

NASA Research & Education Support Services Contract		
Contractor	Contract Number	Task Order Number
Arctic Slope Technical Services, Inc.	NNH16CO92B	NNH16CP50T
Approvals:	Work Order Number	T-023
INITIATOR/PERFORMANCE MONITOR [REDACTED]	Office ID T	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
Space Technology Mission Directorate (STMD)
STRG Support
(Task Order NNH16CP50T – Work Order T-23)**

Work Plan Overview

Arctic Slope Technical Services, Inc. will support activities specific to the Space Technology Mission Directorate (STMD) Space Technology Research Grants (STRG) Program. This Work Plan covers elements of the Task Order NNH16CP50T Work Breakdown Structure (WBS) to support the work in progress being performed as described in the Applicable Statement of Work (SOW) 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. Details for each activity are described in Attachment 2.

Work Plan Description

This Work Plan includes the following activities:

- Activity 1: NASA Space Technology Graduate Research Opportunities (NSTGRO20)
- Activity 2: Early Career Faculty Appendix to SpaceTech-REDDI (ECF 20)

Activity 1: NASA Space Technology Graduate Research Opportunities (NSTGRO20)

- NRESS will participate in procedural and timeline planning for the solicitation cycle.
- Approximately 400 electronic Phase A applications are estimated to be received. These applications are due November 2019.

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

- NRESS will assist in the preparation of evaluation forms and Instructions to Reviewers.
- NRESS will provide NASA with spreadsheet of proposals (Student applicant name, Applicant Title, Abstract, technology area(s), other information from program-specific data, etc.). In addition, NRESS will assist NASA in screening the proposals for compliance with the solicitation.
- NASA will provide NRESS with the names of potential peer reviewers. If needed (based on the volume of applications received), [REDACTED] NASA-internal and external reviewers will be used.
- NRESS will assign 3 reviewers to each application that have no obvious conflicts of interest. Final assigned reviewers will have no conflict of interest.
- A total of approximately 300 reviewers will be required to review the proposals on-line. All reviews will be submitted through NSPIRES; all users will need to register in NSPIRES prior to submitting reviews.
- NRESS will prepare TA-specific books summarizing proposals and electronic review results to support all of the Technical Integration Panel meetings.
- NRESS will support 13 Technical Integration panels in the NRESS Suite in February – March 2020. NRESS will provide AM/PM breaks for all panels. Approximately 125 of the reviewers will be non-Civil Servants and will receive a [REDACTED].
- NRESS will provide Support Scientists serving as Peer Review Administrators for the panels. In addition, a logistics specialist will be provided to assist in the panel rooms.
- Selection notifications will be April 2020.
- NRESS will provide the NASA with review data which includes identification of discrepant reviews (to be defined by NASA), notify primary reviewer of discrepant reviews and need for discrepancy teleconferences, and notify primary reviewers, in general, of need for summary reviews.
- NRESS will prepare a document which contains, for each proposal that passed triage, a summary of the application (in NASA-specified format) and the summary review for that application.
- NRESS will support the Final Programmatic Review [REDACTED] record discussions, support preparation of notification letters, and send out via NSPIRES. NRESS will send the notification letter to each sponsored research business office and student.
- On as-requested basis, NRESS will provide procurement packages containing a copy of the NRA cover page, original applications, copies of selection letters, and Technical Evaluations to NASA after notification letters have been distributed.
- On as-requested basis, NRESS will prepare a draft Congressional Notification report for NASA approval.
- On as-requested basis, NRESS will prepare feedback to proposer based on summary electronic reviews for non-selected applications.

Activity 2: Early Career Faculty Appendix to SpaceTech-REDDI (ECF 20)

- NRESS will participate in procedural and timeline planning for the solicitation cycle.
Modification expected January 2020 to extend the period of performance and add the

following support:

- NRESS will support the preparation of the solicitation and prepare the solicitation for publication on the NSPIRES System. The solicitation release date is expected to be February 2020.
- NRESS will assist in the preparation of evaluation forms and Instructions to Reviewers.
- Approximately 60 proposals are expected to be due in March 2020.
- NRESS will conduct compliance checks for all proposals.
- NRESS shall provide a site for NSPIRES submission of reviews; all users will need to be registered in NSPIRES. NRESS will staff a Help Desk to assist reviewers in access to the NSPIRES site and guide reviewers through the system to enable them to enter their review data.
- NASA will provide NRESS with the names of potential peer reviewers. If needed (based on the volume of applications received), [REDACTED]. [REDACTED]. NASA-internal and external reviewers will be used. NRESS will assign 3 reviewers to each application that have no obvious conflicts of interest. Final assigned reviewers will have no conflict of interest.
- NRESS will provide populated summary review templates for each of the proposals which once filled out by the topic leads will be used as feedback to the proposers.
- Three panels will be held in June 2020 at the NRESS facilities. One panel will be held at a NASA Center. Panels will run for 2 days each. The expected total number of panelists is ~35.
- Approximately 25 total non-Civil Servant reviewers will require travel support for the panels. Non-civil servant panel reviewers will receive a [REDACTED].
- NRESS will prepare topic-specific books [REDACTED] in support of a Technical Integration Panel meeting at NASA HQ to be held in July 2020.
- NRESS will support preparation of notification letters and send out via NSPIRES.
- On as-requested basis, NRESS will provide procurement packages containing a copy of the NRA cover page, original proposals, copies of selection letters, and Technical Evaluations to NASA after notification letters have been distributed.
- On as-requested basis, NRESS shall prepare a draft Congressional Notification report for NASA approval.
- On as-requested basis, NRESS shall prepare feedback to proposer based on summary electronic reviews for non-selected proposals.

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

Activity 3: Early Stage Innovations Appendix to SpaceTech-REDDI (ESI 20)

- NRESS will participate in procedural and timeline planning for the solicitation cycle.
- NRESS will support the preparation of the solicitation and prepare the solicitation for publication on the NSPIRES System. The solicitation release date is expected to be May 2020.
- NRESS will assist in the preparation of evaluation forms and Instructions to Reviewers.
- Approximately 100 proposals are expected to be due in June 2020.
- NRESS will conduct compliance checks for all proposals.

- NRESS shall provide a site for NSPIRES submission of reviews; all users will need to be registered in NSPIRES. NRESS will staff a Help Desk to assist reviewers in access to the NSPIRES site and guide reviewers through the system to enable them to enter their review data.
- NASA will provide NRESS with the names of potential peer reviewers. If needed (based on the volume of applications received), [REDACTED] NASA-internal and external reviewers will be used. NRESS will assign 3 reviewers to each application that have no obvious conflicts of interest. Final assigned reviewers will have no conflict of interest.
- NRESS will provide populated summary review templates for each of the proposals which once filled out by the topic leads will be used as feedback to the proposers.
- 6 Panels will be held at the NRESS facilities. 1 panel will be held at a NASA Center. Panels will run for 2 days each. There will be approximately 50 reviewers.
- Panels are planned for September 2020. Approximately 30 total non-Civil Servant reviewers will require travel support for the panels. Non-civil servant panel reviewers will receive a [REDACTED]
- NRESS will prepare [REDACTED] in support of a Technical Integration Panel meeting at NASA HQ to be held in October 2020.
- NRESS will support preparation of notification letters and send out via NSPIRES.
- On as-requested basis, NRESS will provide procurement packages containing a copy of the NRA cover page, original proposals, copies of selection letters, and Technical Evaluations to NASA after notification letters have been distributed.
- On as-requested basis, NRESS shall prepare a draft Congressional Notification report for NASA approval.
- On as-requested basis, NRESS shall prepare feedback to proposer based on summary electronic reviews for non-selected proposals.

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

Activity 4: NASA Space Technology Graduate Research Opportunities (NSTGRO21)

- NRESS will participate in procedural and timeline planning for the solicitation cycle.
- NRESS will support the preparation of the solicitation and prepare the solicitation for publication on the NSPIRES System. The solicitation release date is expected to be September 2020.

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

Activity 5: Space Technology Research Institutes (STRI20)

- NRESS will participate in procedural and timeline planning for the solicitation cycle.
- NRESS will support the preparation of the solicitation and prepare the solicitation for publication on the NSPIRES System. The solicitation release date is expected to be May 2020 for Step-1 proposals and August 2020 for Step-2 proposals.

- Approximately 30 Step-1 preliminary proposals are expected to be received in July 2020.
- NRESS will assist in the preparation of evaluation forms and Instructions to Reviewers. NRESS shall provide a site for NSPIRES submission of reviews; all users will need to be registered in NSPIRES. NRESS will staff a Help Desk to assist reviewers in access to the NSPIRES site and guide reviewers through the system to enable them to enter their review data.
- NASA will provide NRESS with the names of potential peer reviewers. If needed (based on the volume of applications received), NRESS will assist in providing [REDACTED] that will help STMD in securing peer reviewers. NASA-internal reviewers will be used. Final assigned reviewers will have no conflict of interest.
- Remaining support requirements for this activity expected to be captured under a subsequent work plan.

Performance Schedule

Activity 1: NASA Space Technology Graduate Research Opportunities (NSTGRO20)

October 1, 2019	Initiate support of task
November 2019	Phase A Proposals due through NSPIRES
December 2019	Compliance check completed. Results sent to NASA
January 31, 2020	Activity Completed

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

March 2020	Panel reviews completed
April 2020	Selection activities complete
July 31, 2020	Activity completed

Activity 2: Early Career Faculty Appendix to SpaceTech-REDDI (ECF 20)

January 1, 2020	Initiate support of Activity
Continuous	Procedural and timeline planning for the solicitation cycle
January 31, 2020	Activity Completed

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

February 2020	Release solicitation appendix
March 2020	Proposals Due
June 2020	SME panels completed
July 2020	Integration Panels completed
July 2020	Selection activities complete
September 30, 2020	Activity completed

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

- Activity 3: Early Stage Innovations Appendix to SpaceTech-REDDI (ESI 20)
- Activity 4: NASA Space Technology Graduate Research Opportunities (NSTGRO21)

- Activity 5: Space Technology Research Institutes (STRI20)

Period of Performance

The period of performance for this Work Order 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	Total
[REDACTED]	[REDACTED]					[REDACTED]
[REDACTED]	[REDACTED]					[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]				[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

In addition to the labor shown above, the ASTS Team anticipates contractor travel, purchasing software and hardware to support the Work Plan Book archive, development, and scheduling activities. These costs are included in this Work Plan.

Cost Summary	Base	Total
[REDACTED]	[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

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

50T Support Work Plan Request (WPR)
T-23
STRG 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 NASA Space Technology Mission Directorate (STMD). 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 █ 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 █ 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	NASA Space Technology Graduate Research Opportunities (NSTGRO20)	10/1/2019 - 7/31/2020	Replicates support requirements from work plan T.018.001 See details below
2	Early Career Faculty Appendix to SpaceTech-REDDI (ECF 20)	1/1/2020 - 1/31/2020	Replicates support requirements from work plan T.018.002 See details below Modification expected January 2020

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

3	Early Stage Innovations Appendix to SpaceTech-REDDI (ESI 20)	4/1/2020 - 9/30/2020	Replicates support requirements from work plan T.018.003 See details below
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4	NASA Space Technology Graduate Research Opportunities (NSTGRO21)	8/1/2020 - 9/30/2020	Replicates support requirements from work plan T.018.004 See details below
5	Space Technology Research Institutes (STRI20) Appendix to SpaceTech-REDDI	10/1/2019 - 9/30/2020	Replicates support requirements from work plan T.011.004 See details below

Activity 1: NASA Space Technology Graduate Research Opportunities (NSTGRO20)

STMD Program:	Space Technology Research Grants
Solicitation/Appendix Title:	NSTGRO20
Task Start Date:	October 1, 2019
Proposal Due Date:	November 6, 2019
Task Completion Date:	January 31, 2020
Notes:	Replicates support requirements from work plan T.018.001

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

Proposal Review Dates:	February and March 2020
Technical Integration Panel Dates:	Mid-March 2019
Selection Notification Date:	April 2020
NRESS to help with recruiting? (Yes/No)	As needed
# of Proposals to be Reviewed:	~400
# of Reviewers:	~300 (~125 non-civil servants)
# of Panels:	13 panels, 1 day each.
Travel and Honorarium support? (Yes/No)	Yes (Honorarium only, non-civil servant)
Honorarium Amount:	
Number of Travelers:	0
Panels at NRESS Facility? (Yes/No)	Yes
Task Completion Date:	July 31, 2020
Notes:	are required to support all of the Technology Area Review Meetings; Replicates support requirements from work plan T.018.001

Activity 2: Early Career Faculty Appendix to SpaceTech-REDDI (ECF 20)

STMD Program:	Space Technology Research Grants
Solicitation/Appendix Title:	Early Career Faculty Appendix 2020
Task Start Date:	January 1, 2020
Task Completion Date:	January 31, 2020
Notes:	Planning activities for February solicitation release; Replicates support requirements from work plan T.018.002

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

Release Date:	February 2020
Proposal Due Date:	March 2020
SME Review Panels	June 2020
Selection Date:	July 2020
NRESS to help with recruiting? (Yes/No)	As needed
# of Proposals to be Reviewed:	~60
# of Reviewers:	~35 face-to-face (~25 non-civil servants)
# of Panels:	4 panels at 2 days each
Travel and Honorarium support? (Yes/No)	Yes
Honorarium Amount	[REDACTED]
Number of Travelers:	~25 (non-CS)
Panels at NRESS Facility? (Yes/No)	Yes; perhaps 1 @ a NASA Center
Task Completion Date:	September 30, 2020
Notes:	[REDACTED] are required to support an Integration/Recommendation Panel meeting at NASA HQ; Provide support for continuation review activities; Replicates support requirements from work plan T.018.002

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

Activity 3: Early Stage Innovations Appendix to SpaceTech-REDDI (ESI 20)

STMD Program:	Space Technology Research Grants
Solicitation/Appendix Title:	Early Stage Innovations Appendix 2020
Task Start Date:	April 1, 2020
Release Date:	May 2020
Proposal Due Date:	June 2020
SME Review Panels	September 2020
Selection Date:	November 2020
NRESS to help with recruiting? (Yes/No)	As needed
# of Proposals to be Reviewed:	~100
# of Reviewers:	~50 face-to-face (~30 non-civil servants)
# of Panels:	7 panels at 2 days each
Travel and Honorarium support? (Yes/No)	Yes
Honorarium Amount	[REDACTED]
Number of Travelers:	~30
Panels at NRESS Facility? (Yes/No)	Yes; perhaps 1 @ a NASA Center
Task Completion Date:	September 30, 2020

Notes:	[REDACTED] re required to support an Integration/Recommendation Panel meeting at NASA HQ; Provide support for continuation review activities; Replicates support requirements from work plan T.018.003
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Modification expected January 2020 to extend the period of performance and add the following support:

Activity 4: NASA Space Technology Graduate Research Opportunities (NSTGRO21)

STMD Program:	Space Technology Research Grants
Solicitation/Appendix Title:	NSTGRO21
Task Start Date:	August 1, 2020
Solicitation Release:	September 2020
Special Requirements:	For release of solicitation and planning purposes
Task Completion Date:	September 30, 2020
Notes:	Replicates support requirements from work plan T.018.004

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

Activity 5: Space Technology Research Institutes (STRI20) Appendix to SpaceTech-REDDI

STMD Program:	Space Technology Research Grants
Solicitation/Appendix Title:	Space Technology Research Institutes (STRI20) Appendix to SpaceTech-REDDI
Task Start Date:	April 1, 2020
Release Date:	May 2020, August 2020 (Step 1, Step 2)
Proposal Due Date:	July 2020, November 2020
Proposal Review Dates:	November 2020-January 2021
SME Review Panels	January 2021
Selection Date:	February 2021
NRESS to help with recruiting? (Yes/No)	As needed
# of Proposals to be Reviewed:	30
# of Reviewers:	20
# of Panels:	2 panels at 3 days each
Travel and Honorarium support? (Yes/No)	Yes
Number of Travelers:	8 (non-CS, ~25%)
Honorarium Amount:	[REDACTED]
Panels at NRESS Facility? (Yes/No)	Yes; perhaps 1 @ a NASA Center
Task Completion Date:	September 30, 2020

Special Requirements:	<div style="background-color: black; width: 100%; height: 1.2em; margin-bottom: 0.2em;"></div> are required to support Selection Official meeting; Replicates support requirements from work plan T.011.004
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