

## DATA REQUIREMENTS DESCRIPTION (DRD)

<b>1a DRD Title</b> <b>Professional Services</b>  <b>1.b Data Type: 1</b>	<b>2. Date of current version</b>  <b>June 5, 2012</b>	<b>3. DRL Line Item No.</b>  <b>MPIC-PC-05</b>	<b>RFP/Contract No. (Procurement completes)</b>  <b>NNJ12414367L</b>
<b>4. Use (Define need for, intended use of, and/or anticipated results of data)</b>  Support the operation of the MPCV Program Office		<b>5. DRD Category: (check one)</b> <input checked="" type="checkbox"/> Technical <input type="checkbox"/> Administrative <input type="checkbox"/> SR&QA	
<b>6. References (Optional)</b> SOW 1.1.2.3	<b>7. Interrelationships (e.g., with other DRDs) (Optional)</b> DRD MPIC-PC-01, Planning Data Set DRD MPIC-PC-02, Performance Data Set DRD MPIC-PC-03, Performance Measures DRD MPIC-PC-04, Integrated Analysis		
<b>8. Preparation Information (Include complete instructions for document preparation)</b>  <p><b>SCOPE:</b> Professional services are performed at the MPCV Program Office at the Johnson Space Center, but extend to program participants throughout the United States.</p> <p><b>CONTENT:</b> Six services are required: 1) configuration management including meeting support, 2) data management including records management, 3) risk management, 4) information technology management, 5) security management, and 6) supplier management. Configuration Management identifies, controls, statuses, and verifies the consistency of a product and its attributes performance, functional, and physical characteristics. Meeting Support plans and coordinates logistics for meetings including teleconference, WebEx, room locations, running the meeting, etc. Data Management is the systematic collection, organization, and processing of information in order to provide content securely to stakeholders and consumers. Records Management identifies, classifies, archives, preserves, and destroys Program records. Information Technology Management manages all the technology resources of the Program in accordance with its needs and priorities. These resources may include computer hardware, software, data, and networks. Security Management involves asset management, physical security and human resource safety functions. It entails the identification of an organization's information assets and the development, documentation and implementation of policies, standards, procedures, and guidelines. Supplier Management includes responsibility for completing Internal Task Agreements with NASA participating organizations annually.</p> <p><b>FORMAT:</b> Processes shall be documented in a manner that shows roles, responsibilities and interdependencies</p> <p><b>9. OPR :</b> The NASA Responsible Official (NRO) is the Lead for Data Management w/ information systems &amp; technology. Each service is currently being performed and each has a defined process—and with some instructions detailing how work is performed.</p> <p><b>10. DELIVERY:</b> Use Metrics for the level and quality of professional services delivered for the month and for the period of the Task Order shall be presented Monthly.</p>			

**Data Products**

**Frequency of Submission**

**Data Reports**

Process Improvement and Use Metrics Reports	Quarterly
User Metrics and Status Reports	Weekly
Cost-Benefit/Recommendation for Certification	August 31, 2013
Security Management Reports	Annual
IT Management Reports	As Requested

**Additional Submissions**

None

- 11. MAINTENANCE:** Use Metrics and service reports (e.g., security. etc) shall be maintained by the contractor for review by the government
- 12. COPIES:** Presentations shall be delivered to the data systems used to support the PP&C Monthly Review meeting.
- 13. REMARKS:** None