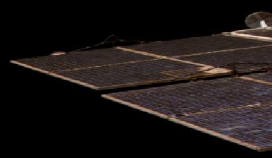


NASA OPSS

Blanket Purchase Agreement



5-year NASA Center-Wide Operations & Programmatic Support Services (OPSS) BPA

In today's world, finding the right contract vehicle can mean the difference in between getting a task done efficiently and tediously searching the procurement landscape. OPSS is a NASA Center-wide Blanket Purchase Agreement (BPA) simplified to make it easy and cost effective for government agency officials to find, acquire, and implement right-fit operational and programmatic solutions without the need to create a new contract.

Services

Administrative & Programmatic Support

- Coordination of daily operational activities
- Assist with communiqués and liaison with internal and external constituents
- Administrative support to senior level staff meetings
- Handling of business correspondence
- Greet and assist visitors in the office
- Meeting coordination and support
- Planning and scheduling
- Visit arrangements
- Travel arrangements coordination
- Calendar maintenance
- Newsletters editing and production Data processing
- Editing and proofreading, maintenance of documents, databases, and presentations Support the development, implementation, and maintenance of administrative tracking and control programs and systems
- Maintain and update electronic files, records, and data
- Template formulation
- Special events (incl. conferences, seminars, etc.) planning, coordination, and support
- Information dissemination
- Presentation research, preparation, and support
- Interact with Mission Directorates at Headquarters, multiple NASA Centers and external organizations
- NASA publications support & documentation management

Scope

The services to be performed include administrative and programmatic support services and a full range of program management support to NASA. The BPA has a 12 month base period with 4 one-year option periods.

Contract Information

Contract Number

80-HQTR-18A0003

Type

BPA Single-Award
Available to all NASA Centers

BPA Ordering Value

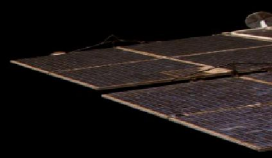
\$48,000,000

BPA Ordering Period

02/01/18-02/01/23

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Services

Program/Project Management Support

- Provide support to multiple projects within NASA HQ and other Centers in the development and maintenance of schedules, process flow charts, and plans necessary to monitor and control each project
- Develop and implement crisis response plans and lessons-learned as required to ensure that rapid organizational response is available
- Support of strategic planning initiatives to support the identification of critical paths, areas of overall program risk, and a process to identify technology readiness level risks
- Support the publication, both web-based and hard copy, of program/project management materials
- Implement and support (including facilitation and program/meeting logistics) Tiger Teams and other internal NASA activities
- Provide project management support to assigned special projects, including scoping the effort, identifying requirements, mapping outcomes
- Implementation of training programs, syllabi, and tools to support change management
- Perform historical analyses and compile electronically lessons-learned for case studies, analyses, and contingency planning
- Support the design, development, and the implementation of research and development activities
- Participate in team meetings, working groups, program reviews, senior level status reviews, and special events
- Provide support and management of program and project management forums, outreach activities, seminars, conferences, and workshops
- Provide assistance with the implementation of the recommendations from the Business Service Assessment (BSA)
- Programmatic and operational support for Agency/Center training programs and projects. Development of relevant program materials for use at the Agency and Center levels
- Development of technical and/or operational manuals
- Support in the development and implementation of policies and procedures
- Communications management for NASA offices, programs, and initiatives. Provide the necessary skills and tools to support the development and execution of communications plans, awareness campaigns, and outreach initiatives.
- Support of a broad range of multimedia products tailored to support meetings, conferences, outreach, training, briefings and other NASA HQ program requirements to provide concept of operations to wide audience internal and external to the NASA.

Points of Contact

Operations

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Contracts

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