

NATIONAL AERONAUTICS AND SPACE ADMINISTRATION  
AMES RESEARCH CENTER  
Moffett Field, CA 94035-1000

TASK ORDER  
Prime Contract No.: NNA04CA76C (BOATS)

Task Order No.: JSG 5.2 Revision No. 1

This Task Order is issued in accordance with the task ordering procedure of the contract. This is not an authorization to proceed with the required work. Such authorization must be issued by the approving official.

TITLE: Graphics Services

PURPOSE: Increase ODCs to \$22,000

Estimated Beginning Date: February 1, 2006

Estimated Completion Date: September 30, 2006

Labor Category:

	Est. Hours	Est. Hrs. Monthly	Direct Labor Rate	Total Direct Cost
Information Services Manager			B-4	

Total Direct Labor

B-4

Overhead

Subcontract Labor Services

Subtotal Labor and Subcontracts

G&A

OTHER DIRECT COSTS

Materials

Travel

Training

Other ODC

Total ODCs (Not to Exceed)

G&A

Flow-through Items

ESTIMATE OF TOTAL DIRECT COST FOR TASK SUPPORT:

ESTIMATE OF TOTAL COST PROJECT MANAGEMENT ALLOCATION:

Fee will not apply for a one year period beginning February 1, 2006

ESTIMATE OF TOTAL COST/FEE FOR TASK SUPPORT:

\$ 167,410

This amount shall not be exceeded without prior approval of the Contracting Officer

*CDM*  
*4/24/06*

# CTO REVISION REQUEST

**BUSINESS OPERATIONS AND  
TECHNICAL SERVICES**

1. Contractor:  
Planners Collaborative

8. Contractor Task Order to be Revised  
Task Order No.: JSG 5.2

3. Submittal Date:  
4/17/06

4. Originator/Telephone No.:  
J. Adams x4-5828

## PROPOSED REVISION

5. Revised FROM (Include a clear identification of Section, Task, Subtask, etc., which is being revised, and the reason for the revision):

Estimate for Other Direct Costs

6. Revised TO:

Estimate for Other Direct Costs

## APPROVAL

7. NASA Task Manager:  
*J. Adams*

8. Date:  
4/17/06

9. COTR:  
*J. Adams*

10. Date:  
4/17/06

11. Project Manager:  
*[Signature]*

12. Date:  
4-24-06

13. Contracting Officer (Check if Required)   
*Carl D. Z*

14. Date:  
4/26/06

# CTO REVISION REQUEST

<b>BUSINESS OPERATIONS AND TECHNICAL SERVICES</b>	1. Contractor: Planners Collaborative	8. Contractor Task Order to be Revised Task Order No.: JSG 5.2
3. Submittal Date: 4/17/06	4. Originator/Telephone No.: J. Adams x4-5828	

## PROPOSED REVISION

5. Revised FROM (Include a clear identification of Section, Task, Subtask, etc., which is being revised, and the reason for the revision):

Estimate for Other Direct Costs

6. Revised TO:

Estimate for Other Direct Costs

## APPROVAL

7. NASA Task Manager: <i>J. Adams</i>	8. Date: 4/17/06	9. COTR: <i>J. Adams</i>	10. Date: 4/17/06
11. Project Manager: <i>[Signature]</i>	12. Date: 4-24-06	13. Contracting Officer (Check if Required) <input type="checkbox"/> <i>[Signature]</i>	14. Date: 4/26/06

NATIONAL AERONAUTICS AND SPACE ADMINISTRATION  
AMES RESEARCH CENTER  
Moffett Field, CA 94035-1000

TASK ORDER  
Prime Contract No.: NNA04CA76C (BOATS)

Task Order No.: JSG 5.2 Revision No. 1

This Task Order is issued in accordance with the task ordering procedure of the contract. This is not an authorization to proceed with the required work. Such authorization must be issued by the approving official.

TITLE: Graphics Services

PURPOSE: Increase ODCs to \$22,000

Estimated Beginning Date: February 1, 2006

Estimated Completion Date: September 30, 2006

Labor Category:

Est. Hours	Est. Hrs. Monthly	Direct Labor Rate	Total Direct Cost
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Information Services Manager

B-4			
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Total Direct Labor

B-4

Overhead

Subcontract Labor Services

Subtotal Labor and Subcontracts

G&A

OTHER DIRECT COSTS

Materials

Travel

Training

Other ODC

Total ODCs (Not to Exceed)

G&A

Flow-through Items

B-4
-----

ESTIMATE OF TOTAL DIRECT COST FOR TASK SUPPORT:

ESTIMATE OF TOTAL COST PROJECT MANAGEMENT ALLOCATION:

Fee will not apply for a one year period beginning February 1, 2006

ESTIMATE OF TOTAL COST/FEE FOR TASK SUPPORT:

\$ 167,410

This amount shall not be exceeded without prior approval of the Contracting Officer

*COM*  
*4/24/06*



NATIONAL AERONAUTICS AND SPACE ADMINISTRATION  
AMES RESEARCH CENTER  
Moffett Field, CA 94035-1000

TASK ORDER  
Prime Contract No.: NNA04CA76C (BOATS)

Task Order No.: JSG 5.2

This Task Order is issued in accordance with the task ordering procedure of the contract. This is not an authorization to proceed with the required work. Such authorization must be issued by the approving official.

TITLE: Graphics Services

PURPOSE:

Estimated Beginning Date: February 1, 2006

Estimated Completion Date: September 30, 2006

Labor Category:

	Est. Hours	Est. Hrs. Monthly	Direct Labor Rate	Total Direct Cost
Information Services Manager			B-4	

Total Direct Labor

B-4

Overhead

Subcontract Labor Services

Subtotal Labor and Subcontracts

G&A

OTHER DIRECT COSTS

Materials

Travel

Training

Other ODC

Total ODCs (Not to Exceed)

G&A

Flow-through Items

ESTIMATE OF TOTAL DIRECT COST FOR TASK SUPPORT:

ESTIMATE OF TOTAL COST PROJECT MANAGEMENT ALLOCATION:

Fee will not apply for a one year period beginning February 1, 2006

ESTIMATE OF TOTAL COST/FEE FOR TASK SUPPORT.

\$ 142,000

This amount shall not be exceeded without prior approval of the Contracting Officer

Ch  
1/18/06

NNA04CA76C

Task Order No.: JSG 5.2

Task Requester: Miss Adams

Date: 1/19/06

COTR: Miss Adams

Date: 1/19/06

Contracting Officer: Carla D. Z

Date: 1-26-06

Task Requester Concurrence of Contractor's Task Plan and Contractor's Cost Estimate: Miss Adams

Date: 1/26/06

COTR Concurrence of Contractor's Task Plan: Miss Adams

Date: 1/26/06

**CONTRACTOR'S ACCEPTANCE:**

Contractor's Representative: [Signature]

Date: 1-26-06

**AUTHORIZATION:**

Authorized period of performance:

Beginning Date: 2/1/06

Completion Date: 9/30/06

Approval is given for the Contractor to commence work on this Task Order in accordance with the Contractor's Task Plan, except as noted below.

This Task Order is subject to all the terms and conditions of Contract NNA04CA76C. Nothing in this Task Order shall be construed as authorizing performance in excess of funds available on the Contract.

This Task Order is approved for performance.

Approving Official: [Signature]

Date: 1-26-06

- Distribution:
- Contracting Officer (Original)
- Contractor
- COTR
- Task Requester

Task Order No.: JSG-5.2

Task Description for:

Graphic Services

Contract NNA04CA76C

Please acknowledge receipt and acceptance of this task order within ten (10) calendar days after receipt (in accordance with NASA FAR Supplement clause 1852.216-80). Work shall not commence prior to approval of the Task Plan by the Contracting Officer.

**A. Period of Performance**

The period of performance for this task is February 1, 2006 through September 30, 2006

**B. Description of Work**

Provide graphic services as specified in Contract NNA04CA76C, Attachment A1, "Statement of Work", section 4.1.2, paragraphs 4.1.2.1, 4.1.2.2, 4.1.2.3, and 4.1.2.5.

**C. Hours of Work**

As required by approved Service Request estimates.

**D. Government Furnished Equipment**

A listing of government furnished equipment is provided in Section J, Attachment A3, "Government Furnished Equipment", SOW Function 4.1, Equip. Bldg. 241, Equip. Room 111.

**E. Performance Requirements Summary (see attached)**

Performance requirements for the products and services required by this task order are listed in Section J, Attachment A2, "Performance Requirements Summary", section "SOW 4.1.2 Graphics and Exhibits".

## **Task Plan JSG 5.2**

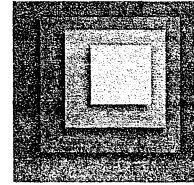
### **Graphic Services**

Task performance will be managed by the Planners Library Resources and Information Manager, who will be the primary interface with the NASA Task Requester regarding task performance. The Planners Management Team provides guidance and direction to all contract staff in making the NASA vision our mission.

Graphic Services will be performed primarily by our subcontractor, Boomerang, comprised of four very highly qualified and experienced graphic professionals who have a long history supporting NASA Ames.

All work will be performed according to the Performance Requirements Summary Section 4.1.2. Performance will be documented and reported in the Planners Monthly Technical Report. The Planners Manager will communicate with the Task Requester to clarify requirements and to ensure excellent performance. The Planners Manager will also communicate with the Boomerang professionals to ensure an excellent working relationship and excellent contract management support from Planners.

Planners will be able to provide back-up support should the need arise.



PLANNERS COLLABORATIVE

**MEMORANDUM**

To: Karen Moze, COTR

Date: October 30, 2006

Ref: NNA04CA76C Task Order:

JSG 3.3

Reproduction Services

Planners Collaborative is submitting our Task Plan for the referenced Task Order for period October 1, 2006 – September 30, 2007.

Sincerely,

Doreen Cohen  
Planners Collaborative

cc: Planners Collaborative West

NATIONAL AERONAUTICS AND SPACE ADMINISTRATION  
AMES RESEARCH CENTER  
Moffett Field, CA 94035-1000

TASK ORDER  
Prime Contract No.: NNA04CA76C (BOATS)

Task Order No.: JSG 3.3

This Task Order is issued in accordance with the task ordering procedure of the contract. This is not an authorization to proceed with the required work. Such authorization must be issued by the approving official.

TITLE: **Reproduction Services**

PURPOSE:

Estimated Beginning Date: **October 1, 2006**

Estimated Completion Date: **September 30, 2007**

Labor Category:

Est. Hours	Est. Hrs. Monthly	Direct Labor Rate	Total Direct Cost
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Task Management  
Digital Press Op/Lead  
Bindery Operator  
Back-up

B-4			
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Total Direct Labor  
Overhead

B-4

Subcontract Labor Services  
Subtotal Labor and Subcontracts  
G&A  
OTHER DIRECT COSTS  
Materials  
Travel  
Training  
Other ODC  
Total ODCs (Not to Exceed)  
G&A  
Flow-through Items

B-4			
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ESTIMATE OF TOTAL DIRECT COST FOR TASK SUPPORT:

ESTIMATE OF TOTAL COST FOR FEE/PROJECT MANAGEMENT ALLOCATION:

B-4

ESTIMATE OF TOTAL COST/FEE FOR TASK SUPPORT:

\$ 149,337

This amount shall not be exceeded without prior approval of the Contracting Officer

*CM*  
*10/6/06*

NNA04CA76C

Task Order No.: JSG 3.3

Task Requester: John Adams

Date: 9/1/06

COTR: Karen Ologe

Date: 9/8/06

Contracting Officer: Carl D. Tou

Date: 9/28/06

Task Requester Concurrence  
of Contractor's Task Plan and  
Contractor's Cost Estimate: John Adams

Date: 11/2/06

COTR Concurrence of  
Contractor's Task Plan: Karen Ologe

Date: 11/2/06

**CONTRACTOR'S ACCEPTANCE:**

Contractor's  
Representative: [Signature]

Date: 10-30-06

**AUTHORIZATION:**

Authorized period of performance:

Beginning Date: 10/1/06

Completion Date: 9/30/07

Approval is given for the Contractor to commence work on this Task Order in accordance with the Contractor's Task Plan, except as noted below.

This Task Order is subject to all the terms and conditions of Contract NNA04CA76C. Nothing in this Task Order shall be construed as authorizing performance in excess of funds available on the Contract.

This Task Order is approved for performance.

Approving Official: Carl D. Tou

Date: 11/14/06

- Distribution:
- Contracting Officer (Original)
- Contractor
- COTR
- Task Requester

Task Order No.: JSG-3.3

Task Description for:

Reproduction Services

Contract NNA04CA76C

Please acknowledge receipt and acceptance of this task order within ten (10) calendar days after receipt (in accordance with NASA FAR Supplement clause 1852.216-80). Work shall not commence prior to approval of the Task Plan by the Contracting Officer.

**A. Period of Performance**

The period of performance for this task is October 1, 2006 through September 30, 2007

**B. Description of Work**

Provide reproduction services as specified in contract NNA04CA76C, Attachment A1, "Statement of Work", section 4.1.5.

**C. Hours of Work**

The standard workday is eight hours (not including an unpaid lunch period), Monday through Friday, beginning between 6:30 a.m. and 9:00 a.m. and ending between 3:00 p.m. and 5:30 p.m. **Reproduction services shall be available between the hours of 8:00 a.m. – 4:30 p.m. Monday through Friday.**

**D. Government Furnished Equipment**

A listing of government furnished equipment is provided in Section J, Attachment A3, "Government Furnished Equipment", SOW Function 4.1, Equip. Bldg. 241, Equip. Room B7.

**E. Performance Requirements Summary (see attached)**

Performance requirements for the products and services required by this task order are listed in Section J, Attachment A2, "Performance Requirements Summary", section "SOW 4.1.5 Reproduction".



### **Task Plan JSG 3.3 Reproduction Services**

Task performance will be managed by the Planners Library and Information Resources Manager, who will be the primary interface with the NASA Task Requester regarding task performance. The Planners Management Team provides guidance and direction to all contract staff in making the NASA vision our mission.

Planners Collaborative will provide two FTEs for reproduction and printing services one full-time Digital Press Operator and one full-time Bindery Operator with appropriate skills and experience to perform all task requirements in accordance with the performance requirements summary.

The two operators will produce paper copies from paper and electronic print master originals. The work they will do includes, but is not limited to, one/two-sided copying and duplication, on-line electronic publishing, high speed reprographic production, color copying and printing, engineering drawing reproduction, and bindery operations.

Through efficiency of service there is room for growth of these services to include additional printing services as required in FY07. This will accommodate technical support for the planning, coordinating, scheduling and expediting of printing and miscellaneous duplicating orders for both in-house reproduction services and printing services obtained through the San Francisco Regional Government Printing Office and commercial printers.

The following support will also be included:

1. A preventive maintenance program to ensure that all equipment is functioning within required specifications. And where necessary, place service calls for repairs on the Government furnished equipment maintenance contracts, and follow Center procedures for obtaining visitor passes for outside service technicians when necessary.
2. Record all requisite job tracking and job ticketing information in a computerized database furnished by the Government.
3. Maintain at minimum a two-week supply of paper and consumable supplied (e.g. toner, fuser, staple wire) and submit requests for paper and supplies to the COTR at least two weeks prior to depletion of stock.
4. Operators will be able to lift, carry, or otherwise handle printed material, paper stock, and supplies weighing up to 50 lbs.
5. Operators will follow the procedures as found in the documents which provide policy and procedural guidance relative to the accomplishment of the described functions.

Additional documents will be identified by the COTR as required.

- Government Printing and Binding Regulations; Issued by the Joint Committee on Printing (JCP), No. 26, February 1990.

- NASA Procedures and Guidelines for Printing, Duplicating, and Copying Management NPG 1490.5A, Effective June 1997.
- GPO Agency Procedural Handbook; GPO Publication 305.1, January 1992.

Planners will provide back-up and extra support capability as follows:

If the workload requires it, extra support would be used with the approval of the NASA Task Requestor.

NATIONAL AERONAUTICS AND SPACE ADMINISTRATION  
 AMES RESEARCH CENTER  
 Moffett Field, CA 94035-1000

TASK ORDER  
 Prime Contract No.: NNA04CA76C (BOATS)

Task Order No.: JSG 3.2

This Task Order is issued in accordance with the task ordering procedure of the contract. This is not an authorization to proceed with the required work. Such authorization must be issued by the approving official.

TITLE: **Reproduction Services**

PURPOSE:

Estimated Beginning Date: **October 1, 2005**

Estimated Completion Date: **September 30, 2006**

Labor Category:

	Est. Hours	Est. Hrs. Monthly	Direct Labor Rate	Total Direct Cost
Comm. Group Mgr. Digital Press Op/Lead Bindery Operator Back-up			B-4	

Total Direct Labor

B-4

Overhead

Subcontract Labor Services

Subtotal Labor and Subcontracts

G&A

OTHER DIRECT COSTS

Materials

Travel

Training

Other ODC

Total ODCs (Not to Exceed)

G&A

Flow-through Items

B-4

ESTIMATE OF TOTAL DIRECT COST FOR TASK SUPPORT:

ESTIMATE OF TOTAL COST FOR FEE/PROJECT MANAGEMENT ALLOCATION:

ESTIMATE OF TOTAL COST/FEE FOR TASK SUPPORT:

\$ 141,895

This amount shall not be exceeded without prior approval of the Contracting Officer

*CR*  
10/3/05

NNA04CA76C

Task Order No.: JSG 3.2

Task Requester: John Adams

Date: 9/2/05

COTR: John Adams

Date: 9/2/05

Contracting Officer: Carla D. Tour

Date: 9/6/05

Task Requester Concurrence of Contractor's Task Plan and Contractor's Cost Estimate: John Adams

Date: 10/14/05

COTR Concurrence of Contractor's Task Plan: John Adams

Date: 10/14/05

**CONTRACTOR'S ACCEPTANCE:**

Contractor's Representative: [Signature]

Date: 9-26-05

**AUTHORIZATION:**

Authorized period of performance:

Beginning Date: 10/1/05

Completion Date: 9/30/06

Approval is given for the Contractor to commence work on this Task Order in accordance with the Contractor's Task Plan, except as noted below.

This Task Order is subject to all the terms and conditions of Contract NNA04CA76C. Nothing in this Task Order shall be construed as authorizing performance in excess of funds available on the Contract.

This Task Order is approved for performance.

Approving Official: [Signature]

Date: 11/22/05

- Distribution:
- Contracting Officer (Original)
- Contractor
- COTR
- Task Requester

Task Order No.: JSG-3.2

Task Description for:

Reproduction Services

Contract NNA04CA76C

Please acknowledge receipt and acceptance of this task order within ten (10) calendar days after receipt (in accordance with NASA FAR Supplement clause 1852.216-80). Work shall not commence prior to approval of the Task Plan by the Contracting Officer.

**A. Period of Performance**

The period of performance for this task is October 1, 2005 through September 30, 2006

**B. Description of Work**

Provide reproduction services as specified in Contract NNA04CA76C, Attachment A1, "Statement of Work", section 4.1.5.

**C. Hours of Work**

The standard workday is eight hours (not including an unpaid lunch period), Monday through Friday, beginning between 6:30 a.m. and 9:00 a.m. and ending between 3:00 p.m. and 5:30 p.m. **Reproduction services shall be available between the hours of 8:00 a.m. – 4:30 p.m. Monday through Friday.**

**D. Government Furnished Equipment**

A listing of government furnished equipment is provided in Section J, Attachment A3, "Government Furnished Equipment", SOW Function 4.1, Equip. Bldg. 241, Equip. Room B7.

**E. Performance Requirements Summary (see attached)**

Performance requirements for the products and services required by this task order are listed in Section J, Attachment A2, "Performance Requirements Summary", section "SOW 4.1.5 Reproduction".

## **Task Plan JSG 1.2 Reproduction Services**

Task performance will be managed by the Planners Communications Group Manager, who will be the primary interface with the NASA Task Requester regarding task performance. The Planners Management Team provides guidance and direction to all contract staff in making the NASA vision our mission.

In support of the reproduction activity, Planners will provide two FTE for reproduction services in support of the Center's program, project, and institutional requirements. The operators will produce paper copies from paper and electronic print master originals. The work they will do includes, but is not limited to, one-/two-sided copying and duplication, on-line electronic publishing, high-speed reprographic production, color copying and printing, engineering drawing reproduction, and bindery operations.

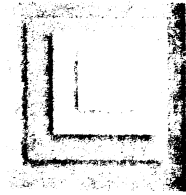
Through efficiency of service there is room for growth of these services to include additional printing services as required in FY06. This will accommodate technical support for the planning, coordinating, scheduling and expediting of printing and miscellaneous duplicating orders for both in-house reproduction services and printing services obtained through the San Francisco Regional Government Printing Office and commercial printers.

The following support will also be included:

1. A preventive maintenance program to ensure that all equipment is functioning within required specifications. And where necessary, place service calls for repairs on the Government furnished equipment maintenance contracts, and follow Center procedures for obtaining visitor passes for outside service technicians when necessary.
  2. Record all requisite job tracking and job ticketing information in a computerized database furnished by the Government
  3. Maintain at minimum a two-week supply of paper and consumable supplies (e.g. toner, fuser, staple wire) and submit requests for paper and supplies to the COTR at least two weeks prior to depletion of stock.
  4. Operators will be able to lift, carry, or otherwise handle printed material, paper stock, and supplies weighing up to 50 lbs.
  5. Will follow the procedures as found in the documents which provide policy and procedural guidance relative to the accomplishment of the described functions.
- Additional documents will be identified by the COTR as required.

- Government Printing and Binding Regulations; Issued by the Joint
- Committee on Printing (JCP), No. 26, February 1990
- NASA Procedures and Guidelines for Printing, Duplicating, and Copying
- Management; NPG 1490.5A, Effective June 1997
- GPO Agency Procedural Handbook; GPO Publication 305.1, January 1992

Planners' cost estimate includes an estimate for members of our On-Call Team to provide extra support should the workload require it. Extra support would be used with the approval of the NASA Task Requester.



PLANNERS COLLABORATIVE

**MEMORANDUM**

To: Karen Moze, COTR

Date: October 3, 2006

Ref: NNA04CA76C Task Order:

JSG 2.3 Library Services & Publications Processing

Planners Collaborative is submitting our Task Plan for the referenced Task Order for period October 1, 2006 – September 30, 2007.

Sincerely,

  
Doreen Cohen  
Planners Collaborative

cc: Planners Collaborative West



NATIONAL AERONAUTICS AND SPACE ADMINISTRATION  
 AMES RESEARCH CENTER  
 Moffett Field, CA 94035-1000

TASK ORDER  
 Prime Contract No.: NNA04CA76C (BOATS)

Task Order No.: JSG 2.3

This Task Order is issued in accordance with the task ordering procedure of the contract. This is not an authorization to proceed with the required work. Such authorization must be issued by the approving official.

TITLE: **Library Services & Publications Processing**

PURPOSE:

Estimated Beginning Date: **October 1, 2006**

Estimated Completion Date: **September 30, 2007**

Labor Category:

	Est. Hours	Est. Hrs. Monthly	Direct Labor Rate	Total Direct Cost
Library Res. & Info. Mgr.				
Reference Librarian				
Library Technician			B-4	
Acquisition Librarian				
On-call support				

Total Direct Labor	B-4	
Overhead		
Subcontract Labor Services		
Subtotal Labor and Subcontracts		
G&A		
<b>OTHER DIRECT COSTS</b>		
Materials		
Travel		
Training		
Other ODC		
Total ODCs (Not to Exceed)		
G&A		
Flow through Items		
ESTIMATE OF TOTAL DIRECT COST FOR TASK SUPPORT:		
ESTIMATE OF TOTAL COST FOR FEE/PROJECT MANAGEMENT ALLOCATION:		
ESTIMATE OF TOTAL COST/FEE FOR TASK SUPPORT:		<b>\$ 1,072,746</b>

This amount shall not be exceeded without prior approval of the Contracting Officer

*cm*  
10/3/06

JSG 2.3

NNA04CA76C

Task Order No.: JSG 2.2

Task Requester: Mary Walsh

Date: 9/8/06

COTR: Karen Ologe

Date: 9/8/06

Contracting Officer: Marc E. Duvish

Date: 9/22/06

Task Requester Concurrence of Contractor's Task Plan and Contractor's Cost Estimate: Mary Walsh

Date: 10-19-2006

COTR Concurrence of Contractor's Task Plan: Karen Ologe

Date: 10/19/06

**CONTRACTOR'S ACCEPTANCE:**

Contractor's Representative: [Signature]

Date: 10-3-06

**AUTHORIZATION:**

Authorized period of performance:

Beginning Date: 10/1/06

Completion Date: 9/30/07

Approval is given for the Contractor to commence work on this Task Order in accordance with the Contractor's Task Plan, except as noted below.

This Task Order is subject to all the terms and conditions of Contract NNA04CA76C. Nothing in this Task Order shall be construed as authorizing performance in excess of funds available on the Contract.

This Task Order is approved for performance.

Approving Official: [Signature]

Date: 11/14/06

- Distribution:
- Contracting Officer (Original)
- Contractor
- COTR
- Task Requester

Task Order No.: JSG-~~21~~ 2.3

Task Description for :

Library Services and Publications Processing

Contract NNA04CA76C

Please acknowledge receipt and acceptance of this task order within ten (10) calendar days after receipt (in accordance with NASA FAR Supplement clause 1852.216-80). Work shall not commence prior to approval of the Task Plan by the Contracting Officer.

**A. Period of Performance**

The period of performance for this task will be from October 1, 2006 through September 30, 2007, unless specifically identified otherwise in the task.

**B. Description of Work**

**4.1.6.1** The contractor shall recommend, verify bibliographic data about, and procure government and electronic materials for the libraries. The contractor shall prepare these orders; keep current records that identify order status; claim materials not received; and record invoice and payment information.

**4.1.6.2** The contractor shall process and add purchased electronic materials, or links to them, to the Library website. The contractor may, a few times during the year, provide expertise to Civil Servant staff cataloging and classifying book materials chosen by the Ames Library User Committee for addition to the libraries.

**4.1.6.3** The contractor shall place orders using the most advantageous methods, taking into account the need for speed of delivery, cost-effectiveness, and efficiency of performance on the part of the vendor.

**4.1.6.4** Library financial records for purchased materials shall be kept current using government furnished systems and databases. Financial reports shall be provided to the Task Manager, and all invoices shall be paid in sufficient time to ensure that no adverse financial or business impact accrues to the Government.

**4.1.6.5** The contractor shall keep current the Center's holding records for all electronic journals.

**4.1.6.6** The contractor shall charge books both in and out, keep current records so that materials are traceable, shelve materials regularly, and ensure that materials are returned to the library. The contractor may recommend shifting of materials from one part of the library to another to allow for collection growth or better access. The actual physical shifting of materials will be completed by either Transition Pool employees or by movers requested by a Service Request (SR) submitted to the Logistics section, based on available funding.

**4.1.6.7** The contractor shall locate information for library customers by using the collections and resources at the Center; other libraries outside the Center; and electronic literature searches, such as DIALOG, WWW, RECON, DROLS, OCLC, and RLIN. The contractor shall use information retrieval methods best suited to obtain timely and comprehensive results for the customers, and shall post-format results as needed by the customers.

**4.1.6.8** The contractor shall instruct customers in the libraries on the collections, resources, and use of online database terminals.

**4.1.6.9** The contractor shall obtain interlibrary loan (ILL) material not available at the Center, and loan other libraries needed information and materials. The contractor shall comply with copyright restrictions at all times. The contractor shall notify the Librarian when the Center is reaching loan limits on an item.

**4.1.6.10** The contractor shall ensure that selected staff librarians in acquisitions and reference functions possess either a Master of Librarianship, Master of Library and Information Sciences, or Master of Library Science degree. Selected staff must hold a security clearance.

**4.1.6.11** The contractor shall provide IT services for library computer systems and for connectivity to remote systems including commercial databases, the Internet and other NASA library systems.

**C. Hours of Work**

The standard workday is eight hours (not including an unpaid lunch period), Monday through Friday, beginning between 6:30 a.m. and 9:00 a.m. and ending between 3:00 p.m. and 5:30 p.m. Library hours are from 8:00 a.m. through 4:30 p.m., Monday through Friday (excluding official government holidays).

Due to limited staffing, it may be necessary to close one library at a time (eg. - lunch periods). At those times, signs will be posted for costumers to contact contract staff in the other library. Temporary staffing needs may be required during periods of vacations and/or extended sick leave.

**D. Government Furnished Equipment**

A listing of government furnished equipment is provided in Section J, Attachment A3, "Government Furnished Equipment," SOW Function 4.1, Equipment in Buildings 202 and 239.

**E. Performance Requirements Summary (see attached)**

Performance requirements for the products and services required by this task order are listed below.

**F. Performance Requirements Summary for Code JS Division**

Performance requirements for the products and services required by this function are listed in a CTO Revision Request dated 7/16/2004. The objective of this function is to provide a range of systems administration services and technical support to the Logistics & Documentation Services Division and its Branches. The specific scope and nature of these services and support are defined under the main Task Order #JIL-1, by attachments, and by reference to the CTO. See the original CTO for attachments pages.

SOW 4.1.6 Library Services	Required Services	Performance Standards	Acceptable Quality Level	Performance Measurement	Estimated Workload	Method of Surveillance
<ul style="list-style-type: none"> <li>4.1.6.1 Procure government and electronic materials</li> </ul>	<ul style="list-style-type: none"> <li>4.1.6.1 Procure government and electronic materials</li> </ul>	<ul style="list-style-type: none"> <li>Correct item ordered on agreed upon annual schedule for journal renewals. Claims shall be done within agreed upon schedule.</li> </ul>	<ul style="list-style-type: none"> <li>95% accuracy in ordering 100% of orders completed within 3 weeks of scheduled date.</li> </ul>	<ul style="list-style-type: none"> <li>Number of claims and reordered items.</li> </ul>	<ul style="list-style-type: none"> <li>800 government and electronic items procured yearly.</li> </ul>	<ul style="list-style-type: none"> <li>Random survey of orders and claims.</li> </ul>
<ul style="list-style-type: none"> <li>4.1.6.1 Receive government and electronic materials.</li> </ul>	<ul style="list-style-type: none"> <li>4.1.6.1 Receive government and electronic materials.</li> </ul>	<ul style="list-style-type: none"> <li>Acceptance of only correct items.</li> </ul>	<ul style="list-style-type: none"> <li>85% accuracy in receivables.</li> </ul>	<ul style="list-style-type: none"> <li>Number of incorrectly ordered items returned to vendors.</li> </ul>	<ul style="list-style-type: none"> <li>Receive yearly 500 reports</li> </ul>	<ul style="list-style-type: none"> <li>Report on number of incorrect items sent back to vendors.</li> </ul>
<ul style="list-style-type: none"> <li>4.1.6.4 Keep records of orders.</li> </ul>	<ul style="list-style-type: none"> <li>4.1.6.4 Keep records of orders.</li> </ul>	<ul style="list-style-type: none"> <li>Timely &amp; complete recording of orders, receivables, and costs.</li> </ul>	<ul style="list-style-type: none"> <li>Weekly records available to NASA via Excel spreadsheet or GALAXIE software.</li> </ul>	<ul style="list-style-type: none"> <li>New and complete records.</li> </ul>	<ul style="list-style-type: none"> <li>100 procurements yearly.</li> </ul>	<ul style="list-style-type: none"> <li>Review of weekly report against samples of receivables.</li> </ul>
<ul style="list-style-type: none"> <li>4.1.6.2 Process and prepare government and electronic materials.</li> </ul>	<ul style="list-style-type: none"> <li>4.1.6.2 Process and prepare government and electronic materials.</li> </ul>	<ul style="list-style-type: none"> <li>Correct and current links to links maintained to electronic resources</li> </ul>	<ul style="list-style-type: none"> <li>100% accuracy in being taken to correct e-resource on click.</li> </ul>	<ul style="list-style-type: none"> <li>Correct electronic resource selected from GALAXIE and Library website.</li> </ul>	<ul style="list-style-type: none"> <li>500 government items processed yearly.</li> </ul>	<ul style="list-style-type: none"> <li>Sampling of linking data in GALAXIE and Library website.</li> </ul>
<ul style="list-style-type: none"> <li>4.1.6.5 Keep current holding records for electronic journals.</li> </ul>	<ul style="list-style-type: none"> <li>4.1.6.5 Keep current holding records for electronic journals.</li> </ul>	<ul style="list-style-type: none"> <li>Update current holdings records using government-provided software.</li> </ul>	<ul style="list-style-type: none"> <li>Government provided software updated within 10 days of any vendor link changes.</li> </ul>	<ul style="list-style-type: none"> <li>Being taken to correct electronic resource.</li> </ul>	<ul style="list-style-type: none"> <li>Links updated weekly.</li> </ul>	<ul style="list-style-type: none"> <li>Journal holdings on government provided system.</li> </ul>
<ul style="list-style-type: none"> <li>4.1.6.6 Change books in and out, shelve materials, and ensure materials are returned to libraries.</li> </ul>	<ul style="list-style-type: none"> <li>4.1.6.6 Change books in and out, shelve materials, and ensure materials are returned to libraries.</li> </ul>	<ul style="list-style-type: none"> <li>Books properly checked in and out using GALAXIE software.</li> </ul>	<ul style="list-style-type: none"> <li>97% of books properly tracked in GALAXIE.</li> </ul>	<ul style="list-style-type: none"> <li>GALAXIE statistics.</li> </ul>	<ul style="list-style-type: none"> <li>1,250 items charged out yearly.</li> <li>500 overdues sent.</li> </ul>	<ul style="list-style-type: none"> <li>Review of circulation transactions in GALAXIE.</li> <li>Overdue statistics in monthly report.</li> </ul>
<ul style="list-style-type: none"> <li>4.1.6.7 Locate information for patrons.</li> </ul>	<ul style="list-style-type: none"> <li>4.1.6.7 Locate information for patrons.</li> </ul>	<ul style="list-style-type: none"> <li>Customers receive complete answers within their deadlines.</li> </ul>	<ul style="list-style-type: none"> <li>90% of customers receive complete answers within their agreed upon deadlines.</li> </ul>	<ul style="list-style-type: none"> <li>Questions answered completely within deadline.</li> </ul>	<ul style="list-style-type: none"> <li>5,000 reference questions answered.</li> </ul>	<ul style="list-style-type: none"> <li>Patron interviews and feedback from Library User Committee and patrons.</li> </ul>
<ul style="list-style-type: none"> <li>4.1.6.8 Instruct customers in libraries on use of collections &amp; resources.</li> </ul>	<ul style="list-style-type: none"> <li>4.1.6.8 Instruct customers in libraries on use of collections &amp; resources.</li> </ul>	<ul style="list-style-type: none"> <li>Walk in, call in, and electronic customers introduced to collections and resources on one to one basis.</li> </ul>	<ul style="list-style-type: none"> <li>500 approaches to patrons per year.</li> </ul>	<ul style="list-style-type: none"> <li>Number of customers contacted.</li> </ul>	<ul style="list-style-type: none"> <li>1200 approaches to customers yearly.</li> </ul>	<ul style="list-style-type: none"> <li>Observation of patron approaches, formal report of approaches, patron feedback.</li> </ul>
<ul style="list-style-type: none"> <li>4.1.6.9 Obtain interlibrary loan materials; comply with copyright restrictions.</li> </ul>	<ul style="list-style-type: none"> <li>4.1.6.9 Obtain interlibrary loan materials; comply with copyright restrictions.</li> </ul>	<ul style="list-style-type: none"> <li>Fill interlibrary loan requests for ARC staff and other NASA and UCSC libraries. Comply with copyright restrictions.</li> </ul>	<ul style="list-style-type: none"> <li>Fill 90% of outgoing ILL requests. Fill 25% of incoming ILL requests from NASA and UCSC. Fill other libraries requests as time and resources permit. Comply with copyright restrictions 100% of time.</li> </ul>	<ul style="list-style-type: none"> <li>Number of filled ILL orders from ARC and other sources.</li> <li>Log of journal articles ordered by title and year.</li> </ul>	<ul style="list-style-type: none"> <li>Obtain 1,750 ILLs for ARC staff.</li> <li>Fill 1,000 ILLs for other NASA and UCSC libraries.</li> </ul>	<ul style="list-style-type: none"> <li>Monthly report on ILL statistics.</li> <li>Review of log for copyrighted article tracking.</li> </ul>

Required Services	Performance Standards	Acceptable Quality Level	Performance Measurement	Estimated Workload	Method of Surveillance
<p>• 4.1.6.10 Ensure that selected staff librarians possess MLS or equivalent. Ensure that selected staff holds security clearance.</p>	<p>MLS degreed staff available for patron assistance. Staff available to work with classified materials.</p>	<p>At least one contract MLS staff available (actually or remotely (phone/email) to the public services areas at all times. At least one security cleared staff available within 30 minutes.</p>	<p>Number of MLS staff working in public areas. Number of delayed accesses to vault.</p>	<p>Hire a minimum of 2 staff with MLS or MLIS degrees. Obtain a minimum of 1 secret clearance for public services staff.</p>	<p>Random observance of departmental work. Customer comments about delays.</p>
<p>• 4.1.6.11 Provide IT services for library computer systems and connectivity to remote systems.</p>	<p>Networks shall be fully operational for access by customers and library staff. Upgrades recommended to NASA to maintain full access to currently mounted information and Center-wide applications.</p>	<p>Online catalog, databases, and electronic resources (books and journals) will be available 95% of the time. Current links to e-resources will be continuously reviewed and maintained. Upgrades will be prioritized within budget constraints.</p>	<p>Access and speed of information retrieval on electronic systems. Software and hardware systems meet Center wide standard.</p>	<p>Handle 700 incidents yearly.</p>	<p>Use of system to randomly sample speeds and access. Patron feedback regarding broken or expired links to e-resources.</p>
<p>Provide IT services for non-ODIN supported ADP systems/services to Code JS Division and other Branch offices - to include Code JS Division, Code JSG Branch, and Code JSL Branch.</p>	<p>Networks shall be fully operational for access by Division and Branch staff. Upgrades recommended to NASA to maintain full access to currently mounted information and Center-wide applications.</p>	<p>Databases and servers will be available 95% of the time, unless prior warning regarding down time is provided by the Sys. Admin. Upgrades will be prioritized within budget constraints.</p>	<p>Access and speed of information retrieval on electronic systems. Software and hardware systems meet Centerwide standard.</p>	<p>Due to recent reorganization, historical data is not available.</p>	<p>JS staff feedback on use of system.</p>

<b>LAN Administrator</b> <b>SOW 4.1</b>	Support servers that support 4 NASA Center libraries, and to support onsite Novell network which has heavy use by users outside the network, both Ames and external.	Experience with Novell support necessary as is Unix, PC and Mac support experience. BS in Comp. Sci. preferred.
<b>Librarian</b> <b>SOW 4.1</b>	Assist Ames staff in searching for information, to locate and get information for staff in all formats, to store information, and to organize internal and electronic information for Ames staff.	MLS or MLIS required. Public service experience required. Computer literacy required. Experience in online, Web, and CD searching highly desirable. Secret security Clearance required.
<b>Library Technician</b> <b>SOW 4.1</b>	Aid librarians in locating, organizing, storing, and getting information for Ames staff.	Computer literacy required. Library Technician Certificate highly desirable. AA desirable. Work experience in a library setting highly desirable.



### **Task Plan JSG 2.3 Library Services and Publications Processing**

Task performance will be managed by the Library and Information Resources Manager, who will be the primary interface with the NASA Task Requester regarding task performance. The Planners Management Team provides guidance and direction to all contract staff in making the NASA vision our mission.

Planners Collaborative will provide 2.5 full-time Librarians and one full-time Library Technician [3.5 FTEs] to support Libraries in buildings 202 and 239 with appropriate skills and experience to perform all task requirements in accordance with the performance requirements summary.

Planners subcontractor will provide Systems Administration support.

Planners will provide back-up capability as follows: For planned absences, such as vacations and personal business appointments, we will make every effort to schedule on-call staff for coverage when necessary. For unplanned absences, such as sick leave, every attempt will be made to provide coverage with existing staff.

Additional notes:

#### [ACQUISITIONS]

4.1.6.1. The library staff will recommend and procure government and *electronic* materials for the libraries. Also, library staff will prepare and keep current records that identify order status; claim materials not received; and record invoice and payment information in Galaxie.

#### [TECHNICAL SERVICES]

4.1.6.2. The library staff will process and prepare *electronic* materials purchased for addition to the Library web site. The library staff will, a few times during the year, provide expertise to Civil Servant staff in cataloging and classifying book materials chosen by the Ames Library User Committee for addition to Library collections.

#### [ACQUISITIONS]

4.1.6.3. The library staff will place orders using the most advantageous methods, taking into account the need for speed of delivery, cost-effectiveness, and efficiency of performance on the part of the vendor.

#### [ACQUISITIONS]

4.1.6.4. Library financial records for purchased materials will be kept current using Galaxie. Financial reports, such as invoice lists and fund reports will be provided to the

Librarian using the Galaxie database. Weekly order lists will be maintained. All invoices will be paid in sufficient time to ensure that no adverse financial or business impact accrues to the government.

[ACQUISITIONS/SERIALS]

4.1.6.5. The library staff will keep current the Center's Library holding records for all *electronic* journals.

[CIRCULATION]

4.1.6.6. The library staff will charge and discharge materials, keep current records so that materials are traceable, shelve materials regularly, and ensure that materials are returned to the Library. The library staff may recommend shifting of materials from one part of the library to another to allow for collection growth or better access. *The actual physical shifting of materials will be completed by either Transition Pool employees or by movers requested by a Service Request (SR) submitted to the Logistics section, based on available funding.*

Given the current staffing that has been proposed, location changes to online catalog records for any resources being relocated to other buildings cannot be performed without additional support. If changes are not indicated in Library online catalog Library staff will not be responsible to trace location of materials not physically available in any library location.

[REFERENCE]

4.1.6.7 - 4.1.6.8. The library staff will locate information for library customers by using the collections and resources at the Center; other Libraries outside the Center; and online databases, through DIALOG, WWW, RECON, DROLS, OCLC, and PUBMED. The Library staff will use information retrieval methods best suited to obtain timely and comprehensive results for customers and post-format results as needed by the customer. Library staff will instruct customers in using online library resources at Library computers.

[INTERLIBRARY LOANS]

4.1.6.9. The library will obtain interlibrary loan (ILL) materials not available at the Center and loan other libraries needed information and materials. The library staff will comply with copyright restrictions at all times. The Librarian will be notified when loan limits are reached for any item.

[STAFF]

4.1.6.10. The Library staff will ensure that selected staff librarians in acquisitions and reference functions will possess a Masters of Librarianship, Master of Library and

Information Sciences, or Master of Library Science degree. Selected staff will hold a security clearance for access to classified or proprietary materials.

[IT SERVICES]

4.1.6.11. IT services will be provided for library computer systems and for connectivity to remote systems including commercial databases, the Internet and other NASA library systems.

Hours of work

Planners management will follow workload closely to see whether we can provide adequate coverage for lunch hours as proposed in the task order. With the current proposed schedule, library staff will be unable at times to attend Center events and mandatory safety meetings.

NATIONAL AERONAUTICS AND SPACE ADMINISTRATION  
AMES RESEARCH CENTER  
Moffett Field, CA 94035-1000

TASK ORDER  
Prime Contract No.: NNA04CA76C (BOATS)

Task Order No.: JSG 2.2

This Task Order is issued in accordance with the task ordering procedure of the contract. This is not an authorization to proceed with the required work. Such authorization must be issued by the approving official.

TITLE: Library Services & Publications Processing

PURPOSE:

Estimated Beginning Date: October 1, 2005

Estimated Completion Date: September 30, 2006

Labor Category:

Est. Hours	Est. Hrs. Monthly	Direct Labor Rate	Total Direct Cost
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Library Res. & Info. Mgr.  
Reference Librarian  
Library Technician  
Lib. Technical Services Manager  
On-call support  
Inform. Sciences Librarian  
Reference Librarian

B-4			
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Total Direct Labor

B-4

\$ 220,107

Overhead

Subcontract Labor Services

Subtotal Labor and Subcontracts

G&A

OTHER DIRECT COSTS

Materials

Travel

Training

Other ODC

Total ODCs (Not to Exceed)

G&A

Flow-through Items

B-4
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ESTIMATE OF TOTAL DIRECT COST FOR TASK SUPPORT:

ESTIMATE OF TOTAL COST FOR FEE/PROJECT MANAGEMENT ALLOCATION:

ESTIMATE OF TOTAL COST/FEE FOR TASK SUPPORT:

\$ 917,000

This amount shall not be exceeded without prior approval of the Contracting Officer

*Ch*  
*9/28/05*

NNA04CA76C

Task Order No.: JSG 2.2

Task Requester: J. LANGDON

Date: 9/27/05

COTR: John Adams

Date: 9/27/05

Contracting Officer: Carl D. Tom

Date: 9/27/05

Task Requester Concurrence of Contractor's Task Plan and Contractor's Cost Estimate: Joseph A. Langdon

Date: 10/4/05

COTR Concurrence of Contractor's Task Plan: John Adams

Date: 10/5/05

**CONTRACTOR'S ACCEPTANCE:**

Contractor's Representative: [Signature]

Date: 9-30-05

**AUTHORIZATION:**

Authorized period of performance:

Beginning Date: 10/1/05

Completion Date: 9/30/06

Approval is given for the Contractor to commence work on this Task Order in accordance with the Contractor's Task Plan, except as noted below.

This Task Order is subject to all the terms and conditions of Contract NNA04CA76C. Nothing in this Task Order shall be construed as authorizing performance in excess of funds available on the Contract.

This Task Order is approved for performance.

Approving Official: Carl D. Tom Date: \_\_\_\_\_

- Distribution:
- Contracting Officer (Original)
- Contractor
- COTR
- Task Requester

Task Order No.: JSG-2.2

Task Description for :

Library Services and Publications Processing

Contract NNA04CA76C

Please acknowledge receipt and acceptance of this task order within ten (10) calendar days after receipt (in accordance with NASA FAR Supplement clause 1852.216-80). Work shall not commence prior to approval of the Task Plan by the Contracting Officer.



SOW 4.1.6 Library Services	Performance Standards	Acceptable Quality Level	Performance Measurement	Estimated Workload	Method of Surveillance
<ul style="list-style-type: none"> <li>4.1.6.1 Procure government and rush materials</li> </ul>	Correct item ordered on agreed upon annual schedule for journal renewals. Claims shall be done within agreed upon schedule.	95% accuracy in ordering, 100% of orders completed within 2 weeks of scheduled date.	Number of claims and reordered items.	400 electronic items and indices procured yearly.	Random survey of orders and claims.
<ul style="list-style-type: none"> <li>4.1.6.1 Receive materials.</li> </ul>	Acceptance of only correct items.	85% accuracy in receivables.	Number of incorrectly ordered items returned to vendors.	Receive yearly 200 journal issues; 1,000 reports.	Report on number of incorrect items sent back to vendors.
<ul style="list-style-type: none"> <li>4.1.6.4 Keep records of orders.</li> </ul>	Timely & complete recording of orders, receivables, and costs.	Weekly records available to NASA via Excel spreadsheet or GALAXIE software.	New and complete records.	100 procurements yearly.	Review of weekly report against samples of receivables.
<ul style="list-style-type: none"> <li>4.1.6.2 Process and prepare electronic materials.</li> </ul>	Correct and current links to links maintained to electronic resources	100% accuracy in being taken to correct e-resource on click.	Correct electronic resource selected from GALAXIE and Library website.	400 items processed yearly.	Sampling of linking data in GALAXIE and Library website.
<ul style="list-style-type: none"> <li>4.1.6.5 Keep current holding records for electronic journals.</li> </ul>	Update current holdings records using government-provided software.	Government provided software updated within 5 days of any vendor link changes.	Being taken to correct electronic resource.	200 journal issues received yearly.	Journal holdings on government provided system.
<ul style="list-style-type: none"> <li>4.1.6.6 Charge books in and out, shelve materials, and ensure materials are returned to libraries.</li> </ul>	Books properly checked in and out using GALAXIE software. Materials shelved within 1 month of return or receivable.	97% of books properly tracked in GALAXIE. 95% of materials reshelved within 1 month.	GALAXIE statistics. Number of carts to shelve.	2,500 items charged out yearly. 6,000 items shelved. 775 overdues sent.	Review of circulation transactions in GALAXIE. Overdue statistics in monthly report. Observation of carts. Random observation of departmental work and patron feedback.
<ul style="list-style-type: none"> <li>4.1.6.7 Locate information for patrons.</li> </ul>	Customers receive complete answers within their deadlines.	90% of customers receive complete answers within their agreed upon deadlines.	Questions answered completely within deadline.	4,000 reference questions answered.	Patron interviews and feedback from Library User Committee and patrons.
<ul style="list-style-type: none"> <li>4.1.6.8 Instruct customers on use of collections &amp; resources.</li> </ul>	Walk in; call in; and electronic customers introduced to collections and resources on one to one basis.	500 approaches to patrons per year.	Number of customers contacted.	1200 approaches to customers yearly.	Observation of patron approaches, formal report of feedback.
<ul style="list-style-type: none"> <li>4.1.6.9 Obtain interlibrary loan materials; comply with copyright restrictions.</li> </ul>	Fill interlibrary loan requests for ARC staff and other NASA and UCSC libraries. Comply with copyright restrictions.	Fill 90% of outgoing ILL requests. Fill 25% of incoming ILL requests from NASA and UCSC. Fill other libraries requests as time and resources permit. Comply with copyright restrictions 100% of time.	Number of filled ILL orders from ARC and other sources. Log of journal articles ordered by title and year.	Obtain 2,500 ills for ARC staff. Fill 400 ills for other NASA and UCSC libraries.	Monthly report on ILL statistics. Review of log for copyrighted article tracking.
<b>Required Services</b>	<b>Performance Standards</b>	<b>Acceptable Quality Level</b>	<b>Performance Measurement</b>	<b>Estimated Workload</b>	<b>Method of Surveillance</b>



<p>• 4.1.6.10 Ensure that selected staff librarians possess MLS or equivalent. Ensure that selected staff holds security clearance.</p>	<p>MLS degreed staff available for patron assistance. Staff available to work with classified materials.</p>	<p>At least 2 MLS staff available (actually or virtually (phone/email) to the public services areas at all times.</p>	<p>Number of MLS staff working in public areas and other departments. Number of accesses to vault.</p>	<p>Hire a minimum of 2 staff with MLS or MLIS degrees. Obtain a minimum of 1 secret clearances for public services staff.</p>	<p>Random observance of departmental work. Cumulative report of vault accesses.</p>
<p>• 4.1.6.11 Provide IT services for library computer systems and connectivity to remote systems.</p>	<p>Networks shall be fully operational for access by patrons and library staff. Upgrades recommended to NASA to maintain full access to currently mounted information and Center-wide applications.</p>	<p>Online catalog, databases, and electronic resources (books and journals) will be available 98% of the time. Current links to e-resources will be continuously reviewed and maintained. Upgrades will be prioritized within budget constraints.</p>	<p>Access and speed of information retrieval on electronic systems. Software and hardware systems meet Centerwide standard.</p>	<p>Handle 1100 incidents yearly.</p>	<p>Use of system to randomly sample speeds and access. Checking of recommended software against Center licensed software. Checking of costs against budget. Patron feedback regarding broken or expired links to e-resources.</p>
<p>Provide IT services for non-ODIN supported ADP systems/services to Code JS Division and other Branch offices - to include Code JS Division, Code JSG Branch, and Code JSL Branch.</p>	<p>Networks shall be fully operational for access by Division and Branch staff. Upgrades recommended to NASA to maintain full access to currently mounted information and Center-wide applications.</p>	<p>Databases and servers will be available 95% of the time, unless prior warning regarding down time is provided by the Sys. Admin. Upgrades will be prioritized within budget constraints.</p>	<p>Access and speed of information retrieval on electronic systems. Software and hardware systems meet Centerwide standard.</p>	<p>Due to recent reorganization, historical data is not available.</p>	<p>Use of system to randomly sample speeds and access. Checking of recommended software against Center licensed software. Checking of costs against budget.</p>

## **Task Plan JSG 2.2 Library Services and Publications Processing**

Task performance will be managed by the Planners Library Resources & Information Manager, who will be the primary interface with the NASA Task Requester regarding task performance. The Planners Management Team provides guidance and direction to all contract staff in making the NASA vision our mission.

Planners will provide 3 FTE to support Buildings 202 and 239, and 1 FTE to support Bldg. 269. Planners subcontractor will provide Systems Admin. support.

Planners will provide support for all elements of the task order and will meet or exceed all elements of the performance requirements summary.

With the extreme reductions in scope and staffing for FY06, Planners proposes staffing the libraries in Bldg. 202 and Bldg. 239 as follows:

8:00-12:00  
1:00-4:30

Building 269 will be staffed as follows as a general rule:

8:00-12:00  
1:00-5:00

This schedule is consistent with the minimum contract staffing level of 3 FTE, taking into account health and safety factors. If staff are stretched too thin, they are at higher risk of fatigue and stress, leading to potential injury or health problems.

For planned absences, such as vacations and personal business appointments, we will make every effort to schedule on-call staff for coverage *within budget limitations*. For unplanned absences, such as sick leave, every attempt will be made to provide coverage with existing staff.

The Planners Project Manager and the Planners Library and Information Resources Manager will meet with the Task Requester and the COTR every 30 days to review schedule, workload and coverage issues.

Additional notes:

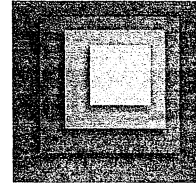
Reference: 4.1.6.6.

Given FY06 staffing levels, location changes to online catalog records for any resources being relocated to other buildings as part of the reshaping plan cannot be performed without additional support. If changes are not indicated in Library online catalog, Library staff will not be responsible to trace location of materials not physically available in any of the three libraries.

Reference: 4.1.6.7.

If Library online catalog records are outdated as to location and availability of resources (moved to other locations through the reshaping plan), Library staff will be unable to help customers locate these resources.

Planners recognizes that FY06 is going to be a difficult year for all concerned. While we do not know how things will go with all the changes and reductions, we do know that we have an excellent team going forward. Planners management will continue to provide a positive outlook for staff as they endeavor to provide excellent support for research here at Ames.



PLANNERS COLLABORATIVE

**MEMORANDUM**

To: Karen Moze, COTR

Date: October 30, 2006

Ref: NNA04CA76C Task Order:

JSG 1.3

Financial Support for Code JS

Planners Collaborative is submitting our Task Plan for the referenced Task Order for period October 1, 2006 – September 30, 2007.

Sincerely,

Doreen Cohen  
Planners Collaborative

cc: Planners Collaborative West

NAVAL AERONAUTICS AND SPACE ADMINISTRATION  
AMES RESEARCH CENTER  
Moffett Field, CA 94035-1000

TASK ORDER  
Prime Contract No.: NNA04CA76C (BOATS)

Task Order No.: JSG 1.3

This Task Order is issued in accordance with the task ordering procedure of the contract. This is not an authorization to proceed with the required work. Such authorization must be issued by the approving official.

TITLE: Financial Support for Code JS

PURPOSE:

Estimated Beginning Date: October 1, 2006

Estimated Completion Date: September 30, 2007

Labor Category:

Est. Hours	Est. Hrs. Monthly	Direct Labor Rate	Total Direct Cost
------------	-------------------	-------------------	-------------------

Administrative Assistant  
Task Management

B-4

Total Direct Labor  
Overhead  
Subcontract Labor Services  
Subtotal Labor and Subcontracts  
G&A  
OTHER DIRECT COSTS  
Materials  
Travel  
Training  
Other ODC  
Total ODCs (Not to Exceed)  
G&A  
Flow-through Items

B-4

B-4

ESTIMATE OF TOTAL DIRECT COST FOR TASK SUPPORT:

ESTIMATE OF TOTAL COST FOR FEE/PROJECT MANAGEMENT ALLOCATION:

ESTIMATE OF TOTAL COST/FEE FOR TASK SUPPORT:

\$ 113,178

This amount shall not be exceeded without prior approval of the Contracting Officer

*OK*  
10/6/06

NNA04CA76C

Task Order No.: JSG-1.3

Task Requester: John Adams

Date: 9/1/06

COTR: Karen Ologe

Date: 9/8/06

Contracting Officer: Carlton D. Tom

Date: 9/29/06

Task Requester Concurrence of Contractor's Task Plan and Contractor's Cost Estimate: John Adams

Date: 11/2/06

COTR Concurrence of Contractor's Task Plan: Karen Ologe

Date: 11/2/06

**CONTRACTOR'S ACCEPTANCE:**

Contractor's Representative: [Signature]

Date: 10-30-06

**AUTHORIZATION:**

Authorized period of performance:

Beginning Date: 10/1/06

Completion Date: 9/30/07

Approval is given for the Contractor to commence work on this Task Order in accordance with the Contractor's Task Plan, except as noted below.

This Task Order is subject to all the terms and conditions of Contract NNA04CA76C. Nothing in this Task Order shall be construed as authorizing performance in excess of funds available on the Contract.

This Task Order is approved for performance.

Approving Official: Carlton D. Tom

Date: 11/14/06

- Distribution:
- Contracting Officer (Original)
- Contractor
- COTR
- Task Requester

Task Order No.: JSG-1.3

Task Description for :

Financial Support for Code JS

Contract NNA04CA76C

Please acknowledge receipt and acceptance of this task order within ten (10) calendar days after receipt (in accordance with NASA FAR Supplement clause 1852.216-80). Work shall not commence prior to approval of the Task Plan by the Contracting Officer.

**A. Period of Performance**

The period of performance for this task is October 1, 2006 through September 30, 2007

**B. Description of Work**

The Logistics and Documentation Development Division's organizational goals and objectives are to support the mission of Ames Research Center by providing a myriad of required services. These services include:

- On-Site moving/Office relocations
- Vehicular Transportation Services
- Janitorial/Refuse Services
- Grounds/Landscaping Services
- Table/Chair Set Up
- Graphics
- GPO Printing Services
- Duplicating Services

The contractor shall provide the necessary financial management support to facilitate the accomplishment of all requested services. This will include: Point of Entry for all SRs received by the organization. This will require familiarization with the Center's 4D database system. The contractor will collect and forward all documents pertaining to all categories of requested services upon initial receipt, input into 4D, annotating various funding estimates in 4D, forwarding approved documents and closing out funding requirements in the 4D System. The contractor will be required to provide administrative, business and financial management support to the division which includes the creation and maintenance of financial spreadsheets, associated charts and the management of all JS Service Requests entered in the 4D database. This includes the monitoring all requested services (start to finish). Contractor will work with the JS resource managers in the validation of funding to ensure customers have correctly listed their funding sources. Additional contacts within the division will include: Contracting Officer Technical Representatives (COTRs), and Contractor Project Managers and their Sectional Leads who are designated as the Service Providers.

**C. Hours of Work**

The standard workday is eight hours (not including an unpaid lunch period), or nine hours (not including an unpaid lunch period), if a "Compressed" Work schedule has been authorized. The day shift tours of duty will be established between 6:00 AM to 6:00 PM.

**D. Government Furnished Equipment**

The government will provide all necessary ADPE (Automated Data Processing Equipment) necessary to accomplish the mission and objectives stated in Paragraph B above.

**E. Performance Requirements Summary (see attached)**



# Performance Requirements Summary

## Required Services

## Performance Standards

## Estimated Workload

## Method of Surveillance

<p>Provide:</p>	<p>• Scope of work that is required includes: Access and usage of the Center's 4D database system that is used to process Service Requests. Will serve as the Central Point of Entry (POE) in all requests for services provided by Code JS. Monitor and provide status on all requested services. Create quality spreadsheets used to schedule services, track job status and provide customers with cost information. Prepare charts, graphs, word processing documents and run database reports. Schedule meetings, take official meeting minutes and complete applicable correspondence filing.</p>	<p>Do daily database input on all service requests. JS receives an average of 20-30 SRs per week. Multiple Database access and data entry will be required for each SR.</p>	<p>Regular communication with the following personnel: JS Managers JS Resource Managers Departmental Task Managers Contractor Service Providers Provide monthly project/task updates on service requests sent to Code JS. Provide a monthly productivity report, along with a monthly status (progress) report on SRs received within the division.  Reviews will be done on all drafts and final products delivered. Performance will be measured by timeliness, quality, and accuracy as determined by recipients.</p>
<p>Administrative and Data Entry services across a broad range of division level goals and objectives by providing logistical and documentation-related support to Center Organizations requesting services.</p>	<p>Shall maintain and keep current the 4D database on all requested services. Will create and maintain spreadsheets, associated charts and applicable graphs for JS management team. Will attend various meetings set up by Task Managers with their assigned contractor service providers.</p>	<p>JS Managers JS Resource Managers Departmental Task Managers Contractor Service Providers</p>	<p>Regular communication with the following personnel: JS Managers JS Resource Managers Departmental Task Managers Contractor Service Providers Provide monthly project/task updates on service requests sent to Code JS. Provide a monthly productivity report, along with a monthly status (progress) report on SRs received within the division.  Reviews will be done on all drafts and final products delivered. Performance will be measured by timeliness, quality, and accuracy as determined by recipients.</p>

**Task Plan JSG 1.3**  
**Financial Support for Code JS**

Task performance will be managed by the Planners Library and Information Resources Manager, who will be the primary interface with the NASA Task Requester regarding task performance. The Planners Management Team provides guidance and direction to all contract staff in making the NASA vision our mission.

Planners Collaborative will provide one full-time Business Analyst [1 FTE] with appropriate skills and experience to perform all task requirements in accordance with the performance requirements summary.

Services will include serving as the central Point of Entry (POE) for all service requests (SR) to Code JS. The Business Analyst will input receipt of all SRs and accompanying documentation into Center's 4D database system, monitor and provide status on all SR's and prepare monthly service and productivity level reports. Support also includes the creation and maintenance of financial spreadsheets and associated charts as they pertain to SRs and validation of customer SR funding sources.

NATIONAL AERONAUTICS AND SPACE ADMINISTRATION  
AMES RESEARCH CENTER  
Moffett Field, CA 94035-1000

TASK ORDER  
Prime Contract No.: NNA04CA76C (BOATS)

Task Order No.: JSG 1.1 Revision No. 2

This Task Order is issued in accordance with the task ordering procedure of the contract. This is not an authorization to proceed with the required work. Such authorization must be issued by the approving official.

TITLE: Financial Support for Code JS

PURPOSE: Extend Performance Period to 9/30/06

Estimated Beginning Date: April 1, 2006

Estimated Completion Date: September 30, 2006

Labor Category:	Est. Hours	Est. Hrs. Monthly	Direct Labor Rate	Total Direct Cost
Administrative Assistant	B-4			

Total Direct Labor	B-4	B-4
Overhead		
Subcontract Labor Services		
Subtotal Labor and Subcontracts		
G&A		
OTHER DIRECT COSTS		
Materials		
Travel		
Training		
Other ODC		
Total ODCs (Not to Exceed)		
G&A		
Flow-through Items		
ESTIMATE OF TOTAL DIRECT COST FOR TASK SUPPORT:		
ESTIMATE OF TOTAL COST FOR FEE/PROJECT MANAGEMENT ALLOCATION:		
ESTIMATE OF TOTAL COST/FEE FOR TASK SUPPORT:	<u>\$ 61,317</u>	

This amount shall not be exceeded without prior approval of the Contracting Officer

*CM*  
*3/20/06*

# CTO REVISION REQUEST

**BUSINESS OPERATIONS AND  
TECHNICAL SERVICES**

1. Contractor:  
Planners Collaborative

8. Contractor Task Order to be Revised  
Task Order No.: JSG 1.1

3. Submittal Date:

4. Originator/Telephone No.:  
John Adams x4-5828

## PROPOSED REVISION

5. Revised FROM (Include a clear identification of Section, Task, Subtask, etc., which is being revised, and the reason for the revision):

Period of Performance Sept 1, 2005 through March 31, 2006

6. Revised TO:

Period of Performance Sept 1, 2005 through Sept 30, 2006

## APPROVAL

7. NASC Task Manager:

*John Adams*

8. Date:

*3/17/06*

9. COTR:

*John Adams*

10. Date:

*3/17/06*

11. Project Manager:

12. Date:

13. Contracting Officer (Check if Required)

*Carl D. 2*

14. Date:

*3/30/06*

# CTO REVISION REQUEST

**BUSINESS OPERATIONS AND  
TECHNICAL SERVICES**

1. Contractor:  
Planners Collaborative

8. Contractor Task Order to be Revised  
Task Order No.: JSG 1.1

3. Submittal Date:

4. Originator/Telephone No.:  
John Adams x4-5828

## PROPOSED REVISION

5. Revised FROM (Include a clear identification of Section, Task, Subtask, etc., which is being revised, and the reason for the revision):

Period of Performance Sept 1, 2005 through March 31, 2006

6. Revised TO:

Period of Performance Sept 1, 2005 through Sept 30, 2006

## APPROVAL

7. NASA Task Manager:

*John Adams*

8. Date:

*3/17/06*

9. COTR:

*John Adams*

10. Date:

*3/17/06*

11. Project Manager:

12. Date:

13. Contracting Officer (Check if Required)

*Carl N. 2*

14. Date:

*3/30/06*

NATIONAL AERONAUTICS AND SPACE ADMINISTRATION  
AMES RESEARCH CENTER  
Moffett Field, CA 94035-1000

TASK ORDER  
Prime Contract No.: NNA04CA76C (BOATS)

Task Order No.: JSG 1.1 Revision No. 2

This Task Order is issued in accordance with the task ordering procedure of the contract. This is not an authorization to proceed with the required work. Such authorization must be issued by the approving official.

TITLE: Financial Support for Code JS

PURPOSE: Extend Performance Period to 9/30/06

Estimated Beginning Date: April 1, 2006

Estimated Completion Date: September 30, 2006

Labor Category:	Est. Hours	Est. Hrs. Monthly	Direct Labor Rate	Total Direct Cost
Administrative Assistant	B-4			

Total Direct Labor	B-4	B-4
Overhead		
Subcontract Labor Services		
Subtotal Labor and Subcontracts		
G&A		
OTHER DIRECT COSTS		
Materials		
Travel		
Training		
Other ODC		
Total ODCs (Not to Exceed)		
G&A		
Flow-through Items		
ESTIMATE OF TOTAL DIRECT COST FOR TASK SUPPORT:		
ESTIMATE OF TOTAL COST FOR FEE/PROJECT MANAGEMENT ALLOCATION:		
ESTIMATE OF TOTAL COST/FEE FOR TASK SUPPORT:	\$ 61,317	

This amount shall not be exceeded without prior approval of the Contracting Officer

*CM*  
3/20/06

# CTO REVISION REQUEST

**BUSINESS OPERATIONS AND  
TECHNICAL SERVICES**

1. Contractor:  
Planners Collaborative

8. Contractor Task Order to be Revised  
Task Order No.: JSG-1.1

3. Submittal Date:  
1/5/06

4. Originator/Telephone No.:  
John Adams, x4-5828

## PROPOSED REVISION

5. Revised FROM (Include a clear identification of Section, Task, Subtask, etc., which is being revised, and the reason for the revision):

Period of performance Sept. 1, 2005 through December 31, 2005

6. Revised TO:

Please extend period of performance through March 31, 2006 \*

## APPROVAL

7. NASA Task Manager: <i>John Adams</i>	8. Date: 1/5/06	9. COTR: <i>John Adams</i>	10. Date: 1/5/06
11. Project Manager: <i>David [unclear]</i>	12. Date: 1-18-06	13. Contracting Officer (Check if Required) <input type="checkbox"/> <i>Carl [unclear]</i>	14. Date: 1/18/06

\* Revised cost estimate attached

NATIONAL AERONAUTICS AND SPACE ADMINISTRATION  
AMES RESEARCH CENTER  
Moffett Field, CA 94035-1000

TASK ORDER  
Prime Contract No.: NNA04CA76C (BOATS)

Task Order No.: JSG 1.1 Revision No. 1

This Task Order is issued in accordance with the task ordering procedure of the contract. This is not an authorization to proceed with the required work. Such authorization must be issued by the approving official.

TITLE: **Financial Support for Code JS**

SCHEDULE:

Estimated Beginning Date: **January 1, 2006**

Estimated Completion Date: **March 31, 2006**

Labor Category:

Est. Hours	Est. Hrs. Monthly	Direct Labor Rate	Total Direct Cost
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Administrative Assistant

B-4			
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Total Direct Labor  
Overhead  
Subcontract Labor Services  
Subtotal Labor and Subcontracts  
G&A

OTHER DIRECT COSTS

Materials  
Travel  
Training  
Other ODC  
Total ODCs (Not to Exceed)  
G&A

Flow-through Items

B-4
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ESTIMATE OF TOTAL DIRECT COST FOR TASK SUPPORT:

ESTIMATE OF TOTAL COST FOR FEE/PROJECT MANAGEMENT ALLOCATION:

ESTIMATE OF TOTAL COST/FEE FOR TASK SUPPORT:

\$ 26,279

This amount shall not be exceeded without prior approval of the Contracting Officer

*CA*  
1/17/06



NAVAL AERONAUTICS AND SPACE ADMINISTRATION  
AMES RESEARCH CENTER  
Moffett Field, CA 94035-1000

TASK ORDER  
Prime Contract No.: NNA04CA76C (BOATS)

Task Order No.: JSG 1.1

This Task Order is issued in accordance with the task ordering procedure of the contract. This is not an authorization to proceed with the required work. Such authorization must be issued by the approving official.

TITLE: Financial Support for Code JS

SCHEDULE:

Estimated Beginning Date: September 1, 2005

Estimated Completion Date: December 31, 2005

Labor Category:	Est. Hours	Est. Hrs. Monthly	Direct Labor Rate	Total Direct Cost
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Administrative Assistant

	B-4
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- Total Direct Labor
- Overhead
- Subcontract Labor Services
- Subtotal Labor and Subcontracts
- G&A
- OTHER DIRECT COSTS
- Materials
- Travel
- Training
- Other ODC
- Total ODCs (Not to Exceed)
- G&A
- Flow-through Items

B-4

B-4

ESTIMATE OF TOTAL DIRECT COST FOR TASK SUPPORT:

ESTIMATE OF TOTAL COST FOR FEE/PROJECT MANAGEMENT ALLOCATION:

ESTIMATE OF TOTAL COST/FEE FOR TASK SUPPORT:

\$ 33,700

This amount shall not be exceeded without prior approval of the Contracting Officer

*CH*  
9/7/05

NNA04CA76C

Task Order No.: JSG-1.1

Task Requester: JOHN ADAMS  
~~Eric Kristich, Acting Chief JS~~

Date: July 18, 2005

COTR: John Adams

Date: 7/25/05

Contracting Officer: (Signature)

Date: 8/16/05

Task Requester Concurrence  
of Contractor's Task Plan and  
Contractor's Cost Estimate: John Adams

Date: 9/8/05

COTR Concurrence of  
Contractor's Task Plan: John Adams

Date: 9/8/05

**CONTRACTOR'S ACCEPTANCE:**

Contractor's  
Representative: (Signature)

Date: 9-7-05

**AUTHORIZATION:**

Authorized period of performance:

Beginning Date: 9/19/05

Completion Date: 12/31/05

Approval is given for the Contractor to commence work on this Task Order in accordance with the Contractor's Task Plan, except as noted below.

This Task Order is subject to all the terms and conditions of Contract NNA04CA76C. Nothing in this Task Order shall be construed as authorizing performance in excess of funds available on the Contract.

This Task Order is approved for performance.

Approving Official: Marie E. Darish

Date: 9/15/05

- Distribution:
- Contracting Officer (Original)
- Contractor
- COTR
- Task Requester

Task Order No.: JSG-1.1

Task Description for :

TASK ORDER TITLE: Financial Support for Code JS

Contract NNA04CA76C

Please acknowledge receipt and acceptance of this task order within ten (10) calendar days after receipt (in accordance with NASA FAR Supplement clause 1852.216-80). Work shall not commence prior to approval of the Task Plan by the Contracting Officer.

**A. Period of Performance**

The period of performance for this task is August 1, 2005 through September 30, 2006

**B. Description of Work**

The Logistics and Documentation Development Division's organizational goals and objectives are to support the mission of Ames Research Center by providing a myriad of required services. These services include:

- On-Site moving/Office relocations
- Vehicular Transportation Services
- Janitorial/Refuse Services
- Grounds/Landscaping Services
- Table/Chair Set Up
- Graphics
- GPO Printing Services
- Duplicating Services

The contractor shall provide the necessary financial management support to facilitate the accomplishment of all requested services. This will include: Point of Entry for all SRs received by the organization. This will require familiarization with the Center's 4D database system. The contractor will collect and forward all documents pertaining to all categories of requested services upon initial receipt, input into 4D, annotating various funding estimates in 4D, forwarding approved documents and closing out funding requirements in the 4D System. The contractor will be required to provide administrative, business and financial management support to the division which includes the creation and maintenance of financial spreadsheets, associated charts and the management of all JS Service Requests entered in the 4D database. This includes the monitoring all requested services (start to finish). Contractor will work with the JS resource managers in the validation of funding to ensure customers have correctly listed their funding sources. Additional contacts within the division will include: Contracting Officer Technical Representatives (COTRs), and Contractor Project Managers and their Sectional Leads who are designated as the Service Providers.

**C. Hours of Work**

The standard workday is eight hours (not including an unpaid lunch period), or nine hours (not including an unpaid lunch period), if a "Compressed" Work schedule has been authorized. The day shift tours of duty will be established between 6:00 AM to 6:00 PM.

**D. Government Furnished Equipment**

The government will provide all necessary ADPE (Automated Data Processing Equipment) necessary to accomplish the mission and objectives stated in Paragraph B above.

**E. Performance Requirements Summary (see attached)**

## Performance Requirements Summary

### Required Services

### Performance Standards

### Estimated Workload

### Method of Surveillance

Provide:

Administrative and Data Entry services across a broad range of division level goals and objectives by providing logistical and documentation-related support to Center Organizations requesting services.

Scope of work that is required includes:

Access and usage of the Center's 4D database system that is used to process Service Requests. Will serve as the Central Point of Entry (POE) in all requests for services provided by Code JS. Monitor and provide status on all requested services. Create quality spreadsheets used to schedule services, track job status and provide customers with cost information. Prepare charts, graphs, word processing documents and run database reports. Schedule meetings, take official meeting minutes and complete applicable correspondence filing.

Do daily database input on all service requests. JS receives an average of 20-30 SRs per week. Multiple Database access and data entry will be required for each SR.

Shall maintain and keep current the 4D database on all requested services. Will create and maintain spreadsheets, associated charts and applicable graphs for JS management team. Will attend various meetings set up by Task Managers with their assigned contractor service providers.

Regular communication with the following personnel:

JS Managers

JS Resource Managers

Departmental Task Managers

Contractor Service Providers

Provide monthly project/task updates on service requests sent to Code JS. Provide a monthly productivity report, along with a monthly status (progress) report on SRs received within the division.

Reviews will be done on all drafts and final products delivered. Performance will be measured by timeliness, quality, and accuracy as determined by recipients.

**JSG 1.1 Task Plan**  
**Financial Support for Code JS (Logistics and Documentation Development Division)**

Task performance will be managed by the Planners Library Resources and Information Manager, who will be the primary interface with the NASA Task Requester regarding task performance. The Planners Management Team provides guidance and direction to all contract staff in making the NASA vision our mission.

Planners Collaborative will provide one full-time Data Analyst who will possess the skill sets and attributes to support all task requirements. The Data Analyst will report to the Planners Library Resources and Information Manager.

All task areas will be performed according to the Performance Requirements Summary specifications. Our monthly technical report will include information that will be helpful to the NASA Task Manager in evaluating performance. Planners management will also maintain excellent communication with the NASA Task Manager to ensure task performance that is on track and effective in supporting Code JS goals and objectives.

NATIONAL AERONAUTICS AND SPACE ADMINISTRATION  
AMES RESEARCH CENTER  
Moffett Field, CA 94035-1000

TASK ORDER  
Prime Contract No.: NNA04CA76C (BOATS)

Task Order No.: JSL 2.2

This Task Order is issued in accordance with the task ordering procedure of the contract. This is not an authorization to proceed with the required work. Such authorization must be issued by the approving official.

TITLE: Administrative Support

PURPOSE:

Estimated Beginning Date: June 1, 2006

Estimated Completion Date: September 30, 2006

Labor Category:

	Est. Hours	Est. Hrs. Monthly	Direct Labor Rate	Total Direct Cost
Administrative Assistant	B-4			

Total Direct Labor

B-4

Overhead

Subcontract Labor Services

Subtotal Labor and Subcontracts

G&A

OTHER DIRECT COSTS

Materials

Travel

Training

Other ODC

Total ODCs (Not to Exceed)

G&A

Flow-through Items

B-4

ESTIMATE OF TOTAL DIRECT COST FOR TASK SUPPORT:

ESTIMATE OF TOTAL COST FOR FEE/PROJECT MANAGEMENT ALLOCATION:

ESTIMATE OF TOTAL COST/FEE FOR TASK SUPPORT:

\$ 16,606

This amount shall not be exceeded without prior approval of the Contracting Officer

*Handwritten:* CW 5/25/06

NNA04CA76C

Task Order No.: JSL-2.2

Task Requester: Eric Kristich

Date: 5/8/06

COTR: *John Adams*

Date: 5/8/06

Contracting Officer: *Carl D. Tom*

Date: 5/11/06

Task Requester Concurrence  
of Contractor's Task Plan and  
Contractor's Cost Estimate: *John Adams for E. Kristich*

Date: 5/26/06

COTR Concurrence of  
Contractor's Task Plan: *John Adams*

Date: 5/26/06

**CONTRACTOR'S ACCEPTANCE:**

Contractor's  
Representative: *John Adams*

Date: 5-25-06

**AUTHORIZATION:**

Authorized period of performance:

Beginning Date: 6/1/06

Completion Date: 9/30/06

Approval is given for the Contractor to commence work on this Task Order in accordance with the Contractor's Task Plan, except as noted below.

This Task Order is subject to all the terms and conditions of Contract NNA04CA76C. Nothing in this Task Order shall be construed as authorizing performance in excess of funds available on the Contract.

This Task Order is approved for performance.

Approving Official: *Carl D. Tom*

Date: 6/12/06

- Distribution:
- Contracting Officer (Original)
- Contractor
- COTR
- Task Requester



Task Order No.: JSL-2.2

Task Description for:

Administrative Support

Contract NNA04CA76C

Please acknowledge receipt and acceptance of this task order within ten (10) calendar days after receipt (in accordance with NASA FAR Supplement clause 1852.216-80). Work shall not commence prior to approval of the Task Plan by the Contracting Officer.

**A. Period of Performance**

The period of performance for this task is June 1, 2006 through September 30, 2006

**B. Description of Work**

Provide full-time office support for the Logistics & Documentation Services division. Duties include telephone and visitor reception, administrative systems support, office filing, taking meeting minutes, typing official correspondence, maintaining spreadsheets, preparing presentations with PowerPoint, scheduling meetings using Ames Calendar Service, providing support for travel arrangements and vouchers using Travel Manager, completion and tracking of JS Division Service Requests, maintaining various Ames databases as specified and assist with logistical planning and coordination of official Division meetings and events. Other administrative support related duties as assigned.

**C. Hours of Work**

The standard workday is eight hours (not including an unpaid lunch period), Monday through Friday, beginning between 6:30 a.m. and 9:00 a.m. and ending between 3:00 p.m. and 5:30 p.m.

**D. Government Furnished Equipment**

All office supplies and equipment including computer workstation hardware, software, maintenance and supplies.

**E. Performance Requirements Summary (see attached)**

## Performance Requirements Summary

Required Services	Performance Standards	Estimated Workload	Method of Surveillance
Provide full-time office support for the Logistics & Documentation Services division.	Maintain office files daily. Maintain staff meeting minutes weekly.	Approximately 40 hours per week.	Random Sampling
Schedule meetings and maintain Division office calendar as requested.			Task Manager Review
Prepare travel orders. Response: minimum 2 days for domestic travel, 4 weeks for foreign travel.			Monthly Report
Update and maintain Ames databases and spreadsheets Response: Daily for review monthly			
Service Request Logs. Response: weekly update/status reports			
Coordinate Division meetings and events. Response: 1-7 days as requested.			

**Task Plan JSL 2.2**  
**Administrative Support**

Task performance will be managed by the Planners Library Resources and Information Manager, who will be the primary interface with the NASA Task Requester regarding task performance. The Planners Management Team provides guidance and direction to all contract staff in making the NASA vision our mission.

Planners will provide one full-time Administrative Assistant to support the Logistics and Documentation Services Division. The Administrative Assistant will provide the full range of administrative support services called for in the task order. All work will be performed according to the Performance Requirements Summary included in the task order.

NATIONAL AERONAUTICS AND SPACE ADMINISTRATION

AMES RESEARCH CENTER

Moffett Field, CA 94035-1000

TASK ORDER

Contract No.: NNA04CA76C

Task Order No.: JSL-2.2

This Task Order is issued in accordance with the task ordering procedure of the contract. This is not an authorization to proceed with the required work. Such authorization must be issued by the approving official.



Task Order No.: JSL-2.2

Task Description for:

Administrative Support

Contract NNA04CA76C

Please acknowledge receipt and acceptance of this task order within ten (10) calendar days after receipt (in accordance with NASA FAR Supplement clause 1852.216-80). Work shall not commence prior to approval of the Task Plan by the Contracting Officer.

**A. Period of Performance**

The period of performance for this task is June 1, 2006 through September 30, 2006

**B. Description of Work**

Provide full-time office support for the Logistics & Documentation Services division. Duties include telephone and visitor reception, administrative systems support, office filing, taking meeting minutes, typing official correspondence, maintaining spreadsheets, preparing presentations with PowerPoint, scheduling meetings using Ames Calendar Service, providing support for travel arrangements and vouchers using Travel Manager, completion and tracking of JS Division Service Requests, maintaining various Ames databases as specified and assist with logistical planning and coordination of official Division meetings and events. Other administrative support related duties as assigned.

**C. Hours of Work**

The standard workday is eight hours (not including an unpaid lunch period), Monday through Friday, beginning between 6:30 a.m. and 9:00 a.m. and ending between 3:00 p.m. and 5:30 p.m.

**D. Government Furnished Equipment**

All office supplies and equipment including computer workstation hardware, software, maintenance and supplies.

**E. Performance Requirements Summary (see attached)**

## Performance Requirements Summary

Required Services	Performance Standards	Estimated Workload	Method of Surveillance
Provide full-time office support for the Logistics & Documentation Services division.	Maintain office files daily. Maintain staff meeting minutes weekly.	Approximately 40 hours per week.	Random Sampling
Schedule meetings and maintain Division office calendar as requested.			Task Manager Review Monthly Report
Prepare travel orders. Response: minimum 2 days for domestic travel, 4 weeks for foreign travel.			
Update and maintain Ames databases and spreadsheets Response: Daily for review monthly			
Service Request Logs. Response: weekly update/status reports			
Coordinate Division meetings and events. Response: 1-7 days as requested.			

National Aeronautics and  
Space Administration

Ames Research Center  
Moffett Field, California 94035-1000



Reply to Attn of: JFS:255-2

April 19, 2006

Planners Collaborative, Inc.  
Attn: Craig Martin  
NASA Research Park  
Bldg 19, Romm 1034  
Moffett Field, California 94035-0168

Subject: Screening of Government Excess Property Inventory  
(DD Form 1419), NNA04CA76C

Dear Mr. Martin:

Your firm has been approved to perform self-screening and self-certification for each item of contractor-acquired property under the subject contract, in lieu of the requirement to submit to the Property Office a DD Form 1419 for screening and certification.

However, please be advised that you still need to obtain prior CO's approval to use government property. The CO's and the COTR's signatures on the DD Form 1419 constitute approvals for contractor's use of government property, if available from government property inventory.

The following procedures must be followed in performing self-screening/self-certification:

- Obtain CO's and COTR's approvals to use government property, using a DD Form 1419 or equivalent.
- Review the NASA Equipment Management System (NEMS) Central Electronic Screening List available on the World Wide Web, address follows:

**<http://npdmsap1.nacc.nasa.gov/npdms/screening/>**

- Another source is DLA at: **<http://www.drms.dla.mil/>** (See screen shots on pages 3 and 4.)

Click on **New Information on BSM Availability**

In order to gain access/search without a password:

- Select **'property search'**



- then the 'transfer/donation' option,
- then "transfer"
- click on "commodity". The rest should be self-explanatory.

- Also, please check the Ames Excess Property inventory by physically viewing excess property located in Bldg. 255 disposal area to determine if the desired item or an acceptable substitute is available. You may review the above mentioned lists as often as you like. If items are acceptable, place a freeze on the items with the Center Property Disposal Officer (PDO), Frank Custer (x4-5681 or [Frank.E.Custer@nasa.gov](mailto:Frank.E.Custer@nasa.gov)).


- If required items are not available, write the date and the certificate number on the DD Form 1419. The certificate number consists of the current calendar year (1 position) plus the Julian date (3 positions, printed in red on a government calendar) and the number of items screened that day (3 positions). For example, if you are processing a 1419 for your first item requirement today, April 19, 2006, the certificate number will read: 6109001

- Maintain a current log of screened items, and on a quarterly basis, submit a hard or soft copy (via e-mail) of the log to your cognizant COTR, John Adams, and me. The log must contain the following information:

- date of screening,
- description (nomenclature, manufacturer, model number and quantity),
- cost estimate, and
- certificate number.

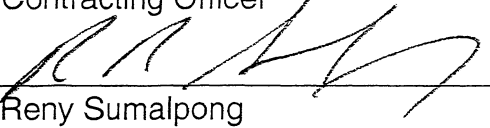
- Obtain CO's consent prior to new item purchase, lease or rental, if such item will be charged as direct cost to the contract, in accordance with the Government's policy in providing government property to contractors (FAR 45.302-1, NFS 1845.302 and NHB 4200.1E, Chapter 2). The CO will determine whether or not the item to be purchased/leased is allowable, allocable and reasonable.

If you have any questions, please call me at x4-5681, or send it through e-mail: ([Evelyn.A.Warren@nasa.gov](mailto:Evelyn.A.Warren@nasa.gov)).

  
Evelyn A. Warren  
Industrial Property Officer

CONCUR:

  
Carlos Torrez Date 5/13/06  
Contracting Officer

  
Reny Sumalpong Date  
Supply and Equipment Management Officer



- Home
- DRMO Sites
- Site Search
- Procurement
- Environmental
- Public Affairs
- Telework
- Web Awards
- Customer Service
- DLA Links

**Web Site  
Established  
July 1994**



*" Right Item, Right Time, Right Place, Right Price, Every  
Time. Best Value  
Solutions for America's Warfighters "*

Welcome to DRMS (Defense Reutilization and Marketing Service),  
the place to obtain *original* US Government surplus property.  
Please read this privacy and security notice

**Tire Recycling Program**

NEW!!! 1/9/06

**Most Efficient Organization**

**(MEO)**

NEW!!! 3/15/06

To view information for Generator turn-in, search our inventory for RTD including RCP inventory, view information regarding sales including browsing for special sales catalogs, select one of the following:

<b>Generator/Installation</b> ( ETID/DRMO Turn-ins of govt. property )	<b>R/T/D Customers</b> ( Military, Govt., Public Service, Schools, LESO & Nonprofit)	<b>Special Programs:</b> <u>MEO</u> <u>Precious Metals</u> <u>RCP</u> <u>Tire Recycling</u>	<b>Sales Customers</b> (Private Company or Individual)
---	--	---	---

**IMPORTANT NOTICE: Additional web address for DRMS**

**New Information on BSM Availability**

**Additional Links:**

- About DRMS
- Support Numbers
- DRMS Publications
- Maps to DRMS HQ
- RCP Points of Contact
- Big Savings
- DRMO Site Information
- Freedom of Information Act Requests (FOIA)
- Public Sales
- DRMS A76 Competition



[RTD Home](#)

[DRMS Home](#)

[Help/FAQ](#)

[Contact Us](#)

- [Locate DRMO](#)
- [Site Map/Search](#)
- [Property Search](#)
- [MILSTRIP \(DOD only\)](#)
- [Track Inventory](#)
- [Misc. Programs](#)
- [Pubs & Regs](#)

## Reutilization

- [DOD/Reutilization](#)
- [Transfer/Donation](#)
- [RCP](#)

- [Transfer](#)
- [Donation](#)
- [Disaster Relief](#)

- [by DRMO](#)
- [by Geographic Area](#)
- [Commodity](#)



Click on Photo for Additional Information

## Donation

[DRMS A-76 Competition \(12/08/04\)](#)

### What's new!!!!

[New Firefighter Customers should contact their USDA FS State Office Firefighter Transfer Program Guide \(New 3-29-06\)](#)

[RTD SURVEY \(For all RTD Customers\) 3/15/05](#)

[RTD Survey Guidance 3/15/05](#)

[Information Accuracy - FLIS Plus Question and Answer Guide 2/17/05](#)

[Southwest Asia Property Search 12/22/05](#)

["Property Available for Disaster Relief Efforts"](#)

## Reutilization

Agencies within the Dept of Defense and Programs that are provided for by regulation are reutilization customers. DOD screens and requisitions for the first two weeks after receipt of inventory.

[Property Search With Want List Match Against Current Inventory Guide New 01/26/06](#)

## ROUTING FORM

**Date:** April 19, 2006  
**Subject:** Self-Screening Authorization (1419)  
**Reference:** Contract Number NNA04CA76C, Planners Collaborative, Inc.

**FROM:** E. Warren, Industrial Property Officer

**TO:** (In Turn)

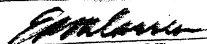
Reny Sumalpong/SEMO, M/S 255-2 (✓)

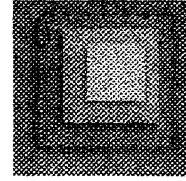
Carlos Torrez/CO, M/S 241-1 ( )  
**Please send the original to Craig Martin**

Craig Martin (address shown on letter) ( )

Please sign, retain a copy as necessary and route accordingly. Planners Collaborative will retain the original.

Thanks.





PLANNERS COLLABORATIVE

**MEMORANDUM**

To: Karen Moze, COTR

Date: October 30, 2006


Ref: NNA04CA76C Task Order:

JSL 2.3

Administrative Support (Code JS)

Planners Collaborative is submitting our Task Plan for the referenced Task Order for period October 1, 2006 – September 30, 2007.

Sincerely,

  
Doreen Cohen  
Planners Collaborative

cc: Planners Collaborative West

NATIONAL AERONAUTICS AND SPACE ADMINISTRATION  
AMES RESEARCH CENTER  
Moffett Field, CA 94035-1000

TASK ORDER  
Prime Contract No.: NNA04CA76C (BOATS)

Task Order No.: JSL 2.3

This Task Order is issued in accordance with the task ordering procedure of the contract. This is not an authorization to proceed with the required work. Such authorization must be issued by the approving official.

TITLE: Administrative Support

PURPOSE:

Estimated Beginning Date: October 1, 2006

Estimated Completion Date: September 30, 2007

Labor Category:

	Est. Hours	Est. Hrs. Monthly	Direct Labor Rate	Total Direct Cost
--	---------------	----------------------	----------------------	----------------------

Administrative Assistant  
Task Management

			B-4	
--	--	--	-----	--

Total Direct Labor

B-4
-----

Overhead

Subcontract Labor Services

Subtotal Labor and Subcontracts

G&A

OTHER DIRECT COSTS

Materials

Travel

Training

Other ODC

Total ODCs (Not to Exceed)

G&A

Flow-through Items

B-4
-----

ESTIMATE OF TOTAL DIRECT COST FOR TASK SUPPORT:

ESTIMATE OF TOTAL COST FOR FEE/PROJECT MANAGEMENT ALLOCATION:

ESTIMATE OF TOTAL COST/FEE FOR TASK SUPPORT:

\$ 51,306

This amount shall not be exceeded without prior approval of the Contracting Officer

*CM*  
10/6/06

NNA04CA76C

Task Order No.: JSL-2.3

Task Requester: Eric Kristich

Date: 9/1/06

COTR: Karen Ologe

Date: 9/8/06

Contracting Officer: Carl D. Terry

Date: 9/29/06

Task Requester Concurrence of Contractor's Task Plan and Contractor's Cost Estimate: Eric Kristich

Date: 11-2-06

COTR Concurrence of Contractor's Task Plan: Karen Ologe

Date: 11/2/06

**CONTRACTOR'S ACCEPTANCE:**

Contractor's Representative: [Signature]

Date: 10-30-06

**AUTHORIZATION:**

Authorized period of performance:

Beginning Date: 10/1/06

Completion Date: 9/30/07

Approval is given for the Contractor to commence work on this Task Order in accordance with the Contractor's Task Plan, except as noted below.

This Task Order is subject to all the terms and conditions of Contract NNA04CA76C. Nothing in this Task Order shall be construed as authorizing performance in excess of funds available on the Contract.

This Task Order is approved for performance.

Approving Official: Carl D. Terry

Date: 11/14/06

- Distribution:
- Contracting Officer (Original)
- Contractor
- COTR
- Task Requester

Task Order No.: JSL-2.3

Task Description for:

Administrative Support

Contract NNA04CA76C

Please acknowledge receipt and acceptance of this task order within ten (10) calendar days after receipt (in accordance with NASA FAR Supplement clause 1852.216-80). Work shall not commence prior to approval of the Task Plan by the Contracting Officer.

**A. Period of Performance**

The period of performance for this task is October 1, 2006 through September 30, 2007

**B. Description of Work**

Provide full-time office support for the Logistics & Documentation Services division. Duties include telephone and visitor reception, administrative systems support, office filing, taking meeting minutes, typing official correspondence, maintaining spreadsheets, preparing presentations with PowerPoint, scheduling meetings using Ames Calendar Service, providing support for travel arrangements and vouchers using Travel Manager, completion and tracking of JS Division Service Requests, maintaining various Ames databases as specified and assist with logistical planning and coordination of official Division meetings and events. Other administrative support related duties as assigned.

**C. Hours of Work**

The standard workday is eight hours (not including an unpaid lunch period), Monday through Friday, beginning between 6:30 a.m. and 9:00 a.m. and ending between 3:00 p.m. and 5:30 p.m.

**D. Government Furnished Equipment**

All office supplies and equipment including computer workstation hardware, software, maintenance and supplies.

**E. Performance Requirements Summary (see attached)**



## Performance Requirements Summary

### Required Services

### Performance Standards

### Estimated Workload

### Method of Surveillance

Provide full-time office support for the Logistics & Documentation Services division.

Maintain office files daily.

Maintain staff meeting minutes weekly.

Schedule meetings and maintain Division office calendar as requested.

Prepare travel orders.  
Response: minimum 2 days for domestic travel, 4 weeks for foreign travel.

Update and maintain Ames databases and spreadsheets  
Response: Daily for review monthly

Service Request Logs.  
Response: weekly update/status reports

Coordinate Division meetings and events.  
Response: 1-7 days as requested.

Random Sampling  
Task Manager Review  
Monthly Report

Approximately 40 hours per week.

NAVAL AERONAUTICS AND SPACE ADMINISTRATION  
AMES RESEARCH CENTER  
Moffett Field, CA 94035-1000

TASK ORDER  
Prime Contract No.: NNA04CA76C (BOATS)

Task Order No.: JS 4.2

This Task Order is issued in accordance with the task ordering procedure of the contract. This is not an authorization to proceed with the required work. Such authorization must be issued by the approving official.

TITLE: Exhibit Support

SCHEDULE:

Estimated Beginning Date: December 9, 2005

Estimated Completion Date: December 31, 2005

Labor Category:	Est. Hours	Est. Hrs. Monthly	Direct Labor Rate	Total Direct Cost
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Total Direct Labor  
Overhead  
Subcontract Labor Services  
Subtotal Labor and Subcontracts  
G&A  
OTHER DIRECT COSTS  
Materials  
Travel  
Training  
Other ODC  
Total ODCs (Not to Exceed)  
G&A  
Flow-through Items

B-4

B-4

ESTIMATE OF TOTAL DIRECT COST FOR TASK SUPPORT:

ESTIMATE OF TOTAL COST FOR FEE/PROJECT MANAGEMENT ALLOCATION:

ESTIMATE OF TOTAL COST/FEE FOR TASK SUPPORT:

\$ 39,235

This amount shall not be exceeded without prior approval of the Contracting Officer

*Ch*  
12/15/05

NNA04CA76C

Task Order No.: JS-4.2

Task Requester: John Adams

Date: 12/4/05

COTR: John Adams

Date: 12/4/05

Contracting Officer: Carl D. Tom

Date: 12/6/05

Task Requester Concurrence of Contractor's Task Plan and Contractor's Cost Estimate: John Adams

Date: 12/20/05

COTR Concurrence of Contractor's Task Plan: John Adams

Date: 12/20/05

**CONTRACTOR'S ACCEPTANCE:**

Contractor's Representative: [Signature]

Date: 12-20-05

**AUTHORIZATION:**

Authorized period of performance:

Beginning Date: 12/9/05

Completion Date: 9/30/06

Approval is given for the Contractor to commence work on this Task Order in accordance with the Contractor's Task Plan, except as noted below.

This Task Order is subject to all the terms and conditions of Contract NNA04CA76C. Nothing in this Task Order shall be construed as authorizing performance in excess of funds available on the Contract.

This Task Order is approved for performance.

Approving Official: Carl D. Tom

Date: 12/20/05

- Distribution:
- Contracting Officer (Original)
- Contractor
- COTR
- Task Requester

Task Order No.: JS-4.2

Task Description for:

Exhibits Support

Contract NNA04CA76C

Please acknowledge receipt and acceptance of this task order within ten (10) calendar days after receipt (in accordance with NASA FAR Supplement clause 1852.216-80). Work shall not commence prior to approval of the Task Plan by the Contracting Officer.

**A. Period of Performance December 9, 2005 thru September 30, 2006**

**B. Description of Work**

This requirement is to furnish design and fabrication of display prototype models of the Kepler spacecraft in two scales.

The actual spacecraft is being designed and engineered by Ames Research Center personnel and **does not physically exist yet**. The requirement allows for multiple phases of development due to the close collaboration required between the vendor of the display model work and the Kepler government project and engineering personnel.

Phase 1: Furnish a sketch of a design for a visual display 3-dimensional 1/20th scale model of the Kepler spacecraft using Kepler engineering documents (attached) for visual reference.

Consult with Code PMX project personnel to achieve customer requirements.

Upon acceptance of the design sketch by code PMX personnel, fabricate a prototype mockup of this 1/20th scale design for customer checking and proof of concept at scale.

Upon acceptance of the prototype model fabricate six finish models at 1/20 scale.

Phase 2. Upon acceptance of Phase 1 requirement, fabricate multiple finish models of the 1/20th scale design, deliver a minimum 34 units at the 1/20th scale.

Phase 3. Design a proof of concept 1/10 scale Kepler display model with a higher level of detail with complex take-a-part features to show interior construction details.

Upon acceptance of the 1/10 scale design sketch by Code PMX, fabricate and deliver one prototype model to the 1/10 scale design. Upon acceptance of the prototype by Code PMX, fabricate and deliver one additional model to the 1/10 scale design.

**C. Government Furnished Equipment: No Government Furnished Equipment**

**D. Performance Requirements Summary (see attached)**

## Performance Requirements Summary

Required Services	Performance Standards	Estimated Workload	Method of Surveillance
Furnish design of display prototype models of the Kepler spacecraft in two scales.	Accuracy of drawings Schedule Customer satisfaction	Sketch of design for 1/20 <sup>th</sup> scale and 1/10 <sup>th</sup> scale models	Customer review and acceptance
Fabricate prototype models of the Kepler spacecraft in two scales.	Accuracy Schedule Customer satisfaction	Fabricate forty (40) 1/20 <sup>th</sup> scale models Fabricate two (2) 1/10 <sup>th</sup> scale models	Customer review and acceptance

**Task Plan JS 4.2**  
**Exhibits Support**

Task performance will be managed by the Planners Project Manager, who will be the primary interface with the NASA Task Requester regarding task performance. The Planners Management Team provides guidance and direction to all contract staff in making the NASA vision our mission.

In support of this activity, Planners will provide a subcontractor who is well qualified to perform all aspects of the task requirements according to the specifications in the task order.

NATIONAL AERONAUTICS AND SPACE ADMINISTRATION  
AMES RESEARCH CENTER  
Moffett Field, CA 94035-1000

TASK ORDER  
Prime Contract No.: NNA04CA76C (BOATS)

Task Order No.: JI 7.2

This Task Order is issued in accordance with the task ordering procedure of the contract. This is not an authorization to proceed with the required work. Such authorization must be issued by the approving official.

TITLE: Support for HQ Aeronautics Outreach Activities

SCHEDULE:

Estimated Beginning Date: October 1, 2005

Estimated Completion Date: December 31, 2005

Labor Category:	Est. Hours	Est. Hrs. Monthly	Direct Labor Rate	Total Direct Cost
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Total Direct Labor  
Overhead  
Subcontract Labor Services  
Subtotal Labor and Subcontracts  
G&A  
OTHER DIRECT COSTS  
Materials  
Travel  
Training  
Other ODC  
Total ODCs (Not to Exceed)  
G&A  
Flow-through Items

B-4

B-4

ESTIMATE OF TOTAL DIRECT COST FOR TASK SUPPORT:

ESTIMATE OF TOTAL COST FOR FEE/PROJECT MANAGEMENT ALLOCATION:

ESTIMATE OF TOTAL COST/FEE FOR TASK SUPPORT:

\$ 38,088

This amount shall not be exceeded without prior approval of the Contracting Officer

CM  
9/23/05

NNA04CA76C

Task Order No.: JI-7.2

Task Requester: Anthony Springer

Date: 9/1/05

COTR: Mike Adams

Date: 9/2/05

Contracting Officer: Carl D. T

Date: 9/6/05

Task Requester Concurrence  
of Contractor's Task Plan and  
Contractor's Cost Estimate: A. SPRINGER

Date: 10/3/05

COTR Concurrence of  
Contractor's Task Plan: Mike Adams

Date: 10/3/05

**CONTRACTOR'S ACCEPTANCE:**

Contractor's  
Representative: [Signature]

Date: 9-26-05

**AUTHORIZATION:**

Authorized period of performance:

Beginning Date: 10/1/05

Completion Date: 12/31/05

Approval is given for the Contractor to commence work on this Task Order in accordance with the Contractor's Task Plan, except as noted below.

This Task Order is subject to all the terms and conditions of Contract NNA04CA76C. Nothing in this Task Order shall be construed as authorizing performance in excess of funds available on the Contract.

This Task Order is approved for performance.

Approving Official: Carl D. T Date: \_\_\_\_\_

- Distribution:
- Contracting Officer (Original)
- Contractor
- COTR
- Task Requester



Task Order No.: JI-7.2

Task Description for:

Support for HQ Aeronautics Outreach Activities

Contract NNA04CA76C

Please acknowledge receipt and acceptance of this task order within ten (10) calendar days after receipt (in accordance with NASA FAR Supplement clause 1852.216-80). Work shall not commence prior to approval of the Task Plan by the Contracting Officer.

**A. Period of Performance**

The period of performance for this task is October 1, 2005 through September 30, 2006

**B. Description of Work**

Perform activities as directed in support of Office of Aeronautics outreach activities.

Coordination of Aerospace Design exhibit including site selection, set-up, teardown, and management of both the exhibit and artifacts with final approval of sites and schedule by Office of Aeronautics.

Coordinate two popup versions of exhibit to venues across country.

Coordinate and facilitate material and artifacts collection and dissemination process at NASA centers as defined and other locations.

Develop concepts for future exhibits

Staff Office of Aeronautics Exhibits

**C. Hours of Work**

The standard workday is eight hours (not including an unpaid lunch period), Monday through Friday, beginning between 6:30 a.m. and 9:00 a.m. and ending between 3:00 p.m. and 5:30 p.m.

**D. Government Furnished Equipment**

Exhibits and related equipment.

**Task Plan JI 7.2**  
**Headquarters Outreach**

Planners Collaborative will provide one full-time Outreach Coordinator to support this task. The Coordinator will possess the following qualifications:

- Knowledge of NASA aeronautics activities
- Knowledge of Museum practices including artifact handling, collections management
- Knowledge of exhibit design, fabrication, setup, teardown
- Experience dealing with Art museums, Aerospace Museums, other venues
- Experience in coordination of multi-center facility programs
- Professional Art background or degree
- Familiarization with NASA artifacts and artifacts policies

**Scope of Work:**

Coordination of Aerospace Design exhibit including site selection, setup, teardown, and management of both the exhibit and artifacts with final approval of sites and schedule by Office of Aeronautics. Coordinate two popup versions of exhibit to venues across country. Coordinate and facilitate material and artifacts collection and dissemination process at NASA centers as defined and other locations. Develop concepts for future exhibits. Staff Office of Aeronautics Exhibits

**Travel:**

Function requires travel to staff, site selection, setup, and teardown and coordination activities.

**Location:**

Outreach Coordinator will be assigned at or near Langley Research Center

NATIONAL AERONAUTICS AND SPACE ADMINISTRATION  
AMES RESEARCH CENTER  
Moffett Field, CA 94035-1000

TASK ORDER  
Prime Contract No.: NNA04CA76C (BOATS)

Task Order No.: JIT 7

This Task Order is issued in accordance with the task ordering procedure of the contract. This is not an authorization to proceed with the required work. Such authorization must be issued by the approving official.

TITLE: Video Teleconferencing

SCHEDULE:

Estimated Beginning Date: June 16, 2004

Estimated Completion Date: September 30, 2004

Labor Category:

Est. Hours	Est. Hrs. Monthly	Direct Labor Rate	Total Direct Cost
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Video/Multi Lead  
ViTs Operator/Multimedia Assistant Producer  
ViTs Operator/Production Assistant

		B-4	
--	--	-----	--

Total Direct Labor

B-4

Overhead

Subcontract Labor Services

Subtotal Labor and Subcontracts

G&A

OTHER DIRECT COSTS

Materials

Travel

Training

Other ODC

Total ODCs (Not to Exceed)

G&A

Flow-through Items

	B-4
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ESTIMATE OF TOTAL DIRECT COST FOR TASK SUPPORT:

ESTIMATE OF TOTAL COST FOR FEE/PROJECT MANAGEMENT ALLOCATION:

ESTIMATE OF TOTAL COST/FEE FOR TASK SUPPORT:

\$ 34,147

This amount shall not be exceeded without prior approval of the Contracting Officer

6/8/04  
cm

NNA04CA76C

Task Order No.: JIT-7

Task Requester: ED SCHILLING

Date: \_\_\_\_\_

COTR: John Adams

Date: 12/10/03

Contracting Officer: \_\_\_\_\_

Date: \_\_\_\_\_

Task Requester Concurrence  
of Contractor's Task Plan and  
Contractor's Cost Estimate: Edward Schilling

Date: 6/11/04

COTR Concurrence of  
Contractor's Task Plan: John Adams

Date: 6/10/04

**CONTRACTOR'S ACCEPTANCE:**

Contractor's  
Representative: [Signature]

Date: 6-10-04

**AUTHORIZATION:**

Authorized period of performance:

Beginning Date: 6/16/04

Completion Date: 9/30/04

Approval is given for the Contractor to commence work on this Task Order in accordance with the Contractor's Task Plan, except as noted below.

This Task Order is subject to all the terms and conditions of Contract NNA04CA76C. Nothing in this Task Order shall be construed as authorizing performance in excess of funds available on the Contract.

This Task Order is approved for performance.

Approving Official: Marc E. Davis

Date: 6/10/04

- Distribution:
- Contracting Officer (Original)
- Contractor
- COTR
- Task Requester

Task Order No.: JIT-7

Task Description for :

Video Teleconferencing

Contract NNA04CA76C

Please acknowledge receipt and acceptance of this task order within ten (10) calendar days after receipt (in accordance with NASA FAR Supplement clause 1852.216-80). Work shall not commence prior to approval of the Task Plan by the Contracting Officer.

- A. **Period of Performance:** January 1 through September 30, 2004
- B. **Description of Work:** As per Statement of Work, section 4.1.10. Support is necessary for two rooms: The ViTS room in building 201, and the Collaborative Engineering teleconference room in building 213. The positions require that the operator be completely capable of operating the equipment (computers, cameras, microphones, monitors and booking the schedule. Both positions are full-time; however, because many teleconferences are scheduled according to Eastern Time, the operator may need to start the day at an early hour. The hours of individual work days may start at varying times, depending on each day's schedule. The persons fulfilling the position should be capable of successful operation of video teleconferencing equipment, computers, and video monitors. The contractor will follow branch procedures and policy in all dealings with customers, and will not refer customers to other facilities. Any problems with equipment, systems or scheduling conflicts will be resolved by the operator with the contract site coordinator. Contractor will be responsible for additional staff requirements if the operator double-books conferences. Occasional overtime (3-5 hours per month) may be required.
- C. **Hours of Work:** Starting time may vary from day to day as driven by schedules. Conferences with East coast parties may start earlier than 8:00 AM Pacific. Eight work hours per day is standard.
- D. **Government Furnished Equipment.** NASA supplies all equipment in both facilities. The ViTS room in N203 contains equipment registered to Marshall Space Flight Center, and service is facilitated through Code JT at Ames. Equipment in the Collaborative Engineering room in N213 is registered to Code F at Ames.
- E. **Performance Requirements Summary.** See Section J, Attachment A2, page A2-16.

**JIT 7.0 Task Plan**  
**Video Teleconferencing**

**Planners Collaborative will provide 2 FTE**

*Planners Collaborative* will maintain an on-site staff of two ViTS technicians to operate, coordinate and schedule the ViTS/CEE rooms in buildings 203 and 213. Their hours and skills will meet the requirements of the job for both East Coast time zones through West Coast planned uses of these rooms.

# CTO REVISION REQUEST

<b>TECHNICAL AND ADMINISTRATIVE SERVICES</b>	1. Contractor: NNA04CA76C	8. Contractor Task Order to be Revised JIT 5 <span style="float: right;">(EX 5.1)</span>
3. Submittal Date: 12/7/2004	4. Originator/Telephone No.: Edward Schilling x41307	

## PROPOSED REVISION



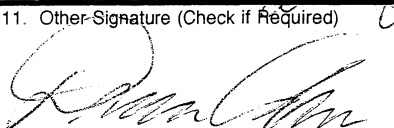
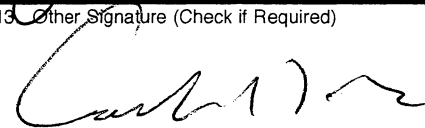
5. Revised FROM (Include a clear identification of Section, Task, Subtask, etc., which is being revised, and the reason for the revision):

Maximum value of task order at

6. Revised TO:

New Task Order value of

## APPROVAL

7. NASA Task Manager: Edward Schilling 	8. Date: 12/7/2004	9. COTR: 	10. Date: 12/21/04
11. Other-Signature (Check if Required) 	12. Date: 12-22-04	13. Other Signature (Check if Required) 	14. Date: 01/05/05

NATIONAL AERONAUTICS AND SPACE ADMINISTRATION  
AMES RESEARCH CENTER  
Moffett Field, CA 94035-1000

TASK ORDER  
Prime Contract No.: NNA04CA76C (BOATS)

Task Order No.: JIT 5 Revision No. 1

This Task Order is issued in accordance with the task ordering procedure of the contract. This is not an authorization to proceed with the required work. Such authorization must be issued by the approving official.

TITLE: **Video/Multimedia Service Pool**  
PURPOSE: Increase Task Order Value to reflect final cost through 9/30/04  
Estimated Beginning Date: **June 16, 2004**  
Estimated Completion Date: **September 30, 2004**

Labor Category:	Est. Hours	Est. Hrs. Monthly	Direct Labor Rate	Total Direct Cost
Video/Multi Lead On-Call Staff			B-4	

Total Direct Labor	B-4			
Overhead				
Subcontract Labor Services				
Subtotal Labor and Subcontracts				
G&A				
OTHER DIRECT COSTS				
Materials				
Travel				
Training				
Other ODC				
Total ODCs (Not to Exceed)				
G&A				
Flow-through Items				
ESTIMATE OF TOTAL DIRECT COST FOR TASK SUPPORT:				
ESTIMATE OF TOTAL COST FOR FEE/PROJECT MANAGEMENT ALLOCATION:				
ESTIMATE OF TOTAL COST/FEE FOR TASK SUPPORT:				<u>\$ 187,834</u>

This amount shall not be exceeded without prior approval of the Contracting Officer

*Ch*  
12/22/04



NATIONAL AERONAUTICS AND SPACE ADMINISTRATION  
AMES RESEARCH CENTER  
Moffett Field, CA 94035-1000

TASK ORDER  
Prime Contract No.: NNA04CA76C (BOATS)

Task Order No.: JIT 5

This Task Order is issued in accordance with the task ordering procedure of the contract. This is not an authorization to proceed with the required work. Such authorization must be issued by the approving official.

TITLE: Video/Multimedia Service Pool

SCHEDULE:

Estimated Beginning Date: June 16, 2004

Estimated Completion Date: September 30, 2004

Labor Category:

	Est. Hours	Est. Hrs Monthly	Direct Labor Rate	Total Direct Cost
Video/Multi Lead On-Call Staff			B-4	

Total Direct Labor  
Overhead  
Subcontract Labor Services  
Subtotal Labor and Subcontracts  
G&A  
OTHER DIRECT COSTS  
Materials  
Travel  
Training  
Other ODC  
Total ODCs (Not to Exceed)  
G&A  
Flow-through Items

B-4

B-4

ESTIMATE OF TOTAL DIRECT COST FOR TASK SUPPORT:

ESTIMATE OF TOTAL COST FOR FEE/PROJECT MANAGEMENT ALLOCATION:

ESTIMATE OF TOTAL COST/FEE FOR TASK SUPPORT:

\$ 49,852

This amount shall not be exceeded without prior approval of the Contracting Officer

6/8/04  
AM

NNA04CA76C

Task Order No.: JIT-5

Task Requester: Ed Schilling

Date: 12/3/03

COTR: John Adams

Date: 12/12/03

Contracting Officer: Marie E. Daurish

Date: \_\_\_\_\_

Task Requester Concurrence of Contractor's Task Plan and Contractor's Cost Estimate: Ed Schilling

Date: 6/11/04

COTR Concurrence of Contractor's Task Plan: John Adams

Date: 6/10/04

**CONTRACTOR'S ACCEPTANCE:**

Contractor's Representative: [Signature]

Date: 6-10-04

**AUTHORIZATION:**

Authorized period of performance:

Beginning Date: 6/16/04

Completion Date: 9/30/04

Approval is given for the Contractor to commence work on this Task Order in accordance with the Contractor's Task Plan, except as noted below.

This Task Order is subject to all the terms and conditions of Contract NNA04CA76C. Nothing in this Task Order shall be construed as authorizing performance in excess of funds available on the Contract.

This Task Order is approved for performance.

Approving Official: Marie E. Daurish

Date: 6/10/04

- Distribution:
- Contracting Officer (Original)
- Contractor
- COTR
- Task Requester

Task Order No.: JIT -5

Task Description for :

Video /Multimedia Service Pool

Contract NNA04CA76C

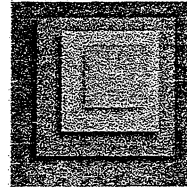
Please acknowledge receipt and acceptance of this task order within ten (10) calendar days after receipt (in accordance with NASA FAR Supplement clause 1852.216-80). Work shall not commence prior to approval of the Task Plan by the Contracting Officer.

- A. **Period of Performance:** January 1 through September 30, 2004
  
- B. **Description of Work:** As described in paragraphs 4.1.7 through 4.1.7.7 of the SOW. This task is to cover services and materials above and beyond the basic (no overtime) fixed labor cost of the on-site Video/Multimedia contract staff. For example, overtime for the on-site staff, extra labor, materials, and equipment rental or purchase will be routed through this task.
  
- C. **Hours of Work:** As necessary per individual job requirements.
  
- D. **Government Furnished Equipment:** See Section J, Attachment A3, "Government Furnished Equipment", SOW Function 4.1.
  
- E. **Performance Requirements Summary:** See Section J, Attachment A2, "Performance Requirements Summary" page A2-13, A2-14.

**Task Order JIT 5.0**  
**Video/Multimedia Service Pool**

The service pool task is project driven. The cost estimate reflects an initial level of funding that will be revisited and adjusted as actual tasks are required.

Planner's Collaborative's proposed budget for ViTs is significantly reduced from previous years due to the addition of full-time staff under JIT 4.0 and equipment purchases to support the Video/Multimedia group.



PLANNERS COLLABORATIVE

**MEMORANDUM**

To: John Adams, COTR

Date: June 4, 2004

Ref: NNA04CA76C Task Orders JIT 4.0

Planners Collaborative is submitting our revised Task Plans for Task Order JIT 4.0, Video/Multimedia Staff Labor, for period June 1, 2004 – September 30, 2004. This revised plan reflects a significant reduction in staff.

Sincerely,

Doreen Cohen  
Planners Collaborative

cc: Planners Corporate Office

*Star*

NATIONAL AERONAUTICS AND SPACE ADMINISTRATION  
AMES RESEARCH CENTER  
Moffett Field, CA 94035-1000

TASK ORDER  
Prime Contract No.: NNA04CA76C (BOAT'S)

Task Order No.: JIT 4

This Task Order is issued in accordance with the task ordering procedure of the contract. This is not an authorization to proceed with the required work. Such authorization must be issued by the approving official.

TITLE: Video/Multimedia Staff Labor

SCHEDULE:

Estimated Beginning Date: June 16, 2004

Estimated Completion Date: September 30, 2004

Labor Category:	Est. Hours	Est. Hrs. Monthly	Direct Labor Rate	Total Direct Cost
Video Multimedia Lead and Senior Producer Assistant Producer/Editor Producer/Camera Operator Live Shot Producer/Camera/Lighting/Archiving Audio/WARC/Production Assistant			B-4	

Total Direct Labor	B-4			
Overhead				
Subcontract Labor Services				
Subtotal Labor and Subcontracts				
G&A				
OTHER DIRECT COSTS				
Equipment (1 Camera)				
Travel				
Training				
Other ODC				
Total ODCs (Not to Exceed)				
G&A				
Flow-through Items		Archivist (2 weeks)		
ESTIMATE OF TOTAL DIRECT COST FOR TASK SUPPORT:				
ESTIMATE OF TOTAL COST FOR FEE/PROJECT MANAGEMENT ALLOCATION:				
ESTIMATE OF TOTAL COST/FEE FOR TASK SUPPORT:				\$ 114,749

This amount shall not be exceeded without prior approval of the Contracting Officer

*6/8/04  
cm*

NNA04CA76C

Task Order No.: JIT-4

Task Requester: Ed Schilling

Date: 12/3/03

COTR: Jim Adams

Date: 12/12/03

Contracting Officer: Marie E. Dorish

Date: 12/12/03

Task Requester Concurrence  
of Contractor's Task Plan and  
Contractor's Cost Estimate: Ed Schilling

Date: 6/11/04

COTR Concurrence of  
Contractor's Task Plan: Jim Adams

Date: 6/10/04

**CONTRACTOR'S ACCEPTANCE:**

Contractor's  
Representative: [Signature]

Date: 6-10-04

**AUTHORIZATION:**

Authorized period of performance:

Beginning Date: 6/16/04

Completion Date: 9/30/04

Approval is given for the Contractor to commence work on this Task Order in accordance with the Contractor's Task Plan, except as noted below.

This Task Order is subject to all the terms and conditions of Contract NNA04CA76C. Nothing in this Task Order shall be construed as authorizing performance in excess of funds available on the Contract.

This Task Order is approved for performance.

Approving Official: Marie E. Dorish

Date: 6-10-04

- Distribution:
- Contracting Officer (Original)
- Contractor
- COTR
- Task Requester

**Task Order JIT 4.0**  
**Video/Multimedia Staff Labor**  
**June 8, 2004**

Planners Collaborative is submitting our revised cost estimate. We are placing "on hold" any support or activities associated with Code I. At this time, we will proceed to offer employment to the current incumbent Video staff currently in Code JI. Please see the revised cost estimate. The four incumbent Video staff will all report directly to the Planners Video Manager and Lead, Jim Taylor.

Planners Collaborative is submitting our **updated** revised Video/Multimedia Labor Task Plan based on our assessment of current requirements and further discussions with the government. This updated plan reflects a further reduction in proposed staffing, which retains the only four incumbent. The revised plan reflects the following:

- broader range of products to meet Center goals and customer requirements (consistent with available funding)
- increased use of the contract
- substantially higher customer satisfaction

To achieve these elements, the recommended staff plan includes the following positions.

Video Multimedia Lead and Senior Producer  
Assistant Producer/Editor  
Producer/Camera Operator  
Live Shot Producer/Camera/Lighting/Archiving  
Audio/WARC/Production Assistant

This staffing plan ensures the continuity of the Video/Multimedia group. It is our intention to continue to build the group by attracting more customers based on the excellence of the work and on our customer-service outreach approach.

We expect to retain and continue to attract excellent staff through cross-training opportunities as we move forward, allowing all staff to broaden their skills and grow and develop professionally. The additional benefit to NASA is that we are able to cross-utilize resources on our contract to ensure that all task requirements are met. Our approach falls into the following categories:

*Labor:*

- 1) Enhance Customer Service
- 2) Increase Outreach
- 3) Reorganize and Increase Staff Capabilities
- 4) Supplement Staff from a Variety of Sources



*Nonlabor:\**

- 5) Find New Central Base of Operations for V/M Group within 3 months
- 6) Augment Equipment to Supply Additional Staff
- 7) Institute Equipment Maintenance Program

\* While this Task Plan covers labor, we felt it was necessary to include these two major nonlabor recommendations to ensure all the major recommendations are considered in the same context.

### 1) Enhance Customer Service

Planners Collaborative will apply comprehensive customer service procedures, while training and requiring staff to follow them. An example of one of the most important customer service procedures will be the development of Task Plans for each customer request.

*Example Task Plan Development Process:* Who is the customer? What's the final product? Who's going to see it? What are some other end uses? When does the client want it? What's the budget? What else is scheduled? What people and equipment are needed? What do we do if things go wrong?

Tackling these types of questions early on helps glean the answers we put into a clear plan for review by the Video Group Leader and Task Manager. This process helps effectively satisfy our customer's needs with respect to content, quality, schedule, and cost. For example, with respect to equipment support, we ask: Is the material the equipment will capture be used for research? If so, some researchers like to see film. Is it for broadcast? If so, there are more rigorous standards to meet. Is the product a slideshow? Less expensive industrial grade equipment can be used, freeing up higher end equipment.

### 2) Increase Outreach

Planners Collaborative will increase outreach to ARC customers to regularly educate them about the capabilities and enhanced capabilities of the video/multimedia labor resources available to them. We will increase meeting with customers to determine their communication needs and then our staff will propose possible video/multimedia products for meeting these needs. For example, an early product should be to work with appropriate ARC customers to develop one or more related video/multimedia products that showcase the Center's nanotechnology capabilities.

### 3) Reorganize and Increase Staff Capabilities

Planners intends to build on the previous and common video/multimedia production practice of requiring staff to wear many hats. For example, the contract staff will include producers who are able to shoot, edit and run sound if necessary. We will further expand the capabilities of the staff by applying advances in technologies that will substantially increase the staff's capabilities.

The Planners Manager and Group Lead, Jim Taylor, will be the primary interface between the NASA Video/Multimedia Task Manager and the contract staff. He will also focus on identifying customer requirements and new opportunities for helping the group support the communication goals of the Center. While we have removed the full-time animator position from this task, we maintain that animation will be increasingly important in NASA's ability to communicate mission success. A full-time animator is vital on the contract to help NASA explain the many complex scientific initiatives in which it is involved, such as nanotechnology. In the interim, we may be able to provide animation support via the supplemental task on an as-needed basis for the remainder of this contract year.

When the schedule permits, the Video Conference operators will be called upon to provide more video and multimedia support services during the periods of downtime when the videoconference facilities they support are not in use. The VITS positions are:

VITS Operator/Multimedia Assistant Producer  
VITS Operator/Production Assistant

This reduced staffing plan will not allow the Center to move away from practice of going to Video/Multimedia Service Pool Task for temporary staff.

#### 4) Supplement Staff from a Variety of Sources

When the workload is such that it will exceed the availability of existing video and multimedia staff, Planners Collaborative will seek to meet the surge with cross-trained staff from other areas on the contract. For example, we will cross-train contract photography staff to operate video cameras and perform production support tasks. If the demand is such and their schedule permits, we will assign these contract staff to support the video/multimedia group. If their schedules do not permit, we will draw from a pool of vendors.

#### 5) Find New Central Base of Operations for V/M Group within 3 months.

It is essential that ARC find a new central base of operations for the Video/Multimedia group as soon as possible. The operation is currently spread out in different sections of three buildings plus a storage area for excised and damaged equipment. The decentralized nature of the operation greatly affects the efficiency of the group and makes a central scheduling and production operation impossible. An example of the inefficiency this situation causes is that equipment currently cannot be shared through patching in an equipment control room. Usually an editing system can share videotape recorders with other editing systems and audio capabilities can be shared through a central control room. This is not the case now. Furthermore, when the staff is together in one location, then the staff is more cognizant of various on going efforts and can work as a team to meet customer needs.

#### 6) Augment Equipment to Supply Additional Staff

One of the first tasks of the contract staff will be to identify and prepare a budget for ensuring that the additional contract staff have sufficient and appropriate equipment by which to perform their work.

#### 7) Institute Equipment Maintenance Program

A preventative maintenance program needs to be put in place as soon as possible. Currently, more costly outside rentals can be decreased simply by the repair of equipment that is still repairable. We plan to bring an archiving specialist in for a two-week assessment and training program as soon as possible.

We will focus on key procedures specified by the current task order requirements this period (June 15 – Sept. 30, 2004):

#### **1. Production memos**

To achieve successful scheduling of staff, equipment and facilities, Planners will develop and create a production memo system that will ensure an understanding of all parties (Code JIT, Code JIT's customers, Planners staff) as to when and how projects will be done. This system will spell out project milestones and completion dates. It will also reflect what information, facilities and people will be made available by the customer to help meet deadlines.

#### **2. On-site animation services**

Within 30 days of the start of the task, the Planners Group Lead will assess the in-house system for providing animation services. We will initiate discussions with the Task Requester to clarify the requirements and to make the best use of the in-house capability. The assessment will be submitted to the government one month following the start of the task.

#### **3. Customer tours**

Planners Group Lead will review the on-site facilities during a phase-in period and provide a plan to the Task Requester one month following the start of the task for improving the physical appearance of the areas so that Code JIT can conduct customer tours. The plan will include the ability to demonstrate key capabilities at designated workstations and launch the development of a demo CD to provide customers. Note that with the current office moves in Code JI, it may not be possible to complete the plan until the office moves are complete.

#### **4. Equipment Inventory and Tracking System**

It is the nature of video work to take various pieces of equipment out for various purposes, whether for a Video News Release (VNR), a staged video interview set-up, a presentation, coverage for an event, or other purposes that require different types of equipment. It is a challenge to keep track of the equipment, who has it, when it will be returned, and to have it checked back in and ready for use again in a timely manner. It is also a challenge to keep equipment in good repair. Planners will establish an effective tracking system for this purpose. We understand that the system must be adequate to

handle all the different items that must be tracked and yet simple and straightforward enough so that all staff will be able to keep it current without it being cumbersome or burdensome. We understand that at the end of the day, people are tired and it takes extra effort to check things in and put them away. The system should be such that the staff will regard it as helpful to them so that they have what they need when they need it. For that reason, they will be involved in selecting the system.

#### **5. Archive and Master Tape System**

Planners will bring in Rich Gopen, a Sr. Video/Multimedia Producer from its Boston office, for a 2 week period at the outset of the task guide Ames staff in the development of a system for tracking and controlling tapes that are used from the Archive and Master Tape file. An assessment will be made and a plan submitted for consideration by the Task Requester. Once accepted, it will be implemented as soon as possible.

NATIONAL AERONAUTICS AND SPACE ADMINISTRATION  
AMES RESEARCH CENTER  
Moffett Field, CA 94035-1000

TASK ORDER  
Prime Contract No.: NNA04CA76C (BOATS)

Task Order No.: JIT 4

This Task Order is issued in accordance with the task ordering procedure of the contract. This is not an authorization to proceed with the required work. Such authorization must be issued by the approving official.

TITLE: Video/Multimedia Staff Labor

SCHEDULE:

Estimated Beginning Date: June 15, 2004

Estimated Completion Date: September 30, 2004

Labor Category	Est. Hours	Est. Hrs. Monthly	Direct Labor Rate	Total Direct Cost
----------------	------------	-------------------	-------------------	-------------------

Video Multimedia Lead and Senior Producer  
 Assistant Producer/Editor  
 Producer/Camera Operator  
 Live Shot Producer/Camera/Lighting/Archiving

Audio/WARC/Production Assistant  
 Code I Resources:  
 Sr. Producer/Production Coordinator (July 1)  
 Sr. Producer/Editor (July 1)

Total Direct Labor

Overhead

Subcontract Labor Services

Subtotal Labor and Subcontracts

G&A

OTHER DIRECT COSTS

Equipment (1 Camera, Final and Rough Editing Suites)

Travel

Training

Other ODC

Total ODCs (Not to Exceed)

G&A

Flow-through Items

Archivist (2 weeks)

ESTIMATE OF TOTAL DIRECT COST FOR TASK SUPPORT:

B-4

ESTIMATE OF TOTAL COST FOR FEE/PROJECT MANAGEMENT ALLOCATION:

ESTIMATE OF TOTAL COST/FEE FOR TASK SUPPORT:

\$ 207,440

This amount shall not be exceeded without prior approval of the Contracting Officer

Separate Cost of Code I Resources

B-4

CM  
6/4/04

**Task Order JIT 4.0**  
**Video/Multimedia Staff Labor**  
**June 4, 2004**

Planners Collaborative is submitting our **updated** revised Video/Multimedia Labor Task Plan based on our assessment of current requirements and further discussions with the government. This updated plan reflects a further reduction in proposed staffing, which retains the four incumbent staff and adds two positions currently residing in Code I (to be funded by Code I). The revised plan reflects the following:

- broader range of products to meets Center goals and customer requirements
- increased use of the contract (see Code I support below)
- substantially higher customer satisfaction

To achieve these elements, the recommended staff plan includes the following positions.

Video Multimedia Lead and Senior Producer  
Assistant Producer/Editor  
Producer/Camera Operator  
Live Shot Producer/Camera/Lighting/Archiving  
Audio/WARC/Production Assistant  
Sr. Producer/Production Coordinator (Code I funded)  
Sr. Producer/Editor (Code I funded)

This staffing plan reflects a recent tentative agreement with Code I to bring business to Code J by funding the two Sr. Producer positions. It also reflects bringing over incumbent staff (the four Video Producers). This staffing plan ensures the continuity of the Video/Multimedia group and the addition of Code I projects. It is our intention to continue to build the group by attracting more customers based on the excellence of the work and on our customer-service outreach approach.

We expect to retain and continue to attract excellent staff through cross-training opportunities as we move forward, allowing all staff to broaden their skills and grow and develop professionally. The additional benefit to NASA is that we are able to cross-utilize resources on our contract to ensure that all task requirements are met.

Our approach falls into the following categories:

*Labor:*

- 1) Enhance Customer Service
- 2) Increase Outreach
- 3) Reorganize and Increase Staff Capabilities
- 4) Supplement Staff from a Variety of Sources

*Nonlabor:\**

- 5) Find New Central Base of Operations for V/M Group within 3 months
  - 6) Augment Equipment to Supply Additional Staff
  - 7) Institute Equipment Maintenance Program
-

\* While this Task Plan covers labor, we felt it was necessary to include these two major nonlabor recommendations to ensure all the major recommendations are considered in the same context.

### 1) Enhance Customer Service

Planners Collaborative will apply comprehensive customer service procedures, while training and requiring staff to follow them. An example of one of the most important customer service procedures will be the development of Task Plans for each customer request.

*Example Task Plan Development Process:* Who is the customer? What's the final product? Who's going to see it? What are some other end uses? When does the client want it? What's the budget? What else is scheduled? What people and equipment are needed? What do we do if things go wrong?

Tackling these types of questions early on helps glean the answers we put into a clear plan for review by the Video Group Leader and Task Manager. This process helps effectively satisfy our customer's needs with respect to content, quality, schedule, and cost. For example, with respect to equipment support, we ask: Is the material the equipment will capture be used for research? If so, some researchers like to see film. Is it for broadcast? If so, there are more rigorous standards to meet. Is the product a slideshow? Less expensive industrial grade equipment can be used, freeing up higher end equipment.

### 2) Increase Outreach

Planners Collaborative will increase outreach to ARC customers to regularly educate them about the capabilities and enhanced capabilities of the video/multimedia labor resources available to them. We will increase meeting with customers to determine their communication needs and then our staff will propose possible video/multimedia products for meeting these needs. For example, an early product should be to work with appropriate ARC customers to develop one or more related video/multimedia products that showcase the Center's nanotechnology capabilities.

### 3) Reorganize and Increase Staff Capabilities

Planners intends to build on the previous and common video/multimedia production practice of requiring staff to wear many hats. For example, the contract staff will include producers who are able to shoot, edit and run sound if necessary. We will further expand the capabilities of the staff by applying advances in technologies that will substantially increase the staff's capabilities.

The Lead Video Producer will be the primary interface between the NASA Video/Multimedia Task Manager and the contract staff. He will also focus on identifying customer requirements and new opportunities for helping the group support the communication goals of the Center. The pool of producers will enable the group to help meet the requirements of existing customers, help generate additional products for the

Public Affairs Office, and expand that capability of the group to offer new products to ARC customers. One producer will be identified as Production Coordinator to ensure that efficient use of staff time and equipment resources is maximized. The Coordinator will be responsible for controlling and tracking rooms and equipment, oversee the organization of work areas and condition of equipment, and ensure the task of properly labeling and archiving tapes and other media is carried out. While we have removed the full-time animator position from this task, we maintain that animation will be increasingly important in NASA's ability to communicate mission success. A full-time animator is vital on the contract to help NASA explain the many complex scientific initiatives in which it is involved, such as nanotechnology. In the interim, we may be able to provide animation support via the supplemental task on an as-needed basis for the remainder of this contract year.

When the schedule permits, the Video Conference operators will be called upon to provide more video and multimedia support services during the periods of downtime when the videoconference facilities they support are not in use. The VITS positions are:

VITS Operator/Multimedia Assistant Producer  
VITS Operator/Production Assistant

This reduced staffing plan will not allow the Center to move away from practice of going to Video/Multimedia Service Pool Task for temporary staff.

#### 4) Supplement Staff from a Variety of Sources

When the workload is such that it will exceed the availability of existing video and multimedia staff, Planners Collaborative will seek to meet the surge with cross-trained staff from other areas on the contract. For example, we will cross-train contract photography staff to operate video cameras and perform production support tasks. If the demand is such and their schedule permits, we will assign these contract staff to support the video/multimedia group. If their schedules do not permit, we will draw from a pool of vendors.

#### 5) Find New Central Base of Operations for V/M Group within 3 months.

It is essential that ARC find a new central base of operations for the Video/Multimedia group as soon as possible. The operation is currently spread out in different sections of three buildings plus a storage area for excised and damaged equipment. The decentralized nature of the operation greatly affects the efficiency of the group and makes a central scheduling and production operation impossible. An example of the inefficiency this situation causes is that equipment currently cannot be shared through patching in an equipment control room. Usually an editing system can share videotape recorders with other editing systems and audio capabilities can be shared through a central control room. This is not the case now. Furthermore, when the staff is together in one location, then the staff is more cognizant of various on going efforts and can work as team to meet customer needs.



#### 6) Augment Equipment to Supply Additional Staff

One of the first tasks of the contract staff will be to identify and prepare a budget for ensuring that the additional contract staff have sufficient and appropriate equipment by which to perform their work.

#### 7) Institute Equipment Maintenance Program

A preventative maintenance program needs to be put in place as soon as possible. Currently, more costly outside rentals can be decreased simply by the repair of equipment that is still repairable. We plan to bring an archiving specialist in for a two-week assessment and training program as soon as possible.

We will focus on key procedures specified by the current task order requirements this period (June 15 – Sept. 30, 2004):

#### 1. Production memos

To achieve successful scheduling of staff, equipment and facilities, Planners will develop and create a production memo system that will ensure an understanding of all parties (Code JIT, Code JIT's customers, Planners staff) as to when and how projects will be done. This system will spell out project milestones and completion dates. It will also reflect what information, facilities and people will be made available by the customer to help meet deadlines.

#### 2. On-site animation services

Within 30 days of the start of the task, the Planners Group Lead will assess the in-house system for providing animation services. We will initiate discussions with the Task Requester to clarify the requirements and to make the best use of the in-house capability. The assessment will be submitted to the government one month following the start of the task.

#### 3. Customer tours

Planners Group Lead will review the on-site facilities during a phase-in period and provide a plan to the Task Requester one month following the start of the task for improving the physical appearance of the areas so that Code JIT can conduct customer tours. The plan will include the ability to demonstrate key capabilities at designated workstations and launch the development of a demo CD to provide customers.

#### 4. Equipment Inventory and Tracking System

It is the nature of video work to take various pieces of equipment out for various purposes, whether for a Video News Release (VNR), a staged video interview set-up, a presentation, coverage for an event, or other purposes that require different types of equipment. It is a challenge to keep track of the equipment, who has it, when it will be returned, and to have it checked back in and ready for use again in a timely manner. It is also a challenge to keep equipment in good repair. Planners will establish an effective tracking system for this purpose. We understand that the system must be adequate to handle all the different items that must be tracked and yet simple and straightforward enough so that all staff will be able to keep it current without it being cumbersome or

burdensome. We understand that at the end of the day, people are tired and it takes extra effort to check things in and put them away. The system should be such that the staff will regard it as helpful to them so that they have what they need when they need it. For that reason, they will be involved in selecting the system.

#### **5. Archive and Master Tape System**

Planners will bring in Rich Gopen, a Sr. Video/Multimedia Producer from its Boston office, for a 2 week period at the outset of the task guide Ames staff in the development of a system for tracking and controlling tapes that are used from the Archive and Master Tape file. An assessment will be made and a plan submitted for consideration by the Task Requester. Once accepted, it will be implemented as soon as possible.

# CTO REVISION REQUEST

<b>BUSINESS OPERATIONS AND TECHNICAL SERVICES</b>	1. Contractor: NNA04CA76C	8. Contractor Task Order to be Revised Task Order No.: JIT3
3. Submittal Date: March 19, 2005	4. Originator/Telephone No.: Tom Trower, 4-2397	

## PROPOSED REVISION

5. Revised FROM. (Include a clear identification of Section, Task, Subtask, etc., which is being revised, and the reason for the revision):

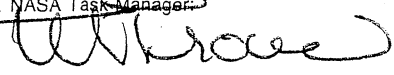



Other Direct Cost funding for Task Order JIT3 is presently \$ B-4 for the FY. B-4

Those funds have been exhausted by the cost of renting a NAC high speed video system while the Center's NAC system was out for repair. The delay in procuring the funding for the repair has created a rental expense which may be as much as B-4

6. Revised TO:

ODC funding for JIT3 should be increased by B-4 a total of B-4

## APPROVAL

7. NASA Task Manager: 	8. Date: 3/19/04	9. CONTR: 	10. Date: 3/22/04
11. Project Manager: 	12. Date: 4-2-04	13. Contracting Officer (Check if Required) <input type="checkbox"/> 	14. Date: 4/29/04

NATIONAL AERONAUTICS AND SPACE ADMINISTRATION  
AMES RESEARCH CENTER  
Moffett Field, CA 94035-1000

TASK ORDER  
Prime Contract No.: NNA04CA76C (BOATS)

Task Order No.: JIT 3 Revision No. 1

This Task Order is issued in accordance with the task ordering procedure of the contract. This is not an authorization to proceed with the required work. Such authorization must be issued by the approving official.

TITLE: Supplemental Service 4/2/2004

PURPOSE: Increase ODCs to B-4

Estimated Beginning Date: January 1, 2004

Estimated Completion Date: September 30, 2004

Labor Category:	Est. Hours	Est. Hrs. Monthly	Direct Labor Rate	Total Direct Cost
-----------------	------------	-------------------	-------------------	-------------------

Photographer (On-Call)

Photographer (On-Call)				
Total Direct Labor			B-4	
Overhead				
Subcontract Labor Services				
Subtotal Labor and Subcontracts				
G&A				
OTHER DIRECT COSTS				
Materials				
Travel				
Training				
Other ODC				
Total ODCs (Not to Exceed)				
G&A				

Flow-through Items

ESTIMATE OF TOTAL DIRECT COST FOR TASK SUPPORT:

B-4

ESTIMATE OF TOTAL COST FOR FEE/PROJECT MANAGEMENT ALLOCATION:

ESTIMATE OF TOTAL COST/FEE FOR TASK SUPPORT:

\$ 42,067

This amount shall not be exceeded without prior approval of the Contracting Officer

*Chw*  
*4/2/04*

# CTO REVISION REQUEST

<b>TECHNICAL AND ADMINISTRATIVE SERVICES</b>	1. Contractor: NNA04CA76C	8. Contractor Task Order to be Revised JIT-2
3. Submittal Date: Aug 24, 2004.	4. Originator/Telephone No.: Tom Trower, 4-2397	

## PROPOSED REVISION

5. Revised FROM (Include a clear identification of Section, Task, Subtask, etc., which is being revised, and the reason for the revision):

JIT-2

Section B, Description of Work

The contractor shall provide support to the Thermo-Physics Facilities Branch, Code ASF, in two main areas: 1) Scientific and technical photography at the Arc Jets, the Vertical Gun Range, and the Horizontal Gun Range; and 2) Operation of a B/W Lab for processing and printing 8x10 sheet film from the Horizontal Gun Range.

Code ASF has requested an increased level of labor support from one FTE to one and one half FTE's. This will make available a full time person to both provide both B/W Lab processing and technical photography in ASF facilities. A half time B/W Lab position will continue.

6. Revised TO:

VIT-2

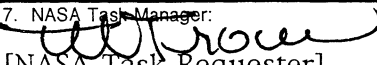



JIT-2

Section B, Description of Work

The contractor shall provide support to the Thermo-Physics Facilities Branch, Code ASF, in two main areas: 1) Scientific and technical photography at the Arc Jets, the Vertical Gun Range, and the Horizontal Gun Range; and 2) Operation of a B/W Lab for processing and printing 8x10 sheet film from the Horizontal Gun Range. This support shall be at the level of one and one half FTE's.

\*

## APPROVAL

7. NASA Task Manager:  [NASA Task Requester]	8. Date: 8/25/04	9. COTR:  [John Adams]	10. Date: 8/25/04
11. Other Signature (Check if Required)  [Contract Project Manager]	12. Date: 8-25-04	13. Other Signature (Check if Required)  [Contracting Officer]	14. Date: 8/25/04

Revised cost estimate attached

NATIONAL AERONAUTICS AND SPACE ADMINISTRATION  
AMES RESEARCH CENTER  
Moffett Field, CA 94035-1000

TASK ORDER  
Prime Contract No.: NNA04CA76C (BOATS)

Task Order No.: JIT 2 Revision 1

25-Aug-04

This Task Order is issued in accordance with the task ordering procedure of the contract. This is not an authorization to proceed with the required work. Such authorization must be issued by the approving official.

TITLE: Code A Support  
PURPOSE: Add 1 FTE for September 2004  
Estimated Beginning Date: January 1, 2004  
Estimated Completion Date: September 30, 2004

Labor Category: Est. Hours Est. Hrs. Monthly Direct Labor Rate Total Direct Cost

Photographer  
Senior Photo Lab Tech  
Photo Lab Tech  
Photo Lab Tech

Total Direct Labor  
Overhead  
Subcontract Labor Services  
Subtotal Labor and Subcontracts  
G&A  
OTHER DIRECT COSTS  
Materials  
Travel  
Training  
Other ODC  
Total ODCs (Not to Exceed)  
G&A  
Flow-through Items

Table area containing a large blue rectangular box, likely representing redacted data or a placeholder for a detailed cost breakdown.

B-4

ESTIMATE OF TOTAL DIRECT COST FOR TASK SUPPORT:

B-4

ESTIMATE OF TOTAL COST FOR FEE/PROJECT MANAGEMENT ALLOCATION:

ESTIMATE OF TOTAL COST/FEE FOR TASK SUPPORT:

\$ 104,784

This amount shall not be exceeded without prior approval of the Contracting Officer

*Handwritten signature and date: CW 8/25/04*

NATIONAL AERONAUTICS AND SPACE ADMINISTRATION  
AMES RESEARCH CENTER  
Moffett Field, CA 94035-1000

TASK ORDER  
Prime Contract No.: NNAO4CA76C (BOATS)

Task Order No.: JIR 1.1

This Task Order is issued in accordance with the task ordering procedure of the contract. This is not an authorization to proceed with the required work. Such authorization must be issued by the approving official.

TITLE: **Reproduction Services**

PURPOSE:

Estimated Beginning Date: **October 1, 2004**

Estimated Completion Date: **September 30, 2005**

Labor Category:

	Est. Hours	Est. Hrs. Monthly	Direct Labor Rate	Total Direct Cost
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Copy Operator  
Binder  
On-call support

			B-4	
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Total Direct Labor  
Overhead  
Subcontract Labor Services  
Subtotal Labor and Subcontracts  
G&A  
OTHER DIRECT COSTS  
Materials  
Travel  
Training  
Other ODC  
Total ODCs (Not to Exceed)  
G&A  
Flow-through Items

			B-4	
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ESTIMATE OF TOTAL DIRECT COST FOR TASK SUPPORT:

B-4

ESTIMATE OF TOTAL COST FOR FEE/PROJECT MANAGEMENT ALLOCATION

ESTIMATE OF TOTAL COST/FEE FOR TASK SUPPORT:

\$ 136,684

This amount shall not be exceeded without prior approval of the Contracting Officer

*CM*  
*9/24/04*

NNA04CA76C

Task Order No.: JIR-1.1

Task Requester: John Adams

Date: 8/27/04

COTR: Nancy L. Johnson, Aet

Date: 9/7/04

Contracting Officer: Carl D. T

Date: 9/13/04

Task Requester Concurrence of Contractor's Task Plan and Contractor's Cost Estimate: John Adams

Date: 9/28/04

COTR Concurrence of Contractor's Task Plan: John Adams

Date: 9/28/04

**CONTRACTOR'S ACCEPTANCE:**

Contractor's Representative: [Signature]

Date: 9-27-04

**AUTHORIZATION:**

Authorized period of performance:

Beginning Date: 10/1/04

Completion Date: 9/30/05

Approval is given for the Contractor to commence work on this Task Order in accordance with the Contractor's Task Plan, except as noted below.

This Task Order is subject to all the terms and conditions of Contract NNA04CA76C. Nothing in this Task Order shall be construed as authorizing performance in excess of funds available on the Contract.

This Task Order is approved for performance.

Approving Official: Carl D. T

Date: 10/8/04

- Distribution:
- Contracting Officer (Original)
- Contractor
- COTR
- Task Requester



Task Order No.: JIR-1.1

Task Description for:

Reproduction Services

Contract NNA04CA76C

Please acknowledge receipt and acceptance of this task order within ten (10) calendar days after receipt (in accordance with NASA FAR Supplement clause 1852.216-80). Work shall not commence prior to approval of the Task Plan by the Contracting Officer.

**A. Period of Performance**

The period of performance for this task is October 1, 2004 through September 30, 2005

**B. Description of Work**

Provide reproduction services as specified in Contract NNA04CA76C, Attachment A1, "Statement of Work", section 4.1.5.

**C. Hours of Work**

The standard work day is eight hours (not including an unpaid lunch period), Monday through Friday, beginning between 6:30 a.m. and 9:00 a.m. and ending between 3:00 p.m. and 5:30 p.m. **Reproduction services shall be available between the hours of 8:00 a.m. – 4:30 p.m. Monday through Friday.**

**D. Government Furnished Equipment**

A listing of government furnished equipment is provided in Section J, Attachment A3, "Government Furnished Equipment", SOW Function 4.1, Equip. Bldg. 241, Equip. Room B7.

**E. Performance Requirements Summary (see attached)**

Performance requirements for the products and services required by this task order are listed in Section J, Attachment A2, "Performance Requirements Summary", section "SOW 4.1.5 Reproduction".

## **Task Plan JIR 1.1**

### **Reproduction services**

Planners Collaborative will provide 2 FTE to support this task.

#### Reproduction

In support of the reproduction activity, it is intended to supply two FTE for reproduction services in support of the Center's program, project, and institutional requirements. The operators will produce paper copies from paper and electronic print master originals. The work they will do includes, but is not limited to, one-/two-sided copying and duplication, on-line electronic publishing, high-speed reprographic production, color copying and printing, engineering drawing reproduction, and bindery operations.

Through efficiency of service there is room for growth of these services to include additional printing services as required in FY05. This will accommodate technical support for the planning, coordinating, scheduling and expediting of printing and miscellaneous duplicating orders for both in-house reproduction services and printing services obtained through the San Francisco Regional Government Printing Office and commercial printers.

The following support will also be included:

1. A preventive maintenance program to ensure that all equipment is functioning within required specifications. And where necessary, place service calls for repairs on the Government furnished equipment maintenance contracts, and follow Center procedures for obtaining visitor passes for outside service technicians when necessary.
2. Record all requisite job tracking and job ticketing information in a computerized database furnished by the Government
3. Maintain at minimum a two-week supply of paper and consumable supplies (e.g. toner, fuser, staple wire) and submit requests for paper and supplies to the COTR at least two weeks prior to depletion of stock.
4. Operators will be able to lift, carry, or otherwise handle printed material, paper stock, and supplies weighing up to 50 lbs.
5. Will follow the procedures as found in the documents which provide policy and procedural guidance relative to the accomplishment of the described functions.

Additional documents will be identified by the COTR as required.

- Government Printing and Binding Regulations; Issued by the Joint
- Committee on Printing (JCP), No. 26, February 1990
- NASA Procedures and Guidelines for Printim, Duplicating, and Copying
- Management; NPG 1490.5A, Effective June 1997
- GPO Agency Procedural Handbook; GPO Publication 305.1, January 1992

Planners' cost estimate includes an estimate for members of our On-Call Team to provide extra support should the workload require it. Extra support would be used with the approval of the NASA Task Requester.

**Task Plan JSL 2.3**  
**Administrative Support Services for Code JS**

Task performance will be managed by the Planners Library and Information Resources Manager, who will be the primary interface with the NASA Task Requester regarding task performance. The Planners Management Team provides guidance and direction to all contract staff in making the NASA vision our mission.

Planners Collaborative will provide one full-time [1 FTE] Administrative Support person with appropriate skills and experience to perform all task requirements in accordance with the performance requirements summary.

The Administrative Support person will provide support for the Logistics and Documentation Services division, including receiving all visitors and telephone calls, maintaining office files, and scheduling meetings using Ames Calendar service. Additional support will be provided for both domestic and international travel, using Travel Manager. The Administrative support person will also maintain and update Division databases and spreadsheets, including tracking of Division SRs.

# CTO REVISION REQUEST

<b>BUSINESS OPERATIONS AND TECHNICAL SERVICES</b>	1. Contractor: Planners Collaborative	8. Contractor Task Order to be Revised Task Order No.: JSO 2.3
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3. Submittal Date: 1/23/07	4. Originator/Telephone No.: John Adams, 4-5828
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## PROPOSED REVISION

5. Revised FROM (Include a clear identification of Section, Task, Subtask, etc., which is being revised, and the reason for the revision):  
Delete "Description of Work", section B of task description for JSO 2.3, Administrative Support and replace with text below.

6. Revised TO:  
This task requires one experienced administrative support personnel to support the Logistics and Documentation Services Division. Activities include telephone and visitor reception, coordination of on-site and off-site meetings and workshops and logistical support for travel to these events, processing travel vouchers using Travel Manager, scheduling meetings using Ames Calendar software, taking meeting minutes, typing official correspondence, office filing, creating and maintaining spreadsheets, preparing presentations using PowerPoint, completion and tracking of JS division Service Requests, maintaining various ARC databases as specified and assist with logistical planning and coordination of official division meetings and events. Other administrative duties as required.

## APPROVAL

7. NASA Task Manager: <i>John Adams</i>	8. Date: 1/23/07	9. COTR: <i>J. Kellogg</i>	10. Date: 1/23/07
11. Project Manager: <i>[Signature]</i>	12. Date: 1-23-07	13. Contracting Officer (Check if Required) <input type="checkbox"/>	14. Date:

NATIONAL AERONAUTICS AND SPACE ADMINISTRATION  
AMES RESEARCH CENTER  
Moffett Field, CA 94035-1000

TASK ORDER  
Prime Contract No.: NNA04CA76C (BOATS)

Task Order No.: JSL 2.3 Revision 1

This Task Order is issued in accordance with the task ordering procedure of the contract. This is not an authorization to proceed with the required work. Such authorization must be issued by the approving official.

TITLE: Administrative Support

PURPOSE: Provide Increased Skill Mix

Estimated Beginning Date: October 1, 2006

Estimated Completion Date: September 30, 2007

Labor Category:	<u>Est. Hours</u>	<u>Est. Hrs. Monthly</u>	<u>Direct Labor Rate</u>	<u>Total Direct Cost</u>
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Administrative Assistant  
10/1/2006-1/31/2007  
Administrative Assistant  
2/1/2007-9/30/2007

Task Management

Total Direct Labor  
Overhead  
Subcontract Labor Services  
Subtotal Labor and Subcontracts

G&A  
OTHER DIRECT COSTS  
Materials  
Travel  
Training  
Other ODC  
Total ODCs (Not to Exceed)  
G&A  
Flow-through Items

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B-4

ESTIMATE OF TOTAL DIRECT COST FOR TASK SUPPORT:

B-4

ESTIMATE OF TOTAL COST FOR FEE/PROJECT MANAGEMENT ALLOCATION:

ESTIMATE OF TOTAL COST/FEE FOR TASK SUPPORT:

\$ 62,458

This amount shall not be exceeded without prior approval of the Contracting Officer

*[Handwritten Signature]*  
1/24/07