



Center Site Visit IT Infrastructure Integration Program (I³P)

Office of the Chief Information Officer

Marshall Space Flight
Center

May 14, 2009

VISION: Integrated, secure, and efficient information
technology and solutions that support NASA



Agenda

Office of the Chief Information Officer

- Welcome
- Center Overview
- I3P Overview
- MSFC Networks
- MSFC End-User Services
- MSFC Data Center Services
- MSFC IT Security
- Small Business Overview
- Labor Relations Overview
- MSFC Tour



Site Visit Objectives

Office of the Chief Information Officer

- What we are planning to do
 - Explain the Center: facilities & people (who we are)
 - Explain involvement with major programs, projects, and missions (what we do)
 - Explain the current state of IT infrastructure at the Center
 - End-user services (desktop/laptop/workstations)
 - Communications (networks, phones)
 - Data centers
- What we are NOT planning to do
 - Explain further the five I³P acquisitions or associated strategy
 - Explain the content of the draft RFPs
 - Entertain questions on the acquisition strategy or draft RFPs
 - Discuss future state/plans for Center IT infrastructure



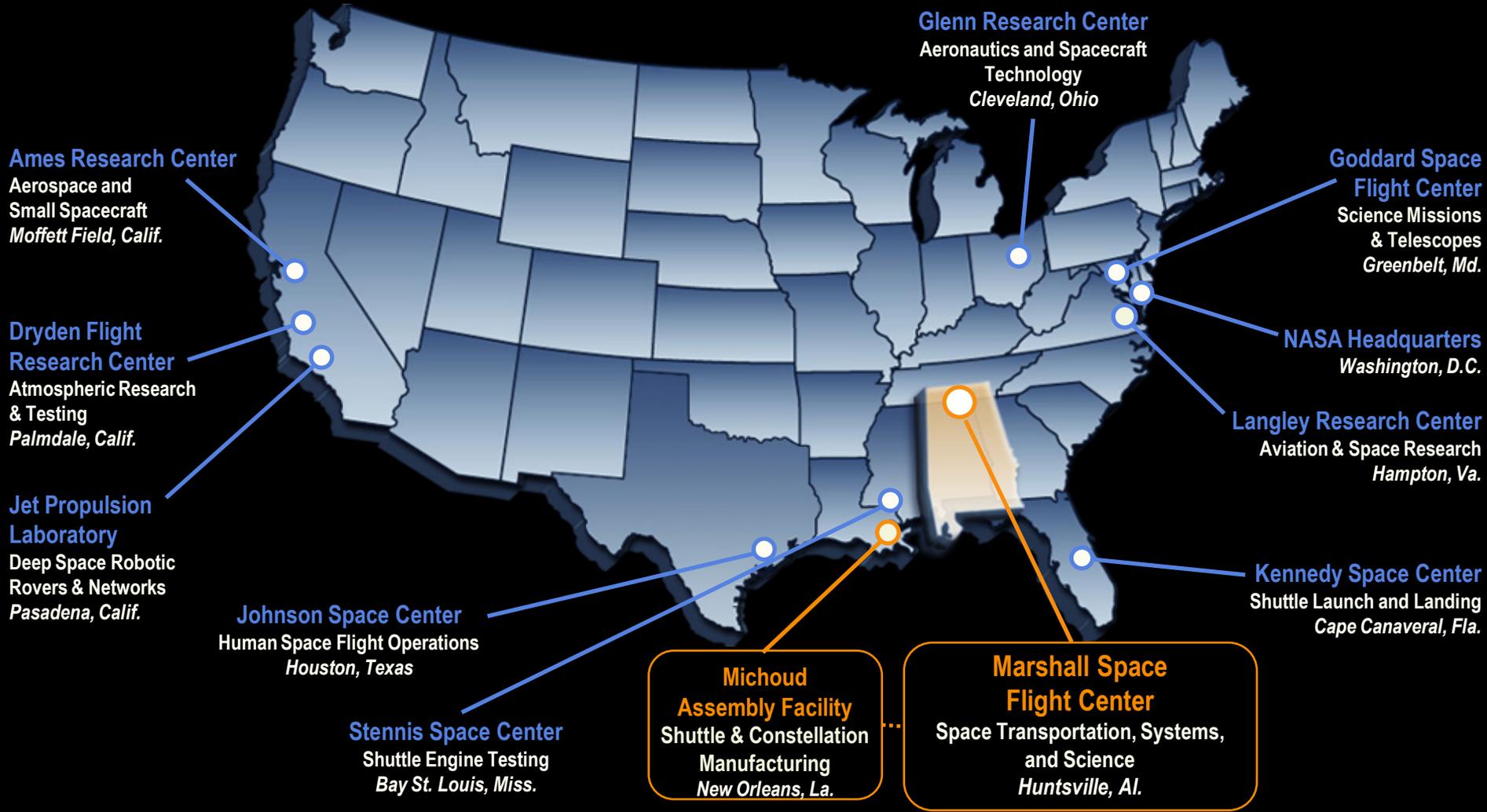
Marshall Space Flight Center

Launching the Future of Science and Exploration



Associate Center Director, Robin Henderson
Industry Briefing
May 14, 2009

NASA Around the Country



Marshall has a key role in NASA's mission.



An Exciting Time To Be at NASA

Retire the SHUTTLE in 2010



Complete the INTERNATIONAL SPACE STATION



Establish a PERMANENT presence on the MOON

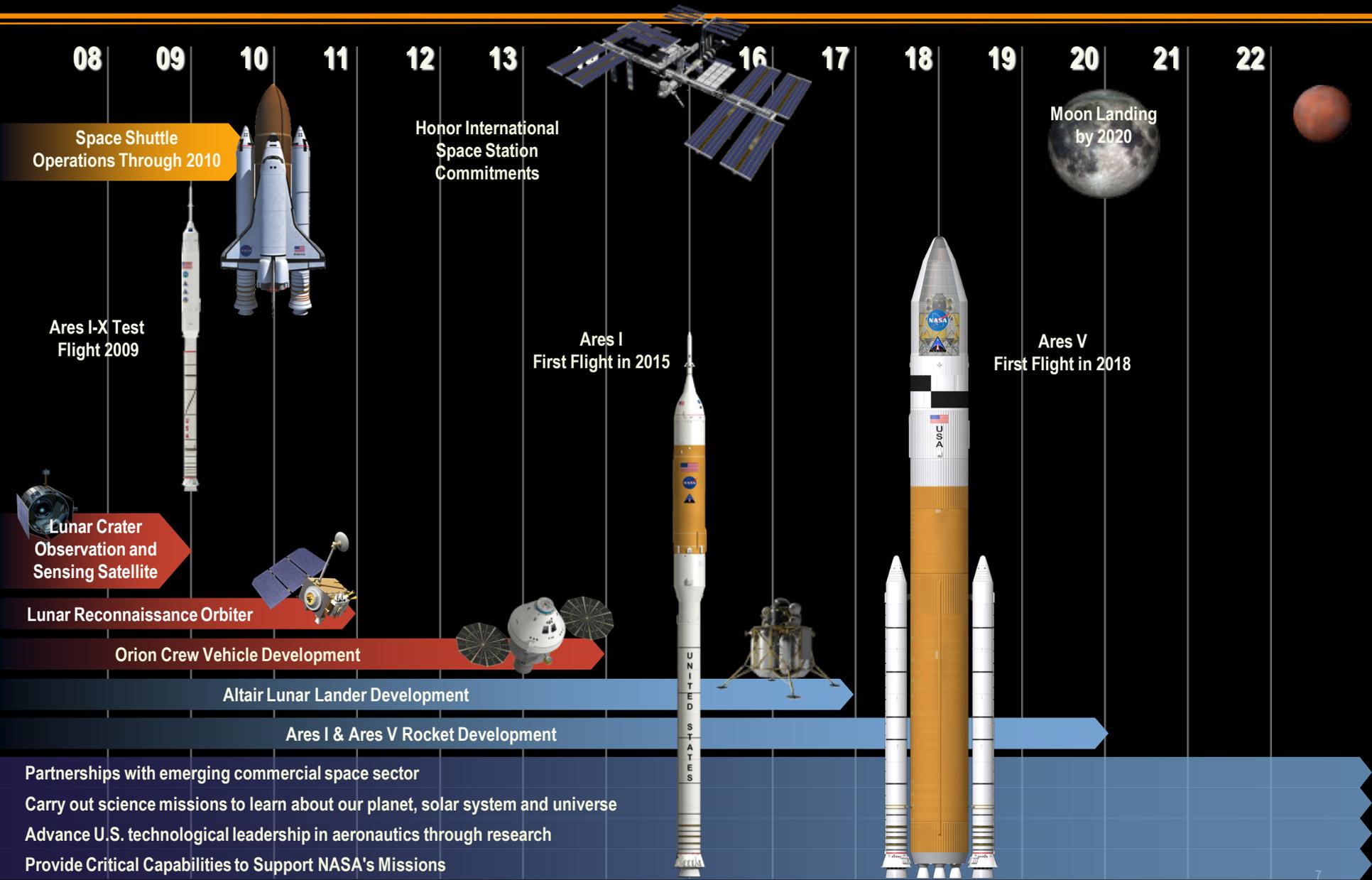
Bring the new EXPLORATION VEHICLES into service

Develop a BALANCED PROGRAM of science, exploration and aeronautics

Pursue PARTNERSHIPS with commercial space sector



America's Future in Space



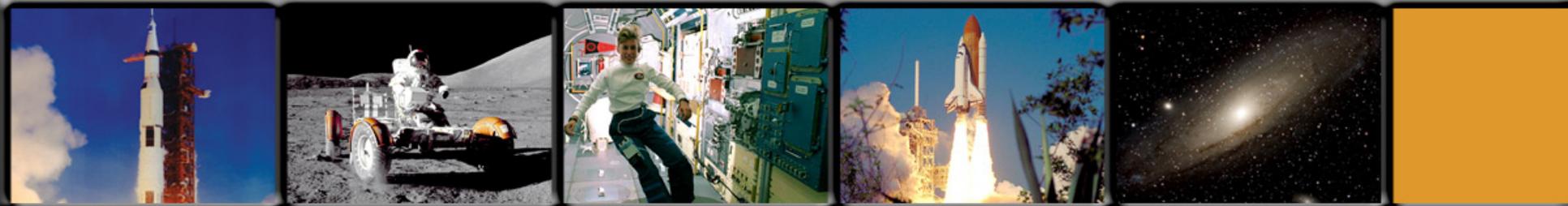
- Partnerships with emerging commercial space sector
- Carry out science missions to learn about our planet, solar system and universe
- Advance U.S. technological leadership in aeronautics through research
- Provide Critical Capabilities to Support NASA's Missions

Exceptional Past – Extraordinary Future

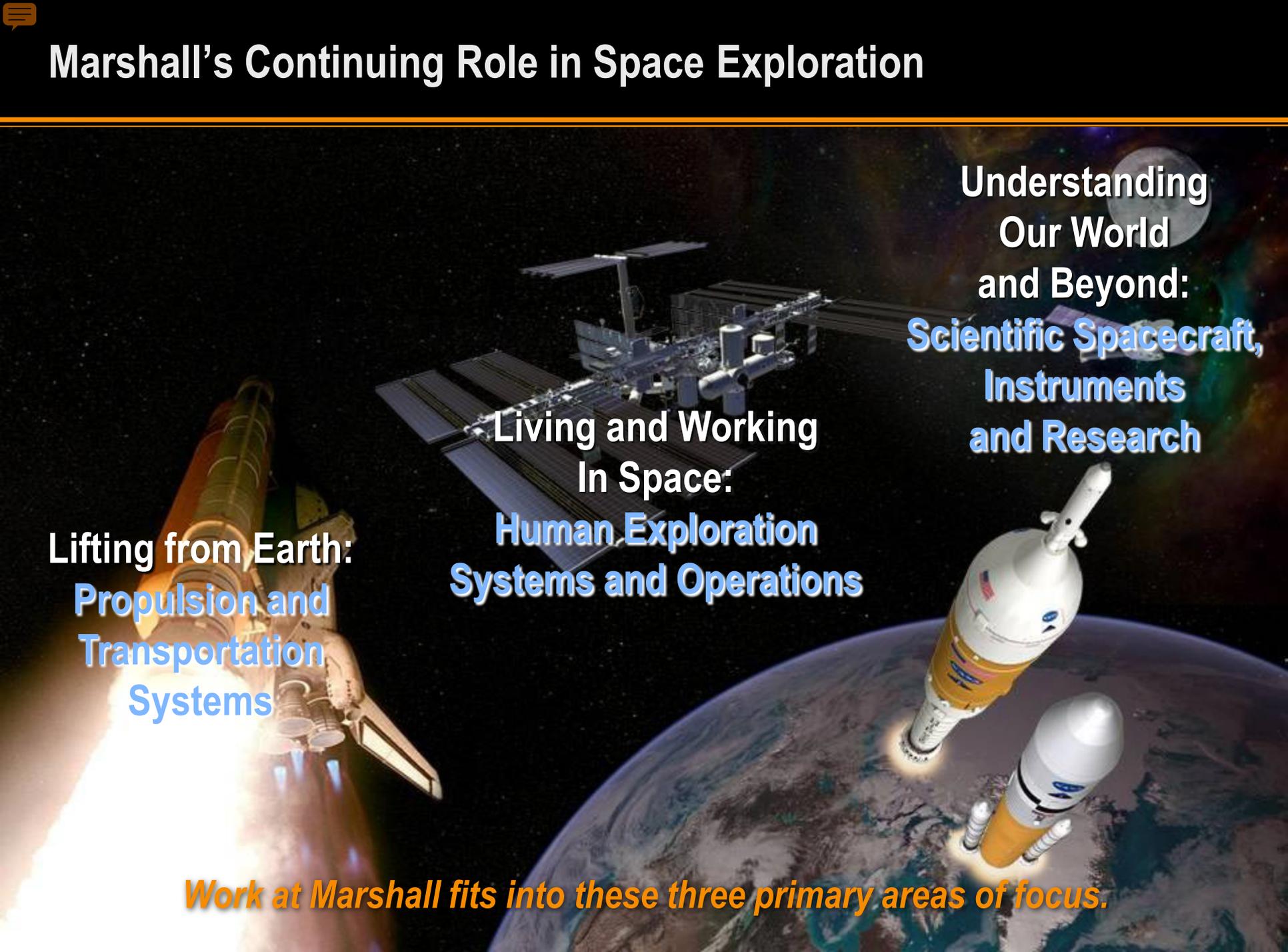
Major U.S. space achievements have roots at Marshall.

Knowledge and experience from our past will positively impact our future.

Marshall is setting the stage for a new era of science and exploration to begin.



Marshall is an important part of America's space exploration success.



Marshall's Continuing Role in Space Exploration

Lifting from Earth:
Propulsion and
Transportation
Systems

Living and Working
In Space:
Human Exploration
Systems and Operations

Understanding
Our World
and Beyond:
Scientific Spacecraft,
Instruments
and Research

Work at Marshall fits into these three primary areas of focus.



Lifting from Earth – Propulsion & Transportation Systems

Space shuttle – our current vehicle

Main engines, external tank,
solid rocket boosters

Transitioning to Orion for missions beyond
low Earth orbit

Best elements of shuttle technology
used to develop future vehicles



Ares rockets – our future vehicles

Successor to shuttle for routine space access

Part of NASA's Constellation Program

Marshall manages the development of
both the Ares I and the Ares V

First test flight is scheduled for 2009



Marshall builds rockets, from Saturn to Shuttle to Ares.

Living and Working in Space – Human Exploration Systems & Operations

Supporting Life and Work

- Producing clean air and recycling water
- Providing around-the-clock science operations support
- Making science experimentation possible in space

Future Systems

- Exploration life support systems
- Altair Lunar Lander systems
- Lunar resources utilization



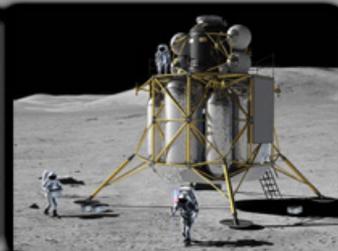
Payload
Operations Center



Lunar Resources



Environmental
Control & Life Support



Altair Lunar
Lander



Working in Space

***Marshall supports crews living, working,
and conducting science in space.***



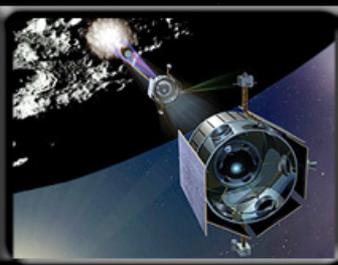
Understanding Our World and Beyond – Scientific Spacecraft, Instruments and Research

Earth Science:

- Environmental Monitoring
- Weather Prediction
- Hurricane Research

Space Science:

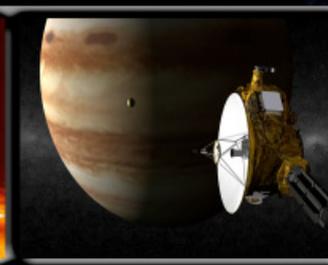
- Preparing for human return to the moon with robotic missions
- Learning about our solar system
- Learning about our universe



LCROSS



Hinode



Discovery/
New Frontiers



Lightning Research



JWST/
Marshall XRCF



Hurricane
Research

*Marshall Earth and Space Sciences: Improving our lives and our planet;
Uncovering mysteries of our universe*

From Exploration to Opportunity



\$2.6 billion

budget in fiscal year 2008



6th largest

employer in the Huntsville -
Madison county area



> 7,000

employees at Marshall
(2,634 civil service employees
in fiscal year 2008)



4.5 million

square feet of space occupied
in Huntsville



\$1 billion

impact to Alabama economy



2.2 million

square feet of manufacturing
space at Michoud Assembly
Facility in New Orleans

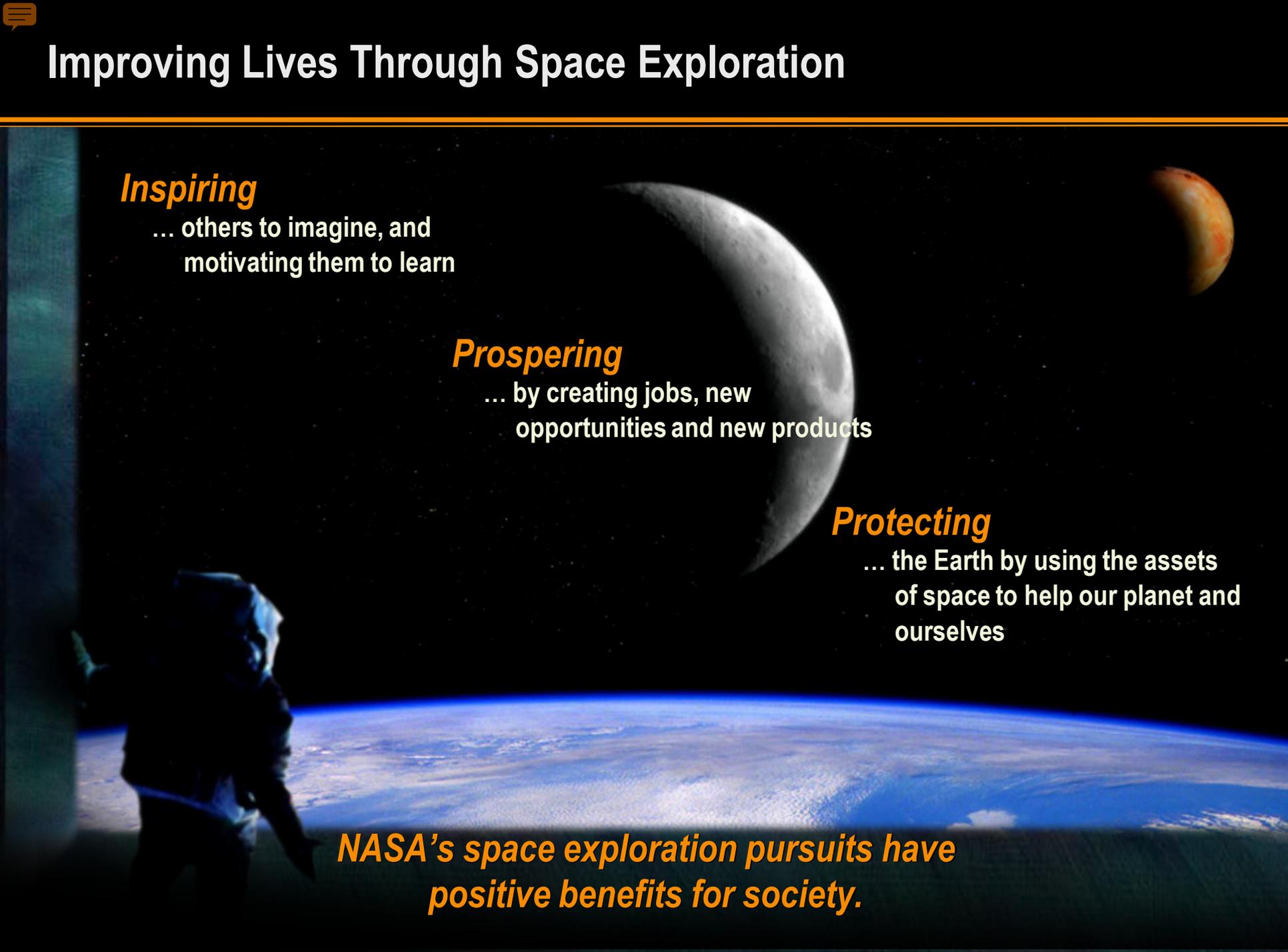
Marshall is an engine of opportunity for its community and beyond.

Marshall Space Flight Center – Organizational Chart



R.M. Lightfoot Acting Director
 R.M. Lightfoot Deputy Director
 R.N. Henderson Associate Director
 T. May Assistant to the Director
 L.D. Thomas Deputy Manager, Constellation
 S.C. Doering Associate Program Manager, Constellation





Improving Lives Through Space Exploration

Inspiring

... others to imagine, and
motivating them to learn

Prospering

... by creating jobs, new
opportunities and new products

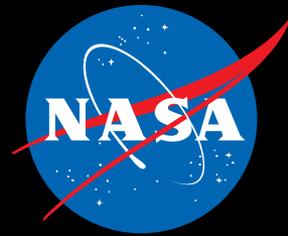
Protecting

... the Earth by using the assets
of space to help our planet and
ourselves

*NASA's space exploration pursuits have
positive benefits for society.*

I3P and MSFC

- A reliable, secure, efficient IT infrastructure is essential to the MSFC Mission
- MSFC supports the new Agency IT framework and I3P is foundational to the implementation of the new framework
- MSFC will rely on services delivered through I3P and will play a key role in the delivery of IT services to the Agency
- MSFC is leading two of the five I3P acquisitions
- We appreciate your interest and look forward to a healthy competition





I³P Overview: Why I³P?

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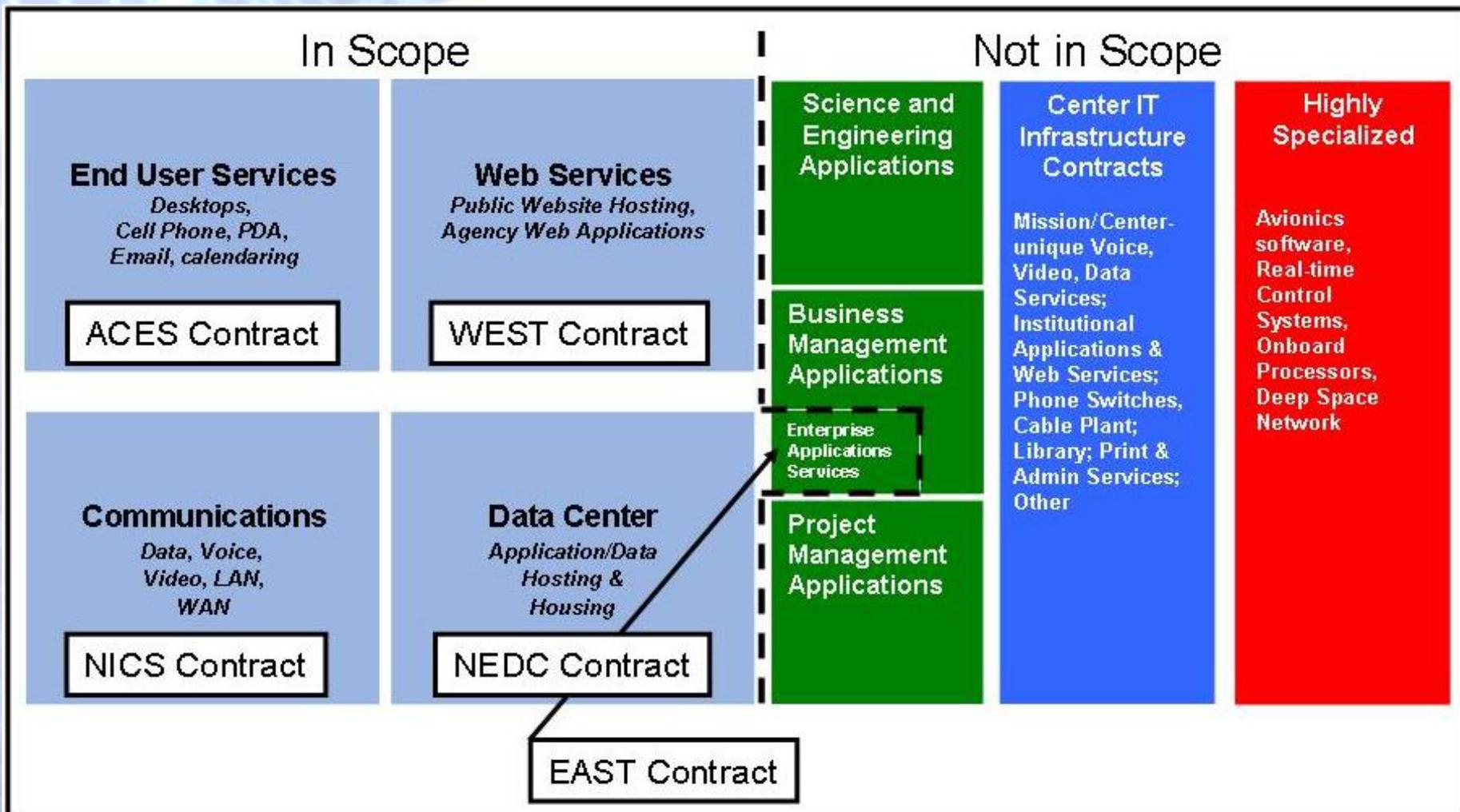
- NASA's commitment to the strategy of Agency-wide IT services and Agency-wide procurement aligns with:
 - NASA's need for IT security, efficiency, and collaboration for mission support
 - Industry and business best practices
 - New Administration's priorities of effectiveness, efficiency, transparency, participation and collaboration
- What will success look like?
 - Reliable, efficient, secure, and well-managed IT infrastructure that customers rely on
 - Systems seamlessly deployed and used across Centers
 - Investing in the right IT solutions that provide the greatest benefit to the NASA mission





I³P Overview: Five Procurements Drive NASA's IT Transformation

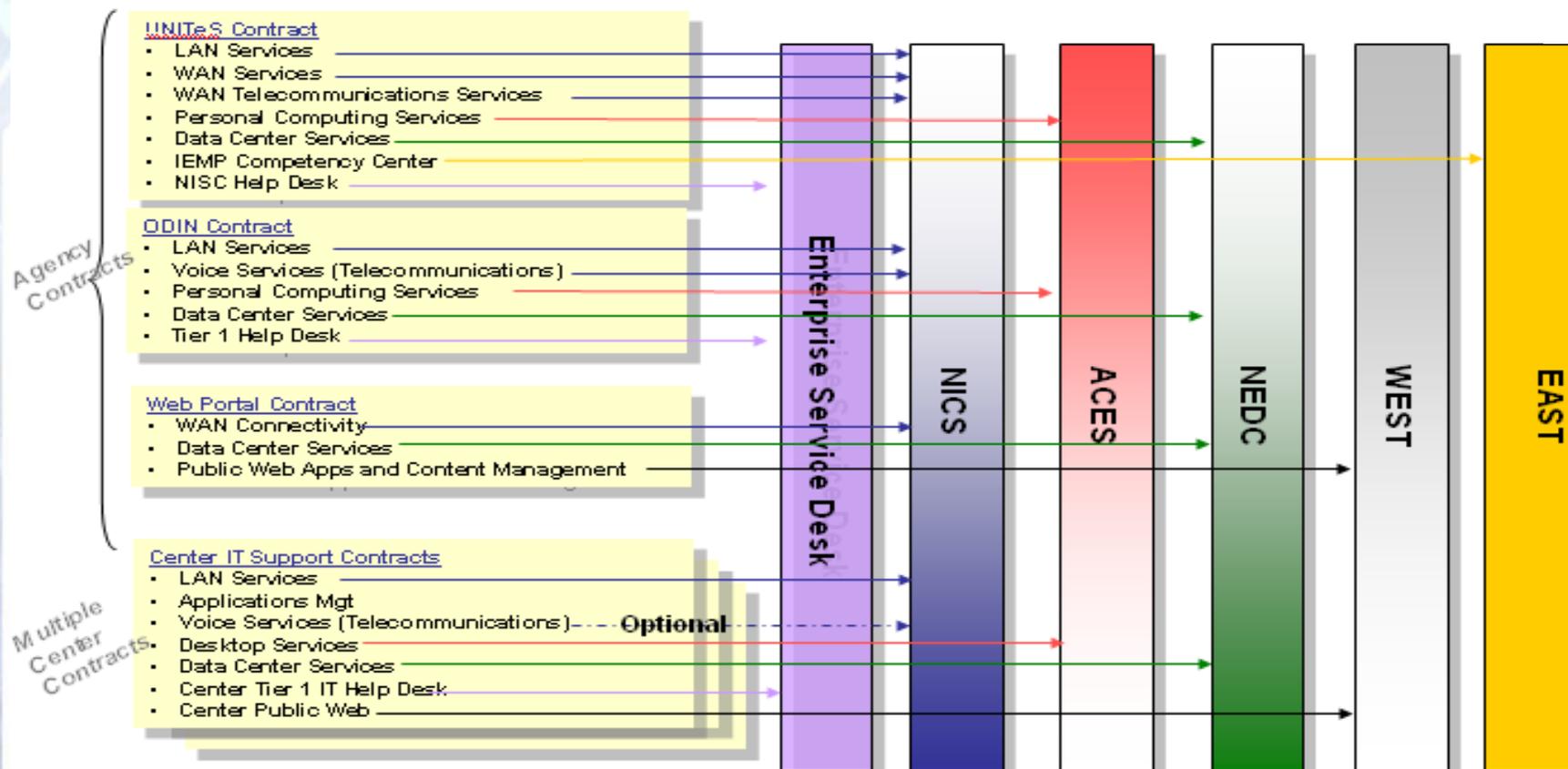
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I³P Overview: Agency IT Infrastructure Supports Transformation

- Consolidates and requires Centers to use Agency contracts for core IT infrastructure services
- Allows Centers to use Center specific IT support contracts for Non-I³P services
- Uses a single Enterprise Service Desk and Enterprise Service Request System for reporting/tracking Incidents and for requesting I³P defined services
- Primary purpose is to provide better IT security, collaboration, efficiencies to accomplish NASA mission





I³P Overview: Efforts Under Way

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- Making NASA's information easier to discover and safely access through current projects (e.g., Security Ops Center)
- Continuing consolidation of NASA's information technology (IT) through current contracts and projects (e.g., ODIN, NOMAD)
- Working procurements for Agency-wide IT services:
 - **NICS** will integrate networks and provide seamless operations across Centers;
 - **NEDC** will improve availability and access to applications and data;
 - **WEST** will improve the quality of web services for the same cost;
 - **ACES** will provide a consistent level of IT services across NASA; and
 - **EAST** will enable more efficient development and maintenance of Agency-wide applications, as well as improve the availability of business information for better informed decision making.
 - Enterprise Service Desk at NSSC will provide a single point of contact for IT incident and problem resolution and I³P service ordering



I³P Overview: Procurement Schedule

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Updated April 20, 2009

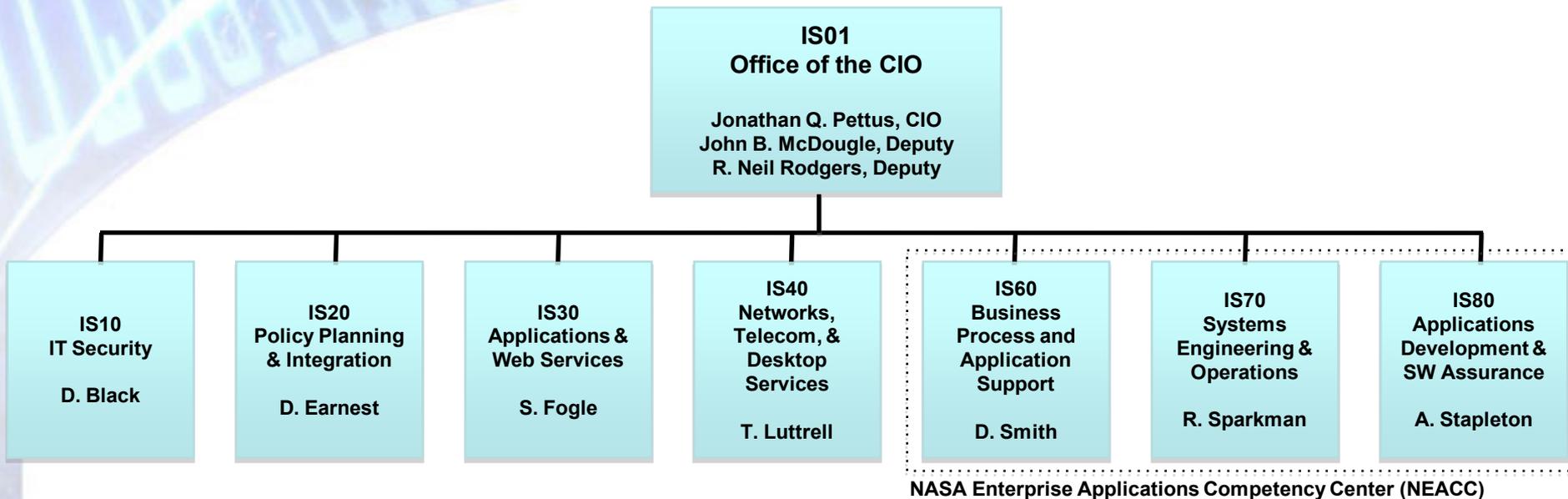
Milestones	NICS	ACES	NEDC	WEST	EAST
Draft RFP	4/20/09	4/20/09	4/20/09	4/20/09	5/11/09
Industry Days	4/21 and 4/22	4/21 and 4/22	4/21 and 4/22	4/21 and 4/22	4/21 and 4/22
Due Diligence	5/1 to 5/15 – Primary focus is on ACES, NEDC and NICS. NOTE: The EAST site visit will be on 5-20 at MSFC.				
RFP Release *	6/15/2009	6/15/2009	6/15/2009	6/15/2009	6/15/2009
Proposals Due *	7/30/2009	7/30/2009	7/30/2009	7/30/2009	7/30/2009
Contract Start *	May 2010	June 2010	May 2010	June 2010	May 2010

* Dates reflect current schedule posted online.



MSFC CIO Organization

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Networks

Office of the Chief Information Officer

Terry Luttrell



Networks

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- NISN WAN
- MSFC
 - MSFC Campus
 - MAF
 - NSSTC
- Russia
- NSS
- DTV



NISN WAN

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- NISN Project Management and Corporate Network Operational Control at MSFC
- See B&H for overall architecture, peering, hardware, and services
- Major Facilities at MSFC
 - Building 4207
 - Enterprise Network Management Center (ENMC), Tier 2 support
 - Gateway
 - NASA Teleconferencing Center (NTC)
 - NISN Operations Systems Laboratory (NOSL)
 - Building 4663
 - DMZ and router equipment
 - Interface with Huntsville Operations Support Center (HOSC) mission network
 - Building 4629
 - Tier 1 Call Center
 - IT Security support
 - Off-Site Office Space- Discovery Drive



MSFC Campus LAN

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- MSFC Campus
 - Core, Distribution, and Access Layer Architecture
 - Zones: Private, Public and Guest
 - 1Gbps to the Desktop
 - 120 Buildings and 280 Wiring Closets
 - 390 Switches; 14,000 Switch Ports; 30,000 CAT 5/6 Circuits
 - 640 Wireless Access Points
- Off-site Connectivity
 - Intergraph
 - Bradford Drive
 - Perimeter Park
 - Research Boulevard
 - United Launch Alliance Decatur
 - MSFC Institute at Space and Rocket Center
- Major Facilities at MSFC
 - Building 4207
 - Network Management Center
 - Routers
 - Building 4663
 - Routers
 - Off Site ODIN Help Desk, Office Space and Storage: Research Boulevard



MAF LAN (MLAN)

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- MAF Campus
 - 1Gbps/100Mbps to the Desktop
 - 35 Buildings and 280 Wiring Closets
 - 85 Switches; 2,200 Switch Ports
 - 275 Wireless Access Points
- ET LAN to be Decommissioned in 2010
- Facilities
 - Building 320
 - LAN Operations
 - NISN Gateway



NSSTC LAN

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- Single Building
- 600 Users
- Overall Switch Fabric Operations and Management
- Logical VLAN Separation Between NASA and University Environment
- VoIP Telephone Connectivity (VoIP not in NICS)
- Cooperative Agreement Between NASA and University Due for Re-negotiation in 2010



Russia

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- WAN, LAN, PC/Laptop, Telephone and IT Security
- Converged Corporate IP backbone (VoIP, Video over IP and Data)
- 4 Transatlantic links between Moscow, JSC and MSFC (2 Mission Critical and 2 Mission Support/Corporate)
- 2 International Links between Moscow and Baikonur Cosmodrone
- 14 In-Country Circuits
- WiMax and Wireless Services
- Export Control and Shipping (Cradle to Grave) for all IT requirements in Russia and Kazakhstan



National Security Systems Network

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- Secure Network and Communications Between All NASA Centers
 - Secret and TS/SCI capabilities
- Includes Desktop and End User Devices
 - Client workstations
 - Secure communications
 - VTC/VoIP
- Facilities
 - Building 4200
 - SCIF
 - Building 4207
 - NSS/Vault



DTV

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- NASA-wide Digital Television and High Definition Video Services
- MSFC Houses Engineering Services
- MSFC Facilities
 - Building 4666
 - Laboratory
 - Building 4207
 - NOSL



Desktop

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Burt Bright



Desktop

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- Geographical area
 - Marshall Space Flight Center and surrounding area (Huntsville)
 - Michoud Assembly Facility (MAF) and surrounding area (Louisiana)
- User Seat Count (includes MAF)
 - Approx. 9000 ODIN Seats
 - Approx. 3000 non-ODIN Seats
 - Approx. 2000 cellular
- Customer Types
 - Engineers
 - Scientists
 - Administrative
- Computing Environment
 - MS Windows / Apple / Unix / Linux



Desktop (cont'd)

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- Work Environment distribution
 - Office based
 - Mobile capable (>50%)
- Applications used/supported
 - MS Office
 - MS Project
 - MS Visio
 - Adobe Pro
- Support Structure
 - Currently 4 hr Return To Service (RTS)
 - Local
 - Remote
 - Dedicated



Desktop (cont'd)

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- Services Available
 - Collaboration
 - Web
 - Storage
 - Backup
 - Catalog purchases
 - Printer deployment/support
- Equipment in use
 - HP
 - Dell
 - Sun
- Additional information
 - Marshall has provided the Agency with leadership in End User service offerings
 - Marshall sponsors Agency leading pilot programs designed to expand the capabilities of the end user
 - Marshall has developed several service offerings that are in use for the end user all across the Agency



Data Center Operations

Office of the Chief Information Officer

2009





Facility

- Located on MSFC Campus within Redstone Arsenal
 - DoD/US Army & NASA security
 - Designated Mission Essential Infrastructure (MEI) building
 - Key personnel subject to MEI building access training
 - Keycard Access required to Enter Building and the Data Center Floor
 - Visitors are escorted within the Data Center
 - Badged personnel subject to periodic security reviews
 - Video Surveillance Cameras throughout Data Center including perimeter surveillance
-
- 11,573 SF raised floor, automated utility control
 - 280 Tons HVAC
 - MSFC central campus chiller facility (primary)
 - NDC onsite chillers (backup/supplemental) provides capability for long-term independent chilled water for NDC cooling
 - 720 KW Conditioned Power
 - UPS provides continuous power protection for power outages, sags and spikes
 - Generators provide capability for long-term independent NDC power
 - Redundant diverse commercial power feeds terminate at the NDC facility

Office of the

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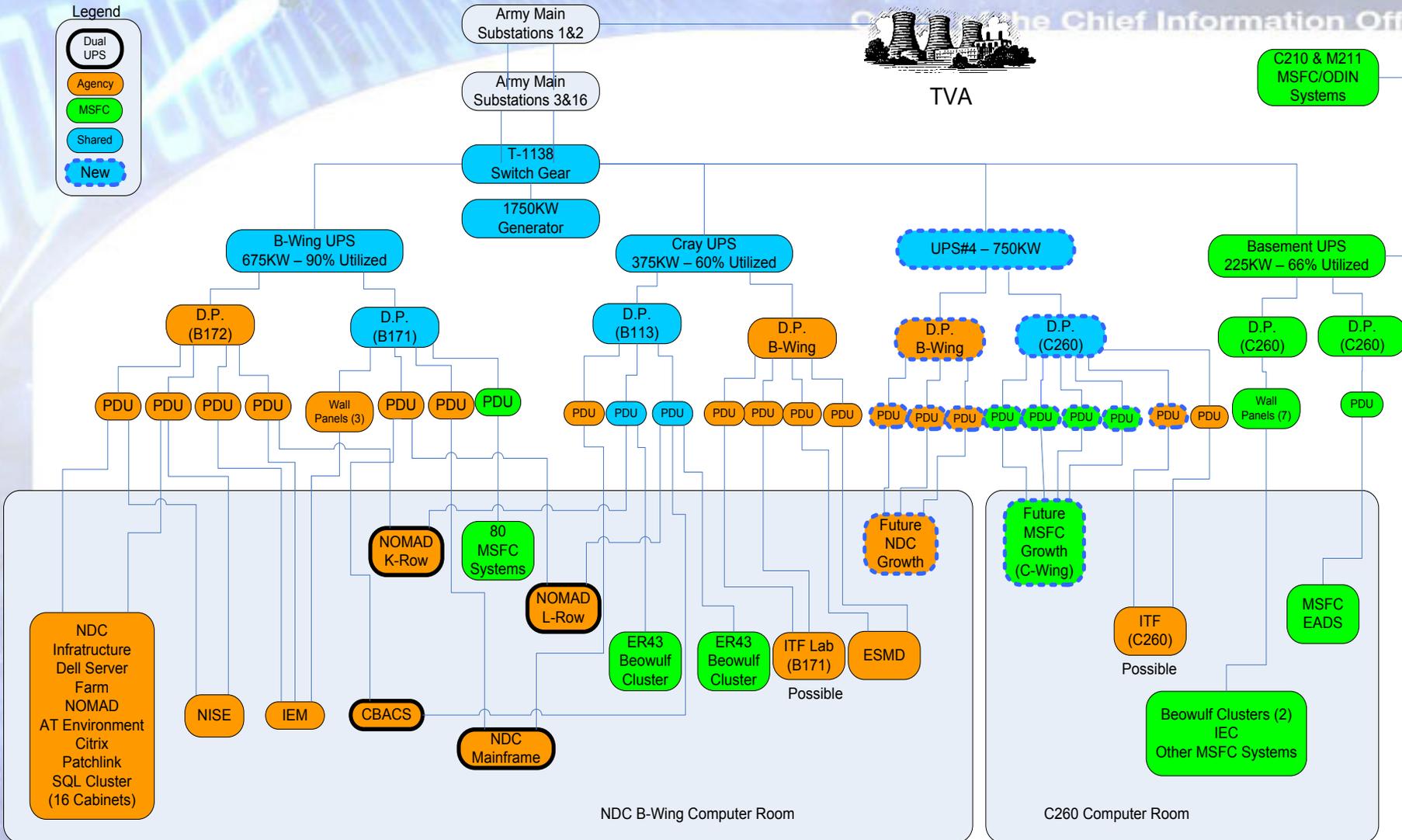
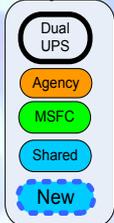


NDC Power

the Chief Information Officer



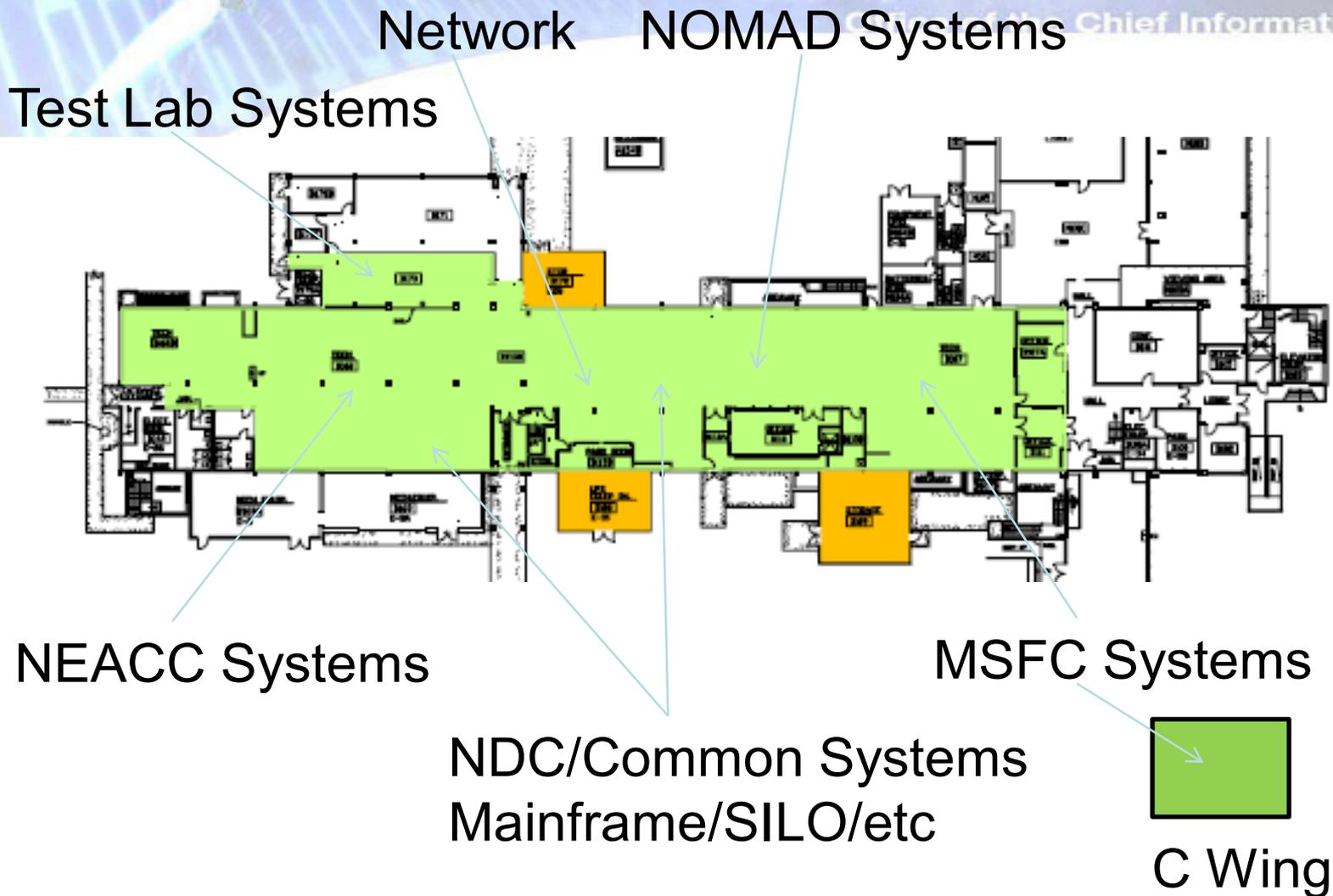
Legend





Facility Layout

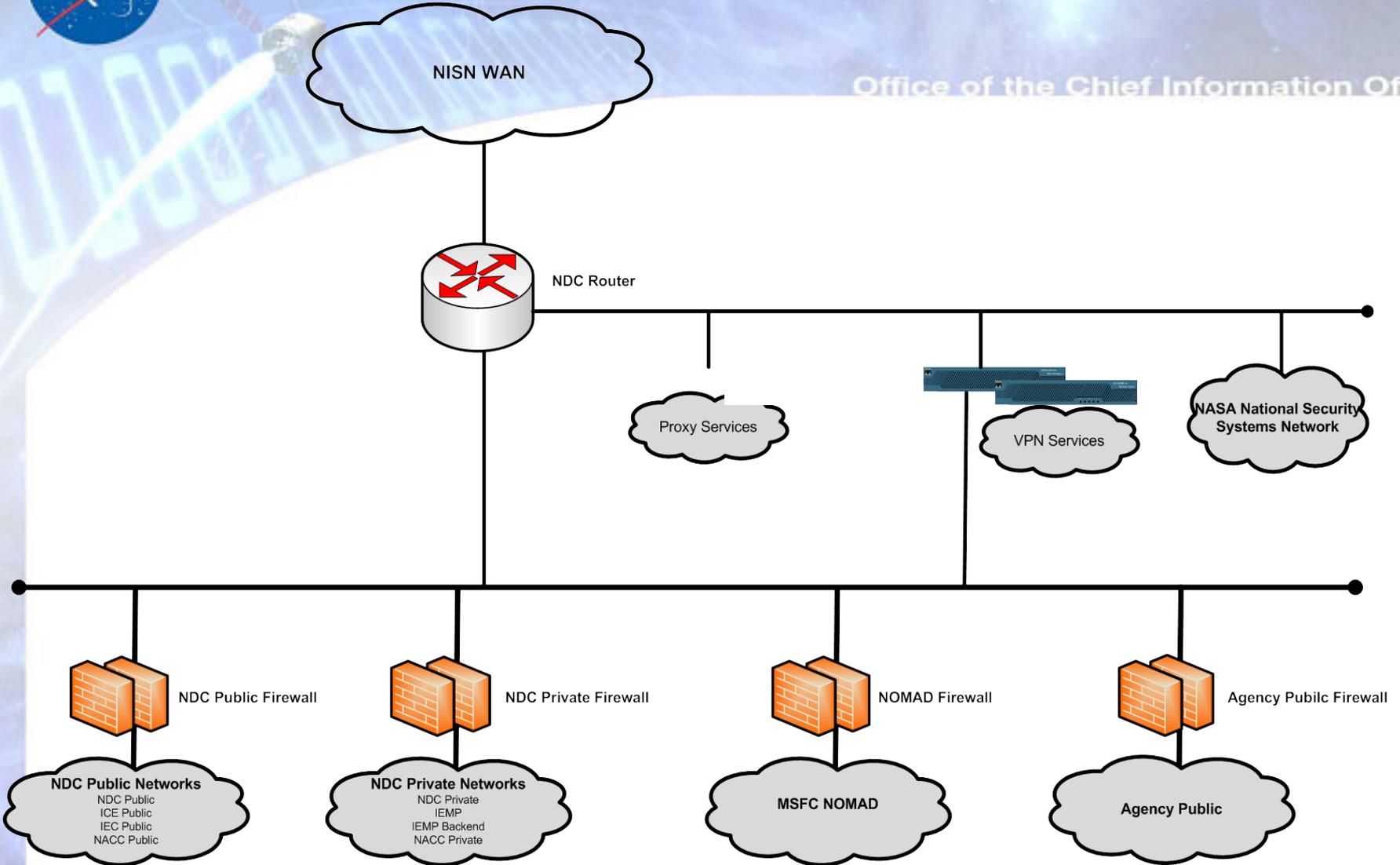
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NDC Architectural Model

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The NDC Interfaces Today

MAINFRAME
Support

ESMD ICE
Supported Customers

Deployed Agency Systems
EPACS, AD, NISE, etc...

Backup for Email, AD

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Other
CENTERS

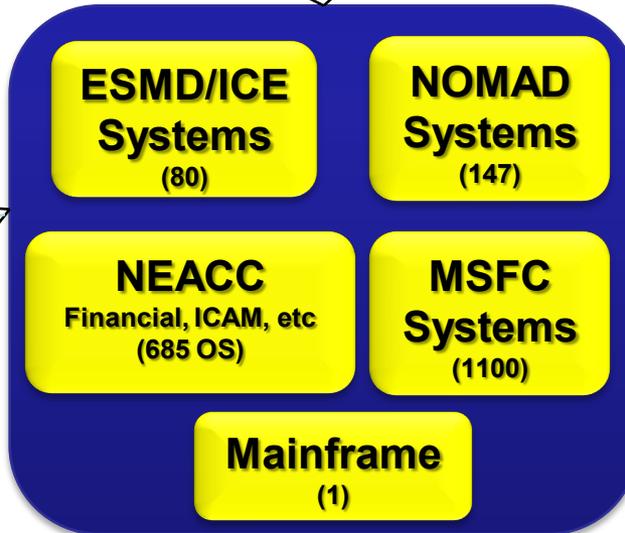
Center
Data

**NDC@JSC
CENTER**
(80)

ENMC
NISN

SOC

NISC
24x7



MSFC 4207
(ODIN)
(120)

Contracted
DR Site
(SunGard)
Selected systems

NASA DATA CENTER
(NDC@MSFC)



NDC Service Requirements



Tier 3 Facility

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Data Center Transformation
Strategy which includes:

- Mainframe Services
- Hosting Services
- Housing Services
- Web Hosting Services (internal NASA facing)
- Shared File Services
- Server Security Services
- Customer Support (Tier 2 & 3)



What's Happening

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- Network Switches upgrades
- Upgrade of Marshall Systems
 - MBAS, Documentum
- Retirement of Mainframe
- Tier 3 TiePoint Study for MSFC Systems/Data Center





MSFC IT Security

Office of the Chief Information Officer

Walter Franklin



MSFC IT Security Overview

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- The MSFC IT Security office is a office within the office of the Chief Information Officer at MSFC.
- The IT Security Office is responsible for managing the IT Security Program for all projects and programs located and managed by MSFC
 - MSFC, HOSC, NDC, MAF, NISN, and NSSTC
- The IT Security program consist of:
 - Certification and Accreditation
 - Patch Management
 - Vulnerability Management
 - Incident Response
 - Privacy Management



MSFC IT Security (cont'd)

Office of the Chief Information Officer

- Certification and Accreditation
 - The C&A program is based on the NIST guidelines in the 800 series
 - There are approximately 133 C&A packages in the MSFC inventory
 - Low systems - 68
 - Moderate systems - 58
 - High systems - 7
 - As part of the C&A process we tack the plan of action and milestones



MSFC IT Security (cont'd)

Office of the Chief Information Officer

- Patch Management
 - PatchLink, the agency provided tool to manage the center's patch management program for desktops and servers
 - PatchLink is also used to measure the center's FDCC compliance
 - This data is managed at the center but rolls up to the NASA's enterprise server



MSFC IT Security (cont'd)

Office of the Chief Information Officer

- Vulnerability Management
 - McAfee FoundStone, the agency provided tool to manage the center's vulnerability management program for all systems on the various networks
 - MSFC
 - HOSC
 - MAF
 - NSSTC
 - NDC
 - NISN



MSFC IT Security (cont'd)

Office of the Chief Information Officer

- Incident Response
 - IT Security office provides Incident Response for all projects or programs located at MSFC, NSSTC, MAF, NISN, and HOSC
 - MSFC use the ad-hoc Incident Response team model for HOSC, NISN, and the NDC
 - The Incident Response Team reports to MSFC Incident Response Lead which is a role within the IT Security Office.
 - IDS monitoring and management is perform by the Security Operations Center (SOC) located at ARC
 - All incidents are open and tracked in the agency's Incident Management System (IMS) that's located and managed by the SOC



MSFC IT Security (cont'd)

Office of the Chief Information Officer

- Privacy Management
 - Privacy management is a compliance function delegated from NASA CIO to the center
 - Privacy management is a function of the IT Security office
 - Privacy manager is responsible for all systems in the MSFC C&A inventory
 - MSFC
 - HOSC
 - MAF
 - NSSTC
 - NDC
 - NISN



Small Business

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David Brock



Recommended Subcontracting Percentage Goals

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Categories	% Goals
Small Business	32.0%
Small Disadvantaged Business	12.0%
Women-Owned Small Business	8.0%
Historically Under-Utilized Business Zone Small Business	2.5%
Veteran-Owned Small Business	3.0%
Service-Disabled Veteran-owned Small Business	2.5%
Historically Black Colleges & Universities/Minority Institutions	.5%



Evaluation Focus

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- Element 1 - Small business participation approach:
 - Plan Content
 - Proposed goals against recommended goals
 - Other program commitments
 - Element 2 - SDB Participation

Note: Total of 100 mission suitability points will be assigned to this Subfactor.



Plan Content

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- The offeror's subcontracting plan content will be evaluated as cited in FAR 52.219-9 and in terms of meeting the requirements of FAR 19.704, Subcontracting plan requirements

Recommended Subcontracting Percentage Goals



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- Evaluation focus:
 - Proposed goals against recommended goals
 - Approach for achieving goals
 - Flow down requirements to first tier large business subcontractors
 - Rationale substantiating proposed goal(s) that fail to meet the recommended goals

Note: Recommended subcontracting percentage goals apply to contract value.



Goals Template

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Categories	\$ Proposed	% of SV	% Goals	% Proposed
Value	\$	\$		
Sub.	\$			
SB	\$		32.0%	
SDB	\$		12.0%	
WOSB	\$		8.0%	
HUBZone SB	\$		2.5%	
VOSB	\$		3.0%	
SDVO SB	\$		2.5%	
HBCU/MI	\$.5%	

Note: If proposers wish to phase-in goals over the life of the contract, this should be noted along with their proposed phase-in approach in the subcontracting plan.



COUNTING SUBCONTRACTING ACTIVITY MATRIX

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CLASSIFICATIONS	SB GOAL	SDB GOAL	WOSB GOAL	HZ GOAL	VOSB GOAL	SDV GOAL	HBCU GOAL
Small	X						
Disadvantaged	X	X					
Woman-Owned	X		X				
Disadvantaged Woman-Owned	X	X	X				
HUBZONE—							
Small	X			X			
Disadvantaged	X	X		X			
Woman-Owned	X		X	X			
Disadvantaged Woman-Owned	X	X	X	X			
Veteran	X			X	X		
Disadvantaged Veteran	X	X		X	X		
Woman-Owned Veteran	X		X	X	X		
Disadvantaged Woman-Owned Veteran	X	X	X	X	X		
Disabled Veteran	X			X	X	X	
Disadvantaged Disabled Veteran	X	X		X	X	X	
Woman-Owned Disabled Veteran	X		X	X	X		
Disadvantaged Woman-Owned Disabled Vet	X	X	X	X	X	X	

COUNTING SUBCONTRACTING ACTIVITY MATRIX

Office of the Chief Information Officer

CLASSIFICATIONS	SB GOAL	SDB GOAL	WOSB GOAL	HZ GOAL	VOSB GOAL	SDV GOAL	HBCU GOAL
VETERAN—							
Small	X				X		
Disadvantaged	X	X			X		
Woman-Owned	X		X		X		
Disadvantaged Woman-Owned	X	X	X		X		
SERVICE DISABLED—							
Small	X				X	X	
Disadvantaged	X	X			X	X	
Woman-Owned	X		X		X	X	
Disadvantaged Woman-Owned	X	X	X		X	X	
HBCU/OMI	X	X					X



Other Commitments to Plan

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- Evaluation focus:
- Type work planned for subcontracting with small businesses (High tech)
- Whether planned subcontracting with small businesses is a mere pass through
- Planned small business outreach to locate qualified suppliers
- Proposed NASA Mentor Protégé Agreement
- Utilization of SBIR Phase II technologies, if applicable
- Existence of special committees, teams, groups, etc.

Note: These commitments are not all inclusive, and proposers may identify other enhancements to plan not listed above.



SDB Participation

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- Targets include only subcontracts with SDB concerns in those industries designated by the Department of Commerce (DOC) as under represented areas by NAICS Industry Subsector
- After completing an independent assessment of opportunities available for subcontracting with SDB concerns, Offerors shall propose a target for SDB participation to be expressed against the total contract value

Note: For additional information on under represented areas by NAICS Industry Subsectors, Offerors may reference the following website:

<http://www.arnet.gov/References/sdbadjustments.htm>



CASE LAW

Office of the Chief Information Officer

- Although 15 U.S.C. 637(d) requires subcontracting plans to contain information about SDB concerns, case law prevents the government from giving evaluation credit to business types based on race or ethnicity unless those businesses are in underrepresented industries
- The section M evaluation for SDB participation ensures that the government only evaluates participation of SDB's in industries that are designated by DOC as underrepresented



Assigning North American Industry Classification System (NAICS) Codes

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- Proposers shall apply NAICS codes and corresponding size standards to each area to be subcontracted by:
- Classifying the product or service being acquired in the industry whose definition, as found in the NAICS Manual, best describes the principal nature of the product or service being acquired
- Identifying the corresponding size standard SBA established for that industry
- Requiring each subcontractor to specify whether they are large or small against the size standard for the work in question



NAICS Codes Examples

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Code	Description	Size Standard
488310	Port and Harbor Operations	\$23.5M
493110	General Warehousing and Storage	\$23.5M
541350	Building Inspection Services	\$ 6.5M
561210	Facilities Support Services	\$32.5M
561622	Locksmiths	\$ 6.5M
561710	Exterminating and Pest Control Services	\$ 6.5M
561720	Janitorial Services	\$15.0M



NAICS Codes Examples (Cont.)

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Code	Description	Size Standard
561730	Landscaping Services	\$ 6.5M
236210	Industrial Building Construction	\$31.0M
238160	Roofing Contractors	\$13.0M
238210	Electrical Contractors and Other Wiring Installation Contractors	\$13.0M
238220	Plumbing, Heating, and Air Conditioning Contractors	\$13.0M
238320	Painting and Wall Coverings Contractors	\$13.0M
238910	Site Preparation Contractors	\$13.0M



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Service Contract Act

Talmage R. Reynolds

Director, Contractor Industrial Labor Relations



Service Contract Act of 1965

Office of the Chief Information Officer

- **Federal Statute**
41 United States Code 351
as amended in 1972 and 1976
- **Implementing Regulation**
Title 29 Code of Federal Regulation Part 4
- **Contract Clause**
FAR 52.222.41



Purpose and Intent of the Service Contract Act of 1965

Office of the Chief Information Officer

“To remove wages as a factor in the competition for Federal Service Contracts by requiring the payment of not less than locally prevailing wage rates and fringe benefits, or in certain cases, the wages and fringe benefits contained in the predecessor contractor’s collective bargaining agreements.”



Definition of “Service Employee”

Office of the Chief Information Officer

Service Contract Act (SCA) defines a “service employee” as any person engaged in the performance of a covered Federal services contract...

However, it excepts those employees that qualify as a **bona fide** Executive, Administrative, or Professional Employee as defined in Title 29 Code of Federal Regulations Part 541 (as amended August 23, 2004).



Things to Consider First...

Office of the Chief Information Officer

As a prospective offeror/contractor you are liable for the proper interpretation, application, implementation, and administration of the mandatory provisions of the Service Contract Act which are a **critical** part of this solicitation.

Therefore, it is imperative that you take appropriate action when preparing your offer to **ensure** compliance with the Act and to also **make certain** that your corporate policies are **compliant** with the spirit and intent of the law.



Mandatory Requirements

Office of the Chief Information Officer

- Applies to contracts entered into by the United States or District of Columbia in excess of \$2,500 for the furnishing of services through the use of “service employees” (29 CFR 4.113) and it mandates:
 - Timely payment of wages (29 CFR 4.165)
 - Posting Requirements (29 CFR 4.184)
 - Minimum Record Keeping (29 CFR 4.185)



Mandatory Requirements (continued-2)

Office of the Chief Information Officer

- Those outlined in the SCA “**Area**” Wage Determinations
 - Minimum wages based on job classification (29 CFR 4.161)
 - See the SCA Directory of Occupations to ensure the proper classification of each service employee.
 - Minimum Health and Welfare Rate (29 CFR 4.171).
 - A minimum average of \$3.24 per hour, computed on the basis of all hours worked by the “service employees” employed on the contract.
 - Minimum number of Vacation Days (29 CFR 4.173).
 - Based on years of “continuous service” in any capacity with the incumbent contractor and all predecessor contractors.
 - Minimum number of Paid Holidays (29 CFR 4.174).
 - 10 Paid Holidays per year.
 - **Does not require** a “service employee” to work the day before or the day after a holiday to receive holiday pay.
 - If any work is performed (by a service employee) in a work week in which a holiday falls, the employee is entitled to holiday pay.



Mandatory Requirements (continued-3)

Office of the Chief Information Officer

- Those outlined in the SCA “4(c)” CBA Wage Determinations
 - Minimum wages based on job classification
 - See the Collective Bargaining Agreement (29 CFR 4.52 and 4.163).
 - Minimum Health and Welfare Rate
 - See the Collective Bargaining Agreement (29 CFR 4.52 and 4.163).
 - Minimum number of Vacation Days
 - See the Collective Bargaining Agreement (29 CFR 4.52 and 4.163).
 - Minimum number of Paid Holidays
 - See the Collective Bargaining Agreement (29 CFR 4.52 and 4.163).
 - Minimum number of other Paid Days
 - See the Collective Bargaining Agreement (29 CFR 4.52 and 4.163).



Mandatory Requirements (continued-4)

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- Requires the payment of Health and Welfare, Vacation, and Holiday pay to temporary and part-time employees (29 CFR 4.176).
- SCA does not provide for premium rates of pay for overtime hours worked, **but** it does recognize other Federal laws that do require overtime pay (i.e.,).
 - The Fair Labor Standards Act.
 - Contract Work Hours and Safety Standards Act.
 - Premium Pay is one-and-one-half (1½) times the employee's basic hourly rate of pay for all time worked over 40 hours per week.



Mandatory Requirements (continued-5)

Office of the Chief Information Officer

- Items that **can not** be counted as Health and Welfare for SCA computation purposes:
 - Federal, State, and Local Taxes, Unemployment or Workers' Compensation, Professional Insurance, Liability Insurance, etc., (29 CFR 4.171(c)).
 - The furnishing of Board and Lodging (29 CFR 4.171(d)).
 - The furnishing of "facilities" or "transportation" (29 CFR 4.171(e)).
 - Contributions to social functions (29 CFR 4.171(f)).
 - Vacation Pay (29 CFR 4.173).
 - Holiday Pay (29 CFR 4.174).



SCA “Area” Wage Determinations Agency-wide Requirement

Office of the Chief Information Officer

- 2005-2008 (Rev 9)
- 2005-2044 (Rev 8)
- 2005-2048 (Rev 8)
- 2005-2054 (Rev 7)
- 2005-2062 (Rev 7)
- 2005-2064 (Rev 7)
- 2005-2096 (Rev 7)
- 2005-2104 (Rev 8)
- 2005-2118 (Rev 10)
- 2005-2234 (Rev 9)
- 2005-2248 (Rev 7)
- 2005-2302 (Rev 6)
- 2005-2376 (Rev 6)
- 2005-2416 (Rev 8)
- 2005-2512 (Rev 7)
- 2005-2516 (Rev 8)
- 2005-2544 (Rev 8)
- 2005-2574 (Rev 7)



SCA 4(c) Wage Determinations Collective Bargaining Agreements

Office of the Chief Information Officer

- CBA-2008-2541 (Rev 0), dated 12/24/2008
 - International Brotherhood of Electrical Workers, AFL-CIO, Local 2088
 - POC: Dan Raymond, Business Manager, (321) 459-1400
- CBA-2008-2542 (Rev 0), dated 12/24/2008
 - International Brotherhood of Electrical Workers, AFL-CIO, Local 2088
 - POC: Dan Raymond, Business Manager, (321) 459-1400
- CBA-2008-2543 (Rev 0), dated 12/24/2008
 - International Brotherhood of Electrical Workers, AFL-CIO, Local 2088
 - POC: Dan Raymond, Business Manager, (321) 459-1400
- CBA-2008-2544 (Rev 0), dated 12/24/2008
 - International Brotherhood of Electrical Workers, AFL-CIO, Local 2088
 - POC: Dan Raymond, Business Manager, (321) 459-1400
- CBA-2008-2545 (Rev 0), dated 12/24/2008
 - International Brotherhood of Electrical Workers, AFL-CIO, Local 2088
 - POC: Dan Raymond, Business Manager, (321) 459-1400
- CBA-2008-2546 (Rev 0), dated 12/24/2008
 - Communication Workers of America, AFL-CIO, Local 2300
 - POC: Daisy Brown, President, (301) 220-2300



Job Description/Qualification Form

(Section L Appendix 2)

Office of the Chief Information Officer

TITLE

Contractor Job Title: _____

CBA Job Title: _____

Solicitation Job Title: _____

SCA Wage Determination Job Title: _____

SCA Directory of Occupations Classification Number _____

TYPE

EXEMPT

NON-EXEMPT

SALARY / WAGE RANGE

ANNUAL FROM: _____ TO: _____ [Exempt]

HOURLY FROM: _____ TO: _____ [Nonexempt]

HEALTH AND WELFARE [FRINGE BENEFITS]

EXACT AVERAGE HOURLY COST OF HEALTH AND WELFARE _____

DESCRIPTION

QUALIFICATIONS

EDUCATION: _____

EXPERIENCE: _____



Instructions for Completing JD/Q (continued-2)

Office of the Chief Information Officer

- **TITLE**
- There are two Job Description/Qualification forms per page. One form is to be completed for each job title/classification.
- (**NOTICE**: This applies to all proposed subcontractor classifications as well)
 - **Contractor Job Title** - Enter your company job title **if** different from the SCA Wage Determination or CBA job title/classification.
 - **CBA Job Title** – Enter the CBA Job Title from the appropriate Collective Bargaining Agreement contained in the MSFC Acquisitions Portal/NICS Reading Room.
 - **Solicitation Job title** – Enter the job title identified in the solicitation at Section L, Appendix 2.
 - **SCA Wage Determination Job Title/Classification** - Enter the accurate SCA job title/classification and SCA job number from the SCA Wage Determination or the title from the CBA as appropriate.
- (**NOTE**: Detailed position descriptions are contained in the SCA Directory of Occupations, **Fifth Edition, dated April 2006** for each job classification listed on the wage determination.



Instructions for Completing JD/Q (continued-3)

Office of the Chief Information Officer

- **TYPE**
- Place an **X** in the Box that is applicable to the job title/classification.
 - **Exempt** - Those job classifications identified in Title 29 CFR Part 541 (Dated August 23, 2004) as exempt classifications.
 - **Nonexempt** – All job classifications other than those exempt by 29 CFR Part 541.
- **SALARY / WAGE RANGES:**
 - For the **exempt** employees, enter the minimum annual pay in the **Annual From** space and the maximum annual pay in the corresponding **To** space.
 - For the **non-exempt** employees enter the minimum hourly pay in the **Hourly From** space and the maximum hourly pay in the corresponding **To** space.
 - **NOTE:** The minimum rate can never be lower than the SCA wage determination minimum rate.
- **HEALTH AND WELFARE [FRINGE BENEFITS]:**
 - Provide the **exact cost** of health & welfare for those employees covered by the CBA (See title 29 CFR Part 4.52 & 4.163 for complete details).
 - Provide the **exact average** hourly **cost** of health & welfare for the service employees covered by the SCA Wage Determination (See Title 29 CFR Part 4.175(b) for complete details) .



Instructions for Completing JD/Q (continued-4)

- **NOTICE:** The exact average hourly cost of **health and welfare** for service (non-exempt) employees and **shall not include** the cost of vacation pay, holiday pay, liability insurance, state and Federal taxes, professional liability insurance, unemployment or workmen's compensation insurance, etc.
- **NOTE:** The **average hourly cost** of health and welfare must be computed separately for **exempt** (those employees not covered by the SCA) and **nonexempt** (those employees covered by the SCA) employees.
- **NOTICE:** The SCA makes **NO** distinction between full-time, part-time, and temporary "service employees" in regards to the payment of health and welfare, including vacation and holiday pay.
- **DESCRIPTION**
- Briefly describe the duties performed under the specified job title/classification.
- **QUALIFICATION REQUIREMENTS**
- Identify the education and experience requirements for an employee to qualify for the specified job title/classification.



Why the Emphasis on SCA?

- Because it is a critical part of this solicitation/contract.
- ...And we want you and your Small Business teammates to be an informed offeror. **Why?**
- There are sanctions for failure to comply with mandatory SCA requirements (29 CFR 4.187 through 4.190).
 - If a contractor/subcontractor fails to comply with the mandatory SCA requirements, the Government may...
 - Withhold from payments a sum adequate to pay back wages or fringe benefits due employees;
 - Bring legal action against the contractor;
 - Terminate contract and hold contractor liable for any resulting cost to government;
 - Not award contracts to violators for 3 years.



In Closing...

Office of the Chief Information Officer

Remember



The Purpose and Intent of the Service Contract Act of 1965

Office of the Chief Information Officer

“To remove wages as a factor in the competition for Federal Service Contracts by requiring the payment of not less than locally prevailing wage rates and fringe benefits, or in certain cases, the wages and fringe benefits contained in the predecessor contractor’s collective bargaining agreements.”