

Programmatic and Institutional Knowledge Exchange Services (PIKES)

RTO 1 Event

Event #200-TT-123:

Earth and Sun Planning Subcommittee Meeting, is an event to be held at a Federal facility in Washington, DC on April 16, 2015. It is not considered to be a conference.

Fifty-five participants are expected to attend the Subcommittee Meeting (15 NASA employees, 5 Other Government people, 5 International Visitors, and 30 others) from 8 AM until 5 PM on April 16, 2015. There will be a morning and an afternoon break offered on that day. The morning break will serve coffee, tea, and bottled water as beverages; the afternoon break will feature coffee, tea, sodas, bottled water, and cookies or brownies. The NASA Legal department will provide written authorization allowing the use of appropriated funds for the food and beverages.

There will be no with no breakout sessions or poster sessions but the requester needs the use of 1 LCD projector; 1 screen; 3 power strips; 1 wireless Internet connection; and 1 speaker phone. In addition, a full-time onsite meeting coordinator is needed to conduct registration and to assist with meeting activities if a customer requests help. A minute taker will be needed. Use of honorarium is authorized.

Travel by Concur Government Edition (CGE) – Invitational Travel Orders is authorized for 4 participants, 2 of whom will travel internationally. Travel support will include prepaid airfare, M&IE, lodging, and ground transportation. One traveler will drive to the meeting.

Names tags are required for approximately 55 people at the meeting, and an equal number of table tents are needed. Ten computer generated signs for directions to the meeting are needed. Logistics information, name badges, table tents, a meeting website developed for online registration, and registration packets are to be provided for every registered attendee.

Labor Hours for each labor category:

Project Manager:	11 hours
Senior Event Coordinator:	36 hours

Web Designer:	4 hours
Graphics Specialist:	2 hours
Administrative Assistant:	6 hours

The contractor shall provide fully loaded direct labor rates for all labor categories in the attached Exhibit 1A, to accomplish the following event – including fully loaded rates for any subcontracted direct labor (which should be clearly designated as being provided by a subcontractor). For additional labor categories/hours required to address any program management and/or administrative efforts under the contract that are not specific to accomplishing the effort described in this RTO, please provide them under the Direct Labor Categories section. Similarly, if Program Management and/or Administrative efforts are charged in some manner other than as direct labor, the Offeror’s pricing data shall reflect how such charges are applied to the RTO (e.g., Cost Estimating Relationship rate/factor applied to capture recurring other direct costs). In contract performance, the Government will not issue any separate tasks to address program management or administrative efforts for work that is not specific to accomplishing individual support tasks, therefore the Contractor’s methodology for calculating and applying these costs to individual tasks must be clearly presented.