

ORDER FOR SUPPLIES OR SERVICES								PAGE OF PAGES	
								1	5
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:				
3. ORDER NO. NNM11AA41T		4. REQUISITION/REFERENCE NO. 4200386533			a. NAME OF CONSIGNEE  NASA/Marshall Space Flight Center				
5. ISSUING OFFICE (Address correspondence to) NASA/Marshall Space Flight Center Office of Procurement Rhoney Triplett Jr. rhoney.triplett@nasa.gov Marshall Space Flight Center AL 35812					b. STREET ADDRESS				
					c. CITY Marshall Space Flight Center			d. STATE AL	e. ZIP CODE 35812
7. TO:					f. SHIP VIA				
a. NAME OF CONTRACTOR AL RAZAQ COMPUTING SERVICES					8. TYPE OF ORDER  <input type="checkbox"/> a. PURCHASE <input checked="" type="checkbox"/> b. DELIVERY <div style="font-size: small; margin-top: 10px;">Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.</div>				
b. COMPANY NAME									
c. STREET ADDRESS 6001 SAVOY DR STE 505					REFERENCE YOUR:				
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))								12. F.O.B. POINT	
<input checked="" type="checkbox"/> a. SMALL <input type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> g. SERVICE-DISABLED VETERAN-OWNED <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. EMERGING SMALL BUSINESS								Destination	
13. PLACE OF				14. GOVERNMENT B/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date) 09/30/2011		16. DISCOUNT TERMS	
a. INSPECTION Destination		b. ACCEPTANCE Destination						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 Science and Mission Systems Business Office, as well as other MSFC organizations, programs, and projects Continued ...								
SEE BILLING INSTRUCTIONS ON REVERSE		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				\$783,098.00	
		b. STREET ADDRESS (or P.O. Box)		Financial Management Division (FMD) Accounts Payable Bldg 1111, C Road NSSC-AccountsPayable@nasa.gov					
c. CITY		Stennis Space Center		d. STATE	MS	e. ZIP CODE	39529-6000	\$783,098.00	
22. UNITED STATES OF AMERICA BY (Signature)						23. NAME (Typed) Harry B Craig TITLE: CONTRACTING/ORDERING OFFICER			

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

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DATE OF ORDER

CONTRACT NO.

NNM11AA30C

ORDER NO.

NNM11AA41T

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
001	as needed. INCO TERMS 1: FOB INCO TERMS 2: DESTINATION  Base Year (Contract Year 1) Incrementally Funded Amount: \$482,459.00  Accounting Info: 62VP22/6100.2520/62/FC000000/411672.06 .04.01/000/2520/62/SCEX22011D/196V/2/3 Cost Center: 62VP22 GI Account: 6100.2520 Order: FC000000 WBS Element1: 411672.06.04.01 Item Number: 000 Commitment Item: 2520 Funds Center: 62 Fund: SCEX22011D Functional Area: 196V Funded: \$40,000.00 Accounting Info: 62VP22/6100.2520/62/FC000000/511432.07 .04/000/2520/62/SCEX22010D/431A/3/4 Cost Center: 62VP22 GI Account: 6100.2520 Order: FC000000 WBS Element1: 511432.07.04 Item Number: 000 Commitment Item: 2520 Funds Center: 62 Fund: SCEX22010D Functional Area: 431A Funded: \$10.00 Accounting Info: 62VP22/6100.2520/62/FC000000/511432.07 .04/000/2520/62/SCEX22011D/431A/4/5 Cost Center: 62VP22 GI Account: 6100.2520 Order: FC000000 WBS Element1: 511432.07.04 Item Number: 000 Commitment Item: 2520 Funds Center: 62 Fund: SCEX22011D Functional Area: 431A Funded: \$21,527.00 Accounting Info: 62VP01/6100.2520/62/FC000000/401769.06 .08.02.04.0/5/000/2520/62/EXCX22011D/7 33B/5/6 Cost Center: 62VP01 GI Account: 6100.2520 Order: FC000000 WBS Element1: 401769.06.08.02.04.0 WBS Element2: 5 Item Number: 000 Commitment Item: 2520 Funds Center: 62 Fund: EXCX22011D Functional Area: 733B Continued ...	1	EA	783,098.00	783,098.00	

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

\$783,098.00

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ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	<p>Funded: \$13,000.00</p> <p>Accounting Info:</p> <p>62VP34/6100.2520/62/FC000000/401769.06</p> <p>.08.02.04.0/5/000/2520/62/EXCX22011D/7</p> <p>33B/6/7 Cost Center: 62VP34 GI</p> <p>Account: 6100.2520 Order: FC000000</p> <p>WBS Element1: 401769.06.08.02.04.0</p> <p>WBS Element2: 5 Item Number: 000</p> <p>Commitment Item: 2520 Funds Center:</p> <p>62 Fund: EXCX22011D Functional Area:</p> <p>733B</p> <p>Funded: \$25,000.00</p> <p>Accounting Info:</p> <p>62VP33/6100.2520/62/FC000000/727950.01</p> <p>.62.01/000/2520/62/EXPX22010D/020U/7/8</p> <p>Cost Center: 62VP33 GI Account:</p> <p>6100.2520 Order: FC000000 WBS</p> <p>Element1: 727950.01.62.01 Item</p> <p>Number: 000 Commitment Item: 2520</p> <p>Funds Center: 62 Fund: EXPX22010D</p> <p>Functional Area: 020U</p> <p>Funded: \$21,000.00</p> <p>Accounting Info:</p> <p>62VP23/6100.2520/62/FC000000/581291.01</p> <p>.01.01/000/2520/62/SCEX22011D/502A/8/9</p> <p>Cost Center: 62VP23 GI Account:</p> <p>6100.2520 Order: FC000000 WBS</p> <p>Element1: 581291.01.01.01 Item</p> <p>Number: 000 Commitment Item: 2520</p> <p>Funds Center: 62 Fund: SCEX22011D</p> <p>Functional Area: 502A</p> <p>Funded: \$61,560.00</p> <p>Accounting Info:</p> <p>62VP23/6100.2520/62/FC000000/714607.01</p> <p>.01.01/000/2520/62/SCEX22011D/881D/9/1</p> <p>0 Cost Center: 62VP23 GI Account:</p> <p>6100.2520 Order: FC000000 WBS</p> <p>Element1: 714607.01.01.01 Item</p> <p>Number: 000 Commitment Item: 2520</p> <p>Funds Center: 62 Fund: SCEX22011D</p> <p>Functional Area: 881D</p> <p>Funded: \$61,560.00</p> <p>Accounting Info:</p> <p>62VP22/6100.2520/62/FC000000/411672.06</p> <p>.04.01/000/2520/62/SCEX22010D/196V/1/2</p> <p>Cost Center: 62VP22 GI Account:</p> <p>Continued ...</p>					

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

\$0.00

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**SCHEDULE - CONTINUATION**

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ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	<p>6100.2520 Order: FC000000 WBS Element1: 411672.06.04.01 Item Number: 000 Commitment Item: 2520 Funds Center: 62 Fund: SCEX22010D Functional Area: 196V Funded: \$23.00 Accounting Info: 62VP33/6100.2520/62/FC000000/387498.04 .01.04.08/000/2520/62/EXPX22011D/020U/ 10/11 Cost Center: 62VP33 GI Account: 6100.2520 Order: FC000000 WBS Element1: 387498.04.01.04.08 Item Number: 000 Commitment Item: 2520 Funds Center: 62 Fund: EXPX22011D Functional Area: 020U Funded: \$10,177.00 Accounting Info: 62VP33/6100.2520/62/FC000000/439906.04 .01.06.06.0/1/000/2520/62/EXPX22010D/0 20U/11/12 Cost Center: 62VP33 GI Account: 6100.2520 Order: FC000000 WBS Element1: 439906.04.01.06.06.0 WBS Element2: 1 Item Number: 000 Commitment Item: 2520 Funds Center: 62 Fund: EXPX22010D Functional Area: 020U Funded: \$16,000.00 Accounting Info: 62VP23/6100.2520/62/FC000000/920760.01 .01.01/000/2520/62/SCEX22011D/401A/12/ 13 Cost Center: 62VP23 GI Account: 6100.2520 Order: FC000000 WBS Element1: 920760.01.01.01 Item Number: 000 Commitment Item: 2520 Funds Center: 62 Fund: SCEX22011D Functional Area: 401A Funded: \$67,607.00 Accounting Info: 62VP32/6100.2520/62/FC000000/644423.06 .34.01.08/000/2520/62/EXPX22011D/234A/ 13/14 Cost Center: 62VP32 GI Account: 6100.2520 Order: FC000000 WBS Element1: 644423.06.34.01.08 Item Number: 000 Commitment Item: 2520 Funds Center: 62 Fund: EXPX22011D Functional Area: 234A Continued ...</p>					

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\$0.00

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ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	<p>Funded: \$38,331.00</p> <p>Accounting Info:</p> <p>62VP22/6100.2520/62/FC000000/397424.07</p> <p>.02.03.25/000/2520/62/SCEX22011D/814L/</p> <p>14/15 Cost Center: 62VP22 GI Account:</p> <p>6100.2520 Order: FC000000 WBS</p> <p>Element1: 397424.07.02.03.25 Item</p> <p>Number: 000 Commitment Item: 2520</p> <p>Funds Center: 62 Fund: SCEX22011D</p> <p>Functional Area: 814L</p> <p>Funded: \$76,664.00</p> <p>Accounting Info:</p> <p>62VP61/6100.2520/62/FC000000/547714.04</p> <p>.14.01.44/000/2520/62/SCEX22011D/269A/</p> <p>15/16 Cost Center: 62VP61 GI Account:</p> <p>6100.2520 Order: FC000000 WBS</p> <p>Element1: 547714.04.14.01.44 Item</p> <p>Number: 000 Commitment Item: 2520</p> <p>Funds Center: 62 Fund: SCEX22011D</p> <p>Functional Area: 269A</p> <p>Funded: \$30,000.00</p>					

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

\$0.00

**Performance Work Statement  
Task Order NNM11AA41T, Business Support Services  
Contract NNM11AA30C**

## **1.0 INTRODUCTION**

The Contractor shall perform this Performance Work Statement (PWS) in accordance with the PWS contained in the 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 VP02/Science and Mission Systems Business Office**

**3.1.1** Business support is required to perform assessments of programs/projects 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 Program Operating Plans (POPPs), phasing plans, and other resource planning activities. A high degree of 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 4-6 years of experience in the field or in a related area. (b)(4)

**3.1.2** 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)

**3.1.3** Provide business support as required to the Science and Exploration Research Office, Space Optics. Tasks include performing assessments of programs and identifying 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. Participation will be required in developing program budgets, long-range Program Operating Plans (POPs), phasing plans, and other resource planning. Desired education is a requires a bachelor's degree and 6-8 years of experience in the field or in a related area. (b)(4)

## **3.2 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.