

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. 364 AMENDMENT	582-321-10-23-89	FY01

TASK TITLE: (NTE 80 characters; include Project name)
FSW Branch Systems Engineering Services

APPROVALS: (Type or print name and sign)

ASSISTANT TECHNICAL REPRESENTATIVE (OR TASK MONITOR)	DATE	ORG CODE	MAIL CODE	PHONE
Elaine Shell <i>Elaine M. Shell</i>	9/8/00	582	582	301-286-7104
BRANCH HEAD	DATE	CODE	PHONE	
Elaine Shell <i>Elaine M. Shell</i>	9/8/00	582	301-286-7104	
CONTRACTING OFFICER'S TECHNICAL REPRESENTATIVE (COTR)	DATE	CODE	PHONE	
Robert S. Lebar, Jr.		560	301-286-6588	

FLIGHT HARDWARE, CRITICAL GSE OR SOFTWARE? <small>(IF YES, NEED CODE 303 CONCURRENCE NEXT BLOCK)</small>	CONTRACTING OFFICER'S QUALITY REP.	DESIGNATED FAM:
X NO [] 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 Reqs 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.	X NO	[] YES
Flight hardware will be shipped to GSFC for testing prior to final delivery.	X NO	[] YES [] N/A
Government Furnished Property/Facilities:	X NO	[] YES - SEE LIST OF GFP (offsite only) / FACILITIES (onsite only)
Onsite Performance:	[] NO [] YES	If yes: [] TOTAL [] PARTIAL
	X NO	If partial, indicate onsite work in SOW by asterisk (*)
Surveillance Plan Attached:	X NO	[] YES
Highlighted Contract Clauses:	<i>(to be completed by Contracting Officer)</i>	

INCENTIVE FEE STRUCTURE (check one)

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

	X No. 1	No. 2	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 \$ _____.

The target fee of this task order is \$ _____.

The total target cost and target fee of this task order as contemplated by the Incentive Fee clause of this contract is \$ _____.

The maximum fee is \$ _____.

The minimum fee is \$0.

AUTHORIZED SIGNATURE:

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

_____ SIGNATURE OF CONTRACTING OFFICER	_____ DATE	_____ TYPED NAME OF CONTRACTING OFFICER
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CONTRACTOR'S ACCEPTANCE:

_____ AUTHORIZED SIGNATURE	_____ DATE
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QSS Group, Inc.	NAS5- 99124	364	

Applicable paragraphs from contract Statement of Work:

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

The Code 582 Product Plan Template satisfies Code 580's requirement for ISO documentation of FSW development efforts. It also provides elements of a Code 582 "Corporate Memory", ensuring that the most recent standards and methodologies are documented and inherited by each new FSW effort. The contractor shall coordinate and assist FSW Team Leads in the use of the template and continue to develop the template by incorporating lessons learned from these efforts and directives from Code 582 management.

The contractor shall develop products (documents, presentations, web elements, etc.) to support Code 582's continuing efforts to educate and inform Branch customers of Branch methodologies and resource needs.

The contractor shall assist Code 582 in identifying and developing templates for other technical documents.

The contractor shall coordinate the capture, organization and dissemination of knowledge (lessons-learned) from past and current Branch missions.

The contractor shall coordinate the capture, organization and dissemination of knowledge (lessons-learned) from external activities such as workshops held jointly with JPL, APL, etc.

PERFORMANCE SPECIFICATIONS:

Reports and Documents: Technical performance will be based on thoroughness and completeness of written reports. Acceptable performance is that the ATR is satisfied that the material reflects the proper level of technical expertise and meets the objectives of the activity.

Management: Performance will be measured against the following metrics: (1) accomplishment of objectives; (2) clear, incremental progress; (3) responsiveness to issues; (4) efficient and appropriate staffing; and (5) coordination with and good working relationship with ATR and other related contractor efforts, if applicable.

APPLICABLE DOCUMENTS:

None.

TASK END DATE: 9/30/01

MILESTONES/DELIVERABLES AND DATES:

3/30/01 Lessons-learned from selected GSFC missions
5/31/01 Facilitate GSFC/JPL Quality Mission Software Workshop #3, GSFC, (exact date TBD)
8/31/01 582 Product Plan Template update (incorporating lessons from ST-5 and Swift)

PERFORMANCE STANDARDS:

Schedule: On-time completion/delivery of the above deliverables
Technical: ATR's acceptance of the above deliverables

FINAL DELIVERY DESTINATION (NAME, BLDG, ROOM):

Elaine Shell, building 3, room 242