

DATA REQUIREMENTS DESCRIPTION (DRD)

1a DRD Title MPIC Management and Staffing Plan 1.b Data Type: 1	2. Date of current version June 5, 2012	3. DRL Line Item No. MPIC-PM-01	RFP/Contract No. (Procurement completes) NNJ12414367L
4. Use (Define need for, intended use of, and/or anticipated results of data) Documents how the work performed by the MPIC contractor will be managed and staffed, and how the quality of work performed will be controlled		5. DRD Category: (check one) <input type="checkbox"/> Technical <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> SR&QA	
6. References (Optional) SOW 1.1.1.B	7. Interrelationships (e.g., with other DRDs) (Optional) Section C, SOW and Section J-2, DRDs		
8. Preparation Information (Include complete instructions for document preparation) <p>SCOPE: The Management and Staffing Plan provides a description of the contractor’s approach for accomplishing the SOW inclusive of organization, staffing and quality control. The Plan shall describe a MPIC contractor management system that integrates all of the individual management systems used by the prime contractor as well as by any subcontractors or other organizations performing MPIC work for the Prime contractor. The Plan shall identify the processes and procedures used by the contractor to adhere to regulations and requirements set forth in the solicitation and the resulting contract.</p> <p>Upon approval, the Management and Staffing Plan will become a part of the contract as Attachment J-3.</p> <p>The MPIC Management and Staffing Plan shall address as a minimum:</p> <p>(a) Management:</p> <p>(1) Describe your overall management approach to fulfilling contract requirements. Document how you will coordinate and integrate work performed under individual Task Orders spanning Program Office, PP&C and SE&I requirements. Address how you will assist MPCV in implementing affordability objectives and initiatives identified in the White Paper, Affordability in the Orion-MPCV Program, available in the MPIC Technical Library.</p> <p>(2) Describe your proposed organizational structure, including a chart depicting the proposed organization and provide the rationale. Describe the organizational elements considered critical (or key) to satisfactory performance and provide rationale.</p> <p>(3) Describe your plan for work definition and authorization, scheduling, budgeting, data accumulation, Safety and Mission Assurance, Program recovery process, subcontract management, material control, indirect cost management, baseline control, and organization structure.</p> <p>(4) Describe your plan for coordinating and interfacing with other Exploration Systems Development Division Programs Space Launch System at MSFC and Ground Operations at KSC. Additionally, in the event that you propose to involve other organizations in performing Program-To-Program work, explain envisioned contributions and relationships including coordination of efforts and integration of work product.</p>			

(b) Staffing

(1) Describe the methods and techniques you will use to deal with fluctuating workloads, including cross-training/utilization of personnel to accommodate the dynamic needs of the MPCV Program Office.

(2) Discuss any efficiencies anticipated due to the use of standardized products and simplified processes for PP&C work and describe how savings realized could be re-invested.

(3) Describe your recruitment policy, approach and methods including how you will staff positions requiring specific technical skills, and how the contractor will meet or exceed the minimum qualification standards to satisfy the Standard Labor Categories. Discuss how you will manage the effects of staffing level changes on contract performance. Describe how you will communicate and obtain Government concurrence for changing priorities and associated workforce adjustments.

(c) Quality control

(1) Describe the processes you will use to identify, monitor, measure and control cost, schedule, technical and performance risks. Identify any specific risks relative to performance of work under the SOW and any plans to mitigate those risks.

(2) Describe how you will measure and report contractor performance and customer satisfaction for all SOW work being performed under each Task Order. Describe how you plan to continuously improve contractor performance and customer relationships.

FORMAT: Contractor's format is acceptable.

DELIVERY: Initial submittal due with proposal submission. Changes shall be incorporated as required by change page or complete reissue.

9. OPR: Contracting Officer's Technical Representative

10. FIRST SUBMISSION DATE: Plan shall be submitted in draft form with the proposal, updated as a result of the accepted structure and processes defined in the transition plan, and submitted for final approval thirty (30) calendar days after contract start.

Frequency of Submission: See below

Additional Submissions: Within 45 calendar days after the addition/deletion of significant content to the contract or to describe and justify major changes in the contractor's management organization, approach and/or processes.

11. MAINTENANCE: Electronic. Changes shall be incorporated as required by change page or complete reissue.

12. COPIES/DISTRIBUTION:

1 electronic copy: Program Authorized Repository

Program Authorized Repository Upload Notification: MPCV Data Management

Program Authorized Repository Upload Notification: Contracting Officer

Program Authorized Repository Upload Notification: Contracting Officer's Representative

13. REMARKS: None