

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

NASA/GODDARD SPACE FLIGHT CENTER

**REQUEST FOR TASK PLAN / TASK ORDER**

|                   |   |                         |                   |
|-------------------|---|-------------------------|-------------------|
| <b>CONTRACTOR</b> | <b>CONTRACT NO./TASK NO.</b>                        | <b>JOB ORDER NUMBER</b> | <b>APPROP. FY</b> |
| QSS Group, Inc.   | NAS5-<br><b>99124</b> TASK NO. <b>458</b> AMENDMENT | 570-019-08-03-89        | 01                |

**TASK TITLE:** (NTE 80 characters; include Project name)  
GNCC Equipment Management Services

**APPROVALS:** (Type or print name and sign)

|  |             |                 |                  |              |
|--|-------------|-----------------|------------------|--------------|
| <b>ASSISTANT TECHNICAL REPRESENTATIVE (OR TASK MONITOR)</b>  | <b>DATE</b> | <b>ORG CODE</b> | <b>MAIL CODE</b> | <b>PHONE</b> |
| A. Christie Grant <i>A. Christie Grant</i>                   | 12/18/00    | 571             | 571              | 301-286-4811 |
| <b>BRANCH HEAD</b>   | <b>DATE</b> | <b>CODE</b>     | <b>PHONE</b>     |              |
| Brent Robertson <i>B. Robertson</i>                          | 12/18/00    | 571             | 301-286-6392     |              |
| <b>CONTRACTING OFFICER'S TECHNICAL REPRESENTATIVE (COTR)</b> | <b>DATE</b> | <b>CODE</b>     | <b>PHONE</b>     |              |
| Robert Lebar, Jr. <i>Robert Lebar, Jr.</i>                   | 12/26/00    | 560             | 301-286-6588     |              |

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

|   |   |
|---|---|
| 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. | <i>(To be completed by Contracting Officer)</i><br><b>C.O. Requested Quote on:</b><br>Date: <b>JAN 2 2001</b> |
|---|---|

|  |   |
|--|---|
| Contractor will develop specification or statement of work under this task for a future procurement. | <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES   |
| Flight hardware will be shipped to GSFC for testing prior to final delivery.                         | <input type="checkbox"/> NO <input type="checkbox"/> YES <input checked="" type="checkbox"/> N/A  |
| Government Furnished Property/Facilities:  | <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES -- SEE LIST OF GFP (offsite only) / FACILITIES (onsite only)  |
| Onsite Performance:  | <input type="checkbox"/> NO <input checked="" type="checkbox"/> YES      If yes: <input checked="" type="checkbox"/> TOTAL <input type="checkbox"/> PARTIAL<br><small>If partial, indicate onsite work in SOW by asterisk (*)</small> |
| Surveillance Plan Attached:  | <input checked="" type="checkbox"/> NO <input type="checkbox"/> 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)

No. 2

|           |     |
|-----------|-----|
| Cost      | 50% |
| Schedule  | 25% |
| Technical | 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 |
|                                  |      |                                   |

**CONTRACTOR'S ACCEPTANCE:**

|                      |      |
|----------------------|------|
| AUTHORIZED SIGNATURE | DATE |
|                      |      |

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| QSS Group, Inc. | NAS5-<br><b>99124</b> | TASK NO.<br><b>458</b> | AMENDMENT |

Applicable paragraphs from contract Statement of Work:

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

The contractor shall provide services to the Guidance, Navigation and Control Center (GNCC), Code 570, to support its work on various flight and R&D projects. These services include:

1. Provide equipment management services to a number of projects with Code 570, responsible for the overall accounting of all technical equipment.
2. Provide scheduling of maintenance and calibration of electronic equipment used in developing flight and R&D systems.
3. Provide logistics control of equipment and materials.
4. Provide technical services to the facilities manager.

**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. Reports shall be delivered to the ATR both as a hard copy and in MS Word format via either diskette or email.

**Technical Progress Report:** Acceptable performance is that the ATR is satisfied that he is being kept informed of the status of work performed and of issues requiring his attention. Report to include: (1) summary of monthly progress and highlights; (2) plans for next month; (3) problems; (4) issues; and (5) resolution of problems/issues.

**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:** 1/1/02

**MILESTONES/DELIVERABLES AND DATES:**

1. Status Report: weekly, provided to the ATR
2. Technical Progress Report: monthly, due 15th of the month

**PERFORMANCE STANDARDS:**

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

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

A. Christie Grant, building 11, room S103