

NASA Research & Education Support Services Contract		
Contractor	Contract Number	Task Order Number
Arctic Slope Technical Services, Inc.	NNH16CO92B	NNH16CP49T
Approvals:	Work Order Number	S-311
INITIATOR/PERFORMANCE MONITOR [REDACTED]	Office ID S	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
Support for the Lunar Data Analysis
Program Element of ROSES 2018
(Task Order NNH16CP49T – Work Order S-311)

Work Plan Overview

Arctic Slope Technical Services, Inc. will support all activities specific to the Science Mission Directorate’s solicitation, Research in Space and Earth Sciences (ROSES) 2018 NRA. The activities associated with this Work Order include elements of the Task Order NNH16CP49T Work Breakdown Structure (WBS). This Work Order covers one Activity: (1) the Lunar Data Analysis Program Element of ROSES 2018, with reporting requirements as described in the Statement of Work WBS (**Attachment 1**). Work and costs directly associated with any other Work Plan are not covered by this Work Plan. The metrics in this Work Plan and the associated cost estimates are based on data supplied by Program Scientists at NASA Headquarters.

Work Plan Description

Activity 1: Support for the LDAP18 Program Element

The following performance metrics will be followed and were used in the labor and cost estimate for this Activity:

- Set up NSPIRES to enable proposers to electronically submit step 1 proposals directly to the database.
- Staff a Help Desk to assist proposers to access NSPIRES, and guide PIs through the system to enable them to enter their proposal data.
- Provide step 1 proposal log to NASA within 3 working days of receipt.

- Respond to requests for additional information from proposers. Solicitation-specific queries will be directed to the appropriate NASA Manager, Panel Chair and Group Chiefs, if necessary.
- Set up NSPIRES and Grants.gov to enable proposers to electronically a) convert a step 1 proposal to a step 2 proposal, and/or b) submit proposals directly to the database or Grants.gov.
- Proposals are automatically numbered and coded by the database.
- Staff a Help Desk to assist proposers to access NSPIRES, and guide PIs through the system to enable them to enter their proposal data.
- Allow for repeated revisions of the cover pages up to the deadline for receipt of proposals.
- Receive electronic proposals.
- Provide NASA (and Group Chiefs, if applicable) with electronic copies of the proposals and files of all abstracts and logs of proposers, titles, requested budgets, etc., within the required schedule depending on number of proposals received.
- As requested, assist NASA in screening incoming proposals to determine compliance with solicitation requirements.
- Send proposal receipts to PIs.
- Support preparation of reviewer lists and their assignments.
- Assist in preparation of Evaluation Forms and Instructions to Reviewers.
- Provide access to assigned proposals and accompanying materials including logistics information to reviewers.
- Prepare a conflict of interest report for Program Manager that identifies any conflicts [REDACTED]
- Provide Web viewing privileges to the Program Officers, and others as specified by Program Management, if required.
- Set up NSPIRES for the submission of reviews. Primary reviewers will be able to read secondarys' reviews, once his/her review is submitted as final.
- Staff a Help Desk to assist reviewers entering reviews as necessary.
- Arrange a review panel and provide on-site equipment and staff (including Executive Secretary if required) to support the review.
- Provide reviewers at the panel with access to reviews from NSPIRES, written prior to the meeting. All reviewers will receive all reviews for consideration in their panel. External reviews will not be made anonymous.
- Ensure that all individual reviews produced outside NSPIRES are uploaded into the database.
- Provide NASA with final Panel Evaluation Forms (and softcopy) and other reports as required within [REDACTED]
- Fund the meeting, and provide travel and per diem. Internet in sleeping rooms will be provided, not to exceed [REDACTED]. Honoraria will be paid at the rate of [REDACTED] and [REDACTED].
- Issue early notification of award status to proposers indicating accept, pending, or decline status, if required.

- Support the preparation of final PI notification letters via NSPIRES for approval of the Program Scientist from NASA.
- Prepare technical requirements packages in the selection module of NSPIRES for approval of the Program Scientist. This procurement material will be accessible through NSPIRES to procurement staff.
- Support the preparation of Procurement Requests for Work Plans and Contracts, where applicable.
- Provide a file listing successful awards, with their abstracts, for posting on NSPIRES.
- Support entry of award data into [REDACTED] database
- As required, conduct a debriefing with NASA and/or Panel Chairs and receive feedback on how to improve the process.
- Conduct and receive customer surveys from responsible NASA official and the peer reviewers.

Deliverables include: Proposal Logs; draft evaluation forms; draft reviewer instructions; logistics and on-site support for the review panel; travel report; final Panel Evaluation Forms; electronic selection and procurement materials via NSPIRES; abstracts posted on NSPIRES; and honoraria, travel and per diem.

Performance Schedule

The following performance schedule and Work Plan milestones are proposed:

Activity 1: Support for the LDAP18 Program Element

11/29/18	Step 1 Proposals due
12/4/18	Confirm Step 1 Proposal Log for NASA
1/4/19	Send decision notifications to PI's
2/28/19	Step 2 Proposals Due
3/5/19	Confirm Step 2 Proposal log for NASA
5/6/19	NASA finalizes reviewers and assignments
6/24-28/19	Panel Reviews
7/29/19	Provide initial notifications [REDACTED]
9/2/19	Receive final award data and approved documentation from NASA (tentative)
9/9/19	Provide uploaded documentation in NSPIRES for NASA approval
9/16/19	Upload to and Q/A data in RAPTOR
9/23/19	Send abstracts to NASA for approval
10/7/19	Post abstracts
November, 2019	Close out activities

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.

A report will be provided 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 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.

Within 20 days of selection letter transmittals, the NRESS Team will provide performance metric reporting as to the actual solicitations processing time (the "150-day report"). An Activity Closeout Report will be provided which details the planned versus actual labor hours by labor category and the total cost for NRESS support of the solicitation.

Period of Performance

The period of performance for this Work Plan is January 1, 2019 through November 30, 2019.

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 LDAP 2018	TOTAL
[REDACTED]	[REDACTED]	[REDACTED]

In addition to the labor shown above, the NRESS Team anticipates issuing airline tickets, acquiring temporary lodging, paying honoraria (as appropriate) and per diem, obtaining suitable review panel meeting space, temporary lease of IT equipment and clerical help in support of panel activities. 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.

Cost Summary

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

Submitted By: _____ Date: December 18, 2018

[REDACTED]

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

Attachment 1
SMD NRA Support Work Plan
S-311

This Work Plan authorizes the NASA Research and Education Support Services (NRESS) contractor to support activities related to the Lunar Data Analysis Program, as stated in the attachment for the Science Mission Directorate (SMD). This Work Plan covers activities, and specialized reporting requirements as stipulated in Section A - Performance Requirements. Work and costs directly associated with any other Work Plan is not covered by this Work Plan.

The period of performance for this Work Plan is January 1, 2019 through November 30, 2019.

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:

- 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 █ calendar days of completion of a review panel meeting.
- Procurement packages containing a copy of the NRA, AO, or CAN, cover page, original proposals, and copies of selection letters, to be delivered to the Headquarters Program Official for grant processing within █ 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 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 can be communicated also via email to the Program Manager. This report will be due at least three weeks before the travel is to commence.

C. Performance Schedule (Tentative)

Program Element	Step-1 Props Due	Step-2 Props Due	# Step-2 Proposals	External Reviewers	Panel Dates (tentative)	# Panelists	# Panels
LDAP18	11/29/18	2/28/19	48	200	6/24-28/19	30 (25 non govt)	4