

## STATEMENT OF WORK

**SUBJECT OF WORK:**     **Space Technology Mission Directorate (STMD) Support**

### **I.        BACKGROUND & DESCRIPTION OF WORK TO BE PERFORMED**

#### Background Information:

The contractor shall provide support to NASA Headquarters in support of the Space Technology Mission Directorate (STMD) in developing, implementing, modifying, and maintaining a STMD online database tool.

#### Description of Work to be Performed:

The expert knowledge, which may be required by the Contractor, includes but is not limited to the following:

1. NASA Planning, Programming, Budgeting and Execution (PPBE) Process
2. NASA Financial Management Requirements
3. Federal Appropriations Law
4. Program management principals, including familiarity with NASA's 7120.5 and 7120.8

The Contractor will leverage the existing NASA HQ SCAN tool and modify it to meet the specification per STMD requirements. The specific task will include development and maintenance of a STMD Management Automation Resources Tool (SMART) that consists of:

1. Development, implementation and maintenance of a SMART budget tool that will enable STMD to provide a single authoritative budget and financial data source and access to all information currently housed in the disparate NASA and STMD databases and spreadsheets.
2. Management of the SMART website on behalf of STMD. This includes development of online application, website, and modules to support STMD activities and various STMD stakeholder needs to ensure that the STMD required interfaces will be remain intact and accessible.
3. Development of the SMART online application, website, and modules in compliance with all government and NASA regulations and ensure the stability and security of the network on which the website, database, and files reside.
4. Website maintenance which includes the organization of electronic content and user support, training/knowledge transfer (as appropriate upon request), and support for various STMD web applications. Including custom development of custom reporting format and structure that supports STMD program and project requirements.

5. Management of the network, hardware, and software infrastructure related to websites in a secure manner. Maintain NASA approved IT Accreditation and Certification and develop procedures for maintaining and validating System Security Plan.

**II. SPECIAL REQUIREMENTS OR OTHER INFORMATION**

- All travel shall be approved by NASA STMD and the contractor prior to travel.

**III. PERIOD OF PERFORMANCE**

- The period of performance of this task order is [REDACTED]

**IV. DELIVERABLES**

1. STMD SMART budget tool accessible via online website/application that accommodates Configuration Management/Data Management (CM/DM), Phasing Plans, Funds Distribution, and Reporting capabilities to support the NASA and STMD PPBE process.
2. Ensure that the data structure is consistent with STMD requirements as well as in alignment with NASA MDM or WBS structure.
3. Provide task status reports upon request.
4. Maintain and update the website and applications.
5. Maintain System Security Plan and annual ATO in compliance with NASA security requirements.

**V. TASK MONITOR**

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]