

# ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1 2

1. DATE OF ORDER 4.1.08	2. CONTRACT NO. (if any) NNJ08TA27C	6. SHIP TO:	
3. ORDER NO. NNJ08TA34T TO 1	4. REQUISITION/REF NO.	a. NAME OF COSIGNEE Transportation Officer, Building 421	
5. ISSUING OFFICE (Address correspondence to) NASA Lyndon B. Johnson Space Center 2101 NASA Parkway, Houston, TX 77058		b. STREET ADDRESS 2101 NASA Parkway	
		c. CITY Houston	d. STATE TX
		e. ZIP CODE 77058-3696	

7. TO:		f. SHIP VIA	
a. NAME OF CONTRACTOR SGT, Inc.		8. TYPE OF ORDER:	
b. COMPANY NAME Attn: Bryan Leger, CPSC Business Manager		<input type="checkbox"/> a. PURCHASE	<input checked="" type="checkbox"/> b. DELIVERY - Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.
c. STREET ADDRESS 16511 Space Center Boulevard, Suite 200		REFERENCE YOUR: Please furnish the following on the terms and conditions specified on both side of this order and on the attached sheet, if any, including delivery as indicated.	
d. CITY Houston	e. STATE TX	f. ZIP CODE 77058	

9. ACCOUNTING AND APPROPRIATION DATA See Page 2	10. REQUISITIONING OFFICE ZB/Jerry Holsonback
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11. BUSINESS CLASSIFICATION: (Check appropriate boxes)				12. F.O.B. POINT	
<input checked="" type="checkbox"/> a. SMALL	<input type="checkbox"/> b. OTHER THAN SMALL	<input type="checkbox"/> c. DISADVANTAGED	<input type="checkbox"/> 9. SERVICE-DISABLED VETERAN OWNED	Destination	
<input type="checkbox"/> d. WOMEN-OWNED	<input type="checkbox"/> e. HUBZone	<input type="checkbox"/> f. EMERGING SMALL BUSINESS			
13. PLACE OF		14. GOVERNMENT B/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)	
a. INSPECTION	b. ACCEPTANCE	Building 1, Rm. 201C		March 31, 2009	

17. SCHEDULE (See page 2 for Rejections)

ITEM NO. a.	SUPPLIES OR SERVICES b.	QUANTITY ORDERED c.	UNIT d.	UNIT PRICE e.	AMOUNT f.	QUANTITY ACCEPTED g.
1	Program Management: The contractor shall provide the program business management, technical, and administrative skills to accomplish the objectives and outcomes described within Statement of Work paragraphs 2.1, 2.2, 2.3, 2.4 and SGT proposed Task Plan dated March 20, 2008 as revised on March 27, 2008.					
2	Award Fee					

18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.	
21. MAIL INVOICE TO:					
a. NAME NASA JSC, Attn: LF231/Funding & Commercial Accounting Section					
b. STREET ADDRESS (or P.O. Box) 2101 NASA Parkway					
c. CITY Houston		d. STATE TX	e. ZIP CODE 77058-3696		
22. UNITED STATES OF AMERICA BY (Signature) >				23. NAME OF CONTRACTING/ORDERING OFFICER Susan D. Starkweather	

17h. TOTAL Cont. pages)	<
17i. GRAND TOTAL	\$1,604,607.00 <

**ORDER FOR SUPPLIES OR SERVICES  
SCHEDULE - CONTINUATION**

PAGE NO.  
2 of 2

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER

4 1 08

2. CONTRACT NO. (if any)

NNJ08TA27C

3. ORDER NO.

NNJ08TA34E TO 1

ITEM NO. (A)	SUPPLIES OR SERVICES (B)	QUANTITY ORDERED (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)	QUANTITY ACCEPTED (G)
	<p>B.6 1852.232-81 CONTRACT FUNDING (JUN 1990)</p> <p>(a) For purposes of payment of cost, exclusive of fee, in accordance with the Limitation of Funds clause, the total amount allotted by the Government to this Task Order is his allotment is for Constellation Program Support Contract (CPSC) activities within the scope of the Statement of Work in Section C of this contract and covers the following estimated period of performance April 1, 2008 through March 31, 2009.</p> <p>(b) An additional amount of _____ is obligated under this Task Order for payment of fee.</p>					
	Total				\$1,604,607	

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17H) >

# ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES  
1 3

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER 4/1/08	2. CONTRACT NO. (if any) NNJ08TA27C	6. SHIP TO:	
3. ORDER NO. NNJ08TA38T TO 2	4. REQUISITION/REF NO.	a. NAME OF COSIGNEE Transportation Officer, Building 421	
5. ISSUING OFFICE (Address correspondence to) NASA Lyndon B. Johnson Space Center 2101 NASA Parkway, Houston, TX 77058		b. STREET ADDRESS 2101 NASA Parkway	
7. TO:		c. CITY Houston	d. STATE TX
		e. ZIP CODE 77058-3696	
a. NAME OF CONTRACTOR SGT, Inc.		f. SHIP VIA	

b. COMPANY NAME Attn: Bryan Leger, CPSC Business Manager	8. TYPE OF ORDER: <input type="checkbox"/> a. PURCHASE <input checked="" type="checkbox"/> b. DELIVERY - Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.
c. STREET ADDRESS 16511 Space Center Boulevard, Suite 200	REFERENCE YOUR: Please furnish the following on the terms and conditions specified on both side of this order and on the attached sheet, if any, including delivery as indicated.
d. CITY Houston	e. STATE TX
f. ZIP CODE 77058	

9. ACCOUNTING AND APPROPRIATION DATA See Page 3	10. REQUISITIONING OFFICE ZB/Jerry Holsomback
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11. BUSINESS CLASSIFICATION (Check appropriate boxes) <input checked="" type="checkbox"/> a. SMALL <input type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. EMERGING SMALL BUSINESS <input type="checkbox"/> g. SERVICE-DISABLED VETERAN OWNED	12. F.O.B. POINT Destination
13. PLACE OF a. INSPECTION b. ACCEPTANCE	14. GOVERNMENT B/L NO. Building 1, Rm. 201C
15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date) March 31, 2009	
16. DISCOUNT TERMS	

ITEM NO. a.	SUPPLIES OR SERVICES b.	QUANTITY ORDERED c.	UNIT d.	UNIT PRICE e.	AMOUNT f.	QUANTITY ACCEPTED g.
	The contractor shall provide the management, technical, and administrative skills to accomplish the objectives and outcomes described within the Statement of Work paragraphs referenced herein and SGT proposed Task Plan dated March 20, 2008 as revised on March 27, 2008.  Cost: \$14,529,865 Award Fee: \$ 1,126,065					

8. SHIPPING POINT	19. GROSS SHIPPING WEIGHT	20. INVOICE NO.	
21. MAIL INVOICE TO:			
a. NAME NASA JSC, Attn: LF231/Funding & Commercial Accounting Section			
b. STREET ADDRESS (or P.O. Box) 2101 NASA Parkway			
c. CITY Houston			
d. STATE TX		e. ZIP CODE 77058-3696	
22. UNITED STATES OF AMERICA BY (Signature)			17h. TOTAL (Cont. pages)
			17i. GRAND TOTAL
			<b>\$15,655,930.00</b>

23. NAME OF CONTRACTING/ORDERING OFFICER  
Susan D. Starkweather

# ORDER FOR SUPPLIES OR SERVICES

PAGE 1 OF 2 PAGES

**IMPORTANT: Mark all packages and papers with contract and/or order numbers.**

1. DATE OF ORDER 4/1/09	2. CONTRACT NO. (if any) NNJ08TA27C	6. SHIP TO:	
3. ORDER NO. NNJ09TA54T	4. REQUISITION REFERENCE NO.	a. NAME OF CONSIGNEE Transportation Officer, Building 421	
5. SSC NG OFFICE (Address comp. dependent) NASA Johnson Space Center 2101 NASA Pkwy, Houston, TX 77058-3696 Attn: Susan Stefanovic/BT 281-483-5485, susan.l.stefanovic@nasa.gov		b. STREET ADDRESS 2101 NASA Parkway	
		c. CITY Houston	d. STATE TX
		e. ZIP CODE 77058-3696	
7. TO:		f. SHIP VIA	

8. NAME OF CONTRACTOR SGT, Inc. 9. COMPANY NAME Attn: Bryan Leger, CPSC Business Manager c. STREET ADDRESS 100 Cyberonics Boulevard, Suite 200 d. CITY Houston e. STATE TX f. ZIP CODE 77058	8. TYPE OF ORDER <input type="checkbox"/> a. PURCHASE <input checked="" type="checkbox"/> b. DELIVERY -- Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract. REF YOUR: Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated. 10. REQUISITIONING OFFICER ZB/Jerry Holsonback
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11. BUSINESS CLASSIFICATION (Check appropriate box(es))

<input checked="" type="checkbox"/> a. SMALL	<input type="checkbox"/> b. OTHER THAN SMALL	<input type="checkbox"/> c. DISADVANTAGED	<input type="checkbox"/> g. SERVICE DISABLED VETERAN OWNED
<input type="checkbox"/> d. WOMEN-OWNED	<input type="checkbox"/> e. HUBZone	<input type="checkbox"/> f. EMERGING SMALL BUSINESS	

13. PLACE OF	14. GOVERNMENT BLDG.	15. DELIVER TO (D.B. POINT ON OF BEFORE (Date))	16. DISCOUNT TERMS
a. INSPECTION Building 1, Rm 201C	b. ACCEPTANCE Building 1, Rm 201C	March 31, 2010	

### 17. SCHEDULE (See Page 2 for Rejections)

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)				
	The contractor shall provide the technical, management, and administrative skills to accomplish the objectives of the attached Statement of Work.  <table border="1" style="margin-left: 20px;"> <tr> <td>Estimated Cost:</td> <td>\$1,648,135.00</td> </tr> <tr> <td>Award Fee:</td> <td>\$ 127,730.00</td> </tr> </table> See Page 2.						Estimated Cost:	\$1,648,135.00	Award Fee:	\$ 127,730.00
Estimated Cost:	\$1,648,135.00									
Award Fee:	\$ 127,730.00									
SEE BILLING INSTRUCTIONS ON PAGE 2	18. SHIPPING POINT	19. GROSS SHIPPING WEIGHT	20. INVOICE NO.							
	21. MAIL INVOICE TO									
	a. NAME NASA Shared Services Center (NSSC) Financial Management Division (FMD) - Accounts Payable									
	b. STREET ADDRESS (if no box) Building 1111 G Road									
	c. CITY Sierra Space Center	d. STATE MS	e. ZIP CODE 39529							
					\$1,775,865.00	17(i) GRAND TOTAL				

22. UNITED STATES OF AMERICA BY (Signature) <i>Caroline Marrs Root</i>	23. NAME OF CONTRACTING/ORDERING OFFICER Caroline Marrs Root
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**ORDER FOR SUPPLIES OR SERVICES  
SCHEDULE - CONTINUATION**

PAGE 2 of 2

NNJ091A54T

ITEM NO	SUPPLIES OR SERVICES	QUANTITY ORDERED	UNIT	UNIT PRICE	AMOUNT				
1	Program Management <table border="1" data-bbox="349 420 747 483"> <tr> <td>Estimated Cost:</td> <td>\$1,344,647.00</td> </tr> <tr> <td>Award Fee:</td> <td>\$104,210.00</td> </tr> </table>	Estimated Cost:	\$1,344,647.00	Award Fee:	\$104,210.00				
Estimated Cost:	\$1,344,647.00								
Award Fee:	\$104,210.00								
2	Program Internal and External Communications <table border="1" data-bbox="349 546 747 609"> <tr> <td>Estimated Cost:</td> <td>\$303,488.00</td> </tr> <tr> <td>Award Fee:</td> <td>\$ 23,520.00</td> </tr> </table>	Estimated Cost:	\$303,488.00	Award Fee:	\$ 23,520.00				
Estimated Cost:	\$303,488.00								
Award Fee:	\$ 23,520.00								
3	<p><b>B.6 CONTRACT FUNDING (NFS 1852.232-81) (JUN 1990)</b></p> <p>(a) For purposes of payment of cost, exclusive of fee, in accordance with the Limitation of Funds clause, the total amount allotted by the Government to this Task Order is _____ This allotment is for Constellation Program Support Contract (CPSC) activities within the scope of the Statement of Work in Section C of this contract and covers the following estimated period of performance April 1, 2009 through April 13, 2009.</p> <p>(b) An additional amount of _____ is obligated under this Task Order for payment of fee.</p> <p>Total Obligations: \$75,000.00</p>								

**Constellation Program Support Contract - NNJ08TA27C**  
**Task Order NNJ09TA54T**  
**Statement of Work**

**Section 1.0**

1. **Title:** Program Management
2. **Contracting Officers Technical Representative:** Jerry Holsomback
3. **TMR:** Jerry Holsomback
4. **SOW References:** 2.1, 2.2, 2.3, 2.4
5. **Period of Performance:** April 1, 2009 - March 31, 2010

**6. Scope of Work**

The contractor shall provide program business management, technical, and administrative skills to accomplish the objectives and outcomes described within the statement of work. This includes continued development, maintenance, and implementation of top-level program requirements, which flow to the implementing organizations to enable the management of the cost, technical and schedule baseline for the continued design, development, test, evaluation and operation of the Constellation program.

- A. The contractor shall maintain and update the PP&C Constellation (Cx) documents as noted within the Constellation Program Document Tree. (Frequency -- as required)
- B. The contractor shall provide support to the Program and Project offices across the Constellation Program (CxP) to ensure integration of PP&C disciplines and integrated program management. This includes participation in monthly and quarterly performance reviews. (Frequency - Monthly)
- C. The contractor shall coordinate and implement internal/external reviews and audits for the Cx Program. The contractor shall serve as Integrator of Program status/response and maintenance/archival of review data. Ensure review compliance to NPRs and maintenance of Program plans/documentation (Program Plan, Coordination Plan, charters and top organizational risks). (Frequency - as required)
- D. The contractor shall build and manage the internal Program life cycle review process and ensure tools, execution plans and resources are in place and internally communicated across Level 2 offices. (Frequency - as required)
- E. The contractor shall ensure collaboration is proactive and engaged across offices, projects and core disciplines to enhance integration, communication, action tracking and closure. (Frequency - as required)
- F. The contractor shall provide a monthly status report or presentation including performance metrics that effectively measure the execution of contract requirements. (Frequency - Monthly)

G. The contractor shall develop CxP Planning Calendar and updates.

**7. Travel Requirements - All Travel from Houston, TX**

Location	Purpose	No. of Travelers	Duration (Days)	Number of Trips
KSC	CxP Quarterly	1	4	4
MSFC	Program Management and Administration Support	1	4	2
NASA HQ	Program Management and Administration Support	1	3	2
GRC	Program Management and Administration Support	1	3	2
MSFC	Safety Review	1	3	1
TBD (KSC)	Miscellaneous CxP Retreat	1	3	1
KSC	Integrated Performance Review	1	3	1
MSFC	Tag Up with MSO Management	1	2	3
Daytona Beach, FL	PM Challenge	1	2	1
NASA HQ	Program Management review	1	3	1

**8. Technical Performance Measures and Success Criteria**

Metric	Green	Yellow	Red
Ensure Timely Delivery and High Quality of Program Documentation (Updates and Revisions)	Rev 1 provided by estimated CR release or need date	Rev 1 provided in 10 Working Days of estimated CR release or need date	Rev 1 Provided in 20+ working days of estimated CR release or need date
Delivery and update of Program Integration Roadmaps on a monthly basis	Delivery on time and accurate	Late Delivery by 3 days	Rework/Edits and late delivery
Ensure Timely Delivery and High Quality of Program DRDs	DRDs delivered early or on time with no required re-work	Late Delivery	Rework/Edits and late delivery

**Constellation Program Support Contract - NNJ08TA27C  
Task Order NNJ09TA54T  
Statement of Work**

**Section 2.0**

1. **Title:** Program Internal and External Communications
2. **Contracting Officers Technical Representative:** Jerry Holsomback
3. **TMR:** ZB/Jerry Holsomback
4. **SOW References:** 2.4
5. **Period of Performance:** April 1, 2009—March 31, 2010
6. **Scope of Work**

This task shall provide the assimilation and documentation of Constellation (Cx) source information to support internal and external communications.

The contractor shall develop briefings, tools and products to manage, integrate, control, and disseminate program information and products both internal and external to the Constellation Program (CxP). These tools include, databases of current, relevant, and vetted program information including graphical elements and descriptive narratives.

Specifically, the contractor shall provide the following:

1. Development of high quality graphical program briefings and reports using Microsoft or similar applications and standard graphical applications as required.
2. Develop a program communications database of CxP communications products such as program status and briefings in the form of presentations, multimedia and printed products.
3. Research, writing, and editing of Cx technical and informational materials for multiple media applications.

**7. Travel Requirements – All travel from Houston, TX**

<b>Location</b>	<b>Purpose</b>	<b>No. of Travelers</b>	<b>Duration (Days)</b>	<b>Number of Trips</b>
KSC	Communications Events	1	3	2
MSFC	Integration with MSFC Communications Processes	1	3	2
NASA HQ	Integration with HQ Communications Initiatives	1	3	2

KSC	Miscellaneous CxP Events Requiring Support for Execution of Engagement	1	3	1
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**8. Total onsite seats available:**

None

**9. Technical Performance Measures and Success Criteria**

Metric	Green	Yellow	Red
Ensure Timely Delivery of Communications Products	Rev 1 provided in 7 working days	Rev 1 provided in 10 Working Days	Rev 1 Provided in 10+ working days
High Quality and Accurate Deliverables and support to major reviews	Rework/Edits less than 20% of Rev 1	Rework/Edits on more than 30% of Rev 1	Rework/Edits on more than 50% of Rev 1
<b>Tracking of database content by month to include:</b>			
Number of Products archived	15+ Products/Month	10+ Products/Month	Less Than 10 Products/Month
Created	5 Products/Month	3 Products/Month	Less Than 3 Products/Month
Received	15+ Products/Month	10+ Products/Month	Less Than 10 Products/Month
Established process for task agreement performance tracking by month to include:	Monthly Customer Outbrief		

**10. Deliverables**

<u>No.</u>	<u>Description</u>	<u>Due Date</u>	<u>Format</u>
1.	CxP Progress and Informational Briefings. Deliverables Estimate: <ul style="list-style-type: none"> <li>Quarterly Program Management Reviews – 4 per fiscal year</li> <li>Conference/Symposium/Review Support Requiring Cx specific Data – Estimate 10 per calendar year</li> <li>Cx New Employee Orientation – Estimate 4 per calendar year</li> <li>Cx All Hands – Estimate 2 per calendar year</li> </ul>	<i>As Required</i>	NASA Provided Format
2.	Maintenance of Cx communications products in Collaborative Tools and databases <ul style="list-style-type: none"> <li>Communications Toolkit</li> </ul>	<i>As Required</i>	NASA Provided Format

	<ul style="list-style-type: none"> <li>• Program Accomplishments Database (MS Excel and MS Power Point)</li> <li>• Communications Milestone Schedule (MS project) Estimate 3 products per calendar year</li> </ul>		
3.	Cx Technical Writing, Research and Documentation Support. Estimate 3 products per calendar year	<i>As required</i>	NASA Provided Format
4.	Cx Planning Calendar and Updates	<i>Weekly effective 4/1/09</i>	NASA Provided Format

# ORDER FOR SUPPLIES OR SERVICES

PAGE 1 OF 2 PAGES

**IMPORTANT:** Mark all packages and papers with contract and/or order numbers

1. DATE OF ORDER <b>4/1/09</b>		2. CONTRACT NO. (if any) <b>NNJ08TA27C</b>		6. SHIP TO:	
3. ORDER NO. <b>NNJ09TA55T</b>		4. REQUISITION REFERENCE NO.		a. NAME OF CONSIGNEE <b>Transportation Officer, Building 421</b>	
5. ISSUING OFFICE (Agency contract number, if any) <b>NASA Johnson Space Center 2101 NASA Pkwy, Houston, TX 77058-3696 Attn: Susan Stefanovic/BT 281-483-5485, susan.l.stefanovic@nasa.gov</b>				b. STREET ADDRESS <b>2101 NASA Parkway</b>	
7. TO:		c. CITY <b>Houston</b>	d. STATE <b>TX</b>	e. ZIP CODE <b>77058-3696</b>	
a. NAME OF CONTRACTOR <b>SGT, Inc.</b>		f. SHIP VIA			
b. COMPANY NAME <b>Attn: Bryan Leger, CPSC Business Manager</b>		g. TYPE OF ORDER			
c. STREET ADDRESS <b>100 Cyberonics Boulevard, Suite 200</b>		[ ] a. PURCHASE REF YOUR:		[X] b. DELIVERY -- Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above numbered contract	
d. CITY <b>Houston</b>		e. STATE <b>TX</b>		f. ZIP CODE <b>77058</b>	
9. ACCOUNTING AND APPROPRIATION DATA		10. REQUISITIONING OFFICE <b>ZB/Jerry Holsomback</b>			

11. BUSINESS CLASSIFICATION (Check appropriate boxes)

<input checked="" type="checkbox"/> a. SMALL	<input type="checkbox"/> b. OTHER THAN SMALL	<input type="checkbox"/> c. DISADVANTAGED	<input type="checkbox"/> g. SERVICE-DISABLED VETERAN OWNED
<input type="checkbox"/> d. WOMEN-OWNED	<input type="checkbox"/> e. HUBZone	<input type="checkbox"/> f. EMERGING SMALL BUSINESS	

12. F O B POINT

13. PLACE OF		14. GOVERNMENT B/L NO.	15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date) <b>March 31, 2010</b>	16. DISCOUNT TERMS
a. INSPECTION <b>Building 1, Rm 201C</b>	b. ACCEPTANCE <b>Building 1, Rm 201C</b>			

### 17. SCHEDULE (See Page 2 for Rejections)

(17)(a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	The contractor shall provide the technical, management, and administrative skills to accomplish the objectives of the attached Statement of Work for Program Planning and Control.  <b>See Page 2.</b>	1	L3	\$15,150.512	\$15,150.512	

SFE BILLING INSTRUCTIONS ON PAGE 2	18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.	
	21. MAIL INVOICE TO:					
	a. NAME <b>NASA Shared Services Center (NSSC), Financial Management Division (FMC) - Accounts Payable</b>					
	c. STREET ADDRESS (if not blank) <b>Building 1111, C. Road</b>					
c. CITY <b>Stennis Space Center</b>			d. STATE <b>MS</b>	e. ZIP CODE <b>38809</b>	<b>\$15,150.512</b>	17(i) <b>GRAND TOTAL</b>

22. UNITED STATES OF AMERICA BY (Signature) <b>Caroline Marrs Root</b>	23. NAME OF CONTRACTING/ORDERING OFFICER <b>Caroline Marrs Root</b>
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Previous edition not usable

3/30/09

**OPTIONAL FORM 347 (REV. 4/2005)**  
Prescribed by GSA-FAR 48 CFR 53.212(a)

**ORDER FOR SUPPLIES OR SERVICES  
SCHEDULE - CONTINUATION**

PAGE 2 of 2

NNJ09TA551

ITEM NO	SUPPLIES OR SERVICES	QUANTITY ORDERED	UNIT	UNIT PRICE	AMOUNT
1	Schedules Cost Estimating and Assessments in accordance with SOW paragraphs 4.1 and 4.2				
2	Support for PP&C Management Systems Office (MSO) in accordance with SOW paragraphs 3.0 and 3.3				
3	Support for PP&C MSO Configuration Management (CM) in accordance with SOW paragraphs 3.1.1, 3.1.2, 3.1.3, 3.1.4, and 3.1.5				
4	Support for PP&C MSO Information Systems in accordance with SOW paragraphs 3.2.1, 3.2.2, 3.2.3, 3.2.4, 3.2.5, 3.2.6, 3.2.7 and 3.2.8				
5	Support for PP&C MSO Technology Protection in accordance with SOW paragraph 5.0				
6	Risk Management for SR&QA in accordance with SOW paragraphs 2.4.2, 3.2.2.2, 3.2.2.3, 3.2.8.3, 4.1.1, 4.1.4 and 5.3				
<p><b>G.8, NFS 1852.245-77 List of Installation- Accountable Property and Services (DEVIATION) (SEP 2007),</b> office property and services will be provided to accommodate the following number of people:</p> <p>Glenn Research Center 1                      Johnson Space Center 48                      Kennedy Space Center 1                      Marshall Space Flight Center - 3</p>					

**ORDER FOR SUPPLIES OR SERVICES  
SCHEDULE - CONTINUATION**

NNJ09TA55T  
Pg 3 of 3

ITEM NO	SUPPLIES OR SERVICES	QUANTITY ORDERED	UNIT	UNIT PRICE	AMOUNT
	<p><b><u>B.6 Contract Funding (NFS 1852.232-81)</u></b>  <b><u>(JUN 1990)</u></b>(a) For purposes of payment of cost, exclusive of fee, in accordance with the Limitation of Funds clause, the total amount allotted by the Government to this Task Order is           . This allotment is for Constellation Program Support Contract (CPSC) activities within the scope of the Statement of Work in Section C of this contract and covers the following estimated period of performance April 1, 2009 through April 26, 2009.</p> <p>(b) An additional amount of            is obligated under this Task Order for payment of fee.</p> <p>Total obligations: \$1,190,000.00</p>				

Constellation Program Support Contract - NNJ08TA27C  
Task Order NNJ09TA55T  
Statement of Work

Section 1.0

1. **Title:** Schedules, Cost Estimating and Assessments
2. **Contracting Officers Technical Representative:** Jerry Holsomback
3. **TMR:** ZB/Jerry Holsomback
4. **SOW References:** 4.1, 4.2
5. **Period of Performance:** April 1, 2009—March 31, 2010
6. **Scope of Work**

**Program Assessments**

The contractor shall evaluate, analyze, track and report monthly risk issues to the SCEA office with recommendations to resolve risk. (frequency - monthly)

The contractor shall work with the NASA EVM lead to develop, refine and implement the CxP Earned Value Management (EVM) system and processes. Specifically, the contractor shall perform the following tasks:

- A. Review, update, and maintain the Constellation EVM System Description and the EVM implementation schedule.
- B. The contractor shall provide the tools and training necessary to develop, implement, and operate the EVM system and database management function for reporting earned value performance data and data analysis.
- C. Organize and administer the EVMWG (EVM Working Group). Develop and manage the EVMWG wiki website content and system access including a repository for all EVM reports produced for program reviews by all program elements.
- D. Develop the Program Integration EVM deployment function to include:
  1. Work Breakdown Structure development
  2. Project Authorization Document development to include: Project, scope, definition, analysis of time-phased funding limitations, tailoring of deliverables status reports, setting of variance thresholds and providing recommendations or changes to organizational breakdown structure

### 3. EVM data generation, data analysis and configuration control

- E. Develop the EVM training plan and schedule and implement training curriculum.
- F. Develop an EVM surveillance plan to include integrated EVM data analysis across all Program elements, Program-level EVM metrics, EVM configuration management, and EVM system health monitoring and maintenance.
- G. Support EVM status reporting at Program Monthly Program Reviews. Provide monthly Cost Performance Report analysis including in-house analysis.
- H. Prior to the quarterly management reviews the contractor shall provide an updated evaluation of the CxP status and technical health based on the EVM data assessed. (Frequency --quarterly)

#### **Program Scheduling**

The contractor shall provide overall CxP schedule management and integration during the design, development, test, and evaluation (DDT&E) and operation of the CxP. Specifically, the contractor shall develop, maintain and analyze a Program integrated master schedule with Tier 3-level data.

The contractor shall provide reporting and schedule analysis per Data Requirements Description (DRD) SCEA-01.

- A. The contractor shall provide schedule support to the Program Directors offices to develop and implement their individual schedules.
- B. The contractor shall lead the CxP schedule acquisition effort from all CxP participants in order to provide the continued development, evolution and monthly maintenance of the IMS.
- C. The contractor shall operate, provide scheduling support and tool administration of the Primavera scheduling system and associated utility software identified in Cx Program Management Plan 70070 Appendix H. The contractor shall provide technical support on an as needed, on call basis to include assistance to the ICE help desk for technical resolution of Primavera issues.
- D. The contractor shall perform and report results of schedule risk analyses to provide the following information: schedule health, confidence level of the schedule, risk modeling and uncertainty of the schedule data.
- E. The contractor shall provide overall schedule management and integration support to the Altair Project during the design, development, test and evaluation (DDT&E) and operation of the Altair Lunar Lander. Specifically, the contractor shall develop and maintain, logic-linked schedules as well as analyze and integrate schedules provided by other Altair Project stakeholders and participants.

**Program Modeling**

The contractor shall provide technical expertise and support in the areas of System Dynamic and Discrete Modeling, respectively.

A. Using the NASA provided Ventana Vensim System Dynamic Model, the contractor shall directly support the NASA lead in conducting a study of the mathematical make-up of the Vensim model and provide recommendations for potential improvements and/or applicability.

B. The contractor shall provide technical oversight for the demonstration of the Rockwell Arena Discrete Simulation tool. The task includes technical review of a Discrete Simulation for the purpose of demonstrating Discrete Simulation applicability to Constellation Program process optimization and other potential areas.

C. The contractor shall also perform technical evaluations of alternate algorithms and tools such as Vensim, ARENA and MATLAB suite of tools and assist in the development of other project management models as required.

**7. Travel Requirements – All travel from Houston, TX unless otherwise indicated.**

<u>No.</u>	<u>Number of People</u>	<u>Average Days</u>	<u>Travel Destination</u>	<u>Travel Purpose</u>
1	1	3	MSFC	EVMWG and EVM Reviews
2	1	3	NASA HQ	EVMWG and EVM Reviews
3	1	3	Dallas	PI Team Retreats (EVM/Scheduling)
4	3	3	MSFC	EVM Team IBR Support
5	3	3	MSFC	EVM Team IBR Support
6	4	3	Daytona Beach	PM Challenge
7	2	4	Orlando	Deltek Insight User's Group
8	3	3	KSC	Schedule Review and Update
9	3	3	MSFC	Schedule Review and Update
10	3	3	NASA HQ	CxP IMS Review
11	2	4	Orlando	Primavera User's Group
12	2	3	KSC	Tools/Schedule Integration
13	2	3	MSFC	Tools/Schedule Integration, Primavera ICE Admin

14	1	3	GRC	Tools/Schedule Integration
15	1	3	AMES	Tools/Schedule Integration
16	1	3	NASA HQ	Tools/Schedule Integration
17	2	3	KSC	SCEA joint probability and data modeling meetings
18	2	3	Washington D.C.	SCEA joint probability and data modeling meetings
19	1	5	Arlington, VA	Training course in probability modeling of cost and schedule data

## 8. Deliverables

Deliverable Event/Item	Frequency/Due
CxP and Projects EVM Implementation Status Schedule	Monthly
CxP EVM Status MPR Charts	Monthly
CxP Level II EVM Metrics	Monthly
CxP Program Integration Top Level and CAM Charts	Monthly
CxP Program Integration Metrics	Monthly
CxP Quarterly EVM Status Charts	Quarterly
PI Schedule Updates (SE&I, OTI, SR&QA, IS, PP&C) (DRD-SCEA-01)	Monthly
PI Schedule Summary Updates (SE&I, OTI, SR&QA, IS, PP&C) (DRD-SCEA-01)	Monthly
CxP IMS Update (DRD-SCEA-01)	Monthly
CxP IMS Schedule Risk Analysis (DRD-SCEA-01)	Monthly
CxP IMS Critical Path Activities Report (DRD-SCEA-01)	Monthly
CxP IMS Look-ahead Report (DRD-SCEA-01)	Monthly
Altair IMS Update (DRD-SCEA-01)	Monthly
Altair IMS Schedule Risk Analysis (DRD-SCEA-01)	Monthly
Altair IMS Critical Path Activities Report (DRD-SCEA-01)	Monthly
Altair IMS Look-ahead Report (DRD-SCEA-01)	Monthly
Update and Maintain Primavera Library	As Required
Update and maintain documentation to reflect Primavera changes, Cobra implementation and Cobra changes and create new interface requirements	As Required
CxP 70070 Appendix F EVM System Description Update	As Required

CxP EVM Training Plan	As Required
CxP 70070 Appendix H IMS Plan Updates	As Required
Vensim model findings and recommendations report/presentation	As Required
Discrete Simulation Applicability presentation	As Required
Alternate algorithms and tools findings report/presentation	As Required

**9. Total onsite seats available:**

Glenn Research Center: 0  
 Johnson Space Center: 4  
 Kennedy Space Center: 0  
 Marshall Space Flight Center: 0

**10. Technical Performance Measures and Success Criteria**

<b>Measure/Criteria</b>	<b>Frequency of Measurement</b>
CxP and Program Integration EVM Reports provided on-time and accurate.	Monthly
CxP and Program Integration EVM Metrics on-time and accurate	Monthly
Program Integration EVM Implementation Status	Monthly
Timeliness, quality and assessment support of Level II Program Advocacy Review (PAR) and Systems Design Reviews (SDR).	As Required
SCEA Customer Feedback Performance Metric	Monthly
CxP IMS Updates, Analyses & Reports provided on-time and accurate.	Monthly
Program Integration IMS Updates, Analyses & Reports provided on-time and accurate.	Monthly

Constellation Program Support Contract - NNJ08TA27C  
Task Order NNJ09TA55T  
Statement of Work

Section 2.0

1. **Title** Support for Constellation Program's Program Planning and Control (PP&C) Management Systems Office

2. **Contracting Officers Technical Representative:** Jerry Holsomback

3. **TMR:** ZB/ Michele DiGiuseppe

4. **SOW References:** Section 3.0 and 3.3

5. **Period of Performance:** April 1, 2009—March 31, 2010

6. **Scope of Work**

**Management Systems Office.** The Management Systems Office (MSO) is a virtual office with management and support currently co-located across multiple Centers. The contractor shall perform both strategic and tactical functions in support of MSO, including Configuration Management (CM) and Information Systems (IS). IS support includes support to the Information Systems Office (ISO). All tasks require the contractor to work within the CxP and across the Project offices, NASA Centers, and other contractor organizations.

The contractor shall:

A. Provide expertise to integrate the MSO disciplines (CM and IS), both internally and externally. Assist in the planning, analysis, and surveillance of MSO policies and functional execution. Provide expertise in identification, problem solving, and resolution of issues. Attend various MSO, PP&C, ISO, and Program meetings, both regularly scheduled and intermittent, review products, processes, and concepts presented against MSO scope. Working with the MSO management team the contractor shall:

- Within the CM Working Group and IS-IPT forums, map plans to integrate the Level II CMO and IS business processes, milestones, and action management with CxP Projects CM and IS Systems. (Assumption: support weekly CMWG and IS-IPT forums)
- Develop and provide book management functions for CxP MSO Management Systems Plan CxP 70072 (Assumption: update twice each year.)
- Provide overall MSO risk management support to manage office concerns, risks, and issues. Track, coordinate, update and present MSO risks per Program format (Assumption: updates on a monthly basis for MSO and support to CxP risk boards; 8 Program boards per year.)

- Develop and execute performance measurement plan for all MSO WBS elements (Assumption: Update plan annually with the initial plan 3 months after authorization to proceed, monthly metric review.)
- Maintain and provide continuous improvement of MSO communication tools (i.e. MSO portals and wikis.)

B. The contractor shall provide conference room/facility services to manage and coordinate all CxP conference rooms. (Assumptions: daily activity.)

C. The contractor shall provide support to CxP and Project, and MSO reviews. This shall include providing logistical support, review item discrepancy (RID) coordinators, schedule management, metric development and support, and information management. Provide management expertise in managing and integration of efforts to ensure that MSO provides timely/quality support to the major reviews. (Assumptions: 2 major reviews annually, 8 Project and other reviews in support of the CxP, projects, and MSO reviews.)

**7. Travel Requirements – Trips are from Houston, TX.**

<u>No.</u>	<u>Number of People</u>	<u>Average Days</u>	<u>Travel Destination</u>	<u>Travel Purpose</u>
1	2	4	KSC	MSO Support and Integration Activities
2	2	4	MSFC	MSO Support and Integration Activities
3	2	4	NASA HQ	MSO Support and Integration Activities
4	2	4	ARC	MSO Support and Integration Activities
5	3	4	ARC	Bi Annual MSO MGT retreat
6	3	4	KSC	Bi Annual MSO MGT retreat

**8. Total onsite seats available:**

Glenn Research Center: 0  
 Johnson Space Center: 0  
 Kennedy Space Center: 0  
 Marshall Space Flight Center: 0

9. Technical Performance Measures and Success Criteria

	<b>Measure/Criteria</b>	<b>Frequency of Measurement</b>
	Timeliness, accuracy and quality of required weekly, monthly and special reports, including IMS and risks	Weekly and Monthly
	Timeliness, accuracy, relevancy, and quality of required performance metrics	Monthly
	Satisfactory performance assessment against performance measures for cost, technical and schedule work elements.	Monthly
	Timeliness, accuracy, and quality of support to major reviews, including Level II PDR checkpoint, PDR and MSO reviews	Quarterly schedule and metrics

Constellation Program Support Contract - NNJ08TA27C  
Task Order NNJ09TA55T  
Statement of Work

Section 3.0

1. **Title:** Support for Constellation Program's Program Planning and Control (PP&C) Management Systems Office (MSO), Configuration Management (CM)
2. **Contracting Officers Technical Representative:** Jerry Holsomback
3. **TMR:** ZB/ Michele DiGiuseppe
4. **SOW References:** Section 3.1.1, 3.1.2, 3.1.3, 3.1.4, 3.1.5
5. **Period of Performance:** April 1, 2009—March 31, 2010

6. **Scope of Work**

**Configuration Management**

The contractor assists the Configuration Management manager with the successful development, implementation, and administration of CM across the CxP Program as specified in this contract and in accordance with CxP 70072 MSO plan and CM requirements CxP 70073 Volume 1.

The contractor shall:

A. Provide expertise in the management and execution of the CM discipline within the CxP Program and assist with the coordination and integration of CM with Cx Projects. Assist in the surveillance and execution of CM policies and standards and within the CxP Program and Projects. Provide expertise in identification, problem, solving and resolution of CM issues across the Program and Projects. Attend various CM, MSO, PP&C, and Program meetings both regularly scheduled and intermittent, review products, processes, and concepts presented against CM scope and communicate pertinent data to CM. Develop CM integration plans as well as internal integration business processes, milestones, and forums. Ensure that CM products and data are current, accurate, and timely in the Integrated Collaborative Environment (ICE) and various communication tools (portals, wiki's etc.).

B. Develop and provide book management functions for CxP CM Requirements document 70073-01 and CM plan CxP 70073-01-01. (Assumption: update 6 months prior to Level II PDR)

The following CM functions shall be performed:

### **Configuration Identification**

- A. The contractor shall assist the CxP in resolving part identification issues as identified in American Society of Mechanical Engineers (ASME) standards.
- B. Provide support to the development and execution of the CxP product structure and integrated technical baseline efforts.

### **Configuration Control**

- A. The contractor shall receive and process change requests (CRs), requests for waivers (RFWs), engineering change proposals (ECPs), and CxP Management Directives (CxP MDs) from the CxP user community. The contractor shall coordinate change package management for all Constellation Level II Program elements, which includes support to processing changes from Level III and Level I. The contractor shall review CRs, RFWs, ECPs, and MDs for consistency, accuracy, and completeness. The contractor shall integrate comments, prepare change packages for approval, and ensure implementation and verification of Program directives (Assumptions: 40 change packages per month. Location: JSC, and Marshall Space Flight Center (MSFC))
- B. Assist software change package engineers with Level II SCM change management activities. (Assumptions: 40 change packages per month.)
- C. Provide executive secretariats to the Program level boards and panels. These secretariats shall assist in the processing of Program changes through these boards. This requirement does not include support to Constellation Systems Engineering Review Panels (CSERP) 1 or 2. (Assumption: CxP 35 meetings per month and 25 ad hoc meetings. Location: JSC and MSFC).
- D. Provide administrative support to Program boards and panels, excluding CSERP 1 and 2. This shall include minute writing, action tracking, archival of information, and general board coordination preparation. (Assumptions: support up to 5 boards and 6 panels, 35 board meetings per month and 25 ad hoc meetings. Locations: JSC, MSFC (one meeting per week), and Kennedy Space Center (KSC) one meeting per week)
- E. The contractor shall implement a continuous improvement initiative, with a report that identifies the potential improvement of key CM processes and products due within 6 months after task order issuance, with an implementation plan coordinated with updates to the CxP CM Requirements document 70073-01 and CM plan CxP 70073-01-01 90 days after report submittal.

### **Meeting Support**

- A. The contractor shall provide administrative support to Program boards and panels. This task shall include minute writing, action tracking, archival of information, and general board coordination preparation. (Assumptions: support up to 5 boards and 6 panels, 35 board

meetings per month and 25 adhoc meetings. Locations: JSC, MSFC (one meeting per week), and Kennedy Space Center (KSC) one meeting per week.) This requirement does not include support to Constellation Systems Engineering Review Panels (CSERP) 1 or 2.

B. The contractor shall provide limited administrative support to CxP Level II Working Groups. This support shall include conference room reservation & initiation of WebEx and Telecon; maintenance of weekly presentation drop box; wiki service and maintenance for agenda and calendar activity; maintenance of distribution list for membership; issuance of weekly calendar and email notifications; providing a wiki area for Working Group membership to track actions.

#### **Configuration Status Accounting (CSA):**

The contractor shall provide the following:

A. Development of hardware status accounting requirements and plan for inclusion into CxP 70073-01 and CxP 70073-01-01) five months after task order execution, with an additional update prior to the task order end date.

B. Provide an execution strategy for establishment of the Program baseline, including capability for management of multiple baselines and retention of past baselines. (Assumptions: one plan and update annually.)

C. Develop and deliver a joint Program and Project audit plan that addresses Functional Configuration Audit, Product Configuration Audit/Design Certification Review, and Systems Acceptance Review, CM audit master schedule, and training plan. (Assumptions: initial plan due 6 months after task order execution and final one update 9 months after task order execution.)

D. Establish and maintain the CxP Engineering Release System (ERS) for documentation control and product structure. (Assumptions: 18 document packages per month.)

**Software Configuration Management (SCM):** The contractor shall maintain the SCM requirements and implement a SCM system that provides for the following subtask. (Location: JSC, MSFC)

A. Further develop, refine, and maintain SCM requirements located in the CxP 70073-01, Cx Configuration Management Requirements document and the CxP SCM Plan for inclusion into the CxP CM Plan 70073-01-02 and associated Level II documents flow down requirements. (Assumption: updates to be executed 6 months after task order execution, with final update prior in support of Level II PDR.)

B. Develop Software Verification, Audit, and Acceptance requirements and a plan for inclusion in the CxP CM requirements document CxP 70073-01 and CM Plan 70073-01-02. The plan shall include providing software auditing requirements to the Projects, developing a general software audit plan to meet the variety of software development situations, a

methodology to verify software versions, and the CM plan for acceptance of Software. (Assumptions: one update annually.)

### **Documentation Management:**

A. Provide recommendations for documentation requirements to be included or modified in the CM requirements document. (Assumptions: updates twice annually) In addition, the contractor shall assist in the development of plan and execution of this plan to identify and control ADL's throughout the CxP program. (Initial plan is due 5 months after task order execution.)

B. Establish and maintain the Program-level CM receipt function. This receipt function will be executed within the ICE system and shall control and maintain Program data and transmission of formal Program CM data related to products under CM control. (Assumptions: 100 data objects per month).

C. Provide Document Quality Assurance (DQA) for all Program baseline documents. This shall include formulation, execution, and documentation of processes necessary for execution of these functions. (Assumptions: 20 document packages per month.)

D. Update and maintain the CxP Document Tree. (Assumptions: updates electronically after each document release.)

E. Maintain the Program document and library templates for CxP. (Assumption: annually, or as updates are identified, not to exceed monthly.)

F. Provide for the establishment, management, tracking, concurrence and status of all CxP contract deliverables. (Assumptions: after initialization, track up to 20 new deliverable objects per month.)

### **Configuration Audit and Verification**

The contractor shall develop a joint Program and Project audit plan that identifies Functional Configuration Audit processes, Physical Configuration Audit/Design Certification Review processes and System Acceptance Review processes. This plan shall also include a Configuration Management process audit master schedule and training plans for the conduct of audits. (Assumption: initial release of plan due 6 months after task order execution with final update prior to Level II PDR.)

The contractor shall also develop the CxP Software Verification, Audit and Acceptance plan for inclusion to the Program and Project audit plan described above. The plan shall include providing software auditing requirements to the Projects, developing a general software audit plan to meet the variety of software development situations, methodology to verify software versions, and the CM plan for acceptance of Software. (Assumptions: initial release of plan due 6 months after task order execution with final update prior to Level II PDR.)

### Continuous Improvement

The contractor shall implement a continuous improvement initiative, with a report that identifies the potential improvement of key CM processes and products within 6 months after task order issuance, with an implementation plan coordinated with updates to the CxP CM Requirements document 70073-01 and CM Plan CxP 70073-01-01 90 days after report submittal. (Assumption: report due within 6 months after task order issuance; implementation plan and resulting updates to CxP 70073-01 and CxP 70073-01-01 submitted 90 days after report submittal.)

### CM Tools Integration

The contractor shall provide expertise in the development of requirements from the CM user community for the tools necessary to execute configuration control and status accounting for the Constellation Program. Contractor shall coordinate the implementation of those requirements with the CxP ISO and tool developers to ensure the final product meets the needs of the CM users at both the Program and Project levels.

#### 7. Travel Requirements: Center to Center, Center to contractor locations.

<u>No.</u>	<u>Number of People</u>	<u>Average Days</u>	<u>Travel Destination</u>	<u>Travel Purpose</u>
1	2	4	KSC	Status Accounting summit (2 times annuals)
2	2	4	MSFC	Software CM coordination bi annually
3	2	4	ARC	MSO Support and Integration Activities (product structure TIM)
4	2	4	MSFC, KSC	LEVEL II/III integration and coordination TIM (quarterly)
5	2	4	ARC, KSC	MSO leadership retreat (2 trips)

#### 8. Total onsite seats available:

Glenn Research Center: 0  
Johnson Space Center: 25  
Kennedy Space Center: 0  
Marshall Space Flight Center: 2

9. Deliverables

Deliverable Event/Item	Due
CxP CM Requirements document 70073-01 and CM plan CxP 70073-01-01.	Updates 6 months prior to level II PDR
CxP SCM Plan 70073-01-02	Update to be executed 6 months after task order execution, with final update prior to Level II PDR
Execution strategy for establishment and tracking of Program baselines, including capability for management of multiple baselines and retention of past baselines.	Included with update to CxP 70073-01-01 CM Plan
Joint Program and Project audit plan for HW and SW products	Initial release of plan due 6 months after task order execution with final update prior to Level II PDR
Continuous improvement initiative, with submitted report and implementation plan	Report due within 6 months after task order issuance; implementation plan and resulting updates to CxP 70073-01 and CxP 70073-01-01 submitted 90 days after report submittal.
Develop a Software CM controlled repository for Level II software releases	3 months prior to Level II PDR

## 9. Technical Performance Measures and Success

Measure/Criteria	Frequency of Measurement
Timeliness, accuracy and quality of required weekly, monthly and special reports.	As required
Timeliness, accuracy, relevancy, and quality of required performance metrics	Monthly
Timeliness, quality of change packages	Monthly
Timeliness and quality of documentation products in support of CxP and MSO reviews	As required
Timeliness, accuracy and quality of required product deliveries (requirements and plans updates).	As required
Timeliness and accuracy of meeting minutes (meeting minutes to be posted 48 hours after completion of meeting).	Monthly
Timely receipt, Document quality assurance, release and posting	Monthly
Accuracy and timeliness of updates for Program data in Program repositories (updates to repositories completed one business day after receipt and verification).	Monthly
Satisfactory performance assessment against negotiated performance measures for cost, technical and schedule work elements.	Monthly

Constellation Program Support Contract - NNJ08TA27C  
Task Order NNJ09TA55T  
Statement of Work

Section 4.0

1. **Title** Support. for Constellation Program's Information Systems Office (ISO), Information Systems

2. **Contracting Officers Technical Representative:** Jerry Holsomback

3. **TMR:** ZB/Michele DiGiuseppe

4. **SOW References:** Section 3.2.1, 3.2.2, 3.2.3, 3.2.4, 3.2.5, 3.2.6, 3.2.7, 3.2.8

5. **Period of Performance:** April 1, 2009—March 31, 2010

6. **Scope of Work**

**Information Systems (IS):** The contractor shall support the ISO in providing development, implementation, and administration of IS across the Program.

The contractor shall provide the following:

A. Expertise in the management and execution of the Information Systems (IS) and Information Management (IM) practices across the CxP and Projects. Assist in the surveillance and execution of Information Technology (IT) and IM policies and standards within the CxP and Projects. Provide expertise in identification, problem solving and resolution of IT and IM issues across the Program and Projects. Attend IM, ISO, PP&C, and various Program meetings, both regularly scheduled and intermittent. Review IM and IT products, processes, and concepts and communicate pertinent data to designated ISO representatives. Develop IT and IM integration plans as well as internal integration business processes, milestones, and forums. Develop pertinent schedules and metrics to provide insight into status of operations. Ensure that IS-developed products and services are coordinated and integrated within the Cx Information Systems architecture standards. Ensure compliance with and assist in Cx-specific definition of ESMD/Office of the Chief Information Officer (OCIO) guidelines and requirements. (Location: JSC, MSFC, KSC, Glenn Research Center (GRC))

B. Develop performance metrics in conjunction with ISO representatives in the IT, IM and Application Development areas as process definition and reporting capabilities mature.

### **Data Architecture, Information, and Management (DAIM)**

- A. Assist with development of a comprehensive plan and schedule for building and organizing a data infrastructure concept for supportability and inter-operability information across the CxP. This shall include managing the efforts for defining the existing architecture data products and artifacts, data sources, elements, storage, metadata and attributes.
- B. Assist in the development of the CxP's IS processes by providing the necessary resources and skills. Define and develop tools to facilitate the Constellation IS processes.
- C. Assist in the definition and implementation of the CxP's product structure and technical baseline and the associated tools and protocols necessary to electronically deliver Program data from the appropriate data suppliers to the appropriate data users.
- D. Assist in the definition and implementation of a records management schema (using, archiving and retiring data) which will include migrations to evolving systems. This will also include the development of archival and retention mechanisms and schedules which correspond to NASA and National Archive and Records Administration's (NARA) retention schedules.

### **IT Project Management and Development (Applications and Tool Development)**

- A. Manage, develop, and execute application development efforts ranging from complex, unique applications to simple, rapid development Web applications that adhere to the standards and practices defined in the Cx IS Architecture. This may include delivery and support of applications within or outside of the current Integrated Collaborative Environment (ICE). These application efforts shall include delivery of IT project plans per the CxP's IS Processes.
- B. Provide assessments and recommendations on improvements to the tools within the Cx IS Architecture (assumption: on going.)
- C. Continue to make evaluations and recommendations on emerging technologies and changes/trends in the current IT environment.

### **Information Technology and Management Execution (Customer Service)**

The contractor shall serve as the primary point of contact for IT customer service operations within the Cx Program office at the Johnson Space Center. The contractor shall:

- A. Track, maintain, and manage the inventory of all software and hardware purchases of IT equipment within the CxP. This includes maintenance agreements, licensing agreements, and implementation locations.

- B. Support specialized IT requirements that fall outside the scope of Center's IT service contracts including the procurement and installation of specialized software required to support Cx unique requirements. (Assumptions: ongoing and as needed.)
- C. Manage the Cx loan pool for Cx IT hardware and software (Assumptions: 50 IT hardware items with corresponding software annually.)
- D. Submit IT Service Requests (SR) using the JSC Center-specific service request system. (Assumption: 110 per month.)
- E. Track and provide Problem Resolutions (PR) on problems associated with systems, products, and services. (Assumption: 125 per month.)
- F. Provide small scale Web development, configurations, and sustaining engineering of those applications whether hosted by ICE or the JSC CIO organization to support Program execution of disciplines such as IS process, requirements, configuration and risk management. (Assumptions: ongoing.)
- G. Assist the Cx Program Offices and Project community with content management of their data sets using recommended practices for structuring, accessing, sharing, and archiving Program data.

### **IT Security Products and Services**

Serving as the Organizational Computer Security Representative (OCSR) for the CxP, the contractor shall:

- A. Establish management controls and a communications process to ensure that the organization's implementation of IT security is consistent with mission needs and NASA policies, standards, procedures, and guidance by overseeing all aspects of information security within the CxP. Provide the coordination and consolidation of responses to IT security related actions, metrics, and the status of activities.
- B. Participate in Agency/Program/Center boards and working groups as directed. (Assumptions: 4 per month.)
- C. Conduct the review of CxP's IT system security plans and maintain status information in the Center's IT security related databases. (Assumptions: review IT system security plans monthly. Status of IT security issues: ongoing effort.)
- D. Prepare and process IT changes for the CxP organizations. (Assumption: 4 annually.)
- E. Support Certification and Accreditation efforts for IT systems as required.

F. The contractor shall maintain a knowledge base of security issues, problems, and resolutions for both the contractor's off-site systems and the CxP's IT systems. (Assumption: ongoing effort.)

7. **Travel Requirements: Center to Center**

<u>No. Trips</u>	<u>Number of People</u>	<u>Average Days</u>	<u>Travel Destination</u>	<u>Travel Purpose</u>
6	1	5	Specified Center	Data Architecture TMS (4 times a year) Project management where ARC staff are members of the project team
1	6	5	MSFC	IS Face-to-Face meeting (once annually)
10	1	5	MSFC	CxP IS Core Team meetings
4	6	3	MSFC	CxP IM Quarterly Face-to-Face meetings (4 times a year)
1	1	2	KSC	Direct contact with Ground Ops Customer and local IM personnel
1	1	2	GRC	Direct contact with GRC Cx Customers and local IM personnel
1	1	2	LaRC	Direct contact with LaRC Customers
1	1	2	ARC	Direct contact with ARC Customers
2	2	3	Austin, TX	Requirements and Visualization Training
2	2	5	Orlando, FL	PTC Training at World Event
1	6	4	San Francisco, CA	Adobe Developer Training

8. **Total onsite seats available:**

Glenn Research Center: 1  
 Johnson Space Center: 13  
 Kennedy Space Center: 1  
 Marshall Space Flight Center: 1

9. Technical Performance Measures and Success

Measure/Criteria	Frequency of Measurement
Timeliness, accuracy and quality of required weekly, monthly and special reports	Coincides with report delivery
Timeliness and quality of documentation products in support of major CxP reviews	Coincides with major reviews
Timeliness, accuracy and quality of required product deliveries	Coincides with product deliveries
Satisfactory performance assessment against negotiated performance measures for cost, technical, and schedule work elements	Monthly

Constellation Program Support Contract - NNJ08TA27C  
Task Order NNJ09TA55T  
Statement of Work

Section 5.0

1. **Title** Support for Constellation Program's, Program Planning and Control (PP&C), Security Management
2. **Contracting Officers Technical Representative:** Jerry Holsomback
3. **TMR:** ZB/Hugh Ronalds
4. **SOW References:** Section 5.0
5. **Period of Performance:** April 1, 2009—March 31, 2010
6. **Scope of Work**

**Technology Protection**

A. The contractor shall provide support for security and technology protection activities to ensure the effective implementation, coordination, and integration of the CxP Security Management Plan (CxP 70070 Annex 05) and associated Books. The contractor shall make available the required data, products and support necessary for the protection of CxP mission critical information, technology, hardware, and associated mission essential infrastructure (MEI) facilities as identified by NASA.

B. The contractor shall participate in the ESMD Technology Protection Working Group (TPWG) as a representative of the CPSC to understand policies and requirements in the areas of IT security, physical security and technology protection.

C. The contractor shall assist Data Originators and Designation Officials (DO) in reviewing CxP documentation to assess that the document markings are appropriate in accordance with NASA Procedural Requirement (NPR) 1600.1, NASA Security Program Procedural Requirements and applicable work instructions. Once sensitive information or technologies have been identified, the contractor shall be a participant in the overall Program Protection Planning process.

D. The contractor shall participate with the assessment team on the conduct of the CxP Mission Critical Information Assessments (MCI) to identify potential candidate Mission Critical Information (MCI) based on criteria and processes provided by the Government. As a key contributor to MCI identification, the contractor shall attend associated meetings, conduct pertinent research on candidate MCI, contribute to the MCI process (as required), and respond to follow-up questions and requests for information.

E. The contractor shall develop and present security awareness and training Program to help ensure CxP and CPSC personnel understand their security responsibilities. At least quarterly, the contractor shall assist in reporting on performance metrics that effectively measure the execution progress of technology protection requirements.

F. The contractor shall perform limited risk assessments and assist in comprehensive security reviews and operational security assessments for Programs and Projects as directed.

**7. Travel Requirements:** Center to Center, Center to contractor locations.

<u>No.</u>	<u>Number of People</u>	<u>Average Days</u>	<u>Travel Destination</u>	<u>Travel Purpose</u>
1	1	3	KSC	Technology Protection Working Group (3 trips)
2	1	3	MSFC	Technology Protection Working Group (3 trips)
3	1	3	ARC	Technology Protection Working Group (3 trips)

**8. Total onsite seats available:** None

**9. Deliverables**

<b>Deliverable Event/Item</b>	<b>Due</b>
Reports	As Required
Briefing Materials and Analyses	As Required
Training Material and Training	As Required

**9. Technical Performance Measures and Success**

- Timeliness, accuracy and quality of required weekly, monthly and special reports.
- Timeliness, accuracy, relevancy, and quality of required performance metrics (as partnered with the contractor).
- Timeliness, accuracy and quality of required product deliveries (requirement and plan updates). Satisfactory performance assessment against negotiated performance measures for cost, technical and schedule work elements.

<b>Measure/Criteria</b>	<b>Frequency of Measurement</b>
Provide technical support for the integration and management of the Technology Protection Program	Weekly
Actively participate as a member and contributor to the Technology Protection Working Group	Tri-Annually
Assist with the analysis of Mission Essential Infrastructure.	As Required
Assist with the protection management of Mission Critical Information.	As Required
Assist in the development, integration and management of a security education and awareness program.	Quarterly
Perform threat assessment evaluations for operational security.	As Required

Constellation Program Support Contract - NNJ08TA27C  
Task Order NNJ09TA55T  
Statement of Work

Section 6.0

1. **Title:** Risk Management Support for Constellation SR&QA Office
2. **Contracting Officers Technical Representative:** Jerry Holsomback
3. **TMR:** ZG/John Turner, 281-483-1120
4. **SOW References:** 2.4.2, 3.2.2.2, 3.2.2.3, 3.2.8.3, 4.1.1, 4.1.4, and 5.3
5. **Start and Stop Dates:** April 1, 2009—March 31, 2010
6. **Scope of Work**

**Constellation Risk Management**

The contractor shall support the Constellation (Cx) Safety, Reliability and Quality Assurance (SR&QA) Office in developing and implementing the Cx risk management Program and associated policies, standards, and Risk Management (RM) database. The contractor shall develop and deliver products as identified and work with the Cx risk management organizations across all NASA Centers to ensure the implementation of a consistent risk management Program. The contractor shall coordinate content and format of all products assessments with the SR&QA office prior to delivery of final products.

The contractor shall provide the following:

- A. Facilitate the implementation of risk management on the CxP.
- B. Work with the Cx Risk Manager to establish the Cx risk management Program policies and standards. Develop the Cx RM plan, Program directives, and Program work instructions to facilitate Cx personnel in the implementation of RM policies and standards.
- C. Support meetings and studies conducted by Cx personnel to develop and facilitate risk management training. Develop the Cx Risk Management (RM) training plan, training packages and Programs. Facilitate training sessions at NASA Centers; maintain a database of training events and attendees. Approximately three training plans will be required.
- D. Perform administrative management of the Cx RM database. Perform administrative operations such as rapid response to ID requests/troubleshooting/data requests/database configurable features changed (report format changes).

E. Provide full life-cycle software development support to the CxP RM database. Specifically, provide system analysis and development support on a continuing basis to identify areas for improvement and make recommendations to the RMO.

F. Participate in CxP RMWG's to remain cognizant of the Cx RM process and user needs. Provide RM database demonstrations to the CxP RMWG as requested. In addition, participate and provide insight to ESMD tool working groups, forums, and discussions as requested.

### **Constellation SR&QA Risk Office Support**

The contractor shall support the Constellation SR&QA Office management and administration efforts, including organization of SR&QA assignments, action items, calendars, SR&QA Board/Panel/Working Group administration support, schedule assessments, information management such as Windchill access, data management for Level II data and documents, process tools training coordination, and Cx Program review coordination.

The contractor shall provide the following:

- A. Coordinate Cx RMWG. Organize bi-weekly meetings and agendas.
- B. Develop and maintain Cx RM Web site. Incorporate regular updates to Cx RM schedule on same.
- C. Assist in the surveillance of Cx RM policies and standards. Develop the Cx RM Surveillance Plan, conduct surveillance visits, and provide surveillance reports to the RMO.
- D. Perform risk assessments and studies as directed by the Cx RMO. Provide status reports and assessment reports as required.
- E. Secretariat for the Cx SR&QA Board, Cx SR&QA STEF, Cx Probabilistic Risk Assessment Panel (CxPRAP), and the Cx Quality Panel (CxQP). Maintain and schedule Board and Panel topics, prepare agendas, coordinate with Board and Panel Chair / presenters / meeting support to ensure Board and Panel timeliness and success. Support Board and Panel activities capturing, tracking, and integrating Cx SR&QA action items.
- F. Project manager for Cx SR&QA Windchill website: Manage folder structure and access controls for data on the Cx SR&QA Windchill site. Manage invitations and user roles ensuring proper access across the Program.

### **PRA Support**

Perform Probabilistic Risk Assessment in support of trade studies, probabilistic requirements definition / evaluation, or other focused studies as defined in the CxP PRA Methodology Document.

**7. Travel Requirements – All travel from Houston, TX.**

<u>No.</u>	<u>Number of People</u>	<u>Days</u>	<u>Travel Destination</u>	<u>Travel Purpose</u>
1	1	4	Denver CO	Orion Risk Summit
2	1	4	KSC	IPR/TRR
3	1	4	NASA HQ	ESMD Knowledge Management Workshop
4	2	4	MSFC	Training/Workshop
5	2	4	KSC	Training/Workshop
6	2	4	Denver CO	Training/Workshop
7	2	4	MSFC	Training/Workshop
8	2	4	KSC	Training/Workshop
9	1	4	MSFC	Training/Workshop
10	1	4	KSC	Training/Workshop

**8. Total onsite seats available:**

Glenn Research Center: 0  
 Johnson Space Center: 2  
 Kennedy Space Center: 0  
 Marshall Space Flight Center: 0

**9. Technical Performance Measures and Success Criteria**

- Timeliness, accuracy and quality of required monthly and special reports.
- Established processes to generate negotiate and implement task agreements.
- Established process for task agreement performance tracking including cost, technical and schedule.

**ORDER FOR SUPPLIES OR SERVICES**

PAGE 1 OF 2 PAGES

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER <b>4/1/09</b>		2. CONTRACT NO. (if any) <b>NNJ08TA27C</b>		6. SHIP TO:	
3. ORDER NO. <b>NNJ09TA56T</b>		4. REQUISITION/REFERENCE NO.		a. NAME OF CONSIGNEE <b>Transportation Officer, Building 421</b>	
5. ISSUING OFFICE (Address correspondence to) <b>NASA Johnson Space Center 2101 NASA Pkwy, Houston, TX 77058-3696 Attn: Susan Stefanovic/BT 281-483-5485, susan.l.stefanovic@nasa.gov</b>				b. STREET ADDRESS <b>2101 NASA Parkway</b>	
7. TO:				c. CITY <b>Houston</b>	
a. NAME OF CONTRACTOR <b>SGT, Inc.</b>				d. STATE <b>TX</b>	
b. COMPANY NAME <b>Attn: Bryan Leger, CPSC Business Manager</b>				e. ZIP CODE <b>77058-3696</b>	
c. STREET ADDRESS <b>100 Cyberonics Boulevard, Suite 200</b>				f. SHIP VIA	
d. CITY <b>Houston</b>				8. TYPE OF ORDER	
e. STATE <b>TX</b>				[ ] a. PURCHASE REF YOUR: _____ Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.	
f. ZIP CODE <b>77058</b>				[X] b. DELIVERY -- Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above numbered contract.	
9. ACCOUNTING AND APPROPRIATION DATA				10. REQUISITIONING OFFICER <b>ZB/Jerry Holsomback</b>	

11. BUSINESS CLASSIFICATION (Check appropriate boxes)

<input checked="" type="checkbox"/> a. SMALL	<input type="checkbox"/> b. OTHER THAN SMALL	<input type="checkbox"/> c. DISADVANTAGED	<input type="checkbox"/> g. SERVICE DISABLED	12. F O B POINT
<input type="checkbox"/> d. WOMEN-OWNED	<input type="checkbox"/> e. HUBZone	<input type="checkbox"/> f. EMERGING SMALL BUSINESS	VETERAN OWNED	

13. PLACE OF		14. GOVERNMENT (B/L NO.)	15. DELIVER TO F O B POINT ON OR BEFORE (Date)	16. DISCOUNT TERMS
a. INSPECTION <b>Building 1, Rm 201C</b>	b. ACCEPTANCE <b>Building 1, Rm 201C</b>		<b>March 31, 2010</b>	

**17. SCHEDULE (See Page 2 for Rejections)**

ITEM NO (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)				
	The contractor shall provide the technical, management, and administrative skills to accomplish the objectives of the attached EVA Statement of Work.  <table border="1"> <tr> <td>Estimated Cost:</td> <td>\$1,432,696.00</td> </tr> <tr> <td>Award Fee:</td> <td>\$ 111,034.00</td> </tr> </table> See Page 2.	Estimated Cost:	\$1,432,696.00	Award Fee:	\$ 111,034.00	1	LO		\$1,543,730.00	
Estimated Cost:	\$1,432,696.00									
Award Fee:	\$ 111,034.00									
SEE BILLING INSTRUCTIONS ON PAGE 2	18. SHIPPING POINT	19. GROSS SHIPPING WEIGHT	20. INVOICE NO.		\$1,543,730.00	17(-) (Cont. pages)				
	21. MAIL INVOICE TO:									
	a. NAME NASA Shared Services Center (NSSC), Financial Management Division (FMC) -- Accounts Payable									
	b. STREET ADDRESS (or P.O. Box) Building 11111, C. Road									
	c. CITY Stennis Space Center	d. STATE MS	e. ZIP CODE 39579		17(-) GRAND TOTAL					

22. UNITED STATES OF AMERICA BY (Signature) <b>Caroline Marrs Root</b>	23. NAME OF CONTRACTING/ORDERING OFFICER <b>Caroline Marrs Root</b>
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3/30/09

**ORDER FOR SUPPLIES OR SERVICES  
SCHEDULE – CONTINUATION**

PAGE 2 of 2

NNJ091A56T

ITEM NO	SUPPLIES OR SERVICES	QUANTITY ORDERED	UNIT	UNIT PRICE	AMOUNT
1	EVA Project Planning & Control Management				
2	EVA Schedules, Cost Estimating and Assessments				
3	EVA Management Systems, Configuration Management, and Information Systems				
4	EVA Risk Management				
<p><b>B.6 CONTRACT FUNDING (NFS 1852.232-81) (JUN 1990)</b>                      (a) For purposes of payment of cost, exclusive of fee, in accordance with the Limitation of Funds clause, the total amount allotted by the Government to this Task Order is                      . This allotment is for Constellation Program Support Contract (CPSC) activities within the scope of the Statement of Work in Section C of this contract and covers the following estimated period of performance April 1, 2009 through May 28, 2009.</p> <p>(b) An additional amount of                      is obligated under this Task Order for payment or fee.</p> <p>Total Obligations: \$241,000.00</p> <p><b>G.7, NFS 1852.245-77 List of Installation-Accountable Property and Services (DEVIATION) (SEP 2007)</b>, office property and services will be provided to accommodate the following number of people:</p> <p>Johnson Space Center – 6</p>					

Constellation Program Support Contract - NNJ08TA27C  
Task Order NNJ09TA56T  
Statement of Work

Section 1.0

1. Title Support for EVA Project Planning and Control (PP&C) Management
2. Contracting Officers Technical Representative: Jerry Holsomback
3. TMR: XA/Mike Hembree, 281-483-3969
4. SOW References: Section 3.0 and 3.3
5. Period of Performance: April 1, 2009—March 31, 2010
6. Scope of Work

**Management Systems** All tasks require the contractor to work within the CxP and across the Project offices, NASA Centers, and other contractor organizations.

The contractor shall:

A. Provide expertise to integrate the EVA Systems Project Planning and Control disciplines, both internally and externally across the elements in the Project. Assist in the planning, analysis, and surveillance of EVA Systems Project Planning and Control policies and its functional execution. Provide expertise in identification, problem solving, and resolution of EVA Systems Project Planning and Control issues. Attend various EVA Systems Project Planning and Control and CxP meetings, both regularly scheduled and intermittent, review products, processes, and concepts presented against EVA Systems Project Planning and Control scope. Work with EVA Systems Project Planning and Control management team to:

- Develop integration plans which address business processes, milestones, forums, action management and office priorities. (Assumption: monthly review)
- Develop and execute performance measurement plan for all EVA Systems Project Planning and Control WBS elements. (Assumption: Update plan annually with the initial plan 3 months after authorization to proceed; monthly metric review.)
- Collect reporting requirements and disseminate EVA Systems Project Planning and Control data to requesting forums. (Assumption: Portal/wiki development and maintenance is as-needed to accommodate new requirements.)

C. Provide support to CxP Program and EVA Project major reviews. This shall include providing logistical support, review item discrepancy (RID) coordinators, schedule management, metric development and support, and information management. Provide management expertise in managing and integration of efforts to ensure that EVA Systems

Project Planning and Control provides timely/quality support to the major reviews.  
 (Assumptions: 2 major reviews annually, 4 other reviews in support of EVA.)

**7. Travel Requirements – All trips are from Houston, TX.**

<u>No.</u>	<u>Number of People</u>	<u>Average Days</u>	<u>Travel Destination</u>	<u>Travel Purpose</u>
1	3	4	KSC	EVA Systems Project Planning and Control Support and Integration Activities
2	3	4	MSFC	EVA Systems Project Planning and Control Support and Integration Activities

**8. Total onsite seats available:**

Glenn Research Center: 0  
 Johnson Space Center: 0  
 Kennedy Space Center: 0  
 Marshall Space Flight Center: 0

**9. Technical Performance Measures and Success Criteria**

- Timeliness, accuracy and quality of required weekly, monthly and special reports, including IMS and risks
- Timeliness, accuracy, relevancy, and quality of required performance metrics.
- Satisfactory performance assessment against performance measures for cost, technical and schedule work elements (partnered with the contractor).
- Timeliness, accuracy, and quality of support to major reviews, including Level III PDR Checkpoint and Contractor IBR and Level IV VIE IDR.

Constellation Program Support Contract - NNJ08TA27C  
Task Order NNJ09TA56T  
Statement of Work

Section 2.0

1. **Title:** Support for the EVA Project Schedules, Cost Estimating and Assessments
2. **Contracting Officers Technical Representative:** Jerry Holsomback
3. **TMR:** XA/Mike Hembree, 281-483-3969
4. **SOW References:** 4.1, 4.2
5. **Period of Performance:** April 1, 2009—March 31, 2010
6. **Scope of Work**

**Program Scheduling**

The contractor shall provide overall EVA Project schedule management and integration during the design, development, test, and evaluation phase (DDT&E) of the project. Specifically, the contractor shall develop and maintain resource-loaded, logic-linked schedules as well as analyze and integrate schedules provided by other EVA stakeholders and participants to include integration with EVA EVM requirements per CxP 72179 Annex 1, EVA Systems Project Office Earned Value Management Implementation Plan,

- A. Review, update, and maintain the Level 3 EVA EVM IMP/IMS Implementation Plan & Responsibility Assignment Matrix (RAM).
- B. The contractor shall lead the EVA Project schedule acquisition effort from all EVA Project participants in order to provide the continued development, evolution and monthly maintenance of the Integrated Master Schedule (IMS).
- C. The contractor shall operate, provide scheduling support, and tool administration of the Primavera scheduling system identified in CxP 72179 Annex 3, EVA Systems Project Office Integrated Master Plan and Integrated Master Schedule Implementation Plan.
- D. The contractor shall perform and report results of schedule risk analyses to provide the following information: schedule health, confidence level of the schedule, risk modeling and uncertainty of the schedule data.
- E. The contractor shall provide the EVA Project Planning Calendar and provide weekly updates to the PP&C Manager.
- F. The contractor shall provide analysis, integration, and support of Joint Cost & Schedule Confidence exercises, virtual mission exercises, IMS status rounds, and associated

schedule activities in support of EVA inputs to the CxP Program Management Reviews (PMR).

- G. The contractor shall create, track, and status Level 3 project schedule change requests and milestone movement reports.

**7. Travel Requirements – All travel from Houston, TX.**

<u>No.</u>	<u>Number of People</u>	<u>Average Days</u>	<u>Travel Destination</u>	<u>Travel Purpose</u>
1	2	3	KSC	Working EVM and schedules
2	2	3	MSFC	Working EVM and schedules
3	2	2	Philadelphia, PA	Primavera Users Group

**8. Total onsite seats available:**

Genn Research Center: 0  
Johnson Space Center: 2  
Kennedy Space Center: 0  
Marshall Space Flight Center: 0

**9. Technical Performance Measures and Success Criteria**

- Timeliness, accuracy and quality of required weekly and monthly schedule information.
- Timeliness, accuracy, relevancy, and quality of required performance metrics to include but not limited to IMS reporting, critical path analysis, percent complete reporting, summary schedule reporting, CR, & MMR status,.
- Established process for task agreement performance tracking including cost, technical and schedule.
- Timeliness and accuracy of assessment products.
- Timeliness, quality of assessment support of Level III PDR Checkpoint and Contractor IBR and Level IV IDR.
- Timeliness, accuracy, and quality of support to major reviews.

Constellation Program Support Contract - NNJ08TA27C  
Task Order NNJ09TA56F  
Statement of Work

Section 3.0

1. **Title:** Support for the EVA Project's Program Planning and Control (PP&C) Management Systems (MS), Configuration Management (CM) and Information Systems (IT)
2. **Contracting Officers Technical Representative:** Jerry Holsomback
3. **TMR:** XA/Mike Hembree, 281-483-3969
4. **SOW References:** Section 3.1.1, 3.1.2, 3.1.3, 3.2.8
5. **Period of Performance:** April 1, 2009—March 31, 2010

**6. Scope of Work**

**Management Systems (MS)**

**Configuration Management**

The contractor shall perform both strategic and tactical functions in support of Management Systems, including Configuration Management (CM). The contractor assists the Configuration Management manager with the successful development, implementation, and administration of CM across the EVA Project and CxP Program in accordance with CxP 72201, EVA Systems Project Configuration and Data Management Requirements Document, Volumes 1 and 2, and CxP 72182, EVA Systems Project Configuration and Data Management Plan, Volumes 1 and 2.

The contractor shall:

- A. Provide expertise in the management and execution of the CM discipline within the EVA Project and assist with the coordination and integration of CM with other Cx Projects. Assist in the surveillance and execution of CM policies and standards and within the EVA Project. Provide expertise in identification, problem, solving and resolution of CM issues across the EVA Project. Attend various CM related EVA Systems Project Planning and Control, and Cx Program meetings both regularly scheduled and intermittent, review products, processes, and concepts presented against CM scope and communicate pertinent data to CM. Develop CM integration plans as well as internal integration business processes, milestones, and forums. Ensure that CM products and data are current, accurate, and timely in the Integrated Collaborative Environment (ICE) and various communication tools (portals, wiki's etc.). Provide book management functions for CxP 72201, EVA Systems Project Configuration and Data Management Requirements Document, Volumes 1 and 2, and CxP 72182, EVA

Systems Project Configuration and Data Management Plan, Volumes 1 and 2.  
(Assumption: updates twice annually).

### **Configuration Identification**

- A. The contractor shall assist the EVA PP&C managers in resolving part identification issues as identified in American Society of Mechanical Engineers (ASME) standards.
- B. Continued development and maintenance of CM product trees for EVA Systems Project. Assist with the integration of Project/Element product structure roll up into integrated stack configurations for launch and off-earth operations, and sustaining activities. (Assumptions: updates prior to EVA PDR and SDR)

### **Configuration Control**

- A. The contractor shall receive and process change requests (CRs), requests for variances (RFVs), engineering change proposals (ECPs), and EVA Project Management Directives (EVA MDs) from the EVA user community. The contractor shall coordinate change package management processing for all EVA System Project elements, which includes support to processing changes from Level III and Level IV. The contractor shall coordinate change package routing between Level II, III, & IV. The contractor shall review CRs, RFVs, ECPs, and MDs for consistency, accuracy, and completeness. The contractor shall integrate comments, prepare change packages for approval, and ensure implementation and verification of Project directives (Assumptions: 20 changes per month, including software changes.)
- B. Provide CM secretariats to the EVA Project and Element level boards and panels and assist in the processing of Program and Project changes through these boards. Assumption: 16 meetings and 25 adhoc meetings per month..
- C. Provide administrative support to EVA Project boards and panel. This shall include minute writing, action tracking, archival of information, and general board coordination preparation. (Assumptions: 3 boards, 1 panel, 16 boards/panels and 5 adhoc meetings per month.)

### **Documentation Management:**

- A. Provide recommendations for documentation requirements to be included or modified in the CM requirements document and CM Plan. (Assumptions: once annually)
- B. Establish and maintain the EVA Project level CM receipt function. This receipt function will be executed within the ICE system and shall control and maintain Project data and transmission of formal Project CM data related to products under CM control. (Assumptions: 70 data objects per month)

C. Utilize the CxP Engineering Release Unit (ERU) for EVA Project documentation control and product structure. (Assumptions: 5 document packages per month.)

D. Provide Document Quality Assurance (DQA) for all Program baseline documents. This shall include formulation and execution and documentation of processes necessary for execution of these functions. (Assumptions: 5 documents packages per month.)

E. Update and maintain the EVA Document Tree. (Assumptions: updates electronically after each document release.)

F. Provide for the establishment, management, tracking, concurrence and status of all EVA contract deliverables. (Assumptions: 10 new deliverable objects per month.)

G. Maintain the Project document and library templates for EVA. (Assumption: annually, or as updates are identified, not to exceed one per month.)

### **Data Architecture, Information, and Management (DAIM)**

A. Support the effort for developing a comprehensive plan and schedule for building and organizing a data infrastructure concept for supportability and inter-operability information across the CxP. This shall include managing the efforts for defining the existing architecture data products and artifacts, data sources, elements, storage, metadata and attributes.

B. Define and implement a records management schema (using, archiving and retiring data) which will include migrations to evolving systems. Develop archival and retention mechanisms and schedules which correspond to NASA and National Archive and Records

B. Develop and execute an audit plan for the data residing in and pertaining to CxP data systems and the business processes that support the data architecture. (Assumption: annually.)

C. Develop and maintain metrics to provide insight into status of operations and data life cycle management functions. (Assumption: deliver monthly.)

D. Provide small scale Web development and configuration primarily using the portal and wiki technology provided as part of the ICE tool suite. (Assumptions: ongoing.)

E. Assist the EVA community with content management of their data sets using recommended practices for structuring, accessing, sharing, and archiving Program data (Assumption: ongoing.)

**7. Travel Requirements: All travel from Houston, TX.**

<u>No.</u>	<u>Number of People</u>	<u>Average Days</u>	<u>Travel Destination</u>	<u>Travel Purpose</u>
1	1	4	KSC	Status Accounting summit (1 time annually)
2	1	4	MSFC	Software CM quarterly (1 time annually)
3	2	4	GRC	EVA Systems Project Planning and Control Support and Integration Activities (product structure TIM)
4	2	4	MSFC	I.LEVEL II/III integration and coordination TIM (1 time annually)
5	1	5	GRC	Data Architecture TMS (1 time annually)
6	1	4	MSFC	CM Tools Acceptance testing (1 time annually)

**8. Total onsite seats available:**

Glenn Research Center: 0  
 Johnson Space Center: 3  
 Kennedy Space Center: 0  
 Marshall Space Flight Center: 0

**9. Technical Performance Measures and Success**

- Timeliness, accuracy and quality of required weekly, monthly and special reports.
- Timeliness, accuracy, relevancy, and quality of required performance metrics (as partnered with the contractor).
- Timeliness, quality of change packages (as partnered with the contractor).
- Timeliness and quality of documentation products in support of major EVA reviews (PAR, SDR).
- Timeliness, accuracy and quality of required product deliveries (requirements and plans updates).
- Timeliness and accuracy of meeting minutes (meeting minutes to be posted 48 hours after completion of meeting).
- Timely receipt, Document quality assurance, release and posting (as partnered with the contractor).
- Accuracy and timeliness of updates for Program data in Program repositories (updates to repositories completed one business day after receipt and verification).

- Satisfactory performance assessment against negotiated performance measures for cost, technical and schedule work elements.

Constellation Program Support Contract - NNJ08TA27C  
Task Order NNJ09TA56T  
Statement of Work

Section 4.0

1. **Title:** Support for the EVA Project's Risk Management
2. **Contracting Officers Technical Representative:** Jerry Holsømbæk
3. **TMR:** XA/Mike Hembree, 281-483-3969
4. **SOW References:** 2.4.2, 3.2.2.3, 3.2.8.3, 4.1.1, 4.1.4, and 5.3
5. **Start and Stop Dates:** February 1, 2009—March 31, 2010
6. **Scope of Work**

**EVA Project Risk Management Support**

The contractor shall provide the following:

- A. Develop and deploy EVA-specific risk processes and procedures that are in sync with the Constellation Program's Risk Management Plan.
- B. Ensure all EVA risks are identified and managed including those that are influenced by Programs other than Constellation.
- C. Provide awareness and technical training on the EVA Risk processes and procedures, the details of the Project's risks, and the tools used to manage risks.
- D. Identify EVA Project risks (technical, schedule and cost), document these risks, facilitate the development of mitigation plans, integrate mitigation plan tasks into the appropriate Project and Program schedules, track and report all EVA-related risks, participate in appropriate Project and Program forums to ensure the EVA Project risk management activities are properly implemented and are being actively worked.
- E. Represent the EVA Project's position on all risk related activities.

**7. Travel Requirements – All travel from Houston, TX.**

<u>No.</u>	<u>Number of People</u>	<u>Days</u>	<u>Travel Destination</u>	<u>Travel Purpose</u>
1	1	4	KSC	RM Implementation
2	1	4	MSFC	RM Implementation
3	1	4	GRC	Project Quarterly Review (4 trips/year)

**8. Total onsite seats available:**

Glenn Research Center: 0  
Johnson Space Center: 1  
Kennedy Space Center: 0  
Marshall Space Flight Center: 0

**9. Technical Performance Measures and Success Criteria**

- Timeliness, accuracy and quality of required monthly and special reports.
- Established processes to generate negotiate and implement task agreements.
- Established process for task agreement performance tracking including cost, technical and schedule.

**ORDER FOR SUPPLIES OR SERVICES**

PAGE 1 OF 13 PAGES

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER 12/01/2009	2. CONTRACT NO. (if any) NNJ08TA27C	6. SHIP TO:		
3. ORDER NO. NNJ09TA77T	4. REQUISITION REFERENCE NO. 4200321124	a. NAME OF CONSIGNEE Transportation Officer, Building 421		
5. ISSUING OFFICE (Address correspondence to) NASA Johnson Space Center 2101 NASA Pkwy, Houston, TX 77058-3696 Attn: Tim A. Boyes/BT 281-483-1838, timothy.a.boyes@nasa.gov		b. STREET ADDRESS 2101 NASA Parkway		
		c. CITY Houston	d. STATE TX	e. ZIP CODE 77058-3696

7. TO:			f. SHIP VIA		
a. NAME OF CONTRACTOR SGT, Inc.			8. TYPE OF ORDER		
b. COMPANY NAME Attn: Bryan Leger, CPSC Business Manager			[ ] a. PURCHASE REF YOUR:		
c. STREET ADDRESS 100 Cyberonics Boulevard, Suite 200			[X] b. DELIVERY -- Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract		
d. CITY Houston	e. STATE TX	f. ZIP CODE 77058	Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.		

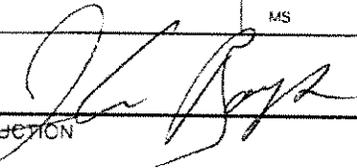
9. ACCOUNTING AND APPROPRIATION DATA			10. REQUISITIONING OFFICE ZB/Richard Lee		
11. BUSINESS CLASSIFICATION (Check appropriate box(es))					
<input checked="" type="checkbox"/> a. SMALL	<input type="checkbox"/> b. OTHER THAN SMALL	<input type="checkbox"/> c. DISADVANTAGED	<input type="checkbox"/> g. SERVICE-DISABLED VETERAN OWNED	12. F.O.B. POINT	
<input type="checkbox"/> d. WOMEN-OWNED	<input type="checkbox"/> e. HUBZone	<input type="checkbox"/> f. EMERGING SMALL BUSINESS			

13. PLACE OF		14. GOVERNMENT B/L NO.	15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date) March 31, 2010	16. DISCOUNT TERMS
a. INSPECTION	b. ACCEPTANCE			

**17. SCHEDULE (See Page 2 for Rejections)**

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
1.	The purpose of this task order is to authorize SGT to perform the requirements in the attached Statement of Work for Sections 1.0 and 2.0, Support for Constellation Program's Information Systems Office Configuration Data Management. The value of this task order is \$3,118,895.00.  <u>Task Order Value:</u> Cost: \$2,894,236.00 Award Fee: \$ 224,329.00 \$3,118,895.00 (See Attached SOW on page 3)	1			3,118,895.00	

SEE BILLING INSTRUCTIONS ON PAGE 2	18. SHIPPING POINT	19. GROSS SHIPPING WEIGHT	20. INVOICE NO.		17(h) (Cont. pages)
	21. MAIL INVOICE TO:				
	a. NAME NASA Shared Services Center (NSSC), Financial Management Division (FMC) - Accounts Payable				
	b. STREET ADDRESS (or P.O. Box) Building 1111, C. Road				
c. CITY Stennis Space Center	d. STATE MS	e. ZIP CODE 38529	\$3,118,895		17(i) GRAND TOTAL

22. UNITED STATES OF AMERICA BY (Signature) 	23. NAME OF CONTRACTING/ORDERING OFFICER Tim A. Boyes
--	--

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Prescribed by GSA/FAR 48 CFR 53.213(e)

**ORDER FOR SUPPLIES OR SERVICES  
SCHEDULE – CONTINUATION**

PAGE 2 of 13

NNJ09TA77T

ITEM NO.	SUPPLIES OR SERVICES	QUANTITY ORDERED	UNIT	UNIT PRICE	AMOUNT																
	<p><b>2. B.6 CONTRACT FUNDING (NFS 1852.232-81) (JUN 1990)</b></p> <p>(a) For purposes of payment of cost, exclusive of fee, in accordance with the Limitation of Funds clause, the total amount allotted by the Government to this Task Order is \$362,500. This allotment is for Constellation Program Support Contract (CPSC) activities within the scope of the Statement of Work in Section C of this contract and covers the following estimated period of performance: December 1, 2009 through <b>December 22, 2009</b>.</p> <p>(b) An additional amount of \$28,094.00 is obligated under this Task Order for payment of fee.</p> <p>Total task order funding recapitulation is shown below:</p> <table border="1" data-bbox="342 940 886 1073"> <thead> <tr> <th></th> <th>Previous</th> <th>Obligation</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Cost</td> <td>\$00</td> <td>\$334,406.00</td> <td>\$334,406.00</td> </tr> <tr> <td>Fee</td> <td>\$00</td> <td>\$28,094.00</td> <td>\$28,094.00</td> </tr> <tr> <td>Total</td> <td>\$00</td> <td>\$362,500.00</td> <td>\$362,500.00</td> </tr> </tbody> </table>		Previous	Obligation	Total	Cost	\$00	\$334,406.00	\$334,406.00	Fee	\$00	\$28,094.00	\$28,094.00	Total	\$00	\$362,500.00	\$362,500.00				
	Previous	Obligation	Total																		
Cost	\$00	\$334,406.00	\$334,406.00																		
Fee	\$00	\$28,094.00	\$28,094.00																		
Total	\$00	\$362,500.00	\$362,500.00																		

# ORDER FOR SUPPLIES OR SERVICES

PAGE 1 OF 2 PAGES

**IMPORTANT: Mark all packages and papers with contract and/or order numbers.**

1 2

1. DATE OF ORDER <b>5/1/09</b>	2. CONTRACT NO. (if any) <b>NNJ08TA27C</b>	6. SHIP TO:	
3. ORDER NO. <b>NNJ09TA66T</b>	4. REQUISITION/REFERENCE NO. <b>4200293691</b>	a. NAME OF CONSIGNEE <b>Transportation Officer, Building 421</b>	
5. ISSUING OFFICE (Address correspondence to) <b>NASA Johnson Space Center 2101 NASA Pkwy, Houston, TX 77058-3696 Attn: Susan Stefanovic/BT 281-483-5485, susan.l.stefanovic@nasa.gov</b>		b. STREET ADDRESS <b>2101 NASA Parkway</b>	
		c. CITY <b>Houston</b>	d. STATE <b>TX</b>
		e. ZIP CODE <b>77058-3696</b>	

7. TO:			f. SHIP VIA					
a. NAME OF CONTRACTOR <b>SGT, Inc.</b>			8. TYPE OF ORDER					
b. COMPANY NAME <b>Attn: Bryan Leger, CPSC Business Manager</b>								
c. STREET ADDRESS <b>100 Cyberonics Boulevard, Suite 200</b>			<input type="checkbox"/> a. PURCHASE REF YOUR: Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.					
d. CITY <b>Houston</b>	e. STATE <b>TX</b>	f. ZIP CODE <b>77058</b>				<input checked="" type="checkbox"/> b. DELIVERY -- Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.		
9. ACCOUNTING AND APPROPRIATION DATA								

11. BUSINESS CLASSIFICATION (Check appropriate box(es))				12. F.O.B. POINT	
<input checked="" type="checkbox"/> a. SMALL	<input type="checkbox"/> b. OTHER THAN SMALL	<input type="checkbox"/> c. DISADVANTAGED	<input type="checkbox"/> g. SERVICE-DISABLED		
<input type="checkbox"/> d. WOMEN-OWNED	<input type="checkbox"/> e. HUBZone	<input type="checkbox"/> f. EMERGING SMALL BUSINESS	<input type="checkbox"/> VETERAN OWNED		

13. PLACE OF		14. GOVERNMENT B/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)		16. DISCOUNT TERMS	
a. INSPECTION	b. ACCEPTANCE			<b>September 30, 2009</b>			

### 17. SCHEDULE (See Page 2 for Rejections)

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	The contractor shall provide the technical, management, and administrative skills to accomplish the objectives of the attached Statement of Work for Work Breakdown Structure Development for Constellation Space Transportation Planning.  A total of \$70,897.00 is obligated for performance of this task order.					
SEE BILLING INSTRUCTIONS ON PAGE 2	18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.	
	21. MAIL INVOICE TO:					
	a. NAME <b>NASA Shared Services Center (NSSC), Financial Management Division (FMC) – Accounts Payable</b>					
	b. STREET ADDRESS (or P.O. Box) <b>Building 1111, C. Road</b>					
c. CITY <b>Stennis Space Center</b>		d. STATE <b>MS</b>		e. ZIP CODE <b>39529</b>		<b>\$70,897.00</b>
22. UNITED STATES OF AMERICA BY (Signature) <b>Susan L. Stefanovic</b>						<b>17(h) (Cont. pages)</b>
23. NAME OF CONTRACTING/ORDERING OFFICER						<b>17(i) GRAND TOTAL</b>

**ORDER FOR SUPPLIES OR SERVICES  
SCHEDULE – CONTINUATION**

PAGE 2 of 2

NNJ09TA53T

ITEM NO.	SUPPLIES OR SERVICES	QUANTITY ORDERED	UNIT	UNIT PRICE	AMOUNT
1.0	<p>Commercial Crew and Cargo Schedule Assessment Support.</p> <p>Cost: \$35,812 Award Fee: \$ 2,775 \$38,587</p> <p><b><u>B.6 CONTRACT FUNDING (NFS 1852.232-81) (JUN 1990)</u></b></p> <p>(a) For purposes of payment of cost, exclusive of fee, in accordance with the Limitation of Funds clause, the total amount allotted by the Government to this Task Order is . . . . . This allotment is for Constellation Program Support Contract (CPSC) activities within the scope of the Statement of Work in Section C of this contract and covers the following estimated period of performance February 20, 2009 through October 31, 2009.</p> <p>(b) An additional amount of . . . . . is obligated under this Task Order for payment of fee.</p>	1	LO	\$38,587.00	\$38,587.00

Constellation Program Support Contract - NNJ08TA27C  
Task Order NNJ09TA77T  
Statement of Work

Section 1.0

**1. Title:** Support for Constellation Program's Information Systems Office (ISO), Configuration Data Management (CDM)

**2. Contracting Officers Technical Representative:** Richard Lee

**3. TMR:** ZI/Michele DiGiuseppe

**4. SOW References:** Sections 3.0 and 3.3, 3.1.1, 3.1.2, 3.1.3, 3.1.4, 3.1.5

**5. Period of Performance:** ATP — March 31, 2010

**6. Scope of Work**

**Information Systems Office:** The Information Systems Office (ISO) is a virtual office with management and support currently co-located across multiple Centers. The contractor shall perform both strategic and tactical functions in support of ISO in the areas of Configuration and Data Management (CDM). All tasks require the contractor to work within the CxP and across the Project offices, NASA Centers, and other contractor organizations.

The contractor shall:

A. Provide expertise to integrate ISO disciplines, both internally and externally. Assist in the planning, analysis, and surveillance of ISO policies and functional execution. Provide expertise in identification, problem solving, and the resolution of issues. Attend various ISO and Program meetings, both regularly scheduled and intermittent, review products, processes, and concepts presented against ISO scope. Working with the ISO management team the contractor shall:

- Support issue resolution and action coordination with the Cx Project CDM offices. (Assumption: support weekly CDM Working Group (WG).)
- Maintain and provide continuous improvement of and ensure accuracy of content in ISO communication tools. (e.g., ISO portals and wikis.)

B. The contractor shall provide conference room/facility services to manage and coordinate all CxP conference rooms. (Assumptions: daily activity.)

C. The contractor shall provide support to CxP and Project milestone reviews, as well as ISO reviews. This shall include providing logistical support, review item discrepancy (RID) coordinators, schedule management, metric development and support, and support to information management activities. Provide management expertise in managing and integration of efforts to ensure that ISO provides timely/quality support to the major reviews. (Assumptions: 2 major reviews annually, 8 Project and other reviews in support of the CxP, projects, and ISO reviews.)

**Configuration and Data Management**

The contractor assists the Configuration Data Management manager with the successful development, implementation, and administration of CDM across the CxP Program as specified in this contract and in

accordance with the CxP 70160, Information Systems Management Plan document, CxP 70073-01 CDM requirements and CxP 70073-01-01 CDM Plan.

The contractor shall:

- A. Provide expertise in the management and execution of the CDM discipline within the CxP Program and assist with the coordination and integration of CDM with Cx Projects. Assist in the surveillance and execution of CDM policies and standards and within the CxP Program and Projects. Provide expertise in identification, problem solving and resolution of CDM issues across the Program and Projects. Attend various CDM, ISO, and Program meetings both regularly scheduled and intermittent, review products, processes, and concepts presented against CDM scope and communicate pertinent data to CDM. Ensure that CDM products and data are current, accurate, and timely in the Integrated Collaborative Environment (ICE) and various communication tools (portals, wiki's etc.).
- B. Develop and provide content for CxP CDM Requirements document 70073-01 and CxP CDM Plan 70073-01-01. (Assumption: update 6 months prior to Level II PDR.)

The following CDM functions shall be performed:

#### **Configuration Identification**

- A. The contractor shall assist the CxP in resolving part identification issues as identified in American Society of Mechanical Engineers (ASME) standards.
- B. Provide support to the development and execution of the CxP product structure and integrated technical baseline efforts, including the identification of the authoritative data sources containing the technical baseline data and identification of the appropriate links between those sources.

#### **Configuration and Data Control**

- A. The contractor shall receive and process change requests (CRs), requests for waivers (RFWs), engineering change proposals (ECPs), and CxP Management Directives (CxP MDs) from the CxP user community. The contractor shall coordinate change package management for all Constellation Level II Program elements, which includes support to processing changes from Level III and Level I. The contractor shall review CRs, RFWs, ECPs, and MDs for consistency, accuracy, and completeness. The contractor shall integrate comments, prepare change packages for approval, and ensure implementation and verification of Program directives (Assumptions: 40 change packages per month. Location: JSC, and Marshall Space Flight Center (MSFC).)
- B. Assist software change package engineers with Level II SCM change management activities. (Assumptions: 40 change packages per month.)
- C. Provide executive secretariats to the Program level boards and panels. These secretariats shall assist in the processing of Program changes through these boards. This requirement does not include support to Constellation Systems Engineering Review Panels (CSERP) 1 or 2. (Assumption: CxP 35 meetings per month and 25 ad hoc meetings. Location: JSC and MSFC.)
- D. Provide technical expertise and leadership in Configuration Data Control. This shall include defining state-of-the-art change package management to better integrate both horizontally across the CxP Offices and vertically with the CxP Projects. Establish the CDM policies to serve the

ISO and Cx Program's needs. This requirement includes researching and providing new concepts and tools and supporting Program and Design Cycle Analysis baselines/configurations.

### **Meeting Support**

- A. The contractor shall provide administrative support to Program boards and panels. This task shall include minute writing, action tracking, archival of information, and general board coordination preparation. (Assumptions: support up to 5 boards and 6 panels, 35 board meetings per month and 25 ad hoc meetings. Locations: JSC, MSFC (one meeting per week), and Kennedy Space Center (KSC) one meeting per week.) This requirement does not include support to Constellation Systems Engineering Review Panels (CSERP) 1 or 2.
- B. The contractor shall provide limited administrative support to CxP Level II Working Groups. This support shall include conference room reservation and initiation of WebEx and Telecon; maintenance of weekly presentation drop box; wiki service and maintenance for agenda and calendar activity; maintenance of distribution list for membership; issuance of weekly calendar and email notifications; and providing a wiki area for Working Group membership to track actions.

### **Configuration Status Accounting (CSA):**

The contractor shall provide the following:

- A. Development of configuration status accounting requirements and plan for inclusion into CxP 70073-01 and CxP 70073-01-01) five months after task order execution, with an additional update prior to the task order end date.
- B. Provide an execution strategy for establishment of the Program baseline, including capability for management of multiple baselines and retention of past baselines which are verified from the data contained within the CISA developed tools and reported within the CSA system. (Assumptions: Included with the CxP CDM Plan 70073-01-01 with one update annually.)
- C. Establish and maintain the CxP Engineering Release System (ERS) enabling documentation control and product structure development. (Assumptions: 18 release packages per month.)

**Software Configuration Management (SCM):** The contractor shall maintain the SCM requirements as a part of the CDM requirements and implement a SCM system that provides for the following subtask. (Location: JSC and MSFC.)

- A. Further develop, refine, and maintain SCM requirements located in the CxP 70073-01, Cx Configuration and Data Management Requirements document and the CxP CDM Plan 70073-01-01 and associated Level II documents flow down requirements. (Assumption: updates to be executed 6 months after task order execution, with final update prior in support of Level II PDR.)
- B. Develop Verification, Audit, and Acceptance requirements and a plan for inclusion in the CxP CDM requirements document CxP 70073-01. Also contribute to and provide content for the CxP Verification and Audit Plan 70073-01-03. The plan shall include providing software auditing requirements to the Projects, developing a general software audit plan to meet the variety of software development situations, a methodology to verify software versions, and the CDM plan for acceptance of Software. This plan shall also include methodology for identification of the metadata associated with software data objects and the plan to verify those objects as captured

within the CISA developed tools and reported within the CxP CSA system (Assumptions: one update annually.)

**Data Management:**

- A. Provide recommendations for data requirements to be included or modified in the CDM requirements document. (Assumptions: updates twice annually.) In addition, the contractor shall assist in the development of a plan and execution of this plan to identify and control ADL's throughout the CxP program. (Initial plan is due October 1, 2009.)
- B. Provide an execution strategy for establishment of the identification and management of Program data sources across the program/projects. This will utilize the Configuration Item Status Accounting (CISA) developed tools for control and maintenance of this data.
- C. Establish and maintain the Program-level CDM receipt function. This receipt function will be executed within the ICE system and shall control and maintain Program data and transmission of formal Program CDM data related to products under CDM control. (Assumptions: 100 data objects per month.)
- D. Provide Data Quality Assurance (DQA) for all Program baseline configuration / releases / documents. This shall include formulation, execution, and documentation of processes necessary for execution of these functions. These processes will include but not be limited to efforts such as verifying that ADLs are the accurate, minimal list of documents, glossary checks against global Cx glossary terms, verification of data pedigree and control propriety with respect to life cycle state of data object. The contractor is not responsible for technical editing, editorial recommendations and checking against NASA/SP-2007-6105, Systems Engineering Handbook. These tasks will be performed by the specific domain or product owner (external to the ISO organization and within the Projects and non-ISO Program Offices).
- E. Update and maintain the CxP Document Tree. (Assumptions: updates electronically after each document release.)
- F. Maintain the Program document and library templates for CxP. (Assumption: annually, or as updates are identified, not to exceed monthly.)
- G. Assist in the definition and implementation of records management activities (using, archiving and retiring data) which will include migrations to evolving systems. This will also include the development of archival and retention mechanisms and schedules which correspond to NASA and National Archive and Records Administration's (NARA) retention schedules.

**Configuration Audit and Verification**

- A. The contractor shall develop a joint Program and Project audit plan that identifies Functional Configuration Audit processes, Physical Configuration Audit/Design Certification Review processes and System Acceptance Review processes. This plan shall also include a Configuration Data Management process audit master schedule and training plans for the conduct of audits. (Assumption: initial release of plan due 6 months after task order execution with final update prior to Level II PDR.)
- B. The contractor shall develop and provide content for the CxP Verification and Audit Plan 70073-01-03. The plan shall address all CxP Verification and Audit Program requirements. For software

and non-software items. (Assumptions: initial release of plan due 6 months after task order execution with final update prior to Level II PDR.)

**CDM Tools Integration**

- A. The contractor shall provide expertise in the development of requirements from the CDM user community for the tools necessary to execute configuration control and status accounting for the Constellation Program. Contractor shall coordinate the implementation of those requirements with the CxP ISO and tool developers to ensure the final product meets the needs of the CDM users at both the Program and Project levels.
- B. The contractor shall also identify the processes and tool capabilities required to establish and control the authorized data links between authoritative sources.

**7. Travel Requirements – from Houston, TX**

<u>No.</u>	<u>Number of People</u>	<u>Average Days</u>	<u>Travel Destination</u>	<u>Travel Purpose</u>
1	2	4	KSC	ISO Support and Integration Activities
2	2	4	MSFC	ISO Support and Integration Activities
3	2	4	NASA HQ	ISO Support and Integration Activities
4	2	4	ARC	ISO Support and Integration Activities
5	3	4	ARC	Bi Annual ISO MGT retreat
6	3	4	KSC	Bi Annual ISO MGT retreat

**Travel Requirements:** Center to Center, Center to contractor locations.

<u>No.</u>	<u>Number of People</u>	<u>Average Days</u>	<u>Travel Destination</u>	<u>Travel Purpose</u>
1	2	4	KSC	Status Accounting summit (2 times annually)
2	2	4	MSFC	Software CDM coordination bi-annually
3	2	4	ARC	ISO Support and Integration Activities (Product Structure TIM)
4	2	4	MSFC, KSC	LEVEL II/III integration and coordination TIM (quarterly)
5	2	4	ARC, KSC	ISO leadership retreat (2 trips)

**8. Total onsite seats available:**

Glenn Research Center: 0  
Johnson Space Center: 25  
Kennedy Space Center: 0  
Marshall Space Flight Center: 2

9. Deliverables

Deliverable Event/Item	Due
Develop content for the Configuration and Data Management sections of the CxP CDM Requirements document 70073-01	CR Release date of 3/5/2010
Develop content for and integrate all contributions to the Configuration and Data Management Plan CxP 70073-01-01	CR Release date of 3/5/2010
Execution strategy for establishment and tracking of Program baselines, including capability for management of multiple baselines and retention of past baselines.	3/5/2010
Develop content for and integrate all contributions to the development of the joint Program and Project audit plan for IIW and SW products CxP 70073-01-03	4/30/2010
Develop a Software CDM controlled repository for Level II software releases	CxP PDR Kickoff - 1 month
Develop a plan for identification and control of CxP ADL's	30 days after ATP

9. Technical Performance Measures and Success

Measure/Criteria	Frequency of Measure
Timeliness, accuracy, relevancy, and quality of required performance metrics	Monthly
Satisfactory performance assessment against performance measures for cost, technical and schedule work elements	Monthly
Timeliness, accuracy, and quality of support to major reviews, including Level II PDR checkpoint, PR and ISO reviews	Quarterly schedule and metrics
Timeliness, accuracy and quality of required weekly, monthly, and special reports	As required
Timeliness and quality of change packages	Monthly
Timeliness and quality of CPSC generated documentation products in support of CxP and ISO reviews	As required
Timeliness, accuracy and quality of required product deliveries (requirements and plans updates)	As required
Timeliness and accuracy of meeting minutes (meeting minutes to be posted 48 hours after completion of meeting)	Monthly
Timely receipt, data quality assurance, and release of documents and data objects	Monthly
Accuracy and timeliness of updates for Program data in Program repositories (updates to repositories completed one business day after receipt and verification)	Monthly

Constellation Program Support Contract - NNJ08TA27C  
Task Order NNJ09TA77T  
Statement of Work

Section 2.0

1. **Title** Support for Constellation Program's Information Systems Office (ISO), Information Systems
2. **Contracting Officers Technical Representative:** Richard Lee
3. **TMR:** ZB/Michele DiGiuseppe
4. **SOW References:** Section 3.2.1, 3.2.2, 3.2.3, 3.2.4, 3.2.5, 3.2.6, 3.2.7, 3.2.8
5. **Period of Performance:** ATP — March 31, 2010
6. **Scope of Work**

**Information Systems (IS):** The contractor shall support the ISO in providing development, implementation, and administration of IS across the Program. As such the contractor shall develop performance metrics in conjunction with ISO representatives in all IS areas as process definition and reporting capabilities mature.

**Information Management (IM)**

The contractor shall provide the following:

- A. Expertise in the management and execution of IM practices and policies across the Cx Program and Projects with primary responsibility for the management of access to the Program's use of Portal, Wikis, and Windchill and assisting in the surveillance and execution of IS and IM policies and standards.
- B. Provide expertise in identification, problem solving and resolution of IM issues across the Program and Projects.
- C. Facilitate and coordinate operational implementations with ICE.
- D. Attend IM, ISO and various Program meetings, both regularly scheduled and intermittent.
- E. Review IM and IS products, processes, and concepts and communicate pertinent data to designated ISO representatives.
- F. Ensure that IS-developed products and services are coordinated and integrated within the Cx Information Systems architecture standards.
- G. Provide small scale Web development, configurations, and sustaining engineering of ISP-identified application whether hosted by ICE or Agency CIO organizations to support Program execution of functions and/or disciplines (e.g., Portals, Wiki, Cradle Web, Windchill Webjects, ConCERT RID Tool. (Assumptions: On-going.)

- H. Assist the Cx Program Offices and Project community with content management of their data sets using recommended practices for structuring, accessing, sharing, and archiving Program data within ISP-approved tools. (Assumptions: On-going)
- I. Assist in documenting user business processes, business rules and data needs; performing data identification and maintenance; creating and validating operational concepts and usage scenarios related to user needs; evaluating and supporting the iterative development of capability requests (e.g., providing status to users, resolving/identifying issues); validating user requirements and system specifications. (Assumption: On-going)

#### **Data Architecture**

- A. Assist with development of a comprehensive plan and schedule for building and organizing a data infrastructure concept for supportability and inter-operability information across the CxP in line with the IS Enterprise Architecture efforts. This shall include managing the efforts for defining the existing architecture data products and artifacts, data sources, elements, storage, metadata and attributes.
- B. Assist IS development teams with the implementation of IS-defined Enterprise Architecture principles and practices.
- C. Assist in the development of the CxP's IS processes for implementing Enterprise Architecture by providing the necessary resources and skills.
- D. Assist in the definition and implementation of the CxP's product structure and technical baseline and the associated tools and protocols necessary to electronically deliver Program data from the appropriate data suppliers to the appropriate data users.

#### **IT Project Management and Development (Applications and Tool Development)**

- A. Manage, develop, and execute application development efforts ranging from complex, unique applications to simple, rapid development Web applications that adhere to the standards and practices defined in the Cx IS Architecture. This may include delivery and support of applications within or outside of the current Integrated Collaborative Environment (ICE). These application efforts shall include delivery of IT project plans per the CxP's IS Processes.
- B. Provide assessments and recommendations on improvements to the tools within the Cx IS Architecture (Assumption: On-going.)
- C. Continue to make evaluations and recommendations on emerging technologies and changes/trends in the current IT environment.
- D. Assist with the development, deployment and maintenance of a portfolio management function. The contractor shall:
  - (1) Plan, manage, track and report on the status of Cx IS requests and IS Builds
  - (2) Coordinate and facilitate development of the 24-month Portfolio Plan providing quarterly updates
  - (3) Develop formats and requirements for tools used to identify and prioritize capability requirements
  - (4) Participate in assessing IS project plans and, where required, developing and presenting final results to the IS Panel for approval (Assumption: 5-8 times per year.)

**Information Technology and Management Execution (Customer Service)**

The contractor shall serve as the primary point of contact for IT customer service operations within the Cx Program office at the Johnson Space Center. The contractor shall:

- A. Ensure compliance with and assist in Cx-specific definition of ESMD/Office of the Chief Information Officer (OCIO) guidelines and requirements. (Location: JSC, MSFC, KSC, Glenn Research Center (GRC).)
- B. Track, maintain, and manage the inventory of all software and hardware purchases of IT equipment within the CxP. This includes maintenance agreements, licensing agreements, and implementation locations.
- C. Support specialized IT requirements that fall outside the scope of Center's IT service contracts including the procurement and installation of specialized software required to support Cx unique requirements. (Assumptions: On-going and as needed.)
- D. Manage the Cx loan pool for Cx IT hardware and software (Assumptions: 50 IT hardware items with corresponding software annually.)
- E. Submit IT Service Requests (SR) using the JSC Center-specific service request system. (Assumption: 110 per month.)
- F. Track and provide Problem Resolutions (PR) on problems associated with systems, products, and services. (Assumption: 125 per month.)

**IT Security Products and Services**

Serving as the Organizational Computer Security Representative (OCSR) for the CxP, the contractor shall:

- A. Establish management controls and a communications process to ensure that the organization's implementation of IT security is consistent with mission needs and NASA policies, standards, procedures, and guidance by overseeing all aspects of information security within the CxP. Provide the coordination and consolidation of responses to IT security related actions, metrics, and the status of activities.
- B. Participate in Agency/Program/Center boards and working groups as directed. (Assumptions: 4 per month.)
- C. Conduct the review of CxP's IT system security plans and maintain status information in the Center's IT security related databases. (Assumptions: Review IT system security plans monthly. Status of IT security issues: On-going effort.)
- D. Prepare and process IT changes for the CxP organizations. (Assumption: 4 annually.)
- E. Support Certification and Accreditation efforts for IT systems as required.
- F. The contractor shall maintain a knowledge base of security issues, problems, and resolutions for both the contractor's off-site systems and the CxP's IT systems. (Assumption: On-going effort.)

7. Travel Requirements: Center to Center

<u>No. Trips</u>	<u>Number of People</u>	<u>Average Days</u>	<u>Travel Destination</u>	<u>Travel Purpose</u>
6	1	5	Specified Center	Data Architecture TIMS (4 times a year) Project management where ARC staff are members of the project team
1	6	5	MSFC	IS Face-to-Face meeting (once annually)
10	1	5	MSFC	CxP IS Core Team meetings
4	6	3	MSFC	CxP IM Quarterly Face-to-Face meetings (4 times a year)
1	1	2	KSC	Direct contact with Ground Ops Customer and local IM personnel
1	1	2	GRC	Direct contact with GRC Cx Customers and local IM personnel
1	1	2	LaRC	Direct contact with LaRC Customers
1	1	2	ARC	Direct contact with ARC Customers
2	2	3	Austin, TX	Requirements and Visualization Training
2	2	5	Orlando, FL	PTC Training at World Event
1	6	4	San Francisco, CA	Adobe Developer Training
1	8	4	ARC	Governance and Policy TIM
1	8	4	ARC	Governance and Policy Finalization TIM

8. Total onsite seats available:

Glenn Research Center: 1  
Johnson Space Center: 13  
Kennedy Space Center: 1  
Marshall Space Flight Center: 0

9. Technical Performance Measures and Success

<b>Measure/Criteria</b>	<b>Frequency of Measurement</b>
Timeliness, accuracy and quality of required weekly, monthly and special reports	Coincides with report delivery
Timeliness and quality of documentation products in support of major CxP reviews	Coincides with major reviews
Timeliness, accuracy and quality of required product deliveries	Coincides with product deliveries
Satisfactory performance assessment against negotiated performance measures for cost, technical, and schedule work elements	Monthly

**ORDER FOR SUPPLIES OR SERVICES**

PAGE 1 OF 2 PAGES

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER <b>2/20/09</b>		2. CONTRACT NO. (if any) <b>NNJ08TA27C</b>		6. SHIP TO:		
3. ORDER NO. <b>NNJ09TA53T/TO 4</b>		4. REQUISITION/REFERENCE NO.		a. NAME OF CONSIGNEE <b>Transportation Officer, Building 421</b>		
5. ISSUING OFFICE (Address correspondence to) <b>NASA Johnson Space Center 2101 NASA Pkwy, Houston, TX 77058-3696 Attn: Susan Stefanovic/BT 281-483-5485, susan.l.stefanovic@nasa.gov</b>				b. STREET ADDRESS <b>2101 NASA Parkway</b>		
7. TO:		c. CITY <b>Houston</b>		d. STATE <b>TX</b>	e. ZIP CODE <b>77058-3696</b>	
a. NAME OF CONTRACTOR <b>SGT, Inc.</b>				f. SHIP VIA		
b. COMPANY NAME <b>Attn: Bryan Leger, CPSC Business Manager</b>				8. TYPE OF ORDER		
c. STREET ADDRESS <b>100 Cyberonics Boulevard, Suite 200</b>				[ ] a. PURCHASE REF YOUR: _____ Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.		[X] b. DELIVERY -- Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.
d. CITY <b>Houston</b>	e. STATE <b>TX</b>	f. ZIP CODE <b>77058</b>		10. REQUISITIONING OFFICE <b>ZB/Jerry Holsomback</b>		
9. ACCOUNTING AND APPROPRIATION DATA				12. F.O.B. POINT		

11. BUSINESS CLASSIFICATION (Check appropriate box(es))

a. SMALL     b. OTHER THAN SMALL     c. DISADVANTAGED     g. SERVICE-DISABLED  
 d. WOMEN-OWNED     e. HUBZone     f. EMERGING SMALL BUSINESS    VETERAN OWNED

13. PLACE OF		14. GOVERNMENT B/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)		16. DISCOUNT TERMS	
a. INSPECTION <b>Building 1, Rm 201C</b>	b. ACCEPTANCE <b>Building 1, Rm 201C</b>			<b>October 31, 2009</b>			

**17. SCHEDULE (See Page 2 for Rejections)**

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	The contractor shall provide the technical, management, and administrative skills to accomplish the objectives of the attached Statement of Work for Commercial Crew and Cargo Schedule Assessment Support.  A total of \$38,587.00 is obligated for performance of this task order.					

SEE BILLING INSTRUCTIONS ON PAGE 2	18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.			17(h) (Cont. pages)
	21. MAIL INVOICE TO:							
	a. NAME NASA Shared Services Center (NSSC), Financial Management Division (FMC) – Accounts Payable						\$38,587.00	17(i) GRAND TOTAL
	b. STREET ADDRESS (or P.O. Box) Building 1111, C. Road							
c. CITY Stennis Space Center		d. STATE MS		e. ZIP CODE 39529				

22. UNITED STATES OF AMERICA BY (Signature)			23. NAME OF CONTRACTING/ORDERING OFFICER Susan L. Stefanovic		
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**ORDER FOR SUPPLIES OR SERVICES  
SCHEDULE – CONTINUATION**

PAGE 2 of 2

NNJ09TA66T

ITEM NO.	SUPPLIES OR SERVICES	QUANTITY ORDERED	UNIT	UNIT PRICE	AMOUNT
	<p>Work Breakdown Structure Development for Constellation Space Transportation Planning</p> <p>Estimated Cost: \$65,798 Award Fee: <u>\$ 5,099</u> \$70,897</p> <p><b><u>B.6 CONTRACT FUNDING (NFS 1852.232-81)</u></b> <b><u>(JUN 1990)</u></b></p> <p>(a) For purposes of payment of cost, exclusive of fee, in accordance with the Limitation of Funds clause, the total amount allotted by the Government to this Task Order is            This allotment is for Constellation Program Support Contract (CPSC) activities within the scope of the Statement of Work in Section C of this contract and covers the following estimated period of performance May 1, 2009 through September 30, 2009.</p> <p>(b) An additional amount of            is obligated under this Task Order for payment of fee.</p>				