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VOLUME 5 DATA MANAGEMENT STUDY

APPENDIX J CONTRACTOR DATA PACKAGE PROCUREMENT AND CONTRACTING (PC)

PREPARED BY

•

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CONTRACT MANAGEMENT Voyager Spacecraft System Project APPROVED BY

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PREPARED FOR

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UNDER JPL CONTRACT No. 951112



MISSILE AND SPACE DIVISION Valley Forge Space Technology Center P.O. Box 8555 • Philadelphia, Penna. 19101

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INTRODUCTION

This appendix presents the Contractor Data Package (Data Item Matrix, Data Requirement Descriptions, User Flow Diagram, Document Relationship Tree, and Frequency and Phasing Charts) for Procurement and Contracting (PC).

These data delineate the practices and procedures applicable to the administration of procurement and contracting and cover authorities, implementation procedures, contract change notices, pre-contract processes, contract management, procurement standards, and contractual reporting requirements.

The complete list of Contractor Data Package appendixes is as follows:

- Appendix A Technical Description and System Engineering (SE)
- Appendix B Planetary Quarantine (PQ)
- Appendix C Manufacturing (MG)
- Appendix D Configuration Management (CM)
- Appendix E Quality Assurance (QA)
- Appendix F Test (TE) and Mission Operations (MP)
- Appendix G Reliability Assurance (RA)
- Appendix H Logistics and Support (LS)
- Appendix I Overall Management (MA); Scheduling (SC); and Manning and Financial (MF)
- Appendix J Procurement and Contracting (PC)
- Appendix K Data Management (DM)
- Appendix L* Facilities (FA)
- Appendix M* Safety (SA)
- Appendix N* Site Activation for Launch (AL)

*Appendixes L through Q prepared under Contract NAS 7-584

Appendix O* - Science (SI)

Appendix P* - Related Project Interfaces (RP)

Appendix Q* - Advanced Missions (AM)

*Appendixes L through Q prepared under Contract NAS 7-584.

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DATA ITEM	DATA ITEM	DESCR
NUMBER	PROCUREMENT AND	
	CONTRACTING**	
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	DIRECTIVES	
PC- 006	*Requisition and Instruction Sheet	
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	PROPOSALS	
PC- 001	Contract Change Proposal	
	RECORDS	ļ!
PC- 008	*Contract Correspondence	
	REPORTS	
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PC- 002	Report, Contract Status	Report of contract status, showing tota standing, and CCN's negotiated.
PC- 003	*Report, Incentive Contract Analysis	Analysis of contract status, showing e
	*Note: Contracting only, excluding General Provisions	

* KEY INFORMAL DATA

DATA ITEM LIST/USER MATRIX

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APPLICABILITY TO PROJECT BOARDS

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DATA ITEM NUMBER	2 of 2 DATA ITEM PROCUREMENT AND	DESCR
	CONTRACTING**	
	<u>REPORTS</u> (Cont'd)	
PC- 004	Report, New Technology	Report to the customer on new patentable the progress of the project effort.
PC- 005	Report, Shipping Document	Approval by cognizant contract administ
PC- 007	Report, Status, Government Furnished Property (GFP)	Covers status of GFP including receipt, responsibility.
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	** Contracting only, excluding General Provisions	

* KEY INFORMAL DATA

DATA ITEM LIST/USER MATRIX

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	DIRECTIVES	
PC- 011	*Project Procurement Policies and Procedures	Formal project policies and procedures g procurement management and operations
	INSTRUCTIONS	
PC- 012	*Instruction, Subcontract Proposal Preparation	Detailed instructions covering format an mitted by prospective subcontractors and contractor request for proposal (RFP) (PC-
	LISTS	
PC- 013	List, Bidder	A list of acceptable potential subcontracto levels of participation in the project, from principal subcontractors, will be made fol
	MANUALS	
PC- 014	*Manual, Project Subcontract Management	Contractor's internal document covering management, control, and integration e
	*** Note: Procurement only, excluding General Provisions	

* KEY INFORMAL DATA

DATA ITEM LIST/USER MATRIX

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	REPORTS	
PC- 019	Proposal, Subcontract Change	Document to be used by a subcontractor proposed change of his subcontract or pu
PC- 018	Proposal, Subcontractors	Proposal submitted in response to contrast subcontract proposal (S/C RFP).
	PROPOSALS	
		accordance with all agreements
PC- 017	Plan, Subcontractor's Management	Defines the subcontractor's, or vendor's and performing the Voyager effort that has
PC- 016	*Plan, Project Subcontract Negotiation	Contractor's internal plan for conducting potential subcontractors and vendors.
PC- 015	Plan, Project Procurement	Establishes and defines project procuren government, company, and project procurequirements.
	PLANS	
NUMBER	PROCUREMENT*** AND CONTRACTING	
DATA	2 of 4 DATA ITEM	DESCRIP

* KEY INFORMAL DATA

DATA ITEM LIST/USER MATRIX

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DATA	3 of 4	
ITEM NUMBER	DATA ITEM	DESCRIP
NUMBER	PROCUREMENT*** AND	
<u> </u>	CONTRACTING	
	<u>REPORTS</u> (Cont'd)	
PC- 022	*Report, Subcontractor/Vendor Survey	A report by a contractor's (GE) survey to subcontractor's/vendor's capabilities (e. facilities, personnel).
PC- 023	*Report, Subcontractor/Vendor Rating	A contractor's comparative analysis of p and vendors.
PC- 024	Report, Subcontractor Proposal Evaluation	The formal summary of proposal evaluat Selection Board by the cognizant engineer functional evaluations.
	REQUESTS	
PC- 025	*Request, Subcontract Proposal (S/C RFP)	A formal request to prospective subcontr proposals for certain contributing aspects
	SCHEDULE	
PC- 026	*Schedule, Project Procurement	A summary schedule showing all project milestones, from the decision to "buy" to in-house.
	***Note: Procurement only, excluding General Provisions	

* KEY INFORMAL DATA

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DATA ITEM LIST/USER MATRIX

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DATA ITEM NUMBER	DATA ITEM <u>PROCUREMENT***AND</u> <u>CONTRACTING</u>	DESCF
	SUBCONTRACT	
PC- 027	Subcontract	Formal legal document (subcontract or prequirements and work being procured b
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	***Note: Procurement only, excluding General Provisions	

* KEY INFORMAL DATA

DATA ITEM LIST/USER MATRIX

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Procurement and Contracting (PC) data items have been included in the Project Control User Flow Diagrams, see Appendix I, Section 3.

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Proc	urement and Contracting Data Requirement Descriptions
DRD Numb er	Title
PC-001	Contract Change Proposal
PC-002	Report, Contract Status
PC-003	*Report, Incentive Contract Analysis
PC-004	Report, New Technology
PC-005	Report, Shipping Document
PC-006	*Requisition and Instruction Sheet
PC-007	Report, Status, Government Furnished Property (GFP)
PC-008	*Record of Contract Correspondence
PC-011	*Project Procurement Policies and Procedures
PC-012	*Instruction, Subcontract Proposal Preparation
PC-013	List, Bidder
PC-014	*Manual, Project Subcontract Management
PC-015	Plan, Project Procurement
PC-016	*Plan, Project Subcontract Negotiation
PC-017	Plan, Subcontractor's Management
PC-018	Proposal, Subcontractors
PC-019	Proposal, Subcontract Change
PC-020	*Report, Subcontract Cost Analysis
PC-021	*Report, Subcontractor/Vendor Expenditure Analysis
PC-022	*Report, Subcontractor/Vendor Survey
PC-023	*Report, Subcontractor/Vendor Rating
PC-024	Report, Subcontractor Proposal Evaluation
PC-025	*Request, Subcontract Proposal (S/C RFP)
PC-026	*Schedule, Project Procurement
PC-027	Subcontract

Procurement and Contracting Data Requirement Descriptions

*Key Informal Data

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	GE	EXHIBIT	DRD	PC-001
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, VOY	AGER DATA	REQUIREMENT DESCRIPTION	1	- <u></u>	DRD APPROVED	BY	DATE:	DATA CATEGORY.
ORGANIZATION ORIGINATING	CODE	OFFICE RESPONSIBLE FOR	DRD: CODI	DRD PREP	ARED BY:	DATE:	CONTRACT NO.:	DRD NO.
REQUIREMENT.	PC			P	.J. Lepage	7/28/67		PC-001
TITLE OF DOCUMENT:	kk			<i></i>	ORGANIZATION F		TASK OR	DRL ITEM
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VOYAGER DATA REQUIREMENT DESCRIPTION - 2ND SHEET

SPECIAL INSTRUCTIONS

DRD NO.: PC-001

SPECIAL DISTRIBUTION: (IF DISTRIBUTION IS NOT COVERED BY AN EXISTING DDL WRITE IN DISTRIBUTION BELOW)

OUTLINE OF CONTENTS

- 1. Contract number
- 2. Name and account number of NASA agency
- 3. Date of contract change proposal
- 4. Submitted in response to Customer CCN number _____ Date _____.
- 5. Summary of proposed change

6.	Cost proposal	(, TO BE USED FOR NEGOTIATION)
	effect on delivery	(IO BE USED FOR NEGOTIATION)
-		

7. Date by which change should be implemented.

(CONTINUE ON THIRD SHEET, IF NECESSARY, AND AFFIX TO THIS DRD.)

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VOYAGER DATA REQUIREMENT DESCRIPTION - 2ND SHEET

SPECIAL INSTRUCTIONS:

DRD NO.: PC-002

SPECIAL DISTRIBUTION: (IF DISTRIBUTION IS NOT COVERED BY AN EXISTING DDL WRITE IN DISTRIBUTION BELOW)

OUTLINE OF CONTENTS:

- 1. Current contract funding
- 2. Expected funding
- 3. Status of CCN quotations
- 4. Outstanding proposal status (internal, customer)
- 5. Supplemental agreement status
- 6. Negotiation status

(CONTINUE ON THIRD SHEET, IF NECESSARY, AND AFFIX TO THIS DRD.)

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VOYAGER DATA REQUIREMENT DESCRIPTION - 2ND SHEET

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SPECIAL DISTRIBUTION: (IF DISTRIBUTION IS NOT COVERED BY AN EXISTING DDL WRITE IN DISTRIBUTION BELOW)

OUTLINE OF CONTENTS:

- 1. Detailed incentive arrangement including:
 - a. Award fee, if any, and range
 - b. Incentive fee, by parameter
 - (1) Cost
 - (2) Schedule
 - (3) Technical
 - c. Total fee
- 2. Earned/loss fee by reportable parameter to date.

(CONTINUE ON THIRD SHEET, IF NECESSARY, AND AFFIX TO THIS DRD.)

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REQUIREMENT	PC			1	J. 7	T. Hurley	7/28/67	NO.:	PC-004
TITLE OF DOCUMENT:						ORGANIZATION R		TASK OR	DRL ITEM
						FOR DOCUMENT P		SUBTASK:	NO.:
						Contract			
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VOYAGER DATA REQUIREMENT DESCRIPTION - 2ND SHEET

SPECIAL INSTRUCTIONS:

SPECIAL DISTRIBUTION: (IF DISTRIBUTION IS NOT COVERED BY AN EXISTING DDL WRITE IN DISTRIBUTION BELOW)

OUTLINE OF CONTENTS:

1. A written report of each reportable item as defined in NASA PR 9, 101-4, and a certification of compliance with the Procurement Regulation.

(CONTINUE ON THIRD SHEET, IF NECESSARY, AND AFFIX TO THIS DRD.)

DRD NO .:

PC-004

VOYAGER DATA REQUIREMENT DESCRIPTION						DRD APPROVED BY		DATE	DATA CATEGORY:
ORGANIZATION ORIGINATING	CODE:	OFFICE RESPONSIBLE FOR	DRD:	CODE	DRD PREP	ARED BY	DATE	CONTRACT NO.:	DRD NO.
REQUIREMENT	PC				P. (J. Lepage	7/28/67		PC-005
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JPL 2568 OCT 65

VOYAGER DATA REQUIREMENT DESCRIPTION - 2ND SHEET

SPECIAL INSTRUCTIONS:

DRD NO.: PC-005

SPECIAL DISTRIBUTION: (IF DISTRIBUTION IS NOT COVERED BY AN EXISTING DDL WRITE IN DISTRIBUTION BELOW)

OUTLINE OF CONTENTS:

- 1. Contractor's name and address
- 2. Shipping point (origin)
- 3. Contract number
- 4. Name and account No. of NASA agency
- 5. Notation stating document status ("record" or "final")
- 6. Document date
- 7. Shipping date
- 8. Method of shipment
- 9. Identification of items by model number, serial number, part number, applicable specification, or applicable documentation identification.
- 10. Identification of number of packages in shipment, loose parts, and items shipped separately.
- 11. Preservation and packaging information in addition to normal shipping data
- 12. Weights

(CONTINUE ON THIRD SHEET, IF NECESSARY, AND AFFIX TO THIS DRD.)

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VOYAGER	DATA	REQUIREMENT DESCRIPTION							CATEGORY:
ORGANIZATION ORIGINATING	CODE	OFFICE RESPONSIBLE FOR			DRD PREPA	ARED BY	DATE	CONTRACT	DRD NO.:
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JPL 2568 OCT 65

VOYAGER DATA REQUIREMENT DESCRIPTION - 2ND SHEET

SPECIAL INSTRUCTIONS:

SPECIAL DISTRIBUTION: (IF DISTRIBUTION IS NOT COVERED BY AN EXISTING DDL WRITE IN DISTRIBUTION BELOW)

OUTLINE OF CONTENTS:

The requisition sheet content is to be tailored to specific circumstances so as to provide complete translation of all requirements of the contract into clear internal work authorizations. The instruction sheet (IS) supplements the requisition by translating contract changes in specific areas into clear internal work authorizations.

(CONTINUE ON THIRD SHEET, IF NECESSARY, AND AFFIX TO THIS DRD.)

DRD NO.:

PC-006

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ORGANIZATION ORIGINATING COD REQUIREMENT: PC	E OFFICE RESPONSIBLE FOR	DRD: CODE	J. T. I		DATE: 7/28/67	CONTRACT NO.:	DRD NO.: PC-007
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VOYAGER DATA REQUIREMENT DESCRIPTION - 2ND SHEET

SPECIAL INSTRUCTIONS:

SPECIAL DISTRIBUTION: (IF DISTRIBUTION IS NOT COVERED BY AN EXISTING DDL WRITE IN DISTRIBUTION BELOW)

OUTLINE OF CONTENTS:

- 1. Contract number under which property is provided
- 2. Date GFP is received at GE
- 3. Status at receipt
- 4. Date of any requests for correction to or replacement of GFP
- 5. Action taken as a result of (4) above
- 6. Location of property
- 7. Contractor functional organization to which property is assigned
- 8. Disposition instructions:
 - a. Request
 - b. Acknowledgment
 - c. Disposition

(CONTINUE ON THIRD SHEET, IF NECESSARY, AND AFFIX TO THIS DRD.)

DRD NO.: PC-007

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VOYAGER DATA REQUIREMENT DESCRIPTION - 2ND SHEET

SPECIAL INSTRUCTIONS:

DRD NO.: PC-008

SPECIAL DISTRIBUTION: (IF DISTRIBUTION IS NOT COVERED BY AN EXISTING DDL WRITE IN DISTRIBUTION BELOW)

OUTLINE OF CONTENTS:

- 1. Contract number
- 2. Correspondence control number, i.e., file number
- 3. Clearly identify purpose of correspondence
- 4. Clearly state what is expected of the customer and by what date, if applicable
- 5. Clearly state what GE will do and by what date, if applicable

(CONTINUE ON THIRD SHEET, IF NECESSARY, AND AFFIX TO THIS DRD.)

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VOYAGER DATA REQUIREMENT DESCRIPTION - 2ND SHEET

SPECIAL INSTRUCTIONS:

SPECIAL DISTRIBUTION: (IF DISTRIBUTION IS NOT COVERED BY AN EXISTING DDL WRITE IN DISTRIBUTION BELOW)

OUTLINE OF CONTENTS:

1. This document(s) defines the overall project policy(s) and procedure(s) established to meet contract requirements concerning subcontracting and procurement management, control, and implementation. It references, correlates with and clarifies conflicts with established GE company, division, and department procurement policies and procedures.

2. Policies will be established covering, but not limited to, the following areas for each category of subcontractor and/or vendor:

- a. Approval echelons for subcontract and procurement requirements and documents.
- b. Extent of requirements and constraints.
- c. Relationships among subcontract management, cognizant engineer, procurement, and subcontract administration groups and personnel.

(CONTINUE ON THIRD SHEET, IF NECESSARY, AND AFFIX TO THIS DRD.)

DRD NO.: PC-011

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ORGANIZATION ORIGINATING	G CODE:	OFFICE RESPONSIBL	E FOR DRD:	CODE	DRD PREPA	ARED BY:	DATE	CONTRACT	DRD NO.
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^{*} Key Informal Data

VOYAGER DATA REQUIREMENT DESCRIPTION ~ 2ND SHEET

SPECIAL INSTRUCTIONS:

SPECIAL DISTRIBUTION: (IF DISTRIBUTION IS NOT COVERED BY AN EXISTING DDL WRITE IN DISTRIBUTION BELOW)

OUTLINE OF CONTENTS:

1. Format for proposal submittal, including general information concerning disclosure, type of agreement to be entered into by the submitter, use and limitation of use of submitted proposal data

- 2. Technical proposal content
- 3. *Subcontractor's corporate capability statement
- 4. Subcontractor's management plans, including, but not limited to:
 - a. *Organization plan, including chart and resumes for key personnel
 - b. *Implementation plan and schedule
 - c. *Procurement plan including a make or buy program and a subsupplier management plan.
 - d. *Safety plan
 - e. *Configuration management plan
 - f. *Project control plan
 - g. *Facilities plan
- * Requirement for inclusion of these items will vary with the type and terms of the particular proposal and category of subcontractor to whom the RFP is extended. (CONTINUE ON THIRD SHEET, IF NECESSARY, AND AFFIX TO THIS DRD.)

DRD NO .:

- h. *Data management plan
- i. *Quality program plan
- j. *Reliability program plan
- k. *Manufacturing plan
- 1. *Integrated test plan
- 5. *Cost elements
- 6. *Special instructions (e.g., relative to new technology clause).
- 7. *Other information

*Requirement for inclusion of these items will vary with the type and terms of the particular proposal and category of subcontractor to whom the RFP is extended.

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VOYAGER DATA REQUIREMENT DESCRIPTION - 2ND SHEET

SPECIAL INSTRUCTIONS:

This document is constantly being updated as new companies are investigated and approved and hence added to the list. By the same token companies whose products, quality, reliability, availability or ability to meet schedule are under par are removed from the list.

This is considered a proprietary item since it contains information which has been privately obtained through time and experience. Also it may have data which could have legal implications if it were indiscriminately disclosed.

SPECIAL DISTRIBUTION: (IF DISTRIBUTION IS NOT COVERED BY AN EXISTING DDL WRITE IN DISTRIBUTION BELOW)

OUTLINE OF CONTENTS:

This document is a compendium of data on individual companies doing business with GE:

- 1. Name of company
- 2. Location
- 3. Type of product
- 4. Description of product
- 5. Officers (names and backgrounds)
- 6. Size of plant
- 7. Annual business volume (dollars)
- 8. Time in business (total)
- 9. Reserve capital
- 10. Number, description, and size of machinery
- 11. Number of employees and type (i.e., engineer, machinist)
- 12. Years as a GE subcontractor/vendor
- 13. Production data
 - a. Relative cost
 - b. Quality
 - c. Product reliability
 - d. Schedule commitments (ability to meet)
 - e. Work load

(CONTINUE ON THIRD SHEET, IF NECESSARY, AND AFFIX TO THIS DRD.)

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VOYAGER DATA REQUIREMENT DESCRIPTION - 2ND SHEET

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SPECIAL INSTRUCTIONS

DRD NO.: PC-014

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OUTLINE OF CONTENTS:

- 1. "Make or Buy" procedures
- 2. Source evaluation and selection procedures
- 3. Procedures for preparation and issuance of requests for quotations and requests for proposals
- 4. Proposal and quotation evaluation procedures
- 5. Subcontract negotiation and award procedures
- 6. Subcontract management, control, and implementation procedures
- 7. Subcontract performance analysis and measurement procedures

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VOYAGER DATA REQUIREMENT DESCRIPTION - 2ND SHEET

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OUTLINE OF CONTENTS:

- 1. Introduction
- 2. General requirements
- 3. Procurement policies and procedures (may be referenced)
- 4. Subcontract management and procurement organization
- 5. Make or Buy Plan
- 6. Subcontract operation and source selection plans
- 7. Procurement Operation and source selection plans
- 8. Intra-company procurement plans
- 9. Interaction with other Project plans

(CONTINUE ON THIRD SHEET, IF NECESSARY, AND AFFIX TO THIS DRD.)

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VOYAGER DATA REQUIREMENT DESCRIPTION - 2ND SHEET

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OUTLINE OF CONTENTS:

1. Technical evaluation

a. Proposal

b. Facility survey

- 2. Analysis cost price
 - a. Evaluation
 - (1) Manufacturing
 - (2) Material
 - (3) Engineering
 - (4) Test operations
 - (5) Quality assurance
 - (6) Reliability
 - b. Review
 - (1) Rate
 - (2) Overhead
 - (3) Profit
- 3. Criteria
 - a. Time
 - b. Location

(CONTINUE ON THIRD SHEET, IF NECESSARY, AND AFFIX TO THIS DRD.)

DRD NO .:

- c. Philosophy
- d. Procedure
- e. Documentation
 - (1) Minutes
 - (2) Agreements
 - (3) Disagreements
- 4. Negotiation Agenda
- 5. Negotiation team membership

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VOYAGER DATA REQUIREMENT DESCRIPTION - 2ND SHEET

SPECIAL INSTRUCTIONS:

This document will be prepared by the respective Voyager subcontractors in response to specific requirements in a request for proposal (S/C RFP) and/ or the subcontract requirements themselves.

SPECIAL DISTRIBUTION: (IF DISTRIBUTION IS NOT COVERED BY AN EXISTING DDL WRITE IN DISTRIBUTION BELOW)

OUTLINE OF CONTENTS:

The subcontractor's Voyager effort shall include management plans covering, but not limited to, the following areas:

- 1. *Organization, including engineering and management
- 2. *Overall management, control, and operation
- 3. *Configuration and data management
- 4. *Quality assurance program
- 5. *Reliability assurance program
- 6. *Procurement and subsupplier management
- 7. *Manufacturing and production
- 8. *Scheduling and implementation
- 9. *Facilities
- 10. *Safety
- * Specific inclusions of these items will depend on the type, extent, and terms of the given subcontract and the category of subcontractor with whom it is placed.

(CONTINUE ON THIRD SHEET, IF NECESSARY, AND AFFIX TO THIS DRD.)

DRD NO .:

- 11. *Integrated test
- 12. *Logistics and transportation
- 13. *Contingency operation
- 14. *Security

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The subcontractor's management plans shall also include or reference all essential data items used to complement and implement the management effort (e.g., milestone schedules and PERT network, manufacturing and test flow diagrams, procurement policies and procedures).

^{*} Specific inclusions of these items will depend on the type, extent, and terms of the given subcontract and the category of subcontractor with whom it is placed.

GE EXHIBIT I	DRD PC-018
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VOYAGER DATA REQUIREMENT DESCRIPTION - 2ND SHEET

SPECIAL INSTRUCTIONS

SPECIAL DISTRIBUTION: (IF DISTRIBUTION IS NOT COVERED BY AN EXISTING DDL WRITE IN DISTRIBUTION BELOW)

OUTLINE OF CONTENTS:

The Subcontract Proposal Request (S/C RFP) and its Subcontract Proposal Preparation Instruction together describe and define the outline and content to be included in this data item; therefore, are, in reality, the DRD for a subcontractor's proposal. DRD numbers PC-025 and PC-012 describe the Subcontract Proposal Request and the Subcontract Proposal Preparation Instruction, respectively.

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VOYAGER DATA REQUIREMENT DESCRIPTION - 2ND SHEET

SPECIAL INSTRUCTIONS

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OUTLINE OF CONTENTS:

- 1. Statement of proposed change
- 2. Purpose of change
- 3. Detail of change
- 4. System(s) affected
- 5. Cost and price effect
- 6. Proposed effectivity
- 7. Interchangeability affected
- 8. Disposition recommendation of existing components, assembly subsystem
- 9. Impact (if any) on schedule
- 10. Reliability and quality effect
- 11. Test and/or test equipment affected
- 12. Contract effect
 - a. Terms and conditions
 - b. Incentive effect
 - c. Program reporting, additions, changes, etc.

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VOYAGER DATA REQUIREMENT DESCRIPTION - 2ND SHEET

SPECIAL INSTRUCTIONS:

DRD NO.: PC-020

SPECIAL DISTRIBUTION: (IF DISTRIBUTION IS NOT COVERED BY AN EXISTING DDL WRITE IN DISTRIBUTION BELOW)

OUTLINE OF CONTENTS:

- 1. Evaluate costs related to subcontractors
 - a. Manufacturing
 - b. Materials
 - c. Engineering
 - d. Test and operations
 - e. Quality assurance
 - f. Reliability
 - g. Management
- 2. Review subcontractors
 - a. Labor rates
 - b. Overhead
 - c. Profit

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VOYAGER DATA REQUIREMENT DESCRIPTION - 2ND SHEET

SPECIAL INSTRUCTIONS:

Prepared and analyzed by finance, utilized by subcontractor control and integration and the cognizant engineer to assess status and performance of the subcontractor's work.

SPECIAL DISTRIBUTION: (IF DISTRIBUTION IS NOT COVERED BY AN EXISTING DDL WRITE IN DISTRIBUTION BELOW)

OUTLINE OF CONTENTS:

- 1. Funding status
- 2. Comparison of actual versus planned costs by task
- 3. Comparison of planned versus estimated costs to complete
- 4. Variance analysis
- 5. Problem areas

(CONTINUE ON THIRD SHEET, IF NECESSARY, AND AFFIX TO THIS DRD.)

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GE EXHIBIT DRD PC-022	
VOYAGER DATA REQUIREMENT DESCRIPTION - 2ND SHEET	
PECIAL INSTRUCTIONS	DRD NO.: PC-02:
Utilized to present a detailed evaluation of subcontractors for use of the Voyager Source Evaluation Board	
PECIAL DISTRIBUTION: (IF DISTRIBUTION IS NOT COVERED BY AN EXISTING DDL WRITE IN DISTRIBUTION BELOW)	
DUTLINE OF CONTENTS:	
 Financial analysis Engineering analysis Manufacturing engineering analysis Quality assurance analysis 	
5. Management analysis	

(CONTINUE ON THIRD SHEET, IF NECESSARY, AND AFFIX TO THIS DRD.)

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VOYAGER DATA REQUIREMENT DESCRIPTION - 2ND SHEET

SPECIAL INSTRUCTIONS

DRD NO.: PC-023

SPECIAL DISTRIBUTION: (IF DISTRIBUTION IS NOT COVERED BY AN EXISTING DDL WRITE IN DISTRIBUTION BELOW)

OUTLINE OF CONTENTS:

- 1. Product quality and reliability analysis
- 2. Corporate subcontract experience
- 3. Cost performance history
- 4. Delivery performance history
- 5. Management implementation of quality assurance and reliability systems

(CONTINUE ON THIRD SHEET, IF NECESSARY, AND AFFIX TO THIS DRD.)

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VOYAGER DATA REQUIREMENT DESCRIPTION - 2ND SHEET

SPECIAL INSTRUCTIONS

drd no.: $\mathbf{PC-024}$

SPECIAL DISTRIBUTION: (IF DISTRIBUTION IS NOT COVERED BY AN EXISTING DDL WRITE IN DISTRIBUTION BELOW)

OUTLINE OF CONTENTS:

- 1. Technical evaluation
- 2. Management plan evaluation
- 3. Schedule evaluation
- 4. Cost analysis

(CONTINUE ON THIRD SHEET, IF NECESSARY, AND AFFIX TO THIS DRD.)

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VOYAGER DATA REQUIREMENT DESCRIPTION ~ 2ND SHEET

SPECIAL INSTRUCTIONS:

DRD NO.: PC-025

SPECIAL DISTRIBUTION: (IF DISTRIBUTION IS NOT COVERED BY AN EXISTING DDL WRITE IN DISTRIBUTION BELOW)

OUTLINE OF CONTENTS:

- 1. Technical definition and work statement
- 2. Management plans required
- 3. Costing instructions
- 4. Subcontract form
- 5. Special Voyager requirements

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PAGE I OF 2

VOYAGER DATA REQUIREMENT DESCRIPTION - 2ND SHEET

SPECIAL INSTRUCTIONS:

SPECIAL DISTRIBUTION: (IF DISTRIBUTION IS NOT COVERED BY AN EXISTING DDL WRITE IN DISTRIBUTION BELOW)

OUTLINE OF CONTENTS:

- 1. "Buy" item list
- 2. Schedules for each "buy" item
- 3. Key milestones (showing dates of)
 - a. "Buy" decision
 - b. RFP's issued
 - c. Subcontract award
 - d. Contract end item receipt
 - e. Contract end item acceptance (in-house)

(CONTINUE ON THIRD SHEET, IF NECESSARY, AND AFFIX TO THIS DRD.)

DRD NO .:

PC-026

VOYAGI	ER DATA	REQUIREMENT DESCRIPTI	ON			DRD APPROVED BY	•	DATE	DATA CATEGORY:
ORGANIZATION ORIGINATING REQUIREMENT:	CODE	OFFICE RESPONSIBLE FO	or drd:	CODE	DRD PREPA	RED BY:	DATE:	CONTRACT	DRD NO.
REQUIREMENT,	PC				A. P.	Dudeck	7/28/67		PC-027
TITLE OF DOCUMENT:						ORGANIZATION RE		TASK OR SUBTASK	DRL ITEM
								JUD MASK.	NO.:
SUI	BCON'	TRACT				Project C			L EVEL NO
						ORGANIZATION RE		DRL NO.:	LEVEL NO.
						ORGANIZATION RE		DDL NO.;	FILE NO.:
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delivery schedules,	speci	fic and general p	provis	ions					
						ESTIMATED CO	ST (\$)	DATE D	ATA DUE
INTERRELATIONSHIP WITH OTH	ER DATA	REQUIREMENTS:				FOR SINGLE PRE		то	USER
PC-018 Proposal, S	ubcon	tractors							
PC-019 Proposal, S	ubcon	tract Change				FREQUENCY O	F ISSUE:	PUBLICA	TION DATE:
PC-026 *Schedule,	Projec	ct Procurement				ANNUALLY SEMI-ANNUAL	1 Y	SI)R
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*Key Informal Data

VOYAGER DATA REQUIREMENT DESCRIPTION - 2ND SHEET

SPECIAL INSTRUCTIONS:

These data items to be prepared in preliminary form for each subcontract during preproposal phase in accordance with best information available. They will be revised and tailored to suit each subcontract requirement.

SPECIAL DISTRIBUTION: (IF DISTRIBUTION IS NOT COVERED BY AN EXISTING DDL WRITE IN DISTRIBUTION BELOW)

OUTLINE OF CONTENTS:

- 1. Work statement
 - a. Scope
 - b. Definitions and abbreviations
 - c. Applicable documents
 - d. Work tasks required (by project phases per work breakdown structure)
- 2. Delivered end items required (by project phases per work breakdown structure)
- 3. Performance and delivery schedules
 - a. Performance of required tasks
 - b. Delivery of required items
- 4. Specific provisions (project oriented)
- 5. General provisions (GE/government oriented)

(CONTINUE ON THIRD SHEET, IF NECESSARY, AND AFFIX TO THIS DRD.)

DRD NO .:

PC-027

DOCUMENTATION RELATIONSHIP TREES

Documentation relationship trees have been prepared to show the relationship of data items within this functional category as well as their relationships across categories.

Relationships within each functional category are shown by constructing a tier pattern beginning with the top-level (or governing) data item and relating in descending order all data items within the category to this top-level data item. (The location of a data item at a given level on the diagram does not necessarily indicate the importance of that specific item but identifies and defines its relation to all other data items in that category.)

Relationships between data items in one category and data items in other functional categories are shown by (1) shaded arrows to indicate the direction of the relationship and (2) an alphabetic code to indicate the nature of the interrelationship as follows:

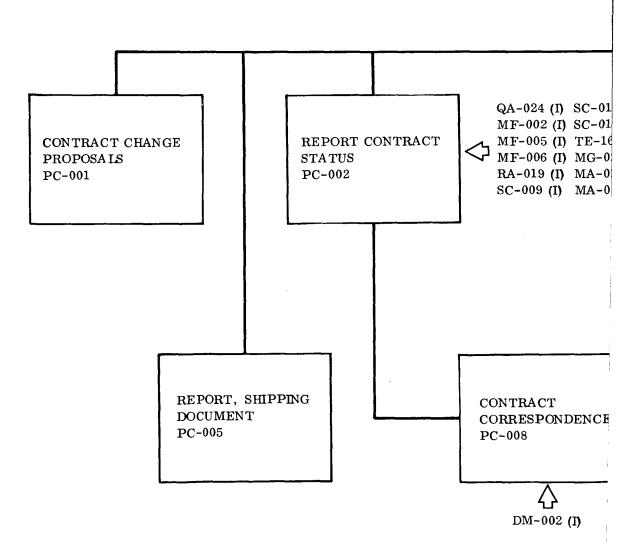
- a. Data items needed for preparation and/or support of the referenced item. (I)
- b. Data items that are supported or needed by this data item. (S)
- c. Data items that relate "to" and provide information of a general nature but are not required in an input or support role. (G)

Each data item appearing on the Data Item List (DIL) was examined and evaluated with respect to its contribution to, or dependence upon, data items appearing in other categories and is included in the diagrams. Additionally, certain data elements indicated in the user flow diagrams (but currently not identified as individual data items) have been shown within a dashed rectangle to clarify relationships. LEGEND:

1

- (I) INDICATES DATA ITEMS NEEDED FOR PREPARATION OR SUPPORT OF THE REFERENCED ITEM (INPUT).
- (S) INDICATES DATA ITEMS THAT ARE SUPPORTED OR NEEDED BY THIS ITEM.
- (G) DATA ITEMS THAT RELATE TO AND PROVIDE INFORMATION OF A GENERAL NATURE BUT ARE NOT REQUIRED IN AN INPUT OR SUPPORT ROLE

INDICATES PRINCIPAL RELATIONSHIP (I, S, OR G) BETWEEN DATA ITEMS IN OTHER FUNCTIONAL CATEGORIES.



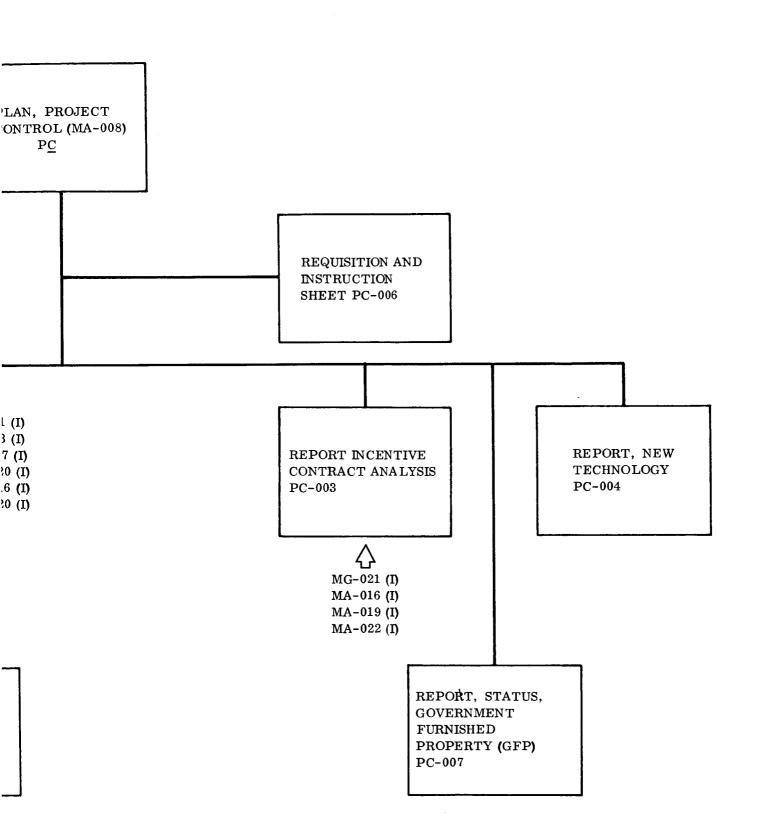
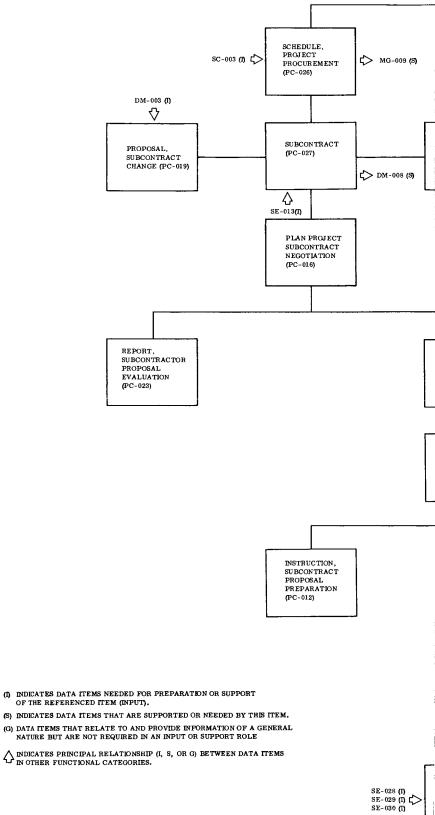


Figure J-1. Procurement and Contracting Documentation Relationship Tree (PC)

5-4



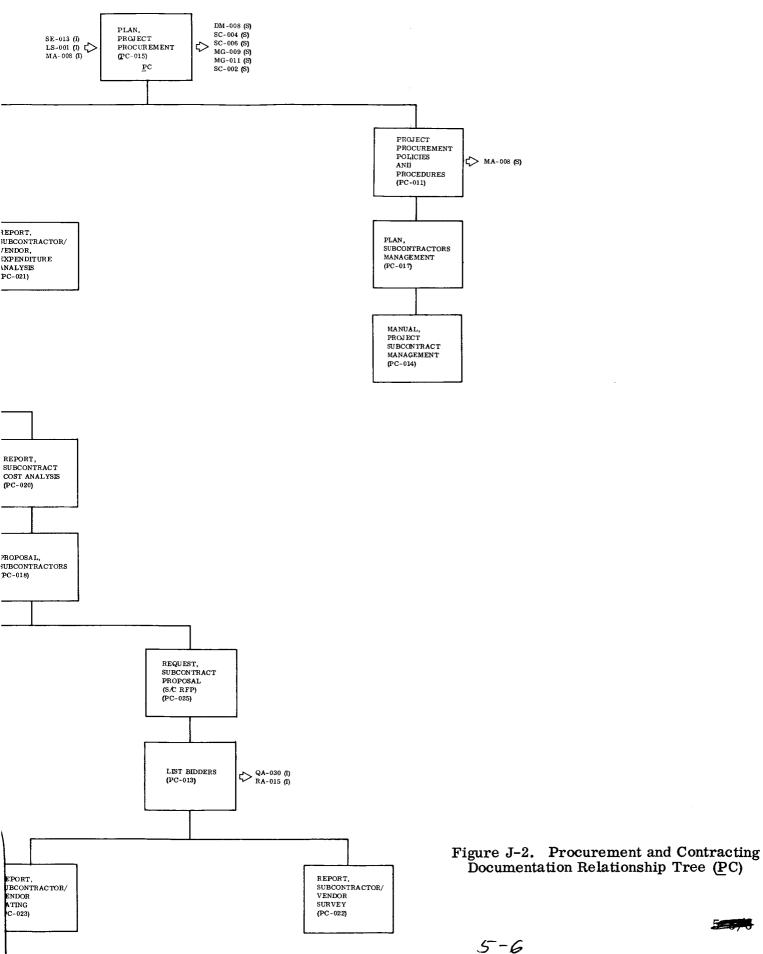
LEGEND:

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(I) INDICATES DATA ITEMS NEEDED FOR PREPARATION OR SUPPORT OF THE REFERENCED ITEM (INPUT).

5-5

- (S) INDICATES DATA ITEMS THAT ARE SUPPORTED OR NEEDED BY THIS ITEM.
- \bigwedge indicates principal relationship (I, S, or G) between data items in other functional categories.



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5

DATA ITEM PHASING/FREQUENCY

6.1 CONTRACTING

Figure J-3, Procurement and Contracting (PC) Data Item Phasing and Frequency Matrix, shows the phasing and frequency of preparation of data items. General provisions and procurement data items requirements are not shown.

Figure J-4, Procurement and Contracting (PC) Data Item Density Profile, shows the density of requirements for data item preparation in averages per month per major project review period. The increase in preparation of shipping documents following Mission Acceptance Review is clearly reflected. Effect of preparation of Key Informal Data Items is negligible.

6.2 PROCUREMENT

Figure J-5, Procurement and Contracting (PC) Phasing and Frequency Matrix, shows the phasing frequency of data item preparation requirements by major project review periods. Preparation of data items begins with the start of Phase "C" and remains at a consistent level during the contract period.

Data items which appear only on the General Provisions Data Item List are not included in these estimates. See Section 7 of this appendix where general provision data items are identified.

Figure J-6, Procurement and Contracting (PC) Data Item Density Profile, shows the density of requirements for data item preparation in averages per month per project review period. Key Informal Data Item requirements predominate in this category.

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PROPOSALS									
PC-001 Contract Change Proposal				2	A/R				
RECORDS									
PC-008 *Contract Correspondence Record	1	mo	3	1	mo				
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REPORTS	<u> </u>	<u> </u>			1				
PC-002 Report, Contract Status	1	mo	3	1	mo				
PC-003 *Report, Incentive Contract Analysis	1	Q	1	1	Q				
PC-004 Report, New Technology	1	Q	1	1	Q				
PC-005 Report, Shipping Document	10	A/R	10	10	A/R				
PC-007 Report, Status, Government Furnished Prop	1	Q	1	1	Q				
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Figure J-3. Purchasing and Contracting Data Item Phasing and Frequency Matrix $(P\underline{C})$

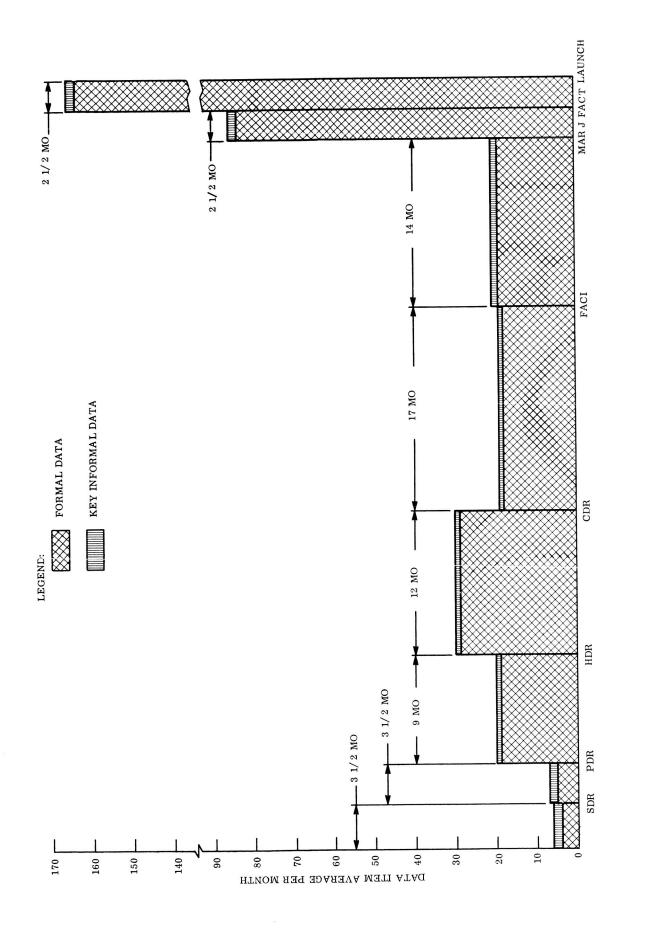


Figure J-4. Purchasing and Contracting (PC) Data Item Density Profile

PROCUREMENT **

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CONTRACTING

(<u>P</u>C)

DATA ITEM							
TITLE	QUANTITY	FREQUENCY	TOTA				
DIRECTIVES							
	50	A/R	50				
PC-011 *Project Procurement Policies and Proced.	50	A/A	<u> </u>				
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PC-012 *Instruction, Subcontract Proposal Prep.	10	0/T	10				
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PC-013 List, Bidder	1	I	1				
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PC-014 *Manual, Project Subcontractor Mgmt.	1	I	<u> </u>				
PLANS							
PC-015 Flan, Project Procurement	1	I	1				
PC-016*Plan, Project Subcontract Negotiation	10	0/T	10				
PC-017 Plan, Subcontractor's Management	1	I	1				
PROPOSALS							
PC-018 Proposal, Subcontractors	10	0/T	10				
PC-019 Proposal, Subcontract Change	10	0/1	Ē				
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REPORTS		┨	 				
PC-020 *Report, Subcontract Cost Analysis	10	A/R	10				
PC-021 *Report, Subcontractor/Vendor Exp. Anal	10	mo	30				
PC-022_*Report, Subcontractor/Vendor Survey							
PC-023 *Report, Subcontractor/Vendor Rating							
PC-024*Report, Subcontractor Proposal Evaluation	10	0/T	10				
REQUESTS		·					
PC-025 *Request, Subcontract Proposal (S/C RFP)	10	0/T	10				
SCHEDULE	·	F	—				
PC-026*Schedule, Project Procurement	1	mo	3				
SUBCONTRACT							
PC-027 Subcontract	10	0/T	10				
TOTALS			157				
*Key Informal Data							

- PHASE C - S

*Key Informal Data ** Procurement Only, Excluding General Provisions

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B/M	Bi-Monthly	ବ	Quarterly

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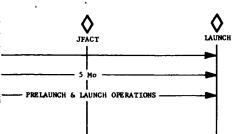
 SDR
 System Design Review

 PDR
 Preliminary Design Review

 HDR
 Hard Design Review

CDR FACI MAR J FACT Critical Design Review First Article Configuration Inspection Mission Acceptance Review Joint Flight Acceptance Composite Testing

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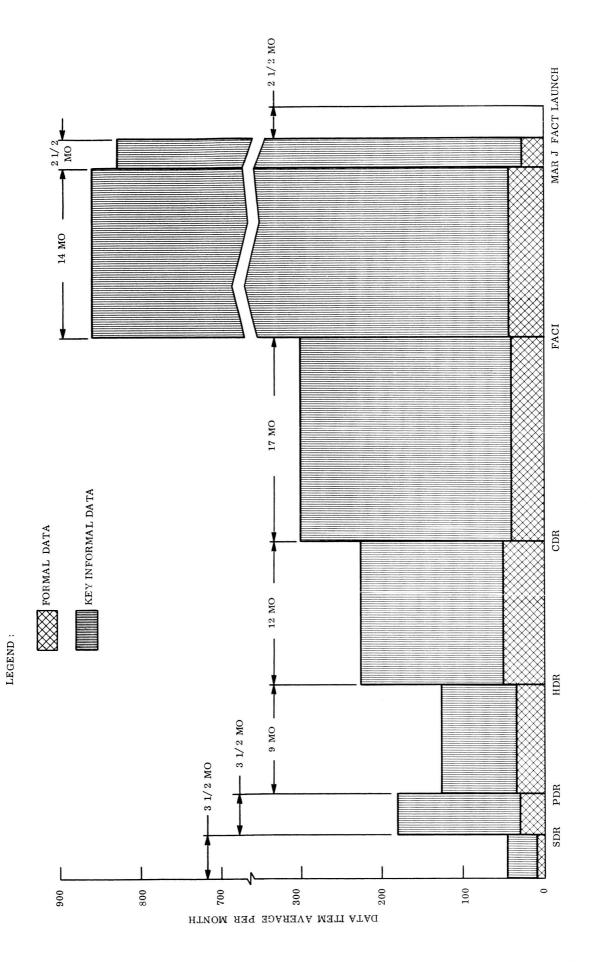


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Figure J-5. Purchasing and Contracting Data Item Phasing and Frequency Matrix (PC)

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GENERAL PROVISIONS DATA ITEM LIST

*Agreement, Contractor's Security (DD441) (MA-011) Certificate, Current Cost or Pricing Data Certification, Buy American Claim, Contract Termination Data, Other Technical (Used in Development, Practice, Fabrication and Testing of a Process or Prototype Model) Data, Other Technical (Used in Research, Development, Design, Engineering and Testing) *Drawings, Engineering (SE-056 thru SE-063, etc.) Drawings, Flow Sheets Drawings, Potentially Hazardous Item Government, Bills of Lading Instrument, Confirmation of Government Rights to Inventions Invoice, Contract Completion Letter of Assignment, Refunds (NASA 780 and 781) *List, Government-Owned Property (FA-004) List, Termination Inventory Notice, Contractor's Intention to Construct or Acquire Facilities Notice, Claims of Infringement on a Potential Invention or Copyright Notices, Disputes Appeal Notice, Loss, Destruction or Damage to Government Facilities Notice, Proposed Subcontract Notice, Reason for Delay Notice, Suit Filed Against Contractor by Subcontractor

*On functional category DIL

Notice, Transfer of Title and Materials to the Government

*Plan, Administration of Subcontracts (PC-017)

*Plan, Facilities Maintenance Program (FA-005)

*Plan, Make or Buy Program (PC-015)

*Plan, Quality Assurance (QA-009)

Proposal, Claim for Adjustment Due to Change

*Proposal, Technical - Contractor's (PC-018)

Proposal, Termination Claim

Records, Contractual (Required to Maintain Only)

Records, Inspection

Records, Property Control

Report, Contractor Compliance with NASA Industrial Property Control Manual (NPC 105)

*Report, Design Studies (SE-046, SE-047, etc.)

Report, Diversion of Key Personnel and Facilities

*Report, Final (MA-013)

*Report, Financial Management (NASA 533) (MF-002)

Report, Information for the Preparation and Prosecution of a Patent Application

Report, Information on Subcontracts Exceeding \$10K

Report, Intention to File a Patent Application

Report, Inventions Made in the Performance of Contract Work

Report, Loss or Destruction of GFP (Cost Reimbursement Contract)

*Report, Monthly Progress (MA-016)

*On functional category DIL

Report, Nature and Effectiveness of Contractor's Cost Reduction Program

Report, Notice of Labor Dispute

Report, NASA Subcontracts, NASA Form 667 (Geographic Distribution of Subcontracts)

Report, Program Progress - Biweekly (NASA 491)

*Report, Quarterly Progress (MA-019)

Report, Statement and Supporting Evidence that Labor Union Complies with Non-discrimination

Report, Subcontractor Refusal to Accept All Provision of "New Technology" Clause

*Report, Test Results (TE-054, TE-056, TE-165 thru TE-167, etc.)

Request, Contract Adjustments Resulting from Delayed Delivery of Government-Furnished Facilities (GFF)

Request, Contract Adjustments Resulting from Delayed Delivery of Government-Furnished Property (GFP)

Request, Contract Adjustments Resulting from Unsuitable Government-Furnished Property (GFP)

Request, Progress Payment (Large Fixed Price)

Request, Termination of Contract Because of Insufficient Funds

*Revisions, Make or Buy Program Plan (PC-015)

Schedule, Inventory, Government-Furnished Property (GFP)

*Specifications, (SE-008, SE-009, SE-015 thru SE-018, etc.)

Statement, Invoice of Monthly Costs Incurred

Statement, Quarterly Cumulative Cost

Statement, Subcontract Cost

Summary, Subcontracting Activity – Quarterly