

ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES

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

1. DATE OF ORDER 05/01/2011		2. CONTRACT NO. (If any) NNM11AA30C		6. SHIP TO: a. NAME OF CONSIGNEE NASA/Marshall Space Flight Center	
3. ORDER NO. NNM11AA36T		4. REQUISITION/REFERENCE NO. 4200386393		b. STREET ADDRESS	
5. ISSUING OFFICE (Address correspondence to) NASA/Marshall Space Flight Center Office of Procurement Audrey McMillan Audrey.r.mcmillan@nasa.gov Marshall Space Flight Center AL 35812				c. CITY Marshall Space Flight Center	
				d. STATE AL	
				e. ZIP CODE 35812	
7. TO: a. NAME OF CONTRACTOR AL RAZAQ COMPUTING SERVICES				f. SHIP VIA	
b. COMPANY NAME				8. TYPE OF ORDER	
c. STREET ADDRESS 6001 SAVOY DR STE 505				<input type="checkbox"/> a. PURCHASE <input checked="" type="checkbox"/> b. DELIVERY REFERENCE YOUR: Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.	
d. CITY HOUSTON		e. STATE TX		f. ZIP CODE 77036-3365	
9. ACCOUNTING AND APPROPRIATION DATA See Schedule				10. REQUISITIONING OFFICE NASA/Marshall Space Flight Center	
11. BUSINESS CLASSIFICATION (Check appropriate box(es)) <input checked="" type="checkbox"/> a. SMALL <input type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. EMERGING SMALL BUSINESS <input type="checkbox"/> g. SERVICE-DISABLED VETERAN-OWNED				12. F.O.B. POINT Destination	
13. PLACE OF a. INSPECTION Destination		b. ACCEPTANCE Destination		14. GOVERNMENT B/L NO.	
				15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date) 09/30/2011	
				16. DISCOUNT TERMS NT30	

17. SCHEDULE (See reverse for Rejections)

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	Pursuant to Clause H.2, entitled, "Task Ordering Procedures, NNM11AA30C", This Task Order is issued to provide business services support to the Office of Strategic Analysis and Communications; the Engineering Directorate Business Management Continued ...					
18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		17(h) TOTAL (Cont. pages)
21. MAIL INVOICE TO:						
a. NAME		NASA/Shared Services Center				\$352,131.00
b. STREET ADDRESS (or P.O. Box)		Financial Management Division (FMD) Accounts Payable Bldg 1111, C Road NSSC-AccountsPayable@nasa.gov				
c. CITY		d. STATE	e. ZIP CODE		\$352,131.00	17(i) GRAND TOTAL
Stennis Space Center		MS	39529-6000			

22. UNITED STATES OF AMERICA BY (Signature)



23. NAME (Typed)
Sherry K Fenn
TITLE: CONTRACTING/ORDERING OFFICER

ORDER FOR SUPPLIES OR SERVICES
SCHEDULE - CONTINUATION

PAGE NO

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

DATE OF ORDER

CONTRACT NO.

NNM11AA30C

ORDER NO.

NNM11AA36T

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
001	<p>Office, Engineering Directorate Policies and Programs Office, and the Safety and Mission Assurance Directorate/Business Management Office, as well as other MSFC organizations, programs, and projects as needed.</p> <p>INCO TERMS 1: FOB INCO TERMS 2: DESTINATION</p> <p>Base Period funding line item</p> <p>Incrementally Funded Amount: \$69,628.00</p> <p>Accounting Info: 62ED10/6100.2520/62/FC000000/685676.01 .08.04/000/2520/62/CASX12011D/714A/2/3 Cost Center: 62ED10 GI Account: 6100.2520 Order: FC000000 WBS Element1: 685676.01.08.04 Item Number: 000 Commitment Item: 2520 Funds Center: 62 Fund: CASX12011D Functional Area: 714A Funded: \$15,500.00</p> <p>Accounting Info: 62QD10/6100.2520/62/FC000000/432938.10 .02.08/000/2520/62/CASX12011D/361N/3/4 Cost Center: 62QD10 GI Account: 6100.2520 Order: FC000000 WBS Element1: 432938.10.02.08 Item Number: 000 Commitment Item: 2520 Funds Center: 62 Fund: CASX12011D Functional Area: 361N Funded: \$14,000.00</p> <p>Accounting Info: 62CS01/6100.2520/62/FC000000/736466.01 .08.08.04/000/2520/62/CASX12011D/361N/ 1/2 Cost Center: 62CS01 GI Account: 6100.2520 Order: FC000000 WBS Element1: 736466.01.08.08.04 Item Number: 000 Commitment Item: 2520 Funds Center: 62 Fund: CASX12011D Functional Area: 361N Funded: \$6,128.00</p> <p>Accounting Info: 62ED02/6100.2520/62/FC000000/432938.11 .01.08.37/000/2520/62/CASX12011D/361N/ 4/5 Cost Center: 62ED02 GI Account: 6100.2520 Order: FC000000 WBS</p> <p>Continued ...</p>				352,131.00	

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

\$352,131.00

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

PAGE NO

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

DATE OF ORDER

CONTRACT NO.

NNM11AA30C

ORDER NO.

NNM11AA36T

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	Element1: 432938.11.01.08.37 Item Number: 000 Commitment Item: 2520 Funds Center: 62 Fund: CASX12011D Functional Area: 361N Funded: \$34,000.00					
TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))					\$0.00	

**Performance Work Statement
Task Order NNM11AA36T, Business Support Services
Contract NNM11AA30C**

1.0 INTRODUCTION

The Contractor shall perform this Performance Work Statement (PWS) in accordance with the PWS contained in contract, NNM11AA30C, Acquisition and Business Support Services (ABSS), and with the terms and conditions as set forth in the contract and as supplemented in this Task Order.

2.0 PROGRAM MANAGEMENT

The Contractor shall provide program management and control for this Task Order pursuant to PWS paragraph 2.0 of the contract. All plans and reports will be provided to the Government in accordance with the direction contained in the Data Procurement Document (DPD) 1321, Attachment J-2 to the contract, and as directed in paragraph 2.0 Program Management of the contract PWS.

3.0 BUSINESS SUPPORT

3.1 CS01/Office of Strategic Analysis and Communications

3.1.1 Perform financial assessments and identify critical areas of concern for the purpose of defining potential technical and financial problems. Cost analysis and performance assessment will be required on institutional and direct funding. Responsible for developing, executing, and monitoring budgets, long-range operating plans, phasing plans, and other resource planning activities. Working knowledge of MS Project would be beneficial. An understanding of government financial processes and experience with an integrated financial management system are preferred. Proficiency with MS Office applications with an advanced knowledge of Excel is required. Desired education is a bachelor's degree and 4-6 years of experience in the field or in a related area. (b)(4)

(b)(4)

3.2 ED02/Engineering Directorate/Resource Management Office

3.2.1 Serve as the primary business interface with the customer. Responsible for meeting contract requirements and customer objectives. Exercise independent judgment and solve administrative and managerial problems. Responsible for planning and coordinating staff, as well as managing cost, schedule and quality. Guide teams, analyze problems and implement solutions. Desired education is a bachelor's degree in area of specialty and relevant program management experience. Has expert knowledge of NASA business concepts, practices and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and

directs the work of others. Reports to the Deputy Program Manager / Business Lead. Has a broad mandate for independent actions and decisions. (b)(4)

3.2.2 Perform a variety of duties associated with the responsibility of providing the overall planning, analysis, integration and execution of the financial activities for the ED02 relating to institutional and programmatic operations. Thorough knowledge of 533 reports, input and maintain contract cost and plan data in SAP. Coordinate and initiate all contact funding PR's, coordinate with contractor and procurement analyst on all task cost and mods, provide funding status reports to task owners and coordinate funding issues, budget transfers and budget de-obligations. Responsible for providing contract status reports for task and management reviews, provide cost reports to the civil servant contract Cost Performance Evaluation Monitor, and be able to work issues directly with CFO, Accounting, Procurement and other NASA Management. This position must have the ability to communicate effectively in writing, person to person, and in meetings, experience in working with financial and budgeting tools, systems and understanding of their functions. Proficiency with MS Office applications with an advanced knowledge of Excel is required. Desired education is a bachelor's degree and 6-8 years of experience in the business field or in a related area, preferable with government financial, budget, resource and funding processes. (b)(4)

3.3 ED03/Engineering Policies and Programs Office

3.3.1 Provide management with pertinent budgetary information to manage and control program resources and schedules within constraints. Task includes, but is not limited to, supporting overall budget functions, including all NASA Office of Chief Engineer budget matters at Marshall Space Flight Center, assessing difference/changes in budget contents and recommending possible courses of action; perform independent cost/schedule analyses on multiple project budgets; provide independent status reports and assessments; track and analyze program budgets, funding, costs, schedule and contract status and predict anticipated progress at selected points in time (such as at fiscal year or major milestones). Supervise work of one or more budget analysis assistant. The position requires an understanding of government financial processes and experience with an integrated Marshall Space Flight Center financial management system. Proficiency with MS Office applications with an advanced knowledge of Excel is required. Desired education is a bachelor's degree and at least 6 to 8 years of experience in the NASA budget analysis field and related areas. (b)(4)

3.4 QD03/Safety and Mission Assurance Directorate/Business Management Office

3.4.1 Perform assessments of budgets on assigned programs/projects, maintain budgets, and identify critical areas of concern for the purpose of defining potential technical and financial problems. Cost analysis and performance assessment will be required on multiple project elements. Responsible for developing, executing, and monitoring budgets, long-range operating plans, phasing plans, and other resource planning activities. Proficiency with MS Office applications with an advanced knowledge of Excel is required. An understanding of government financial processes

and experience with an integrated financial management system are preferred. Desired education is a bachelor's degree and minimum of 4-6 years of experience in the budget analysis field or in a related area. (b)(4)

3.5 Travel

Travel for this effort will be required on a recurring basis. Travel is cost reimbursable and funded separately from the firm-fixed-price labor price.

TASK ORDER NNM11AA36T**BUSINESS SUPPORT SERVICES**

CS01/Office of Strategic Analysis and Communications

ED02/Engineering Directorate Business Management Office

ED03/Engineering Directorate Policies and Programs Office

QD03/Safety and Mission Assurance Directorate Business Management Office

	FFP Labor	Travel	Total TO Value	Total Labor Obligations	Travel	Total TO Obligations
PREVIOUS	(b)(4)			(b)(4)		
THIS MOD						
TOTAL	(b)(4)		\$352,131	(b)(4)		\$69,628

1. SUPPLIES AND/OR SERVICES TO BE FURNISHED

- a. The Contractor shall perform this Performance Work Statement (PWS)-based Task Order in accordance with the PWS contained in Contract NNM11AA30C, Acquisition and Business Support Services. The Contractor shall perform this Task Order under the terms and conditions as set forth in the basic order and as supplemented in this Task Order.
- b. The Contractor shall provide all resources (except as may be expressly stated in this order as furnished by the Government) necessary to perform all the service requirements in the PWS as provided in Attachment A hereto.

2. TYPE OF ORDER

This is a performance-based, Firm-Fixed-Price (FFP) Task Order.

3. PERIOD OF PERFORMANCE

The period of performance of this Task Order shall be as follows: May 1, 2011 through September 30, 2011.

4. PLACE OF PERFORMANCE

The Contractor shall perform the work under this order on-site at the Marshall Space Flight Center, AL, and at such other locations as may be approved in writing by the Contracting Officer.

5. PERFORMANCE SURVEYS

The Contractor shall conduct surveys in accordance with the direction in Clause B.3, Price Deductions for Less Than Optimum Performance, of the contract, which shall be reported in accordance with the direction in Data Procurement Document (DPD) 1321, Attachment J-2 to the contract.

6. TECHNICAL DIRECTION

Performance of the work under this Task Order is subject to the written technical direction of the Contracting Officer's Technical Representative (COTR), as set forth in Clause G.2, Technical Direction, of the contract.

7. CONSIDERATION AND PAYMENT

- a. The Contractor shall be paid upon the satisfactory completion of the work called for in this Task Order and submission of properly certified invoices as detailed in Clause G.5, Consideration and Payment, of the contract.
- b. The Contractor shall be paid biweekly for the work called for in this Task Order at the rates specified for the applicable period as set forth in Attachment J-4, Contractor Fully Burdened Labor Rates*, to the contract, and as set forth in the payment schedule shown below.
- c. Accounting classifications and funding resources are incorporated into the contract accordingly.
- d. Contractor invoices shall be submitted electronically in accordance with Clause G.5, Consideration and Payment, of the contract.
- e. Travel is cost reimbursable and will be invoiced separately from the labor shown in the payment schedule below. Of the total price for effort provided under this Task Order (b)(4) is available for Travel.

NNM11AA36T Payment Schedule

Payment Type	Frequency	Date	Amount
Status Report	Bi-Weekly		
		05/13/11	(b)(4)
		05/27/11	
		06/10/11	
		06/24/11	
		07/08/11	
		07/22/11	
		08/05/11	
		08/19/11	

		09/02/11	(b)(4)
		09/16/11	
		09/30/11	
		Total Billing	\$352,131.00

8. SPECIAL ORDER REQUIREMENTS

This Task Order shall be performed in accordance with the special order requirements clauses in Section H of the basic order.

9. ORDER CLAUSES

This Task Order shall be performed in accordance with the order clauses in Section I of the basic order.

10. OTHER TERMS AND CONDITIONS

All other terms and conditions as contained in the basic order, NNM11AA30C, are applicable to this Task Order.

11. ORDER OF PRECEDENCE

Should a conflict arise between the terms and conditions as shown in this Task Order and the terms and conditions of the basic order, NNM11AA30C, the basic order shall prevail.

12. 1852.232-77. LIMITATION OF FUNDS (FIXED- PRICE CONTRACT) (MAR 1989)

- (a) Of the total price for effort provided under this Task Order, the sum of **\$69,628** is available for payment and allotted to this Task Order.
- (b) The Contractor agrees to perform or have performed the effort specified in paragraph (a) of this clause up to the point at which, if this contract is terminated pursuant to the Termination for Convenience of the Government clause of this contract, the total amount payable by the Government (including amounts payable for subcontracts and settlement costs) pursuant to paragraphs (f) and (g) of that clause would, in the exercise of reasonable judgment by the Contractor, approximate the total amount at the time allotted to the contract. The Contractor is not obligated to continue performance of the work beyond that point. The Government is not obligated in any event to pay or reimburse the Contractor more than the amount allotted to the contract, anything to the contrary in the Termination for Convenience of the Government clause notwithstanding.

- (c) (1) It is contemplated that funds presently allotted to this contract will cover the work to be performed through **May 31, 2011**.
- (2) If funds allotted are considered by the Contractor to be inadequate to cover the work to be performed until that date, or an agreed date substituted for it, the Contractor shall notify the Contracting Officer in writing when within the next 60 days the work will reach a point at which, if the contract is terminated pursuant to the Termination for Convenience of the Government clause of this contract, the total amount payable by the Government (including amounts payable for subcontracts and settlement costs) pursuant to paragraphs (f) and (g) of that clause will approximate 75 percent of the total amount then allotted to the contract.
- (3) (i) The notice shall state the estimate when the point referred to in paragraph (c)(2) of this clause will be reached and the estimated amount of additional funds required to continue performance to the date specified in paragraph (c)(1) of this clause, or an agreed date substituted for it.
- (ii) The Contractor shall, 60 days in advance of the date specified in paragraph (c)(1) of this clause, or an agreed date substituted for it, advise the Contracting Officer in writing as to the estimated amount of additional funds required for the timely performance of the contract for a further period as may be specified in the contract or otherwise agreed to by the parties.
- (4) If, after the notification referred to in paragraph (c)(3)(ii) of this clause, additional funds are not allotted by the date specified in paragraph (c)(1) of this clause, or an agreed date substituted for it, the Contracting Officer shall, upon the Contractor's written request, terminate this contract on that date or on the date set forth in the request, whichever is later, pursuant to the Termination for Convenience of the Government clause.

[End of Task Order]