

## Statement of Work for SEAS Task 16

Task: Explorers and Heliophysics Projects Division (EHPD) Program Support

Task Order: Task order 16

Task Modification: **Mod Number 13**

• Summary of work

- This task is to provide support to the EHPD. The EHPD manages a portfolio of Astrophysics and Heliophysics missions under the Explorer, Solar Terrestrial Probes and Living with a Star program. EHPD provides management and engineering leadership to these missions as well as providing oversight into the technical and programmatic efforts. Senior engineering expertise will be required to assist the EHPD in the creation of top level requirements, evaluation of project documentation and processes and to provide support in tracking and managing of a wide variety of technical issues.

• **MOD #13 is to extend the period of performance until 4/14/21.**

Period of Performance

The requested task start date is December 1, 2019.

**The new task end date is April 14, 2021.**

Description:

- This task will require the following technical support.
- Technical evaluation of contractor processes and hardware compliance to NASA requirements
- Support Project technical issues meetings, design reviews, technical interchange meetings.
- Provide, manufacturing, and workmanship engineering support to projects when requested.
- Participate in failure review boards, troubleshooting teams, and product/process evaluations as requested.
- Support project requirement generation activities by developing statements of work, specifications and other requirements. Evaluate compliance of contractor's plans to the project requirements.

• Deliverable Items and Schedules

Deliverable	Due Date
Status Reports and Recommendations	Monthly
Technical issue papers	As assigned

• Management Approach

Staff Allocation, Expertise, and Skill Mix:

- The contractor shall staff this work item with the appropriate skill mix and staffing level for the work. That means the contractor should have a level of experience demonstrating the ability to work across multiple missions with these associated high values.
- Knowledge of fabrication of flight hardware to NASA Standards, experience in integration and test of flight hardware, experience in trouble shooting/ failure reporting and nonconformance control, and knowledge of space systems is required.

### Configuration Management

Systems and documents will be covered under the EHPD Configuration Management Plan.

### Facilities

- Appropriate IT devices to support the analyses, specification development, and report development are required.
- EHPD will provide on-site/virtual IT support however it shall be the contractor's responsibility to provide and set up local workstations and network connections at the contractor's off-site facilities as required, and to install any required tools and utilities on the contractor's equipment.

### Risk Management and Best Practices

N/A

### Performance Metrics

- EXAMPLE: The work performed for this task will be evaluated by the Technical Monitor based on the technical merit. The TM shall develop performance metrics that shall reflect the contractor's performance in meeting research analysis, specific mission requirements, deliverables and delivery schedule, and the contractor's cost. Technical evaluation of the task performance is a subjective combination of performance metrics, technical quality of deliverables, cost control, significant events, innovations and meeting requirements set forth in the SOW.
- Technical performance will be based on thoroughness, completeness, and timeliness of written reports.
- Delivery dates are monthly (by the 15th of every month)
- As assigned papers will have as assigned delivery dates

### Government Furnished Facilities, Equipment, Software and Other Resources

- The Government will provide account and passwords to government-furnished workstations where existing versions of various relevant software packages shall be maintained. It shall be the contractor's responsibility to complete any GSFC required security-related training courses.

### Travel

- Travel to US cities will be considered within the scope of this task, however, **no travel is planned at this time. Most work can be done virtually.**

### Work Location

- This work shall be performed **primarily virtually** and perhaps later on-site at the Goddard Space Flight Center, but the contractor may be required to perform some work at the contractor's facility.

### Reporting Requirements

- The contractor shall report status in person or **via teleconference** to the Explorers Program Manager or designated alternates on a weekly basis. Reports shall include informal presentation of interim results, status of development activities, and action item status. The contractor shall provide weekly reports via email, and maintain an email distribution list with the concurrence of the TM. The contractor shall comply with any and all additional requests for status meetings and reports. The contractor shall deliver all documents in electronic format as a minimum.

### Security Requirements

- This task shall comply with IT security requirements for GSFC.

### Rights [Reserved]

### References

- Applicable documents are covered in the applicable documents section of the Contract SOW.