

Statement of Work

I. Introduction and Background Information

The Earth Science Division in NASA's Science Mission Directorate is providing this Statement of Work on behalf of NASA Headquarters. The purpose of this Statement of Work is to provide a framework and scope for general and specialized support services to the US Global Change Research Program National Coordination Office (NCO), for which NASA is assuming responsibility commencing with the date of this procurement.

USGCRP is a Federal program that coordinates and integrates global change research across 13 government agencies to serve the nation and the world. The USGCRP began as a Presidential Initiative in 1989 and was mandated by Congress in the Global Change Research Act (GCRA) of 1990 (P.L. 101-606.) to assist the nation and the world to understand, assess, predict, and respond to human-induced and natural processes of global change. The Program is coordinated via the Subcommittee on Global Change Research (SGCR) under the Committee on Environment, National Resources, and Sustainability of the National Science and Technology Council. NASA is one of the 13 federal agencies identified in the GCRA as founding members of USGCRP, and also serves as Vice-Chair for Observations in the SGCR.

USGCRP's mission is to build a knowledge base that informs human responses to climate and global change through coordinated and integrated Federal programs of research, assessment, education, communication, and decision support. To accomplish its mission, the USGCRP requires technical, analytical and programmatic support. To this end, the USGCRP requires a National Coordination Office (NCO).

The NCO supports the Subcommittee for Global Change Research, which coordinates the activities of the USGCRP and the groups that report to the Subcommittee. The NCO assists agencies in carrying out the objectives of the USGCRP Strategic Plan, and supports interaction with the Congress, the Office of Management and Budget (OMB), the Office of Science and Technology Policy (OSTP), academia, and industry on behalf of the USGCRP, and coordinates USGCRP planning and budget activities for consideration by OSTP and OMB.

In addition to its core responsibilities, the NCO supports a range of communication, information and engagement activities, facilitates and supports the development of sustained assessment products both domestically and internationally, and supports special projects that may arise in response to new priorities that are identified by the SGCR and its subgroups, member agencies, and other key stakeholders.

II. Statement of Work – CORE SERVICES

The USGCRP NCO Support Services Contractor shall:

1. Provide expert coordination and operational support to the SGCR, the Executive Committee, and the Interagency Working Groups, including meeting support, support of subgroups, and SGCR interaction with the Congress, the Office of Management and Budget (OMB), the Office of Science and Technology Policy (OSTP), academia, and other NSTC Subcommittees.

- The contractor shall provide technical coordination and program facilitation for the SGCR, the Executive Committee, and the Interagency Working Groups. The Contractor shall support the planning and execution of periodic expert meetings and executive sessions, specifically the development of agendas, presentations, minutes, and records of attendance and related support tasks, and the writing and editing of technical reports and planning documents e.g., Federal Plans, workshop reports, and other documents, as appropriate, as well as other activities required for supporting the program. The contractor shall ensure that materials of record are appropriately archived, and that information on SGCR and USGCRP that is posted on the public globalchange.gov website is accurate and up to date. The contractor may also maintain the SGCR's internal website and intranets.
 - The Contractor shall support SGCR and NCO leadership on program planning and other Subcommittee activities required to help prepare the SGCR for decision-making or action. The Contractor shall assist in drafting and editing reports, budgets, or testimony as directed by the SGCR Chair or NCO leadership. The Contractor may play a lead role in planning and organizing interagency workshops or other events approved by the SGCR in support of USGCRP priorities. Contractor shall support the communication and interaction of USGCRP subgroups, specifically the interagency working groups, task forces, and other teams that may be convened for specific needs, thereby facilitating participation and interagency collaboration, by providing technical and administrative support to subgroups through meeting scheduling, agenda development, taking minutes at meetings, providing inputs to reports and planning documents, and serving as designated points of contact as requested by subgroup Co-chairs.
 - The Contractor shall support and facilitate meetings with the National Research Council (NRC) Committee to Advise the USGCRP. Support for this requirement will involve extensive subject matter expertise and knowledge of federal research and the workings of the NRC. Contractor will work with NRC staff and the SGCR to coordinate and support 3-4 meetings per year between USGCRP and the NRC Committee to Advise the USGCRP, including such support functions as tracking topics for discussion, developing agendas, identifying key topics and speakers for meetings, and ensuring that USGCRP leadership is prepared to participate in the meetings. Outcomes from these meetings may include recommendations for new studies, metrics, or assessments of USGCRP progress.
 - **As a Cabinet-level body managed by the Executive Office of the President (EOP)**, the National Science and Technology Council (NSTC), its Subcommittees and working groups require extremely high standards of expertise and professionalism. The Contractor shall be responsible for ensuring strict adherence to NSTC operational guidelines, policies and procedures.
2. Provide technical and operational expertise to support the production of the quadrennial National Climate Assessments, other major assessments, and associated products in an efficient and productive manner, with the understanding that the precise authorship of and

details of the process through which these products are developed will differ for each individual report.

- The contractor shall provide subject matter expertise, and technical and operational support to USGCRP’s sustained assessment activities, the chief of which are: the quadrennial National Climate Assessment (NCA), the Intergovernmental Panel on Climate Change, and sustained assessment products and activities. This includes supporting and facilitating the development, production, quality assurance, editing, review, revision, and final deployment of each report according to all pertinent Information Quality Act or other federal, or intergovernmental standards including those governing submission for necessary reviews and approvals, and release of the final approved reports to the public. Methods of dissemination of assessment reports will vary depending on their nature, and a different process pertains to National reports and International reports. Reports may be published online as an interactive PDF as well as made available in hard copy.
 - For the NCA and associated products, the Contractor shall support the end-to-end assessment process, working in coordination and consultation with the SGCR and NCA leadership. As national assessment reports are developed, the Contractor will provide support for coordinating the overall process, as well as expert technical and administrative support for development, review, production, release, and dissemination of national assessment reports. The Contractor shall also support the continued development of the Global Change Information System, in coordination with the SGCR, NCA leadership, and other partners that may include agency-provided technical support capabilities.
 - USGCRP and its member agencies play a pivotal role in coordinating and supporting the active engagement of the Nation’s scientific community in appropriate international assessments, to ensure, among other things, that U.S. national interests are represented. The Contractor shall coordinate and support USGCRP’s role in facilitating U.S. scientists’ participation in, and government and expert review of, global assessments of the climate through the Intergovernmental Panel on Climate Change (IPCC). The Contractor shall also support USGCRP participation in other international assessments of global change, such as the Arctic Climate Impact Assessment as required.
3. Provide expert technical and operational support for strategic documents and technical reports, including each annual edition of “Our Changing Planet” as well as periodic USGCRP Revised Research Plans and Strategic Plans.
- In addition to its assessments, USGCRP is required by law to produce an update to its strategic plan every three years. USGCRP also produces an annual report entitled Our Changing Planet.
 - The Contractor shall provide technical and operational support for the preparation of strategic plans, annual reports, and other reports. Required support will include scheduling, planning, project management and workflow management of multiple

simultaneous teams and activities, specialized technical writing, editing, coordinating the work of technical experts and the receipt of input materials from working groups and task teams, facilitation of reviews and revisions, and production and dissemination of final products in both print and electronic formats.

4. Provide timely and responsive coordination and support of USGCRP planning and budget activities for consideration by OSTP and OMB;
 - The Contractor shall support the SGCR and NCO leadership on responding to OSTP and OMB requests for the development of annual, multi-agency USGCRP budgetary priorities. The Contractor shall assist in coordinating interagency discussions to develop such priorities, drafting narratives in support of USGCRP engagement with OSTP and OMB on these priorities, and providing traceability across planning horizons of multiple years. The Contractor shall also assist in coordinating interagency activities through the SGCR and Interagency Working Groups, to align programmatic activities in a given year with these annual priorities.
 - The contractor shall manage financial operations in support of the NCO, its subsidiary activities, and related travel budgets. The Contractor will support development of the Annual Programmatic and Budget Planning and Tracking Activities of the USGCRP, including concentrated support in planning, tracking, and reporting on the NCO and its subsidiary activities & travel portions of the USGCRP Distributed Cost Budget (DCB). In addition, the Contractor will assist the SGCR and Executive Director in coordinating input across the other two components of the USGCRP DCB (i.e., the NRC Contract and International Activities Funding), in order to ensure seamless reporting back to the SGCR on each component.
 - The Contractor will support NCO Leadership in developing, justifying, and reporting on annual programmatic plans and corresponding budgets for the NCO and subsidiary activities and related travel, in addition to adhering to the terms and conditions of the contracting agreement with NASA. The Contractor will lead the coordination and development of the annual program plan and draft budget for each succeeding fiscal year, evaluating and improving upon prior years' efforts, and working with NCO program leads to develop adequate program element work plans and resource requests.
5. Conduct effective communication and stakeholder engagement activities in support of USGCRP objectives and provide excellent customer service for stakeholders that may make ad hoc requests for information regarding global and climate change science, impacts, and adaptation and mitigation strategies.
 - The Contractor will provide staff to support the Congressionally-mandated U.S. Global Change Research Information Office (GCRIO), which is implemented through USGCRP's web-based Resource Library, library.globalchange.gov. The library provides a searchable catalog of all USGCRP publications, as well as key

resources available from agencies and partners (e.g., IPCC, NRC, etc.), with both downloadable electronic versions, and hard copies when available.

- The Contractor will manage the Resource Library inventory, updating the website and stock inventory as necessary, and fulfill orders for hard copy reports in a timely manner.
- The Contractor shall maintain and update the information on the main USGCRP website on a regular basis.
- The Contractor shall provide expert support and coordination for workshops, town hall meetings, panel discussions, and other stakeholder engagement activities developed through USGCRP and its associated assessment activities.

6. Provide high quality, timely and responsive operational support for the National Coordination Office, to include office management, reception, and general office support.

- The Contractor shall provide comprehensive, on-site management support to the USGCRP in order to manage and maintain the NCO, including overall office management.
- The contractor shall have responsibility for overall management of the USGCRP National Coordination Office.
- The Contractor will support the NCO Leadership in assessing the NCO's current and likely future workloads, identifying required skills and abilities, and managing and balancing workloads to meet the needs of the program at any given time. The NCO leverages the talents and availabilities of staff members from multiple sources (e.g., one or more contractors, subcontractors, independent consultants, interns, AAAS and other professional society fellows, agency detailees, etcetera). The Contractor may also be required to assist the USGCRP Executive Director or NSTC with planning for and supporting the approval process for agency detailees.
- The Contractor will provide dedicated programmatic administrative support and services for ongoing management of day-to-day operational needs for the NCO, including general reception, obtaining and maintaining necessary equipment and maintenance agreements, purchasing and procurement of hardware, software & office supplies, and administration of shared resources (e.g., conference rooms, telecon and WebEx lines, etc.). The Contractor will ensure continuity and expertise of administrative support and services to the highest professional standards and in compliance with industry best practices.
- The Contractor is responsible for all technical training of Contractor staff, unless otherwise directed by the Government. The Contractor shall provide technical staffing proficient in the tools and technologies utilized and supported under this contract. The Contractor may seek an exception when directed to implement a new technology and it is in the Government's best interest to utilize existing contract staff.

- The Contractor shall provide IT seats, peripherals, and general shared office support equipment for up to 40 contract employees and government detailees in the NCO, and cell phones for contract employees whose duties require them. This includes, but is not limited to, required onsite personnel in the following functional areas: NCO Leadership, SGCR General Support, National Climate Assessment, and other project staff. IT seats of comparable functionality shall be furnished by the Contractor to accommodate additional workers hired by the Contractor and additional Government detailees who may be assigned to support specific task orders under the IDIQ portion of the contract.
 - The Contractor shall ensure that support services and equipment (primarily, but not limited to, conference facilities, scheduling, wireless connectivity, teleconferencing services, webex or equivalent, and presentation capabilities) are in good working order and available when scheduled. The Contractor shall have overall responsibility for the quality, timeliness, and delivery of services that support scheduled USGCRP meetings and activities.
7. Provide high quality, timely and responsive operational support for USGCRP Information Technology services, including support for office IT, the USGCRP website, and the Global Change Information System (GCIS).
- The USGCRP NCO maintains infrastructural networking, data management, and connectivity services, and a website: globalchange.gov. The contractor shall manage all aspects of the IT systems and website for the NCO to ensure compliance with government and IT security policies and procedures as specified, including any required reporting of non-compliance or security breaches. Contractor shall ensure that systems are in working order and shall have competency to evaluate, design, document, install, implement, test, troubleshoot, and/or monitor a complex range of computer network components and systems, to review and investigate non-compliance issues; to ensure that all staff are trained and adhere to IT policies; and review, track, and monitor all security policies and procedures that are critical parts of this requirement; and to conduct inspections, audits and investigations that result from any issues found.
 - The Contractor shall provide expert capabilities in the design, development, coding, testing, and debugging of new websites and/or web-based tools to support the research coordination, public dissemination of information and products, and communications and engagement needs of the program. The Contractor shall also perform enhancements to existing applications and work with staff to understand and solve technical problems with the websites and/or web-based tools; resolve customer complaints; respond to suggestions for modifications or enhancements; participate in the development of user manuals and other guidance materials.
 - In addition to its general IT needs, USGCRP has been leading an interagency

initiative to build a new global change information system (GCIS) for the nation, providing timely and relevant data and information to stakeholders and the public. This system supports many objectives across the Federal government, including the National Climate Assessment and more timely access to information, the capacity to provide services to a much broader set of audiences, more transparency of data and results, and the ability to update information in real time. The GCIS is a key feature of USGCRP information delivery and report deployment strategy. The Contractor shall provide expert capabilities in database environment creation, standards, controls, procedures, and documentation in support of the GCIS, and shall help to ensure interoperability with USGCRP web sites and web-based applications.

III. Statement of Work – IDIQ SERVICES

This Statement of Work represents a comprehensive set of core requirements in the areas of program management, program-wide services, and specialized support. Other related services may be required during the life of the contract to provide direct support to the USGCRP and/or NCO in the areas of subject matter expert support, information management and delivery, and technical support. These other services will be ordered through the indefinite delivery, indefinite quantity provisions of the contract.

IV. Reporting Requirements and Deliverables:

- The Contractor shall attend a post-award meeting.
- The Contractor shall attend weekly teleconference meetings to brief the NASA Contracting Officer's Representative (COR) and team on progress/status, plans, and issues.
- The Contractor shall provide quarterly written progress reports to brief the NASA Contracting Officer's Representative (COR) and team on longer-term progress/status, plans, and issues.