

**TECHNICAL WORK MAY NOT BEGIN PRIOR TO CO APPROVAL**

NASA/GODDARD SPACE FLIGHT CENTER

**REQUEST FOR TASK PLAN / TASK ORDER**

CONTRACTOR	CONTRACT NO./TASK NO.	JOB ORDER NUMBER	APPROP. FY
QSS Group, Inc.	NAS5- 99124      TASK NO. 180      AMENDMENT	700-019-08-07-89	00

TASK TITLE: (NTE 80 characters; include Project name)

Code 700 Quality Systems Maintenance

APPROVALS: (Type or print name and sign)

ASSISTANT TECHNICAL REPRESENTATIVE (OR TASK MONITOR)

FOR *James M. McManis*      DATE 12/7/99      ORG CODE 730      MAIL CODE 408      PHONE 301 286-8983  
 Carey F. Lively  
 BRANCH HEAD

*James F. Andary*      DATE 12/8/99      CODE 730      PHONE 301 286-2269  
 James F. Andary

CONTRACTING OFFICER'S/TECHNICAL REPRESENTATIVE (COTR)      DATE 12/9/99      CODE 560      PHONE 301-286-2285  
 Robert S. Lebar, Jr. *Robert S. Lebar, Jr.*

FLIGHT HARDWARE, CRITICAL GSE OR SOFTWARE? <small>(IF YES, NEED CODE 303 CONCURRENCE NEXT BLOCK)</small>	CONTRACTING OFFICER'S QUALITY REP.	DESIGNATED FAM:
<input checked="" type="checkbox"/> NO <input type="checkbox"/> YES	Larry Moore	

The contractor shall identify and explain the reason for any deviations, exceptions, or conditional assumptions taken with respect to this Task Order or to any of the technical requirements of the Task Order Statement of Work and related specifications. The contractor shall complete and submit the required Reps and Certs.

(To be completed by Contracting Officer)  
**C.O. Requested Quote on:**  
**Date:**

Contractor will develop specification or statement of work under this task for a future procurement.       NO       YES

Flight hardware will be shipped to GSFC for testing prior to final delivery.       NO       YES       N/A

Government Furnished Property/Facilities:       NO     

Onsite Performance:       NO       YES      If yes:       TOTAL       PARTIAL  
If partial, indicate onsite work in SOW by asterisk (\*)

Surveillance Plan Attached:       NO       YES

Highlighted Contract Clauses: (to be completed by Contracting Officer)

Per Clause H.14, Task Ordering Procedure, subparagraph (f), the effective date of this task order shall be December 22, 1999.

**INCENTIVE FEE STRUCTURE** (check one)

(See Contract NAS5-99124, Attachment K, Incentive Fee Plan)

	No. 1	No. 2	<input checked="" type="checkbox"/> No. 3	No. 4	No. 5
Cost	10%	50%	25%	25%	%
Schedule	15%	25%	25%	50%	%
Technical	75%	25%	50%	25%	%

(To be completed by Contracting Officer)

The target cost of this task order is \$ 59,204.  
 The target fee of this task order is \$ 3,849.  
 The total target cost and target fee of this task order as contemplated by the Incentive Fee clause of this contract is \$ 63,053.  
 The maximum fee is \$ 5,625.  
 The minimum fee is \$0.

AUTHORIZED SIGNATURE:

THIS TASK ASSIGNMENT IS ISSUED ACCORDING TO THE CONTRACT CLAUSE "TASK ASSIGNMENTS AND REPORTS"

*Lorrie L. Eakin*      DATE 3/15/00  
 SIGNATURE OF CONTRACTING OFFICER      DATE

Lorrie L. Eakin  
 Contracting Officer

TYPED NAME OF CONTRACTING OFFICER

CONTRACTOR'S ACCEPTANCE:

AUTHORIZED SIGNATURE

DATE

GSFC FORM 703-1845

12/98 (OLDER VERSIONS ARE OBSOLETE)

DISTRIBUTION: CONTRACTOR, CONTRACTING OFFICER, COTR, CODE 303, RESOURCES ANALYST, ASSISTANT TECHNICAL REPRESENTATIVE

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	NAS5-		

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**REQUEST FOR TASK PLAN / TASK ORDER****CONTRACTOR****CONTRACT NO./TASK NO.**

QSS Group, Inc.

NAS5-

TASK NO.

AMENDMENT

**99124****180**

Applicable paragraphs from contract Statement of Work:

**STATEMENT OF WORK:** (Continue on blank paper if additional space is required)

The contractor shall provide system engineering support services to support the development of system engineering procedures for maintaining quality within STAAC. This shall include the review of all (STAAC) Code 700 processes and the development of documentation relating to procedures, processes, and quality systems.

The following specific activities are required:

a) Review all GSFC management directives that have an impact on 700 and understand the implications of the directives as feasible. Understand the requirements of ISO 9000 and the requirements of ISO on the GSFC on STAAC procedures.. Conduct a requirements traceability and flowdown analysis of Code 700 procedures, guidelines, and process documents for completeness and correctness. Develop a requirements traceability matrix of all requirements and their impact on 700. Develop this matrix from the bottom up from 700 requirements.

b) Develop and demonstrate familiarity with the GDMS capabilities and procedures. Update and submit, to GDMS, Code 700 documents in development or in need of modification.

c) Support the development of STAAC procedures which support GSFC policies and directives.

**PERFORMANCE SPECIFICATIONS:**

Documents delivered and task analyses shall be compatible with the GDMS and GPG 8730 and standard system engineering methods.

**APPLICABLE DOCUMENTS:**

All documents in the GDMS. Other reference material relative to systems engineering processes and procedures.

**TASK END DATE:**

9/30/00

**MILESTONES/DELIVERABLES AND DATES:**

Demonstrate familiarity with the GDMS and 700 documentation requirements –  
1/31/2000

Complete review of Code 700 Document System, Quality System Record Log and  
CM requirements – 1/31/2000

Respond to NCR's – as required by ATR

Prepare systems engineering procedures - as required by ATR. Prepare document  
updates to GPG and PG as required by ATR .

**PERFORMANCE STANDARDS:**

**Schedule:** On-time delivery/completion of the above milestones and deliverables.

**Technical:** ATR's acceptance of the above

**FINAL DELIVERY DESTINATION (NAME, BLDG, ROOM):**

Carey Lively, Building 16W, NO77