

STATEMENT OF WORK
FOR
PHASE-IN ACTIVITIES
NASA BALLOON OPERATIONS CONTRACT
DECEMBER 2013

1. BACKGROUND INFORMATION

A complete description of the NASA Balloon Operations Contract (NBOC) is contained in contract number NNG14436908R. The purpose of this Statement of Work (SOW) is to conduct phase-in activities associated with the NBOC. Phase-in will be conducted under this contract at the following locations: Columbia Scientific Balloon Facility (CSBF), Palestine, TX; Wallops Flight Facility (WFF) at Wallops Island, VA; and any remote locations identified in the NBOC SOW in which operations activities are ongoing.

The contractor shall perform phase-in activities leading to readiness to assume full performance of the NBOC on February 1, 2015. During the phase-in period, the contractor shall not be responsible for performance of the effort described in the NBOC SOW, Attachment A, of contract number NNG14436908R.

2. PURPOSE AND OBJECTIVES

During the phase-in period, the contractor shall review and become familiar with applicable NASA regulations, policies, and procedures. The contractor shall take necessary action to submit deliverables and ensure staff has obtained all required licenses and certifications to begin full contract performance on February 1, 2015, under contract number NNG14436908R.

The contractor shall use the phase-in period to begin integrating the requirements and deliverables of the contract while obtaining knowledge of the facilities, grounds, and operations required to support the NASA Balloon Program. During this period of time the incoming contractor shall work with the Government and the incumbent contractor to ensure a smooth and effective transition.

Upon completion of the phase-in period, the contractor shall be completely responsible for all services and operations required under the NBOC.

3. REQUIREMENTS

The Contractor shall develop and implement a phase-in plan to be approved by NASA that defines the Contractor's approach to fully and optimally transition management, operations, engineering, technical, and administrative functions from the incumbent contractor. The

Contractor shall assume full responsibility for all contractual obligations beginning with the effective date of the contract. The phase-in period shall be performed within 62 days immediately prior to the effective date of the contract (currently phase-in is anticipated for December 1, 2014 through January 31, 2015). The Contractor shall coordinate and lead the transition team. The phase-in process shall not adversely affect work performed by the incumbent. The Contractor is responsible for ensuring continuity of operations, technology development, program planning support, management and administrative support, pending procurements, and fulfillment of all contract deliverables pending from the previous contract as well as those on the next contract in order to meet all of NASA's mission schedules, requirements, and planned costs. A written weekly status report shall be submitted that identifies and summarizes new and ongoing major and critical activities, schedule, progress, risk, and contingency operations. Informal, as needed teleconferences, shall be conducted by the Contractor with the COR.

During the phase-in period the contractor is expected to begin and/or continue work on meeting contract deliverables stated in contract NNG14436908R. Table 1 identifies major contract deliverables that shall be submitted after contract effective date.

Deliverable	Periodic Date or Specific Due Date	Comments	Contract Ref.	Delivery Method
Quality Manual	Within 30 days of contract effective date	Implementation of quality processes for all critical elements	SOW Section 3.1.2	Electronic Copies to COR
Reliability and Quality Assurance Plan	Within 30 days of contract effective date	Define track and record for quality performance, implementation, and improvement	SOW Section 3.1.3; 3.1.5	Electronic Copies to COR
Configuration Management Control Plan	Within 30 days of contract effective date	Define the process for identification, control, and verification of the development, reconfiguration, and refurbishment of all mission and safety critical systems and processes	SOW Section 3.1.4	Electronic Copies to COR
Training and Certification Plan	Within 30 days of contract effective date	How the Contractor will identify, maintain, schedule, conduct, and document training, licensing, and certification for personnel and equipment	SOW Section 3.1.7	Electronic Copies to COR
IT Security Plan	Within 30 days of contract effective date	The security measures and program safeguards planned includes ITSMP SSP	SOW Section 3.1.8	Electronic Copies to COR

4. PERIOD OF PERFORMANCE

The phase-in period for the NBOC will last 62 days beginning December 1, 2014 and ending January 31, 2015.

End of SOW