

GODDARD SPACE FLIGHT CENTER		TASK ORDER		PAGE 1 OF 1
(Instructions and Distribution on Reverse)				
1. CONTRACTOR: SSAI	2. CONTRACT NO.: NNG12HP06C	3. TASK/REVISION NO.: CY4 0 11		
4. JOB ORDER NO./PROJECT:	5. FLIGHT HARDWARE/SOFTWARE; CRITICAL GSA (IF, YES, OBTAIN BLOCK 16 CONCURRENCE): YES X NO	6. DESIGNATED FLIGHT ASSURANCE MGR.:		
7. DESCRIPTION OF WORK TO BE PERFORMED (OBJECTIVES OR RESULTS DESIRED): GMAO Business Support				
8. TASK DOCUMENTATION REQUIREMENTS/DELIVERABLE ITEMS: See Attached				
9. PERFORMANCE/MILESTONE SCHEDULE: January 20, 2015 – January 31, 2016				
10. QUALITY ASSURANCE REQUIREMENTS:				
11. TRAVEL, MATERIALS, ETC., KNOWN TO BE REQUIRED:				
12. OTHER (FUNDING, NTE, HOURS, ETC.): Estimated Cost Fixed Fee Estimated Total Cost-Plus-Fixed Fee \$500,841				
13. TASK ORIGINATOR/MONITOR/CODE/PHONE: Steven Pawson		18. THIS TASK ORDER IS ISSUED PURSUANT TO THE TERMS OF THE CONTRACT.		
14. BRANCH APPROVAL:	15. DIVISION CONCURRENCE:	 CONTRACTING OFFICER'S SIGNATURE/ DATE Ayana A. Briscoe Contracting Officer		
16. CONTRACTING OFFICER'S TECHNICAL REPRESENTATIVE: Stephen Cohn				
17. CONTRACTOR SIGNATURE:		TYPED OR PRINTED NAME		

Science Systems and Applications, Inc.
NNG12HP06C
Task Order Statement of Work

Task Order Number: CY4_11 Mod0
Task Order Title: GMAO Business Support

1.0 Task Monitor (TM):

Name: Steven Pawson
Organization: GMAO:GMAO
Email Address: steven.pawson-1@nasa.gov

2.0 Description of Work to be Performed

The changes from Mod 0 to Mod 1 for this task are as follows:

1. Subtask c is eliminated, so subtask d becomes subtask c, and there is a new subtask d.
2. Subtask c (Mod 1) is revised to include additional work.
3. Deliverables/Reporting Requirements change accordingly.
4. The TM changes from Michele Rienecker to Ron Gelaro.

Changes from Mod 1 CY2 to Mod 0 CY3:

1. Removed element 5 from subtask c.

Changes from Mod 0 CY3 to Mod 1 CY3:

1. Added new Subtask c to provide scientific outreach and conference support.
2. Relabeled existing Subtask c as Subtask d, d as e, and e as f.
3. Deliverables modified accordingly.

Changes from (Mod 1) CY3 to CY4: Subtasks C and E have been updated significantly, as indicated in red.

This task is to provide project management, web communications, and general business and administrative support to the Global Modeling and Assimilation Office.

Subtask a: Project Management - General

The contractor shall:

- (1) Undertake contract resource planning to achieve the GMAO's work priorities as identified by the GMAO Chief and the Chief's Strategic Management Team.
- (2) ~~including assisting new technical staff to gain access to web services as well as local and NCCS/NAS computing resources, as appropriate.~~ including assisting new technical staff to gain access to web services as well as local and NCCS/NAS computing resources, as appropriate.

- (3) Oversee the administration of contract task planning and reporting, acting as liaison between the Government's Task Monitors and SSAI Corporate Staff.
- (4) Facilitate training of SSAI project staff in the areas appropriate to the GMAO's work. Specific areas include: (i) software for High End Computing (HEC) platforms, including the Earth System Modeling Framework and the MAPL (Modeling Analysis and Prediction Program Layer) module, Configuration Management Tools, and Unix shell scripting, (ii) programming languages used for plotting and data manipulation, as identified by the Government Task Monitors, and (iii) statistical tools to support scientific analysis.
- (5) Meet with the GMAO Chief regularly to provide a status report on the contract management, including a review of problems and issues that will impact delivery schedules and of staffing or coordination issues across tasks.

Subtask b: Web Communications

The Contractor shall provide technical support to maintain the GMAO home page, the GMAO internal Web page known as the GMAO Intranet, and the GMAO extranet. Specifically, the contractor shall:

- (1) Maintain the GMAO Web pages in accordance with NASA/GSFC Web policy and standards and the Science and Exploration Directorate requirements.
- (2) Provide technical assistance to GMAO Web authors to ensure that format, organization, and content comply with the GMAO-approved Web policy and standards. This support shall include development of Web templates to maintain consistency and support standardization.
- (3) Initiate new pages for GMAO staff, as requested. The GMAO Chief will prioritize requests for this support.
- (4) Assess the relevancy of existing Web material periodically and coordinate with GMAO Web authors to update obsolete information and to add/delete information.
- (5) Post the latest version of the GMAO's external and internal documents on the GMAO Intranet in a timely manner, including regular updates of information on the GMAO home page, of publication citations and of personnel lists.
- (6) Keep abreast of the latest Web technology and make recommendations to improve the performance and usability of the GMAO Web and Intranet pages, as needed.

Subtask c: Scientific Outreach and Conference Support

The Contractor shall provide technical support to provide compact summaries of GMAO activities, as outlined below:

(1) Developing and disseminating one-page highlights from recent research results. In coordination with the GMAO Chief, contractor staff will produce one-page "Science Snapshots" that concisely describe recent technical and scientific advances in GMAO's research, suitable for dissemination to GSFC and NASA management to highlight recent accomplishments. These Science Snapshots will take the form of one-page powerpoint slides, along with technical details in the "notes" section, which are distributed to Code 610 management. Further development will transform these to formatted highlights for the GMAO web page, which will be distributed along with a "pdf" version of the slides on the GMAO's Research web site.

(2) Developing and disseminating brief "Research Highlights" for the GMAO's Research Web site. These highlights will typically summarize recent publications or conference presentations. They will include a small number (1-4) figures or animations of research results, and a text that describes the main findings and puts the results into context, primarily serving interested researchers and program managers. Prioritization will be made in collaboration with the GMAO Chief, and the document will be produced in collaboration with GMAO SMT members and the original researcher. Once completed, the documents will be converted to a suitable web format and included on the GMAO's web site for broad distribution.

(3) The Contractor shall also provide administrative support for a series of GMAO workshops, held approximately annually. Forthcoming topics may include the Nature Run (Spring 2015) and the MERRA-2 system (late 2015). This will include sending out invitations, gathering attendance lists and presentations, coordinating visitor badges, and other details related to the conferences.

Subtask d: Business Support - Financial Tracking and Procurement

The Contractor shall:

- (1) Maintain and track the financial reports for GMAO's Principal Investigators (PIs) using Goddard on-line systems, and support the Government financial analysts in maintaining the GMAO PI's projected and actual budgets.
- (2) Maintain an accounting of the budget and detailed expenditures for the GMAO's Assessments pool of funds. Provide a monthly accounting report to the GMAO Chief.
- (3) Maintain a record of accounting of how the cost of each non-federal GMAO staff member is covered each fiscal year.
- (4) Provide GMAO procurement support to include: generation and tracking of orders, and communication with vendors, customers, and local systems staff, and reconciliation of travel expenditures with SAP records.

Subtask e: Business Support – Travel Management

The Contractor shall:

- (1) Research, collect, analyze, maintain, and track requirements for civil service travel, as requested by the TM. This will occur primarily using the GMAO's travel tool.
- (2) Provide front-end support for travel by GMAO civil servants. This includes gathering information about travel goals and dates, submitting the NCIS authorization requests (including, if necessary, conference determination requests), and when necessary, passing all information to G10 staff who are responsible for making flight reservations in "Concur."
- (3) Collect and/or prepare information needed for eDAA submission of presentation abstracts, when necessary, and to prepare and review other documentation that is associated with Civil-Servant travel, including requests to travel with government-owned laptop computers.

Subtask f: Administrative Support

The Contractor shall:

- (1) Perform general office management duties, as requested by the GMAO Chief, such as document preparation, filing, meeting scheduling, telephone switchboard activities, and office supply maintenance.
- (2) Maintain office records.
- (3) Prepare work requests as needed.
- (4) Act as liaison for new hires and visitors to ensure all badge requests and on-boarding paperwork is completed in a timely fashion; support includes assisting new technical staff to gain access to web services as well as local and NCCS/NAS computing resources, as appropriate.
- (5) Order supplies through the Advanced Materials Management System (AMMS) and track associated costs.
- (6) Support GMAO seminars, including scheduling rooms and posting announcements;
- (7) Act as telephone coordinator for the organization. Create and track telephone requests, and maintain tracking databases.
- (8) Prepare shipping documents.
- (9) Maintain spreadsheets, databases and other information systems as specified by the GMAO Chief.
- (10) Collect and format submissions for weekly highlight reports to Code 600 management;
- (11) Ensure that information on GMAO personnel, procedures, and publications are current on the GMAO web pages.
- (12) Provide meeting planning services for conferences, workshops and working groups.
- (13) Graphics: Format charts for GMAO management presentations and reports, as requested by the GMAO Chief.
- (14) Produce and distribute deliverable reports, as requested by the Contract Project Manager.
- (15) Provide technical support in preparing the GMAO Annual Report of Science Highlights, or similar documents, in particular editing submissions into a common format in Word and preparing a list of papers published in the previous calendar year.

3.0 Special Requirements

None

4.0 Performance/Milestone Schedule

The GMAO Contract Year 4 POP is February 01, 2015 - January 31, 2016

5.0 Deliverables/Reporting Requirements

Subtask a: Project Management - General

- Monthly progress reports
- Submit results from performance surveillance activities, as specified in the contract agreement.
- Submit new computer account requests within two working days of notification by the GMAO sponsor.
- Weekly reviews with GMAO Chief.
- Metrics:
 - i) The number of new GMAO personnel brought onboard, including the number of computer accounts successfully activated;
 - ii) The number of training opportunities pursued.
 - iii) A list of major task issues identified and the resolution status.

Subtask b: Web Communications

- Post new materials on the web within 2 business days of submission.
- Summarize each web update request and confirm completion.
- Provide monthly summary of web development requests by GMAO scientists for prioritization by the ATR.
- Metrics:
 - i) The number of new or updated web pages implemented on the WWW;
 - ii) The number of closed requests for web support.

Subtask c: Scientific Outreach and Conference Support

- Summarize deleted, refreshed, and especially new research highlights and other material added to the website, on a monthly basis.
- Summarize one-slide science snapshots developed, on a monthly basis.
- Summarize conference support provided, on a monthly basis.

Subtask d: Business Support - Financial Tracking and Procurement

Budget:

- Monthly BW reports, or as requested, for Government Resource Analyst.
- Monthly updates of budget status for each WBS in the GMAO to be delivered to the GMAO Chief.
- Monthly updates of Office Operating Expenditures to be delivered to the GMAO Chief.

Procurement:

- Ongoing records of order tracking, delivery, and payment information, including reconciliation of travel expenditures under SAP.

Miscellaneous:

- Assemble information on funding support for all GMAO personnel, as requested by GMAO Chief.
- Maintenance Tracking – Track GMAO computer equipment maintenance purchases/renewals.
- Metrics:
 - i) The number of PRs submitted;
 - ii) The number of funding status reports submitted to GMAO PIs;
 - iii) The number of reports prepared for the Government Resource Analyst.

Subtask e: Business Support - Travel management

- Prepare and submit NCTS requests for GMAO civil service staff in an accurate and timely manner (within 5 business days of receipt of complete travel request)

- Prepare and maintain a list of CS travel scheduled, sharing this monthly with the GMAO Chief and with the Front-Desk administrative support, in order to track travel plans and staff whereabouts.
- Maintain online guide of travel procedures for GSFC civil service staff. Update within 5 days of any new published procedure or requirement.
- Provide a fiscal year summary to the GMAO Chief within one month of the end of the FY.
- Maintain documents according to the Code 610.1 Records Management Plan

Subtask f: Administrative Support

- GMAO Personnel Directory updated on the web within two business days of personnel changes.
- Prepare and submit the required documentation (e-DAA forms, popular summary and other information required by the Earth Sciences Division) for scientific and technical publications and presentations.
- Support GMAO seminar series as needed, including scheduling of new seminars as they arise.
- Provide a calendar year summary of publications to the GMAO Chief within one month of the end of the CY.
- Metrics:
 - i) The number of DAA submissions
 - ii) The number of visitor requests made;
 - iii) The number of support services provided (e.g., key requests, office moves, telephone requests, badge requests, seminars and meetings supported, charts prepared, etc.)
 - iv) The number of science highlight submissions prepared for the Annual Report.

6.0 Other Information Needed for Performance of Task

Travel Authorized: None

7.0 Data Rights

N/A

8.0 Safety

Staff on this task will comply with federal, state, local, and center safety regulations. This will be accomplished through management emphasis, technical training, and personal responsibility. Staff will participate in safety orientation and training in accordance with the contract Safety and Health Plan, and work within the requirements of that plan.

9.0 Risk

Contractor shall provide ongoing risk assessment and mitigation in performance of the Task Order. Priorities shall be re-evaluated as appropriate with the TM. Cost and schedule performance shall be assessed on a regular basis (no less frequently than monthly) and significant variations discussed and acted on in consultation with the TM and COTR.

10.0 Proposed Cost and Fixed Fee

In accordance with Paragraph B.5, of the contract, propose the Cost and Fixed Fee amount.