

# JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC –STD-123. See work page for instructions.)

1. DRD Title  Contract Phase-in Plan	2. Date of current version  01/31/04	3. DRL Line Item No.  06	RFP/Contract No. (Procurement completes)  NNJ04050170R
4. Use <i>(Define need for, intended use of, and/or anticipated results of data)</i> Establishes how the contractor will take over the contract from the incumbent.		5. DRD Category: <i>(check one)</i> <div style="margin-left: 20px;"> <input type="checkbox"/> Technical  <input checked="" type="checkbox"/> Administrative  <input type="checkbox"/> SR&amp;QA         </div>	
6. References <i>(Optional)</i>	7. Interrelationships <i>(e.g., with other DRDs) (Optional)</i>		

8. Preparation Information *(Include complete instructions for document preparation)*

Scope:

Develop a Phase-in Plan.

Contents:

A. The Phase-in Plan shall describe in detail the plan for affecting a successful phase-in consistent with maintaining efficient operations at the Calibration Lab. Identify management goals and provide a schedule for meeting those goals. Include a detailed plan for key personnel and initial staffing and training of personnel. Describe how you will work with incumbent contractors and NASA, including resources and interfaces expected from each to ensure a successful transition and continuous service.

B. Detail your specific plans for successfully completing each item below. For each item, (1) provide a detailed plan and schedule inclusive of personnel responsible and (2) propose objective criteria that can be used to determine if the item has been achieved.

1. The successful offeror has hired all personnel it proposed as key personnel and all of these personnel are onsite at JSC and performing work.
2. The successful offeror can operate the MIMS system to ensure efficient operations are maintained during and after phase-in.
3. The successful offeror has 90% written acceptance of all personnel to perform contract requirements.
4. The successful offeror has completed JSC's clearance and badging as well as training to perform contract requirements.
5. The successful offeror has an accounting system fully capable of accurately accounting for actual completion of tasks for all WBS items.

Format:

Contractor format is acceptable.