

SOLICITATION NO. NNG14490137R

**NASA Sounding Rocket Operations Contract III
(NSROC III)**

ENCLOSURE 3

PHASE-IN STATEMENT OF WORK

JUNE 2014

STATEMENT OF WORK

FOR

PHASE-IN ACTIVITIES

NASA SOUNDING ROCKET OPERATIONS CONTRACT III

1. BACKGROUND INFORMATION

A complete description of the NASA Sounding Rocket Operations Contract III (NSROC III) is contained in contract number NNG14490137R. The purpose of this Statement of Work (SOW) is to conduct phase-in activities associated with NSROC III. Phase-in will be conducted under this contract at the following locations: NASA's Wallops Flight Facility, Wallops Island, Virginia (WFF) and at White Sands Missile Range, White Sands, New Mexico (WSMR). The contractor shall also be responsible for conducting sounding rocket operations from multiple launch sites, including remote launch campaigns. NASA sounding rocket launch sites include Poker Flat Research Range in Fairbanks, Alaska (PFRR) and Andoya Rocket Range in Andenes, Norway (ARR). Mobile launch sites include Reagan Test Site in Kwajalein Atoll and Woomera Test Range in Woomera, Australia. Additional mobile launch sites could be established and utilized during the duration of the NSROC III contract.

The contractor shall perform phase-in activities leading to readiness to assume full performance of NSROC III on October 1, 2015. During the phase-in period, the contractor shall not be responsible for performance of the effort described in the NSROC III SOW, Attachment A, of solicitation number NNG14490137R.

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 October 1, 2015, under the contract awarded pursuant to solicitation number NNG14490137R. 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 Sounding Rocket 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 NSROC.

3. REQUIREMENTS

The contractor shall develop and implement a phase-in plan to be approved by NASA that defines the contractor's approach too 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 (currently phase-in is anticipated for August 1, 2015 through September 30, 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 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 communications, including teleconferences, as needed, shall be conducted by the contractor with the Contracting Officer's Representative (COR).

During the phase-in period the contractor is expected to begin and/or continue work on meeting contract deliverables required in the contract awarded pursuant to solicitation number NNG14490137R. Table 1 identifies major contract deliverables that shall be submitted after contract effective date.

Deliverable Name	Periodic Date or Specific Due Date	Comments	Contract Ref.	Delivery method
Quality Manual	90 calendar days after contract effective date	Implementation of quality processes for all critical elements	2.1.2.6	Electronic Copies to COR
Configuration Management Plan	90 calendar days after 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	2.1.2.7	Electronic Copies to COR
Training Plan	90 calendar days after contract effective date	How the contractor will identify, maintain, schedule, conduct, and document training, licensing, and certification for personnel and equipment	2.1.2.10	Electronic Copies to COR
Information Technology (IT) Security Plan	30 calendar days after contract effective date	The security measures and program safeguards planned including ITSMP SSP	2.1.2.13	Electronic Copies to COR
Risk Management Plan	90 calendar days after contract effective date	How the Contractor will collect, track, and mitigate significant programmatic and technical risks to the Sounding Rockets Program	2.1.2.8	Electronic Copies to COR

Deliverable Name	Periodic Date or Specific Due Date	Comments	Contract Ref.	Delivery method
Systems Engineering Plan	90 calendar days after contract effective date	How the Contractor will ensure the complex subsystems integrated into sounding rocket vehicles and payloads function together to satisfy the objectives of the overall mission	2.1.2.9	Electronic Copies to COR

4. PERIOD OF PERFORMANCE

The phase-in period for the NSROC will last 60 days beginning August 1, 2015 and ending September 30, 2015.

End of SOW