Statement of Work Document

TempConvApp

Temperature Conversion Applet Program

Title	Number	Rev
Statement Of Work, Temperature Conversion Application, TempConvApp	TSW-STE050-0096-SO	-
	Cage Code 9E831	**Total Pages** 24

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1. Scope

1.1 Identification

This Statement Of Work (SOW) establishes the responsibilities and guidelines regarding the development, test and delivery of the TempConvApp Computer Software Configuration Item (CSCI) part number TSW-STE050-0096-SW.

1.2 System Overview

The TempConvApp application provides the user with the capability of converting a known temperature value in one temperature scale into its equivalent value in the other four common temperature scales. The five scales implemented are:

- Celsius (Centigrade)
- Fahrenheit
- Kelvin
- Rankine
- Réaumur

The TempConvApp application consists of a Java applet which is displayed in a Web Browser page. The applet comprises of a set of labeled entry fields into which numeric temperature values may be typed by the user. Conversions between temperatures are performed when the user presses the enter key on the keyboard after entering a numeric value in one of the entry fields. The field into which the user has typed the last value is treated as the "active" entry field. Whichever field is active at the time the user presses the enter key is the temperature scale that is used as the basis for the conversion. For example, if a value of 100 is entered into the entry field marked "Celsius", this value is used to calculate equivalent values for the other four temperature scales. Results of the calculations are displayed in the other four labeled entry fields.

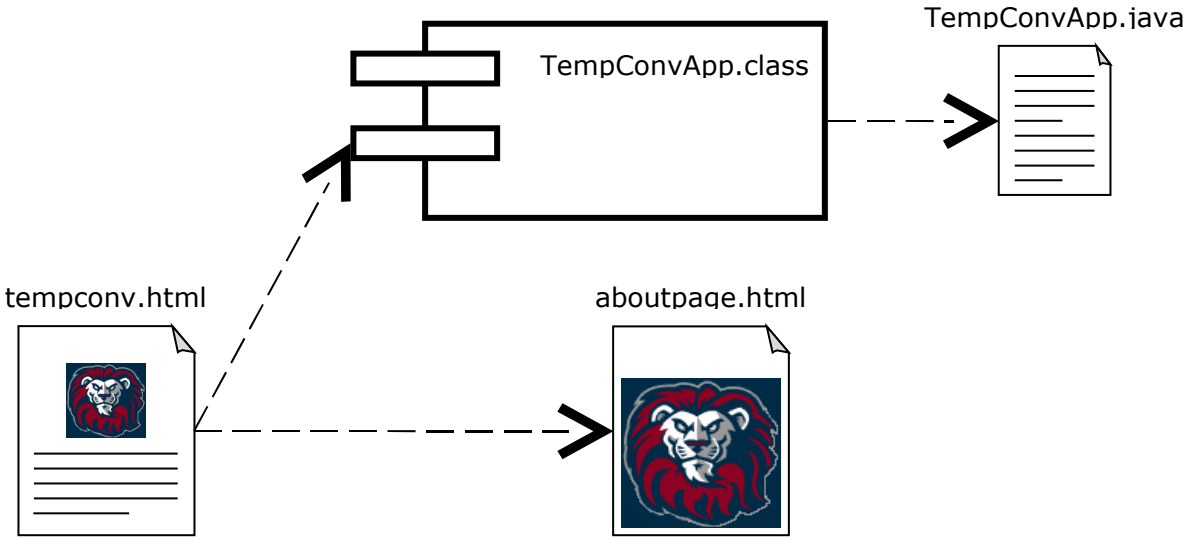

Figure 1: Component Design Description

The application also includes a labeled button to allow the user to clear all the fields at once, and a labeled button to bring up a help and information window. This help and information window is known as the "About Page", and is a separate web page.

Both positive and negative temperature values are handled by the application. In addition, the entry values are "range checked" to ensure that no values will result in temperatures that are less than absolute zero, i.e., zero Kelvins.

The TempConvApp program handles erroneous and blank entries by treating them as if the user had entered a value of zero into the data entry field. This provides robustness in error handling, without the complexity of error messages, dialogs, or additional web pages.

1.3 Document Overview

Section 2.0 contains all applicable documents for this document. An applicable document is one that is referenced within this document. Section 3.0 contains the task description, including functional requirements for deliverable items. Section 4.0 contains the quality provisions, which includes the methods of verification for verifying product requirements. Section 5.0 contains project management guidelines and requirements. Section 6.0 contains delivery instructions, including document formats. Section 7.0 contains acronyms and abbreviations.

Table 1 contains the definitions of keywords found in the document.

Table 1 – Document Definitions

Type	Definition
Shall	Expresses a mandatory provision. Any deviations from these contractually imposed mandatory requirements require the approval of the John Q. Public Software REA.
Should	Expresses non-mandatory provision. Unless required by other contract provisions, noncompliance with this requirement does not require John Q. Public Software REA approval and does not require documented technical substantiation.
Will	Declaration of purpose such as a design goal. Unless required by other contract provisions, noncompliance with this requirement does not require John Q. Public Software REA approval and does not require documented technical substantiation.
Buyer	John Q. Public Software Satellite Systems
Seller	RT-Logic!

Referenced Documents

The following documents are applicable to the extent specified herein. If the Revision is listed as 'LATEST', the document version in effect on the date issue for this document shall be used.

Table 2 – Government Documents

Document Number	Title	Revision
N/A	None	

Table 3 – Industry Standards

Document Number	Title	Revision
N/A	None	

Table 4 – John Q. Public Software Documents

Document Number	Title	Revision
TSW-STE050-0096-IC	Interface Control Document, TempConvApp program	LATEST
PS80336-261	Product Specification, FireFox Web Browser	-
PS89135-H001-123	Product Specification, Internet Explorer Browser Application	E
PS89135-H001-125	Product Specification, Netscape Navigator Browser Application	E
PS89135-H001-126	Product Specification, Opera Browser Application	A

Task Description

3.1 Deliverables

The following sections define the giver and receiver relationships between the buyer and the seller for tasks described in this document. If a milestone is listed for the need date, see Table 8 - List Of Milestones for actual date.

3.1.1 Software Deliverables

Table 5 – Software Deliverables From Seller To Buyer

Paragraph #	Deliverable	Qty	Need Date	Comment
3.2	TempConvApp.class	1	Milestone #1	Delivered per 3.2.18.
3.2	Tempconv.html	1	Milestone #2	This can be included with final build CD-ROM or delivered as a separate CD-ROM.
3.2	aboutpage.html	1	Milestone #3	This can be included with final build CD-ROM or delivered as a separate CD-ROM.

3.1.2 Hardware Deliverables

No hardware is to be delivered.

3.1.3 Data Deliverables

No data is to be delivered

3.2 TempConvApp Application

3.2.1 Interface Definition Language (IDL) Files

No IDL files are required for this application.

3.2.2 Required States and Modes

There are no special states or modes of operation for this application.

3.2.3 Functional Requirements

3.2.3.1 Web Page Subsystem Requirements

3.2.3.1.1 The subsystem shall be displayed in a web page.
3.2.3.1.2 The subsystem shall use normal Hypertext Markup Language (HTML).
3.2.3.1.3 The subsystem shall consist of two separate pages.
3.2.3.1.4 One subsystem page shall contain the Java Applet which operates the Java Applet Subsystem.
3.2.3.1.5 The Main Page shall display instructions for proper use of the Java Applet.

3.2.3.1.6 A second subsystem page shall contain information about the different temperature scales, their history, and equivalent calculations or conversions.

3.2.3.1.7 The subsystem shall make use of the Java Virtual Machine (JVM) that is resident on the computer on which the application is being used.

3.2.3.2 Java Applet Subsystem Requirements

3.2.3.2.1 The subsystem shall consist of a main panel and two sub-panel types.

3.2.3.2.2 The main panel shall contain instances of the sub-panels.

3.2.3.2.3 One sub-panel shall contain controls for input and display for a single temperature scale.

3.2.3.2.4 One sub-panel shall contain two controls; one to clear all the values in the other sub-panels, and a second to display the other page in the Web Page Subsystem.

3.2.3.2.5 There shall be five instances of the Input Panel and a single instance of the Control Panel.

3.2.3.2.6 When the user presses the enter key, temperature conversion shall occur.

3.2.3.2.7 Any entry into a display area of an Input Panel shall be checked for validity when that entry is in the active field.

3.2.3.2.8 Both positive and negative numeric values shall be converted.

3.2.3.2.9 Numbers that are lower in absolute value than the lowest possible equivalent value of zero Kelvins shall be treated as zero Kelvins.

3.2.3.2.10 A single control on the Control Panel shall clear all fields in all Input Panels.

3.2.3.2.11 A single control on the Control Panel shall cause the browser to display the About Page.

3.2.3.2.12 Returning to the Main Page from the About Page shall clear all previous temperature information.

3.2.4 Software Item External Interface Requirements

3.2.4.1 Web Browser Interfacing

No additional requirements.

3.2.4.2 Java Applet Interface

3.2.4.2.1 The Input Panel labels shall not require any action.

3.2.4.2.2 The Input Panel entry fields shall be required to respond to a key press of the keyboard "Enter" key.

3.2.4.2.3 The Control Panel "Clear" button shall interface with the entry fields in all instances of the Input Panel.

3.2.4.2.4 The Control Panel "About" button shall display a new web page.

3.2.5 Software Item Internal Interface Requirements

All internal interface requirements are left to the discretion of the Seller.

3.2.6 Software Item Internal Data Requirements

All internal data requirements are left to the discretion of the Seller.

3.2.7 Adaptation Requirements

No additional requirements.

3.2.8 Safety Requirements

No additional requirements.

3.2.9 Security and Privacy Requirements

No additional requirements.

3.2.10 Software Item Environment Requirements

3.2.10.1 The TempConvApp application shall operate in all standard web browser applications including, but not limited to, Microsoft Internet Explorer, Netscape Navigator, Opera Web Browser, and Mozilla FireFox Browser.

3.2.11 Computer Resource Requirements

3.2.11.1 Computer Hardware Requirements

No additional requirements.

3.2.11.2 Computer Hardware Resource Utilization

No additional requirements.

3.2.11.3 Computer Software Requirements

No additional requirements.

3.2.11.4 Computer Communications Requirements

No additional requirements.

3.2.12 Software Quality Factors

No additional requirements.

3.2.13 Design and Implementation Constraints

No additional requirements.

3.2.14 Special Human Interface Requirements

No additional requirements.

3.2.15 Training Related Requirements

No additional requirements.

3.2.16 Logistics Related Requirements

3.2.17 Other Requirements

No additional requirements.

3.2.18 Packaging Requirements

3.2.18.1 The TempConvApp program shall be delivered on CD-ROM.

3.2.18.2 The CD-ROM shall be labeled with at least the following information:

- Name of the item (For example) TempConvApp Temperature Conversion Application
- Version information
- Date
- Part Number (TSW-STE050-0096-SW)

3.2.19 Precedence and Criticality of Requirements

3.2.19.1 In the event of conflict between this SOW and any referenced documents, the following order of precedence shall apply:

1. Purchase Order
2. Statement Of Work (This document)

3.2.19.2 The Seller shall notify the Buyer to provide a resolution, if any of the following events occur:

- Conflict between paragraphs in this SOW
- A requirement is incomplete
- A requirement is vague

The Buyer shall provide a response to the clarification request within 5 business days.

3.3 TempConvApp Program Documentation

The following sections define requirements, if any, for deliverable documents.

3.3.1 TempConvApp, Interface Control Document (ICD)

No ICD will be required.

3.3.2 Requirement Verification Matrix

The Seller shall submit a Requirements Verification Matrix (RVM) to the Buyer for approval. The RVM shall be submitted in conjunction with the In Process Test (IPT) Procedure, and shall correlate each of the TempConvApp requirements, with the portion of the Test Procedure that validates that the requirement is met.

The TempConvApp requirement paragraph numbers shall be entered into the RVM in the order in which they occur in the specification. Multiple requirements within a specific paragraph number shall be designated within the RVM as (example) 3.1.2.3.4 (a), (b), etc.

3.3.3 Test Procedure

The Seller shall provide to the Buyer copies of all test procedures prepared by the Seller or its subcontractors. This shall include the IPT Procedure used for sell-off as well as all lower level test procedures. Test procedures shall be submitted by the Seller to the Buyer for approval at a time agreed upon by the Buyer. The IPT Procedure must validate that the TempConvApp meets all requirements and shall reference which requirement each test is addressing.

The test procedure and test plan will be combined in order to streamline system testing. The test procedure will be used to define how the TempConvApp will be tested as well as provide detailed information on how to run each test.

The test procedure should identify the testing environment (e.g. Hardware platform, operating system, etc)

The test procedure should identify the tests to be performed, including input conditions and expected outputs.

The test procedure should provide enough information so a second party could run the test.

The test procedure should contain information such as the commands to type, data files, to load etc.

3.3.4 Acceptance Data Package

The Seller shall prepare and provide to the Buyer a copy of test reports for all acceptance tests performed at the subsystem and system level.

3.3.5 Software Version Description

A software version description document shall be provided which provides the following information at a minimum:

1. A list of files being delivered
2. Current revision of files being delivered
3. Installation instructions for any delivered executables

3.4 Testing Requirements

3.4.1 In-process Test

No in-process testing is required.

3.4.2 Factory Acceptance Test

No in-process testing is required.

3.4.3 Site Acceptance Test

The Seller shall perform a Site Acceptance Test (SAT) at the Buyer's facility. The SAT shall be performed in order to verify the TempConvApp is functional in one, several, or all of the specified web browser applications. The SAT shall consist of a full integrated test suite as agreed upon by the buyer and seller. The correction of any anomalies that arise during the SAT shall be the responsibility of the Seller.

3.4.4 Test Monitoring

The Buyer and its representatives shall have the right, but not the obligation, to witness any testing of hardware, software, or facilities associated with the Subcontract.

3.4.5 Pre-Shipment Review

A Pre-shipment Review may, at the Buyer's request, be held at the completion of acceptance testing. The primary objective of this review shall be to assess the readiness of the unit for shipment from the Seller's facilities to its destination. The Seller shall provide a summary of performance of the unit during tests.

Any anomalies, difficulties, or failures encountered during test and checkout of the hardware shall be reviewed to determine that appropriate action has been taken. Following completion of any action taken, Buyer will review all discrepancies before giving approval that the pre-shipment review is completed satisfactorily. Special operational considerations shall be noted.

3.5 Integration Support

Integration support shall consist of remote support only. Remote support shall be to handle questions and bug fixes related to the TempConvApp application and all associated parts.

3.6 Warranty Provisions

Notwithstanding any prior inspection or acceptance, supplier warrants in respect of the work that all equipment shall be free from defects in materials or workmanship and all services shall be performed in a professional and workmanlike manner consistent with generally accepted custom and practice in the industry, and further that all equipment and services shall conform to the specifications and other technical requirements of the Contract.

The Buyer shall have the right at any time during the period of this warranty to require that any work not conforming to the above warranty be promptly corrected or replaced (at Seller's option after taking into account any of the representations by the Buyer and at Seller's expense) with conforming work. If Seller fails to correct or replace such defective work within a reasonable period after notification from the Buyer, the Buyer may elect, in lieu of its other rights and remedies, to require the Seller to repay such portion of the contract price as are equitable under the circumstances in lieu of repairing or replacing such defective work.

This warranty shall begin upon successful completion of the Site Acceptance Test and shall run for a period of one year thereafter.

Qualification Provisions

4.1 Quality Assurance Plan

The Seller shall deliver the hardware items listed in compliance with the drawings, specifications and other requirements referred elsewhere in this SOW. These items shall be furnished to the Buyer in accordance with the delivery schedule set forth in the Purchase Order.

4.2 General

The Seller shall have and maintain a documented quality system, which is both effective and timely, as well as being appropriate to the type of product and/or service being provided. The quality system shall plan the necessary activities, in conjunction with the other functions, to assure compliance with subcontract requirements and establish inherent quality and reliability in all deliverable products and/or services. The quality system shall provide recorded evidence of quality in the form of process control data as well as inspection and test results. The Seller shall make quality system data (the Quality Records) available to the Buyer's representatives upon request, and as specified herein.

The Buyer may independently audit the effectiveness and implementation of the Seller product assurance program. All such audits are coordinated in advance with the Seller. The Seller shall notify the Buyer of corrective action taken.

The intent is to use the Seller’s existing quality system to the extent feasible. However, the Seller must demonstrate to the Buyer that a compatible flow-down of the quality requirements from the Buyer to the Seller has been achieved.

4.3 Design Control

Plans shall be generated for the key engineering development activities (typically a project plan, a development plan, and a verification plan). These plans should identify the main technical content of the project, and outline the approach for fulfilling the requirements. A timeline with major milestones shall be defined, along with the identification of the Key resources needed. The Key personnel and their responsibilities should be defined. A risk management plan should be included in each case.

The input requirements to the design process shall be clearly identified and in writing. They shall be checked for completeness, self-consistency, and feasibility. The Seller shall notify the Buyer in the event that any incomplete, ambiguous or conflicting requirements are detected.

The design output shall be reviewed for consistency with the input requirements, as well as for correctness and adequacy for the intended purpose. The design shall be reviewed by all involved parties representing all relevant technical faculties.

Design verification (analysis, inspection, simulation, test, or by similarity) shall be performed, at appropriate stages of the design process, in accordance with the verification planning.

4.4 Configuration and Data Management

A Configuration and Data Management Program shall be established. The intent is to use the Seller's existing systems to the maximum extent possible. Seller shall provide assurance that:

a. The "as built" configuration reflects the released documents.
b. Complete configuration data is available with the hardware and software and is maintained in sufficient detail to show the configuration of the hardware and software at all times.
c. A system exists for change control, which responds effectively and efficiently and assures that all activities provide timely change evaluation and response. The Seller shall implement change control on all engineering documentation after initial release. All significant engineering changes shall be submitted to Buyer for approval after the initial release.
d. The manufactured configuration corresponds to the appropriate issue of specifications and drawings.
e. Necessary configuration control requirements and constraints are specified for the sub-tier suppliers.

Prior to release, the Seller's documents and data applicable to this program shall be reviewed and approved for adequacy by authorized personnel.

The Seller shall ensure that deliverable products are fabricated, inspected, and tested to the released applicable drawings and/or specifications. Once the baseline configuration has been established and agreed with the Buyer, all changes and modifications shall be identified, documented, reviewed, and approved by authorized personnel before implementation. Furthermore, any changes or modifications which would affect the form, fit, or function of the product shall be submitted to the Buyer for approval prior to their implementation.

The Seller's systems shall provide for the evaluation of any Buyer's engineering design changes, which are received after initial requirements have been established, for purposes of assessing the impact to the Seller's requirements. Results of each assessment shall be reported to the cognizant Buyer, subcontract representative or designated responsible Engineering Representative.

All changes authorized in writing by the Buyer for implementation by the Seller shall be evaluated with respect to cost, schedule, and feasibility, and responded to within 10 days. If no issues exist for the Seller, changes shall be processed and incorporated.

The Seller's change control system and procedures shall be reviewed and approved by the Buyer, prior to initiating the manufacturing effort.

4.5 Purchasing

The Seller and the Seller's sub-tier suppliers shall be responsible for adequate and effective control over their procurement sources to ensure that articles and services purchased for use on this subcontract meet all applicable requirements. The Seller shall survey and evaluate all of its sub-tier suppliers. The selection of a supplier shall be based upon the supplier's ability to perform, as well as the capability of the supplier's quality system. Quality records of acceptable suppliers shall be maintained.

Purchasing documents shall be reviewed and approved for adequacy of the specified requirements prior to release.

The Quality System requirements, which are compatible with those contained herein, and could be expected to have a major impact on the quality of the product and/or service to be delivered to the Buyer, shall be flowed down to the Seller's sub-contractors and suppliers.

4.6 Product Identification and Traceability

The Seller shall assure the usage of suitable means for the identification of product from receipt and during all stages of production, delivery, and installation. The manufacturing

and quality history of the product shall be documented and traceable to that item via the product records and product identification. These records shall include all nominally planned processes as well as any unplanned (anomalous) processes.

Each product and each batch of product (if applicable) shall be uniquely identified, and the components as well as raw materials used to manufacture that product shall be traceable to their sources. Forward traceability shall be maintained to enable recall of non-conforming items. Records shall be maintained as Quality Records, as described herein, which allow for such traceability after the product has been delivered to the Buyer. For any exceptions the Seller shall obtain approval from the Buyer.

4.7 Process Control

All fabrication and assembly operations shall be performed in accordance with planning documentation, which includes all manufacturing and inspection instructions required to perform the work in a manner compliant with the applicable engineering requirements. The Seller shall identify product configuration in the planning documentation.

Workmanship standards shall be specified in engineering drawings and specifications. Components shall be mounted in a manner, which permits their markings to be verified.

Manufacturing, handling and servicing of the product shall be performed using appropriate tools and fixtures, and shall be done in a suitable environment according to the product in question. For electronic and sensitive electro-mechanical equipment, cleanliness, temperature, and humidity shall be monitored, and if necessary, controlled. Established quality plans and work instructions shall be complied with, and the cognizant quality assurance personnel shall periodically monitor this compliance.

4.8 Inspection and Testing

The Seller shall perform inspections and tests in accordance with written procedures, which ensure, prior to delivery, that all deliverable products conform to applicable drawings and specifications. Inspections shall be performed prior to any operation that obscures characteristics requiring inspection.

The Seller shall perform acceptance testing according to a written test procedure, which has been approved by the Buyer. The Seller shall notify the Buyer in advance of the performance of the acceptance testing, and permit a Buyer's representative to witness the testing, shall the Buyer so desire.

The Seller shall perform receiving inspections and tests on incoming components and materials in accordance with the Seller's Quality Assurance Plan.

Quality Records shall document the results of inspections and tests, including any items rejected, the nature of defects, and the basic causes of the defects

4.9 Control of Inspection, Measuring, and Test Equipment

This section is not applicable to this document.

4.10 Control of Non-Conforming Product

This section is not applicable to this document.

4.11 Corrective and Preventive Actions

The Seller shall have and maintain a system for detecting and documenting process and procedural deficiencies, including those detected during product manufacturing and test.

This system shall devise and implement corrective/preventive actions designed to continuously improve the quality and efficacy of those processes and procedures. A system shall be in place to effectively monitor the completion of, and overall effectiveness of, the prescribed corrective/preventive actions.

The Seller's corrective and preventive action system shall have procedures for handling customer complaints.

4.12 Handling, Storage, Packaging, Preservation and Delivery

The packing and corresponding external marking of deliverable articles shall comply with appropriate national as well as international rules and regulations which ensure safe arrival as well as ready identification at destination.

4.13 Quality Records

The Seller shall have written methods and procedures to identify and handle the appropriate quality records for this program. The Seller shall maintain all records (written on paper, or electronic), which serve as evidence of compliance with the requirements stated in this Quality Assurance section. Upon request from the Buyer, the Seller shall allow the Buyer to view these documents at any time.

The quality records shall be archived in a manner, which preserves their integrity and usability. The quality records shall be organized (e.g., indexed) in such a manner that any given item can be readily retrieved. The Seller shall maintain in good order all quality records on this program for a period of at least 12 years after the initial delivery of the product to the Buyer.

4.14 Internal Quality Audits

The Seller shall plan and execute periodic audits of the quality system, processes, and operational procedures designed to implement the Seller's practices, as well as the requirements of this SOW. Corrective actions shall be defined and implemented whenever the audits produce findings, and the auditors shall track and follow-up on these actions to make sure they are effectively implemented.

Results of these audits shall be made available to the Buyer, and the Buyer's customer representatives, when requested.

4.15 Prohibited Materials

This section is not applicable to this document.

4.16 Electro-Static Discharge Control

This section is not applicable to this document.

4.17 Acceptance Data Packages

The Seller shall establish and maintain a data package for each item produced under this subcontract. Each package shall contain, as a minimum:

- Identification of the item configuration
- Any waivers or deviations granted against that configuration (if any)
- The acceptance test data sheets
- Certificate of Compliance.

The Certificate of Compliance shall state that the acceptance test has successfully passed, that all requirements have been met, and that the item does not contain any prohibited materials. If there are any exceptions to these requirements, they shall be clearly identified in the Certificate of Compliance. As a minimum, the Certificate of Compliance shall be signed by the following functions:

- Seller's Program Manager
- Either the Seller's Manufacturing Manager or the Seller's Engineering Manager

4.18 Qualification Methods

Requirements shall be qualified by one of the methods defined in Table 6 below:

Table 6 - Qualification Method Definitions

Qualification Code	Qualification Method	Description
D	Demonstration	The operation of the software item, or a part of the software item, that relies on observable functional operation not requiring the use of instrumentation, special test equipment, or subsequent analysis.
T	Test	The operation of the software item, or a part of the software item, using instrumentation or other special test equipment to collect data for later analysis.
A	Analysis	The processing of accumulated data obtained from other qualification methods. Examples are reduction, interpretation, or extrapolation of test results.
I	Inspection	The visual examination of software item code, documentation, etc.

Table 7 is a sample qualification matrix, which shall be populated with all CSCI requirements and one or more verification methods.

The seller shall provide a qualification matrix for each CSCI.

Table 7 – Example Qualification Matrix

Requirement Paragraph Number	Requirement	Verification Method
	The subsystem shall be displayed in a web page.	A, D
	The subsystem shall use normal Hypertext Markup Language (HTML).	A, D
	The subsystem shall consist of two separate pages.	A, d

Project Management

5.1 Program Manager

The Seller shall provide a Program Manager for the full duration of the subcontract to act as a single focus of contact for Buyer representatives on all aspects of this SOW. The Program Manager shall be the normal point of contact for buyer representatives for both formal and informal meetings, as necessary.

5.2 Electronic Communications

The Seller and Buyer shall provide compatible E-mail and Fax facilities for appropriate project communication to/from their respective facilities on a 24-hour, 7-day week basis. Data and documents may be transmitted electronically.

This document is not proprietary and may be transmitted without encryption.

5.3 Contract Performance

The Seller shall manage all matters relating to the performance of the Subcontract, and shall ensure that the personnel and facilities necessary for the performance of the Subcontract are assigned and made available at the times and places necessary to meet the schedule established by the Subcontract.

5.4 Program Schedule

The Seller shall prepare, maintain and submit the Program Schedule to the Buyer per the milestones listed in Table 8.

Table 8 - List Of Milestones

Milestone #	Milestone	Date
1.	TempConvApp.class executable code	10 weeks ARO
2.	Tempconv.html web page	10 weeks ARO
3.	aboutpage..html web page	10 weeks ARO
4.	John Q. Public Software Support End	12 months after final CD distribution delivery

The Program Schedule shall provide visibility into all identified milestones and show progress toward project completion. It shall show all major hardware, software, data and services for the project. The Program Schedule shall be updated and submitted on the same frequency as the Progress Report.

5.5 Progress Reports

The Seller shall submit a weekly Progress Report to the Buyer covering the subcontract activities during the prior week, action item status, and plans for the next two weeks. It shall provide information on the progress of the subcontract relative to milestones, and

provide explanation of any problems with proposed solutions. It shall also provide status on major Seller Subcontractors.

5.6 Conditions For Out Of Scope

Issues that affect cost and or schedule are to be documented on the Vendor Change Request (VCR) form and submitted to the Buyer's Responsible Engineering Authority (REA) and the Buyer's Subcontract Administrator for approval. The Buyer's REA shall review the impact and determine if the cost and or schedule changes are acceptable before any implementation occurs. Undocumented and unapproved Out Of Scope (OOS) issues shall not be accepted and any invoices will not be honored. Approval for the OOS item will be reflected in a change order to the subcontract. It should be in the best interest of the Seller to document and submit any OOS issues as soon as they are encountered. Seller performances shall be judged by the timely delivery of all deliverable items at the Buyer's dock date and the scheduled delivery on the subcontract.

5.7 Liaison Services

This section is not applicable to this document.

5.8 Right of Access

Buyer and Buyer's customer shall have access to and may inspect the work as well as any associated facilities and documentation at any reasonable time in any place or any premises of the Seller or sub-tier suppliers.

5.9 Meetings

The Buyer or Seller may, as needed, establish formal meetings to discuss project progress. Each shall support such meetings with appropriate staff, as required.

5.9.1 Peer Reviews

The Buyer and Seller shall hold at least 1 peer review on the following items:

1. TempConvApp.java source code
2. Tempconv.html source code
3. Aboutpage.html source code

Each peer review shall follow the following guidelines:

- Duration 1 to 2 hours per review (Scale material to review to meet time allotment)
- All material reviewed before the review
- No discussions to solve the issue (Work offline via action item)

All peer review meetings can be via telephone. The materials to be reviewed shall be delivered to all parties 24 hours before the meeting. If meeting is on a Monday, materials should be distributed on Friday.

The Seller shall address all design review action items generated. Action items shall not be closed until approved by the Seller.

5.9.2 Design Reviews

The Seller is not required to hold any design reviews.

5.9.3 Ad Hoc Review Meetings

Buyer may, from time to time, convene meetings with the Seller to discuss matters relating to the Subcontract. The Seller undertakes to attend and/or host such meetings with the appropriate staff and sub-tier supplier staff as required.

5.10 Transfer of Technology

5.10.1 Proprietary Rights

All documentation developed or transferred to/from the Seller and Buyer during the execution of this SOW shall be governed by the terms and conditions of the Non-Disclosure Agreement on proprietary and intellectual property rights between the Buyer and the Seller.

5.10.2 Preexisting Seller Rights

The Seller shall provide the Buyer with a clear and concise list of preexisting proprietary or intellectual property that Seller intends or anticipates Seller will utilize in the performance of this Subcontract. The Seller acknowledges that this list may be shared with the United States Government as a part of the Subcontracting process to establish or define the U.S. Government's rights position in the intellectual property. Failure to list preexisting intellectual property may result in Technical Data Rights challenges by the United States Government.

5.10.3 Intellectual Property of Others

Seller shall notify the Buyer if the Seller intends or does utilize intellectual property of others. The Buyer must also be notified if any Royalties or License fees will be required for the use of Seller's or other preexisting intellectual property.

5.10.4 New Seller Rights

The Seller shall utilize their own existing intellectual property or create new intellectual property during the course of this Subcontract as separate from Buyer's intellectual property. Seller should anticipate that incorporation of Buyer's intellectual property in any final design will create a licensing requirement with Buyer for the final design which would require the negotiation of an intellectual property agreement between Buyer and Seller for Seller's use of Buyer's intellectual property on future products or programs.

5.10.5 ITARS

Security measures shall be in place to prevent unauthorized technology transfers to foreign nationals. Supplier personnel working on this subcontract with access to Buyer's data, documents, computer systems as well as attendance at Buyer/Seller meetings shall hold United States citizenship.

Any drawings or detailed specifications provided to you under this order may contain technical data under the International Traffic in Arms Regulations (22 CFR 120-130). They shall not be exported, transferred or revealed to any foreign national, company or organization, other than Canadian, without an approved export license or authority.

Delivery Instructions

6.1 Document Formats

The Seller shall use software packages, which are compatible with the Seller applications listed in Table 9, or documents in plain text format.

Table 9 - List Of Document Authoring Tools

Document Type	Application	Comments
ICD	Microsoft Word 2000	
Diagrams	Microsoft PowerPoint 2000, Microsoft Visio 2000	
Presentations	Microsoft PowerPoint 2000	
Schedules	Microsoft Project 2000	

6.2 Authority To Ship

The Seller shall not ship items without inspection or written authorization by Buyer Quality Assurance representatives or their designee.

6.3 Shipping Procedure

The methods and procedures for shipping the deliverable items shall be reviewed and approved by the Buyer prior to packaging for shipment

Appendixes

7.1 Acronyms

Table 10 – Acronyms Used Within This Document

Acronym	Description
ANSI	American National Standards Institute
ARO	After Receipt of Order
CD-ROM	Compact Disk, Read Only Memory
CSCI	Computer Software Configuration Item
IPT	In Process Test
IDL	Interface Definition Language
RPC	Remote Procedure Call
SAT	Site Acceptance Test
SOW	Statement Of Work

7.2 Data Dictionary

Table 11 – Terms Used Within This Document

Item	Description
(none)	