

**Performance Work Statement (PWS)  
MSFC Test Laboratory /Test Operations Office Support**

**Background**

Over the next decade the Test Laboratory at Marshall Space Flight Center (MSFC) will experience a tremendous growth in the level of testing activities conducted at MSFC. It will continue to support the safe fly-out of the Space Shuttle, as well as, testing performed for smaller programs and projects. Also the Test Laboratory will perform much of the testing required for the development of NASA's new launch vehicles.

The development of planning, accurate resource allocations, cost estimates and projections are paramount requirements for success of the Test Laboratory, Engineering Directorate and their customers. With the growth of mission critical testing activities the Test Laboratory will be required to perform more strategic planning and detailed estimating at the Laboratory and Directorate levels. The Test Laboratory will be required to work in unison with the Engineering Directorate and its customers and projects to perform and provide accurate integrated planning and projections.

**1.0 Task Description**

The Contractor shall provide support to supplement the planning, scheduling, and resource management skills in the Test Operations Office by performing the following tasks:

- 1.1 The Contractor shall modify and refine planning, resource allocation and cost estimating processes with business tools currently being utilized by the Laboratory.
- 1.2 As testing requirements are identified and defined, and requested by customers, the Contractor shall validate resource requirements, estimate costs and integrate with existing laboratory scheduled requirements.
- 1.3 The Contractor shall maintain separate resource allocations and cost estimates for the individual test projects, as requested by customers, as well as integrated resource allocation and cost estimates for the various test lab branches.
- 1.4 The Contractor shall maintain a record of monthly performance status and perform variance analyses of resource utilization and costs incurred.
- 1.5 The Contractor shall support the development of test lab budgets as required by the directorate and the Programs/Projects for Program Planning Budgeting and Execution (PPBE) submissions and Phasing Plan submissions for the Center.
- 1.6 The Contractor shall facilitate the Test Lab responses to Center resource data calls and actions such as workforce planning (civil service and Contractor), Workforce Integrated Management (WIMS), Collaborative Workforce Commitments (CWC's), and Construction of Facilities (CoF).
- 1.7 The Contractor shall assist branch personnel by interfacing with the MSFC Programs/ Projects for cost estimates and resource allocation issues.

## 2.0 Required Skills

- 2.1 The Contractor shall have extensive experience in the development and integration of cost estimates, workforce allocations and the integration and tracking of resource requirements.
- 2.2 The Contractor shall have excellent communication skills to interface with customers. The Contractor shall be capable of interfacing with Center Institutional Offices, Financial Management Office, and Programs/Projects.
- 2.3 The Contractor shall have experience in the implementation of a performance measurement system, such as Earned Value Management (EVM).
- 2.4 The Contractor shall demonstrate proficiency with Microsoft Office Suite applications, such as Excel, Word and Power Point.

## 3.0 Travel

It is projected that the Initial Effort, **CLIN 0001** will require four trips per year to support collaborative customer initiatives for the lab and directorate. It is anticipated the trips will be to the following locations:

- One trip to ATK in Promotory, Utah
- One trip to Langley Research Center (LaRc)
- One trip to Stennis Space Center (SSC)
- One trip to Kennedy Space Center (KSC).

It is also anticipated that **CLIN 0002**, representing the base period of the Follow-on effort, will require 2 trips to support collaborative customer initiatives for the Lab and Directorate. The projected trip locations are:

- Stennis Space Center (SSC)
- ATK in Promotory, Utah

In the event of the exercise of Options 1 and 2, the continued performance of the Follow-on effort, will require 6 trips annually. These trips will be to the following locations:

- Two trips to ATK in Promotory, Utah
- One trip to Langley Research Center (LaRc)
- Two trips to Stennis Space Center (SSC)
- One trip Kennedy Space Center (KSC)

It is also anticipated that **CLIN 0009**, representing the extension period of 3/14/2011 – 9/30/2011 will require 3 trips. These trips will be to the following locations:

- One trip to ATK in Promotory, Utah
- Two trips to Washington, DC

Additional requirements will be identified throughout contract performance as the Contracting Officer's Technical Representative defines.

## 4.0 Deliverables

The Contractor shall prepare and submit a Monthly Status Reports in accordance with DRD 1262MA-001.

## **5.0 Government Furnished Property**

The Government will provide offices, phones, computers and desks for this effort on site at MSFC.

The Contractor shall prepare and maintain a report identifying and listing all equipment, tools, etc., provided by the Government for use by the Contractor in the performance of contracted effort, and for which the Contractor has been given physical custody. This report shall be prepared and maintained in accordance with DRD 1262LS-001.

## **6.0 Data Deliverables**

The Contractor shall report and document this work and fulfill the requirements of associated Data Requirements Descriptions (DRDs) as outlined in Data Procurement Document (DPD) 1262 (Attachment J-2). The Contractor shall determine the data restriction that applies to each data deliverable and mark or transmit the data restriction in accordance with section 2.3.3 of the Data Procurement Document.

The Contractor shall prepare and submit a Monthly Status Report in accordance with DRD 1262MA-001.

The Contractor shall prepare and deliver Badged Employee and Remote IT User Listings in accordance with DRD 1262MA-002.

The Contractor shall prepare and deliver Contractor Employee Clearance Documents in accordance with DRD 1262MA-003.

The Contractor shall prepare and deliver Position Risk Designation for Non-NASA Employee in accordance with DRD 1262MA-004.

The Contractor shall establish and implement an industrial safety, occupational health, and environmental program that (1) prevents employee fatalities, (2) reduces the number of incidents, (3) reduces the severity of employee injuries and illnesses, (4) protects the environment through the ongoing planning, implementation, integration and management control of these programs. The Contractor shall comply with all MSFC SHE Core Program requirements in MPR 8715.1, "Marshall Safety, Health and Environmental (SHE) Program" while working on site at MSFC and provide a signed Safety, Health, and Environmental (SHE) Work Agreement in accordance with DRD 1262SA-001.

The Contractor shall report mishaps and safety statistics to the MSFC Industrial Safety Branch in accordance with DRD 1262SA-002. The Contractor shall submit direct to the NASA Incident Reporting Information System (IRIS) or shall use the forms listed in section 15.4 of DRD 1262SA-002 or electronic equivalent to report mishaps and related information required to produce the safety metrics.