

# JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC-STD-123)

1. DRD Title	2. Current Version Date	3. DRL Line Item No.	RFP/Contract No. (Procurement completes)
Re-procurement Data Package	1/30/04	09	NNJ04050170R

4. Use (Define need for, intended use of, and/or anticipated results of data)

Provide content and format requirements for delivery to NASA of all equipment, tools, supporting documentation, data items, software and resource/cost information used to perform future re-procurement activities.

5. DRD Category: (check one)	<input checked="" type="checkbox"/> Technical	<input type="checkbox"/> Administrative	<input type="checkbox"/> SR&QA
6. References (Optional)	7. Interrelationships (e.g., with other DRDs) (Optional)		

8. Preparation Information (Include complete instructions for document preparation)

**SCOPE:** Equipment and tools, supporting documentation, equipment and resource/cost information shall be submitted in accordance with this Data Requirements Description (DRD).

## CONTENTS:

- Supporting documentation for the use of equipment and tools developed during the contract performance period. The documentation shall include, at a minimum, the following information:
  - Purpose of the equipment or tool
  - Item certification history, including description of validation methods used
  - Association with other equipment
  - For tools, necessary platforms such as computer processor requirements or operating system limitations
- Software Items, for example, websites and internal work instructions developed for this contract that contains the following:
  - Unique name of item
  - Version number, revision number, or release date as appropriate
  - Abstract which describes purpose or use of item
  - Necessary platforms such as computer processor requirements or operating system limitations
  - Location of electronic copy (e.g. [http://iss\\_www.jsc.nasa.gov/ss/issapt](http://iss_www.jsc.nasa.gov/ss/issapt))
- Data package containing the following:
  - Labor resources:
    - List of all direct labor skills by labor category, segregated by current Work Breakdown Structure (WBS)
    - An estimate of the number of indirect labor skills such as business or computer support normally charged through an indirect expense pool or through a service center expense
    - Current annual average straight time labor rates for all skills by labor category mapped by standard labor categories of the original Request for Proposals (RFP) and when these wages were last adjusted for escalation. Also indicate whether any adjustments are projected to be made prior to contract expiration
    - The number of Full Time Equivalents and the estimated number of productive hours for each labor category currently on contract mapped by standard labor category of the original RFP, segregated by current WBS.
    - Seniority level of all skills on the current contract
  - Non-labor resources:
    - List of all materials, equipment, travel, supplies, etc., and the incurred annual cost by WBS
    - Provide a discussion associated with the major items identified above, such as the materials estimate includes a prompt payment discount of TBD% due to large volume discounts you have negotiated with your vendors.
  - The projected liability cost associated with unused accrued paid leave associated with non-exempt personnel. Provide a copy of any Collective Bargaining Agreements in place and a current status of any upcoming negotiations with a union.
  - Equipment:

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List of all contractor-owned equipment (at the time of delivery of this DRD) being used in the performance of the contract. The list of equipment shall include:

- Description of the equipment (include make and model #)
- Location of the equipment (address, building and room #)
- Date purchased
- Purchase price of the equipment
- Current depreciated value of the equipment

**FORMAT:** Electronic format of all submissions shall be compatible with ODIN desktop standard applications tools. Organizational format of the supporting documentation shall be the contractor's format.

**9. OFFICE OF PRIMARY RESPONSIBILITY:** COTR

**10. FIRST SUBMISSION DATE:** At the CO's direction.

**Frequency of Submission:** No periodic submissions required per this DRD (this does not relieve the requirement for periodic or incremental deliveries per other DRs)

**Additional Submissions:** End of period of performance: submission of current version of all models, tools, and supporting documentation, which have been updated since first submission

**11. MAINTENANCE:** A list of items shall be maintained electronically. All documentation developed to support the use of each unique tool/equipment and software items shall also be maintained electronically. All supporting documentation shall be updated as necessary to perform the assessments for which they were developed.

**12. COPIES/DISTRIBUTION:**

**2 original/record (hard copy):** CO/COTR

**1 electronic copy:** COTR