

**RFP NNH14496602R**  
**ENCLOSURE 1**  
**REPRESENTATIVE TASK ORDER**  
**(RTO)**  
**SEPTEMBER 2014**

## **Representative Task Order (RTO)**

**Period of Performance:** February 1, 2016 – January 31, 2018

The contractor shall provide administration, recruitment and evaluation services for the NASA Postdoctoral Research Program (NPRP), as defined in the Statement of Work (SOW), to the four NASA Mission Directorates.

For purposes of recruitment and evaluation, the contractor shall assume the following schedule for each application period. The application deadlines are defined in Section C, paragraph 2, of the SOW.

After receipt of applications, the Centers will perform the initial screening for research topics that match the Centers' interests and facilities. After the peer review and initial ranking of the applications, the Centers will make final selection decisions. To support the Centers and NASA Headquarters in the overall process, the following activities are required by the Contractor:

1. Within 60 calendar days before the applications due date: Working with the Mission Directorates and the Centers, the Contractor shall post and update research opportunities. The Contractor shall make the lists of research opportunities and Advisors available at a NPP-dedicated website and update it within one business day, when needed. The Contractor shall present on the website the NASA provided standards for Advisors, so potential candidates understand the competencies of the Advisors with whom they would work.
2. Within 90 calendar days before the applications due date: Announce the solicitation for research and management opportunities from the Centers and Mission Directorates; prepare and distribute informational material through the websites and various other media; pursue recruitment activities at selected major science meetings, such as the American Geophysical Union (AGU), American Astronomical Society (AAS), etc., to announce the NPP to the widest possible community; initiate special efforts to attract women and underrepresented minorities.
3. Respond to program inquiries concerning the NPP within two business days of receipt of the inquiry.
4. Within 10 calendar days of receipt of applications: Receive and process applications and supporting documents, refer the applications to the Center Advisors for initial review of applicant's applications, and work with Advisors to ensure availability of funding and the Center's current interest in supporting the proposed research. Process recommendations from Advisors, to meet the schedule of the Peer Review Panel.
5. Within 30 calendar days from the due date of applications: Assemble Peer Review Panels of national and international prominence in NASA-related research and

development in Earth and space science, human space exploration, space operations technologies, aerospace, and aeronautics. The Contractor shall identify and recruit a body of talent and experience for membership on the NPP Peer Review Panel selected from the above communities on the basis of their prominence in the field.

6. Notify the Centers, within five business days of receipt of all the reviews, of the results of the peer review, including the ranking of the applicants.
7. Prepare letters of selection and non-selection, and notify the applicants within 7 calendar days of receipt of selection decisions from the Centers and NASA Headquarters.
8. Provide a statistical analysis of the application and evaluation process, such as U.S. and non-U.S. applicants, applications from Fellows and Senior Fellows, gender of applicants, and applicants from underrepresented populations in a written report to NASA Headquarters within 15 calendar days after the end of each application period.

**Assumptions:**

The NPP announcement will yield 200 applications. All applications shall be submitted electronically and will include the proposer's application form and the application itself, of no more than 15 pages maximum, including figures, references, and citations; double-spaced (excluding captions); 12-point font and any other requested material, e.g., reference letters. Proposers may permissibly edit application documents until the application deadline.

Each application shall be assigned to no less than 3 subject matter experts with technical background matching the proposed research topic. The Reviewers will return their evaluations according to the reviewer's form previously prepared by the Contractor. The Contractor, upon receipt of the evaluations, will decide whether additional reviews are needed.

Reviewer identities are kept confidential from the proposers.

Centers do the initial vetting of the applications and make the final selection decisions.

**Key Deliverables:**

1. Applications to Centers and NASA Headquarters
2. Application evaluation forms and instructions for reviewers
3. Reviews from subject matter experts
4. List of rank-ordered application
5. Statistics of submissions and selections
6. Offer Letters (Selection and Non-Selection)
7. Announcement of selections
8. Monthly reporting

9. Annual reporting

For purposes of supporting the day-to-day administration of the program, the contractor shall provide the services defined in Section D of the SOW.

For the purpose of this task assume, for each year, 240 Fellows during the period of performance, of which 160 will have continuing tenure, 80 will be ending tenure (20 each quarter), and 80 new Fellows will be awarded. Assume the fellows are spread evenly among all NASA Centers.