

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>		1. CONTRACT ID CODE W-19800		PAGE OF PAGE 1 3	
2. AMENDMENT/MODIFICATION NO. 50		3. EFFECTIVE DATE See Block 16		4. REQUISITION/PURCHASE REQ. NO. see following page	
6. ISSUED BY NASA/GSFC/Headquarters Procurement Office Mail code 210.H, Attn: John Brett Greenbelt, MD 20771-0001		CODE 210.H		7. ADMINISTERED BY (If other than Item 6) CODE	
8. NAME AND ADDRESS OF CONTRACTOR (No. Street, county, State and ZIP: Code) Science Applications International Corporation 7980 Science Applications Court CV-48 Vienna, VA 22183				(4)	
				9A. AMENDMENT OF SOLICITATION NO.	
				9B. DATED (SEE ITEM 11)	
				10A. MODIFICATION OF CONTRACT/ORDER NO. W-19800	
				10B. DATED (SEE ITEM 13) May 3, 2000	
CODE 52302		FACILITY CODE			

### 11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:

(a) By completing Items 8 and 15, and returning one (1) copy of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATA SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and data specified.

### 12. ACCOUNTING AND APPROPRIATION DATA (If required)

See following page.

### 13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

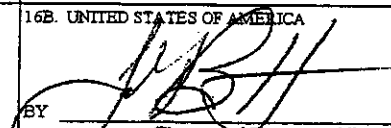
(4)	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
X	D. OTHER Specify type of modification and authority) 52.232-22 Limitation of Funds (April 1984);

E. IMPORTANT: Contractor X is not, is required to sign this document and return 2 copies to the issuing office.

### 14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

See following page

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

5A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) John Brett, Contracting Officer	
5B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA BY  (Signature of Contracting Officer)	16C. DATE SIGNED April 17, 2002

NSN 7540-01-152-8070

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STANDARD FORM 30 (REV. 10-83)  
FAR (48 CFR) 53.243

#### 10.0 SPECIAL REQUIREMENTS FOR HEADQUARTERS OFFICES

1. Pursuant to SOW 10.2 *Tasking Process*, NASA issues revised subtask 10.12(CLIN 0201AB-AF) (See Table A for task value and award fee adjustment). The period of performance for this subtask continues from the effective date of this modification to May 31, 2002. The 10.12 Statement of Work is attached as Attachment C.
2. Pursuant to SOW 10.2, *Tasking Process*, NASA issues revised subtask 10.48(CLIN 0201AB-AN) (See Table A for task value and award fee adjustment). The period of performance for this subtask continues from the effective date of this modification to May 31, 2002. The 10.48 Statement of Work is attached as Attachment D.
3. Pursuant to SOW 10.2 *Tasking Process*, NASA issues revised subtask 10.53(CLIN 0201AB-AQ) (See Table A for task value and award fee adjustment). The period of performance for this subtask continues from the effective date of this modification to May 31, 2002. The 10.53 Statement of Work is attached as Attachment B.
4. Pursuant to SOW 10.2, *Tasking Process*, NASA issues revised subtask 10.96(CLIN 0201AB-BN) (See Table A for task value and award fee adjustment). The period of performance for this subtask continues from the effective date of this modification to May 31, 2002. The 10.96 Statement of Work is attached as Attachment A.
5. Pursuant to SOW 10.2, *Tasking Process*, NASA issues subtask 10.81(CLIN 0201AB-BT) (See Table A for task value and award fee adjustment). The period of performance for this subtask continues from the effective date of this modification to May 31, 2002. The 10.81 Statement of Work is attached as Attachment E.

#### B.5, CONTRACT FUNDING, is revised as follows:

(a). For purposes of payment of cost, exclusive of fee, in accordance with the Limitation of Funds clause, the total amount allotted by the Government to subtask 0201AB-AA (Core) is \$ 20,211,667.20. This allotment covers the following estimated period of performance 30 May 2000-TBD.

(b). For purposes of payment of cost, exclusive of fee, in accordance with the Limitation of Funds clause, the total amount allotted by the Government to subtasks 0201AB-AC through 0201AB-BT is \$28,751,069.89. This allotment covers the following estimated period of performance 30 May 2000-(see Table A estimated date at which allotment expires)

(c) An additional amount of \$2,811,514.70 is obligated under this contract (CLIN 0201AB-AB) for payment of fee.

#### B.4 ESTIMATED COST AND AWARD FEE, paragraph 2 is deleted. Inserted in its place is as follows:

The estimated cost of all 10.0 subtasks (00201AB-AC through 00201AB-BT) is \$33,045,703.07.

The maximum available award fee is \$1,704,445.01. Total estimated cost and maximum award fee is \$34,750,148.08. Specific estimated costs by task are as follows in Table 1.

## ACCOUNTING AND APPROPRIATION DATA

1. The funds added by this modification also update Block 21 of the SOLICITATION, OFFER AND AWARD, SF33. The accounting and appropriations and funding data for this modification, by subCLIN, is as follows:

Line Item	Task Order	Procurement Request	Fund Source	Appropriation Symbol	Object Class	UPN/HPN	Office/Fin Code	IMS	Costs
0201AB-AF	10.12	10-07580	54	802/30111	2332	323-74	QAA00	30-06-00	\$ 50,000.00
0201AB-AF	10.12	10-07581	54	803/30111	2332	323-96	QAA00	30-06-00	\$ 36,444.00
0201AB-BT	10.81	10-07538	29	802/30110	2529	713-79	RMA00	30-02-04	\$97,000.00
0201AB-BT	10.81	10-07482	29	802/30110	2529	727-04	RMA00	30-02-04	\$132,000.00
0201AB-AQ	10.53	10-07497	54	802/30111	2529	78900223.01	CFA20	30-02-04	\$110,832.00
0201AB-EN	10.96	10-07498	54	802/30111	2529	78940032.02	CAA30	30-02-04	\$362,414.00
0201AB-AN	10.48	10-07404	40	802/40110	2529	9789	JXA00		\$39,205.51
0201AB-AA	10.00	10-07440	54	802/30111	2529	78910340.31	CIA00	30-02-04	\$49,998.01
<b>Award Fee Accting Data</b>									
0201AB-AB	Award Fee	10-07580	54	802/30111	2332	323-74	QAA00	30-06-00	\$ 3,463.00
0201AB-AB	Award Fee	10-07581	54	803/30111	2332	323-96	QAA00	30-06-00	\$ 2,675.00
0201AB-AB	Award Fee	10-07538	29	802/30110	2529	713-79	RMA00	30-02-04	\$3,000.00
0201AB-AB	Award Fee	10-07482	29	802/30110	2529	727-04	RMA00	30-02-04	\$7,000.00
0201AB-AB	Award Fee	10-07497	54	802/30111	2529	78900223.01	CFA20	30-02-04	\$15,162.00
0201AB-AB	Award Fee	10-07498	54	802/30111	2529	78940032.02	CAA30	30-02-04	\$74,538.00
0201AB-AB	Award Fee	10-07404	40	802/40110	2529	9789	JXA00		\$1,705.07

## 2. Funding Changes by Subtask

	From <sup>76</sup>	By	To <sup>83</sup>
10.00A (Award Fee)	\$2,703,971.63	\$107,543.07	\$2,811,514.70
10.00 (Core)	\$ 20,161,669.19	\$49,998.01	\$20,211,667.20
10.12	\$1,034,913.41	\$86,444.00	\$1,121,357.41
10.48	\$307,339.49	\$39,205.51	\$346,545.00
10.53	\$4,039,114.16	\$110,832.00	\$4,149,946.16
10.81	\$ -	\$229,000.00	\$229,000.00
10.96	\$904,998.07	\$362,414.00	\$1,267,412.07

ISEM Task Order, W-19800  
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Table A  
Estimated Cost and Award Fee, Current Funding

Subtask CLIN	Task	From	By	To	From	By	To	Current Funding - Obligated Costs	Est End Date of Funding
0201AB-BS	10.02			\$66,069.00			\$4,711.00	\$66,069.00	TBD
0201AB-BS	10.03			\$37,724.00			\$2,699.00	\$37,724.00	31-May-02
0201AB-AC	10.04			\$49,604.41			\$3,085.35	\$49,604.41	31-May-02
0201AB-AD	10.06			\$79,046.53			\$4,910.45	\$79,046.01	1-Feb-02
0201AB-AE	10.08			\$1,883,222.51			\$104,427.30	\$1,883,222.51	1-Feb-02
0201AB-AF	10.12	\$1,034,913.00	\$ 86,444.00	\$1,121,357.00	\$58,748.90	\$ 6,138.00	\$64,886.90	\$1,121,357.41	TBD
0201AB-AG	10.15			\$1,409,865.58			\$85,239.35	\$1,409,865.58	TBD
0201AB-AH	10.3			\$2,576,208.00			\$133,647.80	\$2,576,208.00	31-May-02
0201AA-AI	10.33			\$1,021,430.20			\$24,382.00	\$234,401.76	31-May-01
0201AB-AJ	10.34			\$518,929.53			\$27,382.05	\$518,929.53	15-Mar-02
0201AB-AK	10.41			\$819,815.13			\$49,543.05	\$819,815.13	3/1/2002
0201AB-AL	10.46			\$694,812.45			\$42,269.00	\$664,210.45	TBD
0201AB-AM	10.47			\$1,199,922.06			\$68,386.00	\$1,199,922.06	TBD
0201AB-AN	10.48	\$307,339.49	\$ 39,205.00	\$346,544.49	\$19,078.25	\$ 2,810.00	\$21,888.25	\$346,545.00	TBD
0201AB-AO	10.51			\$74,422.00			\$3,131.99	\$74,422.00	31-May-02
0201AB-AP	10.52			\$433,380.60			\$25,538.00	\$433,380.60	31-May-02
0201AB-AQ	10.53	\$4,584,743.16	\$(434,797.00)	\$4,149,946.16	\$239,474.45	TBN	TBN	\$4,149,946.16	TBD
0201AB-AR	10.57			\$987,547.56			\$59,480.15	\$987,547.20	31-May-02
0201AB-AS	10.58			\$83,285.93			\$5,196.20	\$83,285.93	31-May-02
0201AB-AT	10.61			\$1,845,630.00			\$95,553.10	\$1,777,550.74	26-Apr-02
0201AB-AU	10.62			\$285,572.77			\$15,089.21	\$285,572.43	31-May-02
0201AB-AV	10.66			\$101,607.77			\$6,161.15	\$101,607.77	31-May-02
0201AB-AW	10.68			\$219,662.04			\$13,072.75	\$173,415.11	3/20/2002
0201AB-AX	10.69			\$151,717.81			\$8,798.10	\$65,177.36	31-May-02
0201AA-AY	10.78			\$1,856,701.43			\$51,185.00	\$1,639,285.00	31-May-01
0201AB-BC	10.82			\$147,312.00			\$9,191.60	\$147,312.00	TBD
0201AB-AZ	10.83			\$422,812.26			\$25,196.35	\$422,812.25	29-Mar-02

ISEM Task Order, W-19800  
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Table A  
Estimated Cost and Award Fee, Current Funding

Subtask CLIN	Task	From	By	To	From	By	To	Current Funding - Obligated Costs	Est End Date of Funding
0201AB-BT	10.81	\$0.00	\$238,728.00	\$238,728.00	\$0.00	\$17,503.00	\$17,503.00	\$229,000.00	TBD
0201AB-BA	10.84			\$686,757.52			\$35,038.80	\$617,937.43	29-Mar-02
0201AB-BB	10.85			\$651,215.87			\$36,925.90	\$464,048.49	31-May-02
0201AB-BD	10.86			\$778,475.00			\$26,769.87	\$778,475.00	TBD
0201AB-BE	10.87			\$689,305.88			\$19,839.90	\$628,932.50	1-Mar-02
0201AB-BF	10.88			\$671,237.58			\$42,228.40	\$290,655.00	29-Mar-02
0201AB-BG	10.89			\$839,932.00			\$47,244.80	\$516,000.00	TBD
0201AB-BH	10.9			\$51,492.00			\$3,236.80	\$38,281.00	1-May-02
0201AA-BI	10.91			\$3,250,904.00			\$137,713.70	\$1,236,000.00	8-Feb-02
0201AB-BJ	10.92			\$625,142.00			\$41,897.94	\$625,142.00	31-May-02
0201AB-BK	10.93			\$81,307.00			\$5,382.50	\$81,307.00	31-May-02
0201AB-BM	10.95			\$10,591.00			\$659.00	\$10,591.00	31-May-01
0201AB-BN	10.96	\$1,126,777.00	\$140,636.00	\$1,267,413.00	\$72,623.70	\$9,996.00	\$82,619.70	\$1,267,412.07	TBD
0201AB-BO	10.97			\$150,042.00			\$9,759.30	\$150,042.00	31-May-02
0201AB-BP	10.98			\$46,241.00			\$3,099.85	\$46,241.00	31-May-02
0201AB-BQ	10.99			\$422,770.00			TBD	\$422,770.00	TBD

## **Integrated Financial Management Support for Headquarters Implementation Description of Work**

### **10.96 Integrated Financial Management Support for Headquarters Implementation**

#### **10.96.1 Purpose**

The purpose of this statement of work is to describe the NASA Headquarters and Regional Finance Office requirement for project implementation support on behalf of the Agency's Integrated Financial Management (IFM) Program implementation at Headquarters.

#### **10.96.2 Definitions**

For the purposes of this statement of work the following definitions apply:

"IFM core finance" and "IFM core finance system" means the general ledger accounting/finance application that NASA purchased from SAP America, Inc. (SAP). The IFM core finance system will eventually combine with a suite of related administrative management systems or subsystems to form a single, integrated financial management system for the Agency. The complete IFM system will eventually include such components as an IFM travel application, an IFM procurement application, an IFM human resources application, an IFM asset management application, and so on.

"IFM Travel Manager" and "IFM Travel Manager system" means Gelco's *Travel Manager Plus*, an automated Commercial Off-the-Shelf Software (COTS) application that provides the capability to electronically create and route for review/approval Travel Authorization and Travel Voucher documentation. Access to the TM module will be provided via the Web.

The authority that Agencies have to establish integrated financial management systems is documented in Office of Management and Budget Circular A-127, "Financial Management Systems." Circular A-127 is incorporated in this work statement by reference.

The "Integrated Financial Management Program Office (IFMPO)" means the Agency-level NASA component that manages the planning, development, scheduling, and related program-level activities necessary to achieve an Agency-wide integrated financial management system.

"Headquarters financial community" means employees of the NASA Headquarters installation, including employees whose duty station is at another physical location, and whose primary professional function or duties include managing, using, analyzing, or working with financial or business information. Employees covered by this definition include remotely located functional employees of the Headquarters Office of Inspector

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Modification 50

Attachment A

General and the functional employees of the NASA Management Office located at the Jet Propulsion Lab.

"Headquarters casual user community" means, in addition to the functional employees identified above, all remaining Headquarters employees whose primary duties do not include managing, using, analyzing, or working with financial or business information.

In addition to the Headquarters financial and casual user communities defined above, the Regional Finance Office (RFO) at the Goddard Space Flight Center provides legacy core finance services (i.e., finance operations) to the Headquarters financial and casual user communities. The RFO will provide IFM core finance services to the Headquarters community following IFM's implementation at Headquarters.

The "Headquarters core finance implementation project manager" (HQ CFIPM) means the RFO's project manager for the implementation of the IFM core finance application at Headquarters. The HQ CFIPM is the general manager for the overall implementation of the IFM core finance application within the Headquarters environment.

The "Headquarters travel manager implementation project manager" (HQ TMIPM) means the RFO's project manager for the implementation of the IFM travel manager system at Headquarters. The HQ TMIPM is the general manager for the overall implementation of the IFM travel manager system within the Headquarters environment.

The term "legacy" system(s) means all active financial systems, subsystems, or mixed systems that support financial functions, financial management responsibilities, or financial services needs of the NASA Headquarters financial or end user communities.

#### **10.96.3 General Statement of the System Development and Implementation Agenda**

NASA Headquarters (HQ) requires system implementation services to support the preparation for and implementation of the IFM core finance system and the IFM travel manager system at Headquarters. The IFMPO will define and provide the implementation schedule requirements for these systems.

During the performance period the vendor will support the implementation of the following IFM applications:

- (1) the IFM core finance system;
- (2) the IFM travel manager system.

The RFO and the HQ CFIPM also require system development and related support for electronic financial tools that facilitate Headquarters' adoption of IFM systems. Currently Headquarters requires support on behalf of the Headquarters Data Reconciliation Warehouse (HQDRW) that supports the IFM core finance implementation at Headquarters. The NASA Headquarters IFM implementation effort may identify requirements for similar tools during the performance period; vendor support on behalf of

definition and development of such tools is specifically authorized via this work statement.

#### **10.96.4 General Statement of Professional Services Required**

Provide professional services to support the implementation of the IFM core finance system and the IFM travel manager system. Professional services required are defined generally to mean the following:

- Project management.
- Project planning and control;
- Data cleanup;
- Data conversion;
- Data archiving;
- Development of Headquarters legacy system interfaces to or from IFM applications;
- Identification and phase-out of legacy systems, including the archiving of each system and associated data files;
- Technical architecture support related to IFMPO-mandated information technology solutions;
- Production deployment and post-deployment support (through deployment's stabilization phase).

The Headquarters Software Management Guide prescribes certain processes and procedures for professional services provided under this task. The Headquarters Software Management Guide is incorporated in this task by reference. Any additional requirements that it prescribes for software or system definition, design, development, configuration, testing, deployment, and acceptance governs work performed under this task.

#### **10.96.5 Deliverables (General)**

The vendor shall provide IFM-related critical deliverables on time during the task's period of performance. Timely or 'on time' performance shall be defined as the due date required to enable the HQ CFIPM and the HQ TMIPM to meet the IFMPO's implementation schedule expectations for the Headquarters installation. The HQ CFIPM, the HQ TMIPM, and the vendor will negotiate and agree on the delivery schedule for IFM-related critical deliverables to enable the vendor adequate time to perform under this task.

##### **10.96.5.1 Critical IFM Deliverables**

1. Support the primary contractor in recommending a conforming data conversion strategy, and a tactical data conversion plan for Headquarters legacy data. These deliverables should be based on evaluation of the IFMPO's core finance data conversion guidance.



- a. Acceptance Criteria: The data conversion strategy and tactical data conversion plan will be considered accepted based on adherence with document guidance provided by the IFMPO
2. Provide a written recommendation in contractors format for a conforming data archiving strategy and a tactical data archiving plan for Headquarters legacy data based on an evaluation of IFMPO core finance data archiving guidance. Document guidance is available from the IFMPO. Maintain IFMPO guidance in a current state.
  - a. Acceptance Criteria: The data archiving strategy and tactical data archiving plan will be considered accepted based on adherence with document guidance provided by the IFMPO.
3. Provide a written recommendation in contractors format for a legacy systems termination strategy, and a tactical systems termination plan that supports the IFM core finance implementation based on an evaluation of the Headquarters legacy systems environment,
  - a. Acceptance Criteria: The legacy systems termination strategy and tactical systems termination plan will be considered accepted based on adherence with document with document guidance provided by the IFMPO.
4. Deliver comprehensive legacy data conversion programs and related data conversion support in time for Headquarters to meet its data conversion schedule responsibilities as defined by the IFMPO for the IFM core finance application..
5. Deliver comprehensive legacy data archiving tools and related data archiving support in time for Headquarters to meet its data archiving schedule responsibilities as defined by the IFMPO for the IFM core finance application..
6. Deliver comprehensive interfaces from or to (as required) all affected Headquarters legacy systems in time for Headquarters to meet its interface development and implementation responsibilities as defined by the IFMPO for the core finance application.
7. Maintain and enhance the functionality of the Headquarters data reconciliation warehouse (HQ DRW) for IFM core finance implementation, as follows: support the development of up to six new HQ DRW custom reports during the performance period. The Headquarters DRW is discussed more extensively in the *"NASA Headquarters Data Warehouse High-Level Requirements and Strategy Document (Rev 0)"*, that was delivered on March 8, 2001 (via SR2000-0001039).
8. Prepare a project plan to deploy the IFM travel manager system to the HQ user community. The plan must refer to guidance and policy direction currently available from the IFMPO. The plan's schedule should propose a deployment completion date that conforms to the IFMPO's expectation for Headquarters

completion. The plan should indicate critical contractor milestones and a contractor cost estimate.

Acceptance Criteria: Subsequent submission of the project plan, NASA shall have five (5) working days to review and request changes to the plan. If a written response requesting changes is not generated from NASA within the five-day review period, the project plan shall be deemed accepted. If changes are requested, the Contractor shall have five (5) working days to incorporate NASA's recommended changes and resubmit. Once the contractor resubmits the project plan inclusive of NASA's changes, the project plan shall be deemed accepted by NASA. The due date for submission of the project plan shall be mutually agreed upon by both parties.

#### **10.96.5.2 Cost Reporting Requirements**

In order to discharge the HQ CFIPM's and the HQ TMIPM's financial reporting requirements the HQ CFIPM and the HQ TMIPM must be able to differentiate the costs incurred on behalf of specific activities associated with this work statement. Currently NASA's requirements for cost reporting are as follows: (1) IFM core finance implementation services; (2) IFM travel manager implementation services. Accordingly NASA requests the vendor to maintain multiple chargelines consistent with this financial reporting structure. Provide the 10.96 task manager, the HQ CFIPM, and the HQ TMIPM with a report of periodic cost accruals associated with these chargelines as the 10.96 task manager and the vendor mutually agree.

#### **10.96.6 Metrics**

The performance standards specified in paragraphs 10.3.3 and 10.3.4 are applicable to this task order.

**Financial and Administrative Management Systems Development and  
Implementation Support for Headquarters  
Description of Work**

**10.53 Financial Management Systems Support for Headquarters**

**10.53.1 Purpose**

The purpose of this statement of work is to describe the NASA Headquarters requirement for systems development and implementation services to support the evolution of administrative management systems and processes at Headquarters, including financial management systems and processes. This work statement specifically excludes, however, any direct support required to implement NASA's integrated financial management (IFM) program applications within the Headquarters installation.

**10.53.2 Definitions**

For the purposes of this statement of work the following definitions apply:

"IFM core finance" and "IFM core finance system" means the general ledger accounting/finance application that NASA purchased from SAP America, Inc. (SAP). The IFM core finance system will eventually combine with a suite of related administrative management systems or subsystems to form a single, integrated financial management system for the Agency. The complete IFM system will eventually include such components as an IFM travel application, an IFM procurement application, an IFM human resources application, an IFM asset management application, and so on.

"IFM Travel Manager" and "IFM Travel Manager system" means Gelco's *Travel Manager Plus*, an automated Commercial Off-the-Shelf Software (COTS) application that provides the capability to electronically create and route for review/approval Travel Authorization and Travel Voucher documentation. Access to the TM module will be provided via the Web.

The authority that Agencies have to establish integrated financial management systems is documented in Office of Management and Budget Circular A-127, "Financial Management Systems." Circular A-127 is incorporated in this work statement by reference.

The "Integrated Financial Management Program Office (IFMPO)" means the Agency-level NASA component that manages the planning, development, scheduling, and related program-level activities necessary to achieve an Agency-wide integrated financial management system.

The "Headquarters Financial Management Implementation Staff (HQ FMIS)" means the staff responsible for establishing, promoting functional user contributions to, and

facilitating the implementation of Headquarters integrated financial management systems improvements including, but not limited to, improvements that derive from the Agency's Integrated Financial Management (IFM) program. The HQ FMIS reports to the Director of the Headquarters Business Management Division/Code CF.

"Headquarters financial community" means employees of the NASA Headquarters installation, including employees whose duty station is at another physical location, and whose primary professional function or duties include managing, using, analyzing, or working with financial or business information. Employees covered by this definition include remotely located functional employees of the Headquarters Office of Inspector General and the functional employees of the NASA Management Office located at the Jet Propulsion Lab.

"Headquarters casual user community" means, in addition to the functional employees identified above, all remaining Headquarters employees whose primary duties do not include managing, using, analyzing, or working with financial or business information.

The term "legacy" system(s) means all active financial systems, subsystems, or mixed systems that support financial functions, financial management responsibilities, or financial services needs of the NASA Headquarters financial or end user communities.

#### **10.53.3 General Statement of Requirements**

The HQ FMIS requires professional information technology and related services to support the preparation for and implementation of administrative management systems improvements at Headquarters, including integrated financial system improvements deriving from IFM applications such as the IFM core finance system and the IFM travel manager system.

IFM implementation services requirements will be specified separately in task order 10.96 but this work statement for task order 10.53 requests support for Headquarters requirements that precede IFM implementation(s), requirements that follow the implementation of IFM applications and products, and financial systems and business process improvement requirements that are not explicitly associated with IFM.

Support the vendor provides on behalf of "pre-IFM system implementation" projects, "post-IFM system implementation" projects, or on behalf of extracurricular systems or process improvement projects not explicitly associated with IFM implementations will enhance the productivity of the Headquarters financial community during the IFM era or will prepare the Headquarters community to participate with IFM more readily. The definition, development, and implementation of systems and tools as defined in this statement of work will be managed by the HQ FMIS.

During the performance period the HQ FMIS requires support for the development, maintenance, and enhancement of the following electronic tools:

- (1) The Headquarters casual user community's existing time and labor system;

- (2) Decision support tools, specifically data warehouses to support the analysis of financial data used by the Headquarters financial community in conducting business operations. The HQ data reconciliation warehouse (HQ DRW) is explicitly excluded from this requirement. (See STO 10.96 for further details).

#### **10.53.4 General Statement of Professional Services Required**

The Headquarters Software Management Guide prescribes certain processes and procedures for professional services provided under this task. The Headquarters Software Management Guide is incorporated in this task by reference. Processes and procedures that it prescribes for software or system definition, design, development, configuration, testing, deployment, and acceptance governs work performed under this task.

To support effective definition, development, and implementation activities requested as part of this task the HQ FMIS requires change management support. Change management support is specifically required to improve the Headquarters community's and the Headquarters casual user community's readiness for and acceptance of the systems and tools that the HQ FMIS develops, implements, and supports. For purposes of this task order change management includes logistics support for training (e.g., workstation setups), functional user and end user training services specifically associated with any system developed and deployed under this statement of work, and professional communications services (see next paragraph for additional definitions).

"Communications services" includes compiling and distributing intelligence and information to or about the Headquarters financial community and end user community necessary to prepare their members to use any system developed and deployed under this statement of work. "Training services" means any analysis necessary to identify who needs to be trained within the Headquarters community, along with the nature and extent of their training needs. It includes coordinating the registration of trainees for training events and distributing training materials either pre- or post-training. Training services generally does not include training delivery, unless specifically authorized by the Headquarters career management office.

#### **10.53.5. Critical Deliverables**

1. Fully implemented Headquarters time and labor collection system to include the employees associated with the Office of Inspector General.
2. Support for the enhancement to the Headquarters time and labor collection system as specified by the system's project manager. Evaluation of the new version of the time and labor collection system that has been provided by the Department of Interior.

3. Identify options for establishing a NASA test environment for the Headquarters time and labor collection system. Evaluations and recommendations must include a detailed presentation of schedule and cost.
4. Upon deployment of the HQ DSW to the HQ financial and end user communities provide notice to the HQFMIS that the deployment of the HQ DSW to the HQ financial and end user communities has been successfully completed.
5. Maintenance of the Headquarters decision support warehouse (HQ DSW) such that the decision support, financial management reporting, and related requirements of the Headquarters financial community are fully supported, including Brio reports development and sustaining. The Headquarters DSW is discussed more extensively in the "NASA Headquarters Data Warehouse High-Level Requirements and Strategy Document (Rev 0)," that was delivered on March 8, 2001 (via SR2000-0001039).
  - a) Acceptance criteria: (1) Data reported and presented via the HQ DSW must be equivalent in content to that which is available from HQ's BAMIS system. (2) The DSW must contain data that reflects the cumulative results of the pervious business day's financial activity (i.e., HQ DSW data will be current as of the previous business day).

#### **10.53.6 Cost Reporting Requirements**

In order to discharge its financial reporting requirements the HQ FMIS must be able to differentiate the costs it incurs on behalf of the following categories of work: (1) the Headquarters time and labor collection system's development and enhancement; and (2) all data warehouse activities. Accordingly the HQ FMIS requests the vendor to maintain multiple charge lines consistent with this financial reporting structure. Provide a report of periodic cost accruals associated with these charge lines as the HQ FMIS and the vendor mutually agree.

#### **10.53.7 Metrics**

The performance standards specified in paragraphs 10.3.3 and 10.3.4 are applicable to this task order.

**NASA Headquarters Office of Safety and Mission Assurance**

**ADP/T Application Support**

**Description of Work**

**10.12 NASA Headquarters Office Of Safety And Mission Assurance  
(Code Q) ADP/T Application Support**

**10.12.1 General**

The Vendor shall maintain:

- A. Databases on end-user Local Area Networks or stand-alone work stations and/or,
- B. Comprehensive microcomputer or mainframe-based applications networked across one or more NASA Headquarters organizations.
- C. Web site Maintenance and Support

**10.12.2 Requirements**

**10.12.2.1 Systems Requirements Analysis**

The Vendor shall provide a variety of systems analysis support functions, including:

- A. Requirements analysis;
- B. Development of system specifications;
- C. Application software design and development;
- D. Application software testing;
- E. Application software documentation,
- F. Application software implementation and training.

Service Requests will be initiated and the Vendor shall provide systems analysis support functions through the System Requirements Review Team (SRRT) life cycle milestone review. Systems Requirements Analysis deliverables will be specified at the SRRT milestone review.

**10.12.2.2 Applications Support and Development**

The Vendor shall:

- A. Develop utilities;
- B. Integrate commercial-off-the-shelf software packages and/or automated systems;
- C. Develop front-end user interfaces;
- D. Modify user-developed applications;
- E. Provide full life-cycle applications development and maintenance,
- F. Develop/provide application training documentation and guides.
- G. Vendor support shall include database design, development, implementation, documentation and maintenance.

Service Requests will be initiated and the Vendor shall provide systems analysis support functions through the System Requirements Review Team (SRRT) life cycle milestone review. Systems Requirements Analysis deliverables will be specified at the SRRT milestone review.

#### **10.12.2.3 Code Q HW / SW Maintenance**

This effort includes the following Code Q-unique databases and applications which are currently in use, under development or under consideration for development:

- |  |         |
|--|---------|
| A. Contract List and Special Interest Computing System | CLASICS |
| B. Incident Reporting Information System               | IRIS    |
| C. Web – enabled Process Based Mission Assurance       | PBMA    |
| D. Knowledge Information Center                        | KIC     |
| E. Document Management System                          | DMS     |

The Vendor shall provide sustaining support for the aforementioned applications. The Vendor shall evaluate, recommend and estimate cost and schedule required to develop a web-based capability in support of the IRIS application. Development of new releases and functionality for these applications, including the Code Q Document Management System (HQDMS-Q), will be required via service request. Estimates for new releases and functionality will be provided as part of the SRRT life cycle milestone review.



#### **10.12.2.4 Data Base Administration**

The Vendor shall perform database administration, including design and maintenance for all Code Q-unique databases.

#### **10.12.2.5 Web Site Maintenance**

The Vendor shall provide ongoing maintenance to the portion of the PBMA Web site hosted at NASA Headquarters.

#### **10.12.2.6 ADP/T User Training**

The Vendor shall develop and conduct ADP/T user training to orient, instruct, or refresh users on the concepts, technical details, and/or proper operating procedures of specified Code Q-unique applications. Training shall be tailored to the customer's office environment and may include the establishment of back up, recovery and security procedures and assistance in establishing spreadsheets.

#### **10.12.3 Deliverables**

The vendor shall develop and deploy the new Code Q Document Management System (DMS) version 1.0 and provide maintenance support.

The vendor shall develop and deploy the new Code Q Knowledge Information Center version 4.2 and provide maintenance support.

The vendor shall complete the PBMA website including block release 1.3, the new "Video Nuggets" and Video Nugget GSFC text and provide maintenance support.

#### **10.12.4 Metrics**

The performance standards specified in paragraphs 10.3.3 and 10.3.4 are applicable to this task order.

## **NASA Headquarters Facilities Engineering Division (Code JX)**

### **Technical ADP/T Applications Support Description of Work**

#### **10.48 NASA HQs Facilities Engineering Division Technical ADP/T Applications Support**

##### **10.48.1 General**

The vendor shall provide development, sustaining engineering, and configuration management for the Office of Management Systems, Facilities Engineering Division. This effort includes the following applications that are currently in production or under development and are generally referred to as:

- |   |        |
|---|--------|
| A. Major Facilities Inventory           | (MFI)  |
| B. NASA Real Property Inventory         | (RPI)  |
| C. Facility Utilization System          | (FUS)  |
| D. Facilities Project Management System | (FPMS) |
| E. Code JX Internet Home Page           |        |

##### **10.48.2 Purpose**

The ADP/T services are required to maintain these JX applications that are used at NASA Headquarters, NASA Centers and component facilities. The ADP/T services provided under this task shall include applications development, web development and support, and sustaining engineering.

##### **10.48.3 Requirements**

###### **10.48.3.1 Development and Sustaining Engineering**

For new development, the life cycle shall be tailored to fit the complexity and content of the requirements, and shall conform to the Software Management Guidebook (SMG). Sustaining engineering shall be performed in accordance with the SMG. Development and enhancement of the production applications listed above to meet new or changing requirements shall be in compliance with limitations specified by the Chief Financial Officer and/or such other designated authority, and are considered a part of this task.

The vendor shall maintain and upgrade, as needed, both a development and production-computing environment to operate these systems at Headquarters, NASA Centers and component facilities.

###### **10.48.3.2 Internet Development and Support**

- The Vendor shall develop, maintain, and/or support the underlying databases that support the JX applications.
- The Vendor shall prioritize the development of the JX applications for all four quarters of the contract period including the development of the Facilities Phasedown System. Maintenance and routine support activities shall be performed..

#### **10.48.3.3 ADP/User Training**

The Vendor shall develop and conduct ADP/T user training to orient, instruct, or refresh users on the concepts, technical details, and/or property operating procedures of Code JX-unique ADP/T applications. Training will be tailored to the customer's office environment and will consist of in-classroom training, individual one-on-one training and development and delivery of training manuals, whichever best suits the training requirements. Training may be required at various times and frequency to accommodate customer schedules.

#### **10.48.4 Deliverables**

- The Vendor shall provide development, sustaining engineering and configuration management for the applications identified in Section 10.48.1
- The Vendor shall develop and conduct ADP/T user training for the applications identified in Section 10.48.1
- The Vendor shall prioritize the development of the JX applications as identified in Section 10.48.3.2.

#### **10.48.5 Metrics**

The performance standards specified in 10.3.1 and 10.3.2 are applicable to this task.

## **Distributed Collaborative Environment Development and Vision Description of Work**

### **10.81 General**

The vendor shall develop a vision for distributed collaboration that supports NASA's goal to operate as a single, integrated NASA team. The task shall also support the design, development and implementation of the Distributed Collaborative Environment Development (DCED). This task involves the acquisition and deployment of high definition audio and visual technologies, new immersion technologies and three-dimensional technologies, and integrating them into the Headquarters facilities infrastructure.

A powerful network environment and well-conceived social architecture can provide a host of advantages to an organization such as: improved and increased communications; more effective technical exchanges, management interactions, and decision-making; an ability to "capture" and distribute knowledge; enhanced efficiency; and a reduced need to travel. Such an advanced network environment essential to transforming the Agency into "One NASA." This task will require significant strategic planning, organizational analysis and requirements definition to ensure that any new network architecture can grow and evolve with the continuing industry advances, and enhance the Agency's mission performance through critical advances in communication and knowledge sharing among NASA scientists, engineers, and managers. It requires a unique expertise in designing for the human interface and cultural aspects of the organization that are often unrecognized requirements plus a knowledge of the technology trends regarding collaboration. With the amount and nature of work required, and the Administrator's desire to implement changes rapidly, it is imperative to use expert guidance in developing a strategic vision for an Agency network infrastructure. That expertise would also develop an implementation framework for this network vision that provides some significant near-term improvements in capabilities and applications.

### **10.81.1 NASA's Distributed Collaborative Environment Development Vision**

#### **10.81.1.1 Requirements**

1. Develop a draft Vision for distributed collaboration that supports NASA's goal to operate as a single, integrated NASA team including an associated technology infrastructure for the next generation of distributed collaboration within NASA and with its partners.
2. Observe and document executive, program management and technical interchanges at NASA, and discussions with selected staff members, to include the Enhanced Executive Video Conferencing Demonstration.

#### **10.81.1.2 Deliverables**

1. A draft Vision document for distributed collaboration in NASA and its implications shall be delivered 31 May 2002, including preliminary discussion of the following aspects of the DCED:
  - A Vision for the next generation of distributed collaboration in NASA and its implications.
  - Recommendations on an enhanced collaborative process based on observations of executive, program management and technical interchanges at NASA, including discussions with selected staff members.
  - Recommendations on restructuring the social architecture and process dynamics of the agency to enhance its business and decision making processes.
  - Articulation of representative collaboration scenarios, and the tools and infrastructure necessary to support them, which shall clarify and extend the understanding of the vision.
2. Attend executive, program management and technical interchanges at NASA to include the Enhanced Executive Video Conferencing Demonstration to be held on 19 April 2002 in Washington, DC.

#### **10.81.2 Travel**

Local and out-of-town travel will be required in support of this effort. Travel costs are authorized provided costs incurred are within the authorized task ceiling and are in accordance with the Joint Travel Regulations (JTR). NASA will not be liable for reimbursement of costs that exceed authorized allowances.

#### **10.81.3 Parameters**

1. Normal turnkey procurement processes will be utilized.
2. NASA will retain title to all equipment acquired under this task.
3. All technologies included in SRR have solutions that are currently acceptable to NASA.
4. The vendor will provide estimates for cost of each element.
5. Costs may be affected after final design acceptance by NASA management.
6. The vendor will notify the Contracting Officer of any changes to the baseline that impact the cost proposal.

#### **10.81.4 Metrics**

The performance standards specified in paragraphs 10.3.3 and 10.3.4 are applicable to this task.