

NNA04CA76C

Task Order No.: EN 7.4

Task Requester: Mark J. Le6n (alternate Katsutoshi C. Ishisoko) _____

Date: 09/04/07

COTR: Karen Moge

Date: 09/04/07

Contracting Officer: Marie E. Dorish

Date: 9/7/07

Task Requester Concurrence of Contractor's Task Plan and Contractor's Cost Estimate: Mark Le6n

Date: 10/1/07

COTR Concurrence of Contractor's Task Plan: Karen Moge

Date: 4/10/08

CONTRACTOR'S ACCEPTANCE:

Contractor's Representative: [Signature]

Date: 9-27-07

AUTHORIZATION:

Authorized period of performance:

Beginning Date: October 1, 2007

Completion Date: Sept. 30, 2008

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

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

This Task Order is approved for performance.

Approving Official: Marie E. Dorish

Date: 4/16/08

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

Task Order No.: EN 7.4
Task Description for:
Ames Robotics Education 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

01 October 2007 – 30 September 2008

B. Description of Work

See Section E for requirements. Specific or additional requirements will be detailed later, with the concurrence of the appropriate managers.

C. Hours of Work

The standard workday is eight hours, Monday through Friday, 8:00 a.m. – 4:30 p.m. Specific duty times and days are flexible based on the Robotics Alliance Project Office needs.

D. Government Furnished Equipment

Contractors will utilize existing ODIN and NASA assets. Additional computing system requirements will be reviewed on an individual basis.

E. Performance Requirements Summary

- RAP-I-53 Disseminate and advocate the Robotics Alliance Mission to the public via Broadcast Television, Internet web broadcasting, the World Wide Web, and hard copy publications. (NEO3) (\$15,000 TV broadcasts)
- RAP-I-55 Develop, Strengthen and Sustain Federal, Industrial and Academic Collaborations to reduce overall cost of implementing the Robotics Alliance Mission. (NEO3)
- RAP-II-51 Invest in the workforce pipeline by recruiting students via robotics competitions and engage them in NASA robotics missions leading them to pursue higher education and careers in the robotics Industry. (NEO2)
- RAP-II-54 Transfer NASA's Robotics Curriculum Clearinghouse (RCC) supporting the electronic dissemination of quality K-12 curriculum anchored in robotics to an appropriate educational entity. (NEO2)
- RAP-III-52 Leverage academic partnerships using NASA data to produce accredited online robotics courses. (NEO1)
- RAP-III-56 Conduct NASA's West Coast Robotics Academy. (NEO1) (\$100,000 with matching funds from Google)
- RAP-III-57 Implement the Robotics Alliance Student Internship Opportunity (NEO3 & NEO2)

Performance Standards

Indicators of successful performance include:

- * Accuracy
- * Timeliness
- * Resource management
- * Resourcefulness
- * Innovation

Estimated Workload

This is about two and one-half full-time positions, equivalent to 2.5 WYE. Of that complement, less than 1.0 WYE will work on-site. All other positions shall execute the requirements remotely.

0.25 WYE – Technical Writing (Off-site)

0.5 WYE – System Administrator (Off-site)

0.5 WYE – Embedded Systems Developer

1.0 WYE – Project Engineering Management (0.5 Off-site)

0.25 WYE – Project Management (Off-site)

Method of Surveillance

Quarterly report to the Task Requester/Project Manager within 30 days of quarter end date.



PLANNERS COLLABORATIVE

Task Plan EN7.4
Robotics Alliance Project

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

Planners Collaborative will provide resources with the appropriate skills and experience to perform all task requirements in accordance with the performance requirements summary including technical writing, system administration, embedded systems development, project engineering management and project management.

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

CTO REVISION REQUEST

BUSINESS OPERATIONS AND TECHNICAL SERVICES	1. Contractor: Planners Collaborative NNA04CA76C	8. Contractor Task Order to be Revised Task Order No.: EN 1.4 1.4
---	--	---

3. Submittal Date: February 14, 2008	4. Originator/Telephone No.: Jeffrey Cross 604-6571
---	--

PROPOSED REVISION

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

The task in support of the Hiller Aviation Museum "Four To Soar" education project had been added to EN 1.4. It involved formatting and producing the written portion of the lesson plans. The first portion of the work was performed last Fall. The remaining work is scheduled to commence in April. The work has not changed, it is being placed in under the new task order.

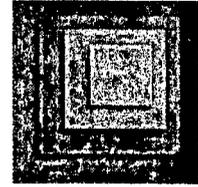
6. Revised TO:

Remove this task from EN 1.4 and install in the new Task Order EN 12.4. Provide estimate of WYE effort to complete this task and the commensurate dollar amount *

APPROVAL

7. NASA Task Manager: Brenda Collins	8. Date: 2/20/08	9. COTR: <i>Karen Ologe</i>	10. Date: 3/18/08
11. Project Manager: <i>[Signature]</i>	12. Date: 3-25-08	13. Contracting Officer (Check if Required) <input type="checkbox"/> <i>Marie E. David</i>	14. Date: 4/16/08

* No cost revision as no time charged to EN 1.4 for this project in FY08 to date.



PLANNERS COLLABORATIVE

MEMORANDUM

To: Karen Moze, COTR

Date: March 25, 2008

Ref: NNA04CA76C Task Order:

EN 12.4 "4 to Soar"

Planners Collaborative is submitting our Task Plan for the referenced Task Order for period February 20, 2008 – September 30, 2008.

Sincerely,

Doreen Cohen
Planners Collaborative

cc: Planners Collaborative West

NNA04CA76C

Task Order No.: E04

Task Requester: BRENDA COLLINS

Date: 2/26/08

COTR: Karen Moge

Date: 2/26/08

Contracting Officer: Marie E. Sarich

Date: 3/17/08

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

Date: 3/27/08

COTR Concurrence of
Contractor's Task Plan: Karen Moge

Date: 4/2/08

CONTRACTOR'S ACCEPTANCE:

Contractor's
Representative: [Signature]

Date: 3-25-2008

AUTHORIZATION:

Authorized period of performance:

Beginning Date: 2/20 / 2008

Completion Date: 9/30/2008

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

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

This Task Order is approved for performance.

Approving Official: Marie E. Sarich

Date: 4/16/08

Distribution:
Contracting Officer (Original)
Contractor
COTR
Task Requester

Task Order No.: EN 12.4

Task Description for:

Code EN "4 to Soar" Technical Support

Contract NNA04CA76C

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

A. Period of Performance

The period of performance for this task will be February 20, 2007, through September 30, 2008, unless specifically identified otherwise in this task.

B. Description of Work

Technical Support

Includes taking the rough draft files provided by Hiller Aviation Museum and producing a final draft of the education package for the Forces of Flight- Four to Soar student activities education packet.

C. Hours of Work

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

D. Government Furnished Equipment

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

E. Performance Requirements Summary (see attached)

Performance Requirements Summary

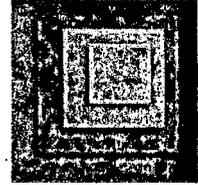
Required Services	Performance Standards	Estimated Workload	Method of Surveillance
<p>Education material will be provided to Ames by the Hiller Aviation Museum regarding the "4 to Soar" student museum hands-on field trip. The task is to compile the provided material into a quality educational document that meets education standards and practices.</p>	<p>Meets all administrative and technical requirements including NASA and Ames policies, NASA education mission priorities. Meets all quality requirements including scientific and grammatical accuracy. Meets all schedule milestones.</p>	<p>The product consists of 5 parts. Two have been produced as near final drafts and will be refined into final products (little change is expected here). The remaining 3 are to be completed. It is estimated to take a week of effort to assemble the documentation. The time of performance is estimated to extend thru the Month of April.</p>	<p>Contractor performance will be assessed by both Task Manager and Customer Review.</p>

Task Plan EN 12.4
4 to Soar Technical Support

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

Planners Collaborative will provide the staffing resources with the appropriate skills and experience to perform the task requirements as specified in the Task Order. This is the same staff person who completed the first two lessons.

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



PLANNERS COLLABORATIVE

MEMORANDUM

To: Karen Moze, COTR

Date: May 16, 2008

Ref: NNA04CA76C Task Order:

EN 14.4 LIMA Support

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

Sincerely,


Doreen Cohen
Planners Collaborative

cc: Planners Collaborative West



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

TASK ORDER
 Prime Contract No.: NNA04CA76C (BOATS)

Task Order No.: EN 14

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: LIMA Support

PURPOSE:

Estimated Beginning Date: April 1, 2008

Estimated Completion Date: September 30, 2008

Labor Category:

	Est. Hours	Est. Hrs. Monthly	Direct Labor Rate	Total Direct Cost
Senior Web Event Coordinator Lesson Layout/Graphics				
Total Direct Labor				
Overhead				
Subcontract Labor Services			B-4	
Subtotal Labor and Subcontracts				
G&A				
OTHER DIRECT COSTS				
Materials				
Travel				
Training				
Other ODC				
Total ODCs (Not to Exceed)				
G&A				
Flow-through Items				

ESTIMATE OF TOTAL DIRECT COST FOR TASK SUPPORT:

ESTIMATE OF TOTAL COST FOR FEE/PROJECT MANAGEMENT ALLOCATION:

ESTIMATE OF TOTAL COST/FEE FOR TASK SUPPORT:

\$ 15,310

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

OK
5/15/08

NNA04CA76C

Task Order No.: EN 14.4

Task Requester: Brenda Collins

Date: 3/17/2008

COTR: Karen Moze
CO: Marie E. Doush

Date: 3/17/2008
4/22/08

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

Date: 5/5/08

COTR Concurrence of
Contractor's Task Plan: Karen Moze

Date: 5/19/08

CONTRACTOR'S ACCEPTANCE:

Contractor's
Representative: [Signature]

Date: 5-16-08

AUTHORIZATION:

Authorized period of performance:

Beginning Date: April 1, 2008

Completion Date: Sept. 30, 2008

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

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

This Task Order is approved for performance.

Approving Official: Marie E. Doush
Date: 5/28/08

Distribution:

Contracting Officer (Original)

Contractor

COTR

Task Requester

Task Order No.: EN 14.4
Task Description for:

LIMA Support

Contract NNA04CA76C

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

A. Period of Performance

The period of performance for this task will be from April 1, 2008 through September 30, 2008 unless specifically identified otherwise in this task.

B. Description of Work

This task order provides for a core team of staff with a broad set of skills and experience to develop educational programs and projects with special emphasis on, teacher professional development, web event management, webcasting and web chats, program evaluation, project management, and maintenance/update of the NASA Quest website. For the funded project below, the estimated number of WYE to fulfill the requirements is 0.1.

Description of Specific Tasks to be performed

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

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

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

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

Schedule

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

C. Hours of Work

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

D. Government Furnished Equipment

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

E. Performance Requirements Summary (see attached)

Performance Requirements Summary

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

Task Plan EN 14.4
LIMA Support

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

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

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

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

TASK ORDER
Prime Contract No.: NNA04CA76C (BOATS)

Task Order No.: EN 11.4

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

TITLE: EN Directorate Support

PURPOSE:

Estimated Beginning Date: February 1, 2008

Estimated Completion Date: September 30, 2008

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			
-----	--	--	--

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:

\$ 25,000

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

Ch
3/25/08

NNA04CA76C

Task Order No.: EN 11.4

Task Requester: Brenda Collins

Date: 4/18/2008

COTR: Karen Ologe

Date: 4/21/08

Contracting Officer: Marie E. Dorish

Date: 4/22/08

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

Date: 5/5/08

COTR Concurrence of
Contractor's Task Plan: Karen Ologe

Date: 5/19/08

CONTRACTOR'S ACCEPTANCE:

Contractor's
Representative: [Signature]

Date: 5-16-08

AUTHORIZATION:

Authorized period of performance:

Beginning Date: April 25, 2008

Completion Date: Sept, 30, 2008

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

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

This Task Order is approved for performance.

Approving Official: Marie E. Dorish

Date: 5/28/08

Distribution:
Contracting Officer (Original)
Contractor
COTR
Task Requester

Task Order No.: EN 11.4

Task Description for:

Code E Directorate Support

Contract NNA04CA76C

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

A. Period of Performance

The period of performance for this task will be October 1, 2007, through September 30, 2008, unless specifically identified otherwise in this task.

B. Description of Work

Special projects support

Includes art, multimedia, web, center brochures, and other creative and technical projects, reports or presentations required by Code E. Also includes event support, surveys and special studies.

General administrative support

Includes data entry, files management, preparing travel documents, taking meeting notes and preparing them for distribution. Administrative support includes the full range of office applications (Word, Excel, PowerPoint, etc.).

Organizational management support

Includes formulation of an aligned strategic plan and creating an implementation roadmap to measure successes. Also, includes annual retreat and monthly retreat follow-ups

Other

Assist with purchasing of task related equipment and materials.

C. Hours of Work

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

All tasks for the projects listed on this task order will be on an "as needed" and "on-call" basis.

D. Government Furnished Equipment

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

E. Performance Requirements Summary (see attached)

Performance Requirements Summary

Required Services	Performance Standards	Estimated Workload	Method of Surveillance
Administrative Support	<p>Performance will be evaluated on:</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>Workload quantity will be "on call" and "as needed"</p> <p>Not to Exceed .5 WYE</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><u>Monthly Report</u></p>
Special Projects Support	<p>Performance will be evaluated on:</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>Workload quantity will be "on call" and "as needed".</p> <p>Not to Exceed .5 WYE</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><u>Monthly Report</u></p>

Performance Requirements Summary

Required Services	Performance Standards	Estimated Workload	Method of Surveillance
<p>Organizational Management Support:</p> <p>Formulation of an aligned strategic plan for leadership transition and creation of an implementation roadmap to measure success encompassing the following elements:</p> <ul style="list-style-type: none"> *Organizational Structure *Organizational Culture Philosophy *Strategic Planning *Strategic Implementation Plan *Cross-Team Collaboration Plan 	<p>Performance will be evaluated on:</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>*Use of consultant: Billing to be completed on an "as needed" basis; to consist of 5 face to face retreat interaction events at 7 hours each.</p> <p>*Additional 12 miscellaneous hours.</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><u>Monthly Report</u></p>

NNA04CA76C

Task Order No.: EN 9.4

Task Requester: Brenda Collins

Date: 09/04/2007

COTR: Karen Moze

Date: 09/04/2007

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

Marie E. Sarish

Date: 9/7/07

COTR Concurrence of
Contractor's Task Plan:

Karen Moze

Date: 11/16/07
11/20/07

CONTRACTOR'S ACCEPTANCE:

Contractor's
Representative:

[Signature]

Date: 9-18-07

AUTHORIZATION:

Authorized period of performance:

Beginning Date: October 1, 2007

Completion Date: Sept. 30, 2008

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

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

This Task Order is approved for performance.

**SIGN
HERE**

Approving Official:

Marie E. Sarish

Date: 11/21/07

Distribution:

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

Task Order No.: EN 9.4

Task Description for:

Smart Skies Education Product Development and Outreach

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 of this task will be from October 1, 2007 through September 30, 2008, unless specifically identified in this task.

B. Description of Work

Smart Skies is a major educational project funded by the NASA Aerospace Research Mission Directorate. The objective of Smart Skies is to interest students in possible careers in NASA related to airspace systems and to improve student interest and skills in areas of mathematics related to airspace systems. The major focus of Smart Skies is formal education in the classroom. Informal education venues are a secondary market and build on the formal education products.

This project has high visibility both within NASA education as well with outside entities. For example, it is the current focus of the partnership activities between NASA and the FAA under the recently signed education MOU between the agencies. The contractor is expected to provide a team of highly skilled and experienced individuals with all of the capabilities necessary to be successful in this environment. Subcontracting may be used as needed to meet these needs.

Description of specific tasks to be performed:

- Develop, evaluate, and disseminate educational activities for classroom use by teachers.
- Develop, evaluate, and disseminate educational activities for museum use by students.
- Develop and disseminate educational activities for use by aviation-related professional organizations in their education outreach activities to students and the general public.
- Prepare and conduct professional development workshops for teachers.
- Prepare and conduct professional development workshops – live or DLN-based – for NASA in-house educational outreach staff.
- Prepare and submit articles or papers for educational publications.
- Support NASA booths at major educational venues.
- Support the NASA/FAA partnership in education outreach.
- Develop and disseminate graphics and video materials to support education outreach.
- Develop and update the Smart Skies website to include new products and to keep current.
- Provide project and process control for both development and outreach activities.
Communicate any schedule changes or unanticipated requirements to the Government.
- Provide the Government with data, reports, and briefings as required.

- Work with the Government to identify potential partnerships, collaborations, and funding sources, assist in cultivating these opportunities, and assist in developing proposals and agreements.

C. Hours of Work

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

D. Government Furnished Equipment

The government will provide desktop and portable computers as required to accomplish the work task specified in section A.

E. Performance Requirements Summary (see attached)

Performance Requirements Summary

Required Services	Performance Standards	Estimated Workload	Method of Surveillance
Conduct professional development workshops for teachers.	Conduct at least one national teacher conference and one California teacher conference. Conduct at least one Explorer School teacher workshop.	Services are required throughout the year.	Letters of acceptance from the sponsoring organizations. Teacher feedback is at least "good" regarding the quality of the workshop.
Conduct education outreach jointly with the FAA.	Conduct at least 2 events.	Services are required throughout the year.	Documents of participation from the FAA or the sponsoring organizations.
Develop a proposal for NASA ARMD for a college-level education product.	Deliver the proposal by the end of FY08. The proposal meets the requirements of ARMD.	Services are required throughout the year.	Feedback from NASA headquarters on the quality of the proposal.
Develop a concept for a college-level education product.	Meet the NASA criteria for exemplary education products.	Services are required throughout the year.	Task manager review.
Market Smart Skies activities to informal education organizations.	Market to at least 5 museums and 2 professional organizations.	Services are required throughout the year.	Track interactions with informal organizations.



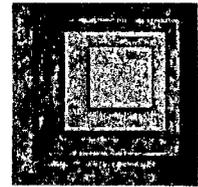
PLANNERS COLLABORATIVE

Task Plan EN 9.4
Smart Skies Education Products and Outreach

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

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

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



PLANNERS COLLABORATIVE

MEMORANDUM

To: Karen Moze, COTR
Date: October 30, 2007

Ref: NNA04CA76C Task Order:

EN 10.4 ARMD Student Competition/Partnerships and Airloads CD

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

Sincerely,


Doreen Cohen
Planners Collaborative

cc: Planners Collaborative West

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

TASK ORDER
 Prime Contract No.: NNA04CA76C (BOATS)

Task Order No.: EN 10.4

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

TITLE: ARMD Student Competition/Partnerships and Airloads CD

PURPOSE:

Estimated Beginning Date: October 1, 2007

Estimated Completion Date: September 30, 2009

Labor Category:

Education Manager
 Ed Content Writer, Researcher
 Graphic artist
 Programmer

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

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

ESTIMATE OF TOTAL DIRECT COST FOR TASK SUPPORT:

ESTIMATE OF TOTAL COST FOR FEE/PROJECT MANAGEMENT ALLOCATION:

B-4

ESTIMATE OF TOTAL COST/FEE FOR TASK SUPPORT:

\$ 124,831

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

OK
 10/30/07

Task Order No.: EN 10.4
Task Description for:

ARMD Student Competitions/Partnerships and Airloads CD

Contract NNA04CA76C

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

A. Period of Performance

The period of performance for this task will be from October 1, 2007 through September 30, 2008, unless specifically identified otherwise in this task.

B. Description of Work

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

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

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

Design Competitions and Professional Society Partnerships

The activities will vary according to the organization:

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

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

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

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

Cambridge University Partnership

UH-60A Airloads Program CD

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

C. Hours of Work

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

D. Government Furnished Equipment

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

E. Performance Requirements Summary (see attached)

Performance Requirements Summary

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



PLANNERS COLLABORATIVE

Task Plan EN 10.4

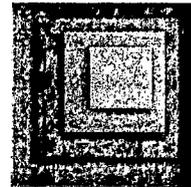
ARMD Student Competitions/Partnerships and Airloads CD

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

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

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

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



PLANNERS COLLABORATIVE

MEMORANDUM

To: Karen Moze, COTR

Date: September 24, 2007

Ref: NNA04CA76C Task Order:

EN 8.4 LCROSS Education and Public Outreach

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

Sincerely,

Doreen Cohen
Planners Collaborative

cc: Planners Collaborative West

NNA04CA76C

Task Order No.:

Task Requester: Brenda Collins

Date: 09/04/2007

COTR: Karen Moze

Date: 09/04/2007

C.O.

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

Marie E. Dorish

Date: 9/7/07

COTR Concurrence of
Contractor's Task Plan:

[Signature]

Date: 10/16/07

Date: 10/12/07

CONTRACTOR'S ACCEPTANCE:

Contractor's
Representative:

[Signature]

Date: 9-28-07

AUTHORIZATION:

Authorized period of performance:

Beginning Date: October 1, 2007

Completion Date: Sept. 30, 2008

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

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

This Task Order is approved for performance.

**SIGN
HERE**

Approving Official:

Marie E. Dorish

Date: 10/16/07

Distribution:

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

Task Order No.: EN 8.4

Task Description for:

LCROSS E/PO

Contract NNA04CA76C

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

A. Period of Performance

The period of performance for this task will be from October 1, 2007 through September 30, 2008, unless specifically identified otherwise in this task.

B. Description of Work

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

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

Description of Specific Tasks to be Performed

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

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

Schedule

First Quarter FY08

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

Second Quarter FY08

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

Third Quarter FY08

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

Fourth Quarter FY08

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

C. Hours of Work

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

D. Government Furnished Equipment

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

E. Performance Requirements Summary (see attached)

Performance Requirements Summary

Required Services	Performance Standards	Estimated Workload	Method of Surveillance
Provide support in all areas of project management, research, design, planning, development, implementation, maintenance, and evaluation of the component programs constituting the LCROSS E/PO plan.	Meets all administrative and technical requirements including NASA and Ames policies, NASA education mission priorities, ESMD and Lunar Precursor Robotics Program (LPRP) priorities. Meets all quality requirements including scientific and grammatical accuracy. Meets all schedule milestones. 90-100% satisfaction reported by internal customers. 80-100% satisfaction reported by external customers.	Services are required throughout the year	Weekly and monthly reporting Weekly participation in LCROSS Mission staff meetings Weekly participation in LPRP/ESMD telecons Evaluation results



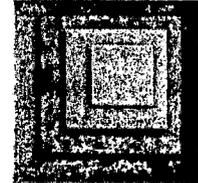
PLANNERS COLLABORATIVE

Task Plan EN 8.4
LCROSS Education and Public Outreach

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

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

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



PLANNERS COLLABORATIVE

MEMORANDUM

To: Karen Moze, COTR

Date: September 24, 2007

Ref: NNA04CA76C Task Order:

EN 6.4 Educational Program Development

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

Sincerely,

A handwritten signature in black ink, appearing to read "Doreen Cohen". The signature is fluid and cursive.

Doreen Cohen
Planners Collaborative

cc: Planners Collaborative West

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

TASK ORDER
 Prime Contract No.: NNA04CA76C (BOATS)

Task Order No.: EN 6.4

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

TITLE: Educational Program Development

PURPOSE:

Estimated Beginning Date: October 1, 2007

Estimated Completion Date: September 30, 2008

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

Education Manager
 Senior Web Event Coord.
 Product Evaluation Coordinator/Statistical Analyst/Professional Development Facilitator

(Empty table area for labor data)	B-4
-----------------------------------	-----

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

ESTIMATE OF TOTAL DIRECT COST FOR TASK SUPPORT:

B-4

ESTIMATE OF TOTAL COST FOR FEE/PROJECT MANAGEMENT ALLOCATION:

ESTIMATE OF TOTAL COST/FEE FOR TASK SUPPORT:

\$ 89,569

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

CW
 9/26/07

NNA04CA76C

Task Order No.: EN6.4

Task Requester: Brenda Collins

Date: 09/04/2007

COTR: Karen Moze
Marie E. Darish, CO

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

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

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

COTR Concurrence of
Contractor's Task Plan: Karen Moze

Date: 10/16/07

CONTRACTOR'S ACCEPTANCE:

Contractor's
Representative: [Signature]

Date: 9-27-07

AUTHORIZATION:

Authorized period of performance:

Beginning Date: October 1, 2007

Completion Date: Sept. 30, 2008

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

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

This Task Order is approved for performance.

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

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

HERE

Task Order No.: EN 6.4
Task Description for:

Education and Public Outreach Project Development

Contract NNA04CA76C

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

A. Period of Performance

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

B. Description of Work

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

Description of Specific Tasks to be performed

Moon Math

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

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

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

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

Each session will include two components:

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

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

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

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

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

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

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

Schedule

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

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

C. Hours of Work

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

D. Government Furnished Equipment

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

E. Performance Requirements Summary (see attached)

Performance Requirements Summary

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



PLANNERS COLLABORATIVE

Task Plan EN 6.4 Education and Public Outreach Project Development

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

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

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

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

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

TASK ORDER
Prime Contract No.: NNA04CA76C (BOATS)

Task Order No.: EN 5.4

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

TITLE: Higher Education Project Support

PURPOSE:

Estimated Beginning Date: October 1, 2007

Estimated Completion Date: September 30, 2008

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

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

ESTIMATE OF TOTAL DIRECT COST FOR TASK SUPPORT:

ESTIMATE OF TOTAL COST FOR FEE/PROJECT MANAGEMENT ALLOCATION:

ESTIMATE OF TOTAL COST/FEE FOR TASK SUPPORT:

B-4

\$ 58,421

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

CM
9/26/07

NNA04CA76C

Task Order No.: EN 5.4

Task Requester: Brenda Collins

Date: 09/04/2007

COTR: Karen Moze

Date: 09/04/2007

Contracting Officer: Marie E. Sarish

Date: 9/7/07

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

Date: 10/12/07

COTR Concurrence of
Contractor's Task Plan: Karen Moze

Date: 10/16/07

CONTRACTOR'S ACCEPTANCE:

Contractor's
Representative: [Signature]

Date: 9-27-07

AUTHORIZATION:

Authorized period of performance:

Beginning Date: 10/1/2007

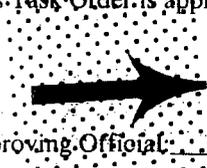
Completion Date: 09/30/2008

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

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

This Task Order is approved for performance.

**SIGN
HERE**



Approving Official: Marie E. Sarish

Date: 10/16/07

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

Task Order No.: EN 5.4

Task Description for:

Higher Education Projects Support

Contract NNA04CA76C

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

A. Period of Performance

The period of performance for this task will be from October 1, 2006 through September 30, 2008 unless specifically identified otherwise in the task.

B. Description of Work

Background

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

NASA three major education goals are:

- Strengthen NASA and the Nation's future workforce - NASA will identify and develop the critical skills and capabilities needed to ensure achievement of the Vision for Space Exploration. To help meet the demand, NASA will continue contributing to the development of the Nation's science, technology, engineering, and mathematics (STEM) workforce of the future through a diverse portfolio of education initiatives that target America's students at all levels, especially those in traditionally underserved and underrepresented communities.
- Attract and retain students in STEM disciplines - NASA will focus on engaging and retaining students in STEM education programs to encourage their pursuit of educational disciplines and careers critical to NASA's future engineering, scientific, and technical missions.
- Engage Americans in NASA's mission - NASA will build strategic partnerships and linkages between STEM formal and informal education providers. Through hands-on, interactive educational activities, NASA will engage students, educators, families, the general public, and all Agency stakeholders to increase Americans' science and technology literacy."

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

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

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

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

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

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

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

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

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

Description of Specific Tasks to be Performed

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

1. The contractor will serve as an administrative assistant and coordinator of higher education programs including but not limited to the Minority University and Research Programs.
2. Assists in the logistical coordination of outreach activities including site visits, recruitment, workshops, and enrichment activities.
3. Develop weekly highlight reports, 90-Day activity report, EN and E Calendar activities input.
4. Provide clerical support for oral presentations and written reports.
5. Provide administrative support for student programs, including but not limited to: Minority University Research and Education Programs (MUREP); Motivating Undergraduates in Science and Technology (MUST); Undergraduate Student Research Program (USRP); Graduate Student Research Program (GSRP); Jenkins Pre-Doctoral Fellowship Program (JPPF); NASA Science and Technology Institute for Minority Institutions (NSTI-MI) and Pre-Service Teacher Institute (PSTI).
6. Participates in activities and programs designed to enhance the Center's relationship with the higher education community, including students, faculty, and administrators that are involved in research with NASA and Ames programs.
7. Provide coordinate Summer Student Science Poster Session and Higher Education forums.
8. Plans and coordinates site visits by members of the higher education community.
9. For all programs and projects implement an appropriate evaluation mechanism to determine the effectiveness of the program/project.
10. The Government requires the Contractor to provide individual(s) that meet or exceed the following skills and experience:

Required	Preferred
<ul style="list-style-type: none">• Exceptional interpersonal communication, and organizational skills with attention to detail.• A demonstrated ability to clearly and professionally communicate with researchers, university personnel,	<ul style="list-style-type: none">• A minimum of 1 year of experience working with underserved and underrepresented populations in an educational setting.• Experience working with institution(s) of higher education.

<p>stakeholders, team members, and students.</p> <ul style="list-style-type: none"> • Demonstrated proficiency with Microsoft Office. • Demonstrated ability to manage multiple projects, meet all project/program milestones, and effectively communicate impacts and progress to the Government. • A demonstrated ability to develop detailed and accurate reports, summaries, and power point presentations. • Positive attitude and team approach, with a focus on providing excellent customer service. • Exceptional ability to analyze, plan and make informed decisions and respond to change. • Proficiency in other languages, especially Spanish. • A minimum of 1 year of experience working with underserved and underrepresented populations in an educational setting. • Demonstrated ability to provide guidance to students in pursuit of degrees within the STEM fields. • Demonstrated training and experience in the administration of student programs or assisting in the management of a student program. • A demonstrated ability to quickly grasp scientific and technical concepts and to communicate them succinctly and clearly at a level that is appropriate to the target audience (i.e. undergraduate, graduate, etc.). 	<ul style="list-style-type: none"> • Experience managing multiple projects. • Degree or training in education. • Experience with student internship programs.
---	--

C. Hours of Work

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

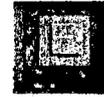
D. Government Furnished Equipment

Listing of government furnished equipment is referenced in

E. Performance Requirements Summary (see attached)

Performance Requirements Summary

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



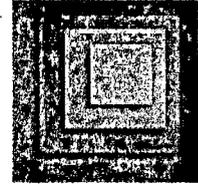
PLANNERS COLLABORATIVE

**Task Plan EN 5.4
Higher Education Project Support**

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

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

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



PLANNERS COLLABORATIVE

MEMORANDUM

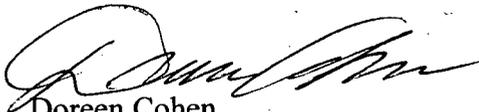
To: Karen Moze, COTR
Date: September 24, 2007

Ref: NNA04CA76C Task Order:

EN 1.4 Ames Exploration Encounter

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

Sincerely,



Doreen Cohen
Planners Collaborative

cc: Planners Collaborative West

Performance Requirements Summary

NNA04CA76C

Task Order No.: EN 1.4

Task Requester: Brenda Collins

Date: 09/04/2007

COTR: Karen Moze

Date: 09/04/2007

Marie E. Dorish, CO

9/7/07

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

Date: *10/12/07*

COTR Concurrence of
Contractor's Task Plan: *Karen Moze*

Date: *10/16/07*

CONTRACTOR'S ACCEPTANCE:

Contractor's
Representative: *[Signature]*

Date: *9-27-07*

AUTHORIZATION:

Authorized period of performance:

Beginning Date: October 1, 2007

Completion Date: Sept. 30, 2008

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

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

This Task Order is approved for performance.

**SIGN
HERE**

Approving Official: *Marie E. Dorish*

Date: *10/16/07*

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

Performance Requirements Summary

Task Order No: EN 1.4
Task Description for:
Ames Exploration Encounter
Contract NNA04CA76

Please acknowledge receipt and acceptance of this task order within ten (10) calendar days after receipt (in accordance with NASA FAR Supplement clause 18-52-216-80). Work shall not commence prior to approval of the Task Plan by the Contracting Officer.

A. Period of Performance

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

B. Description of Work

Background

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

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

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

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

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

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

Performance Requirements Summary

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

Description of Specific Tasks to be performed

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

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

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

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

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

C. Hours of Work

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

D. Government Furnished Equipment

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

E. Level of Effort

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

Performance Requirements Summary

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

Deliverables

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

Performance Requirements Summary

Hiller Museum Support

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

October, 15, 2007

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

Performance Requirements Summary

Required Services- Operation of the AEE

Performance Standards

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

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

Estimated Workload- Services are required throughout the year.

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



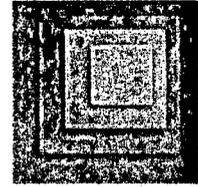
PLANNERS COLLABORATIVE

Task Plan EN 1.4 Ames Exploration Encounter

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

Planners Collaborative will provide one full time AEE Operations Manager, a part time Operations Assistant, personnel to run the Ames Docent program, write curriculum/content and complete the Hiller lessons. These staff members will have the appropriate skills and experience to perform task requirements.

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



PLANNERS COLLABORATIVE

MEMORANDUM

To: Karen Moze, COTR

Date: September 24, 2007

Ref: NNA04CA76C Task Order:

EN 8.4 LCROSS Education and Public Outreach

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

Sincerely,

Doreen Cohen
Planners Collaborative

cc: Planners Collaborative West



NNA04CA76C

Task Order No.:

Task Requester: Brenda Collins

Date: 09/04/2007

COTR: Karen Moze

Date: 09/04/2007

C.O.

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

Marie E. Sorish

Date: 9/7/07

COTR Concurrence of
Contractor's Task Plan:

[Signature]

Date: 10/16/07

Date: 10/12/07

CONTRACTOR'S ACCEPTANCE:

Contractor's
Representative:

[Signature]

Date: 9-28-07

AUTHORIZATION:

Authorized period of performance:

Beginning Date: October 1, 2007

Completion Date: Sept. 30, 2008

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

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

This Task Order is approved for performance.

**SIGN
HERE**



Approving Official:

Marie E. Sorish

Date: 10/16/07

Distribution:

Contracting Officer (Original)

Contractor

COTR

Task Requester

Task Order No.: EN 8.4

Task Description for:

LCROSS E/PO

Contract NNA04CA76C

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

A. Period of Performance

The period of performance for this task will be from October 1, 2007 through September 30, 2008, unless specifically identified otherwise in this task.

B. Description of Work

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

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

Description of Specific Tasks to be Performed

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

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

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

Schedule

First Quarter FY08

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

Second Quarter FY08

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

Third Quarter FY08

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

Fourth Quarter FY08

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

C. Hours of Work

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

D. Government Furnished Equipment

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

E. Performance Requirements Summary (see attached)

Performance Requirements Summary

Required Services	Performance Standards	Estimated Workload	Method of Surveillance
Provide support in all areas of project management, research, design, planning, development, implementation, maintenance, and evaluation of the component programs constituting the LCROSS E/PO plan.	Meets all administrative and technical requirements including NASA and Ames policies, NASA education mission priorities, ESMD and Lunar Precursor Robotics Program (LPRP) priorities. Meets all quality requirements including scientific and grammatical accuracy. Meets all schedule milestones. 90-100% satisfaction reported by internal customers. 80-100% satisfaction reported by external customers.	Services are required throughout the year	Weekly and monthly reporting Weekly participation in LCROSS Mission staff meetings Weekly participation in LPRP/ESMD telecons Evaluation results



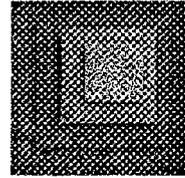
PLANNERS COLLABORATIVE

Task Plan EN 8.4
LCROSS Education and Public Outreach

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

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

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



PLANNERS COLLABORATIVE

MEMORANDUM

To: Karen Moze, COTR

Date: September 2, 2008

Ref: NNA04CA76C Task Order:

EX 12.4

Public Affairs Specialist

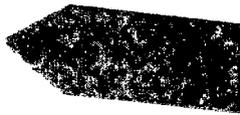
Planners Collaborative is submitting our Task Plan for the referenced Task Order for period September 1 - December 31, 2008.

Sincerely,

Doreen Cohen

Doreen Cohen
Planners Collaborative

cc: Planners Collaborative West



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

TASK ORDER
Prime Contract No.: NNA04CA76C (BOATS)

Task Order No.: EX 12.4

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

TITLE: **Public Affairs Specialist**

SCHEDULE:

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

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

Labor Category:

Comm. Group Mgr.
Public Affairs Specialist

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

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

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

ESTIMATE OF TOTAL DIRECT COST FOR TASK SUPPORT:

B-4

ESTIMATE OF TOTAL COST FOR FEE/PROJECT MANAGEMENT ALLOCATION:

ESTIMATE OF TOTAL COST/FEE FOR TASK SUPPORT:

\$ 37,381

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

OK
8/29/08

NNA04CA76C

Task Order No.: EX 12.4

Task Requester: James Alwyn

Date: July 17, 2008

COTR: Karen Olaze

Date: 7/17/08

Contracting Officer: _____

Date: _____

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

Date: 9/10/08

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

Date: 9/10/08

CONTRACTOR'S ACCEPTANCE:

Contractor's
Representative: [Signature]

Date: 9-2-08

AUTHORIZATION:

Authorized period of performance:

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

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

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

This Task Order is approved for performance.

Approving Official: [Signature: Stan L. Army]

Date: 09/10/08

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

Task Order No.:
Task Description for:

Contract NNA04CA76C

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

A. Period of Performance
7/14/08 - Indefinite

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

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

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

E. Performance Requirements Summary (see attached)

Performance Requirements Summary

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

Performance Requirements Summary

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



PLANNERS COLLABORATIVE

Task Plan EX 12.4
Public Affairs Specialist

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

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

NNA04CA76C

Task Order No.: EX 6.4

Task Requester: Ed Schilling

Date: 09/07/2007

COTR: Karen Moze

Date: 09/07/2007

Contracting Officer: Marie E. Sovich

Date: 9/12/07

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

Date: 12/10/07

COTR Concurrence of
Contractor's Task Plan: Karen Moze

Date: 12/13/07

CONTRACTOR'S ACCEPTANCE:

Contractor's
Representative: [Signature]

Date: 9-27-07

AUTHORIZATION:

Authorized period of performance:

Beginning Date: October 1, 2007

Completion Date: Sept. 30, 2008

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

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

This Task Order is approved for performance.

Approving Official: Marie E. Sovich

Date: 12/19/07

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

Task Order No.: EX 6.4

Task Description for:

Video/Multimedia Staff Labor

Contract NNA04CA76C

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

A. Period of Performance

October 1, 2007 to September 30, 2008.

B. Description of Work

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

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

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

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

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

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

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

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

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

C. Hours of Work

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

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

D. Government Furnished Equipment

As listed in SOW.

E. Performance Requirements Summary (see attached)

Performance Requirements Summary

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

Performance Requirements Summary

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

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

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

Design and scripting should be equal to commercial documentary and/or marketing standards which communicate science-related stories in a clear, concise manner.

Graphics design will utilize all available resources (equipment, funds, labor) to communicate concepts in a contemporary and visually compelling style. For NASA TV, graphics will conform to established standards.

Broadcasting and transmission will be performed to the extent that

Performance Requirements Summary

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

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

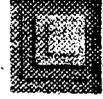
Duplication will be done with a 2% or less error or re-do rate on customer products including accurate labels with correct grammar and spelling in the established file formats.

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

Performance Requirements Summary

available.

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



PLANNERS COLLABORATIVE

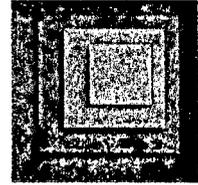
Task Plan EX 6.4 Video/Multimedia Staff Labor

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

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

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

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



PLANNERS COLLABORATIVE

MEMORANDUM

To: Karen Moze, COTR

Date: September 24, 2007

Ref: NNA04CA76C Task Order:

EX 7.4 Video/Multimedia Service Pool

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

Sincerely,

A handwritten signature in black ink, appearing to read "Doreen Cohen". The signature is fluid and cursive, with a large initial "D".

Doreen Cohen
Planners Collaborative

cc: Planners Collaborative West

NNA04CA76C

Task Order No.: EX 7.4

Task Requester: Ed Schilling

Date: 09/07/2007

COTR: Karen Moze

Date: 09/07/2007

Contracting Officer: Marie E. Horish

Date: 9/12/07

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

Date: 11/16/07

COTR Concurrence of
Contractor's Task Plan: Karen Moze

Date: 10/25/07

CONTRACTOR'S ACCEPTANCE:

Contractor's
Representative: [Signature]

Date: 9-27-07

AUTHORIZATION:

Authorized period of performance:

Beginning Date: October 1, 2007

Completion Date: Sept. 30, 2008

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

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

This Task Order is approved for performance.

Approving Official: [Signature]

Date: 11/20/07

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

Task Order No.: EX 7.4
Task Description for:

Video/Multimedia Service Pool

Contract NNA04CA76C

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

A. Period of Performance

October 1, 2007 to September 30, 2008

B. Description of Work

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

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

C. Hours of Work

As necessary per individual project requirements.

D. Government Furnished Equipment

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

E. Performance Requirements Summary (see attached)

Performance Requirements Summary

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

Performance Requirements Summary

continue.

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

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



PLANNERS COLLABORATIVE

Task Plan EX 7.4
Video/Multimedia Service Pool

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

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