1 - SPACE BIOLOGY PROJECT SUPPORT

NFS 1852.216-80

Contract No. TBD

FULLY INTEGRATED LIFE CYLE MISSION SUPPORT SERVICES

SECTION A – CORE ELEMENT SCOPE AND GENERAL INFORMATION

A.1 Task Description

The Space Biology Project is responsible for conducting the scientific research on the ground and in space to understand how the unique environment of space affects living systems. The Space Biology Project activities within this task are managed by the Space Biology Project Manager (in the Ames Space Biosciences Division, Code SC). The task includes the science and operations work associated with biological research on the ground and in space. Much of the space research is done on the International Space Station, while some research is also done on Russian and nanosat free flyers. Both basic and applied research are supported by this task, involving NASA and non-NASA investigators. This full spectrum of work is funded by the Space Life and Physical Sciences Division within NASA's Human Exploration and Operations Mission Directorate, HEOMD.

A.2 Task Requirements

The Contractor shall provide the complete range and scope of skills and capabilities needed to fully meet the requirements of this Core Element and to meet the requirements of the deliverables that will be defined by the government Core Element Requester.

The Contractor shall plan, manage, control and coordinate all assigned work under the Fully Integrated Lifecycle Mission Support Services (FILMSS) Contract.

All work shall be identified, defined in scope, prioritized and managed by the Contractor to ensure that appropriate and necessary resources are applied. Where inadequate resources or conflicts exist that cannot be resolved within the scope of the Core Element, the Contractor shall notify the NASA Core Element Manager, COR and CO and take the necessary steps to revise the requirements of the Core Element Request through the approved process.

The Contractor shall provide technical and administrative support in accordance with the subtasks described herein and ensure that all subtasks are performed efficiently, effectively and within the scope of the Core Element Request.

The subtask number, title and description of efforts to be performed under this Plan are detailed below.

Subtask 1 Space Biology Administration/Management

- The Contractor shall work closely with the NASA Space Biology Project Manager to monitor the tasks during this planning period. The foregoing shall be done to assure priority is given to high-risk tasks and to anticipate any task order modifications deemed necessary due to changing priorities, schedules or Mission Profiles**.**
- The Contractor shall provide the management (*e.g.*, resource planning, cost estimating, budget projections, science solicitation and selection, meetings, *etc.*) and administration support (*e.g.*, travel, procurement, training, reports and document preparation, *etc.*) required to conduct the work covered within this task to support the customer in order to assure all aspects of this subtask are performed effectively and within the scope of this task request.
- The Contractor shall support all aspects of flight payload and experiment development and implementation. Support will include general support and management, payload/mission planning and experiment selection, payload development, and mission and payload support.
- The Contractor shall provide inputs/support project readiness reviews, monthly status reviews, major project status reviews, test readiness reviews and Technical Exchange Meetings.

Subtask 2 Space Biology Project Support

The Contractor shall provide support in grant solicitation and administration, advanced planning, education and public outreach, flight schedule coordination, and risk management. These tasks include:

- Supporting the development of research solicitations, and the review of scientific and technology proposals that are received.
- Verifying the status and monitoring the progress of grants and cooperative agreements.
- Preparing grant materials.
- Generating and maintaining Quad Charts for each PI selected for development, summarizing the information for each experiment to include experiment title, projected flight date, hardware and Experiment Unique Equipment and definition status. Pictures should be included in this Quad Chart.
- Developing strategic plans, project plans, presentations, reports, and position papers.
- Coordinating and supporting strategic and project planning meetings.
- Coordinating and supporting International Joint Working Groups, including intermittent translations of short documents and real time discussions.
- Responding to NASA and external agency requests.
- Responding to special programming requirements identified by program and project management, line management, COR, and Contracting Officer.

- Monitoring and documenting actions from ISS Program telecons and meetings, as required.
- Performing long range planning for payloads.
- Supporting the identification, formulation, adaptation, evaluation, and/or modification of prior or new life science spaceflight experiments and developing the initial requirements for them in order to take advantage of spaceflight targets of opportunity.
- Developing public and education outreach materials. This includes generating draft press releases, articles to post on the Space Biosciences Division website, and supporting a monthly public affairs telecon.
- Supporting outreach and participation at the American Society for Gravitational and Space Research (ASGSR) conference (Nov 2013).
- Developing and maintaining an integrated project schedule including major project/mission milestones.
- Developing and maintaining a flight traffic model for all Space Biology missions.
- Tracking risks as defined by the Space Biology Project Manager.

Subtask 3 Bion Support

- The Contractor shall support Bion missions to assure that all aspects of this subtask are performed effectively and within the scope of this task request.
- The Contractor shall provide management, administrative, and technical support for each Bion mission, including integration of the U.S. Investigators, science planning and support, education and public outreach, and international liaison support.
- The Contractor shall support science and engineering conceptual studies to enable the development and use of new scientific procedures and technologies for ground and flight research.
- The Contractor shall support Bion domestic and international meetings, as identified by the NASA Project Lead.
- The Contractor shall support all aspects of the development of the Bio-specimen Sharing Plan(s) between U.S. Investigators and international Investigators.

Subtask 4 Micro Payloads

- The Contractor shall provide science support and monitoring for the Micro payloads in coordination with an outside contractor that serves as the payload integrator. This encompasses providing weekly and monthly status reports to Space Biology project management.

Subtask 5 European Modular Cultivation System (EMCS) Payloads Support

- The Contractor shall provide planning, experiment definition, operations, hardware integration, and primary and contingency flight operations support for EMCS payloads.
- The Contractor shall support the design, development, fabrication, preparation, integration and verification of experiment hardware for flight operations.
- The Contractor shall support the production of presentations for project phase development reviews, test reviews, and internal and external flight reviews, including participation at these reviews.
- The Contractor shall provide Operations and Crew Training support for all required documentation and training sessions.
- The Contractor shall support all in-flight mission operations, including communications with the EMCS mission operations team and the ISS Huntsville Operations Support Center (HOSC).
- The Contractor shall coordinate and handle the check out and receipt of flight and non-flight hardware, equipment, and materials from bonded stores.
- The Contractor coordinate and handle the Flight Processing Center and ground logistics at ARC and shipping and receiving of flight and non-flight hardware, equipment, and materials, including support of pre-ship review activities.

Subtask 6 Cell Science Payloads Support

- The Contractor shall provide planning, experiment definition, operations, hardware integration, and primary and contingency flight operations support for Cell Science payloads.
- The Contractor shall support the design, development, fabrication, preparation, integration and verification of experiment unique hardware required for flight operations for Cell Science payloads.
- The Contractor shall support the production of presentation materials for project phase development reviews, test reviews, and internal and external flight reviews, including participation at these reviews.
- The Contractor shall provide Operations and Crew Training support for all required documentation and training sessions.
- The Contractor shall support all in-flight mission operations, including communications with the ISS HOSC.
- The Contractor shall support planning for and execution of ground operations for pre-flight and post-landing processing of hardware and biological specimens, including work at KSC, ARC, and at SpaceX processing facilities.
- The Contractor shall coordinate and handle the check out and receipt of flight and non-flight hardware, equipment, and materials from bonded stores.

- The Contractor shall coordinate and handle the FPC and ground logistics at ARC and shipping and receiving of flight and non-flight hardware, equipment, and materials, including support of pre-ship review activities.

Subtask 7 Drosophila Payloads Support

- The Contractor shall provide planning, experiment definition, and mission planning for Drosophila payloads. Payload integration may be done by an outside contractor direct to NASA, or may be accomplished through the FILMSS Contract via an IDIQ task.
- The Contractor shall support the design, development, fabrication, preparation, integration and verification of experiment unique hardware required for flight operations for the first and subsequent Drosophila payloads.
- The Contractor shall support the production of presentation materials for project phase development reviews, test reviews, and internal and external flight reviews, including participation at these reviews.

Subtask 8 Animal Research Payloads Support

- The Contractor shall provide planning, experiment definition, operations, hardware integration, and primary and contingency flight operations support for the first and subsequent Rodent Habitat payloads.
- The Contractor shall support the design, development, fabrication, preparation, integration and verification of experiment unique hardware required for flight operations for the first and subsequent Rodent Habitat payloads.
- The Contractor shall support the production of presentation materials for project phase development reviews, test reviews, and internal and external flight reviews, including participation at these reviews.
- The Contractor shall provide Operations and Crew Training support for all required documentation and training sessions.
- The Contractor shall support all in-flight mission operations, including communications with the ISS HOSC.
- The Contractor shall support planning for and execution of ground operations for pre-flight and post-landing processing of hardware and biological specimens, including work at KSC, ARC, and at SpaceX processing facilities.
- The Contractor shall coordinate and handle the check out and receipt of flight and non-flight hardware, equipment, and materials from bonded stores.
- The Contractor shall coordinate and handle the FPC and ground logistics at ARC and shipping and receiving of flight and non-flight hardware, equipment, and materials, including support of pre-ship review activities.

Subtask 9 NanoSat/NanoLab Payloads Support

- The Contractor shall support nanosat missions and nano payloads on ISS with science and other technical support as needed. Tasks shall include science assessments, general lab upkeep, and the conduct of ground studies, biocompatibility tests and preparation of specimens for flight as required.

SECTION B – TECHNICAL SPECIFICATIONS

B.1 Staffing Requirements

The Contractor shall provide the appropriate expertise to fulfill the requirements of the subtasks for this Core Element. The Contractor shall provide their proposed approach to meet the requirements given the skill mix of people they have available to them. The government outlines one of many possible solution sets in the workforce work breakdown structure described below. The Contractor is free to deviate from this structure as they see fit.

		SubTask (FTE)								
Job Title	**Qualifications**	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**
Sr. Project Manager	Min. 10 yrs experience managing projects	0.5	0.5							
Flight Payload Manager	Min. 5 yrs experience with biological payloads					0.5	0.5	0.5	0.5	
Project Scientist	Ph.D - Min. 5 yrs experience with biological payloads		0.2	0.5	0.5	0.5	0.5	0.5	1	0.5
Support Scientist	B.S/M.S. - Min. 2 yrs lab experience			0.4		0.5	0.5	0.4	1	
Operations Specialist	Min. 5 yrs experience with flight operations					0.5	0.3	0.2	0.5	
Operations Engineer	Min. 2 yrs experience with flight projects					0.5	0.3	0.3	0.5	
Ground Operations	Project coordination and organization skills					0.1	0.4		0.7	
Data System and Comm	Min. 2 yrs experience with flight projects					0.1	0.2		0.3	
Crew Training	Min. 2 yrs experience with flight projects					0.2	0.2		0.4	
Schedule	Min. 2 yrs experience with flight projects	0.1	0.1	0.1		0.1	0.1	0.1	0.1	
Project Engineer	Min. 2 yrs experience with flight projects	0.2							0.5	0.5
Technician	Min. 2 yrs experience with flight projects								0.5	
Russian Interpreter	Fluency with Russian language and protocol			0.3						
Grant Administrator	Min. 2 yrs experience with grants administration		0.6							
Education and Public Outreach Specialist	Min. 2 yrs experience with technical writing, press releases, websites, and development of marketing materials	0.3								

B.2 ODC Requirements

CATEGORY	ITEM	AMOUNT
Travel	Trips for payload development, launch prep, post-landing ops, conferences and meetings	$100,000
Training	Conferences	$2500
Materials & Other Direct Charges	Consumables, supplies, ground equipment, services and support	$100,000

B.3 Deliverables

Subtask	DELIVERABLE	DUE DATE
All	Weekly highlights	Every Tuesday
All	Monthly status report	Mid-Month
All	Draft presentation Materials for American Society for Gravitational Space Research Conference	October 31
Subtask 2	Outreach material	2 weeks before final copies are due

2 - SPACE BIOSCIENCES DIVISION SUPPORT
NFS 1852.216-80

Contract No. TBD
FULLY INTEGRATED LIFECYCLE MISSION SUPPORT SERVICES

SECTION A – CORE ELEMENT SCOPE AND GENERAL INFORMATION

A.1 Task Description

The Space Biosciences Division performs the research and technology development necessary to enable NASA's long-term human exploration mission. The division studies the effects of spaceflight on living systems, conducting the research in space onboard ISS and other spacecraft, as well as research on the ground. We develop and manage the specialized research facilities to support investigations in microgravity, partial gravity, and hypergravity. We engineer the life support technologies to sustain humans in space for long durations and develop the advanced biotechnologies that enable NASA's exploration of distant destinations. Experiments implemented by the Division demonstrate new technologies to improve astronaut health and health monitoring by determining effects on living systems as they adapt to the unique environment of spaceflight while providing insights and technologies that also benefit life on Earth.

The contractor will support the activities of the branches within the Ames Space Biosciences Division, Code SC:

The Bioengineering Branch is developing next generation technologies to enable humans to live beyond Low Earth Orbit for extended periods of time. Research and technology development areas include atmosphere revitalization and trace contaminant control, water recovery, waste management, in situ resource utilization, improved production of cellulosic and algal biofuels feedstocks, engineered nanoscale self assembling enzyme complexes, and systems engineering tools for technology gap identification, trade studies, and down selection.

The Flight Systems Implementation branch uses a multidisciplinary team approach that integrates science, engineering and operations to ensure mission success and compliance with customer requirements in the development and integration of bioscience payloads. Payload capabilities include design, fabrication, requirements definition, flight certification, operations and management of bioscience experiments for manned and unmanned spaceflight projects. Over 100 payloads have been developed and flown by the division.

The principal mission of the Biosciences Research Branch is to advance space exploration by achieving new scientific discoveries and technological developments in the biosciences. Relevant research and development objectives of the branch include radiation detection and biology, fundamental space biology, and the development of countermeasures to preserve human health in space. Teams of researchers are organized around scientific disciplines critical to NASA's biosciences missions.

A.1 Task Requirements

The Contractor shall provide the complete range and scope of skills and capabilities needed to fully meet the requirements of this Core Element and to meet the requirements of the deliverables that will be defined by the government Core Element Requester.

The Contractor shall plan, manage, control and coordinate all assigned work under the Fully Integrated Lifecycle Mission Support Services (FILMSS) Contract.

All work shall be identified, defined in scope, prioritized and managed by the Contractor to ensure that appropriate and necessary resources are applied. Where inadequate resources or conflicts exist that cannot be resolved within the scope of the Core Element, the Contractor shall notify the NASA Core Element Manager, COR and CO and take the necessary steps to revise the requirements of the Core Element Request through the approved process.

The Contractor shall provide technical and administrative support in accordance with the subtasks described herein and ensure that all subtasks are performed efficiently, effectively and within the scope of the Core Element Request.

The subtask number, title and description of efforts to be performed under this Plan are detailed below.

Subtask 1 Administration and Management Support

The contractor shall perform the management and administrative work to meet the requirements of this task Plan. This encompasses management of staffing and funding to ensure tasks, products and deliverables are completed in compliance with their technical, schedule, and budget requirements. Specific tasks include:

- Support planning, tracking and managing Task Request costs. The contractor team shall support planning activities with other ARC NASA entities, other Centers, Headquarters and international partners.
- Provide projections of resource management costs associated with manpower, travel and materials to the end of the Task Request period.
- Monitor all deliverables and identify personnel responsible for review and response to the deliverables.
- Track technical and schedule status and develop reporting documentation.

Subtask 2 Data Archiving Project Support

- The contractor shall perform receipt, inventory and cataloging of new biospecimen receipts, and maintenance of the facility to maintain the specimens in a readiness for distribution state.
- The contractor shall catalog flight and ground data from projects associated with Fundamental Space Biology (FSB) the Human Research Program (HRP) and Non-exploration Program. The contractor shall negotiate with PIs for their data as necessary.
- The contractor shall provide data archiving infrastructure support which includes server support to maintain the ARC website and data transfer support to the JSC Life Sciences Data Archive (LSDA) for public dissemination.
- The contractor shall participate in telecons, meetings, conferences and reviews as applicable that are required to maintain the Ames Data Archive Project and its existing infrastructure.
- The contractor shall support status reporting and historical data collection and archiving.

Subtask 3 Division Management and Planning Support

- The contractor shall provide support for and represent ARC flight projects on the NASA Animal Policy Review Board.
- The contractor shall provide support for white papers, technical reviews, Biospecimen Sharing Program (BSP) development, and other project planning as required.
- The contractor shall support ongoing program activities related to advanced planning, concept development and the establishment of collaborative relationship with current and future business partners. This includes attendance at meetings/conferences, upon approval of the customer.
- The contractor shall provide support for the coordination and compilation of Division input for science and technology payloads, including gathering, organizing, reviewing and editing material and preparing presentations, posters and one-pagers as needed.
- The contractor shall support the development and maintenance of the Division website, including web pages and other collaboration tools as required.
- The contractor shall provide operation maintenance support to the Division as requested.

Subtask 4 National Space Biomedical Research Institute (NSBRI) Fracture Grant Support

The contractor shall function as Co-Investigator for work related to the NSBRI funded grant on bone healing. Task shall include:

- Function as ARC lead for experiments, including planning, scheduling, and performing experiments, laboratory tasks and data analysis;
- Travel to NASA/NSBRI Investigators Working Group (IWG) meeting and to Cleveland Clinic to meet with project PI team as needed.

- Coordinate ARC activities including interface with Institutional Animal Care and Use Committees (IACUC), NSBRI, and ARC-HRP management.

Subtask 5 Human Research Program-Exploration Medical Capability Support

The contractor shall support Code SC in the following areas:

- The assessment of commercial hardware and medical devices, university developed technologies, and the research efforts of the agency (NSBRI, Small Business Innovation Research (SBIR)) to develop payload and mission relevant technologies.
- The development and testing of advanced technologies (primarily BioSensors); and analysis and summarized trade-off studies for future exploration missions (e.g. International Space Station, and Moon/Mars expeditions) in order to assess supporting technology needs, and to provide requirements recommendations.
- The development of management plans, customer supplier agreements, requirements documents, and white papers.
- The planning and managing of technical meetings and telecons (primarily) BioSensor Face-to-face, and quarterly meetings and/or telecons).

Subtask 6 Human Health Countermeasure (HHC) Support

The contractor shall provide part-time scientific, engineering, technical, administrative and coordinating support for the Human Health Countermeasures (HHC) work of the Space Biosciences Division. Specific support requires subject matter expertise, engineering skills, science skills and literature research skills on topics related to specific HHC tasks that includes, but is not limited to 1) Vestibular/Sensorimotor Human Response to Spaceflight, 2) Genomics/Proteomics Feasibility Study for HHC, 3) Analogs for Analysis of Oxidative Stress, 4) Drug Stability in Space, 5) Spaceflight Animal Reviews, and 6) Ames Acceleration Facility studies. Support provided shall include:

- Regular communication and coordination of all efforts with the Ames HHC Point of Contact (POC).
- Support for engineering, operations and science work on the Ames Acceleration Facilities for HHC.
- Regular communication and coordination of all efforts with the Ames HHC POC.
- Collection of weekly highlights with Ames HHC Investigators and summarization for reporting.
- Literature searches and literature research on science and research topics related to specific HHC tasks.
- Provision of periodic scientific and technical subject matter expertise on topics related to specific HHC tasks.
- Technical writing support for scientific reviews of past, present and anticipated future research to be considered for HHC.
- Support for the development of research proposals, white papers, feasibility analyses and briefings by Ames PIs for HHC.

- Support for quarterly and annual reports and briefings to the HHC.

Subtask 7 Space Synthetic Biology (SSB) Support

The contractor shall provide support to the Space Synthetic Biology program:

- Provide technical/logistical IT support for SSB virtual seminars and meetings/workshops, ensuring capability for controlled, two-way interaction and multi-user participation. Potentially 1 virtual seminar/month and up to three virtual meetings/workshops per year.
- Support development and regular maintenance of the SSB website, to be hosted on the NASA portal.

SECTION B - TECHNICAL SPECIFICATIONS

B.1 Staffing Requirements

SUBTASK	JOB TITLE	WYE	QUALIFICATIONS
1, 2, 3	Administrative & Technical Support II	1	BA/BS; min. 2 years relevant experience
3, 7	Web designer Level I	.1	BA/BS; min. 2 years relevant experience
4, 5, 6	Experiment Support Scientist/Engineer	1.75	BA/BS; min. 10 years relevant experience
4, 5, 6	Project Scientist	1.75	PhD; min. 10 years relevant experience in space biological payloads.

B.2 ODC Requirements

CATEGORY	ITEM(s)	AMOUNT
Travel	Trips funded by projects for subtasks 2, 4-7 and are budgeted in PPBE process	Covered under IDIQ
Training	None required	0
Materials	TBD	As needed
Other		

B.3 Deliverables

1	Subtask 1: Work products: status reports, assessments, white papers, etc.	As required
2	Subtask 2: Work products: status reports, assessments, white papers, etc.	As required

3	Subtask 3: Work products: status reports, assessments, white papers, etc.	As required
4	Subtask 4: Work products: status reports, assessments, white papers, etc.	As required
5	Subtask 5: Work products: status reports, assessments, white papers, etc.	As required
6	Subtask 6: Work products: status reports, assessments, white papers, etc.	As required
7	Subtask 7: Work products: status reports, assessments,	As required

3 - KEPLER SUPPORT
NFS 1852.216-80

Contract No. TBD
FULLY INTEGRATED LIFECYCLE MISSION SUPPORT SERVICES

SECTION A – CORE ELEMENT
SCOPE AND GENERAL INFORMATION

A.1 Task Description

The Kepler Project Office manages the Kepler Discovery mission for the Exoplanet Program Office and NASA's Space Mission Directorate. The Project Office at Ames provides overall project management and direction to remote partners, and manages the Kepler Science Office and Science Operations Center located at Ames. The Project Office is responsible for all aspects of the mission, from budgeting, to flight operations, to scientific data reduction, archiving and interpretation.

A.2 Task Requirements

The Contractor shall provide the complete range and scope of skills and capabilities needed to fully meet the requirements of this Core Element and to meet the requirements of the deliverables that will be defined by the government Core Element Requester.

The Contractor shall plan, manage, control and coordinate all assigned work under the Fully Integrated Lifecycle Mission Support Services (FILMSS) Contract.

All work shall be identified, defined in scope, prioritized and managed by the Contractor to ensure that appropriate and necessary resources are applied. Where inadequate resources or conflicts exist that cannot be resolved within the scope of the Core Element, the Contractor shall notify the NASA Core Element Manager, COR and CO and take the necessary steps to revise the requirements of the Core Element Request through the approved process.

The Contractor shall provide technical and administrative support in accordance with the subtasks described herein and ensure that all subtasks are performed efficiently, effectively and within the scope of the Core Element Request.

The subtask number, title and description of efforts to be performed under this Plan are detailed below.

Subtask 1 KPO@Ames Business Office Support

The Contractor shall provide the following support to this initial primary task element:

- Kepler meeting support, including guest badging, Internet access, conference room scheduling, WebEx and Meet-me line management, copying and distribution of presentation material, etc. This task includes providing for approved invitational travel by non-NASA personnel, in support of official Kepler activities.

- Kepler facility support and safety. The Contractor shall work within the Ames processes to assure the Kepler facilities are appropriately managed, including: office space, telephones, computer hardware, software and network access, etc. The Contractor shall also coordinate with Ames facility safety personnel to ensure appropriate safety training is conducted and safety documentation is kept current and accessible. The Contractor shall provide an interface between Center and Project for facility development, renovation or repair:

  - Configuration Management of Kepler documentation.

  - Administrative support for Kepler personnel.

  - Management of Kepler assets, working with the Ames property control system to track.

  - Graphic design support.

Subtask 2Systems Engineering Support

The Contractor shall provide the following support to this second primary task element:

- Provide general project systems engineering

- Participate in project management and systems engineering activities:

  - Act as liaison between the Kepler Ground Segment and Flight Segment
  - Act as liaison between Ground Segment elements

- Coordinate activity between the Mission team members, and provide for technical configuration management

- Provide for anomaly tracking and resolution

- Conduct, support or attend, as necessary, Kepler technical, programmatic and science reviews and meetings, and support resulting action items. Reviews and meetings requiring support included:

  - Monthly management reviews of technical, cost, and schedule status
  - (including major variances),

- Ames center management reviews,
- Science Working Group meetings, and miscellaneous working-level meetings and reviews.

This includes scheduled travel to be performed in conjunction with task requirements as described in this request. Travel will be in support of the Kepler Project to designated locations as identified by the Government that will be mutually agreed upon between the Task Requester and the Contractor.

Subtask 3 Science Operation Center (SOC) Support

The Contractor shall provide the following engineering and technical support of the development and operation of the Science Operations Center in this third primary task element. The Contractor shall provide:

- SOC Pipeline Development & Sustaining Engineering Support. Specific tasks include:

  - Support the design and development of the SOC pipeline, including build, test and delivery activities.
  - Provide systems engineering for the SOC, including interface management.
  - Support and maintain a SOC development environment.
  - Support the development of SOC Test Procedures.
  - Participate in the conduct of SOC testing.
  - Support the documentation of test results.

- SOC Operations

  - Maintain and implement a SOC operations plan
  - Develop SOC operational procedures and Operations Interface Agreements
  - Operate the SOC pipeline on mission data, delivering documented products to the Science Office and DMC

- Science Office Support
  The contractor shall support the Science Office development and operations as a critical interface, to ensure effective science operations.

- Conduct, support or attend, as necessary, Kepler technical, programmatic and science reviews and meetings, and support resulting action items. Reviews and meetings requiring support included:

  - Monthly management reviews of technical, cost, and schedule status (including major variances),
  - Ames center management reviews,

- Science Working Group meetings, and miscellaneous working-level meetings and reviews.

This includes scheduled travel to be performed in conjunction with task requirements as described in this request. Travel will be in support of the Kepler Project to designated locations as identified by the Government that will be mutually agreed upon between the Task Requester and the Contractor.

SECTION B - TECHNICAL SPECIFICATIONS

B.1 Staffing Requirements

SUBTASK	JOB TITLE	WYE	QUALIFICATIONS
1	Administrative &Technical Support II	1	BA/BS; min 2 years relevant experience
2	Project Systems Engineer Graphics Designer	1 0.6	BA/BS; min. 15 years relevant experience with both flight systems and ground data systems Support video animation, photographic artwork and presentation graphics for scientific presentations. Experience with Creative Suite, Adobe Illustrator
3	Software Engineer	7	BA/BS; min. 5 years relevant experience with familiarity with C, JAVA. Experience managing databases and large file manipulation.

B.2 ODC Requirements

CATEGORY	ITEM(s)	AMOUNT
Travel	Subtask 2: 1 trip to Boulder annually, average 3 days each	$1500
	Subtask 3: 2 trips to technical conferences annually, 1 person/3 days each, destination varies	$3000
Training		
Materials		
Other	Subtasks 1: Travel support for Kepler Users Panel (typically 1 trip annually, 3-6 people for 3 days each)	$5,000

B.3 Deliverables

#	DELIVERABLE	DUE DATE
1	Subtask 2: Work products: status reports, assessments, white papers, etc.	As required
2	Subtask 3: Work products: anomaly reports, data deliveries to archives, schedules, etc.	As required

4 - NASA ASTROBIOLOGY INSTITUTE (NAI) SUPPORT

NFS 1852.216-80

Contract No. TBD
FULLY INTEGRATED LIFECYCLE MISSION SUPPORT SERVICES

SECTION A – CORE ELEMENT SCOPE AND GENERAL INFORMATION

A.1 Task Description

The purpose of this task is to provide the technical and administrative support necessary to achieve the program and project-related objectives of the NASA Astrobiology Institute (NAI).

NASA established the NASA Astrobiology Institute (NAI) in 1998 as an innovative way to develop the field of astrobiology and provide a scientific framework for flight missions. NAI is a virtual, distributed organization of competitively-selected teams that integrate astrobiology research and training programs, in concert with the national and international science communities. The NAI is one of four elements in the NASA Astrobiology Program. As of November 2012, the NAI has 15 teams including ~840 researchers distributed across ~180 institutions. It also has 10 international partner organizations. The Director and a small staff at "NAI Central," located at NASA Ames Research Center in Mountain View, California, administer the Institute. Each team's Principal Investigator, together with the NAI Director and Deputy Director, comprise the Executive Council.

Community and collaboration are essential to achieving NAI's mission and effectively addressing the questions of astrobiology. The mission of astrobiology is to study the origin, evolution, distribution, and future of life on Earth and in the Universe. NAI's mission is to: * carry out, support and catalyze collaborative, interdisciplinary research; * train the next generation of astrobiology researchers; * provide scientific and technical leadership on astrobiology investigations for current and future space missions; * explore new approaches using modern information technology to conduct interdisciplinary and collaborative research amongst widely-distributed investigators; * and support outreach by providing scientific content for K-12 education programs, teaching undergraduate classes, and communicating directly with the public.

A.2 Task Requirements

The Contractor shall provide the complete range and scope of skills and capabilities needed to fully meet the requirements of this Core Element and to meet the

requirements of the deliverables that will be defined by the government Core Element Requester.

The Contractor shall plan, manage, control and coordinate all assigned work under the Fully Integrated Lifecycle Mission Support Services (FILMSS) Contract.

All work shall be identified, defined in scope, prioritized and managed by the Contractor to ensure that appropriate and necessary resources are applied. Where inadequate resources or conflicts exist that cannot be resolved within the scope of the Core Element, the Contractor shall notify the NASA Core Element Manager, COR and CO and take the necessary steps to revise the requirements of the Core Element Request through the approved process.

The Contractor shall provide technical and administrative support in accordance with the subtasks described herein and ensure that all subtasks are performed efficiently, effectively and within the scope of the Core Element Request.

The subtask number, title and description of efforts to be performed under this Plan are detailed below.

Subtask 1 NAI Operations Support

The Contractor shall:

- Support the infrastructure of the NASA Astrobiology Institute including appropriate use of Institute resources, yearly assessment of project priorities and progress, and review of efficacy of NAI processes and procedures, current technologies, and Institute products. An overall teamed approach to all NAI support activities is required, with appropriate metrics for success.
- Provide administrative and technical support for the development of project plans, technical reports and documents.
- Provide general administrative support including handling of supplies and logistics needs, travel support, and other administrative tasks.
- Provide support as requested by NASA for conferences and meetings such as AbSciCon, and various workshops and strategic planning sessions.
- Support management of ACES computer requirements and NASA property.
- Support NAI Executive Council in person meetings, including logistics, registration, logistical planning and recording of minutes.
- Support NAI office space and office infrastructure, including coordination of furniture placement and moves, network connections, phones and phone lines, networks and desktop computers, warehouse space organization and usage.
- Support NAI shipping and receiving.
- Support NAI with effective business practices and timely management response to technical or staffing needs.

- In addition to the support activities above, the Contractor must provide support for certain workshops, courses, and meetings, of special interest to NAI Central and of high visibility. Project management capability is a required support element.

Subtask 2 Education and Public Outreach (EPO) Support

The Contractor shall support activities of the Institute primarily aimed at strengthening the astrobiology community. These efforts include communicating the achievements in astrobiology to the science community, teachers, students, the public, and the astrobiology funding sources; projects aimed at training the next generation of researchers; and support for workshops, field trips, courses and sessions intended to reach the broad astrobiology community. The management of tasks in this area requires involvement in, and coordination among, multiple projects at the same time.

The Contractor shall:

- Provide oversight of the NAI EPO Program, recommending priorities and overall direction.
- Coordinate the NAI EPO Working Group, facilitating group collaborations.
- Manage the NAI Central EPO Funds, coordinate review for EPO proposals from NAI teams, and facilitate funds transfer.
- Provide representation of NAI's EPO Program within the broader NASA EPO community and to external partners, providing support as needed.
- Interface with and respond to requests for information from students, teachers, the public, and the broader science community; and provide support, materials and/or connections with NAI teams as needed.
- Review, maintain, and generate content for NAI's web pages aimed at teachers, students, and the general public.
- Support the NAI's EPO efforts in outreach to underserved communities.
- Collect, compile, and report data concerning EPO projects of all the NAI teams and NAI central for NAI's own reports and for the larger NASA-wide education database.
- Maintain inventory control of NAI EPO products, organizing and tracking as necessary.
- Gather and archive NAI science papers and reports, and coordinate press releases with NASA HQ, ARC, and the NAI teams as appropriate.
- Coordinate information from NAI publications for the production of public stories for the NAI website and the NAI newsletter.
- Provide cost tracking for specific non-labor subtasks including minority programs, miscellaneous EPO procurements, EPO collaborations, and community workshops, courses, and sessions.
- Coordinate, edit, and post content for the International Astrobiology Network.

- Coordinate, develop, and produce the NAI Newsletter including information collection, scheduling, subscription management, and timely publication.
- Plan, coordinate, advertise, identify, and distribute content for any astrobiology image galleries.
- Provide support as needed for the NASA Astrobiology Program FameLab initiative.

Subtask 3 NAI Science Support

The Contractor shall provide science support for the NASA Astrobiology Institute. These efforts are core to the Institute's work and require an integrative approach with the relevant expertise applied to the demands of numerous projects and activities simultaneously. The management of tasks in this area requires involvement in, and co-ordination among, multiple projects at the same time.

The Contractor shall:

- Provide support as needed to AbGradCon and the student Research Focus Group.
- Participate in the selection of Sabbatical Fellows and the program administrator for the NAI's Minority Institution Research Support program and in annual evaluation of the program.
- Provide oversight of the Astrobiology element of the NASA Postdoctoral Program, including coordination with the contract provider and yearly reporting on the status of the program to NAI management.
- Provide content for the NAI web site sections pertaining to science and sponsored projects.
- Manage submissions to the NAI Workshop and Conference Fund, to include the coordination of proposal reviews and budgets, and the implementation of approved requests through appropriate funding mechanisms.
- Manage submissions to the NAI/APS Lewis and Clark Fund for Exploration and Field Research in Astrobiology and the NAI Research Scholarship fund, to include advertising and funding.
- Develop and support conferences and workshops, on an as-needed basis, including special sessions, focused activities, and follow-up (collection and distribution of presentations and production of white papers).
- Support Astrobiology Focus Groups, as needed, including collection of annual reports.
- Support the Director's Discretionary Fund and other award opportunities of the NAI, including their appropriate implementation and documentation, and data for annual reports.
- Support other NAI science funding opportunities, including development of new funding opportunities, updating information on the NAI website and publicizing available programs as needed.

- Facilitate the implementation of NAI programs by supporting science meetings, other meetings, courses, and workshops, to be specified as they arise. The support will include:

  - Support travel planning and reimbursement for NAI-funded travelers to meetings.
  - Provide logistics planning and implementation.
  - Provide individual budget lines for tracking NAI costs for the major NAI meetings as necessary, including database development/IT support, and miscellaneous purchases and procurements.

- Include in the science support verification of the website science content.

Subtask 4 Collaborative Tools Support

The Contractor shall:

- Provide expertise in collaborative technologies and the social aspects of multidisciplinary collaboration and tools used across distance by the NAI. Provide assistance as needed with research, procurement, roll-out, training, and maintenance for NAI collaboration tools, such as online meeting tools, knowledge management tools and advanced science and data visualization. Provide outreach for NAI science teams on their use of collaborative tools. Encourage the adoption of collaborative tools by NAI teams; including identification of barriers to collaborative tool adoption and ways to overcome those barriers. Research the use of social media tools as flexible, powerful, and easy to use enterprise collaboration platforms. Periodically assess the state of the art in collaborative tools and advise NASA on new tools, technologies, methods, and partnerships that may benefit the Institute.
- Support astrobiology "workshop without walls" events that have a primary goal of enabling collaboration across distance. Support for these events includes not only technical support but participation in the event planning from start to finish, participating in content development and program flow, advising on best practices, locating and making arrangements for videoconferencing endpoints at various locations around the globe, real time meeting facilitation, post-event assessment, and the collection and use of lessons learned.
- Support virtual meetings, seminars, lectures and other activities for NAI Executive Council, teams, Focus Groups and other Astrobiology related communities.
- Research, build and support a prototype high-definition 3-D immersive environment for scientific visualization and analysis; working with NAI teams to bring scientific datasets into this system, and deploying these systems at NAI teams as necessary. Research and evaluate current practices in the use, sharing and archiving of large datasets, as well as the benefits and challenges of interdisciplinary data sharing.

- Provide support for NAI video conferencing, including operation and maintenance of the NAI multipoint controller unit. Provide specification and implementation of HD videoconferencing infrastructure at NAI Central and each NAI team, and develop the capability to develop and maintain the control system of the NAI Central conference room. Administer the NAI server for online meeting software and provide support to users. Provide technical support for conferences and meetings such as NAI Executive Council in-person meetings, AbSciCon, AbGradCon, and various workshops and strategic planning sessions.
- Support various groups in broadcasting of their meetings using NAI's suite of collaborative tools, and provide them training and support as they develop their skill in use of the tools.
- Provide technical support in the management of NAI and Astrobiology Program databases and websites, including their design and development, maintenance, upgrades, and security controls.
- Provide operational support for NAI systems, including the NAI servers, system support, security, software/hardware assessments, and general support; and maintain IT security of NAI systems, including maintenance of the NASA Virtual Institutes IT security plan. Design, implement and monitor a back-up server for hosting real-time meetings. Make improvements and upgrades as necessary.
- Lead the NAI Information Technologies Working Group (ITWG) to investigate, test and implement current and emerging technologies in areas of communication, collaboration and data sharing. Identify early adopters and technical evangelists at each team's site and help them to educate and facilitate collaboration within their team and between members of other teams. Engage with the community to understand technical and communication needs and use this knowledge to improve collaboration and research throughout the NAI.
- Coordinate, develop and produce the NAI Annual Report, including data collection, communication with relevant authors and team members, and publication of final products on a preset schedule.
- As requested by NASA, analyze database contents and produce reports (such as publications lists, reports on NAI's interdisciplinarity, field work, and various other studies).
- As requested by NASA, provide support for the development of other ARC-based virtual institutes.

Subtask 5 Astrobiology Magazine Support

The Contractor shall:

- Support the *Astrobiology Magazine* (astrobio.net) web site, including support for forums, debates, stories, news, and calendars.

- Gather data, interact with contacts within the Astrobiology scientific community to implement, write, develop, and edit press releases to be used on the Astrobiology web site and for articles on the *Astrobiology Magazine* web site.
- Provide high-quality 600-800 word astrobiology science article(s), with associated images at a rate to be specified by NASA. All background materials from which articles are generated shall be derived either from published research results or from the research scientists themselves. Articles shall be delivered via email or other media of choice. All resulting articles shall be passed for final review through the appropriate scientists.
- As requested by NASA, write a small number of more in-depth articles for submission as NASA HQ Highlight Reports or other appropriate venues. Articles shall be delivered via email or through the media of NASA's choice.

Subtask 6 Astrobiology Program Support

The Contractor shall:

- Produce, develop, and maintain the Astrobiology Program website including development of specialized applications/websites as necessary, and coordination and compliance with all NASA webpage guidelines, restrictions, and security controls.
- Provide web editing support for the NASA Astrobiology Program website. Monitor and update content for the front page, and sub sections of the Programs site (such as the NAI, Exobiology, ASTID, and ASTEP sections), including online lists of current and past awards, a directory of scientists who have received awards from the Program, events, news, publications, education and outreach, and related links. Select items will be incorporated into the "flash" section of the front portal page. Work closely with the web technical team and the Senior Scientist for Astrobiology at NASA Headquarters on any needed site development.
- As requested by NASA, develop additional volumes of astrobiology graphic novels on the Exobiology and Astrobiology Programs, completing the story board, graphics, coloring and finalizing the designs.
- Support the development of "Science Nuggets" for the Planetary Sciences Division.

SECTION B - TECHNICAL SPECIFICATIONS

B.1 Staffing Requirements

SUBTASK	JOB TITLE	WYE	QUALIFICATIONS
1	Contract Project Lead	.1	15 years related experience managing science operations
4	Science Project Lead	1	PhD in related science field; 15 years experience

5	**IT Lead**	**.75**	**BS in related field; 7 years experience**
	Lead Web Applications Developer	**1**	**BS in related field and 7 years experience**
5	**Senior Software Engineer**	**1**	**BS in related field and 7 years experience**
5	**Collaboration Manager**	**.75**	**Bachelor's and 10 years of experience**
5	**Web Editor**	**.25**	**5 years experience**
3, 7	**Senior Graphics Designer**	**.5**	**BA and 5 years of experience with science publications**
5	**Collaborative Technologies Specialist**	**1**	**Bachelor's and 3 years of experience**
2	**Administrative &Technical Support II**	**1**	**Minimum of 2 years college and 5 years of experience**
3, 7	**Education & Public Outreach Specialist**	**.75**	**BS in related science and 5 years experience in E/PO**
6, 7	**Graphic Artist/Author**	**.25**	**3+ years of experience in writing and publishing science for a general audience**

B.2 ODC Requirements

CATEGORY	ITEM(s)	AMOUNT
Specialty Subs/Vendors	None	0
Travel	All domestic travel:Team travel (4 or 5 WYE) to 3 Executive Council Meetings – Sept. '13 in Southern CA, other two TBD; Local Consumer Electronics Conference sessions for 2 WYE; DjangoCon & PythonCon for 2 WYE; AGU for 2 WYE; EPO Lead travel – 4 or 5 domestic trips; Travel for p/t WYE on Astrobiology Magazine	$200,000
Training	Training at conferences rolled into travel costs	$0
Materials	IT operating supplies, A/V support supplies	$10,000
Other	Student Support Fund	$190,000
	Education/Public Outreach Fund	$93,000
	Workshops, Conferences, Focus Groups Fund	$218,000
	FameLab	$10,000

	Minority Research Fund	$ 5,000

B.3 Deliverables

#	DELIVERABLE	DUE DATE
1	Inventory of NAI products	As needed
2	Support NAI Executive Council (EC) 2-3 day in-person meetings at NAI Team locations	3 x /yr. Next one Sept. 2013
3	NAI input for NASA and Science Mission Directorate Annual Reports	Fall of each year
4	Management of NAI Central's E/PO funds	Ongoing, Regular updates given
5	Solicitation of and posting of NAI publications for the NAI Research Archive	Ongoing
6	Publication of the International Astrobiology Newsletter (IAN)	Quarterly
7	Publication of the NAI Newsletter	Roughly every 6 Weeks
8	Update NAI Sponsored Projects	Monthly
9	Support NAI Executive Council full day virtual meetings	Monthly usually 3rd Friday when in-person not held
10	Produce NAI videoconferences and seminars for NAI Management, NAI Teams, Focus Groups and community	As needed
11	NASA Ames Security Plan Contingency Plan Testing	Annually
12	Updates to NAI and Astrobiology Program website	Ongoing. Some pages updated daily; others as needed; all looked at annually.
13	Organize entries to the NAI Annual Report Submission Website	Annually
14	Contractor shall provide technical documentation of website as requested	
15	Contractor shall provide technical documentation for A/V support to NAI teams as requested	
16	Contractor shall provide technical documentation of website as requested	Weekly
17	Produce Astrobiology Graphic Novels	Irregular
18	Science Nuggets	

5 - NASA LUNAR SCIENCE INSTITUTE (NLSI) SUPPORT

NFS 1852.216-80

Contract No. TBD
FULLY INTEGRATED LIFECYCLE MISSION SUPPORT SERVICES

SECTION A – CORE ELEMENT SCOPE AND GENERAL INFORMATION

A.1 Task Description

The purpose of this task is to provide the technical and administrative support necessary to achieve the program and project-related objectives of the NASA Lunar Science Institute (NLSI).

A.2 Task Requirements

The Contractor shall provide the complete range and scope of skills and capabilities needed to fully meet the requirements of this Core Element and to meet the requirements of the deliverables that will be defined by the government Core Element Requester.

The Contractor shall plan, manage, control and coordinate all assigned work under the Fully Integrated Lifecycle Systems Support (FILMSS) Services Contract.

All work shall be identified, defined in scope, prioritized and managed by the Contractor to ensure that appropriate and necessary resources are applied. Where inadequate resources or conflicts exist that cannot be resolved within the scope of the Core Element, the Contractor shall notify the NASA Core Element Manager, COR and CO and take the necessary steps to revise the requirements of the Core Element Request through the approved process.

The Contractor shall provide technical and administrative support in accordance with the subtasks described herein and ensure that all subtasks are performed efficiently, effectively and within the scope of the Core Element Request.

The subtask number, title and description of efforts to be performed under this Plan are detailed below.

Subtask 1 NLSI Operations Support

The Contractor shall:

- Support the infrastructure of the NASA Lunar science Institute (NLSI) including appropriate use of Institute resources, yearly assessment of project priorities and progress, and review of efficacy of NLSI processes and procedures, current technologies, and Institute products. An overall teamed

approach to all NLSI support activities is required, with appropriate metrics for success.

- Provide administrative and technical support for the development of project plans, technical reports and documents.
- Provide general administrative support including handling of supplies and logistics needs, travel support, and other administrative tasks.
- Provide support as requested by NASA for conferences and meetings with a particular emphasis on the yearly NLSI Lunar Science Forum, and various workshops and strategic planning sessions.
- Support management of ACES computer requirements and NASA property.
- Support NLSI Executive Council in person meetings, including logistics, registration, logistical planning and recording of minutes.
- Support NLSI office space and office infrastructure, including coordination of furniture placement and moves, network connections, phones and phone lines, networks and desktop computers, warehouse space organization and usage.
- Support NLSI shipping and receiving.
- Support NLSI with effective business practices and timely management response to technical or staffing needs.
- In addition to the support activities above, the Contractor must provide support for certain workshops, courses, and meetings, of special interest to NLSI Central and of high visibility. Project management capability is a required support element.

Subtask 2 Education and Public Outreach (EPO) Support

Developing a new generation of lunar scientists is a major goal of both the NASA Science Mission Directorate and Human Exploration and Operations Mission Directorate. The Contractor shall support activities of the Institute aimed at strengthening the lunar science community and communicating this community's results to the public. These efforts include communicating the achievements in lunar science to the science community, teachers, students, the public, and the lunar science funding sources; projects aimed at training the next generation of researchers; and support for workshops, field trips, courses and sessions intended to reach the broad lunar science community. The management of tasks in this area requires involvement in, and coordination among, multiple projects at the same time.

The Contractor shall:

- Provide oversight of the NLSI EPO Program, recommending priorities and overall direction.
- Coordinate the NLSI EPO Working Group, facilitating group collaborations.
- Manage the NLSI Central EPO Funds, coordinate review for EPO proposals from NLSI teams, and facilitate funds transfer

- Provide representation of NLSI's EPO Program within the broader NASA E/PO community and to external partners, providing support as needed.
- Interface with and respond to requests for information from students, teachers, the public, and the broader science community; and provide support, materials and/or connections with NLSI teams as needed.
- Review, maintain, and generate content for NLSI's web pages aimed at teachers, students, and the general public.
- Support the NLSI's EPO efforts in outreach to underserved communities.
- Collect, compile, and report data concerning E/PO projects of all the NLSI teams and NLSI central for NLSI's own reports and for the larger NASA-wide education database.
- Provide oversight for Exploration Uplink, an education/outreach tool enabling remote web-enabled rover operations for students and the public.
- Support a robust social media program to engage the public in the tasks of both NLSI and the entire lunar science community. Social media is one of the most effective ways of getting the NLSI message out; as an example, there are well over 25,000 followers of NLSI on Twitter alone.
- Support a robust Citizen Science program for NLSI in coordination with subtask 3, NLSI science support, integrating this support where applicable with other existing lunar science projects.
- Maintain inventory control of NLSI EPO products, organizing and tracking as necessary.
- Gather and archive NLSI science papers and reports, and coordinate press releases with NASA HQ, ARC, and the NLSI teams as appropriate.
- Coordinate information from NLSI publications for the production of public stories for the NLSI website and the NLSI newsletter.
- Provide cost tracking for specific non-labor subtasks including minority programs, miscellaneous EPO procurements, EPO collaborations, and community workshops, courses, and sessions.
- Plan, coordinate, advertise, identify, and distribute content for any lunar science image galleries, including high resolution restored Lunar Orbiter images.

Subtask 3 NLSI Science Support

The Contractor shall provide science support for the NASA Lunar Science Institute. These efforts are core to the Institute's work and require an integrative approach with the relevant expertise applied to the demands of numerous projects and activities simultaneously. The management of tasks in this area requires involvement in, and co-ordination among, multiple projects at the same time.

The Contractor shall:

- Provide support as needed to AbGradCon and the student Research Focus Group.

- Participate in the selection of Sabbatical Fellows and the program administrator for the NLSI's Minority Institution Research Support program and in annual evaluation of the program.
- Provide oversight of the lunar science element of the NASA Postdoctoral Program, including coordination with the contract provider and yearly reporting on the status of the program to NLSI management.
- Provide content for the NLSI web site sections pertaining to science and sponsored projects.
- Manage submissions to the NLSI Workshop and Conference Fund, to include the coordination of proposal reviews and budgets, and the implementation of approved requests through appropriate funding mechanisms.
- Develop and support conferences and workshops, on an as-needed basis, including special sessions, focused activities, and follow-up (collection and distribution of presentations and production of white papers).
- Support lunar science Focus Groups, as needed.
- Support a robust Citizen Science program for NLSI in coordination with subtask 2, NLSI education/public outreach, integrating this support where applicable with other existing lunar science projects.
- Support other NLSI science funding opportunities, including development of new funding opportunities, updating information on the NLSI website and publicizing available programs as needed.
- Facilitate the implementation of NLSI programs by supporting science meetings, other meetings, courses, and workshops, to be specified as they arise. The support will include:

  - Support travel planning and reimbursement for NLSI-funded travelers to meetings.
  - Provide logistics planning and implementation.
  - Provide individual budget lines for tracking NLSI costs for the major NLSI meetings as necessary, including database development/IT support, and miscellaneous purchases and procurements.

- Include in the science support verification of the website science content.

Subtask 4 Collaborative Tools and IT Support

The Contractor shall:

- Provide expertise in collaborative technologies and the social aspects of multidisciplinary collaboration and tools used across distance by the NLSI. Provide assistance as needed with research, procurement, roll-out, training, and maintenance for NLSI collaboration tools, such as online meeting tools, knowledge management tools and advanced science and data visualization. Provide outreach for NLSI science teams on their use of collaborative tools. Encourage the adoption of collaborative tools by NLSI teams; including identification of barriers to collaborative tool adoption and ways to overcome

those barriers. Research the use of social media tools as flexible, powerful, and easy to use enterprise collaboration platforms. Periodically assess the state of the art in collaborative tools and advise NASA on new tools, technologies, methods, and partnerships that may benefit the Institute.

- Support lunar science "workshop without walls" events that have a primary goal of enabling collaboration across distance. Support for these events includes not only technical support but participation in the event planning from start to finish, participating in content development and program flow, advising on best practices, locating and making arrangements for videoconferencing endpoints at various locations around the globe, real time meeting facilitation, post-event assessment, and the collection and use of lessons learned.
- Support virtual meetings, seminars, lectures and other activities for NLSI Executive Council, teams, Focus Groups and other Lunar science related communities.
- Research, build and support hyperwall and 3-D immersive environments for scientific visualization and analysis; working with NLSI teams to bring scientific datasets into this system, and deploying these systems at NLSI teams as necessary. Research and evaluate current practices in the use, sharing and archiving of large datasets, as well as the benefits and challenges of interdisciplinary data sharing.
- Proactively investigate developing technologies and systems, particularly developed locally in Silicon Valley, as well as assisting NLSI in establishing collaborations with academic institutions in the application of leading edge technologies. An enormous investment is occurring within mere miles of NLSI Central in this realm; collaborations with industry and academia will ensure that NLSI and the other Ames virtual institutes remain on the cutting edge of collaboration technologies.
- Provide support for NLSI video conferencing, including operation and maintenance of the NLSI multipoint controller unit. Provide specification and implementation of HD videoconferencing infrastructure at NLSI Central and each NLSI team, and develop the capability to develop and maintain the control system of the NLSI Central conference room. Administer the NLSI server for online meeting software and provide support to users. Provide technical support for conferences and meetings such as NLSI Executive Council in-person meetings, AbSciCon, AbGradCon, and various workshops and strategic planning sessions.
- Support various groups in broadcasting of their meetings using NLSI's suite of collaborative tools, and provide them training and support as they develop their skill in use of the tools.
- Provide technical support in the management of NLSI and lunar science program databases and websites, including their design and development, maintenance, upgrades, and security controls.
- Provide operational support for NLSI systems, including the NLSI servers, system support, security, software/hardware assessments, and general support; and maintain IT security of NLSI systems, including maintenance of the NASA Virtual Institutes IT security plan. Design, implement and monitor a

back-up server for hosting real-time meetings. Make improvements and upgrades as necessary.

- Lead the NLSI Information Technologies Working Group (ITWG) to investigate, test and implement current and emerging technologies in areas of communication, collaboration and data sharing. Identify early adopters and technical evangelists at each team's site and help them to educate and facilitate collaboration within their team and between members of other teams. Engage with the community to understand technical and communication needs and use this knowledge to improve collaboration and research throughout the NLSI.
- Coordinate, develop and produce the NLSI Annual Report, including data collection, communication with relevant authors and team members, and publication of final products on a preset schedule.
- As requested by NASA, analyze database contents and produce reports (such as publications lists, reports on NLSI's interdisciplinarity, field work, and various other studies).
- As requested by NASA, provide support for the development of other ARC-based virtual institutes.

Subtask 5 Lunar and Planetary Science Program Support

The Contractor shall:

- Support program and panel reviews led by NASA HQ, utilizing NLSI virtual communication and collaboration technology.
- Provide web editing support for the NASA LASER Program website. Monitor and update content for the front page. Work closely with the web technical team and the Senior Scientist for Lunar science at NASA Headquarters on any needed site development.
- Support the development of "Science Nuggets" for the Planetary Sciences Division.

Subtask 6 International Programs and Partners Development Support

The Contractor shall, under the direction of the NLSI Director of International Partnerships:

- Provide timely communications with existing NLSI international partners.
- Support development of additional international partnerships.
- Support and provide leadership to developing collaborations between NLSI domestic and international partners.
- Develop workshops, colloquia, training programs and other activities in support of the NLSI international partner program.

SECTION B - TECHNICAL SPECIFICATIONS

B.1 Staffing Requirements

SUBTASK	JOB TITLE	HOURS	QUALIFICATIONS
1	Chief of Staff	1	Minimum 10 years support work in Aerospace, project management, etc.
1	Associate Institute Director	1	M.S./M.A. minimum; minimum 10 years experience in Aerospace
2	Outreach Director	1	B.S./B.A., minimum 10 years experience in outreach or teaching
2	Outreach Deputy	.5	Minimum 5 years experience in outreach/teaching
3	Staff Scientist	1	M.S./M.A. minimum; minimum 5 years experience in Aerospace or science institutions/science management
4	Web master	1	B.S./B.A., minimum 5 years experience in web design
4	Web and IT system support	1	Minimum 3 years experience in support of IT infrastructure and web design
4	Collaborative Systems lead	.5	Minimum 5 years experience in design and operation of video/collaboration systems

B.2 ODC Requirements

CATEGORY	ITEM(s)	AMOUNT
Specialty Subs/Vendors	None	0
Travel	Domestic travel: Team travel (4 or 5 WYE) to 3 Executive Council Meetings –Sept. '13 in Southern CA, other two TBD; Local Consumer Electronics Conference sessions for 2 WYE; DjangoCon & PythonCon for 2 WYE; AGU for 2 WYE; E/PO Lead travel – 4 or 5 domestic trips; Travel for p/t WYE on Lunar science Magazine. International travel: 2WYE to yearly EPSC conference; European Lunar Science Symposia as needed; meetings with international partners as needed	$200,000
Training	Training at conferences rolled into travel costs	$0
Materials	IT operating supplies, A/V support supplies	$10,000
Other	Student Support	$50,000
	Education/Public Outreach Fund	$80,000
	Workshops, Conferences, Focus Groups Fund	$180,000
	Minority Research Fund	$ 5,000

B.3 Deliverables

#	DELIVERABLE	DUE DATE
1	Inventory of NLSI products	As needed
2	Support NLSI Executive Council (EC) 2-3 day in-person meetings at NLSI Team locations	3 x /yr. Next one Sept. 2013
3	NLSI input for NASA and Science Mission Directorate Annual Reports	Spring of each year
4	Management of NLSI Central's E/PO funds	Ongoing, Regular updates given
5	Solicitation of and posting of NLSI publications for the NLSI Research Archive	Ongoing
6	Update NLSI Sponsored Projects	Every 4-6 Weeks

7	Support NLSI Executive Council virtual meetings Update NLSI Sponsored Projects	Monthly usually 2nd Tuesday
8	Produce NLSI videoconferences and seminars for NLSI Management, NLSI Teams, Focus Groups and community Support NLSI Executive Council full day virtual meetings	As needed; Monthly usually 3rd Friday when in-person not held
9	NASA Ames Security Plan Contingency Plan Testing Produce NLSI videoconferences and seminars for NLSI Management, NLSI Teams, Focus Groups and community	Annually as needed
10	Updates to NLSI and Astrobiology/Lunar science Program website NASA Ames Security Plan Contingency Plan Testing	Ongoing. Some pages updated daily; others as needed; all looked at annually
11	Organize entries to the NLSI Annual Report Submission Website Updates to NLSI and Astrobiology Program website	Annual/ Ongoing. Some pages updated daily; others as needed; all looked at annually.
12	Contractor shall provide technical documentation of website as requested Organize entries to the NLSI Annual Report Submission Website	Annually
13	Contractor shall provide technical documentation of website as requested Contractor shall provide technical documentation for A/V support to NLSI teams as requested; Contractor shall provide technical documentation of website as requested	As requested
14	Contractor shall provide technical documentation for A/V support to NLSI teams as requested	Ongoing
15	Contractor shall provide technical documentation of website as requested	As requested
16	Science Nuggets Produce Astrobiology Graphic Novels	Ongoing

6 - NASA AERONAUTICS RESEARCH INSTITUTE (NARI) SUPPORT
NFS 1852.216-80

Contract No. TBD

FULLY INTEGRATED LIFECYCLE MISSION SUPPORT SERVICES

SECTION A – CORE ELEMENT SCOPE AND GENERAL INFORMATION

A.1 Task Description

The NASA Aeronautics Research Institute (NARI) carries out world-class multi-disciplinary research by catalyzing innovative aeronautics research across a range of disciplines and organizations. The Institute identifies research opportunities through internal and external solicitations, challenges, and prizes and through selected collaborative research activities. The purpose of the task is to support NARI operations.

This task supports all NARI portfolio items – Seedling Fund, Leading Edge Aeronautics Research for NASA (LEARN) Fund, Challenges and Prizes, and Virtual Collaboration across Aeronautics Research Mission Directorate (ARMD).

A.2 Task Requirements

The Contractor shall provide the complete range and scope of skills and capabilities needed to fully meet the requirements of this Core Element and to meet the requirements of the deliverables that will be defined by the government Core Element Requester.

The Contractor shall plan, manage, control and coordinate all assigned work under the Fully Integrated Lifecycle Mission Systems Support (FILMSS) Services Contract.

All work shall be identified, defined in scope, prioritized and managed by the Contractor to ensure that appropriate and necessary resources are applied. Where inadequate resources or conflicts exist that cannot be resolved within the scope of the Core Element, the Contractor shall notify the NASA Core Element Manager, COR and CO and take the necessary steps to revise the requirements of the Core Element Request through the approved process.

The Contractor shall provide technical and administrative support in accordance with the subtasks described herein and ensure that all subtasks are performed efficiently, effectively and within the scope of the Core Element Request.

The subtask number, title and description of efforts to be performed under this Plan are detailed below.

CORE ELEMENT 6 – NASA AERONAUTICS RESEARCH INSTITUTE (NARI) SUPPORT

Subtask 1 Information Technology (IT) Support

The Contractor shall:

- Support the technical production of the NARI website and the NARI Seedling solicitation website. Support is required for the following NARI portfolio items:

  - Annual Phase I and Phase II seedling solicitations that require a notices of intent submission, notices of intent review and ranking, proposal submissions, proposal review and notification of awards.
  - Year round Seedling and LEARN principal investigator technical and financial document repositories.
  - Challenge news and updates.

  The support shall include development of graphics, specialized applications as necessary, and coordination and compliance with all NASA webpage guidelines, restrictions, and security controls.
- Provide operational support for NARI information technology projects including the NARI servers, system support, security, software/hardware assessments, and general support.
- Maintain IT security of NARI systems, including maintenance of the security plan that applies to NARI.
- Provide technical support for the suite of collaborative tools used by the NARI.

Subtask 2 NARI Virtual Meetings Support

The Contractor shall:

- Lead the development of the NARI's virtual conferencing capability.
- Provide assistance as needed with research, procurement, roll-out, training, and maintenance for NARI collaboration tools (such as online meeting tools, knowledge management tools and advanced in science and data visualization).
- Provide technical support for NARI virtual conferences and meetings.
- Provide technical support for NARI in-person conferences and meetings, such as NARI Executive Council meetings, various workshops and strategic planning sessions.
- Using NARI's suite of collaborative tools, support broadcast of meetings by external-to-Ames groups and developing their own capabilities.
- Provide social and human factors organizational support to enable collaborative aeronautics research between geographically dispersed teams.
- Provide NARI-related technical support to Aeronautics Research Mission Directorate programs and projects.

Subtask 3 ARMD and ARC Virtual Meetings Support

On NARI request, the contractor shall provide technical support for ARMD and Ames Aeronautics Directorate virtual conferences and meetings.

Subtask 4 NARI Office Support

The Contractor shall provide:

- A coordinator or Point of Contact (POC) to interface with NARI management and coordinate end-to-end processes for Institute tasks. The POC will work with different technical teams to insure schedules are met and that progress on deliverables is reported regularly to NARI management.
- Logistics support for conferences and meetings such as NARI Executive Council in-person meetings, various workshops and strategic planning sessions.
- General administrative support including handling of supplies and logistics needs, procurement support, travel support, logistics associated with Agency Consolidated End-User Services (ACES) computer equipment and NASA property, and other administrative tasks.

SECTION B - TECHNICAL SPECIFICATIONS

B.1 Staffing Requirements

SUBTASK	JOB TITLE	WYEs	QUALIFICATIONS
1	IT support	.10	Advanced DRUPAL and PHP programming; Intermediate Database programming; Website development
2, 3	Virtual communications & collaboration support	.10	Advanced Video Coordinator, Video Editor, and Multimedia Specialist; Technical, social, and human factors skills to enable collaborative aeronautics research between geographically dispersed teams
4	Administrative & Technical Support I	.20	High school graduates with MS Office and Internet skills; min. 2 years relevant experience

B.2 ODC Requirements

CATEGORY	ITEM(s)	AMOUNT
Travel	None	
Training	None	
Materials	None	
Other	Subtasks 1 to 4: Miscellaneous supplies	$5,000

B.3 Deliverables

#	DELIVERABLE	DUE DATE
1	Subtask 1: Enable and support NARI Seedling solicitation site for collecting and reviewing FY2014 Seedling Phase II Proposals	11/3/2013
2	Subtask 4: Provide administrative support to FY2013 NARI LEARN Phase II solicitation in NSPIRES	August to November 2013
3	Subtask 4: Provide administrative support to FY2014 NARI LEARN Phase I solicitation in NSPIRES	August 2013 to January 2014
4	Subtask 2: Provide website support to NARI	July 2013 to June 2014
5	Subtask 2: Provide virtual observation support to NARI's UAS Challenge	30 days prior through the date of events
6	Subtask 2: Provide support to NARI virtual meetings	20 days prior through the date of events
7	Subtask 3: Provide support to ARMD and ARC virtual meetings	10 days prior through the date of events

7- AERONAUTICS PROJECTS OFFICE SUPPORT
NFS 1852.216-80

Contract No. TBD
FULLY INTEGRATED LIFECYCLE MISSION SUPPORT SERVICES

SECTION A – CORE ELEMENT SCOPE AND GENERAL INFORMATION

A.1 Task Description

The Aeronautics Projects Office (Code AT) serves as the primary interface between the management teams for the Aeronautics Research Mission Directorate's (ARMD) programs and projects, and the performing organizations at Ames. Code AT provides project management support, budgetary oversight, and administrative support for the project officials. Code AT also provides support for technical information dissemination, technical seminars, conference displays, education and public outreach, and other activities as defined by the ARMD programs and projects.

The overall requirement of this task is to provide support to the ARMD projects' officials located at Ames Research Center (ARC), to include: document support, data management, facility and safety support, and other associated programmatic support. This task also provides advisory support for personal computing and printing hardware and software required to support the Code AT staff. This task ensures that the Aeronautics products and achievements receive exposure and consideration within the aviation community, to include other government organizations such as the Federal Aviation Administration (FAA) and the Joint Planning and Development Office (JPDO), as well as industry, and academia.

A.2 Task Requirements

The Contractor shall provide the complete range and scope of skills and capabilities needed to fully meet the requirements of this Core Element and to meet the requirements of the deliverables that will be defined by the government Core Element Requester.

The Contractor shall plan, manage, control and coordinate all assigned work under the Fully Integrated Lifecycle Mission Support Services (FILMSS) Contract.

All work shall be identified, defined in scope, prioritized and managed by the Contractor to ensure that appropriate and necessary resources are applied. Where inadequate resources or conflicts exist that cannot be resolved within the scope of the Core Element, the Contractor shall notify the NASA Core Element Manager, COR and CO and take the necessary steps to revise the requirements of the Core Element Request through the approved process.

CORE ELEMENT 7 – NASA AERONAUTICS PROJECTS OFFICE SUPPORT

The Contractor shall provide technical and administrative support in accordance with the subtasks described herein and ensure that all subtasks are performed efficiently, effectively and within the scope of the Core Element Request.

The subtask number, title and description of efforts to be performed under this Plan are detailed below.

Subtask 1 Aeronautics Projects Office (Code AT) Support

- The Contractor shall provide support to the management of the Aeronautics Projects Office in the implementation of functions and activities required for the efficient and effective management of the Aeronautics projects. This includes support services and/or advice for such functional areas as safety, IT equipment use and specifications, facilities, governance and policy implementation, and acquisitions.

- The Contractor shall coordinate safety, safety equipment, and facility inspections for the office environment and assist in resolving any issues found; ensure that safety equipment and the facility are inspected and request maintenance as required.

- The Contractor shall provide support for the Code AT management in the implementation of Center policies and directives.

- The Contractor shall provide support services for non-ACES printers and provide advice on acquisitions and operational support requirements.

- The Contractor shall support the Code AT staff in resolving questions on MS Office software, ARC forms and processes, and computer issues.

- The Contractor shall oversee account authorization responsibilities for Code AT.

- The Contractor shall coordinate obtaining, tracking and transfer of all IT equipment, accessories and ACES seats for the organization.

- The Contractor shall provide technical support using the IT and/or communications equipment in conference rooms for meetings and other events.

Subtask 2 Aeronautics Projects Support

- The Contractor shall provide program and project management support, technical documentation support, establish and maintain data and databases relating to aeronautics programs and projects, and related support services provided by the Aeronautics Projects Office. This includes such activities as the development of presentations, reports, project management documentation, editing of technical documentation, maintaining action item lists, and posting documents and updates to knowledge sharing site**s**.

- The Contractor shall provide sustaining maintenance, oversight, management and software revision control of the Concepts & Technology Development Project's database tool, utilizing FileMaker Pro. Participate in the database tool meetings, conferences and technical reviews to ensure effective utilization of the database tool.

- The Contractor shall gather Aeronautics projects information, establish and maintain data files and databases, develop, edit, compile and organize technical presentations, reports, and other documents, as well as provide other analysis and support activities, such as creation of knowledge dissemination CDs for project officials, the FAA, NASA HQ, etc.

- The Contractor shall provide technical, administrative, and operational support for the Aeronautics projects. At times, the contractor shall provide support to the research performing organizations or to the customers and partners of the projects to increase the effectiveness of the projects.

- The Contractor shall participate in planning, scheduling, and providing support for conferences, workshops, meetings, reviews, and briefings. This support will include coordination of activities for the successful conduct of these activities, facilities and equipment preparation, processing of attendees, editing and proofing of publications, and distribution of proceedings.

Subtask 3 Aeronautics Research Mission Directorate (ARMD) Outreach and Educational Activities Support

- The Contractor shall support ARMD's presence at technical symposia, conferences, governmental and public events, etc., in order to disseminate technical knowledge regarding the work being conducted by Aeronautics programs and projects.

- The Contractor shall provide proposals for booths, technical demonstrations, and simulations of Aeronautics technologies. Once approved, the contractor shall identify and secure the resources and materials needed for these events.

- The Contractor shall coordinate with the relevant programs, projects, and research organizations to design displays that showcase their technologies to best advantage. Upon NASA management approval, the Contractor shall schedule and ship all required booth display materials and IT equipment.

- The Contractor shall supervise the setup, schedule staffing, and provide oversight for teardown and the return shipment activities.

- The Contractor shall meet with Aeronautics programs, projects, and research organizations to identify and determine needs for specific technical information brochures, posters, slide presentations, videos, DVDs, etc. Selected materials will be prepared and approved by NASA prior to the required date and supplied in

predetermined quantities. These materials shall be designed to provide technical information in terms that can be easily understood by non-technical audiences.

- The Contractor shall coordinate with NASA in-house resources and contract vendors to design and produce these materials.

- The Contractor shall procure, coordinate, and schedule speakers for the Ames Aeronautics Technical Speaker Series and the ARMD Technical Seminars.

SECTION B - TECHNICAL SPECIFICATIONS

B.1 Staffing Requirements

SUBTASK	JOB TITLE	WYE	QUALIFICATIONS
1,2	Project Management Support Analyst	3	BA/BS; min. 2 years relevant experience
3	Senior Education & Public Outreach Specialist	1	BA/BS; min. 10 years relevant experience in all aspects of education, public affairs, outreach; expertise in booth design and fabrication and staffing, technical brochure/poster/video production; expertise in large event planning & operations; excellent communications skills; expertise in social media

B.2 ODC Requirements

CATEGORY	ITEM(s)	AMOUNT
Travel	Subtask 3: 6 trips to Washington DC, average 5 days each	$18,000
	Subtask 3: other trips to conferences, meetings, as requested	$20,000
Training		
Materials	Subtask 3: Display materials, equipment and services	$10,000
Other	Subtasks 1,2,3: Miscellaneous supplies	$5,000

B.3 Deliverables

#	DELIVERABLE	DUE DATE
1	Subtask 1: coordinate safety inspections, update all databases related to inspections, and coordinate resolution of safety issues and findings	Monthly
2	Subtask 2: document and database support; workshop, meeting, and/or conference support	Monthly
3	Subtask 3: planning, logistics and coordination for ARMD outreach activities and program reviews	45 days prior to event
4	Subtask 3: technical displays, brochures, posters, videos, DVDs, etc.	45 days prior to event
5	Subtask 3: provide and prepare speakers for technical symposia along with posters/other social media	45 days prior to event

8 - STRATEGIC MANAGEMENT AND ANALYSIS DIVISION (VS) SUPPORT
NFS 1852.216-80

Contract No. TBD

FULLY INTEGRATED LIFECYCLE MISSION SUPPORT SERVICES

SECTION A – CORE ELEMENT SCOPE AND GENERAL INFORMATION

A.1 Task Description

The Ames Strategic Management & Analysis Division, Code VS, provides a critical framework for guiding tactical activities and facilitating strategic discussions within NASA Ames, groups at NASA Headquarters and other NASA Centers. The group prepares briefing memos for Ames Center Management for Agency Strategic Management Council meetings, monitors and tracks the Collaborative Awareness Process through the New Pursuits Registry and the Pursuit review and Evaluation Meeting (PRE) and prepares the agendas and tracks activities related to the Director Proposal Tag Ames Strategic Management meetings, Quarterly Investment meetings and the Advanced Planning meetings. Code VS helps with strategic workforce alignment and connectivity between management and workforce through efforts such as Center-At-A Glance. Code VS also utilizes its technical competency to integrate internal and external teams to develop technical collaborations for strategic programs and projects. The Code VS Mission includes the following**:**

- Review and coordinate center strategic management, advanced planning, business plans and portfolio management and proposal
- Increase awareness of Agency Strategic mission, goals and objectives
- Support the Deputy Center Director
- Assist with alignment of center strategies to Agency strategies
- Involvement in evaluation and analysis of center issues and advanced plans

A.2 Task Requirements

The Contractor shall provide the complete range and scope of skills and capabilities needed to fully meet the requirements of this Core Element and to meet the requirements of the deliverables that will be defined by the government Core Element Requester.

The Contractor shall plan, manage, control and coordinate all assigned work under the Fully Integrated Lifecycle Mission Support Services (FILMSS) Contract.

All work shall be identified, defined in scope, prioritized and managed by the Contractor to ensure that appropriate and necessary resources are applied. Where inadequate resources or conflicts exist that cannot be resolved within the scope of the Core Element, the Contractor shall notify the NASA Core Element Manager, COR and CO and take the necessary steps to revise the requirements of the Core Element Request through the approved process.

The Contractor shall provide technical and administrative support in accordance with the subtasks described herein and ensure that all subtasks are performed efficiently, effectively and within the scope of the Core Element Request.

The subtask number, title and description of efforts to be performed under this Plan are detailed below.

Subtask 1 Database Development and Maintenance, and Data Handling

As requested by NASA, work under this subtask may include the following (or other, related activities):

- The contractor shall provide database development and maintenance. Ames has a need for a database that contains information on new pursuits, such as proposals that are in progress, dollar amounts associated with these proposals, awards that have been received, etc. This data base will also be used to request approval for Center Level Investments and Space Act Agreements and related documents. Activities in this area include the development of a database (or modification of existing database) for this purpose, maintenance of the database, data entry, and data analysis.
- The contractor shall monitor input and assist in determining weekly review of data base entries, compile and prepare monthly entries for weekly and quarterly meetings, and compile status reports based on data base entries. Track funds allocated by Ames to work groups around the center that are engaged in new business efforts.

- Administrative support: as requested by NASA, the contractor shall provide administrative support. This may include: copying and shipping of materials, travel support, and general office support.

Subtask 2 Website Development

- The contractor shall develop, update, and maintain a website for the Strategic Management and Analysis Office, including design of the website, content management (with NASA guidance), and maintenance of the website.

Subtask 3 Strategic Planning and Analysis

- The contractor shall track and analyze new pursuits, strategic management, advanced planning and related activities. The contractor shall generate metrics, create databases and other tools to assist in advanced planning and strategic management of business activities and assets and increased understanding of win rates, return on investments and earned value management.

- The contractor shall track and analyze new pursuits, strategic management, advanced planning and related activities in support of the new International Space Station Utilization activities. The contractor shall generate metrics,

create databases and other tools to assist in advanced planning understanding of win rates, return on investments and earned value management.

SECTION B - TECHNICAL SPECIFICATIONS

B.1 Staffing Requirements

SUBTASK	JOB TITLE	WYE	QUALIFICATIONS
1	Content Developer	1	BA/BS; min. 2 years relevant experience Bachelor's degree in science or English with emphasis on writing; minimum two years of scientific and/or educational writing experience; extensive computer skills and software knowledge; preferably Mac-based hardware; exceptional communication skills.
2/3	Web Master	1	BA/BS; min. 3 to 5 years web development experience. Work experience in web streaming, web page management, web data collection, web bulletin board management, data archiving. Knowledge of programming and course project management, graphics and multimedia programs and ability to integrate streaming media, live web casts and emerging technologies. Possess skill using a cache of software, including graphics and internet/website development tools and other freeware and shareware programs that assist in producing electronic graphics optimized for the internet and excellent writing skills. Must have knowledge of Sequential Query Language (SQL), PDP 11, C++, front end data engines data storage methodologies, and PII restrictions and IT security regulations. Must demonstrate the ability to analyze, plan, make decisions, respond to changes, and possess excellent writing skills.

B.2 ODC Requirements

CATEGORY	ITEM(s)	AMOUNT
Travel	N/A	
	N/A	
Training	TBD	$1,000
Materials	N/A	
Other	Subtasks 1,2,3: Miscellaneous supplies	$2,500

B.3 Deliverables

#	TITLE	DUE DATE
1	Subtask 1: technical displays, brochures, posters, videos, DVDs, etc.	As needed
2	Subtask 2: Status Reviews	1st of the Month
3	Subtask 3: Status Reviews	1st of the Month

9 - NEW OPPORTUNITIES CENTER (NOC) SUPPORT
NFS 1852.216-80

Contract No. TBD
FULLY INTEGRATED LIFECYCLE MISSION SUPPORT SERVICES

SECTION A – CORE ELEMENT SCOPE AND GENERAL INFORMATION

A.1 Task Description

For the New Opportunities Center, in the Ames Strategic Management & Analysis Division, Contractor shall assist teams proposing to large NASA Announcements of Opportunity (AOs). Contractor shall also support individual proposers to NASA Research Announcements (NRAs), as schedule allows. Proposal work is quick turnaround and deadline driven, which can require significant overtime. Contractor shall deliver staffing plan on a monthly basis, based upon projected NASA solicitations for the fiscal year. Staffing plan shall be updated when significant changes in NASA's solicitation schedule are identified.

A.2 Task Requirements

The Contractor shall provide the complete range and scope of skills and capabilities needed to fully meet the requirements of this Core Element and to meet the requirements of the deliverables that will be defined by the government Core Element Requester.

The Contractor shall plan, manage, control and coordinate all assigned work under the Fully Integrated Lifecycle Mission Support Services (FILMSS) Contract.

All work shall be identified, defined in scope, prioritized and managed by the Contractor to ensure that appropriate and necessary resources are applied. Where inadequate resources or conflicts exist that cannot be resolved within the scope of the Core Element, the Contractor shall notify the NASA Core Element Manager, COR and CO and take the necessary steps to revise the requirements of the Core Element Request through the approved process.

The Contractor shall provide technical and administrative support in accordance with the subtasks described herein and ensure that all subtasks are performed efficiently, effectively and within the scope of the Core Element Request.

The subtask number, title and description of efforts to be performed under this Plan are detailed below.

Subtask 1 Proposal Development

Contract team members often work separately on concurrent proposal development teams. Contractor shall assure that contract team members maintain good communications with others within the NOC and good working relationships in proposal

teams, as they represent the New Ventures and Communications directorate within those teams.

Subtask 1.1 Technical Editing, Graphics and Administration Support

- Technical Proposal Publication Support: Contractor shall provide technical editing, graphics, layout management and writing for a variety of activities. Such activities include primarily the editing, graphics, layout, proofreading and writing of proposals. Graphics work includes the creation of conceptual illustrations, figures and tables, and mission-specific graphics and logos needed by proposal teams.

Subtask 1.2 Proposal Coordination and Consulting

- General Support: Contractor shall provide general support to the NOC for proposal development, including but not limited to supplies, physical setup of the NOC, and coordination of related proposal development activities. These activities may include: support of database folders for proposal teams; developing compliance lists; writing templates; proposal schedules; taking notes at reviews; assistance with proposal production; and keeping statistics on customers helped. Support may also include work such as helping at solicitation kick off meetings, proposal teams' weekly tag ups, and staff training sessions as well as review coordination. As requested by NASA, Contractor shall provide administrative support which may include: copying and shipping of proposal materials, travel support, and general office support.

- Proposal Consultation: As requested by NASA, Contractor shall provide temporary proposal development consultants to work with large proposal teams

Subtask 2 Proposal Development Coordination Support

The Contractor shall provide other proposal development coordination support, as requested by NASA on a case-by-case basis. (Note: Subtasks 2.1 – 2.6 provide tasks under which Contractor shall track labor and other costs tied to a specific proposal, proposal campaign or other NOC activity.)

Subtask 2.1 Proposal A

- Provide NOC support as described in 1.1 and 1.2 for designated Proposal
- 2nd Quarter: Earth Ventures 2 (EV2)

Subtask 2.2 Proposal B

- Provide NOC support as described in 1.1 and 1.2 for designated Proposal
- 2nd Quarter: EV2

Subtask 2.3 Proposal C

- Provide NOC support as described in 1.1 and 1.2 for designated Proposal
- TBD

Subtask 2.4 Proposal D

- Provide NOC support as described in 1.1 & 1.2 for designated Proposal
- TBD

Subtask 2.5 Special Projects

- Contractor shall provide technical writing, graphics or other general support for small projects originating in and funded by other organizations; past examples have included Ames Sustainability report, review of internal proposals, note taking at conferences, white papers, etc.

Subtask 2.6 Phase A-Technical (Formerly Regolith & Environment Science and Oxygen & Lunar Volatile Extraction (RESOLVE))

- Contractor shall provide Phase A or similar technical, document and general support for RESOLVE or other projects and related development tasks.

Subtask 3: NOC Strategic Support

Contractor shall provide support as needed for planning and development of NOC strategic approach. This work may include, but is not limited to:

- Contractor shall provide support as needed for planning and development of NOC strategic approach. This work may include, but is not limited to:

  - Development of training
  - Support for development/modification of ARC Proposal processes
  - Support for development of overall proposal and new opportunities strategic approach

- Providing cost projections for individual proposals and strategic planning activities.

- Recruitment and management of surge support, subject matter expertise and review for proposals.

- Tracking technical and schedule status and developing reporting documentation.

SECTION B - TECHNICAL SPECIFICATIONS

B.1 Staffing Requirements

SUBTASK	JOB TITLE	WYE	QUALIFICATIONS
1	Proposal Technical Writer	2.5	BA/BS min 3- 5 years experience. Compose and edit material for proposals and other technical documents, containing scientific and technical information in areas that require knowledge of engineering, mathematics, physics, and life science. Experience with InDesign and/or Microsoft Word or other publishing software is desired.
1	Technical Editing and Graphics/Content Developer	1	BA/BS min 3-5 yrs experience. Create content for new products including proposals, websites, business documents, brochures, etc. Responsible for the creation of Science, Technology, Engineering, and Math related materials formatted for use in proposals. Experience with InDesign and/or Microsoft Word and Adobe Illustrator is desired.
2	Administrative & Technical Support II	1	BA/BS min 2 years relevant experience
2	Project Management Support Analyst	.5	BS/BS min 3 years of relevant experience. Assist in a line capacity in managing or directing, one or more programs, including appropriate supporting service organizations, when the paramount qualification requirement of the positions is management and executive knowledge, ability and when the positions requires competence in a specialized subject-matter or functional area. Primarily responsible to provide professional project management support for the definition and documentation of project requirements, project plans, and project management processes. Shall also lead and/or support conduct of independent reviews of project plans, requirements, implementation approach, business strategies, business plans and processes, risk assessment, and shall prepare analyses and reports of findings and recommendations. Also responsible for technical assistance in the evaluation of proposals submitted by vendors and/or potential partners of the project or program.

B.2 ODC Requirements

CATEGORY	ITEM(s)	AMOUNT
Travel	N/A	
	N/A	
Training	TBD	$1,500
Materials	Materials	$2,000
Other	N/A	

B.3 Deliverables

#	TITLE	DUE DATE
1	Subtask 1: Proposal Development Status Report	Biweekly
2	Subtask 2: Project Management Status, cost projections/staffing support	Weekly

10 - AMES HISTORY OFFICE SUPPORT
NFS 1852.216-80

Contract No. TBD

FULLY INTEGRATED LIFECYCLE MISSION SUPPORT SERVICES

SECTION A – CORE ELEMENT SCOPE AND GENERAL INFORMATION

A.1 Task Description

The mission of the Ames History Office and this task is to explore, elucidate and preserve the scientific and engineering experience of the NASA Ames Research Center. Technical expertise in history and archives is required to keep the science and engineering efforts of the Center relevant to our present and future. This task conducts research and writing projects as needed by Center leadership, and includes collecting and archiving information on programs and capabilities, and constructing assets to aid researchers within NASA and at partner research institutions. The task also includes publication of articles in technical journals and for meetings, including American Institute of Aeronautics and Astronautics (AIAA), Space Policy, and NASA History Books. Also included are many presentations to the various groups that visit Ames including local, national and international dignitaries as well as technical and management groups.

A.2 Task Requirements

The Contractor shall provide the complete range and scope of skills and capabilities needed to fully meet the requirements of this Core Element and to meet the requirements of the deliverables that will be defined by the government Core Element Requester.

The Contractor shall plan, manage, control and coordinate all assigned work under the Fully Integrated Lifecycle Mission Support Services (FILMSS) Contract.

All work shall be identified, defined in scope, prioritized and managed by the Contractor to ensure that appropriate and necessary resources are applied. Where inadequate resources or conflicts exist that cannot be resolved within the scope of the Core Element, the Contractor shall notify the NASA Core Element Manager, COR and CO and take the necessary steps to revise the requirements of the Core Element Request through the approved process.

The Contractor shall provide technical and administrative support in accordance with the subtasks described herein and ensure that all subtasks are performed efficiently, effectively and within the scope of the Core Element Request.

The subtask number, title and description of efforts to be performed under this Plan are detailed below.

CORE ELEMENT 10 - AMES HISTORY OFFICE SUPPORT

Subtask 1 General Support

The contractor shall produce historical publications, develop an archive of materials related to NASA Ames history, and generally manage the NASA Ames History Office.

- The contractor shall collect research information for the generation of historical publications about NASA Ames.
- The contractor shall gather significant historical publications, prepare an archival location, and generate finding aids to research materials.
- The contractor shall provide reference services and answer general historical queries.
- The contractor shall develop outreach activities, a website, and materials to support the NASA Ames Senior Advisor for History.
- All research and administrative support shall be consistent with NASA History Office standards and the best practices of professional historians and archivists.
- The contractor shall provide the administrative work necessary for the operation of the NASA Ames History Office.
- The contractor shall prepare monthly and semi-annual reports on accomplishments, and procure necessary equipment and materials.
- The contractor shall attend meetings or reviews associated with planning.
- The contractor shall obtain specialized subcontracting services, as appropriate, to assist in the production of various written or multi-media end products supporting this task.
- The contractor shall assist in the preparation of proposals to fund other work on the history of NASA and, if appropriate, will help in the administration or technical oversight of those grants and proposals.
- The contractor may also provide technical expertise for the preparation of historical papers, reports, briefings, brochures and presentation materials. The technical expertise will include general competency in word processing, graphics, multi-media and PowerPoint applications. If needed, the contractor shall provide writing, editing and coordination of the physical production and distribution of documents.
- The non-labor budget includes funding for miscellaneous purchases.
- The contractor shall coordinate and administer travel as required to support the above activities.
- Author historical publications, such as monographs on the history of NASA Ames, articles for the *Astrogram*, and shorter articles as needed.
- Serve as liaison to the NASA Headquarters History Office and the history offices of the other NASA Centers.
- Support the educational and outreach efforts of the NASA Ames Senior Advisor for History.
- Serve as peer reviewer for historical publications generated at NASA Ames or being considered elsewhere for publication.
- Publish materials to the History Office websites, and assure that the information contained on the sites is current.

- Provide technical oversight to the archivist, and any archival assistants and contract historians.

Subtask 2 Archival Support

- The contractor shall develop a reference archive and reference library to support the NASA Ames History Office.
- The contractor shall produce manuals on policy and procedure for the operation of the NASA Ames reference archive that are consistent with the best professional archival practices.
- The contractor shall make historical materials available to researchers, including supervision of converting them into digital or other formats as appropriate.
- The contractor shall accession documents and artifacts, generate inventories and finding aids for key collections, and process and preserve documents and artifacts.
- The contractor shall provide technical oversight of any archival assistants or interns.
- The contractor shall serve as liaison to the NASA Ames Records Management group on matters of official records, to the National Archives on matters pertaining to Record Group 255, to the University of California on matters pertaining to the Online Archive of California, and to other organizations and professional societies on matters of archival practice.

Subtask 3 Website Development

- The contractor shall develop, support and maintain web applications for the Historic Properties office website.
- The contractor shall update design and layout changes, usability upgrades, and alignment with NASA Headquarters web portal design standards.
- The contractor shall provide research, planning, development, implementation, quality assurance tests and review, and maintenance as needed.
- The contractor shall provide software upgrades and training.
- The contractor shall support maintaining, loading documents as supplied by the Historic Preservation Officer and updating the Historic web site.

Subtask 4 Historical Preservation Support

- The contractor shall provide historic preservation support to assure NASA meets its legal responsibilities under historic preservation laws, executive orders and regulations. The primary responsibility shall be to provide guidance and review of work related to historically significant properties and assets within NASA.
- The contractor shall collaborate with NASA researchers, property custodians, and facilities managers to help generate options for appropriate and compliant historic preservation of buildings.

SECTION B - TECHNICAL SPECIFICATIONS

B.1 Staffing Requirements

SUBTASK	JOB TITLE	WYE	QUALIFICATIONS
1	Historian	.7	BA/BS; min. 2 years relevant experience
2,4	Archivist	.75	BA/BS; min. 2 years relevant experience
3	WebMaster	.1	3- 5 years web development experience, work experience in web streaming, web page management, web data collection, web bulletin board management, data archiving. Knowledge of programming and course project management, graphics and multimedia programs and ability to integrate streaming media, live web casts and emerging technologies. Possess skill using a cache of software, including graphics and internet/website development tools and other freeware and shareware programs that assist in producing electronic graphics optimized for the internet and excellent writing skills. Must have knowledge of Sequential Query Language (SQL), PDP 11, C++, front end data engines data storage methodologies, and PII restrictions and IT security regulations. Must demonstrate the ability to analyze, plan, make decisions, respond to changes, and possess excellent writing skills.

B.2 ODC Requirements

CATEGORY	ITEM(s)	AMOUNT
Travel	Subtask 1: 1-2 trips to deliver historian presentations	$5,000
	1 Trip for Archivist to attend annual meeting	$1,500
Training		
Materials	Subtask 1: Misc materials, office supplies	$4,000
Other		

B.3 Deliverables

Subtask	DELIVERABLE	DUE DATE
1,2	Research Results and Papers	As required
3	Websites , brochures, pamphlets, posters, pop up exhibits	As needed

11 - OFFICE OF THE CHIEF SCIENTIST SUPPORT
NFS 1852.216-80

Contract No. TBD

FULLY INTEGRATED LIFECYCLE MISSION SUPPORT SERVICES

SECTION A – CORE ELEMENT
SCOPE AND GENERAL INFORMATION

A.1 Task Description

The Ames Office of the Chief Scientist (OCS) serves as the principal advisor and advocate on matters pertaining to the scope and conduct of science research at the Center, and on how best to integrate new and emerging research and technology areas with the Center's capabilities.

The OCS works with the Center Director and Organizational Directors to create and maintain an environment that motivates and sustains research excellence across the Center, while maintaining relevance to the Agency's strategic plans. The Office provides independent advice to the Center Director on the health and viability of the Center's research activities. The OCS promotes collaborative interactions and research across Center Directorates and across NASA Centers. The Office works closely with the Center's Senior Management to formulate agreements and plans for institutional support of research at the Center.

The OCS is responsible for dissemination of new scientific knowledge gained by Center researchers to the external community, to stakeholders within the Agency and within other government organizations, and to the general public. The Office organizes scientific and engineering research seminars and workshops, in coordination with the Center Director.

The Office uses its experience and expertise to identify new and promising areas of scientific and engineering research, and supporting technologies, that can be integrated into the Center's existing capabilities. The Office works with the Center Director and Organizational Directors to support the business case for developing and sustaining new and emerging research areas, and to ensure that these areas are aligned with the interests of NASA, or other supporting government agencies or customers. The Office also contributes to long range planning activities, and to the formulation of objectives and program plans for areas of emerging research and technology. The OCS facilitates and develops international, inter agency, academic and/or commercial collaborations to sustain new research initiatives.

A.2 Task Requirements

The Contractor shall provide the complete range and scope of skills and capabilities needed to ensure comprehensive high-level support to the Office of the Chief Scientist.

The Contractor shall plan, manage, control and coordinate all assigned work under the Fully Integrated Lifecycle Mission Support Services (FILMSS) Contract.

All work shall be identified, defined in scope, prioritized and managed by the Contractor to ensure that appropriate and necessary resources are applied. Where inadequate resources or conflicts exist that cannot be resolved within the scope of the Core Element, the Contractor shall notify the NASA Core Element Manager, COR and CO and take the necessary steps to revise the requirements of the Core Element Request through the approved process.

The Contractor shall provide technical and administrative support in accordance with the subtasks described herein and ensure that all subtasks are performed efficiently, effectively and within the scope of the Core Element Request.

The subtask number, title and description of efforts to be performed under this Plan are detailed below.

Subtask 1 OCS Support: Senior Staff Member

- The contractor shall supply the Chief Scientist a senior staff support person for the Senior Staff Scientist position.
- The contractor shall support the Chief Scientist with various activities not limited to supporting meetings, document, planning, and strategic development.

SECTION B - TECHNICAL SPECIFICATIONS

B.1 Staffing Requirements

SUBTASK	JOB TITLE	WYE	QUALIFICATIONS
1	Senior Staff Scientist	1	Ph.D.; min. 5 years relevant experience including knowledge of NASA procedures, experience with flight opportunities, and experience with strategic planning and management of technical work.

B.2 ODC Requirements

None identified but it is expected that some travel will be required. Additionally various supplies may be required for meetings

B.3 Deliverables

None

12 - OFFICE OF THE PROTECTION OF HUMAN RESEARCH PARTICIPANTS SUPPORT
NFS 1852.216-80

Contract No. TBD

FULLY INTEGRATED LIFECYCLE MISSION SUPPORT SERVICES

SECTION A – CORE ELEMENT SCOPE AND GENERAL INFORMATION

A.1 Task Description

The task supports the Office for the Protection of Research Subjects (OPHRP), by providing a world-class bioethicist and administration assistant. The OPHRP provides an independent technical authority to the Human Research Institutional Review Board (HRIRB). The bioethicist that leads the office provides the required on-going training in ethics for the HRIRB. The OPHRP also provides the key interface between the HRIRB and the Principal Investigators submitting protocols to the HRIRB. Finally, the OPHRP is responsible for all the administrative functions of the board.

A.2 Task Requirements

The Contractor shall provide the complete range and scope of skills and capabilities needed to fully meet the requirements of this Core Element and to meet the requirements of the deliverables that will be defined by the government Core Element Requester.

The Contractor shall plan, manage, control and coordinate all assigned work under the Fully Integrated Lifecycle Mission Support Services (FILMSS) Contract.

All work shall be identified, defined in scope, prioritized and managed by the Contractor to ensure that appropriate and necessary resources are applied. Where inadequate resources or conflicts exist that cannot be resolved within the scope of the Core Element, the Contractor shall notify the NASA Core Element Manager, COR and CO and take the necessary steps to revise the requirements of the Core Element Request through the approved process.

The Contractor shall provide technical and administrative support in accordance with the subtasks described herein and ensure that all subtasks are performed efficiently, effectively and within the scope of the Core Element Request.

The subtask number, title and description of efforts to be performed under this Plan are detailed below.

CORE ELEMENT 12 - OFFICE OF THE PROTECTION OF HUMAN RESEARCH PARTICIPANTS SUPPORT

Subtask 1 Officer for the Protection of Human Research Participants (OPHRP)

The Contractor shall provide ethical oversight of all ARC research activities involving human participants and to assure full compliance with federal human research regulations.

- Review and classify research protocol submissions in accordance with APG 7170.
- Prepare and submit reports of ARC human research activities to NASA Headquarters yearly and upon request.
- Prepare and submit a Multiple Project Assurance (MFA) to NASA Headquarters every 5 years
- Assure that the composition, number and status of the Human Research Institutional Review Board (HRIRB) members are current and in conformance with federal regulations
- Provide a continuing educational program for HRIRB members and Principal Investigators on matters related to federal regulations and the ethical conduct of human research.
- Serve as liaison between the Chair, HRIRB, PIs and the Office of the Chief Bioethicist at NASA Headquarters.

Subtask 2 Administration for the Office of the Protection of Human Research Participants

- The contractor shall provide the administrative work necessary for the protection of human research participants.

- The contractor shall prepare institutional assurance and yearly reports of research activities for submission to Headquarters; receive and disseminate research proposals for HRIRB review; schedule meetings, notify members of upcoming activities, prepare review packages, maintain records, actions and decisions.

- The contractor shall support required development efforts for the HRIRB website. The effort will include additional development, support, and maintenance of web applications for the HRIRB and assuring compliance with NASA webpage guidelines and security controls.

CORE ELEMENT 12 - OFFICE OF THE PROTECTION OF HUMAN RESEARCH PARTICIPANTS SUPPORT

SECTION B - TECHNICAL SPECIFICATIONS

B.1 Staffing Requirements

SUBTASK	JOB TITLE	WYE	QUALIFICATIONS
2	Administrative &Technical Support II	0.5	BA/BS or minimum of 2 years relevant work experience
1	Bioethicist	0.2	Requires a doctoral degree or equivalent experience in the field of bioethics, and at least five years of experience pertinent to the needs of NASA. Bioethicist must to able to classify protocols according to risk and provide an on-going ethics training for the Human Research Institutional Review Board members. Must also have experience publishing in scientific peer-reviewed journals and reviewing for such journals.

B.2 ODC Requirements

CATEGORY	ITEM	AMOUNT
Travel	Subtask 1: 1 trips TBD, 4 days	$4,000
Training		
Materials	Subtask 1: Misc materials, office supplies	$4,000
	Subtask 2: Office automations systems for HRIRB admin support	$2,000
Other		

B.3 Deliverables

SUBTASK	DELIVERABLE	DUE DATE
1,2	Ames HRIRB meetings	Monthly
2	Website updates	As needed
1	Protocol Reviews	Monthly
	Annual Report	Annually when required

13 - AMES MANAGEMENT SYSTEM SUPPORT
NFS 1852.216-80

Contract No. TBD
FULLY INTEGRATED LIFECYCLE MISSION SUPPORT SERVICES

SECTION A – CORE ELEMENT SCOPE AND GENERAL INFORMATION

A.1 Task Description

The purpose of this task is to provide direct Ames Management System (AMS) program coordination, administration support functions. This support includes AMS audit and assessment activities, internal communications, oversight of AMS corrective and preventative actions status, validation of completed corrective and preventative action activities and AMS training. The support also includes work effort based on the AS 9100B (ISO 9001:2004) Aerospace Standards, a subset of the overall AMS, as well as planning for achieving AS 9100C (ISO 9001:2009) Aerospace Standards compliance. The primary focus of the task is to audit/assess Center organizations (Directorates, Divisions, Branches, Offices and Projects) in accordance with the Center's 18 Month Audit Schedule to both evaluate organization's compliance and to assist in preparing Center organizations for NASA HQ sponsored audits. Task activities will be coordinated by the AMS Manager or a designee.

A.2 Task Requirements

The Contractor shall provide the complete range and scope of skills and capabilities needed to fully meet the requirements of this Core Element and to meet the requirements of the deliverables that will be defined by the government Core Element Requester.

The Contractor shall plan, manage, control and coordinate all assigned work under the Fully Integrated Lifecycle Mission Systems Support (FILMSS) Services Contract.

All work shall be identified, defined in scope, prioritized and managed by the Contractor to ensure that appropriate and necessary resources are applied. Where inadequate resources or conflicts exist that cannot be resolved within the scope of the Core Element, the Contractor shall notify the NASA Core Element Manager, COR and CO and take the necessary steps to revise the requirements of the Core Element Request through the approved process.

The Contractor shall provide technical and administrative support in accordance with the subtasks described herein and ensure that all subtasks are performed efficiently, effectively and within the scope of the Core Element Request.

The subtask number, title and description of efforts to be performed under this Plan are detailed below.

CORE ELEMENT 13 - AMES MANAGEMENT SYSTEM SUPPORT

Subtask 1 Ames Management System Program and Audit Support

The Contractor shall:

- Support AMS internal communication, oversight of AMS related corrective and preventive action plans' status and validation of completed corrective and preventive action activities.

- Support and participate in Center organizations (Directorates, Divisions, Branches, Offices and Projects) AMS audits and assessments in accordance with the Center's published 18 Month Audit Schedule.

- Evaluate both the organizations' compliance or preparedness and assist in preparing organizations for NASA HQ or Ames sponsored audits.

- Conduct audits and assessments of NASA organizations in accordance with NPD 1210.2, NPD 8730.5, APR 1280.1, APR 8700.3 and associated procedures. Prepare audit/assessment reports and identify findings or recommendations. Upload findings to the Center's Continuous Improvement Action System. Track and coordinate each through resolution, verification and closure.

- Conduct Supplier Audits in accordance with NPD 1220.2, NPD 8730.5, APR 1280.1, AS9100B (ISO 9001:2004) or AS9100C (ISO 9001:2009) Aerospace Standards and other NASA requirements.

- Support AMS program coordination and communication. Assist the NASA AMS Manager on AMS program planning and execution of events. As required, evaluate the impact to the AMS and act as a liaison for the AMS to other compliance efforts and activities that interface with the AMS.

- Assist in preparing, facilitating, documenting, and tracking deliverables associated with the monthly and quarterly AMS Working Group and AMS Executive Council Steering Committee meetings, or other meetings as requested.

- Support and participate in review and edits of Center level APDs and APRs, and other procedures for continuous improvement of the AMS.

- Support and assist the NASA AMS Manager in coordinating requirements and schedules for NASA Ames and NASA HQ sponsored AMS internal/external audits, meetings, reviews and Integrated Working Groups.

- Assist the NASA AMS manager in content review and timely updates for all on-line AMS website pages and/or On-Line material.

- Support AMS program related corrective and preventive action activities. Administer the Center's Continuous Improvement Action System (CIAS) as the QA Manager/Admin and ensure a timely resolution to issues for the creation of,

work flow of and verification and close out of individual Continual Improvement Action (CIA) records. Gain an active knowledge of all Center level and organization level Nonconforming Requirements Reporting and Deviation and Waiver requests for review and correlation with audit/assessment and AMS program needs.

- Assist the AMS Manager in uploading and maintaining accurate nonconformance and observation findings related information in the NASA HQ Surveys, Audits, Assessments and Reviews Information System (SAARIS) database. Assist the AMS Manager in manual cross-correlation of associated corrective or preventive action information from the SAARIS to the Center's CIAS. Track and coordinate CIA records through resolution, verification and closure.

- Support AMS training assessment, coordination and administration. Provide general and focused AMS training to individuals and organizations as directed by the AMS Manager. Provide support in creating and updating AMS training materials for distribution or for on-line content.

- When directed, support and participate in Center organizations' (Directorates, Divisions, Branches, Offices and Projects) Regulatory Compliance Audits and assessments activities.

Subtask 2 ARC Problem Reporting, Analysis and Corrective Action (PRACA) Support

The Contractor shall:

- Support NASA Ames Research Center PRACA Management effort, in maintaining ARC Center-wide PRACA records and data relating to Nonconformity Reporting (NCR), Waiver and Deviation Requests (DRs), Preventive Action (PAs), Corrective Action Requests (CAR), Request for Action (RFA) and Close Call Reporting, IAW (in accordance with) APD 8700.1, APR 8735.1, APR 8735.2, APR 8735.3 and APR 8735.4.

- Support Center PRACA Management in conducting routine and as-needed analysis of ARC PRACA records and data. A PRACA system data report will be released to the Center PRACA Manager as required.

- Support PRACA multi-role User training of the ARC PRACA process.

- Support and actively participate in the ARC PRACA Configuration Management Team working closely with the PRACA System Technical Administration Team and Technical Authority (TA) stakeholders in ARC PRACA activities.

CORE ELEMENT 13 - AMES MANAGEMENT SYSTEM SUPPORT

Subtask 3 ARC 2012 Health and Safety HQ NSC Institutional, Facilities and Operations (IFO) Audit Preparation Support

The Contractor shall:

- Assist the Code QH Surveys, Audits, Assessments and Reviews Information System (SAARIS) IFO Audit Program Manager (APM) to coordinate and provide Audit record data management in SAARIS for the 2012 IFO Audit findings.

- Assist with Corrective Action Plan (CAP) development and tracking of CAP items to closure.

SECTION B - TECHNICAL SPECIFICATIONS

B.1 Staffing Requirements

SUBTASK	JOB TITLE	WYEs	QUALIFICATIONS
Subtasks 1,2,3	Administrative & Technical Support II	1.75	BA/BS; min. 2 years relevant experience; AS9100C Certified Auditor Knowledgeable with the ISO-9001 and AS9100C Quality Standards Knowledgeable with ARC's Policies and Procedures Knowledgeable with the Ames Management System Knowledgeable with the Continuous Improvement Action System Knowledgeable with the ARC Problem Reporting and Corrective Action System Successful completion of the AS9100C Lead Auditor Training Course

CORE ELEMENT 13 - AMES MANAGEMENT SYSTEM SUPPORT

B.2 ODC Requirements

CATEGORY	ITEM(s)	AMOUNT
Travel	Subtasks 1,2,3: Supplier Audits: 4 trips of 2 days each	$4.000
Training	Subtask 1: AS9100C training course	$2,000
Materials		
Other		

B.4 Deliverables

#	DELIVERABLE	DUE DATE
1	Subtask 1: Provide status reports highlighting major issues, events, and accomplishments	Weekly and Monthly
2	Subtask 2: Provide status reports highlighting major issues, events, and accomplishments	Weekly and Monthly
3	Subtask 3: Provide status reports highlighting major issues, events, and accomplishments	Weekly and Monthly