

SOLICITATION, PLACEMENT, AND TERMINATION PROCESS

Introduction

The following sets forth the process that JPL will use to solicit the Subcontractor for personnel resumes to supplement JPL's workforce with Subcontractor personnel.

The first step in this process is the development by JPL of a job description, which includes the job title, job duties, period of performance, job classification, education and experience requirements, and any other data that may be relevant to a particular requirement. The requirement description will be provided by JPL to the Subcontractor in electronic form.

Security clearance requirements will limit the solicitation to those Subcontractors who are capable of providing personnel with the appropriate security clearances.

Submittal of Resumes

For each individual candidate proposed for a particular Subcontractor personnel requirement, the Subcontractor shall provide:

- 1) A cover letter referencing the Solicitation Number, with the individual's name, proposed job classification, job title, direct labor rate, billing rates, whether the individual is exempt or non-exempt, and whether the individual is benefited or nonbenefited.
- 2) A summary sheet of general information, recent salary history, and education.
- 3) A current resume describing professional capabilities, education, and significant work accomplishments by date and employer.

This information is to be sent electronically. The Subcontractor shall verify the information provided on the resume prior to its submittal to JPL. The electronic cover letters and resumes shall be submitted to the cognizant JPL Subcontracts Manager or designated alternate on or before the due date set forth in the solicitation for each technical support effort personnel requirement.

The JPL Subcontracts Manager or designated alternate will forward each resume to the requesting JPL organization as it is received.

The Subcontractor may contact the requesting JPL organization for purposes of inquiring into a particular requirement. The Subcontractor shall keep such contacts to a minimum.

The Subcontractor's Personnel Administrator shall represent the Subcontractor in all administrative (non-technical) aspects of the candidate's activities.

Candidate Interviews

The requesting JPL organization is responsible for reviewing the resumes submitted. Upon completion of the initial review of resumes, a determination will be made as to whether any of the individual resumes received meet the desired requirements. If a determination is made that a particular candidate appears to meet the desired requirements, a request will be made to interview the candidate. The actual interview will be arranged and conducted by a designated individual(s) from the requesting JPL organization.

Subcontract Work Order (SWO) Issuance or Cancellation

Should the Subcontractor's candidate be selected, the JPL Subcontracts Manager will contact the Subcontractor's Personnel Administrator to inform the Subcontractor of JPL's desire to utilize the services of that particular candidate. The process of negotiating the direct labor rate to be incorporated into an authorizing Subcontract Work Order (Exhibit 2) is then started. Upon successfully completing negotiations, an SWO will be processed for signature by JPL and the Subcontractor.

It is possible that the selected candidate is not already an employee of the Subcontractor. However, at the time the SWO is issued by JPL and accepted by the Subcontractor, the individual involved must be a bona fide employee of the Subcontractor.

In the event that a suitable candidate is not identified, JPL may request additional resumes. JPL reserves the right to cancel any open solicitation for a particular requirement, or to fill any positions from within JPL or by any other means available to JPL.

Due to the large number of resumes received by JPL, briefings will not normally be conducted with Subcontractors concerning why their candidates were not selected for particular positions. Debriefings, if any, will be at the discretion of the JPL requesting organization.

New Subcontractor Personnel Processing

Prior to Subcontractor personnel reporting to work for JPL, the Subcontractor shall complete form 2190, "Affiliate Badge Request." This form shall be provided to the JPL Operational Security Group at least 48 hours prior to the time access is required to JPL premises

When the Subcontractor personnel require access to JPL facilities, the Subcontractor shall provide JPL-requested personnel access information, including form 1943, "Affiliate Access Request" (to be completed at the time of badging.) JPL reserves the right to approve or deny access to its facilities, based on the response given on form JPL 1943 or on other information available to JPL.

Subcontractor Personnel Separation Procedure

JPL will advise the Subcontractor when the services of a particular TSEP employee are no longer needed. It shall be the Subcontractor's responsibility to so notify the TSEP employee.

Upon notification of separation, the TSEP employee shall immediately return all Government property, badges, documents, and tools provided by JPL during each individual's performance under this Subcontract. JPL will verify completion of return by form 2078, "Affiliate Separation Clearance." Subcontractor personnel shall report to the JPL Security Group Office for final checkout processing with a completed copy of form 2078 and the TSEP employee's badge, which will be relinquished to Security. JPL will not approve for payment invoices for departing individuals until checkout with Security is complete.

SOLICITATION SUMMARY SHEET
 (For SCA Categories of Labor, complete I and IV only)

COMPANY:	SOLICITATION NO.:
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I. GENERAL INFORMATION

Candidate's Name: _____

Proposed Job Classification (CP, CA, or SCA Title): _____

Status: (Employee/Other Specify): _____

U.S. Citizen: Yes No Possesses a Green Card

Relative of JPL Employee Yes No If yes: Name, Relationship: _____

Former JPL Employee: Yes No If yes: Date of Separation: _____

Former Contractor at JPL Yes No If yes: Date of Separation: _____

Company: _____

JPL Section: _____ JPL Tech Mgr.: _____

II. RECENT SALARY HISTORY (PAST 2 YEARS)

From/To	Company	Direct Labor Rate
_____	_____	_____
_____	_____	_____
_____	_____	_____

III. EDUCATION, DEGREES:

High School Diploma/Equivalent

	<u>School:</u>	<u>Major:</u>	<u>Degree:</u>	<u>Year Awarded:</u>
Bachelors:	_____	_____	_____	_____
Masters:	_____	_____	_____	_____
Ph.D.:	_____	_____	_____	_____

IV. EXPERIENCE

Number of years of directly applicable experience: _____

Specimen Subcontract

Exhibit 1

Dated: July 7, 2004

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Per the terms of the contract, Article 1, Paragraph 1.0, current Caltech/JPL policy is to utilize only individuals who are either actual current employees of the company providing their services or who will be employed as such prior to the start of work at JPL.



AFFILIATE ACCESS REQUEST

Before a JPL Affiliate Badge can be issued to an affiliate for access to JPL facilities, this form must be completed by the person requiring access and submitted to JPL Security and Protective Services (M/S 310-129).

To allow for security processing, this form must be submitted at least 24 hours before the required access to JPL premises by the affiliate.

- | | Yes | No |
|--|--------------------------|--------------------------|
| 1. Have you ever been convicted of a felony? | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Have you ever been convicted of a misdemeanor which resulted in imprisonment? | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. If you answered "Yes" to any of the above questions, please state the date, place, and circumstances. A conviction will not necessarily disqualify you from access to JPL premises. If you need additional space, please attach another sheet of paper. | | |

I certify that answers given herein are true and complete to the best of my knowledge, and I authorize investigation of all statements contained herein. I understand that misrepresentation or omission of facts could result in withdrawal or denial of access to JPL.

Date Signed

Signature of Affiliate Requesting Access

Required Access Date

Printed Name of Affiliate Requesting Access

Printed Name of Affiliate Sponsor
JPL 1943 R 2/00

JPL		AFFILIATE BADGE REQUEST		AFFILIATE PERSON #
<input type="checkbox"/> NEW REQUEST <input type="checkbox"/> RENEWAL <input type="checkbox"/> STATUS/INFORMATION CHANGE (Highlight change)				
Please choose only one Affiliate Type				
AFFILIATE TYPE				
<input type="checkbox"/> Resident, JPL Workspace Assigned: Building: _____ Room: _____ Choose only one of the following: <input type="checkbox"/> Support-Effort Contractor <input type="checkbox"/> Task-Effort Contractor <input type="checkbox"/> Floater, Short Term, Frequent Assignments	<input type="checkbox"/> Resident, Non-Accountable Choose only one of the following: <input type="checkbox"/> Caltech Faculty, Staff, Student <input type="checkbox"/> Educational Affairs Program <input type="checkbox"/> Government Employee <input type="checkbox"/> On-Site Services	<input type="checkbox"/> Non-Resident, Frequent Long-Term Access Choose only one of the following: <input type="checkbox"/> Support-Effort Contractor <input type="checkbox"/> Task-Effort Contractor <input type="checkbox"/> Caltech Faculty, Staff, Student <input type="checkbox"/> Service Contractor <input type="checkbox"/> Student Intern Program <input type="checkbox"/> Consultant: (Please check one of the following) <input type="checkbox"/> Fee Paid <input type="checkbox"/> No Fee	<input type="checkbox"/> Remote/ External Computer Access **NOTE: Must also include Forms NF-531A, OFI-79B, and JPL 2871 Choose only one of the following: <input type="checkbox"/> External User, Non-Badged <input type="checkbox"/> External User, Badged Please explain reason for badge:	
AFFILIATE DATA				
AFFILIATE NAME (Last, First, M.I.)			Telephone	
Address		City	State	Zip Code
Social Security No.	Date of Birth	Business email address	List Other Names Used	
Place of Birth	<input type="checkbox"/> Female <input type="checkbox"/> Male	U.S. Citizenship? (If no, specify country) <input type="checkbox"/> Yes <input type="checkbox"/> No _____	Alien Registration No. or Visa Type	
CLEARANCE, DATE, AND ISSUING AGENCY (If applicable)				
EMERGENCY CONTACT NAME (Last, First, M.I.)			Telephone	
Address		City	State	Zip Code
REPRESENTING (Company, Facility/Agency Name or Self)			Telephone	
Address		City	State	Zip Code
SUBCONTRACT NO.	END DATE	DURATION OF ACCESS START _____ END _____		
JPL POINT OF CONTACT (Last, First, M.I.)			Employee No.	Section
Mail Stop	Extension	email		
COMPANY AUTHORIZATION			SECTION AUTHORIZATION	
Current Date	Authorized By _____ (Print)	Current Date	Authorized By _____ (Print)	
	_____ (Signature)		_____ (Signature)	

JPL		AFFILIATE BADGE REQUEST		AFFILIATE PERSON #
<input type="checkbox"/> NEW REQUEST <input type="checkbox"/> RENEWAL <input type="checkbox"/> STATUS/INFORMATION CHANGE (Highlight change)				
<i>Please choose only one Affiliate Type</i>				
AFFILIATE TYPE				
<input type="checkbox"/> Resident, JPL Workspace Assigned: Building: _____ Room: _____ Choose only one of the following: <input type="checkbox"/> Support-Effort Contractor <input type="checkbox"/> Task-Effort Contractor <input type="checkbox"/> Floater, Short Term, Frequent Assignments		<input type="checkbox"/> Resident, Non-Accountable Choose only one of the following: <input type="checkbox"/> Caltech Faculty, Staff, Student <input type="checkbox"/> Educational Affairs Program <input type="checkbox"/> Government Employee <input type="checkbox"/> On-Site Services		<input type="checkbox"/> Non-Resident, Frequent Long-Term Access Choose only one of the following: <input type="checkbox"/> Support-Effort Contractor <input type="checkbox"/> Task-Effort Contractor <input type="checkbox"/> Caltech Faculty, Staff, Student <input type="checkbox"/> Service Contractor <input type="checkbox"/> Student Intern Program <input type="checkbox"/> Consultant: (Please check one of the following) <input type="checkbox"/> Fee Paid <input type="checkbox"/> No Fee
<input type="checkbox"/> Remote/ External Computer Access **NOTE: Must also include Forms NF-531A, OFI-79B, and JPL 2871 Choose only one of the following: <input type="checkbox"/> External User, Non-Badged <input type="checkbox"/> External User, Badged Please explain reason for badge:				
AFFILIATE DATA				
AFFILIATE NAME (Last, First, M.I.)				Telephone
Address			City	State Zip Code
Social Security No.	Date of Birth	Business email address	List Other Names Used	
Place of Birth	<input type="checkbox"/> Female <input type="checkbox"/> Male	U.S. Citizenship? (If no, specify country) <input type="checkbox"/> Yes <input type="checkbox"/> No _____	Alien Registration No. or Visa Type	
CLEARANCE, DATE, AND ISSUING AGENCY (If applicable)				
EMERGENCY CONTACT NAME (Last, First, M.I.)				Telephone
Address			City	State Zip Code
REPRESENTING (Company, Facility/Agency Name or Self)				Telephone
Address			City	State Zip Code
SUBCONTRACT NO.		END DATE	DURATION OF ACCESS START _____ END _____	
JPL POINT OF CONTACT (Last, First, M.I.)				Employee No. Section
Mail Stop	Extension	email		
COMPANY AUTHORIZATION			SECTION AUTHORIZATION	
Current Date	Authorized By _____ (Print)	(Signature) _____	Current Date	Authorized By _____ (Print)
				(Signature) _____

JPL		AFFILIATE BADGE REQUEST		AFFILIATE PERSON #
<input type="checkbox"/> NEW REQUEST		<input type="checkbox"/> RENEWAL		<input type="checkbox"/> STATUS/INFORMATION CHANGE (Highlight change)
<i>Please choose only one Affiliate Type</i>				
AFFILIATE TYPE				
<input type="checkbox"/> Resident, JPL Workspace Assigned: Building: _____ Room: _____ Choose only one of the following: <input type="checkbox"/> Support-Effort Contractor <input type="checkbox"/> Task-Effort Contractor <input type="checkbox"/> Floater, Short Term, Frequent Assignments	<input type="checkbox"/> Resident, Non-Accountable Choose only one of the following: <input type="checkbox"/> Caltech Faculty, Staff, Student <input type="checkbox"/> Educational Affairs Program <input type="checkbox"/> Government Employee <input type="checkbox"/> On-Site Services	<input type="checkbox"/> Non-Resident, Frequent Long-Term Access Choose only one of the following: <input type="checkbox"/> Support-Effort Contractor <input type="checkbox"/> Task-Effort Contractor <input type="checkbox"/> Caltech Faculty, Staff, Student <input type="checkbox"/> Service Contractor <input type="checkbox"/> Student Intern Program <input type="checkbox"/> Consultant: (Please check one of the following) <input type="checkbox"/> Fee Paid <input type="checkbox"/> No Fee	<input type="checkbox"/> Remote/ External Computer Access **NOTE: Must also include Forms NF-531A, OFI-79B, and JPL 2871 Choose only one of the following: <input type="checkbox"/> External User, Non-Badged <input type="checkbox"/> External User, Badged Please explain reason for badge:	
AFFILIATE DATA				
AFFILIATE NAME (Last, First, M.I.)			Telephone	
Address		City	State	Zip Code
Social Security No.	Date of Birth	Business email address	List Other Names Used	
Place of Birth	<input type="checkbox"/> Female <input type="checkbox"/> Male	U.S. Citizenship? (If no, specify country) <input type="checkbox"/> Yes <input type="checkbox"/> No _____	Alien Registration No. or Visa Type	
CLEARANCE, DATE, AND ISSUING AGENCY (If applicable)				
EMERGENCY CONTACT NAME (Last, First, M.I.)			Telephone	
Address		City	State	Zip Code
REPRESENTING (Company, Facility/Agency Name or Self)			Telephone	
Address		City	State	Zip Code
SUBCONTRACT NO.	END DATE	DURATION OF ACCESS START _____ END _____		
JPL POINT OF CONTACT (Last, First, M.I.)			Employee No.	Section
Mail Stop	Extension	email		
COMPANY AUTHORIZATION			SECTION AUTHORIZATION	
Current Date	Authorized By _____ (Print)	Current Date	Authorized By _____ (Print)	
	_____ (Signature)		_____ (Signature)	

ORIGINATOR

INSTRUCTIONS

AFFILIATE TYPE determines responsibility for completing this form. All contractor personnel must have the form completed and signed by the Contracting Company Security Officer. All resident government employees must have the form completed and signed by the cognizant government representative.

When the individual no longer requires access to JPL, the cognizant individual or organization must complete "Separation Clearance - Affiliate Personnel" (JPL 2078-S) and submit the form with the JPL badge to the Security Offices at the time of Separation. Terminations cannot be processed without receipt of JPL 2078-S, "Separation Clearance - Affiliate Personnel" and JPL badge.

The following describes the required entries for each block:

AFFILIATE PERSON No.: Completed by Security and Protective Services.

AFFILIATE TYPE: Check the appropriate block. This block will affect organizational headcount and badge type. You may choose only one Affiliate Type.

Resident Affiliate indicates that the individual has a workplace located at the JPL facility, works there for a minimum of 5 work days a week, and will have JPL workspace and/or property assigned to them.

Please choose only one of the following job classifications for this Affiliate Type:

- Support-Effort Contractor
- Task-Effort Contractor
- Floater, Short-Term, Frequent Assignments

Resident, Non-Accountable Affiliate indicates that the individual has a workplace located at the JPL facility and works there for a minimum of 5 work days a week, but does not have JPL workspace and/or property assigned to them.

Please choose only one of the following job classifications for this Affiliate Type:

- Caltech Faculty, Staff, Student
- Educational Affairs Program
- Government Employee
- On-Site Services

Non-Resident Affiliate indicates that the individual works with JPL a minimum of 3 work days a week or 180 consecutive work days a year and has no JPL workspace and/or property assigned to them.

Please choose only one of the following job classifications for this Affiliate Type:

- Support-Effort Contractor
- Task-Effort Contractor
- Caltech Faculty, Staff, Student
- Service Contractor
- Student Intern Program
- Consultant (indicate whether or not a fee will be paid to the individual)

Remote/External Computer Access indicates that the Affiliate will access the JPL network off Lab. Please include forms NF-531A, OFI-79B and Facility POC Request (JPL 2871) when submitting this request. Omission of any of these forms will delay the processing of your request.

Please choose only one of the following job classifications for this Affiliate Type:

- Non-Badged (The individual will access the JPL network strictly off Lab and will not receive a JPL badge.)
- Badged (All JPL badges are subject to approval by the JPL Security Office.)

INSTRUCTIONS (Continued)

AFFILIATE DATA

AFFILIATE NAME, Telephone, Address, City, State, Zip Code, Social Security No., Date of Birth, Business email: Information for the individual being badged.

List Other Names Used: Aliases, maiden names, nicknames.

Place of Birth: City, state, and country of birth.

U.S. Citizenship?: Check one. All affiliates, regardless of place of birth, must provide proof of citizenship. US citizens must provide either a valid US passport or birth certificate. Permanent residents must present their Resident Alien Card and Foreign Nationals must present their Passport/Visa at the time of badging. Those requesting Remote/External Computer Access born outside of the United States must include a copy of their birth certificate, passport, or permanent resident "green" card.

Alien Registration No. or Visa Type: Permanent residents must indicate their A#, Foreign Nationals their Visa Type (i.e., J-1, H-1).

-- Every Affiliate must provide Proof of Citizenship regardless of where said Affiliate was born. (Birth Certificate/Abroad, Passport, Permanent Resident "Green Card" or Visa) --

CLEARANCE, DATE, AND ISSUING AGENCY : Contractor employees only. Only required when the security clearance information is necessary for the work performed at JPL.

EMERGENCY CONTACT NAME, Telephone, Address, City, State, Zip Code: Information for an individual who can be contacted in case of an emergency for the individual being badged.

REPRESENTING (Company, facility/Agency Name or Self), Telephone Address, City, State, Zip Code: Information regarding the company or agency being represented by the individual being badged. If **Self**, no additional information required.

SUBCONTRACT NO.: Contractor employees only. JPL's Subcontract number for the work being done.

END DATE: End date for the subcontract number listed.

DURATION OF ACCESS: Start and end dates for the individual's access requirement.

JPL POINT OF CONTACT, Name, Employee No., Section, Mail Stop, Extension, email: Information for the JPL Employee supervising or hosting the individual being badged. **Note: The individual and JPL Point of Contact must be located in the same Section.**

COMPANY AUTHORIZATION

Current Date, Authorized By: Completed and signed by the cognizant individual, as stated in paragraph 1 above, prior to, or on, the actual start date but prior to badging.

SECTION AUTHORIZATION

Current Date, Authorized By: Completed and signed by the Business Administration Manager or Section Manager prior to, or on, the actual start date but prior to badging.

-- This request requires a minimum of 48 hours to review and process. --



SEPARATION CLEARANCE - AFFILIATE PERSONNEL

This form must be completed when an Affiliate (non-JPL employee), who is badged for access to JPL, no longer requires badged access. Contractors who are employed for five working days or less do not require the inquiries, however the form must be signed by the supervisor and turned into the Security Office with the badge.

This form must be completed by the cognizant JPL representative from the organization who supervised or hosted the affiliate being separated.

NAME		BLDG./ROOM	EXT.	REPRESENTING	
JPL SECTION NO.	JPL BADGE NO.	CONTRACT NO.	START DATE	SEPARATION DATE	
INQUIRER'S SIGNATURE		DATE INQUIRY COMPLETED	TELEPHONE CLEARANCE ENTER NAME OF PERSON GRANTING CLEARANCE OR DRAW A DIAGONAL LINE IF PERSONAL CLEARANCE IS REQUIRED.	PERSONAL CLEARANCE AN AUTHORIZED SIGNATURE MUST BE OBTAINED PERSONALLY WHERE CLEARANCE WAS NOT GRANTED BY TELEPHONE	
CLEARANCE POINTS		BLDG. / ROOM	EXT.	SIGNATURE AND DATE	
1. ASSIGNED SECTION <small>(TOOLS, SUPPLIES, COMPUTER TAPES, AND CHEMICALS ISSUED WITHIN SECTION)</small>				JPL SUPERVISOR	
2. TELEPHONE CLEARANCE / ASSIGNED SECTION <small>(PRIOR TO EMPLOYEE CLEARANCE, ALL PHONE LINES, PHONE CIRCUITS, AND MODEM LINES MUST BE DISCONNECTED OR TRANSFERRED TO ANOTHER EMPLOYEE)</small>					
3. CELL PHONE & PAGER <small>(RETURN ITEM TO COMMUNICATIONS, 600-174B)</small>		600 - 151	<small>(Reference only)</small> 4-5904	SUPERVISOR, MANAGER, OR DESIGNEE SIGNATURE REQUIRED →	
4. DIVISION/SECTION PROPERTY REPRESENTATIVE <small>(CALL FOR NAME OF REPRESENTATIVE) (ASSIGNED, STORED, AND LOANED PROPERTY)</small>		111 - B21	4-3357		
5. RECORDS CENTER <small>(STORED RECORDS)</small>		512 - 110	<small>(826) 449-1593</small> x10		
6. INSTITUTIONAL INFORMATION SERVICES	A. COMPUTER SYSTEMS, IPC SECURITY	600- 151	4-5904		
	B. COMMUNICATIONS GROUP (TELEPHONE CREDIT CARDS)	600 - 151	4-5904		
	C. UCS SERVICES: DNS FILE SERVICE NETWORK	http://ucs		SUPERVISOR, MANAGER, OR DESIGNEE SIGNATURE REQUIRED →	
7. AUDIOVISUAL SERVICES OFFICE		186 - AUD	4-6170		
8. JIT OPERATIONS <small>(GAS CYLINDER / DEWAR)</small>		316 - 103	FAX FORM <small>(826) 794-0562</small>		
9. LOCKS AND KEYS		310 - 126	4-4935		
10. GARMENT SERVICE		171 - 102	4-4389		
11. INSTRUMENT SERVICES <small>(MEASURING INSTRUMENTS)</small>		125 - 18	FAX FORM 3-5015		
12. ENGINEERING DRAWINGS AND DOCUMENTS		111 - B25	4-3810		
13. LIBRARY <small>(UNCLASSIFIED LIBRARY DOCUMENTS)</small>		111 - 113	4-3840		
14. SECURITY OFFICE <small>CENTRAL DOCUMENT CONTROL RETURN: JPL BADGE, PARKING PERMITS</small>		310 - 129	4-5050		
15. SECURITY OFFICE		310 - 129	4-5050	AFFILIATE SIGNATURE	DATE SIGNED
TURN IN THIS FORM.				SECURITY SIGNATURE	DATE SIGNED
REMARKS					