

NASA Johnson Space Center Safety and Mission Assurance (S&MA) Contract	
Employing Agency/Company: SAIC	
Points of Contact:	
Barbara Eadie, Contractual Lead 2450 NASA Parkway, Houston, TX 77058 Phone: 281-335-2018/Fax: 281-335-2476 barbara.a.eadie@saic.com	Eric Clark, Technical Lead 2450 NASA Parkway, Houston, TX 77058 Phone: 281-335-2095/Fax: 281-335-2476 eric.h.clark@saic.com
Contract Description: This contract provided Safety and Mission Assurance (S&MA) services for the Space Shuttle Program, International Space Station (ISS), Constellation Program, and later the Orion Multi-Purpose Crew Vehicle (MPCV), Extravehicular Project Office, and all JSC Government Furnished Equipment.	
Place of Performance: NASA JSC and SAIC, Houston, TX	Period of Performance: 07/15/2006-10/31/2013

3.22 - Public Affairs and Multimedia Support

JES Tech coordinated and provided detailed technical writing minutes and action item maintenance for safety panels through all phases of the safety panel review process that involved Design Concepts, Preliminary Design Review, and Critical Design Review.

NASA Johnson Space Center Information Technology & Multimedia Services (ITAMS) Contract	
Employing Agency/Company: DB Consulting Group	
Points of Contact:	
Glenn Wright, Contractual Lead 8403 Colesville Rd, Silver Spring, MD 20910 Phone: 301-589-4020/Fax: 301-589-1678 gwright@dbconsultinggroup.com	
Contract Description: This contract provides information technology and multimedia services to the NASA JSC through the Information Resources Directorate (IRD) and the NASA JSC External Relations Office (ERO). Products and services surrounding information technology, information management, multimedia services, and external relations are provided.	
Place of Performance: NASA JSC and DB Consulting Group, Houston, TX	Period of Performance: 01/18/2011-4/30/2016

3.22 - Public Affairs and Multimedia Support

We managed exhibit projects for ERO onsite at JSC, the ISS mobile traveling exhibit trailer, and Space Center Houston. We tracked weekly forecasts on outstanding and pending exhibits projects. We captured cost, hours, resources, and production timelines. We maintained graphic concept binders to provide samples for customers and deliver progress reports to customers. We also provided exhibit warehouse support which includes organizing, cleaning, and inspecting exhibit materials.

JES Tech personnel provided technical writing and editing services to produce materials in hard copy and electronic formats. The resulting products included technical project documentation, process documentation, and meeting minutes

Department of Energy Oak Ridge Office – Business Administrative Services (BASS) Contract	
Employing Agency/Company: Department of Energy	
Points of Contact:	
Natasha White, Contractual Lead US Department of Energy 200 Administration Road Oak Ridge, TN 37830 Phone: 865-241-6411/Fax: 865-576-3375 whiten@oro.doe.gov	
Contract Description: This contract provided business and administrative support services including Financial Service Center and Planning and Budget Division Support Services, Emergency Management Security Services, personnel security tracking, procurement support, financial assistance, and property support.	
Place of Performance: Department of Energy Oak Ridge Office, Oak Ridge, TN	Period of Performance: 01/18/2011-4/30/2016

3.22 - Public Affairs and Multimedia Support

Our photography services team supported Government and community events and videography of training and oral presentation. We took photographs of events for historical purposes to establish a visual timeline for facility projects such as the asbestos abatement we describe in section 10.0. In 2013, our team processed 3,000 photos of historical environmental progress. Illustrators created digital banners, billboards, flyers, meeting badges, and event announcements for use in electronic and online media for the entire laboratory. The team performed cinematography, and architectural renderings for public awareness campaigns, all hands meetings, training, and awards.