Requirements Traceability Matrix Template

This template is used to (a) capture information to confirm whether the Offeror understands each of the contract requirements contained within the RFP and whether the Offeror accepts these requirements and acknowledges that they are met in the Offeror's proposal, (b) to capture the specific location in the Offeror's proposal where each contract requirement is addressed, and (c) to capture any Offeror comments, exceptions, and limitations regarding each contract requirement. The Offeror shall only enter information into the green highlighted cells. Alterations to any other cell within the template are prohibited.

Instructions for Completing the Requirements Traceability Matrix Template

Column A: The Government has entered the RFP section references. The RFP section titles and their associated requirements can be found in their respective RFP documents, which are referenced by the rows with white "all caps" text on blue background.

Columns B & C (Are any exceptions being taken to the requirements? If yes is chosen, address the deviation in Column E): The Offeror shall place an "X" in Column B if the Offeror is taking exceptions to the requirements of the indicated RFP section. If an "X" is placed in Column B, the Offeror shall address the deviation in Column E. The Offeror shall place an "X" in Column C if there are no exceptions being taken to the requirements as indicated in the RFP section.

Column D (Where addressed in proposal (Section no., Section title, paragraph no., page no.): The Offeror shall enter reference information that specifies where the requirements of the indicated RFP section are addressed in its proposal.

Column E (Comments, exceptions, and limitations): The Offeror may enter comments about the indicated RFP section and any exceptions to the Offeror's responses that have been entered Columns B-D or limitations in its responses about which the Offeror wishes the Government to be aware.

This matrix is to be filled out by the Offeror and submitted with its proposal.

RFP Section Reference	Are any exceptions being taken to the requirements? If yes is chosen, address the deviation in Column E		Where addressed in proposal (Section no., Section title, paragraph no., page no.)	Comments, Exceptions, and Limitations
	Yes	No		
ATTACHMENT I-1 PERFORMANCE WORK STATEMENT (PWS)				
1.0 Introduction				
1.1 Overview				
1.2 Background				
1.3 NASA Organization Description				
1.4 NSSC Overview				
1.4.1 Mission Statements				
1.4.2 Alignment with NASA Strategic Goals and Objectives				
1.4.3 Organization				
1.4.4 PWS Overview				
2.0 Shared Services Administration				
2.1 Service Provider Employee Requirements				
2.1.1 SP Personnel Training				
2.1.2 SP Employee Data				
2.1.3 SP Personnel Access				
2.1.4 Designation of Position Risk Level				
2.1.5 Equal Employment Opportunity				
2.2 Records, Documents and Forms Management				
2.3 Reporting/Information Requests				
2.4 NSSC Site Visits/Inspections				
2.5 Workload Data Report/Performance Metrics				
2.6 Project Management				
2.7 Security				
2.7.1 Physical Security				
2.7.2 Personnel Secuirty Clearances				
2.7.3 Key Control Media Access and Protection				

RFP Section Reference	Are any exceptions being taken to the requirements? If yes is chosen, address the deviation in Column E		Where addressed in proposal (Section no., Section title, paragraph no., page no.)	Comments, Exceptions, and Limitations
	Yes	No		
2.7.4 On-Boarding, Departures and Inter-Office Transfers				
2.8 Safety and Occupational Health				
2.8.1 Disaster Recovery and Emergency Situations				
2.8.2 Occupational Health				
2.9 Risk Management and Mitigation				
2.10 Quality Control				
2.11 SP Financial Management				
2.12 Reserved				
2.13 NSSC Customer Support Hours				
2.14 Certifications, Licenses, and Permits				
2.15 Environmental Requirements				
2.16 Energy Management				
2.17 Customer Satisfaction				
2.18 Emergency Contracting				
2.19 Property and Asset Management				
2.20 Reserved				
2.21 Customer Relationship Management Support				
2.22 Support Operations Directorate (SOD) Support				
2.23 Reserved				
2.24 New Business Support				
2.25 Print and Copy				
2.26 Waste Management				
2.27 Reserved				
2.28 Office of Diversity and Equal Opportunity Support				
3.0 Performance Requirements and Objectives				
3.1 Financial Management Services				
3.1.1 Accounts Payable				
3.1.2 Accounts Receivable				
3.1.3 Reserved				

RFP Section Reference	Are any exceptions being taken to the requirements? If yes is chosen, address the deviation in Column E		Where addressed in proposal (Section no., Section title, paragraph no., page no.)	Comments, Exceptions, and Limitations
	Yes	No		
3.1.4 FBwT and FMS 224/Reconciliation and Reporting				
3.1.5 Travel Services				
3.1.6 Reserved				
3.1.7 Reserved				
3.1.8 Permanent Change of Station (PCS) Temporary Change of Station				
3.1.9 Reserved				
3.1.10 Reserved				
3.1.11 Reserved				
3.1.12 NSSC Travel Authorization/Voucher Support				
3.1.13 Travel and Fleet Card Support				
3.2 Human Resources Services				
3.2.1 Support to Personnel Programs				
3.2.2 Reserved				
3.2.3 Employee Benefits				
3.2.4 human Resources Information Systems (HRIS)				
3.2.5 Personnel Action Request (PAR) and Maintenacne of Elctronic Official Employee Records (eOPF)				
3.2.6 Reserved				
3.2.7 Reserved				
3.2.8 Reserved				
3.2.9 Reserved				
3.2.10 Reserved				
3.2.11 Financial Disclosure Processing				
3.2.12 Reserved				
3.2.13 Reserved				
3.2.14 Payroll/Time and Attendance Processing				
3.2.15 Classification				
3.2.16 Staffing Services				
3.2.17 Reinvestigations				
3.2.18 Reserved				

RFP Section Reference	Are any exceptions being taken to the requirements? If yes is chosen, address the deviation in Column E		Where addressed in proposal (Section no., Section title, paragraph no., page no.)	Comments, Exceptions, and Limitations
	Yes	No		
3.2.19 Reserved				
3.2.20 Federal Workers' Compensation Program (FWCP) and Unemployment Compensation (UC)				
3.2.21 Human Capital Communcaitons Support				
3.2.22 Training Administration and Purchasing Support				
3.2.23 Senior Executive Services				
3.3 Procurement Services				
3.3.1 NASA Procurement Programs Support				
3.3.2 Grants and Cooperative Agreements				
3.3.3 SBIR/STTR Contracts				
3.3.4 Reserved				
3.3.5 Reserved				
3.3.6 Reserved				
3.3.7 Procurement Operations				
3.3.7.4 Enterprise Software Procurement (ESP)				
3.3.7.5 Agency Contracting				
3.3.11 Reserved				
3.3.12 Reserved				
3.3.13 NASA Purchase Card Program				
3.3.14 Grants Management Services (GMS) for Science Misssion Directorate (SMD)				
3.3.15 Simplified Acquistions Threshold (SAT) Purchase Support				
3.4 Reserved				
3.5 Reserved				
3.6 Reserved				
3.7 New Business and Special Projects				
3.7.1 New Business and Special				

RFP Section Reference	Are any exceptions being taken to the requirements? If yes is chosen, address the deviation in Column E		Where addressed in proposal (Section no., Section title, paragraph no., page no.)	Comments, Exceptions, and Limitations
	Yes	No		
3.7.3 Functional Special Projects				
3.8 New Business and Special Projects				
3.8.1 New Business and Special				
3.8.2 Transformational Projects				
3.9 Agency Business Services				
3.9.1 Information Technology Business Services (ITBS)				
3.9.2 National Center for Critical Information Processing and Storage (NCCIPS) Business Services				
3.10 Enterprise Services				
3.10.1 Innovation and Continuous Improvement Program (ICIP)				
3.10.2 Intelligent Automation Services (IAS)				
3.10.3 NASA Enterprise Automation Services				
ATTACHMENT I-2 Data Requirements Description (DRD)				
1.0-1				
1.0-2				
2.1-1				
2.1-2				
2.1-3				
2.2-1				
2.5-1				
2.5-2				
2.5-3				
2.7-1				
2.7-2				
2.8-1				
2.8-2				
2.9-1				
2.10-1				
2.11-1				
2.11-2				
2.11-3				

RFP Section Reference	Are any exceptions being taken to the requirements? If yes is chosen, address the deviation in Column E		Where addressed in proposal (Section no., Section title, paragraph no., page no.)	Comments, Exceptions, and Limitations
	Yes	No		
2.11-4				
2.11-5				
2.17-1				
2.19-1				
2.19-2				
3.0-1				
3.1-1				
3.1-2				
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3.1-20				