



Welcome to the JSC Safety and Mission Assurance Engineering Contract III (SMAEC III) Preproposal Conference

August 22, 2023
Virtual Microsoft TEAMS
9 am – 12:30 pm CST



Welcoming Remarks

Gregg C. Baumer
SMAEC III SEB Chair



Conference Logistics

- Attendance
 - For those dialed in by phone ID only, please submit a list of names for your group via email to jsc-SMAEC3@mail.nasa.gov
- Copies of today's presentations including all following correspondence will be posted on the SMAEC III procurement website as follows:
 - <https://www.nasa.gov/johnson/jsc-procurement/smaec3/>
- For technical help during presentation (e.g., audio/video), please submit concern in the TEAMS chat



Office of Procurement

Charles Bell

Manager of Operations Support Procurement Office

Office of Procurement



Safety and Mission Assurance (SMA) Directorate

Willie Lyles
Director of SMA



Agenda

Topic	Presenter
Welcome and General Information	Gregg C. Baumer
Opening Remarks	Charles Bell \ Willie Lyles
Orientation and Procurement Overview	Ryan Gregory
Organization, Vision and Objectives	Gregg C. Baumer
SOW, J Attachments, and DRDs	
Overview of RFP	Ryan Gregory
Labor Relations Overview	Chrystal Wiseman
Safety and Health Programs	Stacey Menard
Q&A, Schedule and Closing Remarks	Ryan Gregory
15 Minute Break	
Preproposal Bulletin Cost Workshop	John Moore



Orientation and Procurement Overview

Ryan Gregory
SMAEC III Contracting Officer



Disclaimer

- These slides are not to be interpreted as a comprehensive description of the procurement strategy or requirements in the RFP.
- To the extent there are any inconsistencies between this briefing and the RFP, the RFP will govern.



Purpose of Preproposal Conference

- The purpose of this Preproposal Conference is to help industry understand the Government's requirements
- A pricing workshop will follow this morning's discussion immediately after the conference conclusion
- Questions
 - Verbal questions will not be entertained during the conference (exception during the Price/Cost Workshop).
 - Offerors are requested to submit all questions in writing using the Template for Submission of Comments to jsc-SMAEC3@mail.nasa.gov
 - Official responses to written questions received by the Contracting Officer will be posted to the SMAEC III procurement website
 - <https://www.nasa.gov/johnson/jsc-procurement/smaec3/>
 - **The deadline for submitting questions regarding the RFP or this conference is August 30, 2023, 1:30 p.m. CST.**



Source Selection Authority and Acquisition Team Members

- Source Selection Authority
 - Donna Shafer, Associate Director, Johnson Space Center
- Acquisition Team
 - Gregg C. Baumer, SEB Chair
 - Stacey Menard
 - Aaron McDonald
 - Tom Carrington
 - Keith Dyer
 - Ryan Gregory, Contracting Officer (Non-Voting)
- Prospective offerors are reminded not to contact the SSA or voting members (directly or through electronic means) as such contacts are disruptive and could affect the integrity of the Acquisition Process



Points of Contact

- Contracting Officer:
 - Ryan Gregory
 - jsc-SMAEC3@mail.nasa.gov
- SMAEC III Website
 - <https://www.nasa.gov/johnson/jsc-procurement/smaec3/>
 - Send questions to the contracting officer



Safety and Mission Assurance

"Safe human space exploration for the world"



Office of Small Business Programs/JSC Contact Information

- Main phone number: (281) 483-4512
- Robert Watts, Senior Small Business Specialist
- Monica Craft, Small Business Specialist
- Tumarow Romain, Small Business Specialist
- All emails should be sent to:
Jsc-smallbusiness@mail.nasa.gov
- Location: Building 1, Suite 453
- Address:
NASA Johnson Space Center,
Industry Assistance Office
Mail Code: BA
2101 NASA Parkway
Houston, TX 77058-3696



Ombudsman

- Ombudsman (NFS 1852.215-84): "...before consulting with an ombudsman, interested parties must first address their concerns, issues, disagreements, and/or recommendations to the Contracting Officer for resolution ... If resolution cannot be made by the Contracting Officer, interested parties may contact the installation ombudsman whose name, address, telephone number, and email address may be found at:

<https://www.hq.nasa.gov/office/procurement/regs/Procurement-Ombuds-Comp-Advocate-Listing.pdf>



Current Contract Overview

- Contract Number: 80JSC019D0008
- Prime Contractor: Science Applications International Corp
- Contract Type: Cost-Plus-Award-Fee (CPAF), with Core, Indefinite-Delivery/Indefinite-Quantity (IDIQ), and Level of Effort (LOE) elements.
- Period of Performance: June 1, 2019 - May 31, 2024 (2 year base with a 2 year option and a 1 year option)
- Skills currently provided on contract include:
 - System safety (including Probabilistic Risk Assessments), reliability, quality engineering and assurance, software safety assurance, software quality assurance, pressure system engineering, Information Technology (IT), and technical administration



Organization, Vision and Objectives

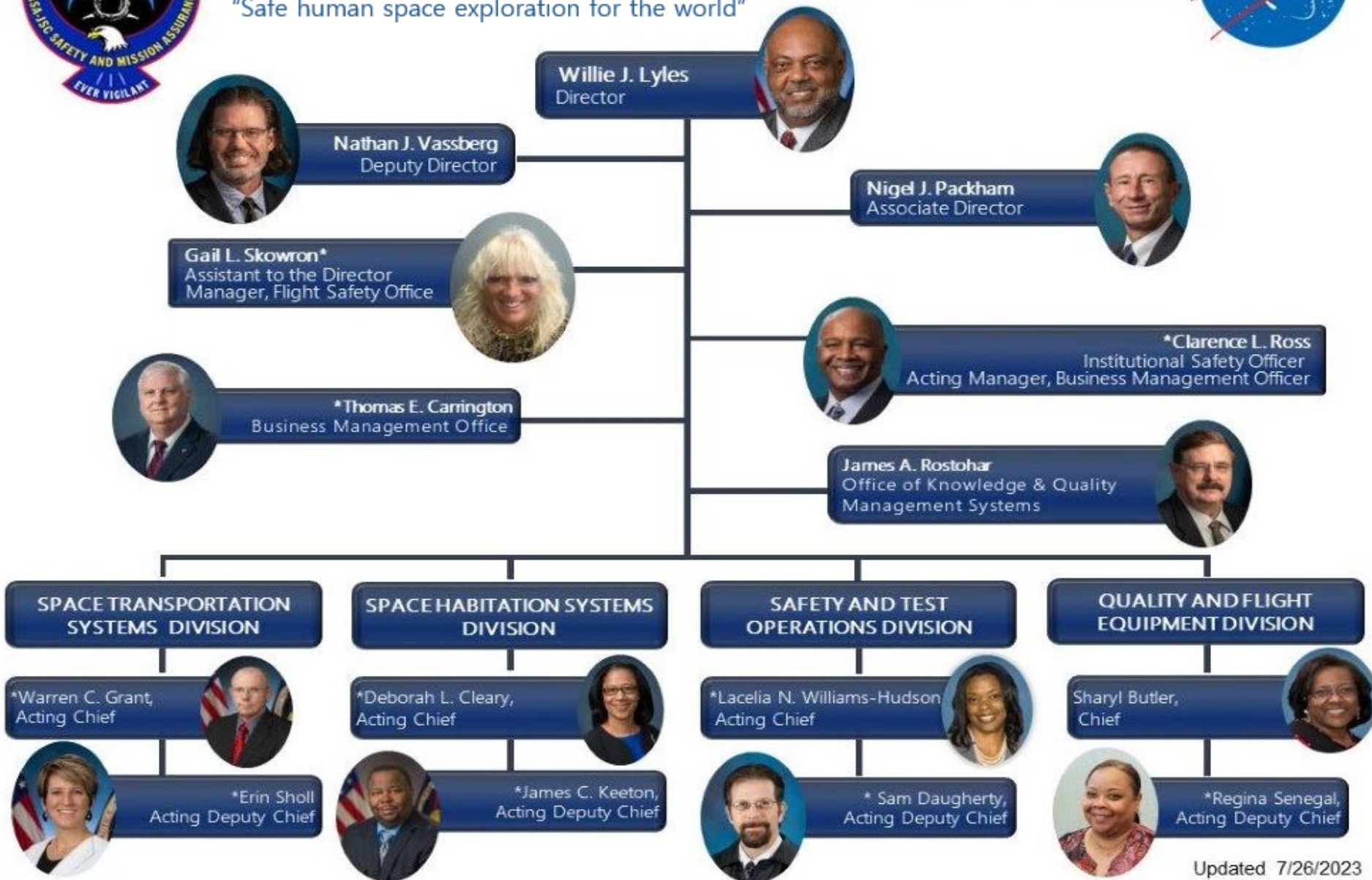
Gregg C. Baumer
SMAEC III SEB Chair



JSC SAFETY & MISSION ASSURANCE DIRECTORATE



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Updated 7/26/2023



NA Functional Overview

JSC Safety and Mission Assurance

Office of the Director

Business Management Office

- IT, Risk and CM management
- Budgets and contracts
- Strategic Planning process

Flight Safety Office

- Chief Safety & Mission Assurance Officers, Artemis Campaign SMA Management

Office of Knowledge and Quality Management Systems

- Knowledge Mgmt for all Programs, Projects and JSC Organizations
- Manage JSC's Quality Mgmt Systems to ISO9000 and AS9100

Space Transportation Systems Division

- Orion SMA Management and Discipline Leadership – System Safety; Reliability; PRA; Software Safety and support (safety panels, operations)
- Artemis SMA Leadership - Integrated PRA, Hazard and Crew Survival Analysis Development
- Orion, HLS, LTV System Safety & Reliability Engineering – Assurance and Integrated Hazard Analysis (IHA)
- Gateway, HLS, and EHP PRA Development
- CCP System Safety

Space Habitation Systems Division

- ISSP system safety, reliability, software assurance, operations safety, Safety Review Panel support
- Gateway SMA discipline leadership (SE&I, R&M, Software Assurance, Operations), Safety Review Panel Chair/support, IHA Development
- Commercial LEO Free Flyer SMA discipline leadership (SE&I, software assurance, operations, safety panels)
- EHP Pressurized Lunar Rover SMA flight lead and support

Quality and Flight Equipment Division

- QA (inspection) and QE for all JSC Programs and Projects
- Safety and reliability engineering for EVA (EHP) and GFE SMA requirement definition for projects
- Software Assurance
- Perform mechanical and electrical part testing and failure analysis (RITF)
- Specialized training in NASA workmanship standards (RITF)
- Assurance and certification of special manufacturing and engineering processes (e.g., welding, NDE, and EEE parts)
- Procurement Quality Assurance
- GIDEP and NASA ALERTS

Safety and Test Operations Division

- Pressure Vessels and Pressurized Systems Engineering and Inspection
- Quality and System Safety Engineering and Assurance for WSTF Operations

Separate NA Contract – CSFO II

- Occupational Safety Program
- Explosives Safety
- Voluntary Protection Program
- Emergency Preparedness & Services
- Fire Protection
- Facility Risk Mgmt.
- Training and Awareness



Safety and Mission Assurance

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SMA Scope

- NASA spaceflight Programs and Projects, including associated payloads, sub-systems, Government Furnished Equipment (GFE) and Commercial Furnished Equipment (CFE)
 - Includes primarily JSC led programs and projects, but also includes other NASA center led efforts
 - Primarily covers assurance work but does include in-line product development support as well
- Significant programs include:
 - Artemis Campaign: Cross Program Integration, Orion Program, Gateway Program, Human Landing System (HLS) Program, and EVA and Human Surface Mobility Program (EHP)
 - Commercial Crew Program (CCP)
 - Commercial LEO Development Program (CLDP)
 - International Space Station Program (ISSP)
 - Human Research Program (HRP)
 - Potential future exploration programs such as lunar surface systems
- Institutional support
 - JSC facilities such as flight hardware manufacturing and testing locations, including pressure systems
 - WSTF operations
 - Receiving Inspection and Testing Facility (RITF)



SMAEC III Requirements

- SMA technical requirements are rooted in robust policies, processes, and standards for spaceflight and institution activities for both LEO and lunar missions
- As the way we do business and the exploration programs evolve, so must our ability to adapt to enhance our SMA technical requirements
- For spaceflight development, SMA provides recommendations and assessments over the entire Program/Project development lifecycle with the goal to help identify and mitigate safety and mission success risks
- SMA tasks across the development lifecycle include activities such as:
 - Establishing and review of system design and operational requirements, review of design compliance, review of test plans, procedures and results, review of verification data, assessments of operations and associated products, real-time mission support, etc.
 - Review and performance of various analyses such as:
 - Quality engineering assessments for hardware and software, qualitative and quantitative risk management analyses, hazards analyses, Failure Mode and Effects Analyses (FMEA)/Failure Modes, Effects, and Criticality Analysis (FMECA), trending analyses, trade studies, and technology assurance analyses;
 - Performance of evaluations of flight worthiness and readiness and generation of flight assessment documentation to Certification of Flight Readiness (CoFR).



SMAEC III Requirements (cont.)

- SMA requirements are primarily focused on assurance activities but also include in-line development, as necessary
- SMA requirements also cover support for the ground activities/institution and technical services for the NA
- Institutional Support:
 - Quality assurance support to various activities across the center
 - JSC Pressure Systems assurance
 - WSTF Operational Support to include pressure systems assurance, Quality Engineering, and Quality Management System (QMS) Support
 - RITF Operational Support
- Technical Services:
 - Risk Management Support and Knowledge Management
 - Information Technology support to include: SMA-Managed Server Administration, IT Security, SMA-Unique User Hardware and Software Support, IT Planning and Tools, Technologies and Data Systems
 - QMS, Records Management and Information Management support
 - SMA Technical Administrative Meeting Support
 - SMA Training and Education development



SOW, J Attachments, DRDs Overviews

Gregg C. Baumer
SMAEC III SEB Chair



Known Statement of Work (SOW) Changes

- The SOW, Section C, is similar to the SMAEC II SOW with the following general changes:
 - Re-organized the SOW to better align SMA tasks
 - Moved Core tasks and associated deliverables to IDIQ Task Orders
 - Removed Level of Effort (LOE) Task Order capability
 - Changed the personal computer requirement from Contractor provided to NASA provided assets
 - Added requirements regarding physical on-site support at JSC and WSTF
 - Added several new requirements noted in the following slides
- SMAEC III SOW is composed of 4 Sections:
 1. Contract Management
 2. Program and Project Services
 3. Institutional Support
 4. Technical Services



Known SOW Changes (cont.)

1. Contract Management

- Overall management of the contract
- *Added 2 new requirements for technical and administrative support for strategic planning and new partnership development services*

2. Program and Project Services

- Addresses all SMA disciplines in support of spaceflight development
- Addresses all work performed in support of risk identification, assessment, communication and mitigation for spaceflight programs and projects

3. Institutional Support

- Addresses institutional support related to JSC pressure systems, WSTF operations support and the Receiving, Inspection and Test Facility (RITF)
- *Multiple requirements moved to a new Section 4.0 Technical Services*

4. Technical Services

- Addresses all work performed in support of risk management, knowledge management, Information Technology, administration and training, education and outreach support.
- *Revised the Risk Management section to broaden the requirements*



J Attachments

- J-Attachments due with Initial Proposal
 - 1) J-12 Contract Management Plan (DRD-S3-001)
 - 2) J-16 Safety and Health Plan (DRD-S3-006)
 - 3) J-17 Continual Improvement Plan (DRD-S3-007)
 - 4) J-19 Total Compensation Plan (DRD-S3-012)
 - 5) J-20 Contract Phase-In Plan (DRD-S3-014)
 - 6) J-21 Small Business Subcontracting Plan (DRD-S3-015)
 - 7) J-22 Organizational Conflict of Interest (OCI) Mitigation Plan (DRD-S3-018)
 - 8) J-23 Staffing and Critical Skills Plan (DRD-S3-020)

Note:

- Several deliverables above are tailored to request only specific information with initial proposal
- Please refer to the DRDs and Section L for specific submittal instructions



J Attachments (cont.)

- J-Attachments due after contract award

DRD-S3-002	Work Breakdown Structure Plan and Dictionary
DRD-S3-003	Integrated Technical Management Report
DRD-S3-004	Contractor Financial Management Report (NF533)
DRD-S3-005	Government Property Management Plan (PMP)
DRD-S3-008	SMAEC III Software and Database List
DRD-S3-009	Quality Plan
DRD-S3-010	Information Technology (IT) Capital Planning and Investment Control (CPIC)
DRD-S3-011	Information Technology (IT) Security Program Plan and Reports
DRD-S3-013	Reports Required for Logistics
DRD-S3-016	Reprocurement Data Package
DRD-S3-017	Contract Phase-Out Plan
DRD-S3-018*	Organizational Conflicts of Interest (OCI) Mitigation Plan
DRD-S3-019	Environmental Compliance Reports
DRD-S3-021	Financial Reporting Contractor-Held Property
DRD-S3-022	Diversity, Equity, Inclusion, and Accessibility (DEIA) Plan

*OCI Plan only required if deemed not applicable for initial proposal (see Section DRD instructions)

Note:

- Please refer to the DRDs and Section L for specific submittal instructions
- Several tailored DRDs from initial proposal list must have remaining full content delivered as well



J Attachments (cont.)

- Remaining J-Attachments are Government provided
 - 1) J-1 Acronym List
 - 2) J-2 Data Requirements List (DRL) and DRD Descriptions
 - 3) J-3 Applicable Document List
 - 4) J-4 WBS/SOW Mapping
 - 5) J-5 Fee Distribution Plan
 - 6) J-6 Wager Determination
 - 7) J-7 Standard Labor Categories (SLCs)
 - 8) J-8 Specialty Skills List
 - 9) J-10 Installation-Accountable Government Property, Government Property and GSA Vehicles
 - 10) J-11 Glossary
 - 11) J-25 Requirements Statement List
 - 12) J-36 Government Assessment of OCI



DRDs – Significant Changes

- Significant DRD changes from the current contract include:
 - Eliminated DRDs:
 - Planning, Programming, Budgeting, and Execution (PPBE) – source data will be obtained from Task Order metrics deliverables
 - External Customer Plan – moved to a Task Order deliverable requirement
 - Added DRDs :
 - Diversity, Equity, Inclusion, and Accessibility (DEIA) Plan
 - Modified DRDs:
 - Majority of DRDs were modified to reflect updated requirements, basic content is still the same



DRD Significant Changes (cont.)

- Modified DRDs with significant changes:
 - DRD-S3-004 Contractor Financial Management Report (NF533)
 - Revisions to the NF533 data elements, the Appendix A NF533 reports and data fields, the NF533 due dates, the Appendix B supplemental reporting requirements, and the Appendix C electronic 533 file formats
 - DRD-S3-012 Total Compensation Plan (TCP)
 - Removal of NFS 1831.205-670 and JPI 1852.231-71, compensation for professional employees is evaluated in accordance with FAR 52.222-46, and revised TCP requirements for all professional employees from the Prime and any subcontractors
 - DRD-S3-019 Environmental Compliance Reports
 - Updated to include additional definitions
 - Revised various report submittal requirements
 - Requires Associate Contractor Agreement (ACA) with the Environmental Support Services contractor
 - DRD-S3-016 Reprocurement Data Package
 - Resource/cost info requirement modified to request the data package from the Prime and all subcontractors
 - Clarified labor resources requirement



SMAEC III Technical Library Overview

- Access the online Technical Library from <https://sam.gov>
- Contains Programmatic/Project requirements, SMA processes and requirements, NASA and JSC procedural requirements, and other technical data
- Grouped by category for ease of use
 - Export controlled materials are grouped together regardless of technical category
- Ensures a reasonable set of background information is available for all Offerors to consider in their response to the RFP
- All content is located in a single technical library with multiple folders
- Any updates to the Technical Library after this point will be announced on <https://sam.gov>.



SMAEC III Technical Library – CUI / Export Control Notice

Use of this library is for the sole purpose of the SMAEC III Contract activity only and the sharing of this information for any other purpose is prohibited.

- Offerors are reminded that the library contains material that is Export Controlled and should therefore be treated as such. These materials should be labeled and contained within an Export Control folder.
- Offerors are reminded that the library contains material that has not been reviewed for Export Control considerations and should therefore be treated as if it is export controlled.
- The library also contains material that is considered Controlled Unclassified Information (CUI) and therefore all files shall be treated as sensitive material.
- The material shall not be released or transmitted to any foreign person or to any person representing any foreign person, either directly or indirectly, without specific prior approval by a knowledgeable, authorized export control official.
- Significant criminal and civil penalties including fines, debarment, and incarceration may be incurred for violation of Export Control regulations.



SMAEC III Technical Library – Structure/Contents

- Tech Library Zip File 1 – Work Instructions and Handbooks
- Tech Library Zip File 2 – JSC_JPD_JPR Documents
- Tech Library Zip File 3 – Program Docs – Non-Sensitive
- Tech Library Zip File 4 – Program Docs – Export Control and CUI
- Tech Library Zip File 5 – Post DRFP Additions – CUI



Overview of SMAEC III RFP JSC 80JSC023R0008

Ryan Gregory
SMAEC III Contracting Officer



General Information

- The RFP and amendments take precedence over this conference
- Competition: Full and Open
- NAICS Code and Title: 541330 Engineering Services, Exception 1, Military and Aerospace Equipment and Military Weapons
- Size Standard: \$47M
- Period of Performance:
 - Phase-In Period: 4/16/24 to 5/31/24
 - Basic Contract: 6/01/24 to 5/31/29
 - Option 1-Year 6: 6/01/29 to 5/31/30
 - Option 2-Year 7: 6/01/30 to 5/31/31

- Subcontracting Goals

TYPE	Current Contract SB Goals Percentage	Average Historical Actuals	Target SB Goal Percentages for Contract
SB	32.0%	34.64%	34.0%
SDB*	6.0%	18.95%	5.0%
WOSB	10.5%	12.88%	12.0%
HBCU/MEI	2.0%	2.00%	2.1%
HUBZone	5.8%	7.32%	6.5%
VOSB	9.5%	13.61%	11.0%
SDVOSB	8.5%	7.34%	8.6%



Contract Type

- Type of Contract: Indefinite Delivery/ Indefinite Quantity (IDIQ) contract with Cost-Plus-Award-Fee (CPAF) and Firm Fixed Price (FFP) Task Orders (TOs) and the option to transition to Cost-Plus-Fixed-Fee (CPFF)
 - IDIQ Task Orders issued will be priced using the established prices in B.7 IDIQ Fully Burdened Rate Table for Pricing TOs for the skills listed in the B-1 table for JSC and WSTF.
 - B.6 IDIQ Minimum and Maximum Ordering Limits
 - Minimum guaranteed value: \$150K
 - Maximum contract ceiling value: \$ 494.2M
 - I.6 Order Limitations
 - Minimum contract ordering value: \$1K
 - Maximum contract ordering value: \$70M
 - The Task Order Procedure is described in Clause I.19, NFS 1852.216-80, Task Ordering Procedure.



Clauses and Provisions

- When reading the RFP, note that:
 - Important information is contained in the SF33 and numerous clauses and provisions that have been incorporated, via full text and/or referenced text, throughout the document
 - Clauses incorporated by reference have the same force and effect as if they were included in their full text
 - Section J includes documents, exhibits, and other attachments
 - For example, Applicable Documents, Fee Distribution Plan, Data Requirement Descriptions (DRDs), Wage Determination Data



System for Award Management (SAM)

- The **System for Award Management (SAM)** is a Federal Government owned and operated free web site that collects data from suppliers, validates and stores this data, and disseminates it to various government acquisition agencies.
- The SAM website is located at: <https://sam.gov/SAM/>
- You are required to create an account in SAM.
 - Verify that your information in this database is current.



Joint Ventures

- The Small Business Administration's new regulation changes the definition of a joint venture to exclude populated joint ventures.
- Joint Ventures are defined in 13 C.F.R. 121.103(h).
- All parties to the Joint Venture must sign the Model Contract.



Government Property

- Under Clause G.4, NFS 1852.245-71, Installation Accountable Government Property, NASA anticipates providing:
 - Office Space, work area space, and utilities.
 - Office Furniture
 - Property Listed in Section J, Attachment J-10
 - Publications and blank forms stocked by the installation
 - Safety and Fire Protection
 - Installation service facilities (Office Automation Information Technology onsite only, Disposal Services, Pickup and Delivery of Official Mail, Use of JSC Calibration Laboratory)
 - Medical treatment of a first aid nature
 - Cafeteria privileges
 - Building maintenance
 - Moving and hauling for office moves
- Refer to Table 1 of Attachment J-10 for a complete listing of Installation Accountable Government Property (IAGP) and Government Furnished (GFP) Property



Government Property (cont.)

- Applicable SMAEC III GFP - ISS Safety Console Off-Site equipment
 - Television screen, fiber optic receiver set, printer, etc.





Discussions

- Offeror's initial proposal should contain the best terms from a price and technical standpoint
- The Government preference is to award without discussions, however, the Government reserves the right to conduct discussions with those Offerors who have made it to competitive range
- If discussions are held, the Offeror will:
 - Have the opportunity to address potentially acceptable items and;
 - Be requested to resubmit the SF33 with Final Proposal Revisions (FPR) which will include clearly marked changes.



Anticipated Proposal Outline

- Volume I – Mission Suitability Factor
 - Technical Approach-MS Sub-factor 1
 - TA.1 - Technical Requirements – Specific Understanding and Resources
 - TA.2 – Sample Task Orders
 - TA.3 – Technical Scenario
 - TA.4 – Safety and Health Approach
 - Management Approach-MS Sub-factor 2
 - MA.1 – Management Requirements
 - MA.2 – Staffing and Critical Skills Plan and Total Compensation Approach
 - MA.3 – Contract Phase-In Approach
 - Small Business Utilization-MS Sub-factor 3
- Volume II – Past Performance Factor
- Volume III – Cost and Price Factor
- Volume IV – Responsibility Considerations
- Volume V – Model Contract
 - SF33
 - Contract Clauses (Fill-ins required Sections B through I)
 - Section J - Attachments
 - Section K - Representations and Certifications

- Evaluation Factors for Award:
 - The Cost/Price factor is significantly less important than the combined importance of the Mission Suitability factor and Past Performance factor.
 - As individual factors, the Mission Suitability factor is more important than the Past Performance factor.
 - Past Performance factor is approximately equal to the Cost/Price factor.

• Mission Suitability Subfactors Points

Subfactor 1: Technical Approach
(includes S&H) 450

Subfactor 2: Management Approach
350

Subfactor 3: Small Business Utilization
200

TOTAL 1,000



Proposal Formatting

- Instructions for proposal arrangement, page limitations, copies and the due date are specified in JPI 52.215-113 Proposal Formatting Instructions.
 - Offerors shall submit their proposals in accordance with those instructions.
 - 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 in accordance with NFS 1815.204-70(b).
 - Minor informalities or irregularities in a proposal that can be adjusted, corrected, or waived without being prejudicial to other offerors may be accepted if it is immaterial to the acquisition.
 - However, any pages contained in a page limited section of your proposal which do not comply with the RFP requirements may be returned by the Government and not evaluated.
- Pay close attention to ensure that the number of pages, page margins, font type, font size, and page size are in conformance to Section L.21.
- Return the entire model contract, not just the pages with the fill-ins.
 - The model contract becomes the actual contract and so it must be complete and correct.



Proposal Formatting (cont.)

- Please note page limitations per Section L.20.
 - Some volumes/sections are subject to a page limitation and others are not.
 - Please reference Section L.20, Table L-2 for additional Notes regarding page limit exceptions
 - Proposal information must be provided in the correct volume.
 - Proposal information in a page-limited volume or section should not be moved to another volume/section without such page limitations.
- Having non-conforming pages returned may affect the government's evaluation of a proposal, and how this proposal is ultimately rated.



Responsibility Considerations

- The Contracting Officer makes the determination of responsibility per FAR 9.104.
 - Responsible means that the contractor has adequate organizational and financial controls, satisfactory business ethics, financial resources, the ability to successfully perform the work, is eligible, etc.
 - This determination is performed by the CO and is separate from the selection decision.
 - If an offeror is not responsible, then they are not eligible for award.
- The Contracting Officer will also check the FAPIIS database (includes records of the Contractor's previous contracts.)
- The Contracting Officer will request an Equal Opportunity clearance, and check to ensure the veteran's reports are submitted.
- This determination is performed for offerors in the competitive range or the successful offeror only.



Responsibility Considerations (cont.)

- Due with Initial Proposal Submission:
 - OCI Plan (DRD-S3-018)
 - All required Department of Labor Information
 - Affirmative Statement for TCP (see RFP Section L.25.a.1.c for information)
 - FAR 16.301-3, Cost-Reimbursement Contracts, Limitations (see next page)
 - Cost Accounting Standards Disclosure Statement
 - Prime/Subcontractor Identification and SOW Division of Work Listing (Attachment L-11)
 - Company Information
- Due with Final Proposal Revision (FPR) or from apparent awardee if no discussions are necessary
 - Business System Adequacy
 - Approval status
 - Cost Accounting Standards Disclosure Statement
 - Government Property Management Plan (DRD-S3-005)
 - Taxpayer ID Number
 - Waiver of Rights to Inventions
 - Information Technology (IT) Systems Information from Apparent Successful Offeror



Additional Responsibility Requirements

- In accordance with FAR 16.301-3(a)(3), a cost-reimbursable contract may only be used when the contractor's accounting system is adequate for determining costs applicable to the contract or order. This requirement also extends to subcontractors performing under a cost-reimbursable subcontract.
- Offerors should review Chapter 8 of the DCAA Audit Manual to determine if they are subject to full or modified Cost Accounting Standards (CAS) coverage and if they require an adequate Disclosure Statement prior to award.
- The link is:
[https://www.dcaa.mil/Content/Documents/cam/Chapter_08 - Cost Accounting Standards.pdf](https://www.dcaa.mil/Content/Documents/cam/Chapter_08_-_Cost_Accounting_Standards.pdf)



Model Contract

- The Model Contract consists of the elements in the RFP, Volume V
 - The Evaluation Criteria, and Instructions are used for selection purposes only.
- The Offerors will submit a signed Model Contract with their proposal.
 - The Model Contract becomes the actual contract and so it must be complete and correct.
 - The Model Contract must be signed by a person authorized to commit the offeror.
 - All pages must be returned – not just the pages with the fill-ins.
- The Contracting Officer will sign the Model Contract of the Successful Offeror once all issues are resolved and the selection decision is made.
- Errors or inconsistencies in the Model Contract (that cannot be resolved) may result in an offeror being removed from consideration for award.
- The Model Contract takes precedence over the proposal.
 - Ensure that your rates in the Cost/Price Volume are reflected in Section B of the Model Contract.



Special Consideration

- **NOTE TO PROSPECTIVE OFFERORS**
- Prospective Offerors are reminded not to contact incumbent personnel (either directly or through electronic means) during duty hours or at their place of employment, as such contacts are disruptive to the performance of the current contract.



Labor Relations

Guidelines for Responding to Labor Relations Requirements in the Request for Proposal (RFP)

Chrystal Wiseman
Industrial Labor Relations Officer



Total Compensation Plan (TCP) Overview

- The TCP (DRD-S3-012) is due with the proposal.
- TCPs identify and discuss wages, salaries, and fringe benefits for professional employees and non-exempt service employees for both the prime and all major subcontractors.
- The compensation subcontract threshold can be found in DRD-S3-012.
- TCPs are required to be evaluated in accordance with FAR 52.222-46, *"Evaluation Of Compensation for Professional Employees"*
- Offeror teams can submit a separate TCP for each team member, a combined TCP for all team members, or any combination thereof.
- Submit Incumbent Retention and Pay (IRAP) and Fringe Benefits Analysis of Compensation Plan (FBACP) in your Cost/Price volume.



Wage Determination

- The following Service WD is applicable to the Final RFP:
 - WD 2015-5233, Revision No. 25 for JSC, Harris County, Texas
 - WD 2015-5447, Revision No. 20 for WSTF, Dona Ana County, New Mexico
- The WD applies to all non-exempt labor categories, and sets forth the minimum labor rates, health and welfare benefits, vacation/holiday leave and sick leave for these categories. (The requirements are not covered by a Collective Bargaining Agreement (CBA))
- For service non-exempt employees:
 - Proposing at least the minimum labor rates for the mapped categories as stated in the WD.
 - Proposing at least the minimum health and welfare, vacation, sick leave, and holiday benefits that are stated in the WD.



Odd-Numbered WD

- **Per employee fixed** cost fringe benefit requirement computed on the basis of **“all hours paid for”** by service employees on the contract.
 - The Health and Welfare benefit is currently \$4.98 an hour.
 - The Health and Welfare EO 13706 benefit is currently \$4.57 an hour.
- The term **“all hours paid for”**
 - Includes up to 40 hours per workweek and 2,080 hours per year for each employee;
 - Includes paid leave hours, such as for vacations, holidays, or sick leave.



What is a “Bona Fide” Fringe Benefit?

The primary purpose of the plan must be to provide systematically for the payment of benefits to employees on account of death, disability, advanced age, retirement, illness, medical expenses, hospitalization, supplemental unemployment benefits, and the like.

29 C.F.R. § 4.171 (a)



What is Not a Bona Fide Fringe Benefit

Unemployment
compensation

Workers'
Compensation

Social
Security

Any benefit
required by
federal,
state, or
local law

Relocation
Expenses

Travel and
Transportation

Recruitment
Bonuses &
Paid Coffee
Breaks

Incentive or
Suggestion
Awards

Social
Functions or
Parties for
Birthdays,
Anniversaries
, etc.



FAR 52.222-62, "Paid Sick Leave Under Executive Order 13706"

- This clause, dated January 2022 must be read in depth.
- This clause applies to all individuals performing work under the contract subject to FAR 52.222-41 or the Fair Labor Standards Act, i.e. non-exempt employees.
- The Contractor shall permit each **exempt and non-exempt** employee engaged in performing work on or in connection with this contract to earn not less than 1 hour of paid sick leave for every 30 hours worked, up to 56 hours of paid leave each year.
- The paid sick leave required by this clause is in addition to the Contractor's obligations under the Service Contract Labor Standards statute, i.e. Health and Welfare benefit, vacation and holiday leave.



Safety and Mission Assurance

"Safe human space exploration for the world"



References

Reference	Location
FAR Part 22, Application of Labor Laws to Government Acquisitions	https://www.acquisition.gov/far/part-22
NASA FAR Supplement Part 22, Application of Labor Laws to Government Acquisitions	https://www.hq.nasa.gov/office/procurement/regs/NFS.pdf
FAR 52.222-41, Service Contract Labor Standards	https://www.acquisition.gov/far/part-52#FAR_52_222_41
Department of Labor, Wage and Hour Division, Prevailing Wages Resources	https://www.dol.gov/agencies/whd/government-contracts/construction/seminars/resources
Department of Labor Directory of Occupations	https://www.dol.gov/whd/regs/compliance/wage/SCADirV5/SCADirectVers5.pdf (Scroll down the page to see the Directory)



Safety & Health Programs

Guidelines for responding to Safety Requirements in the Draft Request for Proposal (RFP)

Stacey Menard
Safety and Test Operations Division



Overview of the NASA Safety Program

- NASA safety objective is to avoid loss of life, personal injury and illness, property loss or damage, environmental harm resulting from any of its activities and to ensure safe and healthy conditions for persons working at or visiting NASA facilities
- NASA shall comply with all applicable regulations
 - NASA Safety & Health requirements
 - Requirements of those Federal agencies with regulatory authority over NASA such as OSHA, EPA, and DoT
- NASA requires every employee to report workplace hazards
 - NASA ensures that there is no reprisal to personnel for reporting unsafe or unhealthy conditions



Overview of the NASA Safety Program (cont.)

- The NASA Safety Policy stresses the individual responsibility of each employee for their own safety and that of their co-worker. Risk within the work environment must be managed to control hazards, and we continuously improve workplace conditions
- The OSHA has recognized JSC as a leader in health and safety by awarding the "Star" designation level of achievement in the Voluntary Protection Program (VPP)
- As a VPP Star, JSC has a comprehensive and successful safety and health program, is below the national average for the industry in injury/illness rates, has demonstrated good faith in dealing with OSHA, and serves as a safety & health mentor



What Would Be Expected of You at JSC

- All contractors performing work at JSC shall comply with all applicable safety and health regulations
- Every major onsite contractor shall have a designated safety official and shall conform to a written safety and health plan
- Safety and health approach shall follow OSHA, JSC and VPP guidelines
- Failure to comply with safety and health requirements may result in one or more of the following - contract termination, lower fee, and exclusion from future contract awards
 - Excellent safety and health performance will be recognized in contract evaluations.



The Safety and Health Deliverables

Submission of detailed safety and health data as part of the proposal

- Safety & Health Plan which includes detailed discussion of the policies, procedures, and techniques that will be used to ensure the safety and occupational health of your employees and to ensure safe working conditions throughout the performance of the contract

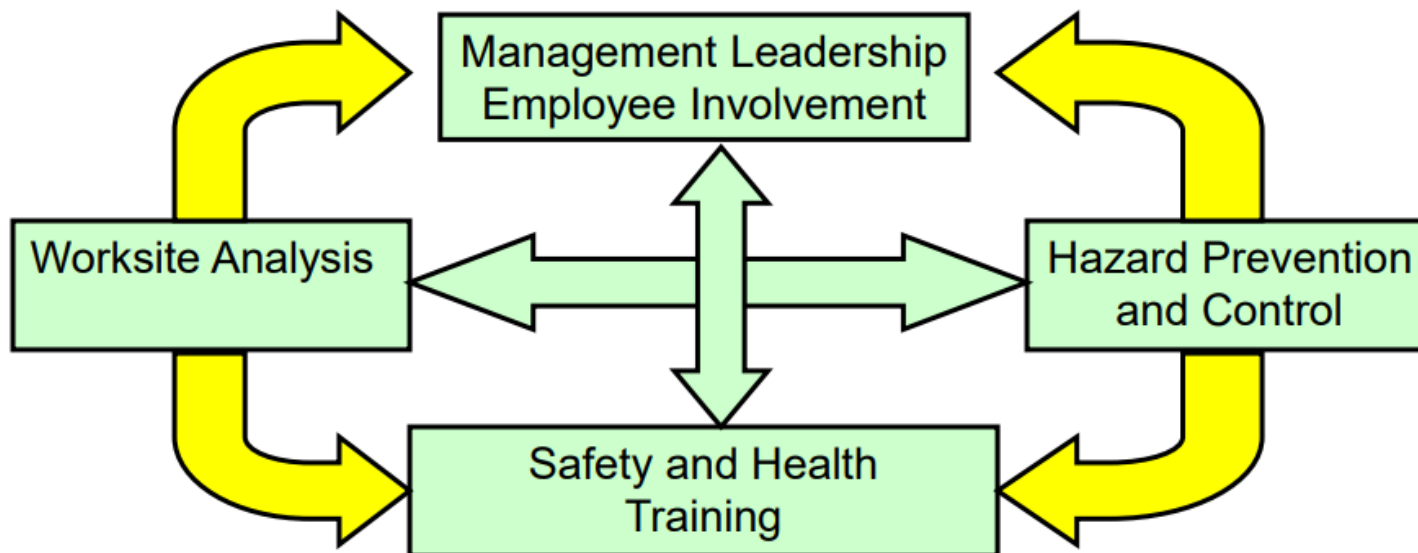
Submission of detailed safety and health data as part of Past Performance

- Statement regarding past OSHA and EPA citations and corrective actions taken to prevent recurrence. Include any mitigating factors.
- Records of OSHA recordable injuries (OSHA 300 and 300A logs or equivalent)
- Insurance carrier information - including Experience Modifier Rates (EMR)



A Successful Safety Program Model

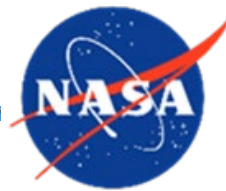
- Based on 4 Basic VPP elements defined by OSHA Region VI





Recommendations

- Pay special attention to the miscellaneous reports contained in the body of the Safety & Health Plan DRD under Other Deliverables – building fire warden roster; hazardous materials inventory; roster of terminated employees; material safety data sheets; OSHA logs; program self evaluation. This affects cost.
- Review the requirements provided in **JSC Safety and Health Requirements (JPR 1700.1)**
<https://www.nasa.gov/johnson/jsc-safety-health-requirements> and describe how you will incorporate JSC requirements into your Safety & Health Program
- For the good of your employees and your business, take safety seriously and proactively plan to PREVENT injuries.



Question and Answers

- Thank you in advance for your questions
- Reminder that email questions will be accepted through Wednesday, August 30, 2023 by 1:30pm CST
 - jsc-SMAEC3@mail.nasa.gov
- Answers will be provided in writing and posted at SAM.gov
 - If a difference exists between any verbal communication and written responses to questions, the written responses shall govern



15 Minute Break



Preproposal Bulletin Cost Workshop

John Moore
Contract Cost/Price Analyst

(Included in Separate Package)



Thank You for Attending!

Visit:

<https://www.nasa.gov/jsc/procurement/smaec3>



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Backup



How to Get Connected

- SMAEC III Public Website
 - <https://www.nasa.gov/johnson/jsc-procurement/smaec3/>
- NASA/JSC Contract Opportunities
 - <https://sam.gov/content/home>
- JSC Procurement Website
 - <https://www.nasa.gov/jsc/procurement>
- Industry Assistance Office, JSC Bldg. 1
 - jsc-industry-assistance@mail.nasa.gov



Safety and Mission Assurance

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Acronyms

ACA	Associate Contractor Agreement	EEE	Electrical, Electronic, and Electromechanical
CAS	Cost Accounting Standards	EHP	EVA and Human Surface Mobility Program
CCP	Commercial Crew Program	EMR	Experience Modifier Rate
CFE	Commercial Furnished Equipment	EPA	Environmental Protection Agency
CLDP	Commercial LEO Development Program	EPM	Excel Pricing Model
CM	Configuration Management	EVA	Extra Vehicular Activity
CO	Contracting Officer	FAPIIS	Federal Awardee Performance and Integrity Information System
CoFR	Certification of Flight Readiness	FAR	Federal Acquisition Regulation
CPAF	Cost-Plus-Award-Fee	FFP	Firm Fixed Price
CPFF	Cost-Plus-Fixed-Fee	FMEA	Failure Mode and Effects Analysis
CPIC	Capital Planning and Investment Control	FMECA	Failure Modes, Effects, and Criticality Analysis
CSFO	Center Safety and Fire Operations	FPR	Final Proposal Revisions
CUI	Controlled Unclassified Information	GFE	Government Furnished Equipment
DCAA	Defense Contract Audit Agency	GIDEP	Government-Industry Data Exchange Program
DEIA	Diversity, Equity, Inclusion, and Accessibility	GPE	Government-wide Point of Entry
DoT	Department of Transportation	GSA	General Services Administration
DRD	Data Requirements Description	HLS	Human Landing System
DRFP	Draft Request for Proposal	HRP	Human Research Program
DRL	Data Requirements List		



Safety and Mission Assurance

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Acronyms (cont.)

IDIQ	Indefinite-Delivery/Indefinite-Quantity	RDT	Requirements Development Team
IHA	Integrated Hazard Analysis	RFP	Request for Proposal
ISSP	International Space Station Program	RITF	Receiving Inspection and Testing Facility
IT	Information Technology	SAM	System for Award Management
LEO	Low Earth Orbit	SE&I	Systems Engineering and Integration
LOE	Level of Effort	SLC	Standard Labor Category
LTV	Lunar Terrain Vehicle	SMA	Safety and Mission Assurance
MS	Mission Suitability	SMAEC	Safety and Mission Assurance Engineering Contract
NAICS	North American Industry Classification System	SOW	Statement of Work
NDE	Nondestructive Evaluation	SSA	Source Selection Official
OCI	Organizational Conflict of Interest	TCP	Total Compensation Plan
OSHA	Occupational Safety and Health Administration	TO	Task Order
PPBE	Planning, Programming, Budgeting, and Execution	TRT	Technical Resource Template
PRA	Probabilistic Risk Assessment	VPP	OSHA's Voluntary Protection Program
QA	Quality Assurance	WBS	Work Breakdown Structure
QE	Quality Engineering	WSTF	White Sands Test Facility
QMS	Quality Management System		
R&M	Reliability and Maintainability		