



JET PROPULSION LABORATORY  
CALIFORNIA INSTITUTE OF TECHNOLOGY

# REQUEST FOR PROPOSAL

REQUEST FOR PROPOSAL NO.: JSL-549482-1

FOR:

MARS RECONNAISSANCE ORBITER MISSION  
ELECTRA PAYLOAD ULTRA STABLE OSCILLATOR

PROPOSALS ARE TO BE RECEIVED AT JPL NO LATER THAN:

Date: May 7, 2002

Local Time: 3:00 p.m.

COMMUNICATIONS IN REFERENCE TO THIS RFP

It is requested that any communication in reference to this RFP be in writing and directed to the attention of:

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Date of Issuance: April 12, 2002

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This Section of this RFP consists of those forms and documents containing information applicable to this RFP. Group A Attachments must be completed and attached to your proposal. Group B Attachments consist of forms and documents for informational purposes only. Both A and B Attachments can be found through the electronic address identified below. Hard copies of the Group B Attachments will be mailed by request only. Note that Group B Attachments are very important and may become requirements under the Contract.

World Wide Web: <http://acquisition.jpl.nasa.gov/e2000.htm>

**SPECIMEN CONTRACT**, Dated April 11, 2002

## GENERAL INSTRUCTIONS

### 1.0 PROPOSAL REQUIREMENT

The effort to be performed will be in accordance with the Specimen Contract.

### 2.0 PACKAGING AND SUBMITTING YOUR PROPOSAL

#### 2.1 Organization and Format.

2.1.1 Your proposal should be organized as closely as practicable to the format and sequence indicated in these proposal instructions. Follow the organization and format described in the Technical/Management Criteria and Instructions and Cost Instructions. Please note that JPL has assigned a recommended page limitation to the individual proposal volumes.

2.1.2 Your proposal must be submitted in three (3) documents, as identified below.  
**Volume 1 should be double-sided. All documents should be soft bound.**

<u>Volume No./Title</u>	<u>Page Limit</u>	<u>Copies Required</u>
<b>Volume 1A</b> - Technical/Management	25	10
<b>Volume 1B</b> - Technical/Management	25	10
<b>Volume 2</b> - Cost/Attachments	N/A	10
<b>Volume 3</b> - Past Performance	N/A	10

2.1.3 Unnecessarily elaborate brochures or presentation layouts, other than those sufficient to present a complete and effective proposal, are not desired. Except when specifically requested, mockups, models, samples, hardware, or software of any kind must not be furnished and will not be considered.

2.1.4 JPL reserves the right to retain all proposal information submitted in response to this RFP.

#### 2.2 Address and Identification.

To help ensure timely receipt and processing of your proposal, please download and affix the address label (Attachment I to the RFP cover letter) to the envelope/container containing a complete original copy of your proposal. (NOTE: The label is JPL's notification that the package you send is a proposal.) All proposal envelopes/containers must be identified with the RFP number that appears on the RFP cover page.

#### 2.3 Hand Carried Proposals.

Hand-carried proposals must be delivered to the California Institute of Technology/Jet Propulsion Laboratory (JPL) Visitor Control Center, at 4800 Oak Grove Drive, Pasadena, Building 249, where it will be received and time-stamped. Visitor Control is open to receive proposals only on working weekdays, between 7:30 a.m. and 4:30 p.m. (proposals are due at the time and date stated on the cover of this RFP).

### 3.0 GENERAL INFORMATION

#### 3.1 Proposal Preparation and Related Costs.

This RFP does not commit JPL or the Government of the United States to pay any costs incurred in submitting your proposal, making studies or designs for preparing the proposal or in procuring or subcontracting for services or supplies related to the proposal.

## 3.2 Data.

If the proposal contains data that either you or your subcontractors do not wish to be disclosed for any purpose other than proposal evaluation, you must mark the cover sheet of each volume containing such information with the legend below:

“Data contained in pages \_\_\_\_\_ of this proposal furnished in connection with RFP No. (\*\*) shall not be used or disclosed, except for evaluation purposes, provided that if a contract is awarded to this offeror as a result of or in connection with the submission of this proposal, JPL and the Government shall have the right to use or disclose this data to the extent provided in the contract. This restriction does not limit JPL’s right to use or disclose any data obtained from another source without restriction.”  
 (\*\* insert RFP number)

## 3.3 Requests for Clarification/RFP Addenda.

During the proposal preparation period, all requests for clarification and/or additional information, must be submitted in writing to the individual referenced by “Attention:” on the cover page of this RFP. When appropriate, responses to requests, as well as any JPL initiated changes, will be provided to all prospective proposers in writing as addenda to the RFP. (NOTE: You must include reference to all addenda on your Acknowledgment to this RFP [Attachment A-1].)

## 4.0 ADDENDUM PROPOSAL

4.1 JPL requires as a matter of responsiveness, in addition to the baseline proposal for a USO of a typical quality of 10ee-12 (hereafter referred to as “Option 1”), an addendum proposal for a USO at 10ee-10 (hereafter referred to as “Option 2”). This decision is based upon JPL’s desire to balance Mar Reconnaissance Orbiter (MRO) Project Office requirements with Mars Program Office projections of future needs.

4.2 Proposers must submit a baseline proposal for the Option 1 USO and an addendum proposal for the Option 2 USO. The requirements in the Specimen Contract and Exhibits I and II to the Specimen Contract pertain to both options. The requirements under Exhibit III to the Specimen Contract also pertain to both options, with the exception of the following paragraphs and tables, which contain separate requirements for the two USO Options:

Paragraphs:

- 3.6.4 - Frequency Stability
- 3.6.4.1 - Daily Aging Rate
- 3.6.4.2 - Frequency Pulling
- 3.6.5 - Phase Noise

Tables

- 3.6.4.1 - USO Reference Output Frequency Stability Requirements
- 3.6.5.1 - USO Phase Noise

4.3 The Option 2 proposal shall be submitted as an addendum to the Option 1 proposal, in accordance with the instructions set forth under “Volume I - Technical/Management Instructions for Option 2 USO,” contained in this RFP. The proposed fixed price for the Option 2 USO shall be listed separately in the proposer’s cost proposal, in accordance with the instructions set forth under “Volume 2 Cost Instructions” of this RFP.

## 5.0 LATE PROPOSALS

Any proposal, portion of a proposal, or unrequested proposal revision received at JPL after the time and date specified on the cover page of this RFP is late. Any volume of a proposal received

after the time and date specified will cause the entire proposal to be late. Late proposals will not be considered for award, except under the following circumstances:

- 5.1 JPL determines that the late receipt was due solely to a delay by the U.S. postal service for which the offeror was not responsible. Timely postmark or receipt of registered, certified, or express mail "next-day service," establishing the time of deposit must be evidenced.
- 5.2 JPL determines that the proposal was late due solely to mishandling by JPL after receipt at JPL, provided that the timely receipt at JPL is evidenced.
- 5.3 No acceptable proposals are received in a timely manner.

If an emergency or unanticipated event interrupts normal JPL processes so that solicitation responses cannot be received at the JPL office designated for receipt by the exact time specified in the solicitation, and urgent JPL requirements preclude amendment of the solicitation closing date, the time specified for receipt of proposals will be extended to the same time of day specified in the solicitation on the first work day on which normal JPL processes resume.

## 6.0 EXCEPTIONS TO GENERAL PROVISIONS AND ADDITIONAL GENERAL PROVISIONS

A large number of exceptions or one or more significant exceptions to the General Provisions and/or Additional General Provisions may make your proposal unacceptable for evaluation. **You must provide a detailed explanation, including the rationale, for any exceptions you take.** Proposers who submit proposals with exceptions may be selected for negotiations; however if an agreement cannot be negotiated, your proposal may be rejected.

## 7.0 EARLY SUBMITTAL OF PAST PERFORMANCE INFORMATION

For the convenience of the Laboratory, in its desire to reduce the overall schedule for this procurement activity, Volume 3, Past Performance Instructions, should be submitted no later than 3:00 p.m. on or before April 26, 2002.

## 8.0 SOURCE EVALUATION AND SELECTION PROCESS

- 8.1 Source Evaluation.  
Proposals will be evaluated in the areas of technical and management as described in paragraph (9) below. Although price will not be scored, it is of approximately equal importance to the combined technical and management areas. Therefore, price is a substantial factor in source selection. JPL plans to make source selection based on the offeror whose Option 1 or Option 2 proposal is determined to represent the best value to JPL. JPL's best value source selection is based on the following: (1) JPL's preference for Option 1 and (2) Technical, Management, and Price considerations. However, Technical, Management, and Price considerations may override JPL's preference for Option 1, and result in a selection of a best value Option 2.

JPL will evaluate the proposals utilizing the following process:

- 8.1.1 Before issuing the RFP, JPL establishes specific criteria and their weighting for the evaluation. After receipt at JPL, the proposals are evaluated against the pre-set technical/management criteria outlined in paragraph (9) below.
- 8.1.2 Price proposals are reviewed for mathematical accuracy, rate application, price omissions, and price reasonableness. If the Buy American Act, the Balance of Payment Program, or rent free use of Government-furnished property applies, the

prices will be adjusted as required for the purpose of evaluation. In the case of competitive, “best value” procurements that require only a total price for the work effort in the Specimen Contract, the proposed price is reviewed for reasonableness. Proposers may be required to submit supporting cost breakdowns at a later date at JPL’s discretion.

- 8.1.3 Responsibility (i.e., consideration of matters such as contractor financial capability, past performance record, adequacy of facilities, etc) is assessed within the meaning of Federal Acquisition Regulation 9.1. Award will not be made to a Contractor deemed to be nonresponsible.
- 8.1.4 Competitive Range Determination
  - 8.1.4.1 Results of the initial proposal evaluation are used to determine which proposals are within the competitive range (i.e., those having a reasonable chance of being selected for award). Proposals determined not to be within the competitive range are eliminated from further consideration, and the proposers are notified accordingly.
  - 8.1.4.2 JPL may, at its discretion, conduct limited communications with one or more proposer(s) for the purpose of determining whether the proposer should be included in the competitive range. Such precompetitive range communications may be conducted to enhance JPL understanding of proposal(s) and may be used to:
    - 8.1.4.2.1 Validate the proposed price; and
    - 8.1.4.2.2 Clarify omissions, ambiguities and uncertainties in the proposer’s supplemental business/cost information; and
    - 8.1.4.2.3 Clarify relevant past performance information.
  - 8.1.4.3 JPL reserves the right to make a competitive range determination without conducting such communications. Further, JPL, at its discretion, may waive minor informalities and minor irregularities in proposals received.
- 8.1.5 JPL may make source selection after the initial proposal evaluation or may conduct discussions with the proposers determined to be within the competitive range. The purpose of the discussions is to assist the evaluators in fully understanding each proposal by:
  - 8.1.5.1 Discussing those aspects of each proposal which contain omissions, ambiguities and uncertainties;
  - 8.1.5.2 Verifying and identifying strengths and weaknesses which could affect work performance;
  - 8.1.5.3 Verifying the validity of the proposed price; and
  - 8.1.5.4 Assessing the proposed personnel and the proposer’s capabilities for performing the work.

Note: JPL reserves the right to conduct Product Assurance (PA) site surveys at proposer’s facilities.

- 8.1.6 After discussions, JPL may request price proposal deltas in order to correct errors, omissions or ambiguities in the proposal. Only those deltas requested by JPL will be accepted. (NOTE: JPL will not request best and final offers (BAFOs).)
- 8.1.7 Finally, the initial evaluation findings are reviewed and ratings are assigned which incorporate the results of the discussions and/or any price proposal deltas.

8.2 Selection Process.  
The results of the final evaluation are submitted to the JPL Source Selection Official, who selects the Contractor(s) for negotiation.

8.3 JPL reserves the right to reject all proposals, to award a contract based on initial proposals (without proposal clarifications) or to conduct oral discussions prior to making source selection

9.0 TECHNICAL AND MANAGEMENT CRITERIA

The three (3) technical and management criteria and the weight for each are listed below. The factors shown under the criteria are not weighted for evaluation purposes and are not listed in any particular order of importance.

**Criterion T-1. TECHNICAL APPROACH - 400 Maximum Points**

The degree to which the proposer’s technical approach will lead to the production of Ultra Stable Oscillator (USO) flight units including the cross-strapping that will operate satisfactorily in the specified environments, meeting or exceeding the applicable specifications and functional requirements of the Specimen Contract.

- Factor 1.** Design and Development Methodology
- Factor 2.** Heritage
- Factor 3.** Testing Methodology
- Factor 4.** Mission Assurance

**Criterion M-1. RESOURCES - 300 Maximum Points**

The degree to which the proposer possesses the management skill and key personnel necessary to successfully conduct this effort.

- Factor 1.** Management Approach
- Factor 2.** Capability and Availability of Key Personnel

**Criterion M-2. RELATED EXPERIENCE WITH MANUFACTURING SPACE-QUALIFIED ULTRA STABLE OSCILLATORS - 300 Maximum Points**

The degree to which the proposer’s related experience is directly applicable and will contribute towards the performance of this effort.

## **VOLUME 1A - TECHNICAL/MANAGEMENT INSTRUCTIONS FOR OPTION 1 USO**

### INTRODUCTION

This portion of the proposal instructions sets forth the requirements to be followed in preparing the Technical/Management Proposal. The following specific information must be included to permit an evaluation of your technical and management capabilities.

Volume 1 of your submittal shall contain the following three (3) sections:

Section T-1. Technical Approach

Section M-1. Resources

Section M-2. Related Experience with manufacturing space-qualified Ultra Stable Oscillators

In each appropriate section, please provide the following specific information to permit an evaluation of your technical and management capabilities. The individual topics identified under each factor are considered key evaluation issues.

### **SECTION T-1. TECHNICAL APPROACH**

#### Design and Development Methodology

Describe the methodology for the design and development of the Ultra Stable Oscillator (USO) to meet the technical specifications, specifically the methods unique to this program. Address in particular the synthesis of the required output frequency and the cross strapping between the two units being flown for redundancy. Describe any specialized computer-aided design tools and specialized layout methods that you intend to use. Describe the oven(s) configuration. Provide your rationale and analysis results that support your decision of one versus two ovens. Provide a matrix that details how your proposed design meets the requirements specified in Exhibits I, II, and III. Identify any unresolved design/development issues and describe your approach for resolution. Detail the extent to which these open issues might affect the delivery schedule in Article I, Statement of Work and Delivery Instructions, in the Specimen Contract. Describe in detail your manufacturing approach and process steps for the fabrication of the components of the flight hardware. Describe the facilities and equipment that will be used, and discuss their availability.

#### Heritage

Discuss the heritage of all proposed processes and materials that you intend to use.

#### Testing Methodology

Discuss the test plans and procedures that you intend to use for verifying that your hardware deliverables meet the requirements in Exhibits I, II and III. Describe the test facilities, instrumentation, and equipment that you intend to use. Highlight any unique testing procedures that may be required to support this effort and provide your rationale for using these procedures.

Mission Assurance

Describe your approach relative to Quality Assurance (hardware and software), Reliability Engineering, Electronic Parts, Radiation Effects, Configuration Management and Materials & Processes. Discuss your approaches to these disciplines to meet the requirements for this work effort. Describe the process you intend to implement for flowing down JPL's requirements to your suppliers. Describe your proposed closed-loop problem reporting system. Describe your risk management approach in detail. Indicate whether your proposed overall Mission Assurance program is currently being implemented at your facility. If not, describe which parts are not currently being implemented.

**SECTION M-1. RESOURCES**Management Approach

Describe your intended management plan for executing the work effort in the Specimen Contract, addressing, as a minimum, the following:

- Project organization and functional roles.
- Detailed Work Breakdown Structure (WBS).
- Detailed project schedule, identifying project reserve and critical path.
- Management and control of technical performance, schedule, and technical/schedule margins.
- Intended subcontractors and subcontract management plans, including subcontracted test facilities.

Capability and Availability of Key Personnel

Identify, by name and function, your proposed key personnel. Discuss the percentage of time each of these individuals will be dedicated to this work effort, their availability, and their qualifications for their functional assignment. Provide resumes for your proposed key personnel.

**SECTION M-2. RELATED EXPERIENCE WITH MANUFACTURING SPACE-QUALIFIED ULTRA STABLE OSCILLATORS**

Describe your organization's related experience with space qualified ultra-stable oscillators starting with the most recent experience. Highlight any experiences with providing USOs for interplanetary missions. Include in your discussion, your organization's related experience in the design, analysis, fabrication, and testing of hardware similar to that proposed for this effort. Show the correlation between this related experience and the requirements of this mission. Describe your organization's related experience in performing manufacturing control procedures, quality assurance and reliability programs that are necessary for producing flight USOs.

## **VOLUME 1B - TECHNICAL/MANAGEMENT INSTRUCTIONS FOR OPTION 2 USO**

### **INTRODUCTION**

This portion of the proposal instructions sets forth the requirements to be followed in preparing the Technical/Management Proposal. The following specific information must be included to permit an evaluation of your technical and management capabilities.

Volume 1 of your submittal shall contain the following three (3) sections:

Section T-1. Technical Approach

Section M-1. Resources

Section M-2. Related Experience with manufacturing space-qualified Ultra Stable Oscillators

In each appropriate section, please provide the following specific information to permit an evaluation of your technical and management capabilities. The individual topics identified under each factor are considered key evaluation issues.

### **SECTION T-1. TECHNICAL APPROACH**

Identify all changes to Technical Approach from Option 1 to Option 2.

### **SECTION M-1. RESOURCES**

Identify all changes to Resources from Option 1 to Option 2.

### **SECTION M-2. RELATED EXPERIENCE WITH MANUFACTURING SPACE-QUALIFIED ULTRA STABLE OSCILLATORS**

Identify all changes to Related Experience With Manufacturing Space-Qualified Ultra Stable Oscillators from Option 1 to Option 2.

## VOLUME 2 - COST INSTRUCTIONS

This portion of the proposal instructions outlines the requirements to be followed in preparing your Volume 2 proposal.

### 1.0 PROPOSAL PRICING

1.1 Provide a total price for Option 1 work effort in the Specimen Contract.

1.2 Provide a total price for Option 2 work effort in the Specimen Contract

### 2.0 PROGRESS PAYMENTS

Progress payments will be allowed under this Contract in accordance with the Additional General Provision entitled “Progress Payments” or “Progress Payments (Small Business)” incorporated into the Specimen Contract.

### 3.0 PARTIAL PAYMENTS

Partial Payments will not be allowed under this Contract.

### 4.0 LIMITATION OF JPL’S OBLIGATION

The Specimen Contract contains an Article entitled “Limitation of JPL’s Obligation” which includes a funding JPL internal profile regarding JPL’s maximum termination liability during each phase of the program. A proposal which is conditioned on JPL’s agreement to an alternate termination liability profile may be rejected. Nevertheless, this does not mean that your budgeted costs must be proposed in accordance with this termination liability funding profile. You are free to propose your budgeted costs in any manner which satisfies the requirements of the contract. Once again, this will be a fixed-priced contract. You can therefore choose to assume some risk relative to accepting a contract with a fixed JPL termination liability funding profile.

### 5.0 SPECIAL TOOLING AND SPECIAL TEST EQUIPMENT

Describe each item of Special Tooling and Special Test Equipment proposed. Indicate where and when each item is to be used and the extent of usage.

### 6.0 LETTER CONTRACT OR SMALL START-UP CONTRACT

Schedule demand may require the issuance of a Letter Contract or small start-up contract. To facilitate the issuance of such, those contractors determined to be in the competitive range may be required to provide the following:

6.1 The estimated cost for each sub-task scheduled to be initiated in the first four months of the contract either as a stand alone sub-proposal or as a specifically-identified portion of the overall proposal.

6.2 The estimated cost for each long-lead purchased part or assembly. Long-lead is identified as any purchased item that would impact the critical path based upon the Delivery Schedule identified in the Specimen Contract, if it is not purchased within four months of award.

7.0 SUPPLEMENTAL BUSINESS/COST INFORMATION

7.1 Financial Statement

Submit a copy of your annual financial statements for the last three years and any information regarding additional resources required to perform the proposed effort such as an established line of credit or other financial resource. If this information has recently been submitted to JPL, you may reference the applicable JPL RFP number under which the data was submitted instead of resubmitting this data.

7.2 License and Royalty Information

If your proposal contains costs for royalties or licenses, indicate the amount and be ready to furnish details.

8.0 ATTACHMENTS

The Section of this RFP entitled "Attachments" consists of those forms and documents containing information applicable to this RFP. Group A Attachments must be completed and attached to your cost proposal. Group B Attachments consist of forms and documents for informational purposes only and can be accessed via the electronic address provided below. Hard copies of the Group B Attachments will be mailed by request only. Note that the Group B Attachments are very important and may be required under the Contract.

World Wide Web: <http://acquisition.jpl.nasa.gov/e2000.htm>

## VOLUME 3 – PAST PERFORMANCE INSTRUCTIONS

### 1. INTRODUCTION

This portion of the proposal instructions sets forth the requirements to be followed in preparing your Volume 3, Past Performance, submittal. Please restrict your submittals to one page per contract.

As stated previously in the General Instructions of this RFP, JPL requires early submission of this Volume 3 by 3:00 P.M., local time, on April 26, 2002. Volume 3 may be submitted in letter form.

### 2. PAST PERFORMANCE

Provide a synopsis of all contracts similar to this work effort (Options 1 and 2) performed by your organization within the past five (5) years, including similar on-going efforts. List all work performed for JPL in the past five (5) years.

This synopsis, which must address all efforts discussed in your Volume 1 discussion under “Related Experience,” at a minimum, shall include the following customer contract information:

- (a) Contract number;
- (b) Customer name and current address;
- (c) Current cognizant contract administrator and technical contact;
- (d) Current telephone and fax numbers;
- (e) Period of performance;
- (f) Contract type;
- (g) Average number of personnel assigned to contract effort.
- (h) Initial and final cost or price.

Note: You are requested to inform the contact people for each referenced contract that JPL will be requesting information regarding your past performance and that their expedited cooperation is requested.

## ATTACHMENTS TO THE RFP

The following attached forms and documents are organized into two major groupings:

1. Group A must be completed and returned as part of your quotation or proposal.
2. Group B are for information purposes only in preparing your quotation/proposal.

### **GROUP A – Complete these forms and return as part of your Volume 2 Price Proposal**

<b>Attachment Number</b>	<b>Title and Form Number</b>
A-1	Acknowledgment (form JPL 2384)
A-3	Government Property Questionnaire (form JPL 0544)

### **GROUP B – For information only:**

<b>Attachment Number</b>	<b>Title and Form Number</b>
B-1	Waiver of Rights to Inventions (form JPL 62-301)
B-6	Requirements for A Subcontracting Plan (form JPL 0294)