

GODDARD SPACE FLIGHT CENTER		TASK ORDER (Instructions and Distribution on Reverse)		PAGE 1 OF 1
1. CONTRACTOR: SSAI	2. CONTRACT NO.: NNG12HP08C	3. TASK/REVISION NO.: Task Order #042		
4. JOB ORDER NO./PROJECT:	5. FLIGHT HARDWARE /SOFTWARE; CRITICAL GSA (IF, YES, OBTAIN BLOCK 16 CONCURRENCE): YES X NO	6. DESIGNATED FLIGHT ASSURANCE MGR.:		
7. DESCRIPTION OF WORK TO BE PERFORMED (OBJECTIVES OR RESULTS DESIRED): Laboratory Administrative Support				
8. TASK DOCUMENTATION REQUIREMENTS/DELIVERABLE ITEMS: (See Attached Task Order)				
9. PERFORMANCE/MILESTONE SCHEDULE: May 1, 2015 – April 30, 2016				
10. QUALITY ASSURANCE REQUIREMENTS: . N/A				
11. TRAVEL, MATERIALS, ETC., KNOWN TO BE REQUIRED: (See Attached Task Order)				
12. OTHER (FUNDING, NTE, HOURS, ETC.): Total Cost: Fee: Total Price: \$214,230				
13. TASK ORIGINATOR/MONITOR/CODE/PHONE: Lazaros Oraipoulos/616.0/4- 6128		18. THIS TASK ORDER IS ISSUED PURSUANT TO THE TERMS OF THE CONTRACT.		
14. BRANCH APPROVAL:	15. DIVISION CONCURRENCE:	 CONTRACTING OFFICER'S SIGNATURE/ DATE <u>Ayana A. Briscoe</u> TYPED OR PRINTED NAME		
16. CONTRACTING OFFICER'S TECHNICAL REPRESENTATIVE: Joel Susskind				
17. CONTRACTOR SIGNATURE:				

Science Systems and Applications, Inc.
NNG12HP08C
Task Order Statement of Work

Task Order Number: CY4_042_Rev0
Task Order Title: Laboratory Administrative Support

1.0 Task Monitor (TM):

Name: Lazaros Oraopoulos
Organization: 613: Climate and Radiation Laboratory
Email Address: Lazaros.Oraopoulos@nasa.gov

2.0 Description of Work to be Performed

Support laboratory office activities related to laboratory property, purchases, bookkeeping, domestic and international travel, office supplies, office equipment, office space management, visitors, badging, and related activities. Also, maintenance of logs and records of Laboratory activities, and help with the organization of Lab events.

3.0 Special Requirements

None

4.0 Performance/Milestone Schedule

The SAS Contract Year 4 POP is May 01, 2015 - April 30, 2016

5.0 Deliverables/Reporting Requirements

- Monthly Lab administrative reports
- Lab publication and web database updates
- Property Management Reports and Inventory Assessments
- Proposal budgets
- Record keeping for Lab purchases
- IT property equipment records
- Special reports and logistics (e.g. Financial and Facilities), as necessary\
- Monthly and quarterly progress reports

6.0 Other Information Needed for Performance of Task

Travel is not required for this task.

7.0 Data Rights

N/A

8.0 Safety

Staff on this task shall comply with federal, state, local, and center safety regulations. This shall be accomplished through management emphasis, technical training, and personal responsibility. Staff shall participate in safety orientation and training in accordance with the contract Safety and Health Plan, and work within the requirements of that plan.

9.0 Risk

Contractor shall provide ongoing risk assessment and mitigation in performance of the Task Order. Priorities shall be re-evaluated as appropriate with the TM. Cost and schedule performance shall be assessed on a regular basis (no less frequently than monthly) and significant variations discussed and acted on in consultation with the TM and COR.

10.0 Proposed Cost and Fixed Fee

In accordance with Paragraph B.8 of the contract, propose the Cost and Fixed Fee amount.