

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

TASK ORDER  
Prime Contract No.: NNA04CA76C (BOATS)

Task Order No.: HN 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: **Ames Robotics Education Support**

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 |
|------------|-------------------|-------------------|-------------------|
|------------|-------------------|-------------------|-------------------|

Education Manager  
Systems Engineer  
Systems Engineer  
Computer Science Engin.  
Ed Writer/Reports Spec

|  |  |     |  |
|--|--|-----|--|
|  |  | 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 |  |
|--|--|-----|--|

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:

\$ 627,372

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

*CMW*  
*9/23/05*

Task Requester: Christina O'Hara

Date: 9/1/05

COTR: John Adams

Date: 9/2/05

Contracting Officer: Carlos D. Torrey

Date: 9/6/05

Task Requester Concurrence of Contractor's Task Plan and Contractor's Cost Estimate: Liz Coe

Date: 10/5/05

COTR Concurrence of Contractor's Task Plan: John Adams

Date: 10/11/05

**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 NNA04CA76. 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: Carlos D. Torrey

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

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

Task Order No.: HN 7.2

Task Description for:

Ames Robotics Education Support

Contract NNA04CA76

Please acknowledge receipt and acceptance of this task order within ten (10) calendar days after receipt (in accordance with NASA FAR Supplement clause 18-52.216-80). 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, 2005 through September 30, 2006, unless specifically identified otherwise in this task.

**B. Description of Work**

Background

[Reference: NASA Education Enterprise Strategy]

A key venue for Ames' progress towards achieving NASA's goal to "Inspire and motivate students to pursue careers in science, technology, engineering, and mathematics" is the Robotics Education Project (REP). The requirements set forth in this task are for the operations and management of this facility.

This task provides specific services and end item deliverables that are required for the implementation and successful management of the Robotics Education Project.

REP is a multi-center activity managed by the REP Project Office at the NASA Ames Research Center (ARC), with other activities based in the other NASA Regional Outreach Centers: Goddard Space Flight Center, Glenn Research Center, Goddard Space Flight Center, Jet Propulsion Laboratories, Johnson Space Center, Kennedy Space Center, Langley Research Center, Marshall Space Flight Center, and Stennis Space Center.

REP funds activities that use robotics technologies to foster reform and restructuring in math, science, computing, engineering, and technical education. REP activities fall under the Educational Technology category of NASA's Education Program. The NASA REP Plan for Education flows from the NASA Strategic Plan. This Plan has been developed for FY02 - FY07. The document was created as a measure of collaboration between the NASA Office of Education and the NASA Program for Solar System Exploration.

REP will maximize the delivery and impact of our education programs by engaging our research and contractor communities in the use of state-of-the-art educational robotics technologies, and by developing partnerships with the education community. We seek to help the national education system to meet civilian robotics needs and the broader scientific and technological needs of our nation. Special emphasis will be placed on encouraging historically underrepresented groups to pursue careers in science, mathematics, and engineering.

- REP efforts will be implemented by creating an on-line presence for NASA's missions. Our work will enhance the content knowledge, skills, and experience of teachers, capture the interest of students, and channel that interest into related career paths. Our plan will be achieved through the demonstration of integrated applications of science, mathematics, technology, and related subject matter of interest to the educational community.

In general, elements of this task include:

1. Organization, coordination, and logistical preparation.
2. Preparation for publication of documents such as workshop proceedings and Program plans monthly and quarterly reports.
3. Development of printed and online materials for Project education information, outreach, and advocacy.
4. Establishment and maintenance of on-line systems to collect/disseminate Project information, including program management tools
5. Supporting robotics competitions and robotics education outreach for robotics related field tests.

#### Description of Specific Tasks to be performed

- 1 Administer the various servers that support the Robotics Education Project, such as media servers and web/database servers.
- 2 Provide support for the implementation of an interactive web presence taking advantage of the latest web and database technologies, which includes but is not limited to the Robotics Curriculum Clearinghouse, and NASA's Robotics Education website. Under contract clause 52.227-17 (Rights in Data—Special Works), contractor will transfer copyright ownership of such web content to NASA.
- 3 Provide support for remote field tests using such technologies as satellite and audio/video transfer systems.
- 4 Provide support for webcasting technologies such as Windows Media, Real Media, and quicktime streaming solutions.

- 5 Develop new and innovative ways to involve students in robotics related courses from wherever they may be located via an online portal. Under contract clause 52.227-17, contractor will transfer copyright ownership of such web content to NASA.
- 6 Research and develop new and innovative ways to bring NASA's robotics related content to students across the country, in a way that inspires them to become the next generation of explorers and engineers. Under contract clause 52.227-17, contractor will transfer copyright ownership of such content to NASA.
- 7 Provide monthly statistical data on REP activity (i.e., number of students participating, grade levels, number of educators, downloads , etc.) via database applications and web logs.
- 8 The contractor shall cross-train appropriate personnel in REP operations for backup purposes.

**C. Hours of Work**

The standard workday for REP is eight hours (not including an unpaid lunch period), five days a week as determined by the REP Program Manager. Operational adjustments will be made for employees that have less than full time hours per week.

**D. Government Furnished Equipment**

A listing of government-furnished equipment is provided in Part III, Section J.1, Attachment A3, "Government Furnished Equipment."

*Deliverables*

| Title   | What   | Due                             |
|---|--|---------------------------------|
| Web user stats  | Monthly report of REP activities that occur online or within applications that utilize database driven programs. | First working day of each month |
| Server updates and patches  | Make sure servers are updated and patched securely and all services on servers are running efficiently.          | Seventh day of each month       |
| Implementation of new web based technologies that will bring NASA robotics to the | Develop and implement a web based program that will make curriculum or robotics                                  | As Required                     |

|   |  |                    |
|---|--|--------------------|
| classroom.  | related content easy for students to experience and interact with in an online environment.  |                    |
| Design and implement solutions to be used in remotely located areas of the world to bring NASA robotics content to students around the world. | Design, develop, and implement systems that can be deployed to remotely located places in the world that are capable of transferring data, video, and audio back to server systems here at Ames to be redirected to students around the world. | As Required        |
| Implement NASA Online Robotics Course   | Implement 3 courses for college, high school, and middle school credit   | September 30, 2006 |

## Performance Requirements Summary

| Required Services   | Performance Standards | Acceptable Quality Level  | Performance Measurement   | Estimated Workload                        | Method of Surveillance  |
|---|-----------------------|---|---|---|---|
| Milestone<br>REP-31 Inspire Students through NASA-Sponsored Robotics Competitions |                       | Meets NASA and Ames policies, the new NASA education mission priorities, and primary/ secondary national and/or National science, math, technology and geography education standards. | Services and products are detail, complete, timely, accurate, appropriate, and responsive to task requirements and meet targeted impacts as evidenced through formative and summative evaluation. | Services are required throughout the year | Frequent communication and reports to Government.<br>Government review and feedback on progress, products, and results in terms of Task Order requirements. |

| Required Services  | Performance Standards | Acceptable Quality Level  | Performance Measurement   | Estimated Workload                        | Method of Surveillance  |
|--|-----------------------|---|---|---|---|
| REP-32 Produce Formal and Informal Online course based on NASA Robotics missions and Endorsed by Academic Institutions |                       | Meets NASA and Ames policies, the new NASA education mission priorities, and primary/ secondary national and/or National science, math, technology and geography education standards. | Services and products are detail, complete, timely, accurate, appropriate, and responsive to task requirements and meet targeted impacts as evidenced through formative and summative evaluation. | Services are required throughout the year | Frequent communication and reports to Government.<br>Government review and feedback on progress, products, and results in terms of Task Order requirements. |

| Required Services  | Performance Standards | Acceptable Quality Level  | Performance Measurement   | Estimated Workload                        | Method of Surveillance   |
|--|-----------------------|---|---|---|--|
| REP-33<br>Dissemination and Advocacy of NASA REP to the Public and under represented Communities |                       | Meets NASA and Ames policies, the new NASA education mission priorities, and primary/ secondary national and/or National science, math, technology and geography education standards. | Services and products are detail, complete, timely, accurate, appropriate, and responsive to task requirements and meet targeted impacts as evidenced through formative and summative evaluation. | Services are required throughout the year | Frequent communication and reports to Government. Government review and feedback on progress, products, and results in terms of Task Order requirements. |

| Required Services | Performance Standards | Acceptable Quality Level  | Performance Measurement   | Estimated Workload                        | Method of Surveillance   |
|-------------------|-----------------------|---|---|---|--|
| REP-34            |                       | Meets NASA and Ames policies, the new NASA education mission priorities, and primary/ secondary national and/or National science, math, technology and geography education standards. | Services and products are detail, complete, timely, accurate, appropriate, and responsive to task requirements and meet targeted impacts as evidenced through formative and summative evaluation. | Services are required throughout the year | Frequent communication and reports to Government. Government review and feedback on progress, products, and results in terms of Task Order requirements. |

| Required | Performance | Acceptable | Performance | Estimated | Method |
|----------|-------------|------------|-------------|-----------|--------|
|----------|-------------|------------|-------------|-----------|--------|



| Services   | Standards             | Quality Level   | Measurement   | Workload                                  | of Surveillance  |
|--|-----------------------|---|---|---|--|
| REP-32 Design and Implement the Robotics Curriculum Clearinghouse (RCC) for the purpose of Nationwide Dissemination of Robotics Curriculum to support Formal Education | Performance Standards | Meets NASA and Ames policies, the new NASA education mission priorities, and primary/ secondary national and/or National science, math, technology and geography education standards. | Services and products are detail, complete, timely, accurate, appropriate, and responsive to task requirements and meet targeted impacts as evidenced through formative and summative evaluation. | Services are required throughout the year | Frequent communication and reports to Government. Government review and feedback on progress, products, and results in terms of Task Order requirements. |
| Required Services  | Performance Standards | Acceptable Quality Level  | Performance Measurement   | Estimated Workload                        | Method of Surveillance   |

REP-35 Develop,  
Sustain and  
Strengthen Federal,  
Industrial and  
Academic  
Collaborations and  
Partnerships

Meets NASA and  
Ames policies, the  
new NASA  
education mission  
priorities, and  
primary/ secondary  
national and/or  
National science,  
math, technology and  
geography education  
standards.

Services and products  
are detail, complete,  
timely, accurate,  
appropriate, and  
responsive to task  
requirements and meet  
targeted impacts as  
evidenced through  
formative and  
summative evaluation.

Services are required  
throughout the year

Frequent  
communication and  
reports to  
Government.  
Government review  
and feedback on  
progress, products,  
and results in terms  
of Task Order  
requirements.

## **Task Plan HN 7.2**

### **Ames Robotics Education Support (NASA Robotics Alliance Project)**

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

Planners will provide three staff members to work closely as a team to fully execute the operations and management aspects of the NASA Robotics Alliance Project. Emphasis will be placed on cross training, especially in the technical area to ensure all positions can be backed up and all activities and events are successful.

Planners has a growing network of contacts in the underrepresented community and will share these contact with the Robotics team to support their goal of increasing the numbers of underrepresented groups participating in Robotics Programs. This spirit of supporting each other across Education task orders to meet the goal of motivating students to pursue careers in Science, Math, Engineering and technology will continue throughout this contract.

Planners Collaborative will support all other tasks as requested and outlined in the task order with the demonstrated attention to quality and creativity that the customer expects and has been recipient of in the past.

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

TASK ORDER  
Prime Contract No.: NNA04CA76C (BOATS)

Task Order No.: HN 7.1

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: Ames Robotics Education Support

PURPOSE:

Estimated Beginning Date: October 1, 2004

Estimated Completion Date: September 30, 2005

Labor Category:

Systems Engineer  
Systems Engineer  
Computer Science Engineer  
Team NASA Volunteer Mgr

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

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

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:

\$ 431,575

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

OK  
9/24/04

Task Requester: Christina Oquinn Date: 9/7/04

COTR: Nancy L Johnson, Act Date: 9/7/04

Contracting Officer: Carla D. Z Date: 9/13/04

Task Requester Concurrence of Contractor's Task Plan and Contractor's Cost Estimate: Christina O'Hein Date: 10/4/04

COTR Concurrence of Contractor's Task Plan: Jim Adams Date: 10/6/04

**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 NNA04CA76. 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: 10/8/04

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

Task Order No.: HN-7.1

Task Description for:

Ames Robotics Education Support

Contract NNA04CA76

Please acknowledge receipt and acceptance of this task order within ten (10) calendar days after receipt (in accordance with NASA FAR Supplement clause 18-52.216-80). 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, 2004 through September 30, 2005, unless specifically identified otherwise in this task.

**B. Description of Work**

Background

[Reference: NASA Education Enterprise Strategy]

A key venue for Ames' progress towards achieving NASA's goal to "Inspire and motivate students to pursue careers in science, technology, engineering, and mathematics" is the Robotics Education Project (REP). The requirements set forth in this task are for the operations and management of this facility.

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REP funds activities that use robotics technologies to foster reform and restructuring in math, science, computing, engineering, and technical education. REP activities fall under the Educational Technology category of NASA's Education Program. The NASA REP Plan for Education flows from the NASA Strategic Plan. This Plan has been developed for FY02 - FY07. The document was created as a measure of collaboration between the NASA Office of Education and the NASA Program for Solar System Exploration.

REP will maximize the delivery and impact of our education programs by engaging our research and contractor communities in the use of state-of-the-art educational robotics technologies, and by developing partnerships with the education community. We seek to help the national education system to meet civilian robotics needs and the broader scientific and technological needs of our nation. Special emphasis will be placed on encouraging historically underrepresented groups to pursue careers in science, mathematics, and engineering.

- REP efforts will be implemented by creating an on-line presence for NASA's missions. Our work will enhance the content knowledge, skills, and experience of teachers, capture the interest of students, and channel that interest into related career paths. Our plan will be achieved through the demonstration of integrated applications of science, mathematics, technology, and related subject matter of interest to the educational community.

In general, elements of this task include:

1. Organization, coordination, and logistical preparation.
2. Preparation for publication of documents such as workshop proceedings and Program plans monthly and quarterly reports.
3. Development of printed and online materials for Project education information, outreach, and advocacy.
4. Establishment and maintenance of on-line systems to collect/disseminate Project information, including program management tools
5. Supporting robotics competitions and robotics education outreach for robotics related field tests.

#### Description of Specific Tasks to be performed

- 1 Administer the various servers that support the Robotics Education Project, such as media servers and web/database servers.
- 2 Provide support for the implementation of an interactive web presence taking advantage of the latest web and database technologies, which includes but is not limited to the Robotics Curriculum Clearinghouse, and NASA's Robotics Education website. Under contract clause 52.227-17 (Rights in Data— Special Works), contractor will transfer copyright ownership of such web content to NASA.
- 3 Provide support for remote field tests using such technologies as satellite and audio/video transfer systems.
- 4 Provide support for webcasting technologies such as Windows Media, Real Media, and quicktime streaming solutions.

- 5 Develop new and innovative ways to involve students in robotics related courses from wherever they may be located via an online portal. Under contract clause 52.227-17, contractor will transfer copyright ownership of such web content to NASA.
- 6 Research and develop new and innovative ways to bring NASA's robotics related content to students across the country, in a way that inspires them to become the next generation of explorers and engineers. Under contract clause 52.227-17, contractor will transfer copyright ownership of such content to NASA.
- 7 Provide monthly statistical data on REP activity (i.e., number of students participating, grade levels, number of educators, downloads , etc.) via database applications and web logs.
- 8 The contractor shall cross-train appropriate personnel in REP operations for backup purposes.

**C. Hours of Work**

The standard workday for REP is eight hours (not including an unpaid lunch period), five days a week as determined by the REP Program Manager. Operational adjustments will be made for employees that have less than full time hours per week.

**D. Government Furnished Equipment**

A listing of government-furnished equipment is provided in Part III, Section J.1, Attachment A3, "Government Furnished Equipment."

*Deliverables*

| Title   | What   | Due                             |
|---|--|---------------------------------|
| Web user stats  | Monthly report of REP activities that occur online or within applications that utilize database driven programs. | First working day of each month |
| Server updates and patches  | Make sure servers are updated and patched securely and all services on servers are running efficiently.          | Seventh day of each month       |
| Implementation of new web based technologies that will bring NASA robotics to the | Develop and implement a web based program that will make curriculum or robotics                                  | As Required                     |



|   |  |                    |
|---|--|--------------------|
| classroom.  | related content easy for students to experience and interact with in an online environment.  |                    |
| Design and implement solutions to be used in remotely located areas of the world to bring NASA robotics content to students around the world. | Design, develop, and implement systems that can be deployed to remotely located places in the world that are capable of transferring data, video, and audio back to server systems here at Ames to be redirected to students around the world. | As Required        |
| Implement NASA Online Robotics Course   | Implement 3 courses for college, high school, and middle school credit   | September 30, 2005 |

## Performance Requirements Summary

| Required Services        | Performance Standards | Acceptable Quality Level  | Performance Measurement   | Estimated Workload                        | Method of Surveillance   |
|--------------------------|-----------------------|---|---|---|--|
| Operation of REP support |                       | Meets NASA and Ames policies, the new NASA education mission priorities, and primary/ secondary national and/or National science, math, technology and geography education standards. | Services and products are detail, complete, timely, accurate, appropriate, and responsive to task requirements and meet targeted impacts as evidenced through formative and summative evaluation. | Services are required throughout the year | Frequent communication and reports to Government. Government review and feedback on progress, products, and results in terms of Task Order requirements. |

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

TASK ORDER  
Prime Contract No.: NNA04CA76C (BOATS)

Task Order No.: HN 6.2

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: Educational Tech & Instr. Products

SCHEDULE:

Estimated Beginning Date: October 1, 2005

Estimated Completion Date: September 30, 2006

| Labor Category: | Est.<br>Hours | Est.<br>Hrs. Monthly | Direct Labor<br>Rate | Total<br>Direct Cost |
|-----------------|---------------|----------------------|----------------------|----------------------|
|-----------------|---------------|----------------------|----------------------|----------------------|

- Education Manager
- Ed Content Writer & Res
- TechDir/R&D/Quest
- Senior Web Event Coord.
- AETT Lead/Senior Prog.
- Senior Graphic Artist/Med
- Graphic Artist/Animator
- Art Director
- AETT MM & Tech
- Product Evaluation Coord.
- On-call

|     |  |  |  |  |
|-----|--|--|--|--|
| 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

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:

\$ 1,340,047

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

*CM*  
9/23/05

NNA04CA76C

Task Order No.:HN6.2

Task Requester: Christina O'Sullivan

Date: 9/1/05

COTR: John Adams

Date: 9/2/05

Contracting Officer: Carl D. Z

Date: 9/6/05

Task Requester Concurrence of Contractor's Task Plan and Contractor's Cost Estimate: Ly Coe

Date: 10/5/05

COTR Concurrence of Contractor's Task Plan: John Adams

Date: 10/11/05

**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: Carl D. Z

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

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

Task Order No.: HN6.2

Task Description for :

Educational Technology and Instructional Products

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, 2005 through November 1, 2005, unless specifically identified otherwise in this task.

**B. Description of Work**

[Reference: NASA Education Enterprise Strategy]

- 1 NASA's educational goals are to inspire and motivate students to pursue careers in science, technology, engineering and mathematics and to engage the public in shaping and sharing the experience of exploration and discovery. The primary focus of the NASA Ames Educational Technology Team (AETT) is upon Outcome 13.4, which is to "Develop and deploy technology applications, products, services, and infrastructure that would enhance the educational process for formal and informal education." Other AETT outcomes of focus are on Outcome 13.1 Elementary and Secondary Education, Outcome 13.5 Informal Education and Outcome 13.3 Minority Education. All AETT products are aligned with these outcomes and the Annual Performance Goals associated with these outcomes. These products are also aligned with the Exemplary Program Criteria: Quality/Feasibility, Resource/Utilization, Content, Customer-Focused, Pipeline, Diversity, Evaluation and Partnerships/Sustainability. Finally, these products are aligned to support agency initiatives including the NASA portal, NASA Explorer Schools and Educator Astronaut Program.
- 2 NASA Ames is a recognized leader in the development of Education Technology products and the delivery of quality education programs via interactive multimedia and the Internet to the classroom.
- 3 The NASA Ames Educational Technology Team (AETT) produces interactive, educational Web-based products and events for nationwide release to educators and students. These educational products will be based on NASA content and data from the four NASA Mission Directorates and Ames' specific missions. These products will be on CD-ROM and/or the Internet, will employ high levels of interactivity and will be developed using fundamental principles of instructional design, research-proven instructional methods and project management. These products will also focus on

strategies that have shown to be effective in evaluations of AETT past products. These include development of short, highly interactive, engaging multimedia modules that emphasize problem solving and open-ended design; integration of NASA Quest challenges, classroom activities, audio and professional development into products, an emphasis on high quality, realistic video and graphics, and a focus on NASA experts working in the field. These products will integrate new technologies such as immersive graphics, 3-D graphics, stereo audio, telepresence, multi-user collaborative environments and educational role-playing simulations. In addition, Ames' Education will be working with internal and external partners in the development and dissemination of these products.

- 4 In order to achieve these goals, Ames Education will require the Contractor to provide a highly skilled core team of educational multimedia, Web and R&D developers with a diverse range of skills and dedication to the goals of Ames Education who can provide leadership and guidance to students, teachers and sub-contractors to develop several products in parallel. In order to ramp up quickly to the wide variety of projects and to be able to easily support multiple projects, the Government requires the Contractor to provide a team with a broad scope of skills. Thus, the Contractor shall provide candidates with skills in multiple areas (such as graphics, Web development, programming, writing and project management). The Contractor shall provide staff that meet or exceed the requirements in this task order and that work together as an integrated team weaving together the capabilities and benefits of R&D, webcasts and chats and multimedia. The estimated number of FTE to fulfill the requirements of this task order is nine and one half with additional subcontractor support as needed.
- 5 This core educational technology development group will work with the Government to further define resource requirements to effectively accomplish the goals set forth in this task order. The Government may provide additional resources to support Contractor staff. The additional resources may include, but are not necessarily limited to student support (e.g., Foothill/DeAnza, SHARP, USRP, GSRP, Education Associates, graduate students enrolled in programs at local universities and others), teacher support (IISME, San Jose State, UC, and other higher education collaborations), and support through collaborations with non-profits, industry, and NASA assets.
- 6 In addition to producing multimedia interactive educational software, an extension of this task is for the Contractor to provide support for various funding proposals, workshops and presentations to educators, administrators, students, NASA stakeholders and other interests groups as requested by the Government.

#### Description of Specific Tasks to be performed

- Provide project and process management for educational multimedia development. Communicate all schedule changes as soon as they are known.. Communicate problems to Government when problem first occurs and ask for Government intervention when NASA processes hold up deliverables. Communicate impacts of unanticipated requirements on deliverable schedules and plans for dealing with these impacts. Anticipate and communicate to the Government the need for additional resources such as subcontractors.

- Provide guidance and oversight as required for design, development, and formative evaluation of educational multimedia products, Web events and curriculum.
- Develop educational technology curriculum supplements relating to educational technology products (CD-ROMS, Web challenges, and multimedia). Create classroom materials for teachers and students relating to individual multimedia project topics and in accordance with the National Science, Math, Geography and Technology standards. Additionally, contractor shall incorporate Government-provided instructional design guidelines and research-based instructional methods. Under contract clause 52.227-17 (Rights in Data—Special Works), contractor will transfer copyright ownership of such educational, product, materials and Web content to NASA.
- Maintain, correct and update educational technology products and print materials as required. This includes the implementation of meta tags, ADA compliancy or other such requirements. Provide support of integration of selected AETT Web sites into the portal. Under contract clause 52.227-17, contractor will transfer copyright ownership of such updated content to NASA.
- Integrate new technologies and new capabilities into multimedia products.
- Create online valid evaluation instruments with guidelines previously provided by the Collaborative for Higher Education and collect data in databases for AETT products. Maintain these databases for the duration of the designated evaluation period and provide all collected data in report format to the Government.
- Provide NASA management with statistical data through monthly updates of programs for government concurrence prior to entering evaluation data into EDCATS (NASA's computer-aided tracking system). Prepare regular and special reports as needed.
- The contractor shall work with the Government to draft educational technology proposals for on-going and new projects.
- Provide training and support of educational technology products to trainers, as requested by the Government. Support trainings and briefings for AESP and NES as required – all relevant projects.
- 
- Guide and mentor students/teachers as required by the Government.
- Support education internal briefings: Ames management, stakeholder (funders and potential funders of Education Office Projects), partner/collaborator briefings as required by the Government.
- Support outreach efforts to increase visibility of AETT products through the following types of activities:
  - Commence an AETT Ambassador program to arm a large number of geographically dispersed volunteers with training to give presentations and to disseminate AETT product information widely.

- Implement AETT marketing plan to increase product classroom penetration.
  - Posting products and events on AETT, educator, museum and home school listservs, as required by the Government.
  - Working with the government and Public Affairs Office to produce press releases, as required by the Government.
  - Producing demos or workshops for Educator Resource Center Network, Aerospace Education Specialist Program and NASA Explorer Schools to take back to teachers, as required by the Government or to be used in presentations.
  - Presenting AETT products at major conferences or public activities.. Priority should be given to opportunities to provide hands-on experience and training, as required by the Government
  - Supporting content development for brochures, marketing material, and presentations as required by the Government.
  - Integrating NASA Quest Web events into appropriate Ames Educational Technology Team products.
  - Seeking opportunities to publicize NASA Quest events through other NASA entities such as the NASA portal or NASA TV and, with the concurrence of the Government, implement the marketing of Quest through these venues.
  - Submitting Government-approved papers, articles or applications for publishing or for awards. (NOTE: all NASA-related papers, articles, proposals, applications, press releases, products or anything intended for public release must first be approved by the Government.)
- Support partnerships with other NASA groups (such as Langley's video production groups, Classroom of the Future, Distance Learning Network, and Glen Research Center), industry, science centers and other external partners to attract new audiences, agency visibility and support.

Provide technical support to partners and new users of AETT products, as required. Reply to product specific email inquiries, as required.



## Deliverables

|   |   |  |
|---|---|--|
| <p>Evaluation, Project Management and Reporting</p> | <p>Provide and keep current the following:</p> <ol style="list-style-type: none"> <li>1. Gantt Charts</li> <li>2. Estimated tasks and duration</li> <li>3. Track and update Key Performance Indicator charts for Web sites and Web events (Key Performance Indicators include: unique IPs and page views to Web sites and Web events, length of time users stay on sites, and listserv registration numbers.) Government will provide guidance on the format of these charts.</li> <li>4. Reports on each live event that includes event statistics (unique IPs) and a description of all problems)</li> <li>5. Provide regular discussions with the Government to keep Government apprised of all project progress/changes and to obtain Government concurrence prior to presenting or discussing with stakeholders (e.g. Government periodic reviews, participation in project meetings.)</li> <li>6. Prepare monthly report for NLT and submit once Government has concurred on the report being submitted.</li> <li>7. Prepare regular and special reports on products and programs.</li> <li>8. Assist in the writing of other proposals.</li> <li>9. Complete Weekly Activity Reports for all products. (What report is this?)</li> <li>10. Complete monthly reports of all significant events: Quest, workshops, conference</li> </ol> | <ol style="list-style-type: none"> <li>1. by end of month</li> <li>2. As required by Government</li> <li>3. Updated monthly</li> <li>4. Within 5 days of the event</li> <li>5. As required.</li> <li>6. Due on October 24, 2005</li> <li>7. As needed</li> <li>8. As required</li> <li>9. Due each week by Tuesday at noon.</li> <li>10. Due the last Friday of each month.</li> </ol> |
|---|---|--|

|                   |   |  |
|-------------------|---|--|
|                   | <p>presentations, etc.</p> <p>11. Support professional development workshops with teachers and trainers of teachers including the NASA Higher Education Collaborative Teacher Institute, NASA Astrobiology Institute, NASA Explorer Schools, ERCN and AESP.</p> <p>12. Update and maintain a list of teachers in underrepresented communities to follow up with these teachers for involvement in evaluations and to see how many are using AETT products effectively.</p> <p>13. Provide link to EDCATS feedback forms on each Web site and product.</p> <p>14. Complete product inventories for new products in EDCATS.</p> | <p>11. As required.</p> <p>12. Update and maintain as required.</p> <p>13. Due on product release.</p> <p>14. As required.</p> |
| General Marketing | <p>1. Apply for multimedia awards for Astro-Venture, Future Flight Design and other AETT products.</p>  | <p>1. Based on due dates of awards.</p>  |

**Virtual Skies**

|   |  |             |
|---|--|-------------|
| Prepare/update executive and marketing presentations (PowerPoint charts, etc.)  |  | As required |
| Maintain and curate the site.   |  | On-going    |
| Collect and report activity on Virtual Skies in the form of number of page views and unique IPs and time spent on the site. |  | Monthly     |

**Robin Whirlybird**

|  |  |             |
|--|--|-------------|
| Prepare/update executive and marketing presentations (PowerPoint charts, etc.) |  | As required |
| Maintain and curate the site.  |  | On-going    |

|   |         |
|---|---------|
| Collect and report Web site activity in the form of number of page views and unique IPs and time spent on the site. | Monthly |
|---|---------|

### Astro-Venture

|                                |  |                    |
|--------------------------------|--|--------------------|
| General                        | Prepare/update executive and marketing presentations (PowerPoint charts, etc.)   | As required        |
|                                | Maintain and curate the site.  | On-going           |
|                                | Collect and track Web site activity in the form of number of page views and unique IPs and time spent on the site from NAI.  | Monthly            |
|                                | Begin widely marketing Astro-Venture Web site and CD-ROM through marketing plan, conference presentations and workshops.   | On-Going           |
|                                | Support NES with technical support.  | As required        |
|                                | Support partners with professional development of AV.  | As required        |
| Design a Planet/VPL<br>Webcast | Post final webcast page with webcast info, pre-activity, links to resources and to scientist bios. Include link from AV home page to this event.   | October 5, 2005    |
|                                | Publicize webcast widely on teacher listservs  | October 1-14, 2005 |
|                                | Develop webcast script and gather all needed graphics  | October 21, 2005   |
|                                | Rehearse and test technology (webcasting scientists at geographically dispersed locations)   | Prior to webcast   |
|                                | Prepare for webcast in early November.   |                    |
| Career Fact Sheets             | Complete final VPL fact sheets and included in DAP lesson and career section of AV. Provide links to these fact sheets from the Quest DAP webcast page.  | October 21, 2005   |
| CD-ROM                         | Begin working on a text-only, ADA compliant version of DAP and revisions to Astronomy modules to match the other multimedia modules. Also, begin working on revisions to multimedia modules to have closed-captioned audio with the option of turning the audio off and on the |                    |

|                              |   |  |
|------------------------------|---|--|
|                              | mission modules to be printable in sections.  |  |
|                              | Begin working on an Astro-Venture CD-ROM cover.   |  |
| NAI Professional Development | Begin conducting needs assessment of participants to learn: about their specific missions and how they relate to Astro-Venture; what they hope to gain from AV workshops; and dates and times that would work best for them for one face-to-face workshop (ideally timed with another meeting such as NSTA between February and April) and two video conferences (one in May or June and one in July-Sept). |  |

#### Future Flight Design

|         |   |             |
|---------|---|-------------|
| General | Prepare/update executive and marketing presentations (PowerPoint charts, etc.)                                      | As required |
|         | Maintain and curate the site.   | On-going    |
|         | Collect and report Web site activity in the form of number of page views and unique IPs and time spent on the site. | Monthly     |

#### Airspace Systems Education Cohort

|                        |  |                  |
|------------------------|--|------------------|
| Support for '05 cohort | Prepare and begin to implement a support plan for the '05 cohort that includes regular contact with cohort and engagement of their participation in '06 cohort recruitment | October 31, 2005 |
| '06 Cohort             | Prepare recruitment plan for '06 cohort  | October 31, 2005 |

#### Smart Skies

|                          |   |          |
|--------------------------|---|----------|
| Professional Development | Plan for "Fly By Math" workshops  | On-going |
| Evaluation               | Begin planning for pilot of prototype and national pilot test for "LineUp with Math" and associated | On-going |

|          |   |          |
|----------|---|----------|
|          | simulator   |          |
|          | Begin planning for pilot of prototype of systems and operations materials for Sector 33 | On-going |
|          | Begin planning for pilot test of Sector 33 with/by local partner                        | On-going |
| Web site | Maintain and update the site as new content is completed.                               | On-going |

### What's the Difference

|         |  |                  |
|---------|--|------------------|
| General | Prepare/update executive and marketing presentations (PowerPoint charts, etc.) | As required      |
|         | Support portalization of WTD   | As required      |
|         | Identify specific deliverables/schedule to be completed in FY 2006             | October 31, 2006 |
|         | Complete FY 2006 deliverables/schedule as agreed upon with NLT program office. | As required.     |

### NASA Quest

|          |   |   |
|----------|---|---|
|          | Prepare/update executive and marketing presentations (PowerPoint charts, etc.)  | As required                                     |
| Web site | Maintain and curate the site. This includes regular updates on Web challenge information and new AETT products.   | On-going  |
|          | Collect and report Web site activity in the form of number of page views and unique IPs and time spent on the site.   | Monthly   |
|          | Ensure compliance of all event pages and Web events with Section 508 (American Disabilities Act), COPPA and other federal requirements including the moderation of all chats to ensure that no postings of personally identifying information is posted and provision of a live text transcript of each new event and as part of the archive. | Archived transcripts due within 1 week of event |

|            |   |  |
|------------|---|--|
|            | Support integration of NASA Quest into the NASA portal.   | As Needed                                  |
|            | Conduct quality assurance of new pages to the site that includes editing of spelling and grammar, review of content for scientific accuracy and appropriate level and substance for target audience (K-12 students) and testing of links and pages in Internet Explorer and Netscape Navigator on PC and Macintosh platforms. Extensive Web site revisions or new features (such as database-driven surveys) should be in concurrence with the Government, tested and revised according to agreed upon revisions with the Government before it is made available to the public. | prior to posting                           |
| Web events | Cross-train Quest and other Planner's staff in webcast production procedures in the event that core staff are unavailable to cover an event. Maintain operation documentation of Web event procedures. All events should be archived and posted and should be entered into the searchable archive database.   | On-going                                   |
|            | Create or update biographies of featured subject matter experts and enter in the searchable biography database  | Within 1 week of live event                |
|            |   | At least 1 week prior to their live event. |

**Mars Airplane**

|         |  |             |
|---------|--|-------------|
| General | Prepare/update executive and marketing presentations (PowerPoint charts, etc.) | As required |
|         | Maintain and curate the site.  | On-going    |

|                       |  |                                      |
|-----------------------|--|--------------------------------------|
|                       | Collect and report Web site activity in the form of number of page views and unique IPs and time spent on the site.                  | Monthly                              |
| Web Challenge         | Test design challenge and complete description of overview and challenge parameters.<br>Complete layout of Mars Airplane PBL lesson  | October 31, 2005<br>October 31, 2005 |
| Planetarium resources | Begin design architecture to house all resources<br>Contribute to beginning of instructional design blueprint of planetarium movies. |                                      |

Here Today Gone to Mars

|            |  |                              |
|------------|--|------------------------------|
| Web Events | Prepare for and produce one live webcast from the Lassen research site                           | October 31, 2005             |
| Website    | Prepare for and produce one webchat<br>Maintain and update the site as new content is completed. | October 31, 2005<br>On-going |

Mars Hi-Rise

Support planning/design of 2006 deliverables, as required.

ESMD Projects

Support planning/design of 2006 deliverables, as required.

**Airspace Systems Operational Concepts (Operation OUTTA HERE!)**

|             |   |                  |
|-------------|---|------------------|
| Design      | Begin integration of narrative movie into Website                 | On-going         |
| Development | Revise lessons developed by IISME teacher and prepare for release | October 31, 2005 |
| Evaluation  | Begin user test   |                  |

**C. Hours of Work**

The standard workday is eight hours, Monday through Friday, 8:00a.m. – 4:30 p.m. with any required operational adjustments for special events or workshops. Specific duty times and days are flexible based on the operational needs of each program.

**D. Government Furnished Equipment**

A listing of government-furnished equipment is provided in Part III, Section J.1, Attachment A3, “Government Furnished Equipment.”

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



## Performance Requirements Summary

| Required Services  | Performance Standards   | Estimated Workload                               | Method of Surveillance  |
|--|---|--|---|
| <p>Educational Technology Products and Services: Provide support in all areas of project management, research, design, development, evaluation, dissemination and maintenance of interactive, media-rich, standards-based educational technology products and services, which integrate cutting-edge technologies.</p> <p>Products and services include but are not limited to: CD-ROMs, Web sites, interactive Web challenges, webcasts and chats, question and answer services, database mechanisms, system administration, and integration of new technologies.</p> | <p>Meets all administrative and technical requirements including: NASA and Ames policies, the NASA education mission priorities, criteria for exemplary products, national and/or California science, math, technology and geography education standards, Government-provided guidelines, research-based instructional methods outlined by organizations such as AAAS Project 2061, NSTA, NCTM, ITEA and ISTE, student/teacher/underrepresented population needs evidenced by evaluation.</p> | <p>Services are required throughout the year</p> | <p>Frequent communication and reports to Government.</p> <p>Government review and feedback on progress, products, and results in terms of Task Order requirements.</p> <p>Monthly project management reports and meetings.</p> <p>Formative and summative evaluation results.</p> |
| <p>Meets all quality requirements including: grammatical and scientific accuracy, Q.A. testing and revisions on all major browsers, Mac and PC platforms and typical Internet connectivity, user testing with target audience, meets evaluation targeted impacts.</p> <p>Meets all schedule milestones, or meet s unplanned requirements and 90% of milestones with minimal delays and agreement of schedule changes and adjustments with Government prior to missed milestones.</p>   | <p>Meets all quality requirements including: grammatical and scientific accuracy, Q.A. testing and revisions on all major browsers, Mac and PC platforms and typical Internet connectivity, user testing with target audience, meets evaluation targeted impacts.</p> <p>Meets all schedule milestones, or meet s unplanned requirements and 90% of milestones with minimal delays and agreement of schedule changes and adjustments with Government prior to missed milestones.</p>          |  |   |
| <p>Fully responsive to contract requirements with some deficiencies that do not affect</p>   |   |  |   |

## Performance Requirements Summary

overall performance.

Increase the number of participants in NASA Quest events, and number of listserv registration numbers.

Maintain or increase the number of teachers reached through workshops and professional development.

Participation from at least 25 classrooms in each NASA Quest challenge.

Increase in listserv registration numbers by 500.

Services are required throughout the year

Posting of Quest challenge participation after each event.  
Tracking of AETT listserv registrations and workshop numbers.

Government review and feedback on progress, products, and results in terms of Task Order requirements.

**Task Plan HN 6.2**  
**Education Technology and Instructional Products**

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

Planners Collaborative will provide an experienced, highly skilled team of 9.6 FTEs representing educational multimedia, Web and R&D development, research, art direction, and project management to support this task. Each staff member has a diverse range of knowledge in the areas of science, technology or project management. The team leads and Education Development Manager will meet with the NASA Ames Educational Technology Team Lead on a regular basis to provide a complete review of program progress.

It is understood that this task is for the month of October only and not all aspects of this task order are meant to be completed or addressed during this time frame.

Planners Collaborative will support tasks as requested and outlined in the task order with the demonstrated attention to quality and creativity that the customer expects and has been recipient of in the past.

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

TASK ORDER  
Prime Contract No.: NNA04CA76C (BOATS)

Task Order No.: HN 6.2 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: Educational Tech & Instr. Products

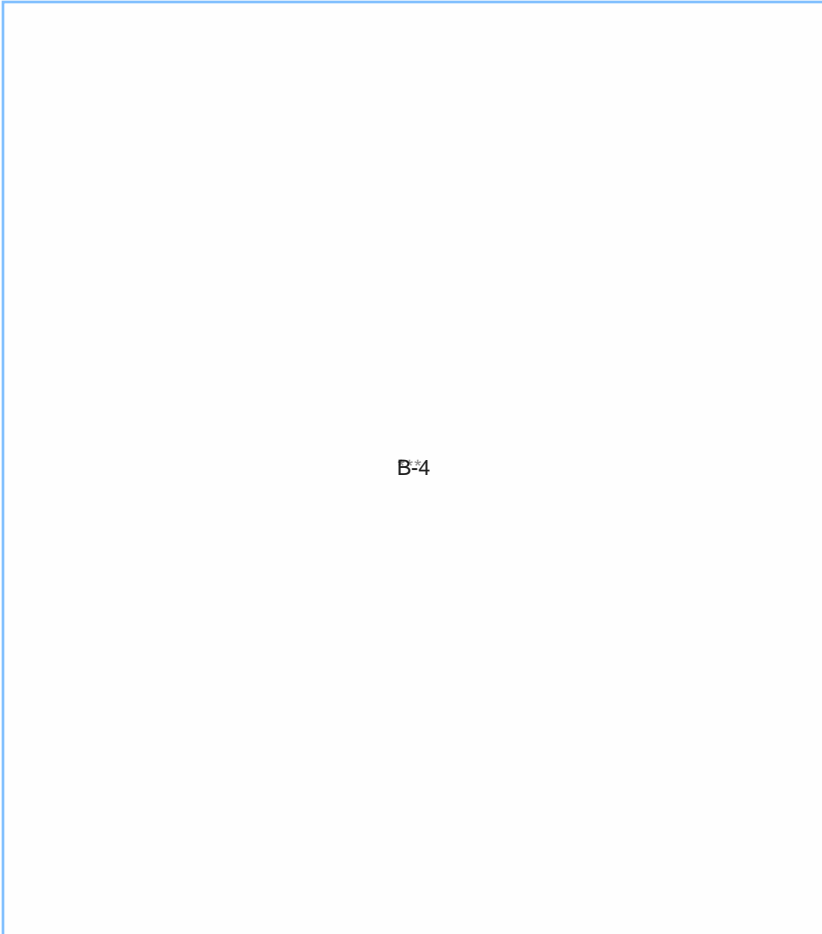
PURPOSE: Add additional ODCs per CTO Revision

Estimated Beginning Date: October 1, 2005

Estimated Completion Date: September 30, 2006

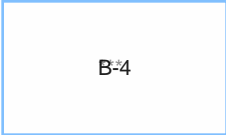
Labor Category:

- Education Manager
- Ed Content Writer & Res
- TechDir/R&D/Quest
- Senior Web Event Coord.
- AETT Lead/Senior Prog.
- Senior Graphic Artist/Med
- Graphic Artist/Animator
- Art Director
- AETT MM & Tech
- Product Evaluation Coord.
- On-call



- 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

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:

\$ 1,413,043

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

*OK*  
*9/21/06*

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

TASK ORDER  
Prime Contract No.: NNA04CA76C (BOATS)

Task Order No.: HN 6.1

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: Educational Tech & Instr. Products

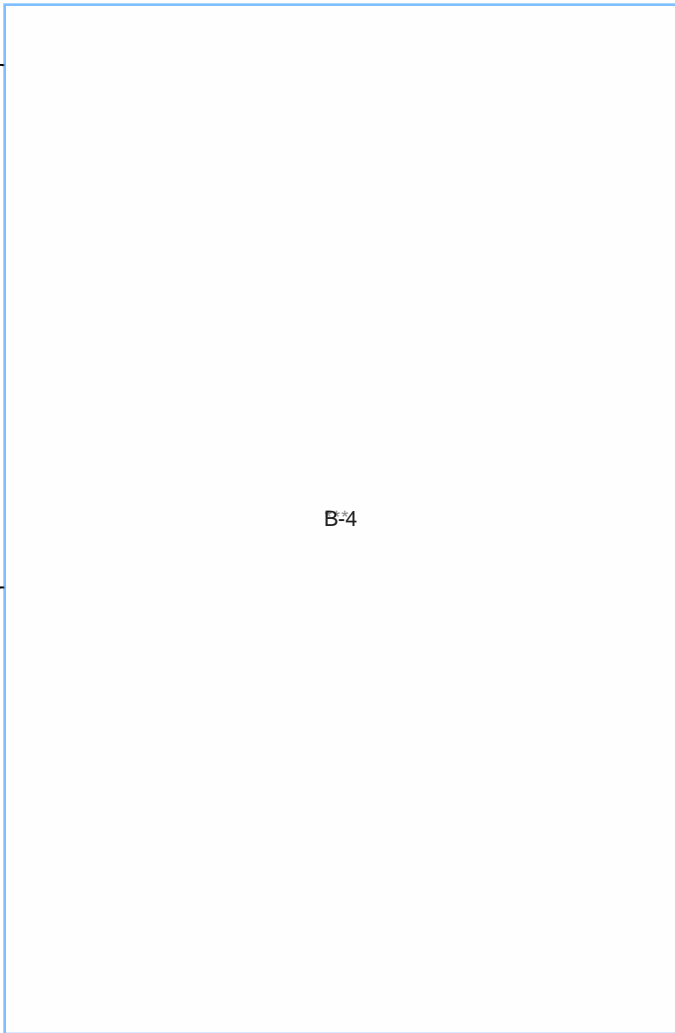
SCHEDULE:

Estimated Beginning Date: October 1, 2004

Estimated Completion Date: September 30, 2005

Labor Category:

Educational Content Writer & Researcher  
Technical Lead AETT/Sr.Multimedia  
Programmer/AETT Co-Leader  
Sr. Educator, Curriculum Writer & AETT  
Co-Leader  
Web Technician & Associate Programmer  
Graphic Artist/Animator  
Technical Director R&D/AETT Co-Leader  
AETT Multimedia & Technical Support  
Sr. Graphic Artist & Media Specialist  
Art Director/Marketing Lead  
Product Evaluation Coordinator  
Senior Web Event Coordinator  
Team NASA Volunteer Mgr



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

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:

\$ 1,426,839

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

CA  
9/24/04

NNA04CA76C

Task Order No.:HN-6.1

Task Requester: Christina Oguinn

Date: 9/1/04

COTR: Nancy L. Johnson Alt

Date: 9/1/04

Contracting Officer: Carl D. Z

Date: 9/13/04

Task Requester Concurrence  
of Contractor's Task Plan and  
Contractor's Cost Estimate: Christina O'Hein

Date: 10/4/04

COTR Concurrence of  
Contractor's Task Plan: John Adams

Date: 10/6/04

**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. Z

Date: 10/8/04

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

Task Order No.: HN-6.1

Task Description for :

Educational Technology and Instructional Products

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, 2004 through September 30, 2004, unless specifically identified otherwise in this task.

**B. Description of Work**

[Reference: NASA Education Enterprise Strategy]

- 1 NASA's educational goals are to inspire and motivate students to pursue careers in science, technology, engineering and mathematics and to engage the public in shaping and sharing the experience of exploration and discovery. The primary focus of the NASA Ames Educational Technology Team (AETT) is upon Strategic Objective 6.4 which states that "By 2010, develop and fully implement the infrastructure of e-education as a learning support system for NASA's elementary/secondary, higher education and informal objectives." Other AETT objectives of focus are on Objective 6.1 Elementary and Secondary participation and Objective 6.3 Underrepresented and Underserved participation. All AETT products are aligned with the outcomes of these objectives and the Annual Performance Goals associated with these outcomes. These products are also aligned with the Education Program Operating Principles: Content, Customer-Focused, Pipeline, Diversity, Evaluation and Partnerships/Sustainability. Finally, these products are aligned to support agency initiatives including the eNASA portal, NASA Explorer Schools and Educator Astronaut Program.
- 2 NASA Ames is a recognized leader in the development of Education Technology products and the delivery of quality education programs via interactive multimedia and the Internet to the classroom.
- 3 The NASA Ames Educational Technology Team (AETT) produces interactive educational Web-based products and events for nationwide release to educators and students. These educational products will be based on NASA content and data from the four NASA Mission Directorates and Ames' specific missions. These products will be on CD-ROM and/or the Internet, will employ high levels of interactivity and will be developed using fundamental principles of instructional design, research-proven instructional methods and project management. These products will also focus on strategies that have shown to be effective in evaluations of AETT past products. These include development of short, highly interactive, engaging multimedia modules that emphasize problem solving and open-ended design; integration of NASA Quest challenges, classroom activities, audio and professional development into all products, an emphasis on high quality, realistic video and graphics, and a focus on NASA experts working in the field. These products will integrate new technologies such as immersive graphics, 3-D graphics, stereo audio, telepresence, multi-user collaborative environments and educational role-playing simulations. In addition,

Ames' Education will be working with internal and external partners in the development and dissemination of these products.

4 In order to achieve these goals, Ames Education will require the Contractor to provide a highly skilled core team of educational multimedia, Web and R&D developers with a diverse range of skills and dedication to the goals of Ames Education who can provide leadership and guidance to students, teachers and sub-contractors to develop several products in parallel. In order to ramp up quickly to the wide variety of projects and to be able to easily support multiple projects, the Government requires the Contractor to provide a team with a broad scope of skills. Thus, the Contractor shall provide candidates with skills in multiple areas (such as graphics, Web development, programming, writing and project management). The Contractor shall provide staff that meet or exceed the requirements in this task order and that work together as an integrated team weaving together the capabilities and benefits of R&D, webcasts and chats and multimedia. The estimated number of FTE to fulfill the requirements of this task order is eleven.

5 The Government requires the Contractor to provide individuals that meet or exceed the following skills and experience:

#### **Project Management**

- Exceptional interpersonal communication, and organizational skills with attention to detail.
- Exceptional ability to analyze, plan, make decisions and respond to change.
- Demonstrated training and experience in project management methods including scheduling and resource planning of multiple projects on schedule and to specifications.
- Demonstrated ability to create plans that make most efficient use of resources and accommodate unscheduled requirements such as presentations or proposal writing.
- Demonstrated ability to employ project management tools and methods to efficiently manage multiple projects, meet all project milestones, effectively modify plans to changes, mitigate risks and to effectively communicate impacts and progress to the Government.
- Demonstrated ability to accurately estimate hours required to complete tasks using PERT calculations.
- Demonstrated experience with project management software to create and track Work Breakdown Structures, Gantt Charts, Network Diagrams and resource leveling.
- Positive attitude and team approach, with a focus on providing excellent customer service

#### **Instructional Design/Curriculum Development/Educational Content Writing/Researching/Teacher Professional Development**

- Exceptional interpersonal communication and organizational skills. A demonstrated ability to clearly and professionally communicate with subject matter experts, partners, stakeholders and team members.
- A teaching credential, Bachelor's or Master's degree in education or equivalent.
- A minimum of 3 years science, math and technology teaching experience of underserved and underrepresented populations in grades 5-12.
- A demonstrated comfort with technology and understanding of the capabilities of technology and with the use of technology in instruction.
- Demonstrated Proficiency with Microsoft Office.
- A demonstrated ability to quickly grasp scientific and technical concepts and to communicate them succinctly and clearly at a level that is developmentally appropriate to the target grade level through exceptional writing skills.
- A demonstrated ability to research and analyze scientific and technical information and to interview Subject Matter Experts and capture specialized knowledge.
- Demonstrated proficiency at breaking down content and writing clearly and concisely, at a level that is developmentally appropriate for a K-12 audience.



- Demonstrated experience developing interactive, media-rich multimedia products that teach and provide feedback on the learning of an educational objective.
- Demonstrated understanding of research-based instructional methods, state and national education standards.
- Demonstrated training and experience developing standards-based products and curriculum that use constructivist, student-centered instructional methods such as 2061 instructional strategies, scientific inquiry investigations, conceptual learning and problem-based learning.
- Knowledge and experience working with under-represented populations and demonstrated experience of effective product design for these populations.
- Demonstrated experience of delivering products covering the complete instructional design and development process, including formative and summative evaluation on time and to specifications.
- Experience and demonstrated aptitude at delivering hands-on professional development for teachers of a wide variety of backgrounds and teaching audiences.

### **Multimedia Programming/Web Development /Research and Development**

- A degree in Computer Science, Information Systems, Multimedia or related field with an emphasis on the development of computer and Web-based applications or equivalent training and experience.
- A minimum of 2 years of mid to senior level programming and demonstrated expertise in writing computer code to enhance the functionality and performance of multimedia applications in Macromedia Director, Flash and mark-up languages using such languages as Lingo, Action Script, Java, PERL, XML and VRML.
- Demonstrated expertise in developing multimedia software that is media rich, integrates high levels of interactivity and that is functional on Macintosh and PC platforms, Netscape and Explorer browsers.
- Demonstrated knowledge of streaming and compression for developing Web-based products.
- Solid HTML, JavaScript, CSS/web authoring skills including ADA and COPPA compliance.
- Experience with creating and maintaining a logical, efficient Web site architecture.
- A demonstrated solid understanding and interest in educational technology, emerging technologies and current educational technology products and the unique educational capabilities and constraints of each.
- Demonstrated aptitude at and interest in maintaining proficiency with new capabilities of Director, Shockwave, Flash, telepresence technologies and emerging technologies and their integration into multimedia and Web-based products.
- A demonstrated ability to maintain proficiency with the latest trends in educational technology and in the capabilities of 3-D graphics, web streaming, virtual reality, and PDA applications for the integration into all AETT products and events.
- Mid to senior level webcasting and technology development and demonstrated expertise in Web and multimedia programming.
- Demonstrated knowledge of streaming and compression for developing Web-based products.
- A demonstrated proficiency with high-end software development in Director and Flash using Lingo and Action Script.
- A demonstrated knowledge of common graphics programs including Adobe Photoshop and demonstrated knowledge of the integration of vector-based graphics and 3-D graphics into Web products.
- Experience developing engaging museum or science center exhibits
- A familiarity with the K-12 target audience and appropriate design for this audience and a familiarity with current games, educational technology products and trends in emerging technologies for this audience.

### **Graphics/Media/Page Layout/Marketing**

- A.S. Degree or B.S. Degree in Graphic Design, Multimedia Technology, Film, Art or related field or equivalent training and experience.
- Demonstrated expertise in interactive multimedia development experience including high-end graphics, interface design, character animations, digital audio and video recording and editing, 3-D graphics, streaming and compression using Flash and Director.
- A demonstrated expertise with advanced Adobe Photoshop techniques.
- Demonstrated experience developing Web-based products and expertise in developing graphics and media using Web colors and optimized streaming techniques.
- A demonstrated expertise with advanced Flash, Adobe Premiere, 3-D graphics programs such as Poser, Softimage, Lightwave, Bryce and After Effects.
- A demonstrated expertise with digital video and audio development, editing, compression and streaming and integration of various media.
- A demonstrated proficiency with Dreamweaver, Fireworks, some HTML, JavaScript and Flash ActionScript in basic multimedia and Web page development especially for Web page template creation and design.
- Demonstrated experience in lay-out of print, presentation, and Web-based content that demonstrates proficiency with graphic, typography and layout design theory and that is visually pleasing and easy to read.
- Demonstrated artistic and creative ability that is appropriate and appealing to the target audience.
- A demonstrated proficiency with creating original graphics, scanning and editing graphics in common graphics and layout programs including Adobe Photoshop, Illustrator, Flash, Pagemaker and PowerPoint.
- A familiarity with the K-12 students and teachers as a target audience and appropriate design for this audience and a familiarity with current games, educational technology products and trends in emerging technologies for this audience.

### **Web Event Production**

- Exceptional interpersonal communication skills. A demonstrated ability to clearly and professionally communicate with educators, students, subject matter experts, partners, stakeholders and team members.
- Exceptional time management and organizational skills
- Excellent problem-solving skills and attention to detail
- Highly efficient and capable of making quick decisions and managing multiple tasks.
- Must have some experience in the following areas:
  - Webcast production: scheduling, coordination, storyboarding, scripting, prop development, orientation of participants, Web interface set up, archiving and reporting statistics.
  - Videography or cinematography, lighting, and sound engineering
  - Streaming media: experience with audio/video and software requirements as they apply to in-studio and pre/post production of webcasts; experience with Polycom systems, RF feeds, ISDN feeds and other webcasting technologies
  - Chat software use: creating chat rooms, moderating chats, training subject matter experts on how to use chat software.
  - Experience in Flash, Shockwave, Real Media, Windows Media, QuickTime integration into Webcasts and Web sites.
- Demonstrated ability to quickly grasp scientific and technical concepts and to communicate them succinctly and clearly at an age appropriate level through exceptional writing and communication skills.
- A familiarity with the K-12 target audience and appropriate content design for this audience.
- A demonstrated understanding of K-12 science, math and technology education standards .

- 6 The Government will provide additional guidance on skill sets required to meet the needs of this task. This core educational technology development group will work with the Government to further define resource requirements to effectively accomplish the goals set forth in this task order. The Government may provide additional resources to support Contractor staff. The additional resources may include, but are not necessarily limited to student support (e.g., Foothill/DeAnza, SHARP, USRP, GSRP, Education Associates, graduate students enrolled in programs at local universities and others), teacher support (IISME, San Jose State, UC, and other higher education collaborations), and support through collaborations with non-profits, industry, and NASA assets.
- 7 In addition to producing multimedia interactive educational software, an extension of this task is for the Contractor to provide support for various funding proposals, workshops and presentations to educators, administrators, students, NASA stakeholders and other interests groups as requested by the Government.

#### Description of Specific Tasks to be performed

- Provide project and process management for educational multimedia development.
- Provide guidance and oversight as required for design, development, and formative evaluation of educational multimedia products, Web events and curriculum.
- Develop educational technology curriculum supplements relating to educational technology products (CD-ROMS and Web sites). Create classroom materials for teachers and students relating to individual multimedia project topics and in accordance with the National Science, Math, Geography and Technology standards. Additionally, contractor shall incorporate Government-provided instructional design guidelines and research-based instructional methods. Under contract clause 52.227-17 (Rights in Data—Special Works), contractor will transfer copyright ownership of such educational, product, materials and web content to NASA.
- Maintain, correct and update educational technology products and print materials as required. This includes the implementation of meta tags, ADA compliancy or other such requirements. Provide support of integration of all sites into the portal including participation of designated Web site curators to be trained in the Content Management System. Under contract clause 52.227-17, contractor will transfer copyright ownership of such updated content to NASA.
- Integrate new technologies and new capabilities into multimedia products.
- Create online valid evaluation instruments with guidance from the Collaborative for Higher Education and collect data in databases for AETT products. Maintain these databases for the duration of the designated evaluation period and provide all collected data in report format to the Government.
- Provide NASA management with statistical data through monthly updates of programs for government concurrence prior to entering evaluation data into NEEIS (NASA's computer-aided tracking system). Prepare regular and special reports as needed.
- The contractor shall work with the Government to draft educational technology proposals for on-going and new projects.
- Provide training and support of educational technology products to trainers, as requested by the Government. Support trainings and briefings for AESP and NES as required – all relevant projects.
- Support of this task can be in conjunction with other educational tasks on the contract.

- Support ERC workshops, as required by the Government, for training of educators on use of multimedia and/or web-based products and. Workshop support may also be required, though limited for non-Ames products and services.
- Guide and mentor students/teachers as required by the Government.
- Support education special events (external): e.g., Centennial of Flight, Airshows as directed by the Government.
- Support education internal briefings: Ames management, stakeholder (funders and potential funders of Education Office Projects), partner/collaborator briefings as required by the Government.
- Support outreach efforts to increase visibility of AETT products through the following types of activities:
  - Posting products and events on AETT, educator, museum and home school listservs, as required by the Government.
  - Working with the government and Public Affairs Office to produce press releases, as required by the Government.
  - Producing demos or workshops for Educator Resource Center Network, Aerospace Education Specialist Program and NASA Explorer Schools to take back to teachers, as required by the Government or to be used in presentations.
  - Presenting AETT products at major conferences or public activities such as National Science Teacher's Association, National Education Computing Conference, Computer Using Educators, California Science Teacher's Association, International Technology Education Association, Ames Education events and other educational meetings. Priority should be given to opportunities to provide hands-on experience and training, as required by the Government
  - Supporting content development for brochures, marketing material, and presentations as required by the Government.
  - Integrating NASA Quest Web events into all Ames Educational Technology Team products.
  - Seeking opportunities to publicize NASA Quest events through other NASA entities such as the NASA portal or NASA TV and, with the concurrence of the Government, implement the marketing of Quest through these venues.
  - Submitting Government-approved papers, articles or applications for publishing or for awards. (NOTE: all NASA-related papers, articles, proposals, applications, press releases, products or anything intended for public release must first be approved by the Government.)
- Support partnerships with other NASA groups (such as Langley's video production groups, Classroom of the Future, Distance Learning Network, and Marshall Spaceflight Center), industry, science centers and other external partners to attract new audiences, agency visibility and support.
- \* Provide technical support to partners and new users of AETT products, as required. Reply to product specific email inquiries, as required.

### **Deliverables**

|  |   |  |
|--|---|--|
| Evaluation, Project Management and Reporting | Provide and keep current the following: <ol style="list-style-type: none"> <li>1. Gantt charts</li> <li>2. Estimated tasks and duration</li> <li>3. Create contingency plans for events and key milestones.</li> <li>4. Track and update Key Performance Indicator</li> </ol> | <ol style="list-style-type: none"> <li>1. Updated monthly</li> <li>2. As required by Govern</li> <li>3. Quarterly</li> <li>4. Updated monthly</li> </ol> |
|--|---|--|

## Deliverables

|  |   |  |
|--|---|--|
| Evaluation, Project Management and Reporting | <p>Provide and keep current the following:</p> <ol style="list-style-type: none"><li>1. Gantt charts</li><li>2. Estimated tasks and duration</li><li>3. Create contingency plans for events and key milestones.</li><li>4. Track and update Key Performance Indicator charts for Web sites and Web events (Key Performance Indicators include: unique IPs and page views to Web sites and Web events, length of time users stay on sites, and listserv registration numbers.) Government will provide guidance on the format of these charts.</li><li>5. Reports on each live event that includes event statistics (unique IPs) and a description of all problems especially as they relate to working with video production and ground station services)</li><li>6. Provide regular discussions with the Government to keep Government apprised of all project progress/changes and to obtain Government concurrence prior to presenting or discussing with stakeholders (e.g. Government periodic reviews, participation in project meetings.)</li><li>7. Complete and submit status reports for each product in NEEIS once Government has concurred on the data being submitted.</li><li>8. Complete and submit status reports for AECC in NEEIS once Government has concurred on the data being submitted.</li><li>9. Complete and submit status reports for LTP in NEEIS once Government has concurred on the data being submitted.</li><li>10. Prepare Quarterly Reports for LTP and submit once Government has concurred on the report</li></ol> | <ol style="list-style-type: none"><li>1. Updated monthly</li><li>2. As required by Government</li><li>3. Quarterly</li><li>4. Updated monthly</li><li>5. Within one week of the event</li><li>6. As required</li><li>7. As needed</li><li>8. Due on the 10<sup>th</sup> day of the last month of each quarter)</li><li>9. quarterly and year-end</li><li>10. quarterly</li></ol> |
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|                   | <p>being submitted.</p> <ol style="list-style-type: none"> <li>11. Prepare regular and special reports on products and programs.</li> <li>12. Assist in the writing of other proposals.</li> <li>13. Work with the NASA Higher Education Collaborative to improve current AETT evaluation plan by integrating their recommendations into current evaluation process.</li> <li>14. Support professional development workshops with teachers and trainers of teachers including the NASA Higher Education Collaborative Teacher Institute, NASA Astrobiology Institute, NASA Explorer Schools, ERCN and AESP.</li> <li>15. Update and maintain a listserv of teachers in underrepresented communities to follow up with these teachers for involvement in evaluations and to see how many are using AETT products effectively.</li> <li>16. Meta tag Web sites with NASA portal tags.</li> <li>17. Provide link to NEEIS feedback forms on each Web site</li> <li>18. Enter monthly Web usage data in NEEIS forms for each product.</li> </ol> | <ol style="list-style-type: none"> <li>11. As needed</li> <li>12. As required</li> <li>13. Begin Integration in October, 2004</li> <li>14. As required.</li> <li>15. Update and maintain as required.</li> <li>16. As required.</li> <li>17. Due January 31, 2005</li> <li>18. Monthly.</li> </ol> |
| General Marketing | <ol style="list-style-type: none"> <li>1. Develop a brochure of all AETT products for external distribution.</li> <li>2. Develop and carry out a marketing plan that results in increased Web usage of all products.</li> <li>3. Apply for multimedia awards for Astro-Venture, Future Flight Design and other AETT products.</li> </ol>   | <ol style="list-style-type: none"> <li>1. Due October 31, 2004</li> <li>2. Marketing plan due November 5, 2004 ;</li> <li>3. Plan implementation- on-going. Based on due dates of awards.</li> </ol>   |

**Virtual Skies**

|  |             |
|--|-------------|
| Prepare/update executive and marketing presentations (PowerPoint charts, etc.)   | As required |
| Maintain and curate the site.  | On-going    |
| Collect and report activity on Virtual Skies in the form of number of page views | Monthly     |

|   |                        |
|---|------------------------|
| and unique IPs and time spent on the site.                    |                        |
| Update sidebar articles with current research.                | Due September 30, 2005 |
| Make multimedia components available in downloadable version. | October 22, 2004       |
| Support integration of Virtual Skies to the NASA portal.      | As Needed              |

### Robin Whirlybird

|   |                  |
|---|------------------|
| Prepare/update executive and marketing presentations (PowerPoint charts, etc.)                                      | As required      |
| Maintain and curate the site.   | On-going         |
| Collect and report Web site activity in the form of number of page views and unique IPs and time spent on the site. | Monthly          |
| Make multimedia components available in downloadable version.   | October 22, 2004 |
| Support integration of Robin Whirlybird to the NASA portal.   | As Needed        |

### Astro-Venture

|                 |   |                    |
|-----------------|---|--------------------|
| General         | Prepare/update executive and marketing presentations (PowerPoint charts, etc.)  | As required        |
|                 | Maintain and curate the site.   | On-going           |
|                 | Collect and report Web site activity in the form of number of page views and unique IPs and time spent on the site.   | Monthly            |
|                 | Make multimedia components available in downloadable version.   | September 30, 2004 |
|                 | Support integration of AV into the NASA portal.   | As Needed          |
| Design a Planet | Complete instructional design blueprint and storyboard of Design a Planet module that is a simulation-based activity that draws upon all requirements in the Training modules. Include VPL role models. | November 15 2004   |
|                 | Revise storyboard based on scientific review  | December 15, 2004  |
|                 | Develop a text-based functional prototype using algorithms provided by experts.   | January 31, 2005   |
|                 | Conduct extensive testing with experts to assure that simulation-outcomes are accurate.   | March 15, 2005     |
|                 | Develop graphic-based prototype and send to Origins for testing.  | Due May 31, 2005   |

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|  | Complete agreed upon revisions based on user test/review, ADA compliancy and release   | September 15, 2005  |
| Geology Mission                        | Complete text-based Geology Web pages on careers, instruments and related NASA missions  | November 22, 2004   |
|  | Conduct scientific review  | December 31, 2004   |
|  | Complete agreed upon revisions based on review ADA compliancy and release  | February 18, 2005   |
| Biology Mission                        | Complete text-based Biology Web pages on careers, instruments and related NASA missions  | June 30, 2005   |
|  | Conduct scientific review  | July 31, 2005   |
|  | Complete agreed upon revisions based on review ADA compliancy and release  | September 30, 2005  |
| CD-ROM                                 | Create CD-ROM version of AV modules including retrofits of existing modules based on evaluation feedback (audio, text, printing in the middle) | September 30, 2005  |
| Educator Guides and Career Fact Sheets | Complete AV Design a Planet Lesson   | Draft due June 20, 2005<br>Obtain scientific/grammatical review July 11, 2005<br>Complete revisions July 25, 2005<br>Complete page layout August 31, 2005<br>May 13, 2005   |
|  | Complete drafts of Virtual Planet Laboratory Career Fact Sheets  |   |
|  | Revise Educator Guides based on Evaluation feedback and OSS feedback   | Revise Astronomy Guide July 8, 2005<br>Complete Page Layout revisions of Astronomy Guide September 15, 2005<br>Revise Atmosphere Guide July 29, 2005<br>Complete Page Layout revisions of Atmosphere Guide September 15, 2005<br>Revise Geology Guide August 19, 2005 |



|                  |  |  |
|------------------|--|--|
|                  |  | Complete Page Layout revisions of Geology Guide September 15, 2005<br>Revise Biology Guide August 19, 2005<br>Complete Page Layout revisions of Biology Guide September 15, 2005 |
| Partnerships     | Support NES with technical support.<br>Support partners with professional development of AV.<br>Complete video clip of VPL research that can stand alone and be integrated into AV.  | As required<br>As required<br>February 28, 2005  |
| Improvement Plan | Integrate NASA Higher Education Collaborative evaluation recommendations in all user tests and other AV evaluations.<br>Review literature on effective methods used with girls and other underrepresented audience (provided by Government).<br>Design plan for alignment of AV with these methods.<br>Internally review AV against the criteria for exemplary products, identify weaknesses and design a plan for improvements. | On-Going<br>Due March 31, 2005<br>Due December 31, 2004  |

### Future Flight Design

|                  |  |   |
|------------------|--|---|
| General          | Prepare/update executive and marketing presentations (PowerPoint charts, etc.)<br>Maintain and curate the site.  | As required<br>On-going   |
|                  | Collect and report Web site activity in the form of number of page views and unique IPs and time spent on the site.<br>Make multimedia components available in downloadable version.<br>Support integration of FFD into the NASA portal. | Monthly<br>April 15, 2005<br>As Needed                                |
| AEE modification | Create modified FFD activity for the AEE that includes: an English version and Spanish version,  | Complete activity and launch in AEE and on Web site February 11, 2005 |

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|-----------------------------------|---|--|
|                                   | modified intro movie, intro screen and is Section 508 compliant.  |  |
|                                   | Complete a user guide for docents and rewrite AEE manuals.  | February 11, 2005  |
| Summative Evaluation Pilot Test   | Conduct a nation-wide pilot test of the two FFD problems and associated educator guides with a minimum of 8 teachers testing each unit and a minimum of 4 teachers representing each targeted grade level (total of 16 teachers/classes). Test with a minimum of 50% of underserved/ underrepresented populations. Complete an evaluation report that includes: teacher reaction, student reaction, student learning, STEM attitudes and recommendations for revisions. Integrate NASA Collaborative for Higher Education recommendations for evaluation improvements into this evaluation. | Final report due May 31, 2005  |
| Poster/brochure                   | Develop a poster/brochure publicizing the FFD Web site and activities in the same format as other AETT product poster/brochures. Print and send out to all stakeholders.  | Complete poster by October 31, 2004<br>Print and mail out by January 15, 2005  |
| Airspace Systems Education Cohort | Coordinate and train 15 master teachers nation-wide in Airspace Systems education products including: Future Flight Design, Smart Skies, Robin Whirlybird and Virtual Skies and provide on-going support to teachers as they train other teachers.<br>To meet Criteria Improvement Plan requirements, develop teacher train-the-trainer and workshop materials on FFD.  | Recruit and select teachers by April 15, 2005<br>Coordinate workshop logistics and preliminary schedule by July 21, 2005<br>Complete workshop by August 15, 2005<br><br>Due March, 2005. |
| NASA Quest Challenge              | Produce a NASA Quest Challenge that is based on FFD and the PBL process and is in collaboration with Glenn Research Center and Langley Research Center. This challenge should involve scientist interaction with students in which students are given feedback on proposed solutions and questions. This challenge  | December 15, 2004 (or as agreed upon with Airspace Systems)  |

|                  |   |                       |
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|                  | should also include a minimum of two identical live, interactive webcasts with scientists scheduled at times that most registered classes or individuals can participate based on feedback of registered participants. Feature underrepresented populations whenever possible and include parent or guardian involvement and conduct an evaluation of this event. |                       |
| Improvement Plan | Contact NES leads at each center to alert them to the launch of FFD and how it aligns with NES identified needs.  | Due October 31, 2004  |
|                  | Review literature on effective methods used with girls and other underrepresented audience (provided by Government). Design plan for alignment of FFD with these methods.   | Due March 31, 2005    |
|                  | Internally review FFD against the criteria for exemplary products, identify weaknesses and design a plan for improvements.  | Due December 31, 2004 |
|                  | Seek and support opportunities to conduct trainings at ERCN, AESP and NES meetings.   | On-going              |
|                  | Seek and support commercialization opportunities.   | On-going              |

### Smart Skies

|                            |  |   |
|----------------------------|--|---|
| Intro Print Material Video | Work with Airspace Systems and video production group to develop Intro Video for print materials including any graphics that might be needed   | Due December 31, 2004   |
| Immersive Simulation       | Conduct user test of immersive simulation with three classes, and work with the video production group to collect video footage of these tests.<br>Conduct pilot test of immersive simulation with one or two ATC chapters. Create instruments, work with Airspace Systems to recruit/select 50 participants, set up Web site/database. Conduct pilot, analyze data and complete report. | Due December 31, 2004<br><br>Complete recruitment by February 28, 2005<br>Conduct test between March and May, 2005.<br>Final report due August 31, 2005 |

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| GUI design support | Add additional functions to interface in Director every 3 months and test with 3 students from each targeted grade (7-10).  | First GUI test/report due December 31, 2004<br>Second GUI test/report due March 31, 2005<br>Third GUI test/report due June 31, 2005 |
| Web site           | Develop graphically pleasing, professional Web site to house all Smart Skies content<br>Maintain and update the site as new content is completed.   | Due December 31, 2004<br>On-going   |
| Careers            | Using existing video, create video clips of a number of experts in the field and talking about their careers.<br>Create 8 career fact sheets of diverse role models in high-need careers with pictures of scientists in the field<br>Create 8 affinity checks associated with these careers<br>Develop a pipeline of links to related resources | June 30, 2005<br>May 20, 2005<br>July 30, 2005<br>June 30, 2005   |

### Nanotechnology Interactive

|                       |   |   |
|-----------------------|---|---|
|                       | Prepare/update executive and marketing presentations (PowerPoint charts, etc.)  | As required   |
| Web site              | Develop graphically pleasing, professional Web site to house all Nanotechnology content<br>Collect and report Web site activity in the form of number of page views and unique IPs and time spent on the site.<br>Maintain and curate the site<br>Make multimedia components available in downloadable version. | January 15, 2005<br>Monthly<br>On-going<br>August 19, 2005  |
| Nano Intro Activities | Develop two interactive multimedia activities that introduce high school students to what nanotechnology is, nanoscale, and the basic building  | Recruit subject matter experts October 15, 2004<br>Review/revise storyboard November 15, 2004<br>Complete prototypes April 30, 2005 |

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|                               | blocks of nanotechnology. User test with at least 4 students in each targeted grade level and a majority of underrepresented students.  | Conduct user test. Report due May 31, 2005   |
| Nano Aero Activities          | Develop one interactive multimedia activity that engage high school students in NASA's nanotechnology applications for aeronautics missions and nano-related careers. Include video footage of NASA nanotechnologists in the field. | Develop detailed instructional design blueprint and storyboards August 31, 2005                                  |
| Nano classroom educator guide | Develop drafts of 3 high school hands-on, inquiry-based lessons that meet high school curriculum standards and integrate NASA's nanotechnology aero missions.   | Complete detailed instructional design blueprint by May 30, 2005<br>Complete lesson drafts by September 30, 2005 |
| Partnerships                  | Attend meetings and give demos of prototypes to science centers and museums interested in integration of multimedia or hands-on activities in a Nanotechnology exhibit.   | As Required  |
|                               | Market activities to science centers and museums.   | On-Going   |
| Marketing                     | Develop a bookmark promoting the Nanotechnology Web site.   | May 15, 2005   |

**Personal Satellite Assistant**

|          |   |                   |
|----------|---|-------------------|
|          | Prepare/update executive and marketing presentations (PowerPoint charts, etc.)                                      | As required       |
| Web site | Maintain and curate the site.   | On-going          |
|          | Collect and report Web site activity in the form of number of page views and unique IPs and time spent on the site. | Monthly           |
|          | Make multimedia components available in downloadable version.   | November 5, 2004  |
|          | Spanish translation of key areas  | January 31, 2005  |
|          | Integrate Stanford-recommended Web site changes   | December 15, 2004 |
|          | Edit Web site and videos to align with new vision   | November 30, 2004 |

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|------------------------------------|---|--|
|                                    | Support integration of PSA into the NASA portal.  | As Needed  |
| Multimedia Activities              | Create high school physics final project shuttle lift off video   | November 19, 2004  |
|                                    | Create 5 high school animations with time/distance  | November 30, 2004  |
|                                    | Create center of mass interactive animation   | November 30, 2004  |
| AEE Adaptation                     | Adapt forces and motion activities for the AEE, providing AEE integration meets needs of AEE.   | March 15, 2005   |
| Print Materials                    | Complete PSA high school lesson drafts  | October 31, 2004   |
|                                    | Evaluate high school lessons in local classrooms with underrepresented students and complete a report with recommendations  | Report due December 31, 2004                                   |
|                                    | Make revisions to high school lessons based on evaluation feedback  | February 1, 2005   |
|                                    | Complete page layout of high school lessons and release on the Web site   | February 28, 2005  |
| Quest Challenge                    | Conduct an interactive NASA Quest challenge based on one or more high school lesson activity.   | Complete by April 15, 2005                                     |
| Marketing/Professional Development | Market PSA Web site widely through listservs, museums, science centers and conferences. Conduct professional development workshops and presentations at national and local conferences including support of NES.  | On-going   |
| Summative Evaluation               | Conduct a nation-wide pilot test of PSA middle school and high school lessons and online activities with a student population that is at least 50% underrepresented. Conduct this test with a minimum of four classrooms for each unit for a total of 16 classrooms. Recruit 2 local classrooms to test each high school unit, and conduct observations of use of the multimedia and video components of these units. | Conduct evaluation in Spring, 2005<br>Report due June 30, 2005 |

**What's the Difference**

|                           |  |                   |
|---------------------------|--|-------------------|
|                           | Prepare/update executive and marketing presentations (PowerPoint charts, etc.)                                       | As required       |
| WTD application           | Enhance Developer's version with attractive GUI  | October 30, 2004  |
|                           | Create templates and skins for comparison output choices   | November 20, 2004 |
|                           | Develop and create entry choice and versatility with other programs  | December 15, 2004 |
|                           |  |                   |
| WTD content               | Test content integration   | December 20, 2004 |
|                           | Complete Astro-Venture Geology activity and integration  | January 30, 2005  |
|                           | Develop content using Haptic force feedback comparison   | May 3, 2005       |
|                           |  |                   |
| Partnerships and outreach | Develop student/teacher partnerships   | June 10, 2005     |
|                           | Conduct user testing and evaluation of application with students, teachers and content developers and make revisions | June 31, 2005     |
|                           | Form partnerships with CET/COTF for disseminations   | April 20, 2005    |
|                           | Create/develop CD for workshops and partnerships   | June 30, 2005     |
|                           | Attend LTP meetings  | As needed         |

**NASA Quest**

|          |  |   |
|----------|--|---|
|          | Prepare/update executive and marketing presentations (PowerPoint charts, etc.)   | As required                             |
| Web site | Maintain and curate the site.  | On-going                                |
|          | Collect and report Web site activity in the form of number of page views and unique IPs and time spent on the site.                                  | Monthly                                 |
|          | Ensure compliance of all event pages and Web events with Section 508 (American Disabilities Act), COPPA and other federal requirements including the | Transcripts due within 1 month of event |

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|------------|--|--|
|            | <p>moderation of all chats to ensure that no postings of personally identifying information is posted and provision of a transcript of each new event as part of the archive.</p>  |  |
|            | <p>Support integration of NASA Quest into the NASA portal.</p>   | <p>As Needed</p>                                   |
|            | <p>Revise NASA Quest home page to match the NASA portal look and feel and to improve usability/ease of use.</p>  | <p>March 30, 2005</p>                              |
|            | <p>Conduct quality assurance of new pages to the site that includes editing of spelling and grammar, review of content for scientific accuracy and appropriate level and substance for target audience (K-12 students) and testing of links and pages in Internet Explorer and Netscape Navigator on PC and Macintosh platforms. Extensive Web site revisions or new features (such as database-driven surveys) should be in concurrence with the Government, tested and revised according to agreed upon revisions with the Government before it is made available to the public.</p> | <p>Internally at least 1 week prior to posting</p> |
|            |  |  |
| Web events | <p>Cross-train Quest and other Planner's staff in webcast production procedures in the event that core staff are unavailable to cover an event. Maintain operation documentation of Web event procedures.</p>  | <p>On-going</p>                                    |
|            | <p>All events should be archived and posted and should be entered into the searchable archive database.</p>  | <p>Within 1 week of live event</p>                 |
|            | <p>Create or update biographies of featured subject matter experts and enter in the searchable biography database</p>  | <p>At least 1 week prior to their live event.</p>  |
|            |  |  |

**Mars Airplane**

Complete agreed upon deliverables for this new project contingent upon funding and as agreed upon with stakeholder.



**Airspace Systems Operational Concepts**

Complete agreed upon deliverables for this new project contingent upon funding and as agreed upon with stakeholder.

**C. Hours of Work**

The standard workday is eight hours, Monday through Friday, 8:00a.m. – 4:30 p.m. with any required operational adjustments for special events or workshops. Specific duty times and days are flexible based on the operational needs of each program.

**D. Government Furnished Equipment**

A listing of government-furnished equipment is provided in Part III, Section J.1, Attachment A3, “Government Furnished Equipment.”

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

## Performance Requirements Summary

| Required Services  | Performance Standards  | Estimated Workload                               | Method of Surveillance  |
|--|--|--|---|
| <p>Educational Technology Products and Services: Provide support in all areas of project management, research, design, development, evaluation, dissemination and maintenance of interactive, media-rich, standards-based educational technology products and services, which integrate cutting-edge technologies.</p> <p>Products and services include but are not limited to: CD-ROMs, Web sites, interactive Web challenges, webcasts and chats, question and answer services, database mechanisms, system administration, and integration of new technologies.</p> | <p>Meets all administrative and technical requirements including: NASA and Ames policies, the new NASA education mission priorities, criteria for exemplary products, national and/or California science, math, technology and geography education standards, Government-provided guidelines, research-based instructional methods outlined by organizations such as AAAS Project 2061, NSTA, NCTM, ITEA and ISTE, student/teacher/underrep resented population needs evidenced by evaluation.</p> <p>Meets all quality requirements including: grammatical and scientific accuracy, Q.A. testing and revisions on all major browsers, Mac and PC platforms and typical Internet</p> | <p>Services are required throughout the year</p> | <p>Frequent communication and reports to Government.</p> <p>Government review and feedback on progress, products, and results in terms of Task Order requirements.</p> <p>Monthly project management reports and meetings.</p> <p>Formative and summative evaluation results.</p> |

## Performance Requirements Summary

connectivity, user testing with target audience, meets evaluation targeted impacts.

Meets all schedule milestones, or meet s unplanned requirements and 90% of milestones with minimal delays and agreement of schedule changes and adjustments with Government prior to missed milestones.

Fully responsive to contract requirements with some deficiencies that do not affect overall performance.

Final solution submissions from at least 22 classrooms in each NASA Quest challenge.

Increase in number of visitors to AETT Web sites by the following total percentage from October, 2004 to September, 2005:

Quest 25%

Virtual Skies 10%

Robin Whirlybird 15%

Astro-Venture 20%

PSA 15%

Increase in listserv registration numbers by 500.

Increase the number of participants in NASA Quest events, and number of visitors to AETT Web sites and listserv, measured in:

Unique IP and page views to Web sites and accessing webcast streams or chatroom pages.

listserv registration numbers

Services are required throughout the year

Posting of Web stats monthly. Government review and feedback on progress, products, and results in terms of Task Order requirements.

**Task Plan HN 6.1**  
**Educational Technology and Instructional Products**

B-4

**Portal Integration**

B-4

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

TASK ORDER  
Prime Contract No.: NNA04CA76C (BOATS)

Task Order No.: HN 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: Higher Education

PURPOSE:

Estimated Beginning Date: October 1, 2005

Estimated Completion Date: September 30, 2006

Labor Category:

|  | Est.<br>Hours | Est.<br>Hrs. Monthly | Direct Labor<br>Rate | Total<br>Direct Cost |
|--|---------------|----------------------|----------------------|----------------------|
| Education Manager<br>Higher Ed Prog Asst |               |                      | 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 |  |
|--|--|--|-----|--|

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:

\$ 85,830

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

NNA04CA76C

Task Order No.: DP5.2

Task Requester: Christina O'Heim

Date: 9/1/05

COTR: John 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: Ly Coe

Date: 10/5/05

COTR Concurrence of Contractor's Task Plan: John Adams

Date: 10/11/05

**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: Carl D. T.

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

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

Task Order No.: 5.2

Task Description for:

Higher Education

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, 2005 through September 30, 2006 unless specifically identified otherwise in the task.

**B. Description of Work**

Background

The Education Office mission is to inspire and motivate students to pursue careers in science, technology, engineering, and mathematics (STEM) and engage the public in shaping and sharing the experience of exploration and discovery. We partner with academic institutions, professional education associations, industry, and other Government agencies to provide teachers and faculty with the experiences that capitalize on the excitement of NASA's discoveries to spark their student's interest and involvement. The Higher Education Group provides students and faculty with opportunities for involvement in NASA's vast research efforts to promote the STEM disciplines and to encourage students to pursue higher education at the graduate and doctorate levels.

Included in the Higher Education Group are the Minority University Research and Education Programs (MUREP). The role of Ames' MUREP programs is to develop and manage programs that increase the Agency's responsiveness to Executive Orders for Historically Black Colleges and Universities (HBCU); Educational Excellence for Hispanic Americans (including Hispanic Serving Institutions); and Tribal Colleges and Universities (TCUs). MUREP is responsible for formulating and executing the Center's MUREP budget, developing Agency-wide policies, procedures and guidelines that enhance the involvement of HBCUs and OMUs in the agency's mission.

Description of Specific Tasks to be Performed

The contractor shall perform, working closely with the Higher Education Group Lead and the Education Office staff, the following tasks in pursuit of successfully executing the mission of the Education Office and the goals of the Higher Education Group.



- 1.0 The contractor will serve as an administrative assistant and coordinator of higher education programs including but not limited to the Minority University and Research Programs.
- 2.0 Assists in the logistical coordination of outreach activities including site visits, recruitment, workshops, and enrichment activities.
- 3.0 Provide clerical support for oral presentations and written reports.
- 4.0 Provide administrative support for student programs, including but not limited to: Minority University Research and Education Programs (MUREP)-Undergraduate Student Award for Research (USAR); Undergraduate Student Research Program (USRP); Graduate Student Research Program (GSRP).
- 5.0 Participates in activities and programs designed to enhance the Center's relationship with the higher education community, including students, faculty, and administrators that are involved in research with NASA and Ames programs.
- 6.0 Provide administrative support annual Summer Student Science Poster Session.
- 7.0 Plans and coordinates site visits by members of the higher education community.
- 8.0 For all programs and projects implement an appropriate evaluation mechanism to determine the effectiveness of the program/project
- 9.0 The Government requires the Contractor to provide individual(s) that meet or exceed the following skills and experience:

| Required   | Preferred   |
|--|---|
| <ul style="list-style-type: none"> <li>• Exceptional interpersonal communication, and organizational skills with attention to detail.</li> <li>• A demonstrated ability to clearly and professionally communicate with researchers, university personnel, stakeholders, team members, and students.</li> <li>• Demonstrated proficiency with Microsoft Office.</li> <li>• Demonstrated ability to manage multiple projects, meet all project/program milestones, and effectively communicate impacts and progress to the Government.</li> <li>• A demonstrated ability to develop detailed and accurate reports, summaries, and power point</li> </ul> | <ul style="list-style-type: none"> <li>• A minimum of 1 year of experience working with underserved and underrepresented populations in an educational setting.</li> <li>• Experience working with institution(s) of higher education.</li> <li>• Experience managing multiple projects.</li> <li>• Degree or training in education.</li> <li>• Experience with student internship programs.</li> </ul> |

|   |  |
|---|--|
| <p>presentations.</p> <ul style="list-style-type: none"> <li>• Positive attitude and team approach, with a focus on providing excellent customer service.</li> <li>• Exceptional ability to analyze, plan and make informed decisions and respond to change.</li> <li>• Proficiency in other languages, especially Spanish.</li> <li>• A minimum of 1 year of experience working with underserved and underrepresented populations in an educational setting.</li> <li>• Demonstrated ability to provide guidance to students in pursuit of degrees within the STEM fields.</li> <li>• Demonstrated training and experience in the administration of student programs or assisting in the management of a student program.</li> <li>• A demonstrated ability to quickly grasp scientific and technical concepts and to communicate them succinctly and clearly at a level that is appropriate to the target audience (i.e. undergraduate, graduate, etc.).</li> </ul> |  |
|---|--|

**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 6:00 p.m.

**D. Government Furnished Equipment**

Listing of government furnished equipment is referenced in

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

## Performance Requirements Summary

| Required Services                    | Performance Standards   | Estimated Workload                        | Method of Surveillance   |
|--------------------------------------|---|---|--|
| Support of Higher Education Programs | Services and products are detail, complete, timely, accurate, appropriate, and responsive to task requirements and meet targeted impacts as evidenced through formative and summative evaluation. | Services are required throughout the year | Frequent communication and reports to Government. Government review and feedback on progress, products, and results in terms of Task Order requirements. |
| Miscellaneous Reports                | Services meet NASA and Ames policies, and are inline with the Office of Education's practices, polices and procedures.  | Minimum of 12 reports per year            | Frequent communication and reports to Government. Government review and feedback on progress, products, and results in terms of Task Order requirements. |

**Task Plan HN 5.2**  
**Higher Education**

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

Planners will provide one Administrative Assistant with the skills and abilities to fully meet the expectations and requirements of the task order.

Contractor accepts Performance Standards as they relate to contractor's work.

Contractor will continue to provide quality consulting staff as required to cover periods of high work loads.

Planners Collaborative will support tasks as requested and outlined in the task order with the demonstrated attention to quality and creativity that the customer expects and has been a recipient of in the past.

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

TASK ORDER  
Prime Contract No.: NNA04CA76C (BOATS)

Task Order No.: HN 5.1 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: Higher Education  
PURPOSE: Add .75 FTE effective 1/1/05  
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 |
|---|------------|-------------------|-------------------|-------------------|
| Higher Education Assistant<br>Team NASA Vol./Mgr<br>Higher Education Coordinator<br>(1/1-9/30/05) |            |                   | 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

|                                 |     |
|---------------------------------|-----|
| Total Direct Labor              |     |
| Overhead                        |     |
| Subcontract Labor Services      |     |
| Subtotal Labor and Subcontracts |     |
| G&A                             |     |
| OTHER DIRECT COSTS              | B-4 |
| 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:

\$ 113,128

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

*CM*  
12/16/04

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

TASK ORDER  
Prime Contract No.: NNA04CA76C (BOATS)

Task Order No.: HN 5.1

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: Higher Education

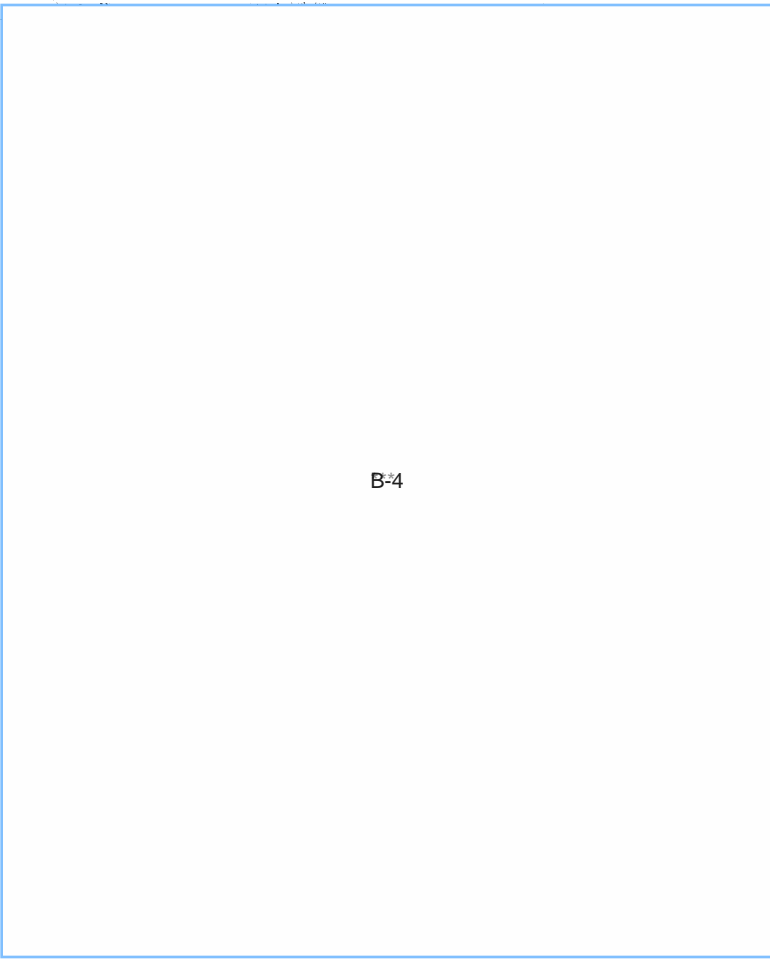
SCHEDULE:

Estimated Beginning Date: October 1, 2004

Estimated Completion Date: September 30, 2005

Labor Category:

Higher Education Assistant  
Team NASA Vol /Mgr



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

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:

\$ 64,654

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

*CM*  
*10/5/04*

NNA04CA76C

Task Order No.: HN-5.1

Task Requester: Christina Oquinn

Date: 9/1/04

COTR: Nancy L. Johnson, Alt

Date: 9/7/04

Contracting Officer: Carl D. [Signature]

Date: 9/13/04

Task Requester Concurrence  
of Contractor's Task Plan and  
Contractor's Cost Estimate: Christina O'Leary

Date: 10/5/04

COTR Concurrence of  
Contractor's Task Plan: Jim Adams

Date: 10/7/04

**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: [Signature]

Date: 11/23/04

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

Task Order No.: HN-5.1

Task Description for :

Higher Education

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, 2004 through September 30, 2005 unless specifically identified otherwise in the task.

**B. Description of Work**

Background

The Education Office mission is to inspire and motivate students to pursue careers in science, technology, engineering, and mathematics (STEM) and engage the public in shaping and sharing the experience of exploration and discovery. We partner with academic institutions, professional education associations, industry, and other Government agencies to provide teachers and faculty with the experiences that capitalize on the excitement of NASA's discoveries to spark their student's interest and involvement. The Higher Education Group provides students with opportunities for involvement in NASA's vast research efforts to promote the STEM disciplines and encourage them to pursue higher education at the graduate and doctorate levels.

Included in the Higher Education Group are the Minority University Research and Education Programs (MUREP). The role of Ames' MUREP programs is to develop and manage programs that increase the Agency's responsiveness to Historically Black Colleges and Universities (HBCU) Other Minority Universities (OMUs), including Hispanic Serving Institutions and Tribal Colleges and Universities (TCUs). MUREP is responsible for formulating and executing the Center's MUREP budget, developing Agency-wide policies, procedures and guidelines that enhance the involvement of HBCUs and OMUs in the agency's mission.

Description of Specific Tasks to be Performed

The contractor shall perform, working closely with the Higher Education Group Lead and the Education Office staff, the following tasks in pursuit of successfully executing the mission of the Education Office and the goals of the Higher Education Group.

- 1.0 The contractor will serve as an administrative assistant of higher education programs including but not limited to the Minority University and Research Programs.
- 2.0 Assists in the logistical coordination of outreach activities including site visits, recruitment, workshops, and enrichment activities.
- 3.0 Provide clerical support for oral presentations and written reports.



- 4.0 Provide administrative support for student programs, including but not limited to: Minority University Research and Education Programs (MUREP)-Undergraduate Student Award for Research (USAR); Undergraduate Student Research Program (USRP); Graduate Student Research Program (GSRP).
- 5.0 Participates in activities and programs designed to enhance the Center's relationship with the higher education community, including students, faculty, and administrators that are involved in research with NASA and Ames programs.
- 6.0 Provide administrative support annual Summer Student Science Poster Session.
- 7.0 Plans and coordinates site visits by members of the higher education community.
- 8.0 For all programs and projects implement an appropriate evaluation mechanism to determine the effectiveness of the program/project
- 9.0 The Government requires the Contractor to provide individual(s) that meet or exceed the following skills and experience:

| Required   | Preferred  |
|--|--|
| <ul style="list-style-type: none"> <li>• Exceptional interpersonal communication, and organizational skills with attention to detail.</li> <li>• A demonstrated ability to clearly and professionally communicate with researchers, university personnel, stakeholders, team members, and students.</li> <li>• Demonstrated proficiency with Microsoft Office.</li> <li>• Demonstrated ability to manage multiple projects, meet all project/program milestones, and effectively communicate impacts and progress to the Government.</li> <li>• A demonstrated ability to develop detailed and accurate reports, summaries, and power point presentations.</li> <li>• Positive attitude and team approach, with a focus on providing excellent customer service.</li> <li>• Exceptional ability to analyze, plan and make informed decisions and respond to change.</li> </ul> | <ul style="list-style-type: none"> <li>• A minimum of 1 year of experience working with underserved and underrepresented populations in an educational setting.</li> <li>• Experience working with institution(s) of higher education.</li> <li>• Experience managing multiple projects.</li> <li>• Proficiency in other languages, especially Spanish.</li> </ul> |

**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 6:00 p.m.

**D. Government Furnished Equipment**

Listing of government furnished equipment is referenced in

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

## Performance Requirements Summary

| Required Services                    | Performance Standards  | Estimated Workload                        | Method of Surveillance   |
|--------------------------------------|--|---|--|
| Support of Higher Education Programs | Services and products are detail, complete, timely, accurate, appropriate, and responsive to task requirements and meet targeted impacts as evidenced through formative and summative evaluation.                      | Services are required throughout the year | Frequent communication and reports to Government. Government review and feedback on progress, products, and results in terms of Task Order requirements. |
| Miscellaneous Reports                | Services meet NASA and Ames policies, and are inline with the Office of Education's practices, policies and procedures. Reports are timely, accurate, responsive to requested information, and in appropriate formats. | Minimum of 12 reports per year            | Frequent communication and reports to Government. Government review and feedback on progress, products, and results in terms of Task Order requirements. |

B\*4



NNA04CA76

Task Order No.: HN 3.2

Task Requester: LIZA COE

Date: 10/11/05

COTR: John Adams

Date: 10/11/05

Contracting Officer: Carla D. Terry

Date: 11/9/05

Task Requester Concurrence  
of Contractor's Task Plan and  
Contractor's Cost Estimate: \_\_\_\_\_

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

COTR Concurrence of  
Contractor's Task Plan: John Adams

Date: 1/26/06

**CONTRACTOR'S ACCEPTANCE:**

Contractor's  
Representative: [Signature]

Date: 11/21/05

**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 NNA04CA76. 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: Carla D. Terry

Date: 1-26-06

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

Task Order No.: HN 3.2

Task Description for:

Informal Education Programs and Projects

Contract NNA04CA76

Please acknowledge receipt and acceptance of this task order within ten (10) calendar days after receipt (in accordance with NASA FAR Supplement clause 18-52.216-80). 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, 2005 through September 30, 2006, unless specifically identified otherwise in this task.

**B. Description of Work**

Background

[Reference: NASA Education Enterprise Strategy]

Two key elements contributing towards the success of Ames achieving NASA's strategic goal to "inspire and motivate students to pursue careers in science, technology, engineering, and mathematics (STEM)" are the outstanding informal educational events and activities hosted at Ames and the Team NASA Volunteer Program. This task outlines the requirements for maintaining vibrant Informal Education Programs and Projects, which are supported extensively by a vital volunteer program.

Ames educational activities include, but are not limited to, Space Day, the JASON Project, FIRST Robotics, Aero Expo, Family Nights, and educational workshops and seminars. These opportunities use Ames' resources and facilities to sponsor and co-sponsor activities that bring significant numbers of students, educators, families, and youth organizations on-site for short-duration events (typically one day to two weeks). These activities and events are educational in nature highlighting the research and technology of Ames Research Center which appeal to the educational community at large and address NASA Education Mission and Goals. Ames Informal Education Programs and Projects also provide excellent opportunities for Ames to partner with science centers, museums, and other STEM organizations and institutions to provide the highest quality educational experiences that inspire the next generation...as only NASA can.

These events and activities are highly conducive to operational support from trained volunteers. The Team NASA Volunteer Program enables Ames Education to expand programs and services while providing meaningful and significant educational engagement to retirees and other community members. In addition to the many informal education activities and events that make

use of the Team NASA Volunteers are the Ames Exploration Encounter and the Educator Resource Center.

### Description of Specific Tasks to be performed

- 1 The contractor shall manage the Team NASA Volunteer Program including advertising, recruitment, and scheduling in support of all Informal Education Programs and Projects. Train, supervise, and evaluate the volunteers participating in all Informal Education activities and events in coordination with all program/event leads. As appropriate, maintain and revise volunteer training material.
- 2 The contractor shall provide project coordination and implementation of the Center's Informal Education events and activities. The program of activities and events for the task period is determined by the Informal Education Manager which may include the JASON Project, Education Day, Aero Expo, up to 3 Family Nights and Professional Development Workshops etc.

For each event, essential tasks include:

- a. Coordination and implementation of a program that hosts teachers and students at NASA Ames to inspire students to pursue careers in science, math, technology and engineering. Provide event management and project management skills to produce and manage the details of the event (including identifying project team, marketing, speaker recruitment, Web chats, safety, security, badging, promotion of event to target groups, scheduling, volunteers, tours, presentations, hands-on activities, demonstrations, and static displays (all where appropriate and as required)).
  - b. Provide executive-level briefing materials, top level to detailed level project management plans (including work schedules, critical path, status reports, major meeting minutes, , , and any other supporting documents that are normally associated with good project management practices).
- 3 The contractor will strive to increase student, educator, and volunteer participation from underrepresented minorities and underserved communities by 10% over FY 05 baseline numbers excluding large public events such as Family Nights.

Provide monthly statistical data on Informal Education activities and events (i.e., number of students, educators, and chaperones, grade levels, and school demographic information, etc.) via the NASA Evaluation Information System (NEEIS). Provide a weekly report on Informal Education activity to the Informal Education Manager for inclusion in the Education Enterprise War Report.

Maintain a database of volunteer statistics including volunteer demographics, volunteer hours, events and activities supported, and volunteer and participant feedback.

- 4 The contractor shall provide an Education Coordinator to support the JASON Foundation project. NASA Ames is a Primary Interactive Network (PIN) site for the JASON Project.



The JASON Education Coordinator will manage PIN site activities at NASA Ames Research Center with the availability of appropriate funding.

The contractor shall:

- Direct JASON Teacher Training
- Schedule classes for attendance at the JASON live broadcast (if funded)
- Work with Ames to bring elected and education officials to JASON
- Coordinate JASON activities with local school districts, offices of education, and local businesses
- Support JASON City activities (if funded) with informal education partners
- Integrate Ames Education Technology Projects as appropriate into JASON experience
- Host students and teachers during JASON week activities.
- Evaluate Program – provide the appropriate data to NEEIS and the Weekly Activity Report (WAR).

**C. Hours of Work**

The standard workday is eight hours (not including an unpaid lunch period), five days a week as determined by the Informal Education Programs Manager. Adjustments will be made for activities occurring during evening or weekend events.

**D. Government Furnished Equipment**

A listing of government-furnished equipment is provided in Part III, Section J.1, Attachment A3, “Government Furnished Equipment.”

**Deliverables**

| Title   | What   | Due  |
|---|--|--|
| NEEIS report                                  | NEEIS report of event activities.  | Two weeks from conclusion of each event or activity. |
| Informal Education Activity Operations Report | Event operations provide a written report to include number of classes taught, number of students’ served, number of educators, location of schools served (as appropriate). Include docent and contractor assessments of program and areas where improvements can be made. Provide feedback mechanisms (online of forms) for teachers and students. | Two weeks from conclusion of each event or activity. |

|   |   |                                  |
|---|---|----------------------------------|
|   | Provide information and documentation not included in NEEIS in the contractor's monthly technical report to the customer.   |                                  |
| NEEIS report of Team NASA Volunteer Program | NEEIS report of Team NASA activities based on NASA Headquarters' specified statistical summary-information requirements.  | Fifth working day of each month. |
| Volunteer Plan                              | Maintain volunteer recruitment plan as needed.  | September 1, 2005                |
| Volunteer Report                            | Provide a written report covering all volunteer activities (e.g. number recruited and trained, number available, participation in events or activities, evaluation), including issues and concerns. | Monthly and annual               |

**Performance Requirements Summary**

| Required Services | Performance Standards   | Acceptable Quality Level  | Performance Measurement   | Estimated Workload   | Method of Surveillance   |
|-------------------|---|---|---|--|--|
| JASON Program     | Provide technical, administrative, and other assistance in educational programs as required | Consistent with NASA and Ames policies, and California education standards. | Services and products are detail, complete, timely, accurate, appropriate, and responsive to task requirements as evidenced through summative evaluation. | Services are required for varying levels of activity throughout the JASON Program year | Frequent communication and reports to Government. Government review and feedback on progress, products, and results in terms of Task Order requirements. |

| Required Services  | Performance Standards   | Acceptable Quality Level  | Performance Measurement   | Estimated Workload                        | Method of Surveillance   |
|--------------------|---|---|---|---|--|
| Educational Events | Provide technical, administrative, and other assistance in educational programs as required | Consistent with NASA and Ames policies, and California education standards. | Services and products are detail, complete, timely, accurate, appropriate, and responsive to task requirements as evidenced through summative evaluation. | Services are required throughout the year | Frequent communication and reports to Government. Government review and feedback on progress, products, and results in terms of Task Order requirements. |

### **Task Plan HN 3.2 Informal Education Programs and Projects**

Task performance will be managed by the Planners Education Manager, who will be the primary interface regarding task performance with the NASA Task Requester. 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 Informal Education Specialist/JASON Coordinator, one half-time HN Logistics Support staff and a part-time Team NASA Volunteer Manager to support this task

Planners staff will support the programs and projects as listed in the task order. The staff will work closely with NASA Civil Servants to produce events that are safe and aligned with agency initiatives.

Planners staff requests an informal education plan with scheduled activity dates so strategic and logistic planning can be completed to ensure success of programs and projects.

Volunteer recruitment will continue to be an on-going activity resulting in a growing database of community members supporting education events and programs. There is an emphasis on recruiting a diverse volunteer team that is more proportionate to our diverse population.

Planners staff will continue to provide timely reports that include the statistical data as listed in the task order, as it is available for events. However, activities that would be considered as highlights for the Weekly Activity Report (WAR) do not necessarily occur on a weekly or even monthly basis in informal education. The staff is committed to submit a report each time there is an activity/event or more often given the occurrence of something newsworthy.

Planners Collaborative will support this task order with the demonstrated attention to quality and creativity that the customer expects and has been recipient of in the past.

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

TASK ORDER  
Prime Contract No.: NNA04CA76C (BOATS)

Task Order No.: HN 3.1

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: Informal Education Programs and Projects

PURPOSE:

Estimated Beginning Date: October 1, 2004

Estimated Completion Date: September 30, 2005

Labor Category:

|  | Est.<br>Hours | Est.<br>Hrs. Monthly | Direct Labor<br>Rate | Total<br>Direct Cost |
|--|---------------|----------------------|----------------------|----------------------|
|--|---------------|----------------------|----------------------|----------------------|

Program Mgr/Jason Coordinator  
HN Event Support/AEE Asst. Ops Mgr

Team NASA Vol./Lead

On Call Staff

Total Direct Labor

Overhead

Subcontract Labor Services

Subtotal Labor and Subcontracts

G&A

OTHER DIRECT COSTS

Materials

Travel

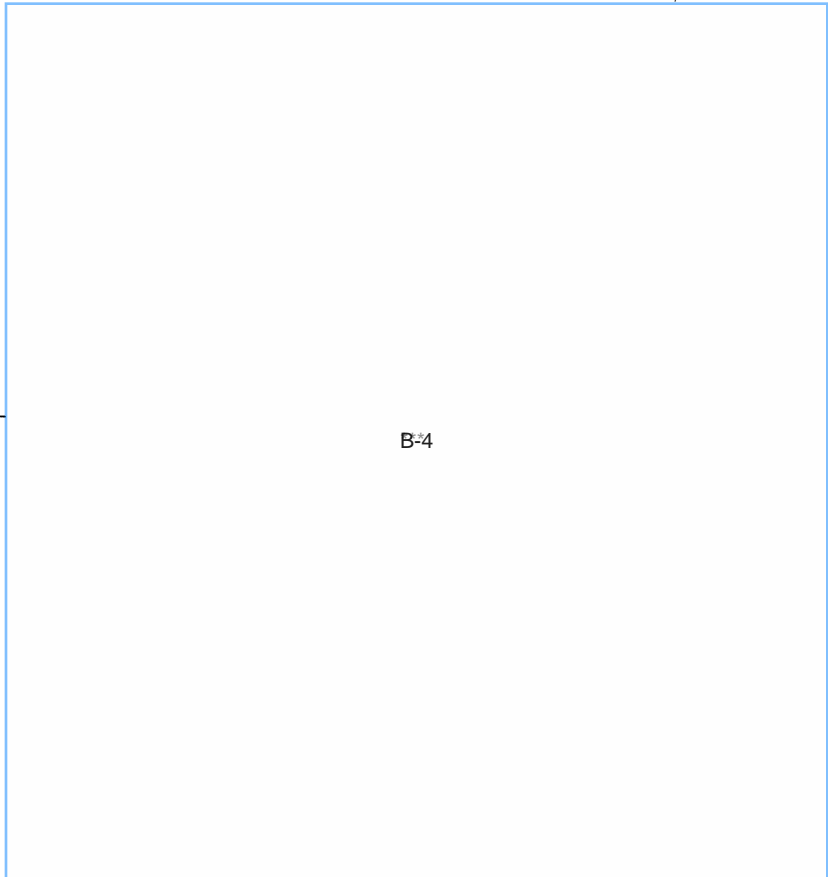
Training

Other ODC

Total ODCs (Not to Exceed)

G&A

Flow-through Items



B-4

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:

\$ 200,666

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

*CW*  
*9/21/04*

Task Requester: Christina O'Quinn Date: 9/1/04

COTR: Nancy L. Johnson, Alt Date: 9/7/04

Contracting Officer: Carlos D. Z Date: 9/13/04

Task Requester Concurrence of Contractor's Task Plan and Contractor's Cost Estimate: Christina O'Quinn Date: 10/4/04

COTR Concurrence of Contractor's Task Plan: John Adams Date: 10/6/04

**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 NNA04CA76. 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: Carlos D. Z Date: 10/8/04

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

Task Order No.: HN 3.1

Task Description for:

Informal Education Programs and Projects

Contract NNA04CA76

Please acknowledge receipt and acceptance of this task order within ten (10) calendar days after receipt (in accordance with NASA FAR Supplement clause 18-52.216-80). 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, 2004 through September 30, 2005, unless specifically identified otherwise in this task.

**B. Description of Work**

Background

[Reference: NASA Education Enterprise Strategy]

Two key elements contributing towards the success of Ames achieving NASA's strategic goal to "inspire and motivate students to pursue careers in science, technology, engineering, and mathematics (STEM)" are the outstanding informal educational events and activities hosted at Ames and the Team NASA Volunteer Program. This task outlines the requirements for maintaining vibrant Informal Education Programs and Projects, which are supported extensively by a vital volunteer program.

Ames educational activities include, but are not limited to, Space Day, the JASON Project, FIRST Robotics, Aero Expo, Family Nights, and educational workshops and seminars. These opportunities use Ames' resources and facilities to sponsor and co-sponsor activities that bring significant numbers of students, educators, families, and youth organizations on-site for short-duration events (typically one day to two weeks). These activities and events are educational in nature highlighting the research and technology of Ames Research Center which appeal to the educational community at large and address NASA Education Mission and Goals. Ames Informal Education Programs and Projects also provide excellent opportunities for Ames to partner with science centers, museums, and other STEM organizations and institutions to provide the highest quality educational experiences that inspire the next generation...as only NASA can.

These events and activities are highly conducive to operational support from trained volunteers. The Team NASA Volunteer Program enables Ames Education to expand programs and services while providing meaningful and significant educational engagement to retirees and other community members. In addition to the many informal education activities and events that make



use of the Team NASA Volunteers are the Ames Exploration Encounter and the Educator Resource Center.

### Description of Specific Tasks to be performed

- 1 The contractor shall manage the Team NASA Volunteer Program including advertising, recruitment, and scheduling in support of all Informal Education Programs and Projects. Train, supervise, and evaluate the volunteers participating in all Informal Education activities and events in coordination with all program/event leads. As appropriate, maintain and revise volunteer training material.
- 2 The contractor shall provide project coordination and implementation of the Center's Informal Education events and activities. The program of activities and events for the task period is determined by the Informal Education Manager which may include the JASON Project, Education Day, Aero Expo, and Family Nights, etc.

For each event, essential tasks include:

- a. Coordination and implementation of a program that hosts teachers and students at NASA Ames to inspire students to pursue careers in science, math, technology and engineering. Provide event management and project management skills to produce and manage the details of the event (including identifying project team, marketing, speaker recruitment, Web chats, safety, security, badging, promotion of event to target groups, scheduling, volunteers, tours, presentations, hands-on activities, demonstrations, and static displays (all where appropriate and as required)).
  - b. Provide executive-level briefing materials, top level to detailed level project management plans (including work schedules, critical path, status reports, major meeting minutes, risk contingency plan, project close down, and any other supporting documents that are normally associated with good project management practices).
- 3 The contractor will strive to increase student, educator, and volunteer participation from underrepresented minorities and underserved communities by 25% over FY 04 baseline numbers.

Provide monthly statistical data on Informal Education activities and events (i.e., number of students, educators, and chaperones, grade levels, and school demographic information, etc.) via the NASA Evaluation Information System (NEEIS). Provide a weekly report on Informal Education activity to the Informal Education Manager for inclusion in the Education Enterprise War Report.

Maintain a database of volunteer statistics including volunteer demographics, volunteer hours, events and activities supported, and volunteer and participant feedback.

- 4 The contractor shall provide an Education Coordinator to support the JASON Foundation project. NASA Ames is a Primary Interactive Network (PIN) site for the JASON Project. The JASON Education Coordinator will manage PIN site activities at NASA Ames Research Center with the availability of appropriate funding.

The contractor shall:

- Direct JASON Teacher Training
- Schedule classes for attendance at the JASON live broadcast (if funded)
- Work with Ames to bring elected and education officials to JASON
- Coordinate JASON activities with local school districts, offices of education, and local businesses
- Support JASON City activities (if funded) with informal education partners
- Integrate Ames Education Technology Projects as appropriate into JASON experience
- Host students and teachers at JASON XV
- Evaluate Program – provide the appropriate data to NEEIS and the Weekly Activity Report (WAR).

5 The contractor shall develop an on-line registration interface and form for education workshops and events. The contract shall also develop a computer interface for scheduling teachers and class viewing times for the JASON live broadcast.

**C. Hours of Work**

The standard workday is eight hours (not including an unpaid lunch period), five days a week as determined by the Informal Education Programs Manager. Adjustments will be made for activities occurring during evening or weekend events.

**D. Government Furnished Equipment**

A listing of government-furnished equipment is provided in Part III, Section J.1, Attachment A3, “Government Furnished Equipment.”

**Deliverables**

| Title   | What  | Due  |
|---|---|--|
| NEEIS report                                  | NEEIS report of event activities.   | Two weeks from conclusion of each event or activity. |
| Informal Education Activity Operations Report | Event operations provide a written report to include number of classes taught, number of students’ served, number of educators, location of schools served (as appropriate). Include docent and contractor assessments of program and areas where improvements can be made. Provide feedback mechanisms (online or forms) for | Two weeks from conclusion of each event or activity. |

|   |   |                                  |
|---|---|----------------------------------|
|   | teachers and students. Provide information and documentation not included in NEEIS in the contractor's monthly technical report to the customer.  |                                  |
| NEEIS report of Team NASA Volunteer Program | NEEIS report of Team NASA activities based on NASA Headquarters' specified statistical summary-information requirements.  | Fifth working day of each month. |
| Volunteer Plan                              | Maintain volunteer recruitment plan as needed.  | September 1, 2005                |
| Volunteer Report                            | Provide a written report covering all volunteer activities (e.g. number recruited and trained, number available, participation in events or activities, evaluation), including issues and concerns. | Monthly and annual               |

**Performance Requirements Summary**

| <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>  |
|--------------------------|---|---|---|--|--|
| JASON Program            | Provide technical, administrative, and other assistance in educational programs as required | Consistent with NASA and Ames policies, and California education standards. | Services and products are detail, complete, timely, accurate, appropriate, and responsive to task requirements and meet targeted impacts as evidenced through formative and summative evaluation. | Services are required for varying levels of activity throughout the year | Frequent communication and reports to Government. Government review and feedback on progress, products, and results in terms of Task Order requirements. |

| Required Services  | Performance Standards   | Acceptable Quality Level  | Performance Measurement   | Estimated Workload                        | Method of Surveillance   |
|--------------------|---|---|---|---|--|
| Educational Events | Provide technical, administrative, and other assistance in educational programs as required | Consistent with NASA and Ames policies, and California education standards. | Services and products are detail, complete, timely, accurate, appropriate, and responsive to task requirements and meet targeted impacts as evidenced through formative and summative evaluation. | Services are required throughout the year | Frequent communication and reports to Government. Government review and feedback on progress, products, and results in terms of Task Order requirements. |

B-4

B-4





NNA04CA76

Task Order No.: HN 1.2

Task Requester: LIZA COE

Date: 10/11/05

COTR: John Adams

Date: 10/11/05

Contracting Officer: Carlos D. Terry

Date: 11/9/05

Task Requester Concurrence  
of Contractor's Task Plan and  
Contractor's Cost Estimate: \_\_\_\_\_

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

COTR Concurrence of  
Contractor's Task Plan: John Adams

Date: 1/26/06

**CONTRACTOR'S ACCEPTANCE:**

Contractor's  
Representative: [Signature]

Date: 10/27/05

**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 NNA04CA76. 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: Carlos D. Terry

Date: 1-26-06

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

Task Order No.: HN 1.2

Task Description for :

Ames Exploration Encounter

Contract NNA04CA76

Please acknowledge receipt and acceptance of this task order within ten (10) calendar days after receipt (in accordance with NASA FAR Supplement clause 18-52.216-80). 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, 2005 through September 30, 2006, unless specifically identified otherwise in this task.

**B. Description of Work**

Background

[Reference: NASA Education Enterprise Strategy]

A key venue for Ames' progress towards achieving NASA's goal to "Inspire and motivate students to pursue careers in science, technology, engineering, and mathematics (STEM)" is the Ames Exploration Encounter (AEE). The requirements set forth in this task are for the operations and management of this facility.

The AEE is an educational facility that provides 4<sup>th</sup> – 6<sup>th</sup> grade students with a one-half day educational experience to stimulate their interest in STEM subjects. Services are also provided to teachers before, during and after the AEE visit to assist them in effectively incorporating the AEE experience into their classroom activities. The AEE typically hosts 9 class periods per week during the school year (mid-September through mid-June).

AEE operations are modified slightly in the summer to accommodate summer and year-round schools. The AEE also serves home school students, math/science and technology camps, and other appropriate partnerships with educational organizations and institutions. Students participate in various activity stations that present concepts in a range of STEM areas.

The AEE is also a test bed for new NASA products targeted to grades 4 through 6. The contractor shall plan for and integrate programs developed by the Ames Education Technology Team and other NASA-initiated educational products or tools in the AEE as appropriate and in consultation and collaboration with the Ames Educational Technology Team Lead.

### Description of Specific Tasks to be performed

- 1 Operate the AEE during open hours; schedule and greet educators and students, respond to phone, letters, facsimiles and Internet inquiries.
- 2 Provide appropriate training and pre- and post-curriculum supplemental materials to educators attending AEE classes; work with partners (i.e., university students and faculty, science centers and other STEM related institutions) to develop, expand, and revise classroom curriculum supplements; enter data into the NASA Education Evaluation Information System (NEEIS), and assist participating educators with data entry.
- 3 Train, schedule, supervise, and evaluate the AEE docents. As appropriate, maintain and revise docent training material. Conduct docent training and evaluation in coordination with the Team NASA Volunteer Program Manager.
- 4 Provide eight and up to nine schedule blocks (class periods) per week for AEE related activities (i.e., student classes, teacher training, staff and docent training, tours, etc.). Operate and staff the AEE facilities. Ensure that all safety standards are met in the operation of AEE equipment and facilities. Ensure that the equipment and facilities are kept in working order. Report all equipment and facility maintenance and repair issues to the appropriate personnel. Ensure that maintenance and repair requests are complied with in a timely manner. Host and provide facility tours to special guests; provide management recommendations for enhancing and updating the software, hardware, exhibits, equipment, and other items used as teaching tools; schedule and confirm all AEE classes; respond to all phone and written inquiries and provide educational materials in response to requests.
- 5 The contractor will strive to increase student and teacher participation from underrepresented minorities and underserved communities by 10% over FY 05 baseline numbers.  
  
Provide monthly statistical data on AEE activity (i.e., number of students, educators, and chaperones, grade levels, and school demographic information, etc.) via the NASA Evaluation Information System (NEEIS). Provide a weekly report on AEE activity as appropriate to the Informal Education Manager for inclusion in the Education Enterprise War Report.
- 6 The contractor shall cross-train appropriate personnel in AEE operations for backup purposes.

#### **C. Hours of Work**

The standard workday for the AEE is eight hours (not including an unpaid lunch period), five days a week as determined by the Informal Education Programs Manager. Operational

adjustments will be made for summer sessions, special events, or workshops. The AEE shall be staffed by appropriate AEE staff during all hours of operation.

**D. Government Furnished Equipment**

A listing of government-furnished equipment is provided in Part III, Section J.1, Attachment A3, "Government Furnished Equipment."

*Deliverables*

| Title                                | What  | Due                             |
|--------------------------------------|---|---------------------------------|
| NEEIS report of AEE                  | NEEIS report of AEE activities based on NASA Headquarters' specified statistical summary-information requirements.  | First working day of each month |
| AEE Operations Report                | Provide a written report of AEE operations to include number of classes taught, number of students' served, number of educators, location of schools served (as appropriate). Include docent and contractor assessments of program and areas where improvements can be made. Provide feedback mechanisms (online or forms) for teachers and students. Provide information and documentation not included in NEEIS in the contractor's monthly technical report to the customer. | Seventh day of each month       |
| Education Technology test bed in AEE | Provide an opportunity for formative testing of AETT products with Education Technology Lead and Informal Education Programs Manager.   | As Required                     |

**Performance Requirements Summary**

| Required Services | Performance Standards  | Acceptable Quality Level   | Performance Measurement                   | Estimated Workload   | Method of Surveillance |
|-------------------|--|--|---|--|------------------------|
| Operation of AEE  | Meets NASA and Ames policies, the new NASA education mission priorities, and primary/ secondary national and/or. California science, math, technology and geography education standards. | Services and products are detailed, complete, timely, accurate, appropriate, and responsive to task requirements | Services are required throughout the year | Frequent communication and reports to Government. Government review and feedback on progress, products, and results in terms of Task Order requirements. |                        |

## **Task Plan HN 1.2**

### **Ames Exploration Encounter**

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

Planners Collaborative will provide 1.65 FTE including one full-time AEE Operations Manager, one half-time AEE Assistant Operations Manager and one part-time Team NASA Volunteer Manager to support this task.

Planners' staff will be cross-trained to ensure a qualified, knowledgeable staff member is available for every class period. The staff will maximize the number of classes participating in the AEE and will continue to focus on raising the percent of underrepresented class participation. The Operations Manager will continue to build partnerships with minority organizations and school districts to better serve the underrepresented populations here at NASA Ames.

Planners will continue to focus on recruitment of new docents to add new energy and ethnic diversity to the program.

Planners' staff will report all equipment and facility maintenance and repair issues to the appropriate personnel. They will make every effort to remind government staff of any fixes have not been completed.

Planners staff will continue to provide timely reports that include the statistical data as listed in the task order, as it is available. We will submit items for the Weekly Activity Report (WAR) as they occur with the understanding that there may not be an item to submit every week.

Planners Collaborative will support this task order with the demonstrated attention to quality and creativity that the customer expects and has been recipient of in the past.

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

TASK ORDER  
Prime Contract No.: NNA04CA76C (BOATS)

Task Order No.: HN 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: **Ames Exploration Encounter**

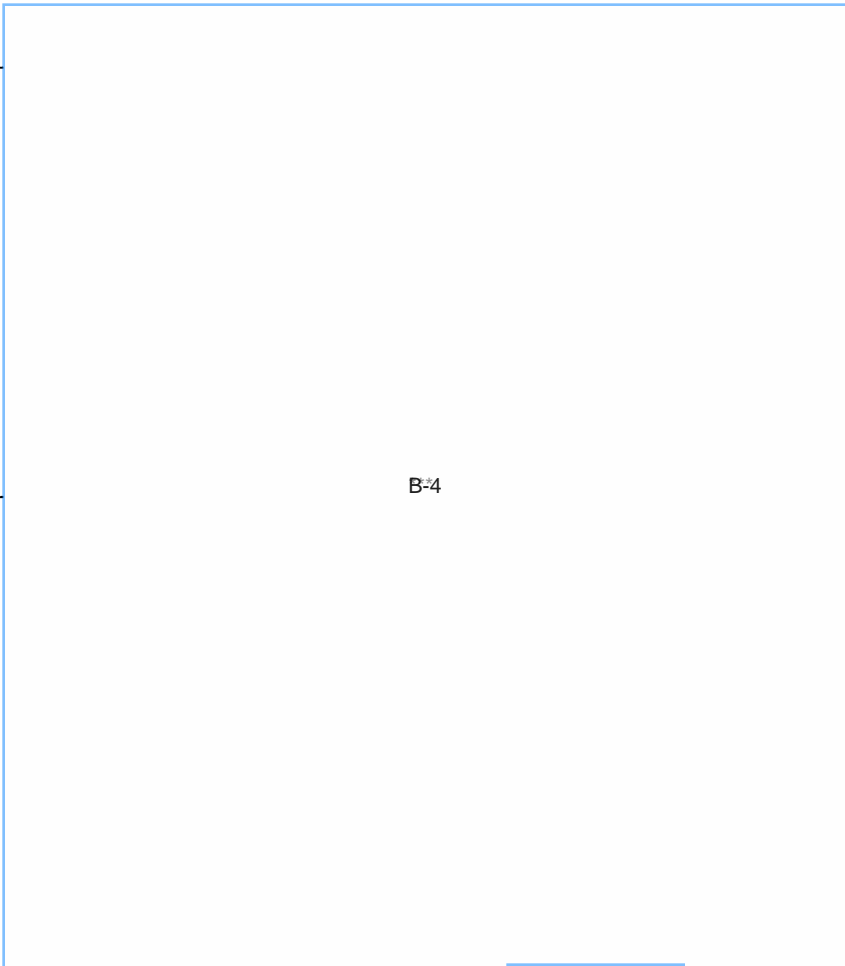
SCHEDULE:

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

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

Labor Category:

Operations Manager  
Assistant Operation Manager  
Team NASA Volunteer Mgr



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

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:

\$ 170,559

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

*CA*  
*9/24/04*



Task Requester: Christina Aguin Date: 9/1/04

COTR: Nancy L Johnson, alt Date: 9/7/04

Contracting Officer: Carl N. Z Date: 9/13/04

Task Requester Concurrence of Contractor's Task Plan and Contractor's Cost Estimate: Christina O'Han Date: 10/4/04

COTR Concurrence of Contractor's Task Plan: John Adams Date: 10/6/04

**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 NNA04CA76. 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 N. Z Date: 10/8/04

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

Task Order No.: HN1.1

Task Description for :

Ames Exploration Encounter

Contract NNA04CA76

Please acknowledge receipt and acceptance of this task order within ten (10) calendar days after receipt (in accordance with NASA FAR Supplement clause 18-52.216-80). 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, 2004 through September 30, 2005, unless specifically identified otherwise in this task.

**B. Description of Work**

Background

[Reference: NASA Education Enterprise Strategy]

A key venue for Ames' progress towards achieving NASA's goal to "Inspire and motivate students to pursue careers in science, technology, engineering, and mathematics (STEM)" is the Ames Exploration Encounter (AEE). The requirements set forth in this task are for the operations and management of this facility.

The AEE is an educational facility that provides 4<sup>th</sup> – 6<sup>th</sup> grade students with a one-half day educational experience to stimulate their interest in STEM subjects. Services are also provided to teachers before, during and after the AEE visit to assist them in effectively incorporating the AEE experience into their classroom activities. The AEE typically hosts 9 class periods per week during the school year (mid-September through mid-June).

AEE operations are modified slightly in the summer to accommodate summer and year-round schools. The AEE also serves home school students, math/science and technology camps, and other appropriate partnerships with educational organizations and institutions. Students participate in various activity stations that present concepts in a range of STEM areas.

The AEE is also a test bed for new NASA products targeted to grades 4 through 6. The contractor shall plan for and integrate programs developed by the Ames Education Technology Team and other NASA-initiated educational products or tools in the AEE as appropriate and in consultation and collaboration with the Ames Educational Technology Team Lead.

### Description of Specific Tasks to be performed

- 1 Operate the AEE during open hours; schedule and greet educators and students, respond to phone, letters, facsimiles and Internet inquiries.
- 2 Provide appropriate training and pre- and post-curriculum supplemental materials to educators attending AEE classes; work with partners (i.e., university students and faculty, science centers and other STEM related institutions) to develop, expand, and revise classroom curriculum supplements; enter data into the NASA Education Evaluation Information System (NEEIS), and assist participating educators with data entry.
- 3 Train, schedule, supervise, and evaluate the AEE docents. As appropriate, maintain and revise docent training material. Conduct docent training and evaluation in coordination with the Team NASA Volunteer Program Manager.
- 4 Provide eight and up to nine schedule blocks (class periods) per week for AEE related activities (i.e., student classes, teacher training, staff and docent training, tours, etc.). Operate and staff the AEE facilities. Ensure that all safety standards are met in the operation of AEE equipment and facilities. Ensure that the equipment and facilities are kept in working order. Report all equipment and facility maintenance and repair issues to the appropriate personnel. Ensure that maintenance and repair requests are complied with in a timely manner. Host and provide facility tours to special guests; provide management recommendations for enhancing and updating the software, hardware, exhibits, equipment, and other items used as teaching tools; schedule and confirm all AEE classes; respond to all phone and written inquiries and provide educational materials in response to requests.
- 5 The contractor will strive to increase student and teacher participation from underrepresented minorities and underserved communities by 25% over FY 04 baseline numbers.  
  
Provide monthly statistical data on AEE activity (i.e., number of students, educators, and chaperones, grade levels, and school demographic information, etc.) via the NASA Evaluation Information System (NEEIS). Provide a weekly report on AEE activity to the Informal Education Manager for inclusion in the Education Enterprise War Report.
- 6 The contractor shall cross-train appropriate personnel in AEE operations for backup purposes.

### **C. Hours of Work**

The standard workday for the AEE is eight hours (not including an unpaid lunch period), five days a week as determined by the Informal Education Programs Manager. Operational adjustments will be made for summer sessions, special events, or workshops. The AEE shall be staffed by appropriate AEE staff during all hours of operation.

**D. Government Furnished Equipment**

A listing of government-furnished equipment is provided in Part III, Section J.1, Attachment A3, "Government Furnished Equipment."

*Deliverables*

| Title                              | What  | Due                             |
|------------------------------------|---|---------------------------------|
| NEEIS report of AEE                | NEEIS report of AEE activities based on NASA Headquarters' specified statistical summary-information requirements.  | First working day of each month |
| AEE Operations Report              | Provide a written report of AEE operations to include number of classes taught, number of students' served, number of educators, location of schools served (as appropriate). Include docent and contractor assessments of program and areas where improvements can be made. Provide feedback mechanisms (online or forms) for teachers and students. Provide information and documentation not included in NEEIS in the contractor's monthly technical report to the customer. | Seventh day of each month       |
| Education Technology tested in AEE | Develop and implement program in consultation with Education Technology Lead and Informal Education Programs Manager.   | As Required                     |

## Performance Requirements Summary

| Required Services | Performance Standards | Acceptable Quality Level  | Performance Measurement   | Estimated Workload                        | Method of Surveillance   |
|-------------------|-----------------------|---|---|---|--|
| Operation of AEE  |                       | Meets NASA and Ames policies, the new NASA education mission priorities, and primary/ secondary national and/or California science, math, technology and geography education standards. | Services and products are detailed, complete, timely, accurate, appropriate, and responsive to task requirements and meet targeted impacts as evidenced through formative and summative evaluation. | Services are required throughout the year | Frequent communication and reports to Government. Government review and feedback on progress, products, and results in terms of Task Order requirements. |

B-4

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

TASK ORDER  
Prime Contract No.: NNA04CA76C (BOATS)

Task Order No.: HR 4.1 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.

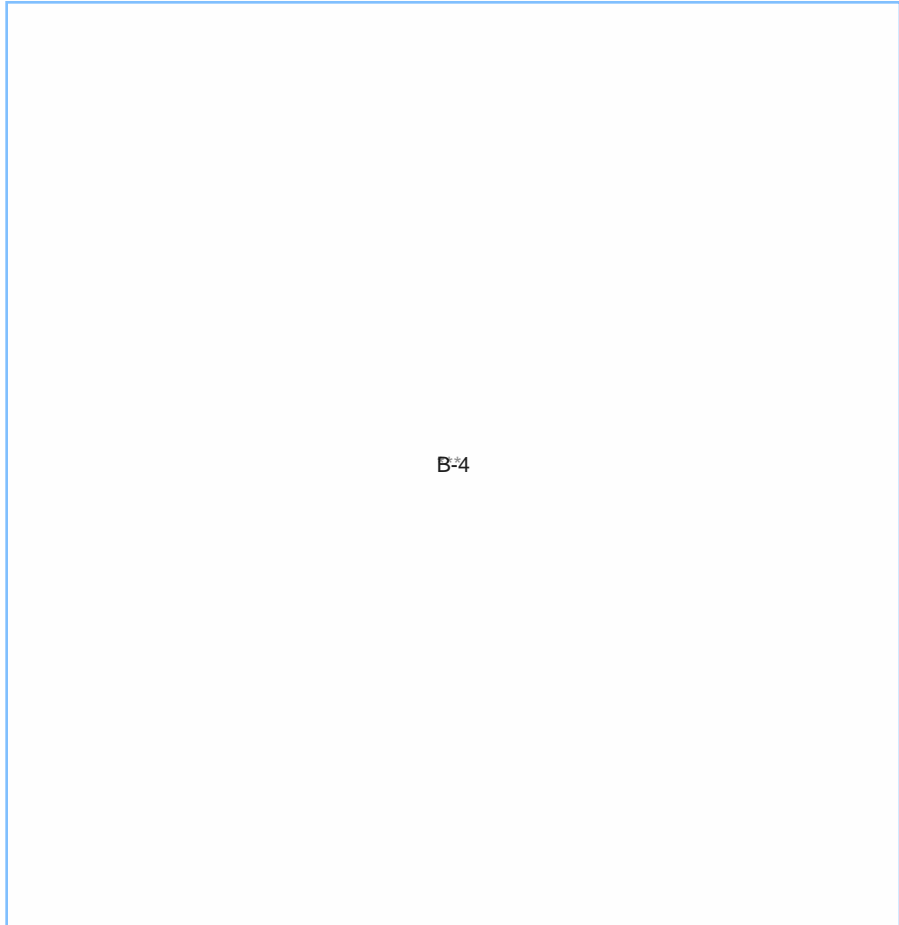
TITLE: IFMP (e-Gov) Support

PURPOSE: Add additional E-OPF support

Estimated Beginning Date: October 1, 2004

Estimated Completion Date: September 30, 2005

Labor Category:



- 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 ( Muniz Engineering)

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:

\$ 38,747

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

*CMW*  
*4/25/05*

# CTO REVISION REQUEST

**BUSINESS OPERATIONS AND  
TECHNICAL SERVICES**

1. Contractor:  
Planners Collaborative

8. Contractor Task Order to be Revised  
Task Order No.: HR-4.1

3. Submittal Date:  
3/30/05

4. Originator/Telephone No.:  
Human Resources Division, 5084

## PROPOSED REVISION

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

HR-4 eGov / IFMP support for HR projects

The task to provide project support for eGov / ePayroll originally referred to one component of the eGov initiatives for HR – now called E-HR LOB (Line of Business). The Office of Personnel Management, as the Managing Partner for this Line of Business for OMB is broadening the scope of E-HR under the President's eGovernment initiative. New components include

- the electronic OPF system
- eAwards – agency awards system (to be determined)
- additional components TBD

The overall implementation of E-HR LOB runs through FY07. This task modification to support the first step of the E-OPF is currently planned through September 2005

6. Revised TO:

This task is augmented to include the E-OPF component for supporting the E-HR LOB. To prepare for this component, all Official Personnel Folders (about 1400) must be reviewed and purged for preparation for scanning into the new electronic OPF system. Task activities include:

- Review of each OPF for official permanent documents and purging of non-permanent documents
- Creating non-permanent records system for purged documents
- Preparing Audit Trail documentation and participating in OPF training as needed

Work to be completed under the technical direction of Civil Service OPF specialists.

## APPROVAL

7. NASA Task Manager:

Joan McCullough

8. Date:

3/30/05

9. COTR:

*John Adams*

10. Date:

3/30/05

11. Project Manager:

*[Signature]*

12. Date:

4-27-05

13. Contracting Officer (Check if Required)

*Carl D. 2*

14. Date:

6/23/05

*Revised cost estimate attached.*





NNA04CA76

Task Order No.: HR-.4.1

Task Requester: Jean McCullough

Date: 9/1/04

COTR: Nancy L. Johnson, Alt

Date: 9/7/04

Contracting Officer: Carl D. [Signature]

Date: 9/13/04

Task Requester Concurrence  
of Contractor's Task Plan and  
Contractor's Cost Estimate: Jean McCullough

Date: 10/13/04

COTR Concurrence of  
Contractor's Task Plan: John Adams

Date: 10/19/04

**CONTRACTOR'S ACCEPTANCE:**

Contractor's  
Representative: [Signature]

Date: 10-5-04

**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: [Signature]

Date: 11/23/04

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

Task Order No.: HR-4.1

Task Description for :

IFMP (E-Gov) 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 shall be October 1, 2004 to September 30, 2005, unless otherwise noted.

**B. Description of Work**

Provide IFMP (E-Gov) support to the Human Resources Division as specified in Section J, Attachment A1 "Statement of Work" paragraph 4.2.7

Immediate need is for 160 hours (October 2004) to support change management and training for e-Payroll. Support for these activities needed from February – July 2005 to support e-Training. There are likely to be subsequent requirements for change management and training support in conjunction with other e-Gov initiatives later in the year, however, no details are available at this time.

**C. Hours of Work**

The standard workday is eight hours (not including an unpaid lunch period), Monday through Friday, beginning between 7:30 a.m. and 9:00 a.m. and ending between 4:00 p.m. and 5:30 p.m. Human Resources Division services shall be available between the hours of 8:00 a.m. and 4:30 p.m., Monday through Friday. Exceptions, with prior concurrence of the Human Resources Task Manager, can be made if service is maintained and workload is not affected

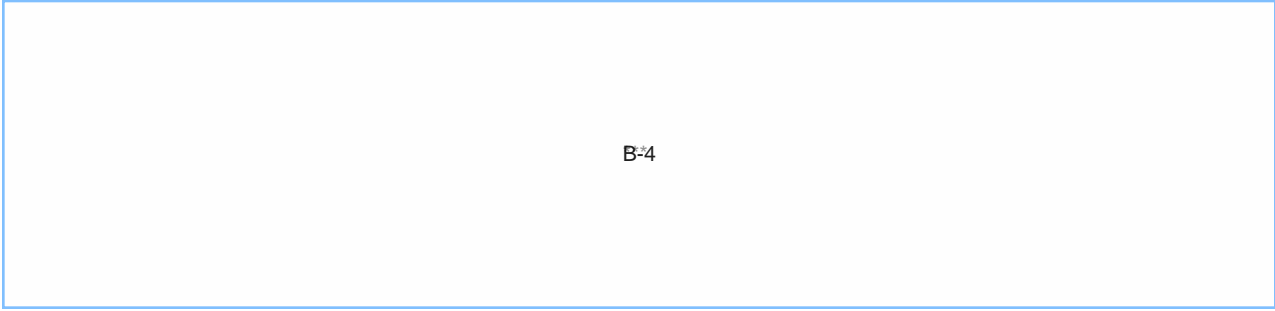
**D. Government Furnished Equipment**

A listing of government furnished equipment is provided in the Statement of Work, Attachment A3, SOW 4.2. All equipment is located in Building 241.

**H. Performance Requirements Summary**

Performance Requirements are provided in Section J, Attachment A2, Section SOW 4.2.7, Support to Integrated Financial Management Program.

**Task Plan HR4.1**



B-4

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

TASK ORDER  
Prime Contract No.: NNA04CA76C (BOATS)

Task Order No.: HR 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: Awards & Recognition

PURPOSE:

Estimated Beginning Date: October 1, 2006

Estimated Completion Date: September 30, 2007

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

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 ( Muniz Engineering)



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:

\$ 81,629

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

*CM*  
10/17/06

NNA04CA76C

Task Order No.: HR3.3

Task Requester: Mania Elena Lopez  
for Gail James, Training Officer  
Workforce Development Branch

Date: 9/30/2006

COTR: Karen Clogge

Date: 9/8/06

Contracting Officer: Carl D. Tom

Date: 9/29/06

Task Requester Concurrence  
of Contractor's Task Plan and  
Contractor's Cost Estimate: Gail James

Date: 11-16-06

COTR Concurrence of  
Contractor's Task Plan: Karen Clogge

Date: 11/17/06

**CONTRACTOR'S ACCEPTANCE:**

Contractor's  
Representative: [Signature]

Date: 10-18-06

**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. Tom

Date: 11/29/06

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

Task Order No.: HR3.3

Task Description for:

**AWARDS AND RECOGNITION**

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, unless otherwise noted.

**B. Description of Work**

Provide awards and Recognition support to the Human Resources Division as specified in Section J, Attachment A1 "Statement of Work" paragraph 4.2.5, as amended

**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. Human Resources Division services shall be available between the hours of 8:00 a.m. and 4:30 p.m. Monday through Friday. Exceptions, with prior concurrence of the Human Resources Task Manager, can be made if service is maintained and workload is not affected.

**D. Government Furnished Equipment**

A listing of government furnished equipment is provided in the Statement of Work, attachment A3, SOW 4.2. All equipment is located in Building 241.

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

Performance Requirements are provided in Section J, Attachment A2, Section SOW 4.2.5, Awards and Recognition.

### **Task Plan HR 3.3 Awards and Recognition**

Planners' subcontractor, MEI Technologies, Inc., will provide approximately one position to support the NASA Ames Awards and Recognition program.

The staff will have at a minimum a one-year certificate from a college or technical school and two years related experience and/or training, plus two years experience with computers in the area of word processing, databases, and spreadsheets. The staff will possess the ability to analyze data and statistics, the ability to interface and communicate effectively with internal and external customers, and will have experience managing budgets and different accounting systems. This work will be performed by professional, independent, and diplomatic staff with the ability to plan, organize, prioritize and structure required tasks and information. Prioritization of tasks will be in accordance with the NASA Workforce Development branch.

Contract staff will provide administrative and clerical services for administering and maintaining the Center's various award and recognition activities, including monetary awards such as Sustained Superior Performance Awards, Spotlight Awards, and Ames Honor Awards, and non-monetary awards such as Length of Service Awards and NASA Honor and Ames Honor Awards. This support will be provided in coordination with the NASA Shared Services Center and other evolving e-Gov initiatives.

Continuous advanced preparation and awareness of development and training needs will enable performance through periods of employee absences. Cross-training within each part of the team and across all tasks supporting this organization will enable back-up support as needed. Up-to-date desk guides will provide for efficient back-up capabilities.

Additional project needs of short duration that may arise will be met with existing staff through reassessment of priorities.



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

TASK ORDER  
Prime Contract No.: NNA04CA76C (BOATS)

Task Order No.: HR 3.1

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: Awards & Recognition

PURPOSE: Promotion increase

Estimated Beginning Date: October 1, 2004

Estimated Completion Date: September 30, 2005

Labor Category:

|   | Est.<br>Hours | Est.<br>Hrs. Monthly | Direct Labor<br>Rate | Total<br>Direct Cost |
|---|---------------|----------------------|----------------------|----------------------|
| 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 ( Muniz Engineering) |               |                      |                      |                      |

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:

\$ 69,285

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

*CM*  
*10/1/04*

NNA04CA76

Task Order No.: HR-3.1

Task Requester: Joan McCullough

Date: 9/1/04

COTR: Nancy L. Johnson, Alt

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: Joan McCullough

Date: 10/13/04

COTR Concurrence of  
Contractor's Task Plan: Wen Adams

Date: 10/19/04

**CONTRACTOR'S ACCEPTANCE:**

Contractor's  
Representative: [Signature]

Date: 10-5-04

**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: [Signature]

Date: 11/25/04

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

Task Order No.: HR-3.1

Task Description for :

Awards and Recognition

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 shall be October 1, 2004 to September 30, 2004, unless otherwise noted.

**B. Description of Work**

Provide Awards and Recognition support to the Human Resources Division as specified in Section J, Attachment A1 "Statement of Work" paragraph 4.2.5, as amended

**C. Hours of Work**

The standard workday is eight hours (not including an unpaid lunch period), Monday through Friday, beginning between 7:30 a.m. and 9:00 a.m. and ending between 4:00 p.m. and 5:30 p.m. Human Resources Division services shall be available between the hours of 8:00 a.m. and 4:30 p.m., Monday through Friday. Exceptions, with prior concurrence of the Human Resources Task Manager, can be made if service is maintained and workload is not affected

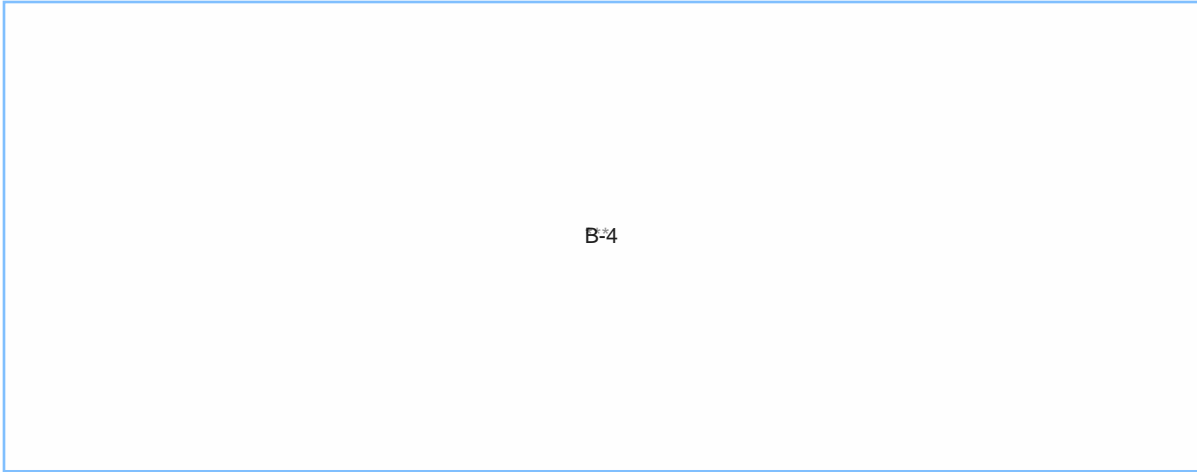
**D. Government Furnished Equipment**

A listing of government furnished equipment is provided in the Statement of Work, Attachment A3, SOW 4.2. All equipment is located in Building 241.

**G. Performance Requirements Summary**

Performance Requirements are provided in Section J, Attachment A2, Section SOW 4.2.5, Awards and Recognition.

**Task Plan HR3.1**



B-4

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

TASK ORDER  
Prime Contract No.: NNA04CA76C (BOATS)

Task Order No.: HR 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: Personnel Services

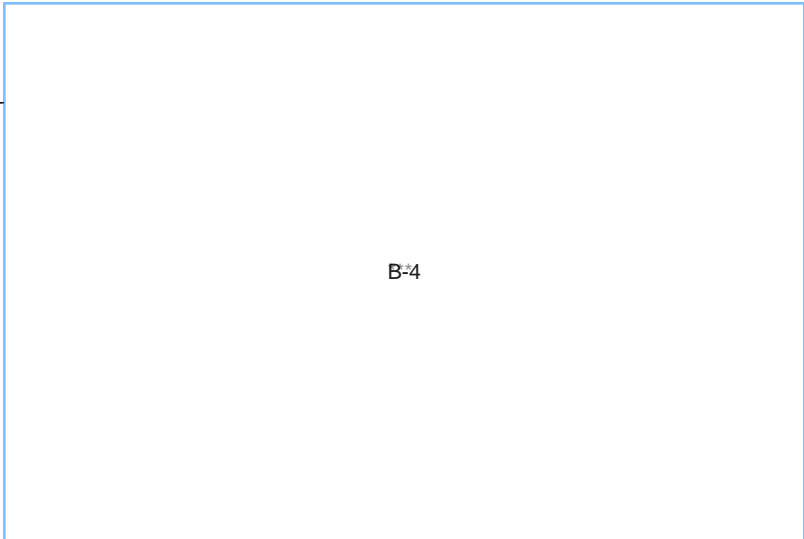
PURPOSE:

Estimated Beginning Date: October 1, 2006

Estimated Completion Date: September 30, 2007

| Labor Category: | Est.<br>Hours | Est.<br>Hrs. Monthly | Direct Labor<br>Rate | Total<br>Direct Cost |
|-----------------|---------------|----------------------|----------------------|----------------------|
|-----------------|---------------|----------------------|----------------------|----------------------|

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 ( Muniz Engineering)



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:

\$ 288,610

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

*CM*  
10/17/06

NNA04CA76C

Task Order No.: HR2.3

Task Requester: D Kanally  
Diane Kanally, Chief  
Workforce Management Branch

Date: 09/30/2006

COTR: Karen Clogge

Date: 9/8/06

Contracting Officer: Carlos W. Terry

Date: 9/28/06

Task Requester Concurrence of Contractor's Task Plan and Contractor's Cost Estimate: D Kanally

Date: 10/30/06

COTR Concurrence of Contractor's Task Plan: Karen Clogge

Date: 11/2/06

**CONTRACTOR'S ACCEPTANCE:**

Contractor's Representative: [Signature]

Date: 10-18-06

**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: Carlos W. Terry

Date: 11/14/06

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

Task Order No.: HR2.3

Task Description for:

PERSONNEL 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, unless otherwise noted. Noted exceptions:  
Technical writing services included in paragraph 4.2.3.4 will be needed on an on-call, ad hoc basis only.

**B. Description of Work**

Provide Personnel Services to the Human resources Division as specified in Section J, Attachment A1 "Statement of Work" paragraph 4.2.4 (Student Programs), 4.2.3 (Staffing), 4.3.4 (Relocation) and 4.2.6 (General Human Resources Support).

**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. Human Resources Division services shall be available between the hours of 8:00 a.m. and 4:30 p.m. Monday through Friday. Exceptions, with prior concurrence of the Human Resources Task Manager, can be made if service is maintained and workload is not affected.

**D. Government Furnished Equipment**

A listing of government furnished equipment is provided in the Statement of Work, Attachment A3, SOW 4.2 All equipment is located in Building 241

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

Performance requirements are provided in Section J, attachment A2, Sections SOW 4.2.2, 4.2.3, 4.2.4, and 4.2.6.

### **Task Plan HR 2.3 Personnel Services**

Planners' subcontractor, MEI Technologies, Inc., will provide no more than 4.5 Full Time Equivalent (FTEs) to support a full range of personnel services. Team members will work individually and together to cover the varied aspects of personnel services support needs.

The staff will have at a minimum an associate's degree with two years related experience or equivalent combination of education and experience. This individual will possess computer proficiency with word processing, databases, and spreadsheets, and the ability to analyze data and statistics. This individual will communicate effectively with internal and external customers, and possess the ability to work in a collaborative team environment. This work will be performed by professional, independent, and diplomatic staff with the ability to plan, organize, prioritize and structure required tasks and information. Prioritization of tasks will be in accordance with the NASA Workforce Management Branch.

Contract staff will support the following: student programs including the preparation of informational and/or application materials and the provision of information to schools on status of students; staffing/recruitment activities when required by the Task Manager; Agency employment inquiries; the Ames Associates Program; general staffing actions including letter and report writing; vacancy announcements; the relocation service provider for First-Duty Station and Permanent Change of Station moves; and will support the Human Resources Managers by providing a full range of personnel management support services and administrative and clerical support for human resources programs. Contract staff will coordinate specific support needs with the NASA Shared Services Center as appropriate.

Continuous advanced preparation and awareness of development and training needs will enable performance through periods of employee absences. Cross-training within each part of the team and across all tasks supporting this organization will enable back-up support as needed. Up-to-date desk guides will provide for efficient back-up capabilities.

Additional project needs of short duration that may arise will be met with existing staff through reassessment of priorities.



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

TASK ORDER  
Prime Contract No.: NNA04CA76C (BOATS)

Task Order No.: HR 2.2 Revision No. 3 and No. 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: **Personnel Services**  
PURPOSE: Adds HR Assistant and RIF support hours  
Estimated Beginning Date: **October 1, 2005**  
Estimated Completion Date: **September 30, 2006**

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

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 ( Muniz Engineering)



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:

\$ 320,627

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

*CM*  
*6/23/06*

# CTO REVISION REQUEST

|  |                              |   |
|--|------------------------------|---|
| <b>ADMINISTRATIVE AND TECHNICAL SERVICES</b> | 1. Contractor:<br>NNA04CA76C | 8. Contractor Task Order to be Revised<br>Task Order No.: HR 2.2 R4 |
|--|------------------------------|---|

|                                    |   |
|------------------------------------|---|
| 3. Submittal Date:<br>01 June 2006 | 4. Originator/Telephone No.:<br>Maureen Sarjeant / 4-5776 |
|------------------------------------|---|

## PROPOSED REVISION

5. Revised FROM (Include a clear identification of Section, Task, Subtask, etc., which is being revised, and the reason for the revision):  
 Provide Personnel Services to the Human Resources Division as specified in Section J, Attachment A1 "Statement of Work" (SOW) paragraph 4.2.4 (Student Programs), 4.2.3 (Staffing), 4.3.4 (Relocation) and 4.2.6 (General Human Resources Support). The period of performance is October 1, 2005 to September 30, 2006.

Revision 1 increases support for SOW 4.2.6.1 to include onsite review of Federal Position Descriptions for RIF purposes, including a professional and clerical element. The period of performance at this increased level of support is November 2005 through February 2006.

Revision 2 extends the increased support for SOW 4.2.6.1 through May 2006.

Revision 3 extends the increased support for SOW 4.2.6.1 a total of 40 hours, between June 1 and September 30, 2006

6. Revised TO:  
 Increases support for SOW 4.2.6.1 to provide clerical and administrative support for RIF purposes between June 19 and September 30, 2006.

## APPROVAL

|  |                      |   |                      |
|--|----------------------|---|----------------------|
| 7. NASA Task Manager:<br><i>Maureen Sarjeant</i> | 8. Date:<br>6/1/06   | 9. COFR:<br><i>Ken Adams</i>  | 10. Date:<br>6/1/06  |
| 11. Project Manager:<br><i>[Signature]</i>       | 12. Date:<br>6-23-06 | 13. Contracting Officer (Check if Required) <input type="checkbox"/><br><i>Carl [Signature]</i> | 14. Date:<br>6/24/06 |

# CTO REVISION REQUEST

|  |   |   |
|--|---|---|
| <b>ADMINISTRATIVE AND TECHNICAL SERVICES</b> | 1. Contractor:<br>NNA04CA76C                              | 8. Contractor Task Order to be Revised<br>Task Order No.: HR 2.2 R3 |
| 3. Submittal Date:<br>30 May 2006            | 4. Originator/Telephone No.:<br>Maureen Sarjeant / 4-5776 |   |

## PROPOSED REVISION

5. Revised FROM (Include a clear identification of Section, Task, Subtask, etc., which is being revised, and the reason for the revision):  
 Provide Personnel Services to the Human Resources Division as specified in Section J, Attachment A1 "Statement of Work" (SOW) paragraph 4.2.4 (Student Programs), 4.2.3 (Staffing), 4.3.4 (Relocation) and 4.2.6 (General Human Resources Support). The period of performance is October 1, 2005 to September 30, 2006.

Revision 1 increases support for SOW 4.2.6.1 to include onsite review of Federal Position Descriptions for RIF purposes, including a professional and clerical element. The period of performance at this increased level of support is November 2005 through February 2006.

Revision 2 extends the increased support for SOW 4.2.6.1 through May 2006.

6. Revised TO:  
 Further extend the increased level of support for SOW 4.2.6.1 a total of 40 hours, between June 1 and September 30, 2006.

## APPROVAL

|  |                      |  |                      |
|--|----------------------|--|----------------------|
| 7. NASA Task Manager:<br><i>Maureen Sarjeant</i> | 8. Date:<br>5/30/06  | 9. COPI:<br><i>John Adams</i>  | 10. Date:<br>5/30/06 |
| 11. Project Manager:<br><i>[Signature]</i>       | 12. Date:<br>6-23-06 | 13. Contracting Officer (Check if Required) <input type="checkbox"/><br><i>Carl D. Z</i> | 14. Date:<br>7/24/06 |

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

TASK ORDER  
Prime Contract No.: NNA04CA76C (BOATS)

Task Order No.: HR 2.2 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: Personnel Services  
PURPOSE: Extend SOW 4.2.6.1 to May 31, 2006  
Estimated Beginning Date: October 1, 2005  
Estimated Completion Date: September 30, 2006

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

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 ( Muniz Engineering)



ESTIMATE OF TOTAL DIRECT COST FOR TASK SUPPORT:

B-4

ESTIMATE OF TOTAL COST FOR FFE/PROJECT MANAGEMENT ALLOCATION:

ESTIMATE OF TOTAL COST/FEE FOR TASK SUPPORT:

\$ 469,853

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

*CDA*  
*4/24/06*

## CTO REVISION REQUEST

|  |  |  |
|--|--|--|
| <b>ADMINISTRATIVE AND TECHNICAL SERVICES</b> | 1. Contractor:<br>NNA04CA76C                           | 8. Contractor Task Order to be Revised<br>Task Order No.: HR 2.2 |
| 3. Submittal Date:<br>November 8, 2005       | 4. Originator/Telephone No.:<br>Diane Kanally / 4-5635 |  |

### PROPOSED REVISION

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

6. Revised TO:

- Increase support for SOW 4.2.6.1 to include: onsite review of Federal Position Descriptions for RIF purposes, and produce acceptable competitive level definitions and acceptable updated position descriptions in accordance with the Federal Government Human Resources classification, principles, concepts, laws, regulations, executive orders, techniques and guidelines.

- General clerical support for the RIF team.

The total level of additional support for this effort shall not exceed

### APPROVAL

|   |                     |  |                      |
|---|---------------------|--|----------------------|
| 7. NASA Task Manager:<br><i>Maurice Leggett</i> | 8. Date:<br>11/8/05 | 9. COTR:<br><i>John Adams</i>  | 10. Date:<br>11/8/05 |
| 11. Project Manager:<br><i>Robert Brown</i>     | 12. Date:<br>3-6-06 | 13. Contracting Officer (Check if Required) <input type="checkbox"/><br><i>Cash (1), 2</i> | 14. Date:<br>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.: HR 2.2 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: **Personnel Services**  
PURPOSE: Increase .5 FTE for RIF Team support  
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 |
|------------|-------------------|-------------------|-------------------|
|------------|-------------------|-------------------|-------------------|

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 ( Muniz Engineering)

|                          |  |  |  |
|--------------------------|--|--|--|
| [Redacted Table Content] |  |  |  |
|--------------------------|--|--|--|

B-4

ESTIMATE OF TOTAL DIRECT COST FOR TASK SUPPORT: [Redacted]  
ESTIMATE OF TOTAL COST FOR FEE/PROJECT MANAGEMENT ALLOCATION: [Redacted]  
ESTIMATE OF TOTAL COST/FEE FOR TASK SUPPORT: \$ 226,948

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

*CM*  
*3/3/06*

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

TASK ORDER  
Prime Contract No.: NNA04CA76C (BOATS)

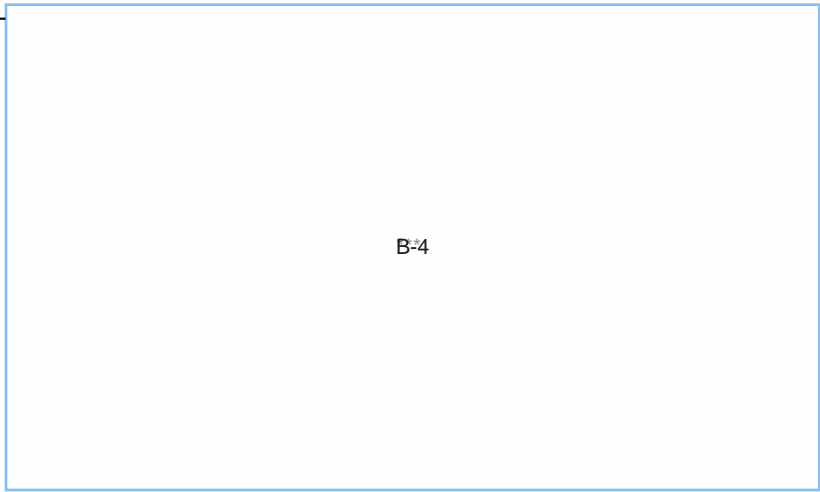
Task Order No.: HR 2.2 Revision No. 1

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: **Personnel Services**  
PURPOSE: Increase .5 FTE for RIF Team support  
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 |
|-----------------|------------|-------------------|-------------------|-------------------|
|-----------------|------------|-------------------|-------------------|-------------------|

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 ( Muniz Engineering)



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: \$ 226,948

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

*AM*  
*3/3/06*

## CTO REVISION REQUEST

|  |  |  |
|--|--|--|
| <b>ADMINISTRATIVE AND TECHNICAL SERVICES</b> | 1. Contractor:<br>NNA04CA76C                           | 8. Contractor Task Order to be Revised<br>Task Order No.: HR 2.2 |
| 3. Submittal Date:<br>November 8, 2005       | 4. Originator/Telephone No.:<br>Diane Kanally / 4-5635 |  |

### PROPOSED REVISION

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

6. Revised TO:

- Increase support for SOW 4.2.6.1 to include: onsite review of Federal Position Descriptions for RIF purposes, and produce acceptable competitive level definitions and acceptable updated position descriptions in accordance with the Federal Government Human Resources classification, principles, concepts, laws, regulations, executive orders, techniques and guidelines.

- General clerical support for the RIF team.

The total level of additional support for this effort shall not exceed

### APPROVAL

|   |                            |  |                             |
|---|----------------------------|--|-----------------------------|
| 7. NASA Task Manager:<br><i>Maurice Sajit</i> | 8. Date:<br><i>11/2/05</i> | 9. COTR:<br><i>John Adams</i>  | 10. Date:<br><i>11/8/05</i> |
| 11. Project Manager:<br><i>[Signature]</i>    | 12. Date:<br><i>3 6 06</i> | 13. Contracting Officer (Check if Required) <input type="checkbox"/><br><i>[Signature]</i> | 14. Date:<br><i>4/24/06</i> |



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

TASK ORDER  
Prime Contract No.: NNA04CA76C (BOATS)

Task Order No.: HR 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: Personnel Services

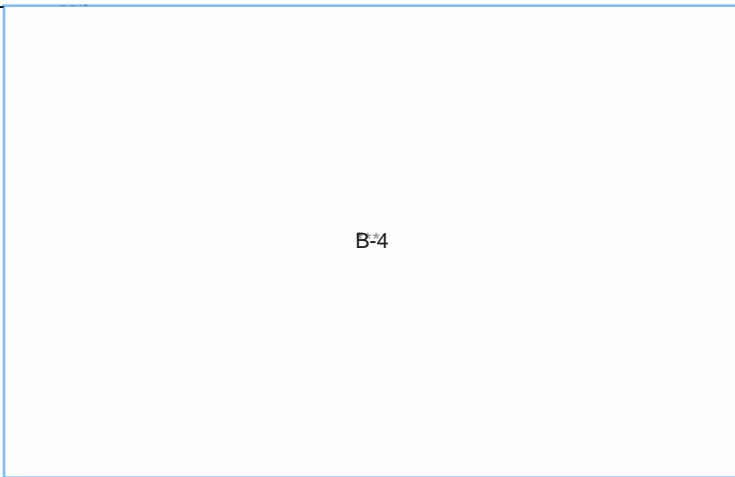
SCHEDULE:

Estimated Beginning Date: October 1, 2005

Estimated Completion Date: September 30, 2006

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

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 ( Muniz Engineering)



ESTIMATE OF TOTAL DIRECT COST FOR TASK SUPPORT:

B-4

ESTIMATE OF TOTAL COST FOR FFF/PROJECT MANAGEMENT ALLOCATION:

ESTIMATE OF TOTAL COST/FEE FOR TASK SUPPORT:

\$ 163,447

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

*Handwritten signature and date:* CW 10/3/05

NNA04CA76C

Task Order No.: HR2.2

Task Requester: Diane Kanally

Date: 9/1/2005

COTR: *Miss Adams*

Date: 9/2/05

Contracting Officer: *Carl D. Turner*

Date: 9/6/05

Task Requester Concurrence  
of Contractor's Task Plan and  
Contractor's Cost Estimate: *Maurice Seizant*

Date: 10/13/05

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

Date: 10/17/05

**CONTRACTOR'S ACCEPTANCE:**

Contractor's  
Representative: *[Signature]*

Date: 10-3-05

**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. Turner* Date: 1-26-06

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

Task Order No.: HR2.2

Task Description for:

**PERSONNEL 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, unless otherwise noted. Noted exceptions:  
Technical writing services included in paragraph 4.2.3.4 will be needed on an on-call, ad hoc basis only.

**B. Description of Work**

Provide Personnel Services to the Human resources Division as specified in Section J, Attachment A1 "Statement of Work" paragraph 4.2.4 (Student Programs), 4.2.3 (Staffing), 4.3.4 (Relocation) and 4.2.6 (General Human Resources Support).

**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. Human Resources Division services shall be available between the hours of 8:00 a.m. and 4:30 p.m. Monday through Friday. Exceptions, with prior concurrence of the Human Resources Task Manager, can be made if service is maintained and workload is not affected.

**D. Government Furnished Equipment**

A listing of government furnished equipment is provided in the Statement of Work, Attachment A3, SOW 4.2 All equipment is located in Building 241

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

Performance requirements are provided in Section J, attachment A2, Sections SOW 4.2.2, 4.2.3, 4.2.4, and 4.2.6.

## **Task Plan HR 2.2 Personnel Services**

Planners' subcontractor, MEI Technologies, will provide approximately 2.5 positions to support a full range of personnel services. Team members will work individually and together to cover the varied aspects of personnel services support needs.

The staff will have at a minimum an associate's degree with two years related experience or equivalent combination of education and experience. This individual will possess computer proficiency with word processing, databases, and spreadsheets, and the ability to analyze data and statistics. This individual will communicate effectively with internal and external customers, and possess the ability to work in a collaborative team environment. This work will be performed by professional, independent, and diplomatic staff with the ability to plan, organize, prioritize and structure required tasks and information. Prioritization of tasks will be in accordance with the NASA Workforce Development Personnel branch.

Contract staff will support the following: student programs including the preparation of informational and/or application materials and the provision of information to schools on status of students; staffing/recruitment activities when required by the Task Manager; Agency employment inquiries; the Ames Associates Program; general staffing actions including letter and report writing; vacancy announcements; the relocation service provider for First-Duty Station and Permanent Change of Station moves; and will support the Human Resources Managers by providing a full range of personnel management support services and administrative and clerical support for human resources programs.

Continuous advance preparation and awareness of development and training needs will enable performance through periods of employee absences. Up-to-date desk guides will provide for efficient back-up capabilities.

Additional project needs that may arise will be met with existing staff through reassessment of priorities and cross-training where applicable.

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

TASK ORDER  
Prime Contract No.: NNA04CA76C (BOATS)

Task Order No.: HR 2.1

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: Personnel Services

SCHEDULE:

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 |
|------------|-------------------|-------------------|-------------------|
|------------|-------------------|-------------------|-------------------|

|   |  |  |     |
|---|--|--|-----|
| 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 ( Muniz Engineering) |  |  |     |

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:

\$ 219,960

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

*CW*  
*10/1/04*

NNA04CA76

Task Order No.: HR-2.1

Task Requester: Joan McCullough

Date: 9/1/04

COTR: Raney L. Johnson, Alt

Date: 9/7/04

Contracting Officer: Carl D. [Signature]

Date: 9/13/04

Task Requester Concurrence  
of Contractor's Task Plan and  
Contractor's Cost Estimate: Joan McCullough

Date: 10/13/04

COTR Concurrence of  
Contractor's Task Plan: John Adams

Date: 10/19/04

**CONTRACTOR'S ACCEPTANCE:**

Contractor's  
Representative: [Signature]

Date: 10-5-04

**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. [Signature]

Date: 11/23/04

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

Task Order No.: HR-2.1

Task Description for :

Personnel 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 shall be October 1, 2004 to September 30, 2005, unless otherwise noted. Noted exceptions:

Technical writing services included in paragraph 4.2.3.4 will be needed on an on-call, ad hoc basis only.

Support for general HR support (4.2.6) will be reduced (by one temporary, part-time WYE) as of 1/1/05, unless specifically extended.

**B. Description of Work**

Provide Personnel Services to the Human Resources Division as specified in Section J, Attachment A1 "Statement of Work" paragraph 4.2.2 (Student Programs), 4.2.3 (Staffing), 4.3.4 (Relocation) and 4.2.6 (General Human Resources Support).

**C. Hours of Work**

The standard workday is eight hours (not including an unpaid lunch period), Monday through Friday, beginning between 7:30 a.m. and 9:00 a.m. and ending between 4:00 p.m. and 5:30 p.m. Human Resources Division services shall be available between the hours of 8:00 a.m. and 4:30 p.m., Monday through Friday. Exceptions, with prior concurrence of the Human Resources Task Manager, can be made if service is maintained and workload is not affected

**D. Government Furnished Equipment**

A listing of government furnished equipment is provided in the Statement of Work, Attachment A3, SOW 4.2. All equipment is located in Building 241.

**F. Performance Requirements Summary**

Performance Requirements are provided in Section J, Attachment A2, Sections SOW 4.2.2, 4.2.3, 4.2.4, and 4.2.6.

**Task Plan HR2.1**



B-4



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

TASK ORDER  
Prime Contract No.: NNA04CA76C (BOATS)

Task Order No.: HR 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: **Employee Development & Training**

PURPOSE:

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

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

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

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

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

ESTIMATE OF TOTAL COST FOR FEE/PROJECT MANAGEMENT ALLOCATION: B-4

ESTIMATE OF TOTAL COST/FEE FOR TASK SUPPORT. \$ 623,453

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

*CM*  
10/17/06

NNA04CA76C

Task Order No.: HR 1.3

Task Requester:

Mania Elena Lopez  
for Gail James, HRD Training Officer

Date:

8/30/06

COTR:

Karen Close

Date:

9/8/06

Contracting Officer:

Carla D. Terry

Date:

9/23/06

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

Gail James

Date:

11-16-06

COTR Concurrence of  
Contractor's Task Plan:

Karen Close

Date:

11/17/06

**CONTRACTOR'S ACCEPTANCE:**

Contractor's  
Representative:

[Signature]

Date:

10-18-06

**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:

Carla D. Terry

Date:

11/29/06

Distribution:

Contracting Officer (Original)

Contractor

COTR

Task Requester

Task Order No.: HR1.3

Task Description for:

**EMPLOYEE DEVELOPMENT AND TRAINING**

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, unless otherwise noted.

**B. Description of Work**

Provide Employee Development and Training support to the Human Resources Division as specified in Section J, Attachment A1 "Statement of Work" paragraph 4.2.1.

**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. Human Resources Division services shall be available between the hours of 8:00 a.m. and 4:30 p.m. Monday through Friday. Exceptions, with prior concurrence of the Human Resources Task Manager, can be made if service is maintained and workload is not affected.

**D. Government Furnished Equipment**

A listing of government furnished equipment is provided in the Statement of Work, Attachment A3, SOW 4.2. All equipment is located in Building 241 or T28H or similar training facilities.

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

Performance Requirements are provided in Section J, Attachment A2, Section SOW 4.2.1, Employee Development and Training.

## **Task Plan HR 1.2<sup>3</sup>** **Employee Development and Training**

Planners' subcontractor, MEI Technologies, Inc., will provide approximately five positions to support a full range of employee training and development services, primarily aimed at the NASA Ames civil service community. Team members will work individually and together to cover the varied aspects of training needs.

The Training and Development Specialist will have at a minimum a bachelor's degree in human resources, business, or a related field, and two years of related work experience, and an ability to write routine reports and correspondence. This individual will have excellent oral communication and interpersonal skills. This work will be performed by professional, independent, and diplomatic staff with the ability to plan, organize, prioritize and structure required tasks and information. Prioritization of tasks will be in accordance with the NASA Training Officer.

The Systems Administrator will have at a minimum a bachelor's degree in computer science or computer technology, or a related field, and/or commensurate experience, with technical computer skills and a high level of communications ability. This work will be performed by professional, independent, and diplomatic staff with the ability to plan, organize, prioritize and structure required tasks and information. Prioritization of tasks will be in accordance with the Workforce Development Division's requirements.

The Program/Project Management Development Specialist will have at a minimum a bachelor's degree in organizational development, business, or a related field, five years of related work experience, and an ability to interface effectively with internal and external customers. This individual will have excellent oral communication and interpersonal skills. This work will be performed by professional, independent, and diplomatic staff with the ability to plan, organize, prioritize and structure required tasks and information. Prioritization of tasks will be in accordance with the NASA Training Officer.

The Short Courses and Conferences Coordinator will have at a minimum an associate's degree and two years related experience or an equivalent combination of education and experience. This individual will be computer literate in the area of word processing and spreadsheets, and will possess an ability to write routine reports and correspondence and an ability to communicate effectively with customers and other employees in the organization. This work will be performed by professional, independent, and diplomatic staff with the ability to plan, organize, prioritize and structure required tasks and information. Prioritization of tasks will be in accordance with the Workforce Development Division's requirements.

The Training Logistics Coordinator and Administrative Assistant will have at a minimum a bachelor's degree in human resources, business, or a related field, and two years of related work experience. This work will be performed by professional, independent, and diplomatic staff with the ability to plan, organize, prioritize and structure required tasks

and information. Prioritization of tasks will be in accordance with the NASA Training Officer's requirements.

A training development consultant who is skilled at the preparation and conduct of organization team-building activities and facilitating meetings and discussions will be outsourced to provide operational level support feedback in response to the Workforce Development Division's annual program plan.

Contract staff will support the following: Develop and maintain a comprehensive Information Technology Program, including the development and presentation of office automation and other computer training related topics. Develop and maintain a comprehensive Leadership and Management Program, Academic Program, Program and Project Management and Career Development Program. Provide a full range of training and development services to support the Academy of Program and Project Management (APPL-WEST). Logistical services needed include preparation of training site, lodging, catering services and training materials. Develop and maintain information on the various Center and Agency training and development programs available to Ames employees, and communicate training opportunities and administrative processes as coordinated with SATERN. Develop and implement strategies for evaluation of training programs and training session effectiveness and efficiency through approved methods. Generate and maintain the Center's training announcements including composition, delivery, and response to employee inquiries. Provide off-site logistical support, including site visits, cost analysis, procurement and payment of off-site facilities. Maintain on-site training rooms including scheduling, equipment and facilities maintenance. Provide systems administration on human resources and training websites and reports.

Continuous advanced preparation and awareness of Technology Partnership Office needs will enable performance through periods of employee absences. Cross-training within each part of the team and across all tasks supporting this organization will enable back-up support as needed. Up-to-date desk guides will provide for efficient back-up capabilities.

Additional project needs of short duration that may arise will be met with existing staff through reassessment of priorities.

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

TASK ORDER  
Prime Contract No.: NNA04CA76C (BOATS)

Task Order No.: HR 1.2 Revision No. 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: **Employee Development & Training**

PURPOSE: Revised cost estimate in response to Task Order Revision 4

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

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

| Labor Category: | Est.<br>Hours | Est.<br>Hrs. Monthly | Direct Labor<br>Rate | Total<br>Direct Cost |
|-----------------|---------------|----------------------|----------------------|----------------------|
|-----------------|---------------|----------------------|----------------------|----------------------|

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 ( Muniz Engineering)

|  |  |  |     |  |
|--|--|--|-----|--|
|  |  |  |     |  |
|  |  |  | 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:

\$ 624,364

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

*OP*  
8/22/06

## CTO REVISION REQUEST

|  |   |   |
|--|---|---|
| <b>ADMINISTRATIVE AND TECHNICAL SERVICES</b> | 1. Contractor:<br>NNA04CA76C                      | 8. Contractor Task Order to be Revised<br>Task Order No.: HR 1.2 R4 |
| 3. Submittal Date:<br>09 August 2006         | 4. Originator/Telephone No.:<br>Gail James/4-5472 |   |

### PROPOSED REVISION

5. Revised FROM (Include a clear identification of Section, Task, Subtask, etc., which is being revised, and the reason for the revision):  
 Task Order HR 1.2 requires the contractor to support the Human Resources Division with support for Employee Development and Training.

Revision 1: requested Phase I of an organizational development intervention.

Revision 2: 1) increased support required in Rev 1, 2) requested the initiation of Phase II for the same OD intervention, and 3) increased the ODC ceiling for travel.

Revision 3: Called for the reclassification of the OD support position to also include Leadership and Management Program Management, Agency fellowship programs and NASA professional development programs.

6. Revised IO:  
Revision 4:

1) Provide additional support (Phase III) for the organizational development intervention currently in progress. This final phase shall conclude at 31 October 2006, with any remaining intervention activities transferred at that time to the Training Office. No additional work beyond 31 October 2006 is requested nor authorized.

2) Provide additional support for the development and implementation of SATERN.

3) Provide additional support for the development of leadership development boot camp.

### APPROVAL

|  |                      |   |                      |
|--|----------------------|---|----------------------|
| 7. NASA Task Manager:<br><i>Gail James</i> | 8. Date:<br>8/9/06   | 9. COTR:<br><i>John Adams</i>   | 10. Date:<br>8/10/06 |
| 11. Project Manager:<br><i>[Signature]</i> | 12. Date:<br>8-22-06 | 13. Contracting Officer (Check if Required) <input checked="" type="checkbox"/><br><i>[Signature]</i> | 14. Date:<br>8/30/06 |

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

TASK ORDER  
Prime Contract No.: NNA04CA76C (BOATS)  
Task Order No.: HR 1.2 Revision No. 2 and 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: **Employee Development & Training**  
PURPOSE: Revised cost estimate in response to Task Order Revisions 2 and 3  
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 |
|--|------------|-------------------|-------------------|-------------------|
|--|------------|-------------------|-------------------|-------------------|

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 ( Muniz Engineering)

|            |  |     |  |
|------------|--|-----|--|
| [Redacted] |  |     |  |
|            |  | 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:

\$ 552,740

*CM*  
*5/5/06*

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



## CTO REVISION REQUEST

|  |   |   |
|--|---|---|
| <b>ADMINISTRATIVE AND TECHNICAL SERVICES</b> | 1. Contractor:<br>NNA04CA76C                      | 8. Contractor Task Order to be Revised<br>Task Order No.: <i>HR 1,2R3</i> |
| 3. Submittal Date:<br>April 11, 2006         | 4. Originator/Telephone No.:<br>Gail James/4-5472 |   |

### PROPOSED REVISION

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

6. Revised TO:

Subtask 4.2.1.3:

This task has been augmented to include: Program Management, overall design, advocacy, implementation and management of a comprehensive Leadership and Management Program, Organization Development, Agency fellowship programs and NASA Professional Development Programs.

### APPROVAL

|  |                            |  |                             |
|--|----------------------------|--|-----------------------------|
| 7. NASA Task Manager:<br><i>Gail James</i> | 8. Date:<br><i>4/11/06</i> | 9. COFR:<br><i>John Adams</i>  | 10. Date:<br><i>4/13/06</i> |
| 11. Project Manager:<br><i>[Signature]</i> | 12. Date:<br><i>5-5-06</i> | 13. Contracting Officer (Check if Required) <input type="checkbox"/><br><i>[Signature]</i> | 14. Date:<br><i>4/14/06</i> |

## CTO REVISION REQUEST

|  |   |   |
|--|---|---|
| <b>ADMINISTRATIVE AND TECHNICAL SERVICES</b> | 1. Contractor:<br>NNA04CA76C                      | 8. Contractor Task Order to be Revised<br>Task Order No.: HR 1.2 R2 |
| 3. Submittal Date:<br>27 March 2006          | 4. Originator/Telephone No.:<br>Gail James/4-5472 |   |

### PROPOSED REVISION

5. Revised FROM (Include a clear identification of Section, Task, Subtask, etc., which is being revised, and the reason for the revision):  
**Subtask 4.2.1.1 was increased recently due to a need to provide an organizational development (OD) intervention in response to morale and teambuilding issues surfacing in the organization.**

Subtask 4.2 requires occasional travel, training and materials expenses in support of organizational objectives. These other direct costs (ODC) include support for programs such as e-training, leadership development, and SATERN. The approved ODC ceiling is:

Materials B-4  
 Travel  
 Training

6. Revised TO:  
 Subtask 4.2.1.1:  
 - Additional level of support not included on original pricing  
 - A secondary phase in the recent OD intervention is now needed, requiring an additional increase in support.

Subtask 4.2 Due to the expansiveness of these programs in FY06, the ODC ceiling is increased to:

Materials B-4  
 Travel  
 Training

### APPROVAL

|  |                     |   |                      |
|--|---------------------|---|----------------------|
| 7. NASA Task Manager:<br><i>Gail James</i> | 8. Date:<br>3/30/06 | 9. COFR:<br><i>John Adams</i>   | 10. Date:<br>3/30/06 |
| 11. Project Manager:<br><i>John Adams</i>  | 12. Date:<br>3-3-06 | 13. Contracting Officer (Check if Required) <input type="checkbox"/><br><i>Carl</i> | 14. Date:<br>4/6/06  |

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

TASK ORDER  
Prime Contract No.: NNA04CA76C (BOATS)

Task Order No.: HR 1.2 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: **Employee Development & Training**

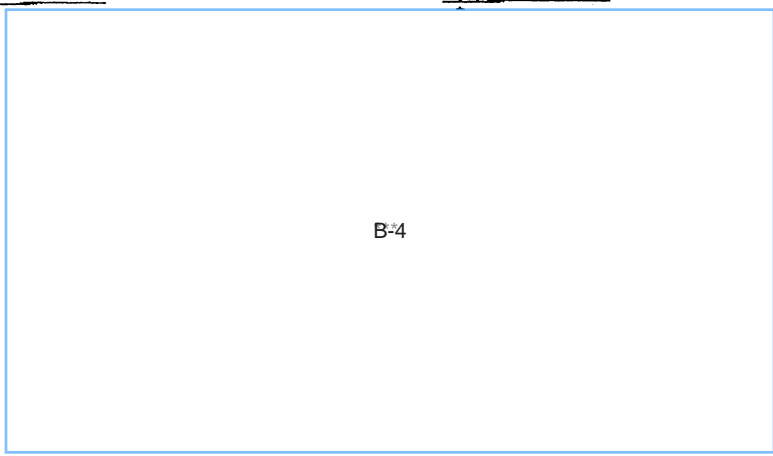
PURPOSE: Increase outside consulting cost

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

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

|                 |              |                     |              |                    |
|-----------------|--------------|---------------------|--------------|--------------------|
| Labor Category: | Est.         | Est.                | Direct Labor | Total              |
|                 | <u>Hours</u> | <u>Hrs. Monthly</u> | <u>Rate</u>  | <u>Direct Cost</u> |

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 ( Muniz Engineering)



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:

\$ 521,435

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

*Ch*  
*3/17/06*

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

TASK ORDER  
Prime Contract No.: NNA04CA76C (BOATS)

Task Order No.: HR 1.2 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: **Employee Development & Training**

PURPOSE: Increase outside consulting cost

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

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

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

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 ( Muniz Engineering)

|  |  |
|--|--|
|  |  |
|--|--|

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:

\$ 521,435

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

*OK*  
*3/17/06*

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

TASK ORDER  
Prime Contract No.: NNA04CA76C (BOATS)

Task Order No.: HR 1.2

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: **Employee Development & Training**

PURPOSE:

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

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

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

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 ( Muniz Engineering)

|     |  |  |  |
|-----|--|--|--|
| 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:

\$ 508,427

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

*CMY*  
*10/3/05*

NNA04CA76C

Task Order No.: HR1.2

Task Requester: Gail E. James

Date: 9/1/2005

COTR: *John Adams*

Date: 9/2/05

Contracting Officer: *Carl D. [Signature]*

Date: 9/6/05

Task Requester Concurrence  
of Contractor's Task Plan and  
Contractor's Cost Estimate: *Gail E. James*

Date: 10/11/05

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

Date: 10/17/05

**CONTRACTOR'S ACCEPTANCE:**

Contractor's  
Representative: *[Signature]*

Date: 10-3-05

**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. [Signature]*

Date: 1-26-06

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

Task Order No.: HR1.2

Task Description for:

EMPLOYEE DEVELOPMENT AND TRAINING

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, unless otherwise noted.

**B. Description of Work**

Provide Employee Development and Training support to the Human Resources Division as specified in Section J, Attachment A1 "Statement of Work" paragraph 4.2.1.

**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. Human Resources Division services shall be available between the hours of 8:00 a.m. and 4:30 p.m. Monday through Friday. Exceptions, with prior concurrence of the Human Resources Task Manager, can be made if service is maintained and workload is not affected.

**D. Government Furnished Equipment**

A listing of government furnished equipment is provided in the Statement of Work, Attachment A3, SOW 4.2. All equipment is located in Building 241 or T28H or similar training facilities.

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

Performance Requirements are provided in Section J, Attachment A2, Section SOW 4.2.1, Employee Development and Training.

## Task Plan HR 1.2 Employee Development and Training

Planners' subcontractor, MEI Technologies, will provide approximately seven positions to support a full range of employee training and development services, primarily aimed at the NASA Ames civil service community. Team members will work individually and together to cover the varied aspects of training needs.

The Training and Development Specialist will have at a minimum a bachelor's degree in human resources, business, or a related field, and two years of related work experience, and an ability to write routine reports and correspondence. This individual will have excellent oral communication and interpersonal skills. This work will be performed by professional, independent, and diplomatic staff with the ability to plan, organize, prioritize and structure required tasks and information. Prioritization of tasks will be in accordance with the NASA Training Officer.

The Systems Administrator will have at a minimum a bachelor's degree in computer science or computer technology, or a related field, and/or commensurate experience, with technical computer skills and a high level of communications ability. This work will be performed by professional, independent, and diplomatic staff with the ability to plan, organize, prioritize and structure required tasks and information. Prioritization of tasks will be in accordance with the Workforce Development ~~Division~~'s requirements.

*Branch's*

The Program/Project Management Development Specialist will have at a minimum a bachelor's degree in organizational development, business, or a related field, five years of related work experience, and an ability to interface effectively with internal and external customers. This individual will have excellent oral communication and interpersonal skills. This work will be performed by professional, independent, and diplomatic staff with the ability to plan, organize, prioritize and structure required tasks and information. Prioritization of tasks will be in accordance with the NASA Training Officer.

The Short Courses and Conferences Coordinator will have at a minimum an associates degree and two years related experience or an equivalent combination of education and experience. This individual will be computer literate in the area of word processing and spreadsheets, and will possess an ability to write routine reports and correspondence and an ability to communicate effectively with customers and other employees in the organization. This work will be performed by professional, independent, and diplomatic staff with the ability to plan, organize, prioritize and structure required tasks and information. Prioritization of tasks will be in accordance with the Workforce Development ~~Division~~'s requirements.

*Branch's*

The Training Logistics Coordinator and Administrative Assistant will have at a minimum a bachelor's degree in human resources, business, or a related field, and two years of related work experience. This work will be performed by professional, independent, and diplomatic staff with the ability to plan, organize, prioritize and structure required tasks



and information. Prioritization of tasks will be in accordance with the NASA Training Officer's requirements.

A training development consultant who is skilled at the preparation and conduct of organization team-building activities and facilitating meetings and discussions will be outsourced to provide operational level support feedback in response to the Workforce Development Division's annual program plan.

*Branch's*  
Contract staff will support the following: Develop and maintain a comprehensive Information Technology Program, including the development and presentation of office automation and other computer training related topics. Develop and maintain a comprehensive Leadership and Management Program, Academic Program, Program and Project Management and Career Development Program. Provide a full range of training and development services to support the Academy of Program and Project Management (APPL-WEST. Logistical services needed include preparation of training site, lodging, catering services and training materials. Develop and maintain information on the various Center and Agency training and development programs available to Ames employees. Develop and implement strategies for evaluation of training programs and training session effectiveness and efficiency through approved methods. Generate and maintain the Center's training announcements including composition, delivery, and response to employee inquiries. Provide off-site logistical support, including site visits, cost analysis, procurement and payment of off-site facilities. Maintain on-site training rooms including scheduling, equipment and facilities maintenance. Provide systems administration on human resources and training websites and reports.

Continuous advance preparation and awareness of development and training needs will enable performance through periods of employee absences. Up-to-date desk guides will provide for efficient back-up capabilities.

Additional project needs that may arise will be met with existing staff through reassessment of priorities and cross-training where applicable.

# CTO REVISION REQUEST

|  |   |  |
|--|---|--|
| <b>ADMINISTRATIVE AND TECHNICAL SERVICES</b> | 1. Contractor:<br>NNA04CA76C                      | 8. Contractor Task Order to be Revised<br>Task Order No.: HR 1.2 |
| 3. Submittal Date:<br>08 February 2006       | 4. Originator/Telephone No.:<br>Gail James/4-5472 |  |

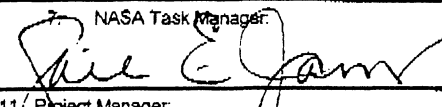
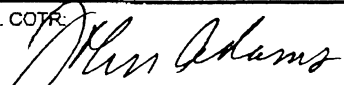

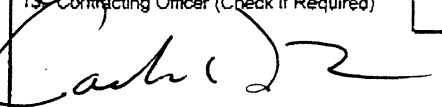
## PROPOSED REVISION

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

6. Revised TO:

Subtask 4.2.1.1 is to be increased due to a need to provide an organizational development intervention in response to morale and teambuilding issues surfacing in the organization.

## APPROVAL

|  |                      |  |                      |
|--|----------------------|--|----------------------|
| 7. NASA Task Manager:<br> | 8. Date:<br>2/8/06   | 9. COTR:<br>   | 10. Date:<br>3/10/06 |
| 11. Project Manager:<br>  | 12. Date:<br>3-23-06 | 13. Contracting Officer (Check if Required) <input type="checkbox"/><br> | 14. Date:<br>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.: HR 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: **Employee Development & Training** 2/18/2005

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 |
|------------|-------------------|-------------------|-------------------|
|------------|-------------------|-------------------|-------------------|

|   |  |  |     |
|---|--|--|-----|
| 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 ( Muniz Engineering) |  |  |     |

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:

\$ 689,773

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

*Ch*  
*2/18/05*

# CTO REVISION REQUEST

|   |  |  |
|---|--|--|
| <b>BUSINESS OPERATIONS AND<br/>TECHNICAL SERVICES</b> | 1. Contractor:<br>Planners Collaborative                       | 8. Contractor Task Order to be Revised<br>Task Order No.: HR-1.1 |
| 3. Submittal Date:<br>2/9/05                          | 4. Originator/Telephone No.:<br>Human Resources Division, 5084 |  |

## PROPOSED REVISION

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

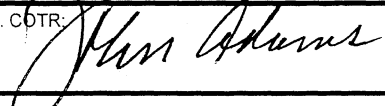


### HR 4.2 Employee Development and Training

It is necessary to reduce the level of support to the Employee Development and Training programs. The specific reductions are described below. These reductions should be made immediately, with appropriate coordination with HR Division so as to ensure smooth transition and to minimize impacts on other programs.

6. Revised TO:

- 4.2.1.2 Curtail these services at this time.
- 4.2.1.3 Reduced level of support in Academic Programs by 30%. Include Ames Project Excellence Program (APEX) design, evaluation and delivery of training program.
- 4.2.1.4 Reduce level of support to APPL-West by 20%.
- 4.2.1.5 Curtail these services at this time.
- 4.2.1.6 Retain
- 4.2.1.7 Reserved.
- 4.2.1.8 Curtail these services at this time.
- 4.2.1.8.1 Curtail these services at this time.
- 4.2.1.9 Retain
- 4.2.1.10 Retain
- 4.2.1.11 Retain
- 4.2.1.12 Retain

## APPROVAL

|   |                      |  |                      |
|---|----------------------|--|----------------------|
| 7. NASA Task Manager:<br>Joan McCullough  | 8. Date:<br>2/9/05   | 9. COTR:<br>   | 10. Date:<br>2/10/05 |
| 11. Project Manager:<br> | 12. Date:<br>2/22/05 | 13. Contracting Officer (Check if Required) <input type="checkbox"/><br> | 14. Date:<br>2/22/05 |

*Note: revised cost estimate attached.*





NNA04CA76

Task Order No.: HR-1.1

Task Requester: Joan McCullough

Date: 9/1/04

COTR: Nancy L. Johnson, Act

Date: 9/7/04

Contracting Officer: Carl D. Z

Date: 9/13/04

Task Requester Concurrence of Contractor's Task Plan and Contractor's Cost Estimate: Joan McCullough

Date: 10/19/04

COTR Concurrence of Contractor's Task Plan: Wes Adams

Date: 10/19/04

**CONTRACTOR'S ACCEPTANCE:**

Contractor's Representative: [Signature]

Date: 10-5-04

**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: [Signature]

Date: 11/23/04

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

Task Order No.: HR.1.1

Task Description for :

Employee Development and Training

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 shall be October 1, 2004 to September 30, 2005, unless otherwise noted.

**B. Description of Work**

Provide Employee Development and Training support to the Human Resources Division as specified in Section J, Attachment A1 "Statement of Work" paragraph 4.2.1. Note: Work includes the NET training.

**C. Hours of Work**

The standard workday is eight hours (not including an unpaid lunch period), Monday through Friday, beginning between 7:30 a.m. and 9:00 a.m. and ending between 4:00 p.m. and 5:30 p.m. Human Resources Division services shall be available between the hours of 8:00 a.m. and 4:30 p.m., Monday through Friday. Exceptions, with prior concurrence of the Human Resources Task Manager, can be made if service is maintained and workload is not affected

**D. Government Furnished Equipment**

A listing of government furnished equipment is provided in the Statement of Work, Attachment A3, SOW 4.2. All equipment is located in Building 241 or T28H or similar training facilities.

**E. Performance Requirements Summary**

Performance Requirements are provided in Section J, Attachment A2, Section SOW 4.2.1, Employee Development and Training.



**Task Plan HR1.1**  
**Employee Development and Training**

B\*4

# CTO REVISION REQUEST

|   |  |  |
|---|--|--|
| <b>BUSINESS OPERATIONS AND TECHNICAL SERVICES</b> | 1. Contractor:<br>Planners Collaborative                       | 8. Contractor Task Order to be Revised<br>Task Order No.: HR-1.1 |
| 3. Submittal Date:<br>2/9/05                      | 4. Originator/Telephone No.:<br>Human Resources Division, 5084 |  |

## PROPOSED REVISION

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

### HR 4.2 Employee Development and Training

It is necessary to reduce the level of support to the Employee Development and Training programs. The specific reductions are described below. These reductions should be made immediately, with appropriate coordination with HR Division so as to ensure smooth transition and to minimize impacts on other programs.

6. Revised TO:

- 4.2.1.2 Curtail these services at this time.
- 4.2.1.3 Reduced level of support in Academic Programs by 30%. Include Ames Project Excellence Program (APEX) design, evaluation and delivery of training program.
- 4.2.1.4 Reduce level of support to APPL-West by 20%.
- 4.2.1.5 Curtail these services at this time.
- 4.2.1.6 Retain
- 4.2.1.7 Reserved.
- 4.2.1.8 Curtail these services at this time.
- 4.2.1.8.1 Curtail these services at this time.
- 4.2.1.9 Retain
- 4.2.1.10 Retain
- 4.2.1.11 Retain
- 4.2.1.12 Retain

## APPROVAL

|  |                      |  |                      |
|--|----------------------|--|----------------------|
| 7. NASA Task Manager:<br>Joan McCullough   | 8. Date:<br>2/9/05   | 9. COTR:<br><i>Mark Adams</i>  | 10. Date:<br>2/10/05 |
| 11. Project Manager:<br><i>[Signature]</i> | 12. Date:<br>2-22-05 | 13. Contracting Officer (Check if Required) <input type="checkbox"/><br><i>Carl D. [Signature]</i> | 14. Date:<br>4/5/05  |

*Note: revised cost estimate attached.*



NNA04CA76C

Task Order No.: I-1

Task Requester: Maylene Duenas Maylene Duenas Date: 12/1/03

COTR: John Adams Date: 12/10/03

Contracting Officer: Stan Strmy Date: 12/10/03  
*Specialist*

Task Requester Concurrence of Contractor's Task Plan and Contractor's Cost Estimate: Maylene Duenas Date: 1/8/04

COTR Concurrence of Contractor's Task Plan: John Adams Date: 1/8/04

**CONTRACTOR'S ACCEPTANCE:**

Contractor's Representative: [Signature] Date: 12-29-03  
*For Ed Showcar*

**AUTHORIZATION:**

Authorized period of performance:

Beginning Date: 1/1/04

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: 1/14/04

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

Task Order No.: I-1

Task Description for :

Code I – Content Development/Outreach Support

Contract NNA04CA76

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, 2004-September 30, 2004 (9 months)**

B. **Description of Work: Require content development and coordination of various outreach products and activities. Content development will include, but not be limited to summaries of research to be used in brochures, web content for both the directorate and for submission to the Center and Agency web sites and portals, weekly and annual highlights, articles, press releases, kiosks, fact sheets, researcher profiles, technical highlights, award nominations/submissions, awards and accomplishment summaries, presentations/briefings (PowerPoint and Word), articles for non-technical journals, interactive displays/exhibits content, etc. Contractor will work closely with the Associate Director for Strategic Development on all tasks, including coordination of required actions from division outreach/education staff to complete outreach and education projects and products. Contractor will assist directorate personnel on various award projects (e.g., researching awards, preparing award nominations, preparing award articles for newsletters, press releases, magazines, and as part of briefings, etc.). Projects will be assigned with clear actions and time/date milestones and deadlines. Contractor will work closely with division outreach staff, education staff, and researchers to ensure technical data is transferred into lay man terms and overall non technical language, accurately in all products and interactive displays/exhibits. Contractor will coordinate the development and final phases of content needed across the directorate including content needed from the three research divisions (Codes IC, IH and IN). Some content will be summarized and written by the Contractor. Much of it will be obtained via current division content development processes and consolidated into the various directorate level products. Contractor will rewrite technical information in a way that the general public can understand the research, technology, and value to NASA's missions and the public. Contractor will document exhibit explanations/descriptions, equipment, list replacement supplies (e.g. special bulbs, keyboards, trackballs, etc.), special instructions for operating exhibit and hardware, researcher points of contacts, etc. Contractor will perform research toward story lines, interview researchers, document interviews, develop scripts, obtain graphics/video/film and work closely with division outreach and education teams to complete projects. Contractor will work closely with various Center organizations on tasks (e.g., Code I divisions, Public Affairs, Education Office, Code F Model Shop, Code J Exhibits/Printing, and other appropriate offices). Contractor may be asked to support directorate exhibits that travel to conferences, schools, external groups, etc. This may include working on scheduling, various operational details, setting up and taking down exhibit, and staffing exhibit. May include developing appropriate content for display on exhibit or accompanying documentation (fliers, brochures, etc.)**

C. **Hours of Work:** Flexible starting time from 8:00-9:00 a.m., ending time 5:00-6:00 p.m.

D. **Government Furnished Equipment:** Yes. Computer, camera, copier, desk.

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

# Performance Requirements Summary

| Required Services   | Performance Standards  | Estimated Workload   | Method of Surveillance   |
|---|--|--|--|
| 1. Content Development  | <p>1. Content should be developed by researching, drafting and submitting required written documents in a timely manner. Quality content should be accurate, timely, and meet customer's satisfaction. Content should be successfully coordinated across divisions and when appropriate signed off by division management.</p> | <p>1. Research, draft and submit content to customer for review and final approval. Meet with division outreach and education personnel to obtain data. Submit to final publication medium (web, presentations, submissions, etc.)</p> | <p>1. Regular communication. Weekly project/task updates sent electronically (e.g., excel spreadsheet, web project management database, etc.). Monthly report. Review of draft and final products. Satisfaction appraisals from directorate and division personnel (managers, researchers, etc.)</p> |
| 2. Coordination of outreach and education projects and activities | <p>2. Coordination should be done in a timely manner working well with appropriate personnel. How much initiative and leadership skills were used to coordinate projects.</p>  | <p>2. Regular meetings and telephone conversations with division and directorate personnel to find out the status, strategize next steps, and obtain final products.</p>   | <p>2. Regular communication. Weekly project/task updates sent electronically (e.g., excel spreadsheet, web project management database, etc.). Monthly report. Review of draft and final products. Satisfaction appraisals from directorate and division personnel (managers, researchers, etc.)</p> |

## **I 1.0 Task Plan**

### **Code I – Content Development / Outreach Support**

#### **Planners Collaborative will provide 1.0 FTE**

*Planners Collaborative* will provide a part time writer and display employee to meet the needs described below within the scope of the budget allocated to this function.

Planners staff will provide content development and coordination of various outreach products and activities. Content development will include, but not be limited to, summaries of research to be used in brochures, web content for both the directorate and For submission to the Center and Agency web sites and portals, weekly and annual Highlights, articles, press releases, kiosks, fact sheets, researcher profiles, technical Highlights, award nominations/submissions, awards and accomplishment summaries, Presentations/briefings (PowerPoint and Word), articles for non-technical journals, Interactive displays/exhibits content, etc.

Planners staff will work closely with the Associate Director for Strategic Development on all tasks, including coordination of required actions from division outreach/education staff to complete outreach and education projects and products. Planners staff will assist directorate personnel on various award projects (e.g., researching awards, preparing award nominations, preparing award articles for newsletters, press releases, magazines, and as part of briefings, etc.).

Planners staff will work closely with division outreach staff, education staff, and researchers to ensure technical data is transferred into lay man terms and overall non technical language, accurately in all products and interactive displays/exhibits.

Planners staff will coordinate the development and final phases of content needed across the directorate including content needed from the three research divisions (Codes 1C, IH and IN).

Planners staff will rewrite technical information in a way that the general public can understand the research, technology, and value to NASA's missions and the public.

Planners staff will document exhibit explanations/descriptions, equipment, list replacement supplies (e.g. special bulbs, keyboards, trackballs, etc.), special instructions for operating exhibit and hardware, researcher points of contacts, etc.

Planners staff will perform research toward story lines, interview researchers, document interviews, develop scripts, obtain graphics/video/film and work closely with division outreach and education teams to complete projects.

Planners staff will work on scheduling, various operational details, setting up and taking down exhibit, and staffing exhibit. Staff will develop appropriate content for display on exhibit or accompanying documentation (fliers, brochures, etc.)



# Routing Slip

National Aeronautics and Space Administration



| Mail Code | Name           | Action                              | Approval                            | Call me | Concurrence                         | File | Information | Investigate and Advise | Note and Forward | Note and Return | Per Request | Per Phone Conversation | Recommendation | See me | Signature                           | Circulate and Destroy |
|-----------|----------------|-------------------------------------|-------------------------------------|---------|-------------------------------------|------|-------------|------------------------|------------------|-----------------|-------------|------------------------|----------------|--------|-------------------------------------|-----------------------|
| 1         | Maylene Duenas | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |         | <input checked="" type="checkbox"/> |      |             |                        |                  |                 |             |                        |                |        |                                     |                       |
| 2         | C.O.           |                                     |                                     |         |                                     |      |             |                        |                  |                 |             |                        |                |        |                                     |                       |
| 2         | 241-1          |                                     |                                     |         |                                     |      |             |                        |                  |                 |             |                        |                |        |                                     |                       |
| 3         |                |                                     |                                     |         |                                     |      |             |                        |                  |                 |             |                        |                |        |                                     |                       |
| 4         |                |                                     |                                     |         |                                     |      |             |                        |                  |                 |             |                        |                |        |                                     |                       |
| 5         |                |                                     |                                     |         |                                     |      |             |                        |                  |                 |             |                        |                |        |                                     |                       |
| 6         |                |                                     |                                     |         |                                     |      |             |                        |                  |                 |             |                        |                |        | <input checked="" type="checkbox"/> |                       |
| 7         |                |                                     |                                     |         |                                     |      |             |                        |                  |                 |             |                        |                |        |                                     |                       |

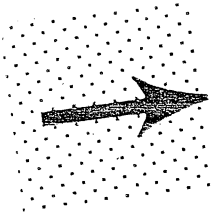
Task Managers,

Attached are your FY04 task orders. Please review the "Estimate of Total Cost/ Fee", page 1, and the contractor's "Task Plan", last page. Sign where indicated on page 2 and return to me AS SOON AS POSSIBLE at M/S 220-17. Contact me at X4-5828 if there are any questions.

John

|                             |                   |
|-----------------------------|-------------------|
| Name                        | John Adams        |
| Tel. No. (or Code) & Ext.   | 4-5828            |
| Code (or other designation) | JIR               |
| Date                        | December 31, 2003 |

NASA FORM 26 SEP 96 PREVIOUS EDITIONS ARE OBSOLETE.





NNA04CA76C

Task Order No.: I-1

Task Requester: Maylene Duenas Maylene Duenas Date: 12/1/03

COTR: John Adams Date: 12/10/03

Contracting Officer: Stan Strong Date: 12/10/03  
*Specialist*

Task Requester Concurrence of Contractor's Task Plan and Contractor's Cost Estimate: Maylene Duenas Date: 1/8/04

COTR Concurrence of Contractor's Task Plan: John Adams Date: 1/8/04

**CONTRACTOR'S ACCEPTANCE:**

Contractor's Representative: [Signature] Date: 12-29-03  
*For Ed Showhair*

**AUTHORIZATION:**

Authorized period of performance:

Beginning Date: 1/1/04

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. Dorish Date: 1/14/04

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

Task Order No.: I-1

Task Description for :

Code I – Content Development/Outreach Support

Contract NNA04CA76

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, 2004-September 30, 2004 (9 months)**

**B. Description of Work: Require content development and coordination of various outreach products and activities. Content development will include, but not be limited to summaries of research to be used in brochures, web content for both the directorate and for submission to the Center and Agency web sites and portals, weekly and annual highlights, articles, press releases, kiosks, fact sheets, researcher profiles, technical highlights, award nominations/submissions, awards and accomplishment summaries, presentations/briefings (PowerPoint and Word), articles for non-technical journals, interactive displays/exhibits content, etc. Contractor will work closely with the Associate Director for Strategic Development on all tasks, including coordination of required actions from division outreach/education staff to complete outreach and education projects and products. Contractor will assist directorate personnel on various award projects (e.g., researching awards, preparing award nominations, preparing award articles for newsletters, press releases, magazines, and as part of briefings, etc.). Projects will be assigned with clear actions and time/date milestones and deadlines. Contractor will work closely with division outreach staff, education staff, and researchers to ensure technical data is transferred into lay man terms and overall non technical language, accurately in all products and interactive displays/exhibits. Contractor will coordinate the development and final phases of content needed across the directorate including content needed from the three research divisions (Codes IC, IH and IN). Some content will be summarized and written by the Contractor. Much of it will be obtained via current division content development processes and consolidated into the various directorate level products. Contractor will rewrite technical information in a way that the general public can understand the research, technology, and value to NASA's missions and the public. Contractor will document exhibit explanations/descriptions, equipment, list replacement supplies (e.g. special bulbs, keyboards, trackballs, etc.), special instructions for operating exhibit and hardware, researcher points of contacts, etc. Contractor will perform research toward story lines, interview researchers, document interviews, develop scripts, obtain graphics/video/film and work closely with division outreach and education teams to complete projects. Contractor will work closely with various Center organizations on tasks (e.g., Code I divisions, Public Affairs, Education Office, Code F Model Shop, Code J Exhibits/Printing, and other appropriate offices). Contractor may be asked to support directorate exhibits that travel to conferences, schools, external groups, etc. This may include working on scheduling, various operational details, setting up and taking down exhibit, and staffing exhibit. May include developing appropriate content for display on exhibit or accompanying documentation (fliers, brochures, etc.)**

**C. Hours of Work: Flexible starting time from 8:00-9:00 a.m., ending time 5:00-6:00 p.m.**

**D. Government Furnished Equipment: Yes. Computer, camera, copier, desk.**

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

# Performance Requirements Summary

| Required Services   | Performance Standards  | Estimated Workload   | Method of Surveillance   |
|---|--|--|--|
| 1. Content Development  | <p>1. Content should be developed by researching, drafting and submitting required written documents in a timely manner. Quality content should be accurate, timely, and meet customer's satisfaction. Content should be successfully coordinated across divisions and when appropriate signed off by division management.</p> | <p>1. Research, draft and submit content to customer for review and final approval. Meet with division outreach and education personnel to obtain data. Submit to final publication medium (web, presentations, submissions, etc.)</p> | <p>1. Regular communication. Weekly project/task updates sent electronically (e.g., excel spreadsheet, web project management database, etc.). Monthly report. Review of draft and final products. Satisfaction appraisals from directorate and division personnel (managers, researchers, etc.)</p> |
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## **I 1.0 Task Plan**

### **Code I – Content Development / Outreach Support**

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Planners staff will work closely with division outreach staff, education staff, and researchers to ensure technical data is transferred into lay man terms and overall non technical language, accurately in all products and interactive displays/exhibits.

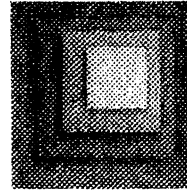
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Planners staff will work on scheduling, various operational details, setting up and taking down exhibit, and staffing exhibit. Staff will develop appropriate content for display on exhibit or accompanying documentation (fliers, brochures, etc.)



PLANNERS COLLABORATIVE

**MEMORANDUM**

To: Karen Moze, COTR  
Date: October 12, 2006

Ref: NNA04CA76C Task Order:

EX 10.3

*Photo Supplement Services*  
~~Photography Service Pool~~

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

Sincerely,



Boreen 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.: EX 10.3

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: **Photo Supplemental Services**

SCHEDULE:

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

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

Labor Category:

| Est. Hours | Est. Mths. Monthly | Direct Labor Rate | Total Direct Cost |
|------------|--------------------|-------------------|-------------------|
|------------|--------------------|-------------------|-------------------|

Comm. Group Mgr.

|                    |  |  |  |
|--------------------|--|--|--|
| [Redacted Content] |  |  |  |
|--------------------|--|--|--|

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

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:

\$ 49,591

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

*Chw*  
 10/17/06

NNA04CA76C

Task Order No.: EX 10.3

Task Requester: Tom Trower

Date: 10/2/06

COTR: Karen Ologe

Date: 10/2/06

Contracting Officer: Carl W. Trower

Date: 10/2/06

Task Requester Concurrence of Contractor's Task Plan and Contractor's Cost Estimate: Tom Trower

Date: 10/30/06

COTR Concurrence of Contractor's Task Plan: Karen Ologe

Date: 10/30/06

**CONTRACTOR'S ACCEPTANCE:**

Contractor's Representative: [Signature]

Date: 10-18-06

**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 W. Trower Date: 11/14/06

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

Task Order No.: EX 10.3

Task Description for:

Supplemental Photo Costs

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**

This task is to cover services and materials above and beyond the basic (no overtime) fixed labor cost of the on-site Code EX Photography contract staff. For example, overtime for the on-site staff, extra labor, materials, and equipment rental or purchase will be routed through this task. All costs will be estimated (including all G&A, Award, etc.) and submitted in writing by the contract so that the Task Requestor can review them prior to any charges being incurred. In addition to the monthly 533 report, actual costs should be broken down per project (Service Request Number/Title, or "general supplies") each month.

**C. Hours of Work**

As necessary.

**D. Government Furnished Equipment**

Same as that provided for EX 3.3

**E. Performance Requirements Summary**

Same as for EX 3.3.

**Task Plan EX 10.3**  
**Supplemental Photo Costs**

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.

Supplemental expenses such as overtime for the on-site staff, extra labor and materials and equipment for photographic activities will be provided by this task. In such cases the amount will be estimated and a CTO revision will be supplied for this activity.

**Task Plan EX 10.3**  
**Supplemental Photo Costs**

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.

Supplemental expenses such as overtime for the on-site staff, extra labor and materials and equipment for photographic activities will be provided by this task. In such cases the amount will be estimated and a CTO revision will be supplied for this activity.



NNA04CA76C

Task Order No.: EX 10.2

Task Requester: Ed Schilling

Date: 9/27/05

COTR: *John Adams*

Date: 9/27/05

Contracting Officer: *Carl D. [Signature]*

Date: 9/27/05

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

Date: 12/4/05

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

Date: 12/5/05

**CONTRACTOR'S ACCEPTANCE:**

Contractor's Representative: *[Signature]*

Date: 10.3.05

**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. [Signature]*

Date: 12/7/05

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

Task Order No.: EX 10.2

Task Description for:

Photography 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**

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

**B. Description of Work**

This task is to cover services and materials above and beyond the basic (no overtime) fixed labor cost of the on-site Code EX Photography contract staff. For example, overtime for the on-site staff, extra labor, materials, and equipment rental or purchase will be routed through this task. All costs will be estimated (including all G&A, Award, etc.) and submitted in writing by the contract so that the Task Requestor can review them prior to any charges being incurred. In addition to the monthly 533 report, actual costs should be broken down per project (Service Request Number/Title, or "general supplies") each month.

**C. Hours of Work**

As necessary.

**D. Government Furnished Equipment**

Same as that provided for EX 3.2

**E. Performance Requirements Summary**

Same as for EX 3.2.



**Task Plan EX 10.2**  
**Supplemental Services (Photo)**

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

Supplemental expenses such as overtime for the on-site staff, extra labor and materials & equipment for photography activities will be provided by this task.

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

TASK ORDER  
 Prime Contract No.: NNA04CA76C (BOATS)

Task Order No.: EX 9.3

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: EX Systems Admin Services

SCHEDULE:

Estimated Beginning Date: October 1, 2006

Estimated Completion Date: September 30, 2007

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

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 |

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:

\$ 62,480

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

*CM*  
 10/17/06

NNA04CA76

Task Order No.: EX-93

Task Requester: Terence Pagaduan Terence Pagaduan

Date: Sept. 6, 2006

COTR: Karen Alago

Date: 9/8/06

Contracting Officer: Carla D. Tou

Date: 9/29/06

Task Requester Concurrence of Contractor's Task Plan and Contractor's Cost Estimate: Terence Pagaduan

Date: 1/22/07

COTR Concurrence of Contractor's Task Plan: Karen Alago

Date: 1/23/07

**CONTRACTOR'S ACCEPTANCE:**

Contractor's Representative: [Signature]

Date: 10-18-06

**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 NNA04CA76. 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. R.

Date: 1/25/07

Distribution:

Contracting Officer (Original)

Contractor

COTR

Task Requester

Task Order No.: EX-9.3

Task Description for : System Administration

Contract NNA04CA76

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:**

October 1, 2006 – September 30, 2007

**B. Description of Work**

System Administration Services for Code EX –Public Affairs/Photo/Video/  
ViTS & Visitor Center:

The primary purpose of this task is to provide systems administration and systems engineering support. This support may address requirements for desktop systems, laptop and/or server systems.

**Desktop Support for Non-ODIN Computers:**

A desktop computer is a client (typically a single user) computer resource required to perform general business and administrative computing as well as a wide range of high level scientific and engineering (S&E) service. These systems typically employ a variety of COTS and Government provided application solutions that offer functionality such as: business program development and execution, desktop publishing, desktop multimedia development, desktop graphics, word processing, spreadsheet, presentation graphics, electronic messaging (e-mail, calendaring, forms), Internet tools, and anti-virus.

The following services will be provided for the desktop computers on an as needed basis:

- Upgrading of operating systems, including appropriate patches to meet Center minimum configuration standards
- Upgrading of NASA/Center standard COTS software (i.e., Microsoft Office, Netscape, Eudora Pro, and Norton Antivirus)
- Performing computer, peripheral, and network hardware and software installations
- Establishing and maintaining network accessibility via the primary network interface (e.g., IP,

DNS, DHCP, etc.)

- Conducting IT security checks, applying security patches, and performing system/data recoveries  
after a break-in
- Performing routine administration of systems (e.g., account management, file system management, printing, etc.)
- Providing system problem diagnostics and crash recovery
- Performing regular backups of end-user data
- Coordinating/facilitating hardware maintenance calls
- Provide IT Security Plans for all Code EX computers, including Public Affairs
- Coordinate with ODIN for work on all EX computers including PAO, as needed
- Provide back-up support for EX/Public affairs IT/Web Manager

#### Laptop Support for Non-ODIN Computers (including PAO):

A laptop computer, like a desktop computer, is a client (typically a single user) computer resource required to perform general business and administrative computing as well as a wide range of scientific and engineering (S&E) service. These systems typically employ a variety of COTS and Government provided application solutions that offer functionality such as: business program development and execution, desktop publishing, desktop multimedia development, desktop graphics, word processing, spreadsheet, presentation graphics, electronic messaging (e-mail, calendaring, forms), Internet tools, and anti-virus.

In addition, these systems require remote communication services (e.g., dial-up modems, ISDN, ISPs, etc.) that allow connectivity and functionality similar to a local, direct network connection while the end-user is at most remote locations (e.g., on travel or at home). Certain security related procedures and technology will be required to access the Center's internal resources from outside locations.

#### Server Support:

- Upgrading of operating systems, including appropriate patches to meet NASA/Center minimum  
configuration standards
- Performing computer, peripheral, and network hardware and software installations
- Establishing and maintaining network accessibility via the primary network interface
- Conducting IT security checks, applying patches, and performing system/data recoveries  
after  
a break-in
- Performing routine administration of systems (e.g., account & file management,  
system performance tuning, etc.)
- Providing system problem diagnostics and crash recovery
- Performing regular backups of end-user data.
- Coordinating/facilitating hardware maintenance calls

In addition:

As per the *NASA Procedures and Guidelines: Security of Information Technology* (NPD 2810), each system must have a System Administrator who ensures that the protective security measures of the system are functional and who maintains its security posture. Depending on the complexity and security needs of a system or application, the System Administrator may have a designated System Security Administrator who assumes security responsibilities. Although line managers are accountable for the operation and security of systems, System Administrators usually do the hands-on operational and security work.

The System Administrator, is responsible for the following:

- a. Make sure all users complete an Account Request Document approved by a Government management official responsible for the individual (manager, sponsor, task manager, etc.) for all user accounts.
- b. Promptly disabling access to a user's account if the user is identified as having left the Center, changed assignments, changed contracts, or completed work on a grant, or as no longer requiring system access. Written authorization will be required from the Government management official, who originally authorized the account, to reactivate the user's account.
- c. Granting only to individuals who have had the appropriate personnel screening. The Center IT Security Manager will provide a process for verifying that appropriate screening has been completed and that the individual is eligible to be issued an account.
- d. Granting accounts to foreign nationals without permanent resident alien status only with prior approval by the Center Chief of Security (CCS).
- e. Performing annual self-inspections of their systems and reporting the findings to their line managers and the cognizant organization Computer Security Official (CSO) or designee. The Center IT Security Manager will provide guidance for conducting self-inspections.
- f. Reporting IT security incidents.
- g. In response to an IT security incident, taking necessary actions to prevent further damage to their systems and documenting their actions.
- h. Identifying personnel who will be responsible for systems if an IT security incident requiring immediate attention occurs when the System Administrator is absent. The names and contact information for these personnel will be provided to their management and their organizational CSO.
- i. Periodically using tools to verify and/or monitor compliance to password guidelines.

j. Using IT security tools to assist in detecting modifications to the system and monitoring audit logs.

k. Ensuring that security controls are in place and functioning.

**C. Hours of Work:** On a as needed basis, on call and/or half time

**D. Government Furnished Equipment:** Computer hardware and software, as well as general office supplies will be provided by NASA.

**Performance Requirements Summary:** See RFP, page A2-15



| Required Services   | Performance Standards   | Estimated Workload   | Method of Surveillance   |
|---|---|--|--|
| <p>Database Administration</p> <hr/> <p>Technical IT Support for Code EX – Photo, Video, ViTS &amp; Visitor Center/ Public affairs non-ODIN machines.</p> | <p>Performance Standards</p> <hr/> <p>Indicators of successful performance include:</p> <ul style="list-style-type: none"> <li>* Accuracy</li> <li>* Resourcefulness</li> <li>* Innovation</li> </ul> | <p>This position is half time</p> <hr/> <p>To be work as service is needed or for updating IT security requirements.</p> | <p>Task Manager Review</p> <p>Updated emails about support being provide</p> |
|   |   |  |  |

## Performance Requirements Summary

### **Task Plan EX 9.3**

#### **Systems Administration Services**

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

Planners Collaborative will provide one Systems Administrator for Code EX Public Affairs, Photo, Video, ViTs and Visitor Center services on an as needed basis (not to exceed the amount of the cost estimate). The Systems Administrator also provides support to related task areas, primarily the Library and Code JS. He is very knowledgeable of NASA customer requirements and brings a high level of experience and skill to this task.

Services will include primary systems administration and systems engineering support for all Non-ODIN servers, desktop and laptop systems in the group described above.

The following services will be provided for both desktop and laptop computers within code EX:

- Upgrading operating systems, including appropriate patches to meet Center minimum configuration standards.
- Updating of NASA/Center standard COTS software.
- Performing computer, peripheral, and network hardware and software installations.
- Establishing and maintaining network accessibility via the primary network interface (e.g., IP, DNS, DHCP, etc.)
- Periodically conducting IT security checks, applying security patches as needed, and performing system/data recoveries after a security break-in.
- Performing routine administration of systems and diagnostics and crash or break/in recovery support.
- Performing regular planned backups of end-user data using existing JI backup systems.
- Coordinating/facilitating hardware maintenance calls.
- Complete IT Security Plans for all Code EX , including Public Affairs.
- Coordinate with ODIN for work on all EX computers.
- Provide back-up support for EX/Public Affairs IT/Web Manager.
- Provide support for remote communication services for laptops.

The system administrator designee will maintain all user accounts by:

- Making sure all users complete an authorized Account Request Document with appropriate approvals in place.
- Promptly disabling a user's account if the user no longer has a valid authorization.
- Granting access only to users that have been appropriately screened by Center IT Security Manager.

- Only granting accounts to foreign nationals with prior approval by the Center Chief of Security (CCS).
- Performing an annual system self-inspection and report findings to the Computer Security Official (CSO).
- Reporting all security incidents and take necessary action to prevent further damage.
- Identifying personnel who will be responsible for work in the absence of the System Administrator.
- Check compliance to password guidelines, monitor modifications to the systems through monitoring logs.
- Ensuring that adequate security controls are in place and functioning properly.



NNA04CA76

Task Order No.: EX-9.2

Task Requester: K. Dani Thompson \_\_\_\_\_

Date: Sept. 6, 2005 \_\_\_\_\_

COTR: Mrs Adams \_\_\_\_\_

Date: 9/7/05 \_\_\_\_\_

Contracting Officer: Carl D. Turner \_\_\_\_\_

Date: 9/6/05 \_\_\_\_\_

Task Requester Concurrence of Contractor's Task Plan and Contractor's Cost Estimate: Karen D. Thompson \_\_\_\_\_

Date: 11-1-05 \_\_\_\_\_

COTR Concurrence of Contractor's Task Plan: Mrs Adams \_\_\_\_\_

Date: 11/7/05 \_\_\_\_\_

**CONTRACTOR'S ACCEPTANCE:**

Contractor's Representative: [Signature] \_\_\_\_\_

Date: 9-29-05 \_\_\_\_\_

**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 NNA04CA76. 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. Turner \_\_\_\_\_ Date: 11/9/05 \_\_\_\_\_

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

Task Order No.: EX-9.2

Task Description for : System Administration

Contract NNA04CA76

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:**

October 1, 2005 – September 30, 2006

**B. Description of Work**

**System Administration Services for Code EX -Photo/Video/ViTS & Visitor Center:**  
The primary purpose of this task is to provide systems administration and systems engineering support. This support may address requirements for desktop systems, laptop and/or server systems.

**Desktop Support for Non-ODIN Computers:**

A desktop computer is a client (typically a single user) computer resource required to perform general business and administrative computing as well as a wide range of high level scientific and engineering (S&E) service. These systems typically employ a variety of COTS and Government provided application solutions that offer functionality such as: business program development and execution, desktop publishing, desktop multimedia development, desktop graphics, word processing, spreadsheet, presentation graphics, electronic messaging (e-mail, calendaring, forms), Internet tools, and anti-virus.

The following services will be provided for the desktop computers on an as needed basis:

- Upgrading of operating systems, including appropriate patches to meet Center minimum configuration standards
- Upgrading of NASA/Center standard COTS software (i.e., Microsoft Office, Netscape, Eudora Pro, and Norton Antivirus)
- Performing computer, peripheral, and network hardware and software installations
- Establishing and maintaining network accessibility via the primary network interface (e.g., IP, DNS, DHCP, etc.)
- Conducting IT security checks, applying security patches, and performing system/data recoveries after a break-in
- Performing routine administration of systems (e.g., account management, file system management, printing, etc.)
- Providing system problem diagnostics and crash recovery
- Performing regular backups of end-user data
- Coordinating/facilitating hardware maintenance calls

**Laptop Support for Non-ODIN Computers:**

A laptop computer, like a desktop computer, is a client (typically a single user) computer resource required to perform general business and administrative computing as well as a wide range of

scientific and engineering (S&E) service. These systems typically employ a variety of COTS and Government provided application solutions that offer functionality such as: business program development and execution, desktop publishing, desktop multimedia development, desktop graphics, word processing, spreadsheet, presentation graphics, electronic messaging (e-mail, calendaring, forms), Internet tools, and anti-virus.

In addition, these systems require remote communication services (e.g., dial-up modems, ISDN, ISPs, etc.) that allow connectivity and functionality similar to a local, direct network connection while the end-user is at most remote locations (e.g., on travel or at home). Certain security related procedures and technology will be required to access the Center's internal resources from outside locations.

#### Server Support:

- Upgrading of operating systems, including appropriate patches to meet NASA/Center minimum configuration standards
- Performing computer, peripheral, and network hardware and software installations
- Establishing and maintaining network accessibility via the primary network interface
- Conducting IT security checks, applying patches, and performing system/data recoveries after a break-in
- Performing routine administration of systems (e.g., account & file management, system performance tuning, etc.)
- Providing system problem diagnostics and crash recovery
- Performing regular backups of end-user data.
- Coordinating/facilitating hardware maintenance calls

#### In addition:

As per the *NASA Procedures and Guidelines: Security of Information Technology* (NPD 2810), each system must have a System Administrator who ensures that the protective security measures of the system are functional and who maintains its security posture. Depending on the complexity and security needs of a system or application, the System Administrator may have a designated System Security Administrator who assumes security responsibilities. Although line managers are accountable for the operation and security of systems, System Administrators usually do the hands-on operational and security work.

#### The System Administrator, is responsible for the following:

- a. Make sure all users complete an Account Request Document approved by a Government management official responsible for the individual (manager, sponsor, task manager, etc.) for all user accounts.
- b. Promptly disabling access to a user's account if the user is identified as having left the Center, changed assignments, changed contracts, or completed work on a grant, or as no longer requiring system access. Written authorization will be required from the Government management official, who originally authorized the account, to reactivate the user's account.
- c. Granting only to individuals who have had the appropriate personnel screening. The Center IT Security Manager will provide a process for verifying that appropriate screening has been completed and that the individual is eligible to be issued an account.
- d. Granting accounts to foreign nationals without permanent resident alien status only with prior approval by the Center Chief of Security (CCS).

- e. Performing annual self-inspections of their systems and reporting the findings to their line managers and the cognizant organization Computer Security Official (CSO) or designee. The Center IT Security Manager will provide guidance for conducting self-inspections.
- f. Reporting IT security incidents.
- g. In response to an IT security incident, taking necessary actions to prevent further damage to their systems and documenting their actions.
- h. Identifying personnel who will be responsible for systems if an IT security incident requiring immediate attention occurs when the System Administrator is absent. The names and contact information for these personnel will be provided to their management and their organizational CSO.
- i. Periodically using tools to verify and/or monitor compliance to password guidelines.
- j. Using IT security tools to assist in detecting modifications to the system and monitoring audit logs.
- k. Ensuring that security controls are in place and functioning.

**C. Hours of Work:** On a as needed basis, on call and/or half time

**D. Government Furnished Equipment:** Computer hardware and software, as well as general office supplies will be provided by NASA.

**E. Performance Requirements Summary:** See RFP, page A2-15.



# Performance Requirements Summary

| Required Services   | Performance Standards  | Estimated Workload   | Method of Surveillance   |
|---|--|--|--|
| <p>Database Administration</p> <hr/> <p>Technical IT Support for Code EX – Photo, Video, VITS &amp; Visitor Centre non-ODIN machines.</p> | <p>Performance Standards</p> <hr/> <p>Indicators of successful performance include:<br/>           * Accuracy<br/>           * Resourcefulness<br/>           * Innovation</p> | <p>This position is half time</p> <hr/> <p>To be work as service is needed or for updating IT security requirements.</p> | <p>Task Manager Review</p> <p>Updated emails about support being provide</p> |

## **Task Plan EX 9.2**

### **Systems Administration Services**

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

Planners Collaborative will provide one Systems Administrator for Code EX Photo, Video and ViTs services on an as needed basis (not to exceed the amount of the cost estimate). The Systems Administrator also provides support to related task areas, primarily the Library. He is very knowledgeable of customer requirements and brings a high level of experience and skill to this task.

Services will include primary systems administration and systems engineering support for all Non-ODIN servers, desktop and laptop systems in the group described above.

The following services will be provided for both desktop and laptop computers within code EX:

- Upgrading operating systems, including appropriate patches to meet Center minimum configuration standards.
- Updating of NASA/Center standard COTS software.
- Performing computer, peripheral, and network hardware and software installations.
- Establishing and maintaining network accessibility via the primary network interface (e.g., IP, DNS, DHCP, etc.)
- Periodically conducting IT security checks, applying security patches as needed, and performing system/data recoveries after a security break-in.
- Performing routine administration of systems.
- Providing system problem diagnostics and crash recovery support.
- Performing regular backups of end-user data using existing JI backup systems.
- Coordinating/facilitating hardware maintenance calls.

The system administrator designee will maintain all user accounts by:

- Making sure all users complete an authorized Account Request Document.
- Promptly disabling a user's account if the user no longer has a valid authorization.
- Granting access only to users that have been appropriately screened by Center IT Security Manager.
- Only granting accounts to foreign nationals with prior approval by the Center Chief of Security (CCS).
- Performing an annual system self-inspection and report findings to the Computer Security Official (CSO).
- Reporting all security incidents and take necessary action to prevent further damage.
- Identifying personnel who will be responsible for work in the absence of the System Administrator.

- Check compliance to password guidelines, monitor modifications to the systems through monitoring logs.
- Ensuring that adequate security controls are in place and functioning properly.

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

TASK ORDER  
Prime Contract No.: NNA04CA76C (BOATS)

Task Order No.: EX 9.1

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: **Systems Admin Services**

SCHEDULE:

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

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

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

|                                 |     |
|---------------------------------|-----|
| Total Direct Labor              |     |
| Overhead                        |     |
| Subcontract Labor Services      |     |
| Subtotal Labor and Subcontracts |     |
| G&A                             |     |
| OTHER DIRECT COSTS              |     |
| Materials                       | B-4 |
| 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: | <u>\$ 45,914</u> |
|--|------------------|

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

*CM*  
*10/7/04*

NNA04CA76C

Task Order No.: EX-9.1

Task Requester: Karen D. Thompson *Karen D. Thompson*

Date: 10/5/04

COTR: Miss Adams *Miss Adams*

Date: 10/6/04

Contracting Officer: Star Any *Star Any*

Date: 10/6/04

Task Requester Concurrence of Contractor's Task Plan and Contractor's Cost Estimate: Karen D. Thompson *Karen D. Thompson*

Date: 10/18/04

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

Date: 10/19/04

**CONTRACTOR'S ACCEPTANCE:**

Contractor's Representative: [Signature]

Date: 10-15-04

**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: [Signature]

Date: 11/23/07

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

Task Order No.: EX-9.1

Task Description for :

System Administration

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. October 1 through September 30, 2005**

**B. Description of Work:**

**System Administration Services for Code EX -Photo/Video/ViTS**

The primary purpose of this task is to provide systems administration and systems engineering support. This support may address requirements for desktop systems, laptop and/or server systems.

**Desktop Support for Non-ODIN Computers**

A desktop computer is a client (typically a single user) computer resource required to perform general business and administrative computing as well as a wide range of high level scientific and engineering (S&E) service. These systems typically employ a variety of COTS and Government provided application solutions that offer functionality such as: business program development and execution, desktop publishing, desktop multimedia development, desktop graphics, word processing, spreadsheet, presentation graphics, electronic messaging (e-mail, calendaring, forms), Internet tools, and anti-virus.

**The following services will be provided for the desktop computers on a as needed basis:**

- Upgrading of operating systems, including appropriate patches to meet Center minimum configuration standards
- Upgrading of NASA/Center standard COTS software (i.e., Microsoft Office, Netscape, Eudora Pro, and Norton Antivirus)
- Performing computer, peripheral, and network hardware and software installations
- Establishing and maintaining network accessibility via the primary network interface (e.g., IP, DNS, DHCP, etc.)
- Conducting IT security checks, applying security patches, and performing system/data recoveries after a break-in
- Performing routine administration of systems (e.g., account management, file system management, printing, etc.)
- Providing system problem diagnostics and crash recovery
- Performing regular backups of end-user data
- Coordinating/facilitating hardware maintenance calls

**Laptop Support for Non-ODIN Computers**

A laptop computer, like a desktop computer, is a client (typically a single user) computer resource required to perform general business and administrative computing as well as a wide range of

scientific and engineering (S&E) service. These systems typically employ a variety of COTS and Government provided application solutions that offer functionality such as: business program development and execution, desktop publishing, desktop multimedia development, desktop graphics, word processing, spreadsheet, presentation graphics, electronic messaging (e-mail, calendaring, forms), Internet tools, and anti-virus.

In addition, these systems require remote communication services (e.g., dial-up modems, ISDN, ISPs, etc.) that allow connectivity and functionality similar to a local, direct network connection while the end-user is at most remote locations (e.g., on travel or at home). Certain security related procedures and technology will be required to access the Center's internal resources from outside locations.

### **Server Support:**

- Upgrading of operating systems, including appropriate patches to meet NASA/Center minimum configuration standards
- Performing computer, peripheral, and network hardware and software installations
- Establishing and maintaining network accessibility via the primary network interface
- Conducting IT security checks, applying patches, and performing system/data recoveries after a break-in
- Performing routine administration of systems (e.g., account & file management, system performance tuning, etc.)
- Providing system problem diagnostics and crash recovery
- Performing regular backups of end-user data.
- Coordinating/facilitating hardware maintenance calls

### **In addition:**

As per the *NASA Procedures and Guidelines: Security of Information Technology* (NPD 2810), each system must have a System Administrator who ensures that the protective security measures of the system are functional and who maintains its security posture. Depending on the complexity and security needs of a system or application, the System Administrator may have a designated System Security Administrator who assumes security responsibilities. Although line managers are accountable for the operation and security of systems, System Administrators usually do the hands-on operational and security work.

### **The System Administrator, is responsible for the following:**

- a. Making sure all users complete an Account Request Document approved by a Government management official responsible for the individual (manager, sponsor, task manager, etc.) for all user accounts.
- b. Promptly disabling access to a user's account if the user is identified as having left the Center, changed assignments, changed contracts, or completed work on a grant, or as no longer requiring system access. Written authorization will be required from the Government management official, who originally authorized the account, to reactivate the user's account.
- c. Granting only to individuals who have had the appropriate personnel screening. The Center IT Security Manager will provide a process for verifying that appropriate screening has been completed and that the individual is eligible to be issued an account.
- d. Granting accounts to foreign nationals without permanent resident alien status only with prior approval by the Center Chief of Security (CCS).

e. Performing annual self-inspections of their systems and reporting the findings to their line managers and the cognizant organizational Computer Security Official (CSO) or designee. The Center IT Security Manager will provide guidance for conducting self-inspections.

f. Reporting IT security incidents.

g. In response to an IT security incident, taking necessary actions to prevent further damage to their systems and documenting their actions.

h. Identifying personnel who will be responsible for systems if an IT security incident requiring immediate attention occurs when the System Administrator is absent. The names and contact information for these personnel will be provided to their management and their organizational CSO.

i. Periodically using tools to verify and/or monitor compliance to password guidelines.

j. Using IT security tools to assist in detecting modifications to the system and monitoring audit logs.

k. Ensuring that security controls are in place and functioning.

**C. Hours of Work:** On a as needed basis, on call and/or half time

**D. Government Furnished Equipment:** Computer hardware and software, as well as general office supplies will be provided by NASA.

**E. Performance Requirements Summary:** See RFP, page A2-15



## Performance Requirements Summary

| Required Services  | Performance Standards   | Estimated Workload   | Method of Surveillance   |
|--|---|--|--|
| <p>Database Administration</p> <hr/> <p>Technical IT Support for Code EX – Photo, Video, VITS staff.</p> | <p>Performance Standards</p> <hr/> <p>Indicators of successful performance include:</p> <ul style="list-style-type: none"> <li>* Accuracy</li> <li>* Resourcefulness</li> <li>* Innovation</li> </ul> | <p>This position is half time</p> <hr/> <p>To be work as service is needed or for updating IT security requirements.</p> | <p>Task Manager Review</p> <p>Updated emails about support being provide</p> |

## **Task Plan EX 9.1**

### **Systems Administration Services for Code EX**

Planners Collaborative will provide one Systems Administrator for Code EX Photo, Video and ViTs services on an as needed basis (not to exceed the amount of the cost estimate). The Systems Administrator also provides support to related task areas, primarily the Library. He is very knowledgeable of customer requirements and brings a high level of experience and skill to this task.

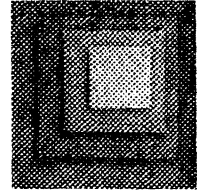
Services will include primary systems administration and systems engineering support for all Non-ODIN servers, desktop and laptop systems in the group described above.

The following services will be provided for both desktop and laptop computers within code EX:

- Upgrading operating systems, including appropriate patches to meet Center minimum configuration standards.
- Updating of NASA/Center standard COTS software.
- Performing computer, peripheral, and network hardware and software installations.
- Establishing and maintaining network accessibility via the primary network interface (e.g., IP, DNS, DHCP, etc.)
- Periodically conducting IT security checks, applying security patches as needed, and performing system/data recoveries after a security break-in.
- Performing routine administration of systems.
- Providing system problem diagnostics and crash recovery support.
- Performing regular backups of end-user data using existing JI backup systems.
- Coordinating/facilitating hardware maintenance calls.

The system administrator designee will maintain all user accounts by:

- Making sure all users complete an authorized Account Request Document.
- Promptly disabling a user's account if the user no longer has a valid authorization.
- Granting access only to users that have been appropriately screened by Center IT Security Manager.
- Only granting accounts to foreign nationals with prior approval by the Center Chief of Security (CCS).
- Performing an annual system self-inspection and report findings to the Computer Security Official (CSO).
- Reporting all security incidents and take necessary action to prevent further damage.
- Identifying personnel who will be responsible for work in the absence of the System Administrator.
- Check compliance to password guidelines, monitor modifications to the systems through monitoring logs.
- Ensuring that adequate security controls are in place and functioning properly.



PLANNERS COLLABORATIVE

**MEMORANDUM**

To: Karen Moze, COTR  
Date: October 12, 2006

Ref: NNA04CA76C Task Order:

EX 8.3 Video Teleconferencing

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.: EX 8.3**

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: Video Teleconferencing**

**SCHEDULE:**

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

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

| Labor Category:                        | Est.<br>Hours | Est.<br>Hrs. Monthly | Direct Labor<br>Rate | Total<br>Direct Cost |
|--|---------------|----------------------|----------------------|----------------------|
| Comm. Group Mgr.                       |               |                      |                      |                      |
| VITs Operator                          |               |                      |                      |                      |
| Back-up                                |               |                      |                      |                      |
| <b>Total Direct Labor</b>              |               |                      |                      |                      |
| <b>Overhead</b>                        |               |                      |                      |                      |
| <b>Subcontract Labor Services</b>      |               |                      | B-4                  |                      |
| <b>Subtotal Labor and Subcontracts</b> |               |                      |                      |                      |
| <b>G&amp;A</b>                         |               |                      |                      |                      |
| <b>OTHER DIRECT COSTS</b>              |               |                      |                      |                      |
| Materials                              |               |                      |                      |                      |
| Travel                                 |               |                      |                      |                      |
| Training                               |               |                      |                      |                      |
| Other ODC                              |               |                      |                      |                      |
| <b>Total ODCs (Not to Exceed)</b>      |               |                      |                      |                      |
| <b>G&amp;A</b>                         |               |                      |                      |                      |
| <b>Flow-through Items</b>              |               |                      |                      |                      |

**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:** \$ 77,057

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

*CM*  
 10/17/06

Task Requester: ED SCHLING

Date: 10/4/06

COTR: Karen Ologe

Date: 10/4/06

Contracting Officer: Carlton D. Terry

Date: 10/4/06

Task Requester Concurrence of Contractor's Task Plan and Contractor's Cost Estimate: [Signature]

Date: 11/06/06

COTR Concurrence of Contractor's Task Plan: Karen Ologe

Date: 11/08/06

CONTRACTOR'S ACCEPTANCE:

Contractor's Representative: [Signature]

Date: 10-18-06

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. Terry

Date: 11/14/06

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

# Performance Requirements Summary

| Required Services   | Performance Standards  | Estimated Workload   | Method of Surveillance  |
|---|--|--|---|
| <p>Operation of the N203 VITS room on a daily basis as requested by Agency-wide and Ames customers.</p>   | <p>Operator will have the room open and prepared for each event.</p> <p>Operator provides customers with all of the capability the system provides (audio, video, access to computer files, recordings when necessary, and schedule).</p> <p>Operator will generate and transmit sign-in sheets for Task Requestor review.</p> <p>Customers feel they have been treated with professionalism and courtesy.</p> | <p>Normal workload is 8 hours per day, with the number and durations of individual events varying according to customer schedule and requirements.</p> | <p>Customer Surveys</p> <p>Periodic Task Manager Review of facility, systems, and procedures.</p> |
| <p>The Task Requestor recognizes that not all complaints may be applicable to the operator, such as when the equipment and systems are not working properly. In such cases, the</p> |  |  |   |

## Performance Requirements Summary

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operator promptly communicates any malfunctions to appropriate technical staff and Task Requestor.

Higher than average ratings will be given for such things as (but not limited to): the degree of help given to customers before and during events to make them go as smoothly and efficiently as possible; suggestions for file formats and layout to provide effective presentations over the VITS system; successful coordination of complex events requiring scheduling multiple rooms at different centers; and suggestions to NASA for equipment or techniques to make the VITS facility more effective

**Task Plan EX 8.3**  
**Video Teleconferencing**

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

Planners Collaborative will provide one part-time Video Multimedia Lead and one full-time ViTs Operator.

The ViTs Operator will be well qualified to perform all aspects of the task requirements. Planners will also ensure that back-up staff are cross trained to cover staff absences. Staff schedules will meet the requirements of the job for both East Coast times zones and West Coast planned uses of the room.





NNA04CA76C

Task Order No.: EX 8.2

Task Requester: Ed Schilling

Date: 9/12/05

COTR: Phil Adams

Date: 9/12/05

Contracting Officer: Marie E. Dorish

Date: 9/15/05

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

Date: 12/2/05

COTR Concurrence of  
Contractor's Task Plan: Phil Adams

Date: 12/15/05

**CONTRACTOR'S ACCEPTANCE:**

Contractor's  
Representative: Sam Cohen

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: Carlo D. Tom Date: 12/17/05

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

Task Order No.: EX 8.2

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**

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

**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 person(s) filling 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. Because recent office moves have taken place, the operator for the CEE room now has a desk area some further away from the CEE room itself, and an appropriate sign should be posted indicated directions for customers to find the operator's desk area. Also, telephone extensions and pager numbers for the CEE operator should be posted.

**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. However, specific teleconference schedule requirements may mean that a work day could start as early as 5:00 to 5:30 am.

**D. Government Furnished Equipment**

All necessary equipment provided by NASA.

**E. Performance Requirements Summary**

See RFP, page A2-16

**Task Plan EX 8.2**  
**Video Teleconferencing**

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

Planners Collaborative will provide one part-time Video Multimedia Lead and two full-time Operators, one to cover the CEE room and one to cover the ViTS room. For the CEE room, appropriate changes will be made to accommodating the changing environment.

The ViTs Operators will be well qualified to perform all aspects of the task requirements. Planners will also ensure that back-up staff are cross trained to cover staff absences and over bookings that cause extended hours. Double bookings will be accommodated only in rooms where contractor has control. Staff schedules will meet the requirements of the job for both East Coast times zones and West Coast planned uses of the rooms.



NNA04CA76

Task Order No.: EX8 - JIT7

Task Requester: Edward Schilling

Date: 9/21/04

COTR: Nancy Johnson, Act.

Date: 9/23/04

Contracting Officer: Call 1) 2

Date: 9/24/04

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

Date: 10/20/04

COTR Concurrence of Contractor's Task Plan: John Adams

Date: 10/20/04

**CONTRACTOR'S ACCEPTANCE:**

Contractor's Representative: [Signature]

Date: 10-13-04

**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 NNA04CA76. 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: Mare E. Dorish

Date: 10-26-04

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

Task Order No.: EX8 – JIT7

Task Description for :

Video Teleconferencing

Contract NNA04CA76

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:** October 1 2004 through September 30 2005

**B. Description of Work:** As per Statement of Work, section 4.1.10. Support is necessary for two rooms: The ViTS room in building 203, 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. Customer requests to use the facility for press conferences or other video production uses will be referred to the Task Requestor. 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 RFP, page A2-16.

**Task Plan EX 8.1**  
**Video Teleconferencing**

B-4





NNA04CA76C

Task Order No.: EX 7.3

Task Requester: ED SETHUNG

Date: 10/4/06

COTR: Karen Cloze

Date: 10/4/06

Contracting Officer: Carlos D. Tony

Date: 10/4/06

Task Requester Concurrence of Contractor's Task Plan and Contractor's Cost Estimate: Sharon Shelby

Date: 11/6/06

COTR Concurrence of Contractor's Task Plan: Karen Cloze

Date: 11/8/06

CONTRACTOR'S ACCEPTANCE:

Contractor's Representative: [Signature]

Date: 10-18-06

AUTHORIZATION:

Authorized period of performance:

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

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

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: Carlos D. Tony

Date: 11/14/06

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

Task Order No.: EX 7.3  
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

October 1, 2006 through September 30, 2007

B. Description of Work

This Task is comprised of all video work in excess of standard staff labor hours and/or positions within the Video Group. Typical items include overtime for the in-house staff, additional labor, equipment, facilities, services, and materials. Such services and items are driven by individual projects and available budgets, usually require specific funding from the customer, and are managed by a member of the in-house Video staff.

C. Hours of Work

As necessary, per project requirements.

D. Government Furnished Equipment

As stated in SOW.

E. Performance Requirements Summary (see attached)

**Craig Martin**

---

**From:** karen moze [kmoze@mail.arc.nasa.gov]  
**Sent:** Tuesday, October 24, 2006 8:18 AM  
**To:** cdmartin@thecollaborative.com; dcohen@mail.arc.nasa.gov  
**Subject:** EX 7.3  
**Importance:** High

Ed is requesting a revision under task order 7.3

-Karen

Date: Mon, 23 Oct 2006 16:53:39 -0700  
To: kmoze@mail.arc.nasa.gov  
From: "Ed M. Schilling" <Edward.M.Schilling@nasa.gov>  
Subject: EX 7.3

Karen.

I'd like to ask that Planners re-submit the 7.3 task with a value of B-4 I think Craig is basing his estimated value of B-4 on what we spent in the last few years, but we will no longer have that much money to put through the task.

I am currently reviewing Task 8.3.

I did not see the Video/Multimedia Staff Task. Is that still to come?

Ed

--  
Edward Schilling  
NASA Ames Research Center  
650-604-1307



# CTO REVISION REQUEST

|   |  |  |
|---|--|--|
| <b>BUSINESS OPERATIONS AND TECHNICAL SERVICES</b> | 1. Contractor:<br>Planners Collaborative | 8. Contractor Task Order to be Revised<br>Task Order No.: EX 7.2 |
|---|--|--|

|                               |  |
|-------------------------------|--|
| 3. Submittal Date:<br>6/20/06 | 4. Originator/Telephone No.:<br>Ed Schilling 41307 |
|-------------------------------|--|

## PROPOSED REVISION

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

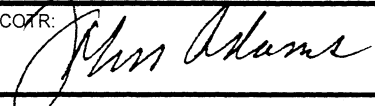


Estimated Task value of \$ B-4

6. Revised TO:

Estimated Task value of \$ B-4

Revised upwards due to increased activity on this Task.

## APPROVAL

|  |                      |  |                      |
|--|----------------------|--|----------------------|
| 7. NASA Task Manager:<br>Ed Schilling  | 8. Date:<br>6/20/06  | 9. COFR:<br>   | 10. Date:<br>6/27/06 |
| 11. Project Manager:<br> | 12. Date:<br>6/26/06 | 13. Contracting Officer (Check if Required) <input type="checkbox"/><br> | 14. Date:<br>6/30/06 |

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

TASK ORDER

Prime Contract No.: NNA04CA76C (BOATS)

Task Order No.: EX 7.2 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: **Video/Multimedia Service Pool**

PURPOSE: Increase total budget

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

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

|                 |               |                      |                      |                      |
|-----------------|---------------|----------------------|----------------------|----------------------|
| Labor Category: | Est.<br>Hours | Est.<br>Hrs. Monthly | Direct Labor<br>Rate | Total<br>Direct Cost |
|-----------------|---------------|----------------------|----------------------|----------------------|

Comm. Group Mgr.

|  |  |  |  |  |
|--|--|--|--|--|
|  |  |  |  |  |
|--|--|--|--|--|

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

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:

\$ 150,000

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

*ckw*  
6/23/06

# CTO REVISION REQUEST

|   |  |  |
|---|--|--|
| <b>BUSINESS OPERATIONS AND TECHNICAL SERVICES</b> | 1. Contractor:<br>Planners Collaborative | 8. Contractor Task Order to be Revised<br>Task Order No.: EX 7.2 |
|---|--|--|

|                               |  |
|-------------------------------|--|
| 3. Submittal Date:<br>6/20/06 | 4. Originator/Telephone No.:<br>Ed Schilling 41307 |
|-------------------------------|--|

## PROPOSED REVISION

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


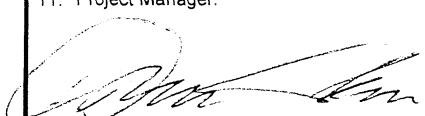
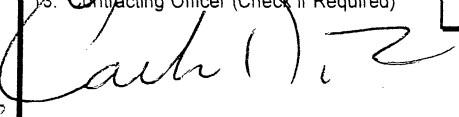
Estimated Task value of B-4

6. Revised TO:

Estimated Task value of B-4

Revised upwards due to increased activity on this Task.

## APPROVAL

|  |                      |  |                      |
|--|----------------------|--|----------------------|
| 7. NASA Task Manager:<br>Ed Schilling  | 8. Date:<br>6/20/06  | 9. COFR:<br>   | 10. Date:<br>6/22/06 |
| 11. Project Manager:<br> | 12. Date:<br>6-26-06 | 13. Contracting Officer (Check if Required) <input type="checkbox"/><br> | 14. Date:<br>7/25/06 |





NNA04CA76C

Task Order No.: EX 7.2

Task Requester: Ed Schilling

Date: 9/12/05

COTR: John Adams

Date: 9/12/05

Contracting Officer: Marie E. Dorish

Date: 9/15/05

Task Requester Concurrence  
of Contractor's Task Plan and  
Contractor's Cost Estimate: [Signature]

Date: 12/2/05

COTR Concurrence of  
Contractor's Task Plan: John Adams

Date: 12/5/05

**CONTRACTOR'S ACCEPTANCE:**

Contractor's  
Representative: [Signature]

Date: 9-29-05

**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: Charles D. Turner Date: 12/17/05

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

Task Order No.: EX 7.2

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**

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

**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. All costs will be estimated (including all G&A, Award, etc.) and submitted in writing by the contract so that the Task Requestor can review them prior to any charges being incurred. In addition to the monthly 533 report, actual costs should be broken down per project (Service Request Number/Title, or "general supplies") each month.

**C. Hours of Work**

As necessary per individual job requirements.

**D. Government Furnished Equipment**

Same as that provided for EX 6.2. All additional requirements will be provided by contract.

**E. Performance Requirements Summary**

See RFP, page A2-13.

**Task Plan EX 7.2**  
**Video Service Pool**

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

Planners Collaborative will provide supplemental video support as needed on this task, including materials, design and personnel. The cost estimate is based on past spending for any Video Multimedia work that is not covered by Task Order EX 6.1.

All spending will be done based on approval by the NASA Task Requester. Actual costs will be broken down by project so that they are individually tracked on the 533 report.



NNA04CA76C

Task Order No.: EX7 - JTF5

Task Requester: Edward Phillips

Date: 9/21/04

COTR: Nancy L. Johnson, Aet.

Date: 9/23/04

Contracting Officer: Carl D. [Signature]

Date: 9/24/04

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

Date: 10/20/04

COTR Concurrence of Contractor's Task Plan: Miss Adams

Date: 10/20/04

**CONTRACTOR'S ACCEPTANCE:**

Contractor's Representative: [Signature]

Date: 10-13-04

**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: Marc E. Dorish

Date: 10-26-04

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

Task Order No.: EX7 – JIT5

Task Description for :

Video/Multimedia Service Pool

Contract NNA04CA76C

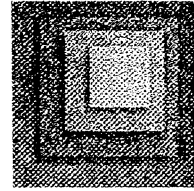
Please acknowledge receipt and acceptance of this task order within ten (10) calendar days after receipt (in accordance with NASA FAR Supplement clause 1852.216-80). Work shall not commence prior to approval of the Task Plan by the Contracting Officer.

- A. **Period of Performance:** October 1 2004 through September 30 2005.
  
- B. **Description of Work:** This task may include any aspect of the work described in the SOW sections 4.1.7 through 4.1.7.7. except for the regular hours of labor for the core staff. This service pool task includes freelance labor, equipment rentals or purchases, materials, travel expenses, shipping, and necessary services related to video production. These items are to be priced out and given to the task requestor before work is initiated so that proper approvals and funding may be obtained. Costs should be identified by service request tracking numbers, copies of which are provided to the staff. Travel expenses and overtime for the core staff may be covered by customer funding, so these costs are to be tracked and billed and tracked through this task, just as other extra expenses are.
  
- C. **Hours of Work:** These items and services are driven by customer requirements, so hours may be determined by these conditions.
  
- D. **Government Furnished Equipment:** Not applicable. Equipment items and services covered by this task are by definition above and beyond what the government can provide.
  
- E. **Performance Requirements Summary.** As stated in the SOW. It is important to recognize that because projects often have extremely short timelines, any of the above-mentioned items or services may need to be provided from outside sources in as little time as 4 hours.

**Task Plan EX 7.1**  
**Video/Multimedia Service Pool**

B-4





PLANNERS COLLABORATIVE

**MEMORANDUM**

To: Karen Moze, COTR

Date: November 8, 2006

Ref: NNA04CA76C Task Order:

EX 6.3 Video/Multimedia

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



NNA04CA76C

Task Order No.: EX 6.3

Task Requester: Ed Settlung

Date: 10/4/06

COTR: Karen Cloze

Date: 10/4/06

Contracting Officer: Carl D. Ten

Date: 10/4/06

Task Requester Concurrence  
of Contractor's Task Plan and  
Contractor's Cost Estimate: James Kelly

Date: 12/4/06

COTR Concurrence of  
Contractor's Task Plan: Karen Cloze

Date: 12/7/06

CONTRACTOR'S ACCEPTANCE:

Contractor's  
Representative: [Signature]

Date: 11-28-06

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. Ten

Date: 11/3/07

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

Task Order No.: EX 6.3  
Task Description for:

Video/Multimedia Staff Labor

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

October 1, 2006 to September 30, 2007

B. Description of Work

Generally as per 4.1.7 through 4.1.7.7 of original SOW. Specifically focused on video production, archiving, media scripting and design, broadcast and transmission, duplication, and audio-visual services in support of PAO, the Director's Office, and the Ames science community.

Assignments will generally be performed to requirements communicated by the Task Requestor and an Ames Service Request (SR). Some projects will have further requirements identified by the client, but these will also be coordinated through the Task Requestor prior to scheduling.

Often the staff may be asked to perform work with a breadth and scope far beyond that of a small group because of funding limitations. It is also recognized that the facilities provided will limit performance capabilities. The extraordinary nature of these circumstances are heavily weighted in overall performance evaluation.

Complex projects flagged by the Task Requestor require a Production Memo specifically calling out requirements, milestones, funding requirements, final deliverables, etc. Neither work nor commitments for such projects will be provided until approved by the Task Requestor.

Projects requiring more labor, resources, or facilities than provided by Code EX will be coordinated by staff, but performed through the Video/Multimedia Service Pool.

Delivery dates will be established for each job.

Finished products will be delivered to the customer through the customer service representative, who will officially document the delivery and close out the service request.

Audio-visual work will support key Center events as staff and equipment are available.

C. Hours of Work

Core hours are from 9:00 am until 5:00 pm to provide support for the Code EX Video/Multimedia Labor Task. Should specific projects under this Task require a change in schedule, staff and the Task Requestor should coordinate so that contingencies and coverage can be planned.

Absences of the staff during core hours due to the Contractor's corporate projects (outside this Task) should be reviewed with the Task Requestor prior to scheduling.

D. Government Furnished Equipment

As listed in SOW.

E. Performance Requirements Summary (see attached)

## Performance Requirements Summary

| Required Services   | Performance Standards  | Estimated Workload  | Method of Surveillance   |
|---|--|---|--|
| <p>Generally as per 4.1.7 through 4.1.7.7 of original SOW. Specifically focused on video production, archiving, media scripting and design, broadcast and transmission, duplication, and audio-visual services.</p> | <p>Products and services will normally be provided according to schedules negotiated with the Task Requestor. The Contractor will not be liable for deadlines missed because of new priorities issued by the Task Requestor.</p> <p>A key factor in this performance period will be the Contractor's responsiveness to requests and priorities from the Task Requestor. Priorities may change quickly. It is recognized that not every request can be fulfilled, but timely written responses or meetings to discuss these requests is essential to the success of the group.</p> <p>Otherwise:</p> <p>Video production should be equal to commercial documentary and/or</p> | <p>Workloads may vary widely according to customer demand and Center priorities. A typical week may involve pre-production research and design on multiple long-range projects, four shoots, four duplication projects, ad-hoc A/V support, three to four days of full-time editing, archiving of any media produced, low-level equipment maintenance, and general communication/housekeeping chores. One or two major broadcasting events may be expected per month.</p> <p>At times, 50% to 75% of this work may be on a rush basis. Consequently, the staff may be required to re-prioritize and re-schedule activities.</p> | <p>Contractor performance will be measured by:</p> <ul style="list-style-type: none"> <li>Random Sampling</li> <li>Customer Survey</li> <li>Task Manager Review of products and services.</li> </ul> |

## Performance Requirements Summary

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Broadcasting and transmission will be performed to the extent that equipment, labor, and resources allow. Minimum equipment and system configuration standards exist for NASA TV, which are communicated through technical bulletins and Agency-wide system tests. If existing constraints make conformance impossible, the staff will notify the Task Requestor as soon as possible.

Archiving work shall clearly label and store all media (tapes, data files) and associated records (scripts, logs, contacts, usage agreements) ensuring quick and accurate sourcing for day-to-day needs by the staff.

Duplication will be done with a 2% or less error or re-do rate on customer products including accurate labels with correct grammar and spelling in

## **Performance Requirements Summary**

---

the established file formats.

Audio-visual work will support key Center events as staff and equipment are available.

Overall, higher ratings will be given for improved timeliness in delivering products, responsiveness, flexibility as priorities change, care of the facilities and equipment, innovation in using existing facilities, and quality.

---



## Performance Requirements Summary

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corporate marketing standards (videography, graphics, audio, editing) in standard and high definition digital formats.

Products made specifically for NASA TV will match established standards, which are communicated from Headquarters.

Signal parameters will follow SMPTE, NTSC, and ATSC standards.

Design and scripting should be equal to commercial documentary and/or marketing standards which communicate science-related stories in a clear, concise manner. Graphics design will utilize all available resources (equipment, funds, labor) to communicate concepts in a contemporary and visually compelling style. For NASA TV, graphics will conform to established standards.

---

Task Plan EX 6.3  
**Video/Multimedia**

Task performance will be managed by the Planners Communications Group Manager, who will be the primary interface regarding task performance with the NASA Task Requester. 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 Video Producer/Archivist, two full-time Video Producers, one Audio Producer, and 0.4 FTE Communications Group Lead. Any additional staffing support required for this task will be provided through Task Code EX 7.3.

Planners will meet the basic requirements listed in the task order for description of work and key procedures. Funding, organizational alignment, and general policies and procedures from the task requestor will be to the performance level agreed upon and in compliance with the performance standards in the task. As requested, the contractor will provide all personnel required to accomplish any given task. It is understood that the work hours required may be additional to normal work hours and may include weekends and holidays.

All spending will be done based on approval by the NASA Task Requester.



NNA04CA76C

Task Order No.: EX 6.2

Task Requester: Ed Schilling

Date: 9/12/05

COTR: *John Adams*

Date: 9/12/05

Contracting Officer: *Marie E. Darish*

Date: 9/15/05

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

Date: 12/2/05

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

Date: 12/5/05

**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: *Carlos A. Torres* Date: 12/17/05

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

Task Order No.: EX 6.2

Task Description for:

Video/Multimedia Staff Labor

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**

As described in paragraphs 4.1.7 through 4.1.7.7 of the SOW. This task is to cover the basic labor costs of the on-site Video/Multimedia staff. Approximately 160 hours per month each of Video/Multimedia Supervisor, Producer, Audio Technician, and Editor services.



[Redacted area containing two boxes labeled B-5]

Key procedures:

- 1) It will be especially important for the contract to create production memos that call out specific project milestones and completion dates so that there is a clear understanding by all parties—including the customer—as to when and how the projects will be done. This document will also detail what information, facilities, and people will be made available by the customer in order to meet project milestones. Such a production document covers the more complex videos that include scripting, shooting, editing, graphics, animation, etc. Such a project will not begin production until a memo has been drafted and written concurrence has been received by the customer. Should the staff commit to production without such a memo, the department (Code EX Video/Multimedia group) will not be responsible for providing any resources.
- 2) The contractor will be asked to organize and maintain the professional appearance of the work areas for the benefit of customer tours.
- 3) The Task Requestor will represent the Code EX Video/Multimedia group in any discussion of funding, organizational alignment, or general policy matters relating to video/multimedia support at the Center, and will be the initial point of contact for all work coming into the Video/Multimedia group.
- 4) The contractor should describe how work will be handled when employees are absent due to illness, vacation, or other circumstances.

Task Plan EX 6.2

**Video Multimedia**

Task performance will be managed by the Planners Communications Group Manager, who will be the primary interface regarding task performance with the NASA Task Requester. 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 Video Producer/Archivist, two full-time Video Producers, one Audio Producer, and 0.40 FTE Communications Group Lead. Any additional staffing support required for this task will be provided through Task Code EX 7.2.

Planners will meet the basic requirements listed in the task order for description of work and key procedures. Funding, organizational alignment, and general policies from the task requestor will be adhered to by the contractor. As requested, the contractor will provide all personnel required to accomplish any given task. It is understood that the work hours required may be additional to normal work hours and may include weekends and holidays.

All spending will be done based on approval by the NASA Task Requester.



National  
Aeronautics and  
Space  
Administration

## Routing Slip

|   | Mail Suite | Name         | Action                 |                                     |
|---|------------|--------------|------------------------|-------------------------------------|
|   |            |              |                        |                                     |
| 1 | 241-13     | Ed Schilling | Approval               | <input checked="" type="checkbox"/> |
|   |            |              | Call me                | <input type="checkbox"/>            |
|   |            |              | Concurrence            | <input type="checkbox"/>            |
| 2 |            |              | File                   | <input type="checkbox"/>            |
|   |            |              | Information            | <input type="checkbox"/>            |
| 3 |            |              | Investigate and Advise | <input type="checkbox"/>            |
|   |            |              | Note and Forward       | <input type="checkbox"/>            |
| 4 |            |              | Note and Return        | <input type="checkbox"/>            |
|   |            |              | Per Request            | <input type="checkbox"/>            |
| 5 |            |              | Per Phone Conversation | <input type="checkbox"/>            |
|   |            |              | Recommendation         | <input type="checkbox"/>            |
| 6 |            |              | See me                 | <input type="checkbox"/>            |
|   |            |              | Signature              | <input checked="" type="checkbox"/> |
| 7 |            |              | Circulate and Destroy  | <input type="checkbox"/>            |
|   |            |              |                        | <input type="checkbox"/>            |

Task Managers,

Attached is your FY06 task order(s) for the Business Operations & Technical Services (BOATS) contract. Please review the "Estimate of Total Cost/Fee", page 1, and the contractor's "Task Plan", bottom pages. Sign where indicated on page 2 and return to me AS SOON AS POSSIBLE at M/S 255-1. Contact me at x4-5828 if there are any questions.

John

|                              |                            |
|------------------------------|----------------------------|
| Name                         | Tel. No. (or suite) & Ext. |
| John Adams                   | 4-5828                     |
| Suite (or other designation) | Date                       |
|                              | September 28, 2005         |

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NNA04CA76C

Task Order No.: EX6 - JIT 4

Task Requester: *Edward Phillips*

Date: 9/21/04

COTR: *Renee L. Johnson, alt.*

Date: 9/23/04

Contracting Officer: *Carl D. [Signature]*

Date: 9/24/04

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

Date: 10/22/04

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

Date: 10/27/04

**CONTRACTOR'S ACCEPTANCE:**

Contractor's Representative: *[Signature]*

Date: 10-13-04

**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. [Signature]*

Date: 10-29-04

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

Task Order No.: EX6 – JIT 4

Task Description for :

Video/Multimedia Staff Labor

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: October 1, 2004 through September 30, 2005**

- B. Description of Work:** This task is specifically for the regular labor hours of the core video staff, who will be performing parts of the work described in the SOW sections 4.1.7 through 4.1.7.7. This task covers approximately 160 hours per month (full time) of the Production Manager, Video Producer/Writer, Video Producer/Editor, and Audio Technician/Music Composer. Should individual projects require more labor or resources, they should be provided through the Video/Multimedia Service Pool Task. For example, travel, equipment rental, freelancers, overtime of core staff, materials, etc. would be routed through the Service Pool Task.

**Key Procedures:**

Most work will be done on individual projects originated by Ames customers. Initial customer contact will be directed through the Task Requestor, who will then provide general guidelines and requirements for each project. Other work may be part of long-term projects as identified by the Task Requestor.

Complex projects identified by the Task Requestor will require production memos to be drawn up that call out specific timelines, milestones, and deliverables for both the video group and the customer. This is to make sure there is a clear understanding by all parties—including the customer—as to when and how the projects will be done. This document will also detail what information, facilities, and people will be made available by the customer in order to meet project milestones. This information will be critical to the successful scheduling of staff, equipment, and facilities.

The contractor should develop a plan for providing animation and graphics services using the in-house system to the extent that all customer/vendor meetings can take place on site here in the department. If other vendor systems are necessary to produce the final rendered versions, at least simple versions should be presentable using in-house equipment. At these meetings, elements such as composition, camera movement, text, pacing, etc. can be demonstrated with wire frame or equivalent files; shading and texturing can be demonstrated with still frames. Animation and graphics should be rendered using the in-house system whenever possible.

The contractor will be asked to organize and maintain the professional appearance of the work areas for the benefit of customer tours.

The contractor will be asked to implement a control/tracking procedure to ensure the check-out and return of production equipment to designated areas, noting any items that are broken or otherwise unusable.

Specific tasks will be communicated to the staff from the Task Requestor. Tasks will not be undertaken by the staff without prior authorization from the Task Requestor.

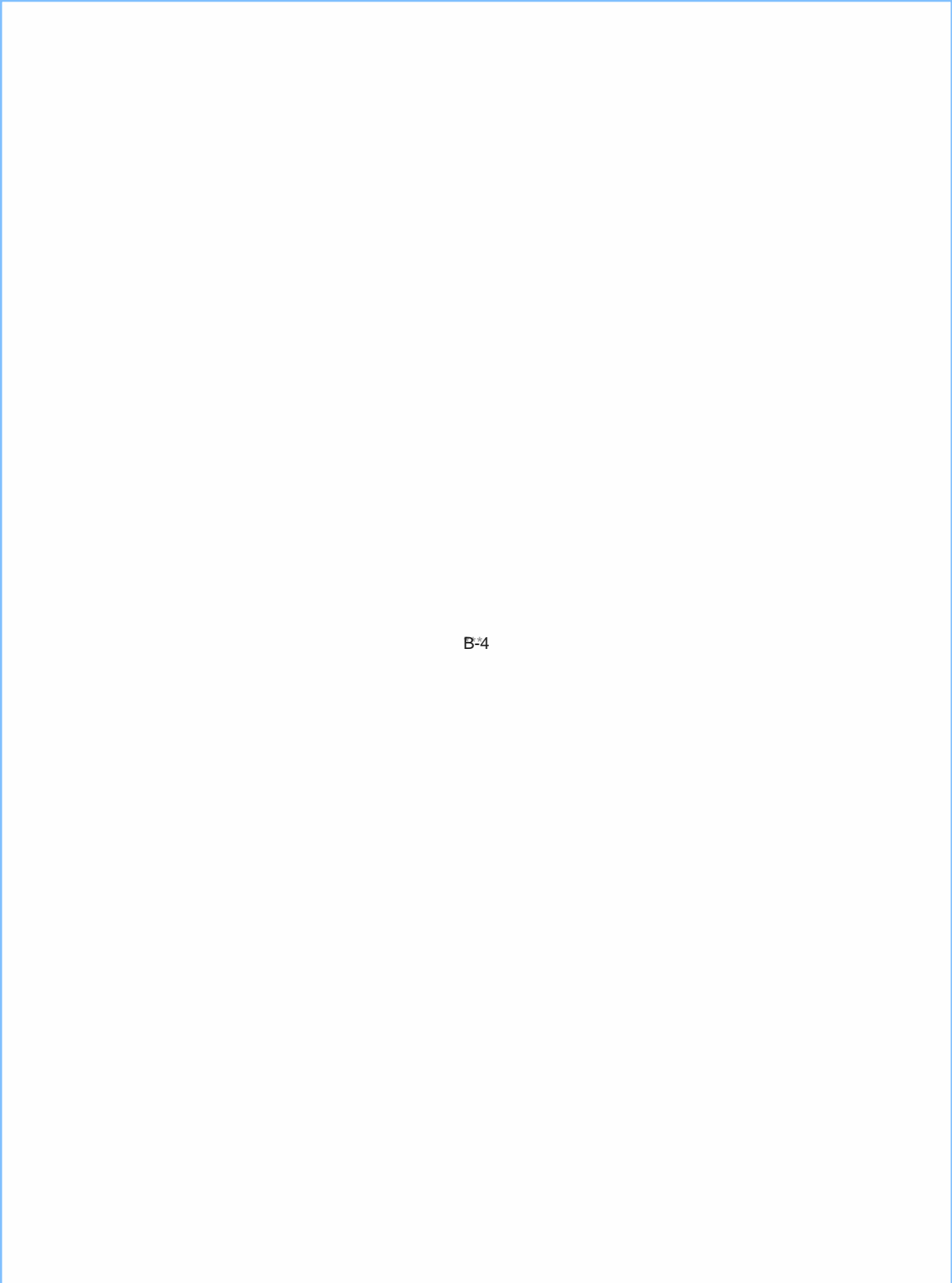
Should a project require contract support above and beyond the regular labor hours existing resources, an estimate of the cost will be requested by Task Requestor so that necessary approvals may be sought and granted before any work takes place.

**C. Hours of Work:** Generally during normal business hours, starting between 8:00 and 9:00 AM on a full-time basis. Extra hours may be required, sometimes with little advance notice, but overtime and travel are to be tracked through the Vide/Multimedia Service Pool task.

**D. Government Furnished Equipment:** Equipment can be drawn from the list provided in the RFP, unless it is currently supporting other Center projects, required by the NASA staff or is in temporary need of repair. If necessary, The Task Requestor will prioritize projects and their equipment needs and coordinate with the contractor for additional equipment or resources.

**E. Performance Requirements Summary:** As stated in the RFP.

**Task Plan EX 6.1**  
**Video/Multimedia Support**



B-4

B-4



NNA04CA76

Task Order No.: EX-5

Task Requester: Tom Trower

Date: 9/1/04

COTR: Nancy L. Johnson, Act

Date: 9/7/04

Contracting Officer: Calhoun

Date: 9/13/04

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

Date: 9/21/04

COTR Concurrence of  
Contractor's Task Plan: John Adams

Date: 10/21/04

**CONTRACTOR'S ACCEPTANCE:**

Contractor's  
Representative: Dawn Cohen

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: Maree E. Sorich

Date: 10-26-04

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

Task Order No.: EX-5

Task Description for :

SUPPLEMENTAL SERVICE

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 the task will be from October 1, 2004 through September 30, 2005 unless modified.

**B. Description of Work**

The contractor shall provide supplemental support to the Thermo-Physics Facilities Branch, Code ASF, in the form of materials, overtime, simultaneous double coverage of tests, and other services in excess of the positions described in the Code A Support, Task EX-4.

A fully burdened cost quotation, including G& A and Award Fee estimates, is to be provided to the Task Manager for each item billed through this task. In this manner, the Task Manager will be able to determine if sufficient funding is available, and either approve or deny the item before the work is begun. The Task Manager will then be able to independently track costs that will eventually appear on the form 533.

The Description of Work is otherwise the same as found in EX-4.

**C. Hours of Work**

The hours to be charged here would include overtime for an individual and double coverage for ASF facilities.

**D. Government Furnished Equipment**

The equipment used will be the same.

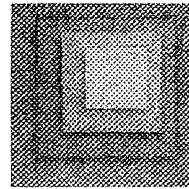
**E. Performance Requirements Summary**

All performance requirements remain the same.



**Task Order EX 5.1**  
**Supplemental 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.



PLANNERS COLLABORATIVE

**MEMORANDUM**

To: Karen Moze, COTR

Date: October 18, 2006

Ref: NNA04CA76C Task Order:

EX 4.3 Code T Support

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



NNA04CA76C

Task Order No.: EX 4.3

Task Requester: Tom Trower

Date: 10/2/06

COTR: Karen Cloge

Date: 10/2/06

Contracting Officer: Carl D. Trower

Date: 10/2/06

Task Requester Concurrence of Contractor's Task Plan and Contractor's Cost Estimate: Tom Trower

Date: 10/30/06

COTR Concurrence of Contractor's Task Plan: Karen Cloge

Date: 10/30/06

**CONTRACTOR'S ACCEPTANCE:**

Contractor's Representative: [Signature]

Date: 10-18-06

**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. Trower

Date: 11/14/06

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

Task Order No.: EX 4.3

Task Description for:

Code T 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**

The contractor shall provide support to Code T 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 of 8x10 sheet film from the Horizontal Gun Range.

Scientific and Technical Photography will include video and still photography, using both digital and film cameras, as well as high speed video and high speed motion picture systems.

In addition to the actual photography the photographer shall:

- Maintain a high level of communication with his customers ensuring their needs are met and schedules are fulfilled.
- Order and produce post-test products of a high quality, such as CD's and hard copy prints, and deliver those products in a timely manner.
- Select, operate, and store the necessary equipment in a professional manner.

The B/W Lab will develop 8x10 black and white sheet film from the Horizontal Gun Range.

In addition to the actual processing of the film, the Technicians shall:

- Receive, schedule, and deliver film to customers.
- Keep an accurate record of each week's work volume.
- Maintain and order needed repairs for the equipment.
- Order supplies through the civil servant buyer.
- Prepare and replenish B&W development chemicals.
- Maintain and operate any necessary environmental treatment equipment for wastewater from the lab.
- Make B&W prints if required.

Requests from Code T for overtime hours, additional labor, materials, and supplies will be forwarded to the Task Requestor. These costs will be estimated (including all G&A, Award Fee, etc.) and submitted in writing.

The current staffing level of 2.5 FTE's is expected to continue.

The contractor will discuss how the cross training of staff will maximize the flexibility of their support.

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**

See Task EX 3.3.

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

# Performance Requirements Summary

| Required Services                          | Performance Standards  | Estimated Workload                                | Method of Surveillance                        |
|--|--|---|---|
| By B/W Lab:                                |  |   |   |
| Processing of 8x10 b/w film.               | All processing runs done to Kodak standards with same day turn around.                             | Varies widely.                                    | Task Requestor monitoring, customer feedback. |
| Environmental Compliance Safety Reports    | Timeliness and quality   | When required by the Ames Safety Office and OSHA. | Feedback from Code Q                          |
| By Photographers                           |  |   |   |
| Photographic documentation of test events. | All test events covered per customer schedule.   | 40 hour weeks, followed by down time.             | Task Requestor monitoring, customer feedback. |
|  | Imagery meets basic standards for exposure, composition, and critical test objective documentation |   |   |

### **Task Plan EX4.3 Code T Support**

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.

Planners Collaborative will provide 2.5 FTE with appropriate skills and experience to perform all task requirements in accordance with the performance requirements summary.

Planners staff will fulfill all requirements as stated in the Description of Work and in the Performance Requirements Summary. We understand that this work is performed to support customers of Code EX and our staff will always maintain a professional approach and excellent communication with Code T on behalf of Code EX to achieve full customer satisfaction.

Planners also understands the importance of safety at ARC and will operate and maintain facilities and equipment in a safe manner. Incumbent staff has received high praise during safety audits for their knowledge of safety requirements and their safety practices.

Planners will provide back-up capability through a qualified on-call staff.

### **Workload**

Every effort to adjust staffing levels and hours to accommodate fluctuations in workload and quick turn around tasks will be made. Planners is also able to bring in free-lance photographers for temporary and significant increases in workload.

The 2.5 FTEs support Code T in two main areas:

- 1) Scientific and Technical Photography at the Arc Jets, the Vertical Gun Range, and the Horizontal Gun Range
- 2) Operation of a Black and White Lab for processing of 8x10 sheet film for processing of 8x10 sheet film from the Horizontal Gun Range.

### **Cross training**

All photographers are continually cross trained to serve as back-ups for each other. Two photographers are cross trained in processing and all staff is trained in film and digital photography, and training is continuous on digital processing. Also, both the Senior Photographer and the Communications Group Manager are able to serve as a back-up should there be a need. The cross training obviates the need for external back-up in most cases.





NNA04CA76C

Task Order No.: EX 4.2

Task Requester: Ed Schilling

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

COTR: John Adams

Date: 9/27/05

Contracting Officer: Carl D. [Signature]

Date: 9/27/05

Task Requester Concurrence of Contractor's Task Plan and Contractor's Cost Estimate: George [Signature]

Date: 12/2/05

COTR Concurrence of Contractor's Task Plan: John Adams

Date: 12/5/05

**CONTRACTOR'S ACCEPTANCE:**

Contractor's Representative: [Signature]

Date: 10.3.05

**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: Charles D. [Signature] Date: 12/7/05

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

Task Order No.: EX 4.2

Task Description for:

Code A 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, 2005 through September 30, 2006

**B. Description of Work**

The contractor will provide test documentation in the form of still photography, photo processing and video to the Arc Jets, Vertical Gun Range, and Horizontal Gun Range. This support may consist of documenting test subjects with still photography before, during, and after test runs. Video documentation of test runs in DV or VHS formats may take place, and will entail only simple adjustment (aperture control) of exposure. Requirements by the customer for calibration of any other aspect of the video signal will be referred to the Task Requestor. Video documentation of multiple tests may be assembled using simple editing equipment as provided by Code EX.

Requests from the customer for overtime hours, additional labor, materials, and supplies will be forwarded to the contract from the Task Requestor. These costs will be estimated (including all G&A, Award Fee, etc.) and submitted in writing back to the Task Requestor for review and approval before any such work is undertaken and costs are incurred.

Contract will discuss how down time between test requirements will be handled, and what impacts these periods will have on costs.

**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**

See Task EX 3.2.

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

# Performance Requirements Summary

| Required Services  | Performance Standards  | Estimated Workload                                | Method of Surveillance                        |
|--|--|---|---|
| By B/W Lab:<br>Processing of 8x10 b/w film.                    | All processing runs done to Kodak standards with same day turn around.   | Varies widely.                                    | Task Requestor monitoring, customer feedback. |
| Environmental Compliance<br>Safety Reports                     | Timeliness and quality   | When required by the Ames Safety Office and OSHA. | Feedback from Code Q                          |
| By Photographers<br>Photographic documentation of test events. | All test events covered per customer schedule.<br><br>Imagery meets basic standards for exposure, composition, and critical test objective documentation | 40 hour weeks, followed by down time.             | Task Requestor monitoring, customer feedback. |

**Task Plan EX 4.2**  
**Code A Support**

Task performance will be managed by the Planners Communications Group Manager, who will be the primary interface regarding task performance with the NASA Task Requester. 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 Photographer, one full-time Photographer/Lab Technician, and one half-time Lab Technician. All work done will be done in compliance with the description of work as found in the Code A Support task order.



NNA04CA76C

Task Order No.: EX-4

Task Requester: Tom Trower

Date: 9/1/04

COTR: Nancy L. Johnson, AET

Date: 9/7/04

Contracting Officer: Carol D. Trower

Date: 7/13/04

Task Requester Concurrence of Contractor's Task Plan and Contractor's Cost Estimate: Tom Trower

Date: 10/21/04

COTR Concurrence of Contractor's Task Plan: John Adams

Date: 10/21/04

**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: Marcie E. Dorish

Date: 10-26-04

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

Task Order No.: EX-4

Task Description for :

CODE A 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 the task will be from October 1, 2004 through September 30, 2005 unless modified.

**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.

Scientific and Technical photography may include video and still photography, using both film and digital cameras, as well as high speed video and high speed motion picture systems.

In addition to the actual photography the photographer shall:

- Maintain a high level of communication with his customers ensuring their needs are met and schedules are fulfilled.
- Order and produce post-test products of a high quality, such as duplicate video tapes and hard copy prints, and deliver those products in a timely manner.
- Select, operate, and store the necessary equipment in a professional manner.

The B/W Lab will develop 8x10 black and white sheet film.

In addition to the actual processing of the film, the Technician shall:

- Make B&W prints as required.
- Receive, schedule, and deliver film to customers.
- Keep an accurate record of each week's work volume.
- Maintain and order needed repairs for the equipment.
- Order supplies through the civil servant buyer.
- Prepare and replenish B&W development chemicals.
- Maintain and operate any necessary environmental treatment equipment for wastewater from the lab.

**C. Hours of Work**

The standard workday is eight hours, not including an unpaid lunch, Monday through Friday beginning between 7:00 and 9:00 am and ending between 4:00 and 5:30 pm.



#### **D. Government Furnished Equipment**

The Sci and Tech photographer may be required to use the NAC 1000 video system; Nova, Milliken, Hasselblad, and Nikon film cameras; and Kodak Digital camera systems.

The primary equipment to be operated in the B/W Lab is the Hope B/W Processor.

#### **Performance Requirements Summary (see attached)**

The contractor shall demonstrate effective and professional performance, be fully responsive to contract requirements, and provide superior photographic results. Customer satisfaction is crucial, particularly in the area of communication with ASF personnel.

Facilities and equipment shall be operated and maintained in a safe manner. The contract personnel shall be available when needed and provide the skills necessary to conduct production runs and to conduct pre-production tests and rush production runs when required.

#### **F. Items to be Discussed in the Task Plan**

Code C will fund these positions. Discuss the cost for the basic positions and also describe the amount of expected additional support for ASF that will be added to the contract.

Explain economies that will result from the staffing level.

Workload demands vary widely over time for both areas. Discuss how manpower will be allotted in each area in response to such varying requirements as double coverage, slack periods, and quick turnaround tasks.

Discuss how personnel will be cross-trained to help out in other areas of contract responsibility. Specifically, can EX-4 personnel help complete EX-3 assignments?

## Performance Requirements Summary

| Required Services | Performance Standards | Estimated Workload | Method of Surveillance |
|-------------------|-----------------------|--------------------|------------------------|
|-------------------|-----------------------|--------------------|------------------------|

By B/W Lab:

Processing of 8x10 b/w film.

All runs done to Kodak standards with same day turn around.

Varies widely.

Code A feedback.

Environmental Compliance Safety Reports

Timeliness and quality

When required by the Ames Safety Office and OSHA.

Feedback from Code Q

By Sci and Tech Photog:

Highly technical photo instrumentation of test events at several facilities.

Minimal variance from complete success, with no "blown runs".

40 hour weeks, followed by down time.

Code A feedback

## **Task Plan EX 4.1 Code A Support**

### **Planners Collaborative will provide 2 FTE**

Planners Collaborative will provide two FTE scientific and technical photographers to support the Arc Jet and Vertical Gun facilities and operation of the black and white photo lab.

Planners staff will fulfill all requirements as stated in the Description of Work and in the Performance Requirements Summary. We understand that this work is performed to support customers of Code EX and our staff will always maintain a professional approach and excellent communication with Code ASF on behalf of Code EX to achieve full customer satisfaction.

Planners also understands the importance of safety at ARC and will operate and maintain facilities and equipment in a safe manner. Incumbent staff received high praise during a recent safety audit for their knowledge of safety requirements and their safety practices.

### **Cost**

Our cost estimate reflects the cost for basic positions on this task. Costs for additional support are reflected in our Task Plan for EX 5.1, Supplemental Service.

### **Economies**

Our staffing plan represents economies to the customer as follows:

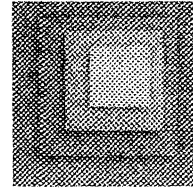
- It provides for backup for the Vertical Gun and Arc Jet during heavy usage or double bookings
- It provides the ability to take information and work at tandem from photo shot from Arc Jet to categorize and place on CD photos without interrupting the photographers work during testing
- Staff is always available for chemistry at any time Monday-Friday (full coverage)
- Back-up is provided during employee absences or schedule changes
- Staff are also able to provide photographic support when needed if the Code A schedule permits. This support will be charged to the Photo task, which allows more flexibility at lower cost than in past (not having to pay freelance fees)

### **Workload**

Every effort to adjust staffing levels and hours to accommodate fluctuations in workload and quick turn around tasks will be made. One of the photographers is part time and is often able to work extra hours should workload increase. Planners is also able to bring in free-lance photographers for temporary and significant increases in workload. If workload decreases temporarily, staff may support other task areas or schedule time off. If workload decreases permanently, staffing will be re-assessed.

**Cross training**

All photographers are cross trained to serve as back-ups for each other. Also, both the Senior Photographer and the Communications Group Manager are able to serve as a back-up on any task should there be a need.



PLANNERS COLLABORATIVE

**MEMORANDUM**

To: Karen Moze, COTR

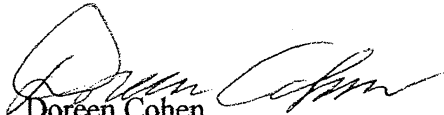
Date: October 12, 2006

Ref: NNA04CA76C Task Order:

EX 3.3 Photographic Support

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



NNA04CA76C

Task Order No: 3.3

Task Requester: Tom Trower

Date: 10/2/06

COTR: Karen Close

Date: 10/2/06

Contracting Officer: Carl D. Trower

Date: 10/2/06

Task Requester Concurrence of Contractor's Task Plan and Contractor's Cost Estimate: WT Trower

Date: 10/30/06

COTR Concurrence of Contractor's Task Plan: Karen Close

Date: 10/30/06

**CONTRACTOR'S ACCEPTANCE:**

Contractor's Representative: [Signature]

Date: 10-15-06

**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. Trower Date: 11/14/06

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

Task Order No.: 3.3

Task Description for:

Still Photography

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**

Generally, as described in the Sections 4.1.4.1 through 4.1.4.9. Specifically, this Task covers the work done by the Photographer and Archivist positions.

Photographic services include shooting pictures of public events, creating images that illustrate a customer's message, making portraits, providing instrumentation to document engineering and scientific tests, and copying archival photo files of images to CD. The photographer may also offer advice on strategic equipment purchases. Should the Photographer's time be applied in support of other Tasks, an accounting of the cost savings to this Task should be recorded and provided to the Task Requestor.

Archiving services include cataloging data related to each image, forwarding image files to customers, and assisting customers in identifying images from the archive. The Archivist will also coordinate retrieving and returning original negatives from the Federal Records Center.

**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 equipment necessary for this Task is provided by the government. See SOW for detailed listing.

**E. Performance Requirements Summary**

See Section J, Attachment A2 in the SOW for this function.



# Performance Requirements Summary

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### **Task Plan EX 3.3 Still Photography**

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

Planners will provide 2 FTE - one full-time Senior Photographer and one full-time Repository Lead (archivist). Photography back-up will be provided through the supplemental task order (EX10.3) Planners will provide one 0.20 FTE Communications Group Lead. Photographic services will include shooting images of events, processing the digital image files, and submitting the data to the Repository Lead (archivist) who will catalog the data appropriately. Planners will also fulfill the other requests in the task order description.