

NASA Research & Education Support Services Contract		
Contractor	Contract Number	Task Order Number
Arctic Slope Technical Services, Inc.	NNH16CO92B	NNH16CP46T
Approvals:	Work Order Number	D-22
INITIATOR/PERFORMANCE MONITOR [REDACTED]	Office ID D	PHONE NO. [REDACTED]
CONTRACTING OFFICER REPRESENTATIVE [REDACTED]	Office ID M	PHONE NO. [REDACTED]
DESCRIPTION OF SERVICES TO BE PERFORMED & OTHER REQUIRED CONTRACT INFORMATION:		

Supplier Facility and Location: Arctic Slope Technical Services, Inc.
2345 Crystal Drive, Suite 500
Arlington, VA. 22202

**NASA Research and Education Support Services
Office of Education (OE)
NASA Office of Education Fellowship Project Support
(Task Order NNH16CP46T – Work Order D-22)**

Work Plan Overview

The Arctic Slope Technical Services (ASTS), Inc. team will support activities related to the peer review, administration, and reporting of grants and cooperative agreements issued and/or managed by the Office of Education (OE). This Work Order covers elements of the Task Order NNH16CP46T Work Breakdown Structure (WBS) to support the work being performed as described in the applicable Statement of Work (SOW), together with the specialized reporting requirements as stipulated in Performance Requirements of Attachment 1. Specific Work Plan deliverables are shown in the Work Plan Description and the Government’s specific activities schedule (Attachment 2).

Work Plan Description

The ASTS Team will provide support for the entire solicitation, review, and selection efforts in the peer review process for new Fellowship applicants and renewal Fellowship awardees in the NASA Office of Education Fellowship project. ASTS support will facilitate efficient project management. The ASTS Team will collect and verify information for new and renewal Fellowship applications to determine compliance with program requirements. The Team will also prepare procurement packets for release of funding to institutions on behalf of fellows. [REDACTED]

[REDACTED] Additional deliverables or changes to the schedule (not significantly affecting the scope and/or costs to the Work Plan) may be designated from requirements specified by the appropriate NASA point of contact and documented in a signed milestone chart.

ASTS support will include a variety of services to facilitate efficient project management. This support is summarized below.

Activity 1: *OE Fellowships Project Support*

The ASTS Team will provide support for the entire OE Fellowships Project’s solicitation, review, selection and procurement processes for new and renewal applicants. Specific support includes, but is not limited to, the following:

- Posting the solicitation in NSPIRES;
- Performing compliance checks;
- Identifying potential reviewers/panelists/panel chairs and submitting to NASA for approval;
- Coordinating online reviewer assignments and submitting a list to NASA for approval;
- Coordinating online orientation/training sessions for panel chairpersons;
- Fielding questions from the applicant and reviewer communities;
- Identifying and securing scribes for panel meetings;
- Coordinating travel, per diem, and lodging for scribes, reviewers, and panelists;
- Managing the application process;
- Preparing periodic and ad hoc status reports;
- Supporting the review process;
- Providing logistics support for the panel meetings; and
- Preparing documentation related to the selection process.

Additional deliverables or changes to the schedule (not significantly affecting the scope and/or costs to the Work Plan) may be designated from requirements specified by the appropriate NASA point of contact and documented in a signed milestone chart.

Assumptions:

The following performance metrics and assumptions were used in the labor and cost estimate:

- The final solicitation will be available around the end of August 2018. On the NSPIRES system, the following related documents will be published:
 - Solicitation Document (NASA provided)
 - Research Opportunities document – (NASA provided)
 - Frequently Asked Questions – NASA will maintain document for posting by NRESS
- NRESS will assist in the preparation of Evaluation Forms and Instructions to Reviewers.
- NRESS will identify and procure scribes for the panel meeting and will coordinate travel and lodging for scribes.
- Number of applications expected: 300
- [REDACTED]
- NRESS will provide NASA a final submission report including [REDACTED]

[REDACTED] In addition, NRESS will screen [REDACTED]

for compliance, based on NASA provided criteria.

- NASA will provide NRESS with the names of potential peer reviewers; no honoraria needed for civil servant reviewers/panelists.
- The NRESS contractor will assign reviewers to applications that have no obvious conflicts of interest.
- Panelists/reviewers will need to register in NSPIRES prior to submitting reviews.
- Panel location: New Orleans, LA.
- Provide report of non-compliant applications.
- Prepare a draft Congressional Notification report for NASA approval.

Basis made for the costing

- Number of expected proposals: 300
- Number of expected online reviewers: 300 non-civil servants
- For the purpose of cost projections, it is assumed that online reviewers will receive [REDACTED] per proposal and that each reviewer will read 3 proposals.
- Number of expected panelists: 28 non-civil servants
- Panel meeting date: April 2019 (Exact date: TBD; Anticipate 5 full days.)
- Calculate the honoraria for panelists at the rate of [REDACTED] per day for 5 days.

Primary Deliverables:

- Post opportunity in NSPIRES with guidelines, eligibility requirements, application process, etc.
- [REDACTED]
- Collection and review of student proposal/application information
- Compliance checking
- Support online review and panel processes
- Preparation of procurement packets for release of funding to institutions on behalf of graduate scholars and fellows
- Ongoing collection of student verification data

Performance Schedule:

Activity 1: *OE Fellowships Project Support*

Aug. 2018	Pre-solicitation/application review and support. NASA Fellowship Manager to provide Contractor with the solicitation document NASA Fellowship Solicitation posted on NSPIRES
Aug. - Sept. 2018	Contractor to disseminate solicitation announcement to Office of Education distribution list
Sept. 2018	Contractor to coordinate a pre-proposal teleconference and develop an FAQs list to be added in NSPIRES
Sept. – Nov. 2018	Contractor to post any amendments/updates in NSPIRES
Oct. 2018	Contractor issues a call for reviewers; compiles a reports of potential reviewers; submits log of potential reviewers to NASA for final selection
Oct. – Jan. 2019	Collection and verification of progress reports for Fellows

Nov. – Jan. 2019	Application due date; compliance check; report provided to NASA
Jan. – Feb. 2019	Contractor coordinates reviewer assignments and submits report to NASA for approval; contractor supports online review
March 2019	Produce roll-up report and submit to NASA; contractor identifies a pool of potential panelists and submits list to NASA for approval; contractor coordinates panel assignments and submits to NASA for approval
April 2019	Contractor supports face-to-face Fellowship Project panel meeting
May – June 2019	Contractor prepares selection and rejection notification letters; contractor prepares procurement packages; contractor identifies and supports the Phase II applicants; contractor collects and verifies renewal document and prepares procurement packages
July - Sept. 2019	Statistical reports, progress reports, and close-out reports. Lessons Learned.

Period of Performance

The performance period for this Work Plan is August 20, 2018 to January 31, 2019.

[Note: For the purpose of estimating costs, no projections are included for support that is requested beyond January 31, 2019, which is the current performance period end date for the OE Task Plan.]

Reporting

ASTS/NRESS will provide responses to inquiries and status updates as required by NASA. The reporting requirements are for the length of the performance period of this Work Plan.

Cost reporting (NF 533) will be by activity. In addition, frequent, informal communication with the COTR and the Customer Performance Monitor will be maintained. The contractor will provide responses to inquiries and status updates as required by NASA. The reporting requirements are for the length of the performance period of this task order.

A report will be provided naming each individual traveler, stating the purpose of their travel (e.g., peer review panel meeting), and with a breakdown of estimated costs for each traveler; e.g., for airfare, per diem, etc. This report will be provided to NASA before the travel occurs and must be approved by a civil servant that will serve as the authorization necessary for “invitational travel orders.” This report can be provided by email to the Program Manager and should be approved via return email to the contractor. Updates and changes to the report will be communicated also via email to the Program Manager. This report will be due at least three weeks before the travel is to commence.

Labor Summary

A summary of proposed labor hours by labor category and Activity number is provided in the following table. Additional labor details and all cost information are provided in the attached cost sheets.

Labor Category	Activity 1	TOTAL
[REDACTED]	[REDACTED]	[REDACTED]

In addition to the labor shown above, the ASTS Team anticipates issuing airline tickets, acquiring temporary lodging, and paying per diem in support of this Work Plan. The cost of acquiring these services is included in the costs for this Work Plan.

By submitting this Work Plan, the Contractor hereby certifies that the services specified on this Work Plan do not create a conflict of interest as described in clause H.10 of the contract, Limitation of Future Contracting.

<i>Cost Summary</i>	Base	Total
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]

Submitted By: _____ Date: August 14, 2018

[REDACTED]

Authorized Signature: _____

This Work Plan is issued according to the Contract Clause I.15 "Task Ordering Procedures"

_____ Date: _____
 [REDACTED]

Attachment 1
NASA Office of Education Fellowships Project
D-22

A. Performance Requirements

This work order invokes the following WBS Sections:

WBS 1.0 Research Announcement and Solicitation Planning and Support

Applies – All Sections AS REQUIRED

WBS 2.0 Notice of Intent to Propose

Applies – All Sections AS REQUIRED

WBS 3.0 Proposal Documents, Panel, Review, and Selection Decision Support

Applies – All Sections AS REQUIRED

WBS 4.0 Panel and Peer Review Planning, Operations, Logistics, and Close-Out

Applies – All Sections AS REQUIRED

WBS 5.0 Programmatic Documentation, Analytics, and Reporting

Applies – All Sections AS REQUIRED

WBS 6.0 Process or Systems Improvements and User Acceptance

Applies – All Sections AS REQUIRED

Attachment 2
Work Plan D-22 OE Fellowships Project
Activity Schedule

Activity #	Activity	*Related WBS #	Primary Deliverable	Planned Date	Planned Location	Metrics	Support Required	NASA PM	Comments
1	Undergraduate Renewals for Scholarships and Fellowships	1.0 – 6.0	Solicitation Development, Proposal Intake, Panel Meeting, Procurement Pkgs. and Post Panel Support	Aug. 2018 – Sept. 2019	TBD	300 applications; 5 sub-panels	As directed by WBS		