

TASK ORDER
Contract No. 50-PBPT-7-00004

<u>TASK ORDER NUMBER:</u> CSC-97-01.1	<u>DESCRIPTIVE TITLE OF TASK:</u> New Project Technical Planning Task TRAM Replacement Data Conversion and Management Reporting Effort	
<u>ESTIMATED LEVEL OF EFFORT:</u> 447 Hours	<u>START DATE:</u> DOTI	<u>CPAF CEILING: *</u>
	<u>COMPLETION DATE:</u> 11-Nov-97	\$45,710

SPECIAL REQUIREMENTS

Ref. CSC-PM-97-016, dated July 31, 1997

STATEMENT OF WORK

This Task Order is issued in accordance with Article B.2 of the contract.

*Not to be exceeded without prior written approval of the Contracting Officer.

This is not authorization to exceed the total authorized contract dollar amount or the limitation of funds under the contract.

000305

<u>NAME OF CONTRACTING OFFICER:</u> Anice L. Ogden	
<u>Contractor Acknowledgement:</u> <u>Date:</u>	<u>UNITED STATES OF AMERICA</u> <u>BY:</u> <i>Anice L. Ogden</i>
	<u>DATE SIGNED:</u> Aug-18-1997

TASK ORDER

Contract No. 50-PBPT-7-00004

TASK ORDER NUMBER: CSC-97-01.2	DESCRIPTIVE TITLE OF TASK: New Project Technical Planning Task CDS 1.1 Patent Data Access Module Support	
ESTIMATED LEVEL OF EFFORT: 32 Hours	START DATE: 28-Jul-97 COMPLETION DATE: 5-Sep-97	CPFF CEILING: * \$6,249

SPECIAL REQUIREMENTS

STATEMENT OF WORK

This Task Order is issued in accordance with Article B.2 of the contract.

*Not to be exceeded without prior written approval of the Contracting Officer.

This is not authorization to exceed the total authorized contract dollar amount or the limitation of funds under the contract.

NAME OF CONTRACTING OFFICER:
Anice L. Ogden

Contractor Acknowledgement: **000306** Date:

UNITED STATES OF AMERICA
BY: *Anice L. Ogden*

DATE SIGNED:
Aug-01-1997

TASK ORDER

Contract No. 50-PBPT-7-00004

<u>TASK ORDER NUMBER:</u> CSC-97-01.3	<u>DESCRIPTIVE TITLE OF TASK:</u> New Project Technical Planning Task Document Management Tool Support	
<u>ESTIMATED LEVEL OF EFFORT:</u> 32 Hours	<u>START DATE:</u> 28-Jul-97	<u>CPFF CEILING: *</u>
	<u>COMPLETION DATE:</u> 5-Sep-97	\$6,249

SPECIAL REOUIREMENTS

STATEMENT OF WORK

This Task Order is issued in accordance with Article B.2 of the contract.

*Not to be exceeded without prior written approval of the Contracting Officer.

This is not authorization to exceed the total authorized contract dollar amount or the limitation of funds under the contract.

NAME OF CONTRACTING OFFICER:

Anice L. Ogden

Contractor Acknowledgement: Date:

000307

UNITED STATES OF AMERICA
BY: *Anice L. Ogden*

DATE SIGNED:
Aug-01-1997

TASK ORDER
Contract No. 50-PBPT-7-00004

<u>TASK ORDER NUMBER:</u> CSC-97-2	<u>DESCRIPTIVE TITLE OF TASK:</u> Short Term Studies	
<u>ESTIMATED LEVEL OF EFFORT:</u>	START DATE: DOI	<u>CPFF CEILING: *</u>
	COMPLETION DATE: 30-Sep-98	\$500,000

SPECIAL REQUIREMENTS

STATEMENT OF WORK

This Task Order is issued in accordance with Article B.2 of the contract.

*Not to be exceeded without prior written approval of the Contracting Officer.

This is not authorization to exceed the total authorized contract dollar amount or the limitation of funds under the contract.

<u>NAME OF CONTRACTING OFFICER:</u> Anice L. Ogden	
<u>UNITED STATES OF AMERICA</u> BY: <i>Anice L. Ogden</i>	<u>DATE SIGNED:</u> May-15-1997

Contractor Acknowledgement: **000308**
 Date: *Karen DeBney 5-19-97*

TASK ORDER
Contract No. 50-PBPT-7-00003

<u>TASK ORDER NUMBER:</u> CSC-97-03	<u>DESCRIPTIVE TITLE OF TASK:</u> Program Management	
<u>ESTIMATED LEVEL OF EFFORT:</u> 29,339 Hours	<u>START DATE:</u> 28-May-97	<u>CPAF CEILING: *</u>
	<u>COMPLETION DATE:</u> 30-Sep-98	\$1,655,273

SPECIAL REQUIREMENTS

STATEMENT OF WORK

See attached SOW.

This Task Order is issued in accordance with Article B.2 of the contract.

*Not to be exceeded without prior written approval of the Contracting Officer.

This is not authorization to exceed the total authorized contract dollar amount or the limitation of funds under the contract.

	<u>NAME OF CONTRACTING OFFICER:</u> Anice L. Ogden
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Contractor Acknowledgement: 000309 Date:	<u>UNITED STATES OF AMERICA</u>	<u>DATE SIGNED:</u> Jul-28-1997
	BY: <i>Anice L. Ogden</i>	

SECTION 1 INTRODUCTION

1.1 Scope

This document describes the work scope, schedules, technical requirements, cost and labor hours estimates, variance analysis thresholds and deliverables and provides a responsibility assignment matrix for Task Order 97-03, Program Management Task Order. This Task Management Plan (TMP) provides the detailed plan for CSC's accomplishment of the tasks and activities defined in the Task Description included in Section 2 of this document.

The period of performance for this task order runs from May 28, 1997 to September 30, 1998.

1.2 Reference

This Task Order addresses the requirements of Program Management associated with the System Development and Maintenance Contract.

This document is submitted based upon issuance of Task Order 97-03 on May 28, 1997.

1.3 Responsibility Assignment Matrix

John Meyer is the Task Order Manager. The following matrix shows the designations of CSC personnel responsible for management of the tasks included in this Task Order.

Task #	Title	Manager
97-03.01	Executive Management	John Meyer, Program Manager (PM)
97-03.02	Task Order Development, Modification, and Resource Management	Mike Matthews, F & A Director
97-03.03	Contract-wide Financial Management and Resource Management/Administration	Mike Matthews, F & A Director

1.4 Task Management Plan Organization

The remainder of this Task Management Plan is organized as follows:

- Section 2 – Task Description
- Section 3 - Cost Proposal

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- FCCOM Forms
- Pricing Assumptions
- Task Order Cost and Resource Estimates
- Task Level Cost and Resource Estimates
- Section 4 – Contract Deliverables

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SECTION 2
TASK DESCRIPTION FOR TASK ORDER 97-03

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SECTION 2

TASK DESCRIPTION FOR TASK ORDER 97-03

2.1 Introduction

The objective of the Program Management Task Order is to provide required management and administration of the SDM Contract. Tasks included in this Task Order are: executive management; task order development, modification, and resource management; and contract wide financial management and resource management/administration.

All work performed under this Task Order is strictly Level of Effort (LOE). No development work is to be performed under this Task Order without prior written authorization of the USPTO Contracting Officer.

2.2 Assumptions

The following assumptions are applicable to all three tasks of this task order:

- This level of Program Management covers 12 concurrent task orders;
- Hours for the two Project Managers, Principal Systems Engineer, Principal Software Engineer, Transition Manager, Principal Information Engineer, and Principal System Analyst/Programmer will be covered on technical tasks after 30 September 1997;
- Courier runs will occur once daily beginning August 15, 1997;
- All Program Management support will be at the CSC facilities;
- No significant amount of GFE equipment or software will be required; and
- First four (4) months are a contract transition period.

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2.3 Task Order Summary

The activities associated with the Program Management Task Order have been organized into the following tasks:

- Task 97-03.01 – Executive Management
- Task 97-03.02 – Task Order Development, Modification, and Resource Management
- Task 97-03.03 – Contract Financial Management and Resource Management/Administration

A diagram of the Work Breakdown Structure (WBS) is provided in Exhibit 2-1.

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WBS for the Program Management Support Task

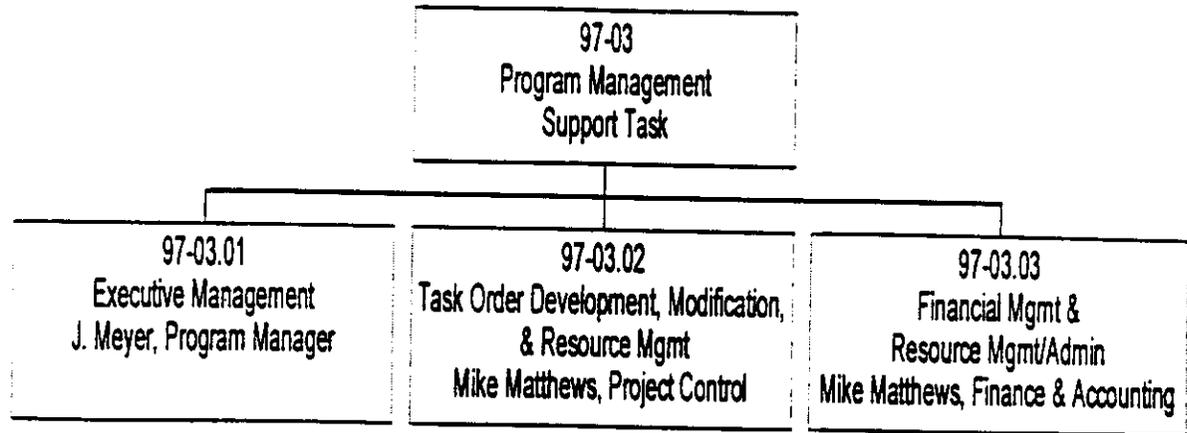


Exhibit 2-1 WBS Diagram for Task Order 97-03

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2.4 Task Level Descriptions

2.4.1 Task 97-03.01 - Executive Management

Activity Code: N/A
Activity Desc: N/A
Program Code: N/A
Duration: 70 weeks
Early Start/Early Finish: 28 MAY 97 – 30 SEPT 98
Late Start/Late Finish: 28 MAY 97 – 30 SEPT 98

Objectives

- This task provides executive management and direction to the SDM contract. There are no assumptions made for this task other than those already stated above.
- This task includes activities performed by the Program Manager and the Transition Project Manager for the management, direction, financial planning, and guidance of the SDM Contract. It also includes the activities of the Executive Management administration.
- This task also provides for four (4) months of contract start-up activities for key personnel as required (Project Manager, Principal Software Engineers, etc.). Start-up activities include orientation, PTO-Specific training, meetings to discuss technical or contractual issues, transition activities, project plan development, and other activities that may be required of key personnel in order to understand the PTO processes or to get task orders in place.

Deliverables

There are no deliverables for this task.

Task Manager

The Task Manager is John Meyer, Program Manager.

Dependencies

Currently, there are no dependencies for this task.

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2.4.2 Task 97-03.02 - Task Order Development, Modification, and Resource Management

Activity Code: N/A
Activity Desc: N/A
Program Code: N/A
Duration: 70 weeks
Early Start/Early Finish: 28 MAY 97 – 30 SEPT 98
Late Start/Late Finish: 28 MAY 97 – 30 SEPT 98

Objectives

This task provides the Program Control support for all activities relating to task order development, maintenance, and resource management. The following assumptions/constraints apply to this task:

- This task includes Program Control staff effort for development for all new task orders from planning through delivery of the TMP (CDRL TM02). Cost data will be prepared for each new task order.
- All Resource Estimates (FN07) and TMPs (TM02) for new task orders are submitted under this task; however, this task includes program control activities only. Technical staff effort associated with development of these deliverables is not included in this task.
- Technical staff effort for developing the planning network for a new task order is covered under the predecessor task order when one exists, or under the Task Order for New Project Technical Planning Support. Technical staff effort for TMP development for discrete task orders is covered under the new Task Order after issuance.

The activities associated with this task include:

- Upon authorization from USPTO, provide to CSC technical staff input to develop Resource Estimates (FN07) for new project technical planning. Review scope of the planning effort, develop planning schedule, and determine resource requirements for the Resource Estimate (FN07). Develop Resource Estimates (FN07) for new project technical planning;
- Provide support for development of all SDM-related project plans through baselining of the Level 3 network; support development of Level 3 activity networks and related activity descriptions; ensure that items meet USPTO guidelines; provided for the uploading and downloading of USPTO and SDM contractor developed project plans;
- Support development and exchange of independent resource estimates;

- Participate in task order review and negotiation efforts including preparation of the negotiation matrix;
- Develop Resource Estimates (FN07) and TMPs (TM02) for new LOE and discrete task orders;
- Maintain project/task order activity network schedule database and reporting programs;
- Coordinate status updates to SDM contractor schedule activities;
- Prepare schedule reports to support SDM contractor management;
- Develop Resource Estimates (FN07) in support of modifications to existing task orders and the CLIN 003 / 004 Cost Proposal. Update TMPs and cost proposals as required;
- Maintain budget baselines and provide appropriate baselines for the USPTO's CAT Program Management System;
- Provide USPTO with Contract Data Requirements List (CDRL downloads); and
- Respond to ad hoc requests for task order budgets, status, and other information relating to task orders.

Deliverables

The task deliverables are shown in Section 4.

Task Manager

The Task Manager for this task will be Mike Matthews, F & A Director.

Dependencies

Currently, there are no dependencies for this task.

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2.4.3 Task 97-03.03 - Financial Management and Resource Management/ Administration

Activity Code: N/A
Acidity Desc: N/A
Program Code: N/A
Duration: 70 weeks
Early Start/Early Finish: 28 MAY 97 – 30 SEPT 98
Late Start/Late Finish: 28 MAY 97 – 30 SEPT 98

Objectives

This task provides the financial monitoring and control, program reporting, financial forecasting and resource management for the SDM contract. There are no assumptions or constraints to this task other than those stated above.

The activities for this task include:

- Maintain accurate, timely, and auditable financial management data including timesheets, invoices, purchase orders and funding information;
- Prepare a Monthly Status Report (MSR) that provides a comprehensive review and analysis of the cost, schedule, and technical performance of each SDM task order and task;
- Track funding status, prepare the Contract Funds Status Report (FN02) and respond to ad hoc questions regarding funding status;
- Prepare Estimate At Completion (EAC) (FN06);
- Track open commitments and prepare Commitment System Status report (FN09);
- Prepare technical input and backup schedules for CLIN 003 / 004 cost proposal and revisions as necessary;
- Maintain a Government Furnished Property inventory control system in accordance with FAR and as agreed to by the USPTO;
- Perform subcontract administration and procurement support as required;
- Respond to all ad hoc questions regarding financial, resource, or subcontract data, information or issues; and
- Provide Enterprise Management System (EMS) support for USPTO and the CSC team.

Deliverables

The task deliverables are shown in Section 4.

Task Manager

The manager for this task will be Mike Matthews, F & A Director.

Dependencies

Currently, there are no dependencies for this task.

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UNITED STATES DEPARTMENT OF COMMERCE
Patent and Trademark Office
ASSISTANT SECRETARY OF COMMERCE AND
COMMISSIONER OF PATENTS AND TRADEMARKS
Washington, D.C. 20231

ACO-CSC-97-15

July 29, 1997

Ms. Karen Delaney, Contracts Manager
Computer Sciences Corporation
Integrated Systems Division
10530 Rosehaven Street
One Flint Hill, Suite 600
Fairfax, VA 22030-2840

Subject: Task Order CSC-97-4, PALM Life Cycle Support

Reference: Contract No. 50-PBPT-7-00004
System Development and Maintenance
(a) CSC-PM-97-013 dated July 24, 1997

Dear Ms. Delaney:

The COTR has reviewed the referenced Resource Estimate for PALM Life Cycle Support. The COTR has accepted this resource estimate as submitted. CSC is authorized to begin this effort as proposed. Funds in the amount of \$148,347 (including base fee and fccm) are available on the initial award on requisition CN 19 193C9700003 for 45 calendar days. You are authorized to perform work on this task for the period July 29, 1997 through September 12, 1997.

If you have any questions, please contact me at (703) 305-4175.

Sincerely,

A handwritten signature in cursive script that reads "Anice L. Ogden".

Anice L. Ogden
Contracting Officer

cc: L. Lau
C. Jaworski
S. Oakley
J. Barbour
A. Jackson
D. Feigenson

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UNITED STATES DEPARTMENT OF COMMERCE
Patent and Trademark Office
ASSISTANT SECRETARY OF COMMERCE AND
COMMISSIONER OF PATENTS AND TRADEMARKS
Washington, D.C. 20231

ACO-CSC-97-21

August 1, 1997

Ms. Karen Delaney, Contracts Manager
Computer Sciences Corporation
Integrated Systems Division
10530 Rosehaven Street
One Flint Hill, Suite 600
Fairfax, VA 22030-2840

Subject: Task Order CSC-97-05, Quality Assurance

Reference: Contract No. 50-PBPT-7-00004
System Development and Maintenance
(a) CSC-PM-97-012 dated July 24, 1997

Dear Ms. Delaney:

The COTR has reviewed the referenced Resource Estimate Quality Assurance. The COTR has accepted this resource estimate as submitted. CSC is authorized to begin this effort as proposed. Funds in the amount of \$50,216 (including base fee and fccm) are available on the initial award on requisition CN 19 193C9700003 for 45 calendar days as follows:

97-05 thru burdens	\$48,763
Base Fee	1,350
FCCOM	<u>103</u>
	\$50,216

You are authorized to perform work on this task for the period August 1, 1997 through September 14, 1997.

If you have any questions, please contact me at (703) 305-4175.

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UNITED STATES DEPARTMENT OF COMMERCE
Patent and Trademark Office
ASSISTANT SECRETARY OF COMMERCE AND
COMMISSIONER OF PATENTS AND TRADEMARKS
Washington, D.C. 20231

ACO-CSC-97-22

August 1, 1997

Ms. Karen Delaney, Contracts Manager
Computer Sciences Corporation
Integrated Systems Division
10530 Rosehaven Street
One Flint Hill, Suite 600
Fairfax, VA 22030-2840

Subject: Task Order CSC-97-07, Transition of SCO UNIX and
Windows NT Applications

Reference: Contract No. 50-PBPT-7-00004
System Development and Maintenance
(a) CSC-PM-97-014 dated July 24, 1997

Dear Ms. Delaney:

The COTR has reviewed the referenced Resource Estimate for
Transition of SCO UNIX and Windows NT Applications. The COTR
has accepted this resource estimate as submitted with the
following change:

Add 20 round trips to PRC's McLean facility to gain
knowledge of the transition software.

CSC is authorized to begin this effort as proposed. Funds in
the amount of \$205,147 (including base fee and fccm) are
available on the initial award on requisition CN 19 193C9700003
for 45 calendar days as follows:

97-07 thru burdens	\$198,959
Base Fee	5,969
FCCOM	<u>209</u>
	\$205,147

You are authorized to perform work on this task for the period
August 1, 1997 through September 14, 1997.

If you have any questions, please contact me at (703) 305-4175.

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