

NASA Research & Education Support Services Contract		
Contractor	Task Order Number	Task Order Number
Arctic Slope Technical Services, Inc.	NNH16CO92B	NNH16CP48T
<b>Approvals:</b>	<b>Work Order Number</b>	<b>H-12</b>
INITIATOR/PERFORMANCE MONITOR [REDACTED]	Office ID H	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  
HEOMD Human Research Program Research Support  
(Task Order NNH16CP48T – Work Order H-12)**

***Work Plan Overview***

The ASTS Team will support activities related to the Human Exploration and Operations Mission Directorate (HEOMD) Human Research Program (HRP). This Work Order covers elements of the Task Order NNH16CP48T 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: HERO 19 Appendices A&B: Flagship and Omnibus
- Activity 2: HERO 19 Appendix C
- Activity 3: HERO 19 Appendix D
- Activity 4: HRP Investigators' Workshop
- Activity 5: Directed Research Reviews
- Activity 6: Standing Review Panels

**Activity 1: HERO 19 Appendices A&B: Flagship and Omnibus**

- [REDACTED]  
[REDACTED] will be assigned as activity lead and primary point of contact

for HRP.

- NRESS will participate in procedural and timeline planning for the appendix solicitation cycle. NRESS will support the preparation of the appendix and prepare the appendix for publication on the NSPIRES System.
- An estimated 60 proposals are expected to be received in November 2019.

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

- [REDACTED] will be assigned to each panel. 4 face-to-face panels are planned.
- [REDACTED] to serve on the panels. Approximately 40 non-civil servant panel reviewers will be recruited. Mail reviewers will be recruited as-needed.
- NRESS PRAs will prepare evaluation forms in accordance with the format established by the solicitations and instructions to reviewers and a site for NSPIRES submission of reviews; all users will need to be registered in NSPIRES.
- Pre-panel, panel and post-panel support services (including travel support, arrangement of hotel accommodations, distribution of proposals and other documents, phone calls, copying, and laptops) will be provided for all US on-site panel reviewers. Travel support will be provided for 35 panelists.
- In conjunction with panel chairs, NRESS PRAs will administer the peer review panels. Panels will be conducted in March 2020 at the NRESS facilities. Honorariums for non-civil servant panel reviewers will be provided ([REDACTED]). Panels are estimated to take 1 to 2 days each.
- Scoring will be done using the HRP score criteria; panel reviews will be prepared in accordance with the format established by the solicitation; NRESS PRAs will provide populated panel review templates 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; participate in procedural lessons-learned as requested by NASA.

**Activity 2: HERO 19 Appendix C**

- [REDACTED]
- NRESS will participate in procedural and timeline planning for the solicitation cycle. NRESS will support the preparation of the appendices and prepare the appendices for publication on the NSPIRES System.
- The planned release for the appendix is November 2019.

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

- An estimated 60 proposals will be received in April 2020.
- [REDACTED] will be assigned to each panel. Up to 4 face-to-face panels are planned.

- [REDACTED] to serve on the panels. Approximately 40 non-civil servant reviewers will be recruited.
- [REDACTED] will prepare evaluation forms in accordance with the format established by the solicitations and instructions to reviewers and a site for NSPIRES submission of reviews; all users will need to be registered in NSPIRES.
- Pre-panel, panel and post-panel support services (including travel support, arrangement of hotel accommodations, distribution of proposals and other documents, phone calls, copying, and laptops) will be provided for all US on-site panel reviewers. Travel support will be provided for 35 panelists.
- In conjunction with panel chairs, [REDACTED]. Panels will be conducted in June 2020 at the NRESS facilities. Honorariums for non-civil servant panel reviewers will be provided [REDACTED]. Panels are estimated to take 1 to 2 days each.
- Scoring will be done using the HRP score criteria; panel reviews will be prepared in accordance with the format established by the solicitation; NRESS PRAs will provide populated panel review templates 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; participate in procedural lessons-learned as requested by NASA.

### Activity 3: HERO 19 Appendix D

- [REDACTED] One [REDACTED] will be assigned as activity lead and primary point of contact for HRP.
- NRESS will participate in procedural and timeline planning for the appendix solicitation cycle.

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

- NRESS will support the preparation of the appendix and prepare the appendix for publication on the NSPIRES System.
- The planned release for the appendix is March 2020.
- An estimated 60 proposals will be received in July 2020.
- [REDACTED] will be assigned to each panel. Up to 4 face-to-face panels are planned.
- [REDACTED] will identify, contact and recruit Subject Matter Experts to serve on the panels. Approximately 40 non-civil servant reviewers will be recruited.
- [REDACTED] will prepare evaluation forms in accordance with the format established by the solicitations and instructions to reviewers and a site for NSPIRES submission of reviews; all users will need to be registered in NSPIRES.
- Pre-panel, panel and post-panel support services (including travel support, arrangement of hotel accommodations, distribution of proposals and other documents, phone calls, copying, and laptops) will be provided for all US on-site panel reviewers. Travel support will be provided for 35 panelists.

- In conjunction with panel chairs, [REDACTED]. Panels will be conducted in October 2020 at the NRESS facilities. Honorariums for non-civil servant panel reviewers will be provided [REDACTED]. Panels are estimated to take 1 to 2 days each.
- Scoring will be done using the HRP score criteria; panel reviews will be prepared in accordance with the format established by the solicitation; NRESS PRAs will provide populated panel review templates 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; participate in procedural lessons-learned as requested by NASA.

#### Activity 4: FY 20 HRP IWS

- NRESS will support the Human Research Program Investigators Workshop via ad-hoc meeting participation in January 2020 in Galveston, TX. Up to 3 NRESS staff will participate in the Workshop and use the opportunity to recruit potential subject matter experts, keep current on the latest research supported by the Human Research Program and to discuss future work planning with HRP management.

#### Activity 5: Directed Research Reviews

- It is estimated that 3 non-advocate reviews (NARs) of directed research projects will be required during FY20.
- NRESS will work with HRP on review and update to the directed research review procedure and review timelines as required.
- [REDACTED] to serve on the review.
- [REDACTED] that have no obvious conflicts of interest; final assigned reviewers will have no conflict of interest.
- Scoring will be done using the HRP directed research score criteria; reviews will be prepared in accordance with the format established by HRP; NRESS PRAs will provide populated review templates for each proposal.
- NAR reviews will be handled as teleconference reviews.
- [REDACTED] will be assigned to support each review. [REDACTED] will work with the NAR panel to prepare the final report for delivery to NASA. Reports will be prepared in accordance with the format established by HRP.
- Teleconference reviewers will be paid a [REDACTED]

#### Activity 6: Standing Review Panels

- [REDACTED] will be assigned to support Standing Review Panel (SRP) planning.
- [REDACTED] will participate in an HRP run lessons-learned meetings and support

advanced planning for the a future SRP meeting including meeting schedules, review process documentation and recruitment of new SRP members.

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

**Activity 7: HERO 20 Appendices A&B: Flagship and Omnibus**

- [REDACTED] will be assigned as activity lead and primary point of contact for HRP.
- NRESS will participate in procedural and timeline planning for the appendix solicitation cycle. NRESS will support the preparation of the appendix and prepare the appendix for publication on the NSPIRES System.
- The planned release for the appendix is July 2020.

**Performance Schedule**

**Activity 1: HERO 19 Appendices A&B: Flagship and Omnibus**

October 1, 2019	Initiate support of activity
November 2019	Receive proposals
January 31, 2020	Activity completed

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

March 2020	Complete panels
May 2020	Notification letters distributed
July 31, 2020	Activity completed

**Activity 2: HERO 19 Appendix C**

October 1, 2019	Initiate support of activity
November 2019	Release solicitation
January 31, 2020	Activity completed

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

April 2020	Receive proposals
June 2020	Panel reviews complete
September 2020	Notification letters distributed
September 30, 2020	Activity completed

**Activity 3: HERO 18 Appendix D**

January 1, 2020	Initiate support of activity
January 31, 2020	Activity completed

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

March 2020	Release solicitation
July 2020	Receive proposals
October 2020	Panel reviews complete
November 2020	Notification letters distributed
December 31, 2020	Activity completed

**Activity 4: HRP Investigators' Workshop**

January 1, 2020	Initiate support of activity
January 2020	Participate in Investigators Workshop
January 31, 2020	Activity completed

**Activity 5: Directed Research Reviews**

October 1, 2019	Initiate support of activity
Continuous	Receive, review, provide final report for each proposal
January 31, 2020	Activity complete; <b>Modification expected January 2020 to extend performance period through January 31, 2021</b>

**Activity 6: Standing Review Panels**

October 1, 2019	Initiate support of activity
Continuous	Participate in SRP planning activities
January 31, 2020	Activity complete; <b>Modification expected January 2020 to extend performance period through January 31, 2021</b>

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

**Activity 7: HERO 20 Appendices A&B: Flagship and Omnibus**

June 1, 2020	Initiate support of activity
July 2020	Release solicitation
September 30, 2020	Activity completed

***Period of Performance***

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

***Reporting***

Cost reporting (NF 533) will be by Activity. In addition, frequent, informal communication with the COR and the Customer Performance Monitor will be maintained.

***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	Activity 5
[REDACTED]	[REDACTED]				
[REDACTED]					[REDACTED]
[REDACTED]					[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

Labor Category	Activity 6	Activity 7	Total
[REDACTED]			[REDACTED]
[REDACTED]			[REDACTED]
[REDACTED]			[REDACTED]
[REDACTED]	[REDACTED]		[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

*Cost Summary*

Cost Summary	Base	Total
[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

<b>Authorized Signature:</b>
This Work Plan is issued according to the Contract Clause E.15 "Task Ordering Procedures"
_____ Date: _____ 

**48T Support Work Plan Request (WPR)**  
**H-12**  
**HRP Research Support**

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 the Human Research Program (HRP). 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	HERO19 Appendices A&B: Flagship and Omnibus	10/1/2019 - 1/31/2020	Replicates support requirements from work plan H.009.001 See details below Modification expected January 2020
2	HERO19 Appendix C	10/1/2019 - 1/31/2020	Continues from work plan H.009.002 See details below Modification expected January 2020
3	HERO19 Appendix D	1/1/2020 - 1/31/2020	Replicates support requirements from work plan H.009.003 See details below Modification expected January 2020
4	HRP Investigators’ Workshop	1/1/2019 – 1/31/2020	Replicates support requirements from work plan H.009.005 See details below

			Modification expected January 2020
5	Directed Research Reviews	10/1/2019 - 1/31/2020	Replicates support requirements from work plan H.009.006 See details below Modification expected January 2020
6	FY20 Standing Review Panel	10/1/2019 - 1/31/2020	Replicates support requirements from work plan H.009.007 See details below Modification expected January 2020

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

7	HERO20 Appendices A&B: Flagship and Omnibus	6/1/2019 – 9/30/2020	Replicates support requirements from work plan H.009.008 See details below
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### Activity 1: HERO19 Appendices A&B: Flagship and Omnibus

Task Start Date:	October 1, 2019
Receive Proposals:	November 2019
Task Completion Date:	January 31, 2020
Notes:	Replicates support requirements from work plan H.009.001

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

Complete Peer Review Panels	March 2020
Selection Notification Date:	May 2020
NRESS to help with recruiting? (Yes/No)	Yes
# of Proposals to be Reviewed:	60
# of Reviewers:	40 panelists
# of Panels:	4: 2 @ two days each; 2 @ one day each
Travel and Honorarium support?	Yes
Number of Travelers:	35
Honorarium:	Yes
Panels at NRESS Facility? (Yes/No)	Yes
Task Completion Date:	September 30, 2020
Notes:	Face-to-face panels may be split into smaller virtual panels; Replicates support requirements from work plan H.009.001

### Activity 2: HERO19 Appendix C

Task Start Date:	October 1, 2019
Release Solicitation:	November 2019
Task Completion Date:	January 31, 2020

Notes:	Replicates support requirements from work plan H.009.002
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**Modification expected January 2020 to extend the period of performance and add the following support:**

Receive Proposals:	April 2020
Complete Peer Review Panels	June 2020
Selection Notification Date:	September 2020
NRESS to help with recruiting? (Yes/No)	Yes
# of Proposals to be Reviewed:	60
# of Reviewers:	40 panelists
# of Panels:	4: two @1 day, two @2 days
Travel and Honorarium support?	Yes
Number of Travelers:	35
Honorarium:	Yes
Panels at NRESS Facility? (Yes/No)	Yes
Task Completion Date:	September 30, 2020
Notes:	Face-to-face panels may be split into smaller virtual panels; Replicates support requirements from work plan H.009.002

**Activity 3: HERO19 Appendix D**

Task Start Date:	January 1, 2020
Task Completion Date:	January 31, 2020
Notes:	Solicitation cycle planning activities; Replicates support requirements from work plan H.009.003

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

Release Solicitation:	March 2020
Receive Proposals:	July 2020
Task Completion Date:	September 30, 2020
Notes:	Panels and subsequent activities will take place in FY21; Replicates support requirements from work plan H.009.003

**Activity 4: HRP Investigators' Workshop**

Task Start Date:	January 1, 2020
Task Completion Date:	January 31, 2020; <b>Modification expected January 2020 to extend through February 28, 2020</b>

Notes:	Travel support for [REDACTED] to attend (or designees), meet with HRP staff, increase panel rosters, and recruit for FY20 panels; Replicates support requirements from work plan H.009.005
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**Activity 5: Directed Research Reviews (continuous)**

Task Start Date:	October 1, 2019
NRESS to help with recruiting? (Yes/No)	Yes
# of Proposals to be Reviewed:	3
# of Reviewers:	12
# of Panels:	3, virtual
Travel and Honorarium support?	Honoraria only
Honorarium:	Yes
Task Completion Date:	January 31, 2020; <b>Modification expected January 2020 to extend through September 30, 2020</b>
Notes:	3 Directed Research proposals expected during FY20. Teleconference reviews, 3 SME and 1 statistician per review; Replicates support requirements from work plan H.009.006

**Activity 6: FY20 Standing Review Panel**

Task Start Date:	January 1, 2020
Continuous:	Participate in planning activities with NASA program
Task Completion Date:	January 31, 2020; <b>Modification expected January 2020 to extend through September 30, 2020</b>
Notes:	Replicates support requirements from work plan H.009.007

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

**Activity 7: HERO20 Appendices A&B: Flagship and Omnibus**

Task Start Date:	June 1, 2020
Release Solicitation:	July 2020
Receive Step-1 Proposals:	August 2020
Task Completion Date:	September 30, 2020
Notes:	Panels and subsequent activities will take place in FY21;

	Replicates support requirements from work plan H.009.008
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