DATA REQUIREMENT

CONTRACT APPLICATION INFORMATION FOR DRL ELVIS 2	A. Item No. 2.1

B. Line Item Title:

Contract Management Plan

C. OPR	D. Type	E. InspectlAccept	F. Freq.	G. Initial Sub.	H. As Of Date
VA-B1	1	2	AR/AN	See Block J	See Block J

J. Remarks:

The Contractor shall submit a draft Contract Management Plan with their proposal and shall submit the final Plan for approval within 30 days after contract start. The Plan shall be updated as required and re-certified annually no later than 1 October of every contract year. Changes shall be incorporated as required by change page(s) or complete reissue. The Contractor shall submit type "D" electronic copies that are compatible with Microsoft Office 2007 products or future versions as determined by the Government. The Contractor shall also publish this DR electronically in a Government-accessible location and format.

K. Distribution	Totals No.	Totals Type
OP-LS, VA-B1	2	D

DATA REQUIREMENT DESCRIPTION

1. Title	2. Number
Plan, Contract Management	2.1
3. Use	4. Date
To provide the Government insight into contractor-managed activities and approaches.	TBD
	5. Organization
	KSC
7. Interrelationship	6. References
PWS Section 2.0	

8. Preparation Information

The Contract Management Plan shall describe the management approach for accomplishing the ELVIS 2 requirements. The plan shall demonstrate the ability to promote excellent performance. The Plan shall include, but is not be limited to, the following:

(1) The approach to assure accountability and maximize responsiveness to changing Program priorities and mission life cycle phases;
(2) The approach to internal surveillance to encourage excellent performance and continual improvement including proposed performance measures; excellent performance may include improved workflow, increased productivity, improved quality and/or reduced cost;
(3) The approach to cross-utilize personnel between functional areas and among various physical locations;
(4) The organization structure, staffing and integration approach, including internal lines of authority and communication with direct personnel, major subcontractors and/or teaming partners and any plans for significant changes in these relationships;
(5) Key positions and rationale for identifying them as key positions, including the organizational role and responsibilities of the position, key personnel and their experience and qualifications and any planned changes to key personnel;
(6) The degree of local autonomy and access of the program manager to corporate resources; and the impact of corporate burdens to this contract and any anticipated or planned changes in these impacts;
(7) Approach to business and financial management, and contract change management;
(8) Relationships with associate contractors, payload processing contractors, and commercial launch providers and any plans for significant changes in these relationships;
(9) Processes for external interfaces and relationships with the Government, including how problems are surfaced and resolved;

(10) Approach to award fee amount and associated recognition processes to incentivize performance, teamwork, and motivation across the workforce;
(11) Approach to utilization of Management Information Systems.

Descriptive material (sketches, flow charts, drawings, photographs, tables, forms, graphs, worksheet, charts, etc.) may be included if needed to clarify or explain matters in the text.

Contractor formats are acceptable for the initial draft Management Plan. The Final management Plan and subsequent updates shall be coordinated and agreed upon by the Government.