

PLANNERS COLLABORATIVE

MEMORANDUM

To: Karen Moze, COTR

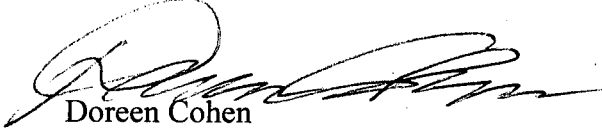
Date: October 30, 2007

Ref: NNA04CA76C Task Order:

EN 10.4 ARMD Student Competition/Partnerships and Airloads CD

Planners Collaborative is submitting our Task Plan for the referenced Task Order for period October 1, 2007 – September 30, 2008.

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 10.4

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: ARMD Student Competition/Partnerships and Airloads CD

PURPOSE:

Estimated Beginning Date: October 1, 2007

Estimated Completion Date: September 30, 2008

Labor Category:

	Est. Hours	Est. Hrs. Monthly	Direct Labor Rate	Total Direct Cost
Education Manager				
Ed Content Writer, Researcher				
Graphic artist				
Programmer				
Total Direct Labor				
Overhead				
Subcontract Labor Services			B-4	
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:

\$ 124,831

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

On
 10/30/07

NNA04CA76C

Task Order No.: EN 10.4

Task Requester: Brenda Collins

Date: 10/10/2007

COTR: Karen Moge

Date: 10/10/2007

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

Marie E. Darish, CO

10/12/07

B. J. [Signature]

Date: 11/6/07

COTR Concurrence of
Contractor's Task Plan:

Karen Moge

Date: 10/30/07

CONTRACTOR'S ACCEPTANCE:

Representative:

[Signature]
in need of green signature

Date: 10-30-07

AUTHORIZATION:

Authorized period of performance:

Beginning Date: October 1, 2007

Completion Date: Sept. 30, 2008

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

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

This Task Order is approved for performance.

Approving Official:

[Signature]

Date:

11/15/07

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

SIGN
HERE

SIGN
HERE

Task Order No.: EN ~~10~~ 10.4
Task Description for:

ARMD Student Competitions/Partnerships and Airloads CD

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, 2007 through September 30, 2008, unless specifically identified otherwise in this task.

B. Description of Work

Based on the importance that NASA's Aeronautics Research Mission Directorate (ARMD) places on partnering with professional organizations and university-level student competitions, ARMD would like to continue the partnerships with SAE International, American Helicopter Society (AHS) International, and the American Society of Mechanical Engineers (ASME) and AIAA at a minimum. Additionally, ARMD wants to see an expansion of the current relationship with Cambridge University Press to create a CD containing a rotorcraft-based case study of the UH-60A Airloads Program.

The work being performed meets SME Assessment of Alignment with Outcomes and Objectives as follows:

- 1.2 **Student Support** Provide NASA competency-building education and research opportunities to individuals to develop qualified undergraduate and graduate students who are prepared for employment in STEM disciplines at NASA, industry, and higher education.
- 1.3 **Student Involvement, Higher Education** Provide opportunities for groups of post-secondary students to engage in authentic NASA-related mission-based R&D activities.
- 1.4 **Course Development** Develop NASA-related course resources for integration into STEM disciplines.

Design Competitions and Professional Society Partnerships

The activities will vary according to the organization:

Planners staff will work with SAE International to continue and expand the optional NASA Systems Engineering Award as part of the their AeroDesign contest. Students will have the opportunity to interact directly with NASA engineers on the design of their aircraft, while applying NASA systems engineering principles.

Coordinate the award of a NASA internship to the top qualified winner of AHS International's Lichten best paper award.

Work with AIAA to offer 's a NASA internship to the top qualified winner of their Student Conference paper competition.

Award a NASA internship to the top qualified winner of ASME's Old Guard Technical Presentation competition.

Cambridge University Partnership

UH-60A Airloads Program CD

In response to a request from ARMD to pursue the potential of a rotorcraft-based case study CD, Planners and the Rotorcraft Office will identify a topic and author for the CD. Planners will be responsible for developing a multimedia interface and creating a CD master for submission to Cambridge Press.

C. Hours of Work

The standard workday is eight hours, Monday through Friday, 8:00 a.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, and "Government Furnished Equipment."

E. Performance Requirements Summary (see attached)

Performance Requirements Summary

Required Services	Performance Standards	Estimated Workload	Method of Surveillance
Provide support in all areas of project management, research, design, planning, development, and implementation,	Meets all administrative and technical requirements including NASA and Ames policies, NASA education mission priorities, ARMD priorities. Meets all quality requirements including scientific and grammatical accuracy. Meets all schedule milestones. 90-100% satisfaction reported by internal customers. 80-100% satisfaction reported by external customers.	Services are required throughout the year	Weekly and monthly reporting



PLANNERS COLLABORATIVE

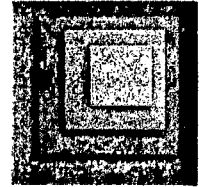
Task Plan EN 10.4
ARMD Student Competitions/Partnerships and Airloads CD

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 the staffing resources with the appropriate skills and experience to perform the task requirements as specified in the Task Order.

Since the EN 10.4 Task Order was submitted, the funder, ARMD, has asked us to add the AIAA internship program to the task. This necessitates additional funding for an intern and negotiation and coordination with AIAA by the program administrator.

Planners is committed to perform the highest quality work for all task requirements ensuring flexibility with program changes and backup capability for all personnel.



PLANNERS COLLABORATIVE

MEMORANDUM

To: Karen Moze, COTR
Date: September 24, 2007

Ref: NNA04CA76C Task Order:

EN 8.4 LCROSS Education and Public Outreach

Planners Collaborative is submitting our Task Plan for the referenced Task Order for period October 1, 2007 – September 30, 2008.

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 8.4

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: LCROSS Education and Public Outreach

PURPOSE:

Estimated Beginning Date: October 1, 2007

Estimated Completion Date: September 30, 2008

Labor Category:

	Est. Hours	Est. Hrs. Monthly	Direct Labor Rate	Total Direct Cost
LCROSS E/PO Lead				
Project Management/Event Coord				
Ed Content Writer, Researcher				
Senior Web Event Coord.				
Analyst/Professional Development				
Project Management /Professional Development				
Web site Design				
Conference Attendees				
Programmer				
Content Writer				
Graphic Artist				
Animation				
Staffing Yuri Night				
Student Telemetry Activities				
On-Call				
Graphic Artist				
Animator				
Air Director				
Host for Podcast & Videos				
Distribute signs				
Parking 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				

B-4

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:

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

B-4

\$ 1,040,097

CW
9/26/07

NNA04CA76C

Task Order No.:

Task Requester: Brenda Collins

Date: 09/04/2007

COTR: Karen Moge

Date: 09/04/2007

C.O.

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

Marie E. Sorish

Date: 9/7/07

COTR Concurrence of
Contractor's Task Plan:

[Signature]

Date: 10/16/07

Date: 10/12/07

CONTRACTOR'S ACCEPTANCE:

Contractor's
Representative:

[Signature]

Date: 9-28-07

AUTHORIZATION:

Authorized period of performance:

Beginning Date: October 1, 2007

Completion Date: Sept. 30, 2008

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.

**SIGN
HERE**

Approving Official:

Marie E. Sorish

Date: 10/16/07

Distribution:

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

Task Order No.: EN 8.4
Task Description for:

LCROSS E/PO

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, 2007 through September 30, 2008, unless specifically identified otherwise in this task.

B. Description of Work

The LCROSS E/PO program will inspire youth, engage the public, and educate both about NASA's next mission to the surface of the Moon. The program's components will directly involve students and members of the public as participants in the mission. Programs will address a wide range of audiences by targeting the areas of public outreach, informal education, elementary/secondary education, and higher education. The ultimate goals of the program are to use the excitement of this mission and its E/PO activities to attract and retain students in STEM disciplines and contribute to the development of the STEM workforce. A key strategy in accomplishing this will be the leveraging of existing and the building of new strategic partnerships and linkages between NASA and STEM formal and informal education providers, as well as industry partners who are invested in the development of a STEM workforce and an informed public.

In order to achieve these goals, Ames Education will require the Contractor to provide a highly skilled core team of educational program developers with a diverse range of skills and dedication to the goals of Ames Education who can provide leadership and guidance to sub-contractors and partners in developing multiple programs in parallel. The Contractor shall provide staff with skills in multiple areas including graphics, Web development, writing, planning and presenting workshops, webcasts, chats, planning and executing public events, evaluation, and project management. The Contractor will also provide staff with the technical knowledge and experience required to provide an effective interface between Ames Education and the LCROSS mission/science teams. The estimated number of WYE to fulfill the requirements of this task order is 5.22.

Description of Specific Tasks to be Performed

- Work closely with Ames Education to identify candidates for, develop specifications for, and assist in establishing partnerships with professional, educational, and commercial entities
- Support Ames Education Informal Education Lead in developing materials and activities, and planning and executing training sessions and workshops for Informal Education and Cohort programs including Museum Alliance Lunar Addition, Urban Science Corps (as

- appropriate), LRO-LCROSS Workshops, NASA Night Sky Network, Native American Intern Cohort, and up to two selected festival events to be determined by NASA
- Design, post, and maintain new mission website including regular chats and video segments
 - Plan and conduct two Return to the Moon Family Nights at Ames
 - Plan two NASA Quest Challenges and conduct one NASA Quest Challenge.
 - Conduct Student Spacecraft Naming Contest
 - Work with Clark Planetarium in developing Return to the Moon planetarium program, and adapt content for ViewSpace Kiosk program, and Visitor Center program
 - Collaborate with LRO and LPRP in implementing Return to the Moon in Second Life
 - Develop content for Speakers Bureau, articles, and radio segments
 - Support LCROSS presence in meetings, conferences, and the Silicon Valley Lecture Series
 - Provide leadership in providing initial planning for and designing materials for programs culminating in FY09 including Informal Education and Cohort workshops, Student and Public Observation program, Student Telemetry program, and Impact Extravaganza

Schedule

First Quarter FY08

- Work will begin on the new LCROSS website
- Begin a plan for implementing increased capacity for webcasting of the impact
- Curriculum development and training programs for student telemetry teams will begin.
- Work will begin on the Return to the Moon planetarium show.
- Work will begin on the Return to the Moon Exhibit Hall in Second Life.
- Work will begin on assembling content for the Night Sky Network.
- A training session will be held for visitor center staff in preparation for Family Night.
- The first Return to the Moon Family Night will be conducted.
- The first of the monthly Mission Update video segments and podcasts will be produced and posted to the website; these will continue through the duration of the mission.
- The first of the monthly web chats will be hosted on the website; these will continue through the duration of the mission.
- We will begin work on magazine articles.
- Research and organize LCROSS content for Lunar Addition of Museum Alliance.
- Conduct 3 face-to-face LRO/LCROSS workshops at Ames.
- Begin development of first Quest Challenge.
- Work with Urban Science Corps to integrate LCROSS activities. (as appropriate)

Second Quarter FY08

- An informal face-to-face workshop at Ames will be held.
- Training for Urban Science Corps Cadre 2 will be conducted. (as appropriate)
- A Museum Alliance telecon will be held.
- The first NASA Quest Challenge will begin.
- The Return to the Moon Exhibit Hall will open in Second Life.
- Silicon Valley Lecture Featuring LCROSS will be presented.
- The LCROSS presentation materials for the Night Sky Network will be prepared.
- We will conduct the Student Spacecraft Naming Contest.
- An LCROSS Program for NASA Speakers Bureau will be prepared.

Third Quarter FY08

- The first NASA Quest Challenge will conclude.
- Two DLN informal workshops with other NASA Centers and museums will be conducted.
- Two informal /AESP face-to-face workshops will be conducted.
- Screening by a test group of Night Sky Network materials will be conducted.
- The plan for implementing increased capacity for webcasting of the impact will be in place.
- The online community for the Student and Public Observation Program will go live.
- We will provide Student Telemetry Program curriculum content to the Lewis Center for Educational Research (LCER) for distribution.
- We will conduct training webcast for teachers participating in the Student Telemetry Program.
- We will work with STScI in assembling content for a ViewSpace kiosk show.
- The training webcast for Night Sky Network will be conducted.

Fourth Quarter FY08

- The planetarium show will be released and distributed nationally.
- We will provide content adapted from the planetarium show to provide an enhanced program in the Ames Visitor Center.
- We provide content adapted from the planetarium show for the ViewSpace kiosks.
- Two Museum Alliance telecons for museums, DLN/Museum Alliance telecon for Amateur astronomers, and a DLN informal workshop with museums will be held.
- A training session will be held for visitor center staff in preparation for Family Night.
- The second Return to the Moon Family Night will be conducted.
- We will conduct briefing and training sessions for Native American interns.

C. Hours of Work

The standard workday is eight hours, Monday through Friday, 8:00 a.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
Provide support in all areas of project management, research, design, planning, development, implementation, maintenance, and evaluation of the component programs constituting the LCROSS E/PO plan.	Meets all administrative and technical requirements including NASA and Ames policies, NASA education mission priorities, ESMD and Lunar Precursor Robotics Program (LPRP) priorities. Meets all quality requirements including scientific and grammatical accuracy. Meets all schedule milestones. 90-100% satisfaction reported by internal customers. 80-100% satisfaction reported by external customers.	Services are required throughout the year	Weekly and monthly reporting Weekly participation in LCROSS Mission staff meetings Weekly participation in LPRP/ESMD telecons Evaluation results



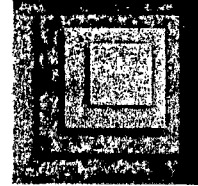
PLANNERS COLLABORATIVE

Task Plan EN 8.4
LCROSS Education and Public Outreach

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 the staffing resources with the appropriate skills and experience to perform the task requirements as specified in the Task Order.

Planners is committed to perform the highest quality work for all task requirements ensuring flexibility with program changes and backup capability for all personnel.



PLANNERS COLLABORATIVE

MEMORANDUM

To: Karen Moze, COTR
Date: September 24, 2007

Ref: NNA04CA76C Task Order:

EN 6.4 Educational Program Development

Planners Collaborative is submitting our Task Plan for the referenced Task Order for period October 1, 2007 – September 30, 2008.

Sincerely,

Doreen Cohen
Planners Collaborative

cc: Planners Collaborative West

NNA04CA76C

Task Order No.: EN6.4

Task Requester: Brenda Collins

Date: 09/04/2007

COTR: Karen Moge
Marie E. Darish, CO

Date: 09/04/2007
9/7/07

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

Date: 10/12/07
10/11/07

COTR Concurrence of
Contractor's Task Plan: Karen Moge

Date: 10/16/07

CONTRACTOR'S ACCEPTANCE:

Contractor's
Representative: [Signature]

Date: 9-27-07

AUTHORIZATION:

Authorized period of performance:

Beginning Date: October 1, 2007

Completion Date: Sept. 30, 2008

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

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

This Task Order is approved for performance.

Approving Official: Marie E. Darish
Date: 10/16/07

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

HERE

Task Order No.: EN 6.4

Task Description for:

Education and Public Outreach Project Development

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, 2007 through September specifically identified otherwise in this task.

B. Description of Work

This task order provides for a core team of staff with a broad set of skills and experience to develop educational programs and projects with special emphasis on, Professional Development, web event management, webcasting and web chats, research, presentations at teacher conferences and other interest groups, program evaluation, project management, and maintenance/update of the NASA Quest website. For the two funded projects below, the estimated number of WYE to fulfill the requirements is .50. This Task Order will also provide the vehicle to add funding, when available, to fully support the Quest website.

Description of Specific Tasks to be performed

Moon Math

Utilize distance-learning expertise in a series of webcast professional development training opportunities for teachers focusing on the ESMD-funded project, Moon Math. Moon Math is a software application where students investigate lunar habitat design through learning the mathematical concepts of area, volume and proportion using geometric shapes. Moon Math is also a robust and flexible in-depth authoring tool that enables users (teachers) to update or expand the dataset using graphical, animated, interactive, textual and audio-formatted content, customized multiple choice and summary assessment tests.

The Moon Math program provides teacher professional development in an area of critical need – that is, mathematics, taught in a technically rigorous manner with exciting and motivating evidence that mathematics applies directly to our ability to explore our solar system.

This project wholly aligns with the NASA Education Strategic Coordination Framework, specifically to educate teachers (Higher Education) to, in turn, educate and engage students (Elementary/Secondary Education). This project supports Outcome 1 by contributing to the development of the STEM workforce and Outcome 2 by helping to attract and retain students in STEM disciplines through a progression (series) of education opportunities for teachers.

Implementation of Moon Math "Quest PODS" will consist of six individual online 1-hour training sessions that will each address one of the six lessons in Moon Math (three in Part 1, three in Part 2). Each session will focus on the mathematical concept covered in the lesson. For example, the first session will focus on and thoroughly explore the concept of area and how that concept is fundamental to the design of lunar habitats and all other space exploration. The second session will focus on and explore volume, etc.

Each session will include two components:

1. Motivation – presentation by a scientist/engineer about how they use the mathematical concept in their research. For the Moon Math QuestPODS we will be featuring the LCROSS scientists and engineers who will provide the motivation for exploring the concept of area and expand the application of the concept from habitats into spacecraft design, impact area and other issues relevant to the mission. These presentations will be embedded in the hour-long session AND will also be available as video-on-demand so the teacher can utilize the presentation in his/her classroom, separate from the rest of the training session.
2. Training – the training component will feature a description of the lesson, discussion of pedagogical methods to make the lesson as effective as possible and key assessment points, as well as utilization of the "What's the Difference?" tool using the data sets provided as well as the development of new data sets.

Evaluation – Design, develop, distribute and collect survey data, from teacher training sessions and submit final report.

"Faces of Antarctica" for the International Polar Year (IPY)

The ultimate goal of the program is to inspire youth, engage the public and educate both about Antarctica and polar science using the primary vehicle of the new Landsat Image Mosaic of Antarctica (LIMA). LIMA currently is under production as a partnered activity of NASA, the US Geological Survey (USGS) and the British Antarctic Survey (BAS) and is primarily funded by the National Science Foundation. Each agency has an outreach responsibility with an increased emphasis on their polar work during the IPY.

The existing Quest Challenge program, a highly successful teacher and school network, will be utilized. NASA Quest connects K-12 classrooms in over 5000 secondary schools around the world with NASA people, research, and science. Downloadable lesson plans; educator guides and student workbooks compliment the Web sites to make the family of products perfect for education. Typically, each scholastic year offers three "NASA Quest Challenges" designed around problem-based learning (information gathering, analysis, synthesis and independent thought) and crafted to assist teachers with the incorporation of the content into their educational standard's requirements. Mid-term web chats provide "real time" Internet feedback to student discussions between participating schools and the Challenging team. The final results along with presentations of the best submissions are webcast to all participating schools.

The specific products that the Education Development team will bring to *Faces of Antarctica* include:

- Two NASA Quest Web Challenges focused on the utilization of LIMA to develop solutions and approaches for solving authentic polar research problems, including organizational, logistical, and technological support for all aspects of the Challenge
- Development and implementation of *Faces of Antarctica Challenge* website to reside on the Quest server and be bi-directionally linked to the *Faces of Antarctica* and other IPY websites
- Scientific support on the website to include: (note that the NASA Quest staff will look to scientists associated with the *Faces of Antarctica* project to help identify science-based items as described below)
 - Incorporation of *Faces of Antarctica* leveraged and new material as well as relevant resources from programs throughout the International Polar Year effort *Faces of Antarctica* partners, and previous polar research programs
 - Biographical information on scientists including text, photographs and video
 - Polar science research concept and content materials including links to web-based resources as well as .pdf files of available (i.e. not subject to copyright protection) papers and articles
 - Annotated links to relevant IPY and historic polar research projects
 - Pre-Challenge reading lists of polar literature and popular culture and links to living and working in the extreme environment,
- Pedagogical support on the website
- Marketing of the Challenges and teacher recruiting utilizing the extensive established Quest network of over 5,000 classrooms
- Webchats and Webcasts
 - Archival of all webchats and webcasts on web
 - One interactive webchat per Challenge, one hour in length to include both coasts and Hawaii
 - One culminating webcast per Challenge, to take place at ARC including
 - Panel of *Faces of Antarctica* Challenge scientists
 - Video clips and stills relevant to scientist's careers and research, IPY events and activities, polar exploration, and student designs
 - Moderation by Web Challenge Director
- Evaluation
 - Collection and documentation of teacher anecdotal evaluation information
 - Development, dissemination, analysis and reporting of post-Challenge teacher online evaluation.

Schedule

Moon Math: 6 teacher training sessions starting November 2007 ending in April 2008.

Faces of Antarctica for IPY: Initial Challenge first calendar quarter 2008

C. Hours of Work

The standard workday is eight hours, Monday through Friday, 8:00 a.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, and "Government Furnished Equipment."

E. Performance Requirements Summary (see attached)

Performance Requirements Summary

Required Services	Performance Standards	Estimated Workload	Method of Surveillance
Provide support in areas of teacher training, research, design, planning, project management development, implementation, Web maintenance, and evaluation.	Meets all administrative and technical requirements including NASA and Ames policies, NASA education mission priorities, and ESMD priorities for Moon Math. Meets all quality requirements including scientific and grammatical accuracy. Meets all schedule milestones. 90-100% satisfaction reported by internal customers. 80-100% satisfaction reported by external customers.	Services are required throughout the year	Monthly reporting Frequent communication with Government Government review and feedback on progress, products, and results in terms of Task Order Requirements Education weekly staff meeting updates Evaluation results



PLANNERS COLLABORATIVE

Task Plan EN 6.4 Education and Public Outreach Project Development

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 the staffing resources with the appropriate skills and experience to perform the task requirements as specified in the Task Order.

Since the EN 6.4 Task Order was submitted, additional funding from Code S was confirmed for a fall HiRISE Quest Challenge and is a part of this task order. The requirements for the Challenge are to recruit teachers, execute one webcast, facilitate 1 or 2 web chats, and update web site with new forms and content as needed.

Planners is committed to perform the highest quality work for all task requirements ensuring flexibility with program changes and backup capability for all personnel.

NNA04CA76C

Task Order No.: EN 5.4

Task Requester: Brenda Collins

Date: 09/04/2007

COTR: Karen Moze

Date: 09/04/2007

Contracting Officer: Marie E. Sarish

Date: 9/7/07

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

Date: 10/12/07

COTR Concurrence of
Contractor's Task Plan: Karen Moze

Date: 10/16/07

CONTRACTOR'S ACCEPTANCE:

Contractor's
Representative: [Signature]

Date: 9-27-07

AUTHORIZATION:

Authorized period of performance:

Beginning Date: 10/1/2007

Completion Date: 09/30/2008

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.

**SIGN
HERE**

Approving Official: Marie E. Sarish

Date: 10/16/07

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

Task Order No.: EN 5.4

Task Description for:

Higher Education Projects 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 will be from October 1, 2006 through September 30, 2008 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.

NASA three major education goals are:

- 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. Develop weekly highlight reports, 90-Day activity report, EN and E Calendar activities input.
4. Provide clerical support for oral presentations and written reports.
5. 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 (JPPF); NASA Science and Technology Institute for Minority Institutions (NSTI-MI) and Pre-Service Teacher Institute (PSTI).
6. 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.
7. Provide coordinate Summer Student Science Poster Session and Higher Education forums.
8. Plans and coordinates site visits by members of the higher education community.
9. For all programs and projects implement an appropriate evaluation mechanism to determine the effectiveness of the program/project.
10. 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,	<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.

<p>stakeholders, team members, and students.</p> <ul style="list-style-type: none"> • Demonstrated proficiency with Microsoft Office. • 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 managing multiple projects. • Degree or training in education. • 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 Projects.	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 meet NASA and Ames policies, and are inline with the Office of Education's practices, polices and procedures.	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	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



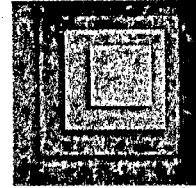
PLANNERS COLLABORATIVE

Task Plan EN 5.4
Higher Education Project 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 part time resources for Higher Education Program Coordination and Administrative Assistance. These staff members will have the appropriate skills and experience to perform the task requirements as specified in the Task Order.

Planners is committed to perform the highest quality work for all task requirements ensuring flexibility with program changes and backup capability for all personnel.



PLANNERS COLLABORATIVE

MEMORANDUM

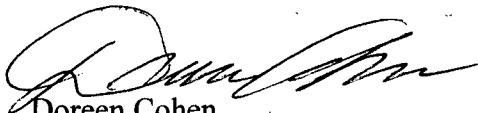
To: Karen Moze, COTR
Date: September 24, 2007

Ref: NNA04CA76C Task Order:

EN 1.4 Ames Exploration Encounter

Planners Collaborative is submitting our Task Plan for the referenced Task Order for period October 1, 2007 – September 30, 2008.

Sincerely,



Doreen Cohen
Planners Collaborative

cc: Planners Collaborative West

Performance Requirements Summary

NNA04CA76C

Task Order No.: EN 1.4

Task Requester: Brenda Collins

Date: 09/04/2007

COTR: Karen Moze

Date: 09/04/2007

Marie E. Dorish, CO

9/7/07

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

Date: 10/12/07

COTR Concurrence of
Contractor's Task Plan: Karen Moze

Date: 10/16/07

CONTRACTOR'S ACCEPTANCE:

Contractor's
Representative: [Signature]

Date: 9-27-07

AUTHORIZATION:

Authorized period of performance:

Beginning Date: October 1, 2007

Completion Date: Sept. 30, 2008

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.

**SIGN
HERE**

Approving Official: Marie E. Dorish

Date: 10/16/07

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

Performance Requirements Summary

Task Order No: EN 1.4
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

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 educational products targeted to grades 4 thru 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 Education Program Development Lead.

The AEE is undergoing an educational evaluation. The purpose of this action is two fold. Firstly, it is to assess the success of our program in inspiring students to follow the path leading to employment in STEM fields. Secondly, it is to assess the effectiveness of the many activities currently included in the AEE.

After 16 years of steady use of the original content, new options are being studied. The original 4 educational elements (Exploration Space Physics, Aeronautic, Earth Science and Space Station) will be reviewed with replacement elements possibly identified. New content will be identified, developed, tested with the goal of implementing in the next school year. The results of the AEE educational evaluation will be key in providing guidance in this effort.

Performance Requirements Summary

An ancillary task, which has indirect benefit to the AEE, is to support the partnership between Ames and the Hiller Aviation Museum: Four to Soar Project. The partnership has produced a hands-on activity and learning opportunity for school fieldtrips to the Hiller Aviation Museum. The lessons/activities enable students to learn and experience the 4 forces involved in flight. These activities, or elements of these may be implemented within the AEE to supplement the current content in the Exploring Flight element.

Description of Specific Tasks to be performed

AEE operations: Schedule classes to visit the AEE with goal of 9 class groups per week during the school year. Aim for minimal 35% participation by underserved socio-economic groups. Maintain a trained docent staff near a level of 45 folks. Explore new venues and resources in an effort to gain young and multilingual docents. Schedule docents to meet the needs of the attending classes. Ensure that the AEE is primed and ready for each school group that attends. Provide teachers the opportunity to attend pre-visit learning workshops. Ensure that teachers receive background packets that detail the directions to the AEE and the badging process required of all adult chaperones.

NASA Educational Products: Support evaluations of new products within the AEE student visit context on an as needed basis.

AEE Educational Evaluation: Support the evaluation and the evaluator by: providing access to AEE databases, work class scheduling to provide needed students in proper balance to meet evaluation goals, ensure collection of student questionnaires prior to their departing AEE, work with evaluator to ensure that evaluation is smooth and of minimal impact to the AEE experience.

Content Development: Participate in interviews with Ames technical staff on current subject opportunities. Provide assessment of how these topics meet Federal and State Education standards for grade level. Participate in devising plan to present the subject matter to students in engaging, interesting and informative manner.

Hiller: Provide editing, page layout including graphics and compliance/submission to CMR, and ADA compliancy for an introduction and 6 aeronautics field trip lessons entitled "Four to Soar."

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 Ames Exploration Encounter Lead civil servant. 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."

E. Level of Effort

It is estimated that the work entailed by this task order shall consist of 1.75 WYE to run and manage the AEE operations. A further 0.15 WYE shall be required to manage the docent

Performance Requirements Summary

program in support of the AEE. Development for the expected new AEE content is expected to require 0.25 WYE. The Hiller task is expected to require 0.15 WYE.

Deliverables

Title	What	Due
NEEIS report of AEE	NEEIS report of AEE Activities based on NASA HQ's specified statistical Summary-information Requirements	First working day of Each month
AEE Operational Report	Provide a written report of AEE operations to include: number of classes taught, number of students served, number of educators served, location of schools served, schedule of schools signed up to attend, include those which cancel and include reason for not coming. Include docent and contractor assessments of program and areas where improvements can be made. Provide feed- back mechanisms (on-line forms) for teachers and Students. Provide information 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 EPD Education Program Development products with Education Technology Lead and Informal Education Programs Manager.	As Required
AEE Educational Eval- uation	The AEE will be evaluated The AEE staff will support the evaluator as needed, specifically, by selecting schools and class' to participate in the evaluation process. Ensuring that student question- naires are collected prior to, departing the AEE providing the evaluator with existing AEE databases and assisting with teacher contacts.	As Required

Performance Requirements Summary

Hiller Museum Support

Edit and layout two lessons
("In Thrust We Trust" and
"Propeller Palooza").

October, 15, 2007

After evaluation revisions have
been made in January, edit the
Introduction and six lessons
for grammar, spelling and
consistent formatting.
Layout the Introduction and
all six lessons and obtain
CMR approval on this layout.
Create a PDF version of the
final guide that is ADA compliant.

April 11, 2008

Performance Requirements Summary

Required Services- Operation of the AEE

Performance Standards

Acceptable Quality Levels- Meets NASA and Ames policies, the NASA education mission priorities and primary/secondary national and /or California science, math, technology and geography education standards.

Performance Measurements- Services and products are detailed, complete, timely, accurate, appropriate and responsive to tasks requirements.

Estimated Workload- Services are required throughout the year.

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



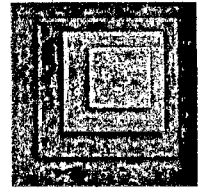
PLANNERS COLLABORATIVE

Task Plan EN 1.4 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, a part time Operations Assistant, personnel to run the Ames Docent program, write curriculum/content and complete the Hiller lessons. These staff members will have the appropriate skills and experience to perform task requirements.

Planners is committed to perform the highest quality work for all task requirements ensuring flexibility with program changes and backup capability for all personnel.



PLANNERS COLLABORATIVE

MEMORANDUM

To: Karen Moze, COTR

Date: September 24, 2007

Ref: NNA04CA76C Task Order:

EN 8.4 LCROSS Education and Public Outreach

Planners Collaborative is submitting our Task Plan for the referenced Task Order for period October 1, 2007 – September 30, 2008.

Sincerely,

Doreen Cohen
Planners Collaborative

cc: Planners Collaborative West



NNA04CA76C

Task Order No.:

Task Requester: Brenda Collins

Date: 09/04/2007

COTR: Karen Moze

Date: 09/04/2007

C.O.

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

Marie E. Sorish

Date: 9/7/07

COTR Concurrence of
Contractor's Task Plan:

[Signature]

Date: 10/16/07

Date: 10/12/07

CONTRACTOR'S ACCEPTANCE:

Contractor's
Representative:

[Signature]

Date: 9-28-07

AUTHORIZATION:

Authorized period of performance:

Beginning Date: October 1, 2007

Completion Date: Sept. 30, 2008

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.

**SIGN
HERE**



Approving Official:

Marie E. Sorish

Date: 10/16/07

Distribution:

Contracting Officer (Original)

Contractor

COTR

Task Requester

Task Order No.: EN 8.4
Task Description for:

LCROSS E/PO

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, 2007 through September 30, 2008, unless specifically identified otherwise in this task.

B. Description of Work

The LCROSS E/PO program will inspire youth, engage the public, and educate both about NASA's next mission to the surface of the Moon. The program's components will directly involve students and members of the public as participants in the mission. Programs will address a wide range of audiences by targeting the areas of public outreach, informal education, elementary/secondary education, and higher education. The ultimate goals of the program are to use the excitement of this mission and its E/PO activities to attract and retain students in STEM disciplines and contribute to the development of the STEM workforce. A key strategy in accomplishing this will be the leveraging of existing and the building of new strategic partnerships and linkages between NASA and STEM formal and informal education providers, as well as industry partners who are invested in the development of a STEM workforce and an informed public.

In order to achieve these goals, Ames Education will require the Contractor to provide a highly skilled core team of educational program developers with a diverse range of skills and dedication to the goals of Ames Education who can provide leadership and guidance to sub-contractors and partners in developing multiple programs in parallel. The Contractor shall provide staff with skills in multiple areas including graphics, Web development, writing, planning and presenting workshops, webcasts, chats, planning and executing public events, evaluation, and project management. The Contractor will also provide staff with the technical knowledge and experience required to provide an effective interface between Ames Education and the LCROSS mission/science teams. The estimated number of WYE to fulfill the requirements of this task order is 5.22.

Description of Specific Tasks to be Performed

- Work closely with Ames Education to identify candidates for, develop specifications for, and assist in establishing partnerships with professional, educational, and commercial entities
- Support Ames Education Informal Education Lead in developing materials and activities, and planning and executing training sessions and workshops for Informal Education and Cohort programs including Museum Alliance Lunar Addition, Urban Science Corps (as

appropriate), LRO-LCROSS Workshops, NASA Night Sky Network, Native American Intern Cohort, and up to two selected festival events to be determined by NASA

- Design, post, and maintain new mission website including regular chats and video segments
- Plan and conduct two Return to the Moon Family Nights at Ames
- Plan two NASA Quest Challenges and conduct one NASA Quest Challenge.
- Conduct Student Spacecraft Naming Contest
- Work with Clark Planetarium in developing Return to the Moon planetarium program, and adapt content for ViewSpace Kiosk program, and Visitor Center program
- Collaborate with LRO and LPRP in implementing Return to the Moon in Second Life
- Develop content for Speakers Bureau, articles, and radio segments
- Support LCROSS presence in meetings, conferences, and the Silicon Valley Lecture Series
- Provide leadership in providing initial planning for and designing materials for programs culminating in FY09 including Informal Education and Cohort workshops, Student and Public Observation program, Student Telemetry program, and Impact Extravaganza

Schedule

First Quarter FY08

- Work will begin on the new LCROSS website
- Begin a plan for implementing increased capacity for webcasting of the impact
- Curriculum development and training programs for student telemetry teams will begin.
- Work will begin on the Return to the Moon planetarium show.
- Work will begin on the Return to the Moon Exhibit Hall in Second Life.
- Work will begin on assembling content for the Night Sky Network.
- A training session will be held for visitor center staff in preparation for Family Night.
- The first Return to the Moon Family Night will be conducted.
- The first of the monthly Mission Update video segments and podcasts will be produced and posted to the website; these will continue through the duration of the mission.
- The first of the monthly web chats will be hosted on the website; these will continue through the duration of the mission.
- We will begin work on magazine articles.
- Research and organize LCROSS content for Lunar Addition of Museum Alliance.
- Conduct 3 face-to-face LRO/LCROSS workshops at Ames.
- Begin development of first Quest Challenge.
- Work with Urban Science Corps to integrate LCROSS activities. (as appropriate)

Second Quarter FY08

- An informal face-to-face workshop at Ames will be held.
- Training for Urban Science Corps Cadre 2 will be conducted. (as appropriate)
- A Museum Alliance telecon will be held.
- The first NASA Quest Challenge will begin.
- The Return to the Moon Exhibit Hall will open in Second Life.
- Silicon Valley Lecture Featuring LCROSS will be presented.
- The LCROSS presentation materials for the Night Sky Network will be prepared.
- We will conduct the Student Spacecraft Naming Contest.
- An LCROSS Program for NASA Speakers Bureau will be prepared.

Third Quarter FY08

- The first NASA Quest Challenge will conclude.
- Two DLN informal workshops with other NASA Centers and museums will be conducted.
- Two informal /AESP face-to-face workshops will be conducted.
- Screening by a test group of Night Sky Network materials will be conducted.
- The plan for implementing increased capacity for webcasting of the impact will be in place.
- The online community for the Student and Public Observation Program will go live.
- We will provide Student Telemetry Program curriculum content to the Lewis Center for Educational Research (LCER) for distribution.
- We will conduct training webcast for teachers participating in the Student Telemetry Program.
- We will work with STScI in assembling content for a ViewSpace kiosk show.
- The training webcast for Night Sky Network will be conducted.

Fourth Quarter FY08

- The planetarium show will be released and distributed nationally.
- We will provide content adapted from the planetarium show to provide an enhanced program in the Ames Visitor Center.
- We provide content adapted from the planetarium show for the ViewSpace kiosks.
- Two Museum Alliance telecons for museums, DLN/Museum Alliance telecon for Amateur astronomers, and a DLN informal workshop with museums will be held.
- A training session will be held for visitor center staff in preparation for Family Night.
- The second Return to the Moon Family Night will be conducted.
- We will conduct briefing and training sessions for Native American interns.

C. Hours of Work

The standard workday is eight hours, Monday through Friday, 8:00 a.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
Provide support in all areas of project management, research, design, planning, development, implementation, maintenance, and evaluation of the component programs constituting the LCROSS E/PO plan.	Meets all administrative and technical requirements including NASA and Ames policies, NASA education mission priorities, ESMD and Lunar Precursor Robotics Program (LPRP) priorities. Meets all quality requirements including scientific and grammatical accuracy. Meets all schedule milestones. 90-100% satisfaction reported by internal customers. 80-100% satisfaction reported by external customers.	Services are required throughout the year	Weekly and monthly reporting Weekly participation in LCROSS Mission staff meetings Weekly participation in LPRP/ESMD telecons Evaluation results



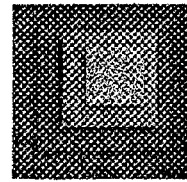
PLANNERS COLLABORATIVE

Task Plan EN 8.4
LCROSS Education and Public Outreach

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 the staffing resources with the appropriate skills and experience to perform the task requirements as specified in the Task Order.

Planners is committed to perform the highest quality work for all task requirements ensuring flexibility with program changes and backup capability for all personnel.



PLANNERS COLLABORATIVE

MEMORANDUM

To: Karen Moze, COTR

Date: September 2, 2008

Ref: NNA04CA76C Task Order:

EX 12.4

Public Affairs Specialist

Planners Collaborative is submitting our Task Plan for the referenced Task Order for period September 1 - December 31, 2008.

Sincerely,

091110836

Doreen Cohen
Planners Collaborative

cc: Planners Collaborative West



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

TASK ORDER
Prime Contract No.: NNA04CA76C (BOATS)

Task Order No.: EX 12.4

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: Public Affairs Specialist

SCHEDULE:

Estimated Beginning Date: September 1, 2008 09/11/08

Estimated Completion Date: December 29, 2008

Labor Category:	Est. Hours	Est. Hrs. Monthly	Direct Labor Rate	Total Direct Cost
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Comm. Group Mgr.
Public Affairs Specialist

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

Flow-through Items

ESTIMATE OF TOTAL DIRECT COST FOR TASK SUPPORT:

ESTIMATE OF TOTAL COST FOR FEE/PROJECT MANAGEMENT ALLOCATION:

ESTIMATE OF TOTAL COST/FEE FOR TASK SUPPORT:

B-4

\$ 37,381

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

OK
8/29/08

NNA04CA76C

Task Order No.: EX 12.4

Task Requester: James Alwyn

Date: July 17, 2008

COFR: Karen Olaze

Date: 7/17/08

Contracting Officer: _____

Date: _____

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

Date: 9/10/08

COFR Concurrence of
Contractor's Task Plan: K. Olaze

Date: 9/10/08

CONTRACTOR'S ACCEPTANCE:

Contractor's
Representative: [Signature]

Date: 9-2-08

AUTHORIZATION:

Authorized period of performance:

Beginning Date: ~~8/11/2008~~ 09/11/08 *JA*
Completion Date: ~~9/30/2008~~ 12/30/08 *JA*

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: Steve L. Army]

Date: 09/10/08

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

Task Order No.:
Task Description for:

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
7/14/08 - Indefinite

B. Description of Work
The contractor shall support the requirement of a public affairs specialist responsible for fundamental assignments related to a variety of responsibilities to assist in the management and dissemination of public information to communicate and promote the vision, missions, and capabilities and accomplishments of NASA and Ames.
(see attached "Public Affairs Specialist" document for full description)

C. Hours of Work
Monday through Friday
Start Time: 7:00-9:00
End Time: 3:30-5:30

D. Government Furnished Equipment:
Office space and furnishings, telephone, computer, and service connection

E. Performance Requirements Summary (see attached)

Performance Requirements Summary

Required Services	Performance Standards	Estimated Workload	Method of Surveillance
<p>Communication and Information Dissemination</p> <ul style="list-style-type: none"> - Research pertinent directives for answers to questions - Increase networks and contacts beneficial to the successful performance of assignments. - Prepare and deliver presentations related to work assignments - Perform speaking assignments without supervision. <p>Prepares Marketing, Publicity, and Promotional Materials</p> <ul style="list-style-type: none"> - Support the preparation of program publicity and marketing for print and electronic distribution and drafts a variety of documents, including correspondence, memoranda, invoices, charts, graphs, promotional materials, meeting announcements, mailing lists, announcements, forms, and other program-related materials. Support 	<ul style="list-style-type: none"> - Complete technically sound work and make acceptable recommendations with respect to policies and procedures. - The work shall be structured to provide a means by which it can display and validate a working knowledge of policies and analytical procedures and apply an increasingly more comprehensive understanding of the principles, concepts, and work processes common to public affairs work. - Communications shall be clear when speaking and presenting facts, issues, and positions that convey the intended information with the appropriate diplomacy and emphasis. 		<ul style="list-style-type: none"> - Review of written and presentation materials - Surveillance by the task monitor on completion of requirements.

Performance Requirements Summary

development of promotional
and registration materials to
ensure effective
communication of programs,
seminars, and events.



PLANNERS COLLABORATIVE

Task Plan EX 12.4
Public Affairs Specialist

Task performance will be managed by the Planners Communications Group Manager with assistance by the Planners Project Office Administrative 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 NASA's vision our mission.

Planners Collaborative will provide one full-time Public Affairs Specialist with appropriate skills and experience to perform all task requirements in accordance with the performance requirements summary.

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

**TASK ORDER
 Prime Contract No.: NNA04CA78C (BOATS)**

Task Order No.: EX 6.4

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

TITLE: Video/Multimedia Staff Labor

SCHEDULE:

Estimated Beginning Date: October 1, 2007

Estimated Completion Date: September 30, 2008

Labor Category:

- Comm. Group Mgr.
- Video Producer/Archivist
- Video Producer
- Video Producer
- Audio Producer
- On Call (Backup Support)

*Not in
 2300 labor*

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**
- Equipment
- 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:

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

B-4
 \$ 407,117

*OK
 12/4/07*

NNA04CA76C

Task Order No.: EX 6.4

Task Requester: Ed Schilling

Date: 09/07/2007

COTR: Karen Moze

Date: 09/07/2007

Contracting Officer: Marie E. Sorush

Date: 9/12/07

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

Date: 12/10/07

COTR Concurrence of
Contractor's Task Plan: Karen Moze

Date: 12/13/07

CONTRACTOR'S ACCEPTANCE:

Contractor's
Representative: [Signature]

Date: 9-27-07

AUTHORIZATION:

Authorized period of performance:

Beginning Date: October 1, 2007

Completion Date: Sept. 30, 2008

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. Sorush

Date: 12/19/07

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

Task Order No.: EX 6.4

Task Description for:

Video/Multimedia Staff Labor

Contract NNA04CA76C

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

A. Period of Performance

October 1, 2007 to September 30, 2008.

B. Description of Work

Generally as per 4.1.7 through 4.1.7.7 of original SOW. Specifically focused on video and multimedia/web production, archiving, television broadcast and transmission, duplication, and audio-visual services in support of PAO, the Director's Office, and when approved, the Ames science community. The level of funding available is approximately the same as in previous years.

Assignments will generally be performed to requirements communicated by the Task Requestor and an Ames Service Request (SR). Some projects will have further requirements requested by the client, but these will also be coordinated through the Task Requestor prior to scheduling.

Often the staff may be asked to perform work with a breadth and scope far beyond that of a small group because of funding limitations. It is also recognized that the facilities provided will limit performance capabilities. The extraordinary nature of these circumstances are heavily weighted in overall performance evaluation.

Complex projects flagged by the Task Requestor require a Production Memo specifically calling out requirements, milestones, funding requirements, final deliverables, etc. Neither work nor commitments for such projects will be provided to the customer until approved by the Task Requestor.

Projects for Code E requiring more labor, resources, or facilities than normally provisioned by this task may be coordinated by staff under this Task, but performed through the Video/Multimedia Service Pool. Depending on the customer, some projects submitted to this Task may be moved to the Video Service Pool Task, where the work will be planned and executed without a labor or cost burden on this Task or Code EX equipment.

Delivery dates will be established for each job, and provided to the Task Requestor for inclusion in the group's overall schedule.

Finished products will be delivered to the customer through the customer service representative, who will officially document the delivery and close out the service request. If

Audio-visual work will support key Center events as staff and equipment are available.

A new specific requirement will include the responsibility for recording Ames and NASA-related news clips from local or network broadcasts on a regular basis, with specific stories, clips, or broadcasts communicated to the staff via the Task Requestor or a PAO officer.

C. Hours of Work

Core hours are from 9:00 am until 5:00 pm to provide support for the Code EX Video/Multimedia Labor Task. Should specific projects under this Task require a change in schedule, staff and the Task Requestor should coordinate so that contingencies and coverage can be planned.

Absences of the staff during core hours due to the Contractor's corporate activities should be clearly communicated to the Task Requestor prior to their occurrence. Notification should be given far enough in advance so that any reduction in staffing can be included in overall organizational planning.

D. Government Furnished Equipment

As listed in SOW.

E. Performance Requirements Summary (see attached)

Performance Requirements Summary

Required Services	Performance Standards	Estimated Workload	Method of Surveillance
<p>Generally as per 4.1.7 through 4.1.7.7 of original SOW. Specifically focused on video/multimedia design, production, archiving, broadcast and transmission, duplication, and audio-visual services.</p>	<p>Products and services will normally be provided according to schedules negotiated with the Task Requestor. The Contractor will not be liable for deadlines missed because of new priorities issued by the Task Requestor.</p>	<p>Workloads may vary widely according to customer demand and Center priorities. A typical week may involve pre-production research and design on multiple long-range projects, four shoots, four duplication projects, ad-hoc A/V support, three to four days of full-time editing, archiving of any media produced, low-level equipment maintenance, and general communication/housekeeping chores. One or two major broadcasting events may be expected per month.</p>	<p>Contractor performance will be measured by:</p> <ul style="list-style-type: none"> Random Sampling Customer Survey Task Manager Review of products and services.
	<p>A key factor in this performance period will be the Contractor's responsiveness to requests and priorities from the Task Requestor. Priorities may change quickly. It is recognized that not every request can be fulfilled, but timely written responses or meetings to discuss these requests is essential to the success of the group.</p>	<p>At times, 50% to 75% of this work may be on a rush basis. Consequently, the staff may be required to re-prioritize and re-schedule activities.</p>	
	<p>Otherwise:</p>		
	<p>Video production should be equal to commercial documentary and/or corporate marketing</p>		

Performance Requirements Summary

standards (videography, graphics, audio, editing) in standard and high definition digital formats.

Products made specifically for NASA TV will match established standards, which are communicated from Headquarters.

Signal parameters will follow SMPTE, NTSC, and ATSC standards.

Design and scripting should be equal to commercial documentary and/or marketing standards which communicate science-related stories in a clear, concise manner. Graphics design will utilize all available resources (equipment, funds, labor) to communicate concepts in a contemporary and visually compelling style. For NASA TV, graphics will conform to established standards.

Broadcasting and transmission will be performed to the extent that

Performance Requirements Summary

equipment, labor, and resources allow. Minimum equipment and system configuration standards exist for NASA TV, which are communicated through technical bulletins and Agency-wide system tests. If existing constraints make conformance impossible, the staff will notify the Task Requestor as soon as possible.

Archiving work shall clearly label and store all media (tapes, data files) and associated records (scripts, logs, contacts, usage agreements) ensuring quick and accurate sourcing for day-to-day needs by the staff.

Duplication will be done with a 2% or less error or re-do rate on customer products including accurate labels with correct grammar and spelling in the established file formats.

Audio-visual work will support key Center events as staff and equipment are

Performance Requirements Summary

available.

Overall, higher ratings will be given for improved timeliness in delivering products, responsiveness, flexibility as priorities change, care of the facilities and equipment, innovation in using existing facilities, and quality.



PLANNERS COLLABORATIVE

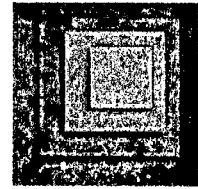
Task Plan EX 6.4
Video/Multimedia Staff Labor

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

Planners Collaborative will provide one full-time Video Producer/Archivist, two full-time Video Producers and one Audio Producer. Any additional staffing support required for this task will be provided through Task Code EX 7.4.

Planners will meet the basic requirements listed in the task order for description of work and key procedures. Funding, organizational alignment, and general policies and procedures from the task requestor will be to the performance level agreed upon and in compliance to the performance standards in the task. The contractor will follow NASA guidelines and policies on contractor to client, contractor to task requestor, and contractor to outside services. As requested, the contractor will provide all personnel required to accomplish any given task. It is understood that the work hours required may be additional to normal work hours and may include weekends and holidays.

The contractor will remain flexible in performing new requests as they occur as long as they are within the general guidelines as outlined by the task. All spending will be done based on approval by the NASA Task Requester.



PLANNERS COLLABORATIVE

MEMORANDUM

To: Karen Moze, COTR
Date: September 24, 2007

Ref: NNA04CA76C Task Order:

EX 7.4 Video/Multimedia Service Pool

Planners Collaborative is submitting our Task Plan for the referenced Task Order for period October 1, 2007 – September 30, 2008.

Sincerely,

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

Doreen Cohen
Planners Collaborative

cc: Planners Collaborative West

NNA04CA76C

Task Order No.: EX 7.4

Task Requester: Ed Schilling

Date: 09/07/2007

COTR: Karen Moze

Date: 09/07/2007

Contracting Officer: Marie E. Korish

Date: 9/12/07

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

Date: 11/16/07

COTR Concurrence of
Contractor's Task Plan: Karen Moze

Date: 10/28/07

CONTRACTOR'S ACCEPTANCE:

Contractor's
Representative: [Signature]

Date: 9-27-07

AUTHORIZATION:

Authorized period of performance:

Beginning Date: October 1, 2007

Completion Date: Sept. 30, 2008

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

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

This Task Order is approved for performance.

Approving Official: [Signature]

Date: 11/20/07

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

Task Order No.: EX 7.4

Task Description for:

Video/Multimedia Service Pool

Contract NNA04CA76C

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

A. Period of Performance

October 1, 2007 to September 30, 2008

B. Description of Work

This Task is comprised of all video work in excess of standard staff labor hours and/or positions within the Video Group provided by Task EX 6.4. Typical items include overtime for the in-house staff, additional labor, equipment, facilities, services, and materials. Such services are driven by individual projects and available budgets, usually require specific funding from the customer, and may be managed by a member of the in-house Video staff. However, when projects are not in direct support of PAO, services such as scripting, producing, directing, editing, graphics/animation, and duplication may have to be provided without drawing from the EX 6.4 support staff or facilities.

As part of this Task, the contract will supply a report, updated each month, on the billing status of each project, identified by its Service Request number. The report should indicate the billing up through and including the current 533 report, as well as the anticipated future costs to complete the project.

C. Hours of Work

As necessary per individual project requirements.

D. Government Furnished Equipment

As per SOW, less whatever equipment is necessary to support Task EX 6.4.

E. Performance Requirements Summary (see attached)

Performance Requirements Summary

Required Services	Performance Standards	Estimated Workload	Method of Surveillance
See Description of Work listed above.	<p>Whenever possible, these "over and above" requirements are scheduled days or weeks ahead of time to allow sufficient time for the contractor to prepare. However, due to the large volume of "rush" priorities, additional labor or services may be requested a day or even hours before an event. It is recognized that large-scale projects cannot always be assembled in hours, or even days. What is most critical is the ability of the contractor to provide standard crew services – videography, editing, graphics, duplication – on the shortest deadlines.</p>	<p>A typical week may have anywhere from 0 to 5 requests for additional labor or services, with the majority requiring 2 or less.</p>	<p>Contractor performance will be monitored via: Random Sampling Task Manager Review of products and services.</p>
	<p>The Task Requestor will provide requirements to the contractor so that a project estimate can be generated. Once the estimate is approved by the Task Requestor, work may</p>		

Performance Requirements Summary

continue.

Final costs per project will be submitted to the Task Requestor via a monthly report.

A higher rating will be given if the contractor consistently provides these services at a high frequency, or with a day or less lead time, or at a lower than estimated cost.

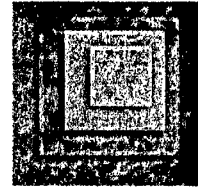


PLANNERS COLLABORATIVE

Task Plan EX 7.4
Video/Multimedia Service Pool

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

Supplemental expenses such as overtime for the on-site staff, extra labor and materials and equipment for video/multimedia will be provided by this task. In such cases, a cost estimate will be supplied for this activity. In addition to the monthly 533 report, actual costs will be broken down per project (SR/title or "general supplies") each month.



PLANNERS COLLABORATIVE

MEMORANDUM

To: Karen Moze, COTR

Date: September 24, 2007

Ref: NNA04CA76C Task Order:

EX 8.4 Video Teleconferencing

Planners Collaborative is submitting our Task Plan for the referenced Task Order for period October 1, 2007 – September 30, 2008.

Sincerely,

Doreen Cohen
Planners Collaborative

cc: Planners Collaborative West

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

TASK ORDER
Prime Contract No.: NNA04CA76C (BOATS)
Task Order No.: EX 8.4

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

TITLE: Video Teleconferencing

SCHEDULE:

Estimated Beginning Date: October 1, 2007

Estimated Completion Date: September 30, 2008

Labor Category:	Est. Hours	Est. Hrs. Monthly	Direct Labor Rate	Total Direct Cost
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Comm. Group Mgr.
VITs Operator

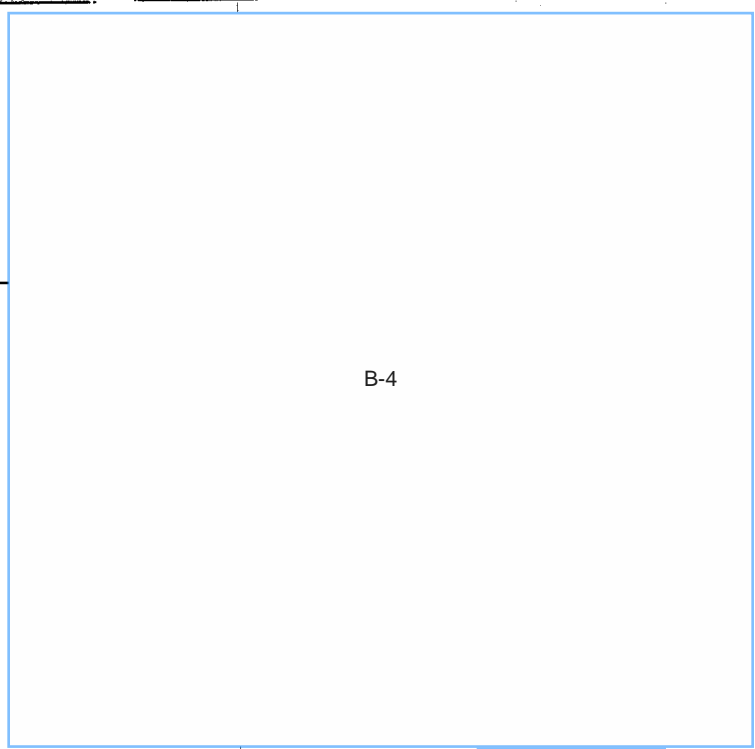
Back-up

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



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:

\$ 66,448

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

CM
9/26/07

NNA04CA76C

Task Order No.: EX 8.4

Task Requester: Ed Schilling

Date: 09/07/2007

COTR: Karen Moze

Date: 09/07/2007

Contracting Officer: Marie E. Dorish

Date: 9/12/07

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

Date: 10/22/07

COTR Concurrence of
Contractor's Task Plan: Karen Moze

Date: 10/22/07

CONTRACTOR'S ACCEPTANCE:

Contractor's
Representative: [Signature]

Date: 9-27-07

AUTHORIZATION:

Authorized period of performance:

Beginning Date: October 1, 2007

Completion Date: Sept. 30, 2008

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

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

This Task Order is approved for performance.

Approving Official: [Signature] Date: 11/20/07

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

Task Order No.: EX 8.4

Task Description for:

Video Teleconferencing

Contract NNA04CA76C

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

A. Period of Performance

October 1, 2007 to September 30, 2008

B. Description of Work

As per Statement of Work, section 4.1.10. Specifically, this task covers support for the ViTS room in building 203. The position requires that the operator be completely capable of operating the equipment (computers, cameras, microphones, monitors) and booking the schedule using the software provided by NASA. This room is often used by Ames' upper management staff, including the Director. Accordingly, the operator should conduct the teleconferences with a level of professionalism matching the client's position. The job is full-time; however, because many teleconferences are scheduled according to Eastern Time, the operator may need to start the day at an early hour. The hours of individual work days may start at varying times, depending on each day's schedule. Any problems with equipment or systems should be communicated to the technical support staff in Code J, or the system managers at MSFC. A sign-in sheet will be generated for each event and kept by the operator for review by the Task Requestor. Occasional overtime (3-5 hours per month) may be required.

Each customer will be given a pre-printed questionnaire for feedback on the service provided. At the end of each month, these completed cards will be delivered to the Task Requestor.

The Task Requestor will be notified immediately by telephone (650-279-0472) in the event of any late or missed teleconferences.

C. Hours of Work

Forty hours per week. The standard workday is eight hours (not including an unpaid lunch period), Monday through Friday, beginning between 6:30 a.m. and 9:00 a.m. and ending between 3:00 p.m. and 5:30 p.m. However, specific teleconference schedule requirements may mean that a work day could start as early as 5:00 to 5:30 am.

D. Government Furnished Equipment

As provided by NASA/Marshall Space Flight Center.

E. Performance Requirements Summary (see attached)

Performance Requirements Summary

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

Performance Requirements Summary

communicates any malfunctions to appropriate technical staff and Task Requestor.

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



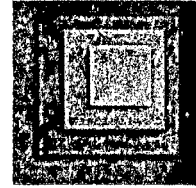
PLANNERS COLLABORATIVE

Task Plan EX 8.4 Video Teleconferencing

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

Planners Collaborative will provide 1 FTE ViTs Operator.

The ViTs Operator will be well qualified to perform all aspects of the task requirements. Planners will also ensure that back-up staff are cross trained to cover staff absences. Staff schedules will meet the requirements of the job for both East Coast times zones and West Coast planned uses of the room. Planners will maintain flexibility to cover weekends and odd hours outside of normal operating hours as requested by customers based on the availability of trained personnel as much as is possible. Emergencies will be handled according to the emergency procedures as agreed upon in the Director's Office and posted at the ViTs location.



PLANNERS COLLABORATIVE

MEMORANDUM


To: Karen Moze, COTR
Date: September 24, 2007

Ref: NNA04CA76C Task Order:

EX 3.4 Photographic Support

Planners Collaborative is submitting our Task Plan for the referenced Task Order for period October 1, 2007 – September 30, 2008.

Sincerely,


Doreen Cohen
Planners Collaborative

cc: Planners Collaborative West

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

TASK ORDER
Prime Contract No.: NNA04CA76C (BOATS)

Task Order No.: EX 3.4

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: Photographic Support

PURPOSE:

Estimated Beginning Date: **October 1, 2007**

Estimated Completion Date: **September 30, 2008**

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

Comm. Group Mgr.
Senior Photographer
Repository Lead
Photo Archivist

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

B-4

ESTIMATE OF TOTAL DIRECT COST FOR TASK SUPPORT:

ESTIMATE OF TOTAL COST FOR FEE/PROJECT MANAGEMENT ALLOCATION:

ESTIMATE OF TOTAL COST/FEE FOR TASK SUPPORT:

B-4

\$ 254,312

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

OK
9/26/07

NNA04CA76C

Task Order No.: 3.4

Task Requester: Eric James

Date: Sept. 11 2007

COTR: Karen Moze

Date: 9/11/2007

Contracting Officer: Marie E. Dorish

Date: 9/13/07

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

Eric James

Date: 10-29-07

COTR Concurrence of
Contractor's Task Plan:

Karen Moze

Date: 10/29/07

CONTRACTOR'S ACCEPTANCE:

Contractor's
Representative:

[Signature]

Date: 9-27-07

AUTHORIZATION:

Authorized period of performance:

Beginning Date: October 1, 2007

Completion Date: Sept. 30, 2008

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

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

This Task Order is approved for performance.

Approving Official: Marie E. Dorish

Date: 10/29/07

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

Task Order No.: 3.4
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, 2007 through September 30, 2008

B. Description of Work

Generally, as described in the Sections 4.1.4.1 through 4.1.4.9. Specifically, this Task covers the work done by the Photographer and Archivist positions.

Photographic services include shooting pictures of public events, creating images that illustrate a customer's message, making portraits, providing instrumentation to document engineering and scientific tests, and copying archival photo files of images to CD. The photographer may also offer advice on strategic equipment purchases. Should the Photographer's time be applied in support of other Tasks, an accounting of the cost savings to this Task should be recorded and provided to the Task Requestor.

Archiving services include cataloging data related to each image, forwarding image files to customers, and assisting customers in identifying images from the archive. The Archivist will also coordinate retrieving and returning original negatives from the Federal Records Center.

C. Hours of Work

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

D. Government Furnished Equipment

All equipment necessary for this Task is provided by the government. See SOW for detailed listing.

E. Performance Requirements Summary (see attached)

Performance Requirements Summary

Task Plan EX 3.3 Still Photography

Task performance will be managed by the Planners Communications Group Manager, who will be the primary interface re: performance w/ the NASA task requester. Planners management team provides guidance & direction to all contract staff in making the NASA vision our mission.

Planners will provide 2 FTE – one full-time Senior photographer & one full-time Repository Lead (archivist). Photo back-up will be provided through the supplemental task order (EX 10.4) Planners will provide one .20 FTE Communications Group Lead. Photo services will include shooting images of events, processing 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.



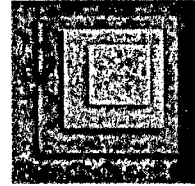
PLANNERS COLLABORATIVE

Task Plan EX 3.4 Still Photography

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

Planners Collaborative will provide 2 FTE - one full-time Senior Photographer and one full-time Repository Lead (archivist). Photography back-up will be provided through the supplemental task order (EX10.4). Planners will provide one 0.2 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 provide one half-time Photo Archivist to help update Ames' visual database (Cumulus) as well as the AILS database and assist in the selection, scanning, and clean up of negatives from the National Archive. At times, this position may be called upon to complete overlapping photographic assignments.



PLANNERS COLLABORATIVE


MEMORANDUM

To: Karen Moze, COTR
Date: September 24, 2007

Ref: NNA04CA76C Task Order:
EX 4.4 Code T Support

Planners Collaborative is submitting our Task Plan for the referenced Task Order for period October 1, 2007 – September 30, 2008.

Sincerely,


Doreen Cohen
Planners Collaborative

cc: Planners Collaborative West

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

TASK ORDER
Prime Contract No.: NNA04CA76C (BOATS)

Task Order No.: EX 4.4

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: Code T Support

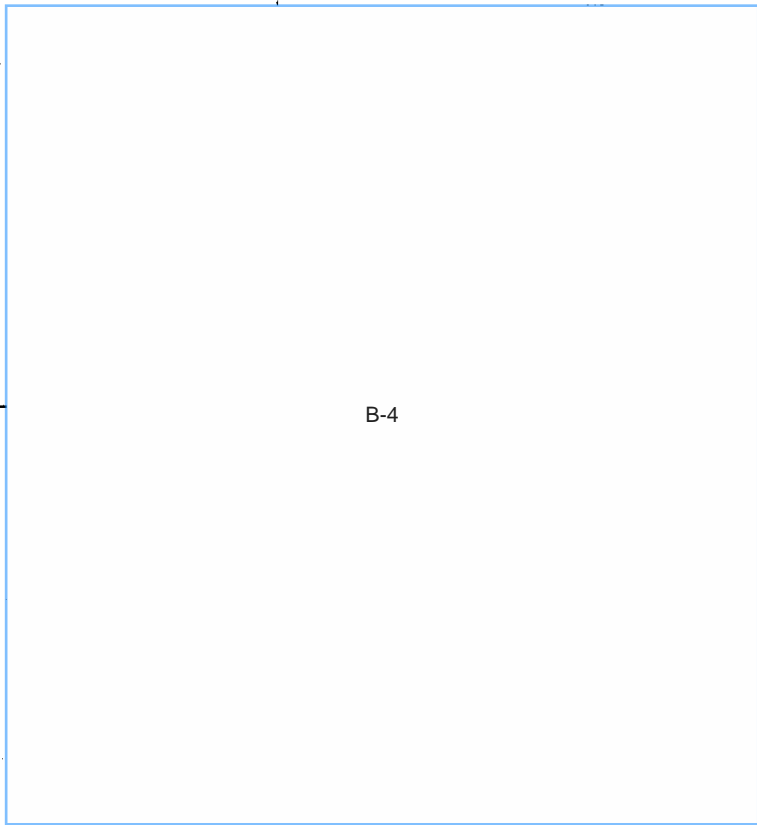
PURPOSE:

Estimated Beginning Date: October 1, 2007

Estimated Completion Date: September 30, 2008

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

Comm. Group Mgr.
Photographer
Scientific Photographer
Photo Lab Tech/ Archivist



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

ESTIMATE OF TOTAL DIRECT COST FOR TASK SUPPORT:

ESTIMATE OF TOTAL COST FOR FEE/PROJECT MANAGEMENT ALLOCATION:

ESTIMATE OF TOTAL COST/FEE FOR TASK SUPPORT:

B-4

\$ 204,999

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

CM
9/26/07

Task Requester: EricJ James

Date: Sept. 11, 2007

COTR: Karen Moze

Date: 9/11/2007

Contracting Officer: Marie E. Dorish

Date: 9/12/07

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

Date: 10-10-07

COTR Concurrence of
Contractor's Task Plan: Karen Moze

Date: 10/16/07

CONTRACTOR'S ACCEPTANCE:

Contractor's
Representative: [Signature]

Date: 9-27-07

AUTHORIZATION:

Authorized period of performance:

Beginning Date: October 1, 2007

Completion Date: Sept. 30, 2008

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.

**SIGN
HERE**

Approving Official: Marie E. Dorish

Date: 10/16/07

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

Task Order No.: EX 4.4
Task Description for:

Code T Support

Contract NNA04CA76C

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

A. Period of Performance

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

B. Description of Work

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

Scientific and Technical Photography will include video and still photography, using both digital and film cameras, as well as high speed video and high speed motion picture systems.

In addition to the actual photography the photographer shall:

- Maintain a high level of communication with his customers ensuring their needs are met and schedules are fulfilled.
- Order and produce post-test products of a high quality, such as CD's and hard copy prints, and deliver those products in a timely manner.
- Select, operate, and store the necessary equipment in a professional manner.

The B/W Lab will develop 8x10 black and white sheet film from the Horizontal Gun Range.

In addition to the actual processing of the film, the Technicians shall:

- Receive, schedule, and deliver film to customers.
- Keep an accurate record of each week's work volume.
- Maintain and order needed repairs for the equipment.
- Order supplies through the civil servant buyer.
- Prepare and replenish B&W development chemicals.
- Maintain and operate any necessary environmental treatment equipment for wastewater from the lab.
- Make B&W prints if required.

Requests from Code T for overtime hours, additional labor, materials, and supplies will be forwarded to the Task Requestor. These costs will be estimated (including all G&A, Award Fee, etc.) and submitted in writing.

The current staffing level of 2.5 FTE's is expected to continue.

The contractor will discuss how the cross training of staff will maximize the flexibility of their support.

C. Hours of Work

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

D. Government Furnished Equipment

Same as EX 3.4

E. Performance Requirements Summary (see attached)

Performance Requirements Summary

Required Services	Performance Standards	Estimated Workload	Method of Surveillance
By B/W Lab:			
Processing of 8x10 b/w film.	All processing runs done to Kodak standards with same day turn around.	Varies widely.	Task Requestor monitoring, customer feedback.
Environmental Compliance Safety Reports	Timeliness and quality	When required by the Ames Safety Office and OSHA.	Feedback from Code Q
By Photographers			
Photographic documentation of test events.	All test events covered per customer schedule. Imagery meets basic standards for exposure, composition, and critical test objective documentation	40 hour weeks, followed by down time.	Task Requestor monitoring, customer feedback.



PLANNERS COLLABORATIVE

Task Plan EX 4.4 Code T 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 Collaborative will provide 2.5 FTE with appropriate skills and experience to perform all task requirements in accordance with the performance requirements summary.

Planners staff will fulfill all requirements as stated in the Description of Work and in the Performance Requirements Summary. We understand that this work is performed to support customers of Code EX and our staff will always maintain a professional approach and excellent communication with Code T on behalf of Code EX to achieve full customer satisfaction.

Planners also understands the importance of safety at ARC and will operate and maintain facilities and equipment in a safe manner. Incumbent staff has received high praise during safety audits for their knowledge of safety requirements and their safety practices.

Planners will provide back-up capability through a qualified on-call staff.

Workload

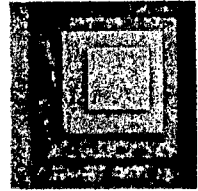
Every effort to adjust staffing levels and hours to accommodate fluctuations in workload and quick turn around tasks will be made. Planners is also able to bring in free-lance photographers for temporary and significant increases in workload.

The 2.5 FTEs support Code T in two main areas:

- 1) Scientific and Technical Photography at the Arc Jets, the Vertical Gun Range, and the Horizontal Gun Range
- 2) Operation of a Black and White Lab for processing of 8x10 sheet film for processing of 8x10 sheet film from the Horizontal Gun Range.

Cross training

All photographers are continually cross trained to serve as back-ups for each other. Two photographers are cross trained in processing and all staff is trained in film and digital photography, and training is continuous on digital processing. Also, both the Senior Photographer and the Communications Group Manager are able to serve as a back-up should there be a need. The cross training obviates the need for external back-up in most cases.



PLANNERS COLLABORATIVE

MEMORANDUM

To: Karen Moze, COTR

Date: September 24, 2007

Ref: NNA04CA76C Task Order:

EX 10.4

Photo Supplemental Service

Planners Collaborative is submitting our Task Plan for the referenced Task Order for period October 1, 2007 – September 30, 2008.

Sincerely,



Doreen Cohen
Planners Collaborative

cc: Planners Collaborative West

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

TASK ORDER
Prime Contract No.: NNA04CA76C (BOATS)

Task Order No.: EX 10.4

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: Photo Supplemental Services

SCHEDULE:

Estimated Beginning Date: October 1, 2007

Estimated Completion Date: September 30, 2008

Labor Category:

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

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

B-4

ESTIMATE OF TOTAL DIRECT COST FOR TASK SUPPORT:

B-4

ESTIMATE OF TOTAL COST FOR FEE/PROJECT MANAGEMENT ALLOCATION:

ESTIMATE OF TOTAL COST/FEE FOR TASK SUPPORT:

\$ 37,223

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

ck
9/27/07

NNA04CA76C

Task Order No.: EX 10.4

Task Requester: Eric James

Date: Sept. 11, 2007

COTR: Karen Moze

Date: 9/11/2007

Contracting Officer: Marie E. Dorish

Date: 9/13/07

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

Date: 10-10-07

COTR Concurrence of
Contractor's Task Plan: Karen Moze

Date: 10/16/07

CONTRACTOR'S ACCEPTANCE:

Contractor's
Representative: [Signature]

Date: 9-27-07

AUTHORIZATION:

Authorized period of performance:

Beginning Date: October 1, 2007

Completion Date: Sept. 30, 2008

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.

**SIGN
HERE**

Approving Official: Marie E. Dorish

Date: 10/16/07

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

Task Order No.: EX 10.4

Task Description for:

Supplemental Photo Costs

Contract NNA04CA76C

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

A. Period of Performance

The period of performance for this task is October 1, 2007 through September 30, 2008

B. Description of Work

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

C. Hours of Work

As necessary

D. Government Furnished Equipment

Same as that provided for EX 3.4

E. Performance Requirements Summary (see attached)

Same as for EX 3.4

Performance Requirements Summary

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

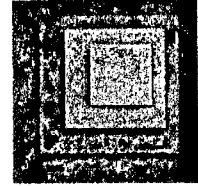


PLANNERS COLLABORATIVE

Task Plan EX10.4
Supplemental Photo Costs

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

Supplemental expenses such as overtime for the on-site staff, extra labor and materials and equipment for photographic activities will be provided by this task. In such cases, a cost estimate will be supplied for this activity. In addition to the monthly 533 report, actual costs will be broken down per project (SR/title or "general supplies") each month.



PLANNERS COLLABORATIVE

MEMORANDUM

To: Karen Moze, COTR
Date: September 24, 2007

Ref: NNA04CA76C Task Order:

JA 1.4 Office Administrative Services and University Grants

Planners Collaborative is submitting our Task Plan for the referenced Task Order for period October 1, 2007 – September 30, 2008.

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.: JA 1.4

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: Office Admin Services & University Grants

SCHEDULE:

Estimated Beginning Date: October 1, 2007

Estimated Completion Date: September 30, 2008

Labor Category:

	Est. Hours	Est. Hrs. Monthly	Direct Labor Rate	Total Direct Cost
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Admin. Services Mgr.
Acquisition Admin Specialist
Sr. Acquisition Admin Specialist

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

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:

\$ 244,781

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

Ch
9/27/07

NNA04CA76

Task Order No.: JA-1.4

Task Requester: Scott J. Malsom

Date: 09/18/2007

COTR: Karen Moze

Date: 9/18/2007

Contracting Officer: Marie E. Dorish

Date: 9/21/07

Task Requester Concurrence
of Contractor's Task Plan and
Contractor's Cost Estimate: Scott J. Malsom

Date: 10/12/07

COTR Concurrence of
Contractor's Task Plan: Karen Moze

Date: 10/19/07

CONTRACTOR'S ACCEPTANCE:

Contractor's
Representative: [Signature]

Date: 9-27-07

AUTHORIZATION:

Authorized period of performance:

Beginning Date: October 1, 2007

Completion Date: September 30, 2008

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: Marie E. Dorish

Date: 10/17/07

Distribution:
Contracting Officer (Original)
Contractor
COTR
Task Requester

Task Order No.: JA-1.4

Task Description for :

Office Administration and Acquisition Business Process 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.

Period of Performance: October 1, 2007 – September 30, 2008

Ames Research Center's Acquisition Division is responsible for acquiring the goods and services required to support ARC in meeting its mission. Under this task order the contractor provides support to the Acquisition Division under two subtasks: Office Administrative Services and Acquisition Business Process Support Services.

The Contractor is required to provide all necessary administrative, documentation, and technical support, and all services related to the following two subtask functions. For assignments that do not have existing start and end dates specified in this SOW, the work will be assigned with a Job Order Request Form that specifies a required schedule for completion.

Functions for the Office Administrative Services include but are not limited to various acquisition related data entry into manual, spreadsheet or menu-based management information systems; report generation; document review, generation and tracking; management of office supplies; key operator functional support for Code JA Division photocopiers; non-ODIN property (non-SEB support), mail delivery/distribution, and general clerical support such as document preparation, distribution, copying, etc.. This task also includes supporting the Bankcard Group with reconciliation, user notification and other activities.

Functions for the Acquisition Business Process Support include support for processing grants, cooperative agreements and Intergovernmental Personnel Act (IPA) actions as well as providing support to the P-Card program and Directorate Portal office.

The Contractor shall perform these activities in conformance with NASA & ARC Policies, Guidelines, and Procedures, the FAR & the NASA FAR Supplement, and the NASA Grant Handbook.

Subtask 1.1.1 Office Administrative Services

A. Subtask Description

- Prepare Travel Authorization Packages (via Travel Manager) on behalf of Division staff as requested. Contractor personnel will take training and become proficient in the Travel Manager system and become the primary travel document preparer for the division;
- Maintain Spreadsheets of Code JAB onsite contractor list, all contractor list, & COTR training logs;

- Distribute Procurement Data System reports from FPDS, or similar Tracking Reports to Branch Chiefs and input any data changes and/ or corrections. Data changes/corrections shall be completed 2 days after receipt;
- Enter data into FPDS from contractual documents and other sources as supplied by the cognizant contracting officers and contract specialists.
- Develop, maintain, and enter data from buyer log sheets for Simplified Acquisitions (SAP), Scientific and Engineering Workstation Procurement (SEWP), and Personnel Systems Center (PSC), Data entry of log sheets shall be completed, the log sheet initiated, dated and returned to Code JAB within 4 days of receipt;
- Input NF 507 data for incremental funding actions, closed contracts and purchase orders into Procurement systems databases, including NF 507s used to correct errors in Procurement Data Systems;
- Coordinate, prepare, and track Tax Exempt Certificates. Tax Certificates should be provided to the Contracting Officer within 3 days after request;
- Maintain tracking of spreadsheets of all inactive and closed contracts and locations;
- Mail NASA Vendor Packages when requested by Center Small Business Specialist;
- Monitor and maintain JA supplies and prepare orders forms for supplies, including paper and other routine office supplies. Coordinate with the Division Bankcard Buyer items not routinely stocked within 24 hours of request. Prepare quarterly reports summarizing store stock purchases including analysis of purchases and recommendations for more cost efficient purchases;
- Provide Key Operator support for JA photocopy machines including placing service calls when required, and ordering toners & monitoring toner levels;
- Monitor/maintain Non-ODIN Property (non-SEB) inventory. Follow-up discrepancies when needed. Perform quarterly reviews & coordinate findings with code JA, and follow-up on disparities;
- Sort and distribute Mail. Forward mail as necessary. Distribute & mail copies of contracts, modifications and delegations. Maintain distribution lists contain dates recording distribution and submit original to cognizant contract specialist;
- Support contract and grant archiving activities in accordance with the Records Retention Schedule; and
- Perform clerical duties as required by Job Order Request Form such as preparation of letters, memos and other documentation; scanning documents; distribute NFS/FACS; copies; preparation of file labels and filing; and other similar administrative activities.
- Provide support to the Ames P-Card Team for P-card activities such as the development and maintenance of work flow processes outlining the ARC P-Card Validation Process. Additional responsibilities include supporting the P-Card customers, IFMP Help Desk and ARC P-Card coordinator in answering questions or developing training material, and developing best practices for the various P-Card processes. Requires a working knowledge of NASA's P-Card software system and Core Financial Software: SAP R/3 systems.

B. Hours of Work

The standard workday will be in accordance with the contract. In order to promote a flexible work place atmosphere consistent with the allowances made for the civil servant staff, minimal (1 person) Division coverage is necessary Monday through Friday between the core hours of 7:30 a.m. to 4:30 p.m.

C. Government Furnished Equipment

See Section J, Attachment A3 of the contract.

D. Performance Requirements Summary (see attached)

See attachment.

Subtask 1.1.2 Acquisition Business Process Support

A. Subtask description

The contractor shall perform the following administrative and clerical functions in support of the NASA Ames Grants Office. All documents are generated in Microsoft Word or Excel.

- Prepare grant proposal receipt and acknowledgement correspondence;
- Prepare grants/cooperative agreements for award and supplemental funding. Maintain and process relevant data;
- Perform data entry of grants data in the Center and Agency –accessible automated information systems;
- Process and administer Intergovernmental Personnel Act (IPA) actions including the processing & routing of invoices;
- Provide all necessary clerical support as necessary including distribution of incoming mail, awards, final reports; and
- Monitor status of grant expiration and provide reminders to NASA task monitors of grant expiration. Inform Task Monitor of grant expiration date; request if there is intent to renew; and request funds as necessary.

B. Hours of Work

The standard workday will be in accordance with the contract. In order to promote a flexible work place atmosphere consistent with the allowances made for the civil servant staff, minimal (1 person) Division coverage is necessary Monday through Friday between the core hours of 7:30 a.m. to 4:30 p.m.

C. Government Furnished Equipment

See Section J, Attachment A.3 of the contract.

D. Performance requirements Summary

See attached.

Performance Requirements Summary

Required Services	Performance Standards	Estimated Workload	Method of Surveillance
Subtask 1.1			
SF 294 report	Contractor reports reviewed and data input into spreadsheet within 20 days after deadline for receipt	SF 294s received semi-annually (Oct 30 & April 30) from approximately 35 contractors	Small Business Specialist (SBS) reviews finished spreadsheet
SF 294 report	Contact Contract Specialist if the contractor does not submit report.	Approximately 20 contractors require follow-up	SBS reviews Final Report for completeness and accuracy.
SF 295 report—used by HQ for NASA-wide SB reports	As requested by Headquarters, contact contract specialist if the contractor does not submit report.	Approximately 20 contractors require follow-up.	SBS checks list as SF 295s come in.
Non-ODIN Property Support	Periodic reports reviewed within 10 days of receipt.	One move per week.	Spot check logs.
Mail Delivery	All mail sorted within one hour of receipt.	Mail comes once daily, sort for 4 Branches, Division Office, Contractors.	Branch Admin assistant reviews for Branch distribution
Microsoft Word Support	All documents completed by due date as indicated on document or within 24 hours.	Approximately 5 to 10 documents per week	Log sheet/rework sheet
Required	Performance	Estimated	Method

Performance Requirements Summary

Services	Standards	Workload	of Surveillance
Subtask 1.1 (continued)			
Distribution	Distribute documents within 5 days of receipt.	One distribution job per week	Spot-check customers
Copying	Turnaround daily all items left for copying	10-20 copy jobs daily	Spot-check log
Delivery Services	Respond timely to requests for delivery	1-2 actions per day	Spot-check customers
Filing	All documents filed within 24 hours of receipt.	Approximately 10 documents per week	Spot-check.
Other Administrative Duties	Complete within time indicated on job request.	2-3 actions per week	Review by requestor
Time permitting, provides admin support to other Code JA Branches	Proactively look for assignments when time is available.	Various, depending on workload.	Log sheets for jobs.
FPDS Data entry	Enter data within 3 work days of receipt from CO/CS. Data entry is to be 100% complete and accurate based on the information supplied.	May vary by time of year but should average out to approximately 2 to 5 documents per day.	Customer input via a variety of audit reports generated by code JA personnel, NASA HQ, the Small Business Administration and other auditing agencies on a case-by-case basis.
Bankcard Support	100% coverage during reconciliation and validation activities.	This is a time critical activity. It must be completed during the time roughly defined as the last full week of the month and the first full week of the next month.	Review by Bankcard Team and Management

Performance Requirements Summary

Subtask 1.2

Grants—Reminding grant recipients and NASA task monitors of grant expiration dates and required action items.

P-Card Training & Best Practices documentation development

Technical monitor will be contacted two months prior to expiration of grant

Complete documentation within timeframes identified by task request

40-50 grants expire each month (total for both tasks)

As requested

Contractor monthly report based on log sheet of calls. Spot-check of task monitors.

P-Card Coordinator Feedback



PLANNERS COLLABORATIVE

Task Plan JA 1.3
Office Administrative Services and University Grants Services

Task performance will be managed by the Planners Administrative Services 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 three full time (3 FTE) positions to support office administrative services and university grant services.

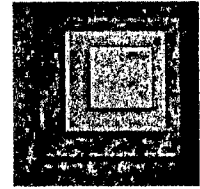
The Senior Grant Specialist will have at a minimum a high school diploma, three years work-related experience, and a solid working knowledge of the NASA grant administration process.

The Acquisitions administrative assistants will have at a minimum a high school diploma and 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 team will be split between office administrative services and university grant services to the extent required to perform, based on priorities set by the Grant Officer and the Code JA Task Manager.

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

Additional project needs of short duration that may arise will be met with existing staff through reassessment of priorities and reassessed deliverables process time, with the concurrence of the Code JA Task Manager.



PLANNERS COLLABORATIVE

MEMORANDUM

To: Karen Moze, COTR
Date: November 1, 2007

Ref: NNA04CA76C Task Order:

ES 1.4 International Space University, Space Studies Program Support

Planners Collaborative is submitting our Task Plan for the referenced Task Order for period October 1, 2007 – September 30, 2008.

Sincerely,

Doreen Cohen
Planners Collaborative

cc: Planners Collaborative West

NNA04CA76C

Task Order No.: ES-1.4

Donald G. James

September 26, 2007

Task Requester: _____

Date: _____

COTR: Karen Moze

Date: 9/26/2007

Contracting Officer: Marc E. Sorish

Date: 10/25/07

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

Date: 12-17-07

COTR Concurrence of
Contractor's Task Plan: Karen Moze

Date: 12/17/07

CONTRACTOR'S ACCEPTANCE:

Contractor's
Representative: [Signature]

Date: 11/1/07

AUTHORIZATION:

Authorized period of performance:

Beginning Date: 10/1/2007

Completion Date: 09/30/2008

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

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

This Task Order is approved for performance.

Approving Official: Marc E. Sorish

Date: 12/19/07

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



PLANNERS COLLABORATIVE

Task Plan ES 1.4

International Space University, Space Studies Program 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 the staffing resources with the appropriate skills and experience to perform the task requirements as specified in the Task Order.

Planners is committed to perform the highest quality work for all task requirements ensuring flexibility with program changes and backup capability for all personnel.

Task Order No.: ES-1.4

Task Description for:

International Space University, Space Studies 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 will be from October 1, 2007 through September 30, 2008 unless specifically identified otherwise in the task.

B. Description of Work

International Space University – Space Studies Program Project

Background

On February 28, 2007 NASA Ames Research Center was awarded the right to host the 2009 International Space University's Space Studies Program. Founded in 1987, the International Space University has set as its goal the development of the future leaders of the global space community. To this end, ISU offers a one-year masters program in Space Studies or Space Management, and also sponsors a two-month summer program known as the Space Studies Program (SSP). Both the masters and summer programs are highly diverse, with more than 90 countries represented by ISU alumni.

Each summer the SSP provides graduate-level students with an international, interdisciplinary, and intercultural program focused on space exploration and development. The program itself is broken into two main sections: coursework and team projects. The coursework encompasses many areas of space studies, including science, engineering, policy, and law. The second half of the program is dedicated to the team projects, which are always based on a space-related topic and often result in publishable papers.

In preparation for the 2009 program, the NASA Ames SSP team will work closely with officials from ISU, local industrial partners, and the NASA community (all 10 NASA Centers and NASA Headquarters) to make the 2009 program a success.

This task operates under the auspices of the ISU SSP Project Manager and Deputy Project Manager.

The Government envisions a 1.0 FTE effort for this task split between .75 for the principal ISU Administrative Support and .25 dedicated to consultative services per annum.

Description of Specific Tasks to be Performed

The contractor shall perform, working closely with the ISU SSP Project Team Lead and Special Projects staff, the following tasks in pursuit of successfully hosting the 2009 SSP.

1. Serve as an administrative assistant to the SSP Project Team Lead and help to coordinate various activities related to development of the SSP.
2. Produce presentation materials such as Powerpoint slides and executive summaries for use with both NASA personnel and potential partners.
3. Assist in recruiting potential partners by communicating with contacts, attending presentations, and managing prospect database. Specifically, contractor shall provide liaison support to targeted Universities, including but not limited to UC Davis' Center for Health and Technology.
4. Assist in the management/development of all major project documents, including the Project Schedule, Project Plan, and Project Budget with primary ownership over the Project Schedule using the Fast Track application (AEC Software)
5. Assist in all aspects of scheduling and managing key project reviews and an Integrated Product Team (Ames ISU-SSP working group) for the ISU SSP Project. This includes establishing and maintaining process documentation (e.g. action tracking documents, updates to the internal portion of the website, etc.)
6. Participate in scheduled and ad-hoc project meetings and conference calls, documenting all actions and key points.
7. Develop a comprehensive ISU SSP web portal, including basic website administration tasks. This website must include information for the following groups:
 - a. Potential project partners
 - b. NASA employees
 - c. American students & potential ISU-SSP students (link to ISU site)
 - d. Silicon Valley constituencies: local/regional government and local/regional business
 - e. The media
8. Create an informational brochure for the public. This brochure must be visually captivating and must encourage the reader to visit the web portal described above to learn more.
9. Develop a folder and insert pages that can be used to engage potential partners in supporting the 2009 program. The folder shall be visually interesting, but will not contain too much information so the design can be re-used. The insert pages should contain enough blank space to print program information on each page.

10. Other graphics and presentation/information documentation requirements as necessary, including inputs to the Agency's 90-Day reports, weekly highlights and other special reports as required.

11. Establish, update and maintain a project "situation room" that contains large images of the project schedule, images of the SSP 2009 facilities and other documents organized in a way that multiple people can view and discuss project matters simultaneously.

12. The Government requires the Contractor to provide individual(s) that meet or exceed the skills and experience delineated below.

Required	Preferred
<ul style="list-style-type: none">• Excellent interpersonal communication, and organizational skills with attention to detail.• Demonstrated proficiency in website creation tools.• Demonstrated proficiency in event planning, management, and execution• Demonstrated proficiency with Adobe InDesign.• Demonstrated proficiency with Microsoft Office.• Demonstrated ability to produce visually impressive, informative materials, handouts, etc.• 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 consistent excellent customer service.• Exceptional ability to analyze, plan and make informed decisions and respond to change.• Demonstrated training and experience in the administration of student programs or assisting in the management of a student program.	<ul style="list-style-type: none">• Experience working with institution(s) of higher education.• Experience managing multiple projects or events involving disparate organizations with sometime conflicting objectives• Training in education.• Experience with student internship programs.

<ul style="list-style-type: none">• 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.).	
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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

GFE includes standard office furnishings and equipment: desk, chair, computer, telephone, office supplies, filing systems

E. Performance Requirements Summary (see attached)

Performance Requirements Summary

Required Services	Performance Standards	Estimated Workload	Method of Surveillance
Support of SSP Development	Services and products are detailed, complete, timely, accurate, appropriate, and responsive to task requirements and meet targeted impacts as evidenced through formative and summative evaluation. Services meet NASA and Ames policies, and are inline with the Strategic Communication's practices, polices and procedures.	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	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

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

**TASK ORDER
 Prime Contract No.: NNA04CA76C (BOATS)**

Task Order No.: HR 1.4 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: Employee Development & Training

PURPOSE: Increase Travel and Training budgets per two CTO revisions

Estimated Beginning Date: October 1, 2007

Estimated Completion Date: September 30, 2008

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

HR Manager
 Leadership Devt.
 Systems Admin
 Training Logistics Coord.
 Sr. Prog. Mgr.
 Short Courses & Conf.

--	--	--	--	--

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:

\$ 693,244

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

Ch
8/15/08



CTO REVISION REQUEST

TECHNICAL AND ADMINISTRATIVE SERVICES		1. Contractor: NNA04CA76C	8. Contractor Task Order to be Revised HR1.4
3. Submittal Date: July 8, 2008	4. Originator/Telephone No.: Leticha Hawkins / 650-604-3792		

PROPOSED REVISION

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

Revisions needed for travel to Agency workshops. HR-1 has an existing B-4 travel budget.

6. Revised TO:

An ODC travel revision for HR-1 is needed in an amount not to exceed B-4

APPROVAL

7. NASA Task Manager: <i>Leticha Hawkins</i> [Leticha Hawkins]	8. Date: 7-7-08	9. COTR: <i>Kellogg</i> [Karen Moze]	10. Date: 7/10/08
11. Other Signature (Check if Required) <i>[Signature]</i> [Director/Contracting Officer]	12. Date: 7-17-08	13. Other Signature (Check if Required) <i>[Signature]</i> [Contracting Officer]	14. Date: 09/11/08

Revised Cost attached

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

**TASK ORDER
 Prime Contract No.: NNA04CA76C (BOATS)**

Task Order No.: HR 1.4 Revision No. 1

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

TITLE: Employee Development & Training

PURPOSE: Increase Travel budget to B-4

Estimated Beginning Date: October 1, 2007

Estimated Completion Date: September 30, 2008

Labor Category:

HR Manager
 Leadership Devt.
 Systems Admin
 Training Logistics Coord.
 Sr. Prog. Mgr.
 Short Courses & Conf.

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

B-4

ESTIMATE OF TOTAL DIRECT COST FOR TASK SUPPORT:

ESTIMATE OF TOTAL COST FOR FEE/PROJECT MANAGEMENT ALLOCATION:

ESTIMATE OF TOTAL COST/FEE FOR TASK SUPPORT:

B-4

\$ 682,988

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

OB
 2/19/08

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

**TASK ORDER
 Prime Contract No.: NNA04CA76C (BOATS)**

Task Order No.: HR 3.4 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: Incentive Awards Programs

PURPOSE: Add \$ B-4 to Travel budget

Estimated Beginning Date: October 1, 2007

Estimated Completion Date: September 30, 2008

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

Task Management
 Incentive Awards Program Specialist

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

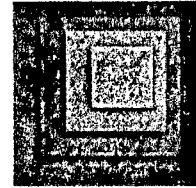
ESTIMATE OF TOTAL COST FOR FEE/PROJECT MANAGEMENT ALLOCATION:

ESTIMATE OF TOTAL COST/FEE FOR TASK SUPPORT:

\$ 81,262

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

OK
 2/19/08



PLANNERS COLLABORATIVE

MEMORANDUM


To: Karen Moze, COTR
Date: September 24, 2007

Ref: NNA04CA76C Task Order:

HR 3.4 Incentive Awards and Recognition

Planners Collaborative is submitting our Task Plan for the referenced Task Order for period October 1, 2007 – September 30, 2008.

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.: HR 3.4

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: **Incentive Awards Programs**

PURPOSE:

Estimated Beginning Date: **October 1, 2007**

Estimated Completion Date: **September 30, 2008**

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

Task Management
 Incentive Awards Program Specialist

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 ALLOCATION:

B-4

ESTIMATE OF TOTAL COST/FEE FOR TASK SUPPORT:

\$ 80,041

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

OK
 9/29/07

NNA04CA76C

Task Order No.: HR 3.4

Task Requester: Leticha Hawkins

Date: 06 September 07

COTR: Karen Moge
Marie E. Dorish, CO

Date: 09/06/07
9/7/07

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

Date: 10/25/07

COTR Concurrence of
Contractor's Task Plan: Karen Moge

Date: 11/5/07

CONTRACTOR'S ACCEPTANCE:

Contractor's
Representative: [Signature]

Date: 9-27-07

AUTHORIZATION:

Authorized period of performance:

Beginning Date: October 1, 2007

Completion Date: Sept. 30, 2008

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

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

This Task Order is approved for performance.

Approving Official: Marie E. Dorish
Date: 12-19-07

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

Task Order No.: HR3.4
Task Description for:

AWARDS AND RECOGNITION

Contract NNA04CA76C

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

A. Period of Performance

The period of performance for this task is October 1, 2007 through September 20, 2008, unless otherwise noted.

B. Description of Work

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

C. Hours of Work

The standard workday is eight hours (not including an unpaid lunch period), Monday through Friday, beginning between 6:30 am and 9:00 am and ending between 3:00 pm and 5:30 pm Human Resources Division services shall be available between the hours of 8:00 am and 4:30 pm Monday through Friday. Exceptions, with prior concurrence of the Human Resources Task Manager, can be made if service is maintained and workload is not affected.

D. Government Furnished Equipment

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

Performance Requirements Summary (see attached)

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

Planners will provide approximately one position to support the NASA Ames Awards and Recognition Program.

The staff will have at a minimum a one-year certificate from a college or technical school and two years of related experience and/or training, plus two years of experience with computers in the area of word processing, databases, and spreadsheets. The staff will possess the ability to analyze data and statistics, the ability to interface and communicate effectively with internal and external customers, and will have experience managing



PLANNERS COLLABORATIVE

Task Plan HR 3.3 Awards and Recognition

Task performance will be managed by the Planners HR Support 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 approximately one position to support the NASA Ames Awards and Recognition program.

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

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

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

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

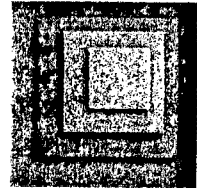
budgets and different accounting systems. This work will be performed by professional, independent, and diplomatic staff with the ability to plan, organize, prioritize and structure required tasks and information. Prioritization of tasks will be in accordance with the NASA Ames Workforce Development Branch.

Contractor staff will be the technical expert and point of contact for the NASA Automated Awards System (NAAS). The contractor staff will provide training to system users and provide technical support regarding the use and capability of the system. The contractor staff will also participate in testing of the system. The contractor staff will provide administrative and clerical services for administering and maintaining the Center's various award and recognition activities, including monetary awards such as Sustained Superior Performance Awards, Spotlight Awards, and Ames Honor Awards and non-monetary awards such as Length of Service Awards and NSA Honor and Ames Honor Awards. This support will be provided in coordination with the NASA Shared Services Center (NSSC) and other evolving e-Gov initiatives.

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

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

**COPY FOR YOUR
INFORMATION**



PLANNERS COLLABORATIVE

MEMORANDUM

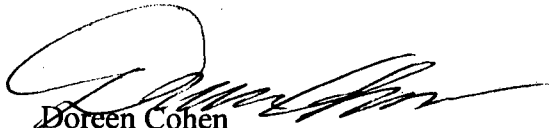
To: Karen Moze, COTR
Date: September 24, 2007

Ref: NNA04CA76C Task Order:

HR 2.4 Personnel Services

Planners Collaborative is submitting our Task Plan for the referenced Task Order for period October 1, 2007 – September 30, 2008.

Sincerely,


Doreen Cohen
Planners Collaborative

cc: Planners Collaborative West

NNA04CA76C

Task Order No.: HR2.4

Task Requester: Jane Babicz

Date: 09/06/2007

COTR: Karen Moze

Date: 09/06/2007

Contracting Officer: Marie E. Sorish Date: 9/7/07

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

Jane Babicz

Date: 10/24/07

COTR Concurrence of
Contractor's Task Plan:

Karen Moze

Date: 10/29/07

CONTRACTOR'S ACCEPTANCE:

Contractor's Representative: [Signature]

Date: 9-27-07

AUTHORIZATION:

Authorized period of performance:

Beginning Date: October 1, 2007

Completion Date: Sept. 30, 2008

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. Sorish
Date: 10/29/07

Distribution:

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

Task Order No.: HR 2.4
Task Description for:

Personnel Services

Contract NNA04CA76C

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

A. Period of Performance

The period of performance for this task is October 1, 2007 through September 20, 2008, unless otherwise noted.

B. Description of Work

Provide Personnel Services to the Human Resources Division as specified in Section J, Attachment A1 "Statement of Work" paragraph 4.2.4 (Student Programs), 4.2.3 (Staffing) and augmented Personnel Support for a variety of temporary administrative tasks, 4.3.4 (Relocation Liaison), and 4.2.6 (General Human Resources Support).

C. Hours of Work

The standard workday is eight hours (not including an unpaid lunch period), Monday through Friday, beginning between 6:30 am and 9:00 am and ending between 3:00 pm and 5:30 pm Human Resources Division services shall be available between the hours of 8:00 am and 4:30 pm Monday through Friday. Exceptions, with prior concurrence of the Human Resources Task Manager, can be made if service is maintained and workload is not affected.

D. Government Furnished Equipment

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

Performance Requirements Summary (see attached)

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

Personnel Services

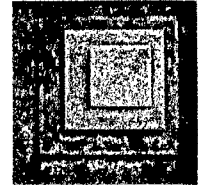
Planners' subcontractor, MEI Technologies, Inc., will provide no more than 4.5 Full Time Equivalents (FTEs) to support a full range of personnel services. Team members will work individually and together to cover the varied aspects of personnel services support needs.

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

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

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

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



PLANNERS COLLABORATIVE

MEMORANDUM


To: Karen Moze, COTR
Date: September 24, 2007

Ref: NNA04CA76C Task Order:

JSL 2.4 Administrative Support (Code JS)

Planners Collaborative is submitting our Task Plan for the referenced Task Order for period October 1, 2007 – September 30, 2008.

Sincerely,


Doreen Cohen
Planners Collaborative

cc: Planners Collaborative West

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

TASK ORDER
Prime Contract No.: NNA04CA76C (BOATS)

Task Order No.: JSL 2.4

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: Administrative Support

PURPOSE:

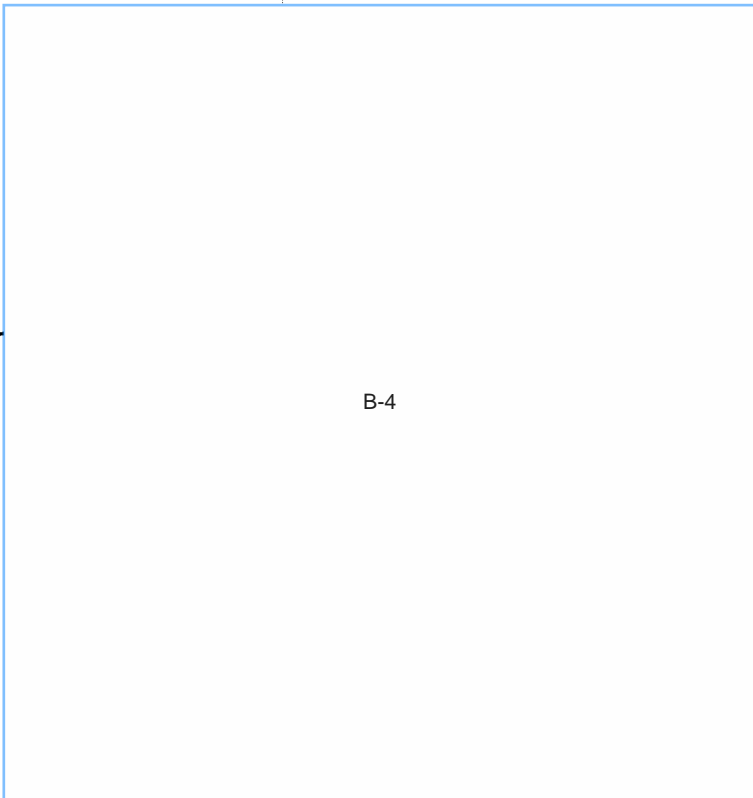
Estimated Beginning Date: October 1, 2007

Estimated Completion Date: September 30, 2008

Labor Category:

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

Logistics Specialist
Task Mgt.



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 ALLOCATION:

B-4

ESTIMATE OF TOTAL COST/FEE FOR TASK SUPPORT:

\$ 72,664

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

CM
9/26/07

NNA04CA76C

Task Order No.: JSL-2.4

Task Requester: Eric Kristich

Date: 09/04/07

COTR: Karen Moze

Date: 09/04/07

Contracting Officer: Maria E. Borish

Date: 9/7/07

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

Date: 10-1-07

COTR Concurrence of
Contractor's Task Plan: Karen Moze

Date: 10/29/07

CONTRACTOR'S ACCEPTANCE:

Contractor's
Representative: [Signature]

Date: 9-27-07

AUTHORIZATION:

Authorized period of performance:

Beginning Date: 10/01/07

Completion Date: 09/30/07

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: Maria E. Borish

Date: 10/29/07

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

Task Order No.: JSL-2.4

Task Description for:

Administrative Support

Contract NNA04CA76C

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

A. Period of Performance

The period of performance for this task is October 1, 2007 through September 30, 2008

B. Description of Work

Provide full-time administrative support for the Logistics & Documentation Services division. Duties include office filing, administrative systems support for the Division and the Code J Business Office, taking meeting minutes, typing official correspondence, maintaining spreadsheets, preparing presentation charts and graphs, completion and tracking of requests for demand services for Business Office clients, maintaining various Ames databases as specified and assisting with logistical planning and coordination of official Division meetings, events and special projects. Other administrative support related duties as assigned.

C. Hours of Work

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

D. Government Furnished Equipment

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

E. Performance Requirements Summary (see attached)

Performance Requirements Summary

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



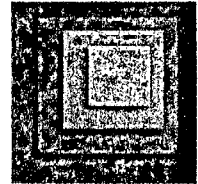
PLANNERS COLLABORATIVE

Task Plan JSL 2.4
Administrative 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 one full time staff member with the appropriate skills and experience to perform the task requirements as specified in the Task Order.

Planners is committed to perform the highest quality work for all task requirements ensuring flexibility with program changes and backup capability for all personnel.



PLANNERS COLLABORATIVE

MEMORANDUM

To: Karen Moze, COTR
Date: September 24, 2007

Ref: NNA04CA76C Task Order:

JSG 1.4

Financial Support for Code JS

Planners Collaborative is submitting our Task Plan for the referenced Task Order for period October 1, 2007 – September 30, 2008.

Sincerely,

Doreen Cohen
Planners Collaborative

cc: Planners Collaborative West

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

TASK ORDER
Prime Contract No.: NNA04CA76C (BOATS)
Task Order No.: JSG 1.4

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: Financial Support for Code JS
Logistics and Documentation Development Division

PURPOSE:

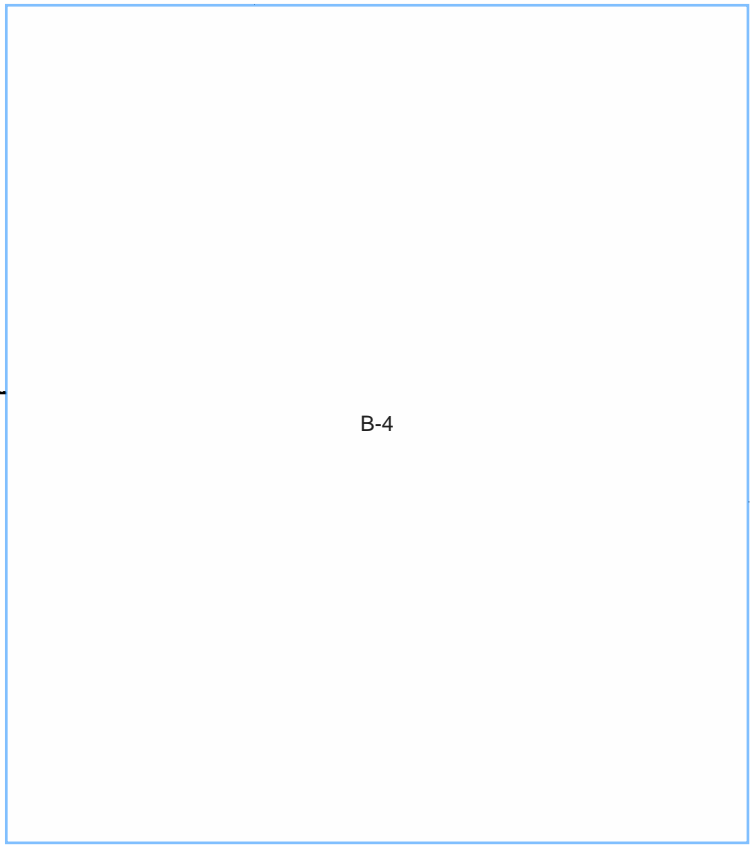
Estimated Beginning Date: October 1, 2007

Estimated Completion Date: September 30, 2008

Labor Category:

	Est. Hours	Est. Hrs. Monthly	Direct Labor Rate	Total Direct Cost
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Data Analyst
Task Management



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

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:

\$ 119,315

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

OK
9/27/07

NNA04CA76C

Task Order No.: JSG-1.4

Task Requester: John Adams

Date: 08/27/2007

COTR: Karen Moge

Date: 09/04/07

Contracting Officer: Marie E. Sarsik

Date: 9/7/07

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

Date: 11/13/07

COTR Concurrence of
Contractor's Task Plan: Karen Moge

Date: 11/14/07

CONTRACTOR'S ACCEPTANCE:

Contractor's
Representative: [Signature]

Date: 9-27-07

AUTHORIZATION:

Authorized period of performance:

Beginning Date: 10/1/07

Completion Date: 9/30/08

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

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

This Task Order is approved for performance.

Approving Official: [Signature] Date: 11/15/07

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

Task Order No.: JSG-1.4

Task Description for :

Financial Support for Code JS

Contract NNA04CA76C

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

A. Period of Performance

The period of performance for this task is October 1, 2007 through September 30, 2008

B. Description of Work

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

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

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

C. Hours of Work

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

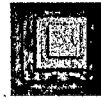
D. Government Furnished Equipment

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

E. Performance Requirements Summary (see attached)

Performance Requirements Summary

Required Services	Performance Standards	Estimated Workload	Method of Surveillance
<p>Provide:</p> <p>Administrative and Data Entry services across a broad range of division level goals and objectives by providing logistical and documentation-related support to Center Organizations requesting services.</p>	<p>Scope of work that is required includes:</p> <p>Access and usage of the Center's 4D database system that is used to process Service Requests. Will serve as the Central Point of Entry (POE) in all requests for services provided by Code JS. Monitor and provide status on all requested services. Create quality spreadsheets used to schedule services, track job status and provide customers with cost information. Prepare charts, graphs, word processing documents and run database reports. Schedule meetings, take official meeting minutes and complete applicable correspondence filing.</p>	<p>Do daily database input on all service requests. JS receives an average of 20-30 SRs per week. Multiple Database access and data entry will be required for each SR.</p> <p>Shall maintain and keep current the 4D database on all requested services. Will create and maintain spreadsheets, associated charts and applicable graphs for JS management team. Will attend various meetings set up by Task Managers with their assigned contractor service providers.</p>	<p>Regular communication with the following personnel:</p> <ul style="list-style-type: none"> JS Managers JS Resource Managers Departmental Task Managers Contractor Service Providers <p>Provide monthly project/task updates on service requests sent to Code JS. Provide a monthly productivity report, along with a monthly status (progress) report on SRs received within the division.</p> <p>Reviews will be done on all drafts and final products delivered. Performance will be measured by timeliness, quality, and accuracy as determined by recipients.</p>



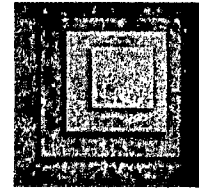
PLANNERS COLLABORATIVE

**Task Plan JSG 1.4
Financial 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 one full time staff member with the appropriate skills and experience to perform the task requirements as specified in the Task Order.

Planners is committed to perform the highest quality work for all task requirements ensuring flexibility with program changes and backup capability for all personnel.



PLANNERS COLLABORATIVE

MEMORANDUM

To: Karen Moze, COTR
Date: September 24, 2007

Ref: NNA04CA76C Task Order:

JSG 2.4 Library Services and Publications Processing

Planners Collaborative is submitting our Task Plan for the referenced Task Order for period October 1, 2007 – September 30, 2008.

Sincerely,

Doreen Cohen
Planners Collaborative

cc: Planners Collaborative West

Task Requester: John Adams

Date: 09/04/2007

COTR: Karen Moze

Date: 09/04/07

Contracting Officer: Marie E. Sorush

Date: 9/07/07

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

Date: 11/13/07

COTR Concurrence of
Contractor's Task Plan: Karen Moze

Date: 11/14/07

CONTRACTOR'S ACCEPTANCE:

Contractor's
Representative: [Signature]

Date: 9-27-07

AUTHORIZATION:

Authorized period of performance:

Beginning Date: 10/1/2007

Completion Date: 9/30/2008

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

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

This Task Order is approved for performance.

Approving Official: [Signature]

Date: 11/5/07

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

Task Description for:
Library Services and Publications Processing
Contract NNA04CA76C

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

A. Period of Performance

The period of performance for this task is October 1, 2007 through September 30, 2008

B. Description of Work

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

4.1.6.2 The contractor shall process and add purchased electronic materials, or links to them, to the library website. The contractor may, a few times during the year, provide expertise to Civil Servant staff cataloging and classifying book materials added to the collection.

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

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

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

4.1.6.6 The contractor shall charge books both in and out, keep current records so that materials are traceable, shelve materials regularly, route materials to customers as requested, and ensure that materials are returned to the library. The contractor shall shift materials from one part of the library to another to allow for collection growth or better access.

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

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

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

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

4.1.6.11 The contractor shall provide IT services for library computer systems and for connectivity to remote systems including commercial databases, the internet and other NASA library systems. The contractor shall provide IT services for all non-ODIN computer systems and related equipment identified in the JS division IT security plan. The contractor shall revise and keep current the JS division IT security plan.

C. Hours of Work

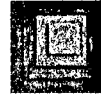
The standard workday is eight hours (not including an unpaid lunch period), Monday through Friday, beginning between 6:30 a.m. and 9:00 a.m. and ending between 3:00 p.m. and 5:30 p.m. Library hours are from 8:00 a.m. – 4:30 p.m. Monday through Friday (excluding official government holidays).

D. Government Furnished Equipment

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

E. Performance Requirements Summary (see attached)

Performance requirements for the products and services required by this task order are listed in Section J, Attachment A2, "Performance Requirements Summary", section "SOW 4.1.6, Library Services".



Task Plan JSG 2.4 Library Services and Publications Processing

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

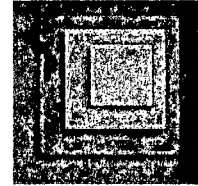
Planners Collaborative will provide 2.5 full-time Librarians and 2 full-time Library Technicians [4.5 FTEs] to support the libraries in 202 and 239 with appropriate skills and experience to perform all task requirements in accordance with the performance requirements summary.

The Library staff will work as a team to provide for the following:

- Library operation
 - Both libraries will be staffed during the hours of 8:00 a.m. – 4:30 p.m. Monday – Friday.
 - Library staff will charge materials in and out, keep current records, and re-shelve and shift materials as necessary.
- Library collection maintenance
 - Librarians will recommend and procure government and electronic materials and databases.
 - Librarians will keep current the Center's holding records
 - Library financial records will be kept current, and invoices paid on time.
- Patron service
 - Library staff will locate information for library customers from Center collections, electronic literature searches, and interlibrary loan (IL) networks.
 - Librarians will instruct customers in the use of library collections, resources, and online databases.
- Professional standards
 - Library staff will have the appropriate credentials for their positions.
 - Library staff will advance their knowledge and skills through professional development opportunities.

Planners subcontractor will provide Systems Administration support as required.

Planners will provide back-up and extra support capability as needed with the approval of the NASA Task Requester.



PLANNERS COLLABORATIVE

MEMORANDUM

To: Karen Moze, COTR
Date: September 24, 2007

Ref: NNA04CA76C Task Order:

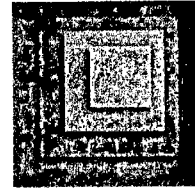
JSG 3.4 Reproduction Services

Planners Collaborative is submitting our Task Plan for the referenced Task Order for period October 1, 2007 – September 30, 2008.

Sincerely,

Doreen Cohen
Planners Collaborative

cc: Planners Collaborative West



PLANNERS COLLABORATIVE

MEMORANDUM

To: Karen Moze, COTR
Date: September 24, 2007

Ref: NNA04CA76C Task Order:

JSG 3.4 Reproduction Services

Planners Collaborative is submitting our Task Plan for the referenced Task Order for period October 1, 2007 – September 30, 2008.

Sincerely,

Doreen Cohen
Planners Collaborative

cc: Planners Collaborative West

Task Requester: John Adams

Date: 09/04/07

COTR: Karen Moge

Date: 09/04/07

Contracting Officer: Marie E. Darish

Date: 9/7/07

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

Date: 11/13/07

COTR Concurrence of Contractor's Task Plan: Karen Moge

Date: 11/14/07

CONTRACTOR'S ACCEPTANCE:

Contractor's Representative: [Signature]

Date: 9-27-07

AUTHORIZATION:

Authorized period of performance:

Beginning Date: 10/1/07

Completion Date: 9/30/08

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

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

This Task Order is approved for performance.

Approving Official: [Signature]

Date: 11/15/07

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

Task Order No.: JSG-3.4

Task Description for:

Reproduction Services

Contract NNA04CA76C

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

A. Period of Performance

The period of performance for this task is October 1, 2007 through September 30, 2008

B. Description of Work

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

C. Hours of Work

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

D. Government Furnished Equipment

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

E. Performance Requirements Summary (see attached)

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



PLANNERS COLLABORATIVE

Task Plan JSG 3.4 Reproduction Services

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

Planners Collaborative will provide two FTEs for reproduction and printing services with appropriate skills and experience to perform all task requirements in accordance with the performance requirements summary:

- one full-time Digital Press Operator and Group Lead
- one full-time Bindery Operator

The Group Lead (Digital Press Operator) will handle day-to-day work flow and first interface for any production issues that may arise. He will work under the guidance of the Planners Library and Information Resources Manager regarding task performance.

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

Through efficiency of service, there is room for growth of these services to include additional printing services as required in FY08. This will accommodate technical support for the planning, coordinating, scheduling and expediting of printing and miscellaneous duplicating orders for both in-house reproduction services and printing services obtained through the San Francisco Regional Government Printing Office and commercial printers.

The following support will also be included:

1. Operators will follow a preventive maintenance program to ensure that all equipment is functioning within required specifications. As needed, they will place service calls for repairs according to the Government-furnished equipment maintenance contracts, and follow Center procedures for obtaining visitor passes for outside service technicians when necessary.
2. Operators will record all requisite job tracking and job ticketing information in a computerized database furnished by the Government.
3. Operators will maintain at minimum a two-week supply of paper and consumable supplies (e.g. toner, fuser, staple wire) and submit requests for paper and supplies to the COTR at least two weeks prior to depletion of stock.
4. Operators will be able to lift, carry, or otherwise handle printed material, paper stock, and supplies weighing up to 50 lbs.



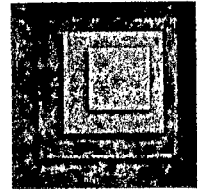
PLANNERS COLLABORATIVE

5. Operators will follow the procedures as found in the documents that provide policy and procedural guidance relative to the accomplishment of the described functions.

Current versions of additional documents will be identified by the COTR as required. Such documents may include:

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

Planners will provide back-up and extra support capability as needed with the approval of the NASA Task Requester.



PLANNERS COLLABORATIVE

MEMORANDUM

To: Karen Moze, COTR

Date: September 24, 2007

Ref: NNA04CA76C Task Order:

JSG 5.4

Graphic Services

Planners Collaborative is submitting our Task Plan for the referenced Task Order for period October 1, 2007 – September 30, 2008.

Sincerely,

Doreen Cohen
Planners Collaborative

cc: Planners Collaborative West

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

TASK ORDER
Prime Contract No.: NNA04CA76C (BOATS)

Task Order No.: JSG 5.4

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: Graphics Services

PURPOSE:

Estimated Beginning Date: October 1, 2007

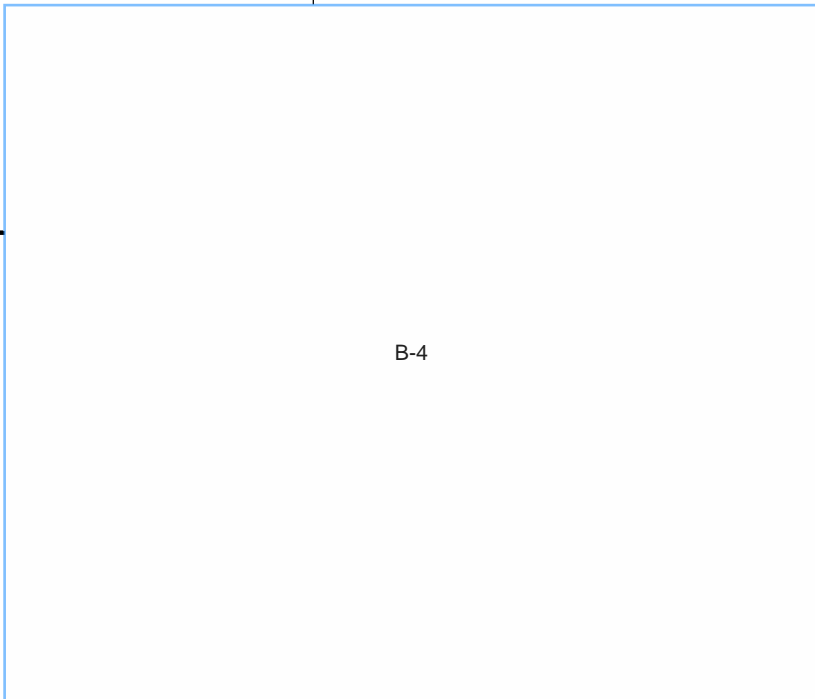
Estimated Completion Date: September 30, 2008

Labor Category:

Est. Hours	Est. Hrs. Monthly	Direct Labor Rate	Total Direct Cost
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Task Management

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



B-4

ESTIMATE OF TOTAL DIRECT COST FOR TASK SUPPORT:

ESTIMATE OF TOTAL COST PROJECT MANAGEMENT ALLOCATION:

B-4

ESTIMATE OF TOTAL COST/FEE FOR TASK SUPPORT:

\$ 193,773

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

CPM
9/27/07

Task Order No.: JSG-5.4

Task Description for:

Graphic Services

Contract NNA04CA76C

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

A. Period of Performance

The period of performance for this task is October 1, 2007 through September 30, 2008.

B. Description of Work

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

C. Hours of Work

As required by approved Service Request estimates.

D. Government Furnished Equipment

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

E. Performance Requirements Summary (see attached)

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



PLANNERS COLLABORATIVE

Task Plan JSG 5.4 Graphic Services

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

Planners Collaborative will provide three full-time [3FTEs] Graphic designers with appropriate skills and experience to perform all task requirements in accordance with the performance requirements summary.

The Graphic Designers will design, conceptualize, and prepare camera-ready and digital art for publications, brochures, posters, slides, viewgraph, on-screen presentations, exhibits, and broadcasts. The art will be reproducible unless it is the final product and when possible be available as a computer file.

The Graphic Designers will provide design concepts in response to customer requirements. Preliminary or draft sketches or prototypes will be provided for customer approval before final art is completed.

The Team will also provide graphic services as requested by the Arts and Information Specialist, such as technical illustrations, graphs, diagrams, publication designs and layouts, logo and symbol designs, cover designs, typographic designs, and exhibit and sign designs. The Graphics Team will provide an electronic file for each job. Computer graphics work will be provided in an electronic format and available to a variety of portable media.

In addition, a graphics file archived on a Government server of both electronic and reproducible art will be maintained to support repetitive requirements and on-going work. Retrieval will be available by requester name, date, organization, or subject.

The Graphic Designers will work in conjunction with the contractor responsible for the for the WWW site development for the Documentation Technology Branch customers to coordinate the look and feel of Web sites.

NNA04CA76C

Task Order No.: JSG 5.4

Task Requester: John Adams

Date: 09/04/07

COTR: Karen Moze

Date: 09/04/07

Contracting Officer: Marie E. Davish

Date: 9/7/07

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

Date: 11/13/07

COTR Concurrence of
Contractor's Task Plan: Karen Moze

Date: 11/14/07

CONTRACTOR'S ACCEPTANCE:

Contractor's
Representative: [Signature]

Date: 9-27-07

AUTHORIZATION:

Authorized period of performance:

Beginning Date: 10/1/07

Completion Date: 9/30/08

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

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

This Task Order is approved for performance.

Approving Official: [Signature] Date: 11/15/07

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

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

**TASK ORDER
 Prime Contract No.: NNA04CA76C (BOATS)**

Task Order No.: JSL 1.4 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: Engineering/Project Management Development

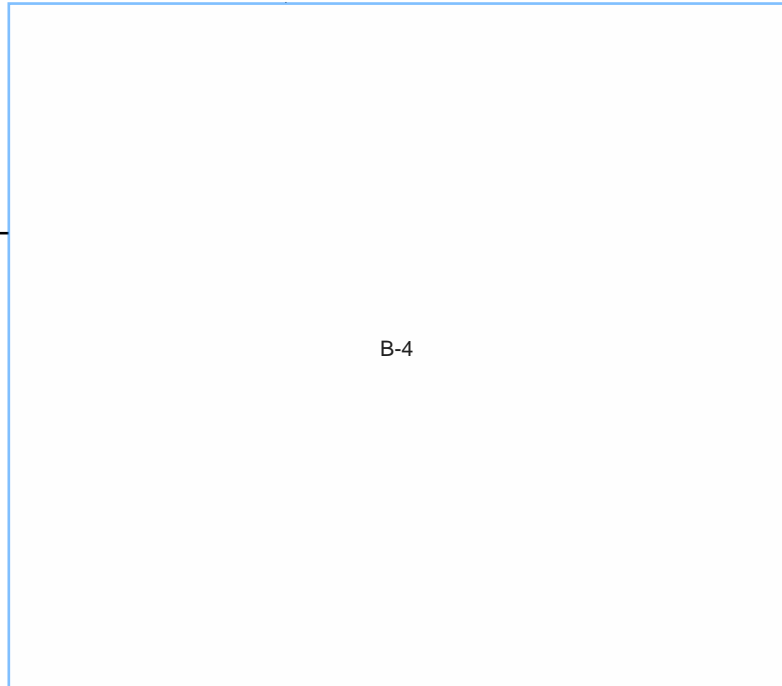
PURPOSE: Add Engineering/Project Management Support

Estimated Beginning Date: October 1, 2007

Estimated Completion Date: September 30, 2008

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

Engineering/Project Mgt Specialist
 Task Management
 NASA IAM PP&E Project Asst.
 (Start 03/03/08)



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

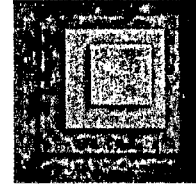
ESTIMATE OF TOTAL COST FOR FEE/PROJECT MANAGEMENT ALLOCATION:

ESTIMATE OF TOTAL COST/FEE FOR TASK SUPPORT:

\$ 199,880

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

OK
 3/5/08



PLANNERS COLLABORATIVE

MEMORANDUM

To: Karen Moze, COTR

Date: September 24, 2007

Ref: NNA04CA76C Task Order:

JSL 1.4

Engineering/Project Management Development

Planners Collaborative is submitting our Task Plan for the referenced Task Order for period October 1, 2007 – September 30, 2008.

Sincerely,

A handwritten signature in black ink, appearing to read 'Doreen Cohen', is written over a large, light-colored scribble or stamp.

Doreen Cohen

Planners Collaborative

cc: Planners Collaborative West

NNA04CA76C

Task Order No.: JSL 1.4

Task Requester: Eric Kristich

Date: 09/04/07

COTR: Karen Moze

Date: 09/04/07

Contracting Officer: Marie E. Darish

Date: 9/7/07

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

Date: 10/1/07

COTR Concurrence of
Contractor's Task Plan: Karen Moze

Date: 10/29/07

CONTRACTOR'S ACCEPTANCE:

Contractor's
Representative: [Signature]

Date: 9/27/07

AUTHORIZATION:

Authorized period of performance:

Beginning Date: 10/01/2007

Completion Date: 09/30/2008

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

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

This Task Order is approved for performance.

Approving Official: Marie E. Darish

Date: 10/29/07

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

Task Order No.: JSL 1.4
Task Description for:

Engineering/Project Management Development

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, 2007 through September 30, 2008

B. Description of Work:

Employee will be working on various re-engineering, and business process improvements within the Logistics and Documentation Services Division. Duties will include:

- 1) administering and analyzing statistical data on customer satisfaction survey data;
- 2) initiation of draft project plans for a myriad of logistical functions (i.e: square footage requirements project, custodial storage program plans; re-warehousing plan for on site storage requirements; etc)
- 3) provide updates and revisions to the division's strategic business plan.
- 4) maintain milestone charts on all JS divisional projects
- 5) collect and assemble information from various sources and provide documentation in the form of written reports, PowerPoint charts and Excel spreadsheets, etc. for a variety of division data calls and projects.

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 necessary computer hardware and furniture will be provided by Code JS.

E. Performance Requirements Summary (see attached)

Performance Requirements Summary

Required Services	Performance Standards	Estimated Workload	Method of Surveillance
Re-engineering, and business process improvements within the Logistics and Documentation Services Division	* Accuracy * Timeliness * Customer satisfaction * Quality	Specific project support and reengineering activities is difficult to quantify. Assignments could fluctuate based on current center/divisional activities.	Weekly meetings to review status of employee's work activities. Task Manager Review Monthly Productivity Reports will be prepared to monitor performance in providing engineering support.



PLANNERS COLLABORATIVE

Task Plan JSL 1.4
Engineering/Project Management Development

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 staff member with the appropriate skills and experience to perform the task requirements as specified in the Task Order.

Planners is committed to perform the highest quality work for all task requirements ensuring flexibility with program changes and backup capability for all personnel.

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

**TASK ORDER
 Prime Contract No.: NNA04CA76C (BOATS)**

Task Order No. JTC 1.4 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: ODIN Project Office Data Analysis/Order Entry and Financial Support

PURPOSE: Compensation Adjustment

Estimated Beginning Date: October 1, 2007

Estimated Completion Date: September 30, 2008

Labor Category:	Est. Hours	Est. Hrs. Monthly	Direct Labor Rate	Total Direct Cost
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Administrative Services Mgr
 Administrative Specialist
 Administrative Specialist (April to August)
 Data Analysis/Order Entry (September)
 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:

ESTIMATE OF TOTAL COST FOR FEE/PROJECT MANAGEMENT ALLOCATION:

ESTIMATE OF TOTAL COST/FEE FOR TASK SUPPORT:

B-4

\$ 73,880

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

OK
8/20/08



Task Plan JTC 1.4 [Revised Aug. 22, 2008] Code JTC ODIN Project Office Support

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

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

Provide Data Analysis/Order Entry/Financial Support to the ODIN Project Office for 40 hours a week. Work would include working with JT management and CIO Office for ODIN billing activities including PR/SR processing, and tracking payments with Finance department (all which requires SAP experience and access). Data Entry for all ODIN Seat Orders in SAP. Interfacing with Lockheed Martin as needed for COTR approved support processes. Advanced Excel and SAP experience essential. Facile in the use of Solomon as required, act as the point person for the OPO for SR processing during the ODIN Transition at Ames, knowledge of financial reporting requirements in Code JT and Code J Office, prepare financial reports as needed by the division office. Tasks related to the ODIN Catalog Orders;

- **SR** – Review and Enter SRs in Solomon – Company Servi
- **Order** – Create Order in Solomon, Create Purchase Request/Order in SAP
 - Upon approval cycle, support will submit to Contracting Officer
 - Once order has been awarded/obligated in CMM by the CO, support will pick up the orders from the CO
 - Orders will then be emailed (electronically scanned for documentation purposes) to ODIN
- **Invoices** – Received in Solomon, Received in SAP
 - Working with NSSC
 - Approval must be done by a Civil Servant (Wardell Lovett – ODIN COTR)
- **Modifications** – Create modifications reflecting changes on the orders; increase/decrease of amounts, quantity, etc.
 - Forward Mod to Lockheed Martin and request approval
 - Once CO approves MOD, support will provide copy to Lockheed Martin
- **Customer Service** – Provide status of SR/Orders to customers
- **Documentation**- Provide step-by-step documentation on above ODIN Catalog Ordering process and make it available anytime to anyone that may need to fill in as a back-up.

In addition, office support will be POC for the NOMAD Check in Process. Will provide COTR monthly summary of all ODIN SR's for seat and catalog order on defined spreadsheet template. Advise customers of their options on catalog order financing

CTO REVISION REQUEST

TECHNICAL AND ADMINISTRATIVE SERVICES	1. Contractor: NNA04CA76C	8. Contractor Task Order to be Revised JTC 1.4 – Revision 2
3. Submittal Date: August 6, 2008	4. Originator/Telephone No.: Wardell Lovett (4-6215)	

PROPOSED REVISION

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

Task Order No.: JTC 1.4
Task Description for:

ODIN PROJECT OFFICE SUPPORT - Provide Administrative Support to the ODIN Project Office for 40 hours a week. Work would include organizing LMIT (ODIN) reports for COTR and management reviews, attending ODIN status and ODIN CCB Council meetings, preparing meeting minutes for review and for archival purposes including attendance records. Working with JT management and CIO Office for ODIN billing activities including PR/SR processing, preparing contract modifications with the COTR, and tracking payments with Finance department (all which requires SAP experience and access). Interfacing with Lockheed Martin as needed for COTR approved support processes. Advanced Excel and SAP experience essential. Facile in the use of Solomon as required. Act as the point person for the OPO for SR processing during the ODIN Transition at Ames. Knowledge of financial reporting requirements in Code JT and Code J Office. Attend weekly ODIN status meetings as needed by the COTR.

Prepare financial reports as needed by the division office

Reason for CTO: New task request and revise current duties

6. Revised TO: **ODIN PROJECT OFFICE SUPPORT** - Provide Data Analysis/Order Entry/Financial Support to the ODIN Project Office for 40 hours a week. Work would include working with JT management and CIO Office for ODIN billing activities including PR/SR processing, and tracking payments with Finance department (all which requires SAP experience and access). Data Entry for all ODIN Seat Orders in SAP. Interfacing with Lockheed Martin as needed for COTR approved support processes. Advanced Excel and SAP experience essential. Facile in the use of Solomon as required, act as the point person for the OPO for SR processing during the ODIN Transition at Ames, knowledge of financial reporting requirements in Code JT and Code J Office, prepare financial reports as needed by the division office. Tasks related to the ODIN Catalog Orders;

- **SR** – Review and Enter SRs in Solomon – Company Servi
- **Order** – Create Order in Solomon, Create Purchase Request/Order in SAP
 - Upon approval cycle, support will submit to Contracting Officer
 - Once order has been awarded/obligated in CMM by the CO, support will pick up the orders from the CO
 - Orders will then be emailed (electronically scanned for documentation purposes) to ODIN
- **Invoices** – Received in Solomon, Received in SAP
 - Working with NSSC
 - Approval must be done by a Civil Servant (Wardell Lovett – ODIN COTR)
- **Modifications** – Create modifications reflecting changes on the orders; increase/decrease of amounts, quantity, etc.
 - * ○ Forward Mod to Lockheed Martin and request approval
 - Once CO approves MOD, support will provide copy to Lockheed Martin
- **Customer Service** – Provide status of SR/Orders to customers
- **Documentation** - Provide step-by-step documentation on above ODIN Catalog Ordering process and make it available anytime to anyone that may need to fill in as a back-up.

In addition, office support will be POC for the NOMAD Check in Process. Will provide COTR monthly summary of all ODIN SR's for seat and catalog order on defined spreadsheet template. Advise customers of their options on catalog order financing

APPROVAL

7. NASA Task Manager: Wardell Lovett <i>Wardell Lovett</i>	8. Date: 8/7/08	9. COTR: Karen Moze <i>K. Moze</i>	10. Date: 8/12/08
11. Other Signature (Check if Required) <i>[Signature]</i> Doreen Cohen	12. Date: 8-22-08	13. Other Signature (Check if Required) <i>[Signature]</i> Starr Strong	14. Date: 09/11/08

Revised cost estimate and task plan attached.

Note: This task should be in the financial SVR k-1 sent email

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

TASK ORDER
Prime Contract No.: NNA04CA76C (BOATS)

Task Order No. JTC 1.4 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: ODIN Project Office Data Analysis/Order Entry and Financial Support

PURPOSE: Compensation Adjustment

Estimated Beginning Date: October 1, 2007

Estimated Completion Date: September 30, 2008

Labor Category:

Administrative Services Mgr
Administrative Specialist
Administrative Specialist (April to August)
Data Analysis/Order Entry (September)
Back-up

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

B-4

ESTIMATE OF TOTAL DIRECT COST FOR TASK SUPPORT:

ESTIMATE OF TOTAL COST FOR FEE/PROJECT MANAGEMENT ALLOCATION:

ESTIMATE OF TOTAL COST/FEE FOR TASK SUPPORT:

B-4

\$ 73,880

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

OP
8/20/08



**Task Plan JTC 1.4 [Revised Aug. 22, 2008]
Code JTC ODIN Project Office Support**

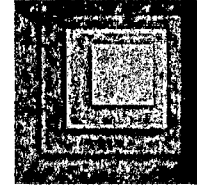
Task performance will be managed by the Administrative Services Manager, who will be the primary interface with the NASA Task Requester regarding task performance. The Planners Management Team provides guidance and direction to all contract staff in making the NASA vision our mission.

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

Provide Data Analysis/Order Entry/Financial Support to the ODIN Project Office for 40 hours a week. Work would include working with JT management and CIO Office for ODIN billing activities including PR/SR processing, and tracking payments with Finance department (all which requires SAP experience and access). Data Entry for all ODIN Seat Orders in SAP. Interfacing with Lockheed Martin as needed for COTR approved support processes. Advanced Excel and SAP experience essential. Facile in the use of Solomon as required, act as the point person for the OPO for SR processing during the ODIN Transition at Ames, knowledge of financial reporting requirements in Code JT and Code J Office, prepare financial reports as needed by the division office. Tasks related to the ODIN Catalog Orders;

- **SR** – Review and Enter SRs in Solomon – Company Servi
- **Order** – Create Order in Solomon, Create Purchase Request/Order in SAP
 - Upon approval cycle, support will submit to Contracting Officer
 - Once order has been awarded/obligated in CMM by the CO, support will pick up the orders from the CO
 - Orders will then be emailed (electronically scanned for documentation purposes) to ODIN
- **Invoices** – Received in Solomon, Received in SAP
 - Working with NSSC
 - Approval must be done by a Civil Servant (Wardell Lovett – ODIN COTR)
- **Modifications** – Create modifications reflecting changes on the orders; increase/decrease of amounts, quantity, etc.
 - Forward Mod to Lockheed Martin and request approval
 - Once CO approves MOD, support will provide copy to Lockheed Martin
- **Customer Service** – Provide status of SR/Orders to customers
- **Documentation**- Provide step-by-step documentation on above ODIN Catalog Ordering process and make it available anytime to anyone that may need to fill in as a back-up.

In addition, office support will be POC for the NOMAD Check in Process. Will provide COTR monthly summary of all ODIN SR's for seat and catalog order on defined spreadsheet template. Advise customers of their options on catalog order financing



PLANNERS COLLABORATIVE

MEMORANDUM


To: Karen Moze, COTR
Date: June 26, 2008

Ref: NNA04CA76C Task Order:

JTC 3.4 ODIN Senior Project Analyst/Architect

Planners Collaborative is submitting our Task Plan for the referenced Task Order for period June 30 – September 30, 2008.

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. JTC 3.4

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: **ODIN Senior Project Analyst/Architect**

SCHEDULE:

Estimated Beginning Date: **June 30, 2008**

Estimated Completion Date: **December 30, 2008**

Labor Category:

	Est. Hours	Est. Hrs. Monthly	Direct Labor Rate	Total Direct Cost
Admin Services Manager				
Senior Project Analyst				
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:

\$ 109,798

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

Chy
 6/26/08

Task Requester: Wardell Lovett

Date: 6/6/08

COTR: Karen Ellege

Date: 6/9/08

Contracting Officer: Rancee Cozart

Date: 6/16/08

Task Requester Concurrence
Of Contractor's Task Plan and
Contractor's Cost Estimate: Wardell Lovett

Date: 6/26/08

COTR Concurrence of
Contractor's Task Plan: K Ellege

Date: 6/26/08

CONTRACTOR'S ACCEPTANCE:

Contractor's
Representative: Rancee Cozart

Date: 6-26-08

AUTHORIZATION:

Authorized period of performance:

Beginning Date: June 30, 2008

Completion Date: December 31, 2008

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: Rancee Cozart

Date: 7/2/08

Distribution:
Contracting Officer (Original)
Contractor
COTR
Task Requester

Task Order No.:JTC 3.4

Task Description for:

ODIN Senior Project Office 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 June 30, 2008 to December 31, 2008

B. Description of Work: Assist ODIN Project Office in managing project and programs; Client relation management; developing IT Policy and guidelines; Serves as a senior technical adviser/architect for ODIN transition related activities. Assist and/or advise the ODIN COTR in resolution of technical interface issues related to the ODIN Delivery Order Contractor at ARC. Assists in delivering presentations on Client Support program status, accomplishments, problems, requirements for support, and promotion of IT program objectives to senior agency officials and other program offices. Assist with coordinating center requirements with the ARC user community, the ODIN Site Manager and other Ames civil servants.

C. Hours of Work 9 AM to 5 PM

D. Government Furnished Equipment

Computer equipment, phone, network connections, office space and desk.

E. Performance Requirements Summary (see below)

Performance Requirements Summary

Required Services	Performance Standards	Estimated Workload	Method of Surveillance
Briefly describe services here.	Insert performance standards here.	Quantify the amount of work required for the task order performance period as best you can.	How will you measure contractor performance? Some examples include:
<ol style="list-style-type: none"> 1. Serves as a senior technical adviser/architect for ODIN transition related activities. 2. Regularly monitors the ODIN's efforts to ensure requirements are met and customers are satisfied 3. Provides advice, recommendations, and comments on the development of business opportunities and problem areas. 4. Identifies the need for special Client Support projects and initiates milestones and goals. Researches and determines or recommends appropriate actions or interpretation of issues that impact the IT organization, customers, or contract partners. 	<p>Performance standards explain how well a job should be done.</p> <p>Standards for "Good" performance should be exceedable.</p> <p>Indicators of successful performance include: (All in blue needed)</p> <ul style="list-style-type: none"> * Accuracy * Timeliness * Customer satisfaction * Leadership * Resource management * Quantity or productivity * Initiative * Resourcefulness * Innovation * Quality * Ability to communicate well with others * Writing skills 	<p>ODIN Project Office currently has a list of over 55 tasks and projects that will be divided between the ODIN COTR and this contractor employee. Most of these tasks are reoccurring, but some will be completed and new one will be continuously added.</p>	<p>Personal daily interaction and communication. Feedback from customers and various ODIN Project members. Completion of milestones and projects.</p>

Task Plan JTC 3.4
ODIN Senior Project Office Support

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

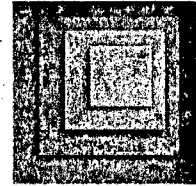
Planners Collaborative will provide one full-time [1 FTE] project analyst support person with appropriate skills and experience to perform all task requirements in accordance with the performance requirements summary.

The project analyst support person will:

Assists in ODIN oversight for programs; Serves as a senior technical adviser/architect for ODIN transition related activities. Able to understand the complexities of issues which requires the development of alternate solutions to reduce time and costs, versatility and innovation, and short cuts or compromises. Assists in planning, designing, and implementing computer equipment and software acquisition, development, installation, documentation and verification of information systems which interface/integrate with the Agency information management resources. Assist and/or advise the ODIN COTR in resolution of technical, contractual interface issues related to the ODIN Delivery Order Contractor at ARC. Regularly monitors the ODIN's efforts to ensure requirements are met and customers are satisfied. Reviews new IT architecture to maintain current state-of-the-art and determines technical accuracy and adequacy and efficiency of assigned Center operations. Receives assignments that involve the application of information management theory for the formulation and feasibility study of proposed computer applications with various computer system architectures and interfaces. Assesses adequacy of existing computer hardware and software systems, maintains cognizance of state-of-the-art information management systems and applies technical knowledge and understanding of computer systems in analyzing and evaluating system and workstation performance in comparison to overall Center requirements and ODIN alternatives.

Assists in Client Relations Management for ODIN DOCOTR; Assists in delivering presentations on Client Support program status, accomplishments, problems, requirements for support, and promotion of IT program objectives to senior agency officials and other program offices. Provides advice, recommendations, and comments on the development of business opportunities and problem areas. Provides technical advice and expertise in support of acquisitions strategy. Identifies the need for special Client Support projects and initiates milestones and goals. Researches and determines or recommends appropriate actions or interpretation of issues that impact the IT organization, customers, or contract partners. Assist with coordinating center requirements with the ARC user community, the ODIN Site Manager and other Ames civil servants. Maintaining customer satisfaction at ARC and keeping appropriate ODIN personnel informed on any issues.

Assists IT Policy/Guidelines Development; Assists in developing policies, guidelines, and standards for the planning, development, integration, implementation, and evaluation of information technology (IT) systems and subsystems that meet overall information needs of multiple major organizational units. Analyzes statutory requirements against existing directives to assess the degree of change necessary to comply with the new requirements. Coordinates comments on revised directives as part of the review process and incorporates comments or resolves issues into the final directive. Analyzes feasibility studies, proposals, and in-depth analyses of current requirements and forecast trends for future needs. Keeps abreast of changing and emerging technology and makes recommendations on adopting changes. Assists in developing mechanisms to measure policy effectiveness and compliance



PLANNERS COLLABORATIVE

MEMORANDUM

To: Karen Moze, COTR

Date: September 24, 2007

Ref: NNA04CA76C Task Order:

N 1.4 Office Administrative Services (Code N)

Planners Collaborative is submitting our Task Plan for the referenced Task Order for period October 1, 2007 – September 30, 2008.

Sincerely,



Doreen Cohen
Planners Collaborative

cc: Planners Collaborative West

NNA04CA76C

Task Order No. 1.4

Task Requester: Daniel C. Dugan

Date: 09/04/2007

COTR: Karen Moze

Date: 09/04/07

Contracting Officer: Marie E. Sorich

Date: 9/7/07

Task Requester Concurrence
of Contractor's Task Plan and
Contractor's Cost Estimate: Daniel C. Dugan

Date: 10/11/07

COTR Concurrence of
Contractor's Task Plan: Karen Moze

Date: 10/16/07

CONTRACTOR'S ACCEPTANCE:

Contractor's
Representative: [Signature]

Date: 9/27/07

AUTHORIZATION:

Authorized period of performance:

Beginning Date: October 1, 2007

Completion Date: Sept. 30, 2008

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. Sorich

Date: 10/16/07

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

Task Order No.: N 1.4
Task Description for:

Office Administrative Services

Contract NNA04CA76C

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

A. Period of Performance

The period of performance for this task is October 1, 2007 through September 30, 2008.

B. Description of Work

Provide office support to NRTC as specified in the SOW, and overall support activities to include some limited telephone and visitor reception, administrative systems support, property management, travel arrangements and vouchers, files set-up and maintenance, data base tracking, industry compliance, processing of Projects from the Rotorcraft Industry and Academia, preparations for NRTC conferences, and other duties as assigned.

C. Hours of Work

The standard workday is two hours, Monday through Friday between the hours of 7:00 AM to 9:00 AM. Exceptions can be made with prior concurrence of the NRTC Task Requester and Company approval, if service and workload are not affected.

D. Government Furnished Equipment

All office computer equipment and its maintenance by outside Tech Support, workstation, current computer software, and all office supplies will be provided.

E. Performance Requirements Summary (see attached)

Performance Requirements Summary

Required Services	Performance Standards	Estimated Workload	Method of Surveillance
See paragraph B on previous page. Services still apply at a reduced level of effort..	See previous Contract for 10/01/06 – 09/30.07	Approximately 10 hours per week with some weeks requiring additional time.	Random Sampling Task Manager Review Monthly Report



PLANNERS COLLABORATIVE

Task Plan N 1.4
Administrative Support for Code N (NRTC)

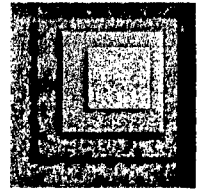
Task performance will be managed by the Administrative Services Manager, who will be the primary interface with the NASA Task Requester regarding task performance. The Planners Management Team provides guidance and direction to all contract staff in making the NASA vision our mission.

Planners Collaborative will provide one quarter-time [.25 FTE] administrative support person with appropriate skills and experience to perform all task requirements in accordance with the performance requirements summary.

The employee will provide telephone and visitor reception support, administrative systems support, property management; travel arrangements and vouchers support, will set up files and maintain them, will track databases, archive files, track industry compliance, process Projects from the Rotorcraft Industry, and prepare for NRTC conferences.

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

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



PLANNERS COLLABORATIVE

MEMORANDUM

To: Karen Moze, COTR

Date: September 24, 2007

Ref: NNA04CA76C Task Order:

N 1.4 Office Administrative Services (Code N)

Planners Collaborative is submitting our Task Plan for the referenced Task Order for period October 1, 2007 – September 30, 2008.

Sincerely,

Doreen Cohen
Planners Collaborative

cc: Planners Collaborative West

NNA04CA76C

Task Order No **N1.4**

Task Requester: Daniel C. Dugan

Date: 09/04/2007

COTR: Karen Moze

Date: 09/04/07

Contracting Officer: Marie E. Sarich

Date: 9/7/07

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

Date: 10/11/07

COTR Concurrence of
Contractor's Task Plan: Karen Moze

Date: 10/16/07

CONTRACTOR'S ACCEPTANCE:

Contractor's
Representative: [Signature]

Date: 9-27-07

AUTHORIZATION:

Authorized period of performance:

Beginning Date: October 1, 2007

Completion Date: Sept. 30, 2008

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. Sarich

Date: 10/16/07

Distribution:
Contracting Officer (Original)
Contractor
COTR
Task Requester

Task Order No.: N 1.4

Task Description for:

Office Administrative Services

Contract NNA04CA76C

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

A. Period of Performance

The period of performance for this task is October 1, 2007 through September 30, 2008.

B. Description of Work

Provide office support to NRTC as specified in the SOW, and overall support activities to include some limited telephone and visitor reception, administrative systems support, property management, travel arrangements and vouchers, files set-up and maintenance, data base tracking, industry compliance, processing of Projects from the Rotorcraft Industry and Academia, preparations for NRTC conferences, and other duties as assigned.

C. Hours of Work

The standard workday is two hours, Monday through Friday between the hours of 7:00 AM to 9:00 AM. Exceptions can be made with prior concurrence of the NRTC Task Requester and Company approval, if service and workload are not affected.

D. Government Furnished Equipment

All office computer equipment and its maintenance by outside Tech Support, workstation, current computer software, and all office supplies will be provided.

E. Performance Requirements Summary (see attached)

Performance Requirements Summary

Required Services	Performance Standards	Estimated Workload	Method of Surveillance
See paragraph B on previous page. Services still apply at a reduced level of effort..	See previous Contract for 10/01/06 – 09/30.07	Approximately 10 hours per week with some weeks requiring additional time.	Random Sampling Task Manager Review Monthly Report



PLANNERS COLLABORATIVE

Task Plan N 1.4
Administrative Support for Code N (NRTC)

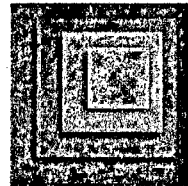
Task performance will be managed by the Administrative Services Manager, who will be the primary interface with the NASA Task Requester regarding task performance. The Planners Management Team provides guidance and direction to all contract staff in making the NASA vision our mission.

Planners Collaborative will provide one quarter-time [.25 FTE] administrative support person with appropriate skills and experience to perform all task requirements in accordance with the performance requirements summary.

The employee will provide telephone and visitor reception support, administrative systems support, property management; travel arrangements and vouchers support, will set up files and maintain them, will track databases, archive files, track industry compliance, process Projects from the Rotorcraft Industry, and prepare for NRTC conferences.

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

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



PLANNERS COLLABORATIVE

MEMORANDUM

To: Karen Moze, COTR

Date: September 24, 2007

Ref: NNA04CA76C Task Order:

RC 1.4 Plant Engineering and Planning Services

Planners Collaborative is submitting our Task Plan for the referenced Task Order for period October 1, 2007 – September 30, 2008.

Sincerely,

A handwritten signature in black ink, appearing to read 'Boreen Cohen', is written over the printed name.

Boreen Cohen
Planners Collaborative

cc: Planners Collaborative West

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

TASK ORDER
 Prime Contract No.: NNA04CA76C (BOATS)

Task Order No.: RC 1.4

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: **Plant Engineering & Planning Services**

PURPOSE:

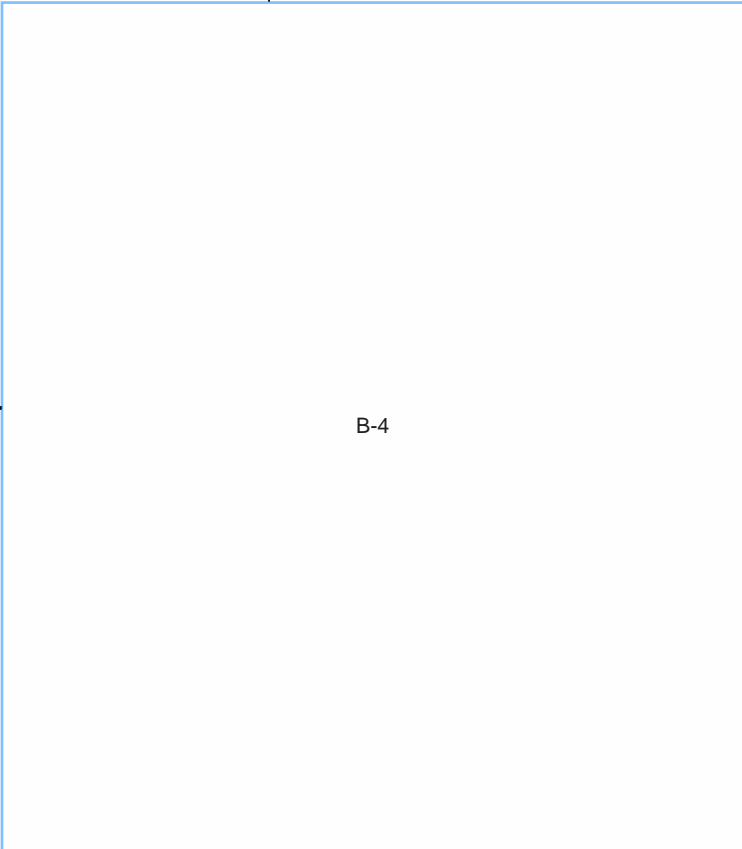
Estimated Beginning Date: **October 1, 2007**

Estimated Completion Date: **September 30, 2008**

Labor Category:

Est. Hours	Est. Hrs. Monthly	Direct Labor Rate	Total Direct Cost
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Comm. Group Mgr.
 Administrative Asst.
 Back-up
 Program Analyst/Tech Writer



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:

\$ 91,906

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

CM
 9/26/07

NNA04CA76C

Task Order No.: RC 1.4

Task Requester: Steve A. Frankel

Date: 8/20/07

COTR: Karen Moze

Date: 09/04/07

Contracting Officer: Marie E. Dorush

Date: 9/7/07

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

Date: 10/10/07

COTR Concurrence of
Contractor's Task Plan: Karen Moze

Date: 10/16/07

CONTRACTOR'S ACCEPTANCE:

Contractor's
Representative: [Signature]

Date: 9-27-07

AUTHORIZATION:

Authorized period of performance:

Beginning Date: 10/01/2007

Completion Date: 09/30/2008

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. Dorush

Date: 10/16/07

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

Task Order No.: RC 1.4

Task Description for :

Plant Engineering Services

Contract NNA04CA76C

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

A. Period of Performance

10/1/07-09/30/08

B. Description of Work

1. Provide day-to-day office administration and clerical assistance, including: maintenance of the Plant Engineering internal calendar of events and action items; record and distribute minutes of branch meetings; data entry of SRs onto spreadsheet; and routine administrative services (mail distribution, meeting scheduling, office correspondence, and etc.)
2. Provide program analysis and administrative support to the plant engineering staff, including: analytical support to the Alarm Systems Office; document and data management support to the Branch and Division, and general program information support (data audits, document editing, and etc.)

C. Hours of Work

40-70 hours/week

D. Government Furnished Equipment

Furnished office or cubicle, ODIN desktop, Remote access account (VPN)

E. Performance Requirements Summary (see attached)

Customer Survey, Task Manager Review, Monthly Report

Performance Requirements Summary

Required Services	Performance Standards	Estimated Workload	Method of Surveillance
Administrative and technical services, Task 1.	* Complete any documents, status report, etc within 5 days of assignment or S/R completion * Customer satisfaction; Meet or exceed requirements on 50% of customer surveys. * Initiative * Quality	Full time work	Customer Survey Task Manager Review Monthly Report

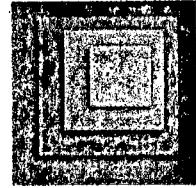


PLANNERS COLLABORATIVE

Task Plan RC 1.4
Plant Engineering and Planning Services

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

Planners Collaborative will provide one full-time (1 FTE) Administrative Assistant and one part-time (.25 FTE) Analyst/Technical Writer with appropriate skills and experience to perform all task requirements in accordance with the performance requirements summary.



PLANNERS COLLABORATIVE

MEMORANDUM

To: Karen Moze, COTR
Date: September 24, 2007

Ref: NNA04CA76C Task Order:

RC 2.4 Real Property Database Management Services

Planners Collaborative is submitting our Task Plan for the referenced Task Order for period October 1, 2007 – September 30, 2008.

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. RC 2.4

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: **Real Property**

SCHEDULE:

Estimated Beginning Date: **October 1, 2007**

Estimated Completion Date: **September 30, 2008**

Labor Category:

Est. Hours	Est. Hrs. Monthly	Direct Labor Rate	Total Direct Cost
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Comm. Group Mgr.
Planning Analyst/Lead

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

ESTIMATE OF TOTAL DIRECT COST FOR TASK SUPPORT:

ESTIMATE OF TOTAL COST FOR FEE/PROJECT MANAGEMENT ALLOCATION:

ESTIMATE OF TOTAL COST/FEF FOR TASK SUPPORT:

B-4

\$ 127,222

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

CM
9/28/07

NNA04CA76C

Task Order No.: RC 2.4

Task Requester: Tony Rocci Carangelo

Date: 9/21/2007

COTR: Karen Moge Date: 9/21/2007

Contracting Officer: Marie E. Darish

Date: 9/27/07

Task Requester Concurrence of Contractor's Task Plan and Contractor's Cost Estimate: Rocci T. Carangelo

Date: 10/16/07

COTR Concurrence of Contractor's Task Plan: Karen Moge

Date: 9/28/07

CONTRACTOR'S ACCEPTANCE:

Contractor's Representative: [Signature]

Date: 9-28-07

AUTHORIZATION:

Authorized period of performance:

Beginning Date: 10/1/07

Completion Date: 9/30/08

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

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

This Task Order is approved for performance.

Approving Official: Marie E. Darish

Date: 10/16/07

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

Task Order No.: RC 2.4

Task Description for :

Real Property and Planning Services

Contract NNA04CA76C

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

A. Period of Performance

10/1/07-9/30/08

B. Description of Work

Provide support to the Facility Utilization Officer with Database management with:

1. Building Space Utilization data
2. Major Facilities Utilization data
3. Facilities Not Needed/Underutilization data
4. Facilities Data Summary report
5. Real Property Inventory/Utilization Review
6. Update Facilities Service Manager Database daily
7. Coordination of construction projects/C of F utility outages

Support the Planning staff with:

8. Agreements entry into the RCE shared server
9. Expired agreement rewrites
10. New EUL entry into the Real Property Database

C. Hours of Work

40 hours/week

D. Government Furnished Equipment

Furnished office or cubicle, ODIN desktop

E. Performance Requirements Summary (see attached)

Customer Survey, Task Manager Review, Monthly Report

Performance Requirements Summary

Required Services	Performance Standards	Estimated Workload	Method of Surveillance
Administrative and technical services, Task 2.	* Complete any documents, status report, etc within 5 days of assignment or S/R completion * Customer satisfaction; Meet or exceed requirements on 50% of customer surveys. * Initiative * Quality	Full time work	Customer Survey Task Manager Review Monthly Report

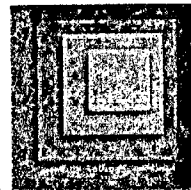


PLANNERS COLLABORATIVE

**Task Plan RC 2.4
Plant Engineering and Real Property**

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

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



PLANNERS COLLABORATIVE

MEMORANDUM

To: Karen Moze, COTR

Date: September 24, 2007

Ref: NNA04CA76C Task Order:

RC 3.4 Energy Engineering

Planners Collaborative is submitting our Task Plan for the referenced Task Order for period October 1, 2007 – September 30, 2008.

Sincerely,



Doreen Cohen
Planners Collaborative

cc: Planners Collaborative West

NNA04CA76C

Task Order No.: RC 3.4

Task Requester: Steve A. Frankel

Date: 8/20/07

COTR: Karen Moze

Date: 09/04/07

Contracting Officer: Marie E. Dorish

Date: 9/7/07

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

Date: 10/10/07

COTR Concurrence of
Contractor's Task Plan: Karen Moze

Date: 10/16/07

CONTRACTOR'S ACCEPTANCE:

Contractor's
Representative: [Signature]

Date: 9-27-07

AUTHORIZATION:

Authorized period of performance:

Beginning Date: 10/01/2007

Completion Date: 09/30/08

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

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

This Task Order is approved for performance.

Approving Official: Marie E. Dorish

Date: 10/17/07

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

Task Order No.: RC 3.4

Task Description for :

Energy Engineering Services

Contract NNA04CA76C

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

A. Period of Performance

10/1/07-09/30/08

B. Description of Work

Provide support to the Plant Engineering Branch with data & project management with:

1. Building Energy Utilization data
2. Facilities Energy Utilization data
3. Energy and water conservation project development
4. Energy, water, gas, sewer, and other utility consumption modeling and estimating
5. NASA energy reporting system data entry
6. Coordination of construction projects/C of F utility outages
7. Preparing required energy, water, and other utility reports as required for the Branch
8. Collect and manage data for solar arrays.
9. Review and comment on energy and utility language in proposed NASA agreements
10. Engineering analysis on issues directed to the Branch regarding energy or utilities
11. Support Environmental Services Division as it pertains to energy and water issues and initiatives.

C. Hours of Work

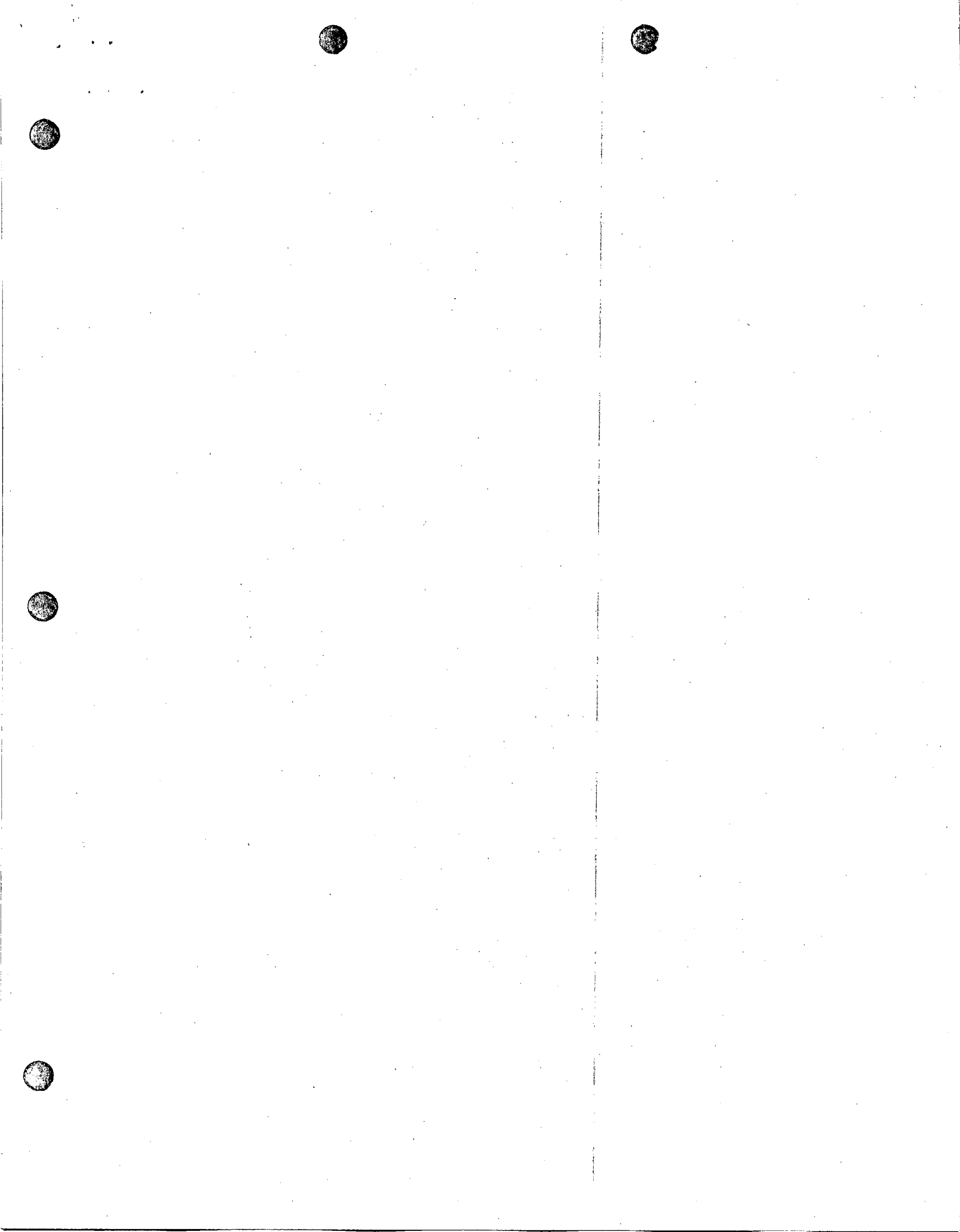
40 hours/week

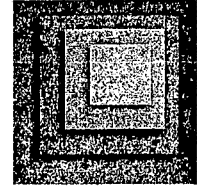
D. Government Furnished Equipment

Furnished office or cubicle, ODIN desktop

E. Performance Requirements Summary (see attached)

Customer Survey, Task Manager Review, Monthly Report





PLANNERS COLLABORATIVE

MEMORANDUM


To: Karen Moze, COTR
Date: July 23, 2007

Ref: NNA04CA76C Task Order:

SCB1.3 Sustainable Energy for Spaceship Earth: A NASA-Google
Collaboration

Planners Collaborative is submitting our Task Plan for the referenced Task Order for
period July 16, 2007 – March 28, 2008.

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. SCB 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: **Sustainable Energy for Spaceship Earth
A NASA-Google Collaboration**

SCHEDULE:

Estimated Beginning Date: **July 16, 2007**

Estimated Completion Date: **March 28, 2008**

Labor Category:	Est. Hours	Est. Hrs. Monthly	Direct Labor Rate	Total Direct Cost
Project Manager	<div data-bbox="636 829 1528 1627" style="border: 1px solid blue; padding: 10px;"> <p style="text-align: center;">B-4</p> </div>			
Total Direct Labor				
Overhead				
Subcontract Labor Services				
Subtotal Labor and Subcontracts				
G&A				
OTHER DIRECT COSTS				
Materials				
Travel				
Training				
Other ODC				
Total ODCs (Not to Exceed)				
G&A				
Flow-through Items				

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

ESTIMATE OF TOTAL DIRECT COST FOR TASK SUPPORT:

B-4

ESTIMATE OF TOTAL COST FOR FEE/PROJECT MANAGEMENT ALLOCATION

ESTIMATE OF TOTAL COST/FEE FOR TASK SUPPORT:

\$ 64,768

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

OK
7/20/07

NNA04CA76C

Task Order No.: SCB 1.3

Task Requester: Mark Kliss

Date: 7/16/07

COTR: Karen Uloge

Date: 7/16/07

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

Date: 7/28/07

COTR Concurrence of
Contractor's Task Plan: Karen Uloge

Date: 8/2/07

CONTRACTOR'S ACCEPTANCE:

Contractor's
Representative: [Signature]

Date: 7-23-07

AUTHORIZATION:

Authorized period of performance:

Beginning Date: July 16, 2007

Completion Date: March 28, 2008

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: Rhonda J. Baker]

Date: 8/3/07

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

Task Order No.: SCB 1.3

Task Description for:

Sustainable Energy for Spaceship Earth: A NASA-Google Collaboration

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: July 16, 2007 to March 28, 2008

B. Description of Work

To improve and expand upon the collaboration established in an award-winning proposal between NASA and Google. In response to a call for proposals, over 100 proposals were received, with only 11 being funded. One of the funded proposals, entitled "A Google-Ames Exploration Into Sustainable Energy for 'Space-ship' Earth," was submitted by Jonathan Trent in the NASA ARC Bioengineering Branch.

In order to achieve the goals outlined in this proposal, the Bioengineering Branch will require the Contractor to provide a highly skilled individual with a diverse range of abilities and a dedication to the goals set forth in the proposal. In particular, the contractor shall provide logistical, organizational, educational, and editorial expertise. Thus, the Contractor shall provide a candidate with skills in multiple areas (such as education, science, multimedia, writing, and project coordination). The Contractor shall work well with NASA Civil Servants, Google employees, and other representatives of academia, industry, and non-profit organizations.

In addition, there will be guest speaker(s) for seminar(s) and/or workshop(s) which will require Contractor travel coordination and the payment of honorariums.

C. Hours of Work

Hours of work are part-time and flexible based on the tasks needed that month and may vary each month, but must not exceed total funding available for the 9 month period.

D. Government Furnished Equipment

Office (Bldg 239, Rm 257) and phone.

E. Performance Requirements Summary (see attached)

Performance Requirements Summary

Required Services	Performance Standards	Estimated Workload	Method of Surveillance
<ul style="list-style-type: none"> • Provide organizational, logistical, and administrative assistance to the project, including (but not limited to) meeting coordination; document handling/management; note taking; schedule tracking/oversight; and as-needed project coordination duties. • Provide editorial functions, writing expertise, and content development, organization, and coordination to project-related documents. • Provide educational and multimedia guidance and oversight as required for design, development, and evaluation of Energy Enlightenment course and Google Energy website, including associated Web events and curriculum. Also provide input, logistical 	<p>Insert performance standards here.</p> <p>Performance standards explain how well a job should be done.</p> <p>Standards for "Good" performance should be exceedable.</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 * Meets scheduled milestones 	<p>Level of effort is part-time over a 9 month period and is totally dependent on the amount funding available on the proposal.</p>	<p>How will you measure contractor performance? Some examples include;</p> <p>Satisfaction of co-workers on team</p> <p>Task Manager Review</p> <p>Government review and feedback on progress, products, and results in terms of Task Order requirements.</p>

Performance Requirements Summary

support, speaker recruiting, and other related duties to support the on-site execution of the course.

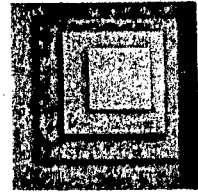
- Attend all appropriate meetings with NASA, Google, and other partners, do note taking, as well as contribute activities as needed.
 - Attend conferences and other events as a representative of this project, as required.
 - Guide and mentor students/teachers as required by the Government.
 - Coordination and arrange travel and honorariums for guest speakers.
-

Task Plan SCB 1.3
Sustainable Energy for Spaceship Earth: A NASA-Google Collaboration

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 a highly skilled individual at .75 FTE with a broad base of skills and experience to perform all task requirements in accordance with the performance requirements. Work hours can be flexible to ensure that critical milestones are met.

Planners will work with the government to handle travel and honorariums for guest speakers.



PLANNERS COLLABORATIVE

MEMORANDUM

To: Karen Moze, COTR
Date: July 23, 2007

Ref: NNA04CA76C Task Order:

SCB1.3 Sustainable Energy for Spaceship Earth: A NASA-Google
Collaboration

Planners Collaborative is submitting our Task Plan for the referenced Task Order for
period July 16, 2007 – March 28, 2008.

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. SCB 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: **Sustainable Energy for Spaceship Earth
A NASA-Google Collaboration**

SCHEDULE:

Estimated Beginning Date: **July 16, 2007**

Estimated Completion Date: **March 28, 2008**

Labor Category:

Est. Hours	Est. Hrs. Monthly	Direct Labor Rate	Total Direct Cost
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Project Manager

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

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

B-4

ESTIMATE OF TOTAL COST FOR FEE/PROJECT MANAGEMENT ALLOCATION:

ESTIMATE OF TOTAL COST/FEE FOR TASK SUPPORT:

\$ 64,768

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

OK
7/20/07

NNA04CA76C

Task Order No.: SCB 1.3

Task Requester: Mark Kliss

Date: 7/16/07

COTR: Karen Illoze

Date: 7/16/07

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

Date: 7/28/07

COTR Concurrence of
Contractor's Task Plan: Karen Illoze

Date: 8/2/07

CONTRACTOR'S ACCEPTANCE:

Contractor's
Representative: [Signature]

Date: 7-23-07

AUTHORIZATION:

Authorized period of performance:

Beginning Date: July 16, 2007

Completion Date: March 28, 2008

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: 8/3/07

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

Task Order No.: SCB 1.3

Task Description for:

Sustainable Energy for Spaceship Earth: A NASA-Google Collaboration

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: July 16, 2007 to March 28, 2008

B. Description of Work

To improve and expand upon the collaboration established in an award-winning proposal between NASA and Google. In response to a call for proposals, over 100 proposals were received, with only 11 being funded. One of the funded proposals, entitled "A Google-Ames Exploration Into Sustainable Energy for 'Space-ship' Earth," was submitted by Jonathan Trent in the NASA ARC Bioengineering Branch.

In order to achieve the goals outlined in this proposal, the Bioengineering Branch will require the Contractor to provide a highly skilled individual with a diverse range of abilities and a dedication to the goals set forth in the proposal. In particular, the contractor shall provide logistical, organizational, educational, and editorial expertise. Thus, the Contractor shall provide a candidate with skills in multiple areas (such as education, science, multimedia, writing, and project coordination). The Contractor shall work well with NASA Civil Servants, Google employees, and other representatives of academia, industry, and non-profit organizations.

In addition, there will be guest speaker(s) for seminar(s) and/or workshop(s) which will require Contractor travel coordination and the payment of honorariums.

C. Hours of Work

Hours of work are part-time and flexible based on the tasks needed that month and may vary each month, but must not exceed total funding available for the 9 month period.

D. Government Furnished Equipment

Office (Bldg 239, Rm 257) and phone.

E. Performance Requirements Summary (see attached)

Performance Requirements Summary

Required Services	Performance Standards	Estimated Workload	Method of Surveillance
<ul style="list-style-type: none"> • Provide organizational, logistical, and administrative assistance to the project, including (but not limited to) meeting coordination; document handling/management; note taking; schedule tracking/oversight; and as-needed project coordination duties. • Provide editorial functions, writing expertise, and content development, organization, and coordination to project-related documents. • Provide educational and multimedia guidance and oversight as required for design, development, and evaluation of Energy Enlightenment course and Google Energy website, including associated Web events and curriculum. Also provide input, logistical 	<p>Insert performance standards here.</p> <p>Performance standards explain how well a job should be done.</p> <p>Standards for "Good" performance should be exceedable.</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 * Meets scheduled milestones 	<p>Level of effort is part-time over a 9 month period and is totally dependent on the amount funding available on the proposal.</p>	<p>How will you measure contractor performance? Some examples include;</p> <p>Satisfaction of co-workers on team</p> <p>Task Manager Review</p> <p>Government review and feedback on progress, products, and results in terms of Task Order requirements.</p>

Performance Requirements Summary

support, speaker recruiting, and other related duties to support the on-site execution of the course.

- Attend all appropriate meetings with NASA, Google, and other partners, do note taking, as well as contribute activities as needed.
 - Attend conferences and other events as a representative of this project, as required.
 - Guide and mentor students/teachers as required by the Government.
 - Coordination and arrange travel and honorariums for guest speakers.
-

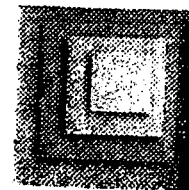
Task Plan SCB 1.3

Sustainable Energy for Spaceship Earth: A NASA-Google Collaboration

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 a highly skilled individual at .75 FTE with a broad base of skills and experience to perform all task requirements in accordance with the performance requirements. Work hours can be flexible to ensure that critical milestones are met.

Planners will work with the government to handle travel and honorariums for guest speakers.



PLANNERS COLLABORATIVE

MEMORANDUM

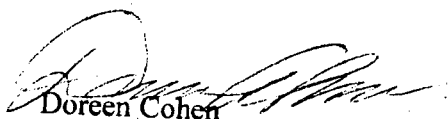
To: Karen Moze, COTR
Date: April 28, 2008

Ref: NNA04CA76C Task Order:

T 4.4 Technical Integration Support

Planners Collaborative is submitting our Task Plan for the referenced Task Order for period June 1 – September 30, 2008.

Sincerely,


Doreen Cohen
Planners Collaborative

cc: Planners Collaborative West

Performance Requirements Summary

Contract No.: NNA04CA76C

Task Order No.: T-4.4

Task Requester: James L. Clement

Date: April 18, 2008

COTR: Karen Cluge

Date: 4/21/08

Contracting Officer: Marie E. Jarvis

Date: 4/22/08

Task Requester Concurrence
of Contractor's Task Plan and
Contractor's Cost Estimate: James L. Clement

Date: 5/7/08

COTR Concurrence of
Contractor's Task Plan: Karen Cluge

Date: 5/9/08

CONTRACTOR'S ACCEPTANCE:

Contractor's
Representative: [Signature]

Date: 5-2-08

AUTHORIZATION:

Authorized period of performance:

Beginning Date: 06/01/2008

Completion Date: 09/30/2008

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 xxxxxxxx. 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. Jarvis

Date: 5/28/08

Distribution:
Contracting Officer (Original)
Contractor
COTR
Task Requester

Performance Requirements Summary

Task Order No.: T 4.4
Task Description for:

Code T Technical Integration Support

Contract No.: NNA04CA76C

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

A. Period of Performance

The period of performance for this task is June 1, 2008 through September 30, 2008

B. Description of Work

Provide full-time integration, administrative, and logistical support for the Exploration Technology Directorate management integration group's role of supporting the Code T Exploration Systems Mission Directorate (ESMD) customer executive responsibility. Duties include meeting notification and coordination across technical organizations, administrative systems support, records management, record keeping, taking meeting minutes, preparation of official correspondence, maintaining Excel or other spreadsheets, preparing presentations with PowerPoint, scheduling meetings using calendar software, arrangement of meeting conference rooms; maintaining various project tracking databases as specified and logistical planning and coordination of official Directorate meetings. Other administrative, integration, and logistical support related duties as assigned.

C. Hours of Work

The standard workday is eight hours (not including an unpaid lunch period), Monday through Friday, beginning between 7:30 a.m. and 9:00 a.m. and ending between 4:00 p.m. and 5:30 p.m.

D. Government Furnished Equipment

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

E. Performance Requirements Summary

Performance Requirements Summary

Required Services	Performance Standards	Estimated Workload	Method of Surveillance
<p>Provide full-time integration, administrative, and logistical support to the Code T Directorate's management integration group function.</p>	<p>Maintain integration group files of actions, minutes, and schedules daily.</p>	<p>Approx 40 hrs/wk.</p>	<p>Random Sampling Task Manager Review Monthly Report</p>
	<p>Track and schedule meeting support for technical integration forums and maintain integration group calendar as requested</p>		
	<p>Provide minutes and other logistical support to the task of integrating the ESMD customer executive responsibility as requested.</p>		
	<p>Update and maintain Directorate integration group databases and spreadsheets Response: Daily for review monthly</p>		
	<p>Coordinate Directorate integration group meetings. Response: 1-7 days as requested .</p>		
	<p>Prepare top level management review briefings and packages for the ESMD executive role of Code T as requested.</p>		
<p>Provide administrative support in a backup capacity for Code T administrative assistant as requested</p>			

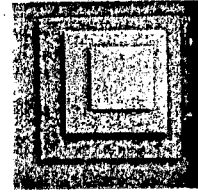
Task Plan T 4.4
Code T Technical Integration Support

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

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

Planners will provide back-up capability as follows: Communication with the Task Requester will determine backup coverage needs in the absence of the administrative personnel.

Services will include full-time integration, administrative, and logistical support for the Exploration Technology Directorate management integration group's role of supporting the Code T Exploration Systems Mission Directorate customer executive responsibility. Daily activities of this position will be to provide: meeting notifications and coordination across technical organizations, administrative systems support, records management, record keeping, taking meeting minutes, preparation of official correspondence, maintain Excel and/or other spreadsheets, preparing presentation, maintain various project tracking databases and set-up and maintain website.



PLANNERS COLLABORATIVE

MEMORANDUM

To: Karen Moze, COTR

Date: September 24, 2007

Ref: NNA04CA76C Task Order:

T 2.4 Support for Exploration Technology Directorate

Planners Collaborative is submitting our Task Plan for the referenced Task Order for period October 1, 2007 – September 30, 2008.

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.: T 2.4

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: Support for Exploration Technology Directorate

SCHEDULE:

Estimated Beginning Date: October 1, 2007

Estimated Completion Date: September 30, 2008

Labor Category:

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

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

ESTIMATE OF TOTAL COST FOR FEE/PROJECT MANAGEMENT ALLOCATION:

ESTIMATE OF TOTAL COST/FEE FOR TASK SUPPORT:

B-4

\$ 57,387

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

CA
9/26/07

NNA04CA76C

Task Order No.: T.2.4

Task Requester: Eugene Tu _____

Date: 9-19-07

COTR: Karen Moge _____

Date: 9/19/2007

Contracting Officer: Marie E. Dorish _____

Date: 10/9/07

**SIGN
HERE**

Task Requester Concurrence
of Contractor's Task Plan and
Contractor's Cost Estimate: Carol J. Russo _____

Date: 11/19/07

COTR Concurrence of
Contractor's Task Plan: Karen Moge _____

Date: 11/14/07

CONTRACTOR'S ACCEPTANCE:

Contractor's
Representative: [Signature] _____

Date: 9-27-07

AUTHORIZATION:

Authorized period of performance:

Beginning Date: October 1, 2007
Completion Date: Sept. 30, 2008

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

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

This Task Order is approved for performance.

Approving Official: [Signature] _____ Date: 11/15/07

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

Task Order No.: T 2.4

Task Description for:

Support for Exploration Technology Directorate

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, 2007 thru September 30, 2008.

B. Description of Work

Program planning: Support will be given to Exploration Technology Directorate program, project, and task managers in the definition of program and project work and development. The deliverable is both verbal and written recommendations and independent assessments.

Program replanning: Support the Director of Exploration Technology, program, project, and task managers on reprogramming activity directed by Headquarters and Program Managers. In this area the work focuses on specific technical issues and strategic programmatic issues based on program development expertise. Experience with programmatic activities of other agencies, particularly Department of Defense and Department of Energy National Labs would be helpful. Provide at the request of the Director of Exploration Technology, reports of the activities, as they are relevant to the Exploration Technology Directorate. Deliverables will consist of oral and written reports to the Director of Exploration Technology.

UARC Development: support the Executive team at NASA Ames in the identification and resolution of issues unique to UARCS. Will provide oral and written input to the Ames Executive team on UARC implementation and associated issues.

Organizational Issues: Support the organizational simulation and structure activities for non-NASA entities. Provide insights to Ames leadership on these issues. Will provide oral and written assessments of organizational simulation activities as they relate to Ames and the broader NASA community. Expertise in numerical and organizational simulation is required.

Organizational Support: Support the Director of Exploration Technology and the Division Chiefs expand Exploration Technology business. Provide at the request of the Director of Exploration Technology, reports of the activities, as they are relevant to the Exploration Technology Directorate.

High Performance Computing for the NASA engineering community: Support the development of the current thrusts in high performance computing at Ames. Provide independent assessments of alternative computing strategies for the numerical simulation engineering communities. The deliverables will be both oral and written reports to the cognizant Code T personnel.

C. Hours of Work: Not to exceed 104 hours per month

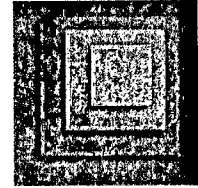
D. Government Furnished Equipment: No Government Furnished Equipment

E. Performance Requirements Summary (see attached)

Performance Requirements Summary

Required Services	Performance Standards	Estimated Workload	Method of Surveillance
Expert technical advice and support	Tech Performance 75% Schedule/Contract Mgt 12% Cost Performance 13%	728 Maximum hours for the period	Monthly Report

Total = 100%



PLANNERS COLLABORATIVE

MEMORANDUM


To: Karen Moze, COTR
Date: November 1, 2007

Ref: NNA04CA76C Task Order:

T 3.4 ESMD-12

Planners Collaborative is submitting our Task Plan for the referenced Task Order for period October 1, 2007 – September 30, 2008.

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.: NNA04CA78C (BOATS)

Task Order No. T 3.4

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: ESMD Projects and
and Exploration Technology Directorate Support

SCHEDULE:

Estimated Beginning Date: October 1, 2007

Estimated Completion Date: September 30, 2008

Labor Category:	Est. Hours	Est. Hrs. Monthly	Direct Labor Rate	Total Direct Cost
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Total Direct Labor				\$ -
Overhead				-
Subcontract Labor Services				\$ 71,630
Subtotal Labor and Subcontracts				\$ 71,630
G&A				7,163
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:				\$ 78,792
ESTIMATE OF TOTAL COST FOR FEE/PROJECT MANAGEMENT ALLOCATION:				8,867
ESTIMATE OF TOTAL COST/FEE FOR TASK SUPPORT:				\$ 87,660

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

OK
10/31/07

NNA04CA76C

Task Order No.: T.3.4

Task Requester: Carol Russo

Date: 9-19-07

COTR: Karen Moge

Date: 9/19/2007

Contracting Officer: Marie E. Dorish

Date: 11/2/07

Task Requester Concurrence
Contractor's Task Plan and
Contractor's Cost Estimate: Carol J. Russo

Date: 11/14/07

COTR Concurrence of
Contractor's Task Plan: Karen Moge

Date: 11/14/07

CONTRACTOR'S ACCEPTANCE:

Contractor's
Representative: [Signature]

Date: 11/1/07

AUTHORIZATION:

Authorized period of performance:

Beginning Date: October 1, 2007

Completion Date: Sept. 30, 2008

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

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

This Task Order is approved for performance.

Approving Official: [Signature] Date: 11/15/07

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

SIGN HERE

Task Order No.: T.3.4

Task Description for:

Plan and oversee implementation of a project and oversight and tracking system for all ESMD projects and the Exploration Technology Directorate

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, 2007 thru September 30, 2008

B. Description of Work

Provide technical support in the development of a project management tool for the Exploration System Mission Directorate effort at Ames Research Center and the Exploration Technology Directorate. Specifically, assist in the creation of a PMT instance and execution reports, provide training to resources and other personnel on the use of the tool, and verify at each update and new release that the tool is performing properly. Deliverables will be defined in a task plan developed in conjunction with the rest of the project team and the Code T senior management.

C. Hours of Work: Not to exceed 450

D. Government Furnished Equipment: No Government Furnished Equipment

E. Performance Requirements Summary (see attached)

Performance Requirements Summary

Required Services	Performance Standards	Estimated Workload	Method of Surveillance
Expert Technical Support	Tech Performance 55% Schedule/Contract Mgt 25% Cost Performance 20%	450 Maximum hours for the period	Task Manager Review Monthly Report



PLANNERS COLLABORATIVE

Task Plan T 3.4
ESMD-12 Projects and Exploration Technology Directorate Support

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

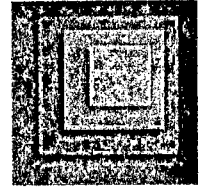
Planners Collaborative will provide support via our subcontractor Unisys, who will perform all aspects of this task according to stated requirements.

The subcontractor will provide technical support in the development of a project management tool for the Exploration System Mission Directorate effort at NASA Ames and the Exploration Mission Directorate. The subcontractor will:

- Assist in the creation of PMT instance and execution reports
- Provide training to resources and other personnel on the use of the tool
- Verify at each update and new release that the tool is performing properly

In addition, the subcontractor will provide technical and logistics support for Code C training activities.

FILE



PLANNERS COLLABORATIVE

MEMORANDUM


To: Karen Moze, COTR
Date: September 24, 2007

Ref: NNA04CA76C Task Order:

TH 1.4 Code TH Division Administrative Support

Planners Collaborative is submitting our Task Plan for the referenced Task Order for period October 1, 2007 – September 30, 2008.

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. TH 1.4

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: Code TH Division Administrative Support

SCHEDULE:

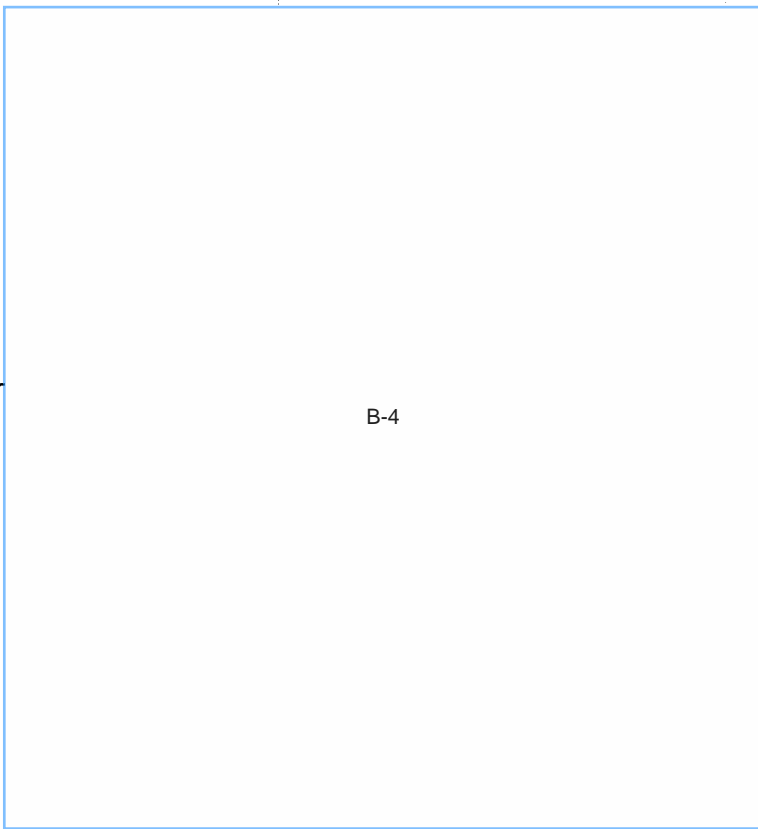
Estimated Beginning Date: October 1, 2007

Estimated Completion Date: September 30, 2008

Labor Category:

Admin Services Mgr.
Administrative Specialist
Back-up

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

B-4

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:

\$ 87,196

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

CP
9/27/07

Performance Requirements Summary

NNA04CA76C

Task Order No.: TH-1.3

Task Requester: James Clement

Date: 6/20/07

COTR: Karen Oloze

Date: 6/20/07

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

James Clement

Date: 7/9/07

COTR Concurrence of
Contractor's Task Plan:

Karen Oloze

Date: 7/12/07

CONTRACTOR'S ACCEPTANCE:

Contractor's
Representative:

[Signature]

Date: 6-27-07

AUTHORIZATION:

Authorized period of performance:

Beginning Date: July 1, 2007

Completion Date: June 30, 2008

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: Shonda D. Baker]

Date:

7/11/07

Distribution:
Contracting Officer (Original)
Contractor
COTR
Task Requester

Start Date anticipated on or around July 30, 2007.

Performance Requirements Summary

Task Order No.: TH 1.3

Task Description for:

Code TH Division Administrative Support

Contract NNA04CA76C

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

A. Period of Performance

The period of performance for this task is July 1, 2007 through June 30, 2008

B. Description of Work

Provide full-time office support for the Human Systems Integration division. Duties include telephone and visitor reception, administrative systems support, office filing, records management, record keeping, taking meeting minutes, typing official correspondence, maintaining spreadsheets, preparing presentations with PowerPoint, scheduling Division appointments and meetings using calendar software, providing support for travel arrangements and vouchers using Travel Manager, monitoring of division supply closets, monitoring of facility conference rooms, maintaining various Ames databases as specified and assist with logistical planning and coordination of official Division meetings and events. Administrative support for Division new business activity such as preparation of materials for inclusion on Division website, learn process for forms NF1676 and ARC 310, update Division highlights. Other administrative support related duties as assigned. (deliver urgent documents, copy and deliver files, contact appropriate personnel to keep standard office equipment working, prepare visitor request forms)

C. Hours of Work

The standard workday is eight hours (not including an unpaid lunch period), Monday through Friday, beginning between 7:30 a.m. and 9:00 a.m. and ending between 4:00 p.m. and 5:30 p.m.

D. Government Furnished Equipment

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

E. Performance Requirements Summary

Performance Requirements Summary

Required Services	Performance Standards	Estimated Workload	Method of Surveillance
Provide full-time office support for the Human systems integration division.	<p>Maintain office files daily.</p> <p>Maintain Division office calendar as requested. Coordinate & schedule Division meetings/events as requested. Response: 1 - 7 days as requested.</p> <p>Prepare travel orders. Response: within 2 hours for domestic travel, within 1 week for foreign travel.</p> <p>Support travel voucher input. Response: within 2 days of getting all receipts and information</p> <p>Update and maintain Ames databases and spreadsheets Response: Daily for review monthly</p> <p>Service Request Logs. Response: weekly update/status reports</p> <p>Working relationships are cooperative with no significant issues regarding productivity and teamwork</p> <p>Oral and written communications are accurate and clear. Conformance to Division quality requirements for Externally distributed materials.</p>	Approx 40 hrs/wk.	Random Sampling Task Manager Review Monthly Report



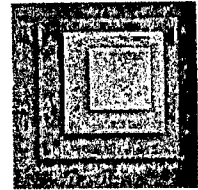
PLANNERS COLLABORATIVE

Task Plan TH 1.4
Code TH Division Administrative Support

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

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

The administrative support person will receive all visitors and telephone calls and provide support for all administrative systems, division office records and databases. The scheduling of meetings will be provided using the Ames Calendar Service online. The administrative support person will support division personnel in making travel arrangements and completing vouchers using Travel Manager. Support will include monitoring the use of facility conference rooms and the logistical planning and coordination of official Division meetings and events. Administrative support will also include for Division new business activity such as preparation of material for inclusion on division website



PLANNERS COLLABORATIVE

MEMORANDUM

To: Karen Moze, COTR


Date: September 24, 2007

Ref: NNA04CA76C Task Order:

TN 1.4 Code TN Division Administrative Support

Planners Collaborative is submitting our Task Plan for the referenced Task Order for period October 1, 2007 – September 30, 2008.

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.: TN 1.4

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: Code TN Administrative Support

SCHEDULE:

Estimated Beginning Date: October 1, 2007

Estimated Completion Date: September 30, 2008

Labor Category:

Admin. Services Mgr.
Administrative Specialist
Back-up

	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

ESTIMATE OF TOTAL DIRECT COST FOR TASK SUPPORT:

ESTIMATE OF TOTAL COST FOR FEE/PROJECT MANAGEMENT ALLOCATION:

ESTIMATE OF TOTAL COST/FEE FOR TASK SUPPORT

B-4
\$ 79,136

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

Ch
9/27/07

NNA04CA76C

Task Order No.: TN1.4

Task Requester: Gina Morello

Date: 09/04/07

COTR: Karen Moze

Date: 09/04/07

Contracting Officer: Marie E. Dorish

Date: 9/7/07

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

Date: 10/20/07

COTR Concurrence of
Contractor's Task Plan: Karen Moze

Date: 10/24/07

CONTRACTOR'S ACCEPTANCE:

Contractor's
Representative: [Signature]

Date: 9-27-07

AUTHORIZATION:

Authorized period of performance:

Beginning Date: 10/1/07

Completion Date: 9/30/08

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

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

This Task Order is approved for performance.

Approving Official: Marie E. Dorish

Date: 10/25/07

Distribution:
Contracting Officer (Original)
Contractor
COTR
Task Requester

Task Order No.: TN1.4

Task Description for:

Code TN Administrative Support

Contract NNA04CA76C

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

A. Period of Performance

This period of performance for this task is October 1, 2007 through September 30, 2008.

B. Description of Work

This task requires one administrative support personnel to support the NASA Advanced Supercomputing Division and Code T Directorate (as needed) in performing its daily information systems operations and R&D work. Five day/40 hour work week requested.

Coordinates the administrative and clerical work for the organization by following accepted practices to manage *the full range of administrative work in support of an organization with office procedures.*

- a) Maintains a calendar for the supervisor, scheduling appointments, meetings, and conferences.
- b) Processes incoming and outgoing materials such as mail, correspondence, reports, memoranda, and other forms of written communication.
- c) Preparation of travel orders and vouchers.
- d) Performs filing work including the establishment, maintenance, control, protection, and disposition of records, for efficient reference services, and for retrieval of information and materials. Maintains office files and records, ensuring that they include all required documents and that all documents are properly signed.
- e) Receives phone calls and visitors and refers them to an appropriate individual. Interacts with members of the staff, organization, and individuals outside of the agency ranging from other government agencies to the general public.
- f) Coordination of in-house and outside meetings, seminars and workshops as necessary. Activities will include the support for travel to these events and other conferences, coordination of invited guests, including documentation, collection, processing of paperwork following NASA policy and procedures.
- g) Prepares and tracks necessary Export Control documentation for presentations, papers, journal submissions for division staff.
- h) Provides guidance and assistance on applicable procedures, instructions, and regulations to other clerical personnel. Task includes training and mentoring of interns as needed.
- i) Facilities assistance: includes safety bulletin updates, tracking of safety training attendance, new employee office set up, telephone updates (x-500), mail box set up, etc.
- j) Procures office supplies and services (including copy and fax machines).

C. Hours of Work

The current workday is eight hours (not including an unpaid lunch period), Monday through Friday.

D. Government Furnished Equipment

Government desktop system will be provided for the user by the government.

E. Performance Requirements Summary (see attached)

Performance Requirements Summary

Required Services	Performance Standards	Estimated Workload	Method of Surveillance
<p>The requirement for this task is within Code TN division and as needed Code T directorate office. Work will be submitted and response should be provided within the day if received before noon or if not possible, the estimated time for delivery of product will be given to the requested within the day. Tracking logs should be kept up-to-date and reviewed with the task requestor on a monthly basis. Tasks required shall be submitted electronically or in a designated task box.</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>1 WYE is needed for these required services.</p>	<p>Random Sampling Customer Survey Task Manager Review Monthly Report</p>
<p>Sample tasks include:</p>			
<ul style="list-style-type: none"> - a) Updates meeting calendars for supervisor(s) as required. (Daily) - b) Office written correspondence. Performs the following types of duties: composes letters and reports, reviews correspondence for accuracy and completeness, prepares public presentation outlines, and develops standard or form letters and replies to 			

Performance Requirements Summary

inquiries. (Daily as required)

- c) Preparation of travel orders and vouchers. (Minimum 2 days for domestic travel and 2 weeks for foreign or invitational travel. Note: Foreign documentation due 6 weeks prior to departure.)
 - d) Office Filing system & electronic log system maintenance. Set up and maintain secure file system for items to include both paper and electronic files for: correspondence, MOU, MOA, travel, training, export control packages, visitors, absences, personnel documentation, etc. (Update & file weekly).
 - e) Office phones, receive phone callers and visitors, forward to appropriate staff member. Interacts with all levels of personnel properly. (Daily)
 - f) Coordination and logistics for NAS sponsored meetings, workshops and seminars, etc. (task includes preparation of visitor requests, process foreign
-

Performance Requirements Summary

national documents,
conference room bookings,
agendas, schedule attendees,
registration of attendees,
Export Control documents
for papers & presentations).
(2 days for meeting, 7-14
days for larger events.)

- g) Process and track
documentation of
publications (ARC 1676 and
ARC 310) paperwork.
(Weekly)
 - h) In knowledgeable about
NASA policy and
procedures, office
instructions and procedures.
Acts as mentor to other
clerical staff in division.
(Daily as needed)
 - i) Facilities assistance:
includes safety bulletin
updates, tracking of safety
training attendance, new
employee office set up,
telephone updates (x-500),
mail box set up, etc. (1 day
completion, as requested)
 -
 - j) Supplies and services;
order monthly supplies,
respond to copier and fax
-

Performance Requirements Summary

trouble calls (Supplies-
Monthly order; Service-
same day - as needed).



PLANNERS COLLABORATIVE

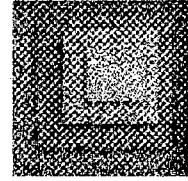
Task Plan TN 1.4
Code TN Administrative Support

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

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

Planners will provide back-up capability as follows: Communication with the Task Requester will determine backup coverage needs in the absence of the administrative personnel.

Services will include all daily activities to support the information systems operation and R & D work of the Division as denoted in the task order. Namely, coordinating NAS sponsored meetings, seminars and workshops; preparing domestic and international travel orders; coordinating of invited guests; and processing of publication paperwork. Also included is the preparing of outreach and educational materials and administrative support activities for Division staff as well as training and mentoring of Division interns on an as needed basis. The administrative support will also support the rotational coverage for the Code T Directorate in Building 200.



PLANNERS COLLABORATIVE

MEMORANDUM

To: Karen Moze, COTR

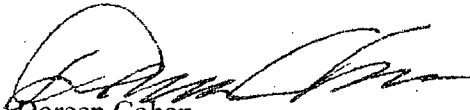
Date: September 4, 2008

Ref: NNA04CA76C Task Order:

VS 1.4 Strategic Management and Analysis

Planners Collaborative is submitting our Task Plan for the referenced Task Order for period ~~August 28~~ - December 30, 2008.

September 11
Sincerely,


Doreen Cohen
Planners Collaborative

cc: Planners Collaborative West



NNA04CA76C

Task Order No.: VS 1.4

Task Requester: Beverly Girten Date: July 21, 2008

Contracting Officer: [Signature] Date: 9/2/08

COTR: [Signature] Date: 8/26/08

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

Date: 7/5/08

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

Date: 9/5/08

CONTRACTOR'S ACCEPTANCE:

Contractor's
Representative: [Signature]

Date: 9-4-08

AUTHORIZATION:

Authorized period of performance:

Beginning Date: ~~August 28, 2008~~ September 11, 2008

Completion Date: ~~September 30, 2008~~ December 30, 2008

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: 09/11/08

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

Task Order No.: VS 1.4

Task Description for:

Strategic Management and Analysis

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 ~~Aug 28, 2008~~ to ~~September 30, 2008~~ unless specifically identified otherwise in this task. *December 30, 2008*

B. Description of Work

To provide support to the Strategic Management and Analysis groups work and to assist in other related tasks such as support for actions from the Chief Operating Officer. This support will be made up of the three subtasks described below.

Subtask 1. Administrative Support: This subtask would include providing basic administrative support and office management for the group. Specific support would involve preparing material for several weekly meetings by printing, copying and collating sets of information for senior and Center management. Other support would include arranging meetings, preparing agendas, taking minutes of meetings, filing and shredding documents, scheduling appointments and helping organize training or tour activities. The individual should also have the ability to place orders, keep office equipment functioning and office supplies available, make travel arrangements and help prepare presentations and reports and manage the day to day office activities.

Subtask 2. Strategic and Business Planning: This subtask would include providing expert advise and consultation for strategic planning and business purposes such as helping with review and optimizing the business plans for the primary business lines at the Center. Other review and consulting activities may involve special studies, analysis or business capture activities.

Subtask 3. General Element Support for Strategic Management and Analysis (SMA) for the basic elements of the group such as strategic investments, advanced planning, organizational readiness, collaborative awareness process and special studies. This would include setting up tracking tools, helping with analysis, and process development and optimization.

C. Hours of Work

Subtask 1. Full time support (40 hours per week).

Subtask 2. Initial effort approximately 90 hours, total not to exceed 200 hours.

Subtask 3. Approximately half time (15 to 20 hours per week).

D. Government Furnished Equipment

Subtask 1. Computer, phone and office supplies

Subtask 2. None specific to this subtask

Subtask 3. None specific to this subtask

Performance Requirements Summary (see attached)

Required Services	Performance Standards	Estimated Workload	Method of Surveillance
Subtask 1. Administrative Support Strategic and Business Planning General Element Support for Strategic Management and Analysis	Subtask 1. Accuracy, timeliness, customer satisfaction, quality, productivity, initiative, resourcefulness Subtask 2. Accuracy, timeliness, customer satisfaction, quality, productivity, leadership, resourcefulness, innovation Subtask 3. Accuracy, timeliness, customer satisfaction, quality, productivity, leadership, resourcefulness, innovation	Subtask 1. Full time, on going Subtask 2. Consulting, approximately 100 over the next three months Subtask 3. Approximately half time effort when needed and funding is available	Subtask 1. Customer Input, Task Manager Review, Monthly Report Subtask 2. Customer Input, Task Manager Review Subtask 3. Customer Input, Task Manager Review, Monthly Report



PLANNERS COLLABORATIVE

Task Plan VS 1.4 Strategic Management and Analysis

Task performance will be managed by the Senior Marketing 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.

For this task Planners will provide one position to support a full range of administrative support services in support of the Strategic Management and Analysis Group (Code VS). The team member will work with the Code VS management team and provide basic administrative support and office management for the group. Also for this task Planners will provide at a minimum two part-time consultants to provide expert advice and consultation for strategic planning, business analysis, strategic investments, collaborative awareness process, special studies, and other requested activities.

The Senior Marketing Manager will have at a minimum a masters degree in engineering or science and a masters in business administration with ten years of technology and business experience. This individual will focus on supporting the strategic management and analysis efforts. This individual will have capabilities in technology marketing and experience in business planning.

The Administrative Assistant will have at a minimum a bachelors degree in business administration, marketing, communications, or relevant academic field, or relevant experience in field. This individual will have experience performing administrative duties including 1) preparing documents, meeting notes, presentations, spreadsheets, and meeting agendas; 2) operating standard office equipment; 3) arranging meetings, travel, and tours; and 4) other administrative support activities.

The Consultants will have extensive experience in strategic and business planning, i.e., preparing business plans, performing analysis of strategic investments, operating business tracking software tools, and conducting special studies.

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 ensure one clear point of contact.

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

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

NNA04CA76C

Task Order No.: VS 1.4

Task Requester: Beverly Girten

Date: July 21, 2008

Contracting Officer: John Willard

Date: 9/2/08

COTR: Killoze

Date: 8/26/08

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

Date: 7/5/08

COTR Concurrence of
Contractor's Task Plan: Killoze

Date: 9/5/08

CONTRACTOR'S ACCEPTANCE:

Contractor's
Representative: [Signature]

Date: 9-4-08

AUTHORIZATION:

Authorized period of performance:

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Approving Official: [Signature]

Date: 09/11/08

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

Task Order No.: VS 1.4

Task Description for:

Strategic Management and Analysis

Contract NNA04CA76C

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PLANNERS COLLABORATIVE

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