

Attachment I-2

Data Requirements Description (DRD)

Contract Data Requirements List

**National Aeronautics and Space Administration
NASA Shared Services Center (NSSC)**

NASA Transformational Shared Services (NTSS)

DOCUMENT CHANGE LOG

DRD No.	DRD Title	Revision	Date

INTRODUCTION

This document defines the requirements for contractual data to be delivered by the contractor to the Government. The data requirements are set forth in each Data Requirements Description (DRD) and shall govern that data required by the contract. The contractor shall furnish data defined by the DRDs as listed on the Contract Data Requirements List (CDRL) by category of data, attached hereto, and made a part of this contract. Such data shall be prepared, maintained, and delivered to NASA in accordance with the requirements set forth within this document. In cases where data requirements are covered by a Federal Acquisition Regulation (FAR) or NASA FAR Supplement (NFS) clause or other term (e.g., requirements statement), that clause or term shall take precedence over the DRD.

Contract Data Requirements List (CDRL): Throughout the performance of the contract, the CDRL provides a listing by number, data type, title, and Office of Primary Responsibility (OPR).

Data Requirements Description (DRD): Each DRD included in this CDRL prescribes content, format, and submittal requirements. The DRDs included in this CDRL are ordered sequentially as listed in the CDRL page(s) that precede(s) the actual DRDs.

Data Type Description: Each DRD is classified by data type as defined below:

TYPE

DESCRIPTION

- 1 - All submittals of and interim changes to Type 1 DRDs require written approval from the contracting officer before formal release for use or implementation.
- 2 - NASA reserves a time-limited right to disapprove in writing any submittal of and interim changes to Type 2 DRDs. The contractor shall submit the required data to NASA for review within the time period established in the DRD prior to its release for use or implementation. The contractor shall clearly identify the release target date. If the data is unacceptable, the contracting officer will notify the contractor within the time period established in the DRD from the date of submission, regardless of the intended release date. The contractor shall resubmit the information for reevaluation if disapproved. The submittal is considered approved if the contractor does not receive disapproval or an extension request from the contracting officer within the time period established in the DRD.
- 3 – Type 3 DRDs shall be delivered as required by the contract and do not require NASA approval.

STATEMENT OF GENERAL REQUIREMENTS

Subcontractor Data Requirement

The prime contractor is responsible for flowing down any specific data requirements that apply to subcontracts and vendor agreements.

Reference to subcontractor data in the contractor's responses is permissible and a copy of the referenced subcontractor data must be supplied with the response document at time of delivery to NASA.

Data Distribution, Format, and Transmittal

Distribution: Distribution recipients and number of copies are identified within each DRD, provided within the contract, or as directed by the Contracting Officer (CO).

Format

Electronic Format: Electronic submission of data deliverables is required. Electronic deliverables shall be printable. Data deliverables shall be delivered to NASA in the format specified below unless a specific format is required by a DRD. Data submittals shall consist of a single Adobe Acrobat PDF file and the native format electronic file(s). The preferred native formats include Microsoft Word, Excel, or PowerPoint, as appropriate.

Hardcopy Format: Hardcopy of data deliverables is not required unless electronic delivery is not possible.

Transmittal

Data shall be transmitted to NASA by entry into Specify electronic system (e.g., TechDoc)), or choose one or a combination of the following: email or other mechanism agreed to by the Contracting Officer (CO), Contracting Officer's Representative (COR), and project representatives who are responsible to receive, index, and store the data deliverables.

If email is used to transmit data deliverables, the email size shall be 10 megabytes or less to ensure receipt by the NASA email servers. Encrypted email format shall be used to transmit data.

Data Transmittal Package: Each data transmittal package shall include a transmittal memorandum that specifies the following:

1. Contract number
2. Data Requirements Description (DRD) number
3. DRD data type
4. Submission date or milestone being satisfied
5. Document number and revision
6. Document title
7. File names of all files being delivered; file naming convention shall clearly identify the document being delivered
8. NASA Records Retention Schedule (NRRS) number, if applicable (See NRRS 1441.1, NASA Records Retention Schedules)

Document Identification: For all data types, the document number, change legend, date, and title constitute the minimum identification of the specific document and shall appear on the cover and title page. The contract number shall also appear on the cover and title page as separate markings. The originator and organization shall be included on the title page. The document number, change legend, and date shall appear on each page of the document. All Type 1 documentation shall be marked “PRELIMINARY PENDING NASA APPROVAL,” and once approved shall be reissued with “APPROVED BY NASA” and the date and approval authority annotated on the cover.

Data Restriction Determination and Marking Requirements: The contractor shall properly mark data in accordance with the data rights clause(s) included in the contract. The contractor must make a determination for each individual data deliverable, and shall not apply a default or blanket data restriction marking to all data deliverables (e.g., “data may be export restricted”). If NASA does not agree with the contractor applied data restriction, the CO shall return the data to the contractor, cancel the markings, or ignore the markings consistent with the procedures set forth in the “data rights” clause(s) contained in the contract.

Reference to Other Documents and Data Deliverables in Data Submittals: All referenced documents shall be made readily available to the cognizant NASA organization upon request.

Document Revisions

Revisions of documentation previously submitted may be accomplished either by individual page revision or by a complete reissue of the document.

A document shall be completely reissued when, in the opinion of the contractor and/or NASA, the document has been revised to the extent that it is unusable in its present state, or when directed by the CO. When complete reissues are made, the entire contents of the document shall be brought up to date and shall incorporate revised pages. All revisions shall be recorded. A revision log shall identify complete reissues except for periodic reports and documents which are complete within themselves as final.

Individual page revisions shall be made as deemed necessary by the contractor or as directed by the CO.

Changes of a minor nature to correct obvious typing errors, misspelled words, etc., shall only be made when a substantial change is made, unless the accuracy of the document is affected.

All revised pages shall be identified by a revision identifier and a new date. Each document shall contain a log of revised pages that identify the revision status of each page with the revision symbol. This list shall follow the table of contents in each document. The line or lines revised on a given page shall be designated using vertical line in the margin of the page, and the change authority shall be indicated adjacent to the change.

CDRL/DRD MAINTENANCE PROCEDURES

NASA-Initiated Change: New and/or revised data requirements shall be incorporated by contract modification to which the new or revised portion shall be appended. The contractor shall notify the CO in the event a deliverable data requirement is imposed and is not covered by a DRD, or when a DRD is changed by a contract modification and for which no revision is appended.

CDRL or DRD Change Procedures

Revisions to the CDRL or DRDs will be identified by NASA in the Document Change Log. The date of the revision, DRD number, title, and revision description will be annotated in the Document Change Log. Revision descriptions will include the modification number, which implements the change, and a brief description of the portions of the CDRL and/or DRD affected within the "Revision" column of the Document Change Log.

Contract Data Requirements List

DRD No.	DRD Type	DRD Title	OPR
1.0-1	1	Organizational Conflict of Interest	Office of Procurement (OP)
1.0-2	3	True Up Submission	NSSC
1.0-3	3	Re-procurement Data Package	NSSC
2.1-1	3	Employee Roster	NSSC
2.1-2	3	Equal Employment Opportunity Report	NSSC
2.1-3	3	Diversity, Equity, Inclusion, and Accessibility (DEIA) Plan	OP
2.2-1	3	Records Management Plan and Records Management Reports	NSSC
2.5-1	3	Contract Performance Measurement Plan	NSSC
2.5-2	3	Contract Performance (Metrics) Report	NSSC
2.7-1	1	NSSC IT Support Security Management Plan	NSSC
2.7-2	3	Key Control and Media Control Reports	NSSC
2.8-1	3	Safety and Health Incident (Anomaly) Reports	NSSC
2.8-2	1	NSSC IT Support Disaster Recovery Plan	NSSC
2.9-1	1	Risk Management Plan	NSSC
2.10-1	1	Quality Control Plan	NSSC
2.11-1	3	Financial Management Analysis Report	NSSC
2.11-2	3	Contractor Accounting Calendar and Productive Hours	NSSC
2.11-3	3	Annual Phased Operating Plan	NSSC
2.11-4	3	Operational Invoice Validation Data	NSSC
2.11-5	3	Operational Invoice Validation Labor Library	NSSC
2.17-1	3	Customer Satisfaction Assessment Report	NSSC
2.19-1	3	IT Seat and System Hardware Asset Plan	NSSC

3.0-1	3	NSSC Service Delivery Guides (SDG), Work Instructions, Knowledge Articles, web pages and Customer Guides	NSSC
3.1-1	3	Financial Management Reports	NSSC- Financial Management Services (FM)
3.1-2	3	Report AP, AR, FBWT and Travel CMPs according to the responsibilities listed in the Agency CMP Manual	NSSC-FM
3.1-3	3	Treasury System Administrator Reports	NSSC-FM
3.1-4	3	Report, International Transactions of the Federal Government	NSSC-FM
3.1-5	3	Treasury Report on Receivables (TROR)-and Debt Collection Activities	NSSC-FM
3.1-6	3	Fund Balance with Treasury Reports – FMS 224 reporting	NSSC-FM
3.1-7	3	Quarterly Report of Recommendations for Open Obligations Against Relocation Contracts	NSSC-FM
3.1-8	3	Monthly Unliquidated Obligations Report for Completed Travel	NSSC-FM
3.1-9	3	Annual Review of Real Estate Entitlements Report	NSSC-FM
3.1-10	3	Report, Office of Government Ethics (OGE): Form 1353 - Semi-Annual Non-Federal Source Payment Report	NSSC-FM
3.1-11	3	Officials-in-Charge (OIC) Travel Report	NSSC-FM
3.1-12	3	Report, Premium Class Travel Report	NSSC-FM
3.1-13	3	Travel Reporting Information Profile (TRIP) Report	NSSC-FM
3.1-14	3	Report, China Authorizations Report	NSSC-FM
3.1-15	3	Bi-Annual Relocation Open Deck Review	NSSC-FM
3.1-16	3	Relocation Income Tax Allowance (RITA) and Extended TDY Tax Reimbursement Allowance (ETTRA) monitoring and reporting	NSSC-FM
3.1-17	3	Quarterly Travel BOC Write-off Report	NSSC-FM
3.1-18	3	Audit, Monthly GSA Transportation Post payment Audit for completed transportation disbursements	NSSC-FM
3.1-19	3	Report, Monthly Excluded Parties List System (EPLS) Process	NSSC-FM
3.1-20	3	Reconcile Final Federal Financial Report (FFR) (SF-425)	NSSC-FM
3.2.1.1-1	3	Drug Testing Reports	NSSC- Human Resources Services (HR)

3.2.20-1	3	Federal Workers' Compensation Program (FWCP) Utilization and Costs	NSSC-HR
3.2.21.4-1	3	HR Survey Reports	NSSC-HR
3.2.23-1	3	SES Executive Core Qualifications (ECQs) Metric Reports	NSSC-HR
3.3.13-1	3	Purchase Cardholder Report – Open Cardholders	NSSC- Procurement Services (PR)
3.3.13-2	3	Purchase Card Approving Official Report	NSSC-PR
3.3.13-3	3	Purchase Card CFO Delinquency Reporting	NSSC-PR
3.3.13-4	3	Purchase Card Monthly Transactional, Desk and Convenience Check Audit Reporting	NSSC-PR
3.3.13-5	3	Purchase Card Aging Order Log Status Report	NSSC-PR
3.3.13-6	3	Purchase Card Monthly Violator Tracking Status Report	NSSC-PR
3.3.13-7	3	Purchase Card Service Now (SNOW) Weekly Analysis Report	NSSC-PR
3.3.13-8	3	Purchase Card Office of Management and Budget (OMB) Quarterly Reporting	NSSC-PR
3.3.13-9	3	Purchase Card “Cardholder Profile” Report	NSSC-PR
3.3.13-10	3	Purchase Cardholder Reconciliation Violators	NSSC-PR
3.3.13-11	3	NASA Active Cardholders FOIA Report	NSSC-PR
3.8.2-1	1	Innovation and Transformation (I&T) Plan	NSSC
3.9.2-1	3	NCCIPS Utilization and Billing Reports (Customer Billing & Supplemental Reports)	National Center for Critical Information Processing and Storage (NCCIPS)
3.9.2-2	3	NCCIPS Planning, Programming, Budgeting, and Execution (PPBE)	NCCIPS
3.9.2-3	3	NCCIPS Economic Impact Report	NCCIPS
3.9.2-4	3	NCCIPS Financial Status Report	NCCIPS
3.10.1-1	3	Review, Continuous Improvement Strategies, and Shared Services Leading Practices	NSSC
3.10.1-2	1	Transition of Level of Effort (LOE) to Fixed Unit Price (FUP) Transactional Services	NSSC
3.10.2-1	3	Intelligent Automation Services (IAS)	NSSC

1. DRD Title: Organizational Conflicts of Interest (OCI) Plan		
2. DRD No.: 1.0-1	3. Data Type: 1	4. OPR: OP
5. Solicitation No.: 80NSSC23R0001		6. Contract No.: TBD
7. Date Issued: RFP Date	8. Date Revised: N/A	9. DRD Category: Technical <input type="checkbox"/> Administrative <input checked="" type="checkbox"/> S&MA <input type="checkbox"/>
10. Description/Use: The Plan will communicate the contractor's approach to identify and resolve OCIs. The contractor will be held accountable for identifying, dispositioning, and reporting OCIs during contract performance.		
11. Distribution: Initial submission shall be per the RFP instructions. As needed submissions shall be electronically submitted to the Administrative Contracting Officer (ACO), Contracting Officer's Representative (COR), and Alternate Contracting Officer's Representative (ACOR) Initial Submission: Plan shall be submitted with the initial proposal. Submission Frequency: As needed Format: Contractor's format is acceptable. The electronic format: Microsoft Office. Interrelationship: NASA Federal Acquisition Regulation (FAR) Supplement (NFS) 1852.209-71, Limitation of Future Contracting, NFS 1852.237-72, Access to Sensitive Information, NFS 1852.237-73, Release of Sensitive Information, Section I, Model Contract Section 6.5, NFS 1852.209-71 Limitation Of Future Contracting. Applicable Documents: FAR Subpart 9.5, Organizational and Consultant Conflicts of Interest, NFS 1809.500, NASA Guide on Organizational Conflicts of Interest. Scope: The OCI Plan describes the contractor's comprehensive approach to identify, avoid, mitigate, neutralize, and report potential OCI issues, including conflicts described in the solicitation and those discovered during contract performance. Contents: The OCI Plan shall meet the requirements of FAR 9.5 and include the following: <ul style="list-style-type: none"> 1. Point of contact for OCI issues and reports. 2. Demonstrate an understanding of (1) OCI principles and (2) the full breadth of OCI issues and the types of harm that can result. The Plan at a minimum addresses the three primary types of OCIs (i.e., biased ground rules, unequal access to information, and impaired objectivity). 3. Define company roles, responsibilities, and procedures for (1) screening (i.e., identifying/recognizing, analyzing/evaluating, resolving, and reporting) existing and new business opportunities for actual/potential OCIs and (2) monitoring and reporting all potential/actual OCIs that 		

arise, resolving conflicts, and reporting previously unidentified OCIs or potential OCIs to the Government.

4. Describe how employees are notified of the Plan's requirements and how this notification will be documented. Establish and require entrance training for new employees, refresher training for existing employees, and exit training for departing employees. Describe how completion of this training will be documented, including a copy of any training certification template that the contractor will use to document that its employees have completed training.
5. Describe how the contractor will report breaches of the protective measures in the Plan to the contracting officer. The Plan should describe what processes the contractor will implement following any breach and should indicate that final resolution of the corrective action must be approved by the contracting officer.
6. Identify any affiliated companies/entities (e.g., a parent company or a wholly owned subsidiary) and procedures for coordinating OCIs with such affiliated companies/entities.
7. Address the process for reporting all potential/actual OCIs that arise during performance of the contract. An OCI report shall include (1) a description of the conflict, (2) the plan for resolving the conflict, and (3) the benefits/risks to contract performance associated with plan approval/acceptance. Specific resolution strategies shall be appended to the Plan upon approval by the Government.
8. Explain how the contractor will flow down the provisions of this Plan to any subcontractor that may have a conflict with regard to performing the requirements of this contract. Discuss affected subcontractors' OCI program as it relates to this contract and specifically explain how affected subcontractors will identify, resolve, and report actual/potential OCIs associated with this contract.
9. Define organizational and employee sanctions for violations of established OCI procedures/requirements/guidelines.
10. Include an assertion from the Contractor that to the best of their knowledge no OCIs exist currently, if applicable. Provide a list of all the prime's and subcontractor's Active NASA contracts and subcontracts, which would provide the CO a better understanding of other NASA work currently being performed by the Offeror that may give rise to an actual or potential conflict.
11. Include a requirement to update this plan as necessary to address specific OCIs. All updates to the plan must be approved by the contracting officer and the updates/changes must be incorporated in the contract to be effective.
12. Require periodic self-audits to ensure compliance with established OCI procedures/requirements/guidelines.
13. Document the training requirements for employees that have access to sensitive information and describe the procedures in the Plan that ensures safeguard of sensitive information and preclude unauthorized access or disclosure. What procedures/documentation (e.g., non-disclosure statement) are in place to identify these employees and validate that these employees will comply with

mandatory protections of sensitive information.

14. Define records related to the OCI plan (e.g., training and audit records) that will be made available to the Government upon request. Note: The OCI Plan as outlined in paragraphs 1 through 14 above is not for the purpose of addressing other very important contractual obligations such as (1) the contractor's obligation to protect sensitive information in accordance with NFS 1852.237-72, Access to Sensitive Information, (2) the contractor's obligation to conduct business in an ethical manner in accordance with FAR 52.203-13, contractor's Code of Business Ethics and Conduct, and (3) the contractor's obligation to prevent personal conflicts of interest in accordance with FAR 52.203-16, Preventing Personal Conflicts of Interest.
15. In an appendix to the OCI Plan identify the strategy (e.g., mitigation, limitation on future contracting etc.) for resolving each OCI that is either identified in the solicitation or created by the requirements of the solicitation/contract and explain the effect of such strategy on performance of the contract. If using a firewall, explain how these actions will operate to successfully address the conflict without adversely affecting performance of the contract. (Note: Specific plans to limit future competition are reflected in the clause at NFS 1852.209-71, Limitation of Future Contracting.)

Remarks: N/A

Maintenance: The contractor shall review the OCI Plan on an annual basis or as directed by the contracting officer to revise the OCI Plan if necessary. Revisions are subject to Contracting Officer approval and shall be incorporated by change page or complete reissue.

1. DRD Title: True Up Submission										
2. DRD No.: 1.0-2					3. Data Type: 3			4. OPR: NSSC		
5. Solicitation No.: 80NSSC23R0001					6. Contract No.: TBD					
7. Date Issued: RFP Date			8. Date Revised: N/A				9. DRD Category: Technical <input type="checkbox"/> Administrative <input checked="" type="checkbox"/> S&MA <input type="checkbox"/>			
10. Description/Use: The Service Provider shall provide contractual data related to the contract order (I-14) that reconciles with the correlating invoice submitted.										
11. Distribution: Electronically to the CO, ACO, COR, and ACOR. Initial Submission: 60 calendar days after end of contract year 1. Submission Frequency: 60 calendar days after end of contract year 2 – 8 for all task orders. Format: Format shall be submitted in Microsoft Office Excel. Format is subject to change as needed and agreed upon with the Government. Data elements are describe in tables below. The Excel File must include the Task Order Number and contract year. FUP Format Layout shall utilize I-14, adding columns to capture Increase/Decrease Units, Increase/Decrease Rate, Increase/Decrease ODC, Total Value Increase/Decrease, Revised Total Units, FFP Rate, Revised Total ODC, Revised Total Value:										
CLIN	WBS	PWS	Description	Quantity	FFP Rate	ODC	Total Value			
Increase/Decrease Unit	Increase/Decrease Rate	Increase/Decrease ODC	Total Value Increase/Decrease	Revised Total Units	FFP Rate	Revised Total ODC	Revised Total Value			
LOE Format Layout shall utilize I-14, adding columns to capture Increase/Decrease Hours, Increase/Decrease Dollars, Revised Total Labor Hours, Revised Total Value:										
CLIN	WBS	PWS	Description	Labor Category	Labor Hours Order	FFP Rate	Increase/Decrease Hours	Increase/Decrease Dollars	Revised Total Labor Hours	Revised Total Value

LOE ODC

CLIN	WBS	PWS	Description	ODC Total Order	Increase/ Decrease Dollars	Revised Total Value
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Interrelationship: Model Contract 3.3, 3.4

Applicable Documents: I-14 Contract Line Items/Order Template

Scope: N/A

Contents:

The SP shall provide data that includes both Fixed Unit Price (FUP) transactions, Level Of Effort (LOE) hours, and Other Direct Cost (ODC). The data provided will be provided in the format as mentioned above.

Remarks: N/A

Maintenance: Changes shall be incorporated by complete reissue.

1. DRD Title: Re-procurement Data Package		
2. DRD No.: 1.0-3	3. Data Type: 3	4. OPR: NSSC
5. Solicitation No.: 80NSSC23R0001		6. Contract No.: TBD
7. Date Issued: RFP Date	8. Date Revised: N/A	9. DRD Category: Technical <input type="checkbox"/> Administrative <input checked="" type="checkbox"/> S&MA <input type="checkbox"/>
10. Description/Use: Provides requirements for delivery to NASA of information on specific items and supporting documentation related to resource/cost information, to be used for re-procurement activities. In the event of a competitive solicitation for a follow-on effort, NASA may provide non-proprietary historical information such as average composite direct labor rates and approximate seniority profiles of incumbent personnel to all interested parties in order to increase the probability of realistic pricing. The Government does not intend to disclose any contractor proprietary information.		
11. Distribution: Electronically to the CO, ACO, COR, and ACOR. Initial Submission: Due within 30 days of a written request from the Contracting Officer. Subcontractors may submit the requested data directly to the Contracting Officer. Submission Frequency: N/A Format: Format shall be submitted in Microsoft Office Excel. Interrelationship: N/A Applicable Documents: N/A Scope: Resource/cost information shall be submitted in accordance with this Data Requirement Description (DRD). Contents:		

Scope: Resource/cost information shall be submitted in accordance with this Data Requirement Description (DRD).

Content: A data package shall be submitted containing the following resource/cost information. This data is required from the prime and all subcontractors with at least three (3) Work Year Equivalents (WYEs). Additionally, the combination of prime and subcontractor WYEs must account for no less than 95% of the existing WYEs. If necessary, include subcontractors with less than three (3) WYEs in order to account for no less than 95% of the existing WYEs unless, at the discretion of the Contracting Officer (CO) a percentage of less than 95% is allowable.

1. Labor Resources

- a. List of directly charged labor skills by contractor labor category, mapped to NASA's Standard Labor Categories (SLCs) as identified in Attachment I-12 Labor Categories and/or follow on contract as directed by the CO. Additionally, the information shall be segregated by current Performance Work Statement (PWS) section. Include the number of WYEs currently supporting each PWS section. The WYE detail shall be at the lowest PWS level for which current contract tracking is available. Ensure that WYEs counted at the lowest PWS level are not counted again at the next highest SOW level. See example provided below in Table 1.

Table 1: Example of Data Required per Paragraph (1 a):

NASA SLC	Contractor Labor Category	PWS Section	*No. of WYEs
Financial Specialist		3.1	1.75
Human Resource Specialist		3.2	6.25
Procurement Specialist		3.3	4.5

*A WYE is defined as the work of a full-time equivalent person based on your accounting system. For example, if your accounting system dictates that a WYE constitutes 1,872 productive hours (total hours minus paid time off), then four people working 468 hours per year would make up one WYE.

- b. The weighted average current straight time labor rate for each direct-charged labor category identified in paragraph (1 a), **including the source data that comprises the weighted average rate**. Further, provide both the date when these wages were last adjusted for escalation by contractor labor category, and the rate of escalation applied. Also indicate whether any adjustments are projected to be made prior to contract expiration. If so, provide the anticipated date(s) and rate of escalation, and identify the contractor labor categories expected to be affected. See example provided below in Table 2.

Please ensure that all data clearly map to NASA SLCs identified in Attachment I-12 (current contract) and/or follow-on contract.

Table 2: Example of Data Required per Paragraph (1b):

NASA SLC	Contractor Labor Category	No. of WYEs	**Direct Labor Rate	Last Escalation Date and Amount	Future Escalation Date and Amount	Exempt or Non-exempt?
Financial Specialist		1.75	\$23.25	April 2022 (2.70%)	April 2023 (3.20%)	Exempt
Human Resource Specialist		6.25	\$26.12	April 2022 (2.70%)	April 2023 (3.20%)	Exempt
Procurement Specialist		4.5	\$27.12	April 2022 (2.70%)	April 2023 (3.20%)	Exempt

**This is the current weighted average straight-time direct labor rate with NO BURDENS APPLIED and is NOT the contract's Section B rate table rates, if there are any. The individual direct labor information for each WYE component is also required and shall support the weighted average direct labor rate for each SLC.

- c. Seniority level of all WYEs identified in paragraph (1a) above, for fringe benefit calculation purposes. Provide data separately for exempt and non-exempt personnel:
 - i. Number of WYEs with 0 to less than 5 years of experience.
 - ii. Number of WYEs with 5 years to less than 10 years of experience.
 - iii. Number of WYEs with 10 years to less than 15 years of experience.
 - iv. Number of WYEs with 15 or more years of experience.
- d. Insurance categories for all WYEs identified in paragraph (1a) above, for fringe benefit calculation purposes.
 - i. Number of WYEs with single insurance
 - ii. Number of WYEs with single +1 insurance
 - iii. Number of WYEs with single + family insurance

2. Non-Labor Resources

- a. Provide total non-labor cost incurred for the most recent 12 month period grouped by expense type (examples may include travel, training, facilities).

Remarks: N/A

Maintenance: Revisions to this DRD shall be incorporated by change page or complete reissue. Revisions are subject to Contracting Officer approval.

1. DRD Title: Employee Roster		
2. DRD No.: 2.1-1	3. Data Type: 3	4. OPR: NSSC
5. Solicitation No.: 80NSSC23R0001		6. Contract No.: TBD
7. Date Issued: RFP Date	8. Date Revised: N/A	9. DRD Category: Technical <input type="checkbox"/> Administrative <input checked="" type="checkbox"/> S&MA <input type="checkbox"/>
10. Description/Use: The NSSC will utilize the electronically maintained SP Employee Roster for administrative and emergency action purposes.		
11. Distribution: NSSC Electronic Library (NSSC CO, Delegates, and NSSC Safety and Security POC) Initial Submission: 30 days following the start of contract performance. Submission Frequency: Monthly Format: Format shall be submitted in Microsoft Office Excel. Interrelationship: PWS 2.1.1, SP Personnel Training Applicable Documents: NSPLN-1040-0002, Rev. 6.0, NSSC Emergency Action Plan NPR 8715.3D, NASA General Safety Program Requirements Scope: The SP Employee Roster provides an electronically maintained roster listing of all SP employees working on this contract and shall be available for review at any time by the NSSC CO and the NSSC Emergency Coordinator Contents: Electronic SP Employee Roster shall include the following data: <ul style="list-style-type: none"> ○ Employee Name; ○ Labor Category/Job Title; ○ Phone/Cell Number; ○ Onsite/Offsite; ○ Full Time/Part Time/Less than Part Time; ○ Email address; and ○ Emergency Point of Contact. 		
Remarks: The SP Employee Roster contains PII information and shall be stored and handled utilizing the requirements set forth within the Privacy Act of 1974 and NPD 1382.17K, NASA Privacy Policy. NASA policy is to: Protect all forms of controlled unclassified information (CUI), including personal information		

and to comply with Federal law and regulations governing management of all personal information collected, used, maintained, and disseminated by or on behalf of NASA in electronic or non-electronic form.

Maintenance: N/A

1. DRD Title: Equal Employment Opportunity Report		
2. DRD No.: 2.1-2	3. Data Type: 3	4. OPR: NSSC
5. Solicitation No.: 80NSSC23R0001		6. Contract No.: TBD
7. Date Issued: RFP Date	8. Date Revised: N/A	9. DRD Category: Technical <input type="checkbox"/> Administrative <input checked="" type="checkbox"/> S&MA <input type="checkbox"/>
10. Description/Use: This report will be used by NASA personnel to access the Service Provider's Equal Employment Opportunity compliance and the Diversity management of the contract effort.		
11. Distribution: NSSC Electronic Library (NSSC COR; NSSC CO and Delegates) Initial Submission: Six (6) months after the start of the contract performance. Submission Frequency: Every 6 months Format: The format shall be provided in an electronic format in accordance with Attachment A "SP Equal Employment Opportunity and Diversity and Inclusion Semiannual Report", Attachment B "SP Equal Employment Opportunity and Diversity and Inclusion Semiannual Report", and Attachment C "SP Equal Employment Opportunity and Diversity and Inclusion Semiannual Report" formats. Interrelationship: PWS Section 2.1 Applicable Documents: N/A Scope: N/A Contents: Attachment A Data – SP Equal Employment Opportunity and Diversity and Inclusion Semiannual Report Period 00/00/0000 thru 00/00/0000		

OCCUPATIONAL CATEGORIES	WHITE		AFRICAN AMERICAN		HISPANIC		ASIAN PACIFIC ISLANDER		NATIVE AMERICAN		TOTAL
	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	
# Managers & Supervisors											
% Managers & Supervisors											
# Management Officials											
% Management Officials											
# Professionals											
% Professionals											
# Office & Clerical											
% Office & Clerical											
# TOTAL											
% TOTAL											

Attachment B Data – SP Equal Employment Opportunity and Diversity and Inclusion Semiannual Report
Period 00/00/0000 thru 00/00/0000

CATEGORIES	WHITE		AFRICAN AMERICAN		HISPANIC		ASIAN PACIFIC ISLANDER		NATIVE AMERICAN		TOTAL
	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	
# Hires											
# Promotions											
# Recalls											
# Voluntary Separations											
# Involuntary Terminations											
# TOTAL											

Attachment C Data – SP Equal Employment Opportunity and Diversity and Inclusion Semiannual Report
Period 00/00/0000 thru 00/00/0000

A. Recruiting Efforts/Activities:

B. Diversity and Inclusion Efforts/Activities:

Remarks: N/A

Maintenance: N/A

1. DRD Title: Diversity, Equity, Inclusion, and Accessibility (DEIA) Plan		
2. DRD No.: 2.1-3	3. Data Type: 3	4. OPR: OP
5. Solicitation No.: 80NSSC23R0001		6. Contract No.: TBD
7. Date Issued: RFP Date	8. Date Revised: N/A	9. DRD Category: Technical <input type="checkbox"/> Administrative <input checked="" type="checkbox"/> S&MA <input type="checkbox"/>
10. Description/Use: The DEIA plan demonstrates the contractor's commitment to fairness regarding diversity, equity, inclusion, and accessibility. This plan will provide NASA with an understanding of how the contractor plans to recruit, retain, and develop a diverse high performing workforce from underserved communities. The plan shall include measurable performance metrics and objectives. The DEIA plan will be utilized as an assessment tool by the contracting officer to monitor the contractor's progression in its commitment to diversifying its workforce.		
11. Distribution: Shall be electronically submitted to the ACO, COR, and ACOR. Initial Submission: Plan shall be submitted within 30 days of the start of contract performance. Submission Frequency: Update annually Format: Contractor's format is acceptable. Interrelationship: N/A Applicable Documents: Executive Order 13985, Advancing Racial Equity and Support for Underserved Communities Through the Federal Government Scope: In support of the Executive Order 13985, Advancing Racial Equity and Support for Underserved Communities Through the Federal Government, NASA is seeking to advance equity or remove barriers for members of underserved communities to access procurement opportunities. Underserved communities refer to populations sharing a particular characteristic, as well as geographic communities, that have been systematically denied a full opportunity to participate in aspects of economic, social, and civic life. Underserved Communities include Black, Latino, Indigenous, Native American, Asian Americans and Pacific Islanders and other persons of color; members of religious minorities; lesbian, gay, bisexual, transgender, and queer (LGBTQ+) persons; persons with disabilities; persons who live in rural areas; and persons otherwise adversely affected by persistent poverty or inequality. Contents: The DEIA Plan shall identify qualitative and quantitative approaches utilized to measure progress in the areas of Leadership and Commitment, Diverse Talent, and Culture and Sustainability. The following shall be addressed annually: Leadership and Commitment – Demonstrate leadership's commitment and accountability to diversity, equity, and inclusion. Identify quantitative approaches utilized to measure progress of a Diversity and Inclusion program		

1. What is the operational status of, and level of resources available to, offices or divisions within the organization that are responsible for advancing civil rights or whose mandates specifically include serving underrepresented or disadvantaged communities?
2. What actions has the organization taken to implement affirmative equity-enhancing policies, regulations, guidance, and approaches to emphasizing equity in policy- and rule-making processes?
3. Describe how the organization's commitment will be communicated internally and externally from leadership to employees and stakeholders.

Diverse Talent – Demonstrate a pursuit of a high performing diverse workforce from underserved communities.

1. Discuss the specific diversity metrics utilized by the organization to measure performance in achieving a diverse workforce and provide the corresponding metrics for the current or most recent organizational reporting period
2. What barriers or opportunities exist to engage subject matter experts from underserved communities in industry and academia? How does the organization plan to overcome those barriers?
3. How will underserved communities be leveraged?
4. Describe recruiting activities, objectives, and outcomes (e.g., number of participants, number interviewed and hired from underserved communities).

Culture & Sustainability – Demonstrate how an inclusive and fair work environment will be cultivated and maintained.

1. Based on the data, what structures and strategies will be used to manage diversity, measure results, refine approaches, and institutionalize a culture of inclusion?
2. Identify actionable opportunities to improve data collection, use, and sharing that would allow for disaggregation, the ability to deliver services more equitably, and better understanding of how programmatic and policy decisions impact underserved communities.
3. Describe other corporate activities that seek to increase support of diversity, equity, and inclusion.

Remarks: N/A

Maintenance: Changes shall be incorporated by change page or complete reissue.

1. DRD Title: Records Management Plan and Records Management Reports		
2. DRD No.: 2.2-1	3. Data Type: 3	4. OPR: NSSC
5. Solicitation No.: 80NSSC23R0001		6. Contract No.: TBD
7. Date Issued: RFP Date	8. Date Revised: N/A	9. DRD Category: Technical <input type="checkbox"/> Administrative <input checked="" type="checkbox"/> S&MA <input type="checkbox"/>
10. Description/Use: The Service Provider shall develop a plan for documentation development, organization, and management of NSSC records. The NSSC will utilize the plan and reports to ensure compliance with NASA Records Management Procedural Requirements.		
11. Distribution: NSSC Electronic Library (NSSC COR, NSSC CO; Delegates) Initial Submission: 30 days after the start of contract performance Submission Frequency: Annual review with incorporated changes Format: Microsoft Excel and Word Interrelationship: PWS Section 2.2, Records, Documents and Forms Management Applicable Documents: NPR1441.1E, NASA Records Management Program Requirements NPD 1420.1A, NASA Forms Management National Archives and Records Administration (NARA), Recordkeeping Requirements Scope: The plan shall address and assure timely and accurate organization, identification, marking, management, preservation and disposition of NASA documentation, records, and forms regardless of format. Contents: The SP shall develop a Records Management Plan for documentation development, organization, and operation of the NSSC records, documents, and forms management programs in accordance with NPR 1441.1E, NASA Records Management Program Requirements and PWS Section 2.2, Records and Forms Management Remarks: Product shall be compatible with Microsoft Office Suite of software. Maintenance: N/A		

1. DRD Title: Contract Performance Measurement Plan		
2. DRD No.: 2.5-1	3. Data Type: 3	4. OPR: NSSC
5. Solicitation No.: 80NSSC23R0001		6. Contract No.: TBD
7. Date Issued: RFP Date	8. Date Revised: N/A	9. DRD Category: Technical <input type="checkbox"/> Administrative <input checked="" type="checkbox"/> S&MA <input type="checkbox"/>
10. Description/Use: The Service Provider shall provide a comprehensive plan for the development of performance measures addressing timeliness, accuracy, and quality of work performed.		
11. Distribution: NSSC Electronic Library (NSSC COR, NSSC CO, Delegates) Initial Submission: 90 days following the start of contract performance. Submission Frequency: Annually Format: Format shall be the existing “NSSC Performance Management Plan” format. Format shall be compatible with Microsoft Office Suite of Software. Format is subject to change as needed and agreed upon with the Government. Interrelationship: PWS Section 2.5, DRD 2.5-2 Applicable Documents: N/A Scope: N/A Contents: Report shall include all utilization numbers and transactions totals for all services and actions identified in Attachment I-3. The report shall identify the strategy for timely creation of the outputs described in the Contract Metrics Performance (DRD 2.5-2) shall be included in the plan. Remarks: N/A Maintenance: N/A		

1. DRD Title: Contract Performance (Metrics) Report		
2. DRD No.: 2.5-2	3. Data Type: 3	4. OPR: NSSC
5. Solicitation No.: 80NSSC23R0001		6. Contract No.: TBD
7. Date Issued: RFP Date	8. Date Revised: N/A	9. DRD Category: Technical <input type="checkbox"/> Administrative <input checked="" type="checkbox"/> S&MA <input type="checkbox"/>
10. Description/Use: The report is used to provide Government insight into service provider performance and utilization data in accordance with the NSSC Service Level Agreement. This data will be used by the NSSC Budget and Accounting Division to create the Center and Customer bills for utilization of services.		
11. Distribution: Electronic dashboard, NSSC Electronic Library(NSSC COR, NSSC CO, NSSC Budget and Accounting Division, Delegates) via electronic submission.		
Initial Submission: 10 calendar days after the end of the first month of contract performance.		
Submission Frequency: Monthly (Draft 10 calendar days after the end of the reporting period, Final within 15 calendar days after the end of the reporting period)		
Format: The report format shall be in Microsoft Excel. The report retention shall be in a searchable, reportable electronic repository with Government access.		
Interrelationship: PWS Section 2.5		
Applicable Documents: N/A		
Scope: N/A		
Contents: The electronic dashboard shall continuously track the SLIs, and performance measures contained in Attachment I-3 and Attachment I-21 in the contract. The dashboard produced report shall include the total utilization of all actions defined in the Unit of Measure sections of the Service Catalog and Service Level Indicators (SLI).		
Remarks: All Bill Reports are available to the public at https://www.nasa.gov/centers/nssc/metrics . Civil Servants in the Business and Administration Office produce the Center Utilization totals (bills) at the end of each month using the SP produced DRD.		
Maintenance: Maintain in data warehouse, dashboards, and analytics, and/or other electronic repositories as agreed to with the Government		

1. DRD Title: NSSC IT Support Security Management Plan		
2. DRD No.: 2.7-1	3. Data Type: 1	4. OPR: NSSC
5. Solicitation No.: 80NSSC23R0001		6. Contract No.: TBD
7. Date Issued: RFP Date	8. Date Revised: N/A	9. DRD Category: Technical <input type="checkbox"/> Administrative <input checked="" type="checkbox"/> S&MA <input type="checkbox"/>
10. Description/Use: To provide Government documentation of the SP'S methodology for managing all aspects of information security, risk management and safeguards to ensure critical components and NASA IT systems associated with transformational and innovative proposals are implemented in accordance with NASA policies and procedures.		
11. Distribution: NSSC Electronic Library (NSSC CIO, NSSC CO, NSSC COR, NSSC ACOR) Initial Submission: 30 days after phase-in start if innovative and transformational projects are included in the offerors proposal. If there are no innovative and transformational projects included in the offerors proposal the IT Security Management plan shall be submitted with each innovation and transformational proposal. Submission Frequency: Approved IT Support Security Management Plans shall be reviewed and updated annually Format: Microsoft Office Word Interrelationship: PWS Section 2.7 Security Attachment I-8, IT Support Security Management Plan Applicable Documents: NPR 2810.1F, Security of Information and Information Systems NPR 1600.1A, NASA Security Program Procedural Requirements NFS 1804.470, Security Requirements for Unclassified Information Technology (IT) Resources NFS 1852.204-76, Security Requirements for Unclassified Information Technology (IT) Resources Scope: The IT Support Security Plan provides an overview of the security requirements of IT systems and describes the implementation details of the management, operational, and technical security controls in place or planned, and responsibilities and expected behavior of all individuals who access the system Contents: The NSSC IT Support Security Management Plan shall document the safeguards necessary to ensure sufficient availability, integrity, and confidentiality of that information accessed or managed within the systems and/or applications as well as key and media control. The NSSC IT Support Security Plan shall meet the requirements of the applicable documents in the references noted above and document how the SP		

personnel will utilize, in a secure manner commensurate with the sensitivity of the information involved, those Federal computer systems and software applications managed by others. The Plan shall describe the SP's processes for implementing information security including personnel background screening, personnel awareness and training, information protection and security incident response.

Remarks: Product shall be compatible with Microsoft Office Suite of software.

Maintenance: N/A

1. DRD Title: Key Control and Media Control Reports		
2. DRD No.: 2.7-2	3. Data Type: 3	4. OPR: NSSC
5. Solicitation No.: 80NSSC23R0001		6. Contract No.: TBD
7. Date Issued: RFP Date	8. Date Revised: N/A	9. DRD Category: Technical <input type="checkbox"/> Administrative <input checked="" type="checkbox"/> S&MA <input type="checkbox"/>
10. Description/Use: The NSSC will use the Key Control and Media Control Reports to document lost media (e.g., key, badge, etc.) loss, and aid in the subsequent security investigation, risk remediation and property loss statement if required.		
11. Distribution: NSSC Electronic Library (NSSC CO, NSSC COR, NSSC ACOR, and the NSSC Security Coordinator) Initial Submission: First Incident by close of business (COB) the day after the discovery of loss. Submission Frequency: The Service Provider shall provide a written report to the NSSC Security Coordinator by COB the day after the discovery of loss. Format: Microsoft Word Interrelationship: PWS Section 2.7.1, Physical Security PWS Section 2.7.3, Key Control, Media Access and Protection Applicable Documents: NPR 1600.1A, NASA Security Program Procedural Requirements NPR 1600.4A, Identity and Credentialing Management NPR 1620.3B, Physical Security Requirements for NASA Facilities and Property NPR 2810.1F, Security of Information and Information Systems Scope: The Key Control and Media Control Reports provides a security measure to account for physical security safeguards. Content: <ol style="list-style-type: none"> A. Access media control number; B. Location(s) accessed by the person who lost the access media; C. Date the access media was discovered missing; D. Name of person who signed for the access media; E. Immediate risks and mitigation; and F. Any other relevant detail. 		
Remarks: Product shall be compatible with Microsoft Office Suite of software.		

Maintenance: N/A

1. DRD Title: Safety and Health Incident (Anomaly) Reports		
2. DRD No.: 2.8-1	3. Data Type: 3	4. OPR: NSSC
5. Solicitation No.: 80NSSC23R0001		6. Contract No.: TBD
7. Date Issued: RFP Date	8. Date Revised: N/A	9. DRD Category: Technical <input type="checkbox"/> Administrative <input type="checkbox"/> S&MA <input checked="" type="checkbox"/>
10. Description/Use: The NSSC will utilize the Safety and Health Incident (Anomaly) Report to capture and provide an initial description of the mishap or close call for documentation and for further investigative purposes.		
11. Distribution: NSSC Electronic Library (NSSC CO, NSSC COR, NSSC ACOR, NSSC Safety Coordinator) Initial Submission: After First Incident per the below submission frequency. Submission Frequency: 24 hours post incident for a Class D Mishap or Close Call or within an hour for a Class A, B or C Mishap as defined within Section 1.2 of NPR 8621.1D, NASA Procedural Requirements for Mishap and Close Call Reporting, Investigating, and Recordkeeping Format: Microsoft Word Interrelationship: PWS Section 2.8, Safety and Occupational Health, Attachment I-09, Safety and Health Plan Applicable Documents: PWS 2.8, Safety and Occupational Health NPR 8621.1D, NASA Procedural Requirements for Mishap and Close Call Reporting, Investigating, and Recordkeeping NPR 8715.3B, NASA General Safety Program Requirements Scope: SP initial sequence and reporting for mishap notification and subsequent for investigation purposes Contents: A Safety and Health Incident (Anomaly) Report shall be prepared and distributed as noted in the submission frequency section above and shall include but not be limited to: <ul style="list-style-type: none"> - Person, Equipment or Systems involved; - Nature and location of anomaly; - Number, and, if possible, the names of employees involved and nature of injuries, if any; - Date, time, probable cause of occurrence and events leading up to anomaly; - Project, test, or operation involved; the nature and estimated dollar value of damage and estimated 		

- time the project will be delayed;
- Eyewitness account of anomaly;
- Action to be taken with system after Anomaly Report is completed.
- Persons notified; and
- Photographs, if available.

Remarks: The Safety and Health Incident (Anomaly) Reports contain PII information and shall be stored and handled utilizing the requirements set forth within the Privacy Act of 1974 and NPD 1382.17K, NASA Privacy Policy. NASA policy is to: Protect all forms of controlled unclassified information (CUI), including personal information and to comply with Federal law and regulations governing management of all personal information collected, used, maintained, and disseminated by or on behalf of NASA in electronic or non-electronic form.

Maintenance: N/A

1. DRD Title: NSSC IT Support Disaster Recovery Plan (IT DRP)		
2. DRD No.: 2.8-2	3. Data Type: 1	4. OPR: NSSC
5. Solicitation No.: 80NSSC23R0001		6. Contract No.: TBD
7. Date Issued: RFP Date	8. Date Revised: N/A	9. DRD Category: Technical <input type="checkbox"/> Administrative <input checked="" type="checkbox"/> S&MA <input type="checkbox"/>
on/Use: Description/Use: The NSSC utilizes the IT Support DRP as a management tool to provide an overview of the strategies, resources, and procedures required to recover from any disaster affecting information technology resources.		
11. Distribution: NSSC Electronic Library (NSSC CIO) Initial Submission: 30 days following the start of contract performance. Submission Frequency: Shall be reviewed and updated annually. Format: Microsoft Word Interrelationship: PWS Section 2.8.1, Disaster Recovery and Emergency Situations Applicable Documents: NSPLN-1280-0002, NSSC Service Recovery Plan NSBCP-1040-0001, NSSC Business Continuity Plan NPR 2810-1F, Security of Information and Information Systems NPR 2830.1A, NASA Enterprise Architecture Procedures Scope: The recovery strategy for a disaster is dependent upon the systems and facilities that have been damaged or lost.. The Plan serves as a guide to pre-disaster preparedness, structured training, and post-disaster scrutiny of “start-to-finish performance” by all involved. Contents: The IT Support DRP delivers a structured approach for response to unplanned incidents that threatens NSSC’s IT Support. The content of the IT Support DRP shall include at a minimum: <ul style="list-style-type: none"> • Planning, Processes and Procedures • Organization Roles and Responsibilities • NSSC Disaster Declarations, Delegations, Delegations of Authority and Succession • Disaster Recovery Training, Testing and Reporting Remarks: N/A Maintenance: N/A		

1. DRD Title: Risk Management Plan		
2. DRD No.: 2.9-1	3. Data Type: 1	4. OPR: NSSC
5. Solicitation No.: 80NSSC23R0001		6. Contract No.: TBD
7. Date Issued: RFP Date	8. Date Revised: N/A	9. DRD Category: Technical <input type="checkbox"/> Administrative <input checked="" type="checkbox"/> S&MA <input type="checkbox"/>
10. Description/Use: The report will be used as a management tool to help ensure the contracts operational effectiveness and efficiency.		
11. Distribution: NSSC Electronic Library (NSSC COR, NSSC ACOR, NSSC CO, Delegates) Initial Submission: 60 days following the start of contract performance. Submission Frequency: Annually Format: Microsoft Word/Converted into PDF for signatures Interrelationship: PWS Section 2.9 NPR 1441.1E NASA Records Management Program Requirements NRRS 1441.1, NASA records Retention Schedules Applicable Documents: NPR 8000.4C, Agency Risk Management Procedural Requirements Scope: The NSSC Risk Management Plan (RMP) defines roles and responsibilities, requirements, procedures, guidelines, and a common framework for identifying, analyzing, communicating, and managing NSSC's risks to effective operations. Controlling risks is integrated and coordinated into the NSSC's routine management activities. The RMP applies to all NSSC service delivery and support operation organizations, respecting risks associated with cost, schedule, system technical performance, transition to operations, operations and maintenance and safety and mission assurance. The NSSC is bound by Agency risk directives as with flight programs and missions. Contents: The SP shall develop a NSSC Risk Management Plan that comprehensively covers the management and technical risks of contract deliverables. The plan shall follow the requirements set forth within NPR 8000.4C, Agency Risk Management Procedural Requirements as amended.		

Remarks: N/A

Maintenance: N/A

1. DRD Title: Quality Control Plan		
2. DRD No.: 2.10-1	3. Data Type: 1	4. OPR: NSSC
5. Solicitation No.: 80NSSC23R0001		6. Contract No.: TBD
7. Date Issued: RFP Date	8. Date Revised: N/A	9. DRD Category: Technical <input type="checkbox"/> Administrative <input checked="" type="checkbox"/> S&MA <input type="checkbox"/>
10. Description/Use: This report is used as a management tool to ensure that quality services are being provided on the contract.		
11. Distribution: NSSC Electronic Library (NSSC COR, NSSC ACOR, NSSC CO) Initial Submission: 15 calendar days following the start of phase-in. Submission Frequency: Shall be reviewed and updated annually Format: Microsoft Word/Converted into PDF for signatures Interrelationship: PWS Section 2.10 Applicable Documents: NPD 1200.1E, NPD 9050.3F, and NPR 4100.1F, as amended Scope: N/A Contents: The report shall be a developed quality control plan that addresses both business process controls and internal controls that assure process integrity and a reduced risk of fraud, waste, and abuse. The SP Quality Control Plan shall comply with NPD 1200.1E, NPD 9050.3F, and NPR 4100.1F, as amended. The SP shall establish and conduct a Quality Management System (QMS) for all services provided under this contract that complies with the guidance in ISO 9001-2015 Quality Management Standards Remarks: N/A Maintenance: N/A		

1. DRD Title: Financial Management Analysis Report		
2. DRD No.: 2.11-1	3. Data Type: 3	4. OPR: NSSC
5. Solicitation No.: 80NSSC23R0001		6. Contract No.: TBD
7. Date Issued: RFP Date	8. Date Revised: N/A	9. DRD Category: Technical <input type="checkbox"/> Administrative <input type="checkbox"/> S&MA <input type="checkbox"/>
10. Description/Use: The Service Provider shall provide monthly information pertaining to contract cost and estimate planning, performance, and control data This data will be used by the NSSC Budget and Accounting Division to manage cost and funding to the contract.		
11. Distribution: NSSC Electronic Library (NSSC COR, NSSC CO, NSSC Business and Accounting Division, Delegates) via electronic submission. Initial Submission: 30 days following start of contract performance Submission Frequency: Monthly on the 10 th business day after the vendor's accounting period Format: Format shall be the existing "NSSC Financial Management Analysis Report" Microsoft Excel workbook format. Interrelationship: PWS Section 2.11 Applicable Documents: NPD 9501.1 and NPR 9501.2 Scope: N/A Contents: The SP shall use the NSSC Financial Management Analysis Report, which reconciles to the contract's performance work statement (PWS) levels and reports data pertaining to cost planning, performance, and control. The data contained in the reports must be auditable using Generally Accepted Accounting Principles. The report shall provide current month, next month estimate, next month estimate+1, cumulative actuals year-to-date, unfilled orders outstanding, and contract inception-to-date data in the NSSC Financial Management Analysis Report, consistent with the approved PWS (including roll-ups) to the NSSC delivered services. A monthly data submission shall be provided for a variance explanation of prior month actuals (Current Month Actual) and the prior month estimate (Next Month Estimate) greater than +/- 10% and a variance explanation of current month actual to the current month estimate (Next Month Estimate) and prior month estimate (Next Month+1 Estimate) greater than +/-10%.. Remarks: An initial report is required to be used as a baseline for the life of the contract. The initial report shall reflect the original contract value detailed by negotiated reporting categories and shall be the original contract baseline plan.		

Maintenance: Any supplemental reports submitted in addition to the reports in the requested format must be reconcilable to the formatted report.

1. DRD Title: Contractor Accounting Calendar and Productive Hours		
2. DRD No.: 2.11-2	3. Data Type: 3	4. OPR: NSSC
5. Solicitation No.: 80NSSC23R0001		6. Contract No.: TBD
7. Date Issued: RFP Date	8. Date Revised: N/A	9. DRD Category: Technical <input type="checkbox"/> Administrative <input checked="" type="checkbox"/> S&MA <input type="checkbox"/>
10. Description/Use: The Service Provider shall provide the contractor accounting calendar and a contract productive hours report. This data will be used by the NSSC Budget and Accounting Division to manage cost and funding to the contract.		
11. Distribution: NSSC Electronic Library (NSSC COR, NSSC CO, NSSC Business and Accounting Division, Delegates) via electronic submission. Initial Submission: 30 days following the start of contract performance. Submission Frequency: Annually, no later than October 1st of each contract year. Format: Microsoft Excel Interrelationship: PWS Section 2.11 Applicable Documents: N/A Scope: N/A Contents: The SP shall provide a copy of the contractor accounting calendar. This information will include the begin and end dates of each monthly reporting period and the number of weeks within the monthly reporting period. The productive hours report shall provide the contract value productive hours by month and budgeted (P1, P2, BOC) productive hours by month. Remarks: An initial report is required to be used as a baseline. Maintenance: N/A		

1. DRD Title: Annual Phased Operating Plan		
2. DRD No.: 2.11-3	3. Data Type: 3	4. OPR: NSSC
5. Solicitation No.: 80NSSC23R0001		6. Contract No.: TBD
7. Date Issued: RFP Date	8. Date Revised: N/A	9. DRD Category: Technical <input type="checkbox"/> Administrative <input checked="" type="checkbox"/> S&MA <input type="checkbox"/>
10. Description/Use: The Service Provider shall provide a monthly phased plan for each year by contract PWS category.		
11. Distribution: NSSC Electronic Library (NSSC COR, NSSC CO, NSSC Business and Accounting Division, Delegates) via electronic submission. Initial Submission: 90 days following the start of contract performance. Submission Frequency: Annually within 7 calendar days of receipt of the government's order for Transactional and LOE Services each fiscal year and updated throughout the year upon request. Format: Microsoft Excel Interrelationship: PWS Section 2.11; DRD 2.11-1 Applicable Documents: N/A Scope: N/A Contents: The SP shall provide a phased operating plan by PWS category (consistent with the PWS levels as defined in the Financial Management Analysis Report (DRD 2.11-1). The report shall provide a baseline for comparison of service level rates to actual performance. Remarks: N/A Maintenance: N/A		

1. DRD Title: Operational Invoice Validation Data																										
2. DRD No.: 2.11-4				3. Data Type: 3		4. OPR: NSSC																				
5. Solicitation No.: 80NSSC23R0001				6. Contract No.: TBD																						
7. Date Issued: RFP Date			8. Date Revised: N/A			9. DRD Category: Technical <input type="checkbox"/> Administrative <input checked="" type="checkbox"/> S&MA <input type="checkbox"/>																				
10. Description/Use: The Service Provider shall provide contractual data related to the contract order (I-14) that reconciles with the correlating invoice submitted. The government will upload the data file into the government develop "Operation Invoice Validation Tool". This tool will be utilized by both civil servant and contractor invoice validators and managers to validate hours invoiced by PWS and labor categories.																										
11. Distribution: Electronic file with invoice submission using NASA's invoice system. Initial Submission: 1 st invoice submission following start of contract performance Submission Frequency: Submitted concurrently with each invoice submission for all open/active contract task orders Format: Microsoft Excel The Excel File must include the Task Order Number and Invoice Number. Date format will be in Month/Day/Year Format (3/2/2021) Format Layout: LOE <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <th>Resource</th> <th>PWS</th> <th>Total Hours</th> <th>Total Direct</th> <th>ODC</th> <th>Total Cost</th> <th>TO #</th> <th>INV #</th> <th>Month</th> </tr> </table> FUP <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <th>Service Name</th> <th>PWS</th> <th>Total Units</th> <th>Total Direct</th> <th>ODC</th> <th>Total Cost</th> <th>TO #</th> <th>INV #</th> <th>Month</th> </tr> </table> Interrelationship: Section I, Model Contract, 1.3 Addendum to 52.212-4 Supplemental Contractor Invoicing Instructions Applicable Documents: N/A Scope: N/A Contents:									Resource	PWS	Total Hours	Total Direct	ODC	Total Cost	TO #	INV #	Month	Service Name	PWS	Total Units	Total Direct	ODC	Total Cost	TO #	INV #	Month
Resource	PWS	Total Hours	Total Direct	ODC	Total Cost	TO #	INV #	Month																		
Service Name	PWS	Total Units	Total Direct	ODC	Total Cost	TO #	INV #	Month																		

The SP shall provide data that includes both Fixed Unit Price (FUP) transactions, Level Of Effort (LOE) hours, and Other Direct Cost (ODC). The data provided will be provided in the format as mentioned above.

Remarks: For resources, SP shall use standard labor category naming convention provided in DRD 2.11-5, variation of naming convention will cause validation errors.

Maintenance: Changes shall be incorporated by complete reissue.

1. DRD Title: Operational Invoice Reconciliation Labor Code & Category Dictionary											
2. DRD No.: 2.11-5		3. Data Type: 3	4. OPR: NSSC								
5. Solicitation No.: 80NSSC23R0001		6. Contract No.: TBD									
7. Date Issued: RFP Date	8. Date Revised: N/A		9. DRD Category: Technical <input type="checkbox"/> Administrative <input checked="" type="checkbox"/> S&MA <input type="checkbox"/>								
10. Description/Use: The Service Provider shall provide to NASA a Labor Category Dictionary listing all the Labor categories, their associated and unique Labor Code for each, and the hourly rate for each, that will be employed during the contract Period of Performance. The three components, Labor Code, Labor Category, and Labor Code Hourly Rate, comprise the Labor Category Dictionary. The government will upload the data file into the government developed "Invoice Reconciliation Tool", utilized by both civil servant and contractor invoice validators and managers to reconcile hours invoiced relative to hours ordered by PWS and labor categories.											
11. Distribution: Electronic Submission to the CO, COR, and ACOR. Initial Submission: Within 30 Days of the start of contract performance and prior to the first submitted invoice. Submission Frequency: As needed, 10 calendar days before an invoice submission if new labor categories are added. Format: Microsoft Office Excel, in *.xlsx format, or comma-separated values *.csv format. Interrelationship: Section I, Model Contract, 1.3 Addendum to 52.212-4 Supplemental Contractor Invoicing Instructions Applicable Documents: N/A Scope: N/A Contents: <p>The name of any Labor Category is at the discretion of the Service Provider. The Service Provider shall assign to each Labor Category a unique Labor Code. While the naming for each Labor Code and the number of alphanumeric characters is at the discretion of the Service Provider, all Labor Codes shall consist of the same number of alphanumeric characters. Each Labor Category and its associated Labor Code shall have an assigned Hourly Rate. The Service Provider shall use the below table as an example Labor Category Dictionary. In the following example all Labor Codes have 4 alphanumeric characters. Note: the Labor Codes and Categories in the example are notional and fictitious.</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <tr> <th style="width: 20%;">Labor Code</th> <th style="width: 30%;">Labor Category</th> <th style="width: 30%;">Sub-Category (if needed)</th> <th style="width: 20%;">Hourly rate</th> </tr> <tr> <td>AAD1</td> <td>Administrative Assistant 1</td> <td></td> <td>10.00</td> </tr> </table>				Labor Code	Labor Category	Sub-Category (if needed)	Hourly rate	AAD1	Administrative Assistant 1		10.00
Labor Code	Labor Category	Sub-Category (if needed)	Hourly rate								
AAD1	Administrative Assistant 1		10.00								

PMGR	Program Manager		100.00
7405	Computer Engineer 1		50.00
7406	Computer Engineer 2		60.00
ODC1	Other Direct Cost	Travel	-

Remarks: N/A

Maintenance: Changes shall be incorporated by complete reissue.

1. DRD Title: Customer Satisfaction Assessment Report		
2. DRD No.: 2.17-1	3. Data Type: 3	4. OPR: NSSC
5. Solicitation No.: 80NSSC23R0001		6. Contract No.: TBD
7. Date Issued: RFP Date	8. Date Revised: N/A	9. DRD Category: Technical <input type="checkbox"/> Administrative <input checked="" type="checkbox"/> S&MA <input type="checkbox"/>
10. Description/Use: The report will be used as a management tool to assess strengths and weaknesses of services provided by the NSSC. The data provided will become part of a meta-analysis for service enhancement.		
11. Distribution: NSSC Electronic Library (NSSC COR, NSSC CO, NSSC Service Delivery Office (SOD), Delegates) Initial Submission: 90 days following start of contract performance. Submission Frequency: Monthly Format: Microsoft Word Interrelationship: PWS Section 2.17 Applicable Documents: NSSC Survey Plan Scope: N/A Contents: The SP shall provide data that analyzes and reports results that assesses customer satisfaction with NSSC's support services. The data must collect the perceptions of both NASA employees, internal and external customers, and other NASA partners. Positive and negative trends in customer satisfaction must be reported. The report must cover the full scope of NSSC functional responsibilities and address the following factors: <ul style="list-style-type: none"> • Accuracy • Timeliness • Quality • Overall Effectiveness The report shall also follow the guidelines described in the NSSC Survey Plan. Remarks: N/A Maintenance: The assessment data/results must be collected, evaluated, and trended monthly		

1. DRD Title: IT Seat and System Hardware Asset Plan		
2. DRD No.: 2.19-1	3. Data Type: 1	4. OPR: NSSC
5. Solicitation No.: 80NSSC23R0001		6. Contract No.: TBD
7. Date Issued: RFP Date	8. Date Revised: N/A	9. DRD Category: Technical <input type="checkbox"/> Administrative <input checked="" type="checkbox"/> S&MA <input type="checkbox"/>
10. Description/Use: The report is used as a management tool to understand the IT Seat and System Hardware usage for NSSC.		
11. Distribution: NSSC Electronic Library (NSSC COR, NSSC CO, Delegates) Initial Submission: 60 days after the start of the contract performance. Submission Frequency: Annually Format: Format shall be compatible with Microsoft Office Suite of Software. Format is subject to change as needed and agreed upon with the Government. Interrelationship: PWS Section 2.19, Applicable Documents: Scope: The overall asset management responsibilities will be designated to an SP employee. Contents: The report shall provide a comprehensive asset management plan of NSSC IT seats. The data will include user responsibilities and all data system hardware. The SP shall provide an IT Seat and System Hardware Asset plan to track the users of IT Seat assets in the NSSC occupied facilities. Remarks: N/A Maintenance: Periodic internal reviews/ audits shall be performed, and any significant findings will be made available to the Property Administrator.		

1. DRD Title: NSSC Service Delivery Guides (SDG)		
2. DRD No.: 3.0-1	3. Data Type: 3	4. OPR: NSSC
5. Solicitation No.: 80NSSC23R0001		6. Contract No.: TBD
7. Date Issued: RFP Date	8. Date Revised: N/A	9. DRD Category: Technical <input type="checkbox"/> Administrative <input checked="" type="checkbox"/> S&MA <input type="checkbox"/>
10. Description/Use: To ensure continuity of operations through process documentation.		
11. Distribution: NSSC Electronic Library (NSSC COR; NSSC CO; Delegates) Initial Submission: 30 calendar days prior to the expiration of each SDG. Submission Frequency: 3 Years from effective date. Format: Approved NSSC Templates Interrelationship: PWS Section 3.1, 3.2, 3.3 Applicable Documents: N/A Scope: The SP shall update/develop SDGs. Contents: Per approved NSSC SDG template. Remarks: N/A Maintenance: As needed updates to all documents when implementing, developing, or changing a process, but a minimum of annual review for all documents.		

1. DRD Title: Financial Management Reports		
2. DRD No.: 3.1-1	3. Data Type: 3	4. OPR: NSSC-FM
5. Solicitation No.: 80NSSC23R0001		6. Contract No.: TBD
7. Date Issued: RFP Date	8. Date Revised: N/A	9. DRD Category: Technical <input type="checkbox"/> Administrative <input checked="" type="checkbox"/> S&MA <input type="checkbox"/>
10. Description/Use: To track the volume and value of financial activities		
11. Distribution: NSSC FM Initial Submission: 3 business days after month end of start of contract performance. Submission Frequency: Monthly Format: Microsoft Excel Interrelationship: Business Rules- Finance PWS Section 3.1 Applicable Documents: NSNBR-9000-001 Scope: The SP shall maintain the quantifiable records that support all transaction counts, service level indicators, performance measures by Center by service as outlined in NSNBR-9000-001. Contents: <ol style="list-style-type: none"> 1. Weekly, monthly, and cumulative fiscal year payments by document type and dollar value summarized by Center with grand totals for the year, including IPAC Payments and Collections. 2. Weekly, monthly, and cumulative fiscal year discounts taken, and discounts lost by dollar value summarized by Center with grand totals for the year. 3. Weekly, monthly, and cumulative fiscal year interest paid by reason code and dollar value summarized by Center with grand totals for the year. 4. Weekly, monthly, and cumulative fiscal year invoices paid late by reason code and dollar value summarized by Center with grand totals for the year 5. Monthly and cumulative charge card payments and dollar value summarized by Center with grand totals for the fiscal year. 6. Monthly and cumulative fiscal year number of billings issued, and dollar value summarized by Center with grand totals. Subtotals for Non-Reimbursable and Reimbursable billings by Center and doc type reflecting cumulative totals. 7. Monthly and cumulative fiscal year number of collections received, and dollar value summarized by Center with grand totals. Subtotals for IPAC collections and non- IPAC collections by Center and Doc type reflecting cumulative totals 8. Monthly and cumulative fiscal year number of customer advances, and dollar value summarized by Center 		

and doc type reflecting cumulative totals

9. Monthly number of Domestic Travel Vouchers processed by Center with cumulative totals and average processing times.
10. Monthly number of Domestic Travel Audits processed by Center with cumulative totals
11. Monthly number of Foreign Travel Vouchers processed by Center with cumulative totals and average processing times.
12. Monthly number of Extended TDY Vouchers, broken out by foreign and domestic, processed by Center with cumulative totals and average processing times.
13. Monthly number of PCS/TCS Travel Vouchers processed by Center, broken out by SLI, with cumulative totals and average processing times. Monthly number of Extended TDY Authorizations prepared, broken out by foreign and domestic, processed by Center with cumulative totals and average processing time indicating SLI status.
14. Monthly number of Extended TDY Vouchers prepared, broken out by foreign and domestic processed by Center with cumulative totals and average processing time indicating SLI Status.
15. Monthly number of Extended TDY emails contacts completed by Center with cumulative totals and average completion time indicating SLI status.
16. Monthly number of Extended TDY counselling sessions completed by Center with cumulative totals and average completion time indicating performance measures status
17. Monthly number of Extended TDY Authorizations prepared, broken out by foreign and domestic, processed by Center with cumulative totals and average processing time indicating SLI status.
18. Monthly number of Extended TDY Vouchers prepared, broken out by foreign and domestic processed by Center with cumulative totals and average processing time indicating SLI Status.
19. Monthly number of Extended TDY emails contacts completed by Center with cumulative totals and average completion time indicating SLI status.
20. Monthly number of Extended TDY counselling sessions completed by Center with cumulative totals and average completion time indicating performance measures status

Remarks: Data will be available daily within the ServiceNow Dashboard. Data will be reviewed based on requirements in the applicable FM WIs and SDGs. Final validations will occur after month end to support the contractor submitted monthly invoices.

Maintenance:

Develop, update, and maintain the performance metrics.

1. DRD Title: Report AP, AR, FBWT and Travel CMPs according to the responsibilities listed in the Agency CMP Manual		
2. DRD No.: 3.1-2	3. Data Type: 3	4. OPR: NSSC-FM
5. Solicitation No.: 80NSSC23R0001		6. Contract No.: TBD
7. Date Issued: RFP Date	8. Date Revised: N/A	9. DRD Category: Technical <input type="checkbox"/> Administrative <input checked="" type="checkbox"/> S&MA <input type="checkbox"/>
10. Description/Use: Reports will be compiled to assess and evaluate controls in Financial Management Services Division. Reports will be run from existing systems and submitted to the respective FMSSD designated officials by internal established due dates.		
11. Distribution: NSSC FM Initial Submission: 3 business days after month end of the start of contract performance. Submission Frequency: Monthly/Quarterly (3 business days after the reporting period ends) Format: Format and content of the report shall be in accordance with current agency requirements in the NASA Continuous Monitoring Program (CMP) Manual and the Service Delivery Guides. Data available to the Government electronically satisfies this DRD. Interrelationship: Agency CMP Manual, the Accounts Payable Continuous Monitoring Program SDG, the Advance Payment Method Grants Continuous Monitoring Program SDG, the Accounts Receivable Reporting and Audit SDG, and the Fund Balance with Treasury Monthly Reporting SDG. PWS Sections 3.1.1, 3.1.1.2, 3.1.2 and 3.1.14; as a note – CMPs are not currently performed for Travel (PWS Section 3.1.5), but Travel is referenced in case future CMPs are required for Travel. Applicable Documents: NSSDG-9000-0003; NSSDG-9010-0001; NSSDG-9200-0009; and NSSDG-9200-0013 Scope: The SP shall prepare reports for the applicable reporting period on a daily, monthly, quarterly, semi-annual, or annual basis as outlined in the Agency CMP Manual for all FMSSD Services. Contents: NASA CMP Manual outlines the required contents. Remarks: FMSSD (AP, AP-Grants, AR, FBWT, and Travel) CMP Reports are submitted on a monthly or quarterly basis in accordance with current agency requirements in the NASA CMP Manual and the NSSC Service Delivery Guides. Maintenance: Monthly preparation of reports, and annual review of the NASA CMP Manual. Additionally, automations that support the CMP Tools may need to be supported for updates and revisions as necessary.		

1. DRD Title: Treasury System Administrator Reports		
2. DRD No.: 3.1-3	3. Data Type: 3	4. OPR: NSSC-FM
5. Solicitation No.: 80NSSC23R0001		6. Contract No.: TBD
7. Date Issued: RFP Date	8. Date Revised: N/A	9. DRD Category: Technical <input type="checkbox"/> Administrative <input checked="" type="checkbox"/> S&MA <input type="checkbox"/>
10. Description/Use: Reports shall be run from each system to develop a complete user role listing. An electronic summary report shall be submitted in accordance with SDG.		
11. Distribution: NSSC FM Initial Submission: 15 business days after Fiscal Year end. Submission Frequency: Annually (15 business days after the reporting period ends) Format: Microsoft Excel Interrelationship: NSSC Treasury System Administrator Work Instruction PWS Section 3.1 Applicable Documents: NSPWI-9000-0002 Scope: The scope includes all systems listed in the related work instruction. Contents: All current usernames and all roles assigned to that user. Remarks: Provide the NSSC Treasury System Administrator (TSA) role to manage NASA personnel access to Treasury financial applications/tools utilized by NASA personnel. Provide NASA Treasury System Administrator (TSA) Report documenting all approved users for each system. Maintenance: Annual role validations for all treasury systems.		

1. DRD Title: Report, International Transactions of the Federal Government		
2. DRD No.: 3.1-4	3. Data Type: 3	4. OPR: NSSC-FM
5. Solicitation No.: 80NSSC23R0001		6. Contract No.: TBD
7. Date Issued: RFP Date	8. Date Revised: N/A	9. DRD Category: Technical <input type="checkbox"/> Administrative <input checked="" type="checkbox"/> S&MA <input type="checkbox"/>
10. Description/Use: Reports shall be run from existing systems and submitted to appropriate POC by internal established due dates.		
11. Distribution: NSSC FM Initial Submission: 15 business days after 1st quarter end after the start of contract performance. Submission Frequency: Quarterly (15 business days after the end of the reporting period) Format: Microsoft Excel Interrelationship: Accounts Payable Reporting and Supplemental Processes Service Delivery Guide, Foreign Travel Service Delivery Guide PWS Sections 3.1.1 and 3.1.5.3 Applicable Documents: NPR 9310.1A, NSSDG-9400-0001, NSSDG-9700-0007 Scope: The report provides a listing of all quarterly foreign AP and Travel disbursements. Contents: Shall be in accordance with current agency requirements in the NASA Procedural Requirements 9310.1A Remarks: Requirements for Report on International Transactions of the Federal Government can be found in NASA Procedural Requirements 9310.1A. Maintenance: N/A		

1. DRD Title: Treasury Report on Receivables (TROR)-and Debt Collection Activities		
2. DRD No.: 3.1-5	3. Data Type: 3	4. OPR: NSSC-FM
5. Solicitation No.: 80NSSC23R0001		6. Contract No.: TBD
7. Date Issued: RFP Date	8. Date Revised: N/A	9. DRD Category: Technical <input type="checkbox"/> Administrative <input checked="" type="checkbox"/> S&MA <input type="checkbox"/>
10. Description/Use: This report is used to report new and existing receivables and debt collection activities for NASA to Treasury. Reports shall be run from existing systems and completed monthly by the third business day. The reports shall be consolidated on a quarterly basis prior to submission to OCFO.		
11. Distribution: NSSC FM Initial Submission: 3 Business Days after month end after start of contract performance. Submission Frequency: Monthly/Quarterly (3 business days after reporting period end) Format: Template provided by treasury. Interrelationship: Accounts Receivable-Reporting and Audit Service Delivery Guide PWS Section 3.1.2 Applicable Documents: NPR 9310.1A, NSSDG-9200-0009 Scope: This report provides NASA's position by ALC for receivables and debt collection activity on a monthly and quarterly basis for the fiscal year as required by Treasury. Contents: Shall be in accordance with current agency requirements in NASA Procedural Requirements 9310.1A The TROR is prepared as directed in the instructional workbook provided in the supplement to TFM Volume I, Part 2, Chapter 4100, Debt Management Reports. URL https://www.fiscal.treasury.gov/files/tror/fy16-tror-instructional-workbook.pdf . Remarks: A link to a sample form may be found at the U.S. Treasury Financial Management Service web page. URL: https://fiscal.treasury.gov/dms/resources/debt-management-governmentwide-reports.html . As necessary in response to Treasury regulation or Treasury template changes. Maintenance: N/A		

1. DRD Title: Fund Balance with Treasury Reports – FMS 224 reporting		
2. DRD No.: 3.1-6	3. Data Type: 3	4. OPR: NSSC-FM
5. Solicitation No.: 80NSSC23R0001		6. Contract No.: TBD
7. Date Issued: RFP Date	8. Date Revised: N/A	9. DRD Category: Technical <input type="checkbox"/> Administrative <input checked="" type="checkbox"/> S&MA <input type="checkbox"/>
10. Description/Use: Reports shall be run to reconcile and report Agency Cash balances. Reports will be run from existing systems		
11. Distribution: NSSC FM Initial Submission: 1 Day after the start of contract performance Submission Frequency: Daily reconciliation posted to FBWT site/Monthly treasury submission Monthly 224 preliminary packages are completed on the 2 nd business day of the following month and final 224 packages are finalized on the 3 rd business day of the following month. Format: Daily: Microsoft Excel/ Monthly: Treasury format, PDF Interrelationship: Fund Balance with Treasury Daily Service Delivery Guide and Fund Balance with Treasury Monthly Service Delivery Guide PWS Section 3.1.14 Applicable Documents: NSSDG-9200-0003 and NSSDG-9200-0013 Scope: This report provides NASA's cash reconciliation by appropriation as required by Treasury monthly and requires daily reconciliation. Contents: Shall be in accordance with current agency and federal requirements, and in accordance with the FBWT Service Delivery Guide. Remarks: Fund Balance with Treasury (FBWT) FMS 224 reconciliation and reporting is completed daily beginning with the sixth business day each month and in accordance with current agency and federal requirements, and in accordance with the FBWT Service Delivery Guide. Automations supporting reconciliation and formatting of the reconciliations require maintenance as necessary in response to Treasury reporting requirement changes or systems or software updates. Maintenance: N/A		

1. DRD Title: Quarterly Report of Recommendations for Open Obligations Against Relocation Contracts		
2. DRD No.: 3.1-7	3. Data Type: 3	4. OPR: NSSC-FM
5. Solicitation No.: 80NSSC23R0001		6. Contract No.: TBD
7. Date Issued: RFP Date	8. Date Revised: N/A	9. DRD Category: Technical <input type="checkbox"/> Administrative <input checked="" type="checkbox"/> S&MA <input type="checkbox"/>
10. Description/Use: Report shall be utilized to determine if remaining funds for completed relocations can be de-obligated. Report shall be run from existing systems, submitted to the Relocation Contractor(s) for review and submitted to the designated officials by internal established due dates.		
11. Distribution: NSSC FM Initial Submission: 15 calendar days after the end of the first Fiscal Year quarter. Submission Frequency: Quarterly (15 calendar days after the end of the reporting period) Format: Microsoft Excel Interrelationship: Change of Station Authorizations and Vouchers Service Delivery Guide PWS Section 3.1.5.2 Applicable Documents: NSSDG-9700-0002 Scope: To identify relocation purchase requests to move and store household goods, complete entitlement counseling, perform property management as well as Government Home Sale activities, which have open obligations, analyze the list, and suggest items to de-obligate. Contents: Shall be in accordance with current agency requirements, and in accordance with the Change of Station Authorizations and Vouchers Service Delivery Guide Remarks: The Quarterly Report of Recommendations for Open Obligations Against Relocation Contracts will be utilized to analyze all un-costed obligations against the relocation contracts to determine whether funds are still required for future disbursements or can be recommended for de-obligation. Maintenance: N/A		

1. DRD Title: Monthly Unliquidated Obligations Report for Completed Travel		
2. DRD No.: 3.1-8	3. Data Type: 3	4. OPR: NSSC-FM
5. Solicitation No.: 80NSSC23R0001		6. Contract No.: TBD
7. Date Issued: RFP Date	8. Date Revised: N/A	9. DRD Category: Technical <input type="checkbox"/> Administrative <input checked="" type="checkbox"/> S&MA <input type="checkbox"/>
10. Description/Use: Report shall be utilized to determine if remaining funds for completed travel can be de-obligated. Report shall be run for existing systems and submitted to the designated official by internal established due dates		
11. Distribution: NSSC FM Initial Submission: 15 calendar days after month end after start of contract performance Submission Frequency: Monthly (15 calendar days after the end of the reporting period) Format: Microsoft Excel Interrelationship: Domestic and Foreign Travel Service Delivery Guide PWS Sections 3.1.5.1 and 3.1.5.3 Applicable Documents: NSSDG-9700-0008 Scope: To timely identify monthly un-liquidated travel obligations and to review the unliquidated obligation to determine necessary follow-on actions for the outstanding obligations such as de-obligation or follow up with the traveler to submit vouchers Contents: Shall be in accordance with current agency requirements, and in accordance with the Domestic and Foreign Travel Service Delivery Guide Remarks: The Monthly Unliquidated Obligations Report will be utilized to review all Domestic, Extended, and Foreign expense reports/vouchers dated as of the current month and prior to determine if remaining funds can be de-obligated. BOT will run ULOs. Maintenance: N/A		

1. DRD Title: Annual Review of Real Estate Entitlements Report		
2. DRD No.: 3.1-9	3. Data Type: 3	4. OPR: NSSC-FM
5. Solicitation No.: 80NSSC23R0001		6. Contract No.: TBD
7. Date Issued: RFP Date	8. Date Revised: N/A	9. DRD Category: Technical <input type="checkbox"/> Administrative <input checked="" type="checkbox"/> S&MA <input type="checkbox"/>
10. Description/Use: Report shall be utilized to validate the methodology used to estimate real estate expenses. Report will be run from existing systems and submitted to the designated official by internal established due dates.		
11. Distribution: NSSC FM Functional Area Initial Submission: 30 calendar days after the end of the Fiscal Year. Submission Frequency: Annually (30 calendar days after the end of the Fiscal Year) Format: Microsoft Excel Interrelationship: Change of Station Authorizations and Vouchers Service Delivery Guide PWS Section 3.1.5.2 Applicable Documents: NSSDG-9700-0002 Scope: This report is used to analyze previous Fiscal Year's actual real estate costs against estimated real estate cost to determine real estate expenses in the next Fiscal year. Contents: Shall be in accordance with current agency requirements, and in accordance with the Change of Station Authorizations and Vouchers Service Delivery Guide. Remarks: N/A Maintenance: N/A		

1. DRD Title: Report, Office of Government Ethics (OGE) Form 1353: Semiannual Report of Payments Accepted from a Non-Federal Source		
2. DRD No.: 3.1-10	3. Data Type: 3	4. OPR: NSSC-FM
5. Solicitation No.: 80NSSC23R0001		6. Contract No.: TBD
7. Date Issued: RFP Date	8. Date Revised: N/A	9. DRD Category: Technical <input type="checkbox"/> Administrative <input checked="" type="checkbox"/> S&MA <input type="checkbox"/>
10. Description/Use: “OGE Form 1353: Semiannual Report of Payments Accepted from a Non-Federal Source” is used to report, on a semiannual basis, payments for travel subsistence, and related expenses received from Non-Federal sources in connection with the attendance of employees at certain meetings or similar functions. Reports shall be run from existing systems and submitted to the designated official by internal established due dates		
11. Distribution: NSSC FM Initial Submission: 35 calendar days after the 1 st reporting period. Submission Frequency: Semi-Annually (35 calendar days after the reporting period ends) Format: OGE Form 1353: Semiannual Report of Payments Accepted from a Non-Federal Source Interrelationship: Agency Travel Reports Service Delivery Guide PWS Section 3.1.5.1 Applicable Documents: NSSDG-9700-0004 Scope: To work with the Center points of contact to identify travel paid for by Non-Federal Sources. The OGE 1353 report is prepared on a semi-annual basis in accordance with OGE and Agency Guidelines and the Agency Travel Reports Service Delivery Guide. Contents: Shall be in accordance with General Travel Processes and Reporting Service Delivery Guide and applicable federal regulation. Data available to the Government electronically satisfies this DRD. Remarks: Office of Government Ethics (OGE) Form 1353: Semiannual Report of Payments Accepted from a Non-Federal Source and supporting documents are in accordance with current agency guidelines and Agency Travel Reports Service Delivery Guide. Report Periods 1. October 1 – March 31 2. April 1 – September 30 Maintenance: N/A		

1. DRD Title: Officials-in-Charge (OIC) Travel Report		
2. DRD No.: 3.1-11	3. Data Type: 3	4. OPR: NSSC-FM
5. Solicitation No.: 80NSSC23R0001		6. Contract No.: TBD
7. Date Issued: RFP Date	8. Date Revised: N/A	9. DRD Category: Technical <input type="checkbox"/> Administrative <input checked="" type="checkbox"/> S&MA <input type="checkbox"/>
10. Description/Use: The OIC Travel Report reports all Travel Cost and number of Travel Authorizations for Officials-in-Charge for the current reporting period (fiscal year). All data is pulled from Business Objects (BOBJ – reporting data warehouse for SAP). Reports shall be run from existing systems and submitted to the designated official by internal established due dates.		
11. Distribution: NSSC FM Initial Submission: January 5 th for the prior Fiscal Year. Submission Frequency: Annually (January 5 th for the prior Fiscal Year) Format: BOBJ reporting format Interrelationship: Agency Travel Reports Service Delivery Guide PWS Section 3.1.5.1 Applicable Documents: NSSDG-9700-0004 Scope: To identify travel completed by NASA Officials in Charge showing trips by CONUS vs OCONUS, trip counts, total dollars spent, and destination cities traveled, by utilizing the automated solution in BOBJ. This report will be prepared on an annual basis and reporting all Official in Charge travel to the Agency Administrator in accordance with the Agency travel reports Service Delivery Guide. Contents: Shall be in accordance with General Travel Processes and Reporting Service Delivery Guide and applicable federal regulation Remarks: The Officials in Charge (OIC) Travel Report and supporting documentation will be submitted on an annual basis reporting in accordance with current Agency Travel Reports Service Delivery Guide. Maintenance: N/A		

1. DRD Title: Report, Premium Class Travel Report		
2. DRD No.: 3.1-12	3. Data Type: 3	4. OPR: NSSC-FM
5. Solicitation No.: 80NSSC23R0001		6. Contract No.: TBD
7. Date Issued: RFP Date	8. Date Revised: N/A	9. DRD Category: Technical <input type="checkbox"/> Administrative <input checked="" type="checkbox"/> S&MA <input type="checkbox"/>
10. Description/Use: The Premium Class Travel Report reports the use of any, other than coach-class transportation, accommodations by their federal employees while on official business. The report is submitted to GSA on an annual basis. If agencies have no premium class travel to report, then they must file a negative report. Reports shall be run from existing systems and submitted to designated official by internal established due dates.		
11. Distribution: NSSC FM Initial Submission: Due date is posted on Internal Agency Reporting Calendar for quarterly and/or annually reporting period Submission Frequency: Quarterly/Annually (2 business day prior to Nov 30 th in GSA Tool) Date due is posted on Internal Agency Reporting Calendar Format: Microsoft Excel; Annually: PowerPoint Please see FTR 300-70 for Premium Class Travel requirements. The following link explains what Premium Travel is and the official Guidelines from GSA for the Report: http://www.gsa.gov/portal/content/110494 Interrelationship: Agency Travel Reports Service Delivery Guide PWS Section 3.1.5.1 Applicable Documents: FTR 300-70; NSSDG-9700-0004 Scope: To identify all premium class transportation used by federal employees while traveling for official business. The Premium Class Travel Reports are prepared for each Center quarterly and submitted to the GSA on a semi-annual basis reporting in accordance with FTR 300-70. Contents: Shall be in accordance with Agency Travel Reports Service Delivery Guide and applicable federal regulation Remarks: Premium Class Travel Reports and supporting documents will be submitted on an annual fiscal year basis in accordance with current Agency Travel Reports SDG and Federal Travel Regulation (FTR) 300-70. Maintenance: N/A		

1. DRD Title: Travel Reporting Information Profile (TRIP) Report		
2. DRD No.: 3.1-13	3. Data Type: 3	4. OPR: NSSC-FM
5. Solicitation No.: 80NSSC23R0001		6. Contract No.: TBD
7. Date Issued: RFP Date	8. Date Revised: N/A	9. DRD Category: Technical <input type="checkbox"/> Administrative <input checked="" type="checkbox"/> S&MA <input type="checkbox"/>
10. Description/Use: The TRIP Report is used to comply with reporting requirements identified under 5 U.S.C. 5707 (c) sets the requirements for GSA to report to the Office of Management and Budget on agency travel spend. This statute is implemented via the Federal Travel Regulations 41 CFR Part 300-70, agency reporting requirements. If agencies spend \$5 million or more for all travel (domestic/international), they must report that travel data to GSA. If an agency does not spend \$5 million in TDY travel it is still required to submit a negative report. Reports will be run from existing systems and submitted to the designated official by internal established due dates.		
11. Distribution: NSSC FM Initial Submission: 33 Days after the reporting period close Submission Frequency: Annually 33 Days after the reporting period close and 2 business days prior to Nov 30 th in GSA Tool. Format: Microsoft Excel; PowerPoint Format and content of the documentation shall be in accordance with Agency Travel Reports Service Delivery Guide and applicable federal regulation. Data available to the Government electronically satisfies this DRD. Interrelationship: Agency Travel Reports Service Delivery Guide PWS Section 3.1.5.1 Applicable Documents: 41 CFR Part 300-70; NSSDG-9700-0004 Scope: To identify and report summarized total temporary duty travel and relocation expenditures. The GSA Travel Information Profile Reports are prepared for both relocation and all other travel in accordance with FTR 300-70 requirements as well as the Agency Travel Reports Service Delivery Guide. Contents: N/A Remarks: Travel Reports and supporting documents are submitted on an annual basis in accordance with current agency guidelines and job aids.		

Maintenance: N/A

1. DRD Title: Report, China Authorizations Report		
2. DRD No.: 3.1-14	3. Data Type: 3	4. OPR: NSSC-FM
5. Solicitation No.: 80NSSC23R0001		6. Contract No.: TBD
7. Date Issued: RFP Date	8. Date Revised: N/A	9. DRD Category: Technical <input type="checkbox"/> Administrative <input checked="" type="checkbox"/> S&MA <input type="checkbox"/>
10. Description/Use: The China Authorizations Report is ran to capture all travel through or to the Republic of China. Reports shall be run from existing systems and submitted to the designated official by internal established due dates.		
11. Distribution: NSSC FM Initial Submission: 10 days after the end of the quarter Submission Frequency: Quarterly Date due is posted on Internal Agency Reporting Calendar Format: Microsoft Excel Format and content of the documentation shall be in accordance with Agency Travel Reports Service Delivery Guide. Interrelationship: Agency Travel Reports Service Delivery Guide PWS Section 3.1.5.1 Applicable Documents: NSSDG-9700-0004 Scope: To identify NASA employee's Official Travel to China in a specific time period, pursuant to Section 536, Title V, Division B, FY2016 Consolidated Appropriations Act (P.L. 114-113). Contents: N/A Remarks: The China Authorizations Report and supporting documents are submitted on a quarterly basis in accordance with the Agency Travel Reports Service Delivery Guide. Maintenance: N/A		

1. DRD Title: Bi-Annual Relocation Open Deck Review		
2. DRD No.: 3.1-15	3. Data Type: 3	4. OPR: NSSC-FM
5. Solicitation No.: 80NSSC23R0001		6. Contract No.: TBD
7. Date Issued: RFP Date	8. Date Revised: N/A	9. DRD Category: Technical <input type="checkbox"/> Administrative <input checked="" type="checkbox"/> S&MA <input type="checkbox"/>
10. Description/Use: Review shall be utilized to monitor open obligations of direct reimbursements to travelers on relocation orders. Reports shall be run from existing systems and submitted to the designated official by internal established due dates.		
11. Distribution: NSSC FM Initial Submission: 15 Days After the end of Fiscal Quarter 1 and 3 Submission Frequency: Semi-Annually Format: Microsoft Excel Format and content of the documentation shall be in accordance with NSSDG-9700-0002 Interrelationship: Change of Station Authorizations and Vouchers Service Delivery Guide PWS Section 3.1.5.2 Applicable Documents: NSSDG-9700-0002 Scope: Mid-month each June and December, pull SAP reports and load into the established database. Review each relocation file for open obligations. Email/snail mail each traveler with open entitlements with enter on duty dates in the past. Recommend obligations to be de-obligated based on voucher completeness or feedback from travelers. Contents: N/A Remarks: Conduct a bi-annual review of all outstanding entitlements to validate status and notify the employee of remaining outstanding entitlements. Maintenance: N/A		

1. DRD Title: Relocation Income Tax Allowance (RITA) and Extended TDY Tax Reimbursement Allowance (ETTRA) monitoring and reporting		
2. DRD No.: 3.1-16	3. Data Type:	4. OPR: NSSC-FM
5. Solicitation No.: 80NSSC23R0001		6. Contract No.: TBD
7. Date Issued: RFP Date	8. Date Revised: N/A	9. DRD Category: Technical <input type="checkbox"/> Administrative <input checked="" type="checkbox"/> S&MA <input type="checkbox"/>
10. Description/Use: The RITA/ETTRA Reports are utilized to monitor travelers required to send in annual RITA and ETTRA vouchers. Those who do not must be billed for Withholding Tax Allowance (WTA) processed in the year of the RITA/ETTRA to be filed.		
11. Distribution: NSSC FM Initial Submission: 120 calendar days after start of the calendar year Submission Frequency: Routine Format: Microsoft Excel Format and content of the documentation shall be in accordance with NSSDG-9700-0002, NSSDG-9700-0006, and NSSDG-9620-0003. Interrelationship: Change of Station Authorizations and Vouchers Service Delivery Guide, Extended Temporary Duty (ETDY) Authorization and Voucher Processing, and Travel Payroll Taxes PWS Section 3.1.5.2 Applicable Documents: NSSDG-9700-0002; NSSDG-9700-0006; NSSDG-9620-0003 Scope: January 31st compile RITA/ETTRA list for travelers who received WTA on processed vouchers the previous calendar year that just ended. March 1 st notify all travelers to file the required voucher due by 4/30 April 30 notifies all travelers with outstanding vouchers that a bill of collection will be issued on 6/30 if voucher is not received. Per the FTR, Agency must give 60-Day notice before bills are issued for non-filing of RITA/ETTRA vouchers. June 30 th issue bills to those with outstanding vouchers. Contents: N/A		

Remarks: The RITA/ETTRA Reports shall be utilized to monitor travelers required to send in annual RITA and ETTRA vouchers. Those who do not must be billed for Withholding Tax Allowance (WTA) processed in the year of the RITA/ETTRA to be filed.

Maintenance: N/A

1. DRD Title: Quarterly Travel BOC Write-off Report		
2. DRD No.: 3.1-17	3. Data Type: 3	4. OPR: NSSC-FM
5. Solicitation No.: 80NSSC23R0001		6. Contract No.: TBD
7. Date Issued: RFP Date	8. Date Revised: N/A	9. DRD Category: Technical <input type="checkbox"/> Administrative <input checked="" type="checkbox"/> S&MA <input type="checkbox"/>
10. Description/Use: This report shall be used to determine the amount of errors travelers are overpaid, and if travelers are on the report more than one time each quarter/year		
11. Distribution: NSSC FM Initial Submission: 105 days after start of contract performance. Submission Frequency: Quarterly Format: Microsoft Excel; PowerPoint The report shall be created in the way agreed upon by NASA Policy, showing the errors by Center, by error type in table and graph formats. Interrelationship: General Travel Processes and Reporting Service Delivery Guide PWS Section 3.1.5.7 Applicable Documents: NSSDG-9700-0008 Scope: This report will analyze all travel bills of collection \$75, and under which are written off on a quarterly basis in accordance with the General Travel Processes and Reporting SDG to report errors and analyze data for follow on actions i.e. determine actions for repetitive errors by the same traveler. This report is done quarterly by Center by traveler by error. Contents: N/A Remarks: Each quarter the Service provider shall create a report for errors resulting in an amount due to the Government that are \$75 and under, which are written off by Accounts Receivable. This report shall include data by Center for the current quarter and the Fiscal Year to Date along with variances. Maintenance: N/A		

1. DRD Title: Audit, Monthly GSA Transportation Post payment Audit for completed transportation disbursements		
2. DRD No.: 3.1-18	3. Data Type: 3	4. OPR: NSSC-FM
5. Solicitation No.: 80NSSC23R0001		6. Contract No.: TBD
7. Date Issued: RFP Date	8. Date Revised: N/A	9. DRD Category: Technical <input type="checkbox"/> Administrative <input checked="" type="checkbox"/> S&MA <input type="checkbox"/>
10. Description/Use: Vouchers shall be processed and submitted to the respective POC by the internal established due dates for review and approval, then uploaded in the GSA Transportation Audit Management System as required.		
11. Distribution: NSSC FM Initial Submission: 15 business days after month end after start of contract performance. Submission Frequency: Monthly Format: Microsoft Excel; Adobe Acrobat Format and content of the vouchers shall be in accordance with GSA requirements in the 41 CFR 102D.102-118.E, which contains the latest preparation information. Area affected include Accounts Payable. Interrelationship: Accounts Payable Reporting and Supplemental Service Delivery Guide PWS Section 3.1.1 Applicable Documents: NSSDG-9400-0001 Scope: Audit requirement provides GSA with a copy of all post payment transportation vouchers and support documentation processed/disbursed monthly. Contents: N/A Remarks: The Requirements for monthly GSA Transportation Vouchers post payment Audit can be found in Federal Management Regulation (FMR); Transportation Payment and Audit 41 CFR 102.D.102-118 subpart E Maintenance: N/A		

1. DRD Title: Report, Monthly Excluded Parties List System (EPLS) Process		
2. DRD No.: 3.1-19	3. Data Type: 3	4. OPR: NSSC-FM
5. Solicitation No.: 80NSSC23R0001		6. Contract No.: TBD
7. Date Issued: RFP Date	8. Date Revised: N/A	9. DRD Category: Technical <input type="checkbox"/> Administrative <input checked="" type="checkbox"/> S&MA <input type="checkbox"/>
10. Description/Use: NASA uses GSA System for Award management (SAM)/EPLS to check various data sources to verify eligibility of a vendor, grantee, loan recipient, or beneficiary to receive federal payments. The results are uploaded in a TechDoc folder as required.		
11. Distribution: NSSC FM Initial Submission: 15 business days after month end after start of contract performance. Submission Frequency: Monthly Format: Microsoft Excel Interrelationship: Accounts Payable Reporting and Supplemental Processes Service Delivery Guide PWS Section 3.1.1 Applicable Documents: NPR 9630.1; NSSDG-9400-0001 Scope: The report verifies the eligibility of a vendor, grantee, loan recipient, or beneficiary to receive federal payments. Contents: N/A Remarks: The requirements for the monthly EPLS portal can be found on Bureau of Fiscal Service website and the NPR 9630-1. EPLS is used to prevent and detect improper payments. Maintenance: N/A		

1. DRD Title: Reconcile Final Federal Financial Report (FFR) (SF-425)		
2. DRD No.: 3.1-20	3. Data Type: 3	4. OPR: NSSC-FM
5. Solicitation No.: 80NSSC23R0001		6. Contract No.: TBD
7. Date Issued: RFP Date	8. Date Revised: N/A	9. DRD Category: Technical <input type="checkbox"/> Administrative <input checked="" type="checkbox"/> S&MA <input type="checkbox"/>
10. Description/Use: Grant recipients (grantees) are required to submit a final Federal Financial Report (FFR) using Standard Form (SF) 425 in accordance with 2 CFR §200.328, Financial Reporting, at the end of the award. The signed, final FFR / SF-425 submitted by the grantee is reconciled to the Health and Human Services (HHS) Payment Management System (PMS) and SAP.		
11. Distribution: Designated official outlined in GCAM and NSSC FM Initial Submission: 30 business days after receipt and acceptance of signed, final FFR / SF-425 from NASA's Closeout Contractor for each FFR / SF-425 Submission Frequency: Monthly Format: Adobe Acrobat FFR / SF-425 Interrelationship: Financial Management NSSC Grants Service Delivery Guide (SDG); Agency-Wide Contract Closeout Services SDG; Grants and Cooperative Agreements SDG; Grant and Cooperative Agreement Manual (GCAM) PWS Section 3.1.1.2 Applicable Documents: NSSDG-9000-0001; NSSDG-5000-0001; NSSDG-5800-0001; Federal 2 CFR 200.344 Scope: The report reflects the final expenses incurred by the grantee as well as the amount drawn down by the grantee from PMS. Contents: N/A Remarks: Requirements for the FFR / SF-425 can be found in the GCAM and 2 CFR 200.344. Maintenance: N/A		

1. DRD Title: Drug Testing Reports		
2. DRD No.: 3.2.1.1-1	3. Data Type: 3	4. OPR: NSSC-HR
5. Solicitation No.: 80NSSC23R0001		6. Contract No.: TBD
7. Date Issued: RFP Date	8. Date Revised: N/A	9. DRD Category: Technical <input type="checkbox"/> Administrative <input checked="" type="checkbox"/> S&MA <input type="checkbox"/>
10. Description/Use: Ensures contractor meets NASA's requirement to randomly select 25 percent of the employees occupying test designated positions annually.		
11. Distribution: NSSC Electronic Library (NSSC COR; NSSC CO; Delegates) Initial Submission: 45 calendar days after start of contract performance. Submission Frequency: Monthly / Annual Format: Microsoft Word Interrelationship: N/A Applicable Documents: NPR 3792.1 Scope: Compliance Contents: <ul style="list-style-type: none"> A. Collection and Analysis Status Report Thirty days prior to initiation of Drug Testing activity, report the chosen method and supplier for collection, processing, and lab analysis of test samples. Update this report as required. B. Drug Testing Program Monthly Status Report Initial submission of this report is required 30 days after initiation of Drug Testing activity. Each monthly report shall document the following information, by site/center: <ol style="list-style-type: none"> 1. Indicate date collection and laboratory analysis contract was secured; Standard: 50 days prior to drug test; 2. Indicate date drug testing was scheduled and actual drug testing date(s); Standard: 50 days prior to drug test; 3. Indicate date/time employee notice for drug testing was delivered to the employee's supervisors; Standard: day of, or within 2 hours of, scheduled drug test; 4. Report the number of drug test deferrals received; 5. Report the number of employees tested; 6. Report the number of employees entering test designated positions and were sent written notice of placement in the position within 30 days of entry into the position; 7. Report the number of drug test notification packages delivered, include the date of delivery to responsible personnel and the scheduled date of the drug test. C. Monthly Drug Testing Program Plan: If by the end of the 2nd quarter of each fiscal year, the SP has not selected at least 50% of the required workforce (12.5% of total Agency testing designated 		

positions), the SP shall provide a Monthly Drug Testing Program Plan to the Agency Drug Program Coordinator (DPC) until the end of the fiscal year. The Monthly Drug Testing Program Plan will address the SP's plan to meet the required number of employees selected for drug testing (25% of total Agency testing designated positions). The SP shall provide a monthly status to the Agency DPC to show the progress and status of the Agency meeting the required number of employees selected for the fiscal year.

- D. Annual Drug Testing Program Plan** (initial submission 30 days after initiation of Drug Testing activity; annually every 3rd Quarter): The SP shall provide the Agency DPC with an annual Drug Testing Program Plan addressing the procedures for implementing the drug testing program in the following fiscal year. This includes, identifying the collection, processing, and laboratory analysis of test samples procedures by quarter; number of employees in test designated positions; and the number of employees to be tested each quarter.

Remarks: N/A

Maintenance: N/A

1. DRD Title: Federal Workers' Compensation Program (FWCP) Utilization and Costs		
2. DRD No.: 3.2.20-1	3. Data Type: 3	4. OPR: NSSC-HR
5. Solicitation No.: 80NSSC23R0001		6. Contract No.: TBD
7. Date Issued: RFP Date	8. Date Revised: N/A	9. DRD Category: Technical <input type="checkbox"/> Administrative <input checked="" type="checkbox"/> S&MA <input type="checkbox"/>
10. Description/Use: FWCP Agency Utilization by Center This information will be used monthly as a management tool		
11. Distribution: NSSC HR CS Points of Contact NSSC Electronic Library (NSSC COR; NSSC CO; Delegates) Initial Submission: 10 calendar days after 1 st Quarter Submission Frequency: As Required/Quarterly/Annually (10 calendar days after reporting period) Format: Format to be provided by the government. Interrelationship: PWS Section 3.2.20.1 Applicable Documents: N/A Scope: Compliance Contents: <ul style="list-style-type: none"> Report should include Monthly and Quarterly totals of case load volume by Center and Monthly and Quarterly report of case load costs by Center. Remarks: N/A Maintenance: N/A		

1. DRD Title: HR Survey Reports		
2. DRD No.: 3.2.21.4-1	3. Data Type: 3	4. OPR: NSSC-HR
5. Solicitation No.: 80NSSC23R0001		6. Contract No.: TBD
7. Date Issued: RFP Date	8. Date Revised: N/A	9. DRD Category: Technical <input type="checkbox"/> Administrative <input checked="" type="checkbox"/> S&MA <input type="checkbox"/>
10. Description/Use: Provide an overview of data collected from HR surveys		
11. Distribution: NSSC HR Points of Contact NSSC Electronic Library (NSSC COR; NSSC CO; Delegates) Initial Submission: 5 calendar days after first event Submission Frequency: Per each event (5 calendar days after event) Format: Format to be provided by the government. Interrelationship: PWS Section 3.2.21.4 Applicable Documents: N/A Scope: Compliance Contents: Survey data and timing varies and is designated with each survey request. <ul style="list-style-type: none"> • Exit Survey - Questionnaire sent weekly on Friday to separated employees to assess their experience with employment at NASA and the separation process. Survey results are compiled quarterly and provided to a distribution list determined by the survey owner at OHCM. • New Hire- Questionnaire - sent monthly (second Wednesday) to new hire employees to assess their experience with the onboarding process. Survey results are compiled quarterly and provided to a distribution list determined by the survey owner at OHCM. • ODEO Survey - Sent to distribution list of employees, determined by requestor, for the opinion of the Center Equal Opportunity Program and services. Timing and data requested is determined at time of request. • Title 9 Compliance Survey - Sent out to College and University students by the requestor with timing and data provided at time of request to assess student's opinions on gender relations and safety on campus. • Labor Management Survey Reports (used to assess management experience with Labor organizations) - Timing and data requested is determined at time of request. 		

Remarks: N/A

Maintenance: N/A

1. DRD Title: SES Executive Core Qualifications (ECQs) Metric Reports		
2. DRD No.: 3.2.23-1	3. Data Type: 3	4. OPR: NSSC-HR
5. Solicitation No.: 80NSSC23R0001		6. Contract No.: TBD
7. Date Issued: RFP Date	8. Date Revised: N/A	9. DRD Category: Technical <input type="checkbox"/> Administrative <input checked="" type="checkbox"/> S&MA <input type="checkbox"/>
10. Description/Use: These documents will be used by NSSC HR CS personnel and OHCM's SES Program Manager to assess the Service Provider's workload and compliance with metrics.		
11. Distribution: NSSC HR SES CS Emails OCHCO Program Manager (Weekly) Email NSSC Electronic Library (NSSC COR; NSSC CO; Delegates) Initial Submission: Monday after 1 st week of the start of contract performance. Submission Frequency: Weekly on Mondays Format: Format to be provided by the government Interrelationship: PWS Section 3.2.23 Applicable Documents: N/A Scope: Compliance Contents: <ul style="list-style-type: none"> • Report should include details and status of all Candidates and workload volume • Metric Report is to be provided weekly on Mondays of open Cases for SES ECQs Remarks: N/A Maintenance: N/A		

1. DRD Title: Purchase Cardholder Report – Open Cardholders																																									
2. DRD No.: 3.3.13-1							3. Data Type: 3				4. OPR: NSSC-PR																														
5. Solicitation No.: 80NSSC23R0001							6. Contract No.: TBD																																		
7. Date Issued: RFP Date				8. Date Revised: N/A				9. DRD Category: Technical <input type="checkbox"/> Administrative <input checked="" type="checkbox"/> S&MA <input type="checkbox"/>																																	
10. Description/Use: This document will be used by the NASA Purchase Card Agency Program Coordinator (APC) to review/analyze the current Cardholder (CH) community. The SP shall be responsible for ensuring the information is accurate and takes into account Cardholder closeouts.																																									
11. Distribution: NSSC Purchase Card Agency Program Coordinator (APC) NSSC Purchase Card Alternate APC Initial Submission: 1 st of the month following the start of contract performance (<i>or 1st business day thereafter if it falls on a weekend or holiday</i>) Submission Frequency: Monthly on the 1 st of each month, and As Needed / ad-hoc basis no more than one additional request per month Format: Microsoft Excel Interrelationship: PWS Section 3.3.13 Applicable Documents: N/A Scope: Cardholders Agency-Wide Contents: Data Source: Contractor Bank (US Bank) - The report's 1 st tab should show an overall Agency-wide total for Cardholders broken down by Month/Fiscal Year. As an example:																																									
<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th>Month/Fiscal Year</th> <th>Total #s</th> <th>AFRC</th> <th>ARC</th> <th>GRC</th> <th>GSFC</th> <th>HQ</th> <th>JSC</th> <th>KSC</th> <th>LaRC</th> <th>MSFC</th> <th>NSSC</th> <th>SSC</th> <th>WFF</th> </tr> </thead> <tbody> <tr> <td>July 22</td> <td>749</td> <td>21</td> <td>86</td> <td>59</td> <td>115</td> <td>33</td> <td>94</td> <td>26</td> <td>112</td> <td>166</td> <td>14</td> <td>9</td> <td></td> </tr> </tbody> </table>														Month/Fiscal Year	Total #s	AFRC	ARC	GRC	GSFC	HQ	JSC	KSC	LaRC	MSFC	NSSC	SSC	WFF	July 22	749	21	86	59	115	33	94	26	112	166	14	9	
Month/Fiscal Year	Total #s	AFRC	ARC	GRC	GSFC	HQ	JSC	KSC	LaRC	MSFC	NSSC	SSC	WFF																												
July 22	749	21	86	59	115	33	94	26	112	166	14	9																													
<div style="border: 1px solid black; width: 20px; height: 15px; margin-bottom: 5px;"></div> - The report's 2 nd tab should show any Cardholders that are in Suspended status - The report's 3 rd tab should show the full list of Agency-wide Cardholders o This should match the TOTAL # of Cardholders on the report's 1 st tab - The report's remaining tabs should be broken down by the Center level																																									

- Example: AFRC CHs, ARC CHs, etc.

Remarks: All information should also be housed in a central location on the shared drive

Maintenance: Changes shall be incorporated by complete reissue.

1. DRD Title: Purchase Card Approving Official Report																										
2. DRD No.: 3.3.13-2						3. Data Type: 3			4. OPR: NSSC-PR																	
5. Solicitation No.: 80NSSC23R0001						6. Contract No.: TBD																				
7. Date Issued: RFP Date				8. Date Revised: N/A					9. DRD Category: Technical <input type="checkbox"/> Administrative <input checked="" type="checkbox"/> S&MA <input type="checkbox"/>																	
10. Description/Use: This document will be used by the NASA Purchase Card APC to review/analyze the current Approving Official (AO) and Alternate Approving Official (Alt AO) community. The NSSC Service Provider shall be responsible for ensuring the information is accurate and consistent with OMB Quarterly Reporting.																										
11. Distribution: NSSC Purchase Card Agency Program Coordinator (APC) NSSC Purchase Card Alternate APC Initial Submission: 1 st of the month following start of contract performance (<i>or 1st business day thereafter if it falls on a weekend or holiday</i>) Submission Frequency: Monthly on the 1 st of each month, and As Needed / ad-hoc basis no more than one additional request per month Format: Excel spreadsheet Interrelationship: PWS Section 3.3.13 Applicable Documents: N/A Scope: Purchase Card Approving Officials Contents: Data Source: P-Card Application - The report's 1 st tab should show an overall Agency-wide total for <u>Approving Officials and Alternate Approving Officials</u> broken down by Month/Fiscal Year. (Ensure the names do not appear on the report more than once, i.e., AO being counted as an AO and Alt AO) As an example: <table border="1"> <thead> <tr> <th>Month/Fiscal Year</th> <th>Total #s</th> <th>AFRC</th> <th>ARC</th> <th>GRC</th> <th>GSFC</th> <th>HQ</th> <th>JSC</th> <th>KSC</th> <th>LaRC</th> <th>MSFC</th> <th>NSSC</th> <th>SSC</th> <th>WFF</th> </tr> </thead> </table> - The report's 2 nd tab should show the full list of Agency-wide <u>Approving Officials and Alternate Approving Officials</u> <ul style="list-style-type: none"> ○ This should match the TOTAL # of Approving Officials on the report's 1st tab ○ Ensure the names do not appear on the report more than once, i.e., AO being counted as an AO and Alt AO - The report's remaining tabs should be broken down by the Center level													Month/Fiscal Year	Total #s	AFRC	ARC	GRC	GSFC	HQ	JSC	KSC	LaRC	MSFC	NSSC	SSC	WFF
Month/Fiscal Year	Total #s	AFRC	ARC	GRC	GSFC	HQ	JSC	KSC	LaRC	MSFC	NSSC	SSC	WFF													

- Example of tab naming convention: AFRC, ARC, etc.
- Column should be added with a dropdown that specifies “Approving Official” or “Alternate Approving Official”
- Ensure the names do not appear on the report more than once, i.e., AO being counted as an AO and Alt AO

Remarks: All information should also be housed in a central location on the shared drive

Maintenance: Changes shall be incorporated by complete reissue.

1. DRD Title: Purchase Card CFO Delinquency Reporting		
2. DRD No.: 3.3.13-3	3. Data Type: 3	4. OPR: NSSC-PR
5. Solicitation No.: 80NSSC23R0001		6. Contract No.: TBD
7. Date Issued: RFP Date	8. Date Revised: N/A	9. DRD Category: Technical <input type="checkbox"/> Administrative <input checked="" type="checkbox"/> S&MA <input type="checkbox"/>
10. Description/Use: The monthly information is sent to the CFO Community to report on Purchase Card Monthly Delinquencies.		
11. Distribution: Shall submit the report from the NSSC Purchase Card Mailbox (nssc-purchase-card@mail.nasa.gov) on a monthly basis to the following: <ol style="list-style-type: none"> 1. NSSC Purchase Card Agency Program Coordinator (APC) 2. NSSC Purchase Card Alternate APC 3. NSSC Procurement Officer 4. NSSC Deputy Procurement Officer 5. HQ's Office of Procurement P-Card Analyst 6. NSSC Travel Lead 7. NSSC Fleet Lead 8. NSSC Finance / Accounting 9. HQ CFO 10. ARC Finance / Accounting <p>Initial Submission: 5th of the month following start of contract performance (<i>or 1st business day thereafter if it falls on a weekend or holiday</i>).</p> <p>Submission Frequency: Monthly by the 5th of each month</p> <p>Format: Excel spreadsheet</p> <p>Interrelationship: PWS Section 3.3.13</p> <p>Applicable Documents: Current reporting can be found on the N:\NSSC Pcard\Reports - T\Monthly CFO Delinquency Reports</p> <p>Scope: Purchase Card Monthly Delinquencies</p> <p>Contents: Data Source: Contractor Bank (US Bank)</p> <p>The monthly report should be broken down with the following columns:</p>		

NASA CENTER	Billing Type	Program Type	Total Outstanding Balance (Account Balance)	Total Current Balance (Current Activity)	Total Amount Past Due 1-30	Total Amount Past Due 31-60	Total Amount Past Due 61-90	Date Statement Closed
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The report should also specify the following:

1. IF there is a past due amount, it should be shown in red within the report.
2. IF there is a past due amount, the report should document the Center, Date and REASON WHY there is a past due amount.
 - a. This should be very specific and include any applicable information
 - b. This should also include a discussion on when the SP contacted the Contractor Bank to ensure this amount was corrected, if need be
 - c. There should be a “running list” on the bottom of the report to ensure it is cumulative on a monthly basis and all data is found in one (1) spreadsheet.

The report should not be sent out until the report documents specifically why there are past due amounts.

Remarks: All information should also be housed in a central location on the shared drive

Maintenance: Changes shall be incorporated by complete reissue.

1. DRD Title: Purchase Card Monthly Transactional, Desk and Convenience Check Audit Reporting					
2. DRD No.: 3.3.13-4			3. Data Type: 3		4. OPR: NSSC-PR
5. Solicitation No.: 80NSSC23R0001			6. Contract No.: TBD		
7. Date Issued: RFP Date		8. Date Revised: N/A		9. DRD Category: Technical <input type="checkbox"/> Administrative <input checked="" type="checkbox"/> S&MA <input type="checkbox"/>	
10. Description/Use: This document is used to evaluate the status of audits in accordance with the NASA Purchase Card Internal Review Guide work instruction, NSPWI-5100-0007. The work instruction specifies the following: 1. NSSC P-Card SPs shall audit a minimum of 5% of purchase card and convenience check transactions monthly. 2. NSSC P-Card SPs shall conduct virtual Cardholder desk audits of a minimum of 20% sample at each NASA Center at least once a year.					
11. Distribution: NSSC Purchase Card Agency Program Coordinator (APC) and NSSC Purchase Card Alternate APC Initial Submission: 8 th of the month following start of contract performance (<i>or 1st business day thereafter if it falls on a weekend or holiday</i>). Submission Frequency: Monthly by the 8th of each month Format: Excel spreadsheet Interrelationship: PWS Section 3.3.13 & NASA Purchase Card Internal Review Guide work instruction, NSPWI-5100-0007 Applicable Documents: NA Scope: Purchase Card audits Contents: Data Source: P-Card Application Reporting needs to be provided for <u>Transactional Audits, Desk Audits, and convenience check audits</u>. This report should be broken down as follows: 1. The 1 st tab should be overall summary data which shows the following for the current FY:					

Fiscal Year (FY)					
Month/FY	% Completed	# of Audits Required	# of Audits with Service Provider	# of Audits with Civil Servants	# of Audits with Cardholders

TOTAL S					
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The report should show current FY monthly results until the Service Provider reaches 100% completion for each Fiscal Year.

2. The remaining tabs should include prior Fiscal Years, i.e., FY21, etc. and should capture overall data:

Fiscal Year (FY)					
Month/FY	% Completed	# of Audits Required	# of Audits with Service Provider	# of Audits with Civil Servants	# of Audits with Cardholders
TOTAL S					

Remarks: NA

Maintenance: Changes shall be incorporated by complete reissue.

1. DRD Title: Purchase Card Aging Order Log Status Report																																
2. DRD No.: 3.3.13-5	3. Data Type: 3	4. OPR: NSSC-PR																														
5. Solicitation No.: 80NSSC23R0001	6. Contract No.: TBD																															
7. Date Issued: RFP Date	8. Date Revised: N/A	9. DRD Category: Technical <input type="checkbox"/> Administrative <input checked="" type="checkbox"/> S&MA <input type="checkbox"/>																														
10. Description/Use: This document is used to evaluate Aging Orders (anything in P-Card Application that is older than 6 months) to ensure committed order logs are being obligated and not “sitting” in P-Card Application.																																
11. Distribution: NSSC Purchase Card Agency Program Coordinator (APC) and NSSC Purchase Card Alternate APC Initial Submission: 10 th of the month following start of contract performance (<i>or 1st business day thereafter if it falls on a weekend or holiday</i>). Submission Frequency: Monthly by the 10th of each month, and As Needed / ad-hoc basis no more than one additional request per month Format: Excel spreadsheet Interrelationship: PWS 3.3.13 Applicable Documents: NA Scope: P-Card Application order logs over than 6 months Contents: Data Source: P-Card Application 1. The 1 st tab should be overall summary data: <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <tr style="background-color: #b8cce4;"> <th colspan="3">Aging Order Logs</th> </tr> <tr style="background-color: #d9d9d9;"> <th style="width: 25%;">NASA Center</th> <th style="width: 40%;">Month/Year Report was run</th> <th style="width: 35%;">\$ Amount Associated with Order Logs</th> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </table> 2. The remaining tabs should be Center-specific with the following: <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <tr style="background-color: #b8cce4;"> <th colspan="7">Aging Order Logs</th> </tr> <tr style="background-color: #d9d9d9;"> <th style="width: 12.5%;">NASA Center</th> <th style="width: 12.5%;">Month/Year Report was run</th> <th style="width: 12.5%;">Cardholder Name</th> <th style="width: 12.5%;">PC Order Log #</th> <th style="width: 25%;">Order Status (Unmatched/Partially Matched)</th> <th style="width: 25%;">Order Log Total \$ Amount</th> <th style="width: 12.5%;">Date Promised</th> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </table>			Aging Order Logs			NASA Center	Month/Year Report was run	\$ Amount Associated with Order Logs				Aging Order Logs							NASA Center	Month/Year Report was run	Cardholder Name	PC Order Log #	Order Status (Unmatched/Partially Matched)	Order Log Total \$ Amount	Date Promised							
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NASA Center	Month/Year Report was run	Cardholder Name	PC Order Log #	Order Status (Unmatched/Partially Matched)	Order Log Total \$ Amount	Date Promised																										

Remarks: NSSC Service Provider shall coordinate these outstanding Aging order logs with the Centers (specifically the Cardholders and associated Approving Officials) on a monthly basis beginning in May of each year through the end of September, as well as respond to any requests from Center Chief Financial Officers (CFOs) on an as-requested basis.

NSSC SP are responsible for keeping records of all attempts to contact the Cardholders and associated Approving Officials to resolve the Aging Order Logs.

If order logs need to be deleted, the Cardholder or Approving Official should take that action. If the NSSC SP takes that action, the order log needs to be annotated to state why it was deleted and who (i.e., Cardholder, Approving Official, APS, APC or ALT APC) granted the authority to delete it.

Maintenance: Changes shall be incorporated by complete reissue.

1. DRD Title: Purchase Card Monthly Violator Tracking Status Report								
2. DRD No.: 3.3.13-6				3. Data Type: 3			4. OPR: NSSC-PR	
5. Solicitation No.: 80NSSC23R0001				6. Contract No.: TBD				
7. Date Issued: RFP Date			8. Date Revised: N/A			9. DRD Category: Technical <input type="checkbox"/> Administrative <input checked="" type="checkbox"/> S&MA <input type="checkbox"/>		
10. Description/Use: This document is used to evaluate the status of Purchase Card Violators to ensure all Cardholders are in “good standing” within the program, have taken an action to correct their violation, re-taken required SATERN courses and taken Section 889 training.								
11. Distribution: NSSC Purchase Card Agency Program Coordinator (APC) and NSSC Purchase Card Alternate APC Initial Submission: 15 th of the month following start of contract performance (<i>or 1st business day thereafter if it falls on a weekend or holiday</i>) Submission Frequency: Monthly by the 15th of each month Format: Excel spreadsheet Interrelationship: PWS Section 3.3.13 Applicable Documents: NA Scope: Purchase Card Violators Contents: Data Sources: SATERN, FAI CSOD, P-Card Application This report should be maintained as a “Master Violator” document, which shows the following information:								
Center	CH Name	PCARD FOR CHs, DELEGATES AND AOs (2020)	NASA-PROC NASA PURCHASE CARD PROGRAM	889 Training	Acknowledgement	Convenience Check Course	PC Order Log # and Action taken to correct violation	Reason for Violation
The report should track each Cardholder until all steps have been taken to get back in “good standing” within the Purchase Card program. Cardholders CANNOT be activated until they are considered within “good standing”. Remarks: For all “NEW” violators, the Service Provider is responsible for contacting the Cardholder to ensure an action is taken to correct the violation, such as obtaining an updated 889								

certificate or returning an item. If an updated 889 certificate is required, it must be uploaded to the associated PC Order Log in P-Card Application.

The Service Provider is responsible for updating this report / spreadsheet and ensuring Cardholders are not activated until all steps are taken.

Maintenance: Changes shall be incorporated by complete reissue.

1. DRD Title: Purchase Card Service Now (SNOW) Weekly Analysis Report		
2. DRD No.: 3.3.13-7	3. Data Type: 3	4. OPR: NSSC-PR
5. Solicitation No.: 80NSSC23R0001		6. Contract No.: TBD
7. Date Issued: RFP Date	8. Date Revised: N/A	9. DRD Category: Technical <input type="checkbox"/> Administrative <input checked="" type="checkbox"/> S&MA <input type="checkbox"/>
10. Description/Use: This document is used to evaluate how many Help Desk Tickets are answered at Level 1 (L1) (NSSC Customer Contact Center) versus transferred to Level 2 (L2) (Service Provider) and Level 3 (L3) (Civil Servant). This report will also be used to analyze the effectiveness of current Purchase Card Knowledge Articles (KAs) and the need to modify, delete or create new KAs. (The Service Providers and Civil Servants work jointly on modifying Knowledge Articles.)		
11. Distribution: NSSC Purchase Card Agency Program Coordinator (APC), NSSC Purchase Card Alternate APC, NSSC Procurement Officer and NSSC Deputy Procurement Officer Initial Submission: Monday following start of contract performance (<i>or 1st business day thereafter if it falls on a weekend or holiday</i>). Submission Frequency: Weekly, on Monday no later than 3 pm central Format: PDF Interrelationship: PWS 3.3.13 Applicable Documents: NA Scope: Purchase Card ServiceNow Help Desk Tickets Contents: Data Source: ServiceNow (SNOW) Reporting needs to be provided for L1, L2 and L3. This report should be broken down as follows: <ol style="list-style-type: none"> 1. Overall # of tickets received each week (i.e., 150 tickets) 2. # resolved by L1 + Associated % (i.e., 17 tickets / 11%) 3. # resolved at L2 + Associated % (i.e., 127 tickets / 85%) 4. # resolved at L3 + Associated % (i.e. 6 tickets / 4%) The overall total % should be 100% and should show how many tickets were resolved at L1 (CCC), L2 (SP) and L3 (CS) with the associated % resolved at each level.		

The report should also show the specifics of those calls as provided on the ticket, such as: Customer, Person who received ticket, Person who resolved the ticket, What the customer inquiry was, etc.

Remarks: NA

Maintenance: Changes shall be incorporated by complete reissue.

1. DRD Title: Purchase Card Office of Management and Budget (OMB) Quarterly Reporting		
2. DRD No.: 3.3.13-8	3. Data Type: 3	4. OPR: NSSC-PR
5. Solicitation No.: 80NSSC23R0001		6. Contract No.: TBD
7. Date Issued: RFP Date	8. Date Revised: N/A	9. DRD Category: Technical <input type="checkbox"/> Administrative <input checked="" type="checkbox"/> S&MA <input type="checkbox"/>
10. Description/Use: In accordance with OMB A-123 Appendix B, Agencies are required to maintain this information for their own use and management of the Charge Card Program. This information is then used for the Narrative and Statistical Reporting due on an annual basis to the General Services Administration (GSA)'s Center for Charge Card Management (CCCM). The Service Provider is required to submit this information on a quarterly basis to ensure the information is being tracked. All tabs must be consistent and accurate.		
11. Distribution: NSSC Purchase Card Agency Program Coordinator (APC) and NSSC Purchase Card Alternate APC Initial Submission: Per the submission frequency requirements Submission Frequency: Report to be submitted on a quarterly basis, as specified below: Quarter 1 (Q1): 1/31 Quarter 2 (Q2): 4/30 Quarter 3 (Q3): 7/31 Quarter 4 (Q4): 10/31 Format: Excel spreadsheet Interrelationship: PWS Section 3.3.13 & NASA Purchase Card Internal Review Guide work instruction, NSPWI-5100-0007 Applicable Documents: NA Scope: Purchase Card Reporting Contents: The report is separated into the following 5 tabs: 1. Center Input 2. Refunds – <i>Alternate Agency Program Coordinator (Alt APC) will populate this</i> 3. OMB Report 4. Audit Stats 5. Audit Data		

6. Convenience Checks

Tab 1, *Center Input*, needs to include the following for each Center:

Number of purchase cards:
of CHs
Approving Officials
Number of Approving Officials
Ratio of AOs to CHs
Transaction limits vs monthly limits: Provide the total number of cardholders with limits as shown.
Cardholders with SPL:
<or = \$10,000
\$10,001 - \$25,000
\$25,001 - \$100,000
>\$100,001
Cardholders with Monthly Limits:
<or = \$10,000
\$10,001 - \$25,000
\$25,001 - \$100,000
>\$100,000
Spending Limits
Number of PROC CHs (WARRANTED COs) with spending limits greater than \$10,000
Number of NON-PROC CHs with spending limits greater than \$10,000

Tab 3, *OMB Report*, needs to include the following:

Purchase Card Metrics	
Metric	Value
Ratio of AOs to purchase cardholders (span of control)	Has to be in this format #:# (# of AOs : # of CHs)
Number of purchase cards with transaction limits over the micro-purchase threshold	How many with SPL over \$10k? (Should be PROC CHs)
Count of accounts, as defined by GSA	What are the total # of CHs?
Total refunds earned	

Convenience Check Metrics (to be provided to CCCM by CFO Act Agencies)	
Metric	Value
Total number of convenience checks written	
Number of checks written over micro-purchase threshold	
Number of checks written under micro-purchase threshold	
Total dollar amount of checks written	

Tab 4, *Audit Stats*, needs to include the following for each Center:

All reports need to be run in accordance with the frequency listed. Service Provider should document “YES” if a Finding is discovered and “NO” if there is No Finding.

P-Card Application

Unapproved Transaction Report - <i>Monthly</i>
Custom Transaction Report – FPDS-NG - <i>Monthly</i>
Custom Transaction Report – SEMO - <i>Monthly</i>

US Bank's AxOL

Cardholder Profile Report (Cards not used in 6 months) - <i>Quarterly and provided to the APC</i>
Convenience Checks (Cash Advance Report) - <i>Quarterly</i>

Intellilink (VISA)

Transactions from a Single Cardholder with a Single Vendor - <i>Monthly</i>
High Risk MCCs - <i>Monthly</i>
Restaurant MCCs (5812-5814) - <i>Monthly</i>

(NOTE: All back-up documentation must be kept on file by the Service Provider)

Tab 5, *Audit Data*, needs to include the following for each Center:

Total number of transactions?
Number of Desk Audits Conducted? <i>(Minimum requirement of at least a 20% sample of CHs at least once a year; Internal Review Guide)</i>
Number of Transaction Audits Conducted? <i>(Minimum of 5% on monthly basis; Internal Review Guide)</i>
Number of Convenience Check Audits Conducted? <i>(Minimum of 5% on monthly basis; Internal Review Guide)</i>

Tab 6, *Convenience Checks*, needs to include the following for each Center:

The SP is responsible for filling in the following information below. If the SP cannot obtain the information from the Cardholder, then the Approving Official should be contacted to ensure this information is obtained.

Quarter	Name of Check Writer	Center	Org	Reason for Check	Check #	Date of Check	Transaction Date	Merchant Name	Merchant Tax ID (SSN for individual)	Merchant Address (Include City,	Merchant Phone #	PC Order Log #	Amount of Check	CK Fee Amount	Total
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										State, Zip)					
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Remarks: The report should be housed in a central location. It is currently located in the following location:
N:\NSSC Pcard\Reports - T\OMB Quarterly

Maintenance: Changes shall be incorporated by complete reissue.

1. DRD Title: Purchase Card “Cardholder Profile” Report		
2. DRD No.: 3.3.13-9	3. Data Type: 3	4. OPR: NSSC-PR
5. Solicitation No.: 80NSSC23R0001		6. Contract No.: TBD
7. Date Issued: RFP Date	8. Date Revised: N/A	9. DRD Category: Technical <input type="checkbox"/> Administrative <input checked="" type="checkbox"/> S&MA <input type="checkbox"/>
<p>10. Description/Use: In accordance with the NASA P-Card Internal Review Guide Work Instruction’s (NSPWI-5100-0007) Section 2, Reviews and Analyses, the NSSC P-Card SPs shall conduct regularly scheduled reviews of the electronic reports found in Appendix A.</p> <p>One of these reports in Appendix A is the US Bank’s Electronic Access System (AxOL) Cardholder Profile Report. The frequency this report should be run is Quarterly.</p> <p>The purpose is to identify accounts with no activity for 6 months. These accounts need to be reviewed to ensure they are still needed, or if they need to be closed or placed in an “inactive” or “suspended” status. This report also shows “new”, “renewal” or “replacement” (due to lost/stolen) cards that were sent to cardholders but have not been activated. This review ensures the card is not lost, reminds the cardholder to activate the card, and verifies that the account is still needed.</p>		
<p>11. Distribution: NSSC Purchase Card Agency Program Coordinator (APC) and NSSC Purchase Card Alternate APC</p> <p>Initial Submission: Per the submission frequency requirements</p> <p>Submission Frequency: Report to be submitted on a quarterly basis, as specified below: Quarter 1 (Q1): 1/31 Quarter 2 (Q2): 4/30 Quarter 3 (Q3): 7/31 Quarter 4 (Q4): 10/31</p> <p>Format: Excel spreadsheet</p> <p>Interrelationship: PWS 3.3.13 & NASA Purchase Card Internal Review Guide work instruction, NSPWI-5100-0007</p> <p>Applicable Documents: N/A</p> <p>Scope: Cardholder Profile Report</p> <p>Contents: US Bank’s Electronic Access System (AxOL).</p> <p>Remarks: NA</p>		

Maintenance: Changes shall be incorporated by complete reissue.

1. DRD Title: Purchase Cardholder Reconciliation Violators								
2. DRD No.: 3.3.13-10				3. Data Type: 3		4. OPR: NSSC-PR		
5. Solicitation No.: 80NSSC23R0001				6. Contract No.: TBD				
7. Date Issued: RFP Date			8. Date Revised: N/A			9. DRD Category: Technical <input type="checkbox"/> Administrative <input checked="" type="checkbox"/> S&MA <input type="checkbox"/>		
10. Description/Use: This information will be used to evaluate Cardholders that are violating the NASA Purchase Card Procedures and Instructions (PCPI)'s Cardholder responsibilities, specifically to reconcile their transactions in timely manner each month (within 5 days). The APC will contact the Cardholder regarding the violation in accordance with the NASA Purchase Card Escalation Process.								
11. Distribution: NSSC Purchase Card Agency Program Coordinator (APC) NSSC Purchase Card Alternate APC Initial Submission: 20 th of the month following start of contract performance (<i>or 1st business day thereafter if it falls on a weekend or holiday.</i>) Submission Frequency: Monthly by the 20th of each month Format: Excel spreadsheet Interrelationship: PWS 3.3.13 & NASA Purchase Card Escalation Process Applicable Documents: NA Scope: Purchase Cardholder Contents: The following information needs to be submitted to the APC and Alt APC on the 20 th of each month:								
Reconciliation Month / Year	Center	Cardholder Name	Approving Official Name	Who reconciled the order logs?	What day was the order log(s) reconciled?	Order Logs in question	Order Log Description	Order Log Amount
Remarks: NA Maintenance: Changes shall be incorporated by complete reissue.								

1. DRD Title: NASA Active Cardholders FOIA Report										
2. DRD No.: 3.3.13-11	3. Data Type: 3	4. OPR: NSSC-PR								
5. Solicitation No.: 80NSSC23R0001	6. Contract No.: TBD									
7. Date Issued: RFP Date	8. Date Revised: N/A	9. DRD Category: Technical <input type="checkbox"/> Administrative <input checked="" type="checkbox"/> S&MA <input type="checkbox"/>								
10. Description/Use: Used to provide the public access to a disclosable Agency active purchase cardholder list in accordance with appropriate laws and regulations. The SP shall be responsible for ensuring the information is accurate and consistent with what is being reported on the NSSC SharePoint's Metrics and Reporting page.										
11. Distribution: Add the monthly FOIA report to Tech Doc to appear in NSSC FOIA Library. A notification shall be set to the following: NSSC Purchase Card Agency Program Coordinator (APC) NSSC Purchase Card Alternate APC NSSC FOIA Officer Initial Submission: 5 th of the month following start of contract performance (<i>or 1st business day thereafter if it falls on a weekend or holiday</i>). Submission Frequency: Monthly by the 5th of each month Format: PDF Interrelationship: PWS 3.3.13 Applicable Documents: NA Scope: Active purchase cardholders Contents: The report should be broken down by the Cardholder and Cardholder Address (Center): <table border="1" style="margin: 10px auto; border-collapse: collapse; text-align: center;"> <tr> <th colspan="2" style="background-color: #d9e1f2; padding: 5px;">NASA Cardholders</th> </tr> <tr> <th colspan="2" style="font-size: small; padding: 2px;">Date 1/1/2022</th> </tr> <tr> <th style="width: 20%; padding: 2px;">Cardholder</th> <th style="padding: 2px;">Cardholder Address</th> </tr> <tr> <td style="padding: 2px;">JANE DOE</td> <td style="padding: 2px;">NASA SHARED SERVICES</td> </tr> </table>			NASA Cardholders		Date 1/1/2022		Cardholder	Cardholder Address	JANE DOE	NASA SHARED SERVICES
NASA Cardholders										
Date 1/1/2022										
Cardholder	Cardholder Address									
JANE DOE	NASA SHARED SERVICES									
The report should be housed in Tech Doc (/PR/Purchase_Card/Purchase_Card_Administration/Agency_Purchase_Card_Program/FOIA Requests - Agency Cardholders/NASA Active Cardholders – FOIA) and in a central location on the Shared Drive (N:\NSSC Pcard\Reports - T\NASA Active Cardholders – FOIA)										

Remarks: N/A

Maintenance: Changes shall be incorporated by complete reissue.

1. DRD Title: Innovation and Transformation (I&T) Plan		
2. DRD No.: 3.8.2-1	3. Data Type: 1	4. OPR: NSSC
5. Solicitation No.: 80NSSC23R0001		6. Contract No.: TBD
7. Date Issued: RFP Date	8. Date Revised: N/A	9. DRD Category: Technical <input type="checkbox"/> Administrative <input checked="" type="checkbox"/> S&MA <input type="checkbox"/>
10. Description/Use: Provides NASA with technical information and plans for continuous improvement and innovation for transformational services and solutions. These innovative and transformational plans utilize emerging technologies, new ideas and break-through solutions that will enhance NTSS services. The plan shall include innovative and transformational projects and approaches that improve customer satisfaction, business value, and overall value to NASA.		
11. Distribution: NSSC Electronic Library (NSSC COR; NSSC CO; Delegates) NSSC Executive Director; NSSC Senior Management Team Initial Submission: 90 calendar days after start of contract performance. Submission Frequency: Every 12 months at a minimum Format: Microsoft Word Interrelationship: PWS Section 3.8 Applicable Documents: NID 7120.99 <i>NASA Information Technology and Institutional Infrastructure Program and Project Management Requirements</i> NFS 1852.204-76 <i>Security Requirements for Unclassified Information Technology Resources</i> NPR 2810.1A <i>Security of Information Technology</i> NIST SP 800-30 <i>Guide for Conducting Risk Assessments</i> NIST SP 800-37 <i>Risk Management Framework for Information Systems and Organizations: A System Life Cycle Approach for Security and Privacy</i> Scope: The I&T Plan shall include sufficient technical detail as necessary to identify and fully describe the framework for the I&T project that incorporates business, technical, and management requirements while ensuring service requirements are maintained. Contents: A framework for executing new concepts and/or technologies that will screen, capture, and develop I&T ideas; when implemented will lead to improved business or technological solutions. Elements of the I&T plan shall include but not limited to: <ol style="list-style-type: none"> 1. The projected timeline for implementation of the plan, 2. The operational impacts to expect during implementation of the plan. 		

3. The projected funding requirements for each plan.
4. The associated efficiencies projected for each plan to include projected long-term cost avoidance and/or WYE reductions.
5. The major risks associated with the implementation of each plan. The major risks associated with not implementing each plan.
6. Identify the integration requirements associated with other NASA contracts that may occur when implementing each plan.

Remarks: N/A

Maintenance: Changes shall be incorporated by complete reissue. Update as required to maintain current with contract changes.

1. DRD Title: NCCIPS Utilization and Billing Reports (Customer Billing & Supplemental Reports)		
2. DRD No.: 3.9.2-1	3. Data Type: 3	4. OPR: NCCIPS
5. Solicitation No.: 80NSSC23R0001		6. Contract No.: TBD
7. Date Issued: RFP Date	8. Date Revised: N/A	9. DRD Category: Technical <input type="checkbox"/> Administrative <input checked="" type="checkbox"/> S&MA <input type="checkbox"/>
10. Description/Use: The Service Provider shall provide monthly NCCIPS Utilization and Billing Reports (Customer Billing & Supplemental Reports) for each NCCIPS Customer.		
11. Distribution: NSSC Electronic Library (COR, NSSC Budget and Accounting Division, NCCIPS Program Director) via electronic submission. Initial Submission: 15 days following the start of contract performance Submission Frequency: Monthly on the 15 th Business Day Format: Format shall be the existing “Utilization and Billing Reports (NCCIPS Bills & IPAC Schedules)” and other supplemental Microsoft Excel workbooks. Interrelationship: PWS Section 3.9.2 Applicable Documents: N/A Scope: N/A Contents: Shall be the existing “Utilization and Billing Reports (NCCIPS Bills & IPAC Schedules)” workbooks. The workbooks shall summarize the budget, utilization, advance funding status, and financial data of all NCCIPS customers. The prepared reports shall be created for each specific NCCIPS customer for distribution. Remarks: N/A Maintenance: N/A		

1. DRD Title: NCCIPS Planning, Programming, Budgeting, and Execution (PPBE)		
2. DRD No.: 3.9.2-2	3. Data Type: 3	4. OPR: NCCIPS
5. Solicitation No.: 80NSSC23R0001		6. Contract No.: TBD
7. Date Issued: RFP Date	8. Date Revised: N/A	9. DRD Category: Technical <input type="checkbox"/> Administrative <input checked="" type="checkbox"/> S&MA <input type="checkbox"/>
10. Description/Use: The Service Provider shall formulate the annual PPBE NCCIPS Budget consistent with NSSC Budget and Accounting Division processes and timelines. The information prepared is used to develop the annual budget and Customer chargebacks for NCCIPS.		
11. Distribution: NSSC Electronic Library (COR, NSSC Budget and Accounting Division, NCCIPS Program Director) via electronic submission. Initial Submission: Upon request Submission Frequency: Annually as scheduled by the NSSC Budget and Accounting Division Format: Format shall be the existing “PPBE” workbook(s) and presentation formats. Format shall be compatible with Microsoft Office Suite of Software. Interrelationship: PWS Section 3.9.2 Applicable Documents: N/A Scope: N/A Contents: Shall be the existing “PPBE” workbook(s) and presentation formats. The workbooks shall contain detailed budget data for the NCCIPS program using historical financial data and current contract data. The workbooks shall also be used to create the annual customer rates and chargebacks. Presentations shall be created to summarize the budget data for briefings to NSSC leadership and NCCIPS customers. Remarks: N/A Maintenance: N/A		

1. DRD Title: NCCIPS Economic Impact Report		
2. DRD No.: 3.9.2-3	3. Data Type: 3	4. OPR: NCCIPS
5. Solicitation No.: 80NSSC23R0001		6. Contract No.: TBD
7. Date Issued: RFP Date	8. Date Revised: N/A	9. DRD Category: Technical <input type="checkbox"/> Administrative <input checked="" type="checkbox"/> S&MA <input type="checkbox"/>
10. Description/Use: The Service Provider shall compile the annual Economic Impact Report consistent with NSSC Budget and Accounting Division processes and timeline.		
11. Distribution: NSSC Electronic Library (COR, NSSC Budget and Accounting Division, NCCIPS Program Director) via electronic submission. Initial Submission: Upon request Submission Frequency: Annually as scheduled by the NSSC Budget and Accounting Division Format: Format shall be the existing “Economic Impact” Microsoft Excel workbook format. Interrelationship: PWS Section 3.9.2 Applicable Documents: N/A Scope: N/A Contents: Shall be the existing “Economic Impact” Microsoft Excel workbook format. The workbook shall include statistical data received from NCCIPS customers on workforce data related to personnel and budget. Remarks: N/A Maintenance: N/A		

1. DRD Title: NCCIPS Financial Status Report		
2. DRD No.: 3.9.2-4	3. Data Type: 3	4. OPR: NCCIPS
5. Solicitation No.: 80NSSC23R0001		6. Contract No.: TBD
7. Date Issued: RFP Date	8. Date Revised: N/A	9. DRD Category: Technical <input type="checkbox"/> Administrative <input checked="" type="checkbox"/> S&MA <input type="checkbox"/>
10. Description/Use: The Service Provider shall provide status of actual cost versus planned costs, workforce, liens/threats Net Operating Results (NOR) and Annual Operating Results (AOR)		
11. Distribution: NSSC Electronic Library (COR, NSSC Budget and Accounting Division, NCCIPS Program Director) via electronic submission. Initial Submission: 15 days following the start of contract performance Submission Frequency: Monthly on the 15 th Business Day Format: Format shall be the existing “NCCIPS Financial Status Report” Microsoft Excel workbook. Interrelationship: PWS Section 3.9.2 Applicable Documents: N/A Scope: N/A Contents: Shall be the existing “NCCIPS Financial Status Report” Microsoft Excel workbook. The report shall summarize NCCIPS budget, revenue, financial data, Net Operating Results (NOR), Accumulated Operating Results (AOR) and Liens & Threats. Remarks: N/A Maintenance: N/A		

1. DRD Title: Review, Continuous Improvement Strategies, and Shared Services Leading Practices		
2. DRD No.: 3.10.1-1	3. Data Type: 3	4. OPR: NSSC
5. Solicitation No.: 80NSSC23R0001		6. Contract No.: TBD
7. Date Issued: RFP Date	8. Date Revised: N/A	9. DRD Category: Technical <input type="checkbox"/> Administrative <input checked="" type="checkbox"/> S&MA <input type="checkbox"/>
10. Description/Use: Management tool to evaluate NSSC performance, continuous improvement practices, and overall effectiveness in the NSSC's shared services delivery model.		
11. Distribution: NSSC Electronic Library (NSSC COR; NSSC CO; Delegates) NSSC Executive Director; NSSC Senior Management Team Initial Submission: After Contract Year 1 Submission Frequency: Annually Format: Microsoft PowerPoint Interrelationship: PWS Section 3.10.1 Applicable Documents: N/A Scope: N/A Contents: The SP shall benchmark a leading Shared Services provider (private or public sector) annually and prepare a slide deck for presentation to the NSSC Senior Leadership Team. The report shall include recommendations for improvement, cost savings opportunities, and an overview of where the NSSC is excelling and where improvements can be made based on this presentation. Remarks: N/A Maintenance: N/A		

1. DRD Title: Transition of Level of Effort (LOE) to Fixed Unit Price (FUP) Transactional Services		
2. DRD No.: 3.10.1-2	3. Data Type: 1	4. OPR: NSSC
5. Solicitation No.: 80NSSC23R0001		6. Contract No.: TBD
7. Date Issued: RFP Date	8. Date Revised: N/A	9. DRD Category: Technical <input type="checkbox"/> Administrative <input checked="" type="checkbox"/> S&MA <input type="checkbox"/>
10. Description/Use: Plan conversion of LOE to FUP Transactional Services.		
11. Distribution: NSSC Electronic Library (NSSC COR; NSSC CO; Delegates) Initial Submission: 9 months after start of contract performance Submission Frequency: Annually, the plan can be submitted more frequently if conditions exist. Format: Microsoft Word Interrelationship: PWS Section 3.10.1.2 Applicable Documents: N/A Scope: The purpose of this DRD is to identify and document areas within the NTSS Performance Work Statement (PWS), which are currently being performed as a LOE services, that are proposed to be converted to a FUP Transactional service. Contents: <ol style="list-style-type: none"> State the PWS section and subsection(s) that would be converted from the current LOE Service to a FUP Transactional Service. Provide a logical explanation on why a LOE Service is now at a state of evolution that a FUP Transactional Service should be considered. This shall include: <ol style="list-style-type: none"> FUP Price Technology changes Schedule Performance Risks Benefits Provide historical cost information experienced for this LOE Service and expected savings or efficiencies. Include an implementation plan that includes recommendations in performance metrics and success criteria. Include changes to any contract terms and conditions (e.g., CLIN structure, Standard Labor Categories, GFP, etc.) Provide impacts, if any, to any subcontracting goals and small business participation 		

- g. Detail any successes experienced in the commercial services arena where the innovation has been implemented.
- h. Include other considerations.

Remarks: N/A

Maintenance: N/A

1. DRD Title: Intelligent Automation Services (IAS)		
2. DRD No.: 3.10.2-1	3. Data Type: 3	4. OPR: NSSC
5. Solicitation No.: 80NSSC23R0001		6. Contract No.: TBD
7. Date Issued: RFP Date	8. Date Revised: N/A	9. DRD Category: Technical <input checked="" type="checkbox"/> Administrative <input checked="" type="checkbox"/> S&MA <input type="checkbox"/>
10. Description/Use: Management tool/dashboard to provide status on IAS automations and service performance and the overall effectiveness of IAS operations.		
11. Distribution: NSSC Electronic Library (NSSC COR; NSSC CO; Delegates) NSSC Executive Director; NSSC Senior Management Team Initial Submission: 10 calendar days after the start of contract performance Submission Frequency: Real-time Format: Dynamic dashboard Interrelationship: PWS Section 3.10.2 and 3.10.3 Applicable Documents: N/A Scope: N/A Contents: The SP shall provide a real-time dynamic tool/dashboard that monitors the digital workforce through the automation lifecycle. The tool/dashboard must include at a minimum the following data: Program Unique identifier Functional area Functional element Process title Process description Process owner Functional SME Status of automation Status of lifecycle Credential type Automation type		

Bot assigned
Frequency schedule
Development details
Cost actuals/savings
Applications/systems
Roles
Waivers
License utilization

Remarks: N/A

Maintenance: N/A