

**PROGRAM ANALYSIS AND CONTROL
(PAAC IV)**

**ATTACHMENT A
STATEMENT OF WORK**

STATEMENT OF WORK

Introduction

The Flight Projects Directorate has the responsibility for planning and managing space flight projects at the Goddard Space Flight Center (GSFC). The responsibilities of the Directorate include managing spacecraft flight hardware systems, ground systems, launch vehicles, and research instrumentation payloads. The work encompasses all phases of project implementation from conceptual studies through definition, design, and development; fabrication; integration; launch, preparation for pre and post-launch operations; satellite servicing; disposal; and data acquisition, processing, distribution, analysis, and archiving. Projects are managed and developed under a variety of agreements with in-house organizations, other NASA Centers, contractors, universities, and international sources and partners.

The GSFC Flight Projects Directorate is comprised of several program offices, managing one or more missions or projects at any given time for its primary customers in the NASA Headquarters Mission Directorates. To develop and manage each mission and to respond to its assigned responsibilities across the program or project development lifecycle, GSFC requires the Contractor to perform specific support services. The work under this contract is performed primarily for GSFC offices within the Flight Projects Directorate. Other project support activities resident at or under the direction of GSFC may be supported by task orders issued under this contract. Finally, this contract will support the Regional Finance Office which is located in the GSFC Office of the Chief Financial Officer and encompasses general accounting activities at GSFC, NASA, the Jet Propulsion Laboratory and the Applied Physics Laboratory. The contractor will be required to offer project management related training at GSFC facilities or at other NASA Centers.

The Contractor shall support the programmatic and business functions to assist projects and programs with achieving consistency and compliance with the NASA Engineering and Program/Project Management Policy (NPD7120.4) and the associated set of NPR7120.x requirements documents. These business functions are often interwoven and coordinated to accomplish mission development lifecycle reviews and other major milestones.

The Contractor may be required to assist NASA within the general scope of work, in unidentified ways in response to unusual or emergency situations. Obligations under this requirement shall only arise when one or more of the criteria at FAR 18.001, enabling NASA to utilize Emergency Acquisition Flexibilities, are met. If the emergency preparedness and response requirements result in changes to the contract, all contract adjustments will be processed in accordance with the Changes clause of this contract.

Scope

The majority of work under this contract shall be in support of missions of the GSFC. In addition, there will be some work that will be in support of GSFC or other NASA missions at other NASA Centers or NASA Headquarters. In support of these activities, it is anticipated that a small number of contractor personnel may be resident at such facilities outside of the Metro Washington DC area. In order to support these missions and the accounting office, the following Project Planning and Control and associated functions will be performed under this contract:

1. General Business
2. Planning and Scheduling/Earned Value Management
3. Documentation Management
4. Configuration Management
5. Highly Specialized Information Technology
6. General Accounting.

During the performance period of this contract, the Contractor shall continuously improve and optimize business processes for managing and supporting this contract while assuring the efficient use of applied resources. These business process improvement efforts apply to all project planning and control and associated functions and will be evaluated under the Technical category in the award fee evaluation. The emphasis in evaluation will be on integration of support, cross-fertilization of knowledge and best practices, and tangible benefit to the projects and mission success.

(Use of the referenced functions will vary by task order and project. Not all functions will be required by every task order or by each ordering organization and the interrelationship between functions will vary according to the mission or activity).

1. General Business

The contractor shall perform the following general business and project support functions. The contractor shall prepare and modify presentations, drawings, flow charts, diagrams, schedules, narrative documents, and other data for project/customer presentations and reports. The contractor shall prepare technical text, perform technical editing and document compilations, and distribute documents. The contractor shall maintain photographic and video documentation/imagery of project hardware. The contractor shall maintain and update electronic files, records, and data. The contractor shall logistically control flight hardware, ground support equipment, and other project/customer property, and interface with GSFC Logistics Management Division personnel.

The contractor shall compile workforce data for reports including gathering data from database reports, performing variance analysis, and writing data for presentation format. The contractor shall gather, manage and maintain workforce data for Civil Servant and

contractor personnel. The contractor shall provide logistical and technical support for internal personnel moves including furniture, workspace, computer, and telephone coordination, including remote activities such as launch campaigns. The contractor shall conduct cost studies of office space systems, utilizing historical data and statistical analyses. The contractor shall establish and maintain office supply inventories. The contractor shall coordinate and prepare facilities maintenance work orders. The contractor shall account for and prepare necessary documentation for total project travel (planned vs. actual); and coordinate travel arrangements and collect travel vouchers from organizations to be processed in accounting. The contractor shall assist in planning, coordinating and implementing the technical and administrative training classes and other ad hoc meetings. The contractor shall keep databases current in support of these project control/applicable business activities.

The contractor shall prepare and process purchase requests and conduct resources analysis. The contractor shall prepare and coordinate shipping of documents, and packages. The contractor shall assist with the planning, preparation, and coordination of international transfers of items from and to the project with proper observance of all pertinent export control regulations and restrictions. The contractor shall photocopy, paginate, and bind documentation in accordance with NASA FAR Supplement 1852.208-81 Restrictions on Printing and Duplicating. The contractor shall convert reports to electronic media.

The contractor shall assist the customer with internal and external compliance audits across the PAAC IV functions.

The contractor shall develop hardcopy and electronic products in a variety of media in support of projects, the Flight Projects Directorate, and the GSFC Office of Communications. Typical products include displays for conferences, approved educational and public information materials, website content, and Internet and Social Network-based products.

The contractor shall develop and maintain training classes which assure the continued capability and performance of their personnel in each PAAC IV function.

2. Planning and Scheduling/Earned Value Management

The Contractor shall develop the planning and scheduling processes and Earned Value Management (EVM) necessary to support sound decision-making and forecasting of project or inter-project activities at the Goddard Space Flight Center, Contractor facilities and other locations as set forth in individual task orders under the contract. The Contractor shall support these functions to assist projects and programs with achieving consistency and compliance with the NASA Space Flight Program and Project Management Requirements (NPR7120.5) and the Flight Projects Directorate Schedule Management Guidelines.

In developing project schedules, the Contractor shall identify the milestones and activities that must be performed in order to achieve project commitments. Included in this discipline is the necessary identification and documentation of schedule and programmatic interdependencies among project activities and other related external projects.

The Contractor shall develop project logic networks and schedules aligned to the Project or element work breakdown structure (WBS) as well as the estimation, validation and analysis of activity sequencing, durations and resource requirements needed to create an Integrated Master Schedule and supporting schedules. The Contractor shall also prepare and maintain a Schedule Management Plan defining the requirements for schedule planning and control on the project. The Contractor shall interface with the technical product, element, or project leads and related resources personnel to correlate project schedules with the current approved budget profiles and plans. The Contractor shall provide analysis of other Contractor's schedules and scheduling systems to ensure compliance with the Schedule Management Plan, Statement of Work (SOW) and Contract Data Requirements Lists (CDRLs), as well as providing on-going support to the technical and financial team at an end-item contractor's facility as required.

The Contractor shall also perform analysis to determine project schedule status and performance including critical path analysis, vertical and horizontal traceability, variance analysis, potential impact of risks, potential "workaround" solutions, and project or element "what if" scenarios. The Contractor shall also be responsible for documentation of changes and revisions to the Project schedule and to maintain a historical archive for past official schedules.

The contractor shall support the planning and implementation of EVM consistent with the mission development lifecycle. EVM processes to be supported include proper alignment of the EVM Planning to the Project or Element WBS, inclusion of all scope, and consideration of all schedule and cost objectives in the establishment of an official Performance Measurement Baseline (PMB) plan. Additional support from the contractor shall include expert advice to projects that are initiating major procurements, support to Integrated Baseline Reviews, variance analysis reporting, and review and analysis of contractor and in-house Earned Value reporting.

3. Documentation Management

The Contractor shall develop and update systems for control, storage, and dissemination of all project documentation including configuration management controlled documentation; and maintain systems for tracking and retrieving materials and data. The contractor shall index and catalog all library materials. The contractor shall perform the data management function including technical documentation coordination, status tracking system, distribution and reporting requirements. Additionally, the contractor shall monitor receipt of contract data deliverables to ensure compliance with the Contract data requirements list.

4. Configuration Management

Configuration Management (CM) is a function which maintains the integrity of the mission or element build. CM is required by each Project office for in-house missions as well as contracted ones to be performed in order to comply with Goddard Procedural Requirements (GPR)-1410.2 or 400-Procedures and Guidelines (PG)-1410.2.1. Controlled documentation for hardware and software may encompass documents, drawings, program code, work order authorizations, parts lists and other build documentation. Each mission is required to have a Configuration Management System (CMS) to keep track of programmatic, technical and administrative issues and their resolution throughout its life.

The contractor shall design, develop, populate, and update a Configuration Management System as needed and perform analyses to support technical and engineering activities in compliance with GPR 1410.2 or 400-PG-1410.2. When support is requested for an existing program, the contractor shall maintain and update the existing Configuration Management System. The contractor shall develop and maintain a Configuration Management plan for a program or project(s).

The contractor shall support the preparation, tracking and management of Configuration Control Requests (CCRs) and coordinate, record, and document the activities of the Configuration Control Board (CCB) per CM policy and the approved program/project configuration management plan.

The contractor shall support the oversight of CM activities for major contracted program or project elements and for major in-house GSFC products. The contractor shall perform and support CM audits and external audits such as those verifying ISO compliance.

The contractor shall review, evaluate, recommend and implement new technology/enhancements in the Configuration Management System to streamline the process and document the recommendation in the updated plan in compliance with GPR 1410.2 or 400-PG-1410.2.

5. Highly Specialized Information Technology

The Contractor shall conduct activities such as the design, operation, and maintenance of highly specialized information technology (IT) related to mission development and in support of mission operations. Highly specialized IT is subject to and defined in NPR 7120.5, NASA Space Flight Program and Project Management Requirements, or NPR 7120.8, NASA Research and Technology Program and Project Management Requirements, depending on the program or project content. The Contractor shall support the development, implementation, and maintenance of IT security plans for projects, programs, contractor, or in-house elements in compliance with applicable Federal Law, NASA Policy Directives, and Procedural Requirements. The delivery of these services and activities at GSFC will be worked closely with the project or office

management to avoid duplication of services and for balanced and optimized support to assure mission success.

The Contractor shall also design, develop, implement and maintain systems/databases for project management and project control for Documentation Management, Configuration Management, Scheduling, Action Item Tracking software, and other PAAC IV functions. The Contractor shall implement information technology security requirements pursuant to the NASA IT Security Clauses detailed in section I.

6. General Accounting

The contractor shall provide support to general accounting functions for GSFC, NASA Headquarters, and the NASA Management Offices for the Jet Propulsion Laboratory and Applied Physics Laboratory. The contractor will support the operation of the NASA accounting system including applicable interfaces to the NASA Shared Services Center.

The contractor will support business system upgrades and improvements.

The contractor shall log in all payment data for monthly invoices, such as amount of invoice, discount percentage, and other terms; and track number into the accounting system.. The contractor shall review monthly invoices to verify compliance with the Prompt Payment Act and terms of the purchase orders or government bills of lading, submitting comments to government representatives.

The contractor shall respond to inquiries from vendors, and coordinate information with NASA's procurement buyers and resource analysts regarding the processing of purchase orders and invoices.

The contractor shall process domestic travel authorizations submitted by Goddard daily in Travel Manager. The contractor shall respond to inquiries from and initiate inquiries to travelers and other authorized personnel to secure additional or corrected information necessary for the processing of travel authorizations.

The contractor shall review timecards submitted bi-weekly for accuracy and make corrections of time and attendance data to labor job charges.

The contractor shall input employee personal changes to W-4 forms and direct deposit forms, and adjustments for pay and leave corrections into the Federal Personnel Payroll System database. One element of this effort is to communicate with employees, timekeepers and payroll technicians from other NASA Centers or agencies.

The contractor shall review reimbursable agreement packages, verify packages for completion, accuracy and verify that the estimated price report is computed accurately, and set up transactions to be entered into the GSFC financial systems.

The contractor shall draft dunning notices and monthly bills, for government review, to be submitted to reimbursable customers in compliance with the Financial Management Requirements.

The contractor shall compile and index purchase order, travel, timecards, and other source document records to submit to vendor for microfilming or web-based retrieval; and review images for records management purposes upon completion.

The contractor shall prepare and submit Financial Performance Summary reports to management for internal and external reporting on a monthly basis.

The contractor shall provide administrative, logistical and technical support to special projects such as the review of outstanding obligations which ensure appropriate paperwork is maintained in each folder to support outstanding obligations.

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