

DATA REQUIREMENTS DESCRIPTION (DRD)

1a DRD Title Contract Phase-in Plan 1.b Data Type: 1	2. Date of current version June 5, 2012	3. DRL Line Item No. MPIC-PM-02	RFP/Contract No. (Procurement completes) NNJ12414367L
4. Use (Define need for, intended use of, and/or anticipated results of data) Documents how the MPIC contractor will prepare over a 30-day period to perform the work prescribed by Task Order(s) issued by the Government following contract award.		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 OPIC Contract Close-Out Plan	7. Interrelationships (e.g., with other DRDs) (Optional) DRD MPIC-PM-01		
8. Preparation Information (Include complete instructions for document preparation) <p>SCOPE: This Transition Plan defines tasks, schedule, responsibilities, and agreements for both the contractor and the Government, necessary to transition from the processes and services as defined at contract start to those accepted by the Government during the proposal and contract award process.</p> <p>CONTENT: The Contractor is expected to meet full performance requirements from the start date of the base contract period. Prior to performance of work ordered by the government under this contract, the Contractor shall accomplish all tasks required to begin work ordered under this contract, such as managing transition activities, hiring personnel, obtaining personnel badges, clearances and access to IT systems, training personnel, scheduling the performance of ordered work, ensuring approval of safety plan, and compliance with contractual Data Requirements Descriptions.</p> <p>The Phase-In Plan documents the MPIC contractor's approach for transitioning from current Orion Project Integration Contract (OPIC) activities being performed under Task Order TA43T-Revision 8, to work performed under Task Orders issued under the MPIC contract. The plan should address, at a minimum, the following information with rationale:</p> <p>(a) Plan for maintaining continuity of services within the Crew Exploration Vehicle Project Office for the 30-day period prior to contract start.</p> <p>(b) Schedule for all phase-in steps and milestones to be accomplished, and approach to how the schedule will be met. Included in the schedule shall be a plan to support the proposal to, and negotiation of, the first task order to be placed under the resultant contract.</p> <p>(c) Priority of positions for staffing,</p> <p>(d) Plan for badging and obtaining personnel clearances</p> <p>(e) Plan for orientation and training personnel.</p> <p>(f) Relationships during phase-in with incumbent contractors and NASA, including support, resources, and interfaces expected from each.</p>			

(g) Proposed Firm Fixed Price for your Phase-in Plan, in accordance with the Cost/Price Proposal Instructions and Excel Pricing Template "Phase-In Plan" (L.XX and Attachment L-YY) and that reconciles to contract clause F.5.

FORMAT: Contractor's format is acceptable.

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

9. OPR: Contracting Officer's Technical Representative

10. FIRST SUBMISSION DATE: Draft Plan with the proposal. Final approved Plan before contract start.

Frequency of Submission: N/A

Additional Submissions: Revised for significant changes that may be required during the implementation of the specific changes in processes and services.

11. MAINTENANCE: Electronic, as required

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