

Attachment R

TFOME-II

Contract Management System (CMS)

Overview of the System

Background

The TFOME Contract Management System (CMS) was created to help the COR manage the TFOME contract electronically. A released WBS is the final product of a new or modified WBS request. The CMS notifies users via email when actions are necessary; in particular requests for information and approvals.

What is it?

The CMS is a web-based system with a database backend. Each user type logs into the system in a different area. The user types are: the Civil Servant Quality Assurance Evaluators (QAE's), the Contracting Officer's Representative (COR) and the Contractor's Representatives (CR's).

WBS information is recorded into the database and an email is sent when certain actions take place. For example, a WBS request that has been reviewed by the COR will initiate an email to the Contractor's Representatives.

The WBS examples in Attachment E break down the main SOW to the functional areas to be addressed (see Figure 1 and paragraphs 1.3.1 and 1.3.2). These WBS examples are sent from the QAE's to the Contractor. The Contractor uses the provided information to respond with their Technical Approach for the six month period and attaches the labor and cost estimate to complete the work. The WBS with cost estimate is then routed to the QAE for review. If approved it is routed to the COR to review and approve. Once the COR approves the WBS is accepted. If rejected at either the QAE or COR level it is returned to the Contractor to revise.

Contractor Main Menu -

| | | |
|-----------------------------|---|---------------------------|
| History Menu | Current Date On Page: 07-16-2014 AFP:19 = (04/01/14 - 09/30/14) Test/Dev Mode Only. Click to Change | |
| WBS Actions | | |
| Add/Edit WBS Cost and Hours | AFP18 (0) | AFP19 (0) |
| Quality Control Screen | AFP18 (1) | AFP19 (0) |
| Reports | | |
| View DayZero | AFP18 | AFP19 |
| View Requests | AFP18 | AFP19 |
| View Responses | AFP18 | AFP19 |
| View WBS List | AFP18 | AFP19 |

WBS Actions

Add/Edit WBS Cost and Hours (Click on the WBS # to Add / Edit WBS Cost):

Add/Edit WBS Cost/Hours Information

| | | | | |
|----------------------------|-----------------------|---------------------------|--------------------|-------------------------|
| WBS | Amend | Title | TM | Changed |
| 1.00.1/011 | N | RESEARCH TEST APPRENTICES | PAUL,KYLI | 04/03/14 |

Number of Records: 1

Responsible NASA Official:[BRAD KAUSTINEN](#)

Web Administrator:[KYLI PAUL](#)

Policies:[NASA Web Policies](#)

Enter 6 and 12 month Costs for each description and Submit (Save)

| |
|--|
| <input type="button" value="Submit"/> |
| <p>WBS: 1.00.1/011 Title: RESEARCH TEST APPRENTICES Period of Performance (6 Months): 10/01/13 - 03/31/14 Period of Performance (12 Months): 04/01/14 - 03/31/15</p> |

| Description | 6 mth-Cost | 12 mth-Cost |
|--------------------------------|-----------------------------------|-----------------------------------|
| Direct Labor | \$ <input type="text" value="0"/> | \$ <input type="text" value="0"/> |
| Direct Overtime Labor | \$ <input type="text" value="0"/> | \$ <input type="text" value="0"/> |
| Indirect Support | \$ <input type="text" value="0"/> | \$ <input type="text" value="0"/> |
| Labor Overhead | \$ <input type="text" value="0"/> | \$ <input type="text" value="0"/> |
| Travel | \$ <input type="text" value="0"/> | \$ <input type="text" value="0"/> |
| Training | \$ <input type="text" value="0"/> | \$ <input type="text" value="0"/> |
| Equipment | \$ <input type="text" value="0"/> | \$ <input type="text" value="0"/> |
| Materials/Tools | \$ <input type="text" value="0"/> | \$ <input type="text" value="0"/> |
| Blanket Purchase Agreement | \$ <input type="text" value="0"/> | \$ <input type="text" value="0"/> |
| Intersegment Working Agreement | \$ <input type="text" value="0"/> | \$ <input type="text" value="0"/> |
| Other Direct Charges | \$ <input type="text" value="0"/> | \$ <input type="text" value="0"/> |
| General & Administrative | \$ <input type="text" value="0"/> | \$ <input type="text" value="0"/> |
| FEE | \$ <input type="text" value="0"/> | \$ <input type="text" value="0"/> |

Click on Edit Hours

Please make a Selection

[Edit Costs](#) [Edit Hours](#) [Submit to QC](#)

Input Award Periods Hours and Add Selection

[Return to SubMenu](#)

WBS: 1.00.1
Title: RESEARCH TEST APPRENTICES
Period of Performance: 10/01/13 - 03/31/14

Input Award Period 18 Hours

| | |
|--|----------------------|
| Job Title | Hours |
| <input type="text" value="--Please select one--"/> | <input type="text"/> |
| <input type="button" value="Add Selection"/> | |

Submit to QC -

Allows the user to review Costs and Hours and add additional information before they Submit to QC

(Top portion of page)

| | |
|--|---|
| Return to SubMenu | <input type="button" value="Submit to QC"/> |
| <p>WBS:1.00.1/011</p> <p>Period of Performance:10/01/13 - 03/31/14</p> <p>Title:RESEARCH TEST APPRENTICES</p> | |
| <p>Additional Information</p> <hr/> <p>Comments on "Other Direct Charges":</p> <div style="border: 1px solid gray; height: 40px; width: 100%;"></div> | |
| Technical Hours for the ROM04/01/14 - 03/31/15: <input type="text"/> | |

(Bottom portion of page)

| Award Period 18 Costs 10/01/13 - 03/31/14 | | Rough Order Magnitude Costs 04/01/14 - 03/31/15 | |
|---|----------------|---|----------------|
| Description | Cost | Description | Cost |
| Direct Labor | \$10.00 | Direct Labor | \$20.00 |
| Direct Overtime Labor | \$30.00 | Direct Overtime Labor | \$40.00 |
| Indirect Support | \$0.00 | Indirect Support | \$0.00 |
| Labor Overhead | \$0.00 | Labor Overhead | \$0.00 |
| Travel | \$0.00 | Travel | \$0.00 |
| Training | \$0.00 | Training | \$0.00 |
| Equipment | \$0.00 | Equipment | \$0.00 |
| Materials/Tools | \$0.00 | Materials/Tools | \$0.00 |
| Blanket Purchase Agreement | \$0.00 | Blanket Purchase Agreement | \$0.00 |
| Intersegment Working Agreement | \$0.00 | Intersegment Working Agreement | \$0.00 |
| Other Direct Charges | \$0.00 | Other Direct Charges | \$0.00 |
| General & Administrative | \$0.00 | General & Administrative | \$0.00 |
| FEE | \$0.00 | FEE | \$0.00 |
| Total | \$40.00 | Total | \$60.00 |

| | |
|--|--|
| Previous Periods 03/01/05 - 09/30/13) Total Price Estimate was: | |
| Period 18 Total Price Estimate is: | |
| Contract Inception through Period 18 Total Price Estimate: | |

| Award Period 18 and ROM Hours | | |
|--------------------------------------|--------------|---------------------------|
| Job Title | Hours | Performance Period |
| Administrative | 12 | 10/01/13 - 03/31/14 |
| | 0 | |

Quality Control Screen Hours (Click on the WBS # to Edit WBS Cost, Hours, Verbiage or Submit to QAE):

WBSs Ready for Submittal

| WBS | Title | DayZero | Submit Date |
|----------------------------|---------------------------|-------------------------|-----------------------------|
| 1.00.1/011 | RESEARCH TEST APPRENTICES | 04/03/14 | 07/16/14 |

Number of Records: 1

Rejected WBSs

| WBS | Title | Rejection Comments | Rejector | Rejection Date |
|---------------------|-----------------------|------------------------------------|--------------------------|--------------------------------|
|---------------------|-----------------------|------------------------------------|--------------------------|--------------------------------|

Number of Records: 0

Please make a Selection

[Edit Costs](#) [Edit Hours](#) [Edit Verbiage](#) [Submit to QAE](#)

Edit Verbiage - (top of page)

Save Changes

WBS: 1.00.1/011

Technical Rep: PAUL, KYLI

Period of Performance: 10/01/13 - 03/31/14

Title: RESEARCH TEST APPRENTICES

Review WBS 1.00.1 for Award Period 18

Background

Why the project is being pursued

WBS Description

Description of Services to be procured and specific tasks to be performed

General Scope of Work

SOW summary should define respective responsibilities of Government and Contractor

(Bottom of page)

Personnel Profile

Milestones and Deliverables

Examples include: reports, hardware/equipment deliverables

Specific Milestones with Metrics desired for this award period

| Milestones | Metrics* |
|------------------------|----------|
| Quality of Performance | 60 |
| Schedule | 30 |
| Communication | 10 |
| NONE | 0 |

*Must Equal 100

Government Furnished Property

Technical Approach

Submit to QAE -

Allows the user to review Costs and Hours and add additional information before they Submit to QAE (Same screen as Submit to QC)