

Attachment A
Statement of Work
Financial Analysis and Business Support Services
Solicitation Number NNC09ZCH018Q

1.0 Introduction

The NASA Glenn Research Center's (GRC) requires specialized financial analysis, accounting, and business services to support its business operations. These services will help improve operational efficiencies, systems and data integrity, and support the implementation of Agency-Wide business initiatives.

2.0 Scope

The Contractor shall furnish all labor, supervision, materials, equipment (except for the items listed in the Government-Furnished Property Clause), necessary to provide performance-based Financial Analysis and Business Services in accordance with the requirements specified herein and other identified financial analysis support.

3.0 Requirements

3.1 General

The Contractor shall be accomplished in navigating NASA's financial software (SAP's R/3 public sector product); the Federal Government's accounting structure and systems; knowledge of budget and standard accounting practices; and knowledge of Microsoft software packages including Access.

3.2 Accounting Support

3.2.1 Financial Reconciliation, Analysis and Reporting – The Contractor shall perform analysis of standard general ledger accounts to confirm balances; perform monthly, quarterly and annual account reconciliation; support the monthly and annual closing process; conduct ad hoc financial and accounting analysis; support the accounting Staff by compiling data from financial systems, source documents from physical files, and interviews with key staff.

3.2.2 Support Financial Statement Audit – The Contractor shall participate in supporting external auditor's request for information to support the Agency's financial statement audit; and provide hard copy documents and supporting documentation from the SAP accounting system to satisfy requests; and serves as a point of contact between the Center, the Agency and the external auditors.

3.2.3 Accounting Reporting -The Contractor shall provide written reports, financial analysis, and other analysis that directly supports the above activities. Reports will be delivered directly in either electronic or printed media to cognizant GRC Management for final review and approval.

3.3 Financial Data Systems and Business Process Support

3.3.1 Data Systems Development and Maintenance – The contractor shall provide additional Financial Analysis and business support as requested by the NASA Glenn Research Center. , The contractor shall develop data systems; download and reconfigure data from financial systems; develop and maintain accounting data; and analyze financial information. This data is then utilized to the support the following functions: funds distribution, reimbursable funds tracking, plan vs. actual variance reporting, annual budget submission, and the daily business operations of NASA GRC. The Contractor shall provide training and/or on current or help desk support on current or future financial systems.

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The Contractor shall provide business system integration troubleshooting and reporting troubleshooting. The Contractor shall support all facets of the expenditure process including, but not limited to: use of NASA's SAP R/3 core financial system, NASA's Contract Management module (Compusearch PRISM), EDS – FedTraveler.com, as well as any other new systems implemented at GRC. All needed support will be further defined in Government issued task orders.

3.3.2 Process Improvement Reviews – The Contractor shall review business processes, identify improvement opportunities, and present recommendation for process improvement or reengineering. Functional business areas of concentration that may be reviewed are funds management, budget formulation, budget execution, accounts receivable, space act agreement reimbursable processing, general ledger, cost management, and the requisite sub-processes. The Contractor shall work with NASA staff to implement changes in business processes which may include organizational realignments. The Contractor shall be required to relate current business practices with business processes within the SAP R/3 public sector environment. The Contractor shall make process improvement identification and recommendations as well as assist in process re-engineering and/or changing business processes. The Contractor shall provide support to financial system implementation, or any identified financial management initiative. All needed support will be further defined in Government issued task orders.

3.3.3 Support for Business Process and System Integration

The Contractor shall support the overall integration of the expenditure process including communication of key events / milestones, issuing data calls, perform milestone reviews, developing trace documents identifying changes to the Center budgets, supporting the phasing plan development activities and supporting overall reporting solution at the Center.

The Contractor shall support GRC's Planning, Programming, Budgeting and Execution Process (PPBE) Support the internal distribution of funds via NASA's accounting system to GRCs projects, programs, and service pools. Support all facets of the expenditure process including, but not limited to: use of NASA's SAP R/3 core financial system, NASA's Contract Management module (Compusearch PRISM), (EDS Fedtraveler.com), as well as any other new systems implemented at GRC. The Contractor shall support the accurate reporting and analysis of data from NASA's financial systems

Specific requirements, such as deliverables, schedule, qualifications, and cost estimates, will be further defined in Government issued task orders.

3.4 Budgeting Support

3.4.1 Financial Systems Reconciliation and Maintenance – The Contractor shall update and maintain tables for project definitions, work breakdown structures and cost centers; conduct data validation and reconciliation of accounts and recommend functionality enhancement opportunities; document, map and update system processes and functionality; support program analysts and Center end users throughout the budget formulation and budget execution process to reconcile and validate data input within guideline and system business rules. All needed support will be further defined in Government issued task orders.

3.4.2 Budget-Related Reports

The Contractor shall provide written reports, financial analysis, and other reports, that directly supports the above activities. Reports will be delivered directly to resource Management for final review and approval

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3.5 Cost Estimating

The Contractor shall provide cost estimating and analysis support and consultation for all Center projects. Support may include but is not limited to independent cost assessments of programs, projects, and trade studies for Center and Project Management. The Contractor shall support the implementation of Center policies, processes, procedures, training, and tool development for cost estimating and related disciplines such as cost risk assessment, earned value management, and cost proposal development. Contractor shall support the development and implementation of advanced cost estimating and analysis capabilities necessary to meet Agency and Center requirements. The contractor shall support economic analyses of projects, various analysis of alternatives and other related efforts to aid investment decisions.

The Contractor shall develop parametric cost estimates using cost estimating tools, such as PRICE, SEER, NAFCOM, and @Risk. The Contractor shall maintain and update cost estimates on an as needed basis. Additional support will include briefing preparation, meeting attendance, baseline requirement definition, data analysis and tracking, and independent cost reviews. All needed support and deliverables will be further defined in Government issued task orders.

3.6 Other Financial Support

The contractor shall provide additional Financial Analysis and business support as requested by the Government. Specific requirements, deliverables, schedule, qualifications, costs estimates, etc. will be further defined in Government issued task orders. The general work requirements may include:

- Perform financial analysis of data and/or information in legacy, current, and future financial management systems, source documents, and physical files
- Compile data and/or information from current, and future financial management systems, source documents, and physical files
- Perform trend analysis on budget, cost, or other financial information
- Perform variance analysis on budget, cost, or other financial information
- Perform financial estimates and forecasts using budgets, cost, or other financial information
- Prepare financial reports using budgets, cost, or other financial information
- Support work of a financial nature for projects or other CFO initiatives at other centers within NASA

3.6.1 Other Reporting

The Contractor shall provide other written reports, financial analysis, etc., that directly supports the above activities. Reports will be delivered directly to organizational management requesting the activity for final review and approval.

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4.0 Deliverables

4.1 NASA 533 Report

The Contractor shall prepare and distribute NASA Form 533M entitled “Monthly Contractor Financial Management Report” in accordance with the instructions set forth on the reverse side of the form and in the NASA Handbook “Procedures for Contractor Reporting of Correlated Cost and Performance Data” (NHB 9501.2A). The Contractor shall submit the 533M within 20 days at the end of the month.

4.1.2 NASA Form 533M

The 533 M shall be prepared using the subdivision of work activity by Task Order and elements of cost specified below.

- A financial summary at the contract level.
- A financial summary at each requesting organization level.

4.1.3. Elements of Cost

The following minimum cost elements shall be used.

- Direct labor hours
- Direct labor dollars
- Support labor hours
- Support labor dollars
- Travel (dollars)
- Other direct charges
- Cumulative funding

4.2 Monthly Technical Activity Report

A Monthly Technical Activity Report shall be submitted in concert with the 533 M Financial Report. The report shall include a summary of technical activity including significant progress, status of milestones, accomplishments, major issues, schedule impacts, listed report deliverables, and future plans.

4.3 Specific Deliverables

The contractor shall deliver specific reports as identified by the individual NASA organizations.

4.4 Contract Surveillance

The Contractor shall meet periodically, as well as on an as-needed basis with the NASA COTR and management personnel of functions/organizations being supported, except if those areas are located at a different NASA center.