

**Task Order Plan (TOP)**

**Contract Number:** NNM05AB50C  
**TO Title:** Space Act Agreement Support  
**TO Number:** 48-010002 **Revision:** 06

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**Period of Performance:** 10/02/2010 to 09/30/2011

**MSFC Initiator:** Fred Harrington

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**Emergency:** No

Revision -06: The purpose of this revision is to extend this task into Contract Year 6 of the NNM05AB50C ESTS contract. This revision defines and estimates work for the period October 2, 2010 through September 30, 2011. Additionally, the Schedule, Performance Plan and Risk Assessment have been revised to reflect changes in task activities for the new period of performance. This revision affects support to the Business Planning & Integration Office within the Office of Strategic Analysis & Communications (OSAC).

Program	Subelement	WBS	Status
OSAC	00	736466.01.08.08.04 833011.02.08.02	Open

Revision -05: The purpose of this revision is to extend this task into Contract Year 5 of the NNM05AB50C ESTS contract. This revision defines and estimates work for the period October 3, 2009 through October 14, 2010. Additionally, the Schedule, Performance Plan and Risk Assessment have been revised to reflect changes in task activities for the new period of performance. This revision affects support to the CS10 Office of Strategic Analysis & Communication (OSAC).

Funding for this task is provided per WBS: 833011.02.08.02.VP32.09

Revision -04: The purpose of revision -04 is to adjust estimated resources to accomplish the scope of work defined by the Customer; specifically:

1. Decrease travel resources to reflect less trips than predicted for FY09.

Revision -03: The purpose of this revision is to extend this task into Contract Year 4 of the NNM05AB50C ESTS contract. This revision defines and estimates work for the period September 27, 2008 through October 2, 2009. Additionally, the MSFC Initiator name, Director name, Team Lead name, Task Order Lead name, Schedule, Performance Plan and Risk Assessment have been revised to reflect changes in task activities for the new period of performance.

The purpose of revision 2 is to extend this task into Contract Year 3 of the NNM05AB50C ESTS contract. This revision defines and estimates work for the period 29 September 2007 through 26 Septem-

ber 2008. Additionally, the Schedule, Performance Plan and Risk Assessment have been revised to reflect changes in task activities for the new period of performance.

The purpose of revision 01 is to delete Jacobs' hours not expected to be needed in FY07. This reduction results from the timing of the start date for the resource to support this task. This revision also deletes travel not expected to be needed in FY07.

## **1.0 Task Order Description & Objectives**

This Task Order will support the Office of Strategic Analysis & Communication (OSAC) by providing Space Act Agreement specialist support for the Center level Space Act Agreement function.

## **2.0 Technical Approach (Including required input, guidelines & assumptions)**

Based on Government provided guidelines, priorities, duties, and policies, coordinate / resolve differing situations, problems, and deviations to normal Space Act Agreement (SAA) processing and use independent judgment and initiative to determine the approach or action to take in non-routine situations, and to interpret and adapt guidelines to specific situations. Provide expert understanding of the use and limitations of Space Act Agreement Maker (SAAM), the Government-provided software package for creating, approving, and tracking Space Act Agreements, and familiarity with NPD1050.1 and NAI 1050.1, which are the Agency's governing documents for Space Act Agreements, along with any other relevant related documents.

Facilitate the approval and execution of SAAs; determine the appropriate MSFC office (Engineering, Legal Office, Chief Financial Officer, Procurement Office, etc) to handle SAA issues; coordinate SAA activities with NASA HQ, other centers, and industry as necessary; review outgoing SAAs for completeness and consistency with established processes and procedures; maintain awareness of the completion status of each SAA; collect, compile, analyze, and report statistical information such as touches per completion and dollar value completed/pending in order to inform decision making at both Agency and Center levels; anticipate and prepare materials needed to expedite SAA processing; arrange meetings and invite appropriate personnel; prepare status reports; and explain SAA requirements and the use of SAAM to new users and staff.

Establish, review, and maintain office files/records on Space Act Agreements, and provide copies upon request in accordance with the Office of Personnel Management, Code of Federal Regulations, Title 5 U.S. Code, Part 293, NASA NPR 1441.1 Records Retention Schedule, Privacy Act, and/or other regulatory requirements.

## **3.0 Discussion of Skills Required**

An Expert understanding of the use and limitations of Space Act Agreement Maker (SAAM), the Government-provided software package for creating, approving, and tracking Space Act Agreements is required. A proficiency in Windows-based applications (such as, but not limited to, Microsoft Excel, Microsoft Word, and Microsoft Power Point) is required.

## **4.0 Special Tools Required**

Space Act Agreement Maker (SAAM), the Government-provided software package for creating, approving, and tracking Space Act Agreements will be provided by the OSAC.

## **5.0 Participating Subcontractors**

None

## **6.0 Milestones & Deliverables**

Monthly Activity Reports

**7.0 Special Considerations (Recruiting, Special Equipment / Material, Safety, etc.)**

Travel: (3 trips, 3-5 days, 1 person)

**8.0 Work Shelf**

The following activities could be accomplished as part of the Task Order performance by personnel that are temporarily available due to program or funding delays on other Tasks. Specific assignments will be coordinated with the Task Initiator to ensure appropriate skills and experience.

TO/Subelement	Description	Due Date	Skill
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**9.0 Schedule - Schedule is baseline only. Reference Monthly Activity Report for detailed, updated schedule with milestones.**

Task Order #	Subelement	Task Work Element	2011													
			Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct
48-010002	00	Space Act Agreement Support														
48-010002	00	SAA Program Support														

# ESTS Contract Task Order Request Performance Plan

Task Order Title: [Space Act Agreement Support](#)

Task Order Number: [48-010002](#) Revision: 06

Category	Weighting Technical %	End of Period Technical Score
<p><b>Technical Objectives</b></p> <ul style="list-style-type: none"> <li>- Coordinate / resolve differing situations, problems, and deviations to normal Space Act Agreement (SAA) processing</li> <li>- Coordinate, review, and facilitate all SAA activities, issues, reviews, and approvals across Marshall Organizations, NASA HQ, and industry as necessary</li> <li>- Review SAAs for completeness and consistency with established processes and procedures</li> <li>- Maintain completion status of all Marshall SAAs</li> <li>- Collect, compile, analyze, and report SAA statistics and other information as needed to enable informed decision-making at both Agency and Center levels</li> <li>- Coordinate / facilitate SSA related meetings and invite appropriate personnel</li> <li>- Establish, review, and maintain office files / records on all SAAs, and provide copies upon request</li> </ul>	<p>65%</p>	<p style="text-align: right;">X <u>65%</u> =</p> <p style="text-align: center;"><b>Justification</b></p>
<p><b>Schedule Objectives (Milestones)</b></p> <ul style="list-style-type: none"> <li>- Monthly Activity Reports documenting SAA activities, accomplishments, status, statistics, relevant cost information, and issues.</li> <li>- Respond to new Space Act Agreements within 3 working days</li> </ul>	<p><b>Weighting Schedule %</b></p> <p style="text-align: center;"><u>10%</u> <i>(min 10%)</i></p>	<p><b>Schedule Score</b></p> <p style="text-align: right;">X <u>10%</u> =</p> <p style="text-align: center;"><b>Justification</b></p>
	<b>Weighting</b>	<b>Cost Score</b>

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<b><u>Cost (actual vs. negotiated)</u></b>	<b>Cost%</b> <div style="background-color: #cccccc; padding: 2px; display: inline-block;">25%</div> <i>(min.25%)</i>	X <u>25%</u> =  <b>Justification</b>  <div style="border: 1px solid black; height: 60px; width: 100%;"></div>
	<b>Weighting</b> <b>Total %</b> <div style="background-color: #cccccc; padding: 2px; display: inline-block;">100.00%</div>	<b>Total Score</b>  <div style="background-color: #cccccc; height: 20px; width: 100%;"></div>

## Technical, Schedule, and Cost Grading Scale

Score	Description
9.0-10.0	Exceeded TO Performance Plan objectives resulting in major benefit(s)
8.0-8.9	Exceeded TO Performance Plan objectives resulting in modest benefit(s)
7.0-7.9	Met TO Performance Plan objectives
3.0-6.9	Did not meet all TO Performance Plan objectives resulting in minimal impact or requiring additional agency funds
0.0-2.9	Did not meet TO Performance Plan objectives resulting in substantial impact and/or requiring additional agency funds

## ESTS Contract Task Order Request Performance Plan

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**Comments:**

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**Risk Assessment**

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**Task Order Risk Assessment to Cost, Technical, and Schedule**

List identified risk associated with Task Order performance as related to task cost, technical, and schedule. Classify the risk(s) according to probability of occurrence and impact as defined below and enter the risk into risk matrix.

Risk	Risk Type	Probability (1-4)	Impact (1-4)	Risk Description
Risk C1	Cost	1	1	Meet cost estimates within 5%.
Risk C2	Cost			
Risk T1	Technical	1	1	Meet all technical objectives.
Risk T2	Technical			
Risk S1	Schedule	1	1	Meet all schedule objectives.
Risk S2	Schedule			

\*Note: See page 2 for risk mitigation plan for those risks which are Primary Risk Drivers.



