

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

TASK ORDER  
 Prime Contract No.: NNA04CA76C (BOATS)

Task Order No.: ED 1.2

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

TITLE: **NASA Research Park Development**

SCHEDULE:

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

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

Labor Category:	<u>Est.</u>	<u>Est.</u>	<u>Direct Labor</u>	<u>Total</u>
	<u>Hours</u>	<u>Hrs. Monthly</u>	<u>Rate</u>	<u>Direct Cost</u>

Communications Mgr.  
 Project Liaison  
 Web Support

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

b-4

ESTIMATE OF TOTAL DIRECT COST FOR TASK SUPPORT:

b-4

ESTIMATE OF TOTAL COST FOR FEE/PROJECT MANAGEMENT ALLOCATION:

ESTIMATE OF TOTAL COST/FEE FOR TASK SUPPORT:

\$ 593,162

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

*OK*  
*11/2/05*

NNA04CA76C

Task Order No.: ED 1.2

Task Requester: Antoinette Price

Date: 9/9/05

COTR: Ken Adams

Date: 9/12/05

Contracting Officer: Marie E. Dorish

Date: 9/15/05

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

Date: 12/1/05

COTR Concurrence of Contractor's Task Plan: Ken Adams

Date: 12/5/05

**CONTRACTOR'S ACCEPTANCE:**

Contractor's Representative: [Signature]

Date: 9-29-05

**AUTHORIZATION:**

Authorized period of performance:

Beginning Date: 10/1/05

Completion Date: 9/30/06

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

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

This Task Order is approved for performance.

Approving Official: Carl N. Tom Date: 12/17/05

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

Task Order No. ED 1.2

Task Description for:

NASA Research Park (NRP) Development

Contract NNA04CA76C

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

**A. Period of Performance**

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

**B. Description of Work**

The contractor shall provide services for Moffett development involving efforts to explore, advocate and implement partnership projects between NASA, industry, nonprofits, academia and the State of California to enhance NASA Ames' technical mission and improve the cost effectiveness of Moffett operations. This development effort includes the planning and development of the NASA Research Park. The NASA Research Park development will transform the original 500-acre campus of NASA Ames Research Center and the 1,500 acres of the former Naval Air Station Moffett Field into an integrated, dynamic research and education community with shared goals in support of NASA's mission.

The effort also includes the California Air and Space Center (CASC), which is a project to develop a world-class air and space center focusing on education and cultural programs to educate the public through interactive exhibits, student and teacher training programs, and special events about the excitement of space exploration.

The contractor shall perform, working closely with the NRP Division (Code ED) and External Relations and Development Directorate (Code E), the following tasks in pursuit of the economic development of Ames Research Center, including the establishment of NRP, and the establishment of the California Air and Space Center:

Research and identify the economic development potential for full utilization of the former Moffett Field assets and recommend enhancements for organization, management and development of the assets to the maximum support of the NASA Ames mission. Continue development of master planning studies; provide legal support.

Participate in meetings with local governments, and help coordinate joint activities including outreach plans, community involvement and feedback mechanisms, project timelines, financing and other relevant aspects of Moffett development, the NRP, and the CASC project.

Support continued marketing of current facilities and website maintenance, revisions and enhancements as needed to input new data, graphics and video. Good design principles will be applied and valuable information will be provided to the viewers to help potential partners and developers see the value of being located in the NRP.

Provide special studies and analyses to support development efforts to conduct leasing and other business transactions to support the mission of Ames. These may include financial reports on transactions in the NRP, identification of partner prospects and marketing partnership opportunities, an updated market test, and financial feasibility studies.

Provide assistance in the evaluation of proposals submitted from prospective development partners, and provide negotiations support for these transactions. This support shall include analysis of proposed business terms and costing assumptions.

Provide support in organizing project information. Support the writing of agreements with current and future partners. Coordinate meetings and events with development partners. Provide additional project and executive administrative support, for projects including the California Air and Space Center project.

Provide support for administrative tasks including: reports, meeting notes (recording and distributing) and other related activities that may come up. Interface and communicate effectively with internal and external customers (NASA customers, co-workers, outside vendors).

**C. Hours of Work**

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

**D. Government Furnished Equipment**

**E. Performance Requirements Summary (see attached)**

## **Task Plan ED 1.2 NASA Research Park Development**

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

### **Project Liaison**

Planners Collaborative will provide one full time Project Liaison for Moffett Development and the NASA Research Park as well as other development support for the Assistant Director for Development. This support will include project liaison for partners in the NRP, coordinate quarterly meetings, and assist with agenda, budgets, materials requirements, and information for dissemination at the meetings. The Project Liaison will coordinate reservations for Chase Park and other venues as needed. The Project Liaison will share in coordinating and supporting other groups, events, and meetings as necessary in this growing development area.

In keeping with past tradition, Planners Collaborative expects to sponsor one speaker in support of the NRP Exploration Series.

### **Web Support**

Planners Collaborative will provide 0.25 FTE for web support to include updating existing NRP website, creating new pages as needed, and providing general technical support for the maintenance of the website.

### **Future Development, Plans and Ideas**

Planners Collaborative's subcontractor, BAE, will assist ARC with reuse and redevelopment of Moffett Field, a 2,000 acre facility located in the heart of Silicon Valley. The services include evaluating the potential to attract key high-tech and bioscience corporations to a collaborative R&D campus, predevelopment project management assistance, formulating a financing plan, negotiating long-term ground lease and partnership agreements, and formulating an innovative economic development strategy based on input from the region's premier public, private, nonprofit and university research institutions. Support will be provided in developing relevant academic research areas consistent with new directions in the Agency and at Ames.

# CTO REVISION REQUEST

**TECHNICAL AND ADMINISTRATIVE SERVICES**

1. Contractor:  
NNA04CA76C

8. Contractor Task Order to be Revised  
ED 1.1

3. Submittal Date:  
9/14/04

4. Originator/Telephone No.:  
Antoinette Price 650-604-4270

## PROPOSED REVISION

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

Increases Subcontract Labor Services ODC for additional work to be performed by B-6 thru BAE to cover the corporate sponsorship work for Ames. B-6

6. Revised TO:

Add B-4 to your task order ED 1.1 to cover the corporate sponsorship work of B-6. B-6

## APPROVAL

7. NASA Task Manager:  
*Antoinette Price*  
[NASA Task Requester]

8. Date:  
9/14/04

9. COTR:  
*John Delano*

10. Date:  
9/16/04

11. Other Signature (Check if Required)  
*[Signature]*  
Signature: \_\_\_\_\_ [Project Mgr.]

12. Date:  
9-17-04

13. Other Signature (Check if Required)  
*[Signature]*  
Signature: \_\_\_\_\_ [Contracting Officer]

14. Date:  
9/24/04

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

TASK ORDER  
Prime Contract No.: NNA04CA76C (BOATS)  
Task Order No.: ED 1 Revision No. 3

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

17-Sep-04

TITLE: NASA Research Park Development  
PURPOSE: Increase Task Order by \$25,200 for Subcontract Labor Services  
Estimated Beginning Date: January 1, 2004  
Estimated Completion Date: September 30, 2004

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

Project Liaison  
Facilities/Logistics Specialist  
Web Support

[Redacted Table Content]

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

b-4

ESTIMATE OF TOTAL DIRECT COST FOR TASK SUPPORT: [Redacted] b-4

ESTIMATE OF TOTAL COST FOR FEE/PROJECT MANAGEMENT ALLOCATION: [Redacted]

ESTIMATE OF TOTAL COST/FEE FOR TASK SUPPORT: \$ 750,327

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

*CM*  
9/17/04

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

TASK ORDER  
Prime Contract No.: NNA04CA76C (BOATS)

Task Order No.: ED 1.1

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

TITLE: NASA Research Park Development

SCHEDULE:

Estimated Beginning Date: October 1, 2004

Estimated Completion Date: September 30, 2005

Labor Category:	<u>Est.</u> Hours	<u>Est.</u> Hrs. Monthly	<u>Direct Labor</u> Rate	<u>Total</u> Direct Cost
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Project Liaison


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

b-4

ESTIMATE OF TOTAL DIRECT COST FOR TASK SUPPORT:

ESTIMATE OF TOTAL COST FOR FEE/PROJECT MANAGEMENT ALLOCATION:

ESTIMATE OF TOTAL COST/FEE FOR TASK SUPPORT:

b-4
\$ 670,792

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

*CM*  
10/5/04



NNA04CA76

Task Order No.: ED-1.1

Task Requester: Antoinette Price

Date: 9/1/04

COTR: Rarey L. Johnson, Alt

Date: 9/1/04

Contracting Officer: Cabr 2

Date: 7/13/04

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

Date: 10/14/04

COTR Concurrence of Contractor's Task Plan: John Adams

Date: 10/25/04

**CONTRACTOR'S ACCEPTANCE:**

Contractor's Representative: [Signature]

Date: <sup>10</sup>9-6-04

**AUTHORIZATION:**

Authorized period of performance:

Beginning Date: 10/1/04

Completion Date: 9/30/05

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

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

This Task Order is approved for performance.

Approving Official: Cabr 2

Date: 11/01/04

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

Task Order No.: ED-1.1

Task Description for :

NASA Research Park Development

Contract NNA04CA76

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

**A. Period of Performance**

The period of performance for this task will be from October 1, 2004 through September 30, 2005, unless specifically identified otherwise in the task.

**B. Description of Work**

The contractor shall provide services for Moffett development involving efforts to explore, advocate and implement partnership projects between NASA, industry, nonprofits, academia and the State of California to enhance NASA Ames' technical mission and improve the cost effectiveness of Moffett operations. This development effort includes the planning and development of the NASA Research Park. The NASA Research Park development will transform the original 500-acre campus of NASA Ames Research Center and the 1,500 acres of the former Naval Air Station Moffett Field into an integrated, dynamic research and education community with shared goals in support of NASA's mission.

The effort also includes the California Air and Space Center (CASC), which is a project to develop a world-class air and space center focusing on education and cultural programs to educate the public through interactive exhibits, student and teacher training programs, and special events about the excitement of space exploration.

The contractor shall perform, working closely with the NRP Division (Code ED) and External Relations and Development Directorate (Code E), the following tasks in pursuit of the economic development of Ames Research Center, including the establishment of NRP, and the establishment of the California Air and Space Center:

Research and identify the economic development potential for full utilization of the former Moffett Field assets and recommend enhancements for organization, management and development of the assets to the maximum support of the NASA Ames mission. Continue development of master planning studies; provide legal support.

Participate in meetings with local governments, and help coordinate joint activities including outreach plans, community involvement and feedback mechanisms, project timelines, financing and other relevant aspects of Moffett development, the NRP, and the CASC project.

Support continued marketing of current facilities.

Provide special studies and analyses to support development efforts to conduct leasing and other business transactions to support the mission of Ames. These may include financial reports on transactions in the NRP, identification of partner prospects and marketing partnership opportunities, an updated market test, and financial feasibility studies.

Provide assistance in the evaluation of proposals submitted from prospective development partners, and provide negotiations support for these transactions. This support shall include analysis of proposed business terms and costing assumptions.

Provide support in organizing project information. Support the writing of agreements with current and future partners. Coordinate meetings and events with development partners. Provide additional project and executive administrative support, for projects including the California Air and Space Center project.

Provide support for administrative tasks including: reports, meeting notes (recording and distributing) and other related activities that may come up. Interface and communicate effectively with internal and external customers (NASA customers, co-workers, outside vendors).

**C. Hours of Work**

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

**D. Government Furnished Equipment**

Listing of government furnished equipment is referenced in Attachment A3, Representative List of Government Provided Equipment

**E. Performance Requirements Summary (see attached)**

# Performance Requirements Summary

Required Services	Performance Standards	Estimated Workload	Method of Surveillance
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Administrative Support, Maintain Office Files and Correspondence	Professional, accuracy, timely, innovative, takes own initiative.	On-Going Effort	Review by the customer/office staff.
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Facilitate Communication with NASA Research Park Tenants

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**Task Plan ED 1.1**  
**NASA Research Park Development**

**Planners Collaborative will provide one full-time Project Liaison. The NRP will also be supported by our subcontractor, Bay Area Economics (BAE).**

**Future Development, Plans and Ideas**

Planners Collaborative's subcontractor, BAE, will assist ARC with reuse and redevelopment of Moffett Field, a 2,000-acre facility located in the heart of Silicon Valley. The services include evaluating the potential to attract key high-tech and bioscience corporations to a collaborative R&D campus, predevelopment project management assistance, formulating a financing plan, negotiating long-term ground lease and partnership agreements, and formulating an innovative economic development strategy based on input from the region's premier public, private, nonprofit, and university research institutions. Support is planned as necessary for Ames to continue as one of NASA's world-class research facilities, dedicated to furthering our nation's capabilities in nanotechnology, high reliability computing, life sciences, bioinformatics, and information technology. Current specifics include: visitor center usability study per scope submitted to NASA on October 8, 2003; economic impact study; enhanced use leasing program support, historic preservation act leasing support; cost-benefits analysis of proposed partnerships; supporting NASA NRP marketing and developer solicitation programs; special studies as requested by NASA including a review and recommend changes to NRP cost recovery programs; supporting NASA staff to implement Air and Space Education Foundation activities.

**Project Liaison**

Planners Collaborative will provide one full time Project Liaison for Moffett Development and the California Air and Space Center (CASC) as well as other development support for the Assistant Director for Development. This support will include project liaison for partners in the NRP, coordinate quarterly meetings, and assist with agenda, budgets, materials requirements, and information for dissemination at the meetings. A data base will be maintained on representatives as required for NASA, DMJM, BAE and others. The Project Liaison will share in coordinating and supporting other groups, events, and meetings as necessary in this growing development area.

# CTO REVISION REQUEST

**TECHNICAL AND ADMINISTRATIVE SERVICES**

1. Contractor:  
NNA04CA76C

8. Contractor Task Order to be Revised  
ED 1.0

3. Submittal Date:  
7/15/04

4. Originator/Telephone No.:  
Antoinette Price 650-604-4270

## PROPOSED REVISION

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

Increases Subcontract Labor Services for additional work performed by BAE in support of the NRP Development Division (Code ED), the Technology Partnerships Division (Code EP), and the office of Astrobiology and Space (Code S).

6. Revised TO:

Subcontract Labor Services budget to increase by B\*4 (from the previous allocation of B\*4) to a new budget of \$418,800.

Budget contributions are as follows:

NRP Development Office:  
Telechnology Partnerships:  
Code S:

B\*4

## APPROVAL

7. NASA Task Manager:  
*Antoinette Price*  
[NASA Task Requester]

8. Date:  
7/15/04

9. COTR:  
*Gregory L. Johnson, Alt COTR*

10. Date:  
7/19/04

11. Other Signature (Check if Required)  
*[Signature]*  
Signature: \_\_\_\_\_[Project Mgr.]\_\_\_\_\_

12. Date:  
7-19-04

13. Other Signature (Check if Required)  
*[Signature]*  
Signature: \_\_\_\_\_[Contracting Officer]\_\_\_\_\_

14. Date:  
7/22/04

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

TASK ORDER  
Prime Contract No.: NNA04CA76C (BOATS)

Task Order No.: ED 1 Revision No. 2

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

19-Jul-04

TITLE: NASA Research Park Development

PURPOSE: Increase Subcontract Labor Services by b-4

Estimated Beginning Date: January 1, 2004

Estimated Completion Date: September 30, 2004

Labor Category:	Est. Hours	Est. Hrs. Monthly	Direct Labor Rate	Total Direct Cost
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Project Liaison  
Facilities/Logistics Specialist  
Web Support

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Total Direct Labor b-4

Overhead

Subcontract Labor Services

Subtotal Labor and Subcontracts

G&A

OTHER DIRECT COSTS

Materials

Travel

Training

Other ODC

Total ODCs (Not to Exceed)

G&A

Flow-through Items

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

ESTIMATE OF TOTAL COST FOR FEE/PROJECT MANAGEMENT ALLOCATION:

ESTIMATE OF TOTAL COST/FEE FOR TASK SUPPORT: \$ 725,127

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

*Ch*  
7/19/04

# CTO REVISION REQUEST

<b>TECHNICAL AND ADMINISTRATIVE SERVICES</b>	1. Contractor: NNA04CA76C	8. Contractor Task Order to be Revised ED 1.1
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3. Submittal Date: 6/23/05	4. Originator/Telephone No.: Antoinette Price 650-604-4270
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## PROPOSED REVISION

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

Decreases Subcontract Labor Services from B-4 to b-4 by a total of B-4 for work which is no longer being supported by BAE through Sponsorship Strategies. The portion of the budget projected for this project will not be used.

6. Revised TO:

Subcontract Labor Services budget to decrease by B-4 (from the previous budget of b-4 to a new budget of b-4

## APPROVAL

7. NASA Task Manager: Antoinette Price <i>Antoinette Price</i>	8. Date: 6/23/05	9. COTR: <i>John Adams</i>	10. Date: 6/24/05
11. Other Signature (Check if Required) <i>[Signature]</i>	12. Date: 7-8-05	13. Other Signature (Check if Required) <i>Charles D. R.</i>	14. Date: 7/1/05

*Note: Revised cost estimates attached.*



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

TASK ORDER  
Prime Contract No.: NNA04CA76C (BOATS)

Task Order No.: ED 1.1 Revision No. 1

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

TITLE: **NASA Research Park Development**

PURPOSE: Reduce Subcontract Labor Services

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

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

Labor Category:

	Est. Hours	Est. Hrs. Monthly	Direct Labor Rate	Total Direct Cost
Project Liaison	<div style="text-align: center; margin-top: 20px;">b-4</div>			
Total Direct Labor				
Overhead				
Subcontract Labor Services				
Subtotal Labor and Subcontracts				
G&A				
OTHER DIRECT COSTS				
Materials				
Travel				
Training				
Other ODC				
Total ODCs (Not to Exceed)				
G&A				
Flow-through Items				
ESTIMATE OF TOTAL DIRECT COST FOR TASK SUPPORT:				
ESTIMATE OF TOTAL COST FOR FEE/PROJECT MANAGEMENT ALLOCATION:				
ESTIMATE OF TOTAL COST/FEE FOR TASK SUPPORT:				

Project Liaison

Total Direct Labor

Overhead

Subcontract Labor Services

Subtotal Labor and Subcontracts

G&A

OTHER DIRECT COSTS

Materials

Travel

Training

Other ODC

Total ODCs (Not to Exceed)

G&A

Flow-through Items

ESTIMATE OF TOTAL DIRECT COST FOR TASK SUPPORT:

b-4

ESTIMATE OF TOTAL COST FOR FEE/PROJECT MANAGEMENT ALLOCATION:

ESTIMATE OF TOTAL COST/FEE FOR TASK SUPPORT:

\$ 599,156

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

*CAW  
7/7/05*

# CTO REVISION REQUEST

**ADMINISTRATIVE AND  
TECHNICAL SERVICES**

1. Contractor:  
NNA04CA76C

8. Contractor Task Order to be Revised  
Task Order No.: ED-1

3. Submittal Date:  
~~April 29, 2004~~  
May 11

4. Originator/Telephone No.:  
Laura Lewis/4-2162

## PROPOSED REVISION

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

Other Direct Costs

6. Revised TO:

Support of NASA exhibits at the Air and Space Show May 28, 29 & 30, 2004 (primarily cost of materials)

Costs of materials to include:

Rental of tent structure and related items for the Air Show on. Estimated cost of

B-4

- Set-up dates to be May 25 and 26.
- Strike dates to be June 2 and 3.

Rental of table linens for 6' exhibit tables (recommended source AGS Linens 650/952-6658). Actual cost: not to exceed

B-4

Misc. exhibit costs (e.g., equipment leasing, delivery charges, etc. ) not to exceed

b-4

## APPROVAL

7. NASA Task Manager:

8. Date:

9. COTR:

10. Date:

11. Project Manager:

12. Date:

13. Contracting Officer (Check if Required)

14. Date:

*Meighan Haider*

*5/12/04*

*John Adams*

*5/13/04*

*John Adams 5-18-04*

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

TASK ORDER  
Prime Contract No.: NNA04CA76C (BOATS)

Task Order No.: ED 1

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

TITLE: NASA Research Park Development

PURPOSE: Increase ODCs by b-4

Estimated Beginning Date: January 1, 2004

Estimated Completion Date: September 30, 2004

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

Project Liaison  
Facilities/Logistics Specialist  
Web Support

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

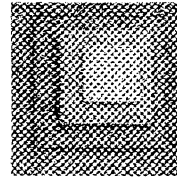
ESTIMATE OF TOTAL DIRECT COST FOR TASK SUPPORT: b-4

ESTIMATE OF TOTAL COST FOR FEE/PROJECT MANAGEMENT ALLOCATION:

ESTIMATE OF TOTAL COST/FEE FOR TASK SUPPORT: \$ 578,340

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

*Handwritten:*  
CW  
5/18/04



PLANNERS COLLABORATIVE

**MEMORANDUM**

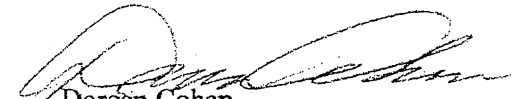
To: Karen Moze, COTR  
Date: February 23, 2007

Ref: NNA04CA76C Task Order:

E 1.3 Code E Directorate Support

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

Sincerely,

  
Doreen Cohen  
Planners Collaborative

cc: Planners Collaborative West

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

TASK ORDER  
Prime Contract No.: NNA04CA76C (BOATS)

Task Order No. E 1.3

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

TITLE: Code E Directorate Support

SCHEDULE:

Estimated Beginning Date: February 1, 2007

Estimated Completion Date: September 30, 2007

Labor Category:

	Est. Hours	Est. Hrs. Monthly	Direct Labor Rate	Total Direct Cost
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Administrative Support  
Special Project Support

			b-4	
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Note: Above estimated hours and hourly rates are approximations.  
Actual hours and rates will be determined based on specific job requirements.

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

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

b-4
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ESTIMATE OF TOTAL COST FOR FEE/PROJECT MANAGEMENT ALLOCATION:

ESTIMATE OF TOTAL COST/FEE FOR TASK SUPPORT:

\$ 25,000

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

*CW*  
*2/23/07*

NNA04CA76C

Task Order No.:

Task Requester: Arthur Blum

Date: 2/8/07

COTR: Karen Dlogz

Date: 2/16/07

Contracting Officer: Carl D. Tor

Date: 2/16/07

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

Date: 3/5/07

COTR Concurrence of Contractor's Task Plan: Karen Dlogz

Date: 3/14/07

**CONTRACTOR'S ACCEPTANCE:**

Contractor's Representative: [Signature]

Date: 2-23-07

**AUTHORIZATION:**

Authorized period of performance:

Beginning Date: 2/1/07

Completion Date: 9/30/07

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

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

This Task Order is approved for performance.

Approving Official: Carl D. Tor

Date: 3/14/07

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

Task Order No.: E 1.3

Task Description for :

Code E Directorate Support

Contract NNA04CA76C

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

**A. Period of Performance**

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

**B. Description of Work**

General administrative support

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

Special projects support

Includes art, multimedia, web, and other creative and technical projects required by Code E. Also includes event support.

Other

Assist with purchasing of task related equipment and materials.

**C. Hours of Work**

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

**D. Government Furnished Equipment**

**E. Performance Requirements Summary (see attached)**

## Performance Requirements Summary

Required Services	Performance Standards	Estimated Workload	Method of Surveillance
Administrative Support	Performance will be evaluated on: <ul style="list-style-type: none"> <li>* Accuracy</li> <li>* Timeliness</li> <li>* Customer satisfaction</li> <li>* Leadership</li> <li>* Resource management</li> <li>* Quantity or productivity</li> <li>* Initiative</li> <li>* Resourcefulness</li> <li>* Innovation</li> <li>* Quality</li> </ul>	Quantify the amount of work required for the task order performance period as best you can.	How will you measure contractor performance? Some examples include: <ul style="list-style-type: none"> <li>Random Sampling</li> <li>Customer Survey</li> <li>Task Manager Review</li> <li>Monthly Report</li> </ul>
Special Projects Support	Performance will be evaluated on: <ul style="list-style-type: none"> <li>* Accuracy</li> <li>* Timeliness</li> <li>* Customer satisfaction</li> <li>* Leadership</li> <li>* Resource management</li> <li>* Quantity or productivity</li> <li>* Initiative</li> <li>* Resourcefulness</li> <li>* Innovation</li> <li>* Quality</li> </ul>	Quantify the amount of work required for the task order performance period as best you can.	How will you measure contractor performance? Some examples include: <ul style="list-style-type: none"> <li>Random Sampling</li> <li>Customer Survey</li> <li>Task Manager Review</li> <li>Monthly Report</li> </ul>



**Task Plan E 1.3**  
**Code E Directorate Support**

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

In support of this task, Planners Collaborative will provide Administrative and Special Project support as needed. We expect that specific needs will be communicated by the Task Requester to the Planners Management Team and that communication will include staffing and resources discussions. Following these discussions, Planners will provide the Code E Task Requester with a cost estimate for approval prior to commencing work.

The cost estimate for this task allows for a total of B-5 B-4 charged to this task. However, no work will be performed without specific prior approval of the cost by the Code E Task Requester or designated representative. The cost estimate and the approval may be communicated by email.

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

TASK ORDER  
 Prime Contract No.: NNAC4CA76C (BOATS)

Task Order No.: DTP 3.3

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

TITLE: Technology Partnership Division Program Support/Resources

PURPOSE:

Estimated Beginning Date: October 1, 2006

Estimated Completion Date: September 30, 2007

Labor Category:

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

Overhead

Subcontract Labor Services

Subtotal Labor and Subcontracts

G&A

OTHER DIRECT COSTS

Materials

Travel

Training

Other ODC

Total ODCs (Not to Exceed)

G&A

Flow-through Items (Muniz Engineering)

ESTIMATE OF TOTAL DIRECT COST FOR TASK SUPPORT:

ESTIMATE OF TOTAL COST FOR FEE/PROJECT MANAGEMENT ALLOCATION:

ESTIMATE OF TOTAL COST/FEE FOR TASK SUPPORT:

\$ 161,317

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

*CM*  
10/17/06

Task Requester: DANI GOLDWATER

Date: 9/1/06

COTR: Karen Cloge

Date: 9/8/06

Contracting Officer: Carlos D. Tamayo

Date: 9/28/06

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

Date: 10/25/06

COTR Concurrence of  
Contractor's Task Plan: Karen Cloge

Date: 10/31/07

**CONTRACTOR'S ACCEPTANCE:**

Contractor's  
Representative: [Signature]

Date: 10-18-06

**AUTHORIZATION:**

Authorized period of performance:

Beginning Date: 10/1/06

Completion Date: 9/30/07

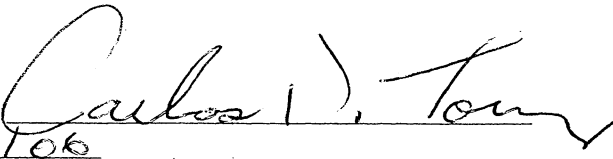
Approval is given for the Contractor to commence work on this Task Order in accordance with the Contractor's Task Plan, except as noted below.

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

This Task Order is approved for performance.

Approving Official

Date: 11/14/06



Distribution:

Contracting Officer (Original)

Contractor

COTR

Task Requester

Task Order No.: DTP-03.3  
Task Description for:  
Technology Partnership Office

**New Technology Reporting, Software Release, and Administrative Operations Support**

Contract NNA04CA76C

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

**A. Period of Performance**

The Period of Performance for this task is October 1, 2006 to September 30, 2007.

**B. Description of Work**

**1. Contracts/Grants, New Technology Reporting, Software Release, and Office Administration Services**

Providing services related to capturing and assessing new technology disclosures, software release activities, assignment of Inventions, and other commercialization and partnership activities. The contractor shall provide services related to, but not limited to the following activities:

- Supporting the NASA New Technology Representative (NTR) responsibilities/activities as prescribed in NPR 7500.1, NASA Technology Commercialization Process”, FAR 27.305 “Administration and patent rights clauses” and NASA FAR Supplement, 1827.375 “Administration of patent rights and new technologies clauses” and NPR, the “Grant and Cooperative Agreement Handbook”;
- Integrating intellectual property such as Technology Disclosures, New Technology Summary reports, and entering contract/grant and agreement data into NTTS database;
- Utilizing the NTTS database to generate reports, letters, queries, metric reports, and other data entry as required;
- Calculating NTR metrics, including percent % inventions and new technology disclosures of contracts, grants and agreements; integrating and managing other new commercial metrics as required;
- Support Ames Software Release Authority in processing and tracking Ames software for release to the public and to other NASA or government agency projects and programs.
- Provide all necessary clerical support and coordination for archiving New Technology files in accordance with NPR 1441.1Dm NASA Records Retention Schedules;

- Support the Software Release Official with the processing and tracking of Ames' funded & developed software for release to the public and other NASA/Government agencies' projects and programs;
- Support the office in administrative services such as preparation of travel and training arrangements/ authorization packages, answer phones, data entry into spreadsheet or menu-based management information systems, data base tracking, report generation, monitor and maintain office supplies, prepare order forms for supplies with source of purchase with cost comparison for paper and other general office supplies, coordinate with the Office Bankcard Buyer and or Business Manager for funds availability and for items not routinely stocked within 24 hours of request, preparation of quarterly report summarizing purchases and making recommendations for more cost efficient purchases, key operator functional support for photocopiers and fax, mail distribution, visitor reception and general administrative support such as document preparation, distribution, scanning documents, files maintenance, copying, edit, print and assemble materials for meetings/presentations, and other similar administrative activities.
- Schedule, coordinate meetings/teleconferences and events as required for managers and staff, book conference room. Arrange for visitor badges as needed.
- Maintain Conference Room schedule
- Draft and Prepare routine correspondence for signature.
- Record actions that affect DTP office administration from weekly staff meetings/telecons, distribute as appropriate to staff
- Initiate and maintain office tickler system for actions/reports due.

### **C. Hours of Work**

The standard workday is eight hours (not including an unpaid lunch period), Monday through Friday. The day shift tour of duty shall be established between 6 a.m. and 6 p.m. The Center's core business hours are 9 a.m. to 3:30 p.m.

### **D. Government Furnished Equipment**

Appendix A

### **E. Performance Requirements Summary (see attached)**

## Performance Requirements Summary

Required Services	Performance Standards	Estimated Workload	Method of Surveillance
Mail Delivery	All mail sorted within two hours of receipt.	Mail comes once daily, sort for Office, Civil Servant & Contractor staff.	Reviewed by Customer for timeliness of delivery
Microsoft Word Support [Professional writing, editing, Proofreading]	All documents completed by due date as indicated on document or within 24 hours.	Approximately 5 to 10 documents per week	Reviewed by Customer for timeliness, correctness, accuracy and include required data with responsiveness to tasking 95% of time
Distribution	Distribute documents within 2 days of receipt.	On-going effort	Reviewed by Customer
Copying/key operator Fax operator	Turnaround daily all items left for copying or faxing	10-20 copy/fax jobs weekly	Reviewed by Customer. Copier & fax machine operable 95% of time
Delivery Services	Respond timely to requests for delivery	As needed	Reviewed by Customer
Filing	All documents filed within 24 hours of receipt in accordance with Records Retention manual and NASA filing system.	On-going effort	Reviewed by Customer
Other Administrative Duties	Complete within time indicated on job request.	On-going effort	Reviewed by Customer
Generate forms, draft action list, Service requests, visitor requests, travel orders/vouchers via Travel	Consistent with NASA Ames Correspondence Manual/ and policy	On-going effort	Reviewed by Customer for timeliness, accuracy, staff remains aware of actions 98% of time. Professionalism and accuracy will

## Performance Requirements Summary

Manager, Training Requests via Saturn, Stores Stock issue, correspondence for signature, and Federal Records Archival forms.

guidance from Center, Management directions, and NASA Procedural Directives and Requirements.

be measured by Center and Directorate standards of administrative judgment and insight and social skills, cooperation and dependability.

Schedules and coordinates meetings/telecons, answers phones and receives visitors

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

Reviewed by Customer. Meetings or telecons successfully and promptly scheduled after request. Visitor badges in place prior to visitor arrival. Maps/directions to Ames or meeting location provided as requested to visitors (suitable email or internet link acceptable.)

Remind Contractors, Grantees, & Cooperative Agreement recipients of upcoming expiration dates, and required actions

E-mail contact 30 days prior to annual reports and/or expiration of contracts/grants.

Reviewed by Customer

E-mail issuance and follow-up as necessary for COTR/TO checklists, Post-award letters, and other contractor/grantee required compliance involving new technology reporting.

E-mail contact within 5 working days after expiration or within 3 days for follow-up action

Reviewed by Customer

Data stamping and posting of of NITS data in a timely and accurate manner

Data entry within 5 working days after receipt

On-going effort

On-going effort

On-going effort



## Performance Requirements Summary

Provide necessary clerical support and coordination for archiving New Technology files in accordance with NPR 1441.1Dm NASA Records Retention Schedules;

Archiving done in accordance with NPR 1441.1Dm NASA Records Retention Schedules;

Ongoing Effort

Reviewed by Customer

### **Task Plan DTP 3.3**

#### **New technology Reporting, Software Release, and Administrative Operations Support**

Planners' subcontractor, MEI Technologies, Inc., will provide two positions to support a full range of services in support of the contracts/grants, new technology reporting programs, and front office administration.

The New Technology Reporting Specialist will have at a minimum an associate's degree in business, paralegal, accounting, or other related field, with one year of administrative work experience and/or equivalent combination of education and work experience. This individual will possess data entry skills and computer proficiency, and will support a collaborative team environment. This work will be performed by professional, independent, and diplomatic staff with the ability to plan, organize, prioritize and structure required tasks and information. Prioritization of tasks will be in accordance with the NASA New Technology Reporting Specialist.

The Executive Administrative Assistant will have at a minimum a bachelor's degree in business, paralegal, accounting, or other related field and two years administrative work experience and/or equivalent combination of education and work experience, and data entry skills and computer proficiency. This work will be performed by professional, independent, and diplomatic staff with the ability to plan, organize, prioritize and structure required tasks and information. Prioritization of tasks will be in accordance with Technology Partnership Office requirements.

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

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

Building 202A-3 Inventory of NASA Computers/Peripherals used by MEI Contractors Technology Partnerships Office

Appendix A

Rm #	ITEM NAME (drives, monitor, printer)	MANUFACTURER (Mac, HP, Canon, etc)	MODEL #	ODIN Yes or No	ODIN Decal SERIAL NO.	\$	Service
211	Monitor	HP	1702	Yes	730173		
	Computer	Mac	Apple G5	Yes	930190		
	Label Writer	Dymo	EL40	Yes	4490003039		
	Monitor	HP	1702	YES	730212		
	Computer desktop	Mac	Apple Power Mac G5	YES	YM42052QRAG		
	Scanner	Microtek	ScanMaker s400	NO			
	Shredder	Fellows	Powershredder 3200CC	NO			
	Fax/Copier	Pitney Bowes	1530	NO			
	Color Printer	HP	4600dn	YES	4400009500		
	Printer (B&W)	HP	2420dn	YES	4400010866		
212	Monitor	HP	1702	YES	730170		
	Laptop Computer	Mac	Apple laptop G5	YES	930653		
	Color Printer	HP	6540	NO			
	Projector	Sharpe	XR-1X	NO			
	Projector	Mitsubishi	LVP-X50U	NO			
	Camera	Sony	DSC-P100/P120	NO			
	laptop computer	HP Compaq	nc8230	y	000838660		
	monitor	HP Compaq	HP1702	y	000730502		
	keyboard	DELL	Quiet Key	n			Inc
	USB hub	Belkin	C500454992	n			Inc

Building 202A-3 Inventory of NASA Computers/Peripherals used by MEI Contractors  
 Technology Partnerships Office

Appendix A

Rm #	ITEM NAME (drives, monitor, printer )	MANUFACTURER (Mac, HP, Canon, etc)	MODEL #	ODIN Yes or No	ODIN Decal SERIAL NO.	\$	Service
218	Monitor	Samsung	203B	No			
	Laptop	Compaq	N800C	Yes	4400010390		
	Monitor (not in use)	Hp	1702	Yes	731200		
	Dymo Label Writer	Dymo	330	Yes	4490000093		
203	Mac Hard drive	Mac	Apple PowerMac G5	yes	930510		
	Monitor	HP	hp1702	yes			
	Dyno Label Writer	Dyno	330	no	93037-0046488		
	Zip Drive	Fomega	zip100	yes	SN PSB030B2VT		
	Key Board	Goldtouch	KFKE87YB	No			
	Roller Mouse	Contour	RM-STA	No	SN 0087418		
	desktop computer	Mac	Apple Inc	YES	930184		
208	Monitor	HP	731345				
	Scanner	HP	Scanjet 8270	No			
	Laptop	Mac	Apple PowerBook	YES	838660		
	Printer	Lexmark	2816	No			
	Scanner	Epson	2580 Photo	No			

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

TASK ORDER  
 Prime Contract No.: NNA04CA76C (BOATS)

Task Order No.: DTP 2.3

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

TITLE: SBIR/STTR Program Support

PURPOSE:

Estimated Beginning Date: October 1, 2006

Estimated Completion Date: September 30, 2007

Labor Category:

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

Overhead

Subcontract Labor Services

Subtotal Labor and Subcontracts

G&A

OTHER DIRECT COSTS

Materials

Travel

Training

Other ODC

Total ODCs (Not to Exceed)

G&A

Flow-through Items (Muniz Engineering)

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

ESTIMATE OF TOTAL COST FOR FEE/PROJECT MANAGEMENT ALLOCATION:

ESTIMATE OF TOTAL COST/FEE FOR TASK SUPPORT:

\$ 198,577

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

  
 10/17/06

NNA04CA76C

Task Order No.: DTP-02.3

Task Requester: DANI GOLDWATER

Date: 9/1/06

COTR: Karen Cloze

Date: 9/8/06

Contracting Officer: Carol D. Turner

Date: 9/29/06

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

Date: 10/25/06

COTR Concurrence of  
Contractor's Task Plan: Karen Cloze

Date: 10/31/06

CONTRACTOR'S ACCEPTANCE:

Contractor's  
Representative: [Signature]

Date: 10-15-06

AUTHORIZATION:

Authorized period of performance:


Beginning Date: 10/1/06

Completion Date: 9/30/07

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

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

This Task Order is approved for performance.

Approving Official: 

Date: 11/14/06

Distribution:

Contracting Officer (Original)

Contractor

COTR

Task Requester

- Supports database management of program metrics; technology development tracking, of SBIR technology clearances ; and cataloging activities.
- Serves as backup Center Point of Contact for TechTracS support.
- Serves as Center Point of Contact for eNTRe system.
- Supports activities such as Kick-off meetings, preparing and distributing Final Technical Evaluations to the appropriate COTR; and interacting with other Federal Agencies (DCMC, SBA) as necessary;
- Develops and maintains a working knowledge of the Federal Acquisition Regulations (FAR) and NASSA FAR Supplements (NFS) for SBIR and STTR contracts. (Perform research of statutes and regulations as required as well as performs problem solving contractual related issues and necessary);
- Provides weekly status reports to the SBIR/STTR Program manager and Procurement representatives when requested

C. Hours of Work

The standard workday is eight hours (not including an unpaid lunch period), Monday through Friday. The day shift tour of duty shall be established between 6 a.m. and 6 p.m. The Center's core business hours are 9 a.m. to 3:30 p.m.

D. Government Furnished Equipment

Appendix A

E. Performance Requirements Summary (see attached)

~~Appendix A~~ *DL*



Task Order No.: **DTP-02.3**

Task Description for:

**Small Business Innovation Research (SBIR) and Small Business Technology Transfer (STTR) Program Support**

Contract NNA04CA76C

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

A. Period of Performance

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

B. Description of Work

This task supports the NASA Ames SBIR/STTR program. This task provides support to the program management and acquisition phases for the NASA Ames SBIR/STTR Programs. The contractor shall provide services related to, but not limited to the following activities:

- Supports the SBIR/STTR program manager;
- Supports the annual SBIR/STTR solicitation;
- Supports the SBIR/STTR evaluations, selections and contract awards and subsequent technology tracking and technical clearance activities;
- Supports the processing, controlling and archiving SBIR/STTR documents in accordance with the Federal Retention Schedule, NPR 1441.1;
- Supports the preparation and distribution of presentations, plans and reports;
- Supports the planning and execution of workshops and conferences;
- Supports the post-award contract administration activities;
- Supports other SBIR/STTR program elements, including researching and writing SBIR "Success Stories" facilitating Phase III opportunities, cataloging and publicizing available SBIR Technology for Phase III leveraging;
- Training COTRs in the use of the electronic handbook (EHB) and providing EHB system administration troubleshooting activities when requested.
- Supports Procurement EHBs by obtaining and entering contract information in electronic handbook; e.g. contract numbers, contract specialist names, COTR names;
- Supports program operation matters involving the Ames SBIR Resource Team and the NASA Shared Services Center Procurement Staff as necessary;
- Supports database management of program metrics and technology development tracking and other cataloging activities;
- Supports IPP Affiliate in developing SBIR Program Fundamentals and Phase III contract opportunities as necessary;
- Provides support using the E-router system and Space Act Agreement Maker (SAAM), if available, for technology clearances in both the SBIR and New Technology areas.

## Performance Requirements Summary

Required Services	Performance Standards	Estimated Workload	Method of Surveillance
Support all materials and documentation for SBIR/STTR evaluation, meetings, conferences, workshops, etc.	Professional writing, Editing proofreading, logistical planning details, database entry, filing and computer knowledge	On-going effort	Reviewed by customer
Facilitate/monitor SBIR/STTR reports, topics/subtopics, logs, proposal, funding requirements, milestones, etc.	Organizational skills, detailed planning and coordination	On-going effort	Reviewed by customer
Assist with presentations, reports, meeting summaries, and action lists	Professional writing, editing proofreading, tracking, database entry and computer knowledge	On-going effort	Reviewed by customer
Collect metrics, reports and researching and developing success stories in support of SBIR/STTR programs	Professional writing, editing proofreading, tracking, database entry and computer knowledge	On-going effort	Reviewed by customer
Assist and coordinate with NSSC Procurement and Ames Resource Management professionals as required for program Operations	Understanding of procurement regulations and resource schedules. Good communication skills	On-going effort	Reviewed by customer
Maintain accurate and up-to-date files and records relating to the SBIR/STTR program including electronic databases such as <u>NTTS</u> and <u>SAAM</u>	Organizational and recordkeeping skills, <u>NPD</u> and <u>NPR 7500</u> , and the <u>Federal Retention Schedule NPG 1441.1</u> .	On-going effort	Reviewed by customer

### **Task Plan DTP 2.3**

#### **Small Business Innovative Research (SBIR) Small Business Technology Transfer (STTR) Program Support**

Planners' subcontractor, MEI Technologies, Inc., will provide approximately two positions to support the SBIR and STTR programs.

The contracts specialist will have at a minimum a two year degree in business, paralegal, accounting, or a related field and a minimum of two years of work-related experience. This work will be performed by professional, independent, and diplomatic staff with the ability to plan, organize, prioritize and structure required tasks and information.

The outreach specialist will have at a minimum a four year degree in business, public relations, communications, or other relevant program, and at least two years administrative marketing experience. This work will be performed by staff with the ability to prioritize the most effective outreach projects, plan and organize tasks and information.

Per standard program guidelines, staff will utilize the NASA Electronic Handbook tool and work in accordance with the relevant sections of the NASA Federal Acquisitions Regulations. Program support follows the SBIR/STTR program year and work prioritization will be in accordance with the NASA SBIR Program Manager.

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

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

Building 202A-3 Inventory of NASA Computers/Peripherals used by MEI Contractors  
Technology Partnerships Office

Appendix A

Rm #	ITEM NAME (drives, monitor, printer )	MANUFACTURER (Mac, HP, Canon, etc)	MODEL #	ODIN Yes or No	ODIN Decal SERIAL NO.	\$	Service
211	Monitor	HP	1702	Yes	730173		
	Computer	Mac	Apple G5	Yes	930190		
	Label Writer	Dymo	EL40	Yes	4490003039		
	Monitor	HP	1702	YES	730212		
	Computer desktop	Mac	Apple Power Mac G5	YES	YM42052QRAG		
	Scanner	Microtek	ScanMaker s400	NO			
	Shredder	Fellows	Powershredder 3200CC	NO			
	Fax/Copier	Pitney Bowes	1530	NO			
	Color Printer	HP	4600dn	YES	4400009500		
	Printer (B&W)	HP	2420dn	YES	4400010866		
212	Monitor	HP	1702	YES	730170		
	Laptop Computer	Mac	Apple laptop G5	YES	930653		
	Color Printer	HP	6540	NO			
	Projector	Sharpe	XR-1X	NO			
	Projector	Misubishi	LVP-X50U	NO			
	Camera	Sony	DSC-P100/P120	NO			
	laptop computer	HP Compaq	nc8230	y	000838660		
	monitor	HP Compaq	HP1702	y	000730502		
	keyboard	DELL	Quiet Key	n			Inc
	USB hub	Belkin	C500454992	n			Inc

Building 202A-3 Inventory of NASA Computers/Peripherals used by MEI Contractors  
Technology Partnerships Office

Appendix A

Rm #	ITEM NAME (drives, monitor, printer )	MANUFACTURER (Mac, HP, Canon, etc)	MODEL #	ODIN Yes or No	ODIN Decal SERIAL NO.	\$	Service
218	Monitor	Samsung	203B	No			
	Laptop	Compag	N800C	Yes	4400010390		
	Monitor (not in use)	Hp	1702	Yes	731200		
	Dymo Label Writer	Dymo	330	Yes	4490000093		
	Mac Hard drive	Mac	Apple PowerMac G5	yes	930510		
203	Monitor	HP	hp1702	yes			
	Dyno Label Writer	Dyno	330	no	93037-0046488		
	Zip Drive	Fomega	zip100	yes	SN PSB030B2VT		
	Key Board	Goldtouch	KFKE87YB	No			
	Roller Mouse	Contour	RM-STA	No	SN 0087418		
203	desktop computer	Mac	Apple Inc	YES	930184		
	Monitor	HP	731345				
	Scanner	HP	Scanjet 8270	No			
	Laptop	Mac	Apple PowerBook	YES	838660		
	Monitor	Mac	Apple 23 Inch	YES	4400011257		
208	Printer	Lexmark	2816	No			
	Scanner	Epson	2580 Photo	No			

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

TASK ORDER  
Prime Contract No.: NNA04CA76C (BOATS)

Task Order No.: DTP 1.3

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

TITLE: Technology Partnership Division Program Support

PURPOSE:

Estimated Beginning Date: October 1, 2005

Estimated Completion Date: September 30, 2007

Labor Category:

Est. Hours	Est. Hrs. Monthly	Direct Labor Rate	Total Direct Cost
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b-4			
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Total Direct Labor  
Overhead  
Subcontract Labor Services  
Subtotal Labor and Subcontracts  
G&A

OTHER DIRECT COSTS

Materials  
Travel  
Training  
Other ODC  
Total ODCs (Not to Exceed)  
G&A

b-4
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b-4
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Flow-through Items ( Muniz Engineering)

ESTIMATE OF TOTAL DIRECT COST FOR TASK SUPPORT:

ESTIMATE OF TOTAL COST FOR FEE/PROJECT MANAGEMENT ALLOCATION:

ESTIMATE OF TOTAL COST/FEE FOR TASK SUPPORT:

\$ 515,696

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

*OW*  
10/17/06

NNA04CA76C

Task Order No.: DTP-01.3

Task Requester: DANI GOLDWATER

Date: 9/1/06

COTR: Karen Clogge

Date: 9/18/06

Contracting Officer: Charles D. Toney

Date: 9/28/06

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

Date: 10/25/06

COTR Concurrence of  
Contractor's Task Plan: Karen Clogge

Date: 10/31/06

**CONTRACTOR'S ACCEPTANCE:**

Contractor's  
Representative: [Signature]

Date: 10-18-06

**AUTHORIZATION:**

Authorized period of performance:

Beginning Date: 10/1/06

Completion Date: 9/30/07

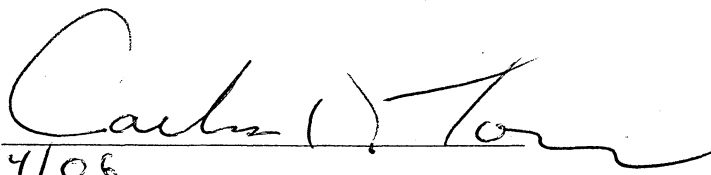
Approval is given for the Contractor to commence work on this Task Order in accordance with the Contractor's Task Plan, except as noted below.

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

This Task Order is approved for performance.

Approving Official:

Date:

  
Carl J. Tom

11/14/06

Distribution:

Contracting Officer (Original)

Contractor

COTR

Task Requester



Task Order No.: **DTP-01.3**

Task Description for:

**TASK ORDER TITLE: Technology Partnering & Marketing Support**

Contract NNA04CA76C

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

**A. Period of Performance**

The Period of Performance for this task is October 1, 2006 to September 30, 2007.

**B. Description of Work**

**1. Agreements Drafting and Administration**

Providing services related to the drafting, development, documentation, tracking of Space Act Agreements, patent license agreements, and partnerships. Processing of royalties & other payments related to licensing deals, according to the standards in the Ames Technology Partnership Office Operating Plan of 2006. The contractor shall provide services related to, but not limited to the following activities:

- Drafting, developing, and monitoring the status of Space Act Agreements, including MOUs, NDAs, and umbrella agreements using such tools as eRouter, and Space Act Agreement Maker when available. Managing appropriate approvals and signatures to execute agreements timely, updating management on the completion of significant agreements;
- Interacting with selected PIs and external partners as designated by partnership managers or TPO partnership initiators and POCs in order to develop and update partnerships, schedule meetings, and facilitate progress. Using excellent communication skills, professionalism and diplomacy to move partnership projects and agreements forward.
- Providing support to ensure that all Space Act and related partnership agreements are completed in a timely manner.
- Maintaining confidentiality for proprietary information and sensitivity to external industry partners' wishes with regard to NTTS entries and other Partnership publicity.
- Extracting and reporting agreement and partnership deal metrics as required;
- Facilitating the processing, monitoring, & distribution of royalty payments for NASA. Coordinating with legal, finance, the Technical community, and other groups to ensure compliance with NPD 2092, "Royalties and Other Payments Received by NASA from Licensing or Assignments of Inventions",

and NPR, "Distribution of Royalties Received by NASA from the Licensing or Assignments of Inventions;

- Utilizing the NTTS database to generate reports, letters, queries, metric reports, royalty & licensing payments, and other data entry as required;
- Updating "Deals Matrix" primarily from weekly emailed inputs of Technology Partnership Office (TPO) staff. Streamlining deals matrix in conjunction with Agreements Administrator for maximum utility and to avoid time-consuming complexity.

## 2. Technology Partnership Support

Provide occasional strategic, technical, administrative and logistical support as requested for activities involving partnerships, licensing, technology infusion, and technology transfer, such as the following:

- Analysis of partnership and alliance scenarios and of Ames technologies for potential utility to NASA missions, and for commercial viability, markets, and public benefit. Follow-up of ARC-funded and developed technologies of high potential.
- Facilitation of partnerships with industry, academia, non-profits, government agencies.
- Creation, development, completion of partnership agreements including SAAs, CRADAs, Cooperative Agreements, Joint Sponsored Research Agreements (JSRAs), MOUs, NDAs, and meeting summaries.
- Research with Ames civil service and contractor innovators, in consultation with Ames legal office to clarify IP ownership as necessary to attract external partners and in order to develop clean IP lists for NDAs and for SAAs IP clauses.
- Encouragement of new technology disclosures by Ames innovators. Follow-up of appropriate disclosures and reports for possible partnerships and patents.
- Support for TPO activities such as success stories, partnership metrics, presentations, white papers, reports, technology awards, and strategic planning when requested.

3. Seed Fund Project Management Support – small percentage of time estimated in conjunction with periodic release of call and quarterly monitoring.

- Taking advantage of New Business Office services for leverage as appropriate, facilitate IPP Seed Fund proposal submissions from researchers in response to periodic (e.g., annual or semiannual) Proposal Calls.
- Track periodic progress of seed fund projects. Collect quarterly reports/graphics of schedule and milestone updates, project goals achieved, technologies and IP generated, and report project metrics and other benefits of seed fund partnerships as needed. Encourage timely filing of invention disclosures and patent applications resulting from Seed Fund projects.

- Identify and communicate opportunities for follow-on projects, other partners, and longer term funding opportunities that build on the Seed Fund and enable the final technology outcome benefiting the mission directorate.

#### 4. Marketing

This function involves timely, professional and diplomatic communications regarding the Technology Partnership Office (TPO) services to Ames' science, engineering and management community (inreach), and the opportunities for technology partnerships/infusion, technology transfer & research facility availability to the external community (outreach). It also involves timely "marketing" of TPO and its accomplishments to NASA HQ IPP office. The contractor shall provide services related to, but not limited to the following activities:

- Identify Ames researchers' partnership needs and any of their preferred leads or contacts for external partnerships.
- Be cognizant of follow-up statistics on # leads and # deals closed according to external marketing activities such as tech briefs, spinoffs, technology FAQ sheets, NASA- or Ames-initiated events, and hosting booths at conferences sponsored by external professional /industry/scientific organizations, etc. The purpose will be to determine which marketing tools and techniques provide the greatest yield. Follow-up with TPMs to determine origin of lead for each partnership deal closed and compile results.
- Support Ames representation in trade publications such as, *NASA Tech Briefs*, *Innovation*, and *NASA Spinoff*.
- Manage and archive quarterly metrics, success stories, and relevant reports in publications.
- Selectively coordinate events (workshops, seminars, briefings, strategy/planning/brainstorming meetings, award ceremonies, etc.) that enhance technology infusion and technology development for NASA missions, as well as technology transfer, licensing, and commercialization.
- Support the Ames Space Act Award liaison Officer (ALO) in coordinating all submission requirements for the NASA Tech Briefs, Software Release and Patent Awards. Appropriate data shall be documented in the NASA Tech NTTS system to ensure that records are current and accurate.
- Assist in the creation and development of high yield marketing collateral such as brochures, websites, flyers, technology opportunity/needs sheets and presentations ensuring the appropriate edits are coordinated with the marketing lead and TPO management.
- Coordinate routine reporting documents such as the Calendar of Events and the TPO submissions to the Management Monthly Report (MMR)
- "Market" TPO and its metrics to IPP and Agency offices as requested or per TPO Operating Plan via clear presentation materials and other forms of communication.

**C. Hours of Work**

The standard workday is eight hours (not including an unpaid lunch period), Monday through Friday. The day shift tour of duty shall be established between 6 a.m. and 6 p.m. The Center's core business hours are 9 a.m. to 3:30 p.m.

**D. Government Furnished Equipment**

Appendix A

**E. Performance Requirements Summary (see attached)**

## Performance Requirements Summary

Required Services	Performance Standards	Estimated Workload	Method of Surveillance
Prepare manuscripts of technical reports (TOS, NASA <i>Tech Briefs, Innovation</i> articles, press releases, <i>Astrogram</i> articles), documents and papers for publication	Professional writing, editing, proofreading, for technical and non-technical documentation	On-going effort	Reviewed by customer
Collect metrics of events, publications, awards, success stories, agreements, licenses, etc.	Analytical skills editing, proofreading, database skills, ability to develop reports	On-going effort	Reviewed by customer
Assisting with all materials and planning in support of Technology Partnerships Division conferences, meetings seminars, briefing, award ceremonies and other events	Logistical detail planning and coordination with others such as Public Affairs, Multimedia Services, Visitor Registration, Security and Conference and Training Center, etc.	On-going effort	Reviewed by customer
Maintain all documentation required to process and administer the Space Act Award Program	Professional writing, editing, proofreading, database competence (recordkeeping) and computer knowledge	On-going effort	Reviewed by customer
Support internal reporting and documentation requirements (MMR, TPD)	Professional writing, editing, proofreading, database and computer knowledge	On-going effort	Reviewed by customer
Create accurate and complete records in NITS upon receipt of newly executed SAAs	Data entry within 5 working days	On-going effort	Reviewed by customer

## Performance Requirements Summary

<p>Maintaining complete SAA files [hard &amp; electronic] and tracking actions including follow-ups utilizing NTTS</p> <p>Ensuring complete and accurate Agreement drafts using the Space Act Agreement Maker (SAAM) process and routing SAAs using the e-router whenever possible.</p>	<p>Consistent with NASA Policies &amp; Directives</p> <p>Gathering necessary info from internal &amp; external partners or from TPO partnership POC as designated by TPM or POC. Data entry and appropriate e-routing or initial email routing within 5 working days of request.</p>	<p>On-going effort</p> <p>On-going effort</p>	<p>Reviewed by customer</p> <p>Review by customer. Timely, iterative process using good judgment, diplomacy, excellent communications with appropriate parties to facilitate agreement process.</p>
<p>Entering royalty payments &amp; license data into NTTS in a timely and accurate manner</p>	<p>Data entry within 5 working days</p>	<p>On-going effort</p>	<p>Review by customer</p>
<p>Timely distribution of royalty payments to recipients by tracking in NTTS for eligibility, and coordination with HQ, Finance, Legal and IPP as required by NASA procedures.</p>	<p>Distribution within 5 working days after receipt of checks</p>	<p>Quarterly</p>	<p>Review by customer</p>
<p>Timely processing and record keeping of the royalty distribution calculations in accordance with NPR 2092.1, distribution to the HQ. POC in the office of the General Counsel, FM, and subsequent entry into NTTS</p>	<p>Data entry within 5 working days</p>	<p>Quarterly</p>	<p>Review by customer</p>

### **Task Plan DTP 1.3**

#### **Technology Partnering & Marketing Support**

Planners' subcontractor, MEI Technologies, Inc., will provide approximately four positions to support a full range of partnership services in support of the Technology Partnership Office. Team members will work individually and together to cover the varied support aspects.

Part of the team will focus on supporting technology partnering efforts. This staff will have capabilities in technology marketing and experience in developing partnerships.

Part of the team will consist of employees with outreach experience who have capabilities in events coordination and partnership activities. The outreach staff will also be capable of coordinating publications, awards programs and reports.

Part of the team will support the Space Act Award Program and agreements processing. The staff will have strong administrative skills and past experience with technology marketing or related experience.

The entire team will work together cooperatively to support one another as needed. Items called out in the Task Order will be divided among team members and responsibility will be assigned to each person to ensure one clear point of contact.

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

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

Building 202A-3 Inventory of NASA Computers/Peripherals used by MEI Contractors  
Technology Partnerships Office

Appendix A

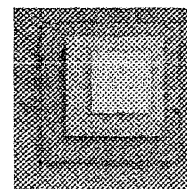
Rm #	ITEM NAME (drives, monitor, printer )	MANUFACTURER (Mac, HP, Canon, etc)	MODEL #	ODIN Yes or No	ODIN Decal SERIAL NO.	\$	Service
211	Monitor	HP	1702	Yes	730173	[REDACTED]	
	Computer	Mac	Apple G5	Yes	930190		
	Label Writer	Dymo	EL40	Yes	4490003039		
	Monitor	HP	1702	YES	730212		
	Computer desktop	Mac	Apple Power Mac G5	YES	YM42052QRAG		
	Scanner	Microtek	ScanMaker s400	NO			
	Shredder	Fellows	Powershredder 3200CC	NO			
	Fax/Copier	Pitney Bowes	1530	NO			
	Color Printer	HP	4600dn	YES	4400009500		
	Printer (B&W)	HP	2420dn	YES	4400010866		
212	Monitor	HP	1702	YES	730170		
	Laptop Computer	Mac	Apple laptop G5	YES	930653		
	Color Printer	HP	6540	NO			
	Projector	Sharpe	XR-1X	NO			
	Projector	Misubishi	LVP-X50U	NO			
	Camera	Sony	DSC-P100/P120	NO			
	laptop computer	HP Compaq	nc8230	y	000838660		
	monitor	HP Compaq	HP1702	y	000730502		
	keyboard	DELL	Quiet Key	n		Inc	
	USB hub	Belkin	C500454992	n		Inc	



Building 202A-3 Inventory of NASA Computers/Peripherals used by MEI Contractors  
Technology Partnerships Office

Appendix A

Rm #	ITEM NAME (drives, monitor, printer )	MANUFACTURER (Mac, HP, Canon, etc)	MODEL #	ODIN Yes or No	ODIN Decal SERIAL NO.	\$	Service
218	Monitor	Samsung	203B	No			
	Laptop	Compaq	N800C	Yes	4400010390		
	Monitor (not in use)	Hp	1702	Yes	731200		
	Dymo Label Writer	Dymo	330	Yes	4490000093		
	Mac Hard drive	Mac	Apple PowerMac G5	yes	930510		
203	Monitor	HP	hp1702	yes			
	Dyno Label Writer	Dyno	330	no	93037-0046488		
	Zip Drive	Fomega	zip100	yes	SN PSB030B2VT		
	Key Board	Goldtouch	KFKE87YB	No			
	Roller Mouse	Contour	RM-STA	No	SN 0087418		
	desktop computer	Mac	Apple Inc	YES	930184		
	Monitor	HP	731345				
208	Scanner	HP	Scanjet 8270	No			
	Laptop	Mac	Apple PowerBook	YES	838660		
	Monitor	Mac	Apple 23 Inch	YES	4400011257		
	Printer	Lexmark	2816	No			
	Scanner	Epson	2580 Photo	No			



PLANNERS COLLABORATIVE

MEMORANDUM

To: Karen Moze, COTR

Date: October 3, 2006

Ref: NNA04CA76C Task Order:

DTD 1.3 NASA Research Park Development

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

Sincerely,

  
Doreen Cohen  
Planners Collaborative

cc: Planners Collaborative West

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

TASK ORDER  
 Prime Contract No.: NNA04CA76C (BOATS)

Task Order No.: DTD 1.3

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

TITLE: NASA Research Park Development

SCHEDULE:

Estimated Beginning Date: October 1, 2006

Estimated Completion Date: September 30, 2007

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

Communications Mgr.  
 Project Liaison

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

ESTIMATE OF TOTAL DIRECT COST FOR TASK SUPPORT:

b-4

ESTIMATE OF TOTAL COST FOR FEE/PROJECT MANAGEMENT ALLOCATION:

ESTIMATE OF TOTAL COST/FEE FOR TASK SUPPORT:

\$ 532,677

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

*CM*  
 10/3/06

OTO 1.3

NNA04CA76C

Task Order No.: ED 1.3

Task Requester: Antoinette Price

Date: 9/1/06

COTR: Karen Colege

Date: 9/18/06

Contracting Officer: Manu E. Sarish

Date: 9/22/06

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

Date: 10/5/06

COTR Concurrence of Contractor's Task Plan: Karen Colege

Date: 10/5/06

**CONTRACTOR'S ACCEPTANCE:**

Contractor's Representative: [Signature]

Date: 10-3-06

**AUTHORIZATION:**

Authorized period of performance:

Beginning Date: 10/1/06

Completion Date: 9/30/07

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

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

This Task Order is approved for performance.

Approving Official: [Signature]

Date: 11/14/06

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

Task Order No.: ED 1.3

Task Description for:

NASA Research Park (NRP) Partnership and Development

Contract NNA04CA76C

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

**A. Period of Performance**

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

**B. Description of Work**

The contractor shall provide services for development involving efforts to explore, advocate and implement partnership projects between NASA, industry, nonprofits, academia and the State of California to enhance NASA Ames' technical mission and improve the cost effectiveness of Moffett operations. This development effort includes the planning and development of the NASA Research Park. The NASA Research Park development will transform the original 500-acre campus of NASA Ames Research Center and the 1,500 acres of the former Naval Air Station Moffett Field into an integrated, dynamic research and education community with shared goals in support of NASA's mission.

The contractor shall perform, working closely with the NRP Division (Code DTD) and the Partnership Office (Code DT), the following tasks in pursuit of the economic development of Ames Research Center, including the establishment of NRP.

Research and identify the economic development potential for full utilization of the former Moffett Field assets and recommend enhancements for organization, management and development of the assets to the maximum support of the NASA Ames mission. Continue development of master planning studies: *perform Economic Benefit Analysis and Business Case for NRP Business Plan as well as the Center Master Plan.*

Participate in meetings with local governments, and help coordinate joint activities including outreach plans, community involvement and feedback mechanisms, project timelines, financing and other relevant aspects of *the NRP development.*

Provide special studies and analyses to support development efforts to conduct leasing and other business transactions to support the mission of Ames. These may include financial reports on transactions in the NRP, identification of partner prospects and marketing partnership opportunities, an updated market test, and financial feasibility studies.

Provide assistance in the evaluation of proposals submitted from prospective development partners, and provide negotiations support for these transactions. This support shall include analysis of proposed business terms and costing assumptions *and organizing project information. Support the writing of agreements with current and future partners. Coordinate meetings and events with development partners.*

Provide support for administrative tasks including: reports, meeting notes (recording and distributing) and other related activities that may come up. Interface and communicate effectively with internal and external customers (NASA customers, co-workers, outside vendors).

**C. Hours of Work**

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

D. Government Furnished Equipment

E. Performance Requirements Summary (see attached)

# Performance Requirements Summary

Required Services	Performance Standards	Estimated Workload	Method of Surveillance
Organizing project information. Facilitate communications to NRP tenants. Coordinate meetings and events, Executive & administrative support including Partner Meetings	Indicators of successful performance include: * Accuracy * Timeliness * Customer satisfaction * Leadership * Resource management * Quantity or productivity * Initiative * Resourcefulness * Innovation * Quality	On-going effort	Customer Survey Task Manager Review Monthly Report

**Task Plan DTD 1.3**  
**NASA Research Park (NRP) Partnership and Development**  
**Contract NNA04CA76C**

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

Planners Collaborative will provide a subcontractor and one fulltime Project Liaison (1 FTE) with appropriate skills and experience to perform all task requirements in accordance with the performance requirements summary.

Task performance will also include.

**Future Development, Plans and Ideas**

Planners Collaborative's subcontractor, BAE, will assist ARC with reuse and redevelopment of Moffett Field, a 2,000-acre facility located in the heart of Silicon Valley. The services entail working with Codes DTD (NRP) and DT (the Partnership Office) to include evaluating the potential to attract key high-tech and bioscience corporations to a collaborative R&D campus, development project management assistance, formulating a financing plan, negotiating long-term ground lease and partnership agreements, and formulating an innovative economic development strategy based on input from the region's premier public, private, nonprofit, and university research institutions. Part of this support also includes continued development of the master planning studies by providing economic benefit and a business case for the NRP Business Plan as well as the Center Master Plan. Part of this work will also include meetings with the local governments to do relevant NRP development in a mutual effort that includes outreach plans, community involvement and feedback mechanisms, project timelines, financing, and other relevant aspects. Besides special studies and analyses in support of the mission of Ames other reports will be completed as specified in the task order adding analysis of proposed business terms and costing assumptions and organizing project information and support the writing of agreements with current and future partners. Some coordination of meetings and events with development partners is also required.

**Project Liaison**

Planners Collaborative will provide one full time Project Liaison. This support will include project liaison for partners in the NRP, coordinate quarterly meetings, and assist with agenda, budgets, materials requirements, and information for dissemination at the meetings. The Project Liaison will share in coordinating and supporting other groups, events, and meetings as necessary in this growing development area. Support as needed will be provided for DT with main responsibilities in DTD.

**Additional Provision**

In keeping with past tradition, Planners Collaborative expects to sponsor one speaker in support of the NRP Exploration Series.



# CTO REVISION REQUEST

<b>TECHNICAL AND ADMINISTRATIVE SERVICES</b>	1. Contractor: NNA04CA76C	8. Contractor Task Order to be Revised DP 5.1
3. Submittal Date: December 15, 2004	4. Originator/Telephone No.: Brenda Collins 43540	

## PROPOSED REVISION

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

This addendum to T.O. DP5 requesting specific skill mix to achieve the goals of the higher education programs.

RE: Description of Specific Tasks to be performed

6. Revised TO:

11. The Government requires the Contractor to provide 3/4 individual(s) that meet or exceed the following skills and experience:

See Attached

## APPROVAL

7. NASA Task Manager: <i>Christina O'Hara</i>	8. Date: 12/15/04	9. CONTR: <i>John Adams</i>	10. Date: 12/15/04
11. Other Signature (Check if Required) <input type="checkbox"/>	12. Date:	13. Other Signature (Check if Required) <input type="checkbox"/>	14. Date:
Printed Name: _____ Signature: <i>[Signature]</i>	12/17/04	Printed Name: <i>Carlos W. NOE</i> Signature: <i>[Signature]</i>	12/23/04

*Note: revised cost estimate attached.*

Attachment 1

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

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

7/7/2004

TASK ORDER  
 Prime Contract No.: NNA04CA76C (BOATS)

Task Order No.: DP 3 Revision 4

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

TITLE: Educational Events

PURPOSE: Increase ODCs to \$132,640

Estimated Beginning Date: January 1, 2004

Estimated Completion Date: September 30, 2004

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

Ed Special Event Project Coor.  
 DP Event Support/AE Ops Support  
 Ed Special Event Project Coor.  
 Team NASA Vol./Lead

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


ESTIMATE OF TOTAL DIRECT COST FOR TASK SUPPORT:	b-4
ESTIMATE OF TOTAL COST FOR FEE/PROJECT MANAGEMENT ALLOCATION:	b-4
ESTIMATE OF TOTAL COST/FEE FOR TASK SUPPORT:	\$ <u>287,497</u>

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

*Ch*  
 7/7/04

# CTO REVISION REQUEST

<b>TECHNICAL AND ADMINISTRATIVE SERVICES</b>	1. Contractor: NNA04CA76C	8. Contractor Task Order to be Revised CTO No. DP 3.6
--	------------------------------	--

3. Submittal Date: 6/24/04	4. Originator/Telephone No.: Laura A. Shawnee (650) 604-3936
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## PROPOSED REVISION

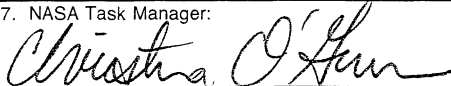


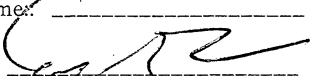
5. Revised FROM (Include a clear identification of Section, Task, Subtask, etc., which is being revised, and the reason for the revision):

(This addendum to T.O. DP3 requests funding increase to support additional ODCs for Informal Educational Events for the remainder of FY04 in the amount of B-4)

6. Revised TO:

Materials/supplies not to exceed: B-4

## APPROVAL

7. NASA Task Manager: 	8. Date:	9. COTR: 	10. Date: 7/7/04
11. Other Signature (Check if Required) <input type="checkbox"/> Printed Name: _____ 	12. Date: 7-7-04	13. Other Signature (Check if Required) <input type="checkbox"/> Printed Name: _____ Signature: 	14. Date: 7/9/04

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

4/27/2004

TASK ORDER  
Prime Contract No.: NNA04CA76C (BOATS)

Task Order No.: DP 3 Revision 2

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

TITLE: Educational Events

PURPOSE: Increase ODCs to \$ b-4

Estimated Beginning Date: January 1, 2004

Estimated Completion Date: September 30, 2004

Labor Category:	Est. Hours	Est. Hrs. Monthly	Direct Labor Rate	Total Direct Cost
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Ed Special Event Project Coord.  
 DP Event Support/A&E Ops Support  
 Ed Special Event Project Coord.  
 Team NASA Vol./Lead

--	--	--	--	--

Total Direct Labor b-4

Overhead

Subcontract Labor Services

Subtotal Labor and Subcontracts

G&A

OTHER DIRECT COSTS

Materials

Travel

Training

Other ODC

Total ODCs (Not to Exceed)

G&A

Flow-through items

ESTIMATE OF TOTAL DIRECT COST FOR TASK SUPPORT:

b-4

ESTIMATE OF TOTAL COST FOR FEE/PROJECT MANAGEMENT ALLOCATION:

ESTIMATE OF TOTAL COST/FEE FOR TASK SUPPORT:

\$ 252,155

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

*CW*  
*4/27/04*

# CTO REVISION REQUEST

<b>TECHNICAL AND ADMINISTRATIVE SERVICES</b>	1. Contractor: NNA04CA76	8. Contractor Task Order to be Revised CTO No. DP3.4
3. Submittal Date: April 19, 2004	4. Originator/Telephone No.: Christina O'Guinn 4-2891	

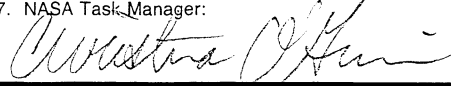

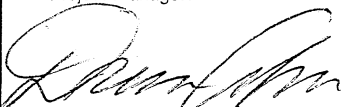
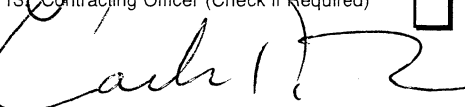
## PROPOSED REVISION

5. Revised FROM (Include a clear identification of Section, Task, Subtask, etc., which is being revised, and the reason for the revision):  
 (This addendum to T.O. DP3 requests funding increase to support additional ODCs for Education Quarterly planning event of b-4)

6. Revised TO:

Materials/supplies not to exceed:

## APPROVAL

7. NASA Task Manager: 	8. Date: 4/19/04	9. COTR: 	10. Date: 4/20/04
11. Project Manager: 	12. Date: 4-29-04	13. Contracting Officer (Check if Required) <input type="checkbox"/> 	14. Date: 5/6/04

\* Rev. cost estimate attached.

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

2/26/2004

TASK ORDER

Prime Contract No.: NNA04CA76C (BOATS)

Task Order No.: DP 3 Revision 1

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

TITLE: Educational Events

PURPOSE: Increase ODCs by B-4

Estimated Beginning Date: January 1, 2004

Estimated Completion Date: September 30, 2004

Labor Category:	Est. Hours	Est. Hrs. Monthly	Direct Labor Rate	Total Direct Cost
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Ed Special Event Project Coord.				
DP Event Support/AAE Ops Support				
Ed Special Event Project Coord.				
Team NASA Vol./Lead				

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

ESTIMATE OF TOTAL DIRECT COST FOR TASK SUPPORT:	b-4
ESTIMATE OF TOTAL COST FOR FEE/PROJECT MANAGEMENT ALLOCATION:	

ESTIMATE OF TOTAL COST/FEE FOR TASK SUPPORT:	\$ 247,866
--	------------

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

*OK*  
*2/26/04*

# CTO REVISION REQUEST

<b>TECHNICAL AND ADMINISTRATIVE SERVICES</b>	1. Contractor: NNA04CA76	8. Contractor Task Order to be Revised CTO No. DP3
3. Submittal Date: February 23, 2004	4. Originator/Telephone No.: Christina O'Guinn 4-2891	

## PROPOSED REVISION

5. Revised FROM (Include a clear identification of Section, Task, Subtask, etc., which is being revised, and the reason for the revision):  
 (This addendum to T.O. DP3 requests funding increase to support additional ODCs for JASON totaling B-4)

6. Revised TO:

Materials/supplies not to exceed: B-4

## APPROVAL

7. NASA Task Manager: <i>Christina O'Guinn</i>	8. Date: 2/23/04	9. (OTR): <i>Vito Pelamo</i>	10. Date: 2/23/04
11. Project Manager: <i>[Signature]</i>	12. Date: 2-26-04	13. Contracting Officer (Check if Required) <input type="checkbox"/> <i>Carl D. [Signature]</i>	14. Date: 11/04

MAILED TO C.T. 2/27/04



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

TASK ORDER  
 Prime Contract No.: NNA04CA76C (BOATS)  
 Task Order No.: DP 1

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

TITLE: **Ames Aerospace Encounter**

SCHEDULE:

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

Estimated Completion Date: **September 30, 2004**

Labor Category:

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

AAE Operations Manager  
 AAE Assistant Ops Manager  
 Team NASA Vol./Lead

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

b-4

ESTIMATE OF TOTAL DIRECT COST FOR TASK SUPPORT:

b-4
-----

ESTIMATE OF TOTAL COST FOR FEE/PROJECT MANAGEMENT ALLOCATION:

ESTIMATE OF TOTAL COST/FEE FOR TASK SUPPORT:

\$ 108,213

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

*CMW  
 1/16/04*

Task Requester: Christina O'Hara

Date: 11/24/03

COTR: John Adams

Date: 12/10/03

Contracting Officer: John Army  
*Specialist*

Date: 12/10/03

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

Date: 1/27/04

COTR Concurrence of  
Contractor's Task Plan: John Adams

Date: 1/28/04

**CONTRACTOR'S ACCEPTANCE:**

Contractor's  
Representative: [Signature]  
*for Ed Stomcar*

Date: 12-29-03

**AUTHORIZATION:**

Authorized period of performance:

Beginning Date: 1/1/04

Completion Date: 9/30/04

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

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

This Task Order is approved for performance.

Approving Official: [Signature]

Date: 1/28/03

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

Task Order No.: DP1

Task Description for :

Ames Aerospace Encounter

Contract NNA04CA76C

Please acknowledge receipt and acceptance of this task order within ten (10) calendar days after receipt (in accordance with NASA FAR Supplement clause 18-52.216-80). Work shall not commence prior to approval of the Task Plan by the Contracting Officer.

**A. Period of Performance**

The period of performance for this task will be from January 1, 2004 through September 30, 2004, unless specifically identified otherwise in this task.

**B. Description of Work**

Background

[Reference: NASA Education Enterprise Strategy]

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

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

AAE operations are modified slightly in the summer to accommodate summer and year-round schools. The AAE also serves home school students, math/science and technology camps, and other appropriate partnerships with educational organizations. Students participate in four to five activity stations that present concepts in a range of STEM areas. Approximately 10,000 students, 2,000 adults, and 500 teachers visit the AAE annually.

The AAE is also a test bed for new NASA products targeted to grades 4 to 6<sup>th</sup>. Contractor shall plan for and integrate programs developed by Ames Education Technology Team or other NASA-initiated educational product or tool in the AAE as

appropriate and in consultation and collaboration with the Ames Educational Technology Team Lead.

The Education Office operates facilities that are highly conducive to operations support from trained volunteers. AAE staff will work in collaboration with the Ames Volunteer Program to secure sufficient teaching support.

#### Description of Specific Tasks to be performed

- 1 Operate the AAE during open hours; schedule and greet educators, respond to phone, letters, facsimiles and Internet inquiries.
- 2 Provide appropriate pre- and post-curriculum supplemental materials to educators attending AAE classes; work with partners (University students, faculty) to develop, expand, and revise classroom curriculum supplements; enter data into the NASA Education Evaluation Information System (NEEIS), and assist participating educators to enter data.
- 3 Train, schedule, supervise, and assess the AAE docents. Update training Manual. Docent training and assessment is coordinated with the lead of the Team NASA Docent program. Facilitate support from Friends of the Aerospace Encounter
- 4 Provide an average of 9 student classes per week in the AAE. Operate and Maintain AAE and maintain the AEL facilities and its equipment for use as a teaching vehicle. Operations support for these two facilities is anticipated at 1.5 FTE's with a background in education or teaching experience for grades 4 through 6 for the AAE; provide instruction and guidance to students and teachers visiting the AAE. Host and provide facility tours to special guests; provide management recommendations for enhancing and updating the software, hardware, exhibits, equipment, and other items used as teaching tools; schedule and confirm all AAE classes; respond to all phone and written inquiries and provide educational materials in response to requests.  
  
Provide monthly statistical data on AAE activity (i.e., number of students, grade levels, number of educators, chaperones; school demographic information, etc.) via the NASA Evaluation Information System (NEEIS)
- 5 The contractor shall cross-train appropriate personnel in AAE operations for backup purposes.

#### **C. Hours of Work**

The standard workday for the AAE is eight hours (not including an unpaid lunch period), five days a week as determined by the Education Director and Informal Education Manager. Operational adjustments will be made for summer sessions, special events, or workshops. Personnel coverage is required during all hours of operation. Volunteer/Docent Program Management is 8-hours/day, M-F. Actual duty times and days worked are flexible based on program and management requirements.

**D. Government Furnished Equipment**

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

*Deliverables*

Title	What	Due
NEEIS report of AAE	NEEIS report of AAE activities based on NASA Headquarters' specified statistical Summary-information requirements.	First working day of each month
AAE Operations Report	AAE operations provide a written report to include number of classes taught, number of students' served, number of educators, location of schools served (as appropriate). Include docent and contractor assessments of program and areas where improvements can be made. Provide feedback mechanisms (online of forms) for teachers and students. Provide information and documentation not included in NEEIS in the contractor's monthly technical report to the customer.	Seventh day of each month
Education Technology test bed in AAE	Develop and implement program in consultation with Education Technology Lead and Informal Programs Manager.	As Required

## Performance Requirements Summary

Required Services	Performance Standards	Acceptable Quality Level	Performance Measurement	Estimated Workload	Method of Surveillance
Operation of AAE		Meets NASA and Ames policies, the new NASA education mission priorities, and primary/ secondary national and/or California science, math, technology and geography education standards.	Services and products are detail, complete, timely, accurate, appropriate, and responsive to task requirements and meet targeted impacts as evidenced through formative and summative evaluation.	Services are required throughout the year	Frequent communication and reports to Government. Government review and feedback on progress, products, and results in terms of Task Order requirements.

**DP 1.0 Task Plan**  
**Ames Aerospace Encounter**

B-5

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

TASK ORDER  
Prime Contract No.: NNA04CA76C (BOATS)

Task Order No.: DM 1.2

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

TITLE: **Robotic Lunar Exploration Program Web Site Development**

SCHEDULE:

Estimated Beginning Date: **February 15, 2006**

Estimated Completion Date: **December 31, 2006 (To be extended to February 14, 2007)**

Labor Category:

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

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

b-4

ESTIMATE OF TOTAL DIRECT COST FOR TASK SUPPORT:

b-4

ESTIMATE OF TOTAL COST FOR FEE/PROJECT MANAGEMENT ALLOCATION:

ESTIMATE OF TOTAL COST/FEE FOR TASK SUPPORT:

\$ 20,000

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

*CH*  
2/21/06



NNA04CA76C

Task Order No.: DM-1.2

Task Requester: Paul Agnew

Date: 2/1/06

COTR: *John Adams*

Date: 2/7/06

Contracting Officer: *Carl D. [Signature]*

Date: 2/7/06

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

Date: 2/21/06



COTR Concurrence of  
Contractor's Task Plan: P. AGNEW

Date: 2/22/06

**CONTRACTOR'S ACCEPTANCE:**

Contractor's  
Representative: *John Adams*

Date: 2-21-06

**AUTHORIZATION:**

Authorized period of performance:

Beginning Date: 2/22/06

Completion Date: 2/14/07

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

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

This Task Order is approved for performance.

Approving Official: *Carl D. [Signature]*

Date: 2/22/06

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

Task Order No.: DM-1.2

Task Description for:

Robotic Lunar Exploration Program Web Site Development

Contract NNA04CA76C

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

**A. Period of Performance**

The basic period of performance is February 15, 2006 through February 14, 2007. The primary effort should be completed within 5 weeks of initiation of task. The work beyond that time frame should be for web site maintenance.

**B. Description of Work**

The vendor is to develop the site architecture, integrate existing content from the current Lunar Reconnaissance Orbiter (LRO) site as well as heavily leverage content previously developed by ARC for earlier lunar missions. RLEP-specific education objectives will be included in the effort.

The site design will include an Administrative Module (AM) for the client to control back-end access to the site and the Content Management Module (CMM), which allows content editing and new uploads by users with low-level technical expertise. The client will be provided with the AM and CMM code at the time of site launch.

During site development, the client will have access to the evolving site for review and comment. For public launch, the site will be hosted on a NASA server, as chosen by the client.

For 12 months following site launch, the vendor will perform maintenance as needed with a less-than-24-hour response to new technical support requests.

**C. Hours of Work**

Initial task of site development will be completed within 5 weeks of initiation of task. Maintenance requirements will be fulfilled on an ad hoc basis.

**D. Government Furnished Equipment**

Server to host web site.

**E. Performance Requirements Summary (see attached)**

## Performance Requirements Summary

Required Services	Performance Standards	Estimated Workload	Method of Surveillance
<p>Description of Services</p> <ul style="list-style-type: none"> <li>• <u>Task Areas</u></li> <li>• Requirements Definition</li> <li>• Content Development</li> <li>• Information Architecture Design</li> <li>• Proofing and Testing</li> <li>• Visual Design</li> <li>• Installation on ARC Server</li> <li>• Site Development</li> <li>• CMS User/Admin Training</li> </ul>	<p>Indicators of successful performance include:</p> <ul style="list-style-type: none"> <li>* Meets NASA web site standards</li> <li>* Initial development is completed within 5 week time line</li> <li>* Resolve maintenance calls within 24 hours of request for support</li> <li>* The level to which the site achieves educational and public outreach requirements</li> <li>* meets budget estimates</li> </ul>	<p>Initial site development should be approximately 150 hours</p> <p>Maintenance and training should approximate 10 hours per month</p>	<p>Schedule monitoring:</p> <ul style="list-style-type: none"> <li>- timeline for web site development</li> <li>- response time for maintenance calls</li> </ul> <p>Task Manager Review and survey of key Program Office staff</p> <p>Monthly Financial Reports</p>

## **Task Plan DM 1.2**

### **Robotic Lunar Exploration Program Web Site Development**

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

All aspects of the Performance Requirement Summary will be performed in an excellent and timely manner, including initial development in 5 weeks and maintenance according to customer needs within budget constraints. These specific task requirements will be performed by our subcontractor, Mains Associates.

### **Robotic Lunar Exploration Program (RLEP) Web Site**

#### **Site Development Strategy**

The need to quickly establish an online presence for this rapidly evolving Program necessitates a streamlined approach, with follow-on options available. We will quickly establish an RLEP online presence by leveraging appropriate existing Web site content with new content. We will facilitate easy content uploads by Mains Associates staff during site development and RLEP staff after site launch. This will be accomplished by incorporating a custom-developed (open-source software), non-proprietary Content Management Module (webdatabase) that allows content uploads by non-technical staff. Post-launch follow-on options (listed and priced separately below) can include additional new content development, expansion of site to accommodate new content areas, and provision of ongoing site maintenance support through the remainder of FY06.

Mains Associates will define site requirements, develop the site architecture, design/integrate existing content from the current Lunar Reconnaissance Orbiter (LRO) site as well as heavily leverage content previously developed by ARC for the earlier Lunar Prospector (LP) mission. RLEP-specific education objectives will be included but be based on content from these earlier sites.

The site design will include an Administrative Module (AM) for the client to control back-end access to the site and the Content Management Module (CMM), which allows content editing and new uploads by users with low-level technical expertise. The backend of the site (AM and CMM) is written in PHP and calls to a MySQL database, as per OneNASA standards. The client will be provided with the AM and CMM code at the time of site launch.

During site development, the client will have access to the evolving site for review and comment via a Mains Associates passworded server. For public launch, the site will be hosted on a NASA server, as chosen by the client. Total time between project start and initial site launch is projected to be five weeks.

## **Task Areas**

- . •Requirements Definition
- . •Content Development
- . •Information Architecture Design
- . •Proofing and Testing
- . •Visual Design
- . •Installation on ARC Server
- . •Site Development
- . •CMS User/Admin Training

## **Site Architecture Strategy**

The conceptual site outline below can be used to describe some of our proposed design concepts that will be shaped by members of the NASA RLEP Team at an initial Web site requirements definition meeting.

## **Home – Robotic Lunar Exploration Program (RLEP)**

- . • **Overview**
- . • **Missions**
- . • **Science & Technology**
- . • **Accomplishments**
- . • **Education/Outreach**

## **Schedule**

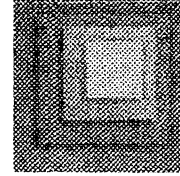
- . • Client meeting to determine site requirements at Project Start (PS)
- . • Client must sign-off on
- . • Requirements definition document (pre-development)
- . • Site design/information architecture (pre-launch online review)
- . • Complete site (post-launch)
- . • Uploading to ARC-located server and testing
- . • Client training for AM and CMM
- . • Project completed - PS + 30 working days

## **Maintenance**

**Annual** – For 12 months following site launch, Mains Associates will perform maintenance as needed with a less-than-24-hour response to new technical support requests up to the amount of time allotted below.

## **Content & Site Expansion**

Mains Associates will develop original content or edit and repurpose existing content for a standard hourly rate. Hours will be invoiced at the end of each calendar month.



PLANNERS COLLABORATIVE

**MEMORANDUM**

To: Karen Moze, COTR  
Date: October 26, 2006

Ref: NNA04CA76C Task Order:

DL 1.3      Tech & Admin Support for Office of Chief Counsel

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

Sincerely,

A handwritten signature in cursive script, appearing to read "Doreen Cohen".

Doreen Cohen  
Planners Collaborative

cc: Planners Collaborative West

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

TASK ORDER  
Prime Contract No.: NNA04CA76C (BOATS)

Task Order No.: DL 1.3

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

TITLE: Tech & Admin Support for Office of Chief Counsel

PURPOSE:

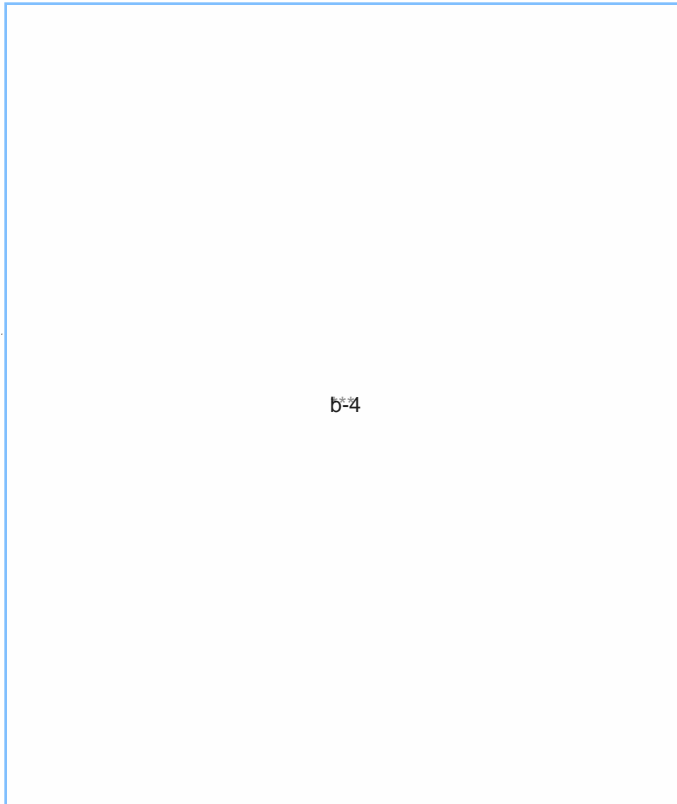
Estimated Beginning Date: October 1, 2006

Estimated Completion Date: September 30, 2007

Labor Category:

	Est. Hours	Est. Hrs. Monthly	Direct Labor Rate	Total Direct Cost
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Law Librarian  
Back-up staff  
Library Res.&Info. Mgr.



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

b-4

ESTIMATE OF TOTAL DIRECT COST FOR TASK SUPPORT:

b-4

ESTIMATE OF TOTAL COST FOR FEE/PROJECT MANAGEMENT ALLOCATION:

ESTIMATE OF TOTAL COST/FEE FOR TASK SUPPORT:

\$ 60,484

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

*Ch*  
10/27/06

NNA04CA76C

Task Order No.: DL-1.3

Task Requester: THOMAS BERNDT

Date: 10/11/06

COTR: Karen Cloge

Date: 10/11/06

Contracting Officer: Carl D. Tomer

Date: 10/12/06

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

Date: 10/31/06

COTR Concurrence of  
Contractor's Task Plan: Karen Cloge

Date: 11/13/06

**CONTRACTOR'S ACCEPTANCE:**

Contractor's  
Representative: [Signature]

Date: 11-26-06

**AUTHORIZATION:**

Authorized period of performance:

Beginning Date: 10/1/06

Completion Date: 9/30/07

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

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

This Task Order is approved for performance.

Approving Official: Carl D. Tomer

Date: 11/14/06

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



Task Order No.: DL-13

Task Description for:

Technical and Administrative Support for the Office of Chief Counsel

Contract NNA04CA76C

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

**A. Period of Performance**

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

**B. Description of Work**

Provide technical and administrative support to the Office of the Chief Counsel as specified in NNA04CA76C, Section J, Attachment A1, "Statement of Work."

The primary responsibility of the Contractor is to perform a variety of technical and administrative support tasks for the Office of the Chief Counsel (Code DL), which provides legal advice and services to all organizational components of Ames Research Center.

Support shall include, but not be limited to:

- (1) Support of the law library, which contains numerous volumes, subscriptions and loose-leaf services requiring frequent updating. The contractor shall track, update, and maintain the law library collection. The contractor shall initiate and track library acquisitions (NASA pays for all library materials). The contractor shall keep all legal reference materials current. The contractor shall also keep abreast of new legal information technologies, including Internet, Intranet, and CD-ROM.
- (2) Support of the legal research needs of NASA attorneys. In concert with NASA attorneys, the contractor shall provide basic legal research services, including searches using legal reference databases (such as LEXIS and Westlaw) and/or provide routine assistance.
- (3) Providing general administrative support as necessary (such as word processing, filing photocopying, etc.)

All attorneys and administrative support personnel use both Apple and PC computers for case tracking, legal research (Lexis and Westlaw), legal forms generation, and word processing.

The Contractor shall ensure compliance with Government policies and procedures as specified in the Statement of Work. The Contractor shall follow all applicable NASA Policy Guidance and Directives.

It is estimated that the total contract support required will not exceed 0.5 FTE.

C. Hours of Work

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

D. Government Furnished Equipment

<u>ODIN Decal No.</u>	<u>Equipment Description</u>
<b>000648410</b>	PC Tower
<b>000731779</b>	Display Unit

E. Performance Requirements Summary (see attached)

## Performance Requirements Summary

Required Services	Performance Standards	Estimated Workload	Method of Surveillance
<ul style="list-style-type: none"> <li>• Track, update, and maintain the law library collection.</li> <li>• Initiate, track, and follow-through on library purchases and loans.</li> <li>• Keep all legal reference materials current.</li> <li>• Keep abreast of new legal information technologies including the World Wide Web, CD-ROM, and intranets</li> </ul>	<p>Library should be maintained in a professional manner and in accordance with generally accepted legal standards. Appropriate NASA personnel should be notified when purchases or loans are required, and the proper NASA procedures shall be followed. Legal reference materials shall be updated in an expeditious manner, usually NTE 30 days from time of receipt of updated materials.</p>	<p>Continuous monitoring of legal information and update materials. Law library contains approximately 10,000 volumes, including approximately 100 subscriptions and loose-leaf services.</p>	<p>Review by Office of Chief Counsel management and attorneys.</p>
<ul style="list-style-type: none"> <li>• The contractor shall, in concert with NASA attorneys, provide basic legal research services, including retrieval of information and/or searches using electronic legal reference databases (such as LEXIS and Westlaw).</li> </ul>	<p>Legal research should be performed in a professional manner and in accordance with generally accepted legal standards. New and cost effective means of performing research should be used when appropriate.</p>	<p>Respond to requests for legal research or assistance as needed.</p>	<p>Review by Office of Chief Counsel management and attorneys.</p>
<ul style="list-style-type: none"> <li>• The contractor shall</li> </ul>	<p>Timely and accurate administrative support.</p>	<p>Respond to requests for administrative support as needed.</p>	<p>Review by Office of Chief Counsel management and attorneys.</p>

**Performance Requirements Summary**

provide general  
administrative support as  
necessary (such as filing  
photocopying, etc.)

### **Task Plan DL 1.3**

#### **Technical and Administrative Support for the Office of Chief Counsel**

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

Planners Collaborative will provide one half-time [.5 FTE] Law Librarian with a Masters Degree in Library and Information Sciences and law library experience to perform all task requirements in accordance with the performance requirements summary.

Planners will provide back-up capability as follows:

Members of the Technical and Life Sciences Library staff will provide online searching, collection maintenance and document delivery.

The Law Librarian will keep current all law library materials which require tracking and updating. All new acquisitions will be tracked after initiating purchase. The Law Librarian will keep informed of new legal information technologies including the use of the Internet, Intranet and CD-ROM.

Support will include providing basic legal research services using legal reference databases and, on a needs basis, some general administrative support.

The Law Librarian will ensure compliance with Government policies, procedures and Directives as specified in the SOW.

The Law Librarian may attend the annual American Association of Law Librarians conference or another conference, such as the Internet Librarian, depending on funding availability and approval from the NASA Task Requester. Participation in professional conferences allows the Law Librarian to stay current with best industry practices with a direct benefit to the Legal Office (increased knowledge and awareness of relevant resources, cost effective methods of access and updated training).

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

TASK ORDER  
 Prime Contract No.: NNA04CA76C (BOATS)

Task Order No.: DL 1.2

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

TITLE: **Tech & Admin Support for Office of Chief Counsel**

PURPOSE:

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

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

Labor Category:

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

Law Librarian  
 Back-up staff  
 Library Res.&Info. Mgr.

b-4			

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

ESTIMATE OF TOTAL DIRECT COST FOR TASK SUPPORT:

b-4

ESTIMATE OF TOTAL COST FOR FEE/PROJECT MANAGEMENT ALLOCATION:

ESTIMATE OF TOTAL COST/FEE FOR TASK SUPPORT:

\$ 52,861

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

Chw  
 9/23/05

NNA04CA76C

Task Order No.: DL-1.2

Task Requester: Thomas Berndt

Date: 9/9/05

COTR: *John Adams*

Date: 9/9/05

Contracting Officer: *Marie E. Larish*

Date: 9/15/05

Task Requester Concurrence of Contractor's Task Plan and Contractor's Cost Estimate: *Robert M. Padgett*

Date: 10-4-05

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

Date: 10/11/05

**CONTRACTOR'S ACCEPTANCE:**

Contractor's Representative: *Robert M. Padgett*

Date: 9-26-05

**AUTHORIZATION:**

Authorized period of performance:

Beginning Date: 10/1/05

Completion Date: 9/30/06

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

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

This Task Order is approved for performance.

Approving Official: *Carl D. Tom* Date: \_\_\_\_\_

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

Task Order No.: DL-1.2

Task Description for:

Technical and Administrative Support for the Office of Chief Counsel

Contract NNA04CA76C

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

**A. Period of Performance**

The period of performance for this modified task will be from **October 1, 2005 through September 30, 2006**, unless specifically identified otherwise in the task.

**B. Description of Work**

Provide technical and administrative support to the Office of the Chief Counsel as specified in NNA04CA76C, Section J, Attachment A1, "Statement of Work."

The primary responsibility of the Contractor is to perform a variety of technical and administrative support tasks for the Office of the Chief Counsel (Code DL), which provides legal advice and services to all organizational components of Ames Research Center.

Support shall include, but not be limited to:

- (1) Support of the law library, which contains numerous volumes, subscriptions and loose-leaf services requiring frequent updating. The contractor shall track, update, and maintain the law library collection. The contractor shall initiate and track library acquisitions (NASA pays for all library materials). The contractor shall keep all legal reference materials current. The contractor shall also keep abreast of new legal information technologies, including Internet, Intranet, and CD-ROM.
- (2) Support of the legal research needs of NASA attorneys. In concert with NASA attorneys, the contractor shall provide basic legal research services, including searches using legal reference databases (such as LEXIS and Westlaw) and/or provide routine assistance.
- (3) Providing general administrative support as necessary (such as word processing, filing photocopying, etc.)

All attorneys and administrative support personnel use both Apple and PC computers for case tracking, legal research (Lexis and Westlaw), legal forms generation, and word processing.

The Contractor shall ensure compliance with Government policies and procedures as specified in the Statement of Work. The Contractor shall follow all applicable NASA Policy Guidance and Directives.

**It is estimated that the total contract support required will not exceed 0.5 FTE.**

**C. Hours of Work**

The work described above is to be performed on a part-time basis. The standard work day is eight hours (not including an unpaid lunch period), Monday through Friday, beginning between 6:30 a.m. and 9:00 a.m. and ending between 3:00 p.m. and 5:30 p.m.



**D. Government Furnished Equipment**

<u>ODIN Decal No.</u>	<u>Equipment Description</u>
4400009932	Tower
4400005692	Display Unit (CTX)

**E. Performance Requirements Summary (see attached)**

## Performance Requirements Summary

### Required Services

### Performance Standards

### Estimated Workload

### Method of Surveillance

<ul style="list-style-type: none"> <li>Track, update, and maintain the law library collection.</li> <li>Initiate, track, and follow-through on library purchases and loans.</li> <li>Keep all legal reference materials current.</li> <li>Keep abreast of new legal information technologies including the World Wide Web, CD-ROM, and intranets</li> </ul>	<p>Library should be maintained in a professional manner and in accordance with generally accepted legal standards. Appropriate NASA personnel should be notified when purchases or loans are required, and the proper NASA procedures shall be followed. Legal reference materials shall be updated in an expeditious manner, usually NTE 30 days from time of receipt of updated materials.</p>	<p>Continuous monitoring of legal information and update materials. Law library contains approximately 10,000 volumes, including approximately 100 subscriptions and loose-leaf services.</p>	<p>Review by Office of Chief Counsel management and attorneys.</p>
<ul style="list-style-type: none"> <li>The contractor shall, in concert with NASA attorneys, provide basic legal research services, including retrieval of information and/or searches using electronic legal reference databases (such as LEXIS and Westlaw).</li> </ul>	<p>Legal research should be performed in a professional manner and in accordance with generally accepted legal standards. New and cost effective means of performing research should be used when appropriate.</p>	<p>Respond to requests for legal research or assistance as needed.</p>	<p>Review by Office of Chief Counsel management and attorneys.</p>
<ul style="list-style-type: none"> <li>The contractor shall provide general administrative support as necessary (such as filing photocopying, etc.)</li> </ul>	<p>Timely and accurate administrative support.</p>	<p>Respond to requests for administrative support as needed.</p>	<p>Review by Office of Chief Counsel management and attorneys.</p>

## **Task Plan DL 1.2**

### **Technical and Administrative Support for the Office of Chief Counsel**

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

Planners Collaborative will provide one half-time Law Librarian with appropriate skills and experience to perform all task requirements in accordance with the performance requirements summary.

The Law Librarian will possess a Masters Degree in Library and Information Sciences and law library experience.

Planners will provide back-up capability from the Technical Library staff, including online searching and files maintenance.

The Law Librarian may attend the annual American Association of Law Librarians conference or another conference, such as the Internet Librarian, depending on funding availability and approval from the NASA Task Requester. Participation in professional conferences allows the Law Librarian to stay current with best industry practices with a direct benefit to the Legal Office (increased knowledge and awareness of relevant resources, cost effective methods of access and updated training).

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

TASK ORDER  
 Prime Contract No.: NNA04CA76C (BOATS)

Task Order No.: DL 1.1 Revision No. 1

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

TITLE: Tech & Admin Support for Office of Chief Counsel

PURPOSE: Restructure support from subcontractor to Planners

Estimated Beginning Date: October 1, 2004

Estimated Completion Date: September 30, 2005

Labor Category:

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

Law Librarian  
 Effective June 1, 2005


b-4

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

Flow-through Items ( Muniz Engineering october 1, 2004-May 31, 2005)

b-4
-----

ESTIMATE OF TOTAL DIRECT COST FOR TASK SUPPORT:

ESTIMATE OF TOTAL COST FOR FEE/PROJECT MANAGEMENT ALLOCATION:

ESTIMATE OF TOTAL COST/FEE FOR TASK SUPPORT:

\$ 84,735

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

CDM  
5/27/05

# CTO REVISION REQUEST

<b>BUSINESS OPERATIONS AND TECHNICAL SERVICES</b>	1. Contractor: Planners Collaborative	8. Contractor Task Order to be Revised Task Order No.: DL 1.1
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3. Submittal Date: May 19, 2005	4. Originator/Telephone No.: Thomas W. Berndt 650-207-0057
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## PROPOSED REVISION

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

#1: Estimated Beginning Date: October 1, 2004  
Estimated Completion Date: September 30, 2005

#2: Section A, Period of Performance:  
The period of performance for this modified task will be from October 1, 2004 through September 30, 2005, unless specifically identified otherwise in the task

#3: Section B, Description of Work  
It is estimated that the total contract support required will not exceed 1.0 FTE.

#4: Section C, Hours of Work  
The standard work day is eight hours (not including an unpaid lunch period), Monday through Friday, beginning between 6:30 a.m. and 9:00 a.m. and ending between 3:00 p.m. and 5:30 p.m.

6. Revised TO:

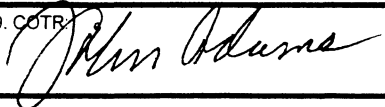


Revision #1: Estimated Beginning Date: June 1, 2005  
Estimated Completion Date: September 30, 2005

Revision #2: Section A, Period of Performance:  
The period of performance for this modified task will be from June 1, 2005 through September 2005, unless specifically identified otherwise in the task

Revision #3: Section B, Description of Work  
It is estimated that the total contract support required will not exceed 0.5 FTE.

Revision #4: Section C, Hours of Work  
The work described above is to be performed on a part-time basis. The standard work day is eight hours (not including an unpaid lunch period), Monday through Friday, beginning between 6:30 a.m. and 9:00 a.m. and ending between 3:00 p.m. and 5:30 p.m.

## APPROVAL

7. NASA Task Manager: Sally Mauldin/Thomas Berndt	8. Date:	9. COTR: 	10. Date: 5/23/05
11. Project Manager: 	12. Date: 5-27-05	13. Contracting Officer (Check if Required) <input type="checkbox"/> 	14. Date: 6/9/05

\* Revised cost estimate and task plan attached.

**Task Plan DL 1.1, Revised May 27, 2005**  
**Technical and Administrative Support for the Office of Chief Counsel**

B-4

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

TASK ORDER  
Prime Contract No.: NNA04CA76C (BOATS)

Task Order No.: DL 1.1

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

TITLE: Tech & Admin Support for Office of Chief Counsel

SCHEDULE:

Estimated Beginning Date: October 1, 2004

Estimated Completion Date: September 30, 2005

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

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

Flow-through Items ( Muniz Engineering)

ESTIMATE OF TOTAL DIRECT COST FOR TASK SUPPORT:

ESTIMATE OF TOTAL COST FOR FEE/PROJECT MANAGEMENT ALLOCATION:

ESTIMATE OF TOTAL COST/FEE FOR TASK SUPPORT:

\$ 103,125

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

*Handwritten:*  
10/1/04

NNA04CA76C

Task Order No.: DL-1.1

Task Requester: Tom Berndt

Date: 9/1/04

COTR: *Wynne L. Johnson, Alt*

Date: 9/7/04

Contracting Officer: *Carl D. [Signature]*

Date: 9/17/04

Task Requester Concurrence of Contractor's Task Plan and Contractor's Cost Estimate: NOT AVAILABLE

Date: \_\_\_\_\_

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

Date: 1-31-04

**CONTRACTOR'S ACCEPTANCE:**

Contractor's Representative: *[Signature]*

Date: 10-5-04

**AUTHORIZATION:**

Authorized period of performance:

Beginning Date: 10/1/04

Completion Date: 9/30/05

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

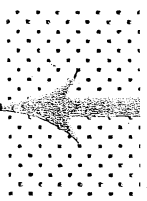
This Task Order is subject to all the terms and conditions of Contract NNA04CA76C. Nothing in this Task Order shall be construed as authorizing performance in excess of funds available on the Contract.

This Task Order is approved for performance.

Approving Official: *Carl D. [Signature]*

Date: 2/2/05

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





Task Order No.: DL-1.1

Task Description for:

Technical and Administrative Support for the Office of Chief Counsel

Contract NNA04CA76C

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

**A. Period of Performance**

The period of performance for this task will be from October 1, 2004 through September 30, 2005, unless specifically identified otherwise in the task.

**B. Description of Work**

Provide technical and administrative support to the Office of the Chief Counsel as specified in NNA04CA76C, Section J, Attachment A1, "Statement of Work."

The primary responsibility of the Contractor is to perform a variety of technical and administrative support tasks for the Office of the Chief Counsel (Code DL), which provides legal advice and services to all organizational components of Ames Research Center.

Support shall include, but not be limited to:

- (1) Support of the law library, which contains numerous volumes, subscriptions and loose-leaf services requiring frequent updating. The contractor shall track, update, and maintain the law library collection. The contractor shall initiate and track library acquisitions (NASA pays for all library materials). The contractor shall keep all legal reference materials current. The contractor shall also keep abreast of new legal information technologies, including Internet, Intranet, and CD-ROM.
- (2) Support of the legal research needs of NASA attorneys. In concert with NASA attorneys, the contractor shall provide basic legal research services, including searches using legal reference databases (such as LEXIS and Westlaw) and/or provide routine assistance.
- (3) Providing general administrative support as necessary (such as word processing, filing photocopying, etc.)

All attorneys and administrative support personnel use both Apple and PC computers for case tracking, legal research (Lexis and Westlaw), legal forms generation, and word processing.

The Contractor shall ensure compliance with Government policies and procedures as specified in the Statement of Work. The Contractor shall follow all applicable NASA Policy Guidance and Directives.

It is estimated that the total contract support required will not exceed 1.0 FTE.

**C. Hours of Work**

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

**D. Government Furnished Equipment**

<u>ODIN Decal No.</u>	<u>Equipment Description</u>
4400009932	Tower
4400005692	Display Unit (CTX)

**E. Performance Requirements Summary (see attached)**

DL-1.1 Task Plan

Technical and Administrative Support for the Office of the Chief Counsel

Contractor will provide one full-time Law Librarian to perform a variety of technical and administrative support tasks for the Office of the Chief Counsel (Code DL). The contractor will track, update, and maintain the Law Library. In support of the Law Library, Contractor will use up-to-date information technologies, including World Wide Web, CD-ROM and intranets. Contractor will perform basic legal research, including searches on legal reference databases such as LEXIS and Westlaw. The contractor will provide general administrative assistance on an as-needed basis

## Performance Requirements Summary

Required Services	Performance Standards	Estimated Workload	Method of Surveillance
<ul style="list-style-type: none"> <li>• Track, update, and maintain the law library collection.</li> <li>• Initiate, track, and follow-through on library purchases and loans.</li> <li>• Keep all legal reference materials current.</li> <li>• Keep abreast of new legal information technologies including the World Wide Web, CD-ROM, and intranets</li> </ul>	<p>Library should be maintained in a professional manner and in accordance with generally accepted legal standards. Appropriate NASA personnel should be notified when purchases or loans are required, and the proper NASA procedures shall be followed. Legal reference materials shall be updated in an expeditious manner, usually NTE 30 days from time of receipt of updated materials.</p>	<p>Continuous monitoring of legal information and update materials. Law library contains approximately 10,000 volumes, including approximately 100 subscriptions and loose-leaf services.</p>	<p>Review by Office of Chief Counsel management and attorneys.</p>
<ul style="list-style-type: none"> <li>• The contractor shall, in concert with NASA attorneys, provide basic legal research services, including retrieval of information and/or searches using electronic legal reference databases (such as LEXIS and Westlaw).</li> </ul>	<p>Legal research should be performed in a professional manner and in accordance with generally accepted legal standards. New and cost effective means of performing research should be used when appropriate.</p>	<p>Respond to requests for legal research or assistance as needed.</p>	<p>Review by Office of Chief Counsel management and attorneys.</p>
<ul style="list-style-type: none"> <li>• The contractor shall provide general administrative support as necessary (such as filing photocopying, etc.)</li> </ul>	<p>Timely and accurate administrative support.</p>	<p>Respond to requests for administrative support as needed.</p>	<p>Review by Office of Chief Counsel management and attorneys.</p>

### **Task Plan DL 1.1**

#### **Technical and Administrative Support for the Office of Chief Counsel**

Planners' subcontractor, MEI Technologies, will provide 1.0 full-time Librarian to support the Office of Chief Counsel by staffing the Law Library. The employee will possess experience as a librarian and have a background in legal research. Ad hoc research will be performed as assigned using the resources and online subscriptions available. Additionally, the law library will be maintained by keeping reference material current. Other administrative support will be provided in accordance with the overall support such as filing, photocopies and tracking budget for law library collection materials.

# CTO REVISION REQUEST

<b>ADMINISTRATIVE AND TECHNICAL SERVICES</b>	1. Contractor: <b>BOATS</b>	8. Contractor Task Order to be Revised Task Order No. DK3
3. Submittal Date: 6/2/04	4. Originator/Telephone No.: Kathy Sablan, External Partnerships Division, phone 4-6345	

## PROPOSED REVISION

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

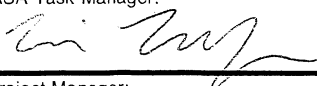


DK3 Agreements, Contracts and Grants Administrative Support

The task description for "The contractor shall support the Technology Partnership Managers in preparing and routing Space Act Agreements, Software Release Requests and Software Usage Agreements."

6. Revised TO:

This task has been augmented to include the more comprehensive expanded function of agreement development. In addition to helping prepare and route agreements, the contractor is now expected to take a more substantive role in the development of technology partnerships. This function will require coordination with the Technology Partnership Managers to follow-up on initial contacts made with potential partners and to act as a liaison with the legal office for the development of the appropriate partnering mechanism. This task will require provision of all logistical, technical and administrative support for Space Act Agreement development.

## APPROVAL

7. NASA Task Manager: 	8. Date: 6/2/04	9. COVR: 	10. Date: 6/2/04
11. Project Manager: 	12. Date: 6-7-04	13. Contracting Officer (Check if Required) <input type="checkbox"/>	14. Date: 6/9/04

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

TASK ORDER  
Prime Contract No.: NNA04CA76C (BOATS)  
Task Order No.: DK 3 Revision No. 1

6/3/2004  
B-4  
B-5

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

TITLE: Agreements, Contracts & Grants Admin Support

PURPOSE: Adjust staffing due to changed work statement

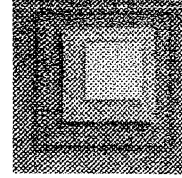
Estimated Beginning Date: January 1, 2004

Estimated Completion Date: December 31, 2004

Labor Category:	Est.	Est.	Direct Labor	Total
	Hours	Hrs. Monthly	Rate	Direct Cost
[Redacted Table Content]				
Total Direct Labor			b-4	
Overhead				
Subcontract Labor Services				
Subtotal Labor and Subcontracts				
G&A				
<b>OTHER DIRECT COSTS</b>				
Materials				
Travel				
Training				
Other ODC				
Total ODCs (Not to Exceed)				
G&A				
Flow-through Items ( Muniz Engineering)				
ESTIMATE OF TOTAL DIRECT COST FOR TASK SUPPORT:				b-4
ESTIMATE OF TOTAL COST FOR FEE/PROJECT MANAGEMENT ALLOCATION:				
ESTIMATE OF TOTAL COST/FEE FOR TASK SUPPORT:				\$ 154,109

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

*CM*  
*6/3/04*



PLANNERS COLLABORATIVE

**MEMORANDUM**

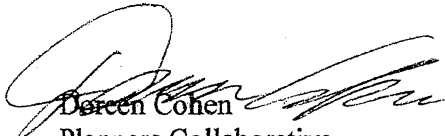
To: Karen Moze, COTR  
Date: October 18, 2006

Ref: NNA04CA76C Task Order:

DE.1.3 EO Administrative Support

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

Sincerely,

  
Darren Cohen  
Planners Collaborative

cc: Planners Collaborative West

\* MINDR ADJUSTMENTS MADE BY KMOZE\*  
10/24/06

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

TASK ORDER  
Prime Contract No.: NNAD4CA76C (BOATS)

Task Order No.: ~~DE~~1.3

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

TITLE: EO Administrative Support

SCHEDULE:

Estimated Beginning Date: October 1, 2006

Estimated Completion Date: September 30, 2007

Labor Category:

	Est. Hours	Est. Hrs. Monthly	Direct Labor Rate	Total Direct Cost
Total Direct Labor				b-4
Overhead				
Subcontract Labor Services				
Subtotal Labor and Subcontracts				
G&A				
OTHER DIRECT COSTS				
Materials				
Travel				
Training				
Other ODC				
Total ODCs (Not to Exceed)				
G&A				

Flow-through Items (Muniz Engineering)

ESTIMATE OF TOTAL DIRECT COST FOR TASK SUPPORT:

ESTIMATE OF TOTAL COST FOR FEE/PROJECT MANAGEMENT ALLOCATION:

ESTIMATE OF TOTAL COST/FEE FOR TASK SUPPORT:

\$ 95,536

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

*Ch*  
10/17/06



NNA04CA76C

Task Order No.: DE13

Task Requester: Barbara E. Miller

Date: 9/5/06

COTR: Karen Ologe

Date: 9/8/06

Contracting Officer: Carl N. Tou

Date: 9/28/06

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

Date: 10/24/06

COTR Concurrence of Contractor's Task Plan: Karen Ologe

Date: 10/24/06

**CONTRACTOR'S ACCEPTANCE:**

Contractor's Representative: [Signature]

Date: 10-18-06

**AUTHORIZATION:**

Authorized period of performance:

Beginning Date: 10/1/06

Completion Date: 9/30/07

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

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

This Task Order is approved for performance.

Approving Official: Carl N. Tou

Date: 11/14/06

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

Task Order No.: DE 1.3

Task Description for:

EO Systems Administrator

Contract NNA04CA76C

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

**A. Period of Performance**

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

**B. Description of Work**

Background

The Office of Diversity & Equal Opportunity mission is to promote and advocate equal opportunities for underrepresented groups at Ames Research Center, and to increase access to Ames related, research and careers for all Americans. This is accomplished through career advancement, complaint resolution, and advocacy of Ames' support of minority Institutions of higher learning. The main focus of the Ames Office of Diversity and EO is to develop and maintain a diverse workforce.

Description of Specific Tasks to be Performed

The contractor shall perform, working closely with the Director of Office of Diversity and Opportunity and staff, to include the following tasks. EQUAL

- 1.0 Administrative Computer Systems Administrator  
Monitoring, operating and troubleshooting computer Macs/PC systems.  
Set up & install required software to computer systems, scanners.  
Knowledge of PowerPoint, Microsoft word, Microsoft Excel. Ability to create and design Web pages. Knowledge of HTML, Homesite, Front Page, Dreamweaver, GoLive.
- 2.0 Perform administrative duties in support of the Office of Diversity and EO Special Emphasis Programs.
- 3.0 Provide support for conferences and special events sponsored by the Office of Diversity and Equal Opportunity in support of Diversity and Equal Opportunity.
- 4.0 Coordinates and administers the provision of supplies, equipment and services for the organization.

- 5.0 Makes arrangements for telephones, personal computers, movement of personnel equipment, repair and maintenance of building and facility equipment, imaging, printing and other services provide by Center organizations or contractors.
- 6.0 Will act as organizations' property custodian.
- 7.0 Will be the point of contact for hardware and software requests.
- 8.0 Will be Safety coordinator.
- 9.0 Will operate office automation equipment to originate and maintain documents and data for various records and reports.
- 10.0 Will select and operate a variety of word processing and related computer software.
- 11.0 Will use database or spreadsheet software to enter, revise, or calculate, and retrieve data for reports; and will see graphics software to provide charts, and graphs.
- 12.0 Transmit and receive documents and messages through Center electronic information networks. Will serve as a coordinator for computer training of the clerical staff, and assist other new personnel in the organization by familiarizing them with the hardware and software available.
- 13.0 Will obtain services for the repair/or replacement of computer equipment.
- 14.0 Will organize and maintain files for office

**C. Hours of Work**

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

**D. Government Furnished Equipment**

Listing of government furnished equipment is referenced in Section J.1 Attachment A3 to NASA 2-98081 dated August 28, 1999.

**E. Performance Requirements Summary (see attached)**

**Task Plan DE 1.3**  
**EO Systems Administrator**

Planners' subcontractor, MEI Technologies, Inc., will provide one full-time position with a person proficient in information technology skills as well as general administrative support skills.

The employee will be computer proficient in systems administration, database support and web maintenance. The employee will be able to provide basic computer training for clerical staff and assist other new personnel in the organization by familiarizing them with the hardware and software available.

The employee will balance the information technology needs of the office with administrative support for educational events sponsored by the <sup>EO</sup> program.

Continuous advance preparation and awareness of <sup>DEED</sup>EO needs will enable performance through periods of employee absences. Up-to-date desk guides will provide for efficient back-up capabilities.

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

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

TASK ORDER  
Prime Contract No.: NNA04CA76C (BOATS)

Task Order No.: DE 1.1

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

TITLE: EO Administrative Support

SCHEDULE:

Estimated Beginning Date: October 1, 2004

Estimated Completion Date: September 30, 2005

Labor Category:

	Est. Hours	Est. Hrs. Monthly	Direct Labor Rate	Total Direct Cost
b-4				
Total Direct Labor				
Overhead				
Subcontract Labor Services				
Subtotal Labor and Subcontracts				
G&A				
<b>OTHER DIRECT COSTS</b>				
Materials				
Travel				
Training				
Other ODC				
Total ODCs (Not to Exceed)				
G&A				
Flow-through Items ( Muniz Engineering)				b-4
<b>ESTIMATE OF TOTAL DIRECT COST FOR TASK SUPPORT:</b>				
<b>ESTIMATE OF TOTAL COST FOR FEE/PROJECT MANAGEMENT ALLOCATION:</b>				
<b>ESTIMATE OF TOTAL COST/FEE FOR TASK SUPPORT:</b>				<b>\$ 81,345</b>

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

*Ch...*  
10/1/04

NNA04CA76C

Task Order No.: DE-1.1

Task Requester: Adriana Carenas

Date: 9/1/04

COTR: Nancy L. Johnson, alt.

Date: 9/7/04

Contracting Officer: [Signature]

Date: 9/13/04

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

Date: 10-7-04

COTR Concurrence of Contractor's Task Plan: John Adams

Date: 10-22-04

**CONTRACTOR'S ACCEPTANCE:**

Contractor's Representative: [Signature]

Date: 10-5-04

**AUTHORIZATION:**

Authorized period of performance:

Beginning Date: 10/1/04

Completion Date: 9/30/05

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

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

This Task Order is approved for performance.

Approving Official: [Signature]

Date: 11/01/04

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

Task Order No.: DE-1.1

Task Description for:

EO Administrative Support

Contract NNA04CA76C

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

**A. Period of Performance**

The period of performance for this task will be from October 1, 2004 through September 30, 2005, unless specifically identified otherwise in the task.

**B. Description of Work**

Background

The Equal Opportunity Programs Office mission is to promote and advocate equal opportunities for underrepresented groups at Ames Research Center, and to increase access to Ames related, research and careers for all Americans. This is accomplished through recruitment, career advancement, complaint resolution, and advocacy of Ames' support of minority Institutions of higher learning. The main focus of the Ames Equal Opportunity Programs Office is to develop and maintain a diverse workforce.

Description of Specific Tasks to be Performed

The contractor shall perform, working closely with the Director of Equal Opportunity Programs Office and staff, the following tasks.

- 1.0 Perform administrative duties in support of the Agency's Hispanic Education Outreach Program and other minority educational outreach efforts.
- 2.0 Provide support for conferences and special events sponsored by the EOPO in support of EEO.
- 3.0 Administrative Computer Support  
Monitoring, operating and troubleshooting computer Macs/PC systems.  
Set up & install required software to computer systems, scanners.  
Knowledge of PowerPoint, Microsoft word, Microsoft Excel. Ability to create and design Web pages. Knowledge of HTML, Homesite, Front Page, Dreamweaver, GoLive.
- 4.0 Process documents such as travel, vouchers, service request.
- 5.0 Coordinates and administers the provision of supplies, equipment and services for the organization.
- 6.0 Makes arrangements for telephones, personal computers, movement of personnel equipment, repair and maintenance of building and facility equipment, imaging, printing and other services provide by Center organizations or contractors.
- 7.0 Will act as organizations' property custodian.
- 8.0 Will be point of contact for ODIN request.
- 9.0 Will be Safety coordinator.

10.0 Will operate office automation equipment to originate and maintain documents and data for various records and reports.

11.0 Will select and operate a variety of word processing and related computer software.

12.0 Will use database or spreadsheet software to enter, revise, or calculate, and retrieve data for reports; and will use graphics software to provide charts, and graphs.

13.0 Transmit and receive documents and messages through Center electronic information networks. Will serve as a coordinator for computer training of the clerical staff, and assist other new personnel in the organization by familiarizing them with the hardware and software available.

14.0 Will obtain services for the repair/or replacement of computer equipment.

15.0 Will organize and maintain files for office.

**C. Hours of Work**

The standard workday is eight hours (not including an unpaid lunch period), Monday through Friday, beginning between 7:30 am and 6:00 pm. Flexible work schedules may be arranged.

**D. Government Furnished Equipment**

Listing of government furnished equipment is referenced in Section J.1 Attachment A3 to NASA2-98081 dated August 28, 1999.

**E. Performance Requirements Summary (see attached)**



## Performance Requirements Summary

Required Services	Performance Standards	Estimated Workload	Method of Surveillance
<ul style="list-style-type: none"> <li>Network Administration, Information Systems, and Equipment Planning</li> </ul>	Plan, develop, maintain, coordinate, and report on ADP Information systems and equipment.	Minimum of 2 reports per year	COTR Review of progress, products, and results in terms of Task Order requirements.
<ul style="list-style-type: none"> <li>Property Management</li> </ul>	Plan, develop, maintain, track, and report miscellaneous assigned property.	Minimum of 1 report per year	COTR Review of progress, products, and results in terms of Task Order requirements

**Task Order DE 1.1**  
**EO Administrative Support**

B-4

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

TASK ORDER  
Prime Contract No.: NNA04CA76C (BOATS)

Task Order No.: D 2

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

TITLE: Support for Ames History Office

SCHEDULE:

Estimated Beginning Date: January 1, 2004

Estimated Completion Date: September 30, 2004

Labor Category:

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

b-4

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

ESTIMATE OF TOTAL DIRECT COST FOR TASK SUPPORT:

b-4

ESTIMATE OF TOTAL COST FOR FEE/PROJECT MANAGEMENT ALLOCATION:

ESTIMATE OF TOTAL COST/FEE FOR TASK SUPPORT:

\$ 157,212

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

*OM*  
1/12/04

NNA04CA76C

Task Order No.: D-2.0

Task Requester: John W. Boyd

Date: December 11, 2003

COTR: John Adams

Date: 12/12/03

Contracting Officer: Marie E. Davis

Date: 12/12/03

Task Requester Concurrence of Contractor's Task Plan and Contractor's Cost Estimate: John W. Boyd

Date: 1/13/04

COTR Concurrence of Contractor's Task Plan: John Adams

Date: 1/14/04

**CONTRACTOR'S ACCEPTANCE:**

Contractor's Representative: Ed Showcar  
for Ed Showcar

Date: 12-28-03

**AUTHORIZATION:**

Authorized period of performance:

Beginning Date: 1/1/04

Completion Date: 9/30/04

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

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

This Task Order is approved for performance.

Approving Official: Carla P. Z...

Date: 1/19/04

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

Task Order No.: D-2

Task Description for:

Support for Ames' History Office

Contract NNA04CA76C

Please acknowledge receipt and acceptance of this task order within ten (10) calendar days after receipt (in accordance with NASA FAR Supplement clause 18-52.216-80. Work shall not commence prior to approval of the Task Plan by the Contracting Officer.

A. **Period of Performance:** January 1, 2004 through September 30, 2004

B. **Description of Work**

Historian:

The incumbent is responsible for gathering documents, preparing an archival location, conducting oral history interviews, and collecting other sources of information about the history of the NASA Ames Research Center for inclusion in the archives and for the generation of historical publications. This includes researching, writing, and editing articles and historical monographs as required.

Archivist:

The incumbent is responsible for building a reference archive to support the NASA Ames History Office. This includes accessioning donated documents and artifacts, generating finding aids for key collections, creating bibliographies, and publishing materials to the Office website. The incumbent is also responsible for interactions with the National Archives regarding Record Group 255, answering general historical queries, providing reference services, and generally managing the NASA Ames History Office.

C. **Hours of Work:** 8:00 AM to 5:00 PM

D. **Government Furnished Equipment:** TBD

E. **Performance Requirements Summary (see attached)**

## Performance Requirements Summary

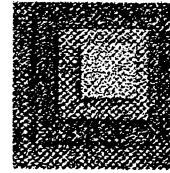
Required Services	Performance Standards	Performance Measurement	Estimated Workload	Method of Surveillance
Research and administrative support for the NASA Ames History Office	Compatible with NASA History Office Standards	Compatible with NASA History Office Measurement		Review by Task Manager
Process papers of key NASA Ames personnel	Same	Same		Same
Set up Ames Archives and Artifact Storage	Same	Same		Same
Complete two formal oral interviews	Same	Same		Same
Continue research for one manuscript covering thermal protection	Same	Same		Same
Refresh ARC's history web page	Same	Same		Same

**Task Plan D 2.0**  
**Support for Ames History Office**

Planners Collaborative will provide one part-time Historian and one part-time Archivist to support this task. The Historian will provide general oversight of the NASA Ames History Office, and technical oversight to the Archivist. Jointly, their work will include reviewing the conversion of the N-207 high bay into an artifact and document preservation area, contributing to the establishment of an historical reference collection at Ames, supporting efforts by Ames personnel to explore their own history, updating the website, responding to research queries from NASA personnel and the general public, representing Ames to the NASA History Office, and keeping the Senior Advisor for History apprised of relevant work being done by the history community at large.

The Historian will also draft a monograph of thermal protection systems research at Ames and complete two formal oral history interviews to support that research.

The Archivist will also appraise and accession donated documents and artifacts, generate finding aids for key collections, generate bibliographies, and represent the History Office to the National Archives and Record Administration.



PLANNERS COLLABORATIVE

**MEMORANDUM**

To: Karen Moze, COTR

Date: January 29, 2007

Ref: NNA04CA76C Task Order:

**D 1.3** Organizational Readiness Business Team Facilitation

Planners Collaborative is submitting our Task Plan for the referenced Task Order for period December 15, 2006 – September 30, 2007.

Sincerely,

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

Doreen Cohen  
Planners Collaborative

cc: Planners Collaborative West



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

TASK ORDER  
Prime Contract No.: NNA04CA76C (BOATS)

Task Order No. **D** 1.3

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

TITLE: **Organizational Readiness  
Business Team Facilitation**

SCHEDULE:

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

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

Labor Category:

	Est. Hours	Est. Hrs. Monthly	Direct Labor Rate	Total Direct Cost
[Redacted Table Content]				
Total Direct Labor				b-4
Overhead				
Subcontract Labor Services				
Subtotal Labor and Subcontracts				
G&A				
OTHER DIRECT COSTS				
Materials				
Travel				
Training				
Other ODC				
Total ODCs (Not to Exceed)				
G&A				
Flow-through items				

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

Flow-through items

ESTIMATE OF TOTAL DIRECT COST FOR TASK SUPPORT:

b-4

ESTIMATE OF TOTAL COST FOR FEE/PROJECT MANAGEMENT ALLOCATION:

ESTIMATE OF TOTAL COST/FEE FOR TASK SUPPORT:

\$ 40,000

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

*Chw*  
*2/2/07*

Task Order No.: D 1.3  
Task Description for:

**Organizational Readiness Business Team Facilitation**

Contract NNA04CA76C

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

**A. Period of Performance**  
FY 2007

**B. Description of Work**

Background: Ames Research Center is undergoing a transformation from a scientific research and technology facility to one focused on small satellite projects. To meet the demands of this new mission, the mission support organizations must transform their processes to be more responsive to the schedule needs of these short duration projects. A workshop held last spring and summer identified several functions in need of process re-engineering. This task is intended to address some of these deficiencies.

Activities Requested: The contractor is being asked to lead and facilitate several efforts (exact number TBD) for process re-engineering. Initially, the task requester and the contractor will identify and discuss those processes that have the greatest opportunity for success. These "low hanging fruit" will function to create momentum for the entire effort.

The contractor is expected to assemble a team, identified by the task requester, for a series of half-day meetings. These meetings are to document the current processes, highlight those areas where inefficiencies or ambiguities exist, and make recommendations for streamlining (or eliminating) steps within these processes to enhance the delivery of the Center's products and services to our customers.

The contractor is expected to assist the various stakeholders in coming forward with concrete and implementable proposals which are to be presented to senior Center management for review and concurrence. A repository of relevant documents shall also be created to provide an archive for any future efforts in this area.

**C. Hours of Work**  
7:00 am to 4:00 pm

**D. Government Furnished Equipment:**  
Office space. Including telephone, computer, and network connection. Office supplies as needed

**E. Performance Requirements Summary (see attached)**

## Performance Requirements Summary

Required Services	Performance Standards	Estimated Workload	Method of Surveillance
Facilitation, documentation, and reporting of Business Process Teams specific to Readiness Assessment of areas of concentration	<p>Insert performance standards here.</p> <p>Performance standards explain how well a job should be done.</p> <p>Standards for "Good" performance should be exceedable.</p> <p>Indicators of successful performance include:</p> <p>* Results oriented and demonstrated in the actual results of the process improvement.</p> <p>Decreased redundancy</p> <p>Reduced waste as measured by the elimination of unnecessary steps</p> <p>Measure improvement specific to business process being addressed</p>	325 hours estimated.	<p>How will you measure contractor performance? Some examples include;</p> <p>Product Team Reports as appropriate.</p>

### **Task Plan C 1.3**

#### **Organizational Readiness Business Team Facilitation**

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

Planners Collaborative will support this task via our subcontractor, Unisys. All work will be performed according to the Performance Requirements Summary.