DATA REQUIREMENTS DESCRIPTION

1a. DRD Title: Phase-In Plan **1b. Data Type: 2**	**2. Date of Current Version** January 23, 2014	**3. DRL Line Item No.** 5	**RFP/Contract No.** NND15520845R
4. Use (Define need for, intended use of, and/or anticipated results of data) To describe the Contractor's planned approach for contract phase-in.			**5. DRD Category** ___Technical _X_Administrative ___SR&QA
6. References (PWS, Clause, etc.) ADDENDUM TO 52.212-1, Instructions To Offerors - Commercial Items		**7. Interrelationships** (e.g., with other DRDs)	

8. PREPARATION INFORMATION:

FIRST SUBMISSION DATE: Due with proposal

SUBMISSION FREQUENCY: One Time

FORMAT: Contractor report format is acceptable. The product shall be in a Microsoft Office compatible format.

COPIES: 5 Hard Copies and 1 Compact Disk

INSTRUCTIONS:

CONTENT: The Contractor is expected to meet full performance requirements from the start date of the base contract period. Prior to performance of services ordered by the Government under this contract, the Contractor shall accomplish all tasks required to begin work ordered under this contract.

Some examples of activities that remain the sole responsibility of the Contractor include managing transition activities, hiring personnel, obtaining personnel badges and clearances, training personnel, scheduling the performance of ordered work, ensuring approval of safety plan, and compliance with contractual data requirements.

The Offeror shall submit a Phase-in Plan which shall detail the proposed implementation processes and strategies for effecting a smooth transition. The plan shall contain, at a minimum, detailed rationale, schedule, and specific approach to successfully complete each item described below.

(a) Smooth phase-in consistent with maintaining efficient continuity of services for the 45-day period prior to contract start. Describe in detail the plan for maintaining continuous and efficient operations at AFRC. Describe how you will work with incumbent Contractors and NASA, including resources and interfaces expected from each to ensure an effective transition and continuous service.

(b) Phase-in schedule to accomplish all proposed phase-in steps/milestones. Describe your approach for how you will implement the schedule.

(c) Details for initial staffing and training of personnel. Discuss proposed key personnel and demonstrate that they are committed to employment prior to start of contract.

(d) Approach to understanding specific customer requirements prior to contract start.

(e) Approach for ensuring completion of badging requirements and personnel security clearances to ensure employees are cleared for access to AFRC and its associated facilities, as required, prior to start of the contract.