

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

TASK ORDER
 Prime Contract No.: NNA04CA76C (BOATS)

Task Order No.: EX 3.2

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

TITLE: **Still Photography**

PURPOSE:

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

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

Labor Category:

<u>Est. Hours</u>	<u>Est. Hrs Monthly</u>	<u>Direct Labor Rate</u>	<u>Total Direct Cost</u>
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Comm. Group Mgr.
 Senior Photographer
 Repository Lead

			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:

\$ 195,123

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

OK
11/10/05

NNA04CA76C

Task Order No.: EX-3.2

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: *Ed 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 J. Terry* Date: 12/17/05

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

Task Order No.: EX-3.2

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, 2005 through September 30, 2006

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. In this task, one particular change from the previous task is that there will be no ordering of photofinishing services required.

Photography services includes shooting images of events as prioritized by Code EX Task Requestor, copying/saving archival files of images to CD or other storage formats, and providing image files and content data to the Archivist. The photographer may also offer advice on strategic equipment purchases. Some limited work in scanning or color correcting of images may take place as time permits, but most digital lab work will be undertaken by another Task. 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. The method of communicating and/or recording this should be addressed specifically.

Archiving services includes 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.

Task Plan EX 3.2

Photographic 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 Senior Photographer and one full-time Repository Lead (archivist). Photography back-up will be provided through the supplemental task order (EX5.2) 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.

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

TASK ORDER
Prime Contract No.: NNA04CA76C (BOATS)

Task Order No.: EX 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: **Photographic Support**

SCHEDULE:

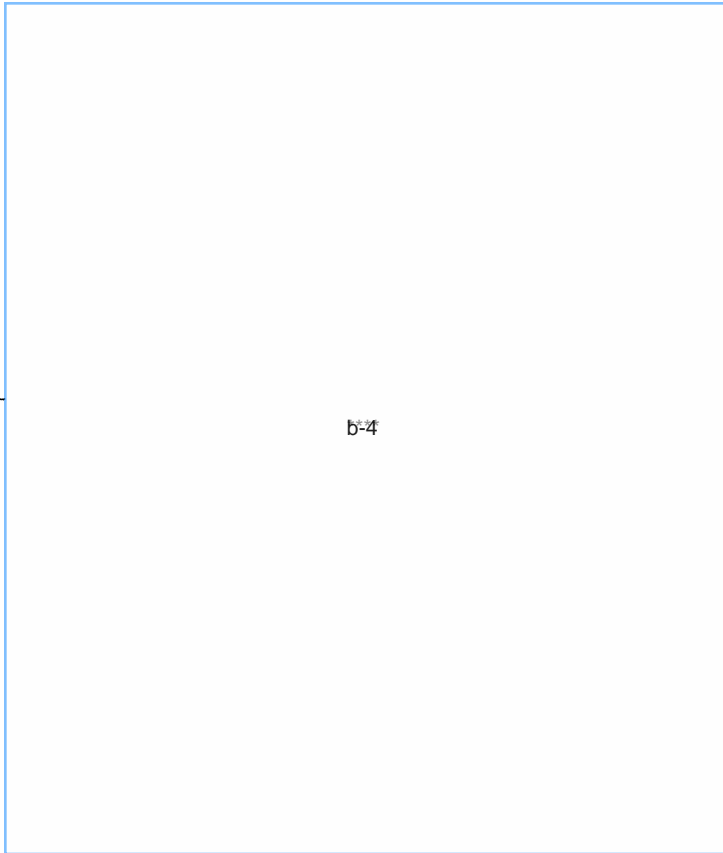
Estimated Beginning Date: **October 1, 2004**

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

Labor Category:

Est. Hours	Est. Hrs. Monthly	Direct Labor Rate	Total Direct Cost
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Senior Photographer
Repository
Photo Services Coordinator
Communications 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:

\$ 246,014

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

Ch
9/24/04

NNA04CA76

Task Order No.: EX-3

Task Requester: Tom Trower

Date: 9/1/04

COTR: Randy L. Johnson, Act

Date: 9/7/04

Contracting Officer: Carla D. [Signature]

Date: 9/13/04

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

Date: 10/21/04

COTR Concurrence of Contractor's Task Plan: [Signature]

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: Marie E. Davis

Date: 10-26-04

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

Task Order No.: EX-3

Task Description for:

PHOTOGRAPHIC 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

The period of performance for the task will be from October 1, 2004 through September 30, 2005 unless modified.

B. Description of Work

Provide Photographic Support as specified in Section J, Attachment A1, "Statement of Work" paragraphs 4.1.4.1, 4.1.4.2, 4.1.4.3, 4.1.4.5, 4.1.4.6, 4.1.4.8, 4.1.4.9.

4 1.0 Task Description

The contractor shall support the Public Affairs Division (EX) through the Acquisition, Archiving, and Distribution of images.

Sub-Tasks:

- Photography and scientific and technical imaging
- Maintenance of an image Repository
- The ordering of Photo Finishing.

2.0 Requirements of the Sub-Tasks

Photography and Technical Imaging

- Perform still photography for public relations, photojournalism, portraits, experiment documentation, and research support.
- Capture images of a variety of test objects before, during, and after testing.
- Provide high-speed instrumentation using film and video imaging systems.
- Operate digital cameras, computer workstations, and printers in order to electronically capture, scan, edit, and retouch.
- Maintain all workspaces and equipment storage areas in an orderly and clean manner.

Repository of images

- Identify, caption, number, record, file, and preserve photographic and digital imaging products.
- Deliver digital image files to customers.
- Follow Ames Research Center's procedures for safeguarding classified and proprietary material.
- Maintain a follow-up system for materials withdrawn from files.
- Handle all imaging materials with extreme care.
- Retrieve specific images and forward to Customer Service.
- Provide service to customers in their effort to locate particular images or subject matter.
- Assist in calling out images for the photo CD archive.

Ordering of photo finishing

- Provide service to customers in a friendly and professional manner, both in person and over the phone.
- Enter each work requirement in to a database to generate work-order forms.
- Track all outstanding orders to ensure that the customer's order will be filled on time and as expected.
- Call out orders for prices.
- Check-in photo finishing products, verifying quality and amount.
- Notify customers when orders are ready for pick up.
- Perform filing.

C. Hours of Work

The standard workday is eight hours (not including an unpaid lunch period) Monday through Friday, beginning between 7:30 and 9:00 am and ending between 4:00 and 5:30 pm. Photographic support shall be available between the hours of 8:00 am and 4:30 pm Monday through Friday.

D. Government Furnished Equipment

A listing of government furnished equipment is provided in Section J, Attachment A3 "Government Furnished Equipment", SOW Function 4.1 Equipment N203.

Performance Requirements Summary (see attached)

Performance requirements for the products and support required by this Task Order are listed in Section J, Attachment A2, "Performance Requirements Summary" section SOW 4.1.4, Photographic Services.

F. ITEMS TO BE ADDRESSED IN THE TASK PLAN

- There has been one position each in Photography, Repository, and Dispersion. The Branch acquires and delivers almost all its images in digital form now yet no person is assigned full time to the digital section. Discuss how the Contractor will adjust its staffing in response to this workload requirement, particularly in the area of delivering digital products in a timely manner.
- Discuss how coverage will be maintained when contract personnel are absent due to illness and vacation.
- Discuss how supervision might be made more locally responsive.

Task Plan EX 3.1 Photographic Support

Planners Collaborative will provide 3 FTE to support this task (Senior Photographer, Dispersion Clerk and Photo Services Coordinator)

Planners Collaborative will support work in the photography, repository, and photo services areas. Each employee will have a primary function and will be cross trained to support or provide assistance in the other areas.

Photography and Scientific and Technical Imaging

Support of digital imaging requests will be completed by either the on-site photographer or the photo services coordinator as assignments are received. To do this, adequate information regarding due date and job requirements will be required on each incoming service request and work order. Routine digital assignments (three business days or longer) will be scheduled similarly to routine photo assignments. Jobs requiring downloading of digital files for emailing or writing to Zip disks will be completed by the Photo Services Coordinator. Jobs requiring scanning of negatives, image retouching, printing, or writing to CD, will be completed by the on-site photographer or the Photo Services Coordinator.

On a regular basis, the NASA Task Manager will receive a report detailing any costs incurred beyond the projected core costs associated with all Tasks.

Repository of Images

New film or electronic-based images to the Ames photographic archive will be identified, captioned, numbered, recorded, filed, and preserved in the repository. A keyword database will be used for quick and efficient image location and retrieval. Images will be forwarded to the dispersion clerk to fulfill customer requests. Any image moved from the repository to dispersion will be tracked using a circulation log. Images, both digital and film based, will be stored and handled using archival materials and procedures. Safeguarding classified and proprietary material will be completed in accordance with Ames Research Center and the Industrial Security Manual procedures. Images will be moved from ARC to the Federal Records Center for storage and retrieval when space at ARC is limited.

Ordering of Photo Finishing

Work Order forms will be generated specifying job requirements using the Job Central tracking system. Jobs and materials will then be packaged to send to outside, or in house vendors. Upon completion of work orders, the Photo Services Coordinator will check in jobs to verify quality and content of orders and contact the customer. When needed, vendors will also be contacted for price quotes.

Workload

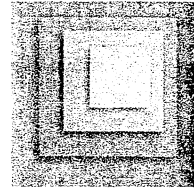
Contract personnel who are not engaged in work on specific work requests in their primary areas will first make themselves available for jobs for which they have been adequately cross trained and where they are needed. To this end, efforts will be made to cross train all personnel into other areas, including training the photographers to perform digital imaging work. In addition, the Photo Services Coordinator will back up the Repository Clerk to provide basic digital imaging support. If there are still no available assignments, they will perform work that is necessary but is not related to a specific work order. This might include equipment maintenance, administrative tasks, training in required areas, or required cross training of other personnel.

Coverage

In general, coverage during staff absences will be achieved through cross training so that other staff members can handle anything that cannot wait. When this level of coverage is not adequate, free-lance photographers or members of our On-Call Team will be scheduled.

Supervisory responsiveness

Effective October 1, the Senior Photographer will also serve as the Supervisor for the Photo Services contract staff as well as the Repro and Customer Service staff. In this role, he will be the first point of contact for the NASA task requesters for those task areas and will also be the first point of contact for contract staff. The Supervisor has excellent knowledge of all aspects of task requirements. Serving in this role, he will be able to provide immediate responsiveness to day-to-day needs. He will receive management guidance and support from the Communications Group Manager, the Project Manager and the Project Office Executive Assistant. With effective planning and delegation, there should be very minimal instances where technical responsibilities and management responsibilities appear to conflict. Given the performance-based nature of this contract, we expect to handle both areas of responsibility without any detriment to the government.



PLANNERS COLLABORATIVE

MEMORANDUM

To: Karen Moze, COTR

Date: February 27, 2007

Ref: NNA04CA76C Task Order:

EX 1.3 Community Outreach Support/Visitor Center Operations

Planners Collaborative is submitting our **revised** 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.: NNA04CA75C (BOATS)

Task Order No.: EX 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: Community Outreach Support/Visitor Center Operations

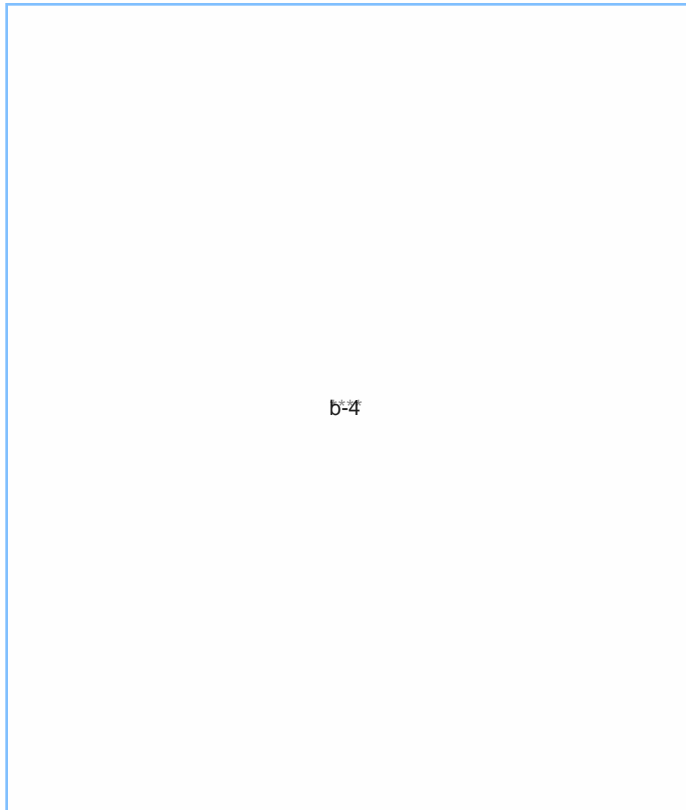
PURPOSE:

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

Comm. Group Mgr.
Immersive Theater Mgr.
Receptionist
Receptionist
Back-up



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 ALLOC/

ESTIMATE OF TOTAL COST/FEE FOR TASK SUPPORT.

\$ 240,213

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

CA
1/30/07

NNA04CA76C

Task Order No.: EX-L2 3

Task Requester: Terence Pagaduan _____

Date: ^{Oct. 2} ~~Sept. 6~~, 2006

COTR: Karen Ologe

Date: Oct 2, 2006

Contracting Officer: Carl N. Z

Date: 10/2/06

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

Date: 3-2-07

COTR Concurrence of
Contractor's Task Plan: Karen Ologe

Date: 3/7/07

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 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 N. Z

Date: 3/14/07

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

Task Order No.: EX-1.2³

Task Description for:

Community Outreach, PAO, & Visitor Center Operations

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 – September 30, 2007

B. Background:

1. The NASA Ames Public Affairs Office performs outreach to disseminate information about NASA missions and programs to the public. The Ames Visitor Center (VC), also commonly known as the Exploration Center in Building 943A, lies at the entrance to Ames next to the busy US 101 corridor and has become a recognizable landmark to the community. The facility encompasses a large exhibit hall, a reception/ information desk, several smaller rooms, public restrooms, storage, and guest parking. The VC contains various audio-visual equipment, an SGI Immersive Theater, informational display panels, various hands-on displays, and models of research hardware. It has featured a Mars Exhibition, which focused on the Mars Exploration Rover mission. Various exhibits highlighted rover technology and Mars planetary science, including a fully operational personal exploration rover that visitors could drive. The large screen SGI Theater displayed live feeds from NASA TV and images taken from the rover cameras. Due to the popularity of the Mars rover missions, attendance at the VC has dramatically increased.
2. The Ames Visitor Center is a public venue meant to disseminate information about NASA's missions and programs to the public on an on-going basis. Daily hours of operation may vary according to NASA's needs and requirements. NASA Ames reserves the right to set and change VC hours of operation. Actual work schedule of contractor staffing will be determined according to the needs of the center. The VC is closed on all Federal holidays.
3. Maximum occupancy is 381 persons or as determined by the Ames fire marshall. Due to exhibit space and noise considerations, capacity of no more than 200 would be appropriate. To manage the number of people in the VC at one time, groups of over 15 are asked to call and schedule a time in advance. Publications, documents, and other relevant material are available to guests at the main reception/information desk. An entry sign welcomes guests and announces the day's event information.

4. Special events, such as community or corporate evenings, are held at the VC on a regular basis. Typically, they are scheduled several weeks in advance for the time frame just prior to operating hours (as early as 7:00 a.m.) or after normal hours (sometimes as late as 10:00 p.m.). They may also be scheduled during normal operating hours if feasible.
5. Building 943 next to the VC houses Public Affairs offices, lecture halls, meeting rooms, and exhibition storage. Special events typically utilize both buildings for large numbers of attendees. Lectures are held in 943 in the Eagle Room. Media events and press conferences can also be accommodated in 943. Together with the VC, these two buildings comprise the focal point of on-site outreach activities at Ames.
6. Ames also participates in off-site public events throughout the year at community fairs, air shows and conferences/symposia. This often includes the use of exhibit displays, including pop-ups, artifacts, computers, and videos. These off-site events include the Mountain View and Sunnyvale Art and Wine Festivals, local and regional air shows, county fairs and, on an increasing basis, at what are known as "non-traditional constituency" events. These events require staffing of the displays during all public access time including weekends.

C. Description of Work:

1. Operations of the VC

- a. Staff the information-reception desk; greet visitors, and guests to the VC; keep a precise tally of the attendance figures for the VC by categories as needed; maintain the VC guest book; and keep the desk area neat, presentable and accessible.
- b. Help NASA civil servants maintain control of guests within the exhibit hall and surrounding areas by enforcing the VC code of conduct and common sense rules; prepare and update the daily visitor welcome board and other message signs as appropriate. Help NASA civil servants maintain the security of the facility by reporting any problems to the trouble desk or security as appropriate and the VC staff.
- c. Assist in maintaining the facility and its displays by conducting daily walk-around inspections prior to opening, at lunch break and upon closing. Any discrepancies are to be noted in the daily logbook, with appropriate remedying parties notified including the Curator. If there are immediate common sense solutions to the immediate problem they should be implemented by the contractor staff (i.e., a display panel is on the floor, pick up and lean against the wall, if there is a puddle on the floor ensure that guest will avoid it, etc.).
- d. Maintain the facility in a tidy and presentable manner. Assist in keeping the storage area clean and functional. Assist in preparing the exhibit hall and smaller rooms for special events and in returning the facility to daily operation upon termination of the event.

- e. Open the facility, as needed, for business at the appointed time in the morning and secure it at the appointed closing time, again as needed. If, due to special events, these times exceed the standard workday, then arrangements shall be made to cover those events or ensure proper opening and closing procedures through other parties. May staff off-hours events by sliding employee schedules or on-call personnel.
- f. Answer all phone lines coming into the VC; direct incoming calls to the appropriate Ames office.
- g. The Contractor shall provide on-call support for these tasks, and may cross-train other personnel on the contract to provide back-up personnel for these tasks, in the event of non-availability of assigned contractor staff.
- h. All Contractor personnel on-duty in the EC shall maintain proper appearance, grooming, and conduct appropriate for representing NASA in a public venue. Suitable clothing may include, but is not limited to, polo shirts and short or long sleeve collared shirts, with NASA meatball logo.
- i. The Contractor will provide operation, maintenance, narration, and support for the SGI Immersive Theater in conjunction with other NASA personnel, contractors and vendors.
- j. Records and Databases. Keep a comprehensive database on visitors to the Center, including total visitors, monthly and weekly breakdowns, and other breakdowns as required by PAO and Ames management. This database information is to be summarized and presented monthly to the Public Affairs Office.

2. PAO and Content Development

- a. Provide, as needed, content development and coordination of various PAO products and activities. Content 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, static and interactive exhibits, 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. This support may be done for PAO, and for other outreach groups within the Center as needed.
- b. Contractor will work closely with the VC Curator and PAO Operations Lead on all tasks, including coordination of required actions to complete outreach projects and products. Projects will be assigned with clear actions and time/date milestones and deadlines.

- c. Contractor will work closely with division outreach staff, education staff, and researchers to ensure technical data is transferred into layman terms and overall non-technical language, accurately in all products.
- d. Contractor will coordinate the development and final phases of content as needed across technical directorates, and other Codes if needed.
- e. Contractor will rewrite technical information in a way that the general public can understand the research and technology.
- f. Contractor will perform research toward story lines, interview researchers, document interviews, obtain graphics/video/film and work closely with division outreach and education teams to complete projects.
- g. 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.)
- h. Provide content development and narration for the SGI Immersive Theater in the Visitor Center. NASA Ames retains the right to edit and use the theater content developed by the contractor.

3. Special Events/Off-Site Events & Miscellaneous Support

- a. Assist in both on-site special events, such as Moffett air shows, Mars Nights and corporate and community outreach events, and off-site events, such as regional air shows and community festivals, on an as needed basis.
- b. Perform computer and Web related duties as needed to achieve Public Affairs outreach goals, as needed by Ames Public Affairs.
- c. The contractor shall make available on-call personnel in support of special events, off-site events, and miscellaneous duties, and may cross-train other personnel on the contract to provide back up for these tasks.

D. Hours of Work

The VC is open on a schedule to be determined by NASA Ames. Hours of operation may include weekends. The contractor will set its employees' work hours in response to NASA Ames' operating hours for the VC and with Ames' approval. NASA Ames reserves the right to change the operating hours of the VC.

E. Government Furnished Equipment

F. Performance Requirements Summary (see attached)

Performance Requirements Summary

Required Services	Performance Standards	Estimated Workload	Method of Surveillance
Description of Services	<p>Performance standards explain how well a job should be done. Standards for "Good" performance should be exceeded.</p> <p>Indicators of successful performance include:</p> <ul style="list-style-type: none"> * Accuracy * Timeliness * Customer satisfaction * Leadership * Resource management * Quantity or productivity * Initiative * Resourcefulness * Innovation * Quality 	<p>Quantify the amount of work required for the task order performance period as best you can.</p>	<p>How will you measure contractor performance? Some examples include;</p> <ul style="list-style-type: none"> Random Sampling Customer Survey Task Manager Review Monthly Report

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.</p> <p>Quality content should be accurate, timely, and meet customer's satisfaction.</p> <p>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>

Performance Requirements Summary

Performance standards explain how well a job should be done.

Standards for "Good" performance should be exceedable.

Indicators of successful performance include:

- * Accuracy
- * Timeliness
- * Customer satisfaction
- * Leadership
- * Resource management
- * Quantity or productivity
- * Initiative
- * Resourcefulness
- * Innovation
- * Leadership
- * Quality

How will you measure contractor performance? Some examples include;

- Random Sampling
- Customer Survey
- Task Manager Review
- Monthly Report

Task Plan EX 1.3

Community Outreach, PAO, & Visitor Center Operation

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 3.8 FTEs with appropriate skills and experience to perform all task requirements in accordance with the performance requirements summary.

Planners will provide back-up capability as follows: On-Call staff as required.

Exploration Center Administrative Coordination

All work in the visitor center as described by the Task Order and meets the requirements of the Performance Requirement Summary will be performed by 2 each .75 FTEs and 1 each .5 FTE to include reception duties, record keeping, group and other tours, support of evening and weekend events, safety and security and all other duties as assigned or added to by the PAO task manager to the current task. One of the before mentioned .75 FTEs, has the added responsibility of program development, and will provide group lectures in the theater and in the planetarium dome. This same .75 FTE may be called upon to do outreach at local events from time to time.

One FTE will be required to run and operate the theater to include supporting the maintenance contract, performing preventative maintenance and ordering expendables under the supervision of the task manager after approval by the task requester. Lectures will be developed and given by this FTE; all others, both Civil Servants and Contractors, assigned to the tent will be qualified and trained on theater operation under the guidance of this FTE. This FTE will also develop new materials using MAYA and After Effects as well as adopt High Definition video to the theater presentation environment as required. This FTE may be required to write computer programs in machine language programming. This FTE may be required to work weekends and evenings to support special events such as the NASA launches.

Special Events, Outreach, Curator Responsibilities, and Writing

Planners will provide .5 FTE for special events, off-site events, conferences and trade shows. This person would cover outreach events such as festivals, air shows, launches, press events, and any large venue as required such as college or university lecture forums. From time to time as required this FTE could also perform writing or publishing functions for the PAO office.

Miscellaneous Support

Planners has a very capable staff assigned to the PAO. Planners will meet or exceed all requirements of the task and will commit to doing the best job it can on the performance requirements. The Planners Communications Group Manager is committed to keeping consistent regular communications with the PAO.

NATIO AERONAUTICS AND SPACE ADMINISTRAT
AMES RESEARCH CENTER
Moffett Field, CA 94035-1000

TASK ORDER
Prime Contract No.: NNA04CA76C (BOATS)

Task Order No.: EX 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: Community Outreach Support/Visitor Center Operations

PURPOSE: Delete Senior Writer--Add Immersive Theater Mgr

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

Comm. Group Mgr.
Senior Writer
Immersive Theater Mgr.
Receptionist
Receptionist
Public Affairs Associate
Back-up

Table with 4 columns: Est. Hours, Est. Hrs. Monthly, Direct Labor Rate, Total Direct Cost. The table body is mostly obscured by a large blue rectangular redaction box.

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 ALLOC/

ESTIMATE OF TOTAL COST/FEE FOR TASK SUPPORT:

\$ 284,838

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

Handwritten signature and date: CW 10/21/05

CTO REVISION REQUEST

TECHNICAL AND ADMINISTRATIVE SERVICES	1. Contractor: NNA04CA76C	8. Contractor Task Order to be Revised EX 1.2
3. Submittal Date: 10/12/05	4. Originator/Telephone No.: Dani Thompson #4-5979	

PROPOSED REVISION

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

1. To drop one PAO position after date of Oct. 21, 2005
2. To add a Exploration Theater Presentation position to the EX 1.2 Task, by Nov. 1, 2005 through Oct. 30, 2006

6. Revised TO:

- 1a. Please recalculate the over all cost of EX 1.2 with the PAO position removed.
- 2a. Please calculate the cost for adding an Exploration Theater Presentation Position.


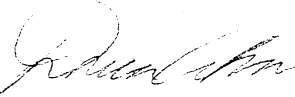

Job duties for Theater Presenter are as follows:

To give talking presentations and show various space-related video's and still images to the visiting public in 15 to 30 minutes shows. These shows run 3 to 4 times daily, some times less pending on volume of visitors. Other non-show time is spent downloading new images and putting together new show material or administration of computer system.

Deliverables include content development for the theater, in addition to theater operations, trouble shooting, and maintenance of the current system.

Weekday hours are Tuesday through Friday 10:00 a.m. to 4:00 p.m. And day each weekend is needed, hours are 12:00 noon to 4:00 p.m. No support is needed on Mondays or Federal Gov't. holidays'. Some special evenings events will require support, hours for these events typically run between the hours of 6:00 p.m. to 9:00 p.m.

APPROVAL

7. NASA Task Manager: K. Dani Thompson	Date: 11/12/05	9. COPIR: 	10. Date: 10/12/05
11. Other Signature (Check if Required) 	12. Date: 10 21 05	13. Other Signature (Check if Required) 	14. Date: 10/23/05

NNA04CA76C

Task Order No.: EX-1.2

Task Requester: K. Dani Thompson _____

Date: Sept. 6, 2005 _____

COTR: Mark Adams _____

Date: _____

Contracting Officer: Carla D. Tom _____

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: Mark Adams _____

Date: 11/7/05

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: Carla D. Tom _____

Date: 11/9/05

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

Task Order No.: EX-1.2

Task Description for:

Community Outreach, PAO, & Visitor Center Operations

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, 2005 – September 30, 2006

B. Background:

1. The NASA Ames Public Affairs Office performs outreach to disseminate information about NASA missions and programs to the public. The newly relocated Ames Visitor Center (VC), in Building 943A lies at the entrance to Ames next to the busy US 101 corridor and has become a recognizable landmark to the community. The facility encompasses a large exhibit hall, a reception/ information desk, several smaller rooms, public restrooms, storage, and guest parking. The VC contains various audio-visual equipment, an SGI Immersive Theater, informational display panels, various hands-on displays, and models of research hardware. It has most recently featured a Mars Exhibition, which focused on the Mars Exploration Rover mission. Various exhibits highlighted rover technology and Mars planetary science, including a fully operational personal exploration rover that visitors could drive. The large screen SGI Theater displayed live feeds from NASA TV and images taken from the rover cameras. Due to the popularity of the Mars rover missions, attendance at the VC has dramatically increased. Attendance for 2004 is expected to reach close to 200,000.
2. The VC is open up to 48 hours per week, which may include weekends. Daily hours of operation are nominally from 10:00 a.m. to 4:00 p.m., subject to change. Actual work schedule of contractor staffing will be negotiated according to the needs of the center. The VC is closed on all Federal holidays. Admission is free and open to all guests and group visits. Maximum occupancy is 400 persons, but due to exhibit space and noise considerations, no more than 200 persons would be ideal. To manage the number of people in the VC at one time, groups of over 15 are asked to call and schedule a time in advance. Publications, documents, and other relevant material are available to guests at the main reception/information desk. An entry sign welcomes guests and announces the day's event information.
3. Special events, such as community or corporate evenings, are held at the VC on a regular basis. Typically, they are scheduled several weeks in advance for the time frame just prior to operating hours (as early as 7:00 a.m.) or after normal hours (sometimes as late as 10:00 p.m.). They may also be scheduled during normal operating hours if feasible.
4. Building 943 next to the VC houses Public Affairs offices, lecture halls, meeting rooms, and exhibition storage. Special events typically utilize both buildings for large numbers of attendees. Lectures are held in 943 in the Eagle Room. Media events and press conferences can also be accommodated in 943. Together with the VC, these two buildings comprise the focal point of on-site outreach activities at Ames.

5. Ames also participates in off-site public events throughout the year at community fairs, air shows and conferences/symposia. This often includes the use of exhibit displays, including pop-ups, artifacts, computers, and videos. These off-site events include the Mountain View and Sunnyvale Art and Wine Festivals, local and regional air shows, county fairs and, on an increasing basis, at what are known as “non-traditional constituency” events. These events require staffing of the displays during all public access time including weekends.

C. Description of Work:

1. Operations of the VC

- a. Staff the information-reception desk; greet visitors, and guests to the VC; keep a precise tally of the attendance figures for the VC by categories as needed; maintain the VC guest book; and keep the desk area neat, presentable and accessible.
- b. Maintain control of guests within the exhibit hall and surrounding areas by enforcing the VC code of conduct and common sense rules; prepare and update the daily visitor welcome board and other message signs as appropriate. Maintain the security of the facility by reporting any problems to the trouble desk or security as appropriate and the VC staff.
- c. Assist in maintaining the facility and its displays by conducting daily walk-around inspections prior to opening, at lunch break and upon closing. Any discrepancies are to be noted in the daily logbook, with appropriate remedying parties notified including the Curator. If there are immediate common sense solutions to the immediate problem they should be implemented by the contractor staff (i.e., a display panel is on the floor, pick up and lean against the wall, if there is a puddle on the floor ensure that guest will avoid it, etc.).
- d. Maintain the facility in a tidy and presentable manner. Assist in keeping the storage area clean and functional. Assist in preparing the exhibit hall and smaller rooms for special events and in returning the facility to daily operation upon termination of the event.
- e. Open the facility, as needed, for business at the appointed time in the morning and secure it at the appointed closing time, again as needed. If, due to special events, these times exceed the standard workday, then arrangements shall be made to cover those events or ensure proper opening and closing procedures through other parties. May staff off-hours events by sliding employee schedules or on-call personnel.
- f. Answer all phone lines coming into the VC; direct incoming calls to the appropriate Ames office.
- g. The Contractor shall provide on-call support for these tasks, and may cross-train other personnel on the contract to provide back-up personnel for these tasks, in the event of non-availability of assigned contractor staff.
- g. Records and Databases. Keep a comprehensive database on visitors to the Center, including total visitors, monthly and weekly breakdowns, and other breakdowns as required by PAO and Ames management. This database information is to be summarized and presented monthly to the Public Affairs Office.

2. PAO and Content Development

- a. Require content development and coordination of various PAO products and activities. Content 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, static and interactive exhibits, 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. This support may be done for PAO, and for other outreach groups within the Center as needed.
- b. Contractor will work closely with the VC Curator and PAO Operations Lead on all tasks, including coordination of required actions to complete outreach projects and products. Projects will be assigned with clear actions and time/date milestones and deadlines.
- c. Contractor will work closely with division outreach staff, education staff, and researchers to ensure technical data is transferred into layman terms and overall non-technical language, accurately in all products.
- d. Contractor will coordinate the development and final phases of content as needed across technical directorates, and other Codes if needed.
- e. Contractor will rewrite technical information in a way that the general public can understand the research and technology.
- f. Contractor will perform research toward story lines, interview researchers, document interviews, obtain graphics/video/film and work closely with division outreach and education teams to complete projects.
- g. 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.)

3. Special Events/Off-Site Events & Miscellaneous Support

- a. Assist in both on-site special events, such as Moffett air shows, Mars Nights and corporate and community outreach events, and off-site events, such as regional air shows and community festivals, on an as needed basis.
- b. Perform computer and Web related duties as needed to achieve Public Affairs outreach goals.
- c. The contractor shall make available on-call personnel in support of special events, off-site events, and miscellaneous duties, and may cross-train other personnel on the contract to provide back up for these tasks.

D. Hours of Work

The VC is open up to 48 hours per week (including weekends) on a schedule to be negotiated, and is closed on all Federal holidays. Ames may change the operating hours of the VC to fit public demand. The standard workday may be adjusted to fit individual circumstances. Weekend hours may be shorter depending on VC operating hours at the time.

E. Government Furnished Equipment

F. 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>

Task Plan EX 1.2

Community Outreach Support/Visitor Center Operations

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. Planner's Collaborative will provide 3.3 FTE for this task.

Visitors Center Administrative Coordination

Planners Collaborative will provide 1.5 FTE for Visitors Center Administrative Coordination and Curator Administration support. Because the Visitors Center is open 7 days a week, the FTE only covers 5 days at $\frac{3}{4}$ time with the remaining days covered by Federal employees (Typically Mon. and Tues. each week).

The primary responsibility will be to

1. Staff the host-reception desk; greet visitors, guests, tour participants to the Visitors Center. In support of this function will do the following duties within the guidelines of a staggered work week:
 - a. Center keep a precise tally of the attendance figures for the Visitor Center by category (Drop-in, tour, AAE, visiting school groups, Mars Visitor Center exhibits, news media, special events). This will be on an electronic calendar / spread sheet on a work station available at Visitors Center reception.

Electronically schedule all requests for public/group tours and school/group visits. Planner's Collaborative contractor shall provide confirmations of pre-scheduled group tours either via fax, letter or e-mail. An electronic file shall be kept of all reservation activity, including the following: date and time, group name, address, contact information, number and demographics of those visiting.

The contractor shall schedule group visits to the Visitor Center. These will consist of school groups, tour groups and public groups. A group is defined as being more than 10 to 15 people arriving and departing as a unit. The schedule is to be maintained in a computerized database, accessible by the Visitor Center staff, receptionist and management.

It should be understood that primary scheduling and coordination of evening events is only through the support of Public Affairs (the only authorizing entity). Only approved events are scheduled on the Visitors Center calendar. Daytime events are scheduled by the Visitors Center Administrative Coordinator on an as available basis (limits to the building size and fire marshal capacity requirements) for staffing to include docents.

- b. Maintain the Visitor Center guest book; and keep the desk area neat, presentable and accessible.
 - c. Maintain control of guests within the exhibit hall and parking lot by enforcing the Visitor Center code of conduct and common sense rules

- d. Prepare and update the daily visitor welcome board by hand and electronically when one becomes available..
 - e. Assist in set-up of new exhibits and displays as needed and as available.
 - f. Document and update electronically proper procedures for Visitor Center operations in the Visitor Center's Operations Manual with hard copy available at the visitors center reception.
2. Maintain the safety and security of the facility by the following:
- a. Reporting any problems to the trouble desk, Code Q, or security as appropriate and the Visitor Center Curator.
 - b. Assist in maintaining the facility and its displays by conducting three daily walk-around inspections prior to opening, at lunch break and upon closing. Discrepancies are to be noted in the daily logbook, with appropriate remedying parties notified including the Curator and Visitor Center operations coordinator [If there are immediate common sense solutions to the immediate problem they should be implemented on the spot(i.e., a display panel is on the floor, pick up and lean against the wall, if there is a puddle on the floor ensure that guest will avoid it, etc.)].
 - c. Maintain the facility in a tidy and presentable manner. Assist in keeping the storage area clean and functional. Assist in preparing the exhibit hall and smaller rooms for special events and in returning the facility to daily operation upon termination of the event.
3. Open the facility for business at the appointed time in the morning and secure it at the appointed closing time. This task includes making sure that the exhibit hall is presentable and in good order before opening and upon closing. If due to special events, these times exceed the standard 8-hour workday, then arrangements shall be made to cover those events or ensure proper opening and closing procedures through other parties by working with the Visitors Center Curator (CS) and Coordinator (CS). Federal employees may be asked or required to stay for support of events.
4. Occasional off-hours events can be covered by this position but the Visitors Center Curator (CS) and Coordinator (CS) will have to slide employee schedules for those events. These may number up to 8 - 16 evening events monthly. In the event this is not possible, Planner's Collaborative will provide trained on call workers to cover the additional hours.
5. Answer all phone lines coming into the Visitor Center; directing incoming calls to the appropriate Ames office. All phone messages should be responded to prior to closing the facility each day.
6. Answer all incoming email inquiries regarding the Visitor Center and direct them to appropriate personnel for response. All email inquiries should be responded to prior to closing the facility each day.
7. Greet the docent staff as they sign in for duty and as they leave for the day.

Ensure that the docent rest area is in good order. Keep records for each docent as to hours, shift and dates worked. Inform the docents of upcoming opportunities for docent participation as they arrive at the Visitor Center.

8. Keep up-to-date on the NASA stories being covered in the facility. This information will be supplied by Public Affairs by direct e mail. Answer questions posed by the visitors by sharing this knowledge. If the questions are beyond specific technical knowledge of this position, then they will be referred to more knowledgeable at hand people or sources of information such as a web search engine. This is not a technical position and specific scientific technical knowledge is not part of the position description.

9. Keep the handout area stocked with appropriate handouts. Keep records of handouts in stock and inform management when new supplies are needed to maintain adequate supply on hand.

10. Produce signage needed of the theater show listing and schedule, as well as others as needed. This would include such signage as listing a specific display or demonstration that is non-operational that day.

PAO and Content Development

Planners will provide 0.75 FTE for PAO and Content Development.

Contractor will provide various PAO product support, activities, and content development within the scope of the task order. Contractor will work closely with the VC Curator and PAO Operations Lead to complete outreach projects and products. Contractor will ensure that technical data (from technical directorates and other Codes) is presented in accurate non-technical language in all products so that the general public can easily understand the research and technology. Research, interviews, and graphics/video/film support will be performed as needed. Contractor will work closely with other codes as needed to perform outreach and will support a variety of events for these codes including but not limited to building displays, writing brochures, and set-up/tear-down/staffing at events.

Special Events/ Off-Site Events & Miscellaneous Support

Planners will provide 0.75 FTE for Special Events/Off-Site Events & Miscellaneous Support.

Contractor will assist in both on-site and off-site special events. This support includes scheduling special events for the Visitors Center and Public Affairs Outreach and scheduling speakers for events. Contractor will perform computer and Web-related duties as needed to achieve Public Affairs outreach goals.

Planners will provide on-call support as needed for special events and miscellaneous duties, and will also cross-train personnel to provide back-up support for these tasks.

CTO REVISION REQUEST

BUSINESS OPERATIONS AND TECHNICAL SERVICES	1. Contractor: Planners Collaborative	8. Contractor Task Order to be Revised Task Order No.: EX 1 rev 1
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3. Submittal Date: 8/24/04	4. Originator/Telephone No.: Terence Pagaduan, 4-1181
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PROPOSED REVISION

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

ODC's not to exceed \$ b-4

6. Revised TO:

ODC's not to exceed \$: b-4

APPROVAL

7. NASA Task Manager: <i>Terence Pagaduan</i>	8. Date: 8/25/04	9. CQTR: <i>John Adams</i>	10. Date: 8/27/04
11. Project Manager: <i>Terence Pagaduan</i>	12. Date: 9-3-04	13. Contracting Officer (Check if Required) <input type="checkbox"/> <i>Marcel E. Doucette</i>	14. Date: 9/3/04

*Revised Cost Estimate attached.

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

TASK ORDER
Prime Contract No.: NNA04CA76C (BOATS)

Task Order No.: EX 1 Revision No. 2

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

TITLE: Public Services/Visitor Center Support 09/02/04

PURPOSE: Increase ODCs to b-4

Estimated Beginning Date: January 1, 2004

Estimated Completion Date: September 30, 2004

Labor Category:	Est. Hours	Est. Hrs. Monthly	Direct Labor Rate	Total Direct Cost
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Receptionist (1/1-4/30/04)
V.C Admin Coordinator (5/1-9/30/04)
On Call Support

b-4				
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Total Direct Labor

Overhead

Subcontract Labor Services (3/1-9/30/04)

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:

\$ 106,317

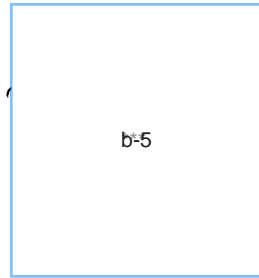
This amount shall not be exceeded without prior approval of the Contracting Officer

CM
9/2/04

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

TASK ORDER
Prime Contract No.: NNA04CA76C (BOATS)

Task Order No.: EX 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: **Community Outreach Support/Visitor Center Operations**

PURPOSE:

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

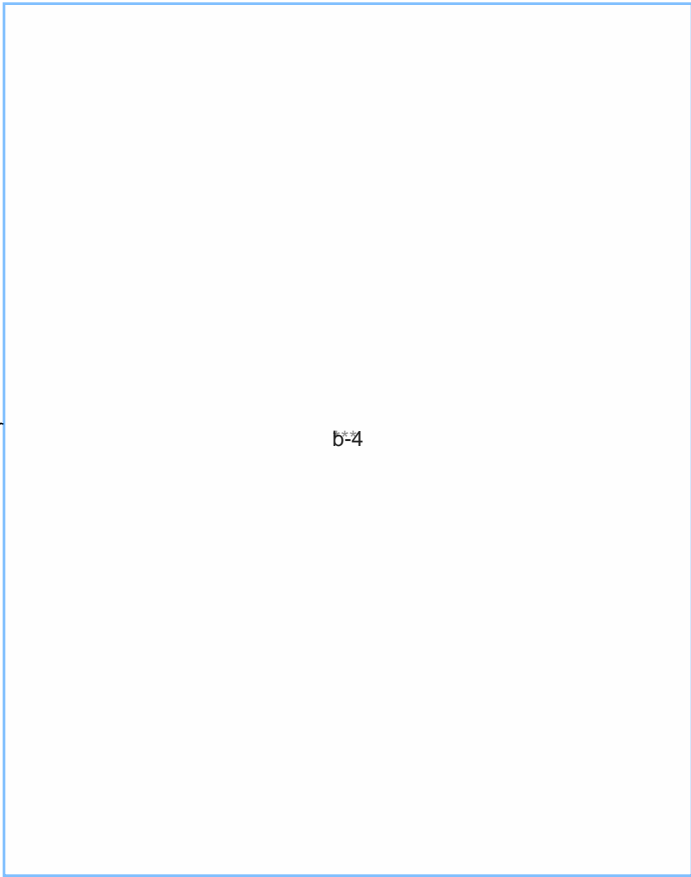
Estimated Completion Date: **September 30, 2005**

Labor Category:

Est. Hours	Est. Hrs. Monthly	Direct Labor Rate	Total Direct Cost
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Communications Group Mgr.

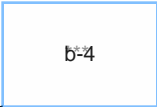
Outreach
Receptionist
Content Specialist
On-call staff



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:



ESTIMATE OF TOTAL COST FOR FEE/PROJECT MANAGEMENT ALLOC.

ESTIMATE OF TOTAL COST/FEE FOR TASK SUPPORT:

\$ 288,820

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

Handwritten notes:
10/7/04
YAP - OK
10/19/04

NNA04CA76C

Task Order No.: EX-1.1

Task Requester: Terry Pagaduan

Date: 9/1/04

COTR: Nancy L. Johnson, Aet

Date: 9/7/04

Contracting Officer: Charles D. [Signature]

Date: 9/13/04

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

Date: 10/19/04

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: Maree E. Dorich

Date: 10-26-04

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

Task Order No.: EX – 1.1

Task Description for:

COMMUNITY OUTREACH SUPPORT/VISITOR CENTER OPERATIONS

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 – September 30, 2005

B. Background:

1. The NASA Ames Public Affairs Office performs outreach to disseminate information about NASA missions and programs to the public. The newly relocated Ames Visitor Center in Building 943A lies at the entrance to Ames next to the busy US 101 corridor and has become a recognizable landmark to the community. Now known as the Exploration Center (EC), the facility encompasses a large exhibit hall, a reception/information desk, several smaller rooms, public restrooms, storage, and guest parking. The EC contains various audio-visual equipment, an SGI Immersive Theater, informational display panels, various hands-on displays, and models of research hardware. It has most recently featured a Mars Exhibition, which focused on the Mars Exploration Rover mission. Various exhibits highlighted rover technology and Mars planetary science, including a fully operational personal exploration rover that visitors could drive. The large screen SGI Theater displayed live feeds from NASA TV and images taken from the rover cameras. Due to the popularity of the Mars rover missions, attendance at the EC has dramatically increased. Attendance for 2004 is expected to reach close to 200,000.
2. The EC is open up to 48 hours per week, which may include weekends. Daily hours of operation are nominally from 10:00 a.m. to 4:00 p.m., subject to change. Actual work schedule of contractor staffing will be negotiated according to the needs of the center. The EC is closed on all Federal holidays. Admission is free and open to all guests and group visits. Maximum occupancy is 400 persons, but due to exhibit space and noise considerations, no more than 200 persons would be ideal. To manage the number of people in the EC at one time, groups of over 15 are asked to call and schedule a time in advance. Publications, documents, and other relevant material are available to guests at the main reception/information desk. An entry sign welcomes guests and announces the day's event information.
3. Special events, such as community or corporate evenings, are held at the EC on a regular basis. Typically, they are scheduled several weeks in advance for the time frame just prior to operating hours (as early as 7:00 a.m.) or after normal hours (sometimes as late as 10:00 p.m.). They may also be scheduled during normal operating hours if feasible.
4. Building 943 next to the EC houses Public Affairs offices, lecture halls, meeting rooms, and exhibition storage. Special events typically utilize both buildings for large numbers of attendees. Lectures are held in 943 in the Eagle Room. Media events and press conferences can also be accommodated in 943. Together with the EC, these two buildings comprise the focal point of on-site outreach activities at Ames.

5. Ames also participates in off-site public events throughout the year at community fairs, air shows and conferences/symposia. This often includes the use of exhibit displays, including pop-ups, artifacts, computers, and videos. These off-site events include the Mountain View and Sunnyvale Art and Wine Festivals, local and regional air shows, county fairs and, on an increasing basis, at what are known as “non-traditional constituency” events. These events require staffing of the displays during all public access time including weekends.
6. Content and exhibits for the EC and the off-site events are continually being developed and upgraded.

C. Description of Work:

1. Operations of the EC
 - a. Staff the information-reception desk; greet visitors, and guests to the EC; keep a precise tally of the attendance figures for the EC by categories as needed; maintain the EC guest book; and keep the desk area neat, presentable and accessible.
 - b. Maintain control of guests within the exhibit hall and surrounding areas by enforcing the EC code of conduct and common sense rules; prepare and update the daily visitor welcome board and other message signs as appropriate. Maintain the security of the facility by reporting any problems to the trouble desk or security as appropriate and the EC staff.
 - c. Assist in maintaining the facility and its displays by conducting daily walk-around inspections prior to opening, at lunch break and upon closing. Any discrepancies are to be noted in the daily logbook, with appropriate remedying parties notified including the Curator. If there are immediate common sense solutions to the immediate problem they should be implemented by the contractor staff (i.e., a display panel is on the floor, pick up and lean against the wall, if there is a puddle on the floor ensure that guest will avoid it, etc.).
 - d. Maintain the facility in a tidy and presentable manner. Assist in keeping the storage area clean and functional. Assist in preparing the exhibit hall and smaller rooms for special events and in returning the facility to daily operation upon termination of the event.
 - e. Open the facility, as needed, for business at the appointed time in the morning and secure it at the appointed closing time, again as needed. If, due to special events, these times exceed the standard workday, then arrangements shall be made to cover those events or ensure proper opening and closing procedures through other parties. May staff off-hours events by sliding employee schedules or on-call personnel.
 - f. Answer all phone lines coming into the EC; direct incoming calls to the appropriate Ames office.
 - g. Reservations Coordination for the Ames Tour Program (if applicable). If tours are offered by the Center, schedule all requests for public/group tours. Contractor shall provide confirmations of pre-scheduled group tours either via fax, letter or e-mail.
 - h. The Contractor shall provide on-call support for these tasks, and may cross-train other personnel on the contract to provide back-up personnel for these tasks, in the event of non-availability of assigned contractor staff.

- g. Records and Databases. Keep a comprehensive database on visitors to the Center, including total visitors, monthly and weekly breakdowns, and other breakdowns as required by PAO and Ames management. This database information is to be summarized and presented monthly to the Public Affairs Office.

2. Exhibit and Content Development

- a. Require content design, 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, static and interactive exhibits, 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. This support may be done for PAO, and for other outreach groups within the Center as needed.
- b. Contractor will work closely with the EC Curator and Operations Lead on all tasks, including coordination of required actions to complete outreach and exhibit projects and products. Projects will be assigned with clear actions and time/date milestones and deadlines.
- c. Contractor will work closely with division outreach staff, education staff, and researchers to ensure technical data is transferred into layman terms and overall non-technical language, accurately in all products and interactive displays/exhibits.
- d. Contractor will coordinate the development and final phases of content as needed across technical directorates, including content needed from the three research divisions of Code I (Codes IC, IH and IN) and other Codes if needed. 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.
- e. 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.
- f. 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.
- g. 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.
- h. 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.)

- i. Contractor will design, support fabrication, mounting, and installation of exhibit and content in the EC through its task personnel, subcontractors, vendors, or other task order staffing.

3. Special Events/Off-Site Events & Miscellaneous Support

- a. Assist in both on-site special events, such as Moffett air shows, Mars Nights and corporate and community outreach events, and off-site events, such as regional air shows and community festivals, on an as needed basis.
- b. Perform computer and Web related duties as needed to achieve Public Affairs outreach goals.
- c. The contractor shall make available on-call personnel in support of special events, off-site events, and miscellaneous duties, and may cross-train other personnel on the contract to provide back up for these tasks.

D. Hours of Work

The EC is open up to 48 hours per week (including weekends) on a schedule to be negotiated, and is closed on all Federal holidays. Ames may change the operating hours of the EC to fit public demand. The standard workday may be adjusted to fit individual circumstances. Weekend hours may be shorter depending on EC operating hours at the time.

E. **Government Furnished Equipment**

F. **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>

Task Plan EX 1.1

Public Services / Visitors Center Support

Given the broader scope of task requirements for FY05, Planners proposes the addition of one full-time Outreach Lead who is very experienced in the types of activities that will ensure mission success for the Exploration Center (EC) and other outreach goals of the Center. Part-time support and guidance will be provided by our Communications Group Manager, whose technical expertise has been very valuable in all aspects of the EC mission. We are also bringing over one full-time Content Developer from the former Code I Outreach task to support content development and exhibits for Code I and other organizations at Ames. This is a powerful team that will have the expertise and enthusiasm to help Code EX fully achieve its goals in keeping with the Center Director's goals. All three members of this team are well known not only for their technical capabilities, but also for their excellent communication skills, interpersonal skills and their creativity and enthusiasm.

Planners Collaborative will also provide 1.0 FTE for EC Operations and .5 FTE for coordination of docents and volunteers. Because the EC is open 7 days a week, the FTE only covers 5 days with the remaining days covered by Federal employees (typically Monday and Tuesday each week). Planners may also provide back-up support by scheduling members of our On-Call Team, who are trained in appropriate aspects of EC services.

1. Operations of the Exploration Center (EC)

Planners will support all aspects of EC operations as stated in the Task Order. Working as a team with the Civil Servants, contract staff, docents and volunteers, and members of our On-Call Team, Planners staff understand that the goal is for the experience of visitors and guests at the EC is to be on a world-class level (on a par with The Tech and other similar museum sites).

To achieve that goal, our staff will ensure that both big picture aspects and small detail aspects are covered. Our staff will have an understanding of and excitement for the content and presentation of EC exhibits and displays. They will also pay attention to small things that can detract from the visitor's experience, from a broken knob to a rip in the carpet to a sign that has slipped. They will attempt to fix items if possible and notify appropriate people for items that they cannot fix in a timely manner. They will always ensure the safety of visitors as well as staff and docents by roping off or blocking any unsafe area until it is properly remedied.

Our staff will also understand that running the EC requires attention to all the basic business aspects. We will track attendance and enter data into required systems. We know that these types of details and data are important in justifying financial support and are helpful to NASA management for budget and other planning purposes. We will be timely in submitting reports. We will be conscientious and diligent in scheduling events and tours and interfacing with appropriate parties. We know that keeping track of the

details is important to Public Affairs Office management as they use this information for a variety of purposes.

Planners Collaborative commits to supporting this function with staff who are cordial to strangers, respectful of supporting staff (docents, CS), act with impunity and professionalism, work well under pressure, are flexible and deal well with change to the environment and its requirements, are self starters, are interested in technical things and communicate clearly.

Planners Collaborative realizes that people who staff this position are in reality the face and voice of NASA to the public. Our staff will set the highest standards of decorum and all that this implies. We will ensure that anyone who contacts the EC will have a positive experience, whether to schedule an event, obtain information or even to be redirected in an effective manner.

2. Exhibit and Content Development

Planners Collaborative will provide exhibit and content development services using staff versed in working with diverse groups across the center. Meeting the objectives of the task order will require one full-time Content Developer and one full-time Outreach Lead.

Content/visitor displays will be targeted for two groups - primarily for the general public and secondarily to funders of NASA, such as congressional staffers, academia, and research collaborators.

Working with civil servant guidance, Planners staff will provide strategic plans and vision for new displays, construction of such displays, and will liaison with center services such as the model shop, graphics, education, and the Public Affairs Office to present the goals, missions, and scientific results of Ames researchers to the target audience.

To deliver content and displays, Planners staff will require clearly defined goals and objectives with the appropriate level of funding for the acquisition of and construction of NASA-quality displays.

From such goals and objectives, Planners staff will provide regular progress reports (including the monthly technical report), conceptual drawings of proposed exhibits, and will engage researchers and management in the content review cycle.

In addition, Planners staff will provide maintainability and portability guidance to maintain the displays and to enable their transportation for use at remote locations.

3. Special Events/Off-Site & Miscellaneous Support

Immersive Theater and Other Event Support

Selected Planners staff will be cross trained to support events in the Immersive Theater, including giving the presentation and operating the theater equipment. Planners staff may also provide other types of event support, such as hosting Mars nights, Moffett air shows, community outreach events, etc. Regular staff may adjust schedules to provide this support or members of our On-Call Team may be scheduled.

Docent and Volunteer Support

Planners will provide one half-time Docent and Volunteer Support Coordinator, who will recruit and interview potential volunteers. The Coordinator will determine the best fit of potential volunteers, and may redirect candidates to other activities at the Center (such as the AEE). The Coordinator will give tours of exhibits for docents and discuss training, scheduling, and the Ames badging process. A Mars Badge (or other appropriate badge) will be created for new docents. New volunteers will be entered into the electronic Volunteer Database with access allowed by the Visitors Center Administrative Coordinator and all Visitors Center Civil Servants.

The Coordinator will maintain current docent staff records, including hours volunteering and training spreadsheet, and update database records when needed. Paperwork will be signed and mailed when a volunteer meets Ames badging requirements, as well as all other required documentation for the docents/ program.

The Coordinator will coordinate and schedule docent volunteers, communicate with docent staff on a regular basis, and attend to their daily needs. The Coordinator will be responsible for the helping meet the daily EC docent staffing needs and will schedule upcoming training events for docents. An electronic Group Calendar will be managed and the schedule continually monitored. Reminders will be posted when shifts are vacant and needing to be filled. Shifts will be scheduled for regular hours, e.g., school visitors (pre-scheduled field trips) and pre-scheduled AEE classes. Irregular shifts will also be planned for special events (Family Nights, Teacher Workshops, Lectures, NASA "Center" Events, and Special mission-related activities).

The Coordinator will also plan and coordinate Docent Training Sessions date and time with Exhibitors and with Ames PAO staff. Announcement of training date and time will be made to docent staff. The Coordinator will provide support before and/or during training session as needed.

The function will maintain a docent break area, including coffee and snacks supplies and keeping area clean and tidy. The Coordinator will support Docent Staff and be a liaison to the Ames PAO Staff. The Coordinator will provide exhibit information and updates to the docent staff as provided to the Coordinator. Information will be passed on about exhibits to docents and new developments of NASA related information and facts pertinent to the EC will be communicated to the docent staff.

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

TASK ORDER

Prime Contract No.: NNA04CA76C (BOATS)

Task Order No.: EX 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: **Public Services/Visitor Center Support**

PURPOSE: Expand staff and add subcontract labor services

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

Estimated Completion Date: **September 30, 2004**

Labor Category:	Est.	Est.	Direct Labor		Total
	Hours	Hrs. Monthly	Rate		Direct Cost
Receptionist (1/1-4/30/04)	700	175	\$	16.07	\$ 11,249
V.C Admin Coordinator (5/1-9/30/04)	850	170	\$	20.00	\$ 17,000
On Call Support	400	80	\$	15.00	\$ 6,000
	-	0	\$	-	\$ -
	-	0	\$	-	\$ -
	-	0	\$	-	\$ -
	-	0	\$	-	\$ -
	-	0	\$	-	\$ -
	-	0	\$	-	\$ -
	-	0	\$	-	\$ -
	-	0	\$	-	\$ -
	-	0	\$	-	\$ -
	-	0	\$	-	\$ -
	-	0	\$	-	\$ -

Total Direct Labor 1,950 \$ 34,249
Overhead 12,330

Subcontract Labor Services (3/1-9/30/04) b-4
Subtotal Labor and Subcontracts
G&A
OTHER DIRECT COSTS
Materials
Travel
Training
Other ODC Temporary Help
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: \$ 94,890

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

CM
4/14/04

CTO REVISION REQUEST

BUSINESS OPERATIONS AND TECHNICAL SERVICES	1. Contractor: NNA04CA76C	8. Contractor Task Order to be Revised Task Order No.: EX-1.0
3. Submittal Date: 3/30/04	4. Originator/Telephone No.: Terry Pagaduan x41181	

PROPOSED REVISION

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

Change Task Requester from "Sheila Johnson" to "Terry Pagaduan"
 Section B.1, add text, B.2, "Background," change hours, B.3 deletions and revisions
 Section C, "Operations of the Ames Visitors Center" – change in section letter, additional and revised task requirements, add subsections 5 – 10
 Section D, "Reservations Coordination for the Ames Tour Program" – revise title of section, add tasks and new paragraph; revise Section F and add new subsection F.2
 Section E, add new function "Docent and Volunteer Coordinator," effective as of 3/1/04 (retroactive), which was transferred from Education Office to PAO on 3/1/04.
 Change letter assignments for Sections F through J.

6. Revised TO:
See revised Task Order, attached

APPROVAL

7. NASA Task Manager: <i>Terrina Pagaduan</i>	8. Date: 3/31/04	9. COTR: <i>John Adams</i>	10. Date: 4/2/04
11. Project Manager: <i>[Signature]</i>	12. Date: 4-14-04	13. Contracting Officer (Check if Required) <input type="checkbox"/> <i>Carl D. 2</i>	14. Date: 4/26/04

NNA04CA76C

Task Order No.: EX-1.0 Amend. 1

Task Requester: _____
Terry Pagaduan

Date: _____

COTR: _____

Date: _____

Contracting Officer: _____

Date: _____

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

Date: _____

COTR Concurrence of
Contractor's Task Plan: _____

Date: _____

CONTRACTOR'S ACCEPTANCE:

Contractor's
Representative: 

Date: 12-14-07

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: _____

Date: _____

Distribution:
Contracting Officer (Original)
Contractor
COTR
Task Requester

Task Order No.: EX-1.0 Amendment 1

Task Description for:

Public Services/Visitor Center 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.

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 January 1, 2004 through September 30, 2004, unless specifically identified otherwise in the task.

B. Description of Work

Operation of the Ames Visitor Center; support of Exhibits Programs; On-and Off-Site Events; Tour Program Reservations Coordination.

Background:

- 1) The newly relocated Ames Visitor Center is located outside the fenced area of the Center to the immediate right of the main gate of Ames Research Center in Building 943A. It encompasses a large exhibit hall, a reception desk, several smaller rooms, storage, and guest parking. The Visitor Center includes various audio-visual equipment, an SGI Immersion Theater Experience, display panels informing visitors of Ames' research, various hands-on displays, and models of research hardware. **The Visitor Center is also referred to as the Ames Exploration Center, or Mars Center during Mars missions.**
- 2) The Visitor Center is open up to 48 hours per week, including weekends, **but is subject to change to respond to public demand.** Daily hours of operation are nominally from 10:00 a.m. to **4:00** p.m., with the option of a Tuesday through Saturday flexible hours or adjusted schedule. Actual work schedule of contractor staffing will be negotiated according to the needs of the center as they may change. The Visitor Center is open on weekends and closed on all Federal holidays. Admission is free and open to all guests. Publications, documents, and other relevant material are available to guests at the main reception desk. An entry sign welcomes guests and announces the day's tour information.
- 3) Special events, such as b-5 receptions are held at the Visitor Center on **an irregular, as-needed** basis. **Special events should be** scheduled several weeks in advance for the time frame just prior to operating hours (as early as 7:00 a.m.) or after normal hours (sometimes as late as 10:00 p.m.).
- 4) Ames participates in off-site public events throughout the year. This often includes the use of exhibit displays, including pop-ups, artifacts, computers, and videos. These off-site events include Mountain View's and Sunnyvale's Art and Wine Festivals, local air shows, county fairs and the Reno National Air Races. These

events require staffing of the displays during all public access time including weekends.

- 5) Exhibits for the Visitor Center and the off-site events are continually being developed and upgraded.

C. Operations of the Ames Visitor Center

- 1) Staff the host-reception desk; greet visitors, guests, tour participants to the Visitor Center; keep a precise tally of the attendance figures for the Visitor Center by category (Drop-in, tour, AAE, **visiting school groups**, Mars Visitor Center exhibits, **news media**, special events); maintain the Visitor Center guest book; and keep the desk area neat, presentable and accessible. Maintain control of guests within the exhibit hall and airplane park by enforcing the Visitor Center code of conduct and common sense rules; and prepare and update the daily visitor welcome board. As the Visitor Center is newly relocated, it is anticipated the staff will assist in set-up of new exhibits and displays as needed. **Proper procedures for Visitor Center operations should be documented and kept up-to-date in the Visitor Center's Operations Manual.**
- 2) Maintain the security of the facility by reporting any problems to the trouble desk or security as appropriate and the Visitor Center Curator. Assist in maintaining the facility and its displays by conducting three daily walk-around inspections prior to opening, at lunch break and upon closing. Any discrepancies are to be noted in the daily logbook, with appropriate remedying parties notified including the Curator **and Visitor Center operations coordinator**. If there are immediate common sense solutions to the immediate problem they should be implemented (i.e., a display panel is on the floor, pick up and lean against the wall, if there is a puddle on the floor ensure that guest will avoid it, etc.). Maintain the facility in a tidy and presentable manner. Assist in keeping the storage area clean and functional. Assist in preparing the exhibit hall and smaller rooms for special events and in returning the facility to daily operation upon termination of the event.
- 3) Open the facility for business at the appointed time in the morning and secure it at the appointed closing time. **This task includes making sure that the exhibit hall is presentable and in good order before opening and upon closing.** If due to special events, these times exceed the standard 8-hour workday, then arrangements shall be made to cover those events or ensure proper opening and closing procedures through other parties. Staff occasional off-hours events by sliding employee schedules. These may number up to 16 DBS, and 8 evening events annually.
- 4) Answer all phone lines coming into the Visitor Center; directing incoming calls to the appropriate Ames office. **All phone messages should be responded to prior to closing the facility each day.**
- 5) **Answer all incoming email inquiries regarding the Visitor Center and direct them to appropriate personnel for response. All email inquiries should be responded to prior to closing the facility each day.**
- 6) **Greet the docent staff as they sign in for duty and as they leave for the day. Ensure that the docent rest area is in good order. Keep records for each docent as to hours, shift and dates worked. Inform the docents of upcoming opportunities for docent participation as they arrive at the Visitor Center.**
- 7) **Keep up-to-date on the NASA stories being covered in the facility. Answer questions posed by the visitors by sharing this knowledge. If the questions**

are sufficiently technical, then refer them to docents or more knowledgeable staff.

- 8) **Keep the handout area stocked with appropriate handouts. Keep records of handouts in stock and inform management when new supplies are needed to maintain adequate supply on hand.**
- 9) **Produce signage needed of the theater show listing and schedule, as well as others as needed. This would include such signage as listing a specific display that may be inoperative that day.**
- 10) **Provide Web support and other computer support for Public Affairs Office (PAO) as needed.**

D. Reservations Coordination for the Ames Tour Program and Visitor Center Group Visits

If applicable, schedule all requests for public/group tours **and school/group visits**. Contractor shall provide confirmations of pre-scheduled group tours either via fax, letter or e-mail. **A file shall be kept of all reservation activity, including the following: date and time, group name, address, contact information, number and demographics of those visiting.**

The contractor shall schedule group visits to the Visitor Center. These will consist of school groups, tour groups and public groups. A group is defined as being more than 10 to 15 people arriving and departing as a unit. The schedule is to be maintained in a computerized database, accessible by the Visitor Center staff, receptionist and management.

E. Docent and Volunteer Coordinator

- 1) **The Coordinator will recruit and interview potential volunteers. This function will communicate with potential candidates via email, phone or in person to determine intentions and if necessary redirect to AAE or other volunteer activities. The Coordinator will give tour of exhibits for docents and discuss training, scheduling, and Ames badging process. He/she will create Mars Badge for new docents and enter new volunteers into the Volunteer Database.**
- 2) **The Coordinator will maintain current docent staff records, including hours -volunteering and training spreadsheet, and update database records when needed. He/she will get paperwork signed and mailed when volunteer meets Ames badging requirements, as well as all other required documentation for the docents/ program.**
- 3) **The Coordinator will coordinate and schedule Docent Volunteers, communicate with docent staff on daily basis, and attend to their daily needs. The Coordinator will be responsible for the helping meet the Daily Visitor Center staffing needs and will schedule upcoming training events. He/she will manage Yahoo Group Calendar and continually monitor schedule. He/she will post reminders when shifts are vacant and needing to be filled. Shifts will be scheduled for Regular Hours, e.g., school visitors (pre-scheduled Field Trips) and pre-scheduled AAE classes. Irregular shifts will also be planned ahead for Special Events, e.g., Family Nights, Teacher Workshops, Lectures, NASA "Center" Events, and Special missions-related activity.**
- 4) **This function will also plan and coordinate Training Sessions date and time with Exhibitors and with Ames PAO staff. Announcement of training date and time will be made to docent staff. The Coordinator will provide support before and/or during training session as needed.**

- 5) **The function will maintain Docent Break Area, including Coffee and snacks supplies and keeping area clean and tidy.**
- 6) **The Coordinator will support Docent Staff and be a liaison to the Ames PAO Staff.**
- 7) **The Coordinator will provide Exhibit Information and Updates. He/she will pass on information about exhibits to docents and communicate new developments on Mars to the docent staff.**

F. Events Assistance & Cross Training

- 1) Assist in both on-site and off-site events on an as needed basis; perform other Visitor Center, exhibit, and event-related task, as necessary.
- 2) The contractor shall cross-train other personnel on the contract to provide back up for these tasks, in the event of non-availability of assigned contractor staff.
- 3) All tasks shall be performed on-site at the Visitor Center as directed by this task.
- 4) The Contractor shall cross-train other personnel on the contract to provide back-up personnel for these tasks, in the event of non-availability of assigned contractor staff.

G. Records and Databases

- 1) Keep a comprehensive database on visitors to the Center including: tour numbers, drop-in visitors, scheduled **school visits**, students from the AAE, news media personnel, *Mars Center*, *students*, and VIP-DBS attendees. Because this is a new location for the Visitor Center, accurate tracking of the daily and weekly visitor head count will be required.
- 2) **This database information is to be collected, and entered into the database daily with weekly and monthly tabulations. A monthly summary is to be presented to the Exhibits and Events Coordinator and facility operations manager.**

H. Hours of Work

- 1) The Visitor Center is open up to 48 hours per week (including weekends) on a schedule to be negotiated, and is closed on all Federal holidays. The standard workday is eight hours. Weekend hours may be shorter.

I. Government Furnished Equipment

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

J. Performance Requirements Summary (see attached)

Products Including Deliverables, Schedules and Metrics

<u>Deliverables</u>	<u>Schedule</u>	<u>Metric</u>
a) If applicable provide a weekly planned reservation schedule and a previous week's attendance results.	Weekly, by COB Friday	Timeliness, quality, and Completeness
b) Provide a written report of data covering all visitor and tour activities. Any problems encountered shall be reported immediately. Incidents and problems shall be highlighted in the Contractor's monthly report. (see contract)	Monthly/ Annually	Timeliness, quality, and Completeness

Performance Requirements Summary

Required Services	Performance Standards	Estimated Workload	Method of Surveillance
Greet and interface with public	Judged by: * Customer satisfaction * Timeliness	Varies - based on number of visitors and tours	Random Sampling
Answer phones and emails, redirecting inquiries as appropriate	* Initiative * Quantity or productivity * Resourcefulness	Expect group visitors to number between 50 - 200 visitors per day	Customer Survey Task Manager Review Monthly Report
Coordinate center tour and Visitor Center group reservations	* Innovation * Quality * Accuracy	Tours 2 - 3 a week once tour program is re-established	Metrics of number of visitors, tours, and satisfied customers, problems encountered and resolved
Keep count and database of visitors			

EX 1.0 Task Plan

Code E – Public Services / Visitors Center Support

Planner's Collaborative will provide 1.0 FTE for Visitors Center Administrative Coordination and Curator Administration support and .5 FTE for coordination of docents and volunteers. Because the Visitors Center is open 7 days a week, the FTE only covers 5 days with the remaining days covered by Federal employees (Typically Mon. and Tues. each week).

Visitors Center Administrative Coordination

The primary responsibility will be to

1. Staff the host-reception desk; greet visitors, guests, tour participants to the Visitors Center. In support of this function will do the following duties within the guidelines of a staggered work week:

a. Keep a precise tally of the attendance figures for the Visitor Center by category (Drop-in, tour, AAE, visiting school groups, Mars Visitor Center exhibits, news media, special events). This will be on an electronic calendar / spread sheet on a work station available at Visitors Center reception.

Electronically schedule all requests for public/group tours and school/group visits. Planners Collaborative contractor shall provide confirmations of pre-scheduled group tours either via fax, letter or email. An electronic file shall be kept of all reservation activity, including the following: date and time, group name, address, contact information, number and demographics of those visiting.

The contractor shall schedule group visits to the Visitor Center. These will consist of school groups, tour groups and public groups. A group is defined as being more than 10 to 15 people arriving and departing as a unit. The schedule is to be maintained in a computerized database, accessible by the Visitor Center staff, receptionist and management.

It should be understood that primary scheduling and coordination of evening events is only through the support of Public Affairs (the only authorizing entity). Only approved events are scheduled on the Visitors Center calendar. Daytime events are scheduled by the Visitors Center Administrative Coordinator on an as available basis (limits to the building size and fire marshal capacity requirements) for staffing to include docents.

b. Maintain the Visitor Center guest book; and keep the desk area neat, presentable and accessible.

c. Maintain control of guests within the exhibit hall and parking lot by enforcing the Visitor Center code of conduct and common sense rules

d. Prepare and update the daily visitor welcome board by hand and electronically when one becomes available.

e. Assist in set-up of new exhibits and displays as needed and as available.

f. Document and update electronically proper procedures for Visitor Center operations in the Visitor Center's Operations Manual with hard copy available at the visitors center reception.

2. Maintain the safety and security of the facility by the following:

a. Reporting any problems to the trouble desk, Code Q, or security as appropriate and the Visitor Center Curator.

b. Assist in maintaining the facility and its displays by conducting three daily walk-around inspections prior to opening, at lunch break and upon closing. Discrepancies are to be noted in

the daily logbook, with appropriate remedying parties notified including the Curator and Visitor Center operations coordinator [If there are immediate common sense solutions to the immediate problem they should be implemented on the spot (i.e., a display panel is on the floor, pick up and lean against the wall, if there is a puddle on the floor ensure that guest will avoid it, etc.)].

c. Maintain the facility in a tidy and presentable manner. Assist in keeping the storage area clean and functional. Assist in preparing the exhibit hall and smaller rooms for special events and in returning the facility to daily operation upon termination of the event.

3. Open the facility for business at the appointed time in the morning and secure it at the appointed closing time. This task includes making sure that the exhibit hall is presentable and in good order before opening and upon closing. If due to special events, these times exceed the standard 8-hour workday, then arrangements shall be made to cover those events or ensure proper opening and closing procedures through other parties by working with the Visitors Center Curator (CS) and Coordinator (CS). Federal employees may be asked or required to stay for support of events.

4. Occasional off-hours events can be covered by this position but the Visitors Center Curator (CS) and Coordinator (CS) will have to slide employee schedules for those events. These may number up to 8 - 16 evening events monthly. In the event this is not possible, Planners Collaborative will provide trained on-call workers to cover the additional hours if sufficient notice is received.

5. Answer all phone lines coming into the Visitor Center; directing incoming calls to the appropriate Ames office. All phone messages should be responded to prior to closing the facility each day.

6. Answer all incoming email inquiries regarding the Visitor Center and direct them to appropriate personnel for response. All email inquiries should be responded to prior to closing the facility each day.

7. Greet the docent staff as they sign in for duty and as they leave for the day. Ensure that the docent rest area is in good order. Keep records for each docent as to hours, shift and dates worked. Inform the docents of upcoming opportunities for docent participation as they arrive at the Visitor Center.

8. Keep up-to-date on the NASA stories being covered in the facility. This information will be supplied by Public Affairs by direct email. Answer questions posed by the visitors by sharing this knowledge. If the questions are beyond specific technical knowledge of this position, then they will be referred to more knowledgeable at hand people or sources of information such as a web search engine. This is not a technical position and specific scientific technical knowledge is not part of the position description.

9. Keep the handout area stocked with appropriate handouts. Keep records of handouts in stock and inform management when new supplies are needed to maintain adequate supply on hand.

10. Produce signage needed of the theater show listing and schedule, as well as others as needed. This would include such signage as listing a specific display or demonstration that is non-operational that day.

Summary of Services:

Planners Collaborative commits to staffing this position with someone who is cordial to visitors, respectful of supporting staff (docents, CS), acts with impunity and professionalism, works well under pressure, is flexible and deals well with change to the environment and its requirements, is a self starter, is interested in technical things and communicates clearly.

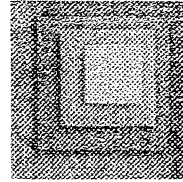
Planners Collaborative realizes that this position is in reality the face and voice of NASA to the public and as such requires a person who sets the highest standards of decorum and all that this implies.

Docent and Volunteer Coordinator

1. The Coordinator will recruit and interview potential volunteers. This function will communicate with potential candidates via email, phone or in person to determine intentions and if necessary redirect to AAE or other volunteer activities. The Coordinator will give tour of exhibits for docents and discuss training, scheduling, and Ames badging process. The Coordinator will create Mars Badge for new docents and enter new volunteers into the electronic Volunteer Database with access allowed by the Visitors Center Administrative Coordinator and all Visitors Center Civil Servants.
2. The Coordinator will maintain current docent staff records, including hours - volunteering and training spreadsheet, and update database records when needed. Contract staff will get paperwork signed and mailed when volunteer meets Ames badging requirements, as well as all other required documentation for the docents/ program.
3. The Coordinator will coordinate and schedule Docent Volunteers, communicate with docent staff on a regular basis, and attend to their daily needs. The Coordinator will be responsible for the helping meet the Daily Visitor Center docent staffing needs and will schedule upcoming training events for docents. Contract staff will manage an electronic Group Calendar and continually monitor schedule and will post reminders when shifts are vacant and needing to be filled. Shifts will be scheduled for Regular Hours, e.g., school visitors (pre-scheduled Field Trips) and pre-scheduled AAE classes. Irregular shifts will also be planned ahead for Special Events, e.g., Family Nights, Teacher Workshops, Lectures, NASA "Center" Events, and Special missions-related activity.
4. The Coordinator will also plan and coordinate Docent Training Sessions date and time with Exhibitors and with Ames PAO staff. Announcement of training date and time will be made to docent staff. The Coordinator will provide support before and/or during training session as needed.
5. The function will maintain Docent Break Area, including Coffee and snacks supplies and keeping area clean and tidy.
6. The Coordinator will support Docent Staff and be a liaison to the Ames PAO Staff.
7. The Coordinator will provide exhibit information and updates to the docent staff as provided to the Coordinator. Contract staff will pass on information about exhibits to docents and communicate new developments of NASA related information and facts pertinent to the visitors center to the docent staff.

8. Events Assistance & Cross Training

- 1) Assist in both on-site and off-site events on an as needed basis; perform other Visitor Center, exhibit, and event-related task, as necessary.
- 2) The coordinator shall cross train other personnel and on-call staff on the contract to provide back up for these tasks, in the event of non-availability of assigned contractor staff.
- 3) All tasks shall be performed on-site at the Visitor Center as directed by this task.



PLANNERS COLLABORATIVE

MEMORANDUM

To: Karen Moze, COTR


Date: November 11, 2006

Ref: NNA04CA76C Task Order:

EN 7.3 Ames Robotics Education 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

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

TASK ORDER
 Prime Contract No.: NNA04CA76C (BOATS)

Task Order No.: EN 7.3

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: **Ames Robotics Education Support**

PURPOSE:

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

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

Labor Category:

	Est. Hours	Est. Hrs. Monthly	Direct Labor Rate	Total Direct Cost
Education Manager				
Systems Engineer				
Systems Engineer				
Ed Writer/Reports Spec				
Workshop Facilitator/Program Development				
Total Direct Labor				
Overhead				b-4
Subcontract Labor Services				
Subtotal Labor and Subcontracts				
G&A				
OTHER DIRECT COSTS				
Materials				
Travel				
Training				
Other ODC				
Total ODCs (Not to Exceed)				
G&A				
Flow-through Items				

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:

\$ 546,870

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

cm
11/13/06

Task Requester: M. Lewis

Date: 10/1/06

COTR: Karen Dloge

Date: 10/6/06

Contracting Officer: Carlos D. Torrey

Date: 10/6/06

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

Date: 10/15/06

COTR Concurrence of Contractor's Task Plan: Karen Dloge

Date: 11/27/06

CONTRACTOR'S ACCEPTANCE:

Contractor's Representative: [Signature]

Date: 11-13-06

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: Carlos D. Torrey

Date: 11/29/06

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

Task Order No.: EN 7.3

Task Description for : Robotics Alliance Project

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, 2006 through September 30, 2007, unless specifically identified otherwise in this task.

B. Description of Work

[Reference: NASA RAP Plan]

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)"

Description of Specific Tasks to be performed

RAP43.1 Coordinate with NASA TV to develop ways to broadcast FIRST and Botball events and educational web casts to the public as well as provide multiple avenues for accessing information about robotics

RAP43.1.1 Obtain space segment for FIRST Kick-Off

RAP43.1.2 Broker season schedule vs. Shuttle

RAP43.1.3 Negotiate a Robotics replay schedule

RAP43.2 Leverage national media to raise awareness for RAP and NASA missions, including identifying and contacting print outlets, technical publications and journals, electronic information providers on the web, and portal vendors such as Yahoo!

RAP43.2.1 Increase RAP awareness with all media

RAP43.2.2 Develop a plan to reach the media outlets

RAP43.2.3 Investigate print outlet associations

RAP43.3 Attend national educational conferences and meetings within and beyond the NASA science and education communities (4/30/07)

RAP43.4 Partner with other programs and websites (NASA and non-NASA) to provide links to the website and associated

RAP43.5 Continue to foster a relationship with the ARC Public Affairs Office.

RAP43.5.1 Maintain monthly contact with PAO assigned to RAP

RAP43.6 Implement Autonomous Mode for RCC

RAP 43.7 Maintain the RCC and existing data collections d d d d d d d d d d **Michelle**

RAP43.8 Operate and Maintain the FY'05 RAP Website which empowers students, teachers and citizens in support of Formal and Informal Education (9/30/07)

RAP43.8.1 Implement 508 compliance (9/30/07)

RAP43.8.2 Archive all legacy materials for RAP (9/30/07)

RAP43.9 Administration of RAP

RAP43.9.1 Conduct Agency-wide ViTS with HQ

RAP43.9.2 Conduct Local ARC Meetings

RAP43.9.3 HS support for RAP Management

RAP43.9.4 Generate Monthly Reports and send to HQ-SMD, ARC Code D, & Director Code E.

RAP43.10 Generate Quarterly Reports and send to HQ-SMD, ARC Code D, & Director Code E.

RAP43.10.1 First Quarter (1/31/07)

RAP43.10.2 Second Quarter (3/31/07)

RAP43.10.3 Third Quarter (06/31/07)

RAP43.10.4 Fourth Quarter (09/31/07)

RAP43.10 Generate FY04 Annual Report and send to HQ-SMD, ARC Code D, & Director Code E. (2/28/07)

RAP43.11 Generate FY05 Annual Report and send to HQ-SMD, ARC Code D, & Director Code E (9/1/07)

MILESTONE 45 *Develop, Sustain and Strengthen Federal, Industrial and Academic Collaborations and Partnerships*

RAP45.1 Implement standards-based web casts with the Department of Housing and Urban Development Neighborhood Networks and/or the Department of Energy.

RAP45.1.1 Webcast created in partnership with JPL and RAP GIRL to continue the "Women Working on Mars" series, with a focus on the HUD Neighborhood Network audience (2/28/07)

RAP45.2 Sustain and strengthen relationship with a new industrial partner

RAP45.2.1. Implement standards-based web casts with a major robotics company (9/30/08)

RAP45.3 Sustain and strengthen relationship with new academic partners

RAP45.3.1. Implement a standards-based webcast with a major robotics university (9/30/08)

RAP45.3.2. Produce a middle school online webcast framed with the National Standards (9/30/07)

RAP45.4 Strengthen relationships with other NASA educational and outreach programs focusing on robotics

RAP45.4.1 Attend RoboNexus Convention (9/30/07)

RAP45.5 Explore partnership with Mars Visitor's Center

RAP45.5.1 Draft plan for collaboration

RAP45.6 Create a strategy for building effective relationships with school superintendents and principals locally; in the 9 counties in the Bay Area

RAP45.6.1 Work with known principals and a representative of ESUHSD

RAP45.6.2 Request suggestions from local teachers, including those from WRRF

RAP45.7 Research possibility of participating in state, regional or national conferences for principals or superintendents and pass information on to nearest Center

RAP45.7.1 Investigate conference possibilities

RAP45.7.2 Leverage with other NASA centers

RAP45.8 Implement the strategy for building effective relationships with school superintendents and principals locally

RAP45.8.1 Make in-person visits where required

RAP45.8.2 Create targeted mailing list

RAP45.8.3 Have an event here at Ames with the principals and superintendents, with Center Director (if possible) to emphasize the importance of robotics. Include several of the local teams with their robots here as well (both FIRST and Botball)

RAP45.9 Create a strategy for building effective relationships with school superintendents and principals nationally

RAP45.9.1 Contact national associations

RAP45.9.2 Attend National Conferences

RAP45.9.3 Partner with other NASA centers

RAP45.10 Mass mailing of new RAP materials (brochure, other materials, etc.)

RAP45.10.1 Create new brochures

RAP45.10.2 Find outside mailing lists to add to RAP lists

MILESTONE 41 *Through NASA-sponsored robotics competitions, engage students in learning and applying theories, concepts, and skills in science, technology, engineering and math, increasing their self-efficacy in robotics-related subjects and leading them to pursue additional activities, schooling, and careers in robotics-related fields.)*

RAP41.1 Generate grants in support of robotics competitions

RAP 41.1.1 Provide COTR and implement financial requirements for FIRST Grant in support of all NASA teams. (10/30/06)

RAP 41.1.2 Provide COTR and implement financial requirements for Botball Grant in support of all NASA teams. (12/30/06)

RAP41.2 Implement online application process for NASA sponsored FIRST teams

RAP 41.2.1 LaRC to initiate web application process (10/30/06)

RAP 41.2.2 RAP Project Office to collect post-grant award data from application process. (11/30/06)

RAP 41.2.3 Provide status reports to HQ, in monthly ViTS, on application progress following initiation. (12/15/06)

RAP41.3 Support all NASA, Space and FIRST Grant teams through e-mail responses to inquiries. (5/15/06)

RAP 41.3.1 Provide e-mail response to all phone inquiries within 72 hours. (5/15/06)

RAP 41.3.2 Provide e-mail response to all e-mail inquiries within 72 hours. (5/15/06)

RAP41.4 Provide direct assistance for all NASA-sponsored FIRST Regional competitions

RAP 41.4.1 Chesapeake FIRST Regional - Annapolis, MD (3/01/07)

RAP 41.4.2 San Diego Regional – San Diego, Ca. (3/22/07)

RAP 41.4.3 Boilermaker FIRST Regional - Lafayette, IN (3/15/07)

RAP 41.4.4 Bayou FIRST Regional – New Orleans, La (3/08/07)

RAP 41.4.5 Milwaukee FIRST Regional – Milwaukee, WI (3/08/07)

RAP 41.4.6 Las Vegas FIRST Regional- Las Vegas, NV (3/29/07)

MILESTONE 41 (cont'd) *Through NASA-sponsored robotics competitions, engage students in learning and applying theories, concepts, and skills in science, technology, engineering and math, increasing their self-efficacy in robotics-related subjects and leading them to pursue additional activities, schooling, and careers in robotics-related fields.*

RAP41.5 Conduct an Entrance Questionnaire for all NASA-sponsored FIRST teams

RAP 41.5.1 Generate web-based Questionnaire (12/15/06)

RAP 41.5.2 Confirm total compliance, provide support where required (5/15/07)

RAP41.6 Web cast FIRST Regional where possible as approved by NASA HQ

RAP 41.6.1 Analyze which NASA initiated or NASA funded Regional are candidates for broadcasting pending no legal or union issues (12/15/06)

- RAP 41.6.2 Generate web cast engineering plan (1/15/07)
- RAP 41.6.3 Implement web cast engineering plan (3/1/07)
- RAP41.7** Web cast the FIRST Championship Competition (4/12/07)
 - RAP41.7.1 Generate web cast engineering plan (4/1/07)
 - RAP41.7.2 Implement web cast engineering plan (4/1/07)
 - RAP41.7.3 Provide utilization report (4/1/07)
- RAP41.8** Conduct an Exit Survey for all NASA-sponsored FIRST teams
 - RAP41.8.1 Generate web-based Survey (3/31/07)
- RAP41.9** Support Botball related activities as necessary and with personnel support for national competitions and regional competitions near NASA centers.
 - RAP41.9.1 Provide direct support for Botball events located at NASA Centers and the Northern California Tournament (4/30/07)
 - RAP41.9.2 Assist in finding NASA or contractor engineers who will mentor each team (2/01/07)
 - RAP41.9.3 Assist in finding volunteers from each Center who will work the day of the event (2/01/07)
 - RAP41.9.4 Assist KISS Institute for Practical Robotics (KIPR) by corresponding with NASA contractors for team support (2/01/07)
 - RAP41.9.5 Provide COTR for Botball Grant
 - RAP41.9.6 Participate in Botball kickoff educator's symposium and Nationals (7/15/06)
 - RAP41.9.7 Support Botball Scholarship proposal evaluations (2/01/07)
- RAP41.7** Web cast the FIRST Championship Competition (4/12/07)
 - RAP41.7.1 Generate web cast engineering plan (4/1/07)
 - RAP41.7.2 Implement web cast engineering plan (4/1/07)
 - RAP41.7.3 Provide utilization report (4/1/07)
- RAP41.8** Conduct an Exit Survey for all NASA-sponsored FIRST teams
 - RAP41.8.1 Generate web-based Survey (3/31/07)
- RAP41.9** Support Botball related activities as necessary and with personnel support for national competitions and regional competitions near NASA centers.
 - RAP41.9.1 Provide direct support for Botball events located at NASA Centers and the Northern California Tournament (4/30/07)
 - RAP41.9.2 Assist in finding NASA or contractor engineers who will mentor each team (2/01/07)
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 - RAP41.9.5 Provide COTR for Botball Grant
 - RAP41.9.6 Participate in Botball kickoff educator's symposium and Nationals (7/15/06)
 - RAP41.9.7 Support Botball Scholarship proposal evaluations (2/01/07)
- RAP41.12** Support of the NASA-ARC Robotics Facility Wendy and EJ. All sub-milestones done by April 29, 2007)
 - RAP41.12.1 Provide mentorship to the NASA Ames Robotics Team
 - RAP41.12.2 Attend and support robotics class offered at Bellarmine College Prep HS
 - RAP41.12.3 Facilitate team robot activities at NASA Ames

- RAP41.12.4 Maintain facility to Support Bay Area and visiting FIRST teams
- RAP41.12.5 Maintain playing field for teams to test their robots
- RAP41.12.6 Provide limited mentoring and fabrication support to local teams
- RAP41.12.7 Support selects FIRST events

Progress in Milestone RAP-41

- RAP provided live support for FIRST Robotics Competition “Aim High” events at Israel in Tel Aviv, Las Vegas, Silicon Valley, Portland, Phoenix, and Sacramento.
- ARC implemented four simultaneous regional webcasts using current streaming and web technology
- NASA sponsored/mentored Girl Scout team wins “Rookie All Star” award and traveled to Championships in Atlanta.
- Ames-mentored team “Cheesy Poofs” wins Silicon Valley Regional 8th consecutive year and won the Portland, Oregon Regional and traveled to the Championships in Atlanta.

Impact: Thousands of students involved in the competition benefit from the human support of the RAP staff. Information about RAP products is distributed in large quantity to participating FIRST high school students, teachers, parents, and industry. RAP demonstrates NASA’s leading developments in media technology and enable students to view different competitions across the country.

MILESTONE 44 Administer, operate and continue to build and improve the NASA RAP Robotics Curriculum Clearinghouse (RCC) for the purpose of nationwide dissemination of robotics curriculum to support formal education

RAP44.1 Work to ensure that the RAP RCC is reliably recognized as one of the top robotics education web sites and online educator resources in the world.

RAP44.2 Build the RCC Collection

- RAP44.2.1 Harvest from existing on-line educational materials
- RAP44.2.2 Complete, improve and fully implement RCC search aide tool
- RAP44.2.3 Perform initial screening and complete RCC Curriculum Questionnaire for each candidate item
- RAP44.2.4 Conduct distributed peer reviews of each candidate item
- RAP44.2.5 Offer and deliver further enrichment opportunity to providers of candidate curricula based on review results where appropriate
- RAP44.2.6 Recruit, select, train and supervise additional site admin support

RAP44.3 Continue to Build Community and Collaboration among Robotics Educators

- RAP44.3.1 Inform and promote RCC via targeted e-mail and in-person communications to attract educators as users
- RAP44.3.2 Encourage robotics educators to contribute their own curricula for processing and review by the RAP RCC
- RAP44.3.3 Actively and consistently respond to all email and other forms of communication generated by RCC exposure

RAP44.4 Grow and Improve the RCC Curriculum Review Process

- RAP44.4.1 Solicit, select, train and support new Curriculum Reviewers

RAP44.4.2 Build Student Review efforts

RAP44.4.3 Continue close personal communications with Reviewer Corps

RAP44.4.4 Conduct systematic RCC reviews of all candidate curricula

RAP44.5 Ensure RCC Mission Content Meets Agency Policy and Standards of Excellence, Enterprise Goals and Needs of Educators, Learners and the Public

RAP44.6 Prepare and conduct appropriate project advocacy and agency briefings

RAP44.7. Promote RCC via participation in professional educational organizations and conferences

MILESTONE 42 Produce 2 Accredited Online Robotics Courses (9/31/06)

RAP42.1 Produce an online inter-agency robotics course.

RAP42.1.1 Produce a course available for high school credit endorsed by a California-based HS and the California State Board of Education. (7/1/07)

RAP42.1.2 Design and implement mobile (twenty mile and one mile) communication technology system for broadcasting from remote field tests. (01/01/07)

RAP 42.1.3 Design and build indoor (studio) means to implement streaming technology through 508-compliant standards, using Real Media and Windows Media and streaming text. (7/1/07)

RAP42.1.4 Implement (National and California State) education standards, where appropriate. (7/1/07)

RAP42.2 Produce an industrial alliance robotics course (9/31/07)

RAP42.2.1 Produce a course with an industrial partner available for 1 unit of college engineering credit (9/31/07)

RAP 42.1.2 Design and build means to implement streaming technology through 508-compliant standards, using Real Media and Windows Media and streaming text. (9/1/07)

RAP42.1.3 Implement (National and California State) education standards, where appropriate. (9/31/07)

MILESTONE 46 Implement the West Coast component of NASA's Robotics Academy (9/31/06)

RAP46.1 Evaluate and select three Ames-local robotic laboratories and Principle Investigators (12/31/06)

RAP 46.1.1 Robotics labs will represent partners from Ames, academic institutions, and industry. (12/31/06)

RAP 46.2 Develop academic partnership for collaboration (8/31/07)

RAP 46.2.1 Select Academic Dean advisor for mentorship of students in lab and facilitations with PIs.(2/1/06)

RAP 46.2.2 Provide university engineering credits to student participants, based on hourly commitment to academy projects (8/31/07)

RAP46.3 Review Intern and Graduate Student Applications (5/1/07)

RAP 46.3.1 Encourage dissemination of information to under-represented students (1/31/06)

RAP 46.3.2 Select students for each lab (5/1/07)

RAP 46.3.3 Select graduate mentors for student groups (5/1/07)

RAP46.4 Award Scholarships to fourteen students (8/31/07)

RAP46.5 Execute 10-week internship (8/31/07)

RAP 46.5.1 Provide facilitation of logistics for students during stay (8/31/07)

RAP 46.5.2 Facilitate student-mentor relationships between students and lab (8/31/07)

RAP 46.5.3 Conduct Preliminary Design Review (PDR),

RAP 46.5.4 Conduct Critical Design Review (CDR), and

RAP 46.5.5 Conduct Operational Readiness Review (ORR) (8/31/07)

RAP 46.5.6 Complete Configuration Management (CM) documentation (8/31/07)

RAP 46.5.7 Arrange weekly seminars by experts on robotics topics (7/31/07)

RAP46.6 Graduations and Awards (9/31/07)

RAP 46.6.1 Review candidates and award certificates of special and exceptional accomplishments. (9/31/07)

RAP 46.6.2 Conduct Graduation at NASA HQ, all students to travel to DC on route home. (9/31/07)

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."

Milestone Status - Level 1

MILESTONE	1ST QUARTER	2ND QUARTER	3RD QUARTER	4TH QUARTER
RAP-I-43 Dissemination and advocacy				X
RAP-I-45 Develop, Sustain ... Partnerships				X
RAP-II-41 ... engage students in robotics- related Careers.			X	
RAP-II-44 NASA RAP Robotics Curriculum Clearinghouse (RCC)				X
RAP-III-42 Online Robotics Courses.				X
RAP-III-46 West Coast ... Robotics Academy.				X

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.

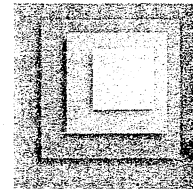
Task Plan EN 7.3
Ames Robotics Education Support

Task performance will be managed by the Education 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 two Systems Engineers, a Project Manager/Workshop Facilitator/Program Developer, and a part time Educational Writer with appropriate skills and experience to perform all task requirements in accordance with the performance requirements summary.

Planners will provide back-up capability with the use of consultants and on-call employees. This will allow for more flexibility in the staffing plan and with the budget. Planners has provided a new team member partially dedicated to this task order with strong skills in various fields. This staff member will bring a new dimension to project management and workshop facilitation that will strengthen the team's effectiveness.

The Planners' staff understands the critical aspect of meeting the Robotic Alliance Project's milestones and will base all their activities on the relevance they have to the accomplishment of these milestones.



PLANNERS COLLABORATIVE

MEMORANDUM

To: Karen Moze, COTR

Date: October 30, 2006

Ref: NNA04CA76C Task Order:

EN 6.3 Educational Technology & Instructional Products

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.: EN 6.3

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: Educational Tech & Instr. Products

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

Education Manager
 Ed Content Writer, Researcher and
 Project Manager
 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/Statistical
 Analyst/Professional Development
 Facilitator
 Project Management /Professional
 Development
 Project Lead, NASA Smart Skies Ed.
 Project

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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:

\$ 1,720,762

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

CM
11/1/06

NNA04CA76C

Task Order No. : EN 6.3

Task Requester: Liza Coe

Date: 10/4/06

COTR: Karen Cloge

Date: 10/4/06

Contracting Officer: Carl A. Tom

Date: 10/5/06

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

Date: 11/17/06

COTR Concurrence of Contractor's Task Plan: Karen Cloge

Date: 11/17/06

CONTRACTOR'S ACCEPTANCE:

Contractor's Representative: [Signature]

Date: 10-26-06

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 A. Tom

Date: 11/29/06

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

Task Order No.: EN 6.3

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, 2006 through September 30, 2007, unless specifically identified otherwise in this task.

B. Description of Work

[Reference: NASA Education Enterprise Strategy]

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 the Outcomes listed in *NASA Education Strategic Coordination Framework*. These Outcomes are:

1. Contribute to the development of the STEM workforce in disciplines needed to achieve NASA's strategic goals through a portfolio of investments.
2. Attract and retain students in STEM disciplines through a progression of educational opportunities for students, teachers, and faculty.
3. Build strategic partnerships and linkages between STEM formal and informal education providers that promote STEM literacy and awareness of NASA's mission.

All AETT products are aligned with these Outcomes.

AETT products are also aligned to support agency education initiatives including the NASA portal, NASA Explorer Schools and Educator Astronaut Program.

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 and other educational venues.

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, 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.

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 ten with additional subcontractor support as needed.

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, 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.

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 evaluation of educational multimedia products, Web events and curriculum.
- Develop educational technology in support of NASA missions and educational projects (CD-ROMS, Web challenges, and multimedia). Create education and outreach materials 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 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 valid evaluation instruments 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 and narrative data as requested. Prepare regular and special reports as needed.
- Work with the Government to develop educational technology proposals for on-going and new 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.
- Work with the Government to identify potential funding opportunities, partnerships and collaborations and support Government efforts to cultivate these opportunities.
- Support outreach efforts to increase visibility of AETT products as required by the Government:
 - Post products and events on AETT, educator, museum and home school listservs, as required by the Government.
 - Work with the Government and Public Affairs Office to produce press releases, as required by the Government.
 - Produce demos or workshops as required by the Government.

- Present 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.
- Develop brochures, marketing material, and presentations as required by the Government.
- Integrate NASA Quest Web events into appropriate Ames Educational Technology Team products.
- Seek 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.
- Provide technical support to partners and new users of AETT products, as required. Reply to product specific email inquiries, as required.

Deliverables

A. Deliverables

Deliverables will be agreed upon between the Contractor and the Government on a project-by-project basis as funding becomes available.

B. Schedule

A schedule of agreed upon deliverables will be developed and negotiated between the Contractor and the Government as funding becomes available.

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. 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. 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. Meets all schedule milestones. Meets unplanned requirements as agreed upon by the Contractor and the Government.</p>	<p>Services are required throughout the year</p>	<p>Frequent communication and reports to Government. Government review and feedback on progress, products, and results in terms of Task Order requirements. Monthly project management reports and meetings. Formative and summative evaluation results.</p>
<p>Measurement of internal and</p>	<p>Fully responsive to contract requirements with some deficiencies that do not affect overall performance.</p>	<p>90-100% satisfaction reported by internal customers</p>	<p>Services are required Evaluation of internal and external customer satisfaction to the extent</p>

Performance Requirements Summary

external customer satisfaction 80-100% satisfaction reported by external customers

throughout the year

possible on all projects.
Posting of Quest challenge participation after each event.

Tracking of AETT listserve registrations and workshop numbers.

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

Task Plan EN 6.3
Education Technology and Instructional Products

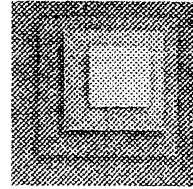
Task performance will be managed by the Education Group Manager, who will be the primary interface with the NASA Task Requester regarding task performance. The Planners Management Team provides guidance and direction to all contract staff in making the NASA vision our mission.

Planners Collaborative will provide 10.9 FTEs with a broad base of skills and experience to perform all task requirements in accordance with the performance requirements summary. Since the EN 6.3 Task Order was submitted, additional funding was obligated to this task for a NASA Smart Skies Education Project lead. This additional requirement has taken the estimated 10 FTE to 10.9 FTE. These positions include:

Education Group Manager/Project Management
Education Content Writer, Researcher and Project Manger
Technical Director and R & D
Senior Programmer
Senior Graphic Artist
Graphic Artist & Animator
Art Director
Multimedia and Technical Support
Product evaluation Coordinator
Professional Development Specialist
Smart Skies Education Program Lead

Planners will continue to provide back-up capability by cross-training team members and hiring staff with a variety of expertise and skill sets. Additional Planners' employees can and will be utilized as appropriate from other Planners' task areas e.g. video production, Robotics Alliance program. Planners will provide for increased workloads with the use of highly qualified consultants directed by other AETT members.

All staff will be guided by current and changing needs of the customer. Last year the team significantly supported new program planning and proposal writing. The team is poised to continue this support and is ready to take on new challenges as they arise.



PLANNERS COLLABORATIVE

MEMORANDUM

To: Karen Moze, COTR

Date: October 26, 2006

Ref: NNA04CA76C Task Order:

EN 5.3 Higher Education

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.: EN 5.3

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: Higher Education

PURPOSE:

Estimated Beginning Date: October 1, 2006

Estimated Completion Date: September 30, 2007

Labor Category:

	Est. Hours	Est. Hrs. Monthly	Direct Labor Rate	Total Direct Cost
Education Manager				
Higher Ed Prog Asst				
Higher Ed Prog Asst Admin				
Total Direct Labor				
Overhead				
Subcontract Labor Services				
Subtotal Labor and Subcontracts			b-4	
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:

\$ 287,052

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

CM
10/26/06

NNA04CA76C

Task Order No.: 5.3

Task Requester: B. C. Cullen

Date: 9/6/06

COTR: Karen Close

Date: 9/8/06

Contracting Officer: Carl D. Turner

Date: 9/28/06

Task Requester Concurrence of Contractor's Task Plan and Contractor's Cost Estimate: B. C. Cullen

Date: 11/1/06

COTR Concurrence of Contractor's Task Plan: Karen Close

Date: 12/1/06

CONTRACTOR'S ACCEPTANCE:

Contractor's Representative: [Signature]

Date: 10-26-06

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. Turner

Date: 1/3/07

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

Task Order No.: 5.3
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, 2006 through September 30, 2007 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, utilizing NASA content, people and facilities to promote the STEM disciplines and to encourage students to pursue higher education at the graduate and doctorate levels.

Beginning in 2006, NASA will pursue three major education goals:

Strengthen NASA and the Nation's future workforce - NASA will identify and develop the critical skills and capabilities needed to ensure achievement of the Vision for Space Exploration. To help meet the demand, NASA will continue contributing to the development of the Nation's science, technology, engineering, and mathematics (STEM) workforce of the future through a diverse portfolio of education initiatives that target America's students at all levels, especially those in traditionally underserved and underrepresented communities.

- Attract and retain students in STEM disciplines - NASA will focus on engaging and retaining students in STEM education programs to encourage their pursuit of educational disciplines and careers critical to NASA's future engineering, scientific, and technical missions.
- Engage Americans in NASA's mission - NASA will build strategic partnerships and linkages between STEM formal and informal education providers. Through hands-on, interactive educational activities, NASA will engage students, educators, families, the general public, and all Agency stakeholders to increase Americans' science and technology literacy."

- NASA Education investments are expected to map to at least one of the three overarching NASA Education Outcomes as part of annual performance, to track efforts back to the identified outcome manager, and to contribute to the FY 2006 (and beyond) annual performance goals (APGs).

Outcome 1: Contribute to the development of the STEM workforce in disciplines needed to achieve NASA's strategic goals, through a portfolio of investments.

Outcome 2: Attract and retain students in STEM disciplines through a progression of educational opportunities for students, teachers, and faculty.

Outcome 3: Build strategic partnerships and linkages between STEM formal and informal education providers that promote STEM literacy and awareness of NASA's mission.

Agency Outcome 1: Contribute to the development of the STEM workforce in disciplines needed to achieve NASA's strategic goals, through a portfolio of investments.

Objective 1.1: Provide NASA competency-building education and research opportunities to develop qualified undergraduates, graduates, and post-docs who are "employment-ready" (*outcomes, measures, etc. should include number, gender, ethnicity, disability to assure that we are tracking our accomplishments relative to diversity*)

Objective 1.2: Provide NASA competency-building education and research opportunities for faculty. (*We engage faculty to a) enhance their individual research capabilities to be more competitive for NASA R&D awards, b) impart new knowledge that they can incorporate into their courses as they educate their students, c) enhance their abilities to provide engaging science and technology content for pre-service teacher education and development.*)

Objective 1.3: Provide capacity building and curriculum development opportunities to institutions defined by Executive Orders regarding minority-serving institutions and jurisdictions defined by EPSCoR legislation. *We engage in these activities to build a base of expertise/competency that will enable these institutions/jurisdictions to be more competitive for federal (esp. NASA) R&D funding.*

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. 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. Assists in the logistical coordination of outreach activities including site visits, recruitment, workshops, and enrichment activities.
3. Provide clerical support for oral presentations and written reports.
4. Provide administrative support for student programs, including but not limited to: Minority University Research and Education Programs (MUREP): Motivating Undergraduates in Science and Technology (MUST); Undergraduate Student Research Program (USRP); Graduate Student Research Program (GSRP); Jenkins Pre-Doctoral Fellowship Program (JFPF); NASA Science and Technology Institute for Minority Institutions (NSTI-MI).
5. 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. Provide administrative support annual Summer Student Science Poster Session.
7. Plans and coordinates site visits by members of the higher education community.
8. For all programs and projects implement an appropriate evaluation mechanism to determine the effectiveness of the program/project
9. 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">• Exceptional interpersonal communication, and organizational skills with attention to detail.• A demonstrated ability to clearly and professionally communicate with researchers, university personnel, stakeholders, team members, and students.• Demonstrated proficiency with Microsoft Office.	<ul style="list-style-type: none">• A minimum of 1 year of experience working with underserved and underrepresented populations in an educational setting.• Experience working with institution(s) of higher education.• Experience managing multiple projects.• Degree or training in education.

<ul style="list-style-type: none"> • Demonstrated ability to manage multiple projects, meet all project/program milestones, and effectively communicate impacts and progress to the Government. • A demonstrated ability to develop detailed and accurate reports, summaries, and power point presentations. • Positive attitude and team approach, with a focus on providing excellent customer service. • Exceptional ability to analyze, plan and make informed decisions and respond to change. • Proficiency in other languages, especially Spanish. • A minimum of 1 year of experience working with underserved and underrepresented populations in an educational setting. • Demonstrated ability to provide guidance to students in pursuit of degrees within the STEM fields. • Demonstrated training and experience in the administration of student programs or assisting in the management of a student program. • 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.). 	<ul style="list-style-type: none"> • Experience with student internship programs.
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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

Task Plan EN 5.3 Higher Education

Task performance will be managed by the Education 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 one full time Higher Education Program Specialist and one part-time Higher Education Program Coordinator with appropriate skills and experience to perform all task requirements in accordance with the performance requirements summary.

Planners will provide back-up capability as follows: staff will be cross-trained to support each other's positions during absence or work overload. Additional Planners employees can and will be utilized as required e.g. poster session training in 2007 will be facilitated by the Planners Art Director, the Planners Program Evaluator will be consulted for development of evaluation mechanisms to determine effectiveness of the Higher Education programs.

As additional funding is available, Planners management is prepared to hire a senior level educator to provide leadership in higher education program administration.

CTO REVISION REQUEST

TECHNICAL AND ADMINISTRATIVE SERVICES	1. Contractor: NNAO4CA76C	8. Contractor Task Order to be Revised CTO No. EN 1.3
3. Submittal Date: January 25, 2007	4. Originator/Telephone No.: Liza Coe 4-0883	

PROPOSED REVISION

5. Revised FROM (Include a clear identification of Section, Task, Subtask, etc., which is being revised, and the reason for the revision):
 (This addendum to T.O. EN 1.3 directs the following modifications to the task effective immediately)

Revised TO:

1. A minimum of two weeks notice will be given for a closing date of this task, but the contractor should begin to prepare for a closure between April 1 and June 21, 2007.
2. Remove AEE Asst. Operations Mgr and AEE Program Manager, effective immediately.
3. Reduce Team NASA Vol Mgr/Mgr to 8 hours a month, effective immediately.
4. Maintain 1 full-time AEE Operations Manager through closing.
5. Meet existing commitments to schools through closing by providing scheduled AEE field trip experiences.
6. In the event that closing occurs before June 15, contact all schools scheduled after closing date to cancel their participation in the AEE field trip experience. Provide information on other local field trip opportunities. (Information to be provided by the Government).
7. Coordinate a volunteer appreciation and closure activity with Government support and participation.
8. Terminate recruiting and training of new volunteers.
9. Terminate recruiting and scheduling of additional classes.
10. Edit Web site to reflect the closing date of the AEE. (Information to be provided by the Government)
11. Use one week following closing to complete close-out of this program and task including the following transfer of information to the Government: (See Attached)

APPROVAL

7. NASA Task Manager: <i>Liza Coe</i>	8. Date: 1/25/07	9. COTR: <i>Karen Dloga</i>	10. Date: 1/26/07
11. Project Manager: <i>[Signature]</i>	12. Date: 1-16-07	13. Contracting Officer (Check if Required) <input type="checkbox"/> <i>[Signature]</i>	14. Date: 1/30/07

Revised cost estimate attached.

Information to be Transferred to the Government:

- Database of all schools and teachers who have participated in the AEE including all contact information and demographics information (such as % of underrepresented students, grade level and the years they participated in the AEE) that has been collected in Excel format.
- Database of all volunteers who have participated in the AEE including all contact information and status information (such as whether they are active, how often they participate and how long they've participated) that has been collected in Excel format.
- Database of all schools and teachers who have participated in JASON including all contact information and demographics information (such as % of underrepresented students) that has been collected in Excel format.
- Database of all local businesses and non-profits who have participated in JASON including all contact information and information on types of activities provided and which years/topics of JASON in which they participated in Excel format.
- Database of all volunteers who have participated in JASON and other informal education events including all contact information and status information (such as whether they are active, how often they participate and how long they've participated) that has been collected in Excel format.
- Current AEE docent training materials in Word format.
- Current AEE school packet materials in Word format.
- All AEE experience logs in computer file format (preferably Word).
- All AEE computer activities provided in both source and projector format on CD-ROM.
- Current and past AEE curriculum materials in Word format.
- Web site HTML source code provided on CD-ROM.

Revised Deliverables:

1. NEEIS report to AEE: Enter NEEIS data for all schools participating through closing.
2. AEE Operations Report: Provide a final report to the Government by the end of this task with a summary of present and past years data that delineates by year: number of classes taught, number of students served and number of Title I schools served. A collection of any data/ lessons learned on the AEE in terms of what made the program successful or where improvements could have been made. If any surveys or other data has been collected, please include this information.
3. Eliminate Education Technology test bed in AEE from deliverables.

Task Plan EN 1.3 Ames Exploration Encounter

Task performance will be managed by the Education 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 one full time AEE Operations Manager, with appropriate skills and experience to perform task requirements.

Under “**Information to be Transferred to the Government**” we have the following variances:

First bullet, we started collecting data on underrepresented students by class two and a half years ago. We will provide all that we have.

Database of all local businesses participating in JASON is available on paper only. JASON was never a part of task EN1.3 and is done by a different staff member. The hours to accomplish the gathering of JASON data will be provided by a non-AEE staff member. Planner will work with Civil Servant to determine what task orders these hours will be applied to.

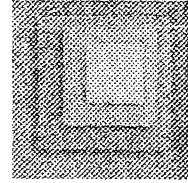
Volunteer database can be exported into excel. Length of participation for each volunteer is not available. Length of time of AEE docents is available for many of the docents and will be provided.

AEE logs are available in paper copy only. Additional funding will be required to make them available as a Word document.

All computer activities are not available. Some are so old that the source code is not available. Future Flight is available as it is an AETT product.

We will work closely with the government to ensure a smooth closure of the AEE.

226-209



PLANNERS COLLABORATIVE

MEMORANDUM

To: Karen Moze, COTR

Date: October 26, 2006

Ref: NNA04CA76C Task Order:

EN 1.3 Ames Exploration Encounter

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

Sincerely,

A handwritten signature in black ink, appearing to read "Doreen Cohen".

Doreen Cohen
Planners Collaborative

cc: Planners Collaborative West

Task Order No.: EN 1.3

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, 2006 through September 30, 2007, 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 4th – 6th 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

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 of 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 EN 1.3 Ames Exploration Encounter

Task performance will be managed by the Education 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 one full time AEE Operations Manager, one part-time Program Manager and one part-time Operations Assistant with appropriate skills and experience to perform all task requirements in accordance with the performance requirements summary.

Planners will provide back-up capability as follows: three members of the staffing team will be capable of teaching a class session in the absence of available docents. An AETT member filling in at the computer lab segment can cover further shortages. These staff members will be cross-trained to cover each other's areas of responsibility when required.

The new staffing team will provide more flexibility to develop the AEE in the areas of growth in classroom participation, docent recruitment, and renovation of the current space. The team brings more depth in marketing, presentation skills for outside organization contacts, project management, exhibit design and development, exhibit maintenance and facility enhancements.

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

TASK ORDER
Prime Contract No.: NNA04CA76C (BOATS)

Task Order No.: EP 3.2 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: Technology Partnership Division Program Support/Resources

PURPOSE: Revise labor cost estimate

Estimated Beginning Date: October 1, 2005

Estimated Completion Date: September 30, 2006

Labor Category:

Est. Hours	Est. Hrs. Monthly	Direct Labor Rate	Total Direct Cost
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b-4			
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Total Direct Labor

Overhead

Subcontract Labor Services

Subtotal Labor and Subcontracts

G&A

OTHER DIRECT COSTS

Materials

Travel

Training

Other ODC

Total ODCs (Not to Exceed)

G&A

Flow-through Items (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:

\$ 173,401

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

CM
7/6/06

CTO REVISION REQUEST

ADMINISTRATIVE AND TECHNICAL SERVICES	1. Contractor: NNA04CA76C	8. Contractor Task Order to be Revised Task Order No.: EP 3.2 R4
3. Submittal Date: 08 June 2006	4. Originator/Telephone No.: Betsy Robinson / (650) 604-3360	

PROPOSED REVISION

5. Revised FROM (Include a clear identification of Section, Task, Subtask, etc., which is being revised, and the reason for the revision):
 EP3.2 - Technology Partnerships Division Program Support/Operations - Among other assignments, this task supports the Contracts/Grants, New Technology Reporting, Agreement Administration, and Software Release Authority in the Technology Partnerships Division.

Revision 1 removed the requirement for a budget assistant (Oct 2005).

Revision 2 added the requirement of increased support for the Ames Software Release Authority (Dec 2005).

Revision 3 added the requirement of administrative support for the Ames TechTracS (NTTS) data cleanup project (May 2006).

6. Revised TO:
 Please include administrative support for two to three executive staff and approximately 10 professional and technical staff in the Technology Partnerships Division. Appropriate work experience / capabilities might include supporting technical marketing aspects and high tech office administrative industry experience.

APPROVAL

7. NASA Task Manager: <i>Elizabeth K. S. ...</i>	8. Date: 6/8/06	9. COTR: <i>John Adams</i>	10. Date: 6/13/06
11. Project Manager: <i>[Signature]</i>	12. Date: 6/23/06	13. Contracting Officer (Check if Required) <input type="checkbox"/> <i>Carl ...</i>	14. Date: 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.: EP 3.2 Revision No. 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: Technology Partnership Division Program Support/Resources

PURPOSE: Revise labor cost estimate

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
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 (Muniz Engineering)

b-4

ESTIMATE OF TOTAL DIRECT COST FOR TASK SUPPORT:

ESTIMATE OF TOTAL COST FOR FEE/PROJECT MANAGEMENT ALLOCATION:

ESTIMATE OF TOTAL COST/FEE FOR TASK SUPPORT:

\$ 151,980

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

CM
6/23/06

CTO REVISION REQUEST

ADMINISTRATIVE AND TECHNICAL SERVICES	1. Contractor: NNA04CA76C	8. Contractor Task Order to be Revised Task Order No.: EP 3.2 R4
3. Submittal Date: 08 June 2006	4. Originator/Telephone No.: Betsy Robinson / (650) 604-3360	

PROPOSED REVISION

5. Revised FROM (Include a clear identification of Section, Task, Subtask, etc., which is being revised, and the reason for the revision):
 EP3.2 - Technology Partnerships Division Program Support/Operations - Among other assignments, this task supports the Contracts/Grants, New Technology Reporting, Agreement Administration, and Software Release Authority in the Technology Partnerships Division.

Revision 1 removed the requirement for a budget assistant (Oct 2005).

Revision 2 added the requirement of increased support for the Ames Software Release Authority (Dec 2005).

Revision 3 added the requirement of administrative support for the Ames TechTracS (NTTS) data cleanup project (May 2006).

6. Revised TO:
 Please include administrative support for two to three executive staff and approximately 10 professional and technical staff in the Technology Partnerships Division. Appropriate work experience / capabilities might include supporting technical marketing aspects and high tech office administrative industry experience.

APPROVAL

7. NASA Task Manager: <i>Elizabeth K. S. ...</i>	8. Date: 6/8/06	9. COTR: <i>John Adams</i>	10. Date: 6/13/06
11. Project Manager: <i>[Signature]</i>	12. Date: 6-23-06	13. Contracting Officer (Check if Required) <input type="checkbox"/>	14. Date: 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.: EP 3.2 Revision No. 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: Technology Partnership Division Program Support/Resources

PURPOSE: Revise labor cost estimate

Estimated Beginning Date: October 1, 2005

Estimated Completion Date: September 30, 2006

Labor Category:

Est. Hours	Est. Hrs. Monthly	Direct Labor Rate	Total Direct Cost
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b-4			
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Total Direct Labor
Overhead
Subcontract Labor Services
Subtotal Labor and Subcontracts
G&A
OTHER DIRECT COSTS
Materials
Travel
Training
Other ODC
Total ODCs (Not to Exceed)
G&A

b-4

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:

\$ 151,980

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

CM
6/23/06

CTO REVISION REQUEST

ADMINISTRATIVE AND TECHNICAL SERVICES	1. Contractor: NNA04CA76C	8. Contractor Task Order to be Revised Task Order No.: EP 3.2 R4
3. Submittal Date: 08 June 2006	4. Originator/Telephone No.: Betsy Robinson / (650) 604-3360	

PROPOSED REVISION

5. Revised FROM (Include a clear identification of Section, Task, Subtask, etc., which is being revised, and the reason for the revision):
 EP3.2 - Technology Partnerships Division Program Support/Operations - Among other assignments, this task supports the Contracts/Grants, New Technology Reporting, Agreement Administration, and Software Release Authority in the Technology Partnerships Division.

Revision 1 removed the requirement for a budget assistant (Oct 2005).

Revision 2 added the requirement of increased support for the Ames Software Release Authority (Dec 2005).

Revision 3 added the requirement of administrative support for the Ames TechTracS (NTTS) data cleanup project (May 2006).

6. Revised TO:
 Please include administrative support for two to three executive staff and approximately 10 professional and technical staff in the Technology Partnerships Division. Appropriate work experience / capabilities might include supporting technical marketing aspects and high tech office administrative industry experience.

APPROVAL

7. NASA Task Manager: <i>Elizabeth K. ...</i>	8. Date: 6/8/06	9. COTR: <i>John Adams</i>	10. Date: 6/13/06
11. Project Manager: <i>[Signature]</i>	12. Date: 6/23/06	13. Contracting Officer (Check if Required) <input type="checkbox"/> <i>[Signature]</i>	14. Date: 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.: EP 3.2 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: Technology Partnership Division Program Support/Resources

PURPOSE: Increase .5 FTE--New Technology Reporting Assistant

Estimated Beginning Date: October 1, 2005

Estimated Completion Date: September 30, 2006

Labor Category:

Est. Hours	Est. Hrs. Monthly	Direct Labor Rate	Total Direct Cost
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b-4			
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Total Direct Labor
 Overhead
 Subcontract Labor Services
 Subtotal Labor and Subcontracts
 G&A
 OTHER DIRECT COSTS
 Materials
 Travel
 Training
 Other ODC
 Total ODCs (Not to Exceed)
 G&A
 Flow-through Items (Muniz Engineering)

b-4

ESTIMATE OF TOTAL DIRECT COST FOR TASK SUPPORT:

ESTIMATE OF TOTAL COST FOR FEE/PROJECT MANAGEMENT ALLOCATION:

ESTIMATE OF TOTAL COST/FEE FOR TASK SUPPORT:

\$ 146,314

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

OH
3/17/06

CTO REVISION REQUEST

ADMINISTRATIVE AND TECHNICAL SERVICES	1. Contractor: NNA04CA76C	8. Contractor Task Order to be Revised Task Order No.: EP 3.2
3. Submittal Date: 02 December 2005	4. Originator/Telephone No.: Betsy Robinson / (650) 604-3360	

PROPOSED REVISION

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

EP3.2 - Technology Partnerships Division Program Support/Operations - Among other assignment, this task supports the Contracts/Grants, New Technology Reporting and Agreement Administration in the Technology Partnerships Division.

6. Revised TO:

Please include the support of the NASA Ames Software Release Authority to assist in processing and tracking Ames' developed software for release to the public and to other NASA or government agencies' projects and programs. Due to a increased volume in the software release efforts, the Technology Partnerships Division requires additional support to manage the demand. This task should be supported at the 0.5 FTE level

APPROVAL

7. NASA Task Manager: <i>ET Robinson</i>	8. Date: 12/2/05	9. COTR: <i>John Adams</i>	10. Date: 12/8/05
11. Project Manager: <i>[Signature]</i>	12. Date: 12-8-05	13. Contracting Officer (Check if Required) <input type="checkbox"/> <i>[Signature]</i>	14. Date: 12/9/05

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

TASK ORDER
Prime Contract No.: NNA04CA76C (BOATS)

Task Order No.: EP 3.2 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: Technology Partnership Division Program Support/Resources

PURPOSE: Reduce FTEs

Estimated Beginning Date: October 1, 2005

Estimated Completion Date: September 30, 2006

Labor Category:

Est. Hours	Est. Hrs Monthly	Direct Labor Rate	Total Direct Cost
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b-4			
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Total Direct Labor
Overhead
Subcontract Labor Services
Subtotal Labor and Subcontracts
G&A
OTHER DIRECT COSTS
Materials
Travel
Training
Other ODC
Total ODCs (Not to Exceed)
G&A
Flow-through Items (Muniz Engineering)

b-4

ESTIMATE OF TOTAL DIRECT COST FOR TASK SUPPORT:

ESTIMATE OF TOTAL COST FOR FEE/PROJECT MANAGEMENT ALLOCATION:

ESTIMATE OF TOTAL COST/FEE FOR TASK SUPPORT:

\$ 126,695

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

CH
10/24/05

NNA04CA76C

Task Order No. EP-03.2

Task Requester: ETKosinam Date: 8/31/05

COTR: Miss Adams Date: 9/2/05

Contracting Officer: Carl D. Tom Date: 9/6/05

Task Requester Concurrence of Contractor's Task Plan and Contractor's Cost Estimate: ETKosinam Date: 12/8/05

COTR Concurrence of Contractor's Task Plan: Miss Adams Date: 12/9/05

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. Tom Date: 11/8/05

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

Task Order No. EP-03.2

Task Description for :

Technology Partnership Division / Operations 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 to September 30, 2006.

**B. Description of Work
Resources Support**

The resources support function shall provide assistance in the area of budgeting and administration of resources as they pertain to the Technology Partnership Division including the SBIR/STTR program. The contractor shall provide services related to, but not limited to the following activities:

- Extracting data from the various Ames resources (including, but not limited to IFMP, data tracking and maintenance of service request and purchase request logs)
- Maintaining operation plans and assisting with phasing plans
- Producing monthly funding status reports and other financial reports
- Ensuring all documents with resources information are completed in an accurate and timely manner
- Contributing to budget presentation charts as required by the NASA Headquarters and Center Program Office
- Assisting with the SBIR/STTR Program budget as required
- Developing and maintaining files, generate forms for signature

Contracts/Grants, New Technology Reporting and Agreements Administration

Providing services related to the documentation, tracking and reporting of Space Act Agreements, contracts/grants, and contractor/grantee developed technology disclosures and other commercialization partnership activities. The contractor shall provide services related to, but not limited to the following activities:

- Integrating and managing new commercial metrics as required
- Monitoring the status of Space Act Agreement such as the completion of appropriate signatures, updating the Directorate on the completion of significant agreements
- Providing support to ensure that all commercial agreements are completed in a timely manner.
- Integrating intellectual property, contract/grant and agreement data into NTTS database
- Supporting the NASA New Technology Representative (NTR) responsibilities/activities as prescribed in FAR 27.305 "Administration and patent rights clauses" and NFS 1827.375 "Administration of patent rights and new technologies clauses" and the Grant and Cooperative Agreement Handbook, NPG 5800.1.
- Utilizing the NTTS database to generate reports, letters, queries and other updates as required

C. Hours of Work

The standard workday is eight hours (not including an unpaid lunch period), Monday through Friday. The day shift tour of duty shall be established between 6 a.m. and 6 p.m. The Center's core business hours are 9 a.m. to 3:30 p.m.

D. Government Furnished Equipment

Attachment A2, page 10

E. Performance Requirements Summary (see attached)

See attachment

Performance Requirements Summary

Required Services	Performance Standards	Estimated Workload	Method of Surveillance
Extract from Ames Integrated Financial Management (IFM) system for budgetary planning and managements, review and analysis	Accuracy, timeliness, computer systems expertise, tracking and maintenance of records. Ability to professionally handle sensitive information	On-going	Customer review
Maintaining operations plans and assisting with phasing plans	Organizational skills, timely and accurate data-entry	On-going	Customer review
Maintaining reports and financial status information	Accurate recordkeeping, timeliness and attention to detail.	On-going	Customer review
Assist coordinating budget information and preparing PR's, SR's for signature with both the SBIR/STTR program and the Technology Partnership Division Program	Proofreading, accuracy and timeliness. Effective communications skills	On-going	Customer review
Assist in preparing budget and planning presentations as required for the Technology Partnerships Division and the SBIR/STTR Program	Some technical writing, proofreading, accuracy and timeliness	On-going	Customer review

Performance Requirements Summary

Interface with various center service personnel, e.g. shipping, travel, intern office and servs.

Knowledge of points of contact are required to obtain financial information consistent with Ames Standard Operating Procedures

On-going

Customer review

Task Plan EP 3.2
Technology Partnership Division / Operations Support

Planners' subcontractor, MEI Technologies, Inc., will provide two positions to support a full range of services in support of the contracts/grants, new technology reporting and agreements administration programs.

The New Technology Reporting Specialist will have at a minimum an associate's degree in business, paralegal, accounting, or other related field, with one year of administrative work experience and/or equivalent combination of education and work experience. This individual will possess data entry skills and computer proficiency, and will support 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 New Technology Reporting Specialist.

The Agreements Specialist will have at a minimum a bachelor's degree in business, paralegal, accounting, or other related field and two years administrative work experience and/or equivalent combination of education and work experience, and data entry skills and computer proficiency.. 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 Technology Partnership Division requirements.

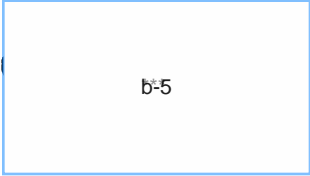
Continuous advanced preparation and awareness of program needs will enable performance through periods of employee absences. In addition, MEI management maintains capable program back-up support. Up-to-date desk guides will provide for efficient back-up capabilities.

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

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

TASK ORDER
Prime Contract No.: NNA04CA76C (BOATS)

Task Order No.: EP 3.1 Mod 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: Technology Partnership Division Program Support/Resources

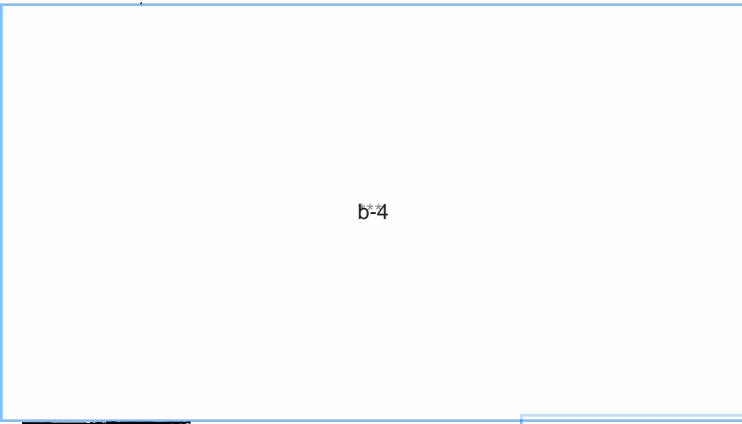
SCHEDULE:

Estimated Beginning Date: January 1, 2005

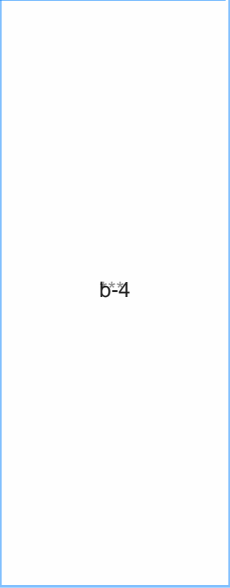
Estimated Completion Date: September 30, 2005

Labor Category:

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

\$ 58,147

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

NNA04CA76C

Task Order No.: EP-01

Task Requester: Elizabeth T. Rosier

Date: 1-24-05

COTR: John Adams

Date: 1-25-05

Contracting Officer: Stau Arong

Date: 1-27-05

Task Requester Concurrence of Contractor's Task Plan and Contractor's Cost Estimate: Elizabeth T. Rosier

Date: 3-17-05

COTR Concurrence of Contractor's Task Plan: John Adams

Date: 3/28/05

CONTRACTOR'S ACCEPTANCE:

Contractor's Representative: [Signature]

Date: 2-15-05

AUTHORIZATION:

Authorized period of performance:

Beginning Date: 1/1/05

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: 04/05/05

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

Task Order No.: EP-01

Task Description for:

Technology Partnership Division Program 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 January 1, 2005 to September 30, 2005.

B. Description of Work

There are two areas of support required in this task order (see list below)

1. Partnership Development and Outreach Administration

This function involves timely communication regarding the Technology Partnership Division (Code EP) services to Ames' science, engineering and management community (in reach), and the opportunities for technology licensing, technology partnerships/infusion and research facility availability to the external community (outreach). The contractor shall provide services related to, but not limited to the following activities:

- Supporting Ames representation in trade publication such as, *NASA Tech Briefs*, *Innovation*, and *NASA Spinoff*.
- Implementing activities and strategies for technology transfer/infusion partnership activities
- Managing and archiving quarterly metrics, success stories, and relevant reports and publications
- Coordinating events (workshops, seminars, briefings, award ceremonies, etc.) that support the proliferation of technology transfer and technology infusion to our internal and external customers
- Supporting the Ames Space Act Award Liaison Officer (ALO) in coordinating all submission requirements for the NASA Tech Briefs, Software Release and Patent awards. Appropriate data shall be documented in the NASA Tech NTTS system to ensure that records are current and accurate
- Assisting in the creation and development of marketing collateral such as brochures, websites, flyers, technology opportunity/needs sheets and presentations ensuring the appropriate edits are coordinated with the marketing lead and Code EP management
- Coordinating routine reporting documents such as the Code EP Calendar of Events and the Code EP submissions to the Management Monthly Report (MMR)

2. Contracts/Grants, New Technology Reporting and Agreements Administration

Providing services related to the documentation, tracking and reporting of Space Act Agreements, contracts/grants, and contractor/grantee developed technology disclosures and other commercialization partnership activities. The contractor shall provide services related to, but not limited to the following activities:

- Integrating and managing new commercial metrics as required
- Monitoring the status of Space Act Agreement such as the completion of appropriate signatures, updating the Directorate on the completion of significant agreements
- Providing support to ensure that all commercial agreements are completed in a timely manner.
- Integrating intellectual property, contract/grant and agreement data into NTTS database
- Supporting the NASA New Technology Representative (NTR) responsibilities/activities as prescribed in FAR 27.305 "Administration and patent rights clauses" and NFS 1827.375 "Administration of patent rights and new technologies clauses" and the Grant and Cooperative Agreement Handbook, NPG 5800.1.
- Utilizing the NTTS database to generate reports, letters, queries and other updates as required

C. Hours of Work

The standard workday is eight hours (not including an unpaid lunch period), Monday through Friday. The day shift tour of duty shall be established between 6 a.m. and 6 p.m. The Center's core business hours are 9 a.m. to 3:30 p.m.

D. Government Furnished Equipment

Attachment A2, page 10

E. Performance Requirements Summary (see attached)

See Attachment A

Performance Requirements Summary Standards **Estimated Workload** **Method of Surveillance**

<p>Preparing manuscripts of technical reports (TOS, NASA <i>Tech Briefs</i>, <i>Innovation</i> articles, press releases, <i>Astrogram</i> articles), documents and papers for publication</p>	<p>Professional writing, editing, proofreading for technical and non-technical documentation</p>	<p>On-going effort</p>	<p>Reviewed by customer</p>
<p>Collect metrics of events, publications awards success stories, agreements, licenses, etc.</p>	<p>Analytical analysis, editing, proofreading</p>	<p>On-going effort</p>	<p>Reviewed by customer</p>
<p>Assist with all materials and planning in support of Technology Partnerships Division conferences, meetings, seminars, briefing, award ceremonies and other events.</p>	<p>Logistical detail planning and coordination with others such as Public Affairs, Multimedia Services, Visitor Registration, Security, and Conference and Training Center, etc.</p>	<p>On-going effort</p>	<p>Reviewed by customer</p>
<p>Support all documentation required to process and administer the Space Act Award Program</p>	<p>Professional writing, editing, proofreading, databasing and computer knowledge</p>	<p>On-going effort</p>	<p>Reviewed by customer</p>
<p>Support all materials (meeting summaries, action lists, etc.) necessary in the facilitation of partnerships with internal and external organizations</p>	<p>Professional writing, editing, proofreading, database and computer knowledge</p>	<p>On-going effort</p>	<p>Reviewed by customer</p>
<p>Support internal reporting and documentation requirements (MMR, TPD calendar of Events, Quarterly reports)</p>	<p>Professional writing, editing, proofreading, database and computer knowledge.</p>	<p>On-going effort</p>	<p>Reviewed by customer</p>

Task Plan EP 1.1

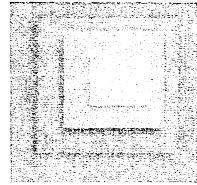
Technology Partnership Division Program Support

Planners' subcontractor, Muniz Engineering, Inc., will provide approximately 4 positions to support a full range of partnership services in support of the Technology Partnership Division. Team members will work individually and together to cover the varied support aspects.

Half of the team will consist of employees with outreach experience who have capabilities in events coordination and partnership activities. The outreach staff will also be capable of coordinating publications, awards programs and reports.

The other two team members will support the Space Act Award Program and the Contracts/Grants New Technology Reporting responsibilities. The staff will have strong administrative skills and past experience with contracts, paralegal work or related.

The entire team will work together cooperatively to support one another as needed. Items called out in the Task Order will be divided among team and responsibility assigned to each person to insure one clear point of contact.



PLANNERS COLLABORATIVE

MEMORANDUM

To: John Adams, COTR

Date: February 15, 2005

Ref: NNA04CA76C Task Order:

- ✓ EP 1.1 Technology Partnership Division Program Support
- EP 2.1 SBIR/STTR Program Support
- EP 3.1 Technology Partnership Division Program Support/Resources

Planners Collaborative is submitting our Task Plans for the referenced Task Orders for period January 1, 2005 – September 30, 2005.

Sincerely,

Doreen Cohen
Planners Collaborative

cc: Planners Collaborative West

14

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

TASK ORDER
Prime Contract No.: NNA04CA76C (BOATS)

Task Order No.: EP 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: SBIR/STTR Program Support

PURPOSE: Increase FTEs and ODC

Estimated Beginning Date: October 1, 2005

Estimated Completion Date: September 30, 2006

Labor Category:

Est. Hours	Est. Hrs. Monthly	Direct Labor Rate	Total Direct Cost
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b-4			
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Total Direct Labor

Overhead

Subcontract Labor Services

Subtotal Labor and Subcontracts

G&A

OTHER DIRECT COSTS

Materials

Travel

Training

Other ODC

Total ODCs (Not to Exceed)

G&A

Flow-through Items (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:

\$ 177,827

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

OK
10/24/05

NNA04CA76C

Task Order No.: EP-02. Z

Task Requester: ET Robinson Date: 8/31/05

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: E.T. Robinson Date: 12/8/05

COTR Concurrence of Contractor's Task Plan: John Adams Date: 12/9/05

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. T. Date: 12/8/05

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

Task Order No.: EP-02.2

Task Description for:

Small Business Innovation Research (SBIR) Small Business Technology
Transition (STTR) Program 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 to September 30, 2006.

B. Description of Work

This task supports the NASA Ames SBIR/STTR program. This task provides support to the program management and acquisition phases for the NASA Ames SBIR/STTR Programs. The contractor shall provide services related to, but not limited to the following activities:

- Supporting the SBIR/STTR program manager;
- Supporting the annual SBIR/STTR solicitation;
- Supporting the SBIR/STTR evaluations, selections and contract awards;
- Supporting the processing, controlling and archiving SBIR/STTR documents in accordance with the Federal Retention Schedule, NPG 1441.1;
- Supporting the preparation and distribution of presentations, plans and reports;
- Supporting the planning and execution of workshops and conferences;
- Supporting the post-award contract administration;
- Supporting other SBIR/STTR program elements, including researching and writing SBIR "Success Stories" and facilitating Phase III opportunities;
- Training Contract Specialists and COTRs in the use of the electronic handbook (EHB);
- Supporting Procurement EHBs by obtaining and entering contract information in electronic handbook; e.g. contract numbers, contract specialist names, COTR names;
- Preparing and coordinating DCAA audit requests for Phase II contracts;
- Updating and formatting master SBIR/STTR model contracts (JA) shared drive; e.g. pre/post negotiation memorandums and master contract;
- Maintaining master files for each phase of each annual SBIR/STTR solicitation;

- Preparing periodic NOA requirements schedule in support of resource manager.
- Assisting Procurement activities such as Procurement Kick-off meetings, preparing and distributing Final Technical Evaluations to the appropriate COTR; and interacting with other Federal Agencies (DCMC, SBA) as necessary;
- Coordinating contract payment schedules with resource group;
- Developing and maintaining a working knowledge of the Federal Acquisition Regulations (FAR) and NASA FAR Supplements (NFS) for SBIR and STTR contracts. (Perform research of statutes and regulations as required as well as performs problem solving contractual related issues as necessary);
- Providing weekly status reports to the SBIR/STTR Program Manager and Procurement representatives

C. Hours of Work

The standard workday is eight hours (not including an unpaid lunch period), Monday through Friday. The day shift tour of duty shall be established between 6 a.m. and 6 p.m. The Center's core business hours are 9 a.m. to 3:30 p.m.

D. Government Furnished Equipment

Attachment A2, page 10

E. Performance Requirements Summary (see attached)

The contractor shall demonstrate effective and professional performance, be responsive to contract requirements and provide results that meet or exceed the description in section 4.5 in page A2-34 through A2-37

Performance Requirements Summary

Required Services	Performance Standards	Estimated Workload	Method of Surveillance
Support all materials and documentation for SBIR/STTR evaluations, meetings, conferences, workshops, etc.	Professional writing, editing proofreading, logistical planning details, database, filing and computer knowledge	On-going effort	Reviewed by customer
Facilitate/monitor SBIR/STTR reports, topics/subtopics, logs, proposal, funding requirements, milestones, etc.	Organizational skills, detailed planning and coordination	On-going effort	Reviewed by customer
Assist with presentations, reports, meeting summaries, and action lists.	Professional writing, editing proofreading, tracking, databasing and computer knowledge	On-going effort	Reviewed by customer
Collect metrics, reports and researching and developing success stories in support of SBIR/STTR programs	Professional writing, editing, proofreading, research, databasing and computer knowledge	On-going effort	Reviewed by customer

Performance Requirements Summary

Assist and coordinate with Ames Procurement and Resource Management professionals as required for

Understanding of procurement regulations and resource schedules. Good communications

Reviewed by customer

On-going effort

program operations

skills

Maintain accurate and up-to-date files and records relating to the SBIR/STTR program

Organizational and recordkeeping skills and the Federal Retention Schedule NPG 1441.1.

Task Plan EP 2.2

Small Business Innovative Research (SBIR) Small Business Technology Transfer (STTR) Program Support

Planners' subcontractor, MEI Technologies, Inc., will provide two positions to support the SBIR and STTR program.

The SBIR/STTR Specialist will have at a minimum a two year degree in business, paralegal, accounting, or a related field and a minimum of two years of work-related 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.

The SBIR/STTR Outreach Coordinator will have outreach experience with capabilities in events coordination and programmatic marketing activities. The outreach staff will also be capable of coordinating publications, awards programs and reports.

Per standard program guidelines, staff will utilize the NASA Electronic Handbook tool and work in accordance with the relevant sections of the NASA Federal Acquisitions Regulations. Program support follows the SBIR/STTR program year and work prioritization will be in accordance with the NASA SBIR Program Manager.

Continuous advanced preparation and awareness of program needs will enable performance through periods of employee absences. In addition, MEI management maintains capable program back-up support. 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.

CTO REVISION REQUEST

ADMINISTRATIVE AND TECHNICAL SERVICES	1. Contractor: BOATS	8. Contractor Task Order to be Revised Task Order No.: EP-02
3. Submittal Date: 6/20/2005	4. Originator/Telephone No.: Geoffrey Lee, 46406	

PROPOSED REVISION

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

Contract # NNA04CA76C -EP02

6. Revised TO:

Provide additional support for activities described in the current task description. The total level of support for all the items listed below shall not exceed one-half work-year or b-4

Additional support not to exceed B-4

The additional support shall occur in the following activity areas: *

- Supporting the planning and execution of workshops and conferences;
- Supporting other SBIR/STTR program elements, including researching and writing SBIR "Success Stories" and facilitating Phase III opportunities;
- Supporting the post-award contract administration;
- Supporting the SBIR/STTR program manager;
- Supporting the annual SBIR/STTR evaluations, selections and contract awards.

APPROVAL

7. NASA Task Manager: <i>Elizabeth Robinson</i>	8. Date: 6/21/05	9. COIR: <i>John Adams</i>	10. Date: 6/22/05
11. Project Manager: <i>Geoffrey Lee</i>	12. Date: 7-19-05	13. Contracting Officer (Check if Required) <input type="checkbox"/> <i>Carlson</i>	14. Date: 7/22/05

* Cost estimates attached.
Rev. 1 & Rev. 2

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

TASK ORDER
Prime Contract No.: NNA04CA76C (BOATS)

Task Order No.: EP 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: **SBIR/STTR Program Support**

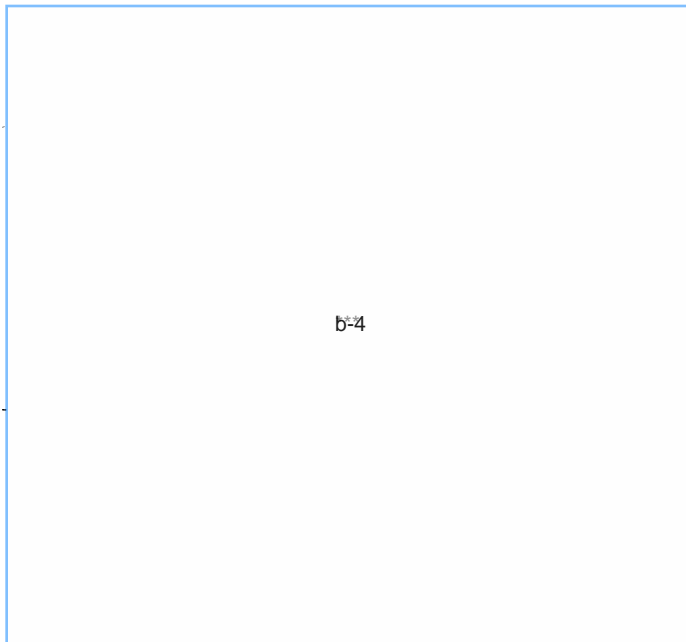
SCHEDULE:

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

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

Labor Category:

Est. Hours	Est. Hrs. Monthly	Direct Labor Rate	Total Direct Cost
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Total Direct Labor
Overhead
Subcontract Labor Services
Subtotal Labor and Subcontracts
G&A

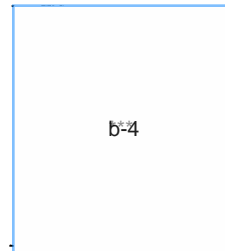
OTHER DIRECT COSTS
Materials
Travel
Training
Other ODC
Total ODCs (Not to Exceed)
G&A

Flow-through Items (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:



\$ 73,360

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

*CDM
2/8/05*

NNA04CA76C

Task Order No.: EP-02

Task Requester: Elizabeth T. Robinson

Date: 1-24-05

COTR: John Adams

Date: 1-25-05

Contracting Officer: Paul Gray

Date: 1-27-05

Task Requester Concurrence of Contractor's Task Plan and Contractor's Cost Estimate: Elizabeth T. Robinson

Date: 3-17-05

COTR Concurrence of Contractor's Task Plan: John Adams

Date: 3/28/05

CONTRACTOR'S ACCEPTANCE:

Contractor's Representative: [Signature]

Date: 2-15-05

AUTHORIZATION:

Authorized period of performance:

Beginning Date: 1/1/05

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: 04/05/05

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

Task Order No.: EP-02

Task Description for:

**Small Business Innovative Research (SBIR) Small Business Technology Transfer (STTR)
Program 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 January 1, 2005 to September 30, 2005.

B. Description of Work

This task supports the NASA Ames SBIR/STTR program. This task provides support to the program management and acquisition phases for the NASA Ames SBIR/STTR Programs. The contractor shall provide services related to, but not limited to the following activities:

- Supporting the SBIR/STTR program manager;
- Supporting the annual SBIR/STTR solicitation;
- Supporting the SBIR/STTR evaluations, selections and contract awards;
- Supporting the processing, controlling and archiving SBIR/STTR documents in accordance with the Federal Retention Schedule, NPG 1441.1;
- Supporting in the preparation and distribution of presentations, plans and reports;
- Supporting the planning and execution of workshops and conferences;
- Supporting the post-award contract administration
- Supporting other SBIR/STTR program elements, including researching and writing SBIR "Success Stories" and facilitating Phase III opportunities;
- Training Contract Specialists and COTRs in the use of the electronic handbook (EHB);
- Supporting Procurement EHBs by obtaining and entering contract information in electronic handbook; e.g. contract numbers, contract specialist names, COTR names;
- Preparing and coordinating DCAA audit requests for Phase II contracts;
- Updating and formatting master SBIR/STTR model contracts (JA) shared drive; e.g. pre/post negotiation memorandums and master contract;
- Maintaining master files for each phase of each annual SBIR/STTR solicitation;
- Preparing periodic NOA requirements schedule in support of resource manager.
- Assisting Procurement activities such as Procurement Kick-off meetings, preparing and distributing Final Technical Evaluations to the appropriate COTR; and interacting with other Federal Agencies (DCMC, SBA) as necessary;
- Coordinating contract payment schedules with resource group
- Developing and maintaining a working knowledge of the Federal Acquisition Regulations (FAR) and NASA FAR Supplements (NFS) for SBIR and STTR contracts. (Perform research of statutes and regulations as required as well as performs problem solving regarding contractual related issues as necessary);
- Providing weekly status reports to the SBIR/STTR Program Manager and Procurement representatives

C. Hours of Work

The standard workday is eight hours (not including an unpaid lunch period), Monday through Friday. The day shift tour of duty shall be established between 6 a.m. and 6 p.m. The Center's core business hours are 9 a.m. to 3:30 p.m.

D. Government Furnished Equipment

Attachment A2, page 10

E. Performance Requirements Summary (see attached)

The contractor shall demonstrate effective and professional performance, be responsive to contract requirements and provide results that meet or exceed the description in section 4.5 in page A2-34 through A2-37

Performance Requirements Summary

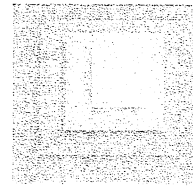
Support all materials and documentation for SBIR/STTR evaluations, meetings, conferences, workshops, etc.	Professional writing, editing proofreading, logistical planning details, database, filing and computer knowledge	On-going effort	Reviewed by customer
Facilitate/monitor SBIR/STTR reports, topics/subtopics, logs, proposal, funding requirements, milestones, etc.	Organizational skills, detailed planning and coordination	On-going effort	Reviewed by customer
Assist with presentations, reports, meeting summaries, and action lists.	Professional writing, editing proofreading, tracking, databasing and computer knowledge	On-going effort	Reviewed by customer
Collect metrics, reports and researching and developing success stories in support of SBIR/STTR programs	Professional writing, editing, proofreading, research, databasing and computer knowledge	On-going effort	Reviewed by customer
Assist and coordinate with Ames Procurement and Resource Management professionals as required for program operations	Understanding of procurement regulations and resource schedules. Good communications skills	On-going effort	Reviewed by customer
Maintain accurate and up-to-date files and records relating to the SBIR/STTR program	Organizational and recordkeeping skills and the Federal Retention Schedule NPG 1441.1.	On-going effort	Reviewed by customer

Task Plan EP 2.1

Small Business Innovative Research (SBIR) Small Business Technology Transfer (STTR) Program Support

Planners' subcontractor, Muniz Engineering, Inc., will provide one position to support the SBIR and STTR program.

The employee will divide time between program support and the acquisitions/financial planning. Per standard program guidelines, our staff will utilize the NASA Electronic Handbook tool and work in accordance with the relevant sections of the NASA Federal Acquisitions Regulations. Program support follow the SBIR/STTR year program cycle and work prioritization will be in accordance with the NASA SBIR Program Manager.



PLANNERS COLLABORATIVE

MEMORANDUM

To: John Adams, COTR
Date: February 15, 2005

Ref: NNA04CA76C Task Order:

- EP 1.1 Technology Partnership Division Program Support
- ✓ EP 2.1 SBIR/STTR Program Support
- EP 3.1 Technology Partnership Division Program Support/Resources

Planners Collaborative is submitting our Task Plans for the referenced Task Orders for period January 1, 2005 – September 30, 2005.

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.: EP 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: Technology Partnership Division Program Support

PURPOSE: Restructure Management Support

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				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)

b-4

ESTIMATE OF TOTAL DIRECT COST FOR TASK SUPPORT:

ESTIMATE OF TOTAL COST FOR FEE/PROJECT MANAGEMENT ALLOCATION:

ESTIMATE OF TOTAL COST/FEE FOR TASK SUPPORT:

\$ 391,318

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

CM
6/23/06

CTO REVISION REQUEST

ADMINISTRATIVE AND TECHNICAL SERVICES	1. Contractor: NNA04CA76C	8. Contractor Task Order to be Revised Task Order No.: EP 1.2 R1
3. Submittal Date: 17 May 2006	4. Originator/Telephone No.: Betsy Robinson / (650) 604-3360	

PROPOSED REVISION

5. Revised FROM (Include a clear identification of Section, Task, Subtask, etc., which is being revised, and the reason for the revision):
 EP1.2 - Technology Partnerships Division Program Support - Among other assignments, this task supports Partnership Development and Outreach Administration in the Technology Partnerships Division.

6. Revised TO:
 Increase task skill mix with capabilities for executing technical marketing aspects as well as leading the marketing communications contractor team in the Technology Partnership Division. Appropriate work experience might include product marketing or a technical marketing support role in high tech industry. Especially interested in recent expertise in information technology/software.

APPROVAL

7. NASA Task Manager: <i>Elizabeth Robinson</i>	8. Date: 5/17/06	9. COTR: <i>Alan Adams</i>	10. Date: 5/22/06
11. Project Manager: <i>[Signature]</i>	12. Date: 6-23-06	13. Contracting Officer (Check if Required) <input type="checkbox"/> <i>[Signature]</i>	14. Date: 7/25/06

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

TASK ORDER
Prime Contract No.: NNA04CA76C (BOATS)

Task Order No.: EP 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: Technology Partnership Division Program Support

SCHEDULE:

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
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 (Muniz Engineering)

b-4

ESTIMATE OF TOTAL DIRECT COST FOR TASK SUPPORT:

ESTIMATE OF TOTAL COST FOR FEE/PROJECT MANAGEMENT ALLOCATION:

ESTIMATE OF TOTAL COST/FEE FOR TASK SUPPORT:

\$ 346,474

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

CHK
10/3/05

NNA04CA76C

Task Order No.: EP-01.2

Task Requester: ET Robinson Date: 8/31/05

COTR: [Signature] Date: 9/2/05

Contracting Officer: [Signature] Date: 9/6/05

Task Requester Concurrence of Contractor's Task Plan and Contractor's Cost Estimate: ET Robinson Date: 12/8/05

COTR Concurrence of Contractor's Task Plan: [Signature] Date: 12/9/05

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: [Signature] Date: 12/18/05

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

Task Order No.: EP-01.2

Task Description for:
Technology Partnership Division Program 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 to September 30, 2006.

B. Description of Work

There are two areas of support required in this task order (see list below)

1. Partnership Development and Outreach Administration

This function involves timely communication regarding the Technology Partnership Division (Code EP) services to Ames' science, engineering and management community (in reach), and the opportunities for technology licensing, technology partnerships/infusion and research facility availability to the external community (outreach). The contractor shall provide services related to, but not limited to the following activities:

- Supporting Ames representation in trade publication such as, *NASA Tech Briefs*, *Innovation*, and *NASA Spinoff*.
- Implementing activities and strategies for technology transfer/infusion partnership activities
- Managing and archiving quarterly metrics, success stories, and relevant reports and publications
- Coordinating events (workshops, seminars, briefings, award ceremonies, etc.) that support the proliferation of technology transfer and technology infusion to our internal and external customers
- Supporting the Ames Space Act Award Liaison Officer (ALO) in coordinating all submission requirements for the NASA Tech Briefs, Software Release and Patent awards. Appropriate data shall be documented in the NASA Tech NTTS system to ensure that records are current and accurate
- Assisting in the creation and development of marketing collateral such as brochures, websites, flyers, technology opportunity/needs sheets and presentations ensuring the appropriate edits are coordinated with the marketing lead and Code EP management
- Coordinating routine reporting documents such as the Code EP Calendar of Events and the Code EP submissions to the Management Monthly Report (MMR)

C. Hours of Work

The standard workday is eight hours (not including an unpaid lunch period), Monday through Friday. The day shift tour of duty shall be established between 6 a.m. and 6 p.m. The Center's core business hours are 9 a.m. to 3:30 p.m.

D. Government Furnished Equipment

Attachment A2, page 10

E. Performance Requirements Summary (see attached)

See Attachment A

Performance Requirements Summary

Required Services	Performance Standards	Estimated Workload	Method of Surveillance
<p>Prepare manuscripts of technical reports (TOS, NASA Tech Briefs, Innovation articles, press releases, Astrogram articles), documents and papers for publication</p>	<p>Professional writing, editing, proofreading for technical and non-technical documentation</p>	<p>On-going effort</p>	<p>Review by customer</p>
<p>Collect metrics of events, publications, awards, success stories, agreements, licenses, etc.</p>	<p>Analytical skills, editing, proofreading, database skills, ability to develop reports</p>	<p>On-going effort</p>	<p>Reviewed by customer</p>
<p>Assist with all materials and planning in support of Technology Partnerships Division conferences, meetings, seminars, briefing, award ceremonies and other events.</p>	<p>Logistical detail planning and coordination with others such as Public Affairs, Multimedia Services, Visitor Registration, Security, and Conference and Training Center, etc.</p>	<p>On-going effort</p>	<p>Reviewed by customer</p>
<p>Maintain all documentation required to process and administer the Space Act Award Program</p>	<p>Professional writing, editing, proofreading, database competence (recordkeeping) and computer knowledge</p>	<p>On-going effort</p>	<p>Reviewed by customer</p>
<p>Support internal reporting and documentation requirements (MMR, TPD</p>	<p>Professional writing, editing, proofreading, database and computer knowledge.</p>	<p>On-going effort</p>	<p>Reviewed by customer</p>

Performance Requirements Summary

Prepare manuscripts of technical reports (TOS, NASA Tech Briefs, <i>Innovation</i> articles, press releases, <i>Astrogram</i> articles), documents and papers for publication	Professional writing, editing, proofreading for technical and non-technical documentation	On-going effort	Reviewed by customer
Collect metrics of events, publications, awards, success stories, agreements, licenses, etc.	Analytical skills, editing, proofreading, database skills, ability to develop reports	On-going effort	Reviewed by customer
Assist with all materials and	Logistical detail planning and	On-going effort	Reviewed by customer

Task Plan EP 1.2
Technology Partnership Division Program Support

Planners' subcontractor, MEI Technologies, will provide approximately three positions to support a full range of partnership services in support of the Technology Partnership Division. Team members will work individually and together to cover the varied support aspects.

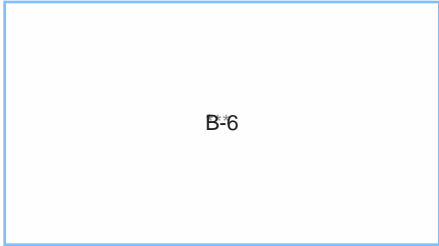
Part of the team will consist of employees with outreach experience who have capabilities in events coordination and partnership activities. The outreach staff will also be capable of coordinating publications, awards programs and reports.

The other part of the team will support the Space Act Award Program. The staff will have strong administrative skills and past experience with technology marketing or related experience.

The entire team will work together cooperatively to support one another as needed. Items called out in the Task Order will be divided among team members and responsibility will be assigned to each person to insure one clear point of contact.

Continuous advanced preparation and awareness of Technology Partnership needs will enable performance through periods of employee absences. Cross-training within each part of the team will enable back-up support as needed. 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.



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

TASK ORDER
Prime Contract No.: NNA04CA76C (BOATS)
Task Order No.: EP 1.1 Mod No. 1

b-5*

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

TITLE: Technology Partnership Division Program Support

SCHEDULE:

Estimated Beginning Date: January 1, 2005

Estimated Completion Date: September 30, 2005

Labor Category:

Est. Hours	Est. Hrs. Monthly	Direct Labor Rate	Total Direct Cost
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 (Muniz Engineering)

b-4

ESTIMATE OF TOTAL DIRECT COST FOR TASK SUPPORT:

ESTIMATE OF TOTAL COST FOR FEE/PROJECT MANAGEMENT ALLOCATION:

ESTIMATE OF TOTAL COST/FEE FOR TASK SUPPORT:

\$ 279,528

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

NNA04CA76C

Task Order No.: EP-03

Task Requester: ELIZABETH ROBINSON

Date: 1-24-05

COTR: [Signature]

Date: 1-25-05

Contracting Officer: [Signature]

Date: 01-27-05

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

Date: 3-17-05

COTR Concurrence of
Contractor's Task Plan: [Signature]

Date: 3/28/05

CONTRACTOR'S ACCEPTANCE:

Contractor's
Representative: [Signature]

Date: 2-15-05

AUTHORIZATION:

Authorized period of performance:

Beginning Date: 1/1/05

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: 04/09/05

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

Task Order No.: EP-03

Task Description for :

Technology Partnership Division Program Support/Resources

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 January 1, 2005 to September 31, 2005.

B. Description of Work

Resources Support (*slated to be transferred to a financial support contractor in FY05*)

The resources support function shall provide assistance in the area of budgeting and administration of resources as they pertain to the Technology Partnership Division including the SBIR/STTR program. The contractor shall provide services related to, but not limited to the following activities:

- Entering data into the various Ames resources (including, but not limited to IFMP, data tracking and maintenance of service request and purchase request logs)
- Maintaining operation plans and assisting with phasing plans
- Producing monthly funding status reports and other financial reports
- Ensuring all documents with resources information are completed in an accurate and timely manner
- Contributing to budget presentation charts as required by the NASA Headquarters and Center Program Office
- Assisting with the SBIR/STTR Program budget as required

C. Hours of Work

The standard workday is eight hours (not including an unpaid lunch period), Monday through Friday. The day shift tour of duty shall be established between 6 a.m. and 6 p.m. The Center's core business hours are 9 a.m. to 3:30 p.m.

D. Government Furnished Equipment

Attachment A2, page 10

E. Performance Requirements Summary (see attached)

See attachment

Performance Requirements Summary

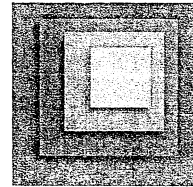
Required Services	Performance Standards	Estimated Workload	Method of Surveillance
Data entry to Ames Integrated Financial Management (IFM) system for budgetary planning and management	Accuracy, timeliness, computer systems expertise, tracking and maintenance of records. Ability to professionally handle confidential information	On-going	Customer review
Maintaining operations plans and assisting with phasing plans	Organizational skills, timely and accurate data-entry	On-going	Customer review
Maintaining reports and financial status information	Accurate recordkeeping, timeliness and attention to detail.	On-going	Customer review
Coordinating budget information with both the SBIR/STTR program and the Technology Partnership Division Program	Proofreading, accuracy and timeliness. Effective communications skills	On-going	Customer review
Preparing budget and planning presentations as required for the Technology Partnerships Division and the SBIR/STTR Program	Some technical writing, proofreading, accuracy and timeliness	On-going	Customer review

Task Plan EP 3.1

Technology Partnership Division Program Support / Resources

Planners' subcontractor, Muniz Engineering, Inc., will provide one position to support the area of budgeting and administration of resources for the Technology Partnership Division and SBIR/STTR program.

The employee will have experience in accounting, NASA specific financial programs or similar. The employee will be proficient in Excel and financial database programs. Attention to detail and accuracy will be of prime consideration.



PLANNERS COLLABORATIVE

MEMORANDUM

To: John Adams, COTR

Date: February 15, 2005


Ref: NNA04CA76C Task Order:

- EP 1.1 Technology Partnership Division Program Support
- EP 2.1 SBIR/STTR Program Support
- ✓EP 3.1 Technology Partnership Division Program Support/Resources

B-5

Planners Collaborative is submitting our Task Plans for the referenced Task Orders for period January 1, 2005 – September 30, 2005.

Sincerely,


Doreen Cohen
Planners Collaborative

cc: Planners Collaborative West

4

NNA04CA76C

Task Order No.: EH-1

Task Requester: Jack W. Boyd

Date: 9/1/04

COTR: Nancy L. Johnson, Alt

Date: 9/2/04

Contracting Officer: (Signature)

Date: 9/13/04

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

Date: 9/30/04

COTR Concurrence of Contractor's Task Plan: (Signature)

Date: 10/4/04

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: 10/8/04

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

Task Order No.: EH-1

Task Description for :

Support for Ames History Office

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

Historian:

The incumbent is responsible for gathering documents, preparing an archival location, conducting oral history interviews, and collecting other sources of information about the history of the NASA Ames Research Center for inclusion in the archives and for the generation of historical publications. This includes researching, writing and editing articles and historical monographs as required.

Archivist:

The incumbent is responsible for building a reference archive to support the NASA Ames History Office. This includes accessioning donated documents and artifacts, generating finding aids for key collections, creating bibliographies, and publishing materials to the Office website. The incumbent is also responsible for interactions with the National Archives regarding Record Group 255, answering general historical queries, providing reference services, and generally managing the NASA Ames History Office.

C. Hours of Work: 8:00 AM to 5:00 PM

D. Government Furnished Equipment: TBD

E. Performance Requirements Summary (see attached)

Performance Requirements Summary

Required Services	Performance Standards	Estimated Workload	Method of Surveillance
Research and administrative support for the NASA Ames History Office	Compatible with NASA History Office Standards	Review by Task Manager	Review by Task Manager
Process papers of key NASA Ames personnel	Same	Same	Same
Set up Ames Archives and Artifact Storage	Same	Same	Same
Complete two formal oral interviews	Same	Same	Same
Continue research for one manuscript	Same	Same	Same
Refresh ARC's history web page	Same	Same	Same

Task Plan EH 1.1

Support for Ames History Office

Planners Collaborative will provide one part-time Historian, one part-time Assistant Historian, one part-time Archivist and one part-time Web/Archivist Assistant to support this task. The Historian will provide general oversight of the NASA Ames History Office, and technical oversight to the Archivist. Jointly, their work will include reviewing the conversion of the N-207 high bay into an artifact and document preservation area, contributing to the establishment of an historical reference collection at Ames, supporting efforts by Ames personnel to explore their own history, updating the website, responding to research queries from NASA personnel and the general public, representing Ames to the NASA History Office, and keeping the Senior Advisor for History apprised of relevant work being done by the history community at large. The Historian will complete two formal oral history interviews to support that research.

Under the direction of the Historian, the Assistant Historian will complete biographies of the 12 Ames Hall of Fame members and additional writing projects as determined by the Historian.

The Archivist will also appraise and accession donated documents and artifacts, generate finding aids for key collections, generate bibliographies, represent the History Office to the National Archives and Record Administration and provide reference services as requested.

The Web/Archivist Assistant will assist the Archivist in accessioning and processing donated documents and artifacts. With direction from the Historian and Archivist the Web/Archivist Assistant will complete special web page projects and update the History Office's web site.