PERFORMANCE WORK STATEMENT

Space Policy Advisory and Research Services (SPARS)

National Oceanic and Atmospheric Administration
Office of Space Commerce

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1.0 INTRODUCTION

1.1 Background

The National Oceanic and Atmospheric Administration (NOAA), Office of Space Commerce (OSC) is the principal unit for space commerce policy activities within the Department of Commerce. OSC's mission is to foster the conditions for the economic growth and technological advancement of the U.S. commercial space industry. OSC supports the growth and competitiveness of the commercial space industry through policy development, coordination, and engagement on domestic and international space commerce matters.

To support its mission, OSC requires timely access to specialized subject matter expertise to research, analyze, and provide advisory support on complex and evolving space policy matters.

Space policy issues may arise with little advance notice and often require specialized expertise, data, research, and analysis across multiple disciplines. Accordingly, OSC requires a flexible contracting mechanism that provides timely access to qualified subject matter experts (SMEs), relevant data, and analytical capabilities to support time-sensitive consultations, independent analyses, policy assessments, and other research requirements, as well as planned studies and longer-duration advisory efforts.

1.2 Objective

The objective of this requirement is to establish a Blanket Purchase Agreement (BPA) for Space Policy Advisory and Research Services (SPARS). The BPA is intended to provide the Government with access to a qualified pool of contractors offering specialized and complementary capabilities in space policy research, data collection and analysis, and advisory services, while enabling the streamlined placement of individual Calls for specific requirements.

The BPA emphasizes access to specialized expertise, relevant data, and high-quality research and analytical outcomes rather than continuous staff augmentation. Individual Calls may range from short consultations, data collection, or rapid-turn analyses to comprehensive research, policy assessments, studies, and longer-duration advisory efforts. Services may be requested individually or in combination, depending on the Government's specific needs.

1.3 Scope

The Contractor shall provide specialized subject matter expertise, data collection and analysis, research, consultation, advisory services, operational support, and related deliverables as specified in individual Calls. Services may be provided individually or in combination, depending on the specific requirements of each Call.

Contractor services shall support OSC's space policy mission and related program activities. Contractor personnel shall not perform inherently governmental functions, make Government policy decisions, represent the Government without authorization, or exercise authority reserved for Federal employees.

2.0 TASK AREAS

Contractors may be qualified at the BPA level for one or more Task Areas based on demonstrated expertise and capabilities. Individual Calls will identify the applicable Task Area(s), specific requirements, and expected deliverables, as appropriate. Services may include subject matter expertise, data collection and analysis, research, assessments, consultations, advisory services, and related program support, individually or in combination. Qualification for a Task Area does not guarantee issuance of a Call.

2.1 Commercial Space Policy and Regulation

- Research and analyze U.S. commercial space policy, regulatory frameworks, and related developments.
- Assess policy and regulatory implications of existing and emerging commercial space activities.
- Analyze licensing, permitting, oversight, regulatory gaps, and interagency policy issues.
- Develop policy options, assessments, issue papers, briefing materials, and decision-support analyses.
- Support policy implementation planning, coordination, and evaluation activities.

2.2 Space Traffic Coordination, Safety, and Sustainability

- Research and analyze civil space traffic coordination, space situational awareness, and space safety and sustainability issues.

- Assess operator practices, conjunction coordination, debris mitigation, and related domestic and international policy developments.
- Collect, compile, evaluate, and analyze relevant data to support policy assessments, program planning, and decision-making.
- Support research, analysis, and coordination associated with the implementation and evolution of relevant national policy directives.
- Evaluate international approaches, standards, best practices, norms, and emerging policy considerations.

2.3 International and Geopolitical Space Policy

- Research and analyze international space policy, governance, norms, and geopolitical developments.
- Support research and analysis related to the United Nations Committee on the Peaceful Uses of Outer Space (UNCOPUOS) and other multilateral or bilateral engagements.
- Assess foreign space policies, regulatory regimes, geopolitical developments, and implications for U.S. commercial space interests.
- Conduct comparative research and analysis of international policy approaches, regulatory developments, and emerging issues.
- Prepare briefing materials, assessments, and analytical products to support international engagement and coordination activities.

2.4 Space Law and Regulatory Analysis

- Research domestic and international legal and regulatory frameworks relevant to commercial space activities.
- Analyze statutes, regulations, treaties, authorities, regulatory gaps, and interactions between legal and policy frameworks.
- Conduct comparative regulatory research and assessments of domestic and international approaches.
- Provide research and analytical support to inform Government consideration of legal, regulatory, and policy issues.
- Support development of regulatory options, assessments, and related analytical products.

Contractor activities under this Task Area shall be limited to research, analysis, and advisory support and shall not include legal representation of the Government or functions reserved for Government counsel.

2.5 Commercial Space Industry and Economic Policy

- Research and analyze commercial space markets, industrial base conditions, competitiveness, investment, and economic trends.
- Collect, compile, validate, and analyze commercial space industry and economic data from relevant sources.
- Assess barriers to entry, market structure, incentives, and economic implications of policy alternatives.
- Develop and evaluate commercial space economic indicators, metrics, methodologies, and analytical frameworks.
- Conduct market assessments, economic impact analyses, industry studies, and related research.
- Assess domestic and international commercial space ecosystem developments.

2.6 Emerging Space Activities and Technology Policy

- Research and assess policy, regulatory, economic, safety, and international implications of emerging space activities, technologies, and capabilities.
- Analyze emerging activities, including rendezvous and proximity operations, in-space servicing, commercial space stations, lunar activities, remote sensing, novel data services, and other commercial space developments.
- Conduct technical and analytical assessments necessary to evaluate emerging policy issues, regulatory considerations, and related program requirements.
- Assess existing and emerging policy frameworks, standards, and approaches applicable to new commercial space activities.
- Develop assessments, studies, and recommendations to inform policy development, planning, and decision-making.

2.7 Strategic and Executive Advisory Support

- Provide access to qualified subject matter experts for consultations, executive discussions, workshops, and policy deliberations.
- Conduct focused research, independent analysis, and assessments of time-sensitive or complex policy questions.
- Prepare issue papers, talking points, briefing materials, decision-support products, and stakeholder engagement materials.

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- Support preparation for interagency, international, industry, academic, and other stakeholder engagements.
- Provide strategic analysis, policy implementation support, and recommendations related to OSC priorities and emerging issues.

3.0 RAPID AND STANDARD SUPPORT

3.1 Forms of Support

Individual Calls may require one or more of the following forms of support, depending on the Government's specific needs:

- **Consultation Only** – Meetings, calls, workshops, executive discussions, or other direct access to qualified subject matter experts (SMEs).
- **Consultation Plus Summary** – Consultation followed by a concise written summary, findings, recommendations, or key considerations.
- **Research and Analytical Services** – Independent research, policy assessments, comparative analyses, issue papers, policy memoranda, studies, briefing materials, or other analytical products.
- **Data and Information Services** – Collection, compilation, validation, evaluation, and analysis of relevant data and information, including development of datasets, metrics, and related analytical products.
- **Extended Support** – Recurring or longer-duration research, analysis, consultation, advisory services, or related program support over a defined period of performance.

Services may be requested individually or in combination. Individual Calls shall specify the required services, deliverables, period of performance, and any applicable response or completion deadlines.

3.2 Response Categories

Category	Typical Response Expectation	Intended Use
Rapid	Several hours to 1 business day, as specified in the Call	Time-sensitive consultations, research, data requests, or analyses
Expedited	Generally, 1–2 business days, as specified in the Call	Priority requirements requiring prompt support
Standard	As specified in the Call	Planned research, studies, data services, and longer-duration support

Response categories establish the Government's requested timeframe for contractors to confirm availability and submit quotations, not necessarily the timeframe for completing the required services. Performance schedules and deliverable deadlines shall be established in individual Calls.

Contractors may respond "No Quote/Unavailable" when unable to meet the requirements of a Call. Contractors shall not substitute personnel who do not meet the qualifications or expertise specified in the Call.

4.0 CALL ORDERING PROCEDURES

4.1 General

Individual requirements will be defined through Calls issued by the authorized Contracting Officer. Each Call will identify, as applicable, the specific requirement, relevant Task Area(s), required capabilities or expertise, requested services or deliverables, period of performance or required availability, pricing instructions, quotation response deadline, and basis for selection.

The Government intends to use streamlined procedures appropriate to the scope, complexity, value, urgency, and applicable acquisition authority. Nothing in this PWS supersedes applicable competition, ordering, approval, or documentation requirements established by statute, regulation, the underlying contract or schedule, or the BPA.

4.2 Rapid Policy Support Request

For time-sensitive requirements, the Government may issue a concise Rapid Policy Support Request to BPA holders qualified for the applicable Task Area(s), consistent with the BPA's established ordering procedures. To the extent permitted by applicable acquisition procedures, the Government may request abbreviated written quotations, oral quotations, or other streamlined responses.

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A Rapid Policy Support Request may include:

- Description of the policy issue, research question, or requirement;
- Applicable Task Area(s);
- Required expertise, capabilities, or qualifications, as applicable;
- Requested services, data, deliverables, or outcomes;
- Required availability, performance schedule, or period of performance;
- Estimated or maximum level of effort, funding ceiling, or other pricing parameters, if applicable;
- Quotation response deadline; and
- Basis for selection.

4.3 Contractor Response

Unless otherwise specified in the Call, a streamlined contractor response may be limited to:

- Confirmation of availability or a "No Quote/Unavailable" response;
- Identification of proposed subject matter experts (SMEs), qualifications, or organizational capabilities, as applicable;
- Brief description of the proposed approach, if necessary;
- Proposed schedule or availability;
- Proposed level of effort or other applicable pricing basis; and
- Total proposed price.

The Government may rely on qualifications, corporate experience, labor rates, and other information previously evaluated or established at the BPA level, to the extent appropriate for the individual requirement. Contractors will not be required to resubmit previously provided information unless necessary to evaluate the specific Call.

4.4 Selection for Rapid Calls

The Government will evaluate quotations using the selection criteria identified in the individual Call and in accordance with the BPA's established ordering procedures.

Depending on the nature of the requirement, selection considerations may include relevant expertise or capabilities, technical approach, availability, proposed schedule, and price. The Government may tailor the evaluation criteria and their relative importance to the scope, complexity, and urgency of the individual requirement.

The Government will document Call placement in accordance with applicable acquisition procedures and documentation requirements.

5.0 PERFORMANCE REQUIREMENTS AND DELIVERABLES

5.1 Quality

Contractor services and deliverables, including research, data, analysis, consultations, and advisory support, shall be accurate, objective, current, well-supported, analytically rigorous, and responsive to the requirements of the individual Call. Deliverables shall be appropriate for their intended purpose and Government audience. The Contractor shall identify material limitations, uncertainties, assumptions, and information gaps, as applicable.

Research and analytical products shall distinguish, as appropriate, among factual information, assumptions, stakeholder or third-party positions, Contractor analysis, and Contractor recommendations. Sources, data, and methodologies shall be identified and documented at a level appropriate to the nature and intended use of the product.

5.2 Timeliness

The Contractor shall meet the schedules, response times, and deliverable deadlines established in each Call. If circumstances may affect the Contractor's ability to meet an established requirement or milestone, the Contractor shall promptly notify the Government, explain the anticipated impact, and identify proposed corrective actions or mitigation measures.

5.3 Deliverables

The Contractor shall submit the BPA-level deliverables identified in Table 5-1, Schedule of Deliverables.

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Additional deliverables will be established in individual Calls and may include oral consultations, meeting participation, issue papers, policy memoranda, research summaries, comparative analyses, reports, briefings, talking points, presentation materials, stakeholder analyses, datasets, analytical models, assessments, and other products or services supporting OSC's mission.

Individual Calls will specify applicable deliverable requirements, formats, schedules, and acceptance criteria, as appropriate.

The Government may issue Calls for consultation-only or other services that do not require a separate written deliverable when such a deliverable would not provide additional value.

Table 5-1. Schedule of Deliverables

Item	Description	Quantity	Due Date / Frequency	Deliver To	Reference
1	Post-Award Conference	1	Within 15 business days after BPA award, unless otherwise scheduled by the Government	CO and COR	PWS 10.6.1
2	BPA Activity Report	1	Quarterly; within 15 calendar days following each BPA quarter	CO and COR	PWS 10.7
3	Call-specific services and deliverables	As specified in each Call	As specified in each Call	As specified in each Call	PWS 3.1, 5.3; applicable Call
4	Consultation Record	One per consultation session	With the applicable invoice	COR	PWS 10.6.2, applicable Call
4	Call-Specific Meetings and Status Reporting (if required)	As specified in each Call	As specified in each Call	As specified in each Call	PWS 10.6.2; applicable Call
5	Conflict-of-interest disclosure (when applicable)	As needed	Before Call placement or promptly upon discovery	CO	PWS 8.0
6	Signed Non-Disclosure Agreements	One per applicable individual	Prior to access to non-public Government information	COR or designated Government representative	PWS 10.9
7	Contractor Personnel Departure Notification	One per departing individual	Promptly upon notification of departure or cessation of support	COR or designated Government representative	PWS 10.9

Notes: (1) A negative quarterly activity report is permitted when no Call activity occurs. (2) Consultation-only Calls do not require a separate written product unless the Call specifies one. (3) Invoices and any required supporting documentation shall be submitted in accordance with the applicable BPA/Call payment terms; this appendix does not establish an independent invoice schedule.

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6.0 SUBJECT MATTER EXPERTISE AND PERSONNEL

The Contractor shall provide qualified personnel and organizational capabilities appropriate to the nature, scope, and complexity of each Call. Personnel assigned to perform services shall possess the education, experience, professional background, and demonstrated expertise necessary to meet the specific requirements. The Government may establish minimum or desired qualifications, specialized capabilities, or experience requirements in individual Calls, as applicable.

When the qualifications or availability of a proposed subject matter expert (SME) or other key personnel form a material basis for Call placement, the Contractor shall not substitute such personnel without prior Government approval. Any proposed replacement shall possess qualifications and expertise comparable to or exceeding those of the originally proposed individual.

The Contractor shall maintain sufficient awareness of its available personnel, expertise, and organizational capabilities to accurately respond to Rapid, Expedited, and Standard Call requests. The BPA does not require the Contractor to maintain dedicated full-time personnel or resources unless specifically required under an individual Call.

7.0 PRICING AND LEVEL OF EFFORT

Pricing for Calls issued under this Blanket Purchase Agreement (BPA) shall be established in accordance with the BPA's terms and conditions, applicable acquisition regulations, and the specific requirements of each Call.

Calls may utilize firm-fixed-price (FFP), firm-fixed-unit-price (FFUP), time-and-materials (T&M), labor-hour (LH), or a combination of these arrangements, as appropriate for the specific requirement.

This BPA may establish fixed unit prices, fully burdened ceiling hourly rates, or other pricing parameters to facilitate streamlined ordering. Pricing for individual Calls may be based on defined deliverables, fixed units of services or products, labor hours, data products, subscriptions, or other applicable pricing structures.

Each Call shall identify the applicable pricing arrangement and specify, as appropriate, the required services or deliverables, unit descriptions and quantities, labor categories and estimated hours, period of performance, and applicable funding limitations.

The Government may request discounts or task-specific pricing under individual Calls. Calls may establish fixed prices, authorized quantities, maximum levels of effort, ceiling prices, or not-to-exceed amounts, as appropriate.

8.0 ORGANIZATIONAL CONFLICTS OF INTEREST AND DISCLOSURES

Services performed under this BPA may involve industries, entities, technologies, markets, or regulatory matters in which the Contractor, its affiliates, subcontractors, consultants, or proposed personnel have financial, contractual, professional, representational, or other interests that could create an actual, potential, or apparent conflict of interest.

The Contractor shall disclose known actual, potential, or apparent organizational or individual conflicts of interest relevant to the performance of an individual Call. Disclosures shall be provided before Call placement, or promptly upon discovery if a conflict arises or becomes known during performance.

The Contractor shall provide sufficient information for the Government to evaluate the nature and potential impact of the conflict and shall implement any mitigation measures approved or directed by the Contracting Officer. Individual Calls may establish additional disclosure, recusal, information-access restrictions, or conflict-mitigation requirements, as appropriate.

The Contractor shall not use or disclose nonpublic Government information obtained through performance for unauthorized purposes, including to benefit itself or another party, and shall comply with applicable nondisclosure, confidentiality, and information-protection requirements.

9.0 NON-PERSONAL SERVICES AND GOVERNMENT AUTHORITY

Services performed under this BPA shall be non-personal in nature. Contractor personnel shall remain under the supervision, management, and control of the Contractor. The Government may establish requirements, priorities, schedules, and performance expectations; provide technical guidance and Government-furnished information; and review and accept or reject deliverables in accordance with the BPA and individual Calls.

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Contractor personnel shall not perform inherently governmental functions, establish or make final Government policy decisions, obligate Government funds, exercise regulatory or other Government authority, or direct Federal employees.

Contractor personnel may participate in meetings, coordinate with stakeholders, and provide technical, analytical, or advisory support on behalf of OSC when authorized by the Government. Such participation shall not confer authority to make binding commitments, establish official Government positions, or otherwise act in an inherently governmental capacity.

Only the Contracting Officer may authorize changes to the contractual scope, price, terms, or conditions of the BPA or individual Calls, consistent with applicable contracting authority.

10.0 GENERAL REQUIREMENTS

10.1 Place of Performance

Services may be performed remotely, at Contractor facilities, at National Oceanic and Atmospheric Administration (NOAA) or Department of Commerce (DOC) facilities, or at other locations specified in individual Calls. The Government may require in-person participation for meetings, workshops, conferences, stakeholder engagements, or other activities, as specified in the applicable Call.

10.2Period of Performance

The BPA shall have a five-year ordering period. The period of performance for each individual Call shall be established at the Call level based on the specific requirements. Calls may have periods of performance extending beyond the BPA ordering period, to the extent permitted by applicable acquisition regulations.

10.3 Travel

Travel, when required, must be authorized in advance and funded under the applicable Call. Reimbursable travel expenses shall be subject to the terms of the BPA, applicable Federal travel limitations, and any funding or cost restrictions established in the individual Call.

10.4 Government-Furnished Information

The Government will provide information, data, access, background materials, or other resources necessary for performance, as specified in individual Calls. Access to Government-furnished information and resources shall be subject to applicable security, privacy, confidentiality, records management, and information-handling requirements.

10.5 Contractor-Furnished Resources

Unless otherwise specified in an individual Call, the Contractor shall provide the personnel, facilities, equipment, software, research tools, data resources, and other materials necessary to perform the required services.

10.6 Meetings and Status

10.6.1 Post-Award Conference

The Contractor shall participate in a post-award conference, as scheduled by the Government, to review BPA requirements, ordering procedures, roles and responsibilities, reporting requirements, communication protocols, and other administrative matters relevant to performance. The Government may conduct the conference jointly with multiple BPA holders or separately, as appropriate.

10.6.2 Call-Specific Meetings and Status Reporting

The Contractor shall participate in meetings and coordination activities necessary to perform individual Calls. Status reporting requirements shall be proportionate to the scope, duration, and complexity of the Call and shall be specified as appropriate.

Short-duration consultations, standalone data requests, and other limited-scope Calls ordinarily shall not require recurring status reports unless specifically identified in the Call.

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For Calls involving consultation services, the Contractor shall submit a brief Consultation Record identifying the date, participants, duration, and general topic(s) discussed. The record shall not require a transcript, detailed meeting minutes, or substantive summary of the discussion. Consultation Records shall be submitted with the applicable invoice to support verification of services performed and payment.

10.7 BPA Activity Reporting

The Contractor shall submit a quarterly BPA Activity Report summarizing all Calls issued under the BPA within 15 calendar days following the end of each BPA quarter, including active and completed Calls, during the reporting period. A report shall be submitted for each reporting period during which the BPA remains active, including periods with no Call activity. A negative report may be submitted when no activity has occurred.

At a minimum, the report shall include:

- Call number and title or brief description;
- Applicable Task Area(s);
- Call award date and period of performance;
- Call ceiling or awarded value, as applicable;
- Amount invoiced to date;
- Remaining Call balance, as applicable;
- Call status (active, completed, or closed); and
- Summary of any significant performance issues or delays, if applicable.

The report shall also provide cumulative BPA-level totals, including the number of Calls awarded, total awarded value, cumulative amounts invoiced, and remaining BPA ceiling, if applicable.

10.8 Approval for Public Release

The Contractor shall make no news releases pertaining to the contract award and/or performance thereunder without prior agency approvals and coordination with the Contracting Officer. Requests for approval shall be made in writing, and the Contracting Officer will provide a written response within 15 business days.

The Contractor agrees not to refer to awards in commercial advertising in such a manner as to state or imply that the product or service provided is endorsed or preferred by the Federal Government, or is considered by the Government to be superior to other products or services. The Contractor shall disassociate the ordering agency from their contents in articles by the inclusion of a statement that the views are those of the author or the Contractor and do not reflect the views of the Government.

10.9Non-Disclosure Agreements and Personnel Notifications

The Contractor shall ensure that all Contractor personnel, including subcontractors and consultants, who receive or have access to non-public Government information in support of OSC execute a Non-Disclosure Agreement (NDA) before receiving or accessing such information. Signed NDAs shall be submitted to the Contracting Officer's Representative (COR) or designated Government representative prior to access.

The Contractor shall promptly notify the COR or designated Government representative in writing when any Contractor personnel cease supporting the BPA or an individual Call. The notification shall identify the individual, their company, and the effective date of departure. The Contractor shall coordinate the termination of applicable Government information, system, facility, and other access, as appropriate.

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APPENDIX A – RAPID POLICY SUPPORT REQUEST TEMPLATE

Call/Request Number	[To be assigned]
Date/Time Issued	[Date/Time]
Response Due	[Date/Time]
Response Category	☐ Rapid ☐ Expedited ☐ Standard
Task Area(s)	[Applicable Task Area(s)]
Policy Issue / Requirement	[Concise description of the policy issue, research question, data need, or other requirement]
Required Expertise/Capabilities	[Specific SME qualifications, organizational capabilities, or experience, if applicable]
Support Requested	☐ Consultation Only ☐ Consultation + Summary ☐ Research and Analytical Services ☐ Data and Information Services ☐ Extended Support
Required Completion/Deliverable Due Date	[Date/time by which the requested services or deliverables must be completed]
Period of Performance / Required Availability	[Start date, duration, or required SME availability, if applicable]
Deliverable / Outcome	[Expected deliverables, formats, due dates, or outcomes, if applicable]
Maximum LOE / Ceiling	[If applicable]
Pricing Instructions	[Applicable BPA rates / requested pricing]
Selection Criteria	[Applicable criteria and relative importance, consistent with BPA ordering procedures]
Special Requirements	[Data licensing, travel, security, access, or other requirements, if applicable]
Government POC	[Name/role/contact information]

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APPENDIX B – STREAMLINED CONTRACTOR RESPONSE TEMPLATE

Instructions: Contractors shall complete the applicable fields below when responding to a BPA Call Request. Responses should be concise and limited to the information necessary to demonstrate the Contractor's ability to meet the specific requirement.

Fields that do not apply to the requested services may be marked "N/A." Additional information shall be provided only when requested in the Call. Submission of a response does not authorize performance. Work may begin only upon issuance of an authorized Call.

Call/Request Number	[Number]
Contractor	[Name]
Response	☐ Available / Quote ☐ No Quote / Unavailable
Proposed SME(s)	[Name(s) and role(s)]
Relevant Expertise/Capabilities	[Brief description of qualifications or organizational capabilities relevant to the requirement]
Proposed Approach	[Brief description, if requested]
Required Completion / Deliverable Due Date	☐ Can meet required date ☐ Cannot meet required date
Availability / Schedule	[Proposed start date, availability, or performance schedule, if applicable]
Level of Effort	[Hours, fixed price, unit price, subscription, or other applicable pricing basis]
Total Proposed Price	[$ Amount]
OCI / Other Disclosure	☐ None identified ☐ Disclosure attached
Authorized Contractor POC	[Name, title, and contact information]

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