Contract Title: NASA Shared Service Center (NSSC) Contract	
Contract Number: S1001224 / S5000615	**Contract Type:** CPAF/T&M
Performance Period: 08/05 – 09/15	
Contract POCs:	
Contracting Officer: Tony Lisotta NSSC – Computer Sciences Corp. Stennis Space Center, MS 39529-6000 Phone: 228.813.6592 Email: anthony.j.lisotta@nasa.gov	**Contracting Officer Representative:**
Description of Relevant Work	

Summary/Overview: FSA Technology, LLC (FSATech), a wholly-owned Native American tribal company, provides industry certified professionals specializing in project management, information technology (IT), information management, and quality assurance. FSATech is a subsidiary of Fort Sill Apache Industries (FSAI), LLC, who recently acquired Tessada & Associates, Inc. (TAI). This acquisition included novation of TAI's twenty-plus years of Government contracting experience, including: program management, administrative support, financial management, procurement, and human resources management for the NSSC. This experience augments FSATech's core capabilities and past performance qualifications. FSATech is a subcontractor to Computer Science Corporation, (CSC) on the NSSC contract.

Grants and Cooperative Agreements: FSATech supports NASA programs in the award and administration of grants and cooperative agreements in accordance with the NASA Grant and Cooperative Agreement Handbook. Awards for research through NASA's Mission areas fund thousands of scientists, engineers, and educators each year at U.S. nonprofit organizations through grants and cooperative agreements. In addition, NASA solicits proposals for grants and cooperative agreements to foster aggressive programs aimed at education and public outreach, as well as to ensure maximum participation in NASA programs by minority institutions.

The NSSC grants work consists of all grants assigned to the NSSC for award by the Agency, including grants awarded to commercial firms.

The work also includes cooperative agreements to be awarded by NASA to institutions of higher education and other non-profit organizations and to state and local government entities. The NSSC grant and cooperative agreement work includes pre-award and post-award actions for both competitive and non-competitive awards.

Grants Study - FSATech performs requirements analysis and studies of grants electronic processes, leading to presentations of options and recommendations as to the most optimal course of action toward efficient and effective grants automation.

Workload Forecasting and Status - We perform workload forecasting of projected future Grant issuances including quantity, type, and time phasing. We proactively obtain status information from the NASA grants technical organizations and from NASA data systems, and use such data, in combination with internal NSSC status information, to forecast future workload and to discuss workload status and lead times with the Grant Officer. Up-to-date workload forecasts are be readily available, in electronic format, for use by the Grant Officer.

Competitive Grant Announcements- FSATech proactively supports NASA technical organizations, working closely with the Grant Officer. We review drafts of NASA Research Announcements (NRAs), and Cooperative Agreement Notices (CANs) for proper format and content. We also perform all reasonable actions necessary to enable timely completion of the package. The NASA technical organization provides the technical package, which indicates the selected award recipient and provides allotted funding, at least 29 calendar days prior to the requested award or before the expiration of the funded period in the case of the renewal of an existing effort. We contact the NASA technical organization promptly if any element of the technical package is incorrect or incomplete.

Fact Finding and Analysis – We perform reviews of proposals received, including cost and other non-technical aspects within the proposal (e.g., property). We prepare the NF 1434, Letter of Request for Pricing-Audit-Technical Evaluation Services, and draft rates and factor recommendations for review and approval by the Grant Officer and work with other Government Agencies as necessary. We provide to the Grant Officer, for review and consideration, the completed analysis and recommendations and provide the completed analysis, including recommendations, for the Grant Officer's consideration.

In connection with cost and/or price analysis, FSATech prepares delegations of rate negotiation to the Office of Naval Research (ONR) for non-profit organizations for which NASA is the cognizant Agency for Grant Officer's signature. We also monitor the delegation package and report status to the Grant Officer as appropriate through ONR approval.

SBIR/STTR Contracts: FSATech provides support to the Small Business Innovation Research (SBIR) and Small Business Technology Transfer (STTR) Programs. NASA's SBIR/STTR Program, and its subsequent contract awards, play a significant role in the Agency's Mission areas. NASA uses the SBIR/STTR program to generate new technologies needed to fulfill its strategic missions. Thus the SBIR/STTR Program is a major element of NASA's commitment to support and utilize the small business community.

SBIR/STTR Study - FSATech performs requirements analysis and studies of SBIR/STTR electronic processes, leading to presentations of options and recommendations as to the most

optimal course of action toward efficient and effective SBIR/STTR contract process automation.

Administrative Support to SBIR Electronic Handbooks - We work closely with the SBIR/STTR Program Management Office (PMO) and PMO Electronic Hand Book (EHB) Support Contractor. We provide administrative support to EHBs, including the entry or import of data into EHBs of all procurement-related data necessary to update and document contract award and administration activity. We prepare draft SBIR/STTR templates such as model contracts, Pre-Negotiation/ Negotiation Memorandums, NF 634, and Rationale templates in accordance with the Program Policy Advisor instructions and annual SBIR/STTR solicitation requirements. Draft templates are submitted for review and approval by the Program Policy Advisor, CO and/or designee. We manage and maintain SBIR EHB "master file" activity for each SBIR and STTR Phase I and II annual solicitation. These files contain documentation to facilitate the assembly and location of all required documents (representations and certifications, correspondence, e-mails) in one area.

SBIR/STTR Program Meeting Support – FSATech participates in SBIR/STTR Procurement meetings, conferences, workshops, and other SBIR/STTR procurement activities when requested by the Program Policy Advisor and/or the NSSC CO. We prepare draft SBIR/STTR documentation such as presentations/handouts, special reports, metrics, etc., and submit them for review and approval by the NSSC CO when requested.

Fact Finding and Analysis - We prepare the NF 1434, Letter of Requests for Pricing-Audit-Technical Evaluation Services, and draft rates and factor recommendations for review and approval by the CO and work with other Government Agencies as necessary. We provide the completed analysis and recommendations to the CO for review and consideration.

SBIR/STTR Phase II Debriefings - We support the CO with Phase II Unsuccessful Offeror Debriefing requests by working with the NASA SBIR/STTR Program's EHB Support Contractor to obtain copies of the unsuccessful/successful Phase II proposals and technical evaluations for discussions with the requestor in accordance with the annual SBIR/STTR solicitation. We are responsible for drafting minutes of the proceedings for the CO's review and approval.

Contract Compliance - Contract deliverables are currently captured in the EHB. FSATech monitors contract performance to ensure all SBIR/STTR contract deliverables are submitted pursuant to their delivery schedule and in compliance with contract requirements, such as: New Technology reporting, NF1018 reporting, and SF298 submittal to Center for Aerospace Information (CASI). We advise the CO of any contract and other special SBIR/STTR related issues, required actions (such as pending review and acceptance by CO or COTR), or reporting delinquencies (such as performance issues, progress payments, invoices, new technology reporting, NASA property and other reporting requirements), and form a recommended course of action.