

PLANNERS COLLABORATIVE

MEMORANDUM

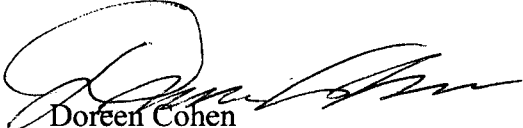
To: Karen Moze, COTR
Date: September 24, 2007

Ref: NNA04CA76C Task Order:

EX 8.4 Video Teleconferencing

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

Sincerely,


Doreen Cohen
Planners Collaborative

cc: Planners Collaborative West

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

TASK ORDER
Prime Contract No.: NNA04CA76C (BOATS)

Task Order No.: EX 8.4

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:

Video Teleconferencing

SCHEDULE:

Estimated Beginning Date:

October 1, 2007

Estimated Completion Date:

September 30, 2008

Labor Category:

Est. Hours	Est. Hrs. Monthly	Direct Labor Rate	Total Direct Cost
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Comm. Group Mgr.
VITs Operator

Back-up

Total Direct Labor

Overhead

Subcontract Labor Services

B-4

Subtotal Labor and Subcontracts

G&A

OTHER DIRECT COSTS

Materials

Travel

Training

Other ODC

Total ODCs (Not to Exceed)

G&A

Flow-through Items

ESTIMATE OF TOTAL DIRECT COST FOR TASK SUPPORT:

B-4

ESTIMATE OF TOTAL COST FOR FEE/PROJECT MANAGEMENT ALLOCATION:

ESTIMATE OF TOTAL COST/FEE FOR TASK SUPPORT:

\$ 66,448

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

CM
9/26/07

NNA04CA76C

Task Order No.: EX 8.4

Task Requester: Ed Schilling

Date: 09/07/2007

COTR: Karen Moze

Date: 09/07/2007

Contracting Officer: Marie E. Dorish

Date: 9/12/07

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

Date: 10/22/07

COTR Concurrence of
Contractor's Task Plan: Karen Moze

Date: 10/22/07

CONTRACTOR'S ACCEPTANCE:

Contractor's
Representative: [Signature]

Date: 9-27-07

AUTHORIZATION:

Authorized period of performance:

Beginning Date: October 1, 2007

Completion Date: Sept. 30, 2008

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

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

This Task Order is approved for performance.

Approving Official: [Signature] Date: 11/20/07

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

Task Order No.: EX 8.4
Task Description for:

Video Teleconferencing

Contract NNA04CA76C

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

A. Period of Performance

October 1, 2007 to September 30, 2008

B. Description of Work

As per Statement of Work, section 4.1.10. Specifically, this task covers support for the ViTS room in building 203. The position requires that the operator be completely capable of operating the equipment (computers, cameras, microphones, monitors) and booking the schedule using the software provided by NASA. This room is often used by Ames' upper management staff, including the Director. Accordingly, the operator should conduct the teleconferences with a level of professionalism matching the client's position. The job is full-time; however, because many teleconferences are scheduled according to Eastern Time, the operator may need to start the day at an early hour. The hours of individual work days may start at varying times, depending on each day's schedule. Any problems with equipment or systems should be communicated to the technical support staff in Code J, or the system managers at MSFC. A sign-in sheet will be generated for each event and kept by the operator for review by the Task Requestor. Occasional overtime (3-5 hours per month) may be required.

Each customer will be given a pre-printed questionnaire for feedback on the service provided. At the end of each month, these completed cards will be delivered to the Task Requestor.

The Task Requestor will be notified immediately by telephone (650-279-0472) in the event of any late or missed teleconferences.

C. Hours of Work

Forty hours per week. 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. However, specific teleconference schedule requirements may mean that a work day could start as early as 5:00 to 5:30 am.

D. Government Furnished Equipment

As provided by NASA/Marshall Space Flight Center.

E. Performance Requirements Summary (see attached)

Performance Requirements Summary

Required Services	Performance Standards	Estimated Workload	Method of Surveillance
<p>Operation and scheduling of the N203 ViTS room on a daily basis as requested by Agency-wide and Ames customers.</p>	<p>Operator will have the room open and prepared for each event.</p> <p>Operator provides customers with all of the capability the system provides (audio, video, access to computer files, recordings when necessary, and schedule).</p> <p>Operator will generate and transmit sign-in sheets for Task Requestor review.</p> <p>Customers feel they have been treated with professionalism and courtesy.</p> <p>The Task Requestor recognizes that not all complaints may be applicable to the operator, such as when the equipment and systems are not working properly. In such cases, the operator promptly</p>	<p>Normal workload is 8 hours per day, with the number and durations of individual events varying according to customer schedule and requirements.</p>	<p>Random Sampling Customer Survey Task Manager Review</p>

Performance Requirements Summary

communicates any malfunctions to appropriate technical staff and Task Requestor.

Higher than average ratings will be given for such things as (but not limited to): the degree of help given to customers before and during events to make them go as smoothly and efficiently as possible; suggestions for file formats and layout to provide effective presentations over the ViTS system; successful coordination of complex events requiring scheduling multiple rooms at different centers; and suggestions to NASA for equipment or techniques to make the ViTS facility more effective



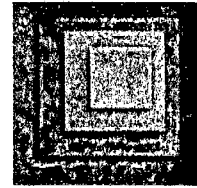
PLANNERS COLLABORATIVE

Task Plan EX 8.4
Video Teleconferencing

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 1 FTE ViTs Operator.

The ViTs Operator will be well qualified to perform all aspects of the task requirements. Planners will also ensure that back-up staff are cross trained to cover staff absences. Staff schedules will meet the requirements of the job for both East Coast times zones and West Coast planned uses of the room. Planners will maintain flexibility to cover weekends and odd hours outside of normal operating hours as requested by customers based on the availability of trained personnel as much as is possible. Emergencies will be handled according to the emergency procedures as agreed upon in the Director's Office and posted at the ViTs location.



PLANNERS COLLABORATIVE

MEMORANDUM


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

Ref: NNA04CA76C Task Order:

EX 3.4 Photographic Support

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

Sincerely,


Doreen Cohen
Planners Collaborative

cc: Planners Collaborative West

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

TASK ORDER
Prime Contract No.: NNA04CA76C (BOATS)

Task Order No.: EX 3.4

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: **Photographic Support**

PURPOSE:

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

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

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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- Comm. Group Mgr.
- Senior Photographer
- Repository Lead
- Photo Archivist

- 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: **\$ 254,312**

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

OW
9/26/07

NNA04CA76C

Task Order No.: 3.4

Task Requester: Eric James

Date: Sept. 11 2007

COTR: Karen Moze

Date: 9/11/2007

Contracting Officer: Marie E. Sorich

Date: 9/13/07

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

Eric James

Date: 10-29-07

COTR Concurrence of
Contractor's Task Plan:

Karen Moze

Date: 10/29/07

CONTRACTOR'S ACCEPTANCE:

Contractor's
Representative:

[Signature]

Date: 9-27-07

AUTHORIZATION:

Authorized period of performance:

Beginning Date: October 1, 2007

Completion Date: Sept. 30, 2008

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

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

This Task Order is approved for performance.

Approving Official: Marie E. Sorich

Date: 10/29/07

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

Task Order No.: 3.4
Task Description for:

Still Photography

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, 2007 through September 30, 2008

B. Description of Work

Generally, as described in the Sections 4.1.4.1 through 4.1.4.9. Specifically, this Task covers the work done by the Photographer and Archivist positions.

Photographic services include shooting pictures of public events, creating images that illustrate a customer's message, making portraits, providing instrumentation to document engineering and scientific tests, and copying archival photo files of images to CD. The photographer may also offer advice on strategic equipment purchases. Should the Photographer's time be applied in support of other Tasks, an accounting of the cost savings to this Task should be recorded and provided to the Task Requestor.

Archiving services include cataloging data related to each image, forwarding image files to customers, and assisting customers in identifying images from the archive. The Archivist will also coordinate retrieving and returning original negatives from the Federal Records Center.

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

All equipment necessary for this Task is provided by the government. See SOW for detailed listing.

E. Performance Requirements Summary (see attached)

Performance Requirements Summary

Task Plan EX 3.3 Still Photography

Task performance will be managed by the Planners Communications Group Manager, who will be the primary interface re: performance w/ the NASA task requester. Planners management team provides guidance & direction to all contract staff in making the NASA vision our mission.

Planners will provide 2 FTE – one full-time Senior photographer & one full-time Repository Lead (archivist). Photo back-up will be provided through the supplemental task order (EX 10.4) Planners will provide one .20 FTE Communications Group Lead. Photo services will include shooting images of events, processing digital image files, and submitting the data to the Repository Lead (archivist) who will catalog the data appropriately. Planners will also fulfill the other requests in the task order description.



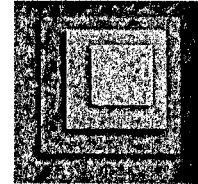
PLANNERS COLLABORATIVE

Task Plan EX 3.4 Still Photography

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 2 FTE - one full-time Senior Photographer and one full-time Repository Lead (archivist). Photography back-up will be provided through the supplemental task order (EX10.4). Planners will provide one 0.2 FTE Communications Group Lead. Photographic services will include shooting images of events, processing the digital image files, and submitting the data to the Repository Lead (archivist) who will catalog the data appropriately.

Planners will also provide one half-time Photo Archivist to help update Ames' visual database (Cumulus) as well as the AILS database and assist in the selection, scanning, and clean up of negatives from the National Archive. At times, this position may be called upon to complete overlapping photographic assignments.



PLANNERS COLLABORATIVE

MEMORANDUM


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

Ref: NNA04CA76C Task Order:

EX 4.4 Code T Support

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

Sincerely,


Doreen Cohen
Planners Collaborative

cc: Planners Collaborative West

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

TASK ORDER
 Prime Contract No.: NNA04CA76C (BOATS)

Task Order No.: EX 4.4

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: Code T Support

PURPOSE:

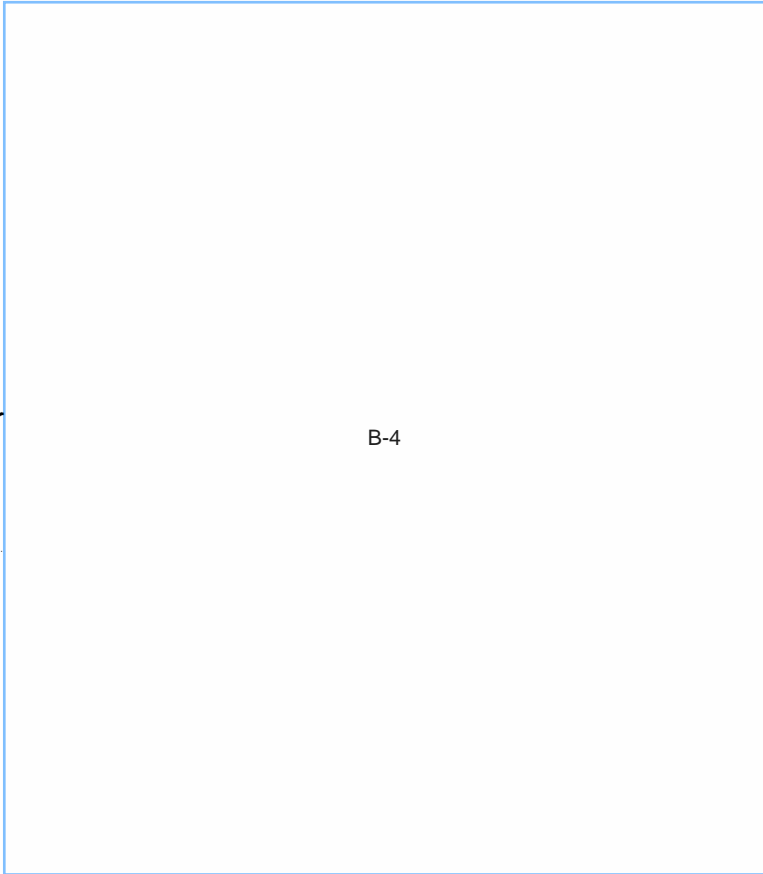
Estimated Beginning Date: October 1, 2007

Estimated Completion Date: September 30, 2008

Labor Category:

Est. Hours	Est. Hrs. Monthly	Direct Labor Rate	Total Direct Cost
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Comm. Group Mgr.
 Photographer
 Scientific Photographer
 Photo Lab Tech/ Archivist



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:

B-4

ESTIMATE OF TOTAL COST/FEE FOR TASK SUPPORT:

\$ 204,999

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

cm
9/26/07

NNA04CA76C

Task Order No.: EX 4.4

Task Requester: EricJ James

Date: Sept. 11, 2007

COTR: Karen Moze

Date: 9/11/2007

Contracting Officer: Marie E. Dorich

Date: 9/13/07

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

Date: 10-10-07

COTR Concurrence of
Contractor's Task Plan: Karen Moze

Date: 10/16/07

CONTRACTOR'S ACCEPTANCE:

Contractor's
Representative: [Signature]

Date: 9-27-07

AUTHORIZATION:

Authorized period of performance:

Beginning Date: October 1, 2007

Completion Date: Sept. 30, 2008

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

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

This Task Order is approved for performance.

**SIGN
HERE**

Approving Official: Marie E. Dorich

Date: 10/16/07

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

Task Order No.: EX 4.4
Task Description for:

Code T Support

Contract NNA04CA76C

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

A. Period of Performance

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

B. Description of Work

The contractor shall provide support to Code T in two main areas: 1) Scientific and technical photography at the Arc Jets, the Vertical Gun Range, and the Horizontal Gun Range; and 2) Operation of a B/W Lab for processing of 8x10 sheet film from the Horizontal Gun Range.

Scientific and Technical Photography will include video and still photography, using both digital and film cameras, as well as high speed video and high speed motion picture systems.

In addition to the actual photography the photographer shall:

- Maintain a high level of communication with his customers ensuring their needs are met and schedules are fulfilled.
- Order and produce post-test products of a high quality, such as CD's and hard copy prints, and deliver those products in a timely manner.
- Select, operate, and store the necessary equipment in a professional manner.

The B/W Lab will develop 8x10 black and white sheet film from the Horizontal Gun Range.

In addition to the actual processing of the film, the Technicians shall:

- Receive, schedule, and deliver film to customers.
- Keep an accurate record of each week's work volume.
- Maintain and order needed repairs for the equipment.
- Order supplies through the civil servant buyer.
- Prepare and replenish B&W development chemicals.
- Maintain and operate any necessary environmental treatment equipment for wastewater from the lab.
- Make B&W prints if required.

Requests from Code T for overtime hours, additional labor, materials, and supplies will be forwarded to the Task Requestor. These costs will be estimated (including all G&A, Award Fee, etc.) and submitted in writing.

The current staffing level of 2.5 FTE's is expected to continue.

The contractor will discuss how the cross training of staff will maximize the flexibility of their support.

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

Same as EX 3.4

E. Performance Requirements Summary (see attached)

Performance Requirements Summary

Required Services	Performance Standards	Estimated Workload	Method of Surveillance
By B/W Lab: Processing of 8x10 b/w film.	All processing runs done to Kodak standards with same day turn around.	Varies widely.	Task Requestor monitoring, customer feedback.
Environmental Compliance Safety Reports	Timeliness and quality	When required by the Ames Safety Office and OSHA.	Feedback from Code Q
By Photographers Photographic documentation of test events.	All test events covered per customer schedule. Imagery meets basic standards for exposure, composition, and critical test objective documentation	40 hour weeks, followed by down time.	Task Requestor monitoring, customer feedback.



PLANNERS COLLABORATIVE

Task Plan EX 4.4 Code T Support

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 2.5 FTE with appropriate skills and experience to perform all task requirements in accordance with the performance requirements summary.

Planners staff will fulfill all requirements as stated in the Description of Work and in the Performance Requirements Summary. We understand that this work is performed to support customers of Code EX and our staff will always maintain a professional approach and excellent communication with Code T on behalf of Code EX to achieve full customer satisfaction.

Planners also understands the importance of safety at ARC and will operate and maintain facilities and equipment in a safe manner. Incumbent staff has received high praise during safety audits for their knowledge of safety requirements and their safety practices.

Planners will provide back-up capability through a qualified on-call staff.

Workload

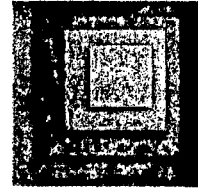
Every effort to adjust staffing levels and hours to accommodate fluctuations in workload and quick turn around tasks will be made. Planners is also able to bring in free-lance photographers for temporary and significant increases in workload.

The 2.5 FTEs support Code T in two main areas:

- 1) Scientific and Technical Photography at the Arc Jets, the Vertical Gun Range, and the Horizontal Gun Range
- 2) Operation of a Black and White Lab for processing of 8x10 sheet film for processing of 8x10 sheet film from the Horizontal Gun Range.

Cross training

All photographers are continually cross trained to serve as back-ups for each other. Two photographers are cross trained in processing and all staff is trained in film and digital photography, and training is continuous on digital processing. Also, both the Senior Photographer and the Communications Group Manager are able to serve as a back-up should there be a need. The cross training obviates the need for external back-up in most cases.



PLANNERS COLLABORATIVE

MEMORANDUM

To: Karen Moze, COTR

Date: September 24, 2007

Ref: NNA04CA76C Task Order:

EX 10.4

Photo Supplemental Service

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

Sincerely,



Doreen Cohen
Planners Collaborative

cc: Planners Collaborative West

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

TASK ORDER
 Prime Contract No.: NNA04CA76C (BOATS)

Task Order No.: EX 10.4

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

TITLE: **Photo Supplemental Services**

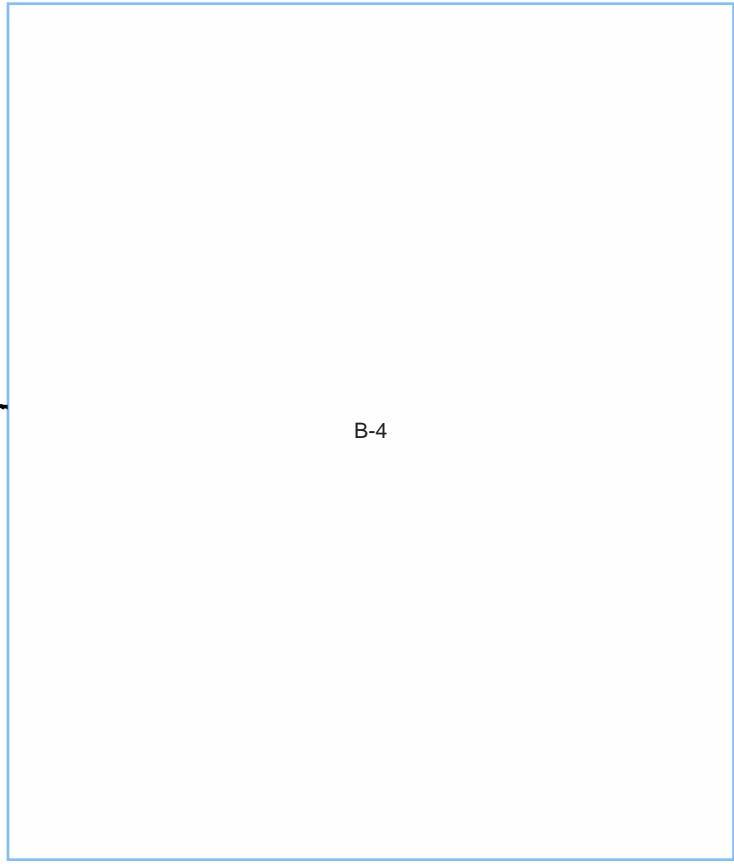
SCHEDULE:

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

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

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

Comm. Group 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:

ESTIMATE OF TOTAL COST FOR FEE/PROJECT MANAGEMENT ALLOCATION:

B-4

ESTIMATE OF TOTAL COST/FEE FOR TASK SUPPORT:

\$ 37,223

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

CK
 9/27/07

NNA04CA76C

Task Order No.: EX 10.4

Task Requester: Eric James

Date: Sept. 11, 2007

COTR: Karen Moze

Date: 9/11/2007

Contracting Officer: Marie E. Dorish

Date: 9/13/07

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

Date: 10-10-07

COTR Concurrence of
Contractor's Task Plan: Karen Moze

Date: 10/16/07

CONTRACTOR'S ACCEPTANCE:

Contractor's
Representative: [Signature]

Date: 9-27-07

AUTHORIZATION:

Authorized period of performance:

Beginning Date: October 1, 2007

Completion Date: Sept. 30, 2008

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

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

This Task Order is approved for performance.

**SIGN
HERE**



Approving Official: Marie E. Dorish

Date: 10/16/07

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

Task Order No.: EX 10.4

Task Description for:

Supplemental Photo Costs

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, 2007 through September 30, 2008

B. Description of Work

This task is to cover services and materials above and beyond the basic (no overtime) fixed labor cost of the on-site Code EX Photography contract staff. For example, overtime for the on-site staff, extra labor, materials, and equipment rental or purchase will be routed through this task. All costs will be estimated (including all G&A, Award, etc.) and submitted in writing by the contract so that the Task Requestor can review them prior to any charges being incurred. In addition to the monthly 533 report, actual costs should be broken down per project (Service Request Number/Title, or "general supplies") each month.

C. Hours of Work

As necessary

D. Government Furnished Equipment

Same as that provided for EX 3.4

E. Performance Requirements Summary (see attached)

Same as for EX 3.4

Performance Requirements Summary

Required Services	Performance Standards	Estimated Workload	Method of Surveillance
Briefly describe services here.	Insert performance standards here. Performance standards explain how well a job should be done. Standards for "Good" performance should be exceedable. Indicators of successful performance include: * Accuracy * Timeliness * Customer satisfaction * Leadership * Resource management * Quantity or productivity * Initiative * Resourcefulness * Innovation * Quality	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; Random Sampling Customer Survey Task Manager Review Monthly Report

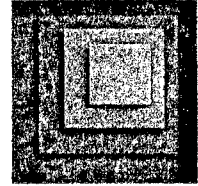


PLANNERS COLLABORATIVE

Task Plan EX10.4 Supplemental Photo Costs

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

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



PLANNERS COLLABORATIVE

MEMORANDUM


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

Ref: NNA04CA76C Task Order:

JA 1.4 Office Administrative Services and University Grants

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

Sincerely,


Doreen Cohen
Planners Collaborative

cc: Planners Collaborative West

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

TASK ORDER
Prime Contract No.: NNA04CA76C (BOATS)

Task Order No.: JA 1.4

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: Office Admin Services & University Grants

SCHEDULE:

Estimated Beginning Date: October 1, 2007

Estimated Completion Date: September 30, 2008

Labor Category:

Admin. Services Mgr.
Acquisition Admin Specialist
Sr. Acquisition Admin Specialist

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

ESTIMATE OF TOTAL COST FOR FEE/PROJECT MANAGEMENT ALLOCATION:

B-4

ESTIMATE OF TOTAL COST/FEE FOR TASK SUPPORT:

\$ 244,781

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

Ch
9/27/07

NNA04CA76

Task Order No.: JA-1.4

Task Requester: Scott J. Malsom

Date: 09/18/2007

COTR: Karen Moze

Date: 9/18/2007

Contracting Officer: Marie E. Davis

Date: 9/21/07

Task Requester Concurrence
of Contractor's Task Plan and
Contractor's Cost Estimate: Scott J. Malsom

Date: 10/12/07

COTR Concurrence of
Contractor's Task Plan: Karen Moze

Date: 10/19/07

CONTRACTOR'S ACCEPTANCE:

Contractor's
Representative: [Signature]

Date: 9-27-07

AUTHORIZATION:

Authorized period of performance:

Beginning Date: October 1, 2007

Completion Date: September 30, 2008

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

This Task Order is subject to all the terms and conditions of Contract 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: Marie E. Davis

Date: 10/17/07

Distribution:
Contracting Officer (Original)
Contractor
COTR
Task Requester

Task Order No.: JA-1.4

Task Description for :

Office Administration and Acquisition Business Process Support

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.

Period of Performance: October 1, 2007 – September 30, 2008

Ames Research Center's Acquisition Division is responsible for acquiring the goods and services required to support ARC in meeting its mission. Under this task order the contractor provides support to the Acquisition Division under two subtasks: Office Administrative Services and Acquisition Business Process Support Services.

The Contractor is required to provide all necessary administrative, documentation, and technical support, and all services related to the following two subtask functions. For assignments that do not have existing start and end dates specified in this SOW, the work will be assigned with a Job Order Request Form that specifies a required schedule for completion.

Functions for the Office Administrative Services include but are not limited to various acquisition related data entry into manual, spreadsheet or menu-based management information systems; report generation; document review, generation and tracking; management of office supplies; key operator functional support for Code JA Division photocopiers; non-ODIN property (non-SEB support), mail delivery/distribution, and general clerical support such as document preparation, distribution, copying, etc.. This task also includes supporting the Bankcard Group with reconciliation, user notification and other activities.

Functions for the Acquisition Business Process Support include support for processing grants, cooperative agreements and Intergovernmental Personnel Act (IPA) actions as well as providing support to the P-Card program and Directorate Portal office.

The Contractor shall perform these activities in conformance with NASA & ARC Policies, Guidelines, and Procedures, the FAR & the NASA FAR Supplement, and the NASA Grant Handbook.

Subtask 1.1.1 Office Administrative Services

A. Subtask Description

- Prepare Travel Authorization Packages (via Travel Manager) on behalf of Division staff as requested. Contractor personnel will take training and become proficient in the Travel Manager system and become the primary travel document preparer for the division;
- Maintain Spreadsheets of Code JAB onsite contractor list, all contractor list, & COTR training logs;

- Distribute Procurement Data System reports from FPDS, or similar Tracking Reports to Branch Chiefs and input any data changes and/ or corrections. Data changes/corrections shall be completed 2 days after receipt;
- Enter data into FPDS from contractual documents and other sources as supplied by the cognizant contracting officers and contract specialists.
- Develop, maintain, and enter data from buyer log sheets for Simplified Acquisitions (SAP), Scientific and Engineering Workstation Procurement (SEWP), and Personnel Systems Center (PSC), Data entry of log sheets shall be completed, the log sheet initiated, dated and returned to Code JAB within 4 days of receipt;
- Input NF 507 data for incremental funding actions, closed contracts and purchase orders into Procurement systems databases, including NF 507s used to correct errors in Procurement Data Systems;
- Coordinate, prepare, and track Tax Exempt Certificates. Tax Certificates should be provided to the Contracting Officer within 3 days after request;
- Maintain tracking of spreadsheets of all inactive and closed contracts and locations;
- Mail NASA Vendor Packages when requested by Center Small Business Specialist;
- Monitor and maintain JA supplies and prepare orders forms for supplies, including paper and other routine office supplies. Coordinate with the Division Bankcard Buyer items not routinely stocked within 24 hours of request. Prepare quarterly reports summarizing store stock purchases including analysis of purchases and recommendations for more cost efficient purchases;
- Provide Key Operator support for JA photocopy machines including placing service calls when required, and ordering toners & monitoring toner levels;
- Monitor/maintain Non-ODIN Property (non-SEB) inventory. Follow-up discrepancies when needed. Perform quarterly reviews & coordinate findings with code JA, and follow-up on disparities;
- Sort and distribute Mail. Forward mail as necessary. Distribute & mail copies of contracts, modifications and delegations. Maintain distribution lists contain dates recording distribution and submit original to cognizant contract specialist;
- Support contract and grant archiving activities in accordance with the Records Retention Schedule; and
- Perform clerical duties as required by Job Order Request Form such as preparation of letters, memos and other documentation; scanning documents; distribute NFS/FACS; copies; preparation of file labels and filing; and other similar administrative activities.
- Provide support to the Ames P-Card Team for P-card activities such as the development and maintenance of work flow processes outlining the ARC P-Card Validation Process. Additional responsibilities include supporting the P-Card customers, IFMP Help Desk and ARC P-Card coordinator in answering questions or developing training material, and developing best practices for the various P-Card processes. Requires a working knowledge of NASA's P-Card software system and Core Financial Software: SAP R/3 systems.

B. Hours of Work

The standard workday will be in accordance with the contract. In order to promote a flexible work place atmosphere consistent with the allowances made for the civil servant staff, minimal (1 person) Division coverage is necessary Monday through Friday between the core hours of 7:30 a.m. to 4:30 p.m.

C. Government Furnished Equipment

See Section J, Attachment A3 of the contract.

D. Performance Requirements Summary (see attached)

See attachment.

Subtask 1.1.2 Acquisition Business Process Support

A. Subtask description

The contractor shall perform the following administrative and clerical functions in support of the NASA Ames Grants Office. All documents are generated in Microsoft Word or Excel.

- Prepare grant proposal receipt and acknowledgement correspondence;
- Prepare grants/cooperative agreements for award and supplemental funding. Maintain and process relevant data;
- Perform data entry of grants data in the Center and Agency –accessible automated information systems;
- Process and administer Intergovernmental Personnel Act (IPA) actions including the processing & routing of invoices;
- Provide all necessary clerical support as necessary including distribution of incoming mail, awards, final reports; and
- Monitor status of grant expiration and provide reminders to NASA task monitors of grant expiration. Inform Task Monitor of grant expiration date; request if there is intent to renew; and request funds as necessary.

B. Hours of Work

The standard workday will be in accordance with the contract. In order to promote a flexible work place atmosphere consistent with the allowances made for the civil servant staff, minimal (1 person) Division coverage is necessary Monday through Friday between the core hours of 7:30 a.m. to 4:30 p.m.

C. Government Furnished Equipment

See Section J, Attachment A.3 of the contract.

D. Performance requirements Summary

See attached.

Performance Requirements Summary

Required Services	Performance Standards	Estimated Workload	Method of Surveillance
Subtask 1.1			
SF 294 report	Contractor reports reviewed and data input into spreadsheet within 20 days after deadline for receipt	SF 294s received semi-annually (Oct 30 & April 30) from approximately 35 contractors	Small Business Specialist (SBS) reviews finished spreadsheet
SF 294 report	Contact Contract Specialist if the contractor does not submit report.	Approximately 20 contractors require follow-up	SBS reviews Final Report for completeness and accuracy.
SF 295 report—used by HQ for NASA-wide SB reports	As requested by Headquarters, contact contract specialist if the contractor does not submit report.	Approximately 20 contractors require follow-up.	SBS checks list as SF 295s come in.
Non-ODIN Property Support	Periodic reports reviewed within 10 days of receipt.	One move per week.	Spot check logs.
Mail Delivery	All mail sorted within one hour of receipt.	Mail comes once daily, sort for 4 Branches, Division Office, Contractors.	Branch Admin assistant reviews for Branch distribution
Microsoft Word Support	All documents completed by due date as indicated on document or within 24 hours.	Approximately 5 to 10 documents per week	Log sheet/rework sheet
Required	Performance	Estimated	Method

Performance Requirements Summary

Services	Standards	Workload	of Surveillance
Subtask 1.1 (continued)			
Distribution	Distribute documents within 5 days of receipt.	One distribution job per week	Spot-check customers
Copying	Turnaround daily all items left for copying	10-20 copy jobs daily	Spot-check log
Delivery Services	Respond timely to requests for delivery	1-2 actions per day	Spot-check customers
Filing	All documents filed within 24 hours of receipt.	Approximately 10 documents per week	Spot-check.
Other Administrative Duties	Complete within time indicated on job request.	2-3 actions per week	Review by requestor
Time permitting, provides admin support to other Code JA Branches	Proactively look for assignments when time is available.	Various, depending on workload.	Log sheets for jobs.
FPDS Data entry	Enter data within 3 work days of receipt from CO/CS. Data entry is to be 100% complete and accurate based on the information supplied.	May vary by time of year but should average out to approximately 2 to 5 documents per day.	Customer input via a variety of audit reports generated by code JA personnel, NASA HQ, the Small Business Administration and other auditing agencies on a case-by-case basis.
Bankcard Support	100% coverage during reconciliation and validation activities.	This is a time critical activity. It must be completed during the time roughly defined as the last full week of the month and the first full week of the next month.	Review by Bankcard Team and Management

Performance Requirements Summary

Subtask 1.2

Grants—Reminding grant recipients and NASA task monitors of grant expiration dates and required action items.

P-Card Training & Best Practices documentation development

Technical monitor will be contacted two months prior to expiration of grant

Complete documentation within timeframes identified by task request

40-50 grants expire each month (total for both tasks)

As requested

Contractor monthly report based on log sheet of calls. Spot-check of task monitors.

P-Card Coordinator Feedback



PLANNERS COLLABORATIVE

Task Plan JA 1.3 Office Administrative Services and University Grants Services

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

Planners' Collaborative will provide three full time (3 FTE) positions to support office administrative services and university grant services.

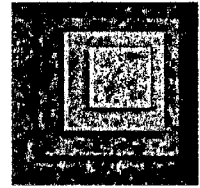
The Senior Grant Specialist will have at a minimum a high school diploma, three years work-related experience, and a solid working knowledge of the NASA grant administration process.

The Acquisitions administrative assistants will have at a minimum a high school diploma and 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 team will be split between office administrative services and university grant services to the extent required to perform, based on priorities set by the Grant Officer and the Code JA Task Manager.

Continuous advanced preparation and awareness of program needs will enable performance through periods of employee absences. Up-to-date desk guides will provide for efficient back-up capabilities.

Additional project needs of short duration that may arise will be met with existing staff through reassessment of priorities and reassessed deliverables process time, with the concurrence of the Code JA Task Manager.



PLANNERS COLLABORATIVE

MEMORANDUM

To: Karen Moze, COTR
Date: November 1, 2007

Ref: NNA04CA76C Task Order:

ES 1.4 International Space University, Space Studies Program Support

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

Sincerely,

Doreen Cohen
Planners Collaborative

cc: Planners Collaborative West

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

TASK ORDER
Prime Contract No.: NNA04CA76C (BOATS)

Task Order No. ES 1.4

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: Code E Directorate Special Project Support

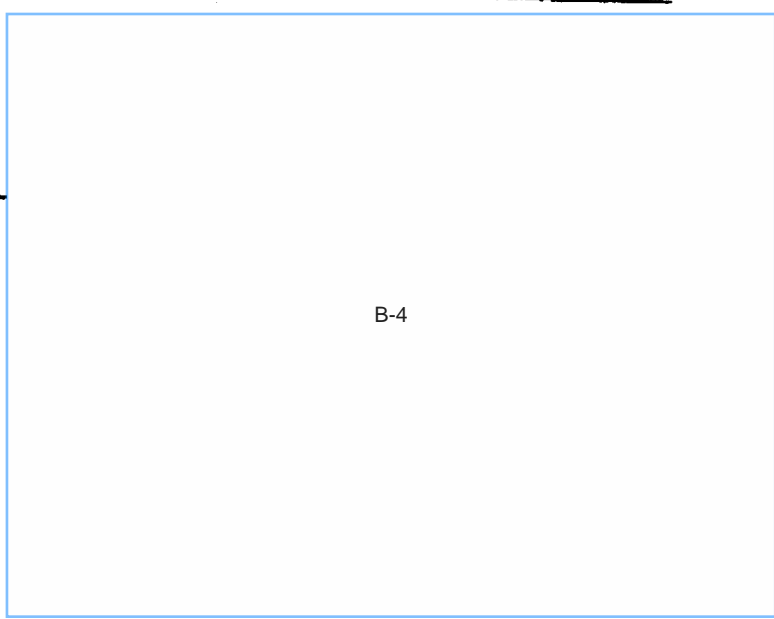
SCHEDULE:

Estimated Beginning Date: October 1, 2007

Estimated Completion Date: September 30, 2008

Labor Category:	Est. Hours	Est. Hrs. Monthly	Direct Labor Rate	Total Direct Cost
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Education Manager
ISU Administrative Specialist



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

\$ 98,414

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

Ch
10/30/07

NNA04CA76C

Task Order No.: ES-1.4

Donald G. James

Task Requester: _____

September 26, 2007

Date: _____

COTR: Karen Moge

Date: 9/26/2007

Contracting Officer: Maria E. Sorish

Date: 10/25/07

Task Requester's Concurrence
of Contractor's Task Plan and

Contractor's Cost Estimate: Donald James

Date: 12-17-07

COTR Concurrence of
Contractor's Task Plan:

Karen Moge

Date: 12/17/07

CONTRACTOR'S ACCEPTANCE:

Contractor's
Representative:

[Signature]

Date: 11/1/07

AUTHORIZATION:

Authorized period of performance:

Beginning Date: 10/1/2007

Completion Date: 09/30/2008

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

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

This Task Order is approved for performance.

Approving Official: Maria E. Sorish

Date: 12/19/07

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



PLANNERS COLLABORATIVE

Task Plan ES 1.4
International Space University, Space Studies Program Support

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

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

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

Task Order No.: ES-1.4
Task Description for:

International Space University, Space Studies 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 will be from October 1, 2007 through September 30, 2008 unless specifically identified otherwise in the task.

B. Description of Work

International Space University – Space Studies Program Project

Background

On February 28, 2007 NASA Ames Research Center was awarded the right to host the 2009 International Space University's Space Studies Program. Founded in 1987, the International Space University has set as its goal the development of the future leaders of the global space community. To this end, ISU offers a one-year masters program in Space Studies or Space Management, and also sponsors a two-month summer program known as the Space Studies Program (SSP). Both the masters and summer programs are highly diverse, with more than 90 countries represented by ISU alumni.

Each summer the SSP provides graduate-level students with an international, interdisciplinary, and intercultural program focused on space exploration and development. The program itself is broken into two main sections: coursework and team projects. The coursework encompasses many areas of space studies, including science, engineering, policy, and law. The second half of the program is dedicated to the team projects, which are always based on a space-related topic and often result in publishable papers.

In preparation for the 2009 program, the NASA Ames SSP team will work closely with officials from ISU, local industrial partners, and the NASA community (all 10 NASA Centers and NASA Headquarters) to make the 2009 program a success.

This task operates under the auspices of the ISU SSP Project Manager and Deputy Project Manager.

The Government envisions a 1.0 FTE effort for this task split between .75 for the principal ISU Administrative Support and .25 dedicated to consultative services per annum.

Description of Specific Tasks to be Performed

The contractor shall perform, working closely with the ISU SSP Project Team Lead and Special Projects staff, the following tasks in pursuit of successfully hosting the 2009 SSP.

1. Serve as an administrative assistant to the SSP Project Team Lead and help to coordinate various activities related to development of the SSP.
2. Produce presentation materials such as Powerpoint slides and executive summaries for use with both NASA personnel and potential partners.
3. Assist in recruiting potential partners by communicating with contacts, attending presentations, and managing prospect database. Specifically, contractor shall provide liaison support to targeted Universities, including but not limited to UC Davis' Center for Health and Technology.
4. Assist in the management/development of all major project documents, including the Project Schedule, Project Plan, and Project Budget with primary ownership over the Project Schedule using the Fast Track application (AEC Software)
5. Assist in all aspects of scheduling and managing key project reviews and an Integrated Product Team (Ames ISU-SSP working group) for the ISU SSP Project. This includes establishing and maintaining process documentation (e.g. action tracking documents, updates to the internal portion of the website, etc.)
6. Participate in scheduled and ad-hoc project meetings and conference calls, documenting all actions and key points.
7. Develop a comprehensive ISU SSP web portal, including basic website administration tasks. This website must include information for the following groups:
 - a. Potential project partners
 - b. NASA employees
 - c. American students & potential ISU-SSP students (link to ISU site)
 - d. Silicon Valley constituencies: local/regional government and local/regional business
 - e. The media
8. Create an informational brochure for the public. This brochure must be visually captivating and must encourage the reader to visit the web portal described above to learn more.
9. Develop a folder and insert pages that can be used to engage potential partners in supporting the 2009 program. The folder shall be visually interesting, but will not contain too much information so the design can be re-used. The insert pages should contain enough blank space to print program information on each page.

10. Other graphics and presentation/information documentation requirements as necessary, including inputs to the Agency's 90-Day reports, weekly highlights and other special reports as required.

11. Establish, update and maintain a project "situation room" that contains large images of the project schedule, images of the SSP 2009 facilities and other documents organized in a way that multiple people can view and discuss project matters simultaneously.

12. The Government requires the Contractor to provide individual(s) that meet or exceed the skills and experience delineated below.

Required	Preferred
<ul style="list-style-type: none">• Excellent interpersonal communication, and organizational skills with attention to detail.• Demonstrated proficiency in website creation tools.• Demonstrated proficiency in event planning, management, and execution• Demonstrated proficiency with Adobe InDesign.• Demonstrated proficiency with Microsoft Office.• Demonstrated ability to produce visually impressive, informative materials, handouts, etc.• Demonstrated ability to manage multiple projects, meet all project/program milestones, and effectively communicate impacts and progress to the Government.• A demonstrated ability to develop detailed and accurate reports, summaries, and power point presentations.• Positive attitude and team approach, with a focus on providing consistent excellent customer service.• Exceptional ability to analyze, plan and make informed decisions and respond to change.• Demonstrated training and experience in the administration of student programs or assisting in the management of a student program.	<ul style="list-style-type: none">• Experience working with institution(s) of higher education.• Experience managing multiple projects or events involving disparate organizations with sometime conflicting objectives• Training in education.• Experience with student internship programs.

<ul style="list-style-type: none">• 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.).	
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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

GFE includes standard office furnishings and equipment: desk, chair, computer, telephone, office supplies, filing systems

E. Performance Requirements Summary (see attached)

Performance Requirements Summary

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

NATIONAL AERONAUTICS AND SPACE ADMINISTRATION

AMES RESEARCH CENTER

Moffett Field, CA 94035-1000

TASK ORDER

Prime Contract No.: NNA04CA76C (BOATS)

Task Order No.: HR 1.4 Revision No. 2

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

TITLE: Employee Development & Training

PURPOSE: Increase Travel and Training budgets per two CTO revisions

Estimated Beginning Date: October 1, 2007

Estimated Completion Date: September 30, 2008

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

HR Manager
 Leadership Devt.
 Systems Admin
 Training Logistics Coord.
 Sr. Prog. Mgr.
 Short Courses & Conf.

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

\$ 693,244

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

Ch
8/15/08

CTO REVISION REQUEST

TECHNICAL AND ADMINISTRATIVE SERVICES

1. Contractor:
NNA04CA76C

8. Contractor Task Order to be Revised
HR1.4

3. Submittal Date:
July 8, 2008

4. Originator/Telephone No.:
Leticha Hawkins / 650-604-3792

PROPOSED REVISION

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

Revisions needed for travel to Agency workshops. HR-1 has an existing B-4 travel budget.

6. Revised TO:

An ODC travel revision for HR-1 is needed in an amount not to exceed B-4

APPROVAL

7. NASA Task Manager: <i>Leticha Hawkins</i> [Leticha Hawkins]	8. Date: 7-7-08	9. COTR: <i>Kellogg</i> [Karen Moze]	10. Date: 7/10/08
11. Other Signature (Check if Required) <i>[Signature]</i> [Donna Conroy]	12. Date: 7-17-08	13. Other Signature (Check if Required) <i>[Signature]</i> [Contracting Officer]	14. Date: 09/11/08

Revised Cost attached

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

**TASK ORDER
 Prime Contract No.: NNA04CA76C (BOATS)**

Task Order No.: HR 1.4 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: Employee Development & Training

PURPOSE: Increase Travel budget to B-4

Estimated Beginning Date: October 1, 2007

Estimated Completion Date: September 30, 2008

Labor Category:	Est. Hours	Est. Hrs. Monthly	Direct Labor Rate	Total Direct Cost
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HR Manager
 Leadership Devt.
 Systems Admin
 Training Logistics Coord.
 Sr. Prog. Mgr.
 Short Courses & Conf.

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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:

ESTIMATE OF TOTAL COST FOR FEE/PROJECT MANAGEMENT ALLOCATION:

ESTIMATE OF TOTAL COST/FEE FOR TASK SUPPORT:

B-4
\$ 682,988

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

OK
 2/19/08

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

**TASK ORDER
 Prime Contract No.: NNA04CA76C (BOATS)
 Task Order No.: HR 3.4 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: Incentive Awards Programs

PURPOSE: Add B-4 to Travel budget

Estimated Beginning Date: October 1, 2007

Estimated Completion Date: September 30, 2008

Labor Category:	Est. Hours	Est. Hrs. Monthly	Direct Labor Rate	Total Direct Cost
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Task Management
 Incentive Awards Program Specialist

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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:

ESTIMATE OF TOTAL COST FOR FEE/PROJECT MANAGEMENT ALLOCATION:

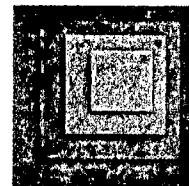
B-4

ESTIMATE OF TOTAL COST/FEE FOR TASK SUPPORT:

\$ 81,262

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

OK
 2/19/08



PLANNERS COLLABORATIVE

MEMORANDUM

To: Karen Moze, COTR

Date: September 24, 2007

Ref: NNA04CA76C Task Order:

HR 3.4 Incentive Awards and Recognition

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

Sincerely,

Doreen Cohen
Planners Collaborative

cc: Planners Collaborative West

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

TASK ORDER
 Prime Contract No.: NNA04CA76C (BOATS)
 Task Order No.: HR 3.4

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: **Incentive Awards Programs**

PURPOSE:

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

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

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>

Task Management
 Incentive Awards Program Specialist

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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:

\$ 80,041

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

Ch
 9/29/07

NNA04CA76C

Task Order No.: HR 3.4

Task Requester: Leticha Hawkins

Date: 06 September 07

COTR: Karen Moze
Marie E. Dorish, CO

Date: 09/06/07
9/7/07

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

Date: 10/25/07

COTR Concurrence of
Contractor's Task Plan: Karen Moze

Date: 11/5/07

CONTRACTOR'S ACCEPTANCE:

Contractor's
Representative: [Signature]

Date: 9-22-07

AUTHORIZATION:

Authorized period of performance:

Beginning Date: October 1, 2007

Completion Date: Sept. 30, 2008

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

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

This Task Order is approved for performance.

Approving Official: Marie E. Dorish
Date: 12-19-07

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

Task Order No.: HR3.4

Task Description for:

AWARDS AND RECOGNITION

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, 2007 through September 20, 2008, unless otherwise noted.

B. Description of Work

Provide awards and Recognition support to the Human Resources Division as specified in Section J, Attachment A1 "Statement of Work" paragraph 4.2.5, as amended.

C. Hours of Work

The standard workday is eight hours (not including an unpaid lunch period), Monday through Friday, beginning between 6:30 am and 9:00 am and ending between 3:00 pm and 5:30 pm Human Resources Division services shall be available between the hours of 8:00 am and 4:30 pm Monday through Friday. Exceptions, with prior concurrence of the Human Resources Task Manager, can be made if service is maintained and workload is not affected.

D. Government Furnished Equipment

A listing of government furnished equipment is provided in the Statement of Work, attachment A3, SOW 4.2. All equipment is located in Building 241.

Performance Requirements Summary (see attached)

Performance Requirements are provided in Section J, Attachment A2, Section SOW 4.2.5, "Awards and Recognition".

Planners will provide approximately one position to support the NASA Ames Awards and Recognition Program.

The staff will have at a minimum a one-year certificate from a college or technical school and two years of related experience and/or training, plus two years of experience with computers in the area of word processing, databases, and spreadsheets. The staff will possess the ability to analyze data and statistics, the ability to interface and communicate effectively with internal and external customers, and will have experience managing



PLANNERS COLLABORATIVE

Task Plan HR 3.3 Awards and Recognition

Task performance will be managed by the Planners HR Support 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 approximately one position to support the NASA Ames Awards and Recognition program.

The staff will have at a minimum a one-year certificate from a college or technical school and two years related experience and/or training, plus two years experience with computers in the area of word processing, databases, and spreadsheets. The staff will possess the ability to analyze data and statistics, the ability to interface and communicate effectively with internal and external customers, and will have experience managing budgets and different accounting systems. 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 Workforce Development branch.

Contract staff will provide administrative and clerical services for administering and maintaining the Center's various award and recognition activities, including monetary awards such as Sustained Superior Performance Awards, Spotlight Awards, and Ames Honor Awards, and non-monetary awards such as Length of Service Awards and NASA Honor and Ames Honor Awards. This support will be provided in coordination with the NASA Shared Services Center, NASA Automated Awards System (NAAS), and other evolving e-Gov initiatives.

Continuous advanced preparation and awareness of development and training 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.

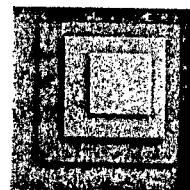
budgets and different accounting systems. This work will be performed by professional, independent, and diplomatic staff with the ability to plan, organize, prioritize and structure required tasks and information. Prioritization of tasks will be in accordance with the NASA Ames Workforce Development Branch.

Contractor staff will be the technical expert and point of contact for the NASA Automated Awards System (NAAS). The contractor staff will provide training to system users and provide technical support regarding the use and capability of the system. The contractor staff will also participate in testing of the system. The contractor staff will provide administrative and clerical services for administering and maintaining the Center's various award and recognition activities, including monetary awards such as Sustained Superior Performance Awards, Spotlight Awards, and Ames Honor Awards and non-monetary awards such as Length of Service Awards and NSA Honor and Ames Honor Awards. This support will be provided in coordination with the NASA Shared Services Center (NSSC) and other evolving e-Gov initiatives.

Continuous advanced preparation and awareness of development and training 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.

**COPY FOR YOUR
INFORMATION**



PLANNERS COLLABORATIVE

MEMORANDUM

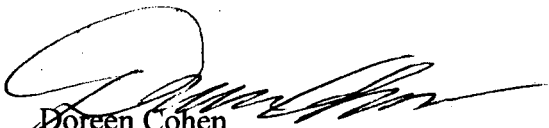
To: Karen Moze, COTR
Date: September 24, 2007

Ref: NNA04CA76C Task Order:

HR 2.4 Personnel Services

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

Sincerely,


Doreen Cohen
Planners Collaborative

cc: Planners Collaborative West

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

TASK ORDER
Prime Contract No.: NNA04CA76C (BOATS)

Task Order No.: HR 2.4

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: Personnel Services

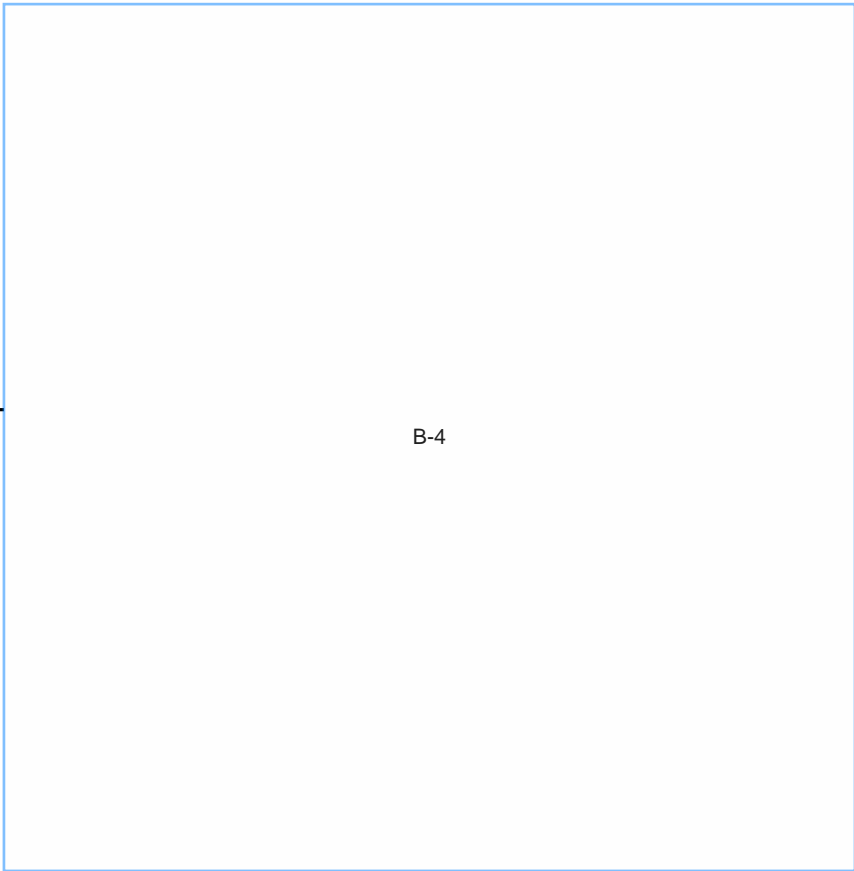
PURPOSE:

Estimated Beginning Date: October 1, 2007

Estimated Completion Date: September 30, 2008

Labor Category:	Est.	Est.	Direct Labor	Total
	Hours	Hrs. Monthly	Rate	Direct Cost
HR Manager				
Staffing Assistant				
HR Asst.				
Staffing Asst.				
HR Assistant II (End 10/31/07)				
Personnel Assistant (End 3/31/08)				
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				

HR Manager
Staffing Assistant
HR Asst.
Staffing Asst.
HR Assistant II (End 10/31/07)
Personnel Assistant (End 3/31/08)



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:

\$ 225,179

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

CA
9/26/07

NNA04CA76C

Task Order No.: HR2.4

Task Requester: Jane Babicz

Date: 09/06/2007

COTR: Karen Moge

Date: 09/06/2007

Contracting Officer: Marie E. Dorish Date: 9/7/07

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

Jane Babicz

Date: 10/24/07

COTR Concurrence of
Contractor's Task Plan:

Karen Moge

Date: 10/29/07

CONTRACTOR'S ACCEPTANCE:

Contractor's
Representative:

[Signature]

Date: 9-27-07

AUTHORIZATION:

Authorized period of performance:

Beginning Date: October 1, 2007

Completion Date: Sept. 30, 2008

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

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

This Task Order is approved for performance.

Approving Official: Marie E. Dorish
Date: 10/29/07

Distribution:

Contracting Officer (Original)

Contractor

COTR

Task Requester

Task Order No.: HR 2.4

Task Description for:

Personnel Services

Contract NNA04CA76C

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

A. Period of Performance

The period of performance for this task is October 1, 2007 through September 20, 2008, unless otherwise noted.

B. Description of Work

Provide Personnel Services to the Human Resources Division as specified in Section J, Attachment A1 "Statement of Work" paragraph 4.2.4 (Student Programs), 4.2.3 (Staffing) and augmented Personnel Support for a variety of temporary administrative tasks, 4.3.4 (Relocation Liaison), and 4.2.6 (General Human Resources Support).

C. Hours of Work

The standard workday is eight hours (not including an unpaid lunch period), Monday through Friday, beginning between 6:30 am and 9:00 am and ending between 3:00 pm and 5:30 pm Human Resources Division services shall be available between the hours of 8:00 am and 4:30 pm Monday through Friday. Exceptions, with prior concurrence of the Human Resources Task Manager, can be made if service is maintained and workload is not affected.

D. Government Furnished Equipment

A listing of government furnished equipment is provided in the Statement of Work, Attachment A3, SOW 4.2. All equipment is located in Building 241.

Performance Requirements Summary (see attached)

Performance Requirements are provided in Section J, attachment A2, Sections SOW 4.2.2, 4.2.3, 4.2.4, and 4.2.6.

Personnel Services

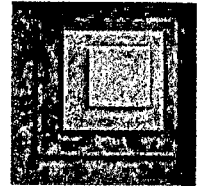
Planners' subcontractor, MEI Technologies, Inc., will provide no more than 4.5 Full Time Equivalents (FTEs) to support a full range of personnel services. Team members will work individually and together to cover the varied aspects of personnel services support needs.

The staff will have at a minimum an associate's degree with two years related experience or equivalent combination of education and experience. This individual will possess computer proficiency with word processing, databases, and spreadsheets, and the ability to analyze data and statistics. This individual will communicate effectively with internal and external customers, and possess the ability to work in 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 Workforce Management Branch.

Contract staff will support the following: student programs including the preparation of informational and/or application materials and the provision of information to schools on status of students; staffing/ recruitment activities when required by the Task Manager; Agency employment inquiries; the Ames Associates Program; general staffing actions including letter and report writing; vacancy announcements; the liaison with the NSSC on relocation for First Duty Station and Permanent Change of Station moves; and will support the Human Resources Managers by providing a full range of personnel management support services and administrative and clerical support for human resources programs. Contract staff will coordinate specific support needs with the NASA Shared Services Center as appropriate.

Continuous advanced preparation and awareness of development and training 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.



PLANNERS COLLABORATIVE

MEMORANDUM

To: Karen Moze, COTR

Date: September 24, 2007

Ref: NNA04CA76C Task Order:

JSL 2.4

Administrative Support (Code JS)

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

Sincerely,

Doreen Cohen
Planners Collaborative

cc: Planners Collaborative West

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

TASK ORDER
Prime Contract No.: NNA04CA76C (BOATS)

Task Order No.: JSL 2.4

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: Administrative Support

PURPOSE:

Estimated Beginning Date: October 1, 2007

Estimated Completion Date: September 30, 2008

Labor Category:

	Est. Hours	Est. Hrs. Monthly	Direct Labor Rate	Total Direct Cost
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Logistics Specialist
Task Mgt.

[Large empty box for data entry]

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:

[Box containing B-4]

ESTIMATE OF TOTAL COST FOR FEE/PROJECT MANAGEMENT ALLOCATION:

ESTIMATE OF TOTAL COST/FEE FOR TASK SUPPORT:

\$ 72,684

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

CM
9/26/07

NNA04CA76C

Task Order No.: JSL-2.4

Task Requester: Eric Kristich

Date: 09/04/07

COTR: Karen Moge

Date: 09/04/07

Contracting Officer: Maria E. Sorish

Date: 9/7/07

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

Date: 10-1-07

COTR Concurrence of
Contractor's Task Plan: Karen Moge

Date: 10/29/07

CONTRACTOR'S ACCEPTANCE:

Contractor's
Representative: [Signature]

Date: 9-27-07

AUTHORIZATION:

Authorized period of performance:

Beginning Date: 10/01/07

Completion Date: 09/30/07

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: Maria E. Sorish

Date: 10/29/07

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

Task Order No.: JSL-2.4

Task Description for:

Administrative Support

Contract NNA04CA76C

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

A. Period of Performance

The period of performance for this task is October 1, 2007 through September 30, 2008

B. Description of Work

Provide full-time administrative support for the Logistics & Documentation Services division. Duties include office filing, administrative systems support for the Division and the Code J Business Office, taking meeting minutes, typing official correspondence, maintaining spreadsheets, preparing presentation charts and graphs, completion and tracking of requests for demand services for Business Office clients, maintaining various Ames databases as specified and assisting with logistical planning and coordination of official Division meetings, events and special projects. Other administrative support related duties as assigned.

C. Hours of Work

The standard workday is eight hours (not including an unpaid lunch period), Monday through Friday, beginning between 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

All office supplies and equipment including computer workstation hardware, software, maintenance and supplies.

E. Performance Requirements Summary (see attached)

Performance Requirements Summary

Required Services	Performance Standards	Estimated Workload	Method of Surveillance
Provide full-time office support for the Logistics & Documentation Services division.	Maintain office files daily. Update and maintain Ames databases and spreadsheets Response: Daily for review monthly Service Request Logs. Response: weekly update/status reports Coordinate Division meetings, events and special projects. Response: 1-7 days as requested .	Approximately 40 hours per week.	Random Sampling Task Manager Review Monthly Report



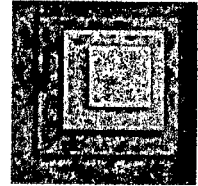
PLANNERS COLLABORATIVE

Task Plan JSL 2.4 Administrative Support

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

Planners Collaborative will provide one full time staff member with the appropriate skills and experience to perform the task requirements as specified in the Task Order.

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



PLANNERS COLLABORATIVE

MEMORANDUM

To: Karen Moze, COTR

Date: September 24, 2007

Ref: NNA04CA76C Task Order:

JSG 1.4

Financial Support for Code JS

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

Sincerely,

Doreen Cohen
Planners Collaborative

cc: Planners Collaborative West

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

TASK ORDER
Prime Contract No.: NNA04CA76C (BOATS)
Task Order No.: JSG 1.4

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: Financial Support for Code JS
Logistics and Documentation Development Division

PURPOSE:

Estimated Beginning Date: October 1, 2007

Estimated Completion Date: September 30, 2008

Labor Category:

Data Analyst
Task Management

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

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

Table area containing a large blue box with 'B-4' written inside, indicating redacted data.

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:

\$ 119,315

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

OW
9/27/07

NNA04CA76C

Task Order No.: JSG-1.4

Task Requester: John Adams

Date: 08/27/2007

COTR: Karen Moze

Date: 09/04/07

Contracting Officer: Marie E. Darsch

Date: 9/7/07

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

Date: 11/13/07

COTR Concurrence of
Contractor's Task Plan: Karen Moze

Date: 11/14/07

CONTRACTOR'S ACCEPTANCE:

Contractor's
Representative: [Signature]

Date: 9-27-07

AUTHORIZATION:

Authorized period of performance:

Beginning Date: 10/1/07

Completion Date: 9/30/08

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: 11/15/07

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

Task Order No.: JSG-1.4

Task Description for:

Financial Support for Code JS

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, 2007 through September 30, 2008

B. Description of Work

The Logistics and Documentation Development Division's organizational goals and objectives are to support the mission of Ames Research Center by providing a myriad of required services. These services include:

- On-Site moving/Office relocations
- Vehicular Transportation Services
- Janitorial/Refuse Services
- Grounds/Landscaping Services
- Table/Chair Set Up
- Graphics
- GPO Printing Services
- Duplicating Services

The contractor shall provide the necessary financial management support to facilitate the accomplishment of all requested services. This will include: Point of Entry for all SRs received by the organization. This will require familiarization with the Center's 4D database system. The contractor will collect and forward all documents pertaining to all categories of requested services upon initial receipt, input into 4D, annotating various funding estimates in 4D, forwarding approved documents and closing out funding requirements in the 4D System. The contractor will be required to provide administrative, business and financial management support to the division which includes the creation and maintenance of financial spreadsheets, associated charts and the management of all JS Service Requests entered in the 4D database. This includes the monitoring all requested services (start to finish). Contractor will work with the JS resource managers in the validation of funding to ensure customers have correctly listed their funding sources. Additional contacts within the division will include: Contracting Officer Technical Representatives (COTRs), and Contractor Project Managers and their Sectional Leads who are designated as the Service Providers.

C. Hours of Work

The standard workday is eight hours (not including an unpaid lunch period), or nine hours (not including an unpaid lunch period), if a "Compressed" Work schedule has been authorized. The day shift tours of duty will be established between 6:00 AM to 6:00 PM.

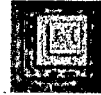
D. Government Furnished Equipment

The government will provide all necessary ADPE (Automated Data Processing Equipment) necessary to accomplish the mission and objectives stated in Paragraph B above.

E. Performance Requirements Summary (see attached)

Performance Requirements Summary

Required Services	Performance Standards	Estimated Workload	Method of Surveillance
<p>Provide:</p> <p>Administrative and Data Entry services across a broad range of division level goals and objectives by providing logistical and documentation-related support to Center Organizations requesting services.</p>	<p>Scope of work that is required includes:</p> <p>Access and usage of the Center's 4D database system that is used to process Service Requests. Will serve as the Central Point of Entry (POE) in all requests for services provided by Code JS. Monitor and provide status on all requested services. Create quality spreadsheets used to schedule services, track job status and provide customers with cost information. Prepare charts, graphs, word processing documents and run database reports. Schedule meetings, take official meeting minutes and complete applicable correspondence filing.</p>	<p>Do daily database input on all service requests. JS receives an average of 20-30 SRs per week. Multiple Database access and data entry will be required for each SR.</p> <p>Shall maintain and keep current the 4D database on all requested services. Will create and maintain spreadsheets, associated charts and applicable graphs for JS management team. Will attend various meetings set up by Task Managers with their assigned contractor service providers.</p>	<p>Regular communication with the following personnel:</p> <ul style="list-style-type: none">JS ManagersJS Resource ManagersDepartmental Task ManagersContractor Service Providers <p>Provide monthly project/task updates on service requests sent to Code JS. Provide a monthly productivity report, along with a monthly status (progress) report on SRs received within the division.</p> <p>Reviews will be done on all drafts and final products delivered. Performance will be measured by timeliness, quality, and accuracy as determined by recipients.</p>



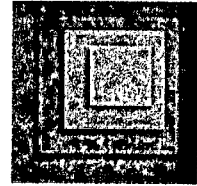
PLANNERS COLLABORATIVE

Task Plan JSG 1.4 Financial Support

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

Planners Collaborative will provide one full time staff member with the appropriate skills and experience to perform the task requirements as specified in the Task Order.

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



PLANNERS COLLABORATIVE

MEMORANDUM

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

Ref: NNA04CA76C Task Order:

JSG 2.4 Library Services and Publications Processing

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

Sincerely,

Doreen Cohen
Planners Collaborative

cc: Planners Collaborative West

TASK ORDER
 Prime Contract No.: NNA04CA76C (BOATS)

Task Order No.: JSG 2.4 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: Library Services & Publications Processing

PURPOSE: Add IT Support

Estimated Beginning Date: October 1, 2007

Estimated Completion Date: September 30, 2008

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

Library Res.&Info.Mgr.
 Reference Librarian
 Library Technician
 Lib. Technical Services Manager

On-call support

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:	B-4
ESTIMATE OF TOTAL COST/FEE FOR TASK SUPPORT:	<u>\$ 1,138,174</u>

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

OK
 10/31/07

Task Requester: John Adams

Date: 09/04/2007

COTR: Karen Moze

Date: 09/04/07

Contracting Officer: Marie E. Sorush

Date: 9/07/07

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

Date: 11/13/07

COTR Concurrence of Contractor's Task Plan: Karen Moze

Date: 11/14/07

CONTRACTOR'S ACCEPTANCE:

Contractor's Representative: [Signature]

Date: 9-27-07

AUTHORIZATION:

Authorized period of performance:

Beginning Date: 10/1/2007

Completion Date: 9/30/2008

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

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

This Task Order is approved for performance.

Approving Official: [Signature]

Date: 11/15/07

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

Task Description for:
Library Services and Publications Processing
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, 2007 through September 30, 2008

B. Description of Work

4.1.6.1 The contractor shall recommend, verify bibliographic data about, and procure government and electronic materials for the libraries. The contractor shall prepare these orders; keep current records that identify order status; claim materials not received; and record invoice and payment information.

4.1.6.2 The contractor shall process and add purchased electronic materials, or links to them, to the library website. The contractor may, a few times during the year, provide expertise to Civil Servant staff cataloging and classifying book materials added to the collection.

4.1.6.3 The contractor shall place orders using the most advantageous methods, taking into account the need for speed of delivery, cost-effectiveness, and efficiency of performance on the part of the vendor.

4.1.6.4 Library financial records for purchased materials shall be kept current using government furnished systems and databases. Financial reports shall be provided to the Task Manager, and all invoices shall be paid in sufficient time to ensure that no adverse financial or business impact accrues to the Government.

4.1.6.5 The contractor shall keep current the Center's holding records for all electronic journals.

4.1.6.6 The contractor shall charge books both in and out, keep current records so that materials are traceable, shelve materials regularly, route materials to customers as requested, and ensure that materials are returned to the library. The contractor shall shift materials from one part of the library to another to allow for collection growth or better access.

4.1.6.7 The contractor shall locate information for library customers by using the collections and resources at the Center; other libraries outside the Center; and electronic literature searches, such as DIALOG, WWW, RECON, DROLS, OCLC, and RLIN. The contractor shall use information retrieval methods best suited to obtain timely and comprehensive results for the customers, and post-format results as needed by the customers.

4.1.6.8 The contractor shall instruct customers in the libraries on the collections, resources, and use of online database terminals.

4.1.6.9 The contractor shall obtain interlibrary loan (ILL) material not available at the Center, and loan other libraries needed information and materials. The contractor shall comply with copyright restrictions at all times. The contractor shall notify the Librarian when the Center is reaching loan limits on an item.

4.1.6.10 The contractor shall ensure that selected staff librarians in acquisitions and reference functions possess either a Master of Librarianship, Master of Library and Information Sciences, or Master of Library Science degree. Selected staff must hold a security clearance.

4.1.6.11 The contractor shall provide IT services for library computer systems and for connectivity to remote systems including commercial databases, the internet and other NASA library systems. The contractor shall provide IT services for all non-ODIN computer systems and related equipment identified in the JS division IT security plan. The contractor shall revise and keep current the JS division IT security plan.

C. Hours of Work

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

D. Government Furnished Equipment

A listing of government furnished equipment is provided in Section J, Attachment A3, "Government Furnished Equipment", SOW Function 4.1, Equipment in buildings 202 and 239..

E. Performance Requirements Summary (see attached)

Performance requirements for the products and services required by this task order are listed in Section J, Attachment A2, "Performance Requirements Summary", section "SOW 4.1.6, Library Services".



Task Plan JSG 2.4 Library Services and Publications Processing

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.

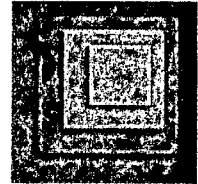
Planners Collaborative will provide 2.5 full-time Librarians and 2 full-time Library Technicians [4.5 FTEs] to support the libraries in 202 and 239 with appropriate skills and experience to perform all task requirements in accordance with the performance requirements summary.

The Library staff will work as a team to provide for the following:

- Library operation
 - Both libraries will be staffed during the hours of 8:00 a.m. – 4:30 p.m. Monday – Friday.
 - Library staff will charge materials in and out, keep current records, and re-shelve and shift materials as necessary.
- Library collection maintenance
 - Librarians will recommend and procure government and electronic materials and databases.
 - Librarians will keep current the Center's holding records
 - Library financial records will be kept current, and invoices paid on time.
- Patron service
 - Library staff will locate information for library customers from Center collections, electronic literature searches, and interlibrary loan (IL) networks.
 - Librarians will instruct customers in the use of library collections, resources, and online databases.
- Professional standards
 - Library staff will have the appropriate credentials for their positions.
 - Library staff will advance their knowledge and skills through professional development opportunities.

Planners subcontractor will provide Systems Administration support as required.

Planners will provide back-up and extra support capability as needed with the approval of the NASA Task Requester.



PLANNERS COLLABORATIVE

MEMORANDUM

To: Karen Moze, COTR

Date: September 24, 2007

Ref: NNA04CA76C Task Order:

JSG 3.4

Reproduction Services

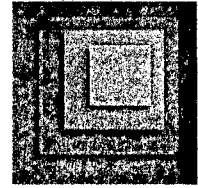
Planners Collaborative is submitting our Task Plan for the referenced Task Order for period October 1, 2007 – September 30, 2008.

Sincerely,

A handwritten signature in black ink, appearing to read 'Doreen Cohen', is written over a horizontal line. The signature is fluid and cursive.

Doreen Cohen
Planners Collaborative

cc: Planners Collaborative West



PLANNERS COLLABORATIVE

MEMORANDUM

To: Karen Moze, COTR

Date: September 24, 2007

Ref: NNA04CA76C Task Order:

JSG 3.4

Reproduction Services

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

Sincerely,

Doreen Cohen
Planners Collaborative

cc: Planners Collaborative West

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

TASK ORDER
Prime Contract No.: NNA04CA76C (BOATS)

Task Order No.: JSG 3.4

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: **Reproduction Services**

PURPOSE:

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

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

Labor Category:

	Est. Hours	Est. Hrs. Monthly	Direct Labor Rate	Total Direct Cost
Lib. Res. & Infor.Serv.Mgr.				
Digital Press Op/Lead				
Bindery Operator				
Back-up				
Total Direct Labor			B-4	
Overhead				
Subcontract Labor Services				
Subtotal Labor and Subcontracts				
G&A				
OTHER DIRECT COSTS				
Materials				
Travel				
Training				
Other ODC				
Total ODCs (Not to Exceed)				
G&A				
Flow-through Items				

ESTIMATE OF TOTAL DIRECT COST FOR TASK SUPPORT:

ESTIMATE OF TOTAL COST FOR FEE/PROJECT MANAGEMENT ALLOCATION

ESTIMATE OF TOTAL COST/FEE FOR TASK SUPPORT:

\$ 150,564

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

Ch
9/28/07

Task Requester: John Adams

Date: 09/04/07

COTR: Karen Moze

Date: 09/04/07

Contracting Officer: Marie E. Sarish

Date: 9/7/07

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

Date: 11/13/07

COTR Concurrence of Contractor's Task Plan: Karen Moze

Date: 11/14/07

CONTRACTOR'S ACCEPTANCE:

Contractor's Representative: [Signature]

Date: 9-27-07

AUTHORIZATION:

Authorized period of performance:

Beginning Date: 10/1/07

Completion Date: 9/30/08

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: 11/15/07

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

Task Order No.: JSG-3.4

Task Description for:

Reproduction Services

Contract NNA04CA76C

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

A. Period of Performance

The period of performance for this task is October 1, 2007 through September 30, 2008

B. Description of Work

Provide reproduction services as specified in contract NNA04CA76C, Attachment A1, "Statement of Work", section 4.1.5.

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. **Reproduction services shall be available between the hours of 8:00 a.m. – 4:30 p.m. Monday through Friday.**

D. Government Furnished Equipment

A listing of government furnished equipment is provided in Section J, Attachment A3, "Government Furnished Equipment", SOW Function 4.1, Equip. Bldg. 241, Equip. Room B7.

E. Performance Requirements Summary (see attached)

Performance requirements for the products and services required by this task order are listed in Section J, Attachment A2, "Performance Requirements Summary", section "SOW 4.1.5 Reproduction".



PLANNERS COLLABORATIVE

Task Plan JSG 3.4 Reproduction Services

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

Planners Collaborative will provide two FTEs for reproduction and printing services with appropriate skills and experience to perform all task requirements in accordance with the performance requirements summary:

- one full-time Digital Press Operator and Group Lead
- one full-time Bindery Operator

The Group Lead (Digital Press Operator) will handle day-to-day work flow and first interface for any production issues that may arise. He will work under the guidance of the Planners Library and Information Resources Manager regarding task performance.

The two operators will produce paper copies from paper and electronic print master originals. This work includes, but is not limited to, one/two-sided copying and duplication, online electronic publishing, high speed reprographic production, color copying and printing, engineering drawing reproduction, and bindery operations.

Through efficiency of service, there is room for growth of these services to include additional printing services as required in FY08. This will accommodate technical support for the planning, coordinating, scheduling and expediting of printing and miscellaneous duplicating orders for both in-house reproduction services and printing services obtained through the San Francisco Regional Government Printing Office and commercial printers.

The following support will also be included:

1. Operators will follow a preventive maintenance program to ensure that all equipment is functioning within required specifications. As needed, they will place service calls for repairs according to the Government-furnished equipment maintenance contracts, and follow Center procedures for obtaining visitor passes for outside service technicians when necessary.
2. Operators will record all requisite job tracking and job ticketing information in a computerized database furnished by the Government.
3. Operators will maintain at minimum a two-week supply of paper and consumable supplies (e.g. toner, fuser, staple wire) and submit requests for paper and supplies to the COTR at least two weeks prior to depletion of stock.
4. Operators will be able to lift, carry, or otherwise handle printed material, paper stock, and supplies weighing up to 50 lbs.



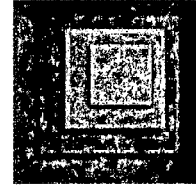
PLANNERS COLLABORATIVE

5. Operators will follow the procedures as found in the documents that provide policy and procedural guidance relative to the accomplishment of the described functions.

Current versions of additional documents will be identified by the COTR as required. Such documents may include:

- Government Printing and Binding Regulations; Issued by the Joint Committee on Printing (JCP), No. 26, February 1990.
- NASA Procedures and Guidelines for Printing, Duplicating, and Copying Management NPG 1490.5A, Effective June 1997.
- GPO Agency Procedural Handbook; GPO Publication 305.1, January 1992.

Planners will provide back-up and extra support capability as needed with the approval of the NASA Task Requester.



PLANNERS COLLABORATIVE

MEMORANDUM

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

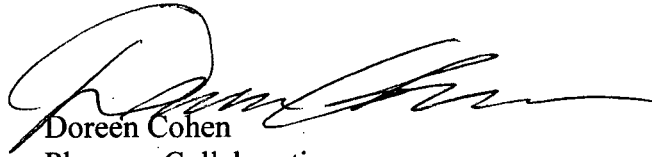
Ref: NNA04CA76C Task Order:

JSG 5.4


Graphic Services

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

Sincerely,


Doreen Cohen
Planners Collaborative

cc: Planners Collaborative West


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

TASK ORDER
 Prime Contract No.: NNA04CA76C (BOATS)

Task Order No.: JSG 5.4

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

TITLE: Graphics Services

PURPOSE:

Estimated Beginning Date: October 1, 2007

Estimated Completion Date: September 30, 2008

Labor Category:

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

ESTIMATE OF TOTAL DIRECT COST FOR TASK SUPPORT:

ESTIMATE OF TOTAL COST PROJECT MANAGEMENT ALLOCATION:

ESTIMATE OF TOTAL COST/FEE FOR TASK SUPPORT:

B-4

\$ 193,773

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

CPM
9/27/07

Task Order No.: JSG-5.4

Task Description for:

Graphic Services

Contract NNA04CA76C

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

A. Period of Performance

The period of performance for this task is October 1, 2007 through September 30, 2008.

B. Description of Work

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

C. Hours of Work

As required by approved Service Request estimates.

D. Government Furnished Equipment

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

E. Performance Requirements Summary (see attached)

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



PLANNERS COLLABORATIVE

Task Plan JSG 5.4 Graphic Services

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

Planners Collaborative will provide three full-time [3FTEs] Graphic designers with appropriate skills and experience to perform all task requirements in accordance with the performance requirements summary.

The Graphic Designers will design, conceptualize, and prepare camera-ready and digital art for publications, brochures, posters, slides, viewgraph, on-screen presentations, exhibits, and broadcasts. The art will be reproducible unless it is the final product and when possible be available as a computer file.

The Graphic Designers will provide design concepts in response to customer requirements. Preliminary or draft sketches or prototypes will be provided for customer approval before final art is completed.

The Team will also provide graphic services as requested by the Arts and Information Specialist, such as technical illustrations, graphs, diagrams, publication designs and layouts, logo and symbol designs, cover designs, typographic designs, and exhibit and sign designs. The Graphics Team will provide an electronic file for each job. Computer graphics work will be provided in an electronic format and available to a variety of portable media.

In addition, a graphics file archived on a Government server of both electronic and reproducible art will be maintained to support repetitive requirements and on-going work. Retrieval will be available by requester name, date, organization, or subject.

The Graphic Designers will work in conjunction with the contractor responsible for the for the WWW site development for the Documentation Technology Branch customers to coordinate the look and feel of Web sites.

NNA04CA76C

Task Order No.: JSG 5.4

Task Requester: John Adams

Date: 09/04/07

COTR: Karen Moze

Date: 09/04/07

Contracting Officer: Marie E. Darsch

Date: 9/7/07

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

Date: 11/13/07

COTR Concurrence of
Contractor's Task Plan: Karen Moze

Date: 11/14/07

CONTRACTOR'S ACCEPTANCE:

Contractor's
Representative: [Signature]

Date: 9-27-07

AUTHORIZATION:

Authorized period of performance:

Beginning Date: 10/1/07

Completion Date: 9/30/08

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: 11/15/07

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

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

**TASK ORDER
 Prime Contract No.: NNA04CA76C (BOATS)**

Task Order No.: JSL 1.4 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: Engineering/Project Management Development

PURPOSE: Add Engineering/Project Management Support

Estimated Beginning Date: October 1, 2007

Estimated Completion Date: September 30, 2008

Labor Category:	Est. Hours	Est. Hrs. Monthly	Direct Labor Rate	Total Direct Cost
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Engineering/Project Mgt Specialist
 Task Management
 NASA IAM PP&E Project Asst.
 (Start 03/03/08)

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

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B-4

ESTIMATE OF TOTAL DIRECT COST FOR TASK SUPPORT:

ESTIMATE OF TOTAL COST FOR FEE/PROJECT MANAGEMENT ALLOCATION:

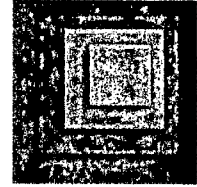
B-4

ESTIMATE OF TOTAL COST/FEE FOR TASK SUPPORT:

\$ 199,880

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

OK
3/5/08



PLANNERS COLLABORATIVE

MEMORANDUM

To: Karen Moze, COTR

Date: September 24, 2007

Ref: NNA04CA76C Task Order:

JSL 1.4

Engineering/Project Management Development

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

Sincerely,

A handwritten signature in black ink, appearing to read 'Doreen Cohen', is written over a large, light-colored scribble or stamp.

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.: JSL 1.4

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: **Engineering/Project Management Development**

PURPOSE:

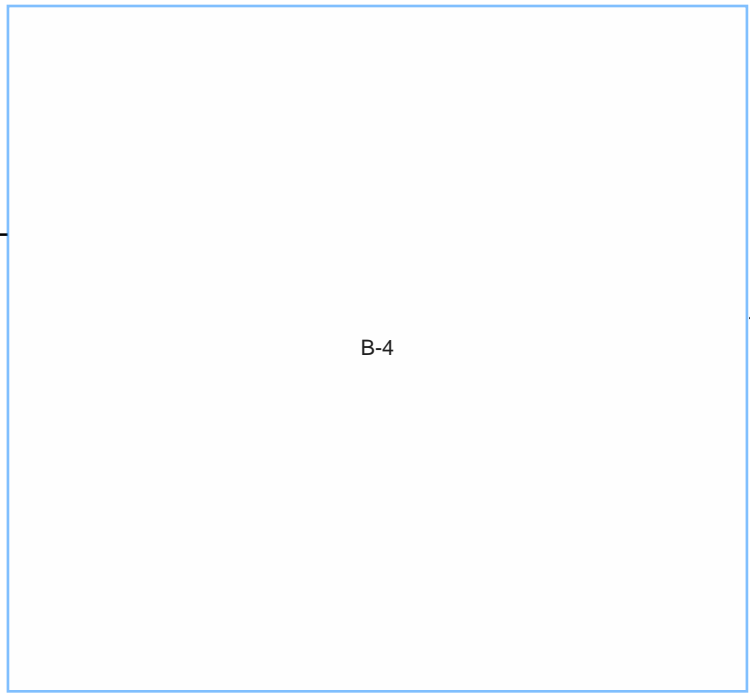
Estimated Beginning Date: **October 1, 2007**

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

Labor Category:

Est. Hours	Est. Hrs. Monthly	Direct Labor Rate	Total Direct Cost
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Engineering/Project Mgt Specialist
Task Management



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:

\$ 135,141

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

CM
9/26/07

NNA04CA76C

Task Order No.: JSL 1.4

Task Requester: Eric Kristich

Date: 09/04/07

COTR: Karen Moze

Date: 09/04/07

Contracting Officer: Marie E. Darish

Date: 9/7/07

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

Date: 10-7-07

COTR Concurrence of
Contractor's Task Plan: Karen Moze

Date: 10/29/07

CONTRACTOR'S ACCEPTANCE:

Contractor's
Representative: [Signature]

Date: 9-27-07

AUTHORIZATION:

Authorized period of performance:

Beginning Date: 10/01/2007

Completion Date: 09/30/2008

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

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

This Task Order is approved for performance.

Approving Official: Marie E. Darish

Date: 10/29/07

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

Task Order No.: JSL 1.4

Task Description for:

Engineering/Project Management 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, 2007 through September 30, 2008

B. Description of Work:

Employee will be working on various re-engineering, and business process improvements within the Logistics and Documentation Services Division. Duties will include:

- 1) administering and analyzing statistical data on customer satisfaction survey data;
- 2) initiation of draft project plans for a myriad of logistical functions (i.e: square footage requirements project, custodial storage program plans; re-warehousing plan for on site storage requirements; etc)
- 3) provide updates and revisions to the division's strategic business plan.
- 4) maintain milestone charts on all JS divisional projects
- 5) collect and assemble information from various sources and provide documentation in the form of written reports, PowerPoint charts and Excel spreadsheets, etc. for a variety of division data calls and projects.

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

All necessary computer hardware and furniture will be provided by Code JS.

E. Performance Requirements Summary (see attached)

Performance Requirements Summary

Required Services	Performance Standards	Estimated Workload	Method of Surveillance
Re-engineering, and business process improvements within the Logistics and Documentation Services Division	* Accuracy * Timeliness * Customer satisfaction * Quality	Specific project support and reengineering activities is difficult to quantify. Assignments could fluctuate based on current center/divisional activities.	Weekly meetings to review status of employee's work activities. Task Manager Review Monthly Productivity Reports will be prepared to monitor performance in providing engineering support.



PLANNERS COLLABORATIVE

Task Plan JSL 1.4
Engineering/Project Management Development

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

Planners Collaborative will provide one full time staff member with the appropriate skills and experience to perform the task requirements as specified in the Task Order.

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

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

TASK ORDER
 Prime Contract No.: NNA04CA76C (BOATS)

Task Order No. JTC 1.4 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.

TITLE: ODIN Project Office Data Analysis/Order Entry and Financial Support

PURPOSE: Compensation Adjustment

Estimated Beginning Date: October 1, 2007

Estimated Completion Date: September 30, 2008

Labor Category:	Est. Hours	Est. Hrs. Monthly	Direct Labor Rate	Total Direct Cost
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Administrative Services Mgr
 Administrative Specialist
 Administrative Specialist (April to August)
 Data Analysis/Order Entry (September)
 Back-up

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:

B-4

\$ 73,880

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

OK
8/20/08



Task Plan JTC 1.4 [Revised Aug. 22, 2008] Code JTC ODIN Project Office Support

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

Planners Collaborative will provide one full-time [1 FTE] administrative support person with appropriate skills and experience to perform all task requirements in accordance with the performance requirements summary.

Provide Data Analysis/Order Entry/Financial Support to the ODIN Project Office for 40 hours a week. Work would include working with JT management and CIO Office for ODIN billing activities including PR/SR processing, and tracking payments with Finance department (all which requires SAP experience and access). Data Entry for all ODIN Seat Orders in SAP. Interfacing with Lockheed Martin as needed for COTR approved support processes. Advanced Excel and SAP experience essential. Facile in the use of Solomon as required, act as the point person for the OPO for SR processing during the ODIN Transition at Ames, knowledge of financial reporting requirements in Code JT and Code J Office, prepare financial reports as needed by the division office. Tasks related to the ODIN Catalog Orders;

- **SR** – Review and Enter SRs in Solomon – Company Servi
- **Order** – Create Order in Solomon, Create Purchase Request/Order in SAP
 - Upon approval cycle, support will submit to Contracting Officer
 - Once order has been awarded/obligated in CMM by the CO, support will pick up the orders from the CO
 - Orders will then be emailed (electronically scanned for documentation purposes) to ODIN
- **Invoices** – Received in Solomon, Received in SAP
 - Working with NSSC
 - Approval must be done by a Civil Servant (Wardell Lovett – ODIN COTR)
- **Modifications** – Create modifications reflecting changes on the orders; increase/decrease of amounts, quantity, etc.
 - Forward Mod to Lockheed Martin and request approval
 - Once CO approves MOD, support will provide copy to Lockheed Martin
- **Customer Service** – Provide status of SR/Orders to customers
- **Documentation**- Provide step-by-step documentation on above ODIN Catalog Ordering process and make it available anytime to anyone that may need to fill in as a back-up.

In addition, office support will be POC for the NOMAD Check in Process. Will provide COTR monthly summary of all ODIN SR's for seat and catalog order on defined spreadsheet template. Advise customers of their options on catalog order financing

CTO REVISION REQUEST

TECHNICAL AND ADMINISTRATIVE SERVICES	1. Contractor: NNA04CA76C	8. Contractor Task Order to be Revised JTC 1.4 – Revision 2
3. Submittal Date: August 6, 2008	4. Originator/Telephone No.: Wardell Lovett (4-6215)	

PROPOSED REVISION

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

Task Order No.: JTC 1.4
Task Description for:

ODIN PROJECT OFFICE SUPPORT - Provide Administrative Support to the ODIN Project Office for 40 hours a week. Work would include organizing LMIT (ODIN) reports for COTR and management reviews, attending ODIN status and ODIN CCB Council meetings, preparing meeting minutes for review and for archival purposes including attendance records. Working with JT management and CIO Office for ODIN billing activities including PR/SR processing, preparing contract modifications with the COTR, and tracking payments with Finance department (all which requires SAP experience and access). Interfacing with Lockheed Martin as needed for COTR approved support processes. Advanced Excel and SAP experience essential. Facile in the use of Solomon as required. Act as the point person for the OPO for SR processing during the ODIN Transition at Ames. Knowledge of financial reporting requirements in Code JT and Code J Office. Attend weekly ODIN status meetings as needed by the COTR.

Prepare financial reports as needed by the division office

Reason for CTO: New task request and revise current duties

6. Revised TO: **ODIN PROJECT OFFICE SUPPORT** - Provide Data Analysis/Order Entry/Financial Support to the ODIN Project Office for 40 hours a week. Work would include working with JT management and CIO Office for ODIN billing activities including PR/SR processing, and tracking payments with Finance department (all which requires SAP experience and access). Data Entry for all ODIN Seat Orders in SAP. Interfacing with Lockheed Martin as needed for COTR approved support processes. Advanced Excel and SAP experience essential. Facile in the use of Solomon as required, act as the point person for the OPO for SR processing during the ODIN Transition at Ames, knowledge of financial reporting requirements in Code JT and Code J Office, prepare financial reports as needed by the division office. Tasks related to the ODIN Catalog Orders;

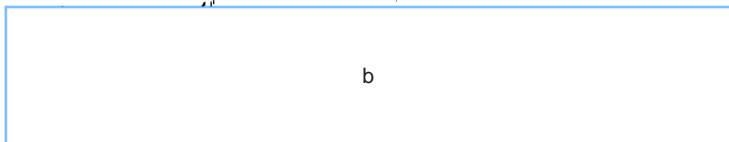
- **SR** – Review and Enter SRs in Solomon – Company Servi
- **Order** – Create Order in Solomon, Create Purchase Request/Order in SAP
 - Upon approval cycle, support will submit to Contracting Officer
 - Once order has been awarded/obligated in CMM by the CO, support will pick up the orders from the CO
 - Orders will then be emailed (electronically scanned for documentation purposes) to ODIN
- **Invoices** – Received in Solomon, Received in SAP
 - Working with NSSC
 - Approval must be done by a Civil Servant (Wardell Lovett – ODIN COTR)
- **Modifications** – Create modifications reflecting changes on the orders; increase/decrease of amounts, quantity, etc.
 - Forward Mod to Lockheed Martin and request approval
 - Once CO approves MOD, support will provide copy to Lockheed Martin
- **Customer Service** – Provide status of SR/Orders to customers
- **Documentation** - Provide step-by-step documentation on above ODIN Catalog Ordering process and make it available anytime to anyone that may need to fill in as a back-up.

In addition, office support will be POC for the NOMAD Check in Process. Will provide COTR monthly summary of all ODIN SR's for seat and catalog order on defined spreadsheet template. Advise customers of their options on catalog order financing

APPROVAL

7. NASA Task Manager: Wardell Lovett <i>Wardell Lovett</i>	8. Date: 8/7/08	9. COTR: <i>Karen Moze</i>	10. Date: 8/12/08
11. Other Signature (Check if Required) <i>Boreen Cohen</i>	12. Date: 8-22-08	13. Other Signature (Check if Required) <i>Starr Strong</i>	14. Date: 09/11/08

Revised cost estimate and task plan attached.



THE COLLABORATIVE

PAGE 01/01

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

TASK ORDER
Prime Contract No.: NNA04CA76C (BOATS)

Task Order No. JTC 1.4 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.

TITLE: ODIN Project Office Data Analysis/Order Entry and Financial Support

PURPOSE: Compensation Adjustment

Estimated Beginning Date: October 1, 2007

Estimated Completion Date: September 30, 2008

Labor Category:

	Est. Hours	Est. Hrs. Monthly	Direct Labor Rate	Total Direct Cost
Administrative Services Mgr				
Administrative Specialist				
Administrative Specialist (April to August)				
Data Analysis/Order Entry (September)				
Back-up				

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:

B-4

\$ 73,880

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

OK
8/20/08



**Task Plan JTC 1.4 [Revised Aug. 22, 2008]
Code JTC ODIN Project Office Support**

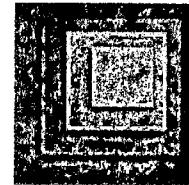
Task performance will be managed by the Administrative Services Manager, who will be the primary interface with the NASA Task Requester regarding task performance. The Planners Management Team provides guidance and direction to all contract staff in making the NASA vision our mission.

Planners Collaborative will provide one full-time [1 FTE] administrative support person with appropriate skills and experience to perform all task requirements in accordance with the performance requirements summary.

Provide Data Analysis/Order Entry/Financial Support to the ODIN Project Office for 40 hours a week. Work would include working with JT management and CIO Office for ODIN billing activities including PR/SR processing, and tracking payments with Finance department (all which requires SAP experience and access). Data Entry for all ODIN Seat Orders in SAP. Interfacing with Lockheed Martin as needed for COTR approved support processes. Advanced Excel and SAP experience essential. Facile in the use of Solomon as required, act as the point person for the OPO for SR processing during the ODIN Transition at Ames, knowledge of financial reporting requirements in Code JT and Code J Office, prepare financial reports as needed by the division office. Tasks related to the ODIN Catalog Orders;

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PLANNERS COLLABORATIVE

MEMORANDUM

To: Karen Moze, COTR

Date: June 26, 2008

Ref: NNA04CA76C Task Order:

JTC 3.4 ODIN Senior Project Analyst/Architect

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

Sincerely,

A handwritten signature in black ink, appearing to read "Doreen Cohen", is written over the printed name.

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.: NNA04CA78C (BOATS)

Task Order No. JTC 3.4

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: **ODIN Senior Project Analyst/Architect**

SCHEDULE:

Estimated Beginning Date: **June 30, 2008**

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

Labor Category:

	Est. Hours	Est. Hrs. Monthly	Direct Labor Rate	Total Direct Cost
Admin Services Manager Senior Project Analyst				
Total Direct Labor				
Overhead				
Subcontract Labor Services				
Subtotal Labor and Subcontracts				
G&A				B-4
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:

\$ 109,798

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

Chy
 6/26/08