

PLANNERS COLLABORATIVE

MEMORANDUM

To: Karen Moze, COTR

Date: October 18, 2006

Ref: NNA04CA76C Task Order:

TN1.3 Code TN Administrative Support

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

Sincerely,

Doreen Cohen
Planners Collaborative

cc: Planners Collaborative West

See revised cost estimate —

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

TASK ORDER
 Prime Contract No.: NNA04CA76C (BOATS)

Task Order No.: TN 1.3

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: Code TN Administrative Support

SCHEDULE:

Estimated Beginning Date: October 1, 2006

Estimated Completion Date: September 30, 2007

Labor Category:

	Est. Hours	Est. Hrs. Monthly	Direct Labor Rate	Total Direct Cost
Library Res. & Info. Mgr. Administrative Specialist Back-up			B-4	

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

B-4

B-4

ESTIMATE OF TOTAL DIRECT COST FOR TASK SUPPORT:

ESTIMATE OF TOTAL COST FOR FEE/PROJECT MANAGEMENT ALLOCATION:

B-4

ESTIMATE OF TOTAL COST/FEE FOR TASK SUPPORT:

\$ B-4

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

CM
 10/18/06

NNA04CA76C

Task Order No.: TN1.3

Task Requester: Gina Morello

Date 9/12/06

COTR: Karen Cloze

Date: 9/12/06

Contracting Officer: Marie E. Sarish

Date: 9/22/06

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

Date: 10/19/06

COTR Concurrence of Contractor's Task Plan: Karen Cloze

Date: 10/19/06

CONTRACTOR'S ACCEPTANCE:

Contractor's Representative: [Signature]

Date: 10-18-06
10-3-06

Revised cost estimate

AUTHORIZATION:

Authorized period of performance:

Beginning Date: 10/1/06

Completion Date: 9/30/07

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

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

This Task Order is approved for performance.

Approving Official: [Signature]

Date: 11/14/06

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

Task Order No.: TN1.3

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, 2006 through September 20, 2007.

B. Description of Work

This task requires one administrative support personnel to support the division in performing its daily information systems operations and R&D work. Activities will include the coordination of in-house and outside meetings, seminars and workshops, support for travel to these events and other conferences, coordination of invited guests, including documentation, collection, processing of paperwork following NASA policy and procedures. Task includes the organization of R&D results and papers, coordination and streamlining office documents and procedures. Task also requires processing and/or forwarding inside and outside inquires to the division. Task includes training and mentoring of interns as needed.

C. Hours of Work

The current workday is eight hours (not including an unpaid lunch period), Monday through Thursday. Upon direction of task requestor, this can increase to the five day work week without CTO documentation.

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. 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"> - Coordination and logistics for NAS sponsored meetings, workshops and seminars, etc. (prepare visitor requests, process foreign national documents, conference bookings, agendas, schedule 			

Performance Requirements Summary

- attendees, Export Control documents for papers and presentations).
 - Response: 2 days if meeting, 3-7 days for larger events.
 - Processing of publications paperwork. Response 7 day
 - Preparation of travel orders and vouchers. Response: Minimum 2 days for domestic travel and 4 weeks for foreign or invitational travel.
 - Preparation of materials for education and outreach activities. Response: 1 week.
 - Log Maintenance. Response: Weekly update/status reports upon request.
-

Task Plan TN 1.3

Code TN Administrative Support

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

Planners Collaborative will provide one full-time Administrative Specialist 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.

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

TASK ORDER
 Prime Contract No.: NNA04CA76C (BOATS)

Task Order No.: TN 1.2

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: **Code TN Administrative Support**

SCHEDULE:

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

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

Labor Category:

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

Library Res. & Info. Mgr.
 Administrative Specialist
 Back-up

B-4

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

B-4

B-4

ESTIMATE OF TOTAL DIRECT COST FOR TASK SUPPORT:

ESTIMATE OF TOTAL COST FOR FEE/PROJECT MANAGEMENT ALLOCATION:

ESTIMATE OF TOTAL COST/FFF FOR TASK SUPPORT:

\$ 78,372

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

CMW
9/30/05

NNA04CA76C

Task Order No.: TN1.2

Task Requester: Gina Morello

Date: 9/16/05

COTR: *John Adams*

Date: 9/27/05

Contracting Officer: *Carl D. Z*

Date: 9/27/05

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

Date: 9/30/05

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

Date: 3/1/06

CONTRACTOR'S ACCEPTANCE:

Contractor's Representative: *[Signature]*

Date: 9-30-05

AUTHORIZATION:

Authorized period of performance:

Beginning Date: 10/1/05

Completion Date: 9/30/06

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

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

This Task Order is approved for performance.

Approving Official: *Carl D. Z*

Date: 3/14/06

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

Task Order No.: TN1.2

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

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

B. Description of Work

This task requires one administrative support personnel to support the division in performing its daily information systems operations and R&D work. Activities will include the coordination of in-house and outside meetings, seminars and workshops, support for travel to these events and other conferences, coordination of invited guests, documentation, collection, processing and organization of R&D results and papers, streamlining, forwarding and processing of inside and outside inquiries to the division.

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

Government desktop systems will be provided for the user.

E. Performance Requirements Summary (see attached)

Performance Requirements Summary

Required Services	Performance Standards	Estimated Workload	Method of Surveillance
-------------------	-----------------------	--------------------	------------------------

The requirement for this task is within Code TN division. 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.

Indicators of successful performance include:

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

1 WYE is needed for these required services.

Random Sampling
Customer Survey
Task Manager Review

Sample tasks include:

- Coordination and logistics for NAS sponsored meetings, workshops seminars, etc. (prepare visitor requests, conference room booking, agendas, schedule attendees)
Response: 2 days if meeting, 3-7 days for larger events.
- Processing of publication paperwork. Response: 7 days.
- Preparation of travel orders.
Response: Minimum 2 days for domestic travel and 4 weeks for foreign or invitational travel.
- Preparation of materials for education and outreach

Performance Requirements Summary

activities. Response: 2-3 days.

- Maintaining supplies. Response: twice a month.
 - Log Maintenance. Response: daily for review monthly.
 - SR and PR Logs. Response: Weekly update/status reports.
-

Task Plan TN 1.2
Code TN Administrative Support

Task performance will be managed by the Planners Library Resources and Information Manager, who will be the primary interface with the NASA Task Requester regarding task performance. Our Information Sciences Librarian, who reports to the Library Resources and Information Manager, will provide day-to-day contact and will serve as the Supervisor. The Planners Management Team provides guidance and direction to all contract staff in making the NASA vision our mission.

In support of this task, Planners will provide one full-time Administrative Specialist to support the Division office for Code TN. 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; and processing of publication paperwork. Also included is the preparing of outreach and educational materials and administrative support activities for Division staff.

CTO REVISION REQUEST

BUSINESS OPERATIONS AND TECHNICAL SERVICES	1. Contractor: Planners Collaborative	8. Contractor Task Order to be Revised Task Order No.: TN 1.1
---	--	--

3. Submittal Date: 7/12/05	4. Originator/Telephone No.: Gina Morello, (650) 604-4462
-------------------------------	--

PROPOSED REVISION

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

Due to the current budget challenges within Code TN, we are requesting a Task modification from two FTE's administrative support personnel to one FTE administrative support personnel for TN 1.1

6. Revised TO:

It has been determined by Code TN that the need for administrative support to Code TNA/TNR has decreased and the division's requirements can be accomplished by one FTE administrative support * personnel.

APPROVAL

7. NASA Task Manager: <i>Gina Morello</i>	8. Date: 7/12/05	9. COPI: <i>John Adams</i>	10. Date: 7/14/05
11. Project Manager: <i>[Signature]</i>	12. Date: 7-25-05	13. Contracting Officer (Check if Required) <input type="checkbox"/> <i>Carl [Signature]</i>	14. Date: 8/16/05

* Revised cost estimate attached.

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

TASK ORDER
Prime Contract No.: NNA04CA76C (BOATS)

Task Order No.: TN 1.1 Revision No. 1

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

TITLE: Code TN Administrative Support

PURPOSE: Revise estimate due to staff reduction

Estimated Beginning Date: October 15, 2004

Estimated Completion Date: September 30, 2005

Labor Category:

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

Administrative Assistant
(Term 7/13/05)
Administrative Assistant
Administrative Assistant Overtime

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

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

B-4

	B-4
--	-----

ESTIMATE OF TOTAL DIRECT COST FOR TASK SUPPORT:

ESTIMATE OF TOTAL COST FOR FEE/PROJECT MANAGEMENT ALLOCATION:

ESTIMATE OF TOTAL COST/FEE FOR TASK SUPPORT:

\$ 141,881

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

*OK
7/20/05*

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

TASK ORDER
Prime Contract No.: NNA04CA76C (BOATS)

Task Order No.: TN 1.1

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: Code TN Administrative Support

SCHEDULE:

Estimated Beginning Date: October 15, 2004

Estimated Completion Date: September 30, 2005

Labor Category:

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

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

B-4

B-4

ESTIMATE OF TOTAL DIRECT COST FOR TASK SUPPORT:

ESTIMATE OF TOTAL COST FOR FEE/PROJECT MANAGEMENT ALLOCATION:

ESTIMATE OF TOTAL COST/FEE FOR TASK SUPPORT:

\$ 148,791

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

CM
10/14/04

NNA04CA76C

TN-
Task Order No.: ~~1.1~~

Task Requester: Gina Morello

Date: 10/4/04

COTR: John Adams

Date: 10/5/04

Contracting Officer: Stan Gray

Date: 10/6/04

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

Date: 10/22/04

COTR Concurrence of
Contractor's Task Plan: John Adams

Date: 10/26/04

CONTRACTOR'S ACCEPTANCE:

Contractor's
Representative: [Signature]

Date: 10-15-04

AUTHORIZATION:

Authorized period of performance:

Beginning Date: 10/15/04

Completion Date: 9/30/05

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

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

This Task Order is approved for performance.

Approving Official: [Signature]

Date: 10/01/04

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

Task Order No.: TN 1.1

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

October 15, 2004 through September 30, 2005

B. Description of Work

This task requires two administrative support personnel to help the Division in performing its daily information systems operations and R&D work. Activities will include the coordination of in-house and outside meetings, seminars, and workshops, support for travel to these events and other conferences, coordination of invited guests, documentation, collection, processing and organization of R&D results and papers, streamlining, forwarding and processing of inside and outside inquiries to the Division.

C. Hours of Work

Normal work hours between the hours of: Employee 1) will support the Division office, Code TN and Code TNE, daily from 6:30 AM to 3:00 PM and Employee 2) will support Code TNA and Code TNR will be covered daily from 9:00 AM to 5:30 PM from Monday to Friday. Backup coverage to Code T upon absence of their full time employee will be covered by Employee 2, as necessary.

Request for overtime will be requested and approved by Task Requester prior to work being done.

D. Government Furnished Equipment

Government desktop systems will be provided for the user.

E. Performance Requirements Summary (See Attached)

Performance Requirements Summary

Method of Surveillance

Estimated Workload

Performance Standards

Required Services

Monthly report and customer survey

Approximately 2 WYEs are needed for these required services

1. Customer satisfaction
2. Resource mgmt
3. Timeliness
4. Accuracy

The requirements for this task are within Code TN division and Code T directorate offices as necessary. 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 requester within the day. All logs should be kept up to date and reviewed with the task requester on a monthly basis. Tasks requirements shall be submitted electronically or in a designated task box.

Sample tasks include:

- Coordination and logistics for NAS sponsored meetings, workshops, seminars, etc. (visit requests, conference room booking, agenda scheduling) Response: 2 days if meeting, 3 - 7 for larger events
- Processing of publication paperwork. Response: 7 days
- Preparation of travel orders. Response: min. of 2 days for domestic travel and 3 weeks for foreign travel
- Preparation of materials for educational and outreach activities. Response: 2 - 3 days
- Maintaining supplies. Response: twice a month
- Log maintenance. Response: daily for review monthly
- SR and PR logs. Response: Weekly update/status

Task Plan TN1.1
Administrative Support

Planners Collaborative will provide two administrative personnel to support the Division office for Code TN and Code TNE. Communication with customer 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.

While both employees will be co-located with the Code TN NASA customers, Planners will provide communication, support and interface in order to ensure excellent task performance and to ensure that the personnel have support and guidance. Our Library Manager will be responsible for overall task performance. Our Information Sciences Librarian, who reports to the Library Manager, will provide day-to-day contact and will serve as the Supervisor. The Information Sciences Librarian is located in Bldg. 269 and has excellent knowledge of the NASA customer's work in Code I and code T.

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

TASK ORDER
Prime Contract No.: NNA04CA76C (BOATS)

Task Order No.: TN 1.1 Revision No. 1

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

TITLE: Code TN Administrative Support

SCHEDULE:

Estimated Beginning Date: October 15, 2004

Estimated Completion Date: September 30, 2005

Labor Category:

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

Total Direct Labor

B-4

Overhead

Subcontract Labor Services

Subtotal Labor and Subcontracts

G&A

OTHER DIRECT COSTS

Materials

Travel

Training

Other ODC

Total ODCs (Not to Exceed)

G&A

Flow-through Items

B-4

ESTIMATE OF TOTAL DIRECT COST FOR TASK SUPPORT:

ESTIMATE OF TOTAL COST FOR FEE/PROJECT MANAGEMENT ALLOCATION:

ESTIMATE OF TOTAL COST/FEE FOR TASK SUPPORT:

\$ 153,591

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

OK
11/2/04

CTO REVISION REQUEST

**BUSINESS OPERATIONS AND
TECHNICAL SERVICES**

1. Contractor:
Planners Collaborative

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

3. Submittal Date:
10/28/04

4. Originator/Telephone No.:
Gina Morello - (650) 604-4462 / Ana Grady - (650) 604-4607

PROPOSED REVISION

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

Increase Other Direct Cost from B-4 for travel to Supercomputing 2004 and other travel that may occur during the period of performance of October 15, 2004 – September 30, 2005

6. Revised TO:

B-4

APPROVAL

7. NASA Task Manager:

Ana Grady



8. Date:

10/28/04

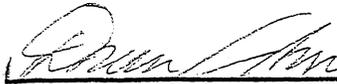
9. COTR:



10. Date:

10/28/04

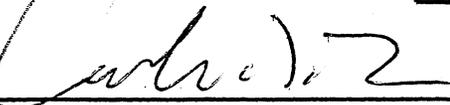
11. Project Manager:



12. Date:

11-2-04

13. Contracting Officer (Check if Required)



14. Date:

9/15/05

CTO REVISION REQUEST

BUSINESS OPERATIONS AND TECHNICAL SERVICES	1. Contractor: Planners Collaborative	8. Contractor Task Order to be Revised Task Order No.: TN 1.1
3. Submittal Date: 10/28/04	4. Originator/Telephone No.: Gina Morello - (650) 604-4462 / Ana Grady - (650) 604-4607	

PROPOSED REVISION

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

Increase Other Direct Cost from B-4 for travel to Supercomputing 2004 and other travel that may occur during the period of performance of October 15, 2004 – September 30, 2005

6. Revised TO:
B-4

APPROVAL

7. NASA Task Manager: Ana Grady <i>Ana Grady</i>	8. Date: 10/28/04	9. COTR: <i>John Adams</i>	10. Date: 10/28/04
11. Project Manager: <i>John Adams</i>	12. Date: 11-2-04	13. Contracting Officer (Check if Required) <input type="checkbox"/>	14. Date:

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

TASK ORDER
Prime Contract No.: NNA04CA76C (BOATS)

Task Order No.: TN 1.1 Revision No. 1

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

TITLE: Code TN Administrative Support

SCHEDULE:

Estimated Beginning Date: October 15, 2004

Estimated Completion Date: September 30, 2005

Labor Category:

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

B-4

Total Direct Labor	B-4	\$	
Overhead			
Subcontract Labor Services		\$	
Subtotal Labor and Subcontracts		\$	
G&A			
OTHER DIRECT COSTS			
Materials			
Travel			
Training		\$	B-4
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:		\$	153,591

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

Ch
11/2/04

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

TASK ORDER
Prime Contract No.: NNA04CA76C (BOATS)

Task Order No.: T 2.1

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

TITLE: **Support for Center of Excellence and
Computing Information Communications Technology**

SCHEDULE:

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

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

Labor Category:

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

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

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

ESTIMATE OF TOTAL COST/FEE FOR TASK SUPPORT:

\$ 240,198

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

AM
10/28/04

Task Requester: Eugene Tu _____ Date: 9/22/04 _____

COTR: Nancy L. Johnson _____ Date: 9/22/04 _____

Contracting Officer: Charles D. T. _____ Date: 9/24/04 _____

Task Requester Concurrence of Contractor's Task Plan and Contractor's Cost Estimate: E. Tu _____ Date: 10/4/04 _____

COTR Concurrence of Contractor's Task Plan: John Adams _____ Date: 11/5/04 _____

CONTRACTOR'S ACCEPTANCE:

Contractor's Representative: [Signature] _____ Date: 11-29-04 _____

AUTHORIZATION:

Authorized period of performance:

Beginning Date: 10/1/04 _____

Completion Date: 9/30/05 _____

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

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

This Task Order is approved for performance.

Approving Official: Marc E. Dorish _____ Date: 11/18/04 _____

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

Task Order No.: T-2.1

Task Description for :

Support for Center of Excellence and Computing Information Communications Technology

Contract NNA04CA76C

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

A. Period of Performance October 1, 2004 thru September 30, 2005

B. Description of Work

Bio/Nano/Info program planning: Support will be given to Dr. Govindan and his team in the definition of a research program at the intersection of Information technology, Biotechnology, and Nanotechnology, drawing in particular on his expertise on program development. The deliverable is both verbal and written recommendations and independent assessments to Dr. Govindan in this programmatic area.

CICT Replanning: Support the CICT Program Manager on the reprogramming activity directed by Headquarters. 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 would be helpful. Provide at the request of the Program Manager reports on the activities as they are relevant to CICT replanning. Deliverables will consist of oral and written reports to the Program Office.

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.

High Performance Computing for the NASA engineering community: Support in 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 advise and support	Tech Performance 75% Cost Performance = 25% Total = 100%	728 Maximum hours for the period	Monthly Report

Task Plan T 2.1
Support for Center of Excellence and
Computing Information Communications Technology

Planners will provide professional services on a range of leadership, program formulation, and extramural research relationships. Experts will provide these services with immediate availability, relevant experience, and a working knowledge of the NASA's Centers. They provide the capability to offer diverse and independent evaluation and advice on scientific and technical topics of emerging importance to NASA and Ames Research Center.

Below are representative expert resources Planners proposes to make available to Ames:

Dr. Kenneth Ford
Director
Institute for Human & Machine Cognition
University of West Florida

Dr. Daniel E. Cooke
Professor and Chair
Computer Science Department
Texas Tech University

Dr. Robert Hansen
Associate Director
Institute for Human & Machine Cognition

Below is a brief methodology description for potential work to be accomplished under this task:

Bio/Nano/Info:

Methodology

- Periodic meetings with Dr. Govindan and his team
- Review of and recommendations of materials generated by this team
- Assessment of relevant work supported by NASA and other agencies

CICT Replanning:

Methodology:

- Meetings with individual members of program management staff
- Assessment of and recommendations on proposed directions for the program
- Independent assessments of NASA needs and vision relevant to the program through meetings with Headquarters personnel
- Attendance and comment on program planning meetings as requested by the program management staff
- Review of relevant activities funded by other agencies and recommendations on how to structure NASA activities to be complimentary

UARC Development:

Methodology:

- Identification of key management issues through meetings with NASA and UARC personnel
- Formulation of recommendations based on past personal UARC leadership experience and interactions with current leaders of other UARCs

Organizational Issues:

Methodology:

- Identify key leadership and organizational challenges through interviews with Ames executive personnel
- Formulation of recommendations based on personal NASA leadership experience and emerging executive best practices
- Through interaction with Ames and other personnel, identify key organizational simulation challenges for the agency.
- Interact with the broader organizational simulation community as a basis for formulating recommendations to Ames

High Performance Computing

Methodology:

- Interact with the relevant personnel of other Federal agencies on their needs and plans for high performance computing
- Interact with Ames personnel to identify those unique roles that should be played by NASA in light of other agency plans and investments
- Interact with the NASA and broader engineering communities to assure that their unique needs are addressed in the plan.

NASA Software Engineering Technology:

Methodology:

- Interact with the NASA user community to understand the unique agency needs, the private sector to understand current best practice, and the academic computer science community to identify potentially promising areas of emerging research
- Participate in and lead NASA planning activities for the formulation of a new software initiative

Monthly Reporting

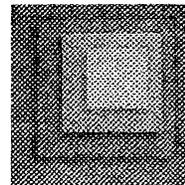
Each principal investigator will provide a monthly written report that summarized findings and recommendations for each topic area.

Confidential Date and Information

Each principal investigator will execute a Non-Disclosure Agreement that substantially imposes the Handling of Data requirements and described in NASA Ames Research Center contract clause ARC 52.227-96.

Equipment

We do not anticipate the need for any Government Furnished Equipment in conjunction with this task order.



PLANNERS COLLABORATIVE

MEMORANDUM

To: Karen Moze, COTR

Date: October 18, 2006

Ref: NNA04CA76C Task Order:

TI 1.3 Administrative Support

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

Sincerely,

Doreen Cohen
Planners Collaborative

cc: Planners Collaborative West

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

TASK ORDER
Prime Contract No.: NNA04CA76C (BOATS)

Task Order No.: TI 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: Administrative Support

PURPOSE:

Estimated Beginning Date: October 1, 2006

Estimated Completion Date: September 30, 2007

Labor Category:

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

Management
Administrative Specialist
Back-up

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

Total Direct Labor

b-4

Overhead

Subcontract Labor Services

Subtotal Labor and Subcontracts

G&A

OTHER DIRECT COSTS

Materials

Travel

Training

Other ODC

Total ODCs (Not to Exceed)

G&A

Flow-through Items

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:

\$ 79,008

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

OK
10/18/06

NNA04CA76C

Task Order No.: TI-1.3

Task Requester: Donna Lan

Date: 9/8/06

COTR: Karen Cloze

Date: 9/12/06

Contracting Officer: Carlos A. Tor

Date: 9/23/06

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

Date: 10/23/06

COTR Concurrence of Contractor's Task Plan: Karen Cloze

Date: 10/23/06

CONTRACTOR'S ACCEPTANCE:

Contractor's Representative: [Signature]

Date: 10-18-06

AUTHORIZATION:

Authorized period of performance:

Beginning Date: 10/1/06

Completion Date: 9/30/07

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

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

This Task Order is approved for performance.

Approving Official: [Signature]

Date: 11/14/06

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

Task Order No.: TI-1.3

Task Description for:

Code TI 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 October 1, 2006 through September 30, 2007

B. Description of Work

Provide full-time office support for the Intelligent Systems 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 meetings using Ames Calendar Service, 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. 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 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

**Required
Services**

**Performance
Standards**

**Estimated
Workload**

**Method
of Surveillance**

Provide full-time office support for the Intelligent systems division.

Maintain office files daily.

Approx 40 hrs/wk.

Random Sampling

Schedule meetings and maintain Division office calendar as requested.

Task Manager
Review

Monthly Report

Prepare travel orders.
Response: within 2 hours for domestic travel, within 1 week for foreign travel.

Support travel voucher input. Response: within 2 days of getting all receipts and information

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

Service Request Logs.
Response: weekly update/status reports

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

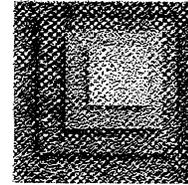
Task Plan TI 1.3

Code TI Division Administrative Support

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

Planners Collaborative will provide 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.



PLANNERS COLLABORATIVE

MEMORANDUM

To: Karen Moze, COTR

Date: December 22, 2006

Ref: NNA04CA76C Task Order:

T 2.3 Exploration Technology

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

Sincerely,

Doreen Cohen
Planners Collaborative

cc: Planners Collaborative West

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

TASK ORDER
Prime Contract No.: NNA04CA76C (BOATS)

Task Order No.: T 2.3

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

TITLE: **Support for Center of Excellence and
Computing Information Communications Technology**

SCHEDULE:

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

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

Labor Category:

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

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

B-4

B-4

ESTIMATE OF TOTAL DIRECT COST FOR TASK SUPPORT:

ESTIMATE OF TOTAL COST FOR FEE/PROJECT MANAGEMENT ALLOCATION:

ESTIMATE OF TOTAL COST/FEE FOR TASK SUPPORT:

\$ 58,731

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

OK
12/21/06

NNA04CA76C

Task Order No.: T 2.3

Task Requester: Eugene Tu

Date: 11/17/06

COTR: Karen Oloze

Date: 11/17/06

Contracting Officer: Carl D. Tu

Date: 11/29/06

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

Date: 1/9/07

COTR Concurrence of Contractor's Task Plan: Karen Oloze

Date: 1/12/07

CONTRACTOR'S ACCEPTANCE:

Contractor's Representative: [Signature]

Date: 12-22-06

AUTHORIZATION:

Authorized period of performance:

Beginning Date: 10/1/06

Completion Date: 9/30/07

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

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

This Task Order is approved for performance.

Approving Official: [Signature]

Date: 1/17/07

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

Task Order No.: T 2.3

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, 2006 thru September 30, 2007.

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

<u>Required Services</u>	<u>Performance Standards</u>	<u>Estimated Workload</u>	<u>Method of Surveillance</u>
Expert technical advice and support	Tech Performance 75% Schedule/Contract Mgt 12% Cost Performance 13% Total = 100%	728 Maximum hours for the period	Monthly Report

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

TASK ORDER
Prime Contract No.: NNA04CA76C (BOATS)

Task Order No.: T 2.2

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

TITLE: **Support for Center of Excellence and Computing Information Communications Technology**

SCHEDULE:

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

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

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

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

B-4

B-4

ESTIMATE OF TOTAL DIRECT COST FOR TASK SUPPORT:

ESTIMATE OF TOTAL COST FOR FEE/PROJECT MANAGEMENT ALLOCATION:

ESTIMATE OF TOTAL COST/FEE FOR TASK SUPPORT:

\$ 51,097

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

CM
1/25/06

Task Requester: Eugene Tu _____

Date: _____

COTR: Miss Adams

Date: 1/26/06

Contracting Officer: Carla D. T.

Date: 1/26/06

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

Date: 2/6/06

COTR Concurrence of Contractor's Task Plan: Miss Adams

Date: 1/26/06

CONTRACTOR'S ACCEPTANCE:

Contractor's Representative: [Signature]

Date: 1-26-06

AUTHORIZATION:

Authorized period of performance:

Beginning Date: 10/1/05

Completion Date: 9/30/06

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

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

This Task Order is approved for performance.

Approving Official: [Signature] Date: 1-26-06

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

Task Order No.: T-2.2

Task Description for:

Support for Center of Excellence and Computing Information Communications Technology

Contract NNA04CA76C

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

A. Period of Performance October 1, 2005 thru September 30, 2006

B. Description of Work

Bio/Nano/Info program planning: Support will be given to Dr. Govindan and his team in the definition of a research program at the intersection of Information technology, Biotechnology, and Nanotechnology, drawing in particular on his expertise on program development. The deliverable is both verbal and written recommendations and independent assessments to Dr. Govindan in this programmatic area.

CICT Replanning: Support the CICT Program Manager on the reprogramming activity directed by Headquarters. 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 would be helpful. Provide at the request of the Program Manager reports on the activities as they are relevant to CICT replanning. Deliverables will consist of oral and written reports to the Program Office.

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.

High Performance Computing for the NASA engineering community: Support in 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 advise and support	Tech Performance 75% Schedule/Contract Mgmt=12% Cost Performance = 13% Total = 100%	728 Maximum hours for the period	Monthly Report

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

2/26/2004

TASK ORDER

Prime Contract No.: NNA04CA76C (BOATS)

Task Order No.: SW 1 Revision No. 1

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

TITLE: Center Research Integration Office (RIO) Support

PURPOSE: Change subcontractor tier to Prime subcontract support

Estimated Beginning Date: January 1, 2004

Estimated Completion Date: September 30, 2004

Labor Category:

Est. Hours	Est. Mths. 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:

\$ 141,840

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

AM
2/26/04

NNA04CA76C

Task Order No.: SW-1

Task Requester: Paul Fung,
Deputy Program Manager

Date: 12/17/2003

COTR: John Adams

Date: 12/18/03

Contracting Officer: Marie E. Darish

Date: 12/18/03

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

Date: _____

COTR Concurrence of
Contractor's Task Plan: John Adams

Date: 4/29/04

CONTRACTOR'S ACCEPTANCE:

Contractor's
Representative: [Signature]
for Ed Stewart

Date: 12-29-03

AUTHORIZATION:

Authorized period of performance:

Beginning Date: 1/1/2004

Completion Date: 9/30/2004

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: 4/5/04

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

Task Order No.: SW-1

Task Description for :

Center Research Integration Office (RIO) 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

January 01, 2004 - January 31, 2004

B. Description of Work

The Research Integration Office (RIO) for any science program is a national management center that directs the scientific research activities for an array of specific disciplines. Ames Research Center has two Center RIOs that are closely aligned in coordinated biology, chemistry and physics and are co-located intentionally to work synergistically to leverage scientific research.

The Biomolecular Physics and Chemistry (BPC) RIO is responsible for conducting peer-reviewed and nationally competed basic research, developing enabling technologies in biomolecular sensors, systems, devices, imaging, and informatics ,and delivering prototype systems that are of mutual benefit to NASA and partnering agencies. This office is responsible for establishing and sustaining a balance between basic research technology development, focused pilot project deliveries, and national level supporting infrastructure development. Additionally, RIO will conduct annual external quality reviews of the basic research tasks and pilot projects.

The Fundamental Space Biology (FSB) RIO is responsible for conducting peer-reviewed and nationally competed basic research, developing enabling technologies for fundamental biology and the enhancement of the primary science supporting cellular, molecular, developmental, organismal, comparative, evolutionary biology. . Additionally, the RIO will conduct annual external quality reviews of the basic research tasks.

The Contractor shall provide all necessary management, documentation, technical and administrative support required to assure that all aspects of the BPC RIO Programs are met. These examples of illustrative and are not limited to:

1. Monitor program formulation maintaining an effective relationship between the BPC RIO and the business, administrative and resource liaisons that share a collaborative relationship and mutual goals and objectives.
2. Assists in accomplishing projects and program execution objectives using personnel, resources and mechanisms from a broad variety of partnering options, as well as from the more traditional methods of project, product and services arenas.
3. Coordinate with the Program Manager (PM) and designees by participating with Ames management in establishing long and short range plans for BPC operations,
4. Perform independent audits of program performance in conjunction with the PM and designees to prevent or resolve multi-dimensional managerial problems and advise the PM and designees regarding performance metrics.
5. Establish and cultivate synergistic relationships with other national program representatives, and develops mechanism for collaboration and inter-center and inter-agency workload distributions.
6. Participates in advanced planning programmatic requirements in the technical and personnel areas, manpower planning, program management, and information systems as it relates to intramural and extramural research grants and enabling technologies and the coordination of the Bio-science and Engineering Institute.

C. Hours of Work

Program Management Specialist
Flexible schedule encompassing regular business hours compressed schedule available.

D. Government Furnished Equipment

See Section J.1, Attachment A2, pages A2-45 through A2-61.

E. Performance Requirements Summary (see attached)

Perform Requirements Summary

**Method
of Surveillance**

**Estimated
Workload**

**Performance
Standards**

**Required
Services**

Review by customer

On-going effort

Timeliness, quality, cost

Monitor program execution

Review by customer

On-going effort

Timeliness, quality, cost

Perform independent audits of
program performance

Review by customer

On-going effort

Timeliness, quality, cost

Coordinate Policy
Formulation

Task Plan SW 1.0
Center Research Integration Office (RIO) Support

B-4

B-4

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

TASK ORDER
Prime Contract No.: NNA04CA76C (BOATS)

Task Order No.: S 1.1

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

TITLE: **Library Services**

SCHEDULE:

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

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

Labor Category:

	Est. Hours	Est. Hrs. Monthly	Direct Labor Rate	Total Direct Cost
Library Manager				
Life Sciences Library Technician			B-4	

Total Direct Labor	B-4			
Overhead				
Subcontract Labor Services				
Subtotal Labor and Subcontracts				
G&A				
OTHER DIRECT COSTS				
Materials				
Travel				
Training				
Other ODC				
Total ODCs (Not to Exceed)				
G&A				
Flow-through Items				
ESTIMATE OF TOTAL DIRECT COST FOR TASK SUPPORT:				
ESTIMATE OF TOTAL COST FOR FEE/PROJECT MANAGEMENT ALLOCATION:				
ESTIMATE OF TOTAL COST/FEE FOR TASK SUPPORT:				<u>\$ 125,000</u>

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

CM
9/24/04

NNA04CA76C

Task Order No.: S-1.1

Task Requester: Bernie Luna

Date: 9/1/04

COTR: Nancy L. Johnson, Act

Date: 9/7/04

Contracting Officer: Carl D. [Signature]

Date: 9/13/04

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

Date: 9/4/04

COTR Concurrence of Contractor's Task Plan: John Adams

Date: 10/19/04

CONTRACTOR'S ACCEPTANCE:

Contractor's Representative: [Signature]

Date: 9-27-04

AUTHORIZATION:

Authorized period of performance:

Beginning Date: 10/1/04

Completion Date: 9/30/05

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

This Task Order is subject to all the terms and conditions of Contract NNA04CA76. Nothing in this Task Order shall be construed as authorizing performance in excess of funds available on the Contract.

This Task Order is approved for performance.

Approving Official: [Signature] Date: 11/23/04

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

Task Order No.: S-1.1

Task Description for :

Library 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 will be from October 1, 2004 through September 30, 2005, unless specifically identified otherwise in the task.

B. Description of Work

Provide library services as specified in Section J, Attachment A1, "Statement of Work", paragraphs 4.1.6, 4.1.6.1, 4.1.6.2, 4.1.6.3, 4.1.6.4, 4.1.6.5, 4.1.6.6, 4.1.6.7, 4.1.6.8, 4.1.6.9, 4.1.6.10, 4.1.6.11.

C. Hours of Work

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

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, 239, and 269.

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," sections SOW 4.1.6 "Life Sciences Library Services".

Performance Requirements Summary

Required Services	Performance Standards	Acceptable Quality Level	Performance Measurement	Estimated Workload	Method of Surveillance
Life Science Library Services					
<ul style="list-style-type: none"> • Receive materials. 	Acceptance of only correct items.	98% accuracy in receivables.	Number of incorrectly ordered items returned to vendors.	Receive yearly 1,800 journal issues.	Report on number of incorrect items sent back to vendors.
<ul style="list-style-type: none"> • Recommend additions to collections. 	Additions appropriate to ARC mission & research.	90% of materials useful to current research staff.	Circulation and usage of received materials.	Recommend 400 books and 200 journals.	Review of usage statistics for new materials and customer and Library User Committee feedback.
<ul style="list-style-type: none"> • Bind and keep current holding records for all journals and standing orders. 	Bind journals within 18 months of issue. Update current holdings records using government-provided software.	85% of journals bound within 18 months of issue. Government-provided software updated within 3 days of receivable.	Number of journals bound yearly. Number of issues checked in on government-provided software.	200 journals bound yearly. 1800 journal issues received yearly.	Monthly report on binding. Journal holdings on government-provided system.
<ul style="list-style-type: none"> • Charge books in and out, shelve materials, route materials, and ensure materials are returned to libraries. 	Books properly checked in and out using GALAXIE software. Materials shelved within 2 weeks of return or receivable. Material routed within 1 week of receivable	97% of books properly tracked in GALAXIE. 90% of materials reshelved within 2 wks. 100% of materials routed within 1 week.	GALAXIE statistics. Number of carts to shelve. Number of items routed.	800 items charged out yearly; 5,700 items shelved. 250 items routed.	Review of circulation transactions in GALAXIE, Overdue statistics in monthly report. Observation of carts, Sample of items routed against statistics on when items

Performance Requirements Summary

received.

Required Services	Performance Standards	Acceptable Quality Level	Performance Measurement	Estimated Workload	Method of Surveillance
<ul style="list-style-type: none"> Locate information for customers using retrieval method best suited to obtain timely and comp-rehensive results. 	Customers receive complete answers within their deadlines.	98% of customers receive complete answers within their agreed upon deadlines.	Questions answered completely within deadline.	3,300 reference questions answered.	Customer interviews and feedback from Library User Committee and customers.
<ul style="list-style-type: none"> Promote library use by Center staff. Instruct customers on use of collections & resources. 	Walk in; call in; and electronic customers introduced to collections and resources on one to one basis. Marketing events conducted to reach new customers.	500 approaches to customers. 3 formal marketing events yearly.	Number of customers contacted. Number of marketing events.	500 approaches to customers yearly. Assist Code JIL with 3 marketing events yearly.	Observation of customer approaches, formal report of approaches, customer feedback. Attendance at marketing events.
<ul style="list-style-type: none"> Obtain interlibrary loan materials; comply with copyright restrictions. 	Fill interlibrary loan requests for ARC staff and other libraries. Comply with copyright restrictions.	Fill 93% of outgoing ILL requests. Fill 60% of incoming ILL requests. Comply with copyright restrictions 100% of time.	Number of filled ILL orders from ARC and other sources. Log of journal articles ordered by title and year.	Obtain 500 ILLs for staff. Fill 800 ILLs for other libraries.	Monthly report on ILL statistics. Review of log for copyrighted article tracking.
<ul style="list-style-type: none"> Ensure that selected staff librarians possess MLS or equivalent. Ensure that selected staff 	MLS degreed staff available in public service, cataloging, acquisition and serials departments. Staff available to work with departments 80%.	MLS staff available in public services at all times, and available in cataloging and other departments 80%.	Number of MLS staff working in public areas and other departments	Hire a minimum of 1 staff with MLS or MLIS degrees.	Random observance of departmental work. Cumulative report of vault accesses.

Performance Requirements Summary

selected staff holds security clearance.

available to work with classified materials.

departments 80% of time.

Number of accesses to vault

Task Plan S 1.1 Life Sciences Library Services.

The library staff will meet or exceed the performance requirements as stated in the Performance Requirements Summary as follows:

[ACQUISITIONS/BOOKS/SERIALS/REPORTS]

4.1.6.1. The library staff will procure government and rush materials and recommend commercial and government resources to add to the Life Sciences Library collection based upon patron input, standard review sources, online resources and estimated usage. The library staff will receive, inspect and check in the materials ordered and claim materials not received.

[TECHNICAL SERVICES/CATALOGING]

4.1.6.2. The library staff will catalog, classify, process and prepare materials purchased for the libraries in accordance with National Standards, such as AACR2, OCLC bibliographic formats and LC classification. The library staff will convert to machine-readable cataloging format those items not already in the online catalog using Galaxie, OCLC or original cataloging as appropriate.

[ACQUISITIONS]

4.1.6.3. The library staff will conduct ongoing evaluations of vendors to assure quality, timely service. The performance of subscription vendors will be carefully reviewed during the journal procurement process to assure the best possible value and service.

[ACQUISITIONS]

4.1.6.4. Library financial records for purchased materials will be kept current using Galaxie. Financial reports, such as invoice lists and fund reports, will be provided to the sub-COTR using the Galaxie database. Weekly order lists shall be maintained. All invoices will be paid in sufficient time to ensure that no adverse financial or business impact accrues to the government.

[ACQUISITIONS/SERIALS]

4.1.6.5. The library staff will bind key journals within 18 months of issue and keep current records of the Center's holdings for all journals and standing orders using Galaxie. The library staff will provide such information regarding the Center's holdings directly to the Agency for inclusion in Agency-wide lists.

[CIRCULATION]

4.1.6.6. The library staff will circulate materials to Center staff and keep current records in Galaxie so that materials are traceable. The library staff will regularly shelve materials within 2 weeks of return or receipt, route materials to customers as requested and ensure that materials are returned to the library. Library staff will shift materials as necessary to accommodate growth or better access.

[REFERENCE]

4.1.6.7. The library staff will use various resources (collections at the Center, other libraries, electronic literature searching systems and the Internet) to obtain comprehensive and accurate information for the customers in a timely manner within their deadlines. Results will be transmitted to the customer in the format requested.

[REFERENCE]

4.1.6.8. The library staff will promote the products and services of the library to the Center staff by conducting special events, orientations, and training sessions either at the library or in other buildings on the Center, for the convenience of users. Library staff will provide instruction to users on the most effective methods for using online resources in the library or in their offices. The library staff at the Life Sciences Library will meet or exceed 500 approaches to patrons.

[INTERLIBRARY LOANS]

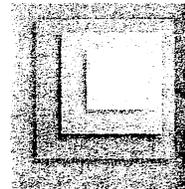
4.1.6.9. The library will obtain materials not available at the Ames Libraries through interlibrary loan and will comply with copyright restrictions at all times. Materials will be obtained from the fastest and most economical sources, such as other NASA libraries, DOCLINE, OCLC, Ingenta and CISTI. Transmission using Ariel will be used whenever possible. The library will also loan needed information and materials to other libraries.

[STAFF]

4.1.6.10. The LS Librarian will possess the Master of Librarianship, Master of Library and Information Sciences, Master of Library Science or equivalent library Master's degree. Selected staff will hold a security clearance for access to classified or proprietary materials.

[NETWORK]

4.1.6.11. The contractor will provide ADP services for library computer systems and for connectivity to remote systems including Commercial databases, the Internet and other NASA library systems. The contractor will make recommendations for upgrades to maintain full access. The contractor will maintain the library's home page to make all electronic resources easily available to users.



PLANNERS COLLABORATIVE

MEMORANDUM

To: Karen Moze, COTR

Date: January 8, 2007

Ref: NNA04CA76C Task Order:

PF 3.3 Energy Engineering Services

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

Sincerely,

Doreen Cohen
Planners Collaborative

cc: Planners Collaborative West

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

TASK ORDER
Prime Contract No.: NNA04CA76C (BOATS)

Task Order No. PF 3.3

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

TITLE: **Energy Engineering Services**

SCHEDULE:

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

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

Labor Category:

	Est. Hours	Est. Hrs. Monthly	Direct Labor Rate	Total Direct Cost
Comm. Group Mgr. Systems Engineer			B-4	

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

B-4

B-4

ESTIMATE OF TOTAL DIRECT COST FOR TASK SUPPORT:

ESTIMATE OF TOTAL COST FOR FEE/PROJECT MANAGEMENT ALLOCATION:

ESTIMATE OF TOTAL COST/FEE FOR TASK SUPPORT:

\$ 120,763

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

1/8/07

NNA04CA76C

Task Order No.: PF 3.3

Task Requester: Steve Frankel

Date: 1/4/07

COTR: Karen Clogge

Date: 1/5/07

Contracting Officer: Carlos N. Torres

Date: 1/8/07

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

Date: 2/8/07

COTR Concurrence of Contractor's Task Plan: Karen Clogge

Date: 1/8/07

CONTRACTOR'S ACCEPTANCE:

Contractor's Representative: [Signature]

Date: 1-8-2007

AUTHORIZATION:

Authorized period of performance:

Beginning Date: 10/1/06

Completion Date: 9/30/07

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

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

This Task Order is approved for performance.

Approving Official: [Signature]

Date: 2/16/07

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

Task Order No.: PF-3.3

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

10/1/06 to 9/30/07

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

Performance Requirements Summary

Required Services	Performance Standards	Estimated Workload	Method of Surveillance
Administrative and technical services, Task 2.	<ul style="list-style-type: none">* 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

Task Plan PF 3.3
Energy Engineering

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

Planners Collaborative will provide one full-time (1 FTE) Systems Engineer 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.: NNA04CA76C (BOATS)

Task Order No.: PF 3.2

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

TITLE: **Energy Engineering Services**

SCHEDULE:

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

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

Labor Category:

Comm. Group Mgr.
Systems Engineer
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

B-4

B-4

ESTIMATE OF TOTAL DIRECT COST FOR TASK SUPPORT:

ESTIMATE OF TOTAL COST FOR FEE/PROJECT MANAGEMENT ALLOCATION:

ESTIMATE OF TOTAL COST/FEE FOR TASK SUPPORT:

\$ 101,286

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

OK
10/21/05

NNA04CA76C

Task Order No.: PF-3.2

Task Requester: Steve A. Frankel

Date: 8/3/05

COTR: Miss Adams

Date: 10/11/05

Contracting Officer: Charles D. T...

Date: 11/9/05

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

Date: 11/16/05

COTR Concurrence of Contractor's Task Plan: Miss Adams

Date: 11/20/05

CONTRACTOR'S ACCEPTANCE:

Contractor's Representative: [Signature]

Date: 10-24-05

AUTHORIZATION:

Authorized period of performance:

Beginning Date: 11/1/05

Completion Date: 9/30/06

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

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

This Task Order is approved for performance.

Approving Official: Charles D. T...

Date: 11/22/05

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

Task Order No.: PF-3.2

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

11/1/05-10/30/06

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

Performance Requirements Summary

Required Services	Performance Standards	Estimated Workload	Method of Surveillance
Administrative and technical services, Task 2.	<ul style="list-style-type: none"> * 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

Task Plan PF 3.2

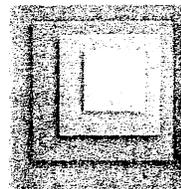
Energy Engineering Services

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

In support of this task, Planners will provide one full-time Systems Engineer.

The Systems Engineer will provide support to the Plant Engineering Branch. He will provide data and project management in support of all areas listed in the task order. Work will include analyzing and reporting on the utilization of resources such as electricity, water, and gas at Ames and Ames' properties. It will also include analyzing any wasted energy, reviewing proposed agreements, and reviewing other environmental issues as needed. Energy outages and energy-related construction issues will be handled by the Systems Engineer as well.

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



PLANNERS COLLABORATIVE

MEMORANDUM

To: Karen Moze, COTR

Date: January 8, 2007

Ref: NNA04CA76C Task Order:

PF 2.3 Real Property Database Management Services

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

Sincerely,

Doreen Cohen
Planners Collaborative

cc: Planners Collaborative West

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

TASK ORDER
Prime Contract No.: NNA04CA76C (BOATS)

Task Order No. PF 2.3

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

TITLE: Real Property

SCHEDULE:

Estimated Beginning Date: October 1, 2006

Estimated Completion Date: September 30, 2007

Labor Category:

	Est. Hours	Est. Hrs. Monthly	Direct Labor Rate	Total Direct Cost
Comm. Group Mgr. Planning Analyst/Lead			B-4	

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

B-4

B-4

ESTIMATE OF TOTAL DIRECT COST FOR TASK SUPPORT:

ESTIMATE OF TOTAL COST FOR FEE/PROJECT MANAGEMENT ALLOCATION:

ESTIMATE OF TOTAL COST/FEE FOR TASK SUPPORT:

\$ 124,769

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

1/8/07

NNA04CA76C

Task Order No.: PF 2.3

Task Requester: Steve Frankel

Date: 1/4/07

COTR: Karen Cloge

Date: 1/5/07

Contracting Officer: Carl D. Taylor

Date: 1/5/07

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

Date: 2/8/07

COTR Concurrence of Contractor's Task Plan: Karen Cloge

Date: 1/8/07

CONTRACTOR'S ACCEPTANCE:

Contractor's Representative: [Signature]

Date: 1-8-2007

AUTHORIZATION:

Authorized period of performance:

Beginning Date: 10/1/06

Completion Date: 9/30/07

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

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

This Task Order is approved for performance.

Approving Official: Carl D. Taylor

Date: 2/17/07

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

Task Order No.: PF-**2.3**

Task Description for :

Real Property Database Management 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

10/1/06 to 9/30/07

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 Office staff with:

8. Agreements entry into the PFF/PFE 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

Task Plan PF ~~2.2~~ 2.3

Real Property Database Management Services

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

In support of this task, Planners will provide one full-time Planning Analyst who will also serve as the day-to-day Technical Lead for the other Planners staff supporting Code PF.

The Planning Analyst will provide support to the Facility Utilization Officer. She will provide database management and maintenance across a variety of areas listed in the task order. She will also provide reports and agreement rewrites as required by this task. She may also be required to provide other utilization information as needed.

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

Task Plan PF 2.3
Real Property

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

Planners Collaborative will provide one full-time (1 FTE) Planning Analyst 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.: NNA04CA76C (BOATS)

Task Order No.: PF 2.2

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

TITLE: **Plant Engineering and Planning Services**

SCHEDULE:

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

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

Labor Category:

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

Comm. Group Mgr.
Planning Analyst/Lead

B-4

Total Direct Labor
Overhead

B-4

Subcontract Labor Services
Subtotal Labor and Subcontracts

G&A

OTHER DIRECT COSTS

Materials

Travel

Training

Other ODC

Total ODCs (Not to Exceed)

G&A

Flow-through Items

B-4

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:

\$ 102,961

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

CM
10/21/05

NNA04CA76C

Task Order No.: PF-2.2

Task Requester: Steve A. Frankel

Date: 8/3/05

COTR: *Jim Adams*

Date: 10/11/05

Contracting Officer: *Carlos J. Torres*

Date: 11/9/05

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

Date: 11/16/05

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

Date: 11/20/05

CONTRACTOR'S ACCEPTANCE:

Contractor's Representative: *Donald Brown*

Date: 10-24-05

AUTHORIZATION:

Authorized period of performance:

Beginning Date: 11/1/05

Completion Date: 9/30/06

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

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

This Task Order is approved for performance.

Approving Official: *Carlos J. Torres*

Date: 11/22/05

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

Task Order No.: PF-2.2

Task Description for :

Real Property Database Management 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

11/1/05-10/30/06

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 Office staff with:
8. Agreements entry into the PFF/PFE 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.	<ul style="list-style-type: none"> * 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

Task Plan PF 2.2

Real Property Database Management Services

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

In support of this task, Planners will provide one full-time Planning Analyst who will also serve as the day-to-day Technical Lead for the other Planners staff supporting Code PF.

The Planning Analyst will provide support to the Facility Utilization Officer. She will provide database management and maintenance across a variety of areas listed in the task order. She will also provide reports and agreement rewrites as required by this task. She may also be required to provide other utilization information as needed.

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

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

TASK ORDER
Prime Contract No.: NNA04CA76C (BOATS)

Task Order No.: PF 2.1

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

TITLE: **Real Property Database Management Services**

SCHEDULE:

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

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

Labor Category:

	Est. Hours	Est. Hrs. Monthly	Direct Labor Rate	Total Direct Cost
Planning Analyst			B-4	

Total Direct Labor

B-4

Overhead

Subcontract Labor Services

Subtotal Labor and Subcontracts

G&A

OTHER DIRECT COSTS

Materials

Travel

Training

Other ODC

Total ODCs (Not to Exceed)

G&A

Flow-through Items

B-4

ESTIMATE OF TOTAL DIRECT COST FOR TASK SUPPORT:

ESTIMATE OF TOTAL COST FOR FEE/PROJECT MANAGEMENT ALLOCATION:

ESTIMATE OF TOTAL COST/FEE FOR TASK SUPPORT:

\$ 52,315

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

OK
4/12/05

NNA04CA76C

Task Order No.: PF-2

Task Requester: Steve A. Frankel

Date: 4/18/05

COTR: *John Adams*

Date: 4/20/05

Contracting Officer: *Carl D. [Signature]*

Date: 4/20/05

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

Date: 4/27/05

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

Date: 4/27/05

CONTRACTOR'S ACCEPTANCE:

Contractor's Representative: *[Signature]*

Date: 4-22-05

AUTHORIZATION:

Authorized period of performance:

Beginning Date: 5/6/05

Completion Date: 10/30/05

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

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

This Task Order is approved for performance.

Approving Official: *Carl D. [Signature]*

Date: 4/20/05

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

Task Order No.: PF-2

Task Description for :

Real Property Database Management 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

5/6/05-10/30/05

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 Office staff with:

8. Agreements entry into the PFF/PFE 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

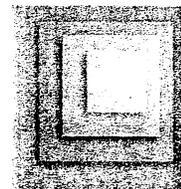
Performance Requirements Summary

Required Services	Performance Standards	Estimated Workload	Method of Surveillance
Administrative and technical services, Task 2.	<ul style="list-style-type: none"> * 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

PF 2.1 Task Plan
Real Property Database Management Services

Planners Collaborative will provide one full-time Data Analyst who will possess the skill sets and attributes to support all task requirements. Planners Communications Group Manager will serve as the contract manager for this task order. The Data Analyst will serve as the Technical Lead, the day-to-day point of contact for Planners support for Code PF task orders.

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



PLANNERS COLLABORATIVE

MEMORANDUM

To: Karen Moze, COTR

Date: January 8, 2007

Ref: NNA04CA76C Task Order:

PF 1.3 Plant Engineering Services

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

Sincerely,


Doreen Cohen
Planners Collaborative

cc: Planners Collaborative West

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

TASK ORDER
 Prime Contract No.: NNA04CA76C (BOATS)

Task Order No.: PF 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: **Plant Engineering & Planning Services**

PURPOSE:

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

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

Labor Category:

	Est. Hours	Est. Hrs. Monthly	Direct Labor Rate	Total Direct Cost
Comm. Group Mgr.				
Administrative Asst.				
Back-up				
Program Analyst/Tech Writer				
			B-4	

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

B-4

B-4

ESTIMATE OF TOTAL DIRECT COST FOR TASK SUPPORT:

ESTIMATE OF TOTAL COST FOR FEE/PROJECT MANAGEMENT ALLOCATION:

ESTIMATE OF TOTAL COST/FEE FOR TASK SUPPORT:

\$ 162,924

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

1/8/07

NNA04CA76C

Task Order No.: PF 1.3

Task Requester: Steve Frankel

Date: 1/4/07

COTR: Karen Cloze

Date: 1/5/07

Contracting Officer: Carla J. [Signature]

Date: 1/5/07

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

Date: 2/18/07

COTR Concurrence of Contractor's Task Plan: Karen Cloze

Date: 1/8/07

CONTRACTOR'S ACCEPTANCE:

Contractor's Representative: [Signature]

Date: 1-8-2007

AUTHORIZATION:

Authorized period of performance:

Beginning Date: 10/1/06

Completion Date: 9/30/07

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

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

This Task Order is approved for performance.

Approving Official: Carla J. [Signature]

Date: 2/17/07

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

Task Order No.: PF-1.3

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

10/1/06 to 9/30/07

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.)

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

Perform. Requirements Summary

Required Services	Performance Standards	Estimated Workload	Method of Surveillance
Administrative and technical services, Task 1.	<ul style="list-style-type: none"> * 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

Task Plan PF1.3
Plant Engineering and Planning

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

Planners Collaborative will provide one full-time (1 FTE) Administrative Assistant and one part-time (.75 FTE) Analyst/Technical Writer 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.: NNA04CA76C (BOATS)

Task Order No.: PF 1.2 Revision No. 2

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

TITLE: **Plant Engineering & Planning Services**
PURPOSE: Increase ODCs for Document Scanning Project
Estimated Beginning Date: **November 1, 2005**
Estimated Completion Date: **September 30, 2006**

Labor Category:

	Est. Hours	Est. Hrs. Monthly	Direct Labor Rate	Total Direct Cost
Comm. Group Mgr. Administrative Asst. Back-up Program Analyst/Tech Writer (June 1, 2006 start)			B-4	

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

B-4

B-4

ESTIMATE OF TOTAL DIRECT COST FOR TASK SUPPORT:

ESTIMATE OF TOTAL COST FOR FEE/PROJECT MANAGEMENT ALLOCATION:

ESTIMATE OF TOTAL COST/FEE FOR TASK SUPPORT:

\$ 274,574

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

CM
8/28/06

CTO REVISION REQUEST

TECHNICAL AND ADMINISTRATIVE SERVICES	1. Contractor: NNA04CA76C	8. Contractor Task Order to be Revised PF1.2
3. Submittal Date: 8/24/06	4. Originator/Telephone No.: Steve Frankel, 4-4214	

PROPOSED REVISION

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

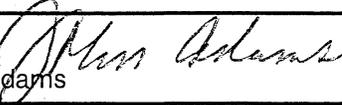
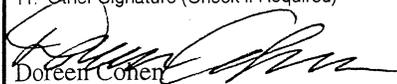
This is an addendum to T.O. PF 1.2 requesting to increase the value of the task order.

Estimate for Other Direct Costs: :

6. Revised TO:

Increase Other Direct Costs for materials/supplies/services to:

APPROVAL

7. NASA Task Manager: Steve Frankel 	8. Date: 8/24/06	9. COTR:  John Adams	10. Date: 8/28/06
11. Other Signature (Check if Required)  Doreen Cohen	12. Date: 8-29-06	13. Other Signature (Check if Required)  Carlos Torrez	14. Date: 8/30/06

* Revised cost estimate attached.

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

TASK ORDER
Prime Contract No.: NNA04CA76C (BOATS)

Task Order No.: PF 1.2 Revision No. 1

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

TITLE: **Plant Engineering & Planning Services**

PURPOSE:

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

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

Labor Category:

	Est. Hours	Est. Hrs. Monthly	Direct Labor Rate	Total Direct Cost
Comm. Group Mgr. Administrative Asst. Back-up Program Analyst/Tech Writer (June 1, 2006 start)			B-4	

Total Direct Labor

B-4

Overhead

Subcontract Labor Services

Subtotal Labor and Subcontracts

G&A

OTHER DIRECT COSTS

Materials

Travel

Training

Other ODC

Total ODCs (Not to Exceed)

G&A

Flow-through Items

B-4

ESTIMATE OF TOTAL DIRECT COST FOR TASK SUPPORT:

ESTIMATE OF TOTAL COST FOR FEE/PROJECT MANAGEMENT ALLOCATION:

ESTIMATE OF TOTAL COST/FEE FOR TASK SUPPORT:

\$ 101,471

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

CM
5/23/06

CTO REVISION REQUEST

BUSINESS OPERATIONS AND TECHNICAL SERVICES	1. Contractor: Planners Collaborative	8. Contractor Task Order to be Revised Task Order No.: PF 1.1
---	--	--

3. Submittal Date: May 19, 2006	4. Originator/Telephone No.: Steve Frankel/604-4214
------------------------------------	--

PROPOSED REVISION

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

C. Hours of Work
 40 hours/week

6. Revised TO:
Add to Task 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 PF, PFE and PFP Website and general program information support (data audits, document editing, and etc.)

Up to 30 hrs per week, Additional work not to exceed B-4

APPROVAL

7. NASA Task Manager: Steve Frankel	8. Date: 5/19/2006	9. COTR: 	10. Date: 5/22/06
11. Project Manager: 	12. Date: 5-24-06	13. Contracting Officer (Check if Required) <input type="checkbox"/> 	14. Date: 6/12/06

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

TASK ORDER
Prime Contract No.: NNA04CA76C (BOATS)

Task Order No.: PF 1.2

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

TITLE: Plant Engineering & Planning Services

PURPOSE:

Estimated Beginning Date: November 1, 2005

Estimated Completion Date: September 30, 2006

Labor Category:

Comm. Group Mgr.
Administrative Asst.
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

B-4	
	B-4

ESTIMATE OF TOTAL DIRECT COST FOR TASK SUPPORT:

ESTIMATE OF TOTAL COST FOR FEE/PROJECT MANAGEMENT ALLOCATION:

ESTIMATE OF TOTAL COST/FEE FOR TASK SUPPORT:

\$ 76,315

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

OK
10/21/05

NNA04CA76C

Task Order No.: PF-1.2

Task Requester: Steve A. Frankel

Date: 8/3/05

COTR: John Adams

Date: 10/11/05

Contracting Officer: Charles D. Toure

Date: 11/9/05

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

Date: 11/16/05

COTR Concurrence of Contractor's Task Plan: John Adams

Date: 11/20/05

CONTRACTOR'S ACCEPTANCE:

Contractor's Representative: [Signature]

Date: 10-24-05

AUTHORIZATION:

Authorized period of performance:

Beginning Date: 11/1/05

Completion Date: 9/30/06

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

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

This Task Order is approved for performance.

Approving Official: Charles D. Toure

Date: 11/22/05

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

Task Order No.: PF-1.2

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

11/1/05-10/30/06

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.)

C. Hours of Work

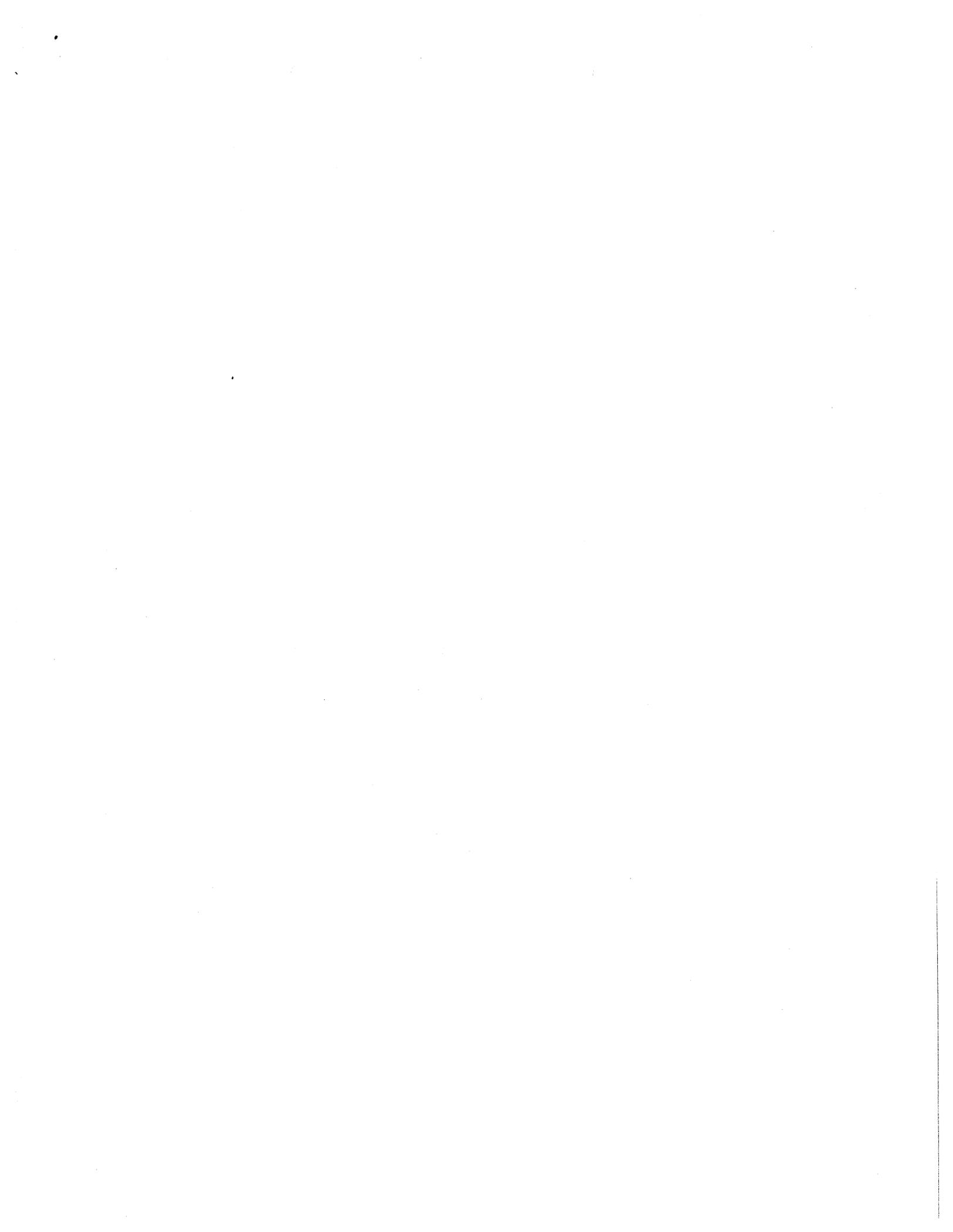
40 hours/week

D. Government Furnished Equipment

Furnished office or cubicle, ODIN desktop

E. Performance Requirements Summary (see attached)

Customer Survey, Task Manager Review, Monthly Report



Perform. 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

Task Plan PF 1.2
Plant Engineering and Planning

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

In support of this task, Planners will provide one full-time Administrative Assistant. The main functions will include: 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 such as mail distribution, meeting scheduling, office correspondence, and other duties that may be required.

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

NNA04CA76C

Task Order No.: PF-1

Task Requester: Steve A. Frankel

Date: 2/10/05

COTR: John Adams

Date: 2/28/05

Contracting Officer: Marie E. Dorish

Date: 2/28/05

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

Date: 2/28/05

COTR Concurrence of Contractor's Task Plan: John Adams

Date: 2/28/05

CONTRACTOR'S ACCEPTANCE:

Contractor's Representative: [Signature]

Date: 2-28-05

AUTHORIZATION:

Authorized period of performance:

Beginning Date: 3/1/2005

Completion Date: 10/30/2005

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: 2/28/05

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

Task Order No.: PF-1

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

3/1/05-10/30/05

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.)

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

Administrative and technical services, Task 1.

Performance Standards

- * 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

Estimated Workload

Full time work

Method of Surveillance

Customer Survey
Task Manager Review
Monthly Report

PF 1.1 Task Plan
Plant Engineering and Planning Services

Planners Collaborative will provide one full-time Administrative Assistant who will possess the skill sets and attributes to support all task requirements. Planners Communications Group Manager will serve as the contract manager for this task order.

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

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

TASK ORDER
Prime Contract No.: NNA04CA76C (BOATS)

Task Order No.: N 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: Office Admin Services (Code N)

PURPOSE:

Estimated Beginning Date: October 1, 2006

Estimated Completion Date: September 30, 2007

Labor Category:

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

Total Direct Labor

B-4

Overhead

Subcontract Labor Services

Subtotal Labor and Subcontracts

G&A

OTHER DIRECT COSTS

Materials

Travel

Training

Other ODC

Total ODCs (Not to Exceed)

G&A

Flow-through Items (Muniz Engineering)

B-4

ESTIMATE OF TOTAL DIRECT COST FOR TASK SUPPORT:

ESTIMATE OF TOTAL COST FOR FEE/PROJECT MANAGEMENT ALLOCATION:

ESTIMATE OF TOTAL COST/FEE FOR TASK SUPPORT:

\$ 63,693

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

Ch
10/17/06

NNA04CA76C

Task Order No.: <TASK ORDER NO.>N 1.3

Task Requester: Daniel C. Dugan Date: October 3, 2006

COTR: Karen Close Date: 10/4/06

Contracting Officer: Carl W. Terry Date: 10/4/06

Task Requester Concurrence of Contractor's Task Plan and Contractor's Cost Estimate: Daniel C. Dugan Date: 10/24/06

COTR Concurrence of Contractor's Task Plan: Karen Close Date: 10/24/06

CONTRACTOR'S ACCEPTANCE:

Contractor's Representative: [Signature] Date: 10-18-06

AUTHORIZATION:

Authorized period of performance:

Beginning Date: 10/1/06
Completion Date: 9/30/07

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

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

This Task Order is approved for performance.

Approving Official: Carl W. Terry Date: 11/14/06

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

Task Order No.: N 1.3

Task Description for: Office Administrative services

<TASK ORDER TITLE>

Contract NNA04CA76C

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

A. Period of Performance

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

B. Description of Work: Provide office support to the National Rotorcraft Technology Center (NRTC, Code N) as specified in the Statement of Work, and overall support activities to include telephone and visitor reception, administrative systems support, property management, travel arrangements and vouchers, files set-up and maintenance, data base tracking, archiving, tracking industry compliance, processing of Projects from the Rotorcraft Industry (60 or more annually), preparations for NRTC conferences, and other duties as assigned.

C. Hours of Work

The standard workday is eight hours (not including an unpaid lunch period), Monday through Friday, beginning between 8:00 a.m. and ending at 5:00 p.m. Exceptions can be made with prior concurrence of the NRTC Task Manager 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, work station, current computer software, and all office supplies will be provided.

E. Performance Requirements Summary (see attached)

Task Plan N 1.3
Administrative Support for Code N (NRTC)

Planners' subcontractor, MEI Technologies, Inc., will provide one position to support a full range of administrative services in support of the National Rotorcraft Technology Center at NASA Ames Research Center.

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.

Performance Requirements Summary

Required Services	Performance Standards	Estimated Workload	Method of Surveillance
<p>Description of Services:</p> <p>See paragraph B on previous page.</p>	<p>Performance standards explain how well a job should be done. 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 	<p>Quantify the amount of work required for the task order performance period as best you can.</p> <p>Approximately 40 hours per week with some periods anticipated to be more time intensive</p>	<p>How will you measure contractor performance? Some examples include;</p> <p>(Random Sampling)</p> <p>Customer Survey</p> <p>(Task Manager Review)</p> <p>(Monthly Report)</p>

See previous contract for 10-01/05 – 09/30.06

Previous Contract applies

Performance Requirements Summary

Required Services	Performance Standards	Acceptable Quality Level	Performance Measurement	Estimated Workload	Method of Surveillance
SOW 4.3.1					
Office Administrative Services					
<ul style="list-style-type: none"> Administrative and clerical services including: Travel/answering phones, receive visitors and data base support administrative assistance as described in SOW 	<p>Organize Project/Program data files and update spreadsheets and tracking reports(FTP,cost, proposals admin rpts</p> <p>Working knowledge of specialized and unique web site for downloading proprietary information for staff of NRTC/ Contracts Officer and other government officials.</p> <p>Independently compiles information required for staff and organized materials for submittal to Contracts Officer.</p>	<p>Products and services will meet or exceed NRTC standards.</p>	<p>Spread sheets and reports are accurate, timely and include required data.</p>	<p>Approx. 40 hours per week; occasionally intensive some times.</p>	<p>Products and services will be reviewed by Technical Monitor and NRTC management individually and/or by sampling as needed in response to NRTC Needs and acceptance.</p>

Performance Requirements Summary

Verifies data for correctness
Monitors for irregularities and resolves data issues with various key players from government and industry.

Maintain office supplies, materials and stock; track utilization and cost. (SAP/IFM).
Track and update travel budget for 2 different fund sources. Coordinate all office services.

Supplies and stock are maintained and utilization and cost reports are accurate and timely. Comparisons made and are determined for best value. Orders placed and received

Supplies are available 85% of the time and costs are tracked 95% correctly

Approx. 4 hours per week

Products and services will be reviewed by Technical Monitor and NRTC management individually and/or by sampling as needed in response to NRTC Needs and acceptance.

Records and drafts weekly telcon minutes, makes distribution for review and makes corrections and forwards them for outside distribution. Schedules and coordinates Meetings/telcons;ans-
were obvious and

Professionalism, quality, timeliness, customer service, and NRTC satisfaction are measured and consistent with Ames standard operating procedures.

Professionalism and accuracy will be measured by Center and NRTC Directorate standards of administrative judgment and insight, social skills, cooperation, dependability, responsibility, and

Approx. 5 hours per week

Performance Requirements Summary

wers phones and receives visitors for Director and Deputy Director of NRTC.

Generate forms for signature and process forms i.e. Service requests, Visitor requests, Travel Orders with Travel Manager, Store Stock issue. Assembles materials for meetings/presentations and new program year.

Drafts simple memos, Types correspondence and notes from written drafts.

Develops and Maintains office files:electronic and hard copies. Updates file server.

Serve as Key Operator for building 207 copier. Maintain paper

service to staff, customers and partners.

After initial training, correspondence will require less than 5% rework.

Consistent with NASA Ames Correspondence Manual guidelines.

Timeliness; staff able to locate files- quickly - 95% of time.

Consistent with NASA filing systems and retention guidelines

Copier availability and operability. Operability 95% of the time.

Copier is maintained and serviced in accordance with manufacturer's

Approx. 4 hours per week

3-6 hours per week-ongoing

1 hour per week

Performance Requirements Summary

stocks, change toner, place trouble calls. Trouble shoot simple problems.

Initiate and Maintain office tickler system for reports and actions due. (check email)

instructions.

NRTC staff remains aware of actions. 98% of the time.

Consistent with Director/Deputy Director's and NRTC staff needs

Approx 2 hours per week.

Interface with various Center Service personnel e.g. Travel, property, store stock, shipping/receiving, maintenance, administrative personnel. Interface with high level industry members of the RITA Inc.

Knowledge of Points of contacts are required to obtain needed office services to Administratively support NRTC.

Consistent with Ames and NRTC standard operating procedures.

Timeliness, accuracy and responsiveness to tasking 95% of time.

Approx. 3 hours per week

Products and services will be reviewed by Technical Monitor, NRTC management individually and/or by sampling as needed in response to NRTC needs and acceptance.

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

TASK ORDER
Prime Contract No.: NNA04CA76C (BOATS)

Task Order No.: N 1.2 Revision No. 1

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

TITLE: Office Admin Services (Code N)

PURPOSE: Reduce staff from 1.5 to 1.0 FTE

Estimated Beginning Date: October 1, 2005

Estimated Completion Date: September 30, 2006

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

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

B-4

B-4

ESTIMATE OF TOTAL DIRECT COST FOR TASK SUPPORT:

ESTIMATE OF TOTAL COST FOR FEE/PROJECT MANAGEMENT ALLOCATION:

ESTIMATE OF TOTAL COST/FEE FOR TASK SUPPORT:

\$ 56,794

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

Dhr
10/24/05

NNA04CA76C

Task Order No.: N-1.2

Task Requester: Daniel C. Dugan _____

Date: August 30, 2005__

COTR: Miss Adams

Date: 9/2/05

Contracting Officer: Carl D. Tom

Date: 9/6/05

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

Date: 11/17/05

COTR Concurrence of Contractor's Task Plan: Miss Adams

Date: 12/4/05

CONTRACTOR'S ACCEPTANCE:

Contractor's Representative: [Signature]

Date: 10-3-05

AUTHORIZATION:

Authorized period of performance:

Beginning Date: 10/1/05

Completion Date: 9/30/06

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

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

This Task Order is approved for performance.

Approving Official: Carl D. Tom Date: 10/17/05

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

Task Order No.: N 1.2

Task Description for:

Administrative Support for Code N (NRTC)

Contract NNA04CA76C

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

A. Period of Performance

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

B. Description of Work: Provide office support to the National Rotorcraft Technology Center (NRTC, Code N) as specified in the Statement of Work, and overall support activities to include telephone and visitor reception, administrative systems support, property management, travel arrangements and vouchers, files set-up and maintenance, data base tracking, archiving, tracking industry compliance, processing of Projects from the Rotorcraft Industry (60 or more annually), preparations for NRTC conferences, and other 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. Exceptions can be made with prior concurrence of the NRTC Task Manager 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, work station, current computer software, and all office supplies will be provided.

E. Performance Requirements Summary (see attached)

Perform. Requirements Summary

Required Services	Performance Standards	Acceptable Quality Level	Performance Measurement	Estimated Workload	Method of Surveillance
SOW 4.3.1					
Office Administrative Services					
<ul style="list-style-type: none"> Administrative and clerical services including; Travel/answering phones, receive visitors and data base support administrative assistance as described in SOW 	<p>Organize Project/Program data files and update spreadsheets and tracking reports(FTP, cost, proposals admin rpts</p> <p>Working knowledge of specialized and unique web site for downloading proprietary information for staff of NRTC/ Contracts Officer and other government officials.</p> <p>Independently compiles information required for staff and organized materials for submittal to Contracts Officer.</p>	<p>Products and services will meet or exceed NRTC standards.</p>	<p>Spread sheets and reports are accurate, timely and include required data.</p>	<p>40 Approx. 25 hours per week; occasionally intensive some times.</p>	<p>Products and services will be reviewed by Technical Monito and NRTC management individually and/or by sampling as needed in response to NRTC Needs and acceptance.</p>

Performance Requirements Summary

Verifies data for correctness
Monitors for irregularities and resolves data issues with various key players from government and industry.

Maintain office supplies, materials and stock; track utilization and cost. (SAP/IFM).
Track and update travel budget for 2 different fund sources. Coordinate all office services.

Supplies and stock are maintained and utilization and cost reports are accurate and timely. Comparisons made and are determined for best value. Orders placed and received

Supplies are available 85% of the time and costs are tracked 95% correctly

Approx. 4 hours per week

Products and services will be reviewed by Technical Monitor and NRTC management individually and/or by sampling as needed in response to NRTC Needs and acceptance.

Records and drafts weekly telcon minutes, makes distribution for review and makes corrections and forwards them for outside distribution.
Schedules and coordinates Meetings/telcons; answers phones and

Professionalism, quality, timeliness, customer service, and NRTC satisfaction are measured and consistent with Ames standard operating procedures.

Professionalism and accuracy will be measured by Center and NRTC Directorate standards of administrative judgment and insight, social skills, cooperation, dependability, and responsibility, and

Approx. 5 hours per week

Performance Requirements Summary

wers phones and receives visitors for Director and Deputy Director of NRTC.

Generate forms for signature and process forms i.e. Service requests, Visitor requests, Travel Orders with Travel Manager, Store Stock issue. Assembles materials for meetings/presentations and new program year.

Drafts simple memos, Types correspondence and notes from written drafts.

Develops and Maintains office files:electronic and hard copies. Updates file server.

Serve as Key Operator for building 207 copier. Maintain paper

service to staff, customers and partners.

After initial training, correspondence will require less than 5% rework.

Approx. 4 hours per week

Consistent with NASA Ames Correspondence Manual guidelines.

Timeliness; staff able to locate files- quickly- 95% of time.

3-6 hours per week- ongoing

Consistent with NASA filing systems and retention guidelines

Copier availability and operability. Operability 95% of the time.

1 hour per week

Copier is maintained and serviced in accordance with manufacturer's

Performance Requirements Summary

stocks, change toner, place trouble calls. Trouble shoot simple problems.

Initiate and Maintain office tickler system for reports and actions due. (check email)

instructions.

NRTC staff remains aware of actions 98% of the time.

Consistent with Director/Deputy Director's and NRTC staff needs

Approx 2 hours per week.

- Interface with various Center Service personnel e.g. Travel, property, store stock, shipping/receiving, maintenance, administrative personnel. Interface with high level industry members of the RITA Inc.

Knowledge of Points of contacts are required to obtain needed office services to Administratively support NRTC.

Consistent with Ames and NRTC standard operating procedures.

Timeliness, accurate and responsiveness to tasking 95% of time.

Approx. 3 hours per week

Products and services will be reviewed by Technical Monitor, NRTC management individually and/or by sampling as needed in response to NRTC needs and acceptance.

Task Plan N 1.2

Administrative Support for Code N (NRTC)

Planners' subcontractor, MEI Technologies., will provide approximately ^{one} ~~two~~ positions ^{all} ~~s~~ to support a full range of administrative services in support of the National Rotorcraft Technology Center at NASA Ames Research Center. Team member~~s~~ will work individually and together to cover the varied support aspects.

The staff 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 that may arise will be met with existing staff through reassessment of priorities.

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

TASK ORDER
Prime Contract No.: NNA04CA76C (BOATS)

Task Order No.: N 1.1

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

TITLE: Office Admin Services (Code N)

SCHEDULE:

Estimated Beginning Date: October 1, 2004

Estimated Completion Date: September 30, 2005

Labor Category:

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

Total Direct Labor

B-4

Overhead

Subcontract Labor Services

Subtotal Labor and Subcontracts

G&A

OTHER DIRECT COSTS

Materials

Travel

Training

Other ODC

Total ODCs (Not to Exceed)

G&A

Flow-through Items (Muniz Engineering)

B-4

ESTIMATE OF TOTAL DIRECT COST FOR TASK SUPPORT:

ESTIMATE OF TOTAL COST FOR FEE/PROJECT MANAGEMENT ALLOCATION:

ESTIMATE OF TOTAL COST/FEE FOR TASK SUPPORT:

\$ 78,598

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

Ch
10/14/04

Task Requester: Daniel Dugan Date: 25 Aug 2004

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

Contracting Officer: Carl D. [Signature] Date: 9/13/04

Task Requester Concurrence of Contractor's Task Plan and Contractor's Cost Estimate: Daniel Dugan Date: 12/01/04

COTR Concurrence of Contractor's Task Plan: John Adams Date: 12/2/04

CONTRACTOR'S ACCEPTANCE:

Contractor's Representative: [Signature] Date: 10-5-04

AUTHORIZATION:

Authorized period of performance:

Beginning Date: 10/1/04

Completion Date: 9/30/05

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

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

This Task Order is approved for performance.

Approving Official: [Signature]
Date: 12/11/04

Distribution:
Contracting Officer (Original)

Task Order No.: N-1.1

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 18-52.216-80). Work shall not commence prior to approval of the Task Plan by the Contracting Officer.

A. Period of Performance: October 1, 2004- 30 September 2005

B. Description of Work: Provide office support to the National Rotorcraft Technology Center(NRTC, Code N) as specified in Attachment A1 "Statement of Work" paragraphs 4.3.1 (as it pertains) and overall support activities, such as phone and visitor reception, administrative systems support, property management, travel arrangements, files maintenance, data base tracking, etc.

C. Hours of Work: The standard workday is eight hours (not including an unpaid lunch period), Monday through Friday, beginning between 7:00 and 8:00 a.m and ending between 3:30 p.m. and 4:30 p. m. (Start and end times are negotiable), Monday through Friday. Exceptions, with prior concurrence of the NRTC Task Manager, can be made if service is maintained and workload is not affected.

D. Government Furnished Equipment: All office supplies with computer, work station and up-to-date office specific software will be provided.

E. Performance Requirements Summary (see attached) Performance requirements for the services required by this task order are listed in Section J, Attachment 2.

Performance Requirements Summary

Required Services	Performance Standards	Acceptable Quality Level	Performance Measurement	Estimated Workload	Method of Surveillance
SOW 4.3.1					
Office Administrative Services					
<ul style="list-style-type: none"> Administrative and clerical services including; Travel/answering phones, receive visitors and data base support administrative assistance as described in SOW 	<p>Organize Project/Program data files and update spreadsheets and tracking reports(FTP, cost, proposals admin rpts</p> <p>Working knowledge of specialized and unique web site for downloading proprietary information for staff of NRTC/ Contracts Officer and other government officials.</p> <p>Independently compiles information required for staff and organized materials for submittal to Contracts Officer.</p>	<p>Products and services will meet or exceed NRTC standards.</p>	<p>Spread sheets and reports are accurate, timely and include required data.</p>	<p>Approx. 35 hours per week; occasionally intensive some times.</p>	<p>Products and services will be reviewed by Technical Monitor and NRTC management individually and/or by sampling as needed in response to NRTC Needs and acceptance.</p>

Performance Requirements Summary

Verifies data for correctness
Monitors for irregularities and resolves data issues with various key players from government and industry.

Maintain office supplies, materials and stock; track utilization and cost.(SAP/IFM).
Track and update travel budget for 2 different fund sources. Coordinate all office services.

Supplies and stock are maintained and utilization and cost reports are accurate and timely.
Comparisons made and are determined for best value. Orders placed and received

Supplies are available 85% of the time and costs are tracked 95% correctly

Approx. 4 hours per week

Products and services will be reviewed by Technical Monitor and NRTC management individually and/or by sampling as needed in response to NRTC Needs and acceptance.

Records and drafts weekly telcon minutes, makes distribution for review and makes corrections and forwards them for outside distribution.
Schedules and coordinates Meetings/telcons; answers phones and

Professionalism, quality, timeliness, customer service, and NRTC satisfaction are measured and consistent with Ames standard operating procedures.

Professionalism and accuracy will be measured by Center and NRTC
Directorate standards of administrative judgment and insight, social skills, cooperation, dependability, and responsibility, and

Approx. 5 hours per week

Performance Requirements Summary

Answers phones and receives visitors for Director and Deputy Director of NRTC.

Generate forms for signature and process forms i.e. Service requests, Visitor requests, Travel Orders with Travel Manager, Store Stock issue. Assembles materials for meetings/presentations and new program year.

Drafts simple memos, Types correspondence and notes from written drafts.

Develops and Maintains office files: electronic and hard copies. Updates file server.

Serve as Key Operator for building 207 copier. Maintain paper

service to staff, customers and partners.

After initial training, correspondence will require less than 5% rework.

Consistent with NASA Ames Correspondence Manual guidelines.

Approx. 4 hours per week

Timeliness; staff able to locate files quickly- 95% of time.

Consistent with NASA filing systems and retention guidelines

3-6 hours per week-ongoing

Copier availability and operability. Operability 95% of the time.

Copier is maintained and serviced in accordance with manufacturer's

1 hour per week

Performance Requirements Summary

stocks, change toner, place trouble calls. Trouble shoot simple problems.

instructions.

NRTC staff remains aware of actions 98% of the time.

Initiate and Maintain office tickler system for reports and actions due. (check email)
 Consistent with Director/Deputy Director's and NRTC staff needs

Approx 2 hours per week.

- Interface with various Center Service personnel e.g. Travel, property, store stock, shipping/receiving, maintenance, administrative personnel. Interface with high level industry members of the RITA Inc.

Knowledge of Points of contacts are required to obtain needed office services to Administratively support NRTC.

Consistent with Ames and NRTC standard operating procedures.

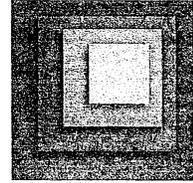
Timeliness, accurate and responsiveness to tasking 95% of time.

Approx. 3 hours per week

Products and services will be reviewed by Technical Monitor, NRTC management individually and/or by sampling as needed in response to NRTC needs and acceptance.

Task Order N 1.1
Office Administrative Services

B-4



PLANNERS COLLABORATIVE

MEMORANDUM

To: Karen Moze, COTR

Date: October 30, 2006

Ref: NNA04CA76C Task Order:

JSG 5.3

Graphic Services

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

Sincerely,

Doreen Cohen
Planners Collaborative

cc: Planners Collaborative West

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

TASK ORDER
Prime Contract No.: NNA04CA76C (BOATS)

Task Order No.: JSG 5.3

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

TITLE: Graphics Services

PURPOSE:

Estimated Beginning Date: October 1, 2006

Estimated Completion Date: September 30, 2007

Labor Category:

	Est. Hours	Est. Hrs. Monthly	Direct Labor Rate	Total Direct Cost
Task Management			B-4	

Total Direct Labor

B-4

Overhead

Subcontract Labor Services

Subtotal Labor and Subcontracts

G&A

OTHER DIRECT COSTS

Materials

Travel

Training

Other ODC

Total ODCs (Not to Exceed)

G&A

Flow-through Items

B-4

ESTIMATE OF TOTAL DIRECT COST FOR TASK SUPPORT:

ESTIMATE OF TOTAL COST PROJECT MANAGEMENT ALLOCATION:

Fee will not apply for October 06 to January 07

ESTIMATE OF TOTAL COST/FEE FOR TASK SUPPORT:

\$ 200,000

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

OK
10/6/06

NNA04CA76C

Task Order No.: JSG 5.3

Task Requester: Jim Adams

Date: 9/1/06

COTR: Karen Ologe

Date: 9/8/06

Contracting Officer: Carla D. Torrey

Date: 9/29/06

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

Date: 10/2/06

COTR Concurrence of Contractor's Task Plan: Karen Ologe

Date: 11/2/06

CONTRACTOR'S ACCEPTANCE:

Contractor's Representative: [Signature]

Date: 10-30-06

AUTHORIZATION:

Authorized period of performance:

Beginning Date: 10/1/06

Completion Date: 9/30/07

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

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

This Task Order is approved for performance.

Approving Official: Carla D. Torrey

Date: 11/14/06

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

Task Order No.: JSG-5.3

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, 2006 through September 30, 2007.

B. Description of Work

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

C. Hours of Work

As required by approved Service Request estimates.

D. Government Furnished Equipment

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

E. Performance Requirements Summary (see attached)

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

Task Plan JSG 5.3 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.

Also the Team will provide graphic services as requested by the Arts and Information Specialist. Technical illustrations, graphs, diagrams, publication designs and layouts, logo and symbol design, 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 requestors 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.