

NASA Research & Education Support Services Contract		
Contractor	Contract Number	Task Order Number
Arctic Slope Technical Services, Inc.	NNH16CO92B	NNH16CP47T
Approvals:	Work Order Number	E-15
INITIATOR/PERFORMANCE MONITOR [REDACTED]	Office ID E	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
SLPSRA Space Biology
(Task Order NNH16CP47T – Work Order E-15)**

Work Plan Overview

The ASTS Team will support activities related to Human Exploration and Operations Mission Directorate (HEOMD) Division of Space Life & Physical Sciences Research and Applications (SLPSRA) Space Biology (SB) Program. This Work Plan covers elements of the Task Order NNH16CP47T Work Breakdown Structure (WBS) to support the work in progress 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. Work and costs directly associated with any other Work Plan are not covered by this Work Plan.

Work Plan Description

This Work Plan includes the activities listed below:

- Activity 1: Science Discipline Support for Space Biology Program
- Activity 2: Special Mail Reviews, Requests for Information, Directed Reviews, and Planning Activities
- Activity 3: ROSBio Appendix D, Ground and Flight
- Activity 4: ROSBio Appendix C, Plant Growth Technologies

Activity 1: Science Discipline Support for SLPSRA

- NRESS will provide a [REDACTED] to assist NASA's Space Life and Physical Sciences Research and Applications Division (SLPSRA) in executing its science activities. This Scientist will support SLPSRA and its Space Biology (SB) Program. The [REDACTED] will be physically located at [REDACTED].

Tasks include:

- Support Program Manager and Scientist to complete assigned actions to meet SLPSRA science goals
- Analyze SB research portfolio content to identify scientific areas and topics of high priority for science planning and solicitations. Prepare the results of the analysis for SLPSRA L1 and L2 management reviews.
- Lead NASA Research Announcement solicitation activities for Space Biology.
 - Development/update the master solicitation schedule
 - Support the schedule management by the Program Manager and report out the status of activities, as needed
 - Organize and participate in science definition and prioritization activities
 - Coordinate and participate in all solicitation tasks
 - Coordinate and participate in all solicitation activities with NRESS and between the Space Biology Program and NRESS, including, but not limited to, peer review activities and proposal selection announcement
- Support definition and documentation of best practices for SLPSRA processes, activities, and procedures, which includes collecting lessons learned.
 - Support continuous process improvement activities, as requested
- Produce procedural and documentation templates for SLPSRA activities
 - Maintain a document repository of these templates, protocols, procedures, etc.
- Assist in planning research solicitation strategies for research campaigns
- Assist in defining and organizing SLPSRA science and technology workshops
- Attend SLPSRA meetings (on-site and off-site), science conferences, and workshops as requested by SLPSRA L1 and L2 management
- Perform other programmatic duties as requested by the SLPSRA L1 and L2 management
- Expected travel includes 2019 ASGSR, 2020 HRP IWS, and January 2020 Space Biology quarterly meeting.

Modification expected January 2020 to extend the period of performance and add the following support:

- Expected travel includes MOBE Gordon Conference and Space Biology quarterly meetings in April 2020, and June 2020.

Activity 2: Special Mail Reviews, Requests for Information, Directed Reviews, and Planning Activities

- NRESS will participate in continuous planning activities with the SB Program throughout the performance period.

For Special Mail Reviews and Directed Reviews:

- [REDACTED] will be assigned as [REDACTED] [REDACTED] will recruit 3 reviewers per proposal that have no obvious conflicts of interest.

- Scoring will be done using the SLPSRA score criteria; reviews will be prepared in accordance with the format established by SLPSRA; NRESS PRA will provide populated review templates for each proposal.
- A teleconference with the 3 reviewers and 1 panel chair may be held if the initial evaluations are significantly different.
- Each non-civil servant mail reviewer will receive an honorarium of [REDACTED] per review / [REDACTED] if participating on a teleconference.
- Approximately 1 Mail Review will be required by January 31, 2020

For RFIs:

- [REDACTED] will be assigned to work with the SB Program to prepare the RFI and release in NSPIRES.
- Upon receipt of the RFI responses, NRESS will collect the responses and deliver to the SB Program NASA review.
- Approximately 4 RFIs are expected during FY20.

Activity 3: ROSBio Appendix D, Ground and Flight

- [REDACTED] will be assigned as [REDACTED] NRESS will participate in continuous planning and support activities with the SB Program throughout the performance period.
- Solicitation release is currently scheduled for October 2019.
- [REDACTED] will travel to and participate in the American Society for Gravitational and Space Research (ASGSR) 2019 Annual Meeting in Boulder, CO to promote the NASA Space Biology Program and interact with the researcher community.

Modification expected January 2020 to extend the period of performance and add the following support:

- Proposals will be due in March 2020.
- [REDACTED] will be assigned to each panel. 5 face-to-face panel reviews are planned. A total of ~100 proposals will be reviewed
- [REDACTED]. Approximately 55 non-civil servant panel reviewers will be recruited.
- [REDACTED] to each proposal that have no obvious conflicts of interest; final assigned reviewers will have no conflict of interest.
- [REDACTED] will prepare evaluation forms in accordance with the format established by the solicitation and instructions to reviewers and a site for NSPIRES submission of reviews; all users will need to be registered in NSPIRES.
- In conjunction with panel chairs, [REDACTED] Panels will be conducted June 2020. Honorariums for non-civil servant teleconference panel reviewers will be provided [REDACTED]
- Scoring will be done using the SLPSRA Space Biology score criteria; panel reviews will be prepared in accordance with the format established by the solicitation; [REDACTED] will provide [REDACTED] for each proposal.
- NRESS will prepare PI notification packages and distribute notification letters and enclosures through NSPIRES; prepare a draft Congressional Notification report for NASA approval; prepare selection summary information as requested by NASA;

coordinate selection notifications with relevant NASA offices.

- NRESS will assist the program with post-selection activities, lessons-learned, planning activities for next solicitation cycle, outreach activities, and other support activities as requested.

Activity 4: ROSBio Appendix C, Plant Growth Technologies

- [REDACTED] will be assigned as activity lead and primary point of contact for this activity. NRESS will participate in continuous planning and support activities with the SB Program throughout the performance period.
- [REDACTED] will be assigned to each panel. One face-to-face panel review is planned. A total of ~25 proposals will be reviewed
- [REDACTED] will identify, contact and recruit Subject Matter Experts. Approximately 14 non-civil servant panel reviewers will be recruited.
- [REDACTED] will assign 3-4 reviewers to each proposal that have no obvious conflicts of interest; final assigned reviewers will have no conflict of interest.
- [REDACTED] will prepare evaluation forms in accordance with the format established by the solicitation and instructions to reviewers and a site for NSPIRES submission of reviews; all users will need to be registered in NSPIRES.
- In conjunction with panel chairs, [REDACTED] will administer the peer review panel. The panel is planned for November 2019. Honorariums for non-civil servant teleconference panel reviewers will be provided [REDACTED]).
- Scoring will be done using the SLPSRA Space Biology score criteria; panel reviews will be prepared in accordance with the format established by the solicitation; NRESS PRAs [REDACTED]

Modification expected January 2020 to extend the period of performance and add the following support:

- NRESS will prepare PI notification packages and distribute notification letters and enclosures [REDACTED] prepare a draft Congressional Notification report for NASA approval; prepare selection summary information as requested by NASA; coordinate selection notifications with relevant NASA offices.
- NRESS will assist the program with post-selection activities, lessons-learned, planning activities for next solicitation cycle, outreach activities, and other support activities as requested.

Performance Schedule

Activity 1: Science Discipline Support for Space Biology Program

October 1, 2019	Initiate support of activity
Continuous	[REDACTED] to complete assigned actions to meet SLPSRA science goals
January 31, 2020	Activity complete; Modification expected January 2020 to extend performance period through January 31, 2021

Activity 2: Special Mail Reviews, Requests for Information, Directed Reviews, and Planning Activities

October 1, 2019	Initiate support of activity
Continuous	Assist program with planning and support activities as requested
January 31, 2020	Activity complete; Modification expected January 2020 to extend performance period through January 31, 2021

Activity 3: ROSBio Appendix D, Ground and Flight

October 1, 2019	Initiate support of activity
Continuous	Assist program with planning and support activities as requested
October 2019	Release solicitation
January 31, 2020	Activity complete
Modification expected January 2020 to extend the period of performance and add the following support:	
March 2020	Receive proposals
June 2020	Complete panels
July 2020	Notification letters distributed
September 30, 2020	Activity complete

Activity 4: ROSBio Appendix C, Plant Growth Technologies

October 1, 2019	Initiate support of activity
Continuous	Assist program with planning and support activities as requested
November 2020	Complete panels
January 31, 2020	Activity complete
Modification expected January 2020 to extend the period of performance and add the following support:	
February 2020	Notification letters distributed
Continuous	Assist program with planning and support activities as requested
April 30, 2020	Activity complete

Period of Performance

The period of performance for this Work Plan is October 1, 2019 through January 31, 2020.

Labor Summary

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

Labor Category	Activity 1	Activity 2	Activity 3	Activity 4	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]

In addition to the labor shown above, the ASTS Team anticipates contractor travel, purchasing software and hardware to support the Work Plan Book archive, development, and scheduling activities. These costs are included in this Work Plan.

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

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.

Submitted By: _____

Date: September 3, 2019

[REDACTED]

<p>Authorized Signature:</p> <p>This Work Plan is issued according to the Contract Clause I.15 "Task Ordering Procedures"</p> <p>_____ Date: _____</p> <p>[REDACTED]</p>

47T Support Work Plan Request (WPR)

E-15

SLPSRA Space Biology

This Work Plan/SOW is in support of the NASA Research and Education Support Services (NRESS) program to support activities related to the support of NASA Space Life and Physical Sciences Research and Applications (SLPSRA). The Work Plan shall cover activities, and reporting requirements as stipulated in Section A - Performance Requirements. Work and costs directly associated with any other Work Plan, shall not be covered by this Work Plan.

The anticipated period of performance for this Work Plan is October 1, 2019 through January 31, 2020.

A. Performance Requirements

This Work Plan 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

Requirements for delivery of specific items (as requested by NASA):

- At least two weeks prior to each panel meeting, provide the following to the appropriate NASA program official: 1) a spreadsheet of proposals to be considered, 2) list of approved reviewer assignments.
- Electronic versions of preliminary critiques are to be made available to the appropriate NASA program official within 7 calendar days of completion of a review panel meeting.
- Procurement packages containing a copy of the solicitation cover page, original proposals, and copies of selection letters, to be delivered to the NASA program official for grant processing within 5 workdays after selection letters have been mailed.

B. Reporting Requirements

The following reporting requirements are for the overall contract. All other reporting requirements will be specified in other Work Plans.

- Performance Reporting (to Customer Performance Monitor)
- Ad hoc reporting

This request requires a report from the contractor naming each individual traveler, stating the purpose of their travel (e.g., AIAA conference), and with a breakdown of estimated costs for each traveler, e.g., for airfare, per diem, etc. This report is to be provided to the NASA program official 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 NASA program official and should be approved via return email to the contractor. Updates and changes to the report can be communicated also via email to the NASA program official. This report will be due at least three weeks before the travel is to commence.

Performance Schedule (Tentative)

Activity	Name	Dates of Support	Support Required
1	Science Discipline Support for Space Biology	10/1/2019 - 1/31/2020	Replicates support requirements from work plan E.012.001 See details below Modification expected January 2020
2	Special Mail Reviews, Requests for Information, Directed Reviews, and Planning Activities	10/1/2019 - 1/31/2020	Replicates support requirements from work plan E.012.002 See details below Modification expected January 2020
3	ROSBio Appendix D, Ground and Flight	10/1/2019 - 1/31/2020	Replicates support requirements from work plan E.012.003 See details below Modification expected January 2020

4	ROSBio Appendix C, Plant Growth Technologies	10/1/2019 - 1/31/2020	Replicates support requirements from work plan E.012.004 See details below Modification expected January 2020
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Activity 1: Science Discipline Support for Space Biology Program

Task Start Date:	October 1, 2019
Task Completion Date:	January 31, 2020; Activity is expected to be extended through September 30, 2020 with subsequent modification
Special Requirements:	Travel to 2019 ASGSR, 2020 HRP IWS, MOBE Gordon Conference, and Space Biology quarterly meetings in January 2020, April 2020, and June 2020
Notes:	Replicates support requirements from work plan E.012.001

Activity 2: Special Mail Reviews, Requests for Information, Directed Reviews, and Planning Activities

Task Start Date:	October 1, 2019
Task Completion Date:	January 31, 2020; Activity is expected to be extended through September 30, 2020 with subsequent modification
NRESS to help with recruiting? (Yes/No)	Yes
# of Proposals to be Reviewed:	3
# of Reviewers:	9
# of Panels:	3, virtual
Travel and Honorarium support?	Honoraria only
Honorarium Amount:	[REDACTED]
Notes:	Up to three mail reviews and three RFIs expected during FY20; On-going planning activities; Travel for two [REDACTED] to the 2019 ASGSR; Replicates support requirements from work plan E.012.002

Activity 3: ROSBio Appendix D, Ground and Flight

Task Start Date:	October 1, 2019
Notes:	Provide solicitation develop support

Release Solicitation:	October 2019
Task Completion Date:	January 31, 2020

Modification expected January 2020 to extend the period of performance and add the following support:

Receive Full Proposals:	March 2020
Peer Review Panels:	June 2020
Selection Notification Date:	July 2020
NRESS to help with recruiting? (Yes/No)	Yes
# of Proposals to be Reviewed:	100
# of Reviewers:	55
# of Panels:	5
Travel and Honorarium support?	Yes
Number of Travelers:	55
Honorarium Amount:	
Panels at NRESS Facility? (Yes/No)	Yes
Task Completion Date:	September 30, 2020
Notes:	Panels may be split into smaller 1 day panels or teleconference as needed; Replicates support requirements from work plan E.012.003

Activity 4: ROSBio Appendix C, Plant Growth Technologies

Task Start Date:	October 1, 2019
Peer Review Panels:	November 2019
Selection Notification Date:	February 2020 (will be covered under subsequent modification)
NRESS to help with recruiting? (Yes/No)	Yes
# of Proposals to be Reviewed:	25
# of Reviewers:	14
# of Panels:	1
Travel and Honorarium support?	Yes
Number of Travelers:	14
Honorarium Amount:	
Panels at NRESS Facility? (Yes/No)	Yes
Task Completion Date:	January 31, 2020; Activity is expected to be extended through April 30, 2020 with subsequent modification
Notes:	Panels may be split into smaller 1 day panels or teleconference as needed; Replicates support requirements from work plan E.012.004