

|                                                                                                                         |                                 |                                                                                                                                        |                                       |
|-------------------------------------------------------------------------------------------------------------------------|---------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|
| <b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>                                                               |                                 | 1. CONTRACT ID CODE                                                                                                                    | PAGE OF PAGES<br>1 3                  |
| 2. AMENDMENT/MODIFICATION NO.<br>000003                                                                                 | 3. EFFECTIVE DATE<br>11/08/2012 | 4. REQUISITION/PURCHASE REQ. NO.                                                                                                       | 5. PROJECT NO. (If applicable)        |
| 6. ISSUED BY<br>NASA/Goddard Space Flight Center<br>Procurement Operations Division<br>Code 210.P<br>Greenbelt MD 20771 | CODE<br>GSFC                    | 7. ADMINISTERED BY (If other than Item 6)<br>NASA/Goddard Space Flight Center<br>Procurement Operations Division<br>Greenbelt MD 20771 | CODE<br>GSFC                          |
| 8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)                                             |                                 | (x) 9A. AMENDMENT OF SOLICITATION NO.<br>NNG12418706R                                                                                  | 9B. DATED (SEE ITEM 11)<br>10/12/2012 |
| CODE                                                                                                                    |                                 | 10A. MODIFICATION OF CONTRACT/ORDER NO.                                                                                                |                                       |
| FACILITY CODE                                                                                                           |                                 | 10B. DATED (SEE ITEM 13)                                                                                                               |                                       |

**11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS**

The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers  is extended,  is not extended.  
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning 2 copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

**12. ACCOUNTING AND APPROPRIATION DATA (If required)**

**13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.**

|           |                                                                                                                                                                                                                       |
|-----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| CHECK ONE | A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.                                                                      |
|           | B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b). |
|           | C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:                                                                                                                                              |
|           | D. OTHER (Specify type of modification and authority)                                                                                                                                                                 |

**E. IMPORTANT:** Contractor  is not,  is required to sign this document and return \_\_\_\_\_ copies to the issuing office.

**14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)**

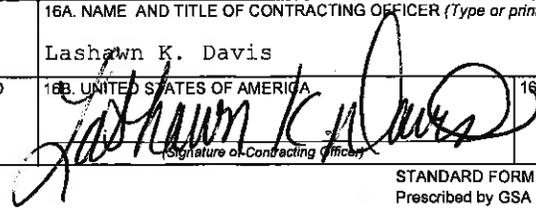
The purpose of this amendment is to revise the Proposal Content and Page Limitation Table, revise Exhibit 2 and Exhibit 17, and extend the proposal submission due date under the solicitation.

A. The Proposal Content and Page Limitations table in L.18 b(1) of the solicitation is deleted in its entirety and replaced with the attached Proposal Content and Page Limitations table. (See Attachment)

B. Exhibit 2, Representative Task Plan Summary is deleted in its entirety and replaced to change subcontractor definition. (See Attachment)

Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

|                                               |                  |                                                                                                                       |                             |
|-----------------------------------------------|------------------|-----------------------------------------------------------------------------------------------------------------------|-----------------------------|
| 15A. NAME AND TITLE OF SIGNER (Type or print) |                  | 16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)<br>Lashawn K. Davis                                        |                             |
| 15B. CONTRACTOR/OFFEROR                       | 15C. DATE SIGNED | 16B. UNITED STATES OF AMERICA<br> | 16C. DATE SIGNED<br>11/8/12 |
| (Signature of person authorized to sign)      |                  | (Signature of Contracting Officer)                                                                                    |                             |

**CONTINUATION SHEET**

REFERENCE NO. OF DOCUMENT BEING CONTINUED  
 NNG12418706R/000003

PAGE OF  
 2 3

NAME OF OFFEROR OR CONTRACTOR

| ITEM NO.<br>(A) | SUPPLIES/SERVICES<br>(B)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | QUANTITY<br>(C) | UNIT<br>(D) | UNIT PRICE<br>(E) | AMOUNT<br>(F) |
|-----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-------------|-------------------|---------------|
|                 | <p>C. Exhibit 17, RTO Statement of Work # 1 Human Resource Administration, dated October 2012 is deleted in its entirety and replaced with the attached RTO #1 Human Resource Administration, dated November 2012. (See Attachment)</p> <p>D. Exhibit 17, RTO Statement of Work # 2 Overall Services, dated October 2012 is deleted in its entirety and replaced with the attached RTO #2 Overall Services, dated November 2012. (See Attachment)</p> <p>E. The solicitation response date is revised to 2 PM EST on November 20, 2012 .</p> <p>F. All other terms and conditions remain unchanged.</p> <p>(End of Amendment #3)</p> |                 |             |                   |               |

b) PROPOSAL CONTENT AND PAGE LIMITATIONS

(1) The following table contains the page limitations for each portion of the proposal submitted in response to this solicitation. Additional instructions for each component of the proposal are located in the contract provision noted under the Reference heading.

| <b>Proposal Component</b>                                                                                                                                                                                                           | <b>Volume</b> | <b>Reference</b> | <b>Page Limitations</b>          |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|------------------|----------------------------------|
| <b>Offer Volume</b>                                                                                                                                                                                                                 | <b>I</b>      | <b>L.19</b>      | <b>None</b>                      |
| <b>Mission Suitability Volume</b>                                                                                                                                                                                                   | <b>II</b>     | <b>L.20</b>      | <b>Mixed</b>                     |
| (a) SOW Compliance Matrix, Cover Page, Acronyms, and Table of Contents                                                                                                                                                              |               |                  | <b>None</b>                      |
| (b) Mission Suitability                                                                                                                                                                                                             |               |                  | <b>50 pages</b>                  |
| (c) The following items are excluded from the Mission Suitability Page Limitation: Phase-in Plan, Contractor Quality Assurance Plan, Total Compensation, Position Description, Safety and Health Plan, and Deviations & Exceptions. |               |                  |                                  |
| Phase-in Plan                                                                                                                                                                                                                       |               |                  | <b>None</b>                      |
| Contractor Quality Assurance Plan                                                                                                                                                                                                   |               |                  | <b>None</b>                      |
| Total Compensation Plan                                                                                                                                                                                                             |               |                  | <b>None</b>                      |
| Position Description                                                                                                                                                                                                                |               |                  | <b>Not to exceed ½ page each</b> |
| Safety and Health Plan                                                                                                                                                                                                              |               |                  | <b>None</b>                      |
| Deviations & Exceptions                                                                                                                                                                                                             |               |                  | <b>None</b>                      |
| <b>Cost Volume</b>                                                                                                                                                                                                                  | <b>III</b>    | <b>L.21</b>      | <b>Mixed</b>                     |
| (a) Direct Labor Rates, Indirect Labor Rates and Fixed Fee Matrix – Attachment B                                                                                                                                                    |               |                  | <b>None</b>                      |
| (b) Cost Exhibits                                                                                                                                                                                                                   |               |                  | <b>None</b>                      |
| (c) Basis of Estimates *                                                                                                                                                                                                            |               |                  | <b>20 pages *</b>                |
| (d) Deviations & Exceptions                                                                                                                                                                                                         |               |                  | <b>None</b>                      |
| (e) List of Acronyms                                                                                                                                                                                                                |               |                  | <b>None</b>                      |
| <b>Past Performance Volume</b>                                                                                                                                                                                                      | <b>IV</b>     | <b>L.22</b>      | <b>Mixed</b>                     |
| (a) Cover Page, and Table of Contents                                                                                                                                                                                               |               |                  | <b>None</b>                      |
| (b) Information from the Offeror *                                                                                                                                                                                                  |               |                  | <b>25 pages *</b>                |
| (c) Past Performance Questionnaires*, Customer Evaluations*, Termination/Descope Information*, and List of Acronyms*                                                                                                                |               |                  | <b>None</b>                      |
| (d) Deviations & Exceptions                                                                                                                                                                                                         |               |                  | <b>None</b>                      |

\*Inclusive of prime and each individual significant subcontractor. Page Limitations are for the total component. (prime and subs)

**EXHIBIT 2  
REPRESENTATIVE TASK PLAN SUMMARY**  
RTO # \_\_\_\_\_ Contract Year \_\_\_\_\_

| Elements of Cost                                    | Month*** | Month | TOTAL |
|-----------------------------------------------------|----------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| <b>DIRECT LABOR HOURS:</b>                          |          |       |       |       |       |       |       |       |       |       |       |       |       |       |
| Total Prime Labor Hours (REF: Exhibit 2-A)          |          |       |       |       |       |       |       |       |       |       |       |       |       |       |
| Total Subcontractor Labor Hours* (REF: Exhibit 2-A) |          |       |       |       |       |       |       |       |       |       |       |       |       |       |
| <b>TOTAL PRIME &amp; SUB LABOR HOURS</b>            |          |       |       |       |       |       |       |       |       |       |       |       |       |       |
| <b>PRIME DIRECT LABOR COSTS:</b>                    |          |       |       |       |       |       |       |       |       |       |       |       |       |       |
| <b>OVERHEAD COSTS:</b>                              |          |       |       |       |       |       |       |       |       |       |       |       |       |       |
| <b>OTHER DIRECT COSTS:**</b>                        |          |       |       |       |       |       |       |       |       |       |       |       |       |       |
| <b>TOTAL ODC</b>                                    |          |       |       |       |       |       |       |       |       |       |       |       |       |       |
| <b>SUBTOTAL COST</b>                                |          |       |       |       |       |       |       |       |       |       |       |       |       |       |
| <b>G&amp;A</b>                                      |          |       |       |       |       |       |       |       |       |       |       |       |       |       |
| <b>TOTAL ESTIMATED COST</b>                         |          |       |       |       |       |       |       |       |       |       |       |       |       |       |
| <b>FIXED PERCENTAGE</b>                             |          |       |       |       |       |       |       |       |       |       |       |       |       |       |
| <b>FIXED FEE</b>                                    |          |       |       |       |       |       |       |       |       |       |       |       |       |       |
| <b>TOTAL COST PLUS FIXED FEE</b>                    |          |       |       |       |       |       |       |       |       |       |       |       |       |       |

\* Subcontractor (>40% of a RTO estimate) - Direct Labor Hours Only  
 \*\* List each significant subcontractor separately by name(>40% of a RTO estimate) - Labor and Total Costs  
 \*\*\* Adjust the number of month columns to match RTO period of performance  
 Offerors may adjust elements of cost to be consistent with your current accounting system.

## **RTO STATEMENT OF WORK #1**

### **Human Resource Administration**

**November 2012**

#### **Scope**

Human resource administration crosses over two offices within OHCM: the Talent Acquisition Office (TAO), and the Performance and Worklife Dynamics Office (PWDO). The TAO serves as the frontline provider of human capital talent, a critical gateway to the achievement of mission success. The TAO provides strategy and services in a broad range of areas including: staffing and placement, classification, compensation, and position management, travel, Permanent Change of Station (PCS) travel and personnel action processing. Through ongoing relationships with supervisors and employees, the office provides first-responder information related to recruitment and development. The TAO develops expertise in customer mission areas and requirements in order to offer timely, forward thinking consultation on how to attract, acquire and retain the leading edge talent required within customer organizations. Balancing a Center-wide landscape of workforce planning, with an individual directorate customer service focus, this office uses a rich template of government-wide and NASA-wide flexibilities, programs, and tools to offer tailored recruitment and placement services today, for a dynamic and skilled workforce of tomorrow.

The PWDO provides a broad range of services and expert advice, counseling and solutions to employees, supervisors, and managers in the areas of managing performance, performance accountability, employee relations, labor relations, awards and recognition, benefits, workplace flexibilities, and other elements that create a culture which promotes and fosters high performance and a rich quality of work-life

#### **TAO REQUIREMENTS**

##### **Official Personnel Records**

The contractor shall provide employee records and documents, such as college transcripts and insurance forms, to NASA Shared Services Center (NSSC) to maintain Personnel Records for the Goddard Space Flight Center (GSFC) in accordance with the Guide to Personnel Recordkeeping that includes electronic Official Personnel Folder (eOPF), Employee Performance Folder (EPF), and Employee Medical Folders (EMF). Documents are provided via fax, mail, or electronic uploading. Approximately 1,500 records per year are handled per year. Knowledge of federal personnel processing and experience in using systems such as the Federal Personnel Processing System (FPPS) and eOPF system is necessary to perform this effort.

The contractor shall prepare files for transfer to the Federal Records Center and/or the NSSC or other federal Agencies. Approximately 200 to 400 physical files per year are prepared.

The contractor shall request files from Federal Records Center to be used by various GSFC officials. Knowledge of the federal retention regulations is required to perform this effort. Approximately 100 records per year are processed.

When requested and determined appropriate by a government official, the contractor shall provide electronic access to and support OPM Investigators / Investigators from other agencies (e.g. FBI, DOD, and Inspector General), EEO Representatives, and Inspectors General with viewing. Approximately 30-50 requests are processed per year. Knowledge of the personnel security regulations is required to perform this effort.

### **Permanent Change Of Station (PCS) Travel Orders**

The contractor shall work with the Human Resources (HR) Specialist to provide the information necessary for the NSSC to complete the employee's relocation travel order.

The contractor shall prepare relocation travel estimates for GSFC officials, and respond to inquiries from the employees. The contractor may counsel and advise the new employees regarding relocation information.

The contractor shall prepare travel request for GSFC approval in accordance with Agency policy and Federal Travel Regulations.

Approximately 30 PCS cases are processed per year.

The contractor must be knowledgeable of federal and NASA-specific PCS regulations and the unique hiring appointments to perform this effort.

### **Human Resources**

The contractor shall provide professional services to the HR Specialists in the areas of staffing, classification, and personnel action processing.

The contractor shall provide day to day classification services for the GSFC civil service workforce in grades GS-1 to 15. Classification services include providing advice, negotiating timeframes for completion and updates. The work requires knowledge of U.S. Office of Personnel Management and NASA classification standards and policies.

Classification services include conducting supervisor and employee desk audits. Approximately 5 desk audits are conducted per month. The contractor shall provide position management support, advisories, and/or assistance with restructuring or reorganizations (approximately 1-3 major reorganizations yearly, and 4-10 minor reorganizations yearly). The contractor will be required to draft new position descriptions on occasion as well as revising existing position descriptions, classify position descriptions and prepare written evaluation statements (15-20 per month), or address career ladders (5-6) per year.

The contractor shall conduct reviews of automated employee and position data prior to processing personnel actions to ensure compliance with Federal and agency human resources

regulations and policy guidelines. The work requires knowledge of Federal HR terminology, requirements, procedures, operations, functions and regulatory policy, and procedural requirements applicable to HR transactions. The contractor shall partially code electronic SF52's for all personnel actions except accessions, which equates to approximately 2,000 per year. Actions may include, but not be limited to, hires, separations, promotions, reassignments, details, change of schedule, Leave Without Pay, Return to Duty. The contractor will not be required to build the position information into the processing system.

The contractor shall manage and maintain the quality control of employee position descriptions and ensures that employee and position data are accurately reflected in the appropriate HR systems. Knowledge of drug testing and ethics requirements for positions is critical to the performance of this effort. Approximately 1,000 PDs will be reviewed per year.

The contractor shall ensure that position descriptions are coded to identify drug testing positions and positions that require the completion of ethics forms. Knowledge of drug testing and ethics requirements for positions is critical to the performance of this effort.

The contractor shall provide routine guidance to applicants involving recruitment and research applicable guidelines to determine the best course of action for a particular staffing situation.

The contractor shall ensure that all vacancy announcements meet the OHCM procedural requirements. Once verified, the information shall be distributed electronically via the "GSFC Vacancy Announcement Blaster". The contractor shall be responsible for compiling a list of vacancy announcements to be included in the vacancy blaster. Approximately, 52 vacancy announcement blasters will be prepared each year. The work shall be performed using HR automated systems, such as NASA Stars (Resumix), FPPS, Workforce Transformation Tracking System (WTTS) and the Electronic Position Description System (ePDS).

The contractor shall provide data and prepare forms and letters to be sent to the NSSC once authorized by a NASA official.

Approximately 750 personnel actions are processed per year.

## **PWDO REQUIREMENTS**

### **Awards**

The contractor shall administer the GSFC Awards program including, but not limited to, preparing civil service employee awards, including cash and time off awards for annual performance, superior accomplishments, honorary awards, and other special awards for processing in the NASA Automated Awards System (NAAS). The contractor shall perform a variety of duties in the support of Awards services to GSFC employees such as participating in initiating the awards call, preparing the nominations for review and approval, processing of awards and preparation of certificates, providing support during the awards ceremonies and closing out post ceremony actions.

The Contractor shall:

Process and distribute a variety of GSFC awards including approximately 500 Length of Service (LOS) certificates, pins, and mementos to directorates and administrative offices upon receipt from the NSSC in the most efficient manner as prescribed by existing policies.

Provide professional services to the office in developing options for coordinating critical review meetings and scheduling meetings with the Standing Awards Committee (SAC) and Senior Level Review Team (SLRT). This coordination includes understanding the detailed nature of interacting with the most senior GSFC officials.

Establish an awards schedule that encompasses all parameters and key decision points for processing, planning and reviewing awards data to determine due dates for scores while maintaining a record of past, present, and future analyses of all scores in preparation for meetings.

Perform a variety of logistical support services such as events planning to include scheduling, preparation of materials, preparation of announcements, frontline customer service, greeting and providing information to customers, receiving and processing forms, and reservation of space in the support of appropriate ceremonies (including two major Center-wide events) seating arrangements of honorees, speakers, and other guests in support of the awards ceremonies.

Allocations and assignment of awards/employee recognition include managing approximately 800 to 1000 awards annually and supporting two major awards ceremonies and five small awards ceremony events.

### **Worker's Compensation Services**

The contractor shall provide expertise, consultation, and services in the area of Worker's Compensation. Approximately 10-20 new Workers' Compensation cases are initiated per year at GSFC with approximately 5 active cases at a time. This work involves coordinating the completion of forms with the GSFC Health Unit and providing support to employees with completing forms required by the Department of Labor (DOL) as well as filing and maintaining records.

The contractor shall perform work in accordance with the revised and most current editions of applicable laws and regulations. The contractor performs professional services in support of the Workers Compensation program. Work involves internal and external contacts, difficult non-routine tasks and access to confidential information. Judgment and initiative shall be exercised frequently while answering verbal and written communications.

The contractor shall be fully versed in the DOL Federal Employees Compensation training, rules and regulations.

During slow periods, the OWCP person shall assist with performing work related to employee awards and recognition.

### **Deliverables or Delivery Schedule**

Monthly progress report outlining the accomplishments and status of all actions associated with the task within five days after the end of the month to the COR.

Quarterly continuation of pay reports shall be delivered to the agency workers compensation office in accordance with their requested schedule.

**Government-Furnished Equipment and Government-Furnished Information**

The Government shall supply an office, furniture, computer, and other equipment.

**Place of Performance**

Work is to be performed at the Goddard Space Flight Center in Greenbelt, Maryland. The contractor shall provide onsite HR professional services to manage customer requirements Monday through Friday from the hours of 8:00 am – 4:30 pm.

**Period of Performance**

March 1, 2013 through February 28, 2014

**RTO STATEMENT OF WORK #2**  
OHCM Overall Services  
November 2012

**Scope**

The Office of Human Capital Management (OHCM) requires overall human capital management services. These services include organizational leadership and coaching, statistical analysis, and facilitation. The services required in the Statement of Work span across two of OHCM's offices: The Organizational Leadership and Culture Office (OLCO), and the Organizational Capability Office (OCO). In addition, any of the services described above may be coordinated by OLCO and OCO for our OHCM partners. These partners consist of the Diversity and Inclusion Office, Goddard Space Flight Center (GSFC) directorate offices and teams, and Center employee advisory committees.

The OLCO provides collaborative consulting and coaching that develops the capacity of GSFC leaders to lead people, lead change, and build high-performing teams and organizations by enhancing the way people work together. The OLCO requires onsite professional support to provide strategic organizational development (OD) and organizational effectiveness (OE) services to guide the OHCM, GSFC organizations, Directorates, Divisions, Offices, and teams through cultural and organizational change efforts. The contractor shall provide support and guidance to GSFC organizations/directorate/division/ offices/teams etc., with data collection and analysis from customer focus groups, surveys, feedback, re-engineering and planning activities for improving services, and other Center initiatives. In addition, the OLCO requires onsite professional support in the areas of coaching, organization development, and leadership development initiatives.

The OCO strives to increase its capacity to be anticipatory and solutions-oriented for GSFC customers and to speak as human capital subject matter experts for GSFC Management. OCO requires a human capital statistician to provide onsite support in statistical concepts and tools Statistical Package for the Social Sciences (SPSS) and Statistical Analysis Sampling (SAS) that will perform assigned work.

Requirements:

**ORGANIZATIONAL LEADERSHIP AND COACHING REQUIREMENTS**

**Organization Development/Organization Effectiveness**

The Contractor support the OLCO Organization Development Consulting Team by providing the professional services to include, but not limited to the areas listed below. The contractor shall:

- Consult with GSFC organizations, teams, and team leaders for the purpose of performing quality improvements. [see the assumptions list] The contractor shall facilitate the establishment of new process action teams to include developing, documenting and presenting metrics that identify the "before state" and the "revised state" after OE work/OD

consulting. [refer to the procurement library for the OD evaluations utilized by the OLCO]

- Partner with the OLCO organization effectiveness function to conduct strategic business meetings, plan retreats, team building processes and workshops, culture survey activities, and other ongoing organization effectiveness activities as scheduled and assigned. [see the assumptions list]
- Participate in or lead activities and initiatives at the organization and directorate level (e.g., strategic planning, OHCM transformation efforts). Approximately 2-4 activities and initiatives annually.
- Partner with OHCM's OD/OE subject matter experts in developing new approaches to market organizational effectiveness services to GSFC customers. Approximately 2-3 half-day (4 hour) meetings per year conducted to develop new approaches.
- Effectively coordinate and obtain approval from designated Leadership and Organizational Effectiveness officials (OLCO Team Lead and/or Office Chief) for incoming requests for organizational effectiveness services and attend organizational effectiveness team/group meetings.
- The contractor shall ensure confidentiality of clients is maintained. An estimated number of client engagements during the year are approximately 12-15.
- Provide Executive Transition services as requested. The term Executive Transition in this case refers to the on-boarding of new or re-assigned Senior Executive Service (SES) employees to the Goddard Space Flight Center (GSFC). Expect approximately 4-5 new or re-assigned SES in a year.

### **Leadership and Management Development Program Services and Facilitation**

- The contractor shall identify and notify the Government of training and development programs to advance leadership learning and diversity awareness and competencies, as requested. Approximate number of requests is 2-4 per year.
- The contractor shall provide consulting services [see the assumptions list] to promote the development and advancement of GSFC leaders (approximately 10-12) and to advance GSFC's Diversity Strategic Plan.
- The contractor shall serve as a leadership/management development facilitator, as requested. Approximately 2-4 times per year.
- The contractor shall use leadership assessments (i.e. Myers Briggs, DiSC, etc.) for work groups (approximately 8-10) and individuals (approximately 30-60) per year.
-

## **HUMAN CAPITAL STATISTICIAN REQUIREMENTS**

### **Requirements**

The contractor shall:

- Work with the OHCM's senior management officials, team leads, and key customers to develop and maintain statistical models to determine and support the effectiveness and fairness of OHCM and Equal Opportunity (EO) programs. Assume the contractor works with six management officials, five team leads, and five key customers. Approximately six statistical models will be developed and maintained.
- The contractor shall provide statistical analysis and review of OHCM and EO programs as defined by the Chief of the Organizational Capability Office. Assume approximately 20 analyses to be conducted annually to determine the effectiveness and fairness of OHCM, EO, and Diversity and Inclusion (D&I) Office programs. Analyses may include but are not limited to; Performance Management System, promotions, Employee Viewpoint Survey (EVS) results, and awards, training, and leadership programs.
- The contractor shall present summary briefings to key stakeholders and OHCM staff. Assume minimum of 1 hour briefing each month to provide status of projects and report on results of statistical analyses. Summary briefings consist of findings, conclusions, explanations of statistical approaches/techniques, and status of project deliverables.
- The contractor shall provide solid written and verbal communications of the data intricacies and conclusions to clients, stakeholders and OHCM staff. Assume approximately ten written technical reports and twelve one hour briefings (included above) annually. Communications provide detailed explanations of complex statistical techniques along with findings, conclusions and recommendations, in easy to understand and actionable language. The contractor's level of knowledge and educational requirements include knowledge of federal government Human Resources (HR) practices, application of statistical techniques to HR programs, and a minimum of a four year degree with a PhD education level preferred.

### **Deliverables (ALL Work Assignments)**

The contractor shall provide a monthly progress report outlining the accomplishments and status of all actions associated with the task within five days after the end of the month to the Contracting Officer's Representative (COR).

### **Deliverables or Delivery Schedule (Statistician)**

- Project requirements and ad-hoc analysis as result of the Non-Competitive Promotion Process (NCP) project, Performance Management and Awards Team, and other areas/initiatives as identified – ongoing AITP.

- Analysis and presentation of findings for on-going Employee Viewpoint Survey (EVS) Activities. As Identified in the Task Plan (AITP).
- Technical report or analyses as defined and requested by the Government.

**Government-Furnished Equipment and Government-Furnished Information**

- The Government shall furnish an Office, computer, and associated office equipment.

**Place of Performance**

The place of performance shall be the Goddard Space Flight Center in Greenbelt, Maryland.

**Period of Performance**

March 1, 2013 through February 28, 2014