

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

1. DRD Title Contract Phase-In Plan	2. Version 09/25/2013	3. DRL No. 04	4. RFP/Contract No. NNJ13470997R/ NNJ14HA03B
5. Use (Define need for, intended use of, and/or anticipated results of data) To describe the offeror's/contractor's implementation approach to transition of responsibility from the incumbent contractor.			6. DRD Category <input type="checkbox"/> Technical <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> S&MA
6. References NPR 1600.1 NASA Security Program Procedural Requirements	8. Interrelationships (e.g. with other DRDs)		

A. SCOPE:

The Phase-In Plan provides plans for the transfer of all anticipated on-going development and operation activities during the 30 day contract Phase-in period along with supporting logic and rationale. After approval, the Phase-in Plan will become part of the contract as Attachment J-08.

B. CONTENT:

The offeror shall describe the overall plan for transition. At a minimum, the plan shall address:

1. Schedule with key milestones, and personnel responsible for those milestones.
2. Metrics used to determine progress for contract transition.
3. Approach for ensuring continuity of service, including:
 - a. Approach for transitioning and processing of multiple IDIQ task orders and associated task order plans required for work to begin on contract start.
 - b. Approach to staffing critical skills necessary to ensure readiness to commence performance of work.
 - c. Anticipated sources of the proposed staff, including plans to use qualified personnel from within the offeror's company, new hires and retention of incumbent personnel. Include an estimated percentage of each category proposed. Provide rationale for hiring or replacing incumbent personnel consistent with proposed incumbent retention rate.
 - d. Plan for documentation control transfer.
 - e. Plan for continuance of equipment maintenance and operations for Dynamic Skills Trainers, Robotic OnBoard Trainer, 21st Century Training Systems (TS21) onboard computing system, and the Kedalion Laboratory as specified in Attachment J-04.
4. Approach and rationale for implementing the plans, procedures, and processes required for performance of the contract, including property, personnel, facilities, and security.
5. Property control transfer, including schedule and milestones for completing 100% inventory of Installation-Accountable Government Property. The schedule shall include notification to the organizations 30 days prior to the initial start of an inventory. Individuals who will be performing inventories shall be identified.
6. Approach for informing NASA of milestone status, progress, and issues.
7. Security considerations, including Homeland Security Presidential Directive (HSPD)-12 badging requirements.
8. Identify risks associated with Phase-in Period and discuss risk mitigation strategy.
9. Associate Contract Agreement implementation plan.

C. FORMAT:

Contractor's format is acceptable. The Contract Phase-In Plan shall be delivered in native format and be

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compatible with JSC standard software loads.

D. MAINTENANCE:

The plan shall be updated as directed by the contracting officer.

E. SUBMISSION AND DISTRIBUTION:

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