

University-affiliated Spaceport Technology Development Contract NAS1003006

100807

TASK ORDER

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TO Ref.	Task Order No.	Contract Year	Task Order Revision	Reference Plan Revision	Laboratory/Area	Type:
BFA	00382	7	B	B	0	Mission Support

Title: **Constellation Business Management**

Director Area	R&D:	Manager Group	Period of Performance:
Business Management	No	Finance & Accounting	From: 08/29/2006
	Scope Change: Yes		To: 09/30/2009

Note: Target Costs change only if scope changes	CY1 to CY5	CY6	Contract Year 7 (CY7) Cost Targets			CY8	OUTYEARS	TOTAL
	(K\$)	(K\$)	FROM:	DELTA:	TO:	(K\$)	(K\$)	(K\$)
TOTAL ADJUST TARGET LABOR COSTS								
ESTIMATED OTHER DIRECT COSTS								
SUBTOTAL TOTAL ESTIMATED COSTS								7
AWARD FEE (on labor only)								
INCENTIVE FEE (on labor only)								
TOTAL COST AND FEE	2,585.07	1,812.73	\$3,129,893	-\$49,364	\$3,080,529	0.00	0.00	7,478.33

FS	PROGRAM	FUND CODE	\$ FROM	\$ DELTA	\$ TO	INITIALS
1	CONSTL	321379.09.01.05.01.11	\$1,200,685.00	\$0.00	\$1,200,685.00	
2	CONSTL	292360.09.23.01.07	\$4,225,425.00	\$0.00	\$4,225,425.00	
3	CONSTL	292360.09.23.01.07	\$75,000.00	\$0.00	\$75,000.00	
4	CONSTL	292360.09.23.01.15	\$4,600.00	\$0.00	\$4,600.00	
5	CONSTL	292360.09.01.05.07	\$1,000,000.00	\$0.00	\$1,000,000.00	
6	CONSTL	292360.01.05.15	\$0.00	\$0.00	\$0.00	
7	CONSTL	292360.09.01.05.15	\$74,500.00	43,000.00	117,500.00	MD
TOTAL CUMULATIVE FUND LIMIT (NOT TO EXCEED)			\$6,580,210.00	43,000.00	6,623,210.00	MD

AUTH. DB ON 04/03/09
 DATE IN 04-03-09
 DATE OUT 04-03-09

NASA TASK ORDER MANAGER/ ORG / PHONE	DATE	CUSTOMER TECH REP(OPTIONAL)/ ORG / PHONE	DATE
<i>Ned Voska</i> SIGNATURE Ned Voska / NE-12 / (321)867-4878	04/01/09		
CERTIFICATION OF FUNDING/ ORG / PHONE	DATE	CONTRACT TECHNICAL MANAGER/ ORG / PHONE	DATE
<i>Carol Davis</i> SIGNATURE Carol Davis / GG-C-A2 / (321)867-5942	4/1/09	<i>Nancy W. Hoffman</i> SIGNATURE Nancy Hoffman / NE-12 / (321)867-4014	4/2/2009
CONTRACT OFFICER/ ORG / PHONE	DATE	ACCEPTANCE ACKNOWLEDGEMENT BY CONTRACTOR/ ORG / PHONE	DATE
<i>Andrew Dennis</i> SIGNATURE Andrew Dennis / OP-23 / (321)867-1174	4/12/09	<i>Martin Cummins</i> SIGNATURE Martin Cummins / USTDC / (321)867-5408	4/3/2009

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A. PROJECT DESCRIPTION & SCOPE

TO Revision B: Task Order Revision B is generated in response to Task Order Plan Revision B. The purpose of this Revision is to rephrase the Task Order to reflect actual effort to date. Labor hours and ODC have been shifted into the second half of the fiscal year to account for a delay in acquiring on-site facilities.

TO Revision A: Task Order Revision A is generated in response to Task Plan Revision A. The purpose of this revision is to adjust target value to reflect actual effort to date due to delays with on-site facility modifications and to increase ODCs to acquire an additional on-site temporary modular trailer. The revision also corrects a funding code error.

CY7 Basic: The purpose of this Revision is to define project scope continued from CY6/FY08 defined in Task Order 6BFA00382, Revision C. Unless specifically addressed below, the scope of work defined in 6BFA00382, Revision C remains unchanged.

CY6/FY08 Activity

Tasks successfully accomplished in CY6/FY08 include renovation of the off-site ASRC Engineering Facility (AEF) warehouse to accommodate sixteen (16) additional office spaces; the implementation and activation of four (4) temporary trailers located between the Space Station Processing Facility (SSPF) and the Engineering Development Lab (EDL), and the development of the Planning, Programming, Budgeting & Execution (PPBE) tool for the Engineering Directorate's (NE) Business Office, as well as training for all NASA PPBE users. Target values have been adjusted to reflect actual effort provided in CY6/FY08.

CY7/CFY09 Activity

CY7/FY09 Project Management planned activities are essentially unchanged in content from CY6/FY08; support to provide technical, cost and schedule reviews for the NE Business Office will continue. CY7/FY09 Technical services planned activities are essentially unchanged in content from CY6/FY08. CY7/FY09 Business Operations planned activities are being expanded to include facility management, operations and maintenance support to on-site facilities, as directed by the NE Business Office, as well as continuing support of the off-site facility and infrastructure. CY7/FY09 Information Systems planned activities are to continue support to the PPBE tool and to add new scope to support the Kennedy Engineering Reporting System (KERS) Development tool.

Project Description

The purpose of this Task Order is to define scope for the USTDC to provide on a mission support basis: project management, technical services, information system services and business operations support for the development efforts of the NE Business Office in support of the Constellation Program.

B. TASKS

1.0 Project Management/Administration and Oversight

1.1 The contractor shall provide project management and oversight in support of the Engineering Directorate (NE) Business Office.

2.0 Technical Services

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2.1 The contractor shall provide cost estimates and supporting documentation, review/validate internal and external cost estimates, provide cost estimating technical support, and collect, maintain and analyze historic and trend cost data.

2.2 The contractor shall provide technical writing, multimedia, web application and illustration support not specifically covered on other Constellation Task Orders.

3.0 Business Operations

3.1 The contractor shall provide support in the coordination, tracking, expedition, and status reporting of all work authorizing documents such as Constellation Task Orders.

3.2 The contractor shall provide Human Resources (HR) support to the Constellation program.

3.3 The contractor shall manage and maintain the off-site facility infrastructure. This will include institutional networking and communications support for the off-site facility physical security services, as well as the option to remodel as needed to accommodate additional personnel.

3.4 The contractor shall provide infrastructure and facility management related support for on-site housing.

4.0 Information System Services

4.1 The contractor shall provide sustaining engineering support for development, modification, and maintenance of the Engineering Directorate Planning, Programming, Budgeting and Execution (PPBE) tool.

4.2 The contractor shall provide sustaining engineering support for development, modification, and maintenance of the Kennedy Engineering Reporting System (KERS) tool.

C. MILESTONES/DELIVERABLES

1. - Support for project management/administration and oversight.
Start Date : 10/01/2008 End Date : 09/30/2009

2. - Support for technical services.
Start Date : 10/01/2008 End Date : 09/30/2009

3. - Support for business operations.
Start Date : 10/01/2008 End Date : 09/30/2009

4. - Support for information system and services.
Start Date : 10/01/2008 End Date : 09/30/2009

D. STANDARDS OF PERFORMANCE (METRICS)

1. - Task Order Metrics will be collected in accordance with the USTDC Internal Surveillance Plan.

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**University-affiliated Spaceport Technology Development Contract (USTDC)
Combination Pre-Negotiation/Price Negotiation Memorandum**

Title – Constellation Business Management**Purpose and Description of Task Order**

The purpose of this task order is to provide on a mission support basis resource management, technical services, and business operations support for the development efforts of the Engineering Development Directorate (NE) Business Office in support of the Constellation Program. **The purpose of this revision B is to adjust target value to reflect actual effort to date due to delays with on-site facility modifications.**

The period of performance for this Task Order will be from August 29, 2006 through September 30, 2009.

The Task Order Plan and ASRC's final cost proposal is the product of a series of requirements definition meetings undertaken between the contractor and the Government to arrive at a fair and reasonable technical approach, skill mix, necessary ODC's, and the associated costs. This memorandum details the resultant task order value.

Participants

Contracting Officer – Andrew S. Dennis/OP-ES
NASA Task Order Manager – Ned Voska/NE-I2

COTR – Nancy Hoffman/NE-I2
USTDC Lead – Yvette Oliva-Buisson
USTDC TOM – Rhonda Barrett

Status of Contractor Systems

ASRC's Accounting system has been determined to be adequate for the accumulation, reporting and billing of costs under government contracts. (Reference DCAA Audit Report No. 6311-2005D17740010, dated March 30, 2005.) The Billing system has also been determined to be adequate for billing costs accumulated under government contracts. (Reference DCAA Audit Report No. 6311-2005D17740011, dated April 6, 2005.) A Purchasing system review was performed by NASA/KSC and determined ASRC's purchasing policies and practices to be adequate for protecting the Government's interest. (Reference Contractor Purchasing System Review, dated August 27, 2008).

Certificate of Current Cost or Pricing Data

A certificate of current cost or pricing data is not required at this dollar threshold.

Cost Elements**Labor**

The total proposed adjusted target labor cost of the work associated with the subject Task Order (TO) is decreased by _____ for a revised total of \$ _____. The labor classifications and rates proposed by ASRC are in compliance with contract clause B.6, Task Order Pricing. The NASA Task Order Manager (TOM) has reviewed ASRC's task order plan and found the proposed labor hours and skill mix appropriate and reasonable to facilitate successful completion of the subject TO as evidenced by his signature on the Task Order Plan as well as the attached Technical Evaluation dated April 1, 2009. The mechanical application of contract labor rates to the labor hours was verified with the enclosed spreadsheet, Government Negotiating Position.

Other Direct Costs (ODC's)

ASRC proposed no change in ODC's in support of this task order. The total remains \$ _____. A detailed listing of the ODC's can be found on pages 6-11 of the Task Order Plan. The NASA Task Order Manager has reviewed the kinds and quantities of the proposed ODC's and has found them to be acceptable and reasonable as evidenced by the attached technical evaluation.

Fee

The total fee is calculated in accordance with that negotiated at the time of contract award and established in contract clause B.2, Contract Value, Award Fee, and Incentive Fee.

Other Data

The Resource Management Office (RMO) has verified that funds in the amount of \$6,623,210 are available to perform this work. Additional funds will be added at a later date. If additional funds are not available, the scope of the work will be reduced. The period of performance is from August 29, 2006 through September 30, 2009.

Summary

Based on the above, the Contracting Officer has determined that the proposed decrease in the estimated cost and fee of \$49,364 is fair and reasonable and finds it in the best interest of the Government to issue Task Order 00382 CY7 Rev B in the total Cost Plus Award/Incentive Fee amount of \$7,478,320.



Andrew S. Dennis
Contracting Officer

4/2/09
Date

- Enclosures\
- Government Negotiation Position
- Technical Evaluation
- Task Order Plan

TASK ORDER 00382 CY7 Rev B

<u>Direct Labor</u>	<u>CY4</u>	<u>CY5</u>	HRS	COST	<u>CY6</u>	HRS	COST	<u>CY7 Baseline</u>			<u>TASK ORDER</u>		
	COST	RATE			RATE			RATE	HRS	COST	TOTALS		
Administrative Assistant V													
Director													
Electrical Engineer IV													
Electrical Tech I													
Engineer III													
Engineer IV													
Engineer V													
Engineering Aide I													
Engineering Aide III													
Graphics Artist													
Graphic Design Specialist II													
Graphic Design Specialist IV													
Illustrator I													
IT Security Administrator													
IT Security Administrator I													
Manager													
Mechanical Engineer IV													
Multimedia Production Specialist													
Network Administrator													
Network Administrator II													
Network Administrator III													
Project Administrator I													
Project Administrator II													
Project Administrator III													
Project Manager													
Project Manager II													
Project Manager III													
Project Manager IV													
Secretary III													
Secretary IV													
Shipping/Receiving Clerk													
Software Engineer IV													
Software Engineer V													
Sr. Project Manager													
Subject Matter Expert													
Technical Editor													
Technical Editor III													
Web Software Developer I													
Web Software Developer II													
Web Software Developer III													
Word Processor I													

Total ASRC Labor

Total Subcontract Labor

TOTAL LABOR

M&A

Total Labor

Other Direct Costs

Subtotal

Subcontract G&A

ODC G&A

Subtotal G&A

Total Estimated Cost

Adjusted Target Cost (less ODC)

Award Fee

Incentive Fee

Total Est Cost & Fee

Figures may differ from task order

NAS10-03006: USTDC TECHNICAL EVALUATION FORM

(Use of this form is mandatory for all Task Order Plan changes)

WHEN A BASIS OF DETERMINATION BLOCK IS CHECKED, FILL INS ARE REQUIRED.

PROJECT TITLE Engineering Analysis for Constellation	Task Order No.: <u>382</u>	
Technical Evaluator's Statement: I have reviewed the referenced Task Order Plan to confirm the Contractor's understanding of the scope of work and to ascertain the reasonableness of the kinds and quantities of resources proposed to accomplish that work. My findings and the rationale are provided below.	Revision: <u>B</u>	Task Order Plan Revision: <u>B</u>

1. JOINT DEVELOPMENT OF TECHNICAL REQUIREMENTS

Prior to meeting with the contractor to develop the detailed technical requirements of this task, the NASA Task Order Manager (TOM) estimated the total cost of the work to be: -60K.

On meet weekly NASA and the contractor met to jointly develop the technical requirements of this task order plan.

Discussion with the contractor during the technical requirement definition meeting(s) and application of the rates required by the basic contract, resulted in a total estimated cost of: -49.4K.

Differences (if any) between the original Government estimate and the results of the technical requirement definition meeting is due to the following general factors:

Negligible difference.

2. ADEQUACY OF THE CONTRACTOR'S UNDERSTANDING OF THE STATEMENT OF WORK (SOW):

STATEMENT OF WORK:
The contractor's description of the work to be performed, methods of accomplishment, schedules and/or plan of execution **(X) are () are not** consistent with the intent of the Task Order and reflect a reasonable basis to proceed.

3. ADEQUACY OF LABOR RESOURCE REQUIREMENTS:

ASSESSMENT OF LABOR HOURS:
The kinds, quantities, and distribution of labor hours proposed (including those of subcontractors, university affiliates, and/or the use of overtime, if proposed) **(X) are () are not** considered appropriate and reasonable to accomplish the scope of work. The basis for this determination is:

Previous experience with task order number 382 from CY06 and earlier. The hours and skill mix are consistent with the actuals experienced on this successfully completed task.

Previous experience with the work performed on contract number _____. The work successfully performed on this past contract was similar in nature and scope to the work being considered on this task.

Engineering judgment gained from ___ years working on similar projects.

Government engineering breakdown/analysis of all elements. (Attached)

Detailed comparison with independent Government estimate. (Attached. Include an explanation of Inconsistencies between the Government Estimate and the final Task Order Plan)

Other basis:

NAS10-03006: USTDC TECHNICAL EVALUATION FORM

(Use of this form is mandatory for all Task Order Plan changes)

WHEN A BASIS OF DETERMINATION BLOCK IS CHECKED, FILL INS ARE REQUIRED.

4. ASSESSMENT OF OTHER DIRECT COSTS (ODC):

a. MATERIAL and OTHER SUBCONTRACT COST:

The kinds and quantities of materials, equipment, and/or other subcontracts (including consultants, temporary services, etc.) are are not N/A considered appropriate and reasonable to accomplish the scope of work. The basis for this determination is:

Previous experience with task order number 382 from CY06 and earlier. The proposed ODC's are consistent with the actuals experienced on this successfully completed task.

Previous experience with the work performed on contract number _____. The work successfully performed on this past contract was similar in nature and scope the work being considered on this task.

Engineering judgment gained from ____ years working on similar projects.

Government engineering breakdown/analysis of all elements. (Attached)

Detailed comparison with independent Government estimate. (Attached. Include an explanation of Inconsistencies between the Government Estimate and the final Task Order Plan)

Other basis:

b. TRAVEL:

The contractor's proposed use of travel is is not N/A considered appropriate regarding the number and nature of trips and travelers, destinations and duration of stays. The basis for this determination is:

Previous experience with task order number 382 from CY06 and earlier. The proposed travel is consistent with the actuals experienced on this successfully completed task.

Previous experience with the work performed on contract number _____. The work successfully performed on this past contract was similar in nature and scope the work being considered on this task.

Engineering judgment gained from ____ years working on similar projects.

Government engineering breakdown/analysis of all elements. (Attached)

Detailed comparison with independent Government estimate. (Attached. Include an explanation of Inconsistencies between the Government Estimate and the final Task Order Plan)

Other basis:

5. ANY OTHER COMMENTS (SCHEDULES, ETC):

NASA Task Order Manager: Ned A Voska

Signed:

Ned Voska

Date: 01 April 2009

TO No. **00382** TO Rev. **B** Plan Rev. **B** Year **7** Title **Constellation Business Management**

TO Status:	IN REVISION	PM:	Ned Voska	NE-12	USTDC Director:	Martin Cummins	ASRC-4
Verified Date:		Customer:			USTDC Manager:	Rhonda Barrett	ASRC-4
Program	CONSTL				Lead	Yvette Oliva-Buisson	ASRC-4

A. PROJECT DESCRIPTION & SCOPE

TO Revision B: Task Order Revision B is generated in response to Task Order Plan Revision B. The purpose of this Revision is to rephrase the Task Order to reflect actual effort to date. Labor hours and ODC have been shifted into the second half of the fiscal year to account for a delay in acquiring on-site facilities. *and add incremental funding.*

TO Revision A: Task Order Revision A is generated in response to Task Plan Revision A. The purpose of this revision is to adjust target value to reflect actual effort to date due to delays with on-site facility modifications and to increase ODCs to acquire an additional on-site temporary modular trailer. The revision also corrects a funding code error.

CY7 Basic: The purpose of this Revision is to define project scope continued from CY6/FY08 defined in Task Order 6BFA00382, Revision C. Unless specifically addressed below, the scope of work defined in 6BFA00382, Revision C remains unchanged.

CY6/FY08 Activity

Tasks successfully accomplished in CY6/FY08 include renovation of the off-site ASRC Engineering Facility (AEF) warehouse to accommodate sixteen (16) additional office spaces; the implementation and activation of four (4) temporary trailers located between the Space Station Processing Facility (SSPF) and the Engineering Development Lab (EDL), and the development of the Planning, Programming, Budgeting & Execution (PPBE) tool for the Engineering Directorate's (NE) Business Office, as well as training for all NASA PPBE users. Target values have been adjusted to reflect actual effort provided in CY6/FY08.

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CY7/FY09 Project Management planned activities are essentially unchanged in content from CY6/FY08; support to provide technical, cost and schedule reviews for the NE Business Office will continue. CY7/FY09 Technical services planned activities are essentially unchanged in content from CY6/FY08. CY7/FY09 Business Operations planned activities are being expanded to include facility management, operations and maintenance support to on-site facilities, as directed by the NE Business Office, as well as continuing support of the off-site facility and infrastructure. CY7/FY09 Information Systems planned activities are to continue support to the PPBE tool and to add new scope to support the Kennedy Engineering Reporting System (KERS) Development tool.

Project Description

The purpose of this Task Order is to define scope for the USTDC to provide on a mission support basis:

USTDC Technical Lead <i>Yvette Oliva-Buisson</i> SIGNATURE Yvette Oliva-Buisson	DATE 3/11/09	USTDC S&MA <i>Robert E. Hummel</i> For Jarl Gustafson SIGNATURE Robert E. Hummel	DATE 03/11/09
USTDC Manager <i>Rhonda Barrett</i> SIGNATURE Rhonda Barrett	DATE 3/11/09	NASA Approvals	
USTDC Director <i>Martin Cummins</i> SIGNATURE Martin Cummins	DATE 3/11/09	Task Order Manager / Org. <i>Ned Voska</i> SIGNATURE Ned Voska / NE-12	DATE 04/01/09
USTDC PCB <i>Pedro Medallus</i> SIGNATURE Pedro Medallus	DATE 3/11/09	Contract Technical Manager / Org. <i>Nancy W. Hoffman</i> SIGNATURE Nancy Hoffman / NE-12	DATE 4/27/2009

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project management, technical services, information system services and business operations support for the development efforts of the NE Business Office in support of the Constellation Program.

B. MILESTONES/DELIVERABLES

1. - Support for project management/administration and oversight.

Start Date : 10/01/2008 End Date : 09/30/2009

2. - Support for technical services.

Start Date : 10/01/2008 End Date : 09/30/2009

3. - Support for business operations.

Start Date : 10/01/2008 End Date : 09/30/2009

4. - Support for information system and services.

Start Date : 10/01/2008 End Date : 09/30/2009

C. TECHNICAL APPROACH

Task 1: Project Management/Administration and Oversight (WBS 1.2) (Milestone 1)

Task 1.1: The contractor shall provide project management and oversight in support of the Engineering Directorate (NE) Business Office. (WBS 1.2)

The assigned USTDC project manager will provide project management oversight and attend and participate in the NASA Engineering Directorate (NE) Business Office meetings to provide support in matters related to Business Management. The USTDC project manager will oversee all activities on the Task Order to ensure compliance with proposed plans and interface with the NASA TOM to provide project status. The USTDC project manager will assist in collecting, compiling and reviewing the status of NE Task Orders as required by the NASA TOM. USTDC will also support meetings and reviews to status technical, schedule and cost objectives. The USTDC project manager will coordinate with the USTDC senior management team to add resources or workload level in order to prevent schedule underperformance.

Task 2: Technical Services (WBS 1.3) (Milestone 2)

Task 2.1: The contractor shall provide cost estimates and supporting documentation, review/validate internal and external cost estimates, provide cost estimating technical support, and collect, maintain and analyze historic and trend cost data. (WBS 1.3.1)

USTDC will provide cost estimating expertise in Constellation Ground Support Equipment (GSE), Construction of Facilities (CofF) and facility modifications. Cost estimates, including NASA developed estimates, will be reviewed and validated prior to release to ensure completeness as well as compliance with Government rates and standards. Construction cost estimates will be created in compliance with the format and details outlined in *KSC SPEC-G-0002 Compiling Construction Cost Estimates* and *KSC SPEC-G-0003 Ground Support Equipment Cost Estimating*. Uniformity of cost estimates will be reviewed for completeness and compliance with Davis Bacon rates and NASA Cost Engineering Desk Reference, 1st Edition (Draft). Unit cost for material, labor and equipment will be derived by using the current NASA cost index and estimating tools such as RS Means (Cost Works), Richardson Rapid Access Cost Estimating (RACE) system, and NASA KSC historical database. Unit cost entries will be monitored and analyzed to show cost trends in material and labor escalation and all potential markups.

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Life Cycle Cost (LCC) analysis support will be provided for all projects valued at \$5 million or greater. USTDC will attend design team meetings and will support gathering preliminary information from the design team members to derive parametric estimates to assist in making design decisions. USTDC will give consideration to the economic life, mission life, technological life and physical life of the project and an analysis will be performed by using ECONPACK software or Microsoft Excel.

The USTDC Cost Estimators will provide project cost control and value engineering assessment (should-cost estimate) support by assisting the COTR with reviews in response to Architectural and Engineering (A/E) cost proposals, Request For Proposals (RFPs), request for equitable adjustment (REA), deviation waivers (D/Ws), change orders (COs), and cost claims. All project estimates, logs, analyses and reviews will be given to the NASA Chief Estimating Engineer in the original electronic format. Construction estimates and rationale will be prepared to support presentations to senior management.

Task 2.2: The contractor shall provide technical writing, multimedia, web application and illustration support not specifically covered on other Constellation Task Orders. (WBS 1.3.2)

USTDC will assist with the development of web-based applications and the development of Constellation documents and presentations. USTDC will provide the necessary graphics, editing, and formatting to ensure documentation complies with NASA standards and release requirements. USTDC will also assist with the preparation of the Document Release Authorization (DRA) form (KSC 21-68), so that documents can be released through the Engineering Documentation Center (EDC). The technical support described above applies to Constellation web applications, documents and presentations that are not covered by project-specific Constellation Task Orders.

**Task 3: Business Operations (WBS 1.4) (Milestone 3)*

Task 3.1: The contractor shall provide support in the coordination, tracking, expedition, and status reporting of all work authorizing documents such as Constellation Task Orders. (WBS 1.4.1)

USTDC will support process management for the USTDC Task Order process by tracking Constellation Task Orders as they go through the NASA approval process. USTDC will help identify problem areas and make recommendations for improvements to the Task Order process. USTDC will monitor the status of Constellation Task Order revisions and provide follow-up support and assistance in expediting delayed Task Orders through the approval process.

Task 3.2: The contractor shall provide Human Resources (HR) support to the Constellation program. (WBS 1.4.2)

USTDC HR personnel will support staffing and recruitment activities and policies and procedures required to acquire technical expertise/skills for the Constellation Program requirements by participating in job fairs and executing recruiting functions to identify qualified candidates with required skill sets.

Task 3.3: The contractor shall manage and maintain the off-site facility infrastructure. This will include institutional networking and communications support for the off-site facility physical security services, as well as the option to remodel as needed to accommodate additional personnel. (WBS 1.4.3)

USTDC will provide Facility Management, Operation and Maintenance support to the off-site AEF. Facility Management support, directed by NASA NE Business Office, will acquire, operate, repair, renovate, maintain and alter the AEF as needed, including providing physical security services, assist with facility

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document production and perform other facility infrastructure related requests as required. (WBS 1.4.3.1)

USTDC has fully configured the AEF with computer equipment, supplies, furniture, and a network infrastructure. USTDC will continue to provide physical security services, adhere to NASA security and PIV Badge requirements, as well as support the infrastructures at the AEF. USTDC will ensure that commercial vendors will continue to provide physical security and safety related monitoring services as defined below.

- Security officers will provide on-site security services 24 hours per day, 7 days per week.
- Closed Circuit Television (CCTV) cameras will maintain a constant watch on facility entrances and exits and will be monitored by the security officers.
- Visual monitoring systems and audible alarm systems will be used for fire and unauthorized entry alerts.
- Access to the off-site location will be tenant controlled using an electronic access control system, with a magnetic card reader and recording reporting capability, which controls access using NASA issued badges.

The contractor will continue to provide technical personnel to provide institutional networking and communications support to off-site and on-site facilities, as directed by the NASA NE Business Office. (WBS 1.4.3.2)

This support will continue to include Internet Protocol (IP) address assignments, Information Technology (IT), access control, closed circuit television (CCTV), and audio/video systems infrastructure maintenance to the AEF.

- USTDC technical personnel will continue to perform troubleshooting and maintenance of the network infrastructure at the AEF. This may include component upgrades or replacement, troubleshooting, adding additional cables and switches and replacing damaged cables. USTDC will manage an IP database and issue IP addresses. USTDC will operate and maintain the cable plant that interfaces with its switch stacks within the AEF.

USTDC technical personnel will continue to maintain readiness of audio/visual and computer systems for the AEF conference rooms, perform periodic review of equipment to determine readiness of the equipment, and respond to requests for assistance by AEF users of the equipment.

USTDC technical personnel will continue to acquire and manage IT-related supplies and consumables for the AEF. Required supplies and equipment will be ordered on an as-needed basis through ODIN within budget constraints, or through USTDC's Procurement department if IT items are not available through ODIN.

USTDC technical personnel will continue to develop and maintain the AEF network infrastructure using the tools and methodologies as described below.

- AEF Network Infrastructure layout tools: USTDC will continue to develop and maintain network logic, connectivity diagrams, and floor plans that show network drop locations. Floor plans will be updated as changes occur and reviewed at least annually.
- Network Management tools: USTDC will continue to develop and maintain an AEF IP address database. USTDC will manage networking components (routers, switches, etc.) and will isolate problem hosts/devices from the network. An emphasis will be placed on using open source products wherever appropriate for all of the above infrastructure tools.

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USTDC technical personnel will continue to support AEF Information security activities. USTDC is required to maintain an Information Security plan for all non-ODIN based computers utilized within the AEF. This plan shall reference a database maintained by USTDC. USTDC personnel will identify the non-ODIN computers and maintain the appropriate configuration and risk data in the USTDC IT Security database. The database entries will serve as the foundation for the IT Security Plan and configuration data for these systems. In addition, this data will help to determine a system category. USTDC will then consolidate this information creating a master information security plan based on a categorization level. The configuration will be maintained on a regular basis and adjustments will be made as required.

USTDC technical personnel will continue to configure and maintain a technology solution for software licensing management for applications used by AEF off-site users, that support such management methods using vendor supplied license management applications such as Flexnet, Aladdin Hasp LM and Sentinel LM.

USTDC technical personnel will continue to manage application licenses, for AEF off-site users, that do not support network license management technology solutions such as MS Visio Pro, MS Project and Adobe Acrobat Pro using existing database or organizational methodology and/or applications that meet the requirements.

USTDC technical personnel will continue to configure and maintain technology solution for tape backup of NASA data on KNet server(s) located within the AEF facility. The backup process will follow an AEF Work Instruction for Backup and Recovery. Other infrastructure needs for the off-site and on-site facilities will be addressed as required.

- Task 3.4: The contractor shall provide infrastructure and facility management related support for on-site housing. (WBS 1.4.3.3)

The contractor will partner with NASA organizations and KSC contractors to prepare on-site facilities for occupancy and provide Facility Management, Operation and Maintenance support as directed by the NASA NE Business Office.

USTDC will continue to partner with NASA organizations and KSC contractors to prepare leased modular trailers that will be used as temporary facilities to house KSC personnel impacted with the EDL renovation efforts. NASA has obtained permits and site plan approval, and has performed an environmental assessment for the trailer site. USTDC will schedule and organize all technical and construction related work and obtain the necessary infrastructure to prepare modular trailers for occupancy.

USTDC will continue to partner with NASA organizations and KSC contractors to prepare other on-site facilities to house the hiring overflow for the Constellation Program. USTDC will schedule and organize technical and construction related requirements and obtain necessary infrastructure to prepare other on-site facilities for occupancy. If required, hardware for data and communication network and infrastructure will be purchased and set up jointly by USTDC, NASA, and respective KSC contractors. Upon project completion, and as directed by NASA NE Business Office, facilities and infrastructures may be turned over to KSC contractors for Operations and Maintenance.

USTDC will continue to partner with NASA organizations and KSC contractors to determine various solutions for bird abatement systems to prevent property damage to the on-site facilities, as directed by NASA NE Business Office.

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Task 4: Information System and Services (WBS 1.5) (Milestone 4)

Task 4.1: The contractor shall provide sustaining engineering support for development, modification, and maintenance of the Engineering Directorate Planning, Programming, Budgeting and Execution (PPBE) tool. (WBS 1.5)

The contractor shall provide sustaining engineering support for development, modification, and maintenance of the Engineering Directorate Planning, Programming, Budgeting and Execution (PPBE) tool for the Engineering Directorate's (NE) Business Office. (WBS 1.5.1)

The PPBE tool will be maintained using the Cold Fusion software and an SQL 2005 database server hosted by USTDC. Requirements for implementation and maintenance will be identified and initiated through emails and/or other written form (i. e. , meeting minutes). Once development of the PPBE tool is completed, a software baseline will be determined between the customer and USTDC system developers. The system developers will support the transfer and set-up to a server, as identified by the KSC customer.

Task 4.2: The contractor shall provide sustaining engineering support for development, modification, and maintenance of the Kennedy Engineering Reporting System (KERS) tool. (WBS 1.5.2)

USTDC will provide sustaining engineering support to the Kennedy Engineering Reporting System (KERS) Development tool by redesigning the user interface, restructuring the SQL server database, and by developing Cold Fusion software functions to support Engineering logs for multiple NASA programs.

USTDC will also provide sustaining engineering support for any software enhancement, user training, development of reports and other output methods as required on an as-needed basis.

D. BASIS OF ESTIMATE

The labor estimate for this Task Order was developed based on the experience gained in the performance of this Task Order from CY4/FY06 through CY6/FY08.

The labor classifications were chosen to provide the range of skills and experience that are the minimum necessary for the successful completion of the planned work effort. Some senior-level resources have been planned due to the complexity of the tasks on this Task Order.

The ODC estimate for this Task Order was developed with USTDC experts in project management, cost estimating, and IT management. The experts have direct experience with Government contracting on USTDC and previous contracts. The estimate for CY7/FY09 is consistent with CY6/FY08 and ODC changes implemented include: a new lease for a 21,600 square foot on-site modular complex to accommodate approximately 150 KSC personnel, some uncoded ODC costs associated with acquiring the four (4) temporary modular trailers in July 2008 that were originally planned in CY6/FY08, but not coded, have been moved to CY7. Discussions were conducted and final staffing levels were negotiated with the NASA NE Business Office to coordinate the cost, estimated labor and scope for each task. Labor estimates have been adjusted to reflect actual effort to date. (TP Rev A)

Labor estimates have been adjusted to reflect actual effort to date. (TP Rev B)

Other Direct Costs (ODC)

CY7/FY09 ODC Total) (TP Rev A)
:For travel to Houston for three (3) people to a RS Means Costworks training seminar for three (3)

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days. Seminar costs are based on vendor quotes. Travel estimates, based on Houston GSA per diem rates and travel websites, include M & IE @ lodging @ , airfare @ , and miscellaneous transportation @ .

:For travel to Orlando, FL for two (2) people to attend Microsoft Office Project 2007 Boot Camp for four (4) days. Course costs based on internet quotes which includes materials. Travel estimates based on Orlando GSA per diem rates include M & IE @ , lodging @ and miscellaneous transportation including privately owned vehicle (POV) mileage reimbursement rates @ :

:For travel to California to visit a Pest Bird Control Solution Manufacturer to discuss bird abatement solutions for on-site facilities incurring damage from vulture birds on KSC property. One possible vendor option, located in California, is Bird-B-Gone, Inc. Three-day travel, for two (2) people, estimates based on trip from Orlando, FL to Los Angeles, CA. GSA per diem rates and travel websites total M & IE @ lodging @ , airfare @ and miscellaneous transportation @

:For travel to Avon Park Air Force Range, Florida to discuss bird abatement solutions for on-site facilities incurring damage from vulture birds. Avon Park Air Force has worked closely with NASA, in the past, to assist with pest bird solutions on KSC property. Travel expenses for a one-day trip for two (2) people, are based on a round-trip road trip from Titusville to Avon Park. GSA per diem rates include M & IE @ and miscellaneous transportation costs including POV mileage reimbursement rates @

: Richardson Rapid Access Cost Estimating (RACE) software program. Estimate is based on vendor quotes. This software program is not available through the ODIN catalog as confirmed by USTDC ODIN representative. A waiver from NASA IT will be obtained before proceeding with procurement.

: For continuing lease of the off-site AEF to house USTDC personnel. Lease in the amount of for CY6/FY09, is based on a lease agreement kept on file. Lease is based on a 12-month period, from October 2008 through September 2009. In addition, an open commitment in the amount of for electric consumption has been moved from CY6/FY08 ODC targets to CY7/FY09.

For phone service for analog lines for off-site office. Estimate based on CY6/FY08 actual costs.

: For cable television, for off-site office, estimate based on CY6/FY08 actual costs.

: For copier supplies, for off-site office, estimate based on CY6/FY08 actual costs.

: For shredding services, for off-site office, of four bins based on CY6/FY08 actual costs.

:For restroom supplies, for off-site office, based on CY6/FY08 actual costs.

: For facility janitorial services, for off-site office, based on CY6/FY08 actual costs.

:For recurring computer system hardware and software maintenance, for off-site office, based on CY6/FY08 actual costs.

: For KSC network connectivity, for off-site office; based on CY6/FY08 actual costs.

: For security guard services, for off-site office, based on CY6/FY08 actual costs with vendor, Securitas.

: For fire and security alarm system monitoring and maintenance fees for off-site office. Estimate

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based on CY6/FY08 actual costs with vendor, ADT.

: For access control security equipment maintenance fees and proximity access cards for off-site office. Estimate based on CY6/FY08 actual costs with vendor, ADT.

: For closed-circuit television (CCTV) maintenance fees for off-site office. Estimate based on CY6/FY08 actual costs with vendor, ADT.

: Miscellaneous facility manager expenses including cell phone usage charges, POV mileage reimbursement, supplies, and unanticipated costs for off-site office based on experience from prior year costs.

: For a bathroom trailer, temporarily leased, for off-site office instead of adding construction to the off-site facility. Estimate based on CY6/FY08 actual costs.

: For unanticipated facility maintenance and repairs of the off-site facility and warehouse storage area, such as plumbing and A/C repairs, storm prevention materials, deep carpet cleaning, miscellaneous supplies, and other related costs. Estimate based on experience gained in performing facility maintenance in CY6/FY08.

: For lease of four (4) double-wide modular trailers to temporarily house approximately 60 KSC personnel to support the EDL renovation efforts. Lease in the amount of _____ per trailer/per month) is based on a 12-month lease agreement with vendor Pac-Van, Inc. for a period, from October 2008 through September 2009. In addition, there are up-front fees in the amount of _____ for delivery and removal and an unpaid lease balance, in the amount of _____, for the last three months of CY6/FY08 (July, August and September @ _____ per month/per trailer) which has been moved from CY6/FY08 ODC targets to CY7.

: For installation of awnings over doors of the (4) double-wide modular trailers to protect from weather and rain. Estimates based on vendor quote from Pac-Van Inc.

: For lease of a 21,600 square foot modular trailer located on-site to accommodate approximately 150 personnel. Lease in the amount of _____ per month) is based on a 12-month lease agreement with vendor, Modspace for a period, from October 2008 through September 2009. In addition, there is a _____ return delivery charge, _____ demobilization fee and _____ building recertification fee upon termination of the lease.

: For infrastructure renovation and modifications of on-site facilities such as ramp, stairs, plumbing and A/C repairs, Communication Room set-up, IT wiring, interior modifications, electrical upgrades, painting, carpet cleaning and replacement and other related costs associated with preparing facilities for occupancy. Estimate based on experience gained in performing facility maintenance in TO382 and a quote generated by Costworks, a cost estimating software package.

: For bird abatement solutions such as a bird deterrent sound system, mesh wiring panels, and any other devices needed to prevent roof damage to on-site facilities. Estimate based on internet quotes for material and does not include subcontract labor for installation of such items.

: For office furniture including lighting fixtures, filing cabinets, tables, conference room furniture and chairs for the on-site office space based on recent purchases from HON Company and Teknion/Office Max.

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... :For miscellaneous facility improvement supplies and materials, for on-site facilities, such as paint, fixtures, and hardware. Estimate based on experience gained in performing facility renovation off-site in TO382.

... : For lease of six (6) GSA vehicles and an additional two (2) vehicles which will be made available in March 2009. Estimate based on current GSA vehicle rates and CY6/FY08 actual costs incurred at the AEF.

... : For lease of one (1) modular trailer to replace a storm-damaged trailer located near the LETF. Lease in the amount of _____ per month) is based on a 7-month lease agreement with vendor Pac-Van, Inc. for a period from March 2009 through September 2009. In addition, there are up-front fees in the amount of _____ for delivery and removal costs. (TP Rev A)

E. STANDARDS OF PERFORMANCE (METRICS)

1. - Task Order Metrics will be collected in accordance with the USTDC Internal Surveillance Plan.

F. RISK ASSESSMENT

Risk Assessments have been reviewed and remain valid. (TP Rev B)

Risk Assessments have been reviewed and remain valid. (TP Rev A)

1. - Safety - RAC 6 (green) (3/2 near term) There is a risk when hiring an outside subcontractor that they will not follow specified KSC Safety requirements while performing their tasks, which could result in injury to personnel or building occupants and/or damage to equipment.

-Risk Response: Mitigate.

Mitigation Plan: USTDC S & MA office will evaluate and approve subcontractor safety plans prior to contract award, and will establish monitoring requirements.

2. - Schedule / Safety - RAC 8 (yellow) (4/2 near term) There is a risk when hiring a temporary labor force that they will require additional training in order to perform their work safely, which could result in impact to schedule and safety due to their relative inexperience for the tasks at hand.

Risk Response: Mitigate.

Mitigation Plan: The temporary labor force will be trained and closely monitored at all times while performing work for USTDC. The tasks to be performed and any required safety precautions will also be thoroughly explained prior to the start of any tasks. The temporary labor force will be trained and briefed on USTDC safety requirements and KSC policies before beginning work.

G. OTHER PERTINENT INFORMATION

S & MA Statement: S & MA support may be required and will be identified as support requests are received.

University Affiliation: No University Affiliation has been initially planned; as the Task Order progresses, the opportunity for University Affiliation will be re-evaluated.

Success Story: A Success Story is not anticipated due to the Mission Support nature of this Task Order.

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New Technology Reports: No New Technology Reports are expected for this Mission Support Task Order.

Export Control Compliance: All documents prepared and/or received under this Task Order will be reviewed for Export Control requirements. Documents not properly marked will be processed using the appropriate administrative and management controls.

OCI: No opportunity for Organizational Conflict of Interest (OCI) could be identified in the planning of this Task Order. OCI assessment has been reviewed and remains valid. (TP Rev A)
OCI assessment has been reviewed and remains valid. (TP Rev B)

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Web Software Developer III

Word Processor I

Total WYE:

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TO: 00382 CY7 B


Cummins, Martin

ASRC Aerospace Corp. Proprietary Information

Web Software Developer I
Web Software Developer II
Web Software Developer III
Word Processor I
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Cummins, Martyn

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