

NASA Research & Education Support Services Contract		
Contractor	Contract Number	Task Order Number
Arctic Slope Technical Services, Inc.	NNH16CO92B	NNH16CP46T
Approvals:	Work Order Number	D-23
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)
Established Program to Stimulate Competitive Research
(EPSCoR) Support
(Task Order NNH16CP46T – Work Order D-23)**

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 coordinate review efforts in support of the peer review process for the Established Program to Stimulate Competitive Research (EPSCoR) project. ASTS support will include a variety of services to facilitate efficient project management. This support is summarized below.

Activity 1: Established Program to Stimulate Competitive Research (EPSCoR) Research CAN 2019

The ASTS Team will provide support for the entire EPSCoR Research CAN

solicitation, review and selection process. This support will include assisting with panel set-up, identifying reviewers, and the on-line review. Additional deliverables or changes to the schedule (not significantly affecting the scope and/or costs of the Work Plan) may be designated from requirements specified by the appropriate NASA point-of-contact and documented in a signed milestone chart.

Basis made for the costing

- Number of expected proposals: 54
- Panel meeting location: Washington, DC area. *(For the purpose of projecting cost, it is assumed that the panel meeting will be scheduled on a date when the NRESS suite is available. Otherwise, this Work Plan will have to be modified to reflect costs associated with meeting space outside of the NRESS suite.)*
- Panel meeting date: April 2019 [Specific date TBD] (2 days)
- Number of reviewers: 120 (40 civil servants, 80 non-civil servants)
- On-line peer review period: 30 days
- Number of panelists: 10 (civil servants/IPAs) [No hotels or flights required.]
- Contractor to coordinate airfare, ground transportation, per diems, lodging, and honoraria for non-civil servant panelists, where permitted by regulations
- Contractor to provide AM/PM breaks and lunch in compliance with regulations
- Changes to the schedule will be specified and documented in a subsequent milestone chart.
- Honoraria: reviewers will be based on [REDACTED]
- Coordinate and arrange honoraria payments for the reviewers
- For the purposes of projecting cost, it is assumed that each non-civil servant reviewer will read an average of 2 proposals. [REDACTED]

Activity 2: Established Program to Stimulate Competitive Research (EPSCoR) ISS Flight Opportunity CAN 2019

The ASTS Team will provide support for the entire **EPSCoR Flight Opportunity CAN** solicitation, review and selection process. This support will include assisting with panel set-up, identifying reviewers, and the on-line review. Additional deliverables or changes to the schedule (not significantly affecting the scope and/or costs of the Work Plan) may be designated from requirements specified by the appropriate NASA point-of-contact and documented in a signed milestone chart.

Basis made for the costing

- Number of expected proposals: 30
- Panel meeting location: Washington, DC area. *(For the purpose of projecting cost, it is assumed that the panel meeting will be scheduled on a date when the NRESS suite is available. Otherwise, this Work Plan will have to be modified to reflect costs associated with meeting space outside of the NRESS suite.)*
- Panel meeting date: May 2019 [Specific date TBD] (1 day)
- Number of reviewers: 45 (15 civil servants, 30 non-civil servants)

- On-line peer review period: 30 days
- Number of panelists: 10 (civil servants/IPAs) *[No hotels or flights required.]*
- Contractor to coordinate airfare, ground transportation, per diems, lodging, and honoraria for non-civil servant panelists, where permitted by regulations
- Contractor to provide AM/PM breaks and lunch in compliance with regulations
- Changes to the schedule will be specified and documented in a subsequent milestone chart.
- Honoraria: reviewers will be based on [REDACTED]
- Coordinate and arrange honoraria payments for the reviewers
- For the purposes of projecting cost, it is assumed that each non-civil servant reviewer will read an average of 2 proposals. [REDACTED]

Activity 3: Established Program to Stimulate Competitive Research (EPSCoR) Rapid Response Solicitation

The ASTS Team will provide support for the entire **EPSCoR Rapid Response** solicitation, review and selection process. This support will include assisting with proposal receipt, compliance checking, identifying reviewers, and the on-line review. Additional deliverables or changes to the schedule (not significantly affecting the scope and/or costs of the Work Plan) may be designated from requirements specified by the appropriate NASA point-of-contact and documented in a signed milestone chart.

Basis made for the costing

- Number of expected proposals: 15
- Number of reviewers: 35 (10 civil servants, 25 non-civil servants)
- On-line peer review period: 30 days
- Panel meeting location: *Per instructions from the Government, it is assumed that no face to face panel meeting will be held. It is further assumed that the SMD and commercial project officers will facilitate the selection process.*
- Panel meeting date: N/A
- Number of panelists: N/A (civil servants/IPAs)
- *For the purpose of projecting costs, because the Government has indicated that there will be no face to face panel meeting the following support is NOT costed:*
 - Coordination of airfare, ground transportation, per diems, lodging, and honoraria for non-civil servant panelists
 - Coordination of AM/PM breaks and lunch
- Changes to the schedule will be specified and documented in a subsequent milestone chart.
- Honoraria: reviewers will be based on [REDACTED]
- Coordinate and arrange honoraria payments for the reviewers

- For the purposes of projecting cost, it is assumed that each non-civil servant reviewer will read an average of 2 proposals. *[It is further assumed that each proposal will be read 2 times.]*

Performance Schedule

Activity 1: Established Program to Stimulate Competitive Research (EPSCoR) Research CAN 2019

Primary Deliverable:

Solicitation posting, proposal intake, compliance checking, review process support, panel meeting support, and selection/non-selection notification support

Sept. – Nov. 2018	Pre-solicitation support
December 2018	Release of solicitation on NSPIRES
January 2019	Notice of Intent due date
February 2019	Proposal due date/Solicitation closing date
March 2019	Proposal screening completion date
April 2019	Panel Meeting
May 2019	Selection/Notification & Procurement packages
June – Sept. 2019	Post-panel Activities, Lessons Learned & Monthly status reports due

Activity 2: Established Program to Stimulate Competitive Research (EPSCoR) ISS Flight Opportunity CAN 2019

Primary Deliverable:

Solicitation posting, proposal intake, compliance checking, review process support, panel meeting support, and selection/non-selection notification support

Aug. – Oct. 2018	Pre-solicitation support and prior year close-out
November 2018	Release of solicitation on NSPIRES
February 2019	Proposal due date/Solicitation closing date
April 2019	Proposal screening completion date
May 2019	Panel Meeting
May 2019	Selection/Notification & Procurement packages
June – Sept. 2019	Post-panel Activities, Lessons Learned & Monthly status reports due

Activity 3: Established Program to Stimulate Competitive Research (EPSCoR) Rapid Response Solicitation

Primary Deliverable:

Solicitation posting, proposal intake, compliance checking, review process support, panel meeting support, and selection/non-selection notification support

Aug. - Sept. 2018	Proposal screening completion
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October 2018	On-line Review
November 2018	Selection/Notification & Procurement packages
Dec. 2018 – Feb. 2019	Post-selection reports & Lessons Learned
Mar. – June 2019	Pre-solicitation support
July 2019	Release of solicitation on NSPIRES
August 2019	Proposal due date
September 2019	Proposal compliance screening completion date

Performance Period

The performance period for this Work Plan is August 15, 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	Activity 2	Activity 3	TOTAL
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[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.

This Work Plan includes no on-site performance at NASA Facilities and recognizes that on-site performance at NASA facilities is prohibited without the Contracting Officer’s written authorization.

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.

Cost Summary	Base	Total
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]

Submitted By: _____ Date: _____

[REDACTED]

Authorized Signature:
This Work Plan is issued according to the Contract Clause I.15 “Task Ordering Procedures”
_____ Date: _____
[REDACTED]

Attachment 1
Established Program to Stimulate Competitive Research
(EPSCoR) Support
D-23

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-23 EPSCoR Solicitation Support
Activity Schedule

Activity #	Activity	*Related WBS #	Primary Deliverable	Planned Date	Planned Location	Metrics	Support Required	NASA PM	Comments
1	EPSCoR Research CAN Support 2019	1.0 – 6.0	Solicitation Development, Proposal Intake, Panel Meeting, Procurement Pkgs. and Post Panel Support	Sept. 1, 2018 – Sept. 30, 2019	Washington DC	54 proposals	As directed by WBS		
2	EPSCoR ISS Flight Opportunity CAN Support 2019	1.0 – 6.0	Solicitation Development, Proposal Intake, Panel Meeting, Procurement Pkgs. and Post Panel Support	Sept. 1, 2018 – Sept. 30, 2019	Washington DC	30 proposals	As directed by WBS		
3	EPSCoR Rapid Response Solicitation Support	1.0 – 6.0	Solicitation Development, Proposal Intake, Panel Meeting, Procurement Pkgs. and Post Panel Support	Aug. 2018 – Sept. 30, 2019	Online Review	15 proposals	As directed by WBS		