incident rate. **N/A 1 2 3 4 5**

Comments: _____

7. **Overall Evaluation (*customer- fill-in*)** **Rating (5 is highest)**

Rate the contractor's overall performance. **N/A 1 2 3 4 5**

Comments: _____

Did the contractor proactively identify risk areas, mitigate risks, and respond to emergency and critical situations? **N/A 1 2 3 4 5**

Comments: _____

Please provided comments on any aspect of the contractor's past performance that you feel will be useful to the evaluation team.

_____

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

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

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

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

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

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

(c) Submission of this certification and disclosure is a prerequisite for making or entering into this contract imposed by Section 1352, Title 31, and United States Code. Any person who makes an expenditure prohibited under this provision or who fails to file or amend the disclosure form to be filed or amended by this provision, shall be subject to a civil penalty

of not less than $10,000, and not more than $100,000, for each such failure.

(End of provision)

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

(a) *Definitions.*

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

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

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

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

(d) Taxpayer Identification Number (TIN).

☐ TIN: _____.
☐ TIN has been applied for.
☐ TIN is not required because:
☐ Offeror is a nonresident alien, foreign corporation, or foreign partnership that does not have income effectively connected with the conduct of a trade or business in the United States and does not have an office or place of business or a fiscal paying agent in the U.S.;
☐ Offeror is an agency or instrumentality of a foreign government;

☐ Offeror is an agency or instrumentality of the Federal Government.

(e) Type of organization.

☐ Sole proprietorship;
☐ Partnership;
☐ Corporate entity (not tax-exempt);
☐ Corporate entity (tax-exempt);
☐ Foreign government;
☐ International organization per 26 CFR 1.6049-4;
☐ Other _____.

(f) Common Parent.

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

Name
_____

TIN
_____

(End of provision)

K.3 WOMEN-OWNED BUSINESS (OTHER THAN SMALL BUSINESS) 52.204-5) (MAY 1999)

(a) Definition. "Women-owned business concern," as used in this provision, means a concern which is at least 51 percent owned by one or more women; or in the case of any publicly owned business, at least 51 percent of its stock is owned by one or more women; and whose management and daily business operations are controlled by one or more women.

(b) Representation. [*Complete only if the offeror is a women-owned business concern and has not represented itself as a small business concern in paragraph (b)(1) of FAR 52.219-1, Small Business Program Representations, of this solicitation.*] The offeror represents that it ☐ is a women-owned business concern.

(End of provision)

K.4 CERTIFICATION REGARDING DEBARMENT, SUSPENSION, PROPOSED DEBARMENT, AND OTHER RESPONSIBILITY MATTERS (52.209-5)(DEC 2001)

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

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

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

(B) Have ☐ have not ☐, within a three-year period preceding this offer, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state, or local) contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property; and

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

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

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

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

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

(c) A certification that any of the items in paragraph (a) of this provision exists will not necessarily result in withholding of an award under this solicitation. However, the certification will be considered in connection with a

determination of the Offeror's responsibility. Failure of the Offeror to furnish a certification or provide such additional information as requested by the Contracting Officer may render the Offeror nonresponsible.

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

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

(End of provision)

K.5 PLACE OF PERFORMANCE (52.215-6) (OCT 1997)

(a) The offeror or respondent, in the performance of any contract resulting from this solicitation, ☐ intends, ☐ does not intend [*check applicable block*] to use one or more plants or facilities located at a different address from the address of the offeror or respondent as indicated in this proposal or response to request for information.

(b) If the offeror or respondent checks "intends" in paragraph (a) above, it shall insert in the following spaces the required information:

Place of Performance (Street Address, City, State, County, Zip Code)	Name and Address of Owner and Operator of the Plant or Facility if other than Offeror or Respondent

(End of provision)

K.6 SMALL BUSINESS PROGRAM REPRESENTATIONS (52.219-1) (Alternate I, APR 2002)

(a)(1) The North American Industry Classification System (NAICS) code for this acquisition is: (SEE WORK PACKAGE TABLE BELOW).

(2) The small business size standard is: (SEE WORK PACKAGE TABLE BELOW).

Work Package NAICS/ Size Table

Title	**NAICS Code**	**Size Standard**
GSFC MOMS	541330	$23.0M
GSFC NENS	517910	$12.5M
KSC KICS	517110	1500 people
MSFC HOSC	541710	1000 people
MSFC UNITeS	541513	$21.0M

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

(b) Representations.

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

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

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

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

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

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

(i) It [ ] is, [ ] is not a HUBZone small business concern listed, on the date of this representation, on the List

of Qualified HUBZone Small Business Concerns maintained by the Small Business Administration, and no material change in ownership and control, principal office, or HUBZone employee percentage has occurred since it was certified by the Small Business Administration in accordance with 13 CFR part 126; and

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

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

_____ Black American.
_____ Hispanic American.
_____ Native American (American Indians, Eskimos, Aleuts, or Native Hawaiians).
_____ Asian-Pacific American (persons with origins from Burma, Thailand, Malaysia, Indonesia, Singapore, Brunei, Japan, China, Taiwan, Laos, Cambodia (Kampuchea), Vietnam, Korea, The Philippines, U.S. Trust Territory of the Pacific Islands (Republic of Palau), Republic of the Marshall Islands, Federated States of Micronesia, the Commonwealth of the Northern Mariana Islands, Guam, Samoa, Macao, Hong Kong, Fiji, Tonga, Kiribati, Tuvalu, or Nauru).
_____ Subcontinent Asian (Asian-Indian) American (persons with origins from India, Pakistan, Bangladesh, Sri Lanka, Bhutan, the Maldives Islands, or Nepal).
_____ Individual/concern, other than one of the preceding.

(c) Definitions. As used in this provision-

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

(1) Means a small business concern-

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

(ii) The management and daily business operations of which are controlled by one or more service-disabled veterans

or, in the case of a veteran with permanent and severe disability, the spouse or permanent caregiver of such veteran.

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

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

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

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

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

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

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

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

(d) Notice.

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

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

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

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

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

(End of provision)

K.7 SMALL DISADVANTAGED BUSINESS STATUS (52.219-22)(OCT 1999)

(a) General. This provision is used to assess an offeror's small disadvantaged business status for the purpose of obtaining a benefit on this solicitation. Status as a small business and status as a small disadvantaged business for general statistical purposes is covered by the provision at FAR 52.219-1, Small Business Program Representation.

(b) Representations.

(1) General. The offeror represents, as part of its offer, that it is a small business under the size standard applicable to this acquisition; and either-

[ ] (i) It has received certification by the Small Business Administration as a small disadvantaged business concern consistent with 13 CFR 124, Subpart B; and

(A) No material change in disadvantaged ownership and control has occurred since its certification;

(B) Where the concern is owned by one or more disadvantaged individuals, the net worth of each individual upon whom the certification is based does not exceed $750,000 after taking into account the applicable exclusions set forth at 13 CFR 124.104(c)(2); and

(C) It is identified, on the date of its representation, as a certified small disadvantaged business concern in the database maintained by the Small Business Administration (PRO-Net); or

[ ] (ii) It has submitted a completed application to the Small Business Administration or a Private Certifier to be certified as a small disadvantaged business concern in accordance with 13 CFR 124, Subpart B, and a decision on that application is pending, and that no material change in disadvantaged ownership and control has occurred since its application was submitted.

(2) For Joint Ventures. The offeror represents, as part of its offer, that it is a joint venture that complies with the requirements at 13 CFR 124.1002(f) and that the representation in paragraph (b)(1) of this provision is accurate for the small disadvantaged business concern that is participating in the joint venture. [*The offeror shall enter the name of the small disadvantaged business concern that is participating in the joint venture:* _____.]

(c) Penalties and Remedies. Anyone who misrepresents any aspects of the disadvantaged status of a concern for the purposes of securing a contract or subcontract shall-

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

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

(3) Be ineligible for participation in programs conducted under the authority of the Small Business Act.

(End of provision)

K.8 52.222-18 Certification Regarding Knowledge of Child Labor for Listed End Products.

NOTE: This provision does not apply to the GSFC MOMS, KSC KICS, MSFC HOSC, and MSFC UNITeS Work Packages. This provision can be left blank for those work package proposals.

(a) Definition.

"Forced or indentured child labor" means all work or service-

(1) Exacted from any person under the age of 18 under the menace of any penalty for its nonperformance and for which the worker does not offer himself voluntarily; or

(2) Performed by any person under the age of 18 pursuant to a contract the enforcement of which can be accomplished by process or penalties.

(b) Listed end products. The following end product(s) being acquired under this solicitation is (are) included in the List of Products Requiring Contractor Certification as to Forced or Indentured Child Labor, identified by their country of origin. There is a reasonable basis to believe that listed end products from the listed countries of origin may have been mined, produced, or manufactured by forced or indentured child labor.

Listed End Product	Listed Countries of Origin
_____	_____
_____	_____

(c) Certification. The Government will not make award to an offeror unless the offeror, by checking the appropriate block, certifies to either paragraph (c)(1) or paragraph (c)(2) of this provision.

[ ] (1) The offeror will not supply any end product listed in paragraph (b) of this provision that was mined, produced, or manufactured in a corresponding country as listed for that end product.

[ ] (2) The offeror may supply an end product listed in paragraph (b) of this provision that was mined, produced, or manufactured in the corresponding country as listed for that product. The offeror certifies that it has made a good faith effort to determine whether forced or indentured child labor was used to mine, produce, or manufacture such end product. On the basis of those efforts, the offeror certifies that it is not aware of any such use of child labor.

(End of provision)

K.9 PREVIOUS CONTRACTS AND COMPLIANCE REPORTS (52.222-22) (FEB 1999)

The offeror represents that -

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

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

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

(End of provision)

K.10 AFFIRMATIVE ACTION COMPLIANCE (52.222-25) (APR 1984)

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

(End of provision)

K.11 COMPLIANCE WITH VETERANS' EMPLOYMENT REPORTING REQUIREMENTS (52.222-38)(DEC 2001)

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

(End of provision)

K.12 CERTIFICATION OF TOXIC CHEMICAL RELEASE REPORTING (52.223-13) (OCT 2000)

(a) Submission of this certification is a prerequisite for making or entering into this contract imposed by Executive Order 12969, August 8, 1995.

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

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

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

☐ (i) The facility does not manufacture, process or otherwise use any toxic chemicals listed under section 313(c) of EPCRA, 42 U.S.C. 11023 (c);

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

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

☐ (iv) The facility does not fall within Standard Industrial Classification Code (SIC) major groups 20 through 39 or their corresponding North American Industry Classification System (NAICS) Sectors 31 through 33; or

☐ (v) The facility is not located within any State of the United States, the District of Columbia, the Commonwealth of Puerto Rico, Guam, American Samoa, the United States Virgin Islands, the Northern Mariana Islands, or any other territory or possession over which the United States has jurisdiction.

(End of provision)

K.13 HISTORICALLY BLACK COLLEGE OR UNIVERSITY AND MINORITY INSTITUTION REPRESENTATION (52.226-2)(MAY 2001)

NOTE: This provision does not apply to the KSC KICS and MSFC HOSC Work Packages. This provision can be left blank for those work package proposals.

(a) Definitions. As used in this provision-

"Historically black college or university" means an institution determined by the Secretary of Education to meet the requirements of 34 CFR 608.2. For the Department of Defense, the National Aeronautics and Space Administration, and the Coast Guard, the term also includes any nonprofit research institution that was an integral part of such a college or university before November 14, 1986.

"Minority institution" means an institution of higher education meeting the requirements of Section 1046(3) of the Higher Education Act of 1965 (20 U.S.C. 1067k, including a Hispanic-serving institution of higher education, as defined in Section 316(b)(1) of the Act (20 U.S.C. 1101a)).

(b) Representation. The offeror represents that it-

☐ is ☐ is not a historically black college or university;

☐ is ☐ is not a minority institution.

(End of provision)

K.14 REPRESENTATION OF LIMITED RIGHTS DATA AND RESTRICTED COMPUTER SOFTWARE (52.227-15) (MAY 1999)

(a) This solicitation sets forth the work to be performed if a contract award results, and the Government's known delivery requirements for data (as defined in FAR 27.401). Any resulting contract may also provide the Government the option to order additional data under the Additional Data Requirements clause at 52.227-16 of the FAR, if included in the contract. Any data delivered under the resulting contract will be subject to the Rights in Data - General clause at 52.227-14 that is to be included in this contract. Under the latter clause a Contractor may withhold from delivery data that qualify as limited rights data or restricted computer software, and deliver form, fit, and function data in lieu thereof. The latter clause also may be used with its Alternates II and/or III to obtain delivery of limited rights data or restricted computer software, marked with limited rights or restricted rights notices, as appropriate. In addition, use of Alternate V with this latter clause provides the Government the right to inspect such data at the Contractor's facility.

(b) As an aid in determining the Government's need to include Alternate II or Alternate III in the clause at 52.227-14, Rights in Data - General, the offeror shall complete paragraph (c) of this provision to either state that none of the data qualify as limited rights data or restricted computer software, or identify, to the extent feasible, which of the data qualifies as limited rights data or restricted computer software. Any identification of limited rights data or restricted computer software in the offeror's response is not determinative of the status of such data should a contract be awarded to the offeror.

(c) The offeror has reviewed the requirements for the delivery of data or software and states [*offeror check appropriate block*] --

☐ None of the data or software proposed for fulfilling such requirements qualifies as limited rights data or restricted computer software.

☐ Data proposed for fulfilling such requirements qualify as limited rights data or restricted computer software and is identified as follows:

_____

_____

_____

NOTE: "Limited-rights data" and "Restricted computer software" are defined in the contract clause entitled "Rights in Data - General."

(End of provision)

K.15 COST ACCOUNTING STANDARDS NOTICES AND CERTIFICATION (52.230-1) (JUN 2000)

Note: This notice does not apply to small businesses or foreign governments. This notice is in three parts, identified by Roman numerals I through III.

Offerors shall examine each part and provide the requested information in order to determine Cost Accounting Standards (CAS) requirements applicable to any resultant contract.

If the offeror is an educational institution, Part II does not apply unless the contemplated contract will be subject to full or modified CAS coverage pursuant to 48 CFR 9903.201-2(c)(5) or 9903.201-2(c)(6), respectively.

I. DISCLOSURE STATEMENT -- COST ACCOUNTING PRACTICES AND CERTIFICATION

(a) Any contract in excess of $500,000 resulting from this solicitation will be subject to the requirements of the Cost Accounting Standards Board (48 CFR Chapter 99), except for those contracts which are exempt as specified in 48 CFR 9903.201-1.

(b) Any offeror submitting a proposal which, if accepted, will result in a contract subject to the requirements of 48 CFR Chapter 99 must, as a condition of contracting, submit a Disclosure Statement as required by 48 CFR 9903.202. When required, the Disclosure Statement must be submitted as a part of the offeror's proposal under this solicitation unless the offeror has already submitted a Disclosure Statement disclosing the practices used in connection with the pricing of this proposal. If an applicable Disclosure Statement has already been submitted, the offeror may satisfy the requirement for submission by providing the information requested in paragraph (c) of Part I of this provision.

CAUTION: In the absence of specific regulations or agreement, a practice disclosed in a Disclosure Statement shall not, by virtue of such disclosure, be deemed to be a proper, approved, or agreed-to practice for pricing proposals or accumulating and reporting contract performance cost data.

(c) Check the appropriate box below:

☐ (1) Certificate of Concurrent Submission of Disclosure Statement.

The offeror hereby certifies that, as a part of the offer, copies of the Disclosure Statement have been submitted as follows: (i) Original and one copy to the cognizant Administrative Contracting Officer (ACO) or cognizant Federal agency official authorized to act in that capacity (Federal official), as applicable, and (ii) One copy to the cognizant Federal auditor.

(Disclosure must be on Form Number CASB DS-1 or CASB-2, as applicable. Forms may be obtained from the cognizant ACO or from the loose-leaf version of the Federal Acquisition Regulation.)

Date of Disclosure Statement: _____

Name and Address of Cognizant ACO or Federal Official where filed: _____

_____

_____

The offeror further certifies that practices used in estimating costs in pricing this proposal are consistent with the cost accounting practices disclosed in the Disclosure Statement.

☐ (2) Certificate of Previously Submitted Disclosure Statement.

The offeror hereby certifies that the required Disclosure Statement was filed as follows:

Date of Disclosure Statement: _____

Name and Address of Cognizant ACO or Federal Official where filed: _____

_____

_____

The offeror further certifies that the practices used in estimating costs in pricing this proposal are consistent with

the cost accounting practices disclosed in the applicable Disclosure Statement.

☐ (3) Certificate of Monetary Exemption.

The offeror hereby certifies that the offeror, together with all divisions, subsidiaries, and affiliates under common control, did not receive net awards of negotiated prime contracts and subcontracts subject to CAS totaling more $50 million or more in the cost accounting period immediately preceding the period in which this proposal was submitted. The offeror further certifies that if such status changes before an award resulting from this proposal, the offeror will advise the Contracting Officer immediately.

☐ (4) Certificate of Interim Exemption.

The offeror hereby certifies that (i) the offeror first exceeded the monetary exemption for disclosure, as defined in (3) of this subsection, in the cost accounting period immediately preceding the period in which this offer was submitted and (ii) in accordance with 48 CFR 9903.202-1, the offeror is not yet required to submit a Disclosure Statement. The offeror further certifies that if an award resulting from this proposal has not been made within 90 days after the end of that period, the offeror will immediately submit a revised certificate to the Contracting Officer, in the form specified under subparagraphs (c)(1) or (c)(2) of Part I of this provision, as appropriate, to verify submission of a completed Disclosure Statement.

CAUTION: Offerors currently required to disclose because they were awarded a CAS-covered prime contract or subcontract of $50 million or more in the current cost accounting period may not claim this exemption (4). Further, the exemption applies only in connection with proposals submitted before expiration of the 90-day period following the cost accounting period in which the monetary exemption was exceeded.

II. COST ACCOUNTING STANDARDS -- ELIGIBILITY FOR MODIFIED CONTRACT COVERAGE

If the offeror is eligible to use the modified provisions of 48 CFR 9903.201-2(b) and elects to do so, the offeror shall indicate by checking the box below. Checking the box below shall mean that the resultant contract is subject to the

Disclosure and Consistency of Cost Accounting Practices clause in lieu of the Cost Accounting Standards clause.

☐ The offeror hereby claims an exemption from the Cost Accounting Standards clause under the provisions of 48 CFR 9903.201-2(b) and certifies that the offeror is eligible for use of the Disclosure and Consistency of Cost Accounting Practices clause because during the cost accounting period immediately preceding the period in which this proposal was submitted, the offeror received less than $50 million in awards of CAS-covered prime contracts and subcontracts, or the offeror did not receive a single CAS-covered award exceeding $1 million. The offeror further certifies that if such status changes before an award resulting from this proposal, the offeror will advise the Contracting Officer immediately.

CAUTION: An offeror may not claim the above eligibility for modified contract coverage if this proposal is expected to result in the award of a CAS-covered contract of $50 million or more or if, during its current cost accounting period, the offeror has been awarded a single CAS-covered prime contract or subcontract of $50 million or more.

III. ADDITIONAL COST ACCOUNTING STANDARDS APPLICABLE TO EXISTING CONTRACTS

The offeror shall indicate below whether award of the contemplated contract would, in accordance with subparagraph (a)(3) of the Cost Accounting Standards clause, require a change in established cost accounting practices affecting existing contracts and subcontracts. ☐ YES ☐ NO

(End of provision)

K.16 USE OF GOVERNMENT-OWNED PROPERTY (1852.245-79) (JUL 1997)

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

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

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

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

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

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

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

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

(c) If the offeror intends to use any Government property (paragraph (a) or (b) of this provision), the offer must also furnish the following:

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

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

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

(End of provision)

[END OF SECTION]