

## ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES

1

3

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

1. DATE OF ORDER 05/01/2012		2. CONTRACT NO. (If any) NNM11AA30C		6. SHIP TO: a. NAME OF CONSIGNEE NASA/Marshall Space Flight Center	
3. ORDER NO. NNM12AA60T		4. REQUISITION/REFERENCE NO. 4200432173		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	e. ZIP CODE 35812
7. TO: a. NAME OF CONTRACTOR AL RAZAQ COMPUTING SERVICES b. COMPANY NAME				f. SHIP VIA	
c. STREET ADDRESS 6001 SAVOY DR STE 505				8. TYPE OF ORDER <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.  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.	
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. SERVICE-DISABLED VETERAN-OWNED <input type="checkbox"/> g. WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOSB PROGRAM <input type="checkbox"/> h. EDWOSB				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) 04/30/2013	
				16. DISCOUNT TERMS Net 30 days	

## 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)
	1. The purposes of this action are to:  a) Pursuant to FAR 52.217-8, entitled, "Option to Extend Services", this Task Order is issued to exercise Contract Option 1 (Yr 2) from May 1, 2012 through April 30, 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 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							
SEE BILLING INSTRUCTIONS ON REVERSE						\$1,574,550.00	17(i) GRAND TOTAL
						\$1,574,550.00	

22. UNITED STATES OF  
AMERICA BY (Signature)

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

**SCHEDULE - CONTINUATION**

2

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

DATE OF ORDER 05/01/2012	CONTRACT NO. NNM11AA30C	ORDER NO. NNM12AA60T
-----------------------------	----------------------------	-------------------------

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
001	<p>2013 for a total task order value of \$1,574,550. This task order provides business support services to the to Safety and Mission Assurance Directorate/Business Management Office, Shuttle-Ares Transition Office and Space Launch System Program Office/ Program Integration Office as delineated in the attached Performance Work Statement; and</p> <p>b) Provide incremental funding in the amount of \$665,376 with an anticipated funded through date of September 14, 2012. INCO TERMS 1: FOB INCO TERMS 2: Destination</p> <p>Option 1 (CY 2) Incrementally Funded Amount: \$665,376.00</p> <p>Accounting Info: 62XP03/6100.2520/FC000000/585777.01.01 .03/000/2520/62/EXPX22012D/719V Cost Center: 62XP03 GI Account: 6100.2520 Order: FC000000 WBS Element1: 585777.01.01.03 Item Number: 000 Commitment Item: 2520 Funds Center: 62 Fund: EXPX22012D Functional Area: 719V Funded: \$525,467.00</p> <p>Accounting Info: 62QD03/6100.2520/FC000000/432938.10.02 .08/000/2520/62/CASX12012D/361N Cost Center: 62QD03 GI Account: 6100.2520 Order: FC000000 WBS Element1: 432938.10.02.08 Item Number: 000 Commitment Item: 2520 Funds Center: 62 Fund: CASX12012D Functional Area: 361N Funded: \$55,876.00</p> <p>Accounting Info: 62TP01/6100.2520/FC000000/672854.01.02 .01/000/2520/62/EXCX22011D/538A Cost Center: 62TP01 GI Account: 6100.2520 Order: FC000000 WBS Element1: 672854.01.02.01 Item Number: 000 Commitment Item: 2520 Funds Center: Continued ...</p>				1,574,550.00	

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

\$1,574,550.00

# SCHEDULE - CONTINUATION

3

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

DATE OF ORDER

CONTRACT NO.

NNM11AA30C

ORDER NO.

NNM12AA60T

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	62 Fund: EXCX22011D Functional Area: 538A Funded: \$84,033.00					
TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))					\$0.00	

**TASK ORDER NNM12AA60T  
BUSINESS SUPPORT SERVICES**

QD03/Safety and Mission Assurance Directorate/Business Management Office  
TP01/Shuttle-Ares Transition Office  
XP03/Space Launch System Program Office/ Program Integration Office

	FFP Labor	Travel	Total TO Value	Total Labor Obligations	Travel	Total TO Obligations
PREVIOUS	(b)(4)			(b)(4)		
THIS MOD						
TOTAL	(b)(4)		\$1,574,550	(b)(4)		\$665,376

**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, 2012 through April 30, 2013.

**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 \$0 is available for Travel.

### NNM11AA42T Payment Schedule

Payment Type	Frequency	Date	Amount
Status Report	Bi-Weekly		
		05/11/12	(b)(4)
		05/25/12	
		06/08/12	
		06/22/12	
		07/06/12	
		07/20/12	
		08/03/12	
		08/17/12	
		08/31/12	
		09/14/12	
		09/28/12	

		10/12/12	(b)(4)
		10/26/12	
		11/09/12	
		11/23/12	
		12/07/12	
		12/21/12	
		01/04/13	
		01/18/13	
		02/01/13	
		02/15/13	
		03/01/13	
		03/15/13	
		03/29/13	
		04/12/13	
		04/30/13	
		Total Billing	\$1,574,550

**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 \$665,376 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 **September 14, 2012**.
- (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]**



**Performance Work Statement  
Task Order NNM12AA60T, 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 QD03/Safety and Mission Assurance Directorate/Business Management Office**

**3.1.1** Analyzes accounting records to determine financial resources required to implement programs and makes recommendations for budget allocations to ensure conformance to budgetary limits. Also responsible for reviewing operating budgets periodically in order to analyze trends affecting budget needs. Desired education is a bachelor's degree and 4-6 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May lead and direct the work of others. May report to an executive or a manager. A wide degree of creativity and latitude is expected. (b)(4)

**3.2 TP01/Shuttle-Ares Transition Office**

**3.2.1** Analyzes accounting records to determine financial resources required to implement programs and makes recommendations for budget allocations to ensure conformance to budgetary limits. Also responsible for reviewing operating budgets periodically in order to analyze trends affecting budget needs. Desired education is a bachelor's degree and 2-4 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. Typically reports to a supervisor or manager. A certain degree of creativity and latitude is required. (b)(4)



**3.2.2** Analyzes accounting records to determine financial resources required to implement programs and makes recommendations for budget allocations to ensure conformance to budgetary limits. Also responsible for reviewing operating budgets periodically in order to analyze trends affecting budget needs. Desired education is a bachelor's degree and 4-6 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May lead and direct the work of others. May report to an executive or a manager. A wide degree of creativity and latitude is expected. (b)(4)

### **3.3 XP03/Space Launch System Program Office/ Program Integration Office**

**3.3.1** Analyzes accounting records to determine financial resources required to implement programs and makes recommendations for budget allocations to ensure conformance to budgetary limits. Also responsible for reviewing operating budgets periodically in order to analyze trends affecting budget needs. Desired education is a bachelor's degree and 2-4 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. Typically reports to a supervisor or manager. A certain degree of creativity and latitude is required. (b)(4)

**3.3.2** Analyzes accounting records to determine financial resources required to implement programs and makes recommendations for budget allocations to ensure conformance to budgetary limits. Also responsible for reviewing operating budgets periodically in order to analyze trends affecting budget needs. Desired education is a bachelor's degree and 4-6 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May lead and direct the work of others. May report to an executive or a manager. A wide degree of creativity and latitude is expected. (b)(4)

**3.3.3** Analyzes accounting records to determine financial resources required to implement programs and makes recommendations for budget allocations to ensure conformance to budgetary limits. Also responsible for reviewing operating budgets periodically in order to analyze trends affecting budget needs. Desired education is a bachelor's degree in area of specialty and 6-8 years of experience in the field or in a related area. Familiar with a variety of the field's 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. A wide degree of creativity and latitude is expected. May report to an executive or a manager. (b)(4)

**3.3.4** Business services support is required to provide assistance to the Contracting Officer's Technical Representative (COTR) with contract change packages. Provide assistance in maintaining project, contract, and contract change documentation and performing budget and cost analysis for contract change packages. Duties include

serving as liaison with procurement, engineering directorates, and the COTR for coordination of contract change packages and contactor communications. Responsible for assembling contract change documentation for execution by Government personnel. Coordinate contract change cost with the US Business Office personnel to assist COTR with timely decisions on proposed changes and the contractual cost impacts. Responsible for tracking, monitoring, and reporting the status of actions. Self-starter with good communication skills. Desired education is a bachelor's degree in area of specialty and 6-8 years of experience in the field or in a related area. Experience with government financial, budget, cost evaluation, and funding processes required. Advanced Microsoft Excel, Power Point, Word, and Project skills are required. Knowledge of full cost accounting procedures required. Experience with SAP accounting software is beneficial. Prefer NASA experience. (b)(4)

**3.3.5** Leads the project or multiple tasks and retains overall responsibility for performance including cost, schedule, deliverables and contractual compliance. Provides the interface to the customer and other project leaders. Reports to the Program Manager and works with the Program Manager and other Program Leads for multiple projects. Identifies resources required to achieve project objectives. Establishes priorities, task assignments and ensures timely completion. Ensures quality and productivity standards are maintained while meeting project/client deadlines and budget constraints. Serves as the client liaison on all project matters. Performs a quality assurance role to ensure timely delivery of all specified deliverables, and compliance with government regulations, codes, policies, and procedures. Desired education is a Bachelor's degree in the area of specialty and 3-5 years of relevant experience, including supervisory and project management experience. (b)(4)

### **3.4 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.