DATA REQUIREMENTS DESCRIPTION

1a. DRD Title: Management Operating Plan **1b. Data Type: 2**	**2. Date of Current Version** January 23, 2015	**3. DRL Line Item No.** 1	**RFP/Contract No.** NND15520845R
4. Use (Define need for, intended use of, and/or anticipated results of data) The Management Plan will be used to document the Contractor's overall and detailed planning and operations for satisfying the contract requirements.			**5. DRD Category** X Technical __ Administrative __ SR&QA
6. References (PWS, Clause, etc.) PWS Section 6.0 Management Plan		**7. Interrelationships** (e.g., with other DRDs)	

8. PREPARATION INFORMATION:

FIRST SUBMISSION DATE: With submission of Proposal; upon NASA approval, the CO will retain the plan in the contract file.

SUBMISSION FREQUENCY: To be updated as required thereafter.

FORMAT: Contractor's format.

COPIES: 5 Hard Copies and 1 Compact Disk

INSTRUCTIONS:

The Management Plan shall describe the contractor's management approach, organization, and processes. It shall provide a comprehensive integration of all management systems of the prime and subcontractors. The plan shall include those processes specifically required to accomplish the Performance Work Statement (PWS), as well as those systems and procedures that are to be set in place by the contractor to adhere to regulations and the requirements set forth in the solicitation. The Management Plan shall include:

A. The overall management approach to satisfying the contract requirements, including at a minimum:
   (1)The program management functions;
   (2)The management policies and procedures;
   (3)The strategies and goals to provide effective and efficient implementation of the PWS;
   (4)Innovations and efficiencies to be gained through the proposed approach to manage the contract, including rationale to substantiate these innovations and efficiencies;
   (5)Methods and techniques to be used in planning, scheduling, integrating, processing, controlling, and completing the PWS requirements. Include any other methods and techniques the Contractor feels is critical to successful performance of contract requirements;
   (6)The methods to supervise, support, mentor, and verify the successful performance of employees who are geographically distributed in various locations at NASA-AFRC, including Government-maintained facilities including building 703 and Aero Institute.

B. A description of the organization including:
   (1)Description of proposed organizational structure;
   (2)An organization chart identifying roles of all organizational elements and reporting relationships;
   (3)Clear internal and external lines of authority;
   (4)Outline procedures to ensure effective communication and collaboration across the organization;

(5)The relationship of the local contract management to the parent company, as well as the management of any proposed subcontractors, team members, or joint venture partners;
(6)Associations with other companies or organizations utilized to provide effective and efficient implementation of the PWS;
(7)The Contractor's relationship with other NASA-AFRC and contractors;
(8)The Management functions, roles, and responsibilities, and the method for integrating operation plans for all primary functional work areas;
(9)The Contractor's management interface with NASA-AFRC.

C. Include the following information for the contractor's key personnel:
(1)Resumes of key personnel;
(2)The level of commitment of any key personnel who will not be 100% dedicated to this contract.

D. A description of how each function will be filled, including:
(1)Recruitment, retention, and employment methods and policies;
(2)Staffing strategies;
(3)The minimum qualification standards to satisfy the Skill Labor Category guidelines;
(4)Strategy to ensure personnel will maintain the minimum qualification standards described in the Skill Labor Category guidelines;
(5)Approach to providing flexible workforce planning. Include discussion on recruiting, retention of personnel, and effects on management, subcontractors, continuity and quality of services, and other factors resulting from changes in staffing levels.

E. The overall management approach to creating an effective and efficient interface to the Government concerning the implementation of the PWS requirements and communication of activities related to these efforts.

F. The proposed quality control system, including:
(1)A Performance Evaluation Summary the Contractor will use to ensure excellent services are provided for each PWS element;
(2)Methods to ensure timely delivery of quality services;
(3)Procedures, techniques, and tracking for early identification of potential problems, implementation of preventive action, and proactive and timely resolution.

G. The timekeeping process and procedures, including:
(1)Management oversight of employee daily work hours, ensuring compliance with customer requirements;
(2)How deviations of a position's prescribed daily schedule are communicated to the NASA-AFRC organizational representative;
(3)How source data is captured;
(4)Methods to validate timely and accurate recording;
(5)Approval process for employee non-productive hours (sick leave, vacation leave, or other administrative leave).