

JSC DATA REQUIREMENTS DESCRIPTION (DRD)
(Based on JSC – STD – 123)

1. DRD Title Contract Management Plan	2. Version 09/25/2013	3. DRL No. 01	4. RFP/Contract No. NNJ13470997R/ NNJ14HA03B
5. Use (<i>Define need for, intended use of, and/or anticipated results of data</i>) To describe the offeror's/contractor's management organization, approach, and systems.			6. DRD Category <input type="checkbox"/> Technical <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> S&MA
6. References	8. Interrelationships (e.g. with other DRDs)		

A. SCOPE:

The Contract Management Plan (CMP) shall describe the contractor's organizational structure, contract management approach, and management systems that will be used to ensure technical, schedule, and cost performance. The plan shall be comprehensive in nature and integrate all management systems of the prime, subcontractors, and major vendors. Upon approval, the Contract Management Plan will become a part of the contract as Attachment J-05.

B. CONTENT:

Management Approach:

1. Include an organizational chart (including teaming partners, subcontractors, or joint venture partners and their reporting relationship) that illustrates the proposed organizational and management structure of the local contract.
2. Describe your method for effectively managing teaming partner's or subcontractor's contribution to the contract.
3. If your approach is a joint venture, provide details of the nature of the joint venture and discuss the Small Business Administration review of the joint venture plan.
4. Describe the offeror's/contractor's approach to managing multiple and concurrent task orders.
5. Describe the management relationships between the contractor's key personnel and the associated NASA personnel.
6. Describe how resources will be managed to support peaks and valleys in the workload.
7. Describe management of span of control (i.e. ratio of supervisory personnel to staff) and autonomy in decision making.
8. Describe the offeror's/contractor's processes for work planning and corporate reach-back.

Management Systems:

9. Provide a discussion on your management systems, policies, and procedures that will be implemented to provide high quality services that meet customer expectations including, but not limited to:
 - a. Technical, cost, schedule, and management risks to the Government
 - b. Proposed quality control and corrective action processes to monitor performance and fix identified problems.
 - c. Internal qualitative and quantitative metrics
 - d. Approach to establishing and maintaining effective working relationships with other contractors and other Government organizations

C. FORMAT:

Contractor format is acceptable but must include the content listed above. The product shall be in a Microsoft Office compatible format.

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D. MAINTENANCE:

The plan shall be reviewed by the contractor annually and updated as needed or as directed by the contracting officer.

E. SUBMISSION AND DISTRIBUTION:

Submission and distribution shall be in accordance with Attachment J-01, Data Requirements List.