

2014

NETCENTS-2 Enterprise Integration and Service Management (EISM)



Version 1.4

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NETCENTS-2 ENTERPRISE INTEGRATION AND SERVICE MANAGEMENT

1. Scope

The NETCENTS-2 Enterprise Integration and Service Management (EISM) Advisory and Assistance Services (A&AS) contract will provide a wide range of non-personal Enterprise Integration and Service Management support worldwide for US Air Force (USAF) customers. This contract will provide users with services to enable; 1) enterprise integration, and 2) service management support for both infrastructure and mission capabilities. This will include services to integrate capabilities within a domain and between domains within the enterprise.

NOTE: If you are unsure about the scope of the EISM contract, please read the Enterprise Integration and Service Management Performance Work Statement (PWS) to get an overview of the contract.

2. Authorized Users

Use of the EISM contract is for USAF use only. The Air National Guard (ANG) and Air Force Reserve (AFRC) are considered part of the USAF, and may use the EISM contract. USAF, ANG, and AFRC all will be referred to as “DoD AF” throughout this ordering guide and associated appendices.

3. How to Order

It is not the intent of this guide to replace MAJCOM or local contracting procedures. If there is any conflicting information, contracting officers will use their local procedures.

Authorized users who have requirements that fall within scope of the EISM contract shall utilize Appendix [E1](#), *EISM Task Order Requirements Package Checklist*, in order to put together the most complete requirements package and avoid any unnecessary delays in delivering services to the warfighter. Required documents and supplementary templates referenced in Appendix [E1](#), *EISM Task Order Requirements Package Checklist*, are to be completed as prescribed by policy and submitted to your local Contracting Officer (CO) for final approval. These documents are easily identifiable and linked in the Table of Contents.

The first step to initiating a TO on this contract is to have a scope analysis performed to ensure your requirements fall within the scope of the contract. Please send your Performance Work Statement (PWS) to the NETCENTS-2 Customer Support (CS) at: netcents@us.af.mil. Be sure to put ‘EISM Scope Analysis request – *Your Program Name*’ in the subject line of the email as this will facilitate your ticket being created. Once the NETCENTS-2 office has completed your scope analysis, you will receive a memo for record (MFR) stating which ID/IQ your requirements map to. (Note: The scope analysis MFR is provided to aid the contracting officer when making the scope determination.)

If after receipt of your scope analysis, your requirements fall within scope of the EISM contract, please follow-up with your supporting contracting office to coordinate and begin

executing the EISM TO Requirements Package Checklist located in Appendix [E1](#). When you have completed the checklist, send all applicable documentation to your supporting contracting office for review and continued processing. The documents in the EISM Task Order (TO) checklist are easily identifiable and linked in the Table of Contents to the provided templates.

3.1. Fair Opportunity Exception (FOE)

The acquisition process for obtaining Task Orders through NETCENTS-2 contracts enables different solution providers to participate over the course of the program lifecycle to facilitate competition. Each holder of ID/IQ contracts is encouraged to compete for EISM Task Orders. Each prime contractor shall evaluate the opportunity and determine whether or not to submit a proposal. The CO will provide all contractors a “fair opportunity” to be considered for each order in excess of \$3,000 unless a justifiable condition applies. **See Federal Acquisition Regulation (FAR) Part 16.505(b)(2) and any applicable supplements for conditions allowing for task orders to be considered as an exception to the fair opportunity process.**

3.2. Decentralized Ordering

The NETCENTS-2 EISM ID/IQ contract has a decentralized ordering structure, meaning the local contracting office supporting the requiring activity will award, administer, and close out the task order. Use of the EISM contract is limited to DoD AF only.

Decentralized ordering authority is limited to DoD AF. No decentralized orders shall be placed without an assigned NETCENTS-2 Program Management Office (PMO) control number. The NETCENTS-2 PMO control number is a Request for Proposal/Request for Quote (RFP/RFQ) number generated in AFWay when the CO has successfully submitted a RFP to the EISM vendors. This number is used for tracking purposes during the entire procurement process for the task order. For in depth instruction on how to submit a RFP/RFQ in AFWay, refer to Appendix [E33](#), *Customer Ordering Guide Using AFWay*.

3.3. AFWay – NETCENTS-2 e-Ordering Tool

AFWay is the e-Ordering tool for all NETCENTS-2 ID/IQ contracts. When the CO has an acceptable requirements package and is ready to solicit NETCENTS-2 EISM vendors for proposals, the CO will initiate a RFP, and receive vendor responses to the RFP, through AFWay. The RFP title should include “RFP NC-2 EISM” and your program or office name prior to submitting the RFP to the vendor. If the number or size of attachments poses an issue to processing an RFP through AFWay, use the AMRDEC SAFE ACCESS FILE EXCHANGE (SAFE) website to post documentation. Directions of the use of SAFE can be found in Appendix [E9](#). Following the selection of the winning proposal, the CO completes the ordering process by using their local contract writing system and by awarding the order in AFWay. Instructions and guidance for the AFWay process is available in Appendix [E33](#), *Customer Ordering Guide Using AFWay*.

3.4. Requests for Information (RFI's)

Customers can engage with the EISM vendors using to see if the vendors can meet the requirements of the PWS. Draft RFPs can also be used to gather this information. The RFI should show the vendors your requirements and ask them if they can perform the work based

on your requirements and if they are interested in bidding. However, the RFI should not be used to find out if the vendors have the capabilities that have already been determined in the source selection. The amount of information required for the RFI response should be kept to a minimum and should not be as thorough as an actual RFP. RFIs, just like RFPs/RFQs, should be submitted through AFWay and follow the same process as submitting a RFP/RFQ to vendors with “RFI NC-2 EISM” at the beginning of the Title; in the case of a draft RFP, preface it with “Draft RFP NC-2 EISM.” This method allows for Fair Opportunity to all vendors and ensures that no one vendor has an unfair advantage over another in proposing a solution. Refer to Appendix [E33](#) for the process of submitting an RFQ/RFI in AFWay. If the number or size of attachments poses an issue to processing an RFI through AFWay, use the AMRDEC SAFE ACCESS FILE EXCHANGE (SAFE) website to post documentation. Directions on the use of SAFE can be found in Appendix [E9](#).

3.5 Classified Task Order Procurement

Customers and CO’s who have CLASSIFIED requirements within the scope of EISM are able to compete their requirements using the following procedures:

AFWay is an UNCLASSIFIED system and cannot process any RFPs/RFQs that contain classified information.

Post a notice on AFWay that your organization has a CLASSIFIED requirement. This will generate an AFWay RFQ # that will be included in the RFP. The RFP title needs to be prefaced with “RFP NC-2 EISM.”

Have the vendor respond to the CO with the name(s) of any offeror representative(s) who should receive the CLASSIFIED RFP along with their classification level and contact information.

Validate the classification information provided by the offeror(s).

Distribute the CLASSIFIED RFP through secure channels ONLY to the appropriate offeror representatives. Include the AFWay RFQ # in the RFP.

Receive the CLASSIFIED proposal through secure channels.

Proceed with evaluation and award of the task order.

3.6. Task Orders Requiring Hardware/Software Products

Task Orders that require hardware or software products shall be purchased by the EISM vendors from the NETCENTS-2 Products vendors. Customers should carefully review the PWS template in Appendix [E2](#), and ensure applicable products standards are written into the PWS to ensure compatibility and compliance with AF network standards. A minimum of two estimates with each RFP/RFQ solution response is required.

4. ID/IQ Ordering Period

Task Orders may be issued at any time during the ordering period. The EISM ID/IQ contract has a five (5) year ordering period which consists of a three (3) year base period with two (2) 12 month options, if exercised*.

Base Period: November 30, 2010 – November 29, 2013

**Option Period One:* November 30, 2013 – November 29, 2014

**Option Period Two:* November 30, 2014 – November 29, 2015

5. Task Order Period of Performance

A task order should define a period of performance that meets the requirements and it shall be cited in each individual order. **See Clause F002 of the basic ID/IQ contract.**

See FAR Clause 52.216-22, Indefinite Quantity, (OCT 1995) of the basic ID/IQ contract.

The total duration of any task orders issued under this basic contract shall not exceed five (5) years, including all option periods. The period of performance for any task order shall not extend more than three (3) years beyond the last day of the basic contract ordering period (e.g. a task order issued on the last day of the ordering period of the basic contract could have a one (1) year base period and two (2) one (1) year option periods).

6. Prime Contractor Information

CONTRACTOR	CONTRACT #	E-mail	Phone
Booz Allen Hamilton, Inc. (BAH) CAGE Code 17038	FA8771- 11-D-1000	Anderson_Alissa@bah.com	(703) 377-4107
Science Applications International Corporation (SAIC) CAGE Code 6XWA8	FA8771-11-D-1001	Wendy.a.gosnell@saic.com	(703) 676-5757
Dynamics Research Corporation (DRC) CAGE Code 23383	FA8771-11-D-1002	rtutrone@drc.com	(978) 289-1857
CACI Enterprise Solutions, Inc. CAGE Code 3TCB6	FA8771-11-D-1003	bmallett@caci.com	(703) 679-3827
Jacobs Technology, Inc. CAGE Code 07486	FA8771-11-D-1004	David.ault@jacobs.com	(703) 956-8224

CONTRACTOR	CONTRACT #	E-mail	Phone
Deloitte Consulting, LLP CAGE Code 1TTG5	FA8771-11-D-1005	apeggram@deloitte.com	(571) 858-1792

7. Contract Line Item Number (CLIN) Structure

Base Year CLIN #	Option Year One CLIN #	Option Year Two CLIN #	Description	Pricing
0100	1100	2100	EISM Support Services	Firm-Fixed Price (FFP), Fixed-Price Incentive Fee (FPIF), Firm-Price Award Fee (FPAF)
0200	1200	2200	EISM Support Services	Cost, Cost-Plus Fixed Fee (CPFF), Cost-Plus Incentive Fee (CPIF), Cost-Plus Award Fee (CPAF)
0300	1300	2300	EISM Support Services	Labor Hour (LH) Capped at 10%
0400	1400	2400	Data (Not Separately Priced)	Firm-Fixed Price (FFP)
0500	1500	2500	Other Direct Costs (ODC)	Cost
0600	1600	2600	Travel	Cost

Contract Line Item Numbering (CLIN) shall be in accordance with (IAW) DFARS 204.71 and PGI 204.71. When multiple contract line items are required the CLIN structure shall maintain compliance with the basic NETCENTS-2 EISM CLIN structure. For example, all requirements using CLIN 0100 shall contain a "0" in the first digit and a "1" in the second digit and maintain the contract type, Fixed Price, and all requirements using CLIN 0200 shall contain a "0" in the first digit and a "2" in the second digit and maintain the contract type, Cost. This compliance shall be the same for the following CLINs: 0300, 0400, 0500, and 0600.

Any task order issued during the ID/IQ Base Period must use the Base Period CLIN Structure. Once an Option Period has been *exercised*, any task order issued during that Option Period must use the CLIN structure from that Option Period.

Contracting activities may use multiple contract line items and subcontract line items when appropriate as long as the "root" CLIN is compliant with the NETCENTS ID/IQ contract.

Each number identified in the CLIN represents a specific element of the ID/IQ Contract. For example, the base year period CLIN 0100 is broken down into four (4) distinct components:

- The first digit represents the Ordering Period of the ID/IQ
- The second digit represents the Contract Type
- The third and fourth digits can be modified for use in multiple CLINs

8. North American Industry Classifications System (NAICS) Code

The NAICS Code for the NETCENTS-2 EISM ID/IQ contract is 541512, Computer Systems Design Services. The NAICS code was chosen based on the preponderance of the work on the overall contract. Customers cannot choose a different NAICS code for their task order, even if it is a better fit for that particular task order. If there are any questions, please contact the Procuring Contract Officer (PCO) or send an e-mail to NETCENTS-2 CS, netcents@us.af.mil.

9. Contractor Certification

Each Contractor is ISO/IEC 20000 Certified.

10. Point of Contacts

Customer Support (CS) – Email the NETCENTS-2 CS at netcents@us.af.mil. Please ensure “EISM – Purpose of Your Email” is noted in the subject line of your email for review and appropriate distribution. If you require immediate assistance, the CS can be reached at COMM: (334) 416-5070 option 1, DSN: 596-5070 option 1.

11. Contract Data Requirements List (ID/IQ Level)

Section J, Exhibit A, A007, Contractor Manpower Reporting

In order to implement FY 11 NDAA Section 8108, Contractor Inventory, the contractors are required to report all contractor labor hours (including subcontractor labor hours) required for performance of all services provided under the EISM ID/IQ contracts. The reporting will be done for each task order awarded in the Contractor Manpower Reporting Application at <http://www.ecmra.mil>

Each task order must provide the contractor with your organization’s Requiring Activity Unit Identification Code (RA UIC).

Appendix E1 – EISM Task Order Requirements Package Checklist

Instructions: Use this checklist as a guide to complete your requirements package, unless your contracting office requires you to use their checklist. However, due to scope concern for enterprise and strategic planning A&AS services, we highly encourage a Scope Analysis of your PWS be accomplished; refer to item 2 of the checklist. The analysis by our engineering team will be helpful to your CO when making the scope determination. Submit your resulting requirements package to your Contracting Officer to continue the acquisition process. The CO, upon receipt of an acceptable requirements package, will submit the RFP via AFWay and award a task order following your successful completion of technical evaluation(s).

#	DOCUMENTATION	REFERENCE	STATUS	Date
1.	PERIOD OF PERFORMANCE			
	Period of Performance:	EISM Users Guide, Section 5		
2.	SCOPE ANALYSIS & SCOPE DETERMINATION			
	You must request that the NETCENTS-2 Technical Team perform a Scope Analysis by sending your Performance Work Statement to NETCENTS-2 CS, netcents@us.af.mil , with the following in the subject line "EISM Scope Analysis request for Your Program Name."	Contact the NETCENTS-2 CS at DSN 596-5070, Option 1 if you have questions.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
3.	PERFORMANCE-BASED STATEMENT			
	The question that must be addressed here is as follows: Is the work performance based? If non-performance based, the rationale or exception must be provided.	AFI 63-101, Chapter 4, paragraph 4.11.3 Appendix E26 – IDIQ Services Statement Templates	<input type="checkbox"/> Yes <input type="checkbox"/> No	
4.	MULTI-FUNCTIONAL TEAM			
	Appoint a Multi-Functional Team (MFT) of key stakeholders in writing to ensure that this acquisition integrates the needs of the mission with the requirement to procure a performance-based service acquisition.	Appendix E10 – Multi-Functional Team Template MFT Guidelines AFI 63-138, Chapter 6	<input type="checkbox"/> Yes <input type="checkbox"/> No	

#	DOCUMENTATION	REFERENCE	STATUS	Date
5.	MARKET RESEARCH			
	Perform and document market research in a manner adequate to support acquisition decisions. NOTE: Contractors on the EISM ID/IQ contract have been determined to be qualified to accomplish applicable requirements.	Appendix E11 – Market Research Report Template FAR 10.0002(e)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
6.	ACQUISITION PLANNING			
a.	You are not required to develop an Acquisition Plan for Task Orders. However, due to dollar values and risk, some larger and more complex acquisitions may require this document.	FAR 7.103 - 7.107, AFFARS 5307.104 – 5307.105, AFMC MP5307, AF Pamphlet 63-128 and AF LCMP Guide	<input type="checkbox"/> Yes <input type="checkbox"/> No	
b.	If your Task Order is \$10M or less, a Streamlined Acquisition Strategy Summary (SASS) is required.	Appendix E16– Streamlined Acquisition Strategy Summary (SASS) Guidance	<input type="checkbox"/> Yes <input type="checkbox"/> No	
c.	Labor Hour Determination & Findings: Only required if customer is requesting a labor hour task order effort.		<input type="checkbox"/> Yes <input type="checkbox"/> No	
d.	Defense Business Systems (DBS) Investment Decision Memo. Required for actions >= \$1M.	10 USC Sec.2222	<input type="checkbox"/> Yes <input type="checkbox"/> No	
7.	SERVICES DESIGNATED OFFICIAL (SDO)			
	Appoint a SDO, if required, in accordance with AFI 63-138 as it states: “Coordinate with AFPEO/CM for all requirements with an estimated value of \$100M or greater.”	AFFARS 5337.170-2 IAW AFI 63-101/20-101, Chapter 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	
8.	Complete the following Attachments			

#	DOCUMENTATION	REFERENCE	STATUS	Date
a.	New Start Validation Form Generated by FM and signed by the Program Manager and Chief Financial Officer or Program Control Chief prior to obligating funds. The list of exceptions are in AFI 63-101/20-101, "Integrated Life Cycle Management", paragraph 3.19.	AFI 63-101/20-101 Appendix E23 -New Start Validation Template	<input type="checkbox"/> Yes <input type="checkbox"/> No	
b.	Non-DoD Contract/Order – (Not Applicable to EISM) If the acquisition is going to be procured from a non-DoD agency (including GSA), the SDO is responsible for approving any purchase requests for services acquisitions above the SAT that they are to be purchased using a contract or task order being awarded by an agency other than DoD. A copy of the determination and finding required by AFFARS MP 5317.78 shall accompany the purchase request, if applicable. Purchase requests shall include the following statements: "The attached determination and finding approved by the SDO authorizes procurement outside the DoD. This acquisition has been determined to be in the best interest of the AF."	AFFARS 5337.170-2(b)(i), AFFARS MP5317.78	<input type="checkbox"/> Yes <input type="checkbox"/> No	
c.	Acquisition Strategy Panel Briefing Minutes if required. (Not Applicable to EISM)	AFFARS 5307.104-90	<input type="checkbox"/> Yes <input type="checkbox"/> No	
d.	Government Furnished Property and Space If GFP is to be furnished, the PM must provide a statement that the GFP and/or space is available (not that it will be). Note: See paragraph 5.3 of the EISM PWS Template. If GFP exceeds what is already stated in 5.3, then a Determination and Findings document will be required.	GFP: FAR 45.102, 45.202, 45.402; Base Support: AFMC MP5345.106(90) Appendix E22 – Government Furnished Property Determination & Findings Template	<input type="checkbox"/> Yes <input type="checkbox"/> No	
e.	Certification of Non-Personal Services Certification that requirement is not for personal services. Use form at DFARS PGI 237.503.	FAR 37.104, DFARS 237.503 Appendix E29 – Certification of Non-personal Services	<input type="checkbox"/> Yes <input type="checkbox"/> No	
9.	Purchase Request			

#	DOCUMENTATION	REFERENCE	STATUS	Date
a.	Funding document - must contain sufficient funds for the effort or expressly condition the contract upon availability of funds	FAR 32.702 and FAR 43.105; AFFARS MP 5332.7	<input type="checkbox"/> Yes <input type="checkbox"/> No	
b.	Funding (appropriation) - must properly match the services being procured	DFARS 204.7103-1(a)(4) and DoD 7000.14R, Vol 3, Chapter 8, Para 080303A	<input type="checkbox"/> Yes <input type="checkbox"/> No	
c.	PM must indicate if services are severable or non-severable. Severable services cannot exceed one year.	DoD 7000.14R, Vol 3, Chapter 8, Paragraph 080303C Appendix E31 – Severable Non-severable Template	<input type="checkbox"/> Yes <input type="checkbox"/> No	
d.	Wide Area Workflow Inspector Code	Appendix E21 – Wide Area Work Flow Services Template	<input type="checkbox"/> Yes <input type="checkbox"/> No	
e.	Consolidated Contract Requirements Justification	Applicable to actions with a total value >\$6M and involves consolidating two or more requirements previously acquired separately. Refer to DFARS 207.170-2 for detailed definition to determine if applicable to your solicitation. Also see DFARS 207.170-3 and AFFARS 5307.170-3(a)(3)(i)&(ii).	<input type="checkbox"/> Yes <input type="checkbox"/> No	
10.	Source Selection Plan - IAW DFARS 215.303(b)(2), DFARS PGI215.303(b)(2); AFFARS MP 5315.3, AFFARS IG 5315.303			
a.	Information to Offerors and Instructions for Proposal Preparation	Appendix E17 - Sample Instructions to Offerors Template	<input type="checkbox"/> Yes <input type="checkbox"/> No	
b.	Evaluation Criteria for Award	Appendix E25 – Sample Evaluation Criteria Template	<input type="checkbox"/> Yes <input type="checkbox"/> No	

#	DOCUMENTATION	REFERENCE	STATUS	Date
c.	A list of Non-Government Personnel who will be reviewing or analyzing the proposal including the appropriate approval	AFFARS MP5315.3 Appendix E18 – Use of Non-Government Advisors	<input type="checkbox"/> Yes <input type="checkbox"/> No	
11.	QUALITY ASSURANCE			
a.	Quality Assurance Surveillance Plan	AFFARS MP 5301.602-2(d) Appendix E12– Quality Assurance Surveillance Plan Template	<input type="checkbox"/> Yes <input type="checkbox"/> No	
b.	COR Nomination Memo From Customer (Letter from COR Supervisor)	AFFARS MP 5301.602-2(d) Appendix E19 – COR Nomination Memo from Customer	<input type="checkbox"/> Yes <input type="checkbox"/> No	
12.	REQUIREMENTS			
a.	Is this a Sole Source Task? Contractor:	FAR 16.505(b)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
b.	If this is a Sole Source, provide Justification for a Fair Opportunity Exception (FOE). If Justification is approved, use the appropriate FOE Coordination & Approval template, which is based on the Task Order amount. If needed, Justification and Coordination & Approval templates are provided for reference.	Appendix E13 – Fair Opportunity Exception (FOE) Justification Templates Appendix E14: FOE Coordination & Approval Templates Appendix E15: FOE Determination & Approval Templates FAR 16.505(b)(2)	<input type="checkbox"/> Yes <input type="checkbox"/> No	

#	DOCUMENTATION	REFERENCE	STATUS	Date
c.	Other than full and open competition Justification; Only required when limiting competition	FAR 6.3 and Sups;	<input type="checkbox"/> Yes <input type="checkbox"/> No	
d.	Use the EISM TO PWS Template to provide a Performance Work Statement with attention to the following sections: <ul style="list-style-type: none"> - Services Delivery Summary - Data Item Deliverables - Standards & References 	Appendix E2: EISM Task Orders Performance Work Statement Template FAR 11.101 and FAR 37.602	<input type="checkbox"/> Yes <input type="checkbox"/> No	
e.	Provide Contract Data Requirements List (CDRL).	DFARS 215.470 and DOD 5010.12-M. For assigning DIDs, see www.assistdocs.com . Appendix E5 – DD 1423 Contract Data Requirements List	<input type="checkbox"/> Yes <input type="checkbox"/> No	
f.	If classified information necessitates contractual security specifications, complete and include a DD 254.	Appendix E20 – DD Form 254, Contract Security Classification Specification AFI 31-601 Chap 4 FAR 4.403(c)(1): Safeguarding Classified Information Within Industry	<input type="checkbox"/> Yes <input type="checkbox"/> No	
g.	Are there any supplementary attachments that need to be provided (e.g., network topologies, architecture diagrams, etc.)?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
h.	Non-Disclosure Agreement and Conflict of Interest Statement: Only required if a contractor will assist with the development of the requirement or proposal evaluations.	Appendix E6 – Non-Disclosure Agreement	<input type="checkbox"/> Yes <input type="checkbox"/> No	
i.	Review the DoD Warranty guidance for applicability.	Appendix G1 - DoD Warranty Guide	<input type="checkbox"/> Yes <input type="checkbox"/> No	

#	DOCUMENTATION	REFERENCE	STATUS	Date
13.	IGCE GUIDANCE			
	PM must provide a copy of an Independent Government Cost Estimate (IGCE) to include cost for option years and certification language. IGCE must also be signed.	Appendix E24 – IGCE Guidance	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	PM must provide a signed copy of the Independent IGCE Statement	Appendix E30 – Independent IGCE Statement	<input type="checkbox"/> Yes <input type="checkbox"/> No	
#	DOCUMENTATION	REFERENCE	STATUS	Date
14.	IDIQ SERVICES STATEMENTS			
a.	Include Ozone Depleting Substance statement on the Procurement Request or Procurement Directive document	Appendix E26 – IDIQ Services Statement Templates	<input type="checkbox"/> Yes <input type="checkbox"/> No	
b.	Include Inherently Governmental Functions statement	Appendix E26 – IDIQ Services Statement Templates	<input type="checkbox"/> Yes <input type="checkbox"/> No	
c.	Include Mission Essential Services statement	Appendix E26 – IDIQ Services Statement Templates	<input type="checkbox"/> Yes <input type="checkbox"/> No	
15.	REQUIREMENTS APPROVAL DOCUMENTATION (RAD)			

	A NETCENTS-2 RAD was accomplished for the overarching contract therefore a RAD is not required at the Task Order level (Informational).	Appendix E27 – NETCENTS-2 Requirements Approval Documentation (RAD). AFMCI 63-403, Contract Support Services (CSS) Requirements Approval process. AFMC Services Database: https://afmc-xr.wpafb.af.mil/Services/ .	<input type="checkbox"/> Yes <input type="checkbox"/> No	
#	DOCUMENTATION	REFERENCE	STATUS	Date
16.	TASK ORDER POST AWARD TASKS			
a.	The Contractor Performance Assessment Report (CPAR) is required for NETCENTS-2 Task Orders. Provide a CPAR Focal Point for the task order to be issued; Required for all actions >= \$1M. Customer can elect to prepare a CPAR on actions <\$1M.	Appendix E4 – CPAR Focal Point Agreement Endorsement Memo	<input type="checkbox"/> Yes <input type="checkbox"/> No	
b.	If a Task Order is projected to be less than \$1M annually, a “Customer Survey” is required instead of a (CPAR), but does not preclude customer from completing a CPAR. Order thresholds for CPAR collection (see FAR 42.1502) apply to the “aggregate” value of order; that is, if an order’s original award value is less than the \$1M applicable threshold but subsequently the order is modified and the new value is greater than the threshold, then a CPAR is “required” to be made, starting with the first anniversary the order’s face value exceeded the threshold.	Appendix E28 – EISM Customer Survey	<input type="checkbox"/> Yes <input type="checkbox"/> No	
c.	Public Disclosure of Information Does your PWS contain information that, if released, would be harmful to the government?		<input type="checkbox"/> Yes <input type="checkbox"/> No	

Appendix E2 – EISM Task Orders Performance Work Statement Template

INSTRUCTIONS:

1. Save a copy of this template and modify it according to your requirements. Each time a task order is accomplished, come back to the User's Guide and download the PWS template. The language, standards, and references will be updated over time.
2. All text that is within brackets [] is information that YOU must provide along with some associated information or instructions.
3. Text not within brackets is information that you are HIGHLY ENCOURAGED to keep in your PWS; only apply modifications, introduce additional information, or include updates in the event that standards or instructions change, or when deemed necessary by your specific program's or organization's policies.
4. Do not deviate from the format of this template. Doing so could delay the acquisition of your services or support. Using a standard template will help the offerors in knowing where to look for requirements and will decrease the time required to solicit proposals for the task orders.
5. *The PWS **must** have an "as of" date. When a PWS is revised for modifications (after award) each revised PWS will have a new "as of" date.
6. Notes are highlighted in yellow. Please remove prior to solicitation of proposals.

(**REMEMBER** to delete all instructional text contained within parentheses herein when completing your PWS. It is shown here for instructional purposes only and must not remain part of the final document.)

NETCENTS-2 SOLUTIONS
Enterprise Integration and Service Management (EISM)
Advisory and Assistance Services (A&AS)
[Add Your Own Task Order Title]
Performance Work Statement (PWS)
[As of Date]*
TEMPLATE

[NAME OF ORGANIZATION THAT IS REQUESTING THE SUPPORT. FILL IN BELOW]

Name:	
Organization:	
Address:	(<i>physical mailing address</i>)

Executive Summary

[Provide a short description of the work to be performed]

NETCENTS-2 EISM PWS
[Requesting Agency Task Order Title]

1. Scope

[In this paragraph, summarize the specific type(s) of support your organization/program office is seeking and who the work supports (what organization(s) or domains). Do not go into too much detail, as this will be detailed under the “requirements” paragraphs that follow.]

2. Description of Services

[The Description of Services describes at a high level (big picture) the services required under the contract, not each specific task. It should be consistent with the outcomes in the Services Summary and linked to Air Force/organizational requirements. The objective is to state, using established industry/government standards, what we need (objective), not how we need each task accomplished (methodology). The following is a list of the services/requirements on the EISM ID/IQ contract. They can be modified as needed to meet task order requirements. IMPORTANT--Describe the end product or outcome you want but avoid telling the contractor how you want it done.]

3. Requirements

3.1. Enterprise Integration Support

[NOTE: The following is a list of requirements/services that are offered on the EISM contract. Please insert your program specific requirements under the applicable EISM requirement/service listed below and remove the requirements/services not used. If you are not using any of the Enterprise Integrations Support Requirements then please delete all of the below bullets and put N/A after Enterprise Integrations Support header in section 3.1.]

The contractor shall support the Government to:

- 3.1.1.** Maintain information about legacy systems in enterprise architectures
- 3.1.2.** Incorporate enterprise technical standards into enterprise architectures
- 3.1.3.** Evaluate and recommend emerging and evolving technologies and solutions
- 3.1.4.** Maintain target enterprise architectures to include definition of the infrastructure and mission capabilities
- 3.1.5.** Conduct analyses to support portfolio management regarding legacy environments
- 3.1.6.** Define target architectures for legacy environment re-engineering
- 3.1.7.** Develop plans and strategies to re-engineering of legacy environments to the target enterprise architecture
- 3.1.8.** Conduct engineering analyses and assessments to support legacy environment re-engineering
- 3.1.9.** Conduct enterprise architecture analysis to identify capability gaps
- 3.1.10.** Generate requirements to resolve capability gaps
- 3.1.11.** Define target architectures to address capability gaps
- 3.1.12.** Develop implementation plans to fulfill capability requirements

- 3.1.13. Conduct enterprise-wide and cross-domain engineering and architectural analyses
- 3.1.14. Develop tools and methodologies to support enterprise integration activities
- 3.1.15. Assist Communities of Interest (COIs) in the execution of their responsibilities IAW the COI Primer
- 3.1.16. Reengineer enterprise business processes
- 3.1.17. Develop enterprise service standards and processes
- 3.1.18. Define service architectures (i.e., the composition of interrelated services necessary to deliver a capability) for re-engineering of legacy applications and legacy environments
- 3.1.19. Define service architectures for the implementation of new capabilities
- 3.1.20. Develop plans and strategies to re-engineer legacy applications and legacy environments into the target service architectures
- 3.1.21. Develop plans and strategies to implement new service architectures
- 3.1.22. Conduct engineering analyses, modeling and assessments of service architectures
- 3.1.23. Develop transition plans to migrate existing legacy applications and legacy environments to service architectures
- 3.1.24. Construct and maintain enterprise-level Service Level Agreements (SLAs)
- 3.1.25. Assess performance of fielded and operational commodities within the enterprise to meet their SLAs.

3.2. Service Management Support

[NOTE: The following is a list of requirements/services that are offered on the EISM contract. Please insert your program specific requirements under the applicable EISM requirement/service listed below and remove the requirements/services not used. If you are not using any of the Enterprise Integrations Support Requirements then please delete all on the below bullets and put N/A after Enterprise Integrations Support header in section 3.2.]

In this contract, Service Management (SM) is defined as a discipline for managing information technology (IT) systems, philosophically centered on the customer's perspective of IT contribution to the business. The contractor shall provide SM support as described in the paragraphs below. This contract focuses on advisory and assistance support for the enterprise or strategic level requirements.

The contractor shall support the Government to:

- 3.2.1. Ensure legacy services adhere to enterprise standards
- 3.2.2. Ensure new services adhere to enterprise standards
- 3.2.3. Maintain service lifecycle management information
- 3.2.4. Conduct service performance assessment and scalability planning
- 3.2.5. Develop tools and methodologies to support service lifecycle management activities
- 3.2.6. Plan for provisioning to include the following:
 - 3.2.6.1. Commoditization – Defining the composition of capability packages, as listed below, for consumption throughout the enterprise:
 - 3.2.6.1.1. Infrastructure
 - 3.2.6.1.1.1. Products
 - 3.2.6.1.1.2. Services
 - 3.2.6.1.2. Content

- 3.2.6.1.2.1.Services
- 3.2.6.1.2.2.Information assets
- 3.2.6.1.2.3.Security
- 3.2.6.1.2.4.Metadata artifacts
- 3.2.6.1.2.5.Performance assessment artifacts
- 3.2.6.1.2.6.Management artifacts
- 3.2.7.Commoditization – Generation of the capability packages, as defined above.
- 3.2.8.Operations Support to include the following:
 - 3.2.8.1.1.Commodity Operations – The collection of metrics measuring the performance and risk of the operation of commodities within the enterprise.
 - 3.2.8.1.2.Performance Evaluation and Risk Assessment – The analysis of metrics measuring the performance and risk of the operation of commodities within the enterprise.
 - 3.2.8.1.3.Re-Commoditization – Repackaging of capability packages in response to performance and risk assessments, as defined above.
 - 3.2.8.1.4.Runtime support – direct engineering support to operators in terms of performance tuning, near real time reconfiguration of fielded commodities, and crisis response and resolution.

3.3. Architecture and System Design

[NOTE: If you are not using this requirement then please delete section 3.3.1 and put N/A after Architecture and System Design in section 3.3]

- 3.3.1.The contractor shall support the design and development of systems and associated enterprise architectures. The contractor shall provide all required architectural documentation in compliance with Department of Defense Architectural Framework (DoDAF) Enterprise Architecture guidance, IT Enterprise Architecture, or other guidance as specified in the task order (such as AF SEAM).

3.4. Program Management

[NOTE: If you are not using this requirement then please delete section 3.4.1 and put N/A after Program Management in section 3.4]

- 3.4.1.The contractor shall provide personnel resources, adequate contract and management systems (to include Cost Accounting Systems, schedule, and performance), and facilities to successfully meet, plan, organize, staff, direct, and control the implementation of all requirements stated in this contract. The contractor shall implement production, delivery, and support of all components required under this contract. The contractor shall, as an independent contractor, and not as an agent of the Government, furnish all management, labor, tools, supplies, and materials (except) as provided by the Government) necessary to perform the requirements contained herein. The Government will have access to the following types of data: Task/Delivery Order status; maintenance problem report or trouble ticket status; site configuration information to include "as shipped" configurations; engineering change proposal status; all software, source code, and documentation, without any restrictions whatsoever by the contractor. This data will be available as specified in the Task/Delivery Order and in accordance with DFARS clauses 252.227-7013, 252.227-7014 and 252.227-7015 as appropriate.

3.5. Program Manager

[NOTE: If you are not using this requirement then please delete section 3.5.1 and put N/A after Program Manager in section 3.5]

3.5.1. The contractor shall identify a Program Manager who shall be the primary representative responsible for all work awarded under this contract, participating in Program Management Reviews and ensuring all standards referenced herein are adhered to. The contractor shall support stakeholder meetings, staff meetings, engineering meetings, and other program meetings, as required.

3.6. Task Order Management

[NOTE: If you are not using this requirement then please delete section 3.6.1 and put N/A after Task Order Management in section 3.6]

3.6.1. The contractor shall establish and provide a qualified workforce capable of performing the required tasks. The workforce may include a project/task order manager who will oversee all aspects of the task order. The contractor shall use key performance parameters to monitor work performance, measure results, ensure delivery of contracted product deliverables and services, support management and decision-making and facilitate communications. The contractor shall identify risks, resolve problems and verify effectiveness of corrective actions. The contractor shall institute and maintain a process that ensures problems and action items discussed with the Government are tracked through resolution and shall provide timely status reporting. Results of contractor actions taken to improve performance should be tracked, and lessons learned incorporated into applicable processes. The contractor shall establish and maintain a documented set of disciplined, mature, and continuously improving processes for administering all contract and task order efforts with an emphasis on cost-efficiency, schedule, performance, responsiveness, and consistently high-quality delivery. The contractor shall provide transition plans as required.

4. Services Delivery Summary

[Make sure the services required have measurable outcomes. Reference Appendix [E12](#) to help define performance outcomes.]

The Services Delivery Summary (SDS) will be in accordance with FAR Subpart 37.6, Performance-Based Acquisition.

5. General Requirements

[The General Information Section is here to capture all the requirements that do not logically fit or are not specifically covered in any of the other sections. Modify as needed to meet your requirement. This section may include such things as required quality control plans or systems, location of the work, hours of work, physical security, emergency or special events, environmental or hazardous requirements, security requirements, specific training requirements, Modify each section IAW your requirements. Delete those that do not apply]

5.1.Place of Performance

[The place of performance will be designated in each TO. Work shall be performed at either the customer (Government) or contractor site. Travel to other Government or contractor facilities may be required and will be specified in each TO. Exercise and deployment support will be identified in applicable TOs.]

5.2.Normal Hours of Operation

[Identify customer specific hours that are applicable to this Task Order, i.e. 7-4, 8-5, 24 x 7 x 365. Sample language is provided below.]

The average workweek is 40 hours. The average workday is 8 hours and the window in which those 8 hours may be scheduled is between 6:00 AM and 6:00 PM, Monday through Friday or as specified in the TO, except for days listed in Section G of the basic contract, Clause 5352.237-9002. Billable hours are limited to the performance of services as defined in the TO. Government surveillance of contractor performance is required to give reasonable assurance that efficient methods and effective cost controls are being used. Work in excess of the standard 40 hour work week requires prior written approval by the Contracting Officer Representative (COR). Overtime hours are not allowed under this Task Order.

5.3.Government Furnished Equipment (GFE)/Government-Furnished Information (GFI).

[Identify any Government Furnished Equipment (GFE) and/or Government Furnished Information (GFI), and any limitations that will be provided to the contractor. For GFE, provide serial numbers and all identifying information. Note, if GFE is a sizable list, indicate for example, "50 PC Pentium IVs," and state that serial numbers will be provided at Task Order award, along with location and delivery method. For GFI, list by document number and title, date, etc. Include standards, specifications, and other reference material required to perform the Task Order. Include any facilities the Government may need to provide to contractor personnel for project performance. Sample language is provided below.]

When this Task Order requires the contractor to work in a Government facility, the Government will furnish or make available working space, network access, and equipment to include:

- Windows PC with Microsoft Office Suite (Outlook, Word, Excel, PowerPoint, etc.)
- Telephone (local/long distance calls authorized as dictated by Task Order performance requirements)
- Facsimile
- Copier
- Printer

[Copies of required Government furnished materials cited in the solicitation, PWS, DD Form 254, and/or in the Task Order will be provided to the contractor in hard copy or soft copy.] All materials will remain the property of the Government and will be returned to the responsible Government QAP upon request or at the end of the Task Order period of performance.

Equipment purchased by the contractor with the approval of the Government and directly charged to this Task Order shall be considered government owned-contractor operated equipment. The contractor shall conduct a joint inventory and turn in this equipment to the COR upon request or completion of the Task Order.

5.4.Billable Hours

In order for man-hours to be billed, deliverable services must have been performed in direct support of a requirement in the TO PWS. In the course of business, situations may arise where Government facilities may not be available for performance of the TO requirements (i.e., base closure due to weather, Force Protection conditions, etc.). When the base is officially closed no contractor services will be provided and no charges will be incurred and/or billed to any TO. There may also be occasions when support contractors are invited to participate in morale and recreational activities (i.e., holiday parties, golf outings, sports days and other various social events). Contractor employees shall not be directed to attend such events by the Government. Since a contract employee is not a government employee, the contract employee cannot be granted the same duty time activities as Government employees. Participation in such events is not billable to the TO and contractor employee participation should be IAW the employees, company's policies and compensation system.

5.5.Non-Personal Services

The Government will neither supervise contractor employees nor control the method by which the contractor performs the required tasks. Under no circumstances shall the Government assign tasks to, or prepare work schedules for, individual contractor employees. It shall be the responsibility of the contractor to manage its employees and to guard against any actions that are of the nature of personal services, or give the perception of personal services. If the contractor feels that any actions constitute, or are perceived to constitute personal services, it shall be the contractor's responsibility to notify the Task Order (TO) Contracting Officer (CO) immediately. These services shall not be used to perform work of a policy/decision making or management nature, i.e., inherently Governmental functions. All decisions relative to programs supported by the contractor shall be the sole responsibility of the Government. These operating procedures may be superseded by Theater Commander's direction during deployments.

5.6.Contractor Identification

All contractor/subcontractor personnel shall be required to wear AF-approved or provided picture identification badges so as to distinguish themselves from Government employees. When conversing with Government personnel during

business meetings, over the telephone or via electronic mail, contractor/subcontractor personnel shall identify themselves as such to avoid situations arising where sensitive topics might be better discussed solely between Government employees. Contractors/subcontractors shall identify themselves on any attendance sheet or any coordination documents they may review. Electronic mail signature blocks shall identify their company affiliation. Where practicable, contractor/subcontractors occupying collocated space with their Government program customer should identify their work space area with their name and company affiliation.

5.7.Training

Contractor personnel are required to possess the skills necessary to support their company's minimum requirements of the labor category under which they are performing. Training necessary to meet minimum requirements will not be paid for by the Government or charged to the TO by contractors.

5.7.1.Mission-Unique Training

In situations where the Government organization being supported requires some unique level of support because of program/mission-unique needs, then the contractor may directly charge the TO on a cost reimbursable basis. Unique training required for successful support must be specifically authorized by the TO CO. Labor expenses and travel related expenses may be allowed to be billed on a cost reimbursement basis. Tuition/Registration/Book fees (costs) may also be recoverable on a cost reimbursable basis if specifically authorized by the TO CO. The agency requiring the unique support must document the TO file with a signed memorandum that such contemplated labor, travel, and costs to be reimbursed by the Government are mission essential and in direct support of unique or special requirements to support the billing of such costs against the TO.

5.7.2.Other Government-Provided Training

The contractor's employees may participate in other Government provided training, on a non-discriminatory basis as among contractors, under the following circumstances:

- a. The contractor employees' participation is on a space-available basis,
- b. The contractor employees' participation does not negatively impact performance of this task order,
- c. The Government incurs no additional cost in providing the training due to the contractor employees' participation, and
- d. Man-hours spent due to the contractor employees' participation in such training are not invoiced to the task order

5.8. Information Assurance (IA) Technical Considerations

[Modify Information Assurance requirements as they relate to your effort.]

The contractor shall ensure that all advisory and assistance deliverables meet the requirements of the DoD Information Assurance Certification and Accreditation Process (DIACAP), DoDI 8500.2, and Intelligent Community Directive (ICD) 503, or the most current standards and guidance that are applicable. This includes Certification and Accreditation (C&A) activities. The contractor shall provide advisory and assistance services that are in compliance with and support DoD, USAF and Intelligent Community (IC) Public Key Infrastructure (PKI) policies. The contractor shall support activities to make applications PK-enabled (PKE) in order to achieve standardized, PKI-supported capabilities for biometrics, digital signatures, encryption, identification and authentication. The contractor shall assist in defining user and registration requirements to Local Registration Authorities (LRAs). The contractor shall provide solutions that meet confidentiality, data integrity, authentication, and non-repudiation requirements. Contractor solutions shall comply with National Institute for Standards and Technologies (NIST) and Federal Information Processing Standards (FIPS) or IC standards as applicable.

Technical or management certifications are required for anyone performing Information Assurance activities. The contractor shall ensure personnel are compliant with DoD 8570.01-M, Information Assurance Workforce Improvement Program, 19 December 2005 (with all current changes), and Department of Defense Directive (DoDD) 8570.01, Information Assurance Workforce Training, Certification and Workforce Management and as stipulated in Section H of the basic contract, Clause H101.

5.9.Security

[Modify Security requirements as they relate to your effort.]

The contractor shall provide security and information assurance support, protecting information and information systems, and ensuring confidentiality, integrity, authentication, availability and non-repudiation. The contractor shall provide EISM services support for Certification and Accreditation (C&A) processes, DIACAP processes, SISSU (Security, Interoperability, Supportability, Sustainability, Usability) processes, Enterprise Information Technology Data Repository (EITDR) certification.

5.10.Systems Engineering

[If applicable, insert additional MAJCOM or organization Systems Engineering Process (SEP) policy, requirements or guidelines. Include any special SEP instructions for Top Secret/TS SCI systems or applications. Tailor this section to applicable policies and practices for program office requirements.]

The contractor shall employ disciplined systems engineering processes in accomplishing contract tasking, using commercial best practices IAW of AFI 63-1201, Life Cycle Systems Engineering, for systems engineering processes in planning, architecting, requirements development and management, design, technical management and control, technical reviews, technical measurements, integrated risk

management, configuration management, data management, interface management, decision analysis, and test and evaluation, verification and validation.

The contractor shall employ the principles of open technology development described in the DoD Open Technology Development Guidebook (<http://www.acq.osd.mil/jctd/articles/OTDRoadmapFinal.pdf>) and in Net-Centric Enterprise Solutions for Interoperability (NESI) body of knowledge (see <http://nesipublic.spawar.navy.mil/>) and systems engineering activities used in developing contractor solutions shall adhere to open architecture designs for hardware and software, and employ a modular open systems architecture approach. The contractor's systems engineering planning and design activities shall also adhere to the DoDs and ICs Information Sharing and Net Centric Strategies published by the IC and DoD CIOs (see <http://www.defenselink.mil/cio-nii/>) and the engineering body of knowledge and lesson's- learned accumulated in NESI.

5.11.Architecture and System Design

The contractor shall support the design and development of systems and associated enterprise architectures. The contractor shall provide all required architectural documentation in compliance with Department of Defense Architectural Framework (DoDAF) Enterprise Architecture guidance, IT Enterprise Architecture, or other guidance as specified in the task order (such as AF SEAM).

5.12.Performance Reporting

The contractor's performance will be monitored by the Government and reported in Contractor Performance Assessment Reporting (CPARs). Performance standards shall include the contractor's ability to:

- a. Provide quality advisory and assistance services and customer support;
- b. Meet customer's agreed-upon timelines for scheduled delivery of services
- c. Provide timely and accurate reports; and
- d. Respond to the customer's requests for quotes and configuration assistance as identified in each task order

5.13.Travel

[NOTE: If you are not using this requirement then please delete section 5.13.1 and put N/A after Travel in section 5.13]

5.13.1 The contractor shall be required to perform periodic travel in accomplishment of TOs both within and outside the Continental United States. Passports and VISAs may be required. The contractor shall coordinate specific travel arrangements with the individual Contracting Officer or Contracting Officer's Representative to obtain advance, written approval for the travel about to be conducted. The contractor's request for travel shall be in writing and contain the dates, locations, and estimated costs of the travel in accordance with the basic contract clause H047. The contractor shall be responsible for obtaining all passenger transportation, lodging, and subsistence, both domestic and overseas, required in the performance of task orders. Allowable travel costs are described in the Federal Acquisition Regulation (FAR) 31.205-46. If any travel arrangements

cause additional costs to the task order that exceed those previously negotiated, written approval by CO is required, prior to undertaking such travel. The Joint Travel Regulation (JTR) does not apply to contractors; however, may be used to aid the contracting officer in making individual decisions regarding travel rules. Costs associated with contractor travel shall be in accordance with FAR Part 31.205-46, Travel Costs. The contractor shall travel using the lower cost mode transportation commensurate with the mission requirements. When necessary to use air travel, the contractor shall use the tourist class, economy class, or similar accommodations to the extent they are available and commensurate with the mission requirements. Travel will be reimbursed on a cost reimbursable basis; no profit or fee will be paid.

The Government will provide the contractor access to all facilities, as required, to perform in accordance with this PWS. The contractor shall be subject to all military rules and regulations while working on or visiting a military installation. The contractor shall prepare and send visit requests to the intended site's point of contact (with a copy to the Program Office) in sufficient time for the site to process the contractor's permission to obtain access to the Government facility.

5.14.Records, Files, Documents

[Monitor for any updates to these manuals/instructions]

All physical records, files, documents, and work papers, provided and/or generated by the Government and/or generated for the Government in performance of this PWS, maintained by the contractor which are to be transferred or released to the Government or successor contractor, shall become and remain Government property and shall be maintained and disposed of IAW AFMAN 33-363, Management of Records; AFI 33-364, Records Disposition – Procedures and Responsibilities; the Federal Acquisition Regulation, and/or the Defense Federal Acquisition Regulation Supplement, as applicable. Nothing in this section alters the rights of the Government or the contractor with respect to patents, data rights, copyrights, or any other intellectual property or proprietary information as set forth in any other part of this PWS or the EISM contract of which this PWS is a part (including all clauses that are or shall be included or incorporated by reference into that contract).

5.15.Personnel Security

[Certain task orders may require personnel security clearances up to and including Top Secret and certain task orders may require all employees to be United States citizens. The security clearance requirements will depend on the security level required by the proposed task order. The task orders may also require access to sensitive compartmented information (SCI) for which SCI eligibility will be required.]

Individuals performing work under this task order shall comply with applicable program security requirements as stated in the task order. NETCENTS-2 will support the following levels of security: Unclassified; Unclassified, But Sensitive; Secret (S); Secret Sensitive Compartmented Information (S/SCI); Top Secret (TS); and Top Secret Sensitive Compartmented Information (TS/SCI).

Contractors shall be able to obtain adequate security clearances prior to performing services under the task order. The Contract Security Classification Specification (DD Form 254) will be at the basic contract and task order level and will encompass all security requirements. All contractors located on military installations shall also comply with Operations Security (OPSEC) requirements as set forth in DoD Directive 5205.02, Operations Security Program, AFI 10-701, Operations Security, DoD directive 5230.25, Control Procedures for Enhanced Technical Information Management Systems (ETIMS), and the International Traffic in Arms Regulation (ITAR). In accordance with DoD 5200.2-R, Personnel Security Program (Jan 87), DoD military, civilian, consultants, and contractor personnel using unclassified automated information systems, including e-mail, shall have, at a minimum, a completed favorable National Agency Check plus Written Inquiries (NACI). The contractor may be required to have all employees, prime and subcontracted, sign a non-disclosure agreement (NDA) prior to obtaining access to DoD or Air Force data. The original NDAs shall be submitted to the Contracting Officer.

The types of Personnel Security Investigations (PSI) required for the contractor vary in scope of investigative effort depending upon requirements of the Government and/or conditions of the task order. In cases where access to systems such as e-mail is a requirement of the Government, application/cost for the PSI shall be the responsibility of the Government. In cases where access to systems is as a condition of the task order, application/cost for the appropriate PSI shall be the responsibility of the contractor. In such instances, the contractor shall diligently pursue obtaining the appropriate PSI for its employees prior to assigning them to work any active task order.

5.16. System and Network Authorization Access Requests

For Contractor personnel who require access to DoD, DISA, or Air Force computing equipment or networks, the Contractor shall have the employee, prime or subcontracted, sign and submit a System Authorization Access Report (SAAR), DD Form 2875.

5.17. Transmission of Classified Material

(NOTE: If you are not using this requirement, then please delete section 5.17.1 below and put N/A after Transmission of Classified Material in section 5.17)

5.17.1 The contractor shall transmit and deliver classified material/reports IAW the National Industrial Security Program Operating Manual (DoD 5220.22-M). These requirements shall be accomplished as specified in the task order.

5.18. Protection of System Data

Unless otherwise stated in the task order, the contractor shall protect system design related documents and operational data whether in written form or in electronic form via a network in accordance with all applicable policies and procedures for such data, including DOD Regulations 5400.7-R and 5200.1-R to include latest changes, and

applicable service/agency/ combatant command policies and procedures. The contractor shall protect system design related documents and operational data at least to the level provided by Secure Sockets Layer (SSL)/Transport Security Layer (TSL)-protected web site connections with certificate and or user id/password-based access controls. In either case, the certificates used by the Contractor for these protections shall be DoD or Intelligence Community (IC) approved Public Key Infrastructure (PKI) certificates issued by a DoD approved External Certification Authority (ECA) and shall make use of at least 128-bit encryption

5.19. Section 508 of the Rehabilitation Act

The Contractor shall meet the requirements of the Access Board's regulations at 36 CFR Part 1194, particularly 1194.22, which implements Section 508 of the Rehabilitation Act of 1973, as amended. Section 508 (as amended) of the Rehabilitation Act of 1973 (20 U.S.C. 794d) established comprehensive requirements to ensure: (1) Federal employees with disabilities are able to use information technology to do their jobs, and (2) members of the public with disabilities who are seeking information from Federal sources will be able to use information technology to access the information on an equal footing with people who do not have disabilities.

5.20. Documentation and Data Management

The contractor shall establish, maintain, and administer an integrated data management system for collection, control, publishing, and delivery of all program documents. The data management system shall include but not be limited to the following types of documents: CDRLs, White Papers, Status Reports, Audit Reports, Agendas, Presentation Materials, Minutes, Contract Letters, and Task Order Proposals. The contractor shall provide the Government with electronic access to this data, including access to printable reports.

5.21. Performance of Services During Crisis Declared by the President of the United States, the Secretary of Defense, or Overseas Combatant Commander:

The performance of these services may not be considered mission essential during time of crisis. Should a crisis be declared by the Secretary of Defense, the TO CO or representative will verbally advise the contractor of the revised requirements followed by written instruction.

5.22. Inspection of Services Clause

Include from FAR 52.246 (as determined by contract type) gives the right to inspect contractor performance so long as it doesn't cause undue delay to delivery of those services.

5.23. Anthrax Information

5.23.1 In accordance with the Air Force Anthrax Vaccine Immunization Program (AVIP), 18 Jan 2007, any Mission Essential contractor personnel performing work in the CENTCOM AOR or Korea for greater than 15 consecutive days are required to obtain the Anthrax vaccination.

5.24.Organizational Conflict of Interest (OCI)

Whenever the Government solicits information from the contractor for the purposes of issuing a potential TO (or, if the Government issues a TO without first soliciting information from the contractor), unless the TO states that it is exempt from the OCI provisions, the contractor shall promptly review the services ordered prior to commencing performance and inform the TO PCO, in writing, of any pre-existing circumstances which might create a conflict of interest under the OCI provisions of this contract with a plan to mitigate conflicts. In such event, the Government may, in its sole discretion, either cancel the TO with no-cost to the Government or grant a waiver to the OCI provisions and direct the contractor to proceed with performance. This process will also apply over the life of the TO.

5.25.On-Site Task Approval Process

The contractor shall, for CONUS tasks (7-day notice) and for OCONUS tasks (14-day notice), notify the on-site COR in writing before a requirements analysis/conceptual design visit, site survey, and other on-site tasks are to be performed. The following information must be provided; Names of Employees, SSAN, Security Clearance, Location, Project Number, On/About Date Planned for On-Site Work, Anticipated Duration of Visit, Support Required.

5.26.Quality Processes

ISO/IEC 20000 is required at the contract level. (This certification must be held at the organizational level performing the contract.) No “higher” or additional certification levels can be required at the task order level.

5.27.Data deliverables

[Define deliverables required for individual task orders. This section contains information on data requirements, such as reports or any of those items contained within a contract data reports list (CDRL). Strive to minimize data requirements that require government approval and delivery. Only acquire data that are absolutely necessary. The usual rule of thumb is to limit data to those needed by the government to make a decision or to comply with a higher level requirement. Deliverables should relate directly to performance/service delivery summary in section 4.0. Some sample language is provided below]

- A001: Government required services may take the form of information, advice, opinions, alternatives, studies, presentations, analyses, evaluations, schedules, recommendations, training, and technical support.

- A002: Status of this project shall be included in the monthly Program Management Reviews (PMR) presented to the Government. The PMR shall generally summarize the status and progress of all activities performed by the contractor under this PWS. Additional topics shall be addressed as requested by the COR. PMRs shall be held as directed by the COR.
- A003: Develop a work plan that ensures both short- and long-term ability to accomplish the mission's planned work. Provide a master schedule of how this work plan will enable execution of AFDW support programs.

[Detailed CDRL requirements and formats should be provided in Exhibits IAW DFAR 204.7105 on DD Form 1423-1, FEB 2001.]

The Government requires all deliverables that include Scientific and Technical Information (STINFO), as determined by the Government, be properly marked IAW DoD Directives 5400.7R and 5230.24, and AFI 61-204 prior to initial coordination or final delivery. Failure to mark deliverables as instructed by the government will result in non-compliance and non-acceptance of the deliverable. The contractor will include the proper markings on any deliverable deemed STINFO regardless of media type, stage of completeness, or method of distribution. Therefore, even draft documents containing STINFO and STINFO sent via e-mail require correct markings. Additionally, as required by individual Task/Delivery Orders, the contractor shall formally deliver as a CDRL all intellectual property, software, licensing, physical records, files, documents, working papers, and other data for which the Government shall treat as deliverable.

5.28.Applicable standards.

[Insert applicable standards and compliance references for Appendix A5 in this section. Refer to [Appendix E8](#), "EISM Standards & References," for applicable certifications, specifications, standards, policies and procedures that are required for compliance on individual Task Orders. Tailor the list as needed for individual Task Orders may impose additional standards to those required at the contract level. The list is not all-inclusive and the most current version of the document at the time of task order issuance will take precedence. Web links are provided wherever possible.]

Appendix E3 – EISM Task Order (TO) Procedures (Informational)

The procedures for selecting contractors for order awards under this contract are governed by FAR 16.505 and supplements. The EISM contracts are for DoD AF use only. Effective 31 Jul 2014, all task orders for EISM shall be issued by decentralized ordering supporting DOD AF customers, and will no longer be accomplished by the Procuring Contracting Office at Maxwell AFB- Gunter Annex, Alabama.

Unless otherwise specified in a TO Request for Proposal (RFP), the following defines the process by which fair opportunity will be afforded, how TOs will be processed and priced, and how a TO will be awarded.

For this contract, the designated TO ombudsman is as designated in AFFARS clause 5352.201-9101. The TO ombudsman is responsible for reviewing complaints from multiple award contractors and ensuring that all of the contractors are afforded a fair opportunity to be considered for task orders in excess of \$3,000 consistent with procedures in the contract. However, it is not within the designated TO contract ombudsman's authority to prevent the issuance of an order or disturb an existing order. This clause does not guarantee the contractor issuance of any TO above the minimum guarantee(s) stated in Section B, B061, Contract Maximum and Contract Minimum Guarantee.

Appendix E4 – CPAR Focal Point Agreement Endorsement Memo

[Insert Date]

MEMORANDUM FOR: AFLCMC/HIK

FROM: *[Insert Requiring Activity's Organizational Director/Commander (On Your Organizational Letter-head)]*

SUBJECT: Contractor Performance Assessment Reporting System (CPARS) Focal Point (FP)
for *[Enter Contract Number if awarded or Purchase Request/Solicitation Number]*

1. Reference procurement package for the acquisition of *[Identify Service]* in support of *[Identify Using Activity]*.

2. This office has a *[Insert Type A, B, or C]* requirement for *[describe services being procured in slightly more detail]*. A procurement package for this acquisition *[will be/has been]* forwarded to your office. In accordance with Federal Acquisition Regulation (FAR) Part 42 and the DoD CPARS Guide, the following individual(s) are *[Insert Organization and Office Symbol]* CPARS Focal Point and Assessing Official (AO). If you are unsure who the Focal Point is for your organization, contact your Local or MAJCOM Contracting Office as applicable.
[Remove the following prior to submitting the signed memorandum – it is for informational guidance only: “The CPAR Focal Point is an individual within each unit (normally located within the Contracting Squadron) who coordinates CPARS access (create User IDs/passwords) for a specifically assigned area of responsibility, unit, base or post. The Focal Point is also authorized to register contracts/orders that will require a contractor performance evaluation. The Focal Point assists the Assessing Official in implementing the automated CPARS process by providing training and helping with administrative matters to ensure that evaluations are completed in a timely manner and are of high quality. Additionally, The AO may be a Program Manager (PM), or the equivalent individual responsible for program, project, or task/job/delivery order execution. It may also mean the Performance Evaluator, Quality Assurance Evaluator, Requirements Indicator, or Contracting Officer's Representative (COR). The AO is responsible for overall program execution and is responsible for preparing, reviewing, signing, and processing the CPAR.”]

3. CPAR contact information is as follows:

CPAR Focal Point Official	CPARS Assessing Official
<i>[Insert Full Name, Rank/Grade]</i>	<i>[Insert Full Name, Rank/Grade]</i>
Telephone Number:	Telephone Number:
Fax Number:	Fax Number:
<i>[Insert Complete Mailing Address]</i>	<i>[Insert Complete Mailing Address]</i>
<i>[Insert Email Address]</i>	<i>[Insert Email Address]</i>

4. The Focal Point and AO will register the order in the CPAR system within 30 days of delivery/task order award IAW the DoD CPAR Guide. The AO will complete the CPAR no later than 120 days after the end of the evaluation period. AOs are encouraged to discuss contract performance with the contractor during the performance period and CPAR process.

[Remove this highlighted text prior to submitting memorandum. The contracting officer (AFLCMC/HIK) will provide the contract number, task order number, and period of performance to the identified Focal Point and Assessing Official once the delivery/task order has been awarded]

5. The NETCENTS-2 contracting activity will be notified in writing of any change in above representatives. Problems with the performance of the individuals listed above should be promptly brought to the attention of the undersigned for resolution.

6. If you have any questions or concerns, please do not hesitate to contact me at *[insert [email address](#)]* and *[insert phone number]*.

*[Insert Requiring Activity's Organizational
Director/Commander Signature Block]*

cc:

[Insert any copied addressees, otherwise remove this and "cc:" above]

1st Ind, *[Insert Focal Point's Organization and Office Symbol]* *[Insert Date]*

MEMORANDUM FOR Air Force Lifecycle Management Center (AFLCMC)/HIK

I certify that I am the CPAR Focal Point for the mentioned organization. I have been approved through the CPAR system to perform CPAR Focal Point Duties. I agree to accept administrative responsibilities for the CPAR associated with this Task Order.

[Insert Focal Point's Name, Rank, Agency]

[Focal Point's Title]

Appendix E5 – DD 1423 Contract Data Requirements List

CONTRACT DATA REQUIREMENTS LIST						Form Approved OMB No. 0704-0188		
<p>The public reporting burden for this collection of information is estimated to average 440 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to the Department of Defense, Executive Service Directorate (0704-0188). Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number. Please do not return your form to the above organization. Send completed form to the Government Issuing Contracting Officer for the Contract/PR No. listed in Block E.</p>								
A. CONTRACT LINE ITEM NO.		B. EXHIBIT		C. CATEGORY: TDP TM OTHER				
D. SYSTEM/ITEM		E. CONTRACT/PR NO.		F. CONTRACTOR				
1. DATA ITEM NO.	2. TITLE OF DATA ITEM		17. PRICE GROUP		3. SUBTITLE			
4. AUTHORITY (Data Acquisition Document No.)			5. CONTRACT REFERENCE		6. REQUIRING OFFICE			
7. DD 250 REQ	9. DIST STATEMENT REQUIRED	10. FREQUENCY		12. DATE OF FIRST SUBMISSION		14. DISTRIBUTION		
8. APP CODE		11. AS OF DATE		13. DATE OF SUBSEQUENT SUBMISSION		a. ADDRESSEE		
16. REMARKS						b. COPIES		
						Draft	Final	
							Reg	Repro
							15. TOTAL	
1. DATA ITEM NO.	2. TITLE OF DATA ITEM		3. SUBTITLE					
4. AUTHORITY (Data Acquisition Document No.)			5. CONTRACT REFERENCE		6. REQUIRING OFFICE			
7. DD 250 REQ	9. DIST STATEMENT REQUIRED	10. FREQUENCY		12. DATE OF FIRST SUBMISSION		14. DISTRIBUTION		
8. APP CODE		11. AS OF DATE		13. DATE OF SUBSEQUENT SUBMISSION		a. ADDRESSEE		
16. REMARKS						b. COPIES		
						Draft	Final	
							Reg	Repro
							15. TOTAL	
1. DATA ITEM NO.	2. TITLE OF DATA ITEM		3. SUBTITLE					
4. AUTHORITY (Data Acquisition Document No.)			5. CONTRACT REFERENCE		6. REQUIRING OFFICE			
7. DD 250 REQ	9. DIST STATEMENT REQUIRED	10. FREQUENCY		12. DATE OF FIRST SUBMISSION		14. DISTRIBUTION		
8. APP CODE		11. AS OF DATE		13. DATE OF SUBSEQUENT SUBMISSION		a. ADDRESSEE		
16. REMARKS						b. COPIES		
						Draft	Final	
							Reg	Repro
							15. TOTAL	
1. DATA ITEM NO.	2. TITLE OF DATA ITEM		3. SUBTITLE					
4. AUTHORITY (Data Acquisition Document No.)			5. CONTRACT REFERENCE		6. REQUIRING OFFICE			
7. DD 250 REQ	9. DIST STATEMENT REQUIRED	10. FREQUENCY		12. DATE OF FIRST SUBMISSION		14. DISTRIBUTION		
8. APP CODE		11. AS OF DATE		13. DATE OF SUBSEQUENT SUBMISSION		a. ADDRESSEE		
16. REMARKS						b. COPIES		
						Draft	Final	
							Reg	Repro
							15. TOTAL	
1. DATA ITEM NO.	2. TITLE OF DATA ITEM		3. SUBTITLE					

INSTRUCTIONS FOR COMPLETING DD FORM 1423

(See DoD 5010.12-M for detailed instructions)

FOR GOVERNMENT PERSONNEL

Item A. Self-explanatory

Item B. Self-explanatory

Item C. Mark (X) appropriate category: TDP - Technical Data Package; TM - Technical Manual; Other - other category of data, such as "Provisioning," "Configuration Management," etc.

Item D. Enter name of system/item being acquired that data will support.

Item E. Self-explanatory (to be filled in after contract award)

Item F. Self-explanatory (to be filled in after contract award)

Item G. Signature of preparer of CDRL

Item H. Date CDRL was prepared.

Item I. Signature of CDRL approval authority

Item J. Date CDRL was approved.

Item 1. See DoD FAR Supplement Subpart 4.71 for proper numbering.

Item 2. Enter title as it appears on data acquisition document cited in Item 4.

Item 3. Enter subtitle of data item for further definition of data item (optional entry).

Item 4. Enter Data Item Description (DID) number, military specification number, or military standard number listed in DoD 5010.12-L (AMSDL), or one-time DID number, that defines data content and format requirements. A list of DIDs can be found in [Appendix E7](#).

Item 5. Enter reference to tasking in contract that generates requirement for the data item (e.g., Statement of Work paragraph number).

Item 6. Enter technical office responsible for ensuring adequacy of the data item.

Item 7. Specify requirement for inspection/acceptance of the data item by the Government.

Item 8. Specify requirement for approval of a draft before preparation of the final data item.

Item 9. For technical data, specify requirement for contractor to mark the appropriate distribution statement on the data (ref. DoDD 5230.24).

Item 10. Specify number of times data items are to be delivered.

Item 11. Specify as-of date of data item, when applicable.

Item 12. Specify when first submittal is required.

Item 13. Specify when subsequent submittals are required, when applicable.

Item 14. Enter addressees and number of draft/final copies to be delivered to each addressee. Explain reproducible copies in Item 16.

Item 15. Enter total number of draft/final copies to be delivered.

Item 16. Use for additional/clarifying information for Items 1 through 15. Examples are: tailoring of documents cited in Item 4; clarification of submittal dates in Items 12 and 13; explanation of reproducible copies in Item 14; desired medium for delivery of the data item.

FOR THE CONTRACTOR

Item 17 Specify appropriate price group from one of the following groups of effort in developing estimated prices for each data item listed on the DD Form 1423.

a. Group I. Definition - Data which is not otherwise essential to the contractor's performance of the primary contracted effort (production, development, testing, and administration) but which is required by DD Form 1423.

Estimated Price - Costs to be included under Group I are those applicable to preparing and assembling the data item in conformance with Government requirements, and the administration and other expenses related to reproducing and delivering such data items to the Government.

b. Group II. Definition - Data which is essential to the performance of the primary contracted effort but the contractor is required to perform additional work to conform to Government requirements with regard to depth of content, format, submission frequency, preparation, control, or quality of the data item.

Estimated Price - Costs to be included under Group II are those incurred over and above the cost of the essential data item without conforming to Government requirements, and the administrative and other expenses related to reproducing and delivering such data item to the Government.

c. Group III. Definition - Data which the contractor must develop for his internal use in performance of the primary contracted effort and does not require any substantial change to conform to Government requirements with regard to depth of content, format, frequency of submittal, preparation, control, and quality of the data item.

Estimated Price - Costs to be included under Group III are the administrative and other expenses related to reproducing and delivering such data item to the Government.

d. Group IV. Definition - Data which is developed by the contractor as part of his normal operating procedures and his effort in supplying these data to the Government is minimal.

Estimated Price - Group IV items should normally be shown on the DD Form 1423 at no cost.

Item 18 - For each data item, enter an amount equal to that portion of the total price which is estimated to be attributable to the production or development for the Government of that item of data. These estimated data prices shall be developed only from those costs which will be incurred as a direct result of the requirement to supply the data, over and above those costs which would otherwise be incurred in performance of the contract if no data were required. The estimated data prices shall not include any amount for rights in data. The government's right to use the data shall be governed by the pertinent provisions of the contract.

Appendix E6 – Non-Disclosure Agreement

Source Selection Non-Disclosure Agreement (NDA)

Name
(print): _____ Grade/Rank: _____

Job
Title: _____ Organization: _____

Source
Selection: _____

(or insert title of position, if this form is used as an Annual NDA IAW [AFFARS 5303.104-4](#).)

1. I acknowledge I have been assigned to the source selection indicated above.

I have been briefed orally (see note below) by
and, as such, am knowledgeable of 41 U.S.C. 2101-2107 and FAR 3.104. I am aware that unauthorized disclosure of contractor bid or proposal information or source selection information could damage the integrity of this procurement and that the transmission or revelation of such information to unauthorized persons could subject me to prosecution under 41 U.S.C. 2101-2107 or under other applicable laws.

NOTE: Oral briefing is not required for annual filers.

2. I do solemnly swear or affirm that I will not divulge, publish, or reveal by word, conduct, or any other means, such information or knowledge, except as necessary to do so in the performance of my official duties related to this source selection and in accordance with the laws of the United States, unless specifically authorized in writing in each and every case by a duly authorized representative of the United States Government. I take this obligation freely, without any mental reservation or purpose of evasion and in the absence of duress.

3. I acknowledge that the information I receive will be given only to persons specifically granted access to the source selection information and may not be further divulged without specific prior written approval from an authorized individual.

4. If, at any time during the source selection process, my participation might result in a real, apparent, possible, or potential conflict of interest, I will immediately report the circumstances to the Source Selection Authority.

5. All personnel are requested to check the applicable block(s):

- ☐ I have submitted a current [OGE Form 450](#), Executive Branch Confidential Financial Disclosure Report, as required by [DODD 5500.07](#), Standards of Conduct.
- ☐ I am not required to submit an OGE Form 450.

- ☐ I have submitted a current [OGE Form 278](#), Public Financial Disclosure Report, as required by [DODD 5500.07](#), Standards of Conduct
- ☐ I am not required to submit an [OGE Form 278](#).
- ☐ I am a non-government employee. I have signed a proprietary information non-disclosure agreement that has been included in the contract between my firm and the government that precludes me from divulging any proprietary data to which I may gain access during the source selection. I have submitted (or will submit) a Conflict of Interest Statement and documentation to the Contracting Officer indicating my personal stock holdings prior to accessing source selection information.

Signature: _____ **Date:** _____

Debriefing Certificate

I have been debriefed orally by _____ as to my obligation to protect all information to which I have had access during this source selection. I no longer have any material pertinent to this source selection in my possession except material that I have been authorized in writing to retain by the Source Selection Authority. I will not discuss, communicate, transmit, or release any information orally, in writing, or by any other means to anyone after this date unless specifically authorized to do so by a duly authorized representative of the United States Government.

Signature: _____ **Date:** _____

Appendix E7 – EISM Task Order Data Item Description Deliverables (Informational)

The following list provided possible Data Item Descriptions (DID) to be used for NETCENTS-2 task orders. If you cannot find one that applies to your effort please visit the ASSIST (<https://assist.dla.mil/online/faqs/overview.cfm>) website which is the official source for DoD specifications and standards. If a DID needed is on the list, then the corresponding sequence number must be used. If that DID *is not* on this list, then create sequence numbers starting after the last number on the list (i.e. A080, A081, etc.).

CDRLs that are separately priced must use the same sequence number, except the sequence number must start with a “B.”

CDRLs with a sequence number starting with an “A” (A001, A002, etc.) are not separately priced.

CDRLs with a sequence number starting with a “B” (B001, B002, etc.) are separately priced.

For detailed CDRL instructions see DoD 5010.12-M

For all CDRLs use the following information

<i>Block 1, Line Item</i>	<i>0018</i>	<i>CDRLs not separately Priced</i>
<i>Block 1 Line Item</i>	<i>0019</i>	<i>CDRLs separately Priced</i>
<i>Block 2</i>	<i>A</i>	<i>CDRLs not separately Priced</i>
<i>Block 2</i>	<i>B</i>	<i>CDRLs separately Priced</i>
<i>Block 3 Contractor/PR Number</i>	<i>PR or MIPR Number</i>	
<i>Block Contractor Name</i>	<i>Leave Blank</i>	

Don't forget to include mailing address and if data is to be electronically delivered include email address.

The following DIDs are representative of those that may be dictated by an individual Task Order. This list is not meant to be exhaustive or inclusive of all that may be required, referenced, or otherwise identified within a given Task Order. The government Task Order Manager, if desired, may require that a CDRL comply with a specific DID or Military Standard, even if a DID or Standard has been rescinded, cancelled, or exists only in a draft form. The government Task Order Manager may likewise require the contractor to comply with an identified industry or commercial standard or request contractor format or utilize existing contractor data.

<u>Sequence Number</u>	<u>Data Item Description</u>	<u>Title</u>
A001	<u>DI-ADMN-81249A</u>	CONFERENCE AGENDA
A002	<u>DI-ADMN-81250A</u>	CONFERENCE MINUTES

A003	<u>DI-ADMN-81308</u>	CONFERENCE REPORT
A004	<u>DI-ATTS-81270</u>	TESTABILITY PROGRAM PLAN
A005	<u>DI-ATTS-81271</u>	TESTABILITY REQUIREMENTS ANALYSIS REPORT
A006	<u>DI-ATTS-81273</u>	TEST DESIGN AND ASSESSMENT REPORT
A007	<u>DI-CMAN-80639C</u>	ENGINEERING CHANGE PROPOSAL (ECP)
A008	<u>DI-CMAN-80643C</u>	SPECIFICATION CHANGE NOTICE (SCN)
A009	<u>DI-CMAN-80792A</u>	VALIDATION REPORT
A010	<u>DI-CMAN-80858B</u>	CONTRACTOR'S CONFIGURATION MANAGEMENT PLAN
A011	<u>DI-CMAN-81022C</u>	CONFIGURATION AUDIT SUMMARY REPORT
A012	<u>DI-DRPR-81242</u>	INSTALLATION CONTROL DRAWINGS
A013	<u>DI-EMCS-80201B</u>	ELECTROMAGNETIC INTERFERENCE TEST PROCEDURES (EMITP)
A014	<u>DI-EMCS-81295A</u>	ELECTROMAGNETIC EFFECTS VERIFICATION PROCEDURES (EMEVP)
A015	<u>DI-ENVR-81014</u>	ENVIRONMENTAL STRESS SCREENING PROCEDURES AND IMPLEMENTATION PLAN
A016	<u>DI-GDRQ-80567A</u>	SUBSYSTEM DESIGN ANALYSIS REPORT
A017	<u>DI-GDRQ-80650</u>	DESIGN DATA AND CALCULATIONS
A018	<u>DI-ILSS-81070</u>	TRAINING PROGRAM DEVELOPMENT AND MANAGEMENT PLAN
A019	<u>DI-IPSC-80409</u>	INTEGRATED CIRCUIT GRAPHICS DATA BASE
A020	<u>DI-IPSC-81427A</u>	SOFTWARE DEVELOPMENT PLAN (SDP)
A021	<u>DI-IPSC-81428A</u>	SOFTWARE INSTALLATION PLAN (SIP)
A022	<u>DI-IPSC-81429A</u>	SOFTWARE TRANSITION PLAN (STRP)
A023	<u>DI-IPSC-81431A</u>	SYSTEM/SUBSYSTEM SPECIFICATION (SSS)
A024	<u>DI-IPSC-81432A</u>	SYSTEM/SUBSYSTEM DESIGN DESCRIPTION (SSDD)
A025	<u>DI-IPSC-81433A</u>	SOFTWARE REQUIREMENTS SPECIFICATION (SRS)
A026	<u>DI-IPSC-81435A</u>	SOFTWARE DESIGN DESCRIPTION (SDD)
A027	<u>DI-IPSC-81438A</u>	SOFTWARE TEST PLAN (STP)
A028	<u>DI-IPSC-81439A</u>	SOFTWARE TEST DESCRIPTION (STD)
A029	<u>DI-IPSC-81440A</u>	SOFTWARE TEST REPORT (STR)
A030	<u>DI-IPSC-81441A</u>	SOFTWARE PRODUCT SPECIFICATION (SPS)
A031	<u>DI-IPSC-81442A</u>	SOFTWARE VERSION DESCRIPTION (SVD)
A032	<u>DI-IPSC-81443A</u>	SOFTWARE USER MANUAL (SUM)
A033	<u>DI-IPSC-81444A</u>	SOFTWARE CENTER OPERATOR MANUAL (SCOM)

A034	<u>DI-IPSC-81445A</u>	SOFTWARE INPUT/OUTPUT MANUAL (SIOM)
A035	<u>DI-MCCR-80499</u>	COMPUTER AIDED CHIP DEVELOPMENT DATA
A036	<u>DI-MCCR-80500</u>	COMPUTER AIDED CELL DEVELOPMENT DATA
A037	<u>DI-MGMT-80033</u>	SITE PREPARATION REQUIREMENTS AND INSTALLATION PLAN
A038	<u>DI-MGMT-80061A</u>	ENGINEERING AND TECHNICAL SERVICES ACCOMPLISHMENT REPORT
A039	<u>DI-MGMT-80227</u>	CONTRACTOR'S PROGRESS, STATUS AND MANAGEMENT REPORT
A040	<u>DI-MGMT-80368</u>	STATUS REPORT
A041	<u>DI-MGMT-80797</u>	PRODUCIBILITY ANALYSIS REPORT
A042	<u>DI-MGMT-81024</u>	SYSTEM ENGINEERING MANAGEMENT PLAN (SEMP)
A043	<u>DI-MISC-80071E</u>	PARTS APPROVAL REQUESTS
A044	<u>DI-MISC-80072D</u>	PROGRAM PARTS SELECTION LIST (PPSL)
A045	<u>DI-MISC-80508A</u>	TECHNICAL REPORT - STUDY/SERVICES
A046	<u>DI-MISC-80526D</u>	PARTS MANAGEMENT PLAN
A047	<u>DI-MISC-80711A</u>	SCIENTIFIC AND TECHNICAL REPORTS
A048	<u>DI-MISC-80748</u>	ENGINEERING SERVICES MEMORANDUM (ESM)
A049	<u>DI-NDTI-80809B</u>	TEST/INSPECTION REPORT
A050	<u>DI-NDTI-81284</u>	TEST AND EVALUATION PROGRAM PLAN (TEPP)
A051	<u>DI-QCIC-80125B</u>	GOVERNMENT INDUSTRY DATA EXCHANGE PROGRAM (GIDEP) ALERT/SAFE-ALERT REPORT
A052	<u>DI-QCIC-80126B</u>	GIDEP ALERT/SAFE-ALERT RESPONSE
A053	<u>DI-QCIC-80127A</u>	GIDEP ANNUAL PROGRESS REPORT
A054	<u>DI-QCIC-80278A</u>	CALIBRATION AND MEASUREMENT REQUIREMENTS SUMMARY (CMRS)
A055	<u>DI-QCIC-80509</u>	INSTALLATION-ENGINEERING PLAN
A056	<u>DI-QCIC-80510</u>	INSTALLATION SPECIFICATION
A057	<u>DI-QCIC-80511</u>	INSTALLATION TEST PROCEDURES
A058	<u>DI-QCIC-80512</u>	INSTALLATION TEST REPORT

A059	<u>DI-QCIC-80553</u>	ACCEPTANCE TEST PLAN
A060	<u>DI-QCIC-80864</u>	SCANNING ELECTRON MICROSCOPE ANALYSIS REPORT
A061	<u>DI-QCIC-80890</u>	MECHANICAL WORST CASE ANALYSIS REPORT OF DIMENSIONS AND TOLERANCES
A062	<u>DI-QCIC-80922</u>	SPECIAL ACCEPTANCE INSPECTION EQUIPMENT OPERATING MANUAL
A063	<u>DI-QCIC-80924</u>	SEMICONDUCTOR PROCESS SPECIFICATION
A064	<u>DI-QCIC-81005</u>	SPECIAL INSPECTION EQUIPMENT OPERATING INSTRUCTIONS
A065	<u>DI-QCIC-81006</u>	SPECIAL INSPECTION EQUIPMENT DESCRIPTIVE DOCUMENTATION
A066	<u>DI-QCIC-81007</u>	SPECIAL INSPECTION EQUIPMENT CALIBRATION PROCEDURES
A067	<u>DI-QCIC-81009</u>	TECHNICAL DATA PACKAGE QUALITY CONTROL PROGRAM PLAN
A068	<u>DI-QCIC-81013</u>	TECHNICAL DATA PACKAGE VALIDATION REPORT
A069	<u>DI-RELI-80254</u>	CORRECTIVE ACTION PLAN
A070	<u>DI-RELI-80255</u>	FAILURE SUMMARY AND ANALYSIS REPORT
A071	<u>DI-RELI- 80669A</u>	ELECTROSTATIC DISCHARGE (ESD) CONTROL PROGRAM FLAG
A072	<u>DI-RELI- 80670A</u>	REPORTING RESULTS OF ELECTROSTATIC DISCHARGE (FSD) SENSIVITY TESTS OF ELECTRICAL AND ELECTRONIC PARTS ASSEMBLIES AND EQUIPMENT
A073	<u>DI-RELI- 80671A</u>	HANDLING PROCEDURES FOR ELECTROSTATIC DISCHARGE (ESD) SENSITIVE ITEMS
A074	<u>DI-RELI-80685</u>	CRITICAL ITEMS LIST
A075	<u>DI-SAFT- 80101B</u>	SYSTEM SAFETY HAZARD ANALYSIS REPORT (SSHA)
A076	<u>DI-SAFT- 80102B</u>	SAFETY ASSESSMENT REPORT (SAR)
A077	<u>DI-SAFT- 80106B</u>	HEALTH HAZARD ASSESSMENT REPORT (HHAR)
A078	<u>DI-TMSS- 80067B</u>	TECHNICAL MANUAL (TM) CONTRACTOR FURNISHED AERONAUTICAL EQUIPMENT OR CONTRACTOR FURNISHED EQUIPMENT (CFAE/CFE) NOTICES
A079	<u>DI-TMSS- 80527A</u>	COMMERCIAL OFF-THE-SHELF (COTS) MANUAL AND ASSOCIATED SUPPLEMENTAL DATA
A080	DI-SESS- 81000C	Product Drawing/Models and Associated Lists
A081	DI-MGMT- 80004	Management Plan
A082	DI-MGMT- 80507	Project Planning Chart

- A083 DI-NDTI-80603 Test Procedure
- A084 DI-IPSC-81434 Interface Requirements Specification (IRS)

Appendix E8 – EISM Standards & References

The following certifications, specifications, standards and policy represent documents and standards that may be placed on individual contract task orders in the PWS section 5.28. Individual task orders may impose additional standards to those required at the contract level. The list below is not all-inclusive and the most current version of the document at the time of task order issuance will take precedence. Web links are provided wherever possible.

1. ISO/IEC 20000 http://www.iso.org/iso/iso_catalogue/catalogue_ics/catalogue_detail_ics.htm?csnumber=51986	2. Best Practices for Acquiring IT as a Service http://disa.mil/Services/DoD-Cloud-Broker/~media/Files/DISA/Services/Cloud-Broker/Creating-Effective-Cloud-Computing-Contracts-for-the-Federal-Government.pdf
3. AFI 33-210, AF Certification and Accreditation (C&A) Program (AFCAP), http://static.e-publishing.af.mil/production/1/saf_cio_a6/publication/afi33-210/afi33-210.pdf	4. AFI 33-200, Information Assurance (IA) Management, http://static.e-publishing.af.mil/production/1/saf_cio_a6/publication/afi33-200/afi33-200.pdf
5. Joint Vision 2020, http://www.fs.fed.us/fire/doctrine/genesis_and_evolution/source_materials/joint_vision_2020.pdf	6. AFMAN 33-363, Management of Records, http://static.e-publishing.af.mil/production/1/saf_cio_a6/publication/afman33-363/afman33-363.pdf
7. AFI 33-364, Records Disposition – Procedures and Responsibilities, http://static.e-publishing.af.mil/production/1/saf_cio_a6/publication/afi33-364/afi33-364.pdf	8. AFD 33-3, Information Management, http://static.e-publishing.af.mil/production/1/saf_cio_a6/publication/afpd33-3/afpd33-3.pdf
9. Air Force Policy Directive (AFPD) 33-4, Information Technology Governance http://static.e-publishing.af.mil/production/1/saf_cio_a6/publication/afpd33-4/afpd33-4.pdf	10. DoD 5220.22-M, National Industrial Security Program Operating Manual, http://www.dss.mil/documents/odaa/nispom2006-5220.pdf
11. AFI33-401, Air Force Architeching, http://static.e-publishing.af.mil/production/1/saf_cio_a6/publication/afi33-401/afi33-401.pdf	12. Department of Defense Architecture Framework (DoDAF) Ver2.02 Aug 2010 http://dodcio.defense.gov/dodaf20.aspx
13. NIST SP 800-53: Security and Privacy Controls for Federal Information Systems and Organizations http://disa.mil/Services/DoD-Cloud-Broker/~media/Files/DISA/Services/Cloud-Broker/NIST-SP80053-SecurityandPrivacyControls.pdf	14. DoD 5230.24, Distribution Statements on Technical Documents http://www.dtic.mil/dtic/pdf/customer/STINFOdata/DoDD_523024.pdf

15. CNSSI 1253: Security Categorization and Controls Selection for National Security Systems http://disa.mil/Services/DoD-Cloud-Broker/~media/Files/DISA/Services/Cloud-Broker/cnssi-security-categorization.pdf	16. AFI 61-204, Disseminating Scientific and Technical Information, http://static.e-publishing.af.mil/production/1/saf_aq/publication/afi61-204/afi61-204.pdf
17. Cloud Computing / Department of Defense (DoD) Information Technology (IT) Enterprise Strategy and Roadmap http://dodcio.defense.gov/Portals/0/Documents/Announcement/Signed_ITESR_6SEP11.pdf	18. Global Information Grid Architectural Vision http://www.dtic.mil/cgi-bin/GetTRDoc?AD=ADA484389&Location=U2&doc=GetTRDoc
19. Section 508 of the Rehabilitation Act of 1973 http://www.opm.gov/html/508-textOfLaw.asp	20. DoDD 5205.02E, Operations Security (OPSEC) Program http://www.dtic.mil/whs/directives/corres/pdf/520502e.pdf
21. CJCSI 6211.02D, Defense Information Systems Network Responsibilities http://jrtc.fhu.disa.mil/jrtc_dri/pdfs/6211_02d.pdf	22. Business and Enterprise Systems (BES) Directorate System Engineering Process – (applicable only to AFLCMC/HI) https://acc.dau.mil/bes
23. DODI 4630.8, Procedures for Interoperability and Supportability of Information Technology (IT) and National Security Systems (NSS) http://jrtc.fhu.disa.mil/jrtc_dri/pdfs/i46308.pdf	24. AF Enterprise Architecture (AF EA) Compliance Guidance (Version 1.0 (final), December 2008) http://www.silverbulletinc.com/dm2/File%20Browser/files/AFEA%20v3.5%20-%20Final%20-%20June%202010/AFEAv35/Documentation/AF_EA_Compliance_Criteria_v1(final)%20-%20December%202008.pdf
25. Air Force Continuity of Operations (COOP) Program http://www.fas.org/irp/doddir/usaf/afi10-208.pdf	26. DoDI 3020.37, Continuation of Essential DoD Contractor Services During Crises http://www.afsc.army.mil/gc/files/i302037.pdf
27. DODD 4630.05, Interoperability and Supportability of Information Technology (IT) and National Security Systems (NSS) http://jrtc.fhu.disa.mil/jrtc_dri/pdfs/dd46305p.pdf	28. AFI 10-701, Operations Security (OPSEC) http://static.e-publishing.af.mil/production/1/af_a3_5/publication/afi10-701/afi10-701.pdf
29. AFI 31-401, Information Security Program Management http://static.e-publishing.af.mil/production/1/saf_aa/publication/afi31-401/afi31-401.pdf	30. AFI 31-501, Personnel Security Program Management http://www.e-publishing.af.mil/shared/media/epubs/AFI31-501.pdf

31. AFI 33-332, Air Force Privacy and Civil Liberties Program http://www.keesler.af.mil/shared/media/document/AFD-070222-003.pdf	32. Air Force Program Executive Office (AFPEO) Business Enterprise Systems (BES) Systems Engineering Process https://acc.dau.mil/bes
33. DFARS 252.227-7013, Rights in Technical Data – Non-commercial Items http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/dfars/Dfars252_227.htm#P295_15657	34. DFARS 252.227-7014, Rights in Noncommercial Computer Software http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/dfars/Dfars252_227.htm#P683_47378
35. DFARS 252.227-7015, Technical Data – Commercial Items http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/dfars/Dfars252_227.htm#P1079_80393	36. DFARS 252.227-7017, Identification and Assertion of Use, Release, and Disclosure Restrictions http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/dfars/Dfars252_227.htm#P1182_92447
37. DoD Manual 5200.01, DoD Information Security Program: Overview, Classification, and Declassification, V1-V4 http://www.dtic.mil/whs/directives/corres/pdf/520001_vol1.pdf	38. DoDD 8000.01, Management of the Department of Defense Information Enterprise http://www.dtic.mil/whs/directives/corres/pdf/800001p.pdf
39. DoDI 1100.22 Policy and Procedures for Determining Workforce Mix http://www.dtic.mil/whs/directives/corres/pdf/110022p.pdf	40. Federal Information Security Management Act (FISMA) 2002 http://www.dhs.gov/federal-information-security-management-act-fisma
41. Title 44 USC Section 3542 http://us-code.vlex.com/vid/sec-definitions-19256373	

Appendix E9 – AMRDEC Safe Access File Exchange (SAFE)

SAFE is cost free and is hosted by the Army at Redstone Arsenal. SAFE is a simple file sharing alternative because user accounts are not required; therefore, anyone can use SAFE. Access to SAFE documentation is controlled by the sender who lists recipients who in turn receive an email with instructions on how to access the files. Please note that SAFE is not a permanent repository and files will remain for a 14-day maximum. Users can upload 25 documents with a total 2 GB limit. SAFE has 128-bit encryption security and is approved to share FOUO and Privacy Act files. Read the applicable instructions below to use SAFE.

SAFE User's Instructions

For senders from a .mil or .gov domain:

1. Go to URL <https://safe.amrdec.army.mil/safe2/Welcome.aspx>
2. Click OK on the “consent banner”
3. For COs, click the CAC user link (see figure 1)
Senders from a .com domain, i.e. vendors, will click the second link (refer to separate instructions)
4. Select the CAC credential for “email” and enter your PIN
5. Enter your name (see figure 2 for next steps)
6. Enter your email address twice (one for verification)
7. Enter a description of the file
8. Click the Browse button to locate and upload your file. Repeat as needed for multiple files.
9. Optional – The deletion date defaults to the maximum date of 14 days. You can lower this date.
10. Enter the email address of the intended recipient and click “Add”. Repeat as needed for additional recipients.
11. Optional – Select any caveats such as FOUO or Privacy Act statements
12. Optional – Select notification settings and additional security settings
13. Click “Upload” and “I Agree” on the SAFE Usage banner and you're finished

For senders from a .com domain or those without a CAC:

1. Go to URL <https://safe.amrdec.army.mil/safe2/Welcome.aspx>
2. Click OK on the “consent banner”
3. Click the “I do not have a CAC” (second) link (see figure 1)
4. Enter your name (see figure 2 for next steps)
5. Enter your email address twice (one for verification)
6. Enter a description of the file
7. Click the Browse button to locate and upload your file. Repeat as needed for multiple files.

8. Optional – The deletion date defaults to the maximum date of 14 days. You can lower this date.
9. Enter the email address of the intended recipient and click Add. Repeat as needed for additional recipients.
10. Optional – Select any caveats such as FOUO or Privacy Act statements
11. Optional – Select notification settings and additional security settings
12. Click “Upload” and “I Agree” on the SAFE Usage banner and you will receive a verification screen (see figure 3).
13. Note the verification screen states you will receive a confirmation email. Check your email, this usually takes 5 minutes to receive a response, and open the email verification (see figure 4).
14. Copy the provided password and click on the provided URL.
15. Paste the password in the box and click “Submit” (see figure 5).
16. You will be redirected to a verification page. Click “Verify” (see figure 6).
17. Once your email has been verified, you will be redirected to another verification page. Click “Continue” (see figure 7).
18. You will be redirected to a page that displays information about the file you uploaded. From this page you can add more recipients or files if needed and send additional notifications to prior recipients (see figure 8).
19. You can check the status of your file by clicking the URL and using the password from steps 14 and 15 to see which recipient downloaded files (see figure 8). Note if Downloaded equals “False” means the recipient has not downloaded the file.

For recipients:

1. You will receive an email from AMRDEC (see figure 9)
2. Copy the included password (see figure 9)
3. Click on the provided URL (see figure 9)
4. Paste the password in the box (see figure 10)
5. Click on the file(s) to open or save the file(s) (see figure 11)

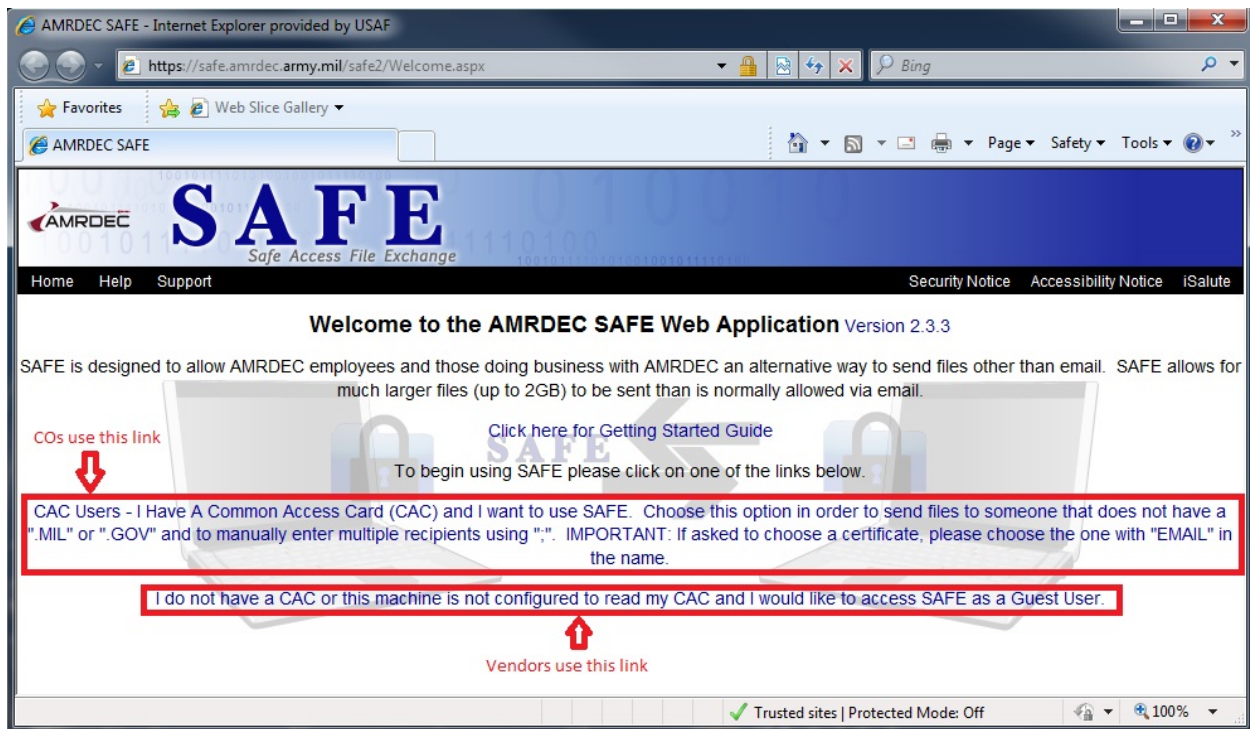


Figure 1

AMRDEC SAFE - Safe Access File Exchange - Internet Explorer provided by USAF

https://safe.amrdec.army.mil/safe2/Default.aspx

AMRDEC SAFE - Safe Access File Exchange

Home Help Support Security Notice Accessibility Notice iSalute

UNCLASSIFIED USE ONLY, TO INCLUDE PRIVACY DATA

Personal Information

Your Name: John Doe [HELP](#)

Your Email Address: John.Doe@gunter.af.mil [HELP](#)

Confirm Your Email Address: John.Doe@gunter.af.mil [HELP](#)

File Information

Description of File(s): Large file [HELP](#)

Files: [Browse...](#) [HELP](#)

25 Maximum Files (total size cannot exceed 2GB)

File(s):	Privacy Act Data	Delete
C:\Users\Michael.Ivison.CTR\Documents\Instructions\AFI33-364 Records Disposition.pdf	<input type="checkbox"/>	Delete
C:\Users\Michael.Ivison.CTR\Documents\best-security-practices-checklist.doc	<input type="checkbox"/>	Delete HELP

Deletion Date: 01/01/2013 max is 14 days from today [HELP](#)

Recipient Information

Provide an email address to give access to:

Manually Enter Email Address
Email Address: [Add](#) [HELP](#)

Grant access to these people: John.Public@gunter.af.mil [HELP](#)

[Remove](#)

Email Setting

Caveats

NONE ☐ FOUO ☒

Other: LIMITED DISTRIBUTION DOCUMENT

Encrypt email message when possible ☐ [HELP](#)

Notify me when files are downloaded ☒ [HELP](#)

Require CAC for Pick-up (all recipients will need to log in with a CAC to download files) ☐ [HELP](#)

File Submission

[Upload](#) [Reset](#)

Done Trusted sites | Protected Mode: Off 100%

Figure 2

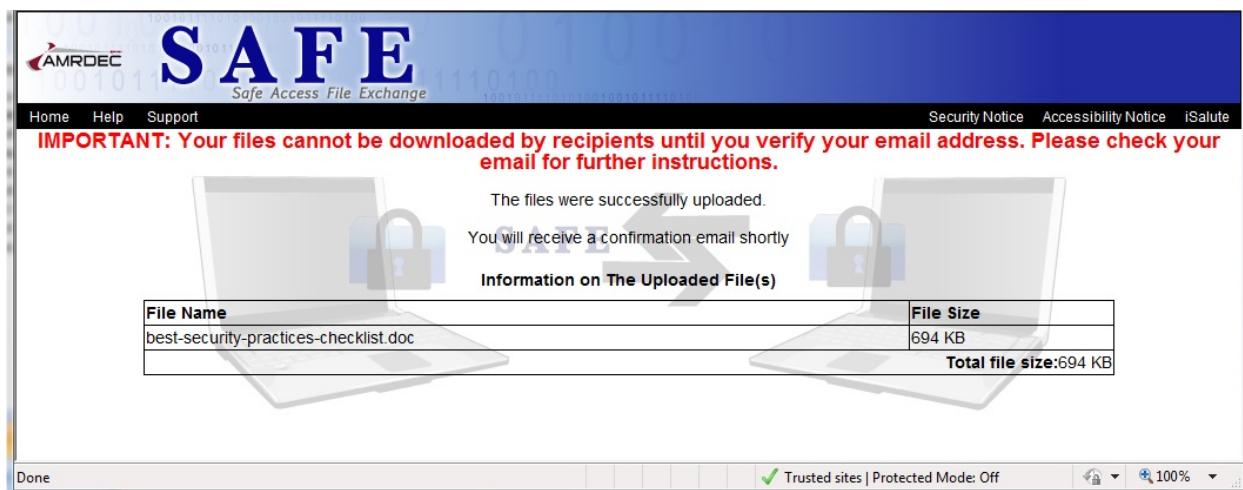


Figure 3

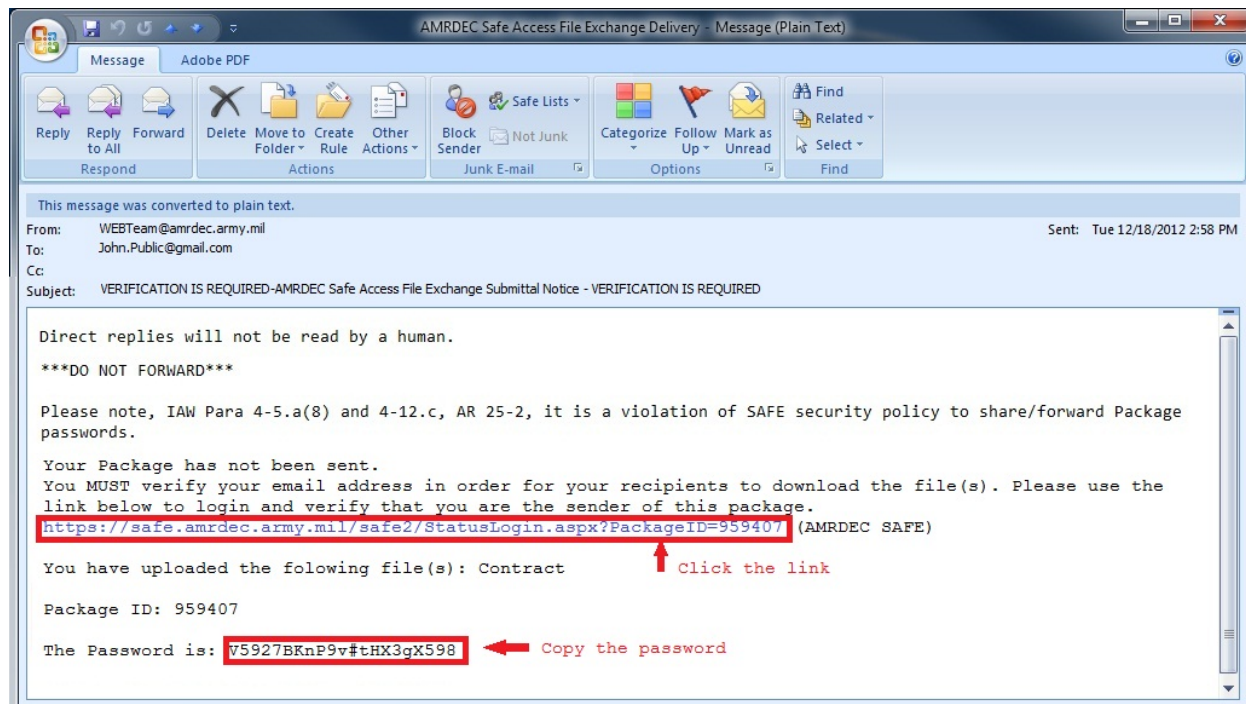


Figure 4

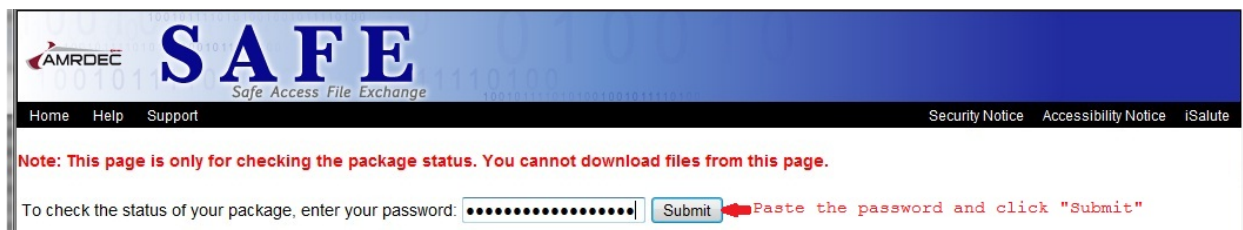


Figure 5

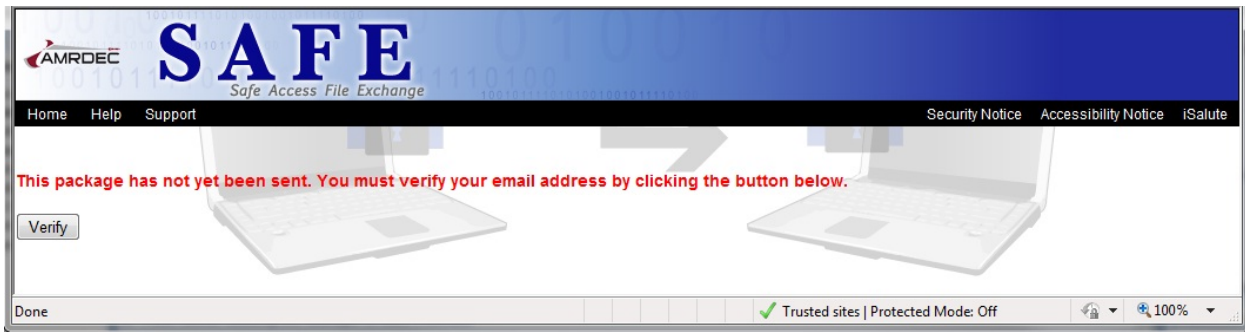


Figure 6

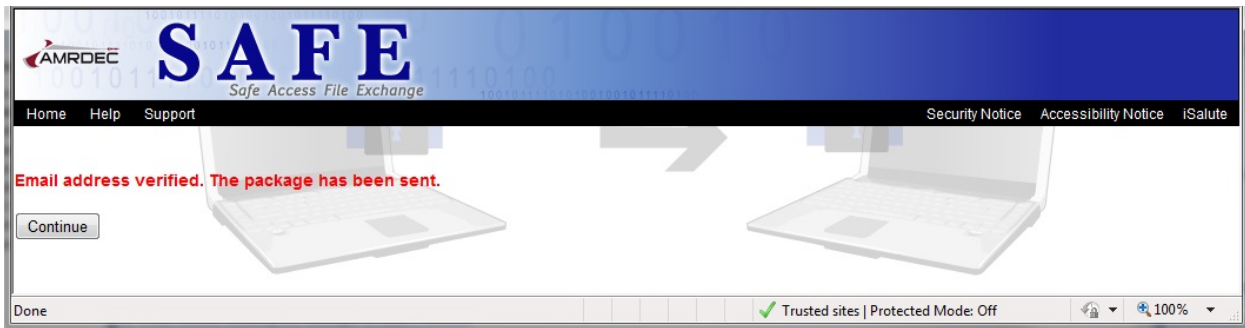


Figure 7

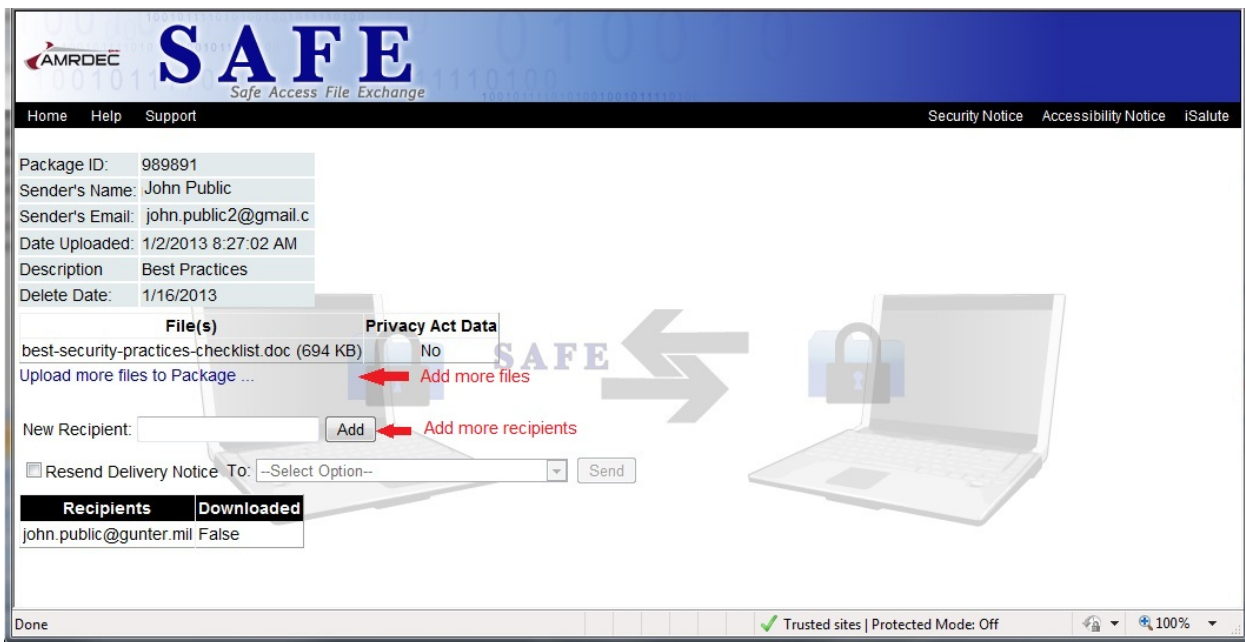


Figure 8

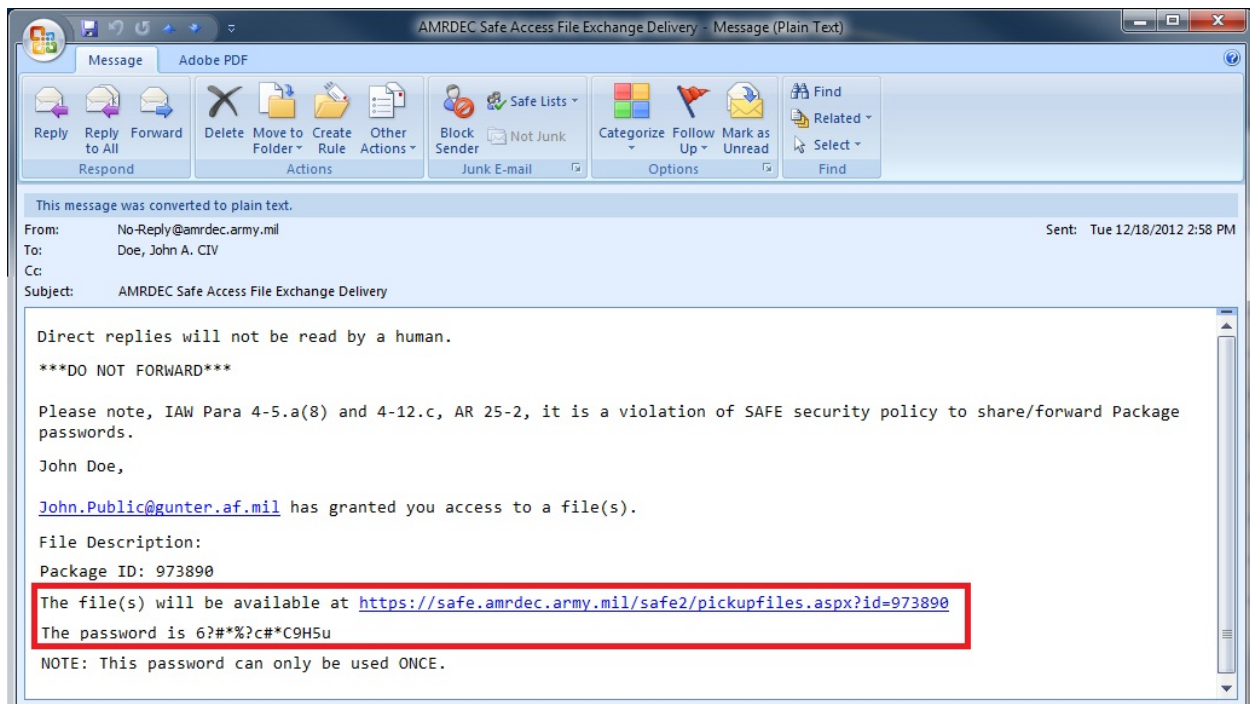


Figure 9

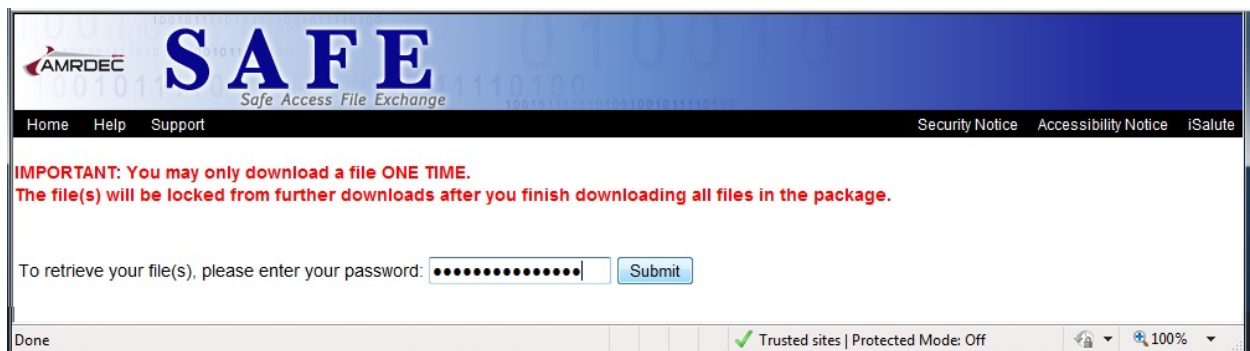


Figure 10

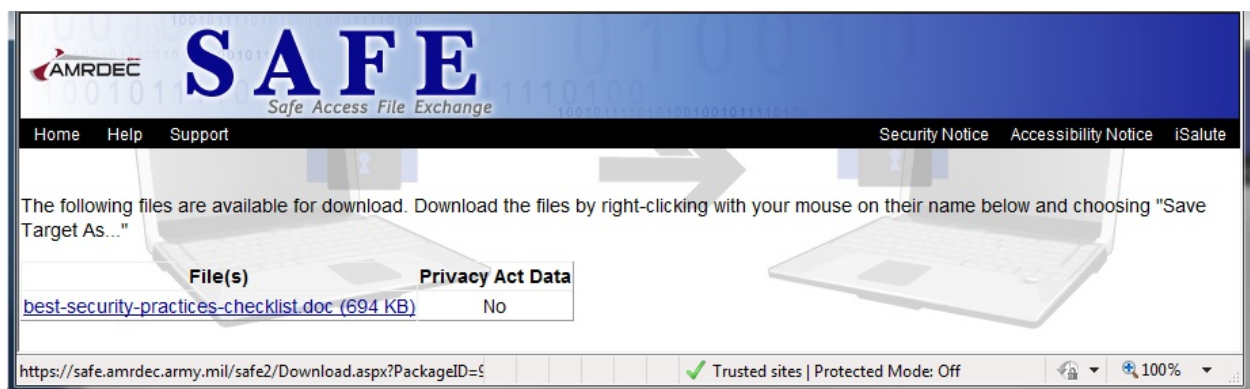


Figure 11

Appendix E10 – Multi-Functional Team Template

Instruction: Appoint a Multi-Functional Team (MFT) of key stakeholders to ensure that this acquisition integrates the needs of the mission with the requirement to procure a performance-based service acquisition. Include this document as part of your requirements package submitted to the Contracting Officer.

DATE

MEMORANDUM FOR: SEE DISTRIBUTION
FROM: [INSERT ORGANIZATION]

SUBJECT: Appointment of Multi-Functional Team (MFT), PWS Title

1. In accordance with AFI 63-138, Chapter 6, the following individuals are appointed as the Multi-Functional Team (MFT) of stakeholders to ensure that this acquisition integrates the needs of the mission with the requirement to procure a performance-based service acquisition.

<u>NAME</u>	<u>STAKEHOLDER POSITION</u>	<u>OFFICE</u>	<u>PHONE NR</u>
-------------	-----------------------------	---------------	-----------------

Functional Representative (if applicable)			
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PM (Task Order Lead)			
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Engineer or IT Specialist			
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Legal Officer			
---------------	--	--	--

Pricing Analyst (if applicable)			
---------------------------------	--	--	--

Contracting Officer			
---------------------	--	--	--

Contracting Officer Representative (COR) (Primary)			
--	--	--	--

COR (Alternate)			
-----------------	--	--	--

Finance			
---------	--	--	--

2. The individuals possess sufficient technical knowledge and experience to permit them to serve as stakeholders on the multi-functional team on the above mentioned acquisition.

3. Problems with the performance of the individuals listed above should be promptly brought to the attention of the undersigned.

Functional Commander/Director

Date

DISTRIBUTION: List the Stake Holders Names

Appendix E11 – Market Research Report Template

Note: Customers do not have to accomplish market research to determine available sources for this work, the contractors on the EISM contract have been determined to be qualified to accomplish the work. Even though the EISM contractors have been qualified, FAR Part 10 still requires a minimum amount of Market Research to ensure that your type of requirement can be met with the EISM vehicle.

1. DESCRIPTION OF SUPPLIES/SERVICES: *(Describe the supplies or services to be acquired. Also state the anticipated lifecycle of the procurement (e.g., 1-yr base with four 1-yr option periods))*

2. ACQUISITION HISTORY: *(Describe previous contracts for the supplies/services described above, including previous subcontracting opportunities.)*

3. CONDUCT OF THE RESEARCH: *(Describe the steps taken and how the market research was conducted.)*

4. MARKET RESEARCH FINDINGS: *(Market Research for a specific requirement may be accomplished at the task order level to determine what desired capabilities currently exist or are in development). Describe the steps taken and how the market research was conducted.)*

5. DETERMINATION:

Signed: _____ **Date:** _____
Program Manager

Appendix E12– Quality Assurance Surveillance Plan Template

QUALITY ASSURANCE PLAN DATED XXXXXXXXXX FOR

PROGRAM NAME

--

SUPPORT SERVICES

Coordination and Review:												
<table><tr><td>_____</td><td>_____</td></tr><tr><td>Functional Director/Commander Date</td><td></td></tr><tr><td>_____</td><td>_____</td></tr><tr><td>Contracting Officer Representative Date</td><td></td></tr><tr><td>_____</td><td>_____</td></tr><tr><td>Contracting Officer Date</td><td></td></tr></table>	_____	_____	Functional Director/Commander Date		_____	_____	Contracting Officer Representative Date		_____	_____	Contracting Officer Date	
_____	_____											
Functional Director/Commander Date												
_____	_____											
Contracting Officer Representative Date												
_____	_____											
Contracting Officer Date												

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SECTION 1.0

PURPOSE

- 1.1 This quality assurance plan (QASP) has been developed to provide an effective and systematic method to evaluate contractor provided services as required by the terms and conditions of the contract.
- 1.2 This QASP is based on the premise that the Contractor is responsible for contract management and quality control, not the Government. The Government's objective in having the service provided is to improve [DESCRIBE YOUR REQUIREMENT HERE]. A contract to provide the service is the best means of achieving this objective and results.
- 1.3 Success for this contract is defined as the contractor's successful completion of the performance objectives in accordance with the contract and the Performance Work Statement (PWS).
- 1.4 This QASP describes the method(s) used to evaluate contractor provided services in meeting performance objectives and performance thresholds. The Contracting Officer Representative (COR) will use periodic assessment and customer complaint assessment methods to evaluate the contractor's performance. The assessment procedures identified in this QASP, in concert with active application of the contractor's quality control procedures, are intended to ensure acceptable contractor performance.
- 1.5 The role of the Government COR is to ensure contract standards are achieved. In conducting assessment, CORs are to be objective, fair, and consistent in evaluating contractor performance against the performance standards.
- 1.6 This QASP is a living document and shall be revised or modified as circumstances warrant, throughout the life of the contract, to ensure adequate oversight of contractor performance is maintained.

SECTION 2.0

ROLES AND RESPONSIBILITIES

2.1 AFLCMC/HIC Contracting Directorate

- 2.1.1 Provides comprehensive contract administration, management, and oversight.
- 2.1.2 Provides oversight for COR training program.

- 2.1.3 Collects assessment inputs from CORs.

2.2 Functional Director/Functional Commander (FD/FC)

- 2.2.1. Ensures requirements documents satisfy mission requirements, are performance-based, foster innovation, and define metrics. Prepares PWS and QASP and obtains Contracting Officer (CO) coordination on the final product.
- 2.2.2. Nominates qualified individuals as COR. Ensures all personnel within the functional area who may have contact with contractor employees are aware of the contractual working relationship and the necessity to avoid any conduct that may constitute a real or perceived conflict of interest.
- 2.2.3. Manages contractor performance assessment data, including submitting Contractor Performance Assessment Reporting System (CPARS) reports.

2.3 Contracting Officer/Contract Specialist

- 2.3.1 Ensures open communication is maintained between all parties, pre- and post-award.
- 2.3.2 Delegate's authority for inspection and/or acceptance to COR in accordance with the terms and conditions of the contract.
- 2.3.3 Informs the contractor of the names, duties, and limitations of authority for all COR assigned to the contract.
- 2.3.4 Periodically assesses the CORs performance, not less than annually, and advises the Quality Assurance Program Coordinator (QAPC) of any problems.
- 2.3.5 Issues contract modifications as necessary.
- 2.3.6 Takes appropriate action should unacceptable contract performance occur.

2.4 Contracting Officer Representative Personnel

- 2.4.1 Develops technical requirements and independent cost/Government estimates for contract services.
- 2.4.2 Evaluates and documents the contractor's performance in accordance with the procedures set forth in this QASP.

- 2.4.3 Immediately notifies the CO of any significant performance deficiencies.
- 2.4.4 Maintains assessment documentation throughout the life of the contract.
- 2.4.5 Certifies acceptance of services.
- 2.4.6 Promotes business decisions to meet customer requirements by researching the marketplace to remain current with the most efficient and effective performance assessment methods and techniques. Performs market research throughout the life of the requirement to ensure the team is knowledgeable of the commercial marketplace.
- 2.4.7 Fosters partnerships with industry to ensure exchanges of information with the service industry and other business experts.
- 2.4.8 Identifies opportunities to improve performance throughout the life of the contract, including benchmarking against industry, identifying initiatives, assessing the risk associated with these initiatives, using the QASP for implementing initiatives brought forward, and monitoring the success of implementation.
- 2.4.9 Recommends any changes necessary to the contract, PWS, QASP, or other requirements to provide more effective operations or eliminate unnecessary costs.

2.5 Quality Assurance Program Coordinator

- 2.5.1 Coordinates all aspects of the quality assurance program.
- 2.5.2 Provides training for the FD/FC and all CORs.

2.6 Contractor

- 2.6.1 Complies fully with the terms and conditions of the contract.
- 2.6.2 Participates as a member in the post-award management phase.
- 2.6.3 Maintains and implements a Quality Control Plan (QCP) that compliments the QASP.
- 2.6.4 Ensures that non-conforming contract services are identified, and corrected. QCP is revised to prevent recurrences.

- 2.6.5 Tenders to the Government for acceptance only those services that conform to contract requirements.
- 2.6.6 Recommends any changes to the contract that will provide more effective operations or eliminate unnecessary costs.

SECTION 3.0

CONTRACTOR'S QUALITY CONTROL PLAN

- 3.1 The contractor shall establish and maintain a Quality Control Plan (QCP) to ensure the requirements of the contract are provided as specified. The contractor shall provide a QCP describing the inspection system for the services required in the PWS. The contractor shall develop and implement procedures to identify and prevent recurrence of unacceptable services. The contractor shall update the plan as changes occur and changes shall be submitted for review and acceptance by the CO. The contractor's quality control plan shall contain, as a minimum, the following items:
- 3.2 Three specific sections should be addressed to demonstrate and validate that the services or deliverables to be provided under the contract are completed with a level of quality that meets the minimum performance threshold established in the Service Delivery Summary (SDS) items found in the Performance Work Statement (PWS). The three sections are:
 - 3.2.1 **Quality Management Approach:** The overall approach for managing contract quality is described in this section of the QCP. Discuss your overall quality philosophy and describe how your employees are integrated into the quality management process.
 - 3.2.2 **Quality Assurance:** Quality assurance activities focus on the processes being used to manage and deliver the services or deliverables. Organizational charts, communication lines, decision making authorities, criteria to be employed when determining if and when to elevate a performance issue are among the areas that should be thoroughly described in the QCP.
 - 3.2.3 **Quality Control and Quality Standards:** Quality control activities should be performed continually throughout a contract to verify that management, services rendered, or deliverables are of high quality. The PWS contains SDS items that establish performance thresholds or quality standards. The service provider's performance will be evaluated against the SDS criteria before the performance is accepted. The QCP should describe how the service provider will determine when services or deliverables specified in the SDS are complete and correct. Topics to be covered in this section of the QCP include:

- 3.2.3.1 Identify each performance area and the level of importance to the overall contract;
 - 3.2.3.2 Identify the specific quality tools or tracking method(s) to be utilized for each performance area; and
 - 3.2.3.3 Identify the methods to be used to identify a performance weakness and describe resolution approaches whether discovered by your quality control processes or identified by the Government.
- 3.3 A description of the methods to be used for identifying and preventing defects in the quality of service performed.
- 3.4 A description of how the records will be kept. Records must document all inspections and corrective or preventive actions taken.
- 3.5 Contractor Inspection Records. Records of inspections shall be kept and made available to the Government throughout the contract performance period and for the period after contract completion until final settlement of any claims under this contract.

SECTION 4

CONTRACT MANAGEMENT

- 4.1 The COR shall utilize the following approaches, methods, and tools to manage the contract upon award:
- 4.1.1 COR shall conduct, document, track, and analyze contractor performance via regularly scheduled assessments. The assessment results shall be maintained as Past Performance Information and utilized to prepare and support annual Performance Assessment Report System (CPARS) reporting. Assessment results, along with the contractor's submittals will be used to track Contractor's overall compliance with contract terms and conditions.
 - 4.1.2 **COR File.** A contract file must be established and maintained by the COR assigned to the contract. The file is typically contained in hard-copy, but may be maintained in a computer data base provided there is adequate back up of the data to preclude accidental loss. Any computer maintained documents must be readily available for inspection by the contracting office and possible audits. All contract documents must be maintained for the life of the contract and turned in to the contracting office upon contract expiration, including all computer maintained documents. The contract file must contain as a minimum, the following documents and be set up utilizing an index:

- 4.2 **Appointments:** COR assignment letters by the FC, the CO's Letter of Delegation to the COR, CO notification to the contactor of COR assignment, and Phase I & II training certificates.
- 4.3 **Contract Documents:** The Contract with all modifications (modifications to be posted to the contract), directive document references, maps, and pertinent terms defined by the contract, equipment listings, QASP, and Quality Assurance Surveillance Reports.
- 4.4 **Surveillance Documentation:** All surveillance inspections performed must be documented by the COR and maintained in this section. Documentation of contractor unacceptable performance will be maintained in this section. Other information that may be included are details of inspections or data gathering, conversations or meetings with the contractor, notes and comments that support the inspection paperwork.
- 4.5 **Meeting Minutes:** Copies of all meeting minutes.
- 4.6 **Acceptance and Funding Issues:** Copies of Air Form 9/Military Interdepartmental Purchase Request (MIPR), delivery orders, funding issues, etc.
- 4.7 **Reports/Submittals:** Contractor reports/submittals as directed by the PWS.
- 4.8 **Correspondence:** Any other documentation that does not fall into sections listed above.
- 4.9 **Lessons Learned:** Document to include areas determined to be changed/amended in future contracts, i.e. accountability issues, better description of work hours, cost and performance constraints.
- 4.9.1 The contractor shall maintain and implement a quality control plan to ensure the contract services conform to the requirements of the PWS. The COR shall monitor contractor's performance against the contractor's quality control plan.

SECTION 5.0

SERVICE DELIVERY SUMMARY (SDS) AND METHOD OF ASSESSMENT

NOTE: The following SDS requirements are a SAMPLE ONLY. You MUST tailor the SDS to YOUR PWS requirements.

PERFORMANCE OBJECTIVE	PWS Paragraph	PERFORMANCE THRESHOLD	METHOD OF SURVEILLANCE	REMEDY
6.1. <u>Program Management.</u>	3.1 and CDRL	Expectations are that the reports are delivered no	COR will document when	Remedy actions will be in

<p><u>(Timeliness)</u> Provide a Program Management Plan which outlines the resources and infrastructure to plan, execute, and control contractor activities.</p>	<p>A001 and A002</p>	<p>later than the time specified in this performance threshold. Initial report is due 15 calendar days after contract award and subsequent reports are due by the 7th calendar day of each month unless a time extension has been approved by the Contracting Officer (CO). If the due date falls on a Saturday, then the report is due on Friday. If the due date falls on a Sunday, then the report is due on Monday. If the due date falls on a holiday, then the report is due the day before as long as that day is a work day.</p>	<p>each report is received and whether the report was received IAW the performance threshold.</p>	<p>accordance with FAR Clause 52.246-5 -- Inspection of Services -- Cost-Reimbursement.</p>
<p>6.2. <u>Process Analysis.</u> (Quality) Contractor completes process/value stream mapping documentation.</p>	<p>3.2 and CDRL A003</p>	<p>Expectations are that the reports are written with clarity, accuracy, and without grammatical errors or misspellings. The report must accurately document the key stakeholders and their roles and responsibilities. Process analysis reports are due by the 7th calendar day of each month unless a time extension has been approved by the Contracting Officer (CO). If the due date falls on a Saturday, then the report is due on Friday. If the due date falls on a Sunday, then the report is due on</p>	<p>COR will review all reports to ensure that they are error free, clearly written, and meets the performance threshold. The COR will notify the contractor within ten (10) calendar days of any errors that require correction. The contractor will have five (5) calendar days to resubmit the corrected report.</p>	<p>No cost re-performance.</p>

		Monday. If the due date falls on a holiday, then the report is due the day before as long as that day is a work day.		
6.3. <u>Clause Review.</u> (Quality) Contractor performs review of existing FAR and DFARS and AFFARS clauses and other regulations and policies within the time constraints established for this task.	3.3 and CDRL A004	Expectations are that the reports are written with clarity, accuracy, and without grammatical errors or misspellings. The report must accurately document the prescriptive language and categories of clauses to enable creation of an Automated Clause Interrogation engine and the associated business rules. Clause review reports are due by the 7 th calendar day of each month unless a time extension has been approved by the Contracting Officer (CO). If the due date falls on a Saturday, then the report is due on Friday. If the due date falls on a Sunday, then the report is due on Monday. If the due date falls on a holiday, then the report is due the day before as long as that day is a work day.	COR will review all reports to ensure that they are error free, clearly written, and meets the performance threshold. The COR will notify the contractor within ten (10) calendar days of any errors that require correction. The contractor will have five (5) calendar days to resubmit the corrected report.	No cost re-performance.
6.4. <u>Business</u>	3.4 and	Expectations are that the	COR will review	No cost re-

<u>Rules. (Quality)</u> Contractor to assist the Government in developing Business Rules framework.	CDRL A006	reports are written with clarity, accuracy, and without grammatical errors or misspellings. The report must accurately document the business rules for writing prescriptive language for case managers. Business rules reports are due by the 7 th calendar day of each month unless a time extension has been approved by the Contracting Officer (CO). If the due date falls on a Saturday, then the report is due on Friday. If the due date falls on a Sunday, then the report is due on Monday. If the due date falls on a holiday, then the report is due the day before as long as that day is a work day.	all reports to ensure that they are error free, clearly written, and meets the performance threshold. The COR will notify the contractor within ten (10) calendar days of any errors that require correction. The contractor will have five (5) calendar days to resubmit the corrected report.	performance.
<u>6.5. Analysis of Technical Capability (Timeliness)</u> Contractor to assist the Government in analyzing existing clause logic capability.	3.5 and CDRL A008	Expectations are that the reports are delivered no later than the time specified in this performance threshold. Reports are due by the 7 th calendar day of each month unless a time extension has been approved by the CO. If the due date falls on a Saturday, then the report is due on Friday. If the due date falls on a Sunday, then the report is due on Monday. If the due date falls on a holiday, then the report	COR will document when each report is received and whether the report was received IAW the performance threshold.	For reports not received in the time specified, there will be a notation in the Contractor Performance Assessment Report System (CPARS).

		is due the day before as long as that day is a work day.		
6.6. <u>Pathways and Tools</u> (Timeliness) Provides pathways and/or tools necessary to facilitate implementation.	3.6 and CDRL A010	Expectations are that the report is delivered no later than the time specified in this performance threshold. The report is due within 45 calendar days after receipt of the Feasibility of Leveraging Existing Technical Capability report (CDRL A009).	COR will document when the report is received and whether the report was received IAW the performance threshold.	For reports not received in the time specified, there will be a notation in the Contractor Performance Assessment Report System (CPARS).

SECTION 6.0

ASSESSMENT PROCEDURES

6.1 COR Assessment Schedule. Assessments will be conducted monthly or on an as required basis. Out of cycle reports may be submitted in support of unacceptable performance identified during the performance period by the COR or when there is a significant change in performance that alters the assessment in one or more evaluation areas.

6.2 Assessment of SDS Items.

- 6.2.1 The COR shall conduct assessment of the contractor's performance by determining whether or not the performance meets the standards contained in the contract, the PWS, and the SDS items.
- 6.2.2 Assessment shall be documented using the Quality Assurance Surveillance Report. Documentation shall include as a minimum, the date, results of the assessment (acceptable or unacceptable), PWS paragraph number referencing the requirement, applicable remarks, and signature of COR conducting the assessment. When the COR determines that contractor performance is unacceptable, the specific reason for the unacceptable performance shall be recorded on the CORs assessment documentation. Timely feedback to the contractor on unacceptable performance will be provided by the COR. Prompt feedback is essential so the contractor can develop and implement a corrective action plan.

6.3 Assessment of non-SDS Items. The Government has the right to inspect all services called for by the contract, to the extent practicable at all times and places during the term of the contract. Therefore, the COR has the right to conduct assessment for SDS items and non-SDS items as well. When the COR identifies unacceptable performance, the COR shall follow the procedures in section 7.0 of this QASP, entitled *Unacceptable Performance*.

6.4 COR Surveillance Report. The principal methods that apply to the type of work being performed on this contract are management information systems i.e., schedules, reports, inspection, observation and receiving formal complaints. One or any combination may be used.

6.4.1 Assessments shall be conducted on the following performance areas:

1. Manage/Assign Resources to Accomplish Tasks.

The contractor will be evaluated on their ability to assign qualified contractor personnel, able to accomplish contract tasks in an effective, efficient and timely manner. Address the extent to which the contractor demonstrates a thorough understanding of the customer's environment, keeps the government informed of work progress, and provides for early problem identification and effective corrective action plans.

2. Documentation Deliverables.

The contractor will be evaluated on providing the CDRLs to meet the SDS requirements for services performed.

6.4.2 Performance Ratings. The ratings used for the surveillance report are described by one of the following five adjectives: *Exceptional, Very Good, Satisfactory, Marginal and Unsatisfactory*. These terms are subjective and are not derived through use of any mathematical computations or formulas. The COR will rate each one of the above assessment elements explained in paragraph 6.4.1 above, using one of the following ratings in their narrative summary. The criteria for each rating are reflected below:

- a. **Exceptional.** Indicates performance far exceeds contractual requirements. The area of evaluation contains few minor problems for which corrective actions appear highly effective.
- b. **Very Good.** Indicates performance exceeds contractual requirements. The area of evaluation contains few minor problems for which corrective actions appear highly effective.
- c. **Satisfactory.** Indicates performance clearly meets contractual requirements. The area of evaluation contains some minor problems for which the corrective actions appear satisfactory.
- d. **Marginal.** Indicates performance meets contractual requirements. The area of evaluation contains a serious problem for which corrective actions have not yet been identified, appear only marginally effective, or have not been fully implemented.

- e. **Unsatisfactory.** Indicates the contractor is in danger of not being able to satisfy contractual requirements and recovery is not likely in a timely manner. The area of evaluation contains serious problems for which the corrective actions appear ineffective.
- f. Upward or downward arrows may be used to indicate an improving or worsening trend insufficient to change the assessment status.

SECTION 7.0

UNACCEPTABLE PERFORMANCE

7.1 Unacceptable Performance

- 7.1.1 When the contractor's performance is deemed unacceptable, COR will determine the cause of the unacceptable performance. If any Government action, or lack of action, caused or contributed to the unacceptable performance, the unacceptable performance will not be counted against the contractor. The COR will take action to ensure Government action, or lack of action, does not interfere with the Contractor's performance in the future. The COR will completely document the circumstance.
- 7.1.2 When the unacceptable performance is not the result of Government action, or lack of action, COR shall promptly notify the contractor to assure corrective action is taken. If the contractor challenges the validity of the COR's unacceptable assessment finding, and the COR and contractor cannot come to an agreement, the matter shall be referred to the CO for resolution.

7.2 Contracting Officer Notification.

- 7.2.1 **Major Finding.** If at any time the COR identifies a condition as having a significant adverse effect on the quality of the activity, such as those stated below, the COR shall document their findings and notify the CO immediately in writing. Email is acceptable.
 - 7.2.1.1 Contractor failure to meet a Performance Threshold.
 - 7.2.1.2 Failure to provide adequate corrective action to preclude reoccurrence of Government identified findings.
 - 7.2.1.3 Failure to provide corrective action to deficiencies identified by the contractor within a prescribed suspense period.
 - 7.2.1.4 Any failure to adhere to security regulations that results in a security incident.
- 7.2.2 **Minor Finding.** A departure from established standards having little bearing on the service provided. When the COR identifies a minor finding, the COR shall document the findings, but is not required to notify the CO. However, if the same minor finding is

identified two months in a row, it may be an indication that a major finding is occurring or has occurred because the Contractor has not taken proper steps to prevent recurrence. In this case, the COR shall notify the CO in writing.

7.3 Remedies for Unacceptable Performance.

7.3.1 In accordance with the contract Inspection of Services clause, if any of the services do not conform to contract requirements; the Government may require the Contractor to perform the services again in conformity with contract requirements, at no increase in contract amount. This includes but is not limited to termination of Contractor personnel and recruitment of substitute personnel that are equally qualified within established timeframes. When the defects in services cannot be corrected by re-performance, the Government may:

7.3.1.1 Require the Contractor to take necessary action to ensure that future performance conforms to contract requirements; and

7.3.1.2 Reduce the contract price to reflect the reduced value of the services performed. This may include a reduction in the number of paid hours to reflect the total non-performance period.

7.3.2 If the Contractor fails to promptly perform the services again or to take the necessary action to ensure future performance in conformity with contract requirements, the Government may:

7.3.2.1.1 By contract or otherwise, perform the services and charge to the Contractor any cost incurred by the Government that is directly related to the performance of such service; or

7.3.2.1.2 Decrement invoice as stated in the PWS related to performance; or

7.3.2.1.3 Terminate the contract.

SECTION 8.0

CERTIFICATION/ACCEPTANCE OF SERVICES

8.1 The COR will certify receipt of acceptable contractor services each month. The COR will certify that acceptable services were received, in accordance with the terms and conditions of the contract. The COR will certify receipt of contractor services via the Wide Area Workflow (WAWF) website. To avoid payment of interest penalties, certification of services shall be accomplished on the first workday following notification that an invoice is in WAWF and ready for inspection.

CORs are responsible for obtaining, scheduling, and completing WAWF training from the base Accounting and Finance Office.

INDEX OF APPENDICES

Appendix 1 Quality Assurance Surveillance Report (see example below)

Appendix 1

QUALITY ASSURANCE SURVEILLANCE REPORT

TASK ORDER NO: _____

CONTRACTOR: _____

COR: _____

ALTERNATE: _____

OFFICE SYMBOL: _____

CONTRACT PERIOD OF PERFORMANCE: _____

PERIOD COVERED: _____

TASK ORDER TITLE: _____

OVERALL ASSESSMENT: (Acceptable or Unacceptable) _____

(If assessment is unacceptable, the COR must follow the procedures under paragraph 7.0 of the QASP)

PERFORMANCE AREAS DESCRIPTION: Manage/Assign Sufficient Resources to Accomplish Tasks

Evaluate the contractor as to their ability to assign qualified contractor personnel, able to accomplish contract tasks in an effective, efficient, and timely manner. Also, evaluate the contractors' ability to maintain effective communication with the government program office.

Exceptional ()

Very Good ()

Satisfactory ()

Marginal()

Unsatisfactory()

Justification for Rating of Exceptional or Unsatisfactory:

Suggested Corrective action(s):

PERFORMANCE AREAS DESCRIPTION: Documentation Deliverables

Evaluate the contractor on providing the CDRLs to meet the documentation requirements for services performed which are described in <paragraph ?? > of the PWS. The following CDRL

documents shall be provided: <Insert CDRL information as required by your PWS – could be more or less than shown below>

CDRL A001 <Add Title>

Exceptional ()

Very Good ()

Satisfactory ()

Marginal()

Unsatisfactory()

Justification for Rating of Exceptional or Unsatisfactory:

Suggested Corrective action(s):

CDRL A002 <Add Title>

Exceptional ()

Very Good ()

Satisfactory ()

Marginal()

Unsatisfactory()

Justification for Rating of Exceptional or Unsatisfactory:

Suggested Corrective action(s):

CDRL A003 <Add Title>

Exceptional ()

Very Good ()

Satisfactory ()

Marginal()

Unsatisfactory()

Justification for Rating of Exceptional or Unsatisfactory:

Suggested Corrective action(s):

CDRL A004 <Add Title>

Exceptional ()

Very Good ()

Satisfactory ()

Marginal()

Unsatisfactory()

Justification for Rating of Exceptional or Unsatisfactory:

Suggested Corrective action(s):

PREPARED BY: _____
Date: _____

Appendix E13 – Fair Opportunity Exception (FOE) Justification Templates

Instruction: Complete this template if you are pursuing an exception to the fair opportunity process. Black italic font provides specific instruction for each respective section. Include this document as part of your requirements package submitted to the Contracting Officer. Depending on the dollar amount of the services requested, you will be required to complete one of several FOE Coordination and Approval templates contained in Appendix [E14](#).

I. Contracting Activity

Fully identify the contracting activity responsible for the proposed contracting action. Include the name/phone number of the Contracting Officer. Specifically identify as an “Exception to Fair Opportunity” Justification. Identify purchase request number, if applicable. (NOTE: PR/Planning PR/Advanced PR must be attached to this exemption when sent for coordination/approvals)

II. Nature and/or Description of the Action Being Processed

State whether the action is a new order or by modification to an existing order. Identify the basic multiple award contract number and the order number for the current action. Also identify the type of the order/line items on the order (e.g., Firm Fixed price, Cost Plus Fixed Fee, etc.).

III. Description of the Supplies/Services Required To Meet the Agency’s Needs

Specifically describe the supplies and/or services to be acquired including the price/cost and quantity of each item in the order and the total estimated value of the order. For services, state whether services are performance-based, and if not, provide rationale for not being performance based. Also state the delivery/performance schedule/period for the items under the order. (Note: The Contracting Officer must ensure that the order is issued within the period of performance and within the maximum value of the contract). Also explain how the requirement/order fits under the scope of the basic multiple award contracts.

IV. Authority Permitting a Fair Opportunity Exception

To assist you in preparing this justification, a sentence referencing the four exceptions to fair opportunity of FAR 16.505 (b)(2) are provided below. Include the following sentence in the justification with the appropriate exception inserted.

FAR 16.505(b)(1)(i) requires the Contracting Officer to provide each awardee under a multiple award contract, a fair opportunity to be considered for each order exceeding \$3,000 unless a statutory exception applies. The specific exception that precludes the fair opportunity process for this acquisition is FAR 16.505(b)(2)(__) (Insert (i), (ii), (iii) or (iv), as applicable).

[Include the full text of the exception you are citing. Remove all others.]

- (i) The agency’s need for the services or supplies is of such urgency that providing such opportunity to all such contractors would result in unacceptable delays;
- (ii) Only one such contractor is capable of providing the services or supplies at the level of quality required because the service or supplies ordered are unique or highly specialized;
- (iii) The task order should be issued on a sole source basis in the interest of economy or efficiency because it is a logical follow-on to an order already issued under DESP II, provided

that all awardees were given a fair opportunity pursuant to the procedures in the above clause to be considered for the original order; or

(iv) It is necessary to place an order to satisfy a minimum guarantee.

V. Demonstration of the Contractor's Unique Qualifications or Nature of the Acquisition Requires the Use of the Authority Cited Above to Provide the Required Supply/Service (Applicability of Authority)

This section is normally the most detailed part of the justification. To assist you in preparing this justification, an introductory sentence for each of the FAR 16.505 (b)(2) exceptions to fair opportunity is provided below. Select the appropriate exception and provide in narrative form, a detailed explanation supporting the specific exception.

FAR 16.505(b)(2)(i), "The agency need for the supplies or services is so urgent that providing a fair opportunity would result in unacceptable delays". (When using this exception provide a detailed justification with supporting documentation that explains the exact urgency of the requirement and the mission impact if awarded to any other contractor. The user/customer typically provides this supporting information. Recommend attaching supporting documentation to the back of the document. General statements of urgency are not acceptable.)

FAR 16.505(b)(2)(ii), "Only one awardee is capable of providing the supplies or services required at the level at the level of quality required because the supplies or services ordered are unique or highly specialized". (When using this exception provide a detailed justification with supporting documentation, as evidence of the "unique or highly specialized" nature of the procurement. The user/customer typically provides this supporting information. Recommend attaching support documentation. General statements are not acceptable.)

FAR 16.505(b)(2)(iii), "The order must be issued on a sole-source basis in the interest of economy and efficiency as a logical follow-on to an order already issued under the contract, provided that all awardees were given a fair opportunity to be considered for the original order". (When using this exception provide information on the previously competed order under this contract and detail the economies and efficiencies that will be obtained by going sole source for the follow-on order. The user/customer typically provides this supporting information. General statements are not acceptable.)

FAR 16.505(b)(2)(iv), "It is necessary to place an order to satisfy a minimum guarantee."

VI. Description of Efforts Made To Ensure Competition Between All Awardees

(Recommended initial sentence for this section): In accordance with FAR 16.505(a)(1) orders under indefinite-delivery contracts do not have to be synopsisized. Paragraph V, above, justifies why competition among all awardees is not possible for this acquisition. (Then discuss any actions taken to facilitate competition between all awardees for this acquisition. The discussion should include actions tried or considered even if the actions were unsuccessful. If the actions were unsuccessful, so state and describe why)

VII. Determination by the Contracting Officer That The Anticipated Cost to the Government Will Be Fair and Reasonable

The cost of this acquisition will be fair and reasonable. Actions anticipated to ensure reasonableness of the price will be accomplished with the procedures and criteria contained in the Federal Acquisition Regulation under Parts 30 – Cost Accounting Standards, and 31 – Contract Cost Principles and Procedures, and Subpart 15.4 – Contract Pricing, as appropriate. Further actions will be under the guidance of the Contract Pricing Reference Guides jointly

developed by the Federal Acquisition Institute and the Air Force Institute of Technology. The AFMC Guide for Price Negotiation Memorandum/Price Competition Memorandum (PNM/PCM) will also be used, as appropriate. Detailed documentation and justification of price will be disclosed in the official PNM/PCM, to be prepared upon completion of negotiations

VIII. Description of Market Research Conducted Among All Awardees and the Results Or A Statement of the Reason Market Research Was Not Conducted

Discuss the market research that was conducted by the user/technical team/contracting officer among the supplies/services of all awardees that resulted in the conclusion that a fair opportunity exception applied. The narrative in this section should provide a high level of confidence that the requirements of FAR 16.505(b)(1) and DFARS 216.505-70 could not be met. (Note: Since DFARS 216.505-70 has an additional fair notice/ fair opportunity requirement beyond that required by FAR 16.505(b)(1), the justification should also include a reference to DFARS 216.505-70.) If no market research was conducted, state so and provide the rationale.

IX. Other Facts Supporting the Justification

If the basic multiple award contract under which the order is to be placed is not a DoD contract, then Section 854 of the National Defense Authorization Act for FY2005 (P.L. 108-375) applies. Therefore, the justification should address how compliance with DFARS 217.78, Contracts or Delivery Orders issued by a Non DoD Agency, will be accomplished. (Note: DFARS 217.78 requires review and approval in accordance with agency procedures that the order is in the best interests of DoD). Provide any other facts supporting the use of the FOE process.

X. List of Any Awardee That Expressed Interest in the Acquisition

If any other awardee expressed interest in fulfilling the requirement, but was not considered, explain why the awardee cannot provide the required supplies/performance the service.

XI. Actions the Agency May Take to Remove or Overcome Any Barriers To Increasing Fair Opportunity Before Any Subsequent Acquisition For the Supplies or Services

Describe all efforts to be taken to remove or overcome any barriers that preclude the agency from meeting the requirements of FAR 16.505(b)(1) and DFARS 216.505-70 to provide competition between all awardees, before any subsequent acquisition for the supplies or services is made. If no actions are planned, so state and provide reasons.

XII. Contracting Officer's Certification

The contracting officer's signature on the signature page evidences that he/she has determined this document to be both accurate and complete to the best of his/her knowledge and belief.

XIII. Technical/Requirements Personnel's Certification

As evidenced by their signatures on the signature page, the technical and/or requirements personnel have certified that any supporting data contained herein which is their responsibility is both accurate and complete.

Appendix E14 – Fair Opportunity Exception (FOE) Coordination & Approval Templates

TEMPLATE 1 COORDINATION AND APPROVAL PAGE (>\$0 but <\$650,000.00)

Contracting Activity: _____

Purchase Request/Local Identification Number: _____

Program Name (and Program Element, if applicable): _____

Estimated Cost/Price of the Order (including options): \$ _____

Type Program: _____

Insert PEO Program or Other Contracting (see AFFARS 5302.101 for definitions)

Authority: FAR 16.505(b)(2)(__) *(Insert (i),(ii),(iii) or (iv) , as applicable)*

Type Determination: _____ *(Class or Individual)*

Task Order Initiator:

Preparer

(Name/Title)

DSN:

Commercial:

Date Signed

Small Business Office:

Coordination

(If required by the AOA)

(Name/Title)

DSN:

Commercial:

Date Signed

Approval:

Contracting Officer:

(Name/Title)

DSN:

Commercial:

Date Signed

TEMPLATE 2
COORDINATION AND APPROVAL PAGE
(>\$650,000.00 but <\$12,500,000.00)

Contracting Activity: _____

Purchase Request/Local Identification Number: _____

Program Name (and Program Element, if applicable): _____

Estimated Cost/Price of the Order (including options): \$ _____

Type Program: _____

Insert PEO Program or Other Contracting (see AFFARS 5302.101 for definitions)

Authority: FAR 16.505(b)(2)() (*Insert (i),(ii),(iii) or (iv) , as applicable*)

Type Determination: _____ (*Class or Individual*)

Task Order Initiator:

Preparer

(*Name/Title*)

DSN:

Commercial:

Date Signed

Small Business Office:

Coordination

(If required by the AOA)

(*Name/Title*)

DSN:

Commercial:

Date Signed

Contracting Officer:

Coordination

DSN:

Commercial:

(*Name/Title*)

Date Signed

Legal Office:

Coordination

DSN:

Commercial:

(*Name/Title*)

Date Signed

Approval:

Competition Advocate:

DSN:

Commercial:

(*Name/Title*)

Date Signed

TEMPLATE 3
COORDINATION AND APPROVAL PAGE
(>\$12,500,000.00 but <\$85,500,000.00)
If AFMC, see note on AFMC MP5316 templates

Contracting Activity: _____

Purchase Request/Local Identification Number: _____

Program Name (and Program Element, if applicable): _____

Estimated Cost/Price of the Order (including options): \$ _____

Type Program: _____

Insert PEO Program or Other Contracting (see AFFARS 5302.101 for definitions)

Authority: FAR 16.505(b)(2)() (*Insert (i),(ii),(iii) or (iv) , as applicable*)

Type Determination: _____ (*Class or Individual*)

Task Order Initiator:

Preparer

(Name/Title)

DSN:

Commercial:

Date Signed

Small Business Office:

Coordination

(Name/Title)

DSN:

Commercial:

Date Signed

(If required by the AOA)

Contracting Officer:

Coordination

(Name/Title)

DSN:

Commercial:

Date Signed

Legal Office:

Coordination

(Name/Title)

DSN:

Commercial:

Date Signed

Buying Office

Contracting Official:

Coordination

(Name/Title)

DSN:

Commercial:

Date Signed

Competition Advocate:

Coordination

(Name/Title)

DSN:

Commercial:

Date Signed

Approval:

Head of the Contracting

Activity:

	<i>(Name/Title)</i>	Date Signed
DSN:	Commercial:	

TEMPLATE 4
COORDINATION AND APPROVAL PAGE
(>\$85,500,000.00)

Contracting Activity: _____
Purchase Request/Local Identification Number: _____
Program Name (and Program Element, if applicable): _____
Estimated Cost/Price of the Order (including options): \$ _____
Type Program: _____

Insert PEO Program or Other Contracting (see AFFARS 5302.101 for definitions)

Authority: FAR 16.505(b)(2)() (Insert (i),(ii),(iii) or (iv) , as applicable)

Type Determination: _____ (Class or Individual)

Task Order Initiator: _____

Preparer	(Name/Title)		Date Signed
	DSN:	Commercial:	

Small Business Office:			
Coordination	(Name/Title)		Date Signed
(If required by the AOA)	DSN:	Commercial:	

Contracting Officer:			
Coordination	(Name/Title)		Date Signed
DSN:	Commercial:		

Legal Office:			
Coordination	(Name/Title)		Date Signed
DSN:	Commercial:		

Buying Office			
Contracting Official:			
Coordination	(Name/Title)		Date Signed
DSN:	Commercial:		

Competition Advocate:			
Coordination	(Name/Title)		Date Signed
DSN:	Commercial:		

Senior Center			
Contracting Official:			
Coordination	(Name/Title)		Date Signed
DSN:	Commercial:		

Approval:
Senior Procurement
Executive of the
Agency: _____

	(Name/Title)		Date Signed
DSN:	Commercial:		

Appendix E15 – Fair Opportunity Exception (FOE) Determination & Approval Templates

FAIR OPPORTUNITY EXCEPTION (FOE) DETERMINATION AND APPROVAL

Contracting Activity: _____
Purchase Request/Local Identification Number: _____
Program Name (and Program Element, if applicable): _____
Estimated Cost/Price of the Order (including options): \$ _____
Type Program: _____ (*Insert PEO Program or Other Contracting (see AFFARS 5302.101 for definitions)*)
Authority: FAR 16.505(b)(2)(i) (*Insert (A), (B), (C), (D), or (E), as applicable*)
Type Determination: _____ (*Class or Individual*)

Program Manager: _____

(Name) (Office Symbol) Date Signed
DSN: XXX-XXXX, COM: (XXX) XXX-XXXX

Contracting Officer: _____

(Name) (Office Symbol) Date Signed
DSN: XXX-XXXX, COM: (XXX) XXX-XXXX

Local Legal
Reviewer: _____

(Name) (Office Symbol) Date Signed
DSN: XXX-XXXX, COM: (XXX) XXX-XXXX

Chief of the
Contracting Office
(COCO): _____

(Name) (Office Symbol) Date Signed
DSN: XXX-XXXX, COM: (XXX) XXX-XXXX

Competition
Advocate: _____

(Name) (Office Symbol) Date Signed
DSN: XXX-XXXX, COM: (XXX) XXX-XXXX

Senior Center
Contracting Official: _____

(Name) (Office Symbol) Date Signed
DSN: XXX-XXXX, COM: (XXX) XXX-XXXX

*Approval
Authority _____

(Name) (Office Symbol) Date Signed
DSN: XXX-XXXX, COM: (XXX) XXX-XXXX

**If order is above the Competition Advocate approval authority range (greater than \$650K, but not exceeding \$12.5M), insert appropriate title of the approval authority. For orders > \$12.5M and ≤ \$85.5M, it must be Head of the Procuring Activity or designee (at least a General/Flag Officer/SES) or the SPE. For orders exceeding \$85.5M, it must be the SPE.*

Effective 12 Jul 2010: If using the exceptions described at FAR 16.505(b)(2)(ii) or FAR 16.505(b)(2)(iii), for orders exceeding \$12.5M, but not exceeding \$85.5M, the justification must be approved by the SCO or SCCO (if they are at least a General/Flag Officer or SES). If the SCO or SCCO is not at least a General/Flag Officer/ SES, then the justification must be approved by the HCA of the AF (SAF/AQC).

Appendix E16– Streamlined Acquisition Strategy Summary (SASS) Guidance

TEMPLATE

Streamlined Acquisition Strategy Summary (SASS)

FOR OFFICIAL USE ONLY

Date:

Contracting Office: Buyer Name:

Requiring Activity: Voice (DSN):

Project Title: Fax (DSN):

Buyer E-mail: Control Number:

Type of Acquisition: ☐ Construction ☐ Service ☐ Supply

Government Estimate (include all options):

I. Brief Description of Requirement (Include delivery schedule and discuss problems and/or risk factors.)

II. Proposed Acquisition Approach

a. Extent of Competition (Check all that apply and provide rationale.):

☐ Sole Source * ☐ Competitive Non-DoD ☐ Full & Open

* [FAR 6.3](#) Authority:

☐ Mandatory Use Policy (including waivers) ☐ Limited Sources

Rationale:

b. Small Business (Check all that apply and provide rationale.):

<input type="checkbox"/> Competitive 8a	<input type="checkbox"/> Sole Source 8a	<input type="checkbox"/> SDVOSB Set-Aside
<input type="checkbox"/> Hub-Zone Sole Source	<input type="checkbox"/> Competitive SBBSA	<input type="checkbox"/> SDVOSB Sole Source
<input type="checkbox"/> Hub-Zone Set-Aside	<input type="checkbox"/> N/A	<input type="checkbox"/> Other (specify)

Rationale:

c. Procedures (Check all that apply and provide rationale.):

- ☐ FAR 8: Required Sources of Supplies and Services
- ☐ FAR 12: Acquisition of Commercial Items
- ☐ FAR 13: Simplified Acquisition Procedures
- ☐ FAR 14: Sealed Bidding
- ☐ FAR 15: Contracting by Negotiation
- ☐ FAR 36: Construction and Architect-Engineer Contracts
- ☐ FAR 37: Service Contracting

Rationale:

d. Contracting Method (Provide rationale for selection.):

- ☐ IFB
- ☐ Competitive RFP
- ☐ Sole Source RFP
- ☐ Other (fill in)

Rationale:

e. Basis of Award (Provide summary of how selection will be made.):

Summary:

f. Contract Type (Check all that apply and provide rationale.):

- ☐ Fixed-Price
- ☐ Incentive
- ☐ Cost-Reimbursement
- ☐ Award Fee
- ☐ Time and Material / Labor Hour Agreements
- ☐ Indefinite Delivery Contract (IDC)
- ☐ Other (Specify)

Rationale:

g. Services:

☐ Performance-Based

☐ Non-Performance-Based (Provide rationale.)

☐ Severable

☐ Non-Severable

III. Projected Key Milestone Dates:

Receive PR:

Complete Evaluations:

Issue Solicitation:

Award Contract:

Receive Bids/Offers:

Contract Start:

Coordination and approval of this form can be accomplished via digital signatures, or by hand signatures on hard copy.

Requiring Activity / Program Manager (signature):

**** To be completed by the Contracting Officer ****

Contracting Officer (signature):

Comments:

**** To be completed by the Small Business Office ****

Small Business Specialist (coordination):

Comments:

**** To be completed by the Legal Office (when applicable) ****

Legal Office (coordination):

Comments:

**** To be completed by the Competition Advocate (when applicable) ****

Competition Advocate (coordination):

Comments:

**** To be completed by the SDO for service acquisitions (when applicable) ****

SDO Certification:

In accordance with [AFI 63-101](#), the undersigned, acting in the capacity of Services Designated Official (SDO) for this acquisition, determines that the Performance Work Statement is, to the maximum extent possible, performance based (considering the security requirements inherent in this acquisition), reflects outcome-based objectives in the Service Delivery Summary (SDS), and contains metrics appropriate for the requirement that will ensure timely and accurate assessment of contractor performance. *(SDO certification should be tailored for each acquisition.)*

SDO (coordination):

**** To be completed by the Approving Authority (one level above the CO) ****

Name:

Organization:

Email:

DSN:

- ☐ SASS approved as submitted
☐ SASS conditionally approved subject to comments below
☐ SASS disapproved (Reviewer required to provide comments below.)

Approving Authority (signature):

Comments:

FOR OFFICIAL USE ONLY

Appendix E17 – Sample Instructions to Offerors

Instructions to Offerors
FA8771-13-R-XXXX
PROGRAM NAME

Proposal Submission Instructions One copy of the proposal must be emailed directly to AFLCMC/HIK, Maria L. Jones, maria.jones@gunter.af.mil and Shaneka Brown, Shaneka.brown@gunter.af.mil and one hard copy delivered (in person or via Fed-Ex, UPS, USPS or other carrier) to 501 E. Moore Drive, Bldg. 884, Room 1400M, MAFB-Gunter Annex, AL 36114. Offerors are required to meet all solicitation requirements, including terms and conditions, and technical requirements, in addition to those identified as evaluation factors or sub-factors. Offerors must clearly identify any exception to the solicitation terms and conditions and provide complete accompanying rationale. Submitting a proposal is your company's affirmative statement that you understand all requirements specified in the Performance Work Statement (PWS) and will meet the performance standards and requirements therein.

Office Environment (APPLICABLE IF CONTRACT TYPE IS OTHER THAN FIXED PRICE)

Provide a general description of the office environment. The response shall consist of three (3) separate tabs:

Tab 1 – Mission Capability
Tab 2 – Past Experience
Tab 3 – Cost/Price

Mission Capability, Past Experience, and Cost/Price Proposals shall be separate documents and consist of the following tabs:

1. TAB - 1 Mission Capability. Page Limit: XX

Mission Capability expertise proposal information will be submitted as follows: in an 8 1/2-in X 11-in format, a Word Document format, single-spaced, Times New Roman, or Arial, 12 point font, (minimum 10 point font for charts, illustrations and tables) with one inch margins, and compatible with MS Office Word 2007, Page limits are no more than 10 pages single sided or 5 pages double sided (all double sided pages must be printed head to foot). The cover page and table of contents are not counted in the page limit. Pages that exceed the total page count will not be considered for evaluation purposes.

The Offeror should include specific information addressing the following sub-factors.

Sub-factor 1: Technical Skills (PWS paragraphs 3.1 and 3.1.1).

Sub-factor 2: Management Approach.

2. TAB 2 – Past Experience Page Limit: XX

Past experience proposal information will be submitted in an 8 1/2-in X 11-in format, in a Word Document format, single-spaced, Times New Roman or Arial, 12 point font, with one inch margins, and compatible with MS Office Word 2007. Page limits are no more than 12 pages single sided or 6 pages double sided (all double sided pages must be printed head to foot). The cover page and table of contents are not counted in the page limit. Pages that exceed the total page count will not be considered for evaluation purposes.

3. TAB 3 – Cost/Price. Page Limit: NONE

This part of the proposal shall include costs/prices for all resources required to accomplish the requirements. Cost/Price proposal information will be forwarded in an MS Office Excel 2007 workbook format. If you submit documentation other than the required Excel workbook, then use a Word Document format, in an 8 1/2-in X 11-in format or 8 1/2-in X 14-in size paper, single-spaced, Times New Roman or Arial, 12 point font, (minimum 10 point font for charts, illustrations and tables) with one inch margins, and compatible with MS Office Word 2007. All hard copy documents for this volume must be printed single sided.

Offerors shall submit a proposal of prices, or rates where applicable, for each appropriate CLIN as described below. The proposal should include skill mix, number of hours per man year for each labor category, fully loaded hourly labor rates, and travel. Prices shall be for performance of all requirements as described in all solicitation documents (e.g. PWS).

CLIN Structure:

CLIN 0200 – Cost Plus-Fixed Fee Support Services for a period of 12 months after award.

CLIN 0201 – Cost Plus-Fixed Fee Support Services for one 12-month option period, if exercised.

CLIN 0202 – Cost Plus-Fixed Fee Support Services for one 12-month option period, if exercised.

CLIN 0400 – Firm-Fixed-Price Data (Not Separately Priced) for a period of 12 months after award.

CLIN 0401 – Firm-Fixed-Price Data (Not Separately Priced) for one 12-month option period, if exercised.

CLIN 0402 – Firm-Fixed-Price Data (Not Separately Priced) for one 12-month option period, if exercised.

CLIN 0600 – Estimated Cost for Travel for a period of 12 months after award.

CLIN 0601 – Estimated Cost for Travel for one 12-month option period, if exercised.

CLIN 0602 – Estimated Cost for Travel for one 12-month option period, if exercised.

Rounding. All dollar amounts provided shall be rounded to the nearest penny (e.g. \$2,134.56). All loaded labor rates shall be rounded to the nearest penny.

Cost or Pricing Related Data. All cost or pricing data shall be addressed ONLY in the Cost/Price Proposal Volume.

Cost/Price Reasonableness. This section is to assist you in submitting data other than certified cost or pricing data that is required to evaluate the reasonableness of your proposed cost/price. Compliance with these requirements is mandatory and failure to comply may result in rejection of your proposal. Note unrealistically low or unreasonably high proposed costs or prices, initially or subsequently, may be grounds for eliminating a proposal from competition either on the basis that the offeror does not understand the requirement or has submitted an unrealistic proposal. Additionally, unbalanced pricing poses an unacceptable risk to the Government and may be a reason to reject an offeror's proposal. Offers should be sufficiently detailed to demonstrate their reasonableness. The burden of proof for credibility of proposed costs/prices rests with the offeror.

Cost or Pricing Data Requirements In accordance with FAR 15.403-1(b) and 15.403-3(a), data other than certified cost or pricing data may be required to support a determination of price reasonableness. Data shall be provided in accordance with FAR 15.403-5. If after receipt of proposals, the CO determines that there is insufficient data available to determine price reasonableness and none of the exceptions in FAR 15.403-1 apply, the offeror shall be required to submit additional cost or pricing data.

Discrepancies If an offeror believes that the requirements in these instructions contain an error, omission, or are otherwise unsound, the offeror shall immediately notify AFLCMC/HIK, Maria L. Jones, maria.jones@gunter.af.mil and Shaneka Brown, shaneka.brown@gunter.af.mil in writing with supporting rationale. The offeror is reminded that the Government reserves the right to award this effort based on the initial proposal, as received, without engaging in Government to contractor exchanges.

Organizational Conflict of Interest (OCI) Offerors will notify the PCO in a formal letter as soon as they are aware of a potential or actual OCI regarding this task order proposal. The letter will identify the potential or actual OCI, affected teaming members, scope of activities, level of support, number of Contractor Manpower Equivalents, any agreements in place, or any other information that will help the Government better understand the potential or actual OCI. Offerors will include a draft OCI Mitigation Plan with its proposal, if one is necessary. Evaluation of, and exchanges related to, the OCI Plan will be conducted by the Contracting Officer separate and apart from the technical evaluation.

Proposal Submission All offers must contain the information necessary to satisfy the factors of evaluation in the identified format and be submitted in accordance with above instructions.
Failure to do so may result in exclusion from consideration.

Appendix E18 – Use of Non-Government Advisors

USE OF NON-GOVERNMENT ADVISORS

(a) Offerors are advised that technical and cost/price data submitted to the government in response to this solicitation may be released to non-government advisors for review and analysis. The non-government advisor support will be provided by:

Name(s) of firm(s)

(b) Offerors shall complete paragraph (b)(2) or provide written objection to disclosure as indicated in paragraph (b)(1) if the offeror objects to disclosure of a portion of the proposal, the consent in (b)(2) should be provided for the remainder of the proposal.

(1) Any objection to disclosure:

(i) Shall be provided in writing to the contracting officer within 5 days of RFP issuance; and

(ii) Shall include a detailed statement of the basis for the objection. The detailed statement shall identify the specific portions of the proposal the offeror objects to disclosure to non-government advisors.

(2) I understand technical and cost/price data submitted to the government in response to this solicitation may be released to non-government advisors. I consent to release of any (unless objection is provided in (b)(1) above) proprietary, confidential, or privileged commercial or financial data provided by the firm(s) named below in response to this solicitation, to non-government advisors for review and analysis:

Firm:

Name (individual authorized to commit firm):

Title:

Date of Execution:

(c) The contracting officer shall evaluate any objection to disclosure and make a determination whether the non-government advisor(s) shall be permitted to participate in the source selection. The contracting officer shall inform the objecting offeror of the final determination, and, if the use of non-government advisors has been changed, shall inform all offerors of the change.

Appendix E19 – COR Nomination Memo from Customer

(USE ORGANIZATION LETTERHEAD)

[Insert Date]

MEMORANDUM FOR (Contracting Officer):

SUBJECT: Nomination of Contracting Officer's Representative for [Enter Contract Number if awarded or Purchase Request/Solicitation Number]

1. Reference procurement package for the acquisition of [Identify Service] in support of [Identify Using Activity].

2. This office has a [Insert Type A, B, or C] requirement for [describe services being procured in slightly more detail]. A procurement package for this acquisition [will be/has been] forwarded to your office. The requirements of the Performance Work Statement (PWS) included in the procurement package are such that the appointment of a Contracting Officer's Representative (COR) is required. I therefore nominate Mr./Ms. _____, to serve as COR for the proposed contract.

3. Contact information is as follows:

Full Name: _____

Full Address: [include Activity, Office Symbol, Street Address, and Building Number]

Telephone Number/Fax: _____

Email Address: _____

4. Mr./Ms. [Insert Name] has [Insert number of months/years] experience as a COR, and has the following technical experience: [insert technical experience].

5. Mr./Ms. [Insert Name] has successfully completed or will complete the following courses/training by [enter date]:

- DAU CLC 106 "COR with a Mission Focus" at www.dau.mil on [enter date].
- DAU CLC 222 "COR Course" at www.dau.mil on [enter date]
- DAU CLC 206 "CORs in a Contingency Environment" at www.dau.mil on [enter date]. (if applicable)
- DAU CLM 003 "Ethics Training for Acquisition Technology and Logistics" located at <http://www.dau.mil> on [enter date].
- Review and understanding of Joint Ethics Regulation, DoD 5500.7-R, located at http://www.dod.mil/dodgc/defense_ethics/ on [enter date].
- Combating Trafficking in Persons Certificate or Human Relations Certificate <http://golearn.csd.disa.mil/kc/login/login.asp#>

- Seven Steps to the Services Acquisition Process at: <http://sam.dau.mil>

6. Mr./Ms. _____ will be afforded necessary resources (time, supplies, equipment, opportunity) to perform the designated COR duties.

7. In accordance with OUSD (AT&L) Memo, dated 29 Mar 2010, “DoD Standard for Certification of Contacting Officer’s Representatives for Services Acquisitions”, I affirm that Mr./Ms. *[Insert Name]* is qualified and technically competent to perform COR duties and will be able to perform *[Insert Type A, B, or C work/requirement competencies]* identified in the memo.

8. I affirm that Mr./Ms. *[Insert Name]* (COR Nominee) understands the importance of performance of the designated functions.

9. I affirm that Mr./Ms. *[Insert Name]* (COR Nominee) has no personal conflicts of interest for performance of the duties/responsibilities to be delegated.

10. I affirm that Mr./Ms. *[Insert Name]* performance of the designated COR functions will be addressed as part of the individual’s performance assessments. As the COR Supervisor, I shall solicit input on performance of COR duties from the Contracting Officer.

11. If you have any questions or concerns, please do not hesitate to contact me at *[insert [email address](#)]* or *[insert phone number]*.

Signature of COR Nominee and Date

Signature of COR Supervisor and Date

Appendix E20 – DD Form 254, Contract Security Classification Specification

DEPARTMENT OF DEFENSE CONTRACT SECURITY CLASSIFICATION SPECIFICATION <i>(The requirements of the DoD Industrial Security Manual apply to all security aspects of this effort.)</i>				1. CLEARANCE AND SAFEGUARDING a. FACILITY CLEARANCE REQUIRED b. LEVEL OF SAFEGUARDING REQUIRED																																																																																					
2. THIS SPECIFICATION IS FOR: (X and complete as applicable) a. PRIME CONTRACT NUMBER b. SUBCONTRACT NUMBER c. SOLICITATION OR OTHER NUMBER DUE DATE (YYYYMMDD)				3. THIS SPECIFICATION IS: (X and complete as applicable) a. ORIGINAL (Complete date in all cases) DATE (YYYYMMDD) b. REVISED (Supersedes all previous specs) REVISION NO. DATE (YYYYMMDD) c. FINAL (Complete Item 5 in all cases) DATE (YYYYMMDD)																																																																																					
4. IS THIS A FOLLOW-ON CONTRACT? <input type="checkbox"/> YES <input type="checkbox"/> NO. If Yes, complete the following: Classified material received or generated under _____ (Preceding Contract Number) is transferred to this follow-on contract.																																																																																									
5. IS THIS A FINAL DD FORM 254? <input type="checkbox"/> YES <input type="checkbox"/> NO. If Yes, complete the following: In response to the contractor's request dated _____, retention of the classified material is authorized for the period of _____.																																																																																									
6. CONTRACTOR (Include Commercial and Government Entity (CAGE) Code) a. NAME, ADDRESS, AND ZIP CODE b. CAGE CODE c. COGNIZANT SECURITY OFFICE (Name, Address, and Zip Code)																																																																																									
7. SUBCONTRACTOR a. NAME, ADDRESS, AND ZIP CODE b. CAGE CODE c. COGNIZANT SECURITY OFFICE (Name, Address, and Zip Code)																																																																																									
8. ACTUAL PERFORMANCE a. LOCATION b. CAGE CODE c. COGNIZANT SECURITY OFFICE (Name, Address, and Zip Code)																																																																																									
9. GENERAL IDENTIFICATION OF THIS PROCUREMENT																																																																																									
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 40%;">10. CONTRACTOR WILL REQUIRE ACCESS TO:</th> <th style="width: 5%;">YES</th> <th style="width: 5%;">NO</th> <th style="width: 40%;">11. IN PERFORMING THIS CONTRACT, THE CONTRACTOR WILL:</th> <th style="width: 5%;">YES</th> <th style="width: 5%;">NO</th> </tr> <tr> <td>a. COMMUNICATIONS SECURITY (COMSEC) INFORMATION</td> <td></td> <td></td> <td>a. HAVE ACCESS TO CLASSIFIED INFORMATION ONLY AT ANOTHER CONTRACTOR'S FACILITY OR A GOVERNMENT ACTIVITY</td> <td></td> <td></td> </tr> <tr> <td>b. RESTRICTED DATA</td> <td></td> <td></td> <td>b. RECEIVE CLASSIFIED DOCUMENTS ONLY</td> <td></td> <td></td> </tr> <tr> <td>c. CRITICAL NUCLEAR WEAPON DESIGN INFORMATION</td> <td></td> <td></td> <td>c. RECEIVE AND GENERATE CLASSIFIED MATERIAL</td> <td></td> <td></td> </tr> <tr> <td>d. FORMERLY RESTRICTED DATA</td> <td></td> <td></td> <td>d. FABRICATE, MODIFY, OR STORE CLASSIFIED HARDWARE</td> <td></td> <td></td> </tr> <tr> <td>e. INTELLIGENCE INFORMATION</td> <td></td> <td></td> <td>e. PERFORM SERVICES ONLY</td> <td></td> <td></td> </tr> <tr> <td>(1) Sensitive Compartmented Information (SCI)</td> <td></td> <td></td> <td>f. HAVE ACCESS TO U.S. CLASSIFIED INFORMATION OUTSIDE THE U.S., PUERTO RICO, U.S. POSSESSIONS AND TRUST TERRITORIES</td> <td></td> <td></td> </tr> <tr> <td>(2) Non-SCI</td> <td></td> <td></td> <td>g. BE AUTHORIZED TO USE THE SERVICES OF DEFENSE TECHNICAL INFORMATION CENTER (DTIC) OR OTHER SECONDARY DISTRIBUTION CENTER</td> <td></td> <td></td> </tr> <tr> <td>f. SPECIAL ACCESS INFORMATION</td> <td></td> <td></td> <td>h. REQUIRE A COMSEC ACCOUNT</td> <td></td> <td></td> </tr> <tr> <td>g. NATO INFORMATION</td> <td></td> <td></td> <td>i. HAVE TEMPEST REQUIREMENTS</td> <td></td> <td></td> </tr> <tr> <td>h. FOREIGN GOVERNMENT INFORMATION</td> <td></td> <td></td> <td>j. HAVE OPERATIONS SECURITY (OPSEC) REQUIREMENTS</td> <td></td> <td></td> </tr> <tr> <td>i. LIMITED DISSEMINATION INFORMATION</td> <td></td> <td></td> <td>k. BE AUTHORIZED TO USE THE DEFENSE COURIER SERVICE</td> <td></td> <td></td> </tr> <tr> <td>j. FOR OFFICIAL USE ONLY INFORMATION</td> <td></td> <td></td> <td>l. OTHER (Specify)</td> <td></td> <td></td> </tr> <tr> <td>k. OTHER (Specify)</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>						10. CONTRACTOR WILL REQUIRE ACCESS TO:	YES	NO	11. IN PERFORMING THIS CONTRACT, THE CONTRACTOR WILL:	YES	NO	a. COMMUNICATIONS SECURITY (COMSEC) INFORMATION			a. HAVE ACCESS TO CLASSIFIED INFORMATION ONLY AT ANOTHER CONTRACTOR'S FACILITY OR A GOVERNMENT ACTIVITY			b. RESTRICTED DATA			b. RECEIVE CLASSIFIED DOCUMENTS ONLY			c. CRITICAL NUCLEAR WEAPON DESIGN INFORMATION			c. RECEIVE AND GENERATE CLASSIFIED MATERIAL			d. FORMERLY RESTRICTED DATA			d. FABRICATE, MODIFY, OR STORE CLASSIFIED HARDWARE			e. INTELLIGENCE INFORMATION			e. PERFORM SERVICES ONLY			(1) Sensitive Compartmented Information (SCI)			f. HAVE ACCESS TO U.S. CLASSIFIED INFORMATION OUTSIDE THE U.S., PUERTO RICO, U.S. POSSESSIONS AND TRUST TERRITORIES			(2) Non-SCI			g. BE AUTHORIZED TO USE THE SERVICES OF DEFENSE TECHNICAL INFORMATION CENTER (DTIC) OR OTHER SECONDARY DISTRIBUTION CENTER			f. SPECIAL ACCESS INFORMATION			h. REQUIRE A COMSEC ACCOUNT			g. NATO INFORMATION			i. HAVE TEMPEST REQUIREMENTS			h. FOREIGN GOVERNMENT INFORMATION			j. HAVE OPERATIONS SECURITY (OPSEC) REQUIREMENTS			i. LIMITED DISSEMINATION INFORMATION			k. BE AUTHORIZED TO USE THE DEFENSE COURIER SERVICE			j. FOR OFFICIAL USE ONLY INFORMATION			l. OTHER (Specify)			k. OTHER (Specify)					
10. CONTRACTOR WILL REQUIRE ACCESS TO:	YES	NO	11. IN PERFORMING THIS CONTRACT, THE CONTRACTOR WILL:	YES	NO																																																																																				
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k. OTHER (Specify)																																																																																									

DD FORM 254, DEC 1999

PREVIOUS EDITION IS OBSOLETE.

Reset

Adobe Professional 7.0

12. PUBLIC RELEASE. Any information (classified or unclassified) pertaining to this contract shall not be released for public dissemination except as provided by the Industrial Security Manual or unless it has been approved for public release by appropriate U.S. Government authority. Proposed public releases shall be submitted for approval prior to release <input type="checkbox"/> Direct <input type="checkbox"/> Through (Specify)		
to the Directorate for Freedom of Information and Security Review, Office of the Assistant Secretary of Defense (Public Affairs)* for review. *In the case of non-DoD User Agencies, requests for disclosure shall be submitted to that agency.		
13. SECURITY GUIDANCE. The security classification guidance needed for this classified effort is identified below. If any difficulty is encountered in applying this guidance or if any other contributing factor indicates a need for changes in this guidance, the contractor is authorized and encouraged to provide recommended changes; to challenge the guidance or the classification assigned to any information or material furnished or generated under this contract; and to submit any questions for interpretation of this guidance to the official identified below. Pending final decision, the information involved shall be handled and protected at the highest level of classification assigned or recommended. (Fill in as appropriate for the classified effort. Attach, or forward under separate correspondence, any documents/guides/extracts referenced herein. Add additional pages as needed to provide complete guidance.)		
14. ADDITIONAL SECURITY REQUIREMENTS. Requirements, in addition to ISM requirements, are established for this contract. <input type="checkbox"/> Yes <input type="checkbox"/> No (If Yes, identify the pertinent contractual clauses in the contract document itself, or provide an appropriate statement which identifies the additional requirements. Provide a copy of the requirements to the cognizant security office. Use Item 13 if additional space is needed.)		
15. INSPECTIONS. Elements of this contract are outside the inspection responsibility of the cognizant security office. <input type="checkbox"/> Yes <input type="checkbox"/> No (If Yes, explain and identify specific areas or elements carved out and the activity responsible for inspections. Use Item 13 if additional space is needed.)		
16. CERTIFICATION AND SIGNATURE. Security requirements stated herein are complete and adequate for safeguarding the classified information to be released or generated under this classified effort. All questions shall be referred to the official named below.		
a. TYPED NAME OF CERTIFYING OFFICIAL	b. TITLE	c. TELEPHONE (Include Area Code)
d. ADDRESS (Include Zip Code)	17. REQUIRED DISTRIBUTION <input type="checkbox"/> a. CONTRACTOR <input type="checkbox"/> b. SUBCONTRACTOR <input type="checkbox"/> c. COGNIZANT SECURITY OFFICE FOR PRIME AND SUBCONTRACTOR <input type="checkbox"/> d. U.S. ACTIVITY RESPONSIBLE FOR OVERSEAS SECURITY ADMINISTRATION <input type="checkbox"/> e. ADMINISTRATIVE CONTRACTING OFFICER <input type="checkbox"/> f. OTHERS AS NECESSARY	
e. SIGNATURE		

Appendix E21 – Wide Area Work Flow Services Template

- A. Use of Wide Area Work Flow (WAWF) is hereby incorporated into this contract.

WIDE AREA WORK FLOW (WAWF)
RECEIPT AND ACCEPTANCE (WAWF-RA)
ELECTRONIC RECEIVING REPORT AND INVOICING INSTRUCTIONS

IN ACCORDANCE WITH DFARS 252.232.7003, USE OF ELECTRONIC SUBMISSION OF PAYMENT REQUESTS AND RECEIVING REPORTS IS MANDATORY. USE OF WAWF WILL SPEED UP YOUR PAYMENT PROCESSING TIME AND ALLOW YOU TO MONITOR YOUR PAYMENT STATUS ONLINE. THERE ARE NO CHARGES OR FEES TO USE WAWF.

Requests for payments must be submitted electronically via the Internet through the Wide Area Work Flow-Receipt and Acceptance (WAWF-RA) system at [<https://wawf.eb.mil>](https://wawf.eb.mil). You can access payment information using the DFAS Vendor Pay Inquiry System (VPIS) web site at <http://www.dod.mil/dfas/money/vendor>. THE FOLLOWING CODES WILL BE REQUIRED TO ROUTE YOUR RECEIVING REPORTS, INVOICES AND ADDITIONAL NOTIFICATION E-MAILS CORRECTLY THROUGH WAWF.

CONTRACT NUMBER:

DELIVERY ORDER NUMBER:

CAGE CODE:

ADMIN DODAAC:

ISSUE BY DODAAC:

INSPECT BY DODAAC:

POC:

E-mail:

Telephone:

ACCEPTOR DODAAC:

POC:

E-mail:

Telephone:

PAYMENT OFFICE DODAAC:

Please use the **2-in-1** Invoice procedures.

1. Ensure all necessary backup documentation is attached in WAWF.
2. The CLIN number in WAWF should correspond to the line where the funding is allocated on your order. Ex: If funds are on 0001AA, then the CLIN in WAWF

should read 0001AA instead of 0001. If funds are on ELIN AA01, the CLIN in WAWF should read AA01.

3. The ACRN must also be input and correspond to the correct CLIN against which you have invoiced.
4. The final invoice shall be annotated in WAWF in the comments section.

Notify the Inspector POC once the invoice has been input into WAWF by selecting the additional e-mail notification Option in WAWF. The final invoice shall be annotated in WAWF in the comments section.

*****NOTE TO CONTRACTOR*****

Please ensure you DO NOT use FA8771 as a default Ship to BPN. The BPN (Business Partner Number) will be used for the purposes of Wide Area Work Flow (WAWF) by both the vendors and the receivers. This is only for the vendor/receiver to submit their electronic invoices/receiving reports into WAWF.

B. DFARS Clause 252.232-7003, Electronic Submission of Payment Requests and Receiving Reports (Jun 2012), is hereby incorporated into this contract.

252.232-7003. Electronic Submission of Payment Requests and Receiving Reports (Jun 2012).

(a) *Definitions.* As used in this clause—

(1) “Contract financing payment” and “invoice payment” have the meanings given in section 32.001 of the Federal Acquisition Regulation.

(2) “Electronic form” means any automated system that transmits information electronically from the initiating system to all affected systems. Facsimile, e-mail, and scanned documents are not acceptable electronic forms for submission of payment requests. However, scanned documents are acceptable when they are part of a submission of a payment request made using Wide Area Work Flow (WAWF) or another electronic form authorized by the Contracting Officer.

(3) “Payment request” means any request for contract financing payment or invoice payment submitted by the Contractor under this contract.

(4) “Receiving report” means the data required by the clause at 252.246-7000, Material Inspection and Receiving Report.

(b) Except as provided in paragraph (c) of this clause, the Contractor shall submit payment requests and receiving reports using WAWF, in one of the following electronic formats that WAWF accepts: Electronic Data Interchange, Secure File Transfer Protocol, or World Wide Web input. Information regarding WAWF is available on the Internet at <https://wawf.eb.mil/>.

(c) The Contractor may submit a payment request and receiving report using other than WAWF only when—

(1) The Contracting Officer administering the contract for payment has determined, in writing, that electronic submission would be unduly burdensome to the Contractor. In such cases, the Contractor shall include a copy of the Contracting Officer's determination with each request for payment;

(2) DoD makes payment for commercial transportation services provided under a Government rate tender or a contract for transportation services using a DoD-approved electronic third party payment system or other exempted vendor payment/invoicing system (e.g., PowerTrack, Transportation Financial Management System, and Cargo and Billing System);

(3) DoD makes payment for rendered health care services using the TRICARE Encounter Data System (TEDS) as the electronic format; or

(4) When the Government wide commercial purchase card is used as the method of payment, only submission of the receiving report in electronic form is required.

(d) The Contractor shall submit any non-electronic payment requests using the method or methods specified in Section G of the contract.

(e) In addition to the requirements of this clause, the Contractor shall meet the requirements of the appropriate payment clauses in this contract when submitting payment requests.

(End of clause)

Appendix E22 – Government Furnished Property Determination & Findings Template

Findings

1. Explain/Demonstrate why Government Property should be issued to Contractors using FAR 45.102 policy as your guide.

FAR 45.102 Policy

(b) Contracting officers shall provide property to contractors only when it is clearly demonstrated—

(1) To be in the Government's best interest;

(2) That the overall benefit to the acquisition significantly outweighs the increased cost of administration, including ultimate property disposal;

*(3) That providing the property does not substantially increase the Government's assumption of risk; **and***

(4) That Government requirements cannot otherwise be met.

Determination

1. The type of work that needs to be performed under this acquisition is of such a nature that....
2. Therefore, based on the findings and determination above, and pursuant to the authority of FAR 45.102, the proposed effort (name program) described above requires Government Furnished Property.

Program Name *Program Manager* *Date*

Appendix E23 – New Start Validation Template

New Start Validation Form

In accordance with AFI **63-101**, I have validated the following prior to approving this contracting action (one of the following must be answered yes):

	YES	NO
1. Program was budgeted and appropriated. Effort was budgeted in the President's Budget Submission and is consistent with program direction provided by Defense Appropriations Conference language and or marks. Fiscal year of President's Budget Submission must match fiscal year of funds being used. This effort is not a new start.		
2. Program was a Congressional. Effort was not requested in the President's Budget Submission, but funds were appropriated by the Defense Appropriations Conference and effort is consistent with program direction provided by Defense Appropriations Conference language and/or marks. Fiscal year of marks must match fiscal year of funds being used. This effort is not a new start requiring Congressional approval. SAF/AQX or AF/ILS Program Authorization attached.		
3. Program is an out-of-cycle New Start. Effort is an out-of-cycle new start for which Congressional notifications/approval has been accomplished as reflected on the Secretary of the Air Force funds release document. SAF/AQX or <i>AF/ILS</i> Program Authorization attached.		
4, SAF/HAF has advised that new start notifications are not required (documentation attached).		

Financial Manager

Program Manager

Department of Defense Appropriations Act, 2000, Public Law **106-79** Sec. **8096**.
None of the funds in this Act may be used to compensate a DoD employee who initiate a new start program without notification to OSD and the congressional defense committees, as required by DoD financial management regulation.

Appendix E24 – IGCE Guidance

An Independent Government Cost Estimate (IGCE) is a necessary component of the requirements package submitted to the Contracting Officer. The information contained within this document serves as a guide to develop reliable, detailed cost estimates. The IGCE is a procurement sensitive document and should be marked and handled accordingly. Access to the IGCE is on a need to know basis.

The three most common methodologies for estimating costs of IT and netcentric requirements are: (1) Analogy, (2) Tools Using Parametric Models, and (3) Engineering Buildup otherwise referred to as the Bottoms-Up Methodology. A best practice is to use both a primary methodology and a secondary methodology as a cross-check.

1. **Analogy**

This method relies on similarities between proposed and historical tasks and projects. It requires the collection of information from historical tasks which appear to be comparable in nature to the proposed tasks. The effectiveness of this method depends heavily on the ability to correctly identify similarities between tasks, thus providing the ability to project reliable, accurate estimates.

2. **Tools Using Parametric Models**

There are commercial products available such as SEER (i.e., SEER-SEM, SEER-IT), Cost Xpert, and Constructive Cost Model (COCOMO) that are used as estimation methods of IT projects and software development for effort, schedule, resources, and maintenance costs as a function of size, technology, and any project management constraints. Most of these products are based on sound science and draw from applicable project histories, which when combined with parametric modeling techniques produces cost-estimate relationships for various elements of task order requirements. A free version of the COCOMO software tool is available at cocomo-ii-application-for-software-cost-estimation.soft32.com/.

3. **Engineering Buildup / Bottoms-Up Methodology**

This method is performed at the lowest possible level of detail and uses industrial engineering techniques, such as time standards, to develop the estimate by summing the detailed estimates done at low level work breakdown structure (WBS) levels. Typically, the cost estimator works with engineers and/or Subject Matter Experts (SMEs) familiar with the tasks being estimated. The experience accumulated can constitute a large knowledge base from which to assess the resources needed for a specific task. This experience is often translated into 'rules of thumb' for reliable cost estimates. The preference is to use objective relevant historical data as the basis of estimate or to validate the expert judgment from engineers/SMEs. Note, it is best to accomplish this methodology in a spreadsheet, a sample format is provided below.

Other cost estimating methods include: expert opinion, which relies on SMEs to give their opinion on what an element should cost; and extrapolating, which uses actual costs and data from previous work and/or prototypes to predict the cost of future elements.

Steps to a High-Quality IGCE Process		
Step	Description	Associated Task
1	Define estimate's purpose	An IGCE is conducted to serve as an objective basis for determining whether a contractor's cost proposal is fair and reasonable and to make sure that the offered prices are within the budget range of the program for the particular contract effort. It is based on contract requirements (PWS) and is developed without the influence of potential contractors' efforts. While independence from contractor inputs is required, the IGCE should be prepared from a contractor's point of view. Will it require a risk confidence level?
2	Develop estimating plan	Ensure appropriate estimating team is in place (e.g., cost estimator(s), engineers, subject matter experts (SMEs). Consult your Financial Management office for cost estimating support for complex estimates. Schedule your estimate timeline to coincide with the acquisition schedule need dates. Consider estimate methodologies.
3	Define program characteristics	Ensure all PWS requirements are understood and captured in the IGCE and nothing outside the PWS is included. Remember you're building the IGCE from a contractor's point of view. If you don't understand the requirements as a Gov't analyst, it's likely they won't either, especially non-incumbents. Your acquisition schedule and strategy will impact the level of detail and format for your IGCE. Identify relationship of this effort to other existing systems or predecessor effort. Identify quantities, size inputs.
4	Develop estimating structure	Develop a work breakdown structure (WBS) or cost element structure. Make sure the IGCE is at least the same level of fidelity as the contract structure. If there are multiple contract line item numbers (CLINs), then your IGCE should be broken out by CLIN. Choose the best estimating method for each WBS cost element and look for potential cross-checks and schedule drivers.
5	Identify ground rules and assumptions	Clearly define what the estimate includes and excludes. Identify inflation tables used; contract period of performance (PoP) by base and option periods; projected milestones such as IOC, FOC; technology refresh cycles, etc.
6	Obtain data	Look for current, relevant technical, programmatic, cost and risk data. Normalize the data for cost accounting, inflation, learning and quantity adjustments. Analyze the data for cost drivers, trends and outliers and compare results against rules of thumb and standard factors derived from historical data.
7	Develop IGCE	Develop the cost model estimating each WBS element with the best methodology from the data collected. IGCE costs will be presented in then-year costs. Perform cross-checks on key cost drivers.

8	Conduct risk and uncertainty analysis	If your IGE is going before an ASP, a risk confidence level will be requested. This entails discussing with SMEs the level of cost, schedule and technical risk associated with each WBS element. Develop minimum, most likely and maximum ranges for each risk element and use a cost model like ACE-IT or Crystal Ball to develop a confidence level distribution. Identify risk dollars required over and above the point estimate to fund to the desired confidence level.
9	Document the estimate	Document all steps used to develop the estimate so that an independent analyst could replicate the results. AFI65-508 details documentation standards.

IGCE Best Practices:

- **Form a Team Early:** Assemble a team of stakeholders and experts as soon as practical. Get the person(s) doing the cost analysis involved in your acquisition program and development of the IGCE.
- **Use a Structured Approach:** Define and document a structured approach to size your acquisition [Work Breakdown Structure (WBS), Cost Element Structure (CES), models, analogies with other acquisitions, market survey plans, etc., or combinations of these]. This structure provides the baseline for many acquisition decisions.
- **Tailor IGCEs from Standard Formats:** Information is important, format is of lesser importance. Most acquisitions call for unique combinations. These do not lend themselves to a single standardized format. Use a logical approach and standard spreadsheets or common application software that allow IGCEs to be easily developed and transferred electronically.
- **Include standard program information and coordination:**
 - Program Title
 - Action Officer (Acquisition Manager)
 - Phone/E-mail address
 - IGCE Preparer/Phone/Signature/Date
 - Resource Manager/Phone
- **Use standard cost elements (tailored to fit the acquisition):**
 - Direct Labor Cost (DLC)
 - Other Direct Costs (ODC): Materials & Supplies, Equipment, Travel, IT, Other
 - Overhead Costs (OVHD)
 - General & Administrative Costs (G&A)
 - Profit (Fee)
- **Ensure "independence" through market research:** Using price/cost data from a single contractor, without scrutiny, invalidates the "independence" that makes your

IGCE useful in contract negotiations. From a practical point of view, a single contractor's price lists, labor estimates, and other cost information are going to be used, but they are not supportable without a comparison to cost estimates of similar requirements identified in market research. Even unique requirements and sole source acquisitions require research into previous contracts, similar requirements, and the use of technical judgment to ensure that the data in the IGCE is unbiased.

➤ **Use "burdened" labor rates if possible:** These rates typically represent recently competed and negotiated rates for a large range of skills supporting information technologies. Using these burdened rates greatly simplifies the cost estimation process and format. Accuracy depends on the availability of burdened labor rates similar to the labor skills required in your acquisition.

➤ **Disparity between the offeror's price/cost and the IGCE may be a "Red Flag":** Differences greater than 25% between the offered price/cost and the IGCE may indicate a serious disconnect between what is being offered and the requirement. If the IGCE is revised, the revision should be documented.

Sample IGCE Format						
	CLIN*	COST ELEMENT**	Direct Labor Category	Hours	Rate (Cost/Hr)	Total
	0001					
A.		1. Requirements				
			Program Manager	1,000	\$25.00	\$25,000
			Software Engineer	2,000	\$22.50	\$45,000
			etc.	2,000	\$15.00	\$30,000
		2. Design	Break out by Category like above	11,000	\$20.00	\$220,000
		3. Coding	"	17,000	\$20.00	\$340,000
		4. Testing	"	17,000	\$20.00	\$340,000
A.1		Total Direct Labor				\$1,000,000
B.		Labor Burden (e.g. 35%) (A.1 x Burden Rate Factor)				\$350,000
C.		Other Direct Costs				
		Supplies				\$0
		Rentals				\$0
		Travel				\$10,000
D.		Subtotal - Direct Costs (A.1 + B + C)				\$1,360,000

E.		Overhead (e.g. 10%) (OH Factor x D)		\$136,000
F.		Subtotal		\$1,496,000
G.		G&A (e.g. 15%) (G&A Factor x F)		\$224,400
H.		Profit or Fee (e.g. 10%) (Profit/Fee Factor x [F + G])		\$172,040
I		Total Estimated CLIN Contract Price (sum F through H)		\$1,892,440
	0002, etc.	Repeat above breakout for each contract CLIN		

Subcontractor direct labor expenses would have a Material & Handling (M&H) factor added, but no labor burden, overhead or G&A. Profit or fee is added to subcontractor DL and M&H

* Regardless of estimating methodology, your estimate should be aligned with your contract CLIN structure. Additionally, if your contract has a base period and options, each PoP should be broken out in the estimate

**For the engineering buildup, your estimate will be broken into lowest WBS direct cost elements (e.g., requirements, design, code). This level of detail is required documentation to support this methodology but it is not typically presented in the IGCE results for comparison to contractor proposals.

If your contract strategy allows for price analysis vice cost analysis, you will not have the breakout of individual cost elements (DL, overhead, G&A, profit) and the format above would utilize fully burdened rates vice the cost element breakout above

Appendix E25 – Evaluation Guidelines

1. **Background.** NETCENTS-2 contracts are ID/IQ contracts and were evaluated IAW [FAR Subpart 15.3](#), which is a formal, prescribed process. The NETCENTS-2 Task Orders (TO) do not have to go to that level of detail in the TO evaluations. This is true because the contractors that have been awarded contracts under NETCENTS-2 are qualified to accomplish the scope of work covered under this contract.
 2. **Contracting Guidance.** Issuance of a TO award will be made to the offeror whose offer conforms to the Performance Work Statement and provides the best value to the Government as identified in each individual Request for Proposal. The competition requirements in [FAR Part 6](#) and the source selection requirements in [FAR Subpart 15.3](#) do not apply to the ordering process; however, users shall follow the ordering procedures outlined in [FAR 16.505](#), [DFARS 216.505](#), and any other applicable supplements (i.e., mandatory procedures and informational guidance).
 - *Note that FAR 16.505(b)(3) addresses pricing, FAR 16.505(b)(5) addresses decision documentation, and both FAR 16.505(b)(1)(iv) and 16.505(b)(4) address specific requirements for task orders exceeding \$5 million.*
 3. **TO Procedures.** Each NETCENTS-2 IDIQ includes clause H137, TO Procedures. This clause varies somewhat between each of the contracts but each contains a paragraph entitled “Selection Criteria for Awarding Task Orders” which states as follows:
 - *“The Government will award to the offeror whose proposal is deemed most advantageous to the Government based upon an integrated assessment using the evaluation criteria. The Government will evaluate proposals against established selection criteria specified in the task order RFP. Generally, the Government's award decision will be based on selection criteria which addresses past performance, technical acceptability, proposal risk and cost. Among other sources, evaluation of past performance will be based on past performance assessments provided by TO Program Managers on individual task orders performed throughout the life of the contract. The order of importance for the factors will be identified in the RFP for the specified task order.”*
- NOTE: Orders require evaluation criteria that are appropriate for program specific requirements*
4. **Evaluation Methodologies.** There are three established methodologies for USAF evaluation of proposals:
 1. Full Trade Off (FTO)
 2. Lowest Price Technically Acceptable (LPTA)
 3. Performance Price Tradeoff (PPT)

All of the methodologies use some combination of technical worthiness, price or past performance for evaluation. It's important to ensure that the selected methodology matches the requirements of the task order. ***Be aware that LPTA and PPT do not rank the order of technical worthiness, and therefore are not ideal candidates for evaluation of technically complex requirements.*** For more information on PPT and LPTA methodologies, visit the following link and navigate to Section 11.3: <http://www.e-publishing.af.mil/shared/media/epubs/AFPAM32-1006.pdf>

5. Evaluation Criteria:

Customers have the discretion to determine their needs and the best way(s) to meet them. Accordingly, there is broad discretion in the selection of the evaluation criteria used in acquisitions along with the weight/order of importance of those criteria/factors provided the criteria used reasonably relate to the customer's needs in selecting the contractor(s) that will best serve their interests. When required by the ordering procedures outlined in [FAR 16.505](#), evaluation criteria will be identified and ranked for each individual RFP. Orders placed under the NETCENTS-2 IDIQ contracts are not source selections and are not to be treated as such. However, contractor proposals and evaluation information are still considered competition sensitive and must be protected and labeled as such.

Best Practices. For services and solutions, it is essential to accomplish a risk assessment to identify: Discriminators for evaluation purposes- Areas to incentivize, and Performance metrics for the surveillance plan

- A technical evaluation should only be for program specific requirements (those areas that were tailored in the PWS template AND that are discriminators)
- Past Performance evaluations were done during the source selection, but you can require contractors to provide 2 – 3 examples of past experience with proposed approach and/or technology
- Price is a required factor in all fair opportunity competitions (possibly the only factor)
- The PCO will assist in providing solicitation wording for the evaluation of price and for instructions to provide the information required to complete the evaluation
- DO NOT evaluate the entire PWS
- Technical Discriminators, usually identified in the risk assessment, are areas most likely to cause failure or, occasionally, a notable success
- Typically 1-2, but no more than four technical sub-factors, each a discriminator

Examples:

Experience in GCSS enclave using GCSS offered services such as Remote Sign On (RSO) or Enterprise Service Bus (ESB)

Management and technical transition plan to ensure no gaps or system disruption, or

Demonstrate technical approach to transition legacy data to new architecture

6. Examples:

6.1 Evaluation Examples. The requiring activity may also opt to state the evaluation in such simple or complex terms as the following examples:

- a. The Government will select the proposal found to be most advantageous to the Government, price and other factors considered. Technical capability will be evaluated and is more important than price. Technical capability is defined as ...(insert customer capabilities and/or standards – such as “tools, methodologies, and approach” to meet the requirements of the PWS/SOO/etc)
- b. The Government will select the proposal found to be most advantageous to the Government, price and other factors considered. In addition to price, technical capability and quality/past experience will be evaluated, and each factor is equally important.
- c. The evaluation criteria are divided into factors and sub-factors. The offeror’s response must demonstrate a clear understanding of the nature of the requirement. Each offeror’s response will be evaluated against the criteria defined within the following areas in descending order of importance: (list the factors in order of importance)
- d. The following evaluation criteria are divided into three factors: Mission Capability, Past Experience and Cost/Price.

1. Mission Capability

Mission Capability includes three parts: Technical Approach, Management Approach, and Risk

a) Sub-Factor 1: Technical Expertise

- Familiarity in planning and installing networking software in classified/unclassified environment according to Air Force and DoD requirements
- Expertise in the field of software implementation
- Proper personnel mix of technical personnel, proper certifications/experience with tool proposed
- Ability to develop system management processes and procedures and apply at base/organization level
- System engineering process expertise

b) Sub-Factor 2: Management Approach

- Capability to manage contract project efforts
- Capability to convey accurate and timely project status
- Capability to efficiently manage large scale software implementation
- Proposed Processes for communication with government

c) Sub-Factor 3: Risk

- Schedule
- Cost
- Performance

2. *Past Experience*

The contractor shall provide a detailed description of the proposed team's experience on three efforts of similar content and scope, to include scope and outcome of the project(s). The past experience references must include a Government or Commercial Point of Contact information to include name, organization, title, e-mail address, mailing address, and phone number. Factors influencing past experience include:

- Experience on earlier orders under the IDIQ contract
- Experience on similar tasks of the same scope
- Past experience in meeting schedules
- Past experience in delivering high quality systems/services

3. *Cost/Price*

Cost/Price will be evaluated for reasonableness and completeness. Other than for a Firm Fixed Price order, the cost proposal should provide supporting cost data to include labor categories, labor rates, labor hours, other direct charges, and overhead rates, as applicable and in accordance with the existing NETCENTS-2 contract.

6.2 Instruction to Offerors Examples

Example 1: This task order will be awarded IAW the procedures set forth in FAR Part 16. The contractor shall submit proposal for consideration before the due date and time for this RFP. Your proposal shall include the following:

A Cover Letter that provides the following information:

Request for Quote Number

Company point of contact with email, phone and facsimile number

A technical proposal that demonstrates an understanding of the requirements through a technical solution. Ensure your proposal addresses all areas outlined in the technical evaluation criteria. Page limitation: XX

CO's insert here the specific instructions for each factor/subfactor; sample language provided in previous slides

A price proposal identifying the price for every CLIN in the RFP for the base period and all options

Depending upon CLIN type (Cost Plus or Fixed Price) and the complexity of the effort, the CO will determine the level of detail required in the price volume

Submitting a proposal is your company's affirmative statement that you understand all requirements specified in the Performance Work Statement (PWS) and will meet the performance standards and requirements therein.

Appendix E26 – IDIQ Services Statement Templates

OZONE DEPLETING SUBSTANCE CERTIFICATE

In accordance with AFFARS 5323.803 (a), I have reviewed the requirements, including available technical documentation, and believe that it does not require the contractor to use Class 1 Ozone Depleting Chemicals (ODCs) identified in Air Force Instruction 32-7086 AFMCSUP1_I, Chapter 4 in performance of the contract, nor does it require the delivery of the Class 1 ODCs in any item of supply or as part of any service.

INHERENTLY GOVERNMENTAL FUNCTIONS

The Functional Director or PM certifies that the Service(s) being acquired

☐ Are
☐ Are Not

Inherently Governmental Functions. Refer to FAR Subpart 7.5, *Inherently Governmental Functions*, for further guidance and/or clarification.

MISSION ESSENTIAL SERVICES

If the work described in this document contains services the following statement is made a matter of record. If this work is not for services this statement does not apply.

I hereby certify that the services outlined within this requirement

☐ Are
☐ Are Not

mission essential services.

PERFORMANCE BASED WORK STATEMENT

The attached Performance-Based Work Statement is being provided IAW Section 801, 10 USC 2330. Any contract or task order resulting from this request is to be acquired using performance based principles.

Program Manager or Functional Director

Date

Appendix E27 – NETCENTS-2 Requirements Approval Documentation (RAD) (Informational)

1. General Information

RAD Name	POC	Center	Wing	Date Created	DSN
NETCENTS-2 IDIQ Blanket RAD Request	England Kay M. Civ HQ AFMC/HIJI	ESC	554 ELSW	24 Nov 2008	596- 2416

2. Description of CCS requirement

Requirement Type	Funding Source
Non-AFMC Workload funded with Non-AFMC dollars	SAF

Description:

The Network Centric Solution-2 (NETCENTS-2) requirement is a follow-on effort to the Network Centric Solutions (NETCENTS) contracts. The Program Management Office (PMO) is pursuing a blanket Requirement Approval Document (RAD) approval at the program level instead of the requiring RADs for individual task orders placed against the NETCENTS-2 contracts. This will eliminate the need for multiple RAD actions for the AF, DoD and other Federal Agency customers. NETCENTS-2 will consist of sets of multiple-award ID/IQ IT Products, Services, and Solution contracts. The scope of these contracts will reach across the IT spectrum. The netcentric products (COTS only) requirements include networking equipment, servers, storage, peripherals, multimedia, software (e.g., including server virtualization, network management, network defense, collaboration, and security) and identity management and biometrics. The services and solutions contracts will support USAF Enterprise-Wide telephony requirements to include analog, digital, and hybrid phone systems, switches, trunk lines, ISDN, DSN, and VoIP. Other support requirement include Network Operations and Infrastructure Solutions enterprise service requirements for computing, communications, and transport of data, voice, video, as well as potential consolidation of enterprise services for an Area Processing Center (APC). Network Operations and Infrastructure Solutions requirements allow for development and adaptation of infrastructure to integrate with target AF Service Oriented Architecture (SOA) and corresponding Network Operations and Infrastructure implementation to include AF Enterprise Level Security (ELS) implementation. Further, the services and solutions requirements encompass **EISM** requirements for sustainment, migration, and test applications, to include training, security, and integration. Other tasks may include converting applications into services to expose data from legacy environments, and migration of applications and /or data to new AF enterprise environments. Advisory and Assistance (A&AS) services will be included to support enterprise business process analysis, workflow of services/SOA repository, development enterprise governance, and AFSO21 tasking related to Information Technology (IT). A&AS support will

also include program and engineering support and requirements such as earned value management, software tools, evaluation, engineering studies, risk planning, requirements management and traceability, and Integrated Logistics Support (ILS). NETCENTS-2 program governance will ensure members of organizations (e.g., Electronic System Center) which have existing program and engineering support contracts covering the same scope as NETCENTS-2, use their existing A&AS contracts vice the NETCENTS-2 contracts. All A&AS requirements for ESC, to include ETASS, SCS or PASS shall be contracted through the ESC Enterprise Acquisition Division (PKE or equivalent org). Duration of the base period for all contracts is 3 years and the option periods range from 2-4 twelve month option periods, depending on the category. The contracts will be for use by AF, DoD and other Federal Agencies.

Impact of Non-Approval:

If this effort does not continue there will be no enterprise level contract vehicles for acquiring the IT products and solutions currently offered by the NETCENTS contracts. Also there will be no enterprise level vehicle offering for the new requirements included in the NETCENTS-2 scope but not in the NETCENTS scope. The result will be localized procurement of the products and services with associated and significant increases in the costs and man-hour expenditures across the AF. Additionally, local purchasing will not provide the same framework as NETCENTS-2 to ensure that IT products and solutions are compliant with DoD and AF standards and the AF vision for network development and operations. This may result in the creation of security and operational vulnerabilities on the network. With respect to the request for a blanket RAD, NETCENTS-2 will have a broad audience and, as the current NETCENTS, will have significant ordering activity that would drive plethora of RAD requests, ultimately impacting the efficiencies gained by use of an enterprise level, mandatory use ID/IQ contract. The RAD process can affect the ability of requiring activities to execute their funding and meet mission needs for both new service order and modifications to exercise options on the existing orders. Therefore, we would like to pursue a blanket RAD for the NETCENTS-2 contracts, and preclude the need for multiple RAD actions. Approval of this request not only will bring value added for the decentralized ordering activities, but for the NETCENTS-2 PMO as we continue to provide limited centralized contract support for AF and other requiring activities not having or have limited contracting support. Moreover, approvals at the contract level also will further decrease the impact to the RAD reviewing and approving authorities. The NETCENTS-2 PMO will use the existing enhanced management and oversight processes for these contract – includes but not limited reviewing all services orders for scope, and tracking contract ceiling.

3. Planned Acquisition Approach

Projected Award Date	Requirement Type	Competitive	PEO:	SCO Waiver Request
10 Sep 2010	Recurring Requirement, 0 times	Yes	AFPEO/CM	Not Applicable
Period Perform Start Date	Period Perform End Date		Procurement Org	

10 Sep 2010	08 Sep 2010	Not Applicable
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4. Extended Use Justification

Not Applicable	

5. Extended Use Justification

Not Applicable	

6. For Advisory and Assistance Services (A&AS) Requirements

- ✓ This is a requirement for a study, analysis, evaluation or report.
- ✓ Organic resources are not available for this A&AS requirement.
- ✓ This A&AS requirement will not circumvent personnel ceilings.

7. Certifications

- ✓ The requirement described above has been reviewed for the most cost-effective and efficient means of accomplishment. Organic resources are not available to perform the CSS.
- ✓ The requirement described above is not an inherently governmental function as defined in Office of Federal Procurement Policy (OFPP) Policy Letter 92-1 and FAR Subpart 7.5.
- ✓ Appropriate military or civilian DoD personnel
 - Cannot reasonably be made available to perform the functions;
 - Will provide surveillance over contractor performance of the contract; and
 - Will perform all inherently governmental functions associated with the functions to be performed under the contract.
- ✓ In accordance with AFI 38-201, the appropriate manpower office has reviewed/coordinated on the proposed requirement.
- ✓ The requirement described above will not involve Government personnel supervision and is a non-personal service IAW FAR 37.104

8. Summary Requirements

Total Cost \$K		
24,193,000		
Fiscal Year	CMEs	\$K
FY 2010	1	1757300
FY 2011	1	3524600
FY 2012	1	3524600
FY 2013	1	3524600
FY 2014	1	3524600
FY 2015	1	3407300
FY 2016		3290000
FY 2017		1640000

PECs: NONE
 APPNs: (Unknown) TBD
 EEICs: (Unknown) TBD

9. Coordination and Approvals

Name	Action	Date	Comments
Nix Francine N Civ HQ 754 ELSG/ESS	Coordinate before Requiring Activity Approval	2 Apr 2009	Concur with Comments
Davis Stephen M LtCol HQ 754 ELSG/ESN	Requiring Activity Approval	12/8/2008	Approved
Crews Cynthia C Civ HQ 754 ELSG/ESO	Coordinate before Level 1 Approval	12/11/2008	Concur
Lucas John H Jr Civ HQ 754 ELSG/FM	Coordinate before Level 1 Approval	12/8/2008	Concur
Paster Radis J Capt HQ 754 ELSG/CLE	Coordinate before Level 1 Approval	12/8/2008	Concur
Upshaw Eddie L Civ HQ 754 ELSG/ES	Coordinate before Level 1 Approval	12/8/2008	Concur
Wagner Sally A Civ HQ 754 ELSG/XR	Coordinate before Level 1 Approval	12/8/2008	Concur
Garcia Gregory L SES HQ 754 ELSG/CL	Level 1 Approval	12/29/2008	Approved
Hobbs, Marjorie Civ USAF AFMC 66	Coordinate before Wing Level 3	3/24/2009	Concur

FSS/FSMM	Approval		
Davenport, Thomas P Civ USAF AFMC 554 ELSW/XR	Coordinate before Wing Level 4 Approval	1/5/2009	Concur
Duffy, Sean Civ USAF AFMC 554 ELSW/FM	Coordinate before Wing Level 4 Approval	12/30/2008	Concur
Stone, Karen M Civ USAF AFMC 554 ELSW/PK	Coordinate before Wing Level 4 Approval	1/5/2009	Concur
Veneziano-Martin, Vinita Civ USAF AFMC ESC/PKE	Wing Level 4 Approval	4/2/2009	Approved with Comments
Richardson, Derrick M Col USAF AFMC 554 ELSW/CL	Wing Final Approval	1/12/2009	Approved
Blaine, Russell Col USAF AFMC ESC/CS	Coordinate before Center Final Approval	1/14/2009	Concur
Bowlds, Ted F LtGen USAF AFMC ESC/CC	Center Final Approval	4/4/2009	Approved
AFMC SSAP	AFMC Level 2 Approval	4/14/2009	Approved
AFMC Group	AFMC Level 3 Approval	4/16/2009	Approved
AFMC Council	AFMC Final Approval	5/18/2009	Approved
AFPEO/CM	Coordinate before Final Approval	7/6/2009	Concur
SAE	Final Approval	2/3/2010	Approved

Mr. Van Buren approved RAD changes; no additional staffing needed, see attached email from AFPEO/CM.

Approval of this requirement does not guarantee funding approval, funding availability, nor acquisition strategy approval. Approval of this RAD does not supersede other approvals required prior to contract award; the requiring activity must separately obtain these other approvals from the appropriate authorities.

10. Skills Required – Detail

Services	AFS	Grad	APPN	PE	EEIC	FY	FY	FY
----------	-----	------	------	----	------	----	----	----

	C	e		C				
A&AS Management and Professional Support Services	33xxx	GS-13	UnknTB D	Non e	UnknTB D	FY10 \$1173001	FY11 \$2346001	FY12 \$2346001
						FY13 \$2346001	FY14 \$2346001	FY15 \$1173001
						FY16 \$0	FY17 \$0	FY18 \$0
						FY19 \$0	FY20 \$0	FY21 \$0
						FY22 \$0	FY23 \$0	
Information Technology (IT) Services	N/A	N/A	UnknTB D	Non e	UnknTB D	FY10 \$1640000	FY11 \$3290000	FY12 \$3290000
						FY13 \$3290000	FY14 \$3290000	FY15 \$3290000
						FY16 \$3290000	FY17 \$1640000	FY18 \$0
						FY19 \$0	FY20 \$0	FY21 \$0
						FY22 \$0	FY23 \$0	

View Data as Excel

(<https://afmc-xr.wpafb.af.mil/Services/ReqSkillsDetailRpt.aspx?radID=5279>)

11. Attachments associated with this RAD

- RE NETCENTS-2 RAD#5279.txt
(<https://afmc-xr.wpafb.af.mil/Services/ShowFile.aspx?pictureID=6268>)
- RAD5279_554ELSW_20091209.pdf
(<https://afmc-xr.wpafb.af.mil/Services/ShowFile.aspx?pictureID=5877>)
- RAD 5279 Netcents (signed 7 Jul 09).pdf
(<https://afmc-xr.wpafb.af.mil/Services/ShowFile.aspx?pictureID=6265>)
- RAD 5279 Netcents.pdf
(<https://afmc-xr.wpafb.af.mil/Services/ShowFile.aspx?pictureID=4494>)
- Signed SSS.pdf
(<https://afmc-xr.wpafb.af.mil/Services/ShowFile.aspx?pictureID=4021>)

View Related/Previous RAD #2883

Appendix E28 – EISM Customer Survey

Instructions:

The contractor's performance will be monitored by the Government at the Task Order level and the ID/IQ Contract Level and reported in the Contractor Performance Assessment Report (CPAR). The Contractor's performance will be assessed for compliance with Requirements, Performance Parameters, Deliverables, applicable Policy and Regulation, and Customer Support performance metrics. The contractor's performance at the contract level will be assessed quarterly by a process that measures success towards achieving performance objectives. This survey will provide key information that will be used in the assessment of the vendors each quarter.

Please fill out the below customer survey and send it to the EISM Organizational Mailbox at ESC.HIJL.NC-2.EISM@us.af.mil. Please ensure "EISM Customer Survey" is noted in the subject line for review and appropriate distribution. If you require immediate assistance, the CS can be reached at DSN: 596-5070 option 1.

Enterprise Integration and Service Management Task Order Customer Survey

Requesting Organization:

Point of Contact:

Contact Information:

Contract Number:

Task Order Number:

Please answer the following questions:

1. Requirements

Were your requirements in the Task Order satisfactorily met by the contractor? If not, please identify problem areas preventing satisfactory service solutions.

2. Performance Parameters

Did the requirements in the Task Order meet, exceed, or fall below the Performance Parameters specified in the Task Order? If not, please identify problem areas preventing achievement of satisfactory performance thresholds.

3. Deliverables

Were all deliverables required of this Task Order delivered on time and contain quality content? If not, please identify problem areas preventing timely and quality deliverables.

4. Compliance with Policy & Regulation

Were the solutions to the requirements of this Task Order in compliance with Policy and Regulation? If not, please identify problem areas preventing compliance.

5. Customer Support

Did the contractor provide the specified level of customer support in this Task Order? If not, please provide details, i.e., number of hours/days service not provided.

Appendix E29 – Certification of Non-personal Services

Certification of Nonpersonal Services

This certification and enclosed worksheet is designed to ensure that the agency does not award a personal-services contract unless specifically authorized by statute (e.g., 10 U.S.C. 129b, 5 U.S.C. 3109, or 10 U.S.C. 1091). Therefore, this documentation should be completed in conjunction with the submission of a service-contract requirement to the contracting officer.

A personal services contract is characterized by the employer-employee relationship it creates between the Government and the contractor's personnel. The Government is normally required to obtain its employees by direct hire under competitive appointment procedures required by civil service laws. Obtaining personal services by contract, rather than by direct hire, circumvents those laws unless Congress has specifically authorized acquisition of the services by contract.

An employer-employee relationship under a service contract occurs when the Government exercises relatively continuous supervision and control over contractor personnel performing the contract.

Upon considering the information above and the worksheet below, I certify that this requirement does not include an unauthorized personal services arrangement, either in the way the work statement is written or in the manner in which the resulting contract will be managed and overseen.

Printed Name, Grade, Title, and Date

Signature:_____

	Personal Services (The following descriptive elements from FAR 37.104 should be used as a guide to assess whether or not a proposed contract is personal in nature. If the answer to any of the items below is "YES," then additional measures should be taken to ensure the contract is not administered so as to create an employer-employee relationship between the Government and the contractor's personnel and result in an unauthorized personal services contract.)	YES	NO
1.	Contractor personnel are performing on a Government site.		

2.	Principal tools and equipment are furnished by the Government.		
3.	Services are applied directly to the integral effort of the agency or an organizational subpart in furtherance of assigned function or mission.		
4.	Comparable services meeting comparable needs are performed in this agency or similar agencies using civil-service personnel.		
5.	The need for the service provided can reasonably be expected to last beyond one year.		
6.	The inherent nature of the service, or the manner in which it is to be provided, reasonably requires (directly or indirectly) Government direction or supervision of contractor employees in order to: (a) adequately protect the Government's interest; (b) retain control of the function involved; or (c) retain full personal responsibility for the function supported in a duly authorized Federal officer or employee.		

Appendix E30 – Independent IGCE Statement

Certification of Independent Government Cost Estimate

Government estimates must be developed independently PRIOR to seeking proposals from eligible contractors. In no instance should a contract be awarded on the basis on contractor provided estimates.

I hereby certify that the estimated hours or quantities contained herein are based strictly on the nature of the work. I further certify that the final estimate was derived independently. Any contractor provided information was considered objectively, with a final decision rendered by solely by government personnel.

JOHN DOE, GS-XX ABC
Program Manager

Appendix E31 – Severable Non-severable Template

Date:

MEMORANDUM FOR AFMC AFLCMC/HIK (ATTN: EISM Contracting)

FROM:

SUBJECT: Severability Statement (Name of Your Program Requirement)

The (YOUR OFFICE NAME) requires (DESCRIBE YOUR IT REQUIREMENT).

As a result of the above, I consider the services provided in support of (NAME OF YOUR PROGRAM REQUIREMENT) requirements to be severable.

Your Name

Your Title

Appendix E32 - Sample Technical Evaluation Instructions and Template

As of Feb 2012

Introduction

Technical Evaluations by the program office are the foundation for negotiating a fair and reasonable price for a sole-source contract. The template provided as attachment one was developed to assist Program Managers and their teams to write tailored technical evaluations. The goal of this template is to ensure all technical areas issues are evaluated and to optimize the key resources used in support of evaluating contractor proposals. The template will be periodically reviewed and revised when conditions dictate. Once the baseline has been established for the Technical Evaluation Instructions, any changes must be recertified by the approving official.

Goals of Technical Evaluation Template

Primary goals should be to:

- Minimize the time and cost of producing the technical evaluation.
- Maximize affordability throughout the evaluation process.




Affordability

Time & Cost



Instructions on use of the Technical Evaluation Template:

The Technical Evaluation should resemble the template below.

The Technical Evaluation will address all areas of the proposal. Your final Technical Evaluation should include a completed Technical Evaluation Checklist/Table of Contents. This will enable anyone at any level to quickly see what areas were and were not addressed in your Technical Evaluation.

Use the Technical Evaluation Checklist to be sure you consider all the areas required. Mark an X in the appropriate column on the Checklist to indicate whether or not you addressed that particular area in your Technical Evaluation. **If an item is included in the Contractor's proposal, it must be addressed in the Technical Evaluation.** The Technical Evaluation should not address price or profit/fee. To help you in building your Technical Evaluation, the Technical Evaluation prescribed format with content descriptions of each area is included in attachment one.

ATTACHMENT 1
TECHNICAL EVALUATION TEMPLATE
WITH EXAMPLES

PROGRAM NAME TECHNICAL EVALUATION

Technical Evaluation Checklist/Table of Contents

Technical Evaluation Outline	Included	Not Included
<u>1. INTRODUCTION</u>		
<u>1.1. Proposal of Record</u>		
<u>1.2. Summary of Technical Assessment</u>		
<u>2. DESCRIPTION OF PROGRAM</u>		
<u>3. OVERVIEW AND BACKGROUND</u>		
<u>4. PERIOD OF PERFORMANCE /INTEGRATED MASTER SCHEDULE</u>		
<u>5. GROUND RULES & ASSUMPTIONS</u>		
<u>6. TERMS AND CONDITIONS</u>		

<u>7. DIRECT LABOR SUMMARY</u>		
<u>8. EVALUATION OF HOURS PER CLIN</u>		
<u>9. EVALUATION OF CLIN LABOR HOURS BY RC</u>		
<u>10. BILL OF MATERIALS</u>		
<u>11. INTERDIVISIONAL WORK ORDER (IWO)</u>		
<u>12. SUBCONTRACTS</u>		
<u>13. DATA RIGHTS (Intellectual property)</u>		
<u>14. TRAVEL/OTHER DIRECT COSTS (ODCs)</u>		
<u>15. GOVERNMENT FURNISHED PROPERTY</u>		
<u>16. WORK BREAKDOWN STRUCTURE</u>		
<u>16. SOW/TRD</u>		
<u>17. STATEMENT OF PROGRAM RISK</u>		
<u>18. SUMMARY</u>		

Note: Mark criteria you address (or not address) in your tailored Technical Evaluation Checklist with an X in the appropriate column.

1. INTRODUCTION:

1.1 Proposal of Record - What proposal did you evaluate?

EXAMPLE: The contractor submitted proposal of record, CTR/LTR XXXXXX, dated Mar 17, 2012, for The Ultimate Information System.

EXAMPLE: The contractor submitted a proposal for the Ultimate Information System Delivery Order 0011 on 21 May 2012. Updates were submitted on 10 July 2012, 18 July 2012, 20 August 2012 and 12 September 2012. This is the proposal of record.

This technical evaluation assesses all non-recurring and recurring cost elements. The enclosed tables provide the detailed Government technical evaluation by Contract Line Item Number (CLIN) and by Labor Category for the proposed efforts.

1.2 Summary of Technical Assessment

EXAMPLE: This technical evaluation assesses all cost elements that are part of the direct effort. The Contractor's proposal is fully responsive to the Government's requirements. Except for what is not agreed to in this Technical Evaluation, the labor categories, labor hours, travel, and materials are fair and reasonable for this effort. The contractor proposes labor categories by function, i.e. Program Management, and not by senior, mid, or junior grades. Therefore, an evaluation by skill mix was not possible.

2. DESCRIPTION OF PROGRAM:

Describe what you are buying. Is it a system, service, equipment, new program, or a modification (Engineering Change Proposal (ECP)) of an existing program? A good description will give reviewers an understanding of what is being acquired, and will lend substance to the evaluation. This section should be written in layman's terms.

3. OVERVIEW & BACKGROUND:

Provide a chronology of proposal submissions, Fact-finding/Questions & Answers. The evaluator should include all submissions made by the offeror and the reasons for each submission. This includes fact finding, proposal updates, e-mails, etc. This information is important because of the numerous updates that are submitted by the contractor, and it identifies the proposals and supplementary information that assisted in the evaluation of the proposal.

EXAMPLE (Traditional Pricing): The Government issued a Request for a Not to Exceed (NTE) Proposal for the Ultimate Information System on 5 March 2012. The contractor submitted an NTE proposal on 9 April 2012. As the original NTE was not within the Government's budget, the contractor submitted an updated NTE on 23 April 2012. The Government did an evaluation of the NTE and determined that it was reasonable. On 30 April 2012, the Ultimate Information System UCA was issued. The contractor submitted a

priced proposal on 21 May 2012, which the contractor revised on 18 July 2012 to incorporate agreed-to logistics effort, and revised it again due to a new rate notice on 20 August 2012.

EXAMPLE: Fact finding of the proposal commenced by telecom on 14 June 2012. Subsequently, the Government sent the contractor written questions regarding the proposal. The contractor responded on 20 June 2012 which resulted in some of the proposed hours being changed. The government questioned some of the answers given by the contractor, and they responded on 10 July 2012. The contractor submitted an update to the proposal on 18 July 2012 to incorporate these changes. An additional update was submitted on 20 August 2012 due to a rate change notice.

4. PERIOD OF PERFORMANCE/INTEGRATED MASTER SCHEDULE:

The request for proposal (RFP) will have either asked the contractor to propose a delivery schedule based on the anticipated contract award date, or to meet a Government need date. State the proposed period of performance and discuss whether the contractor can realistically meet the delivery requirements based on the notional schedule/IMS submitted by the contractor. If there is one than more CLIN, be sure to review the schedules for all CLINs, and state whether all CLIN delivery dates can be met.

EXAMPLE: The proposed period of performance is from 23 April 2012 through 24 October 2012. Based on a review of the offer's proposal, the contractor can meet the Government's delivery requirements.

EXAMPLE: The contractor proposed a performance schedule of 1 Jan 2012 to 31 Jan 2013. Based on a review of the proposed technical approach and IMP, the schedule is considered attainable and is recommended for acceptance.

5. GROUND RULES AND ASSUMPTIONS:

Address and acknowledge all ground rules and assumptions. Explain all open ground rule issues which need resolution at negotiation. Document all attempts at resolution. Results of negotiations will need to be addressed in an addendum to the technical evaluation.

EXAMPLE: The Government concurs with the Ground Rules and Assumptions laid out in Section X.X. with the following exceptions:

1. **Government Furnished Property (GFP):** GFP is no longer required for execution of this contract as the disk drives were not needed to accomplish the task. The contractor agreed and there are no associated costs in the proposal.
2. **Intellectual Property Rights:** The Government concurs with the intellectual property rights as identified in the proposal. The only item being funded by the government is the serial interface portion of the FXIF software. The other items: FXIF Core, FSM and DIS are all contractor restricted rights, having been developed solely with private funds.

EXAMPLE: GR#21: This Ground Rule implies that there is equipment on the GFE T-3 test aircraft that is not the responsibility of the Ultimate Information System delivery order to repair. The ABC/ELSS believes that all equipment on T-3 that is necessary for testing is the responsibility of DEF Contract. The contractor’s answer did not satisfactorily address the question. Further discussion at negotiation will be required.

6. TERMS AND CONDITIONS:

Address and acknowledge all Terms and Conditions (usually distinguished from Ground Rules and Assumptions) in the same manner as the Ground Rules and Assumptions section. This could include areas such as delivery or shipping or acceptance points, or sometimes special contract clauses that affect technical programmatic issues such as a Concurrency Clause (SDD is concurrent with retrofit effort).

7. DIRECT LABOR SUMMARY:

A summary of direct labor hours is required in the format shown below. This way every hour in the proposal has been assigned for evaluation and identifies labor hour differences.

The schedule below summarizes the total Proposed, Going-In and Objective hours for all CLINs. This summary provides a reconciliation and record of the hours proposed and evaluated. Include all contractor proposed labor hours by category (RC codes) for the entire contract action. Unless the contractor proposed the hours for all CLINs totaled together, you may summarize the hours by CLIN instead of total proposal.

Note: Ensure the hours total correctly in your table and that proposed hours match those shown in the proposal. Any errors found in the contractor’s proposal should not be corrected in the “Proposed” column, but rather in the “Going-In” and “Objective columns.

LABOR CATEGORY	HOURS					
	PROPOSED		GOING-IN		OBJECTIVE	
ENGINEERING 1						
ENGINEERING 2						
MANUFACTURING 1						
MANUFACTURING 2						
QUALITY OPERATIONS						
MANUFACTURING 3						
MSSC 1						
MSSC 2						
ENGINEERING 3						
ENGINEERING 4						
ENGINEERING 5						

ENGINEERING 6						
PROGRAM MGMT 1						
MATERIAL OPS POOL						
PROGRAM CONTROLS						
TOTAL						

EXAMPLE: The following table summarizes the positions for CLINS 0804 & 0810. Deltas shown between proposed and objective only.

Total Labor CLINs

	Contractor Proposed 7/13	Govt Going-In	Govt Objective	Delta
CLIN 0804	38,854	34,969	36,911	1,943
CLIN 0810	383	345	364	19
Total	39,237	35,314	37,275	1,962

Detailed Summary of CLIN 0804:

	Contractor Proposed 7/13 Pos	Govt Going-In	Govt Objective	Delta
Labor Category				
11 T&E	80	72	76	4
13 Logistics	615	554	584	31
15 Logistics	31	28	29	2
20 MFG Maintenance	171	154	162	9
21 MFG Support Services	87	78	83	4
23 MFG Ground Supt Services	32	29	30	2
30 Quality	1,746	1,571	1,659	87
40 MFG NRE RC 40	157	141	149	8
51 MSSC Ops	118	106	112	6
54 MSSC Management	22	20	21	1
60 SW Engineering	412	371	391	21
61 SW Engineering	23,577	21,219	22,398	1,179
62 SW Engineering	1,277	1,149	1,213	64
63 SW Engineering	8,636	7,772	8,204	432
70 PMO	399	359	379	20
71 Subcontracts	0	0	0	0
72 Program Controls	1,494	1,345	1,419	75
Total	38,854	34,969	36,911	1,943

8. EVALUATION OF HOURS PER CLIN:

A summary of direct labor hours is required for each CLIN. Include a brief description of the CLIN.

CLIN XXXX

CLIN	PROPOSED	GOV'T GOING IN	GOV'T OBJECTIVE
0804	38,854	34,969	36,911

NARRATIVE

EXAMPLE:

Detailed Summary of CLIN 0804

CLIN 0804 - Will provide Swath Synthetic Aperture Radar (Large area SAR), Selective Imagery Compression and Transmission (SICT) which allows for the shipment of data off the Aircraft platform and Electronic Synthetic Aperture Radar to be utilized in the event of Radar Airborne Signal Processor (RASP) failure

Labor Category	NGC 7/13 Pos	Govt Going-In	Govt Objective	Delta
T&E	80	72	76	4
Logistics	615	554	584	31
Logistics	31	28	29	2
MFG Maintenance	171	154	162	9
MFG Support Services	87	78	83	4
MFG Ground Supt Services	32	29	30	2
Quality	1,746	1,571	1,659	87
MFG NRE RC 40	157	141	149	8
MSSC Ops	118	106	112	6
MSSC Management	22	20	21	1
SW Engineering	412	371	391	21
SW Engineering	23,577	21,219	22,398	1,179
SW Engineering	1,277	1,149	1,213	64
SW Engineering	8,636	7,772	8,204	432
PMO	399	359	379	20
Subcontracts	0	0	0	0
Program Controls	1,494	1,345	1,419	75
Total	38,854	34,969	36,911	1,943

9. EVALUATION OF CLIN LABOR HOURS BY LABOR CATEGORY (RC CODES):

NOTE: DEVELOP SPREADSHEET FROM CONTRACTOR SUBMITTAL OF BOES - GREAT FOR TRACKING UPDATES AND RESUBMITTALS ALSO USED IN NEGOTIATIONS (ATTACHMENT 3)

The following definitions explain the terms you will need to be familiar with for your evaluation:

RC

		GOV'T	
	CONTRACTOR	GOING	GOV'T
RC	PROPOSED	IN	OBJECTIVE

Basis of Estimates (BOEs): The BOEs sets forth the basis and detailed information used to arrive at the appropriate effort, defined in hours, of a WBS task. It contains basic WBS information such as SOW reference, Title, WBS level, period of performance, etc. It also contains the source data used to compute the hours. The estimate may be developed using the company's Estimating Factor Directive (EFD) which provides the basis for estimating, or it may be based on a metric which is usually developed based on past experience or straight engineering estimates. In the event the evaluator does not agree with the use of a specific EFD, he/she should request that the contractor provide the data used to develop the EFD to determine the applicability of the EFD to the WBS task in question.

Going-In Position: The Air Force Going-In position represents hours that have been reduced because they were not adequately supported. The Going-in position should substantially reduce (or zero-out) any task not supported by the contractor during fact-finding. These hours are considered questionable by the Air Force, but may be accepted if the contractor can provide additional information to support them. If not, the Air Force Going-In position will be sustained in negotiations.

Objective Position: This position represents hours that the negotiation team has estimated or determined will be negotiated. For the Objective position, only zero-out a task if it is not a valid task, or it is duplicated by another task bid elsewhere in the proposal. This position may be the same or different from the Going-In position. If the negotiation team doesn't have sufficient confidence that the Going-In position will be sustained in negotiations, because, for instance, we expect the contractor to submit additional information to justify some or all of the proposed hours initially questioned, we would expect to settle at a number that was higher than the Going-In position. Our Going-In position may be based on the experience and judgment of the technical evaluation and, during negotiations, we may be convinced that the contractor's proposed hours are reasonable, or at least higher than our initial Going-In position. If, however, you believe the hours are reasonable and appropriate as proposed, then the Going-In and Objective positions will be the same.

Comparison with Historical Data: The best technique to evaluate proposed hours is by comparison with similar effort, or segments thereof, that were previously purchased.

Contractors may use metrics that represent a unit of measurement derived from past experience. The DCAA auditor can verify the elements comprising the metrics such as hours, drawings, open requisitions, actuals and costs. Also, a technical judgment should be made as to the complexities involved in the current effort compared with those used to develop the metric. When using a metric, an allowance should be made for “learning” inherent in the current effort compared with the elements used to develop the metric. If prior historical data does not exist the evaluation will require a detailed bottoms-up examination of the Technical Approach, Drawings, Hardware and Specification, Planned Performance Schedule, Work Breakdown Structure Items and supporting Basis of Estimates (BOEs).

For each labor category, provide a statement of the contractor’s proposed hours with an explanation of the basis of the contractor’s position. If you find an error in the proposed hours, explain it, but do not correct the contractor’s numbers in the “Proposed” column of your table. Next, provide your rationale for the government’s Going-In position (why you did or did not agree with the proposed hours and how the going-in was derived). Finally, explain the government’s Objective position (explanation of the differences from the Going-In position). The reasons should be clear, concise and traceable to the contractor’s proposal. Do not simply state that the Government position was based on “engineering judgment” or “experience” as that is not sustainable during negotiations. In other words, ask why your judgment is better than the contractor’s?

EXAMPLE: Below is a total of all labor categories of CLIN 0001 broken out by the contractors proposed, Govt objective, and Govt Going-In positions. The evaluation is based on the most current BOEs dated 18 July 2012 and updated proposal dated 12 September 2012:

RC	Proposed	Gov’t Going-In	Gov’t Objective
13	969.5	764.8	801.2

The contractor has incurred actuals of 728.4 and has an ETC of 241.1 hours for RC 13. These hours include the actuals and ETC for WRALC. There are nine tasks associated with RC-13 of which one is 100% complete. The remaining tasks include flight manual supplement, TCTO updates, Contractor Logistics Support (CLS), Field Service Representative (FSR) support, conducting FSR maintenance training, conducting formal type 1 training, updating operator and maintenance course training, and updating JIMIS. The government has taken exceptions to the remaining hours. Using a weighted scale based on the percent of work to be completed, the government has determined that between 5% and 10% of the work is remaining. The remaining Gov’t Going-In and Gov’t Objective are based on that assessment.

EXAMPLE: RC 11 T&E – The Government evaluated the Test and Evaluation hours associated with RC 11 for the effort to modify a Data Reduction Tool. Data Reduction Tools

vary slightly between Ultimate Software Programs due to common data structures. The contractor's proposed use of the SATCOM tool modifications was reasonable. The proposed hours also supported a common test tool development apportionment of 40% design, 25% development and 35% test. As proposed by the contractor, the Government evaluation team considered this effort as fair and reasonable.

EXAMPLE: The contractor has incurred actuals of 728 and has an ETC of 241.1 hours for RC 13. These hours include the actuals and ETC for WRALC. There are nine tasks associated with RC-13 of which one is 100% complete. Of the remaining tasks to include flight manual supplement, TCTO updates, CLS support, FSR Support, conducting FSR maintenance training, conducting formal type 1 training, updating operator and maintenance course training and JIMIS updates the government has no exceptions with the remaining hours. Using a weighted scale based on the percent of work to be completed the government has determined that 25% of the work is remaining. The remaining 241.1 hours is consistent with that assessment.

EXAMPLE: The contractor has incurred actuals of 424.9 hours and has an ETC of 149.9 hours for RC 72. Based on actuals from multiple programs in 2010 to include FBCB2 Basic, the government has assessed Program Controls at a 3% of all other labor categories. The current actuals represent 6% of all other labor categories. The government going in and objective for RC 72 is 424.9 hours.

EXAMPLE: The Government believes this BOE has a math error of 106 total hours along with being inconsistent with the other BOEs. This BOE reflects a 3 year total of 417 hours when it should reflect a single year of 134. The per year Government Going in and Objective is based upon adding the total RC hours from the Year 8 -10 BOEs and getting a total of 2676 X the approved EFD of .05 = 134. The contractor BOE reflects total RC hours of 2782 X .05 = 139 multiplied by 3 years for 417.

EXAMPLE: EFD EXAMPLE: - DCMA evaluated the RC 51 EFD and agreed it was correct. The RC 51 EFD is applied against total RC 20 hours. The Govt did have the contractor break out the RC 20 hours against individual CLINs such as Sustainment Lab, Paint, and PE. This apportioned the charges correctly and allowed the RC 51 to be adjusted as the hours in those CLINs changed.

EXAMPLE: Complexity Factor - Consensus was achieved at one-pass with the following adjustments made to BOE 1300: (1) Allow the Yr 4 actuals, adjusted for 12 mo PoP (212 hrs/11 mos = 19.27 hr/mo x 12 mos = 231.24 hrs); (2) allow .25 complexity for Pinkerton subcontract (based on previous NG TSSR proposal) = 444 hrs; (3) disallow Kellstrom bid - already covered in actuals; (4) move Paint bid to CLIN 606. The one-pass position was agreed to and applied to each successive contract year at the same amount.

10. BILL OF MATERIALS (BOM):

The Bill of Materials (BOM) is the contractor's list of all items (contractor furnished components, software licenses, spare parts, etc.) proposed to complete the effort. The BOM does

not include any government furnished property (GFP). You should evaluate the appropriateness and quantities of the proposed material. A DCAA audit will evaluate the cost if deemed necessary by the PCO.

EXAMPLE: The BOM includes all hardware and software requirements to test the FBCB2 6.4.4.2 upgrade in the lab. All items were to be purchased from Hewlett Packard (HP), but they were unable to meet the program schedule. As such, this purchase had to be expedited in order to meet the urgent need of the program. The items, which included the HP computer hardware and software, resulted in an increase to the Major Subcontracts Material of \$4,636. The BOM was evaluated and determined to be fair and reasonable as it reflected the minimum items needed to meet contract requirements.

EXAMPLE: The Direct Material cost is essentially comprised of a 767 Commercial Aircraft purchased from Goodluck Commercial Aircraft Company, Sun Micro and IBM servers and clients, and General Electric Radar and installation parts and cabling which are summarized in a Bill of Material (BOM) listing. The following exceptions were taken to the proposed quantities:

Description	Quantity	
	<u>Proposed</u>	<u>Accepted</u>
Sun Micro SM 2001	4	3
IBM IB 10002	5	4

11. INTERDIVISIONAL WORK ORDER (IWO):

An IWO is a part of the effort that is going to be performed by another entity of the contractor. As such, it is proposed separately, but must be evaluated the same as any other part of the contractor's proposal. It is not the same as a subcontractor since the entity is part of the prime contractor. If the contractor has not provided BOEs or any other support for the IWO, let the buyer or PCO know immediately!

EXAMPLE: ADEF in Carson, California provides the integrated software and support expertise to install the FBCB2 system upgrade into the aircraft. This effort was performed under CLIN xxxx – FBCB2 6.4.4.2 Upgrade. The government deems the IWO as fair and reasonable.

EXAMPLE: The proposal includes an estimate for XXX Lexington support of industry data and standards support. The work involves review of all drawings to ensure that all Government and subcontractor specifications and standards called out in the drawings are current. In addition, XXX Lexington will provide standards and specifications for new drawings and maintain records and schedule supplements to documents as required.

Lexington uses a standard factor of two (2) hours per drawing based on the three most recent AGS & BM ECPs. For the basic 8.33/25 kHz VHF SDD, this factor is accepted as being within the bounds of engineering judgment. For de-modification, the Going-In position is reduced to 50% on the premise that re-establishing the prior configuration should require a significantly lower level of standards support. The proposed IWO is accepted at the Objective based on the possibility that the contractor will provide data to show that standards support required for re-establishing prior configurations parallels SDD requirements.

IWO	Proposal (Hrs) 8 Feb 2012	Govt Going-In (Hrs) 26 Feb 2012	Government Rationale	Govt Objective (Hrs) 26 Feb 2012	Government Rationale
SDD - 2006	XXX	XXX	Accepted actuals	XXX	Accepted actuals
SDD - 2007	YYY (act) ZZZ (ETC)	YYY (act) 59/87*ZZZ (ETC)	Govt believes correct drawing count is 59 vice 87. Accepted YYY in actuals.	YYY (act) ZZZ (ETC)	KTR must correlate drawings claimed by Lexington to project drawings.
DeMod 2007	AAA	0	Govt maintains entire de-mod is in 2008	0	Govt maintains entire de-mod is in 2008
DeMod 2008	BBB	0.5*(BBB+AAA)	Govt believes Lexington will only review 28 (50%)drawings	BBB+AAA	The contractor to show that Lexington will review all drawings.

12. SUBCONTRACTS:

This is effort proposed by an entity outside of the prime contractor. For larger dollar items, the subcontractor may send in a separate proposal if they do not want to disclose proprietary information to the prime contractor. The contractor is obligated to send us a subcontractor analysis for subcontractor effort that is greater than \$12.5M OR 10% of the total contract and greater than \$700K. At times, an assist audit is requested by DCAA and/or the PCO for larger dollar efforts (over the cost or pricing threshold of \$700,000). Your job is to evaluate the effort from the technical/programmatic perspective just as you would the prime contractor's proposal. You should also review the prime contractor's subcontractor analysis when provided. If there is

not enough information available to complete your review, let the PCO/buyer know immediately!

13. DATA RIGHTS (INTELLECTUAL PROPERTY):

The Contractor may propose other than Unlimited Data Rights to the Government for hardware or software they claim they developed totally at private expense. Your job is to determine if what they claim is true. Let the buyer/PCO know if there is not enough information to determine what specifically they are claiming rights to (this is especially crucial in software lines of code), or if you can't tell if they developed it totally at private expense. In some cases, the Government may have paid for part or all of the development of the data under another Government contract, in which case the Government gets Unrestricted or Government Purpose License Rights. Determining what the Government's rights should be can be a tedious process. Document either your assessment of the data rights claim or the status of the Government's challenge of the data rights.

EXAMPLE: "The Government concurs with the data rights as identified in the proposal. The only item being funded by the government is the serial interface portion of the FXIF software. The other items: FXIF Core, FSM and DIS are all contractor restricted rights, having been developed solely with private funds".

14. TRAVEL/OTHER DIRECT COSTS (ODCs):

Assess the number and purpose of the trips and number of people traveling. Ask yourself: are they appropriate? Other Direct Costs (ODCs) can vary substantially between proposals. When in doubt, confer with your buyer or PCO.

EXAMPLE: The contractor proposed two trips to Robins with a total of seven travelers. This is to accomplish training and the installation of the software program. The contractor has also proposed one trip to the Forward Operating Location (FOL) for one individual for the duration of two weeks. The travel was reviewed and found to be fair and reasonable as it was consistent with what was required to accomplish the contract efforts.

EXAMPLE: The contractor proposed two 3-day trips per year for six people to Hanscom AFB. The Government offer is based on two three day trips to Hanscom, but with three people. This should have equated to an overall reduction of \$49,975. During factfinding, the contractor made a strong case for professional conference type travel. The Government believes this is fair and reasonable. Travel must be either to attend a meeting at Hanscom, or for professional group conferences such as the XXX conference.

ODC EXAMPLE: Fuel for T-3 flights is provided by Patrick AFB (GFE). However, delivery of fuel for individual's flights would be inefficient and unreliable. The contractor provides an on-airport fuel storage tank through a subcontractor to ensure fuel is readily available for flight requirements. This is a necessary cost given the distance from Patrick AFB and the risk of loss of a critical test mission resulting from lack of fuel. The contractor

proposed Apr 2012 – Mar 2013 Fuel Storage Lease cost of \$3,800.32 per month for a 30,000 gallon storage tank, increasing to \$3,914.33 per month beginning in Apr 2013 – Mar 2014. The DCAA audit determined that the contractor had not followed their own published procedures. They required the contractor to shift Landing Fee, Fuel Storage Fee, and Fuel Flowage Fees to material and not ODC lines in the E-price model removing them from being subject to G&A. The DCAA audit also found the contractor had proposed the wrong rates for fuel storage fees and fuel flowage fees. The contractor had to re-price infrastructure and B-Table CLIN 613.

15. GOVERNMENT FURNISHED PROPERTY (GFP):

The evaluator should review the Contractor's proposed list of requested Government Property. Your assessment should discuss whether the property is appropriate and if it will be made available at the dates required by the contractor. A certification of the availability of the GFP will have to be signed by the program manager and given to the PCO under separate cover.

EXAMPLE: The Government Property requested by the Contractor on page 10 of Vol. 2 has been reviewed and deemed appropriate and will be made available as requested for the period November 11, 2012 through December 11, 2013.

EXAMPLE: The Government property requested by the contractor requires joint use of equipment from an Army contract for this period of performance. However, the Army contract will end prior to the period of performance of this effort. Therefore, the program manager and PCO have arranged to permanently transfer the equipment to this contract at the end of the Army's contract.

16. WORK BREAKDOWN STRUCTURE (WBS):

You should review the contractor's proposed WBS to ensure it correlates to the proposed BOEs, thus indicating an understanding by the contractor of the effort and make a statement to that effect here.

17. STATEMENT OF WORK/TECHNICAL REQUIREMENTS DOCUMENT (SOW/TRD):

Ensure the SOW paragraphs are referenced in the BOEs. If the contractor proposed any changes to the requirements documents they, should be addressed here along with how the issue was resolved, or what the Government's position is and why. Such issues should be resolved prior to the start of negotiations as agreement on the requirements forms the basis of the proposal and subsequent negotiated contract.

18. STATEMENT OF PROGRAM RISK:

This area provides the program manager's assessment of the technical and management risks inherent in the effort. This information is used by the buyer and PCO to determine the appropriate fee or profit for the effort.

1) Performance Risk: This factor consists of two parts - technical and management/cost control:

a. Technical – the technical uncertainties of performance.

Consider the following:

- (1) Technology being applied or developed by the contractor
- (2) Technical complexity
- (3) Program maturity
- (4) Performance specs and tolerances
- (5) Delivery schedule
- (6) Warranty

1. State whether the technical risk is 1) below normal, 2) significantly below normal, 3) normal, 4) above normal, or 5) significantly above normal, keeping in mind the following:

Low risk: requirements are relatively simple, technology is not complex, highly skilled personnel are not required, efforts are routine, the program is mature, or this is a follow-on or repetitive type effort.

Significantly below normal risk: routine services, production of simple items, rote entry or routine integration of Government furnished information, or simple operations with GFP.

Above normal risk: items will be manufactured using specifications with stringent tolerance limits, highly skilled personnel or state-of-the-art machinery is required, services/analytical efforts are extremely import to the Government and must be performed to exacting standards, contractor's independent development and investment has reduced the Government's risk or cost, the contractor has accepted an accelerated delivery schedule to meet DoD requirements, or the contractor has assumed additional risk through warranty provisions.

Maximum risk: development or initial production of a new item, particularly if performance or quality specs are tight, or there is a high degree of development or production concurrency.

2. Technology incentive range: additional credit may be given to the contractor if contract performance includes the introduction of new, significant technological *innovation*. Does the effort involve any innovation? If so, is it of significant or minor benefit to the acquisition as a whole?

b. Management/cost control – the degree of management effort necessary to ensure that contract requirements are met and to reduce and control costs.

Consider the following:

- (1) the management involvement expected on the effort.
- (2) adequacy of the contractor's management approach to controlling cost and schedule.

State whether the management/cost control risk is considered is: 1) significantly below normal, 2) below normal, 3) normal, 4) above normal, or 5) significantly above normal, keeping in mind the following:

Significantly below normal: unusually low degree of management involvement is required.

Below normal: program is mature and many end items have been delivered, efforts are routine and require minimal supervision, contractor adds minimal value to an item, the contractor provides poor quality and/or untimely proposals, the contractor does not cooperate in the evaluation and negotiation of a proposal, the contractor does not provide an adequate evaluation of their subcontractor's proposal(s), the contractor has a record of cost overruns, or the contractor has a poor record of past performance.

Above normal: the contractor's value added is both considerable and reasonably difficult, the effort involves a high degree of integration, the contractor has a good record of past performance, the contractor provides fully documented and reliable cost estimates, makes appropriate make-or-buy decisions, and has a proven track record of cost tracking and control.

Significantly above normal: effort involves large scale integration of the most complex nature, major international activities requiring significant management coordination, or critically important milestones.

2) Contract type risk: What is the length, in months, of the effort?

EXAMPLE: "At this time, there is no schedule risk, low travel risk and low technical risk. This is due to the timeliness of the development of the FXIF to push the data from the FBCB2 laptop to the Operational Workstation with the new 6.4.4.2 software and the installation on the FBCB2 6.4.4.2 software on the aircraft. At the start of this program, some risk was defined. In light of the short duration of this program and the critical need to meet the 15 July 2011 cutover date, there was medium risk of not meeting the schedule. This would have had major consequences with the loss of FBCB2. This was compounded when the Commander in theater decided to move up the cutover date by two months. This risk was averted, the date remained 15 July 2011 and the Emergency Release took place one week early. The travel risk to Robins for the training and installation was low, but the risk to travel to the FOL for installation was medium, with major consequences. The travel to the FOL is now complete. The technical risk was medium with major consequences. The program is approximately fifty-five percent complete."

19. SUMMARY:

Provide a summary statement that indicates you have completed a review of the entire proposal, that you believe the contractor has an understanding of the effort, and that this technical evaluation accurately represents the Government technical team's position.

EXAMPLE: Based on a complete review and analysis of all proposed elements the Government technical team has concluded that the contractor understands the effort and that the proposal forms a good basis for negotiation.

Name
Program Manager,
6XXd Electronic Systems Squadron

Name
Flight Chief
63xd Electronic Systems Squadron

Appendix E33 – Customer Ordering Guide Using AFWay

Customer and Contracting Officer Instructions for Enterprise Integration and Service Management

(AFWay can be found at: <https://www.afway.af.mil/>)

Important Considerations.

- Before initiating an RFQ or RFI in AFWay, the Contracting Officer will complete all of the required documentation referenced in Appendix A1, Requirements Package Checklist.
- Although the term Request for Quote (RFQ) is indicative of products requirements for a delivery order and the term Request for Proposal (RFP) is indicative of services requirements for a task order, these two terms will be synonymous in this document. **All references to the term RFQ will designate any customer solicitation from vendors for solutions to requirements, whether it involve products or services.**
- Customers who wish to solicit a Request for Information (RFI) from services vendors will use the same process to gather this information as they would for a RFP but instead will enter “RFI NC-2 EISM” at the beginning of the Title.
- If your Enterprise Integration and Service Management RFP requires IT software/hardware procurement, the EISM vendors are responsible for including these estimates as part of their response to the RFP. A minimum of two estimates from NETCENTS-2 Products vendors must be provided with the vendor’s response to the customer RFQ.
- No Government Purchase Card (GPC) acquisitions are allowed on the Enterprise Integration and Service Management ID/IQ contract.
- AFWay is an unclassified system. There will be no classified information processed via AFWay. Classified task orders will follow a unique process outside of AFWay and described in paragraph 3.5 of the ordering guide.
- For optimal use of the AFWay website, vendors are encouraged to use Internet Explorer (IE) 8.0 or earlier versions. For newer versions of IE, users will need to use IT tool menu to change the browser to “Enterprise” mode in order to use AFWay due to compatibility issues.

1. AFWay Registration for New Users

- a. To register as a new customer to AFWay, navigate to <https://www.afway.af.mil/> using your web browser, and select the “Registration” button on the AFWay Home Page.



Figure 1 – AFWay Home Page

- b. Fill in all of the required fields, identified with an asterisk. NOTE, the “Agency” field determines the approval process for RFQs. Depending on the menu selection, the user will be required to complete one of the following two steps to successfully complete registration.
 1. If the “Agency” field is “DEPT OF DEFENSE – AIR FORCE,” four additional required fields will appear: MAJCOM, BASE, DRA, and ECAN. The DRA and ECAN fields are critically important to the success of a Customer’s RFQ reaching the Contracting Officer (CO) for approval and distribution to the NetCents-2 EISM vendors.
 - **MAJCOM** – Enter your MAJCOM
 - **BASE** – Enter your Base
 - **ECAN** – Use your original ECAN at your base
 - **DRA** – This field determines the person who will fulfill the Base Equipment Custodian Officer (BECO) role in the approval chain. The BECO will then assign the respective CO. For help finding the correct Direct Reporting Activity (DRA), select the “Help finding your DRA” link to

the right of the DRA field. A page showing “DRA’s By Base” will appear. DRA’s are listed according to the base in alphabetical order. If the base has more than one DRA, check for the respective MAJCOM and Organization, or verify with your Base Equipment Custodian Officer (BECO) for the correct DRA.

2. If the “Agency” field is populated with any other menu selection, no additional fields will appear. **Users should not call the FAS for your “Check Out” button as permission will be granted by your Equipment Custodian.** After registration is complete, the Customer will need to contact the AFWay phone at (334) 416-5771, Opt 1, 5, 5, and send an e-mail to team5@gunter.af.mil to finish account configuration and have the ability to generate RFQs to vendors. This is available to active duty and federal employees only.
- c. Once all of the applicable fields have been completed, click on the “Register on AFWay” button to complete the registration process. If there are any errors, a new page will be displayed indicating any registration errors. Click on the “Return to Registration” button, correct any errors, and then click on the “Register on AFWay” button.
- d. After successful registration, you will be directed to a Welcome screen and a one-time temporary password will be sent to the E-mail Address used during registration.

2. Logging into AFWay

- a. To login to AFWay, navigate to <https://www.afway.af.mil/> using your web browser.
- b. Click on the “Log In” link under the Home Page heading on the left.

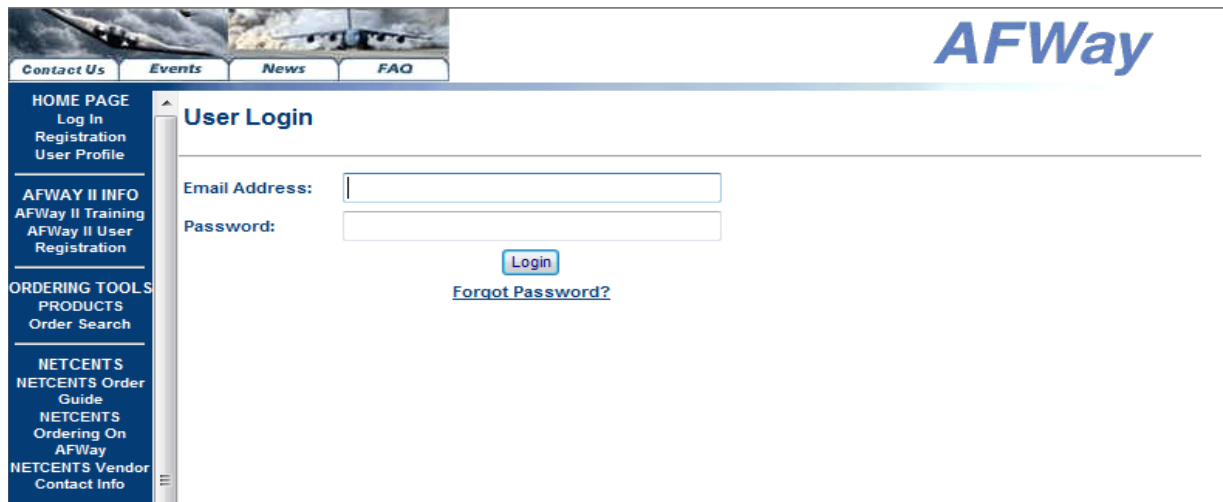


Figure 2 – User Login Page

- c. Enter your E-mail Address established during your AFWay registration and corresponding Password, and click the Login button. Note, use your one-time temporary password issued

via email upon initial authentication. You will be prompted to change this password after successfully logging in.

NOTE: If an incorrect Password is entered 3 times, the account will be locked. Contact the Field Assistance Service (FAS), DSN 596-5771, opt 5 and a new one-time temporary password will be automatically generated and sent via e-mail. After a successful login to the system, you will be required to change the password.

d. Forgotten Password

- If you've forgotten your password, select the "Forgot Password?" link to get to the following screen.

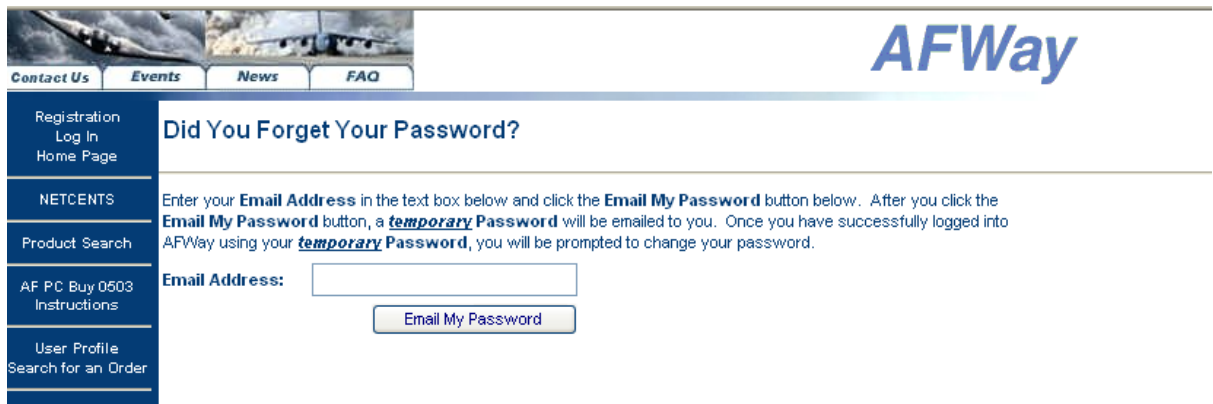


Figure 3 – Forgotten Password Page

- Enter your E-mail Address used during AFWay registration and click the "Email My Password" button. A one-time temporary password will be e-mailed. After successfully logging in, you will be required to change the password.
- If your E-Mail Address is unknown, incorrect or invalid, please contact the FAS, DSN 596-5771, opt 5 for AFWay assistance.

3. Account Setup

- a. Upon successfully logging into AFWay, your User Profile page will be displayed as seen in Figure 4.
- b. On the User Profile page, click on the "View/Edit Your Account Information" link.
- c. Verify that you are registered as a Customer in the Authorization section, and verify that the Agency that is selected is correct.
- d. For DoD AF customers, verify your MAJCOM, Base, DRA and ECAN are correct.



Figure 4 – User Profile Page

- e. If any changes are made, click on the “Update User Information” button at the bottom of the page. Return to the User Profile page by selecting the “User Profile” link in the left blue menu pane.

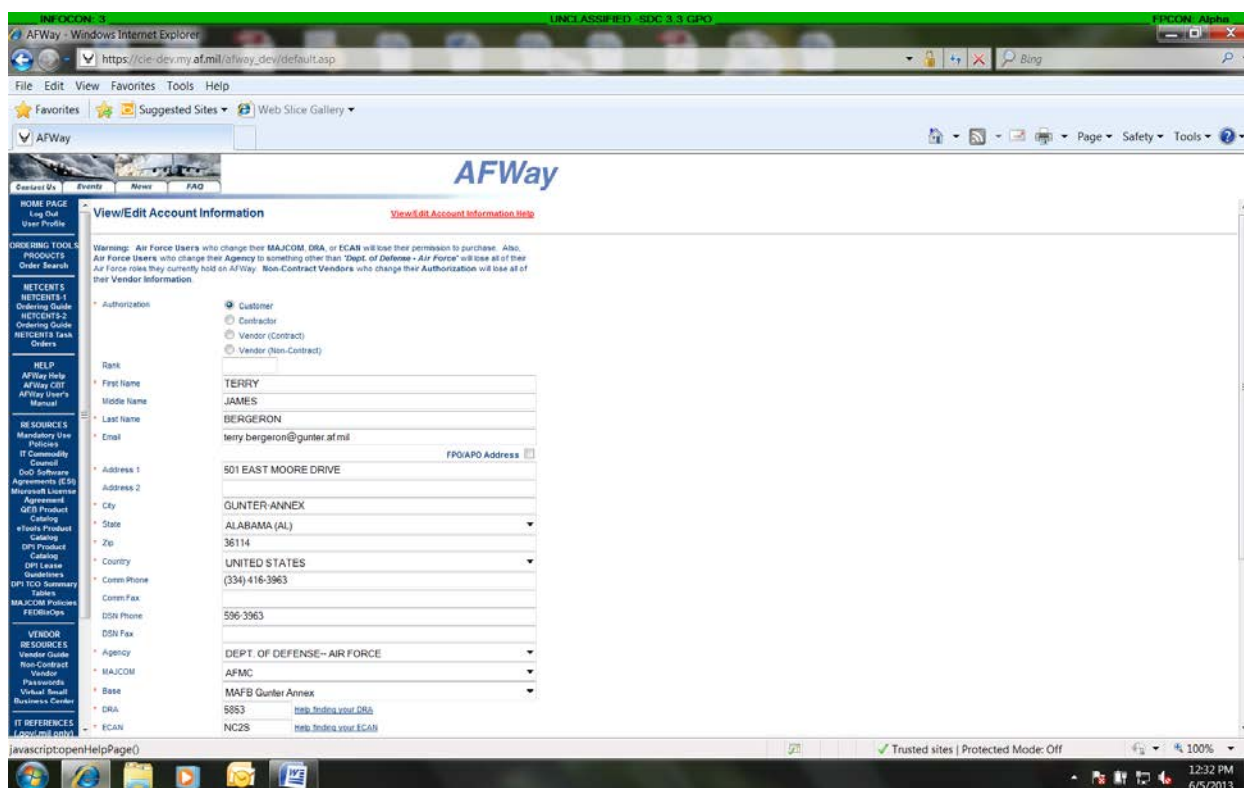


Figure 5 – View/Edit Account Information Page

4. Submitting a Request for Quote (RFQ) Using AFWay

- a. After you've successfully logged into AFWay, navigate to the User Profile page by clicking on the “User Profile” link from the menu selections on the left.
- b. Initiate the RFQ process by clicking on the “Submit a Request For Quote” link.

NOTE: If an error occurs stating that you do not have permission to purchase, contact the FAS, DSN 596-5771, opt 5 for AFWay assistance.

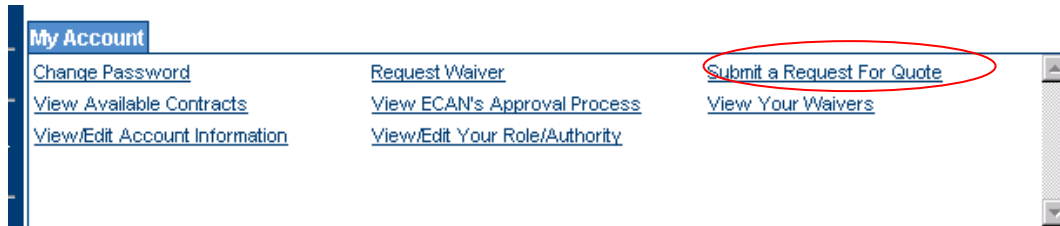


Figure 6 – Submit a Request For Quote Link

- c. Upon clicking the link, the RFQ page is displayed to the User. The RFQ page allows the User to specify and include all information required for a RFQ. Follow the instructions below for completing each section of the RFQ page:

Request For Quote

Please enter a unique name for your RFQ.

RFQ Name:

Please select the vendors to whom you would like this RFQ sent. If only one vendor is selected then you must enter rationale for selecting a single vendor. In accordance with FAR 8.405-1 and 8.405-2, 3 Sources are required to compete for a Request for Quote.

Categories:

AFWay Vendors:

If only one vendor is selected then you must enter rationale for selecting a single vendor. A brand name is not a reason for selecting a single vendor. Otherwise this field is optional. (You may enter up to 500 characters.)

Rationale:

Enter a detailed description of the item(s) for which you are requesting a quote. Any brand name specific requirements should be coordinated with the Government Purchase Card Holder or the Contracting Officer. (You may enter up to 5,000 characters.)

Description:

You may also attach any related documents. Select the number of attachments you wish to associate with the RFQ. Click the "Browse..." button to find the file(s) on your computer.

Note: Valid file formats are Microsoft Word (.doc), Microsoft Excel (.xls), Microsoft PowerPoint (.ppt), Adobe Acrobat (.pdf), and Plain Text (.txt).

How many attachments?

Note: There is a maximum of five files. There is a total maximum file size of 6 MB for all attachments.

Figure 7 – Request for Quote (RFQ) Page

- **RFQ Name:** Create a unique Enterprise Integration and Service Management RFQ name, but ensure the name begins with 'NC-2 EISM...' (i.e. NC-2 EISM – System Acronym)
- **Categories:** Select 'NC-2 EISM'

- **AFWay Vendors:** By selecting 'NC-2 EISM,' the applicable set of vendors will be highlighted. NOTE: **Do not deselect any NC-2 vendors from this list or add vendors to the list.** All NC-2 EISM vendors must have an opportunity for fair competition based on Federal Acquisition Regulation (FAR) unless a Fair Opportunity Exception (FOE) has been approved by the CO.
 - **Rationale:** This field requires no input unless there is an exception to fair opportunity. This field is reserved for Sole Source justification/rationale when only one vendor is selected in the AFWay Vendors field.
 - **Description:** Use this text field to provide a general description of the overall RFQ requirement(s)
 - **How Many Attachments?:** First, enter the quantity of attachments. Then attach any required documentation needed as part of the RFQ so the Vendors can adequately respond (PWS, Instructions to Offerors, Proposal Evaluations, etc.). Select Browse to attach document(s). The RFQ has a limitation of 5 attachments, which must be less than 6MB in size. Recommendation: Use the AMRDEC SAFE ACCESS FILE EXCHANGE (SAFE) website to post large amounts of documentation. Directions for the use of SAFE can be found in [Appendix 23](#).
 - **Desired Delivery Date:** The desired delivery date entered should be the estimated first day of performance.
 - **Quantity Requested:** This field is not applicable for a Services RFQ; however, place a "1" in this field for 1 Service requested.
 - **Anticipated Price:** Use your Independent Government Cost Estimate (IGCE) **
- ** IMPORTANT: Keep in mind your IGCE will not be visible to the vendors. Only the CO and the customer are able to see the IGCE posted on AFWAY.**
- d. Once all of the fields have been completed and reviewed, click on the "Submit RFQ" button to complete the process and generate an RFQ. A window will display notifying the User that the RFQ was successfully added and it will be assigned a unique RFQ ID.

Request For Quote

[RFQ Help](#)

Request For Quote (RFQ ID 74) Successfully Added.

[Close Window](#) [Return to User Profile](#)

Figure 8 - RFQ Successfully Added Page

5. RFQ Approval Process & Tracking

****Please note that the current email notification system in AFWay is working sporadically. We advise that you check your AFWay RFQ status on a regular basis to ensure that the RFQ is moving along at a timely rate until this email issue is resolved. Although we are publishing the email process in this guide, your email notifications may not be working.****

- a. A RFQ submitted by a DoD AF customer will go through an approval process (workflow process), determined by the DRA and ECAN number entered during registration or account setup. After each approval step, an e-mail notification is sent to the approver and the customer who initiated the RFQ.
- b. Once the DoD AF customer has submitted an RFQ, the RFQ approval (workflow) process for DoD AF customers is as follows:
 - **Equipment Custodian (EC)** – Determined by ECAN
 - **Base Reviewer (optional)** – Determined by BECO
 - **Base Equipment Control Officer (BECO)** – Determined by DRA
 - **Approval Official (AO)** – Determined by EC
 - **Resource Advisor (RA)** – Determined by EC
 - **Contracting Officer (CO)** – Determined by BECO
- c. **Contracting Officer (CO)** is the final approval step in the workflow process. The CO either approves or disapproves, and enters a Vendor Response Due Date. The Vendor Response Due Date entered should be the **deadline date the vendors have to submit a response to a RFQ**. The CO can change the desired delivery date, if necessary, and should reflect the estimated first day of performance. See Figure below.

Request For Quote

Request For Quote Help

RFQ ID: 96680
RFQ Name: NC-2 EISM - UG Test
Date Created: 8/24/2014 7:33:50 AM

Customer Information

Cancel RFQ

Name: JASON FRYE
DRA: 5853
ECAN: NC2S
Address: 501 EAST MOORE DRIVE
GUNTER ANNEX, AL 36114 UNITED STATES
Email: Jason.Frye.6@us.af.mil
Phone: 334-416-2614

RFQ Information

* Vendor Response Due Date: Day: 25 Month: January Year: 2014
Desired Delivery Date: Day: 24 Month: July Year: 2014

Update

Quantity Requested: 1
Anticipated Price: \$1.00
Description: Re-Engineering Effort for EISM User's Guide for decentralized ordering.
Attachments: None

Would you like to add other Vendors to the RFQ?

Please select the vendors to whom you would like this RFQ sent. If only one vendor is selected then you must enter rationale for selecting a single vendor. In accordance with FAR 8.405-1 and 8.405-2, 3 Sources are required to compete for a Request for Quote.

To select multiple vendors or deselect a vendor, hold down the Ctrl key

FA8771-08-A-0601; HP - DPI DEVICES; LB

FA8771-08-A-0601/LBW_12A; HP - BW HIGH END MFP; LB

FA8771-08-A-0601/LCL_12A; HP - COLOR HIGH END MFP; LB

FA8771-08-A-0601/LEGACY; HP - LEGACY CONSUMABLES; LB

AFWay Vendors:

Non-Contract Vendors:

There are currently no Non-Contract vendors. If you need to send this Request For Quote to a vendor not on AFWay then please contact your Contracting Officer.

Click here to view more information about the Non-Contract Vendors.

If you would like to send this Request For Quote to a vendor that does not have a contract on AFWay or who has not already been approved to accept quotes on AFWay then please select the number of vendors and enter the email address below of the person that will be receiving quote notification. Recommend the vendor has a cage code registered with Asset Information Management (AIM) (formerly Information Technology Asset Management (ITAM)) before sending this request to them.

How Many Vendors?

1

2

3

4

5

6

7

8

9

10

Add Vendors

RFQ Vendors

Registered Vendor	Contract Number	Date Submitted to Vendor	Status	
BOOZ ALLEN HAMILTON INC. (BAH)	FA8771-11-D-1000	Not Yet Submitted	RFQ PENDING	<div>Remove</div>

Figure 9

d. At this point, the CO can approve and submit the order.

153

Quantity Requested: 1
 Anticipated Price: \$1.00
 Description: Re-Engineering Effort for EISM User's Guide for decentralized ordering.
 Attachments: None

Would you like to add other Vendors to the RFQ?
 Please select the vendors to whom you would like this RFQ sent. If only one vendor is selected then you must enter rationale for selecting a single vendor. In accordance with FAR 8.405-1 and 8.405-2, 3 Sources are required to compete for a Request for Quote.

To select multiple vendors or deselect a vendor, hold down the Ctrl key

AFWay Vendors: FA8771-08-A-0601; HP - DPI DEVICES; LB
 FA8771-08-A-0601/LBW_12A; HP - BW HIGH END MFP; LB
 FA8771-08-A-0601/LCL_12A; HP - COLOR HIGH END MFP; LB
 FA8771-08-A-0601/LEGACY; HP - LEGACY CONSUMABLES; LB

Non-Contract Vendors: There are currently no Non-Contract vendors. If you need to send this Request For Quote to a vendor not on AFWay then please contact your Contracting Officer.
[Click here](#) to view more information about the Non-Contract Vendors.

If you would like to send this Request For Quote to a vendor that does not have a contract on AFWay or who has not already been approved to accept quotes on AFWay then please select the number of vendors and enter the email address below of the person that will be receiving quote notification. Recommend the vendor has a cage code registered with Asset Information Management (AIM) (formerly Information Technology Asset Management (ITAM)) before sending this request to them.

How Many Vendors?

[Add Vendors](#)

RFQ Vendors

Registered Vendor	Contract Number	Date Submitted to Vendor	Status	
BOOZ ALLEN HAMILTON INC. (BAH)	FA8771-11-D-1000	Not Yet Submitted	RFQ PENDING	Remove
CACI ENTERPRISE SOLUTIONS INC	FA8771-11-D-1003	Not Yet Submitted	RFQ PENDING	Remove
DELOITTE CONSULTING LLP	FA8771-11-D-1005	Not Yet Submitted	RFQ PENDING	Remove
DYNAMICS RESEARCH CORPORATION	FA8771-11-D-1002	Not Yet Submitted	RFQ PENDING	Remove
JACOBS STRATEGIC SOLUTIONS GROUP, INC.	FA8771-11-D-1004	Not Yet Submitted	RFQ PENDING	Remove
SCIENCE APPLICATIONS INTERNATIONAL CORP (SAIC)	FA8771-11-D-1001	Not Yet Submitted	RFQ PENDING	Remove

Approval Process
 You are the current step in the approval process for this Request For Quote.

☐ Approve
☐ Disapprove

Comments:

[Submit](#)

Figure 10

- e. Once approved by the CO, the vendors will receive an e-mail notification alerting them of a new RFQ for action. When a vendor submits a response for solution or chooses to decline, the customer originating the RFQ will receive an e-mail notification.

Note: Once the vendor submits a solution it cannot be re-submitted. To accomplish an amendment to an RFQ already posted, the customer must submit a new RFQ in AFWAY and reference the old RFQ number.

- f. The customer can view a vendor response to an RFQ by navigating to the User Profile page, clicking on the "Request for Quotes" tab, and clicking on the RFQ ID number of the respective RFQ. The RFQ page will display all RFQ information. Scroll down to view the status for each vendor, clicking on the plus sign (+) next to the vendor to expand and view their response.

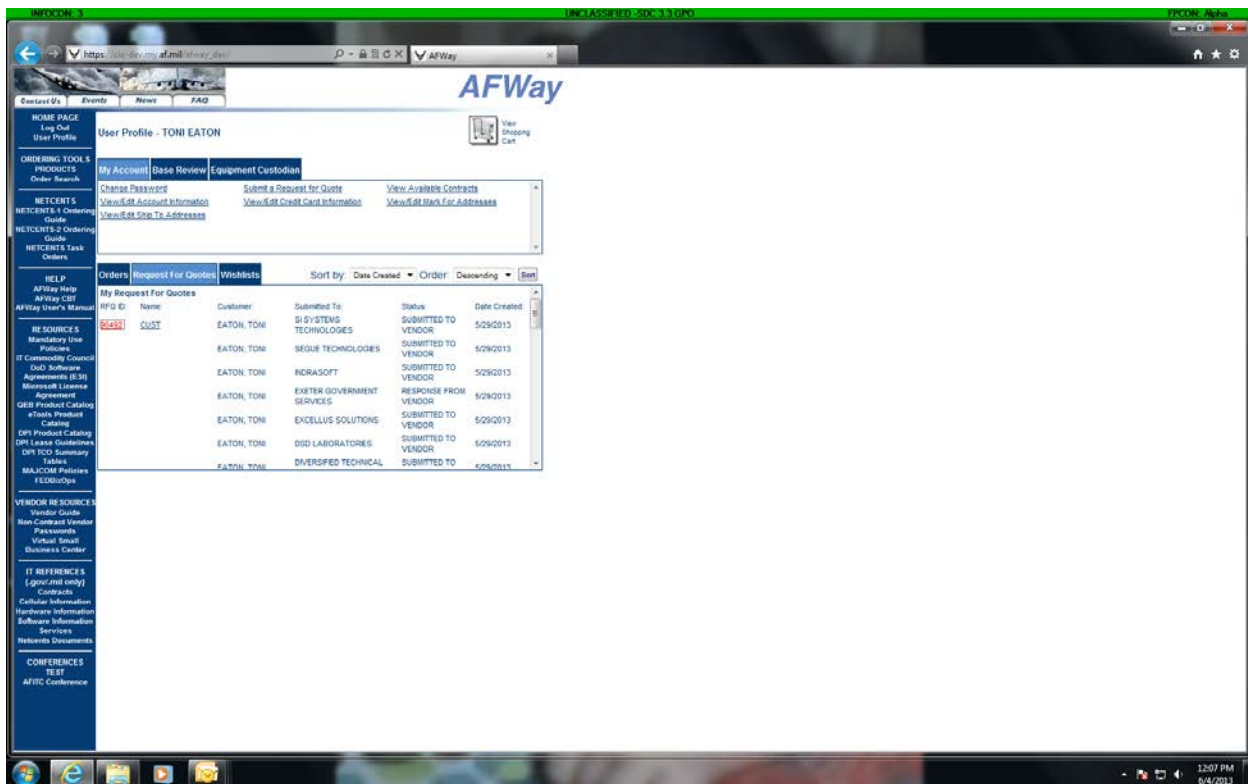


Figure 11 – RFQ Page for Submitting Information To Vendor

6. Creating an Order Using AFWAY

IMPORTANT: This step is critical for contract management and oversight. Be sure to complete this step after evaluating all proposals and selecting the one proposal that will be awarded a task order.

- When all of the vendors have replied to the RFQ, or once the vendor's deadline to submit a response to the RFQ has passed, the customer and respective CO should follow their local procedures to evaluate responses from vendors for the respective RFQ and determine which, if any, should be awarded as a task order. Refer to Appendix A17 for services task order evaluation guidelines.
- Once decided, an Order must be created in AFWay. To create an Order from an RFQ, the customer who initiated the RFQ must navigate to the User Profile page and click on the "Request for Quote" tab.
- Click on the RFQ ID number to open the RFQ.
- Click on the plus sign next to the vendor who was evaluated to have the best proposal to open their solution.

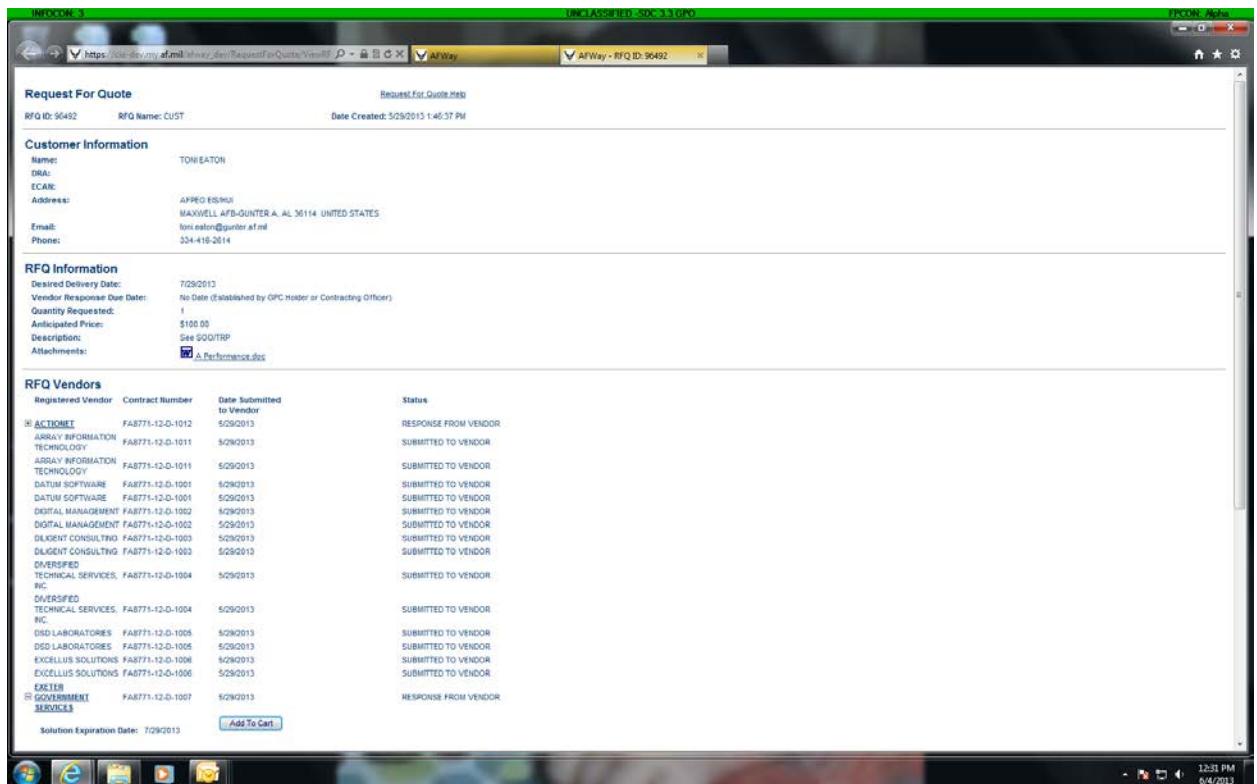


Figure 12

- e. Select the Add to Cart button on the right side of the solution.
- f. The Shopping Cart will appear, populated with the solution. Click the “Checkout” button when you are ready to create the order.

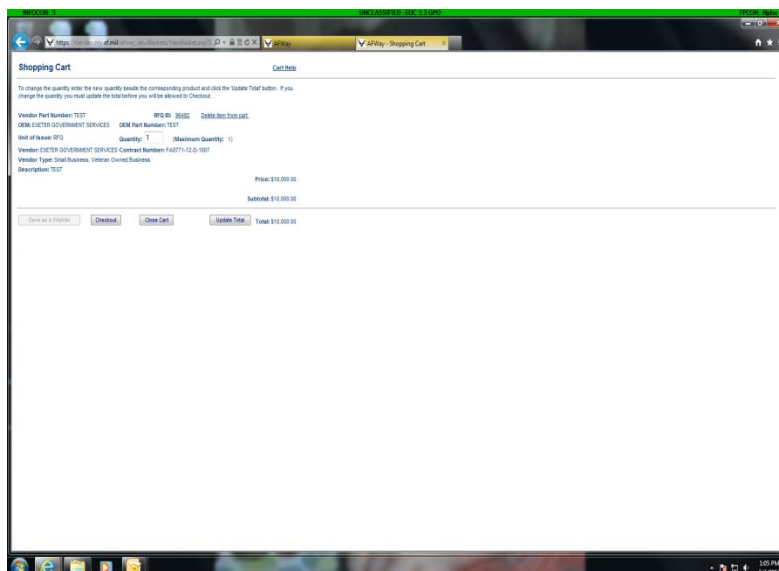


Figure 13

- g. The Shopping Cart will close and you will be required to confirm the “Ship To Address” and “Mark For Address” as shown in Figure 14 below.
- h. Enter any additional comments the vendor needs to be aware of. Once all information is reviewed and confirmed, click on the “Next” button.



Confirm Addresses

Ship To Address:

Building: **BUILDING 880**
Address: **515 EAST MOORE DRIVE**
City: **MONTEGOMERY, AL**
State: **AL**
Zip: **36114**
Country: **UNITED STATES**

Mark For Address:

First Name: **STEVEN**
Last Name: **KROSS**
Building: **856**
Room Number: **208**
Unit/Organization: **ELSG/KS**
Comm. Phone: **334-416-6051**
Email: **STEVEN.KROSS@GUITER.AF.MIL**

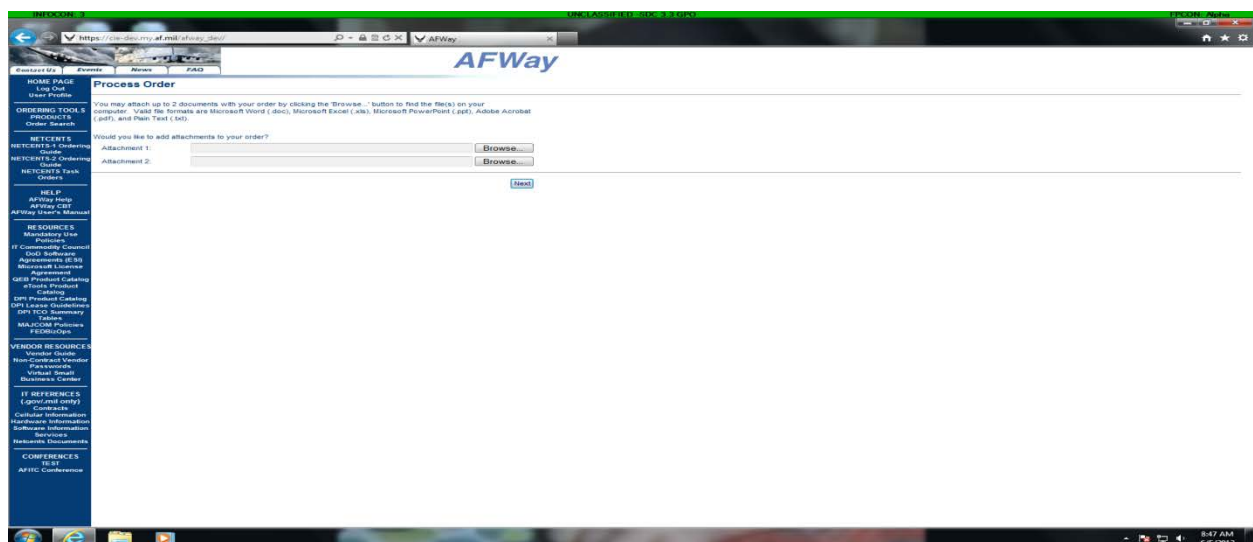
[Multiple Ship To/Mark For Addresses](#)

Comments to Vendor:

[Next](#)

Figure 14 – Confirm Addresses Page

- i. The Process Order page will appear as shown in Figure below. Attach any documents applicable to the order and/or select the “Next” button.



The screenshot shows the AFWay Process Order page. The browser address bar displays <https://cde.dau.af.mil/afway/dev/>. The page header includes the AFWay logo and navigation links: Home, News, and FAQ. The main content area is titled "Process Order" and contains instructions: "You may attach up to 2 documents with your order by clicking the 'Browse...' button to find the file(s) on your computer. Valid file formats are Microsoft Word (.doc), Microsoft Excel (.xls), Microsoft PowerPoint (.ppt), Adobe Acrobat (.pdf), and Plain Text (.txt)." Below this, there are two attachment fields labeled "Attachment 1:" and "Attachment 2:", each with a "Browse..." button. A "Next" button is located at the bottom right of the attachment section. The left sidebar contains a navigation menu with categories: HOME PAGE, ORDERING TOOLS, RESOURCES, HELP, VENDOR RESOURCES, and REFERENCES. The bottom status bar shows the time as 8:47 AM on 6/5/2013.

Figure 15

j. AFWay will assign an Order/Tracking number to the order. The order and status can be found on the User Profile page under the “Order” tab.

- DOD-AF Customers: the order will be routed directly to their respective CO for approval.
- Non-DoD AF Customers: All customers other than DoD Air Force customers will enter their own funding information, approve, and submit the order directly to the vendor.

7. Instructions to Approve an Order

An Order will go through the same workflow as the RFQ (ECAN, BECO, Base Review, etc. and finally the CO. **This is not an official approval for the BECO, it is just a coordination.** The CO will receive an e-mail notification alerting them they need to approve an order in AFWay. The CO will login to AFWay and be directed to the default User Profile page.

a. Under the Orders tab, the CO should click on the corresponding Tracking Number to open the order and review the order for accuracy. See Figure below.

The screenshot shows the AFWay web application interface. The browser address bar displays the URL: <https://cda-ibv.my.af.mil/afway/dev/Orders/ViewOrder.asp?o=170560>. The page title is "Order". Below the title, it shows "Tracking Number: 170560" and "Date Created: 6/5/2013 1:30:30 PM".

Customer Information

Name:	TERRY BERGERON
DNA:	5853
ECAN:	NC25
Address:	501 EAST MOORE DRIVE
	GUNTER-ANNEX, AL 36114 UNITED STATES
Email:	terry.bergeron@gunter.af.mil
Phone:	(334) 416-3965

Order Status (Order No 201618)

Order Status:	ORDER PENDING (6/5/2013 1:30:30 PM)
Vendor:	ACTIONET (FA8771-12-D-1012)

Product Information

Vendor Part Number: 121212	RFQ ID: 36482	OEM Part No: 12121212
Contract No: FA8771-12-D-1012	OEM: 3COM CORP	Quantity: 1
Unit of Issue: RFQ	Price: \$119,000.00	
Description: SERVICES		

Internal Comments

No Comments

Shipping Information (Vendor Part No: 121212)

Mark For Address	Ship To Address
Name: TONEATON	Bldg: BUILDING 880
Attn: Bldg 880 Room 1300	Address: 818 E. MOORE DRIVE
Phone: 334-416-2614	Address: HQ 754 ELSDOME
Email: TONEATON@GUNTER.AF.MIL	GUNTER AFB, AL UNITED STATES 36114

Comments to Vendor

No comments

Shipping Status (Vendor Part No: 121212)

Shipping Status:	NONE
Vendor Tracking Number:	NONE
Shipping Company:	NONE
Date Shipped:	NONE

Subtotal: \$119,000.00

Product Information

Vendor Part Number: 121212	RFQ ID: 36482	OEM Part No: 12121212
Contract No: FA8771-12-D-1012	OEM: 3COM CORP	Quantity: 1
Unit of Issue: RFQ	Price: \$119,000.00	

Figure 16

- b. The CO can choose to approve or disapprove the order and add comments, internally and to the Vendor if necessary, and Submit.

The screenshot displays a web application interface for managing orders. The browser's address bar shows a URL starting with 'https://'. The page title is 'UNCLASSIFIED-SEC 3.3.0.0'. The main content area is divided into several sections:

- Shipping Status (Vendor Part No: 121212)**: A table showing shipping details. All fields (Shipping Status, Vendor Tracking Number, Shipping Company, Date Shipped) are currently 'NONE'. A subtotal of \$119,000.00 is displayed.
- Product Information**: A table showing product details. Fields include Vendor Part Number (121212), RFQ ID (36432), OEM Part No (12121212), Contract No (FA0771-12-Q-1012), OEM (SCOW CORP), Price (\$119,000.00), Unit of Issue (RFQ), and Description (SERVICES). A quantity of 1 is shown.
- Internal Comments**: A section for adding internal comments, currently empty.
- Shipping Information (Vendor Part No: 121212)**: A section for shipping details. It includes a table for 'Mark For Address' and 'Ship To Address'. The 'Mark For Address' table lists Name (TOW/EATON), Bldg (004), Room (1300), Phone (334416-2614), and Email (TOW/EATON@QUINTER.AF.MIL). The 'Ship To Address' table lists Bldg (BUILDING 000), Address (515 E. MOORE DRIVE), and Phone (HQ 754 ELGGOOOME). A note below the table states 'QUINTER AFB, AL UNITED STATES 36114'. A 'Comments to Vendor' section is also present, currently empty.
- Shipping Status (Vendor Part No: 121212)**: A second table showing shipping details, identical to the first one. A subtotal of \$119,000.00 is displayed.
- Attachments**: A section for adding attachments, currently empty.
- Approval Process**: A section for approving or disapproving the order. It includes a 'Submit a Request for Quote From This Order' button, a message 'You are the current step in the approval process for this order.', and radio buttons for 'Approve' and 'Disapprove'. Below these are input fields for 'Internal Comments' and 'Comments to Vendor', and a 'Submit' button.

The bottom of the page shows a Windows taskbar with various icons and a system clock indicating 1:39 PM on 6/5/2013.

Figure 17

Next, the Enter the funding information and attach a signed copy of the contract award document that was created in your contract writing system (i.e. CONWRITE). Click on Submit This Order.

Appendix G1 – DoD Warranty Guide



ACQUISITION,
TECHNOLOGY
AND LOGISTICS

OFFICE OF THE UNDER SECRETARY OF DEFENSE
3000 DEFENSE PENTAGON
WASHINGTON, DC 20301-3000

OCT -6 2009

MEMORANDUM FOR COMMANDER, UNITED STATES SPECIAL OPERATIONS
COMMAND (ATTN: ACQUISITION EXECUTIVE)
COMMANDER, UNITED STATES TRANSPORTATION
COMMAND (ATTN: ACQUISITION EXECUTIVE)
DEPUTY ASSISTANT SECRETARY OF THE ARMY
(PROCUREMENT), ASA (ALT)
DEPUTY ASSISTANT SECRETARY OF THE NAVY
(ACQUISITION & LOGISTICS MANAGEMENT),
ASN(RDA)
DEPUTY ASSISTANT SECRETARY OF THE AIR FORCE
(CONTRACTING), SAF/AQC
DIRECTORS, DEFENSE AGENCIES
DIRECTORS, DOD FIELD ACTIVITIES

SUBJECT: Department of Defense Warranty Guide, Version 1.0

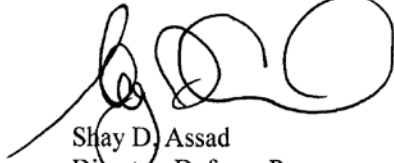
The Department of Defense (DoD) relies heavily on warranties to support mission critical needs and must ensure a capability to track warranties for Item Unique Identification (IUID) required items, Government Furnished Property and items covered by the Procurement Data Standard (PDS). Tracking warranties, from the identification of the requirement to the expiration date of the warranted item, will significantly enhance the enforceability of the warranties and will improve the warranty data visibility. Today, no standardized process exists and no specific data is collected for warranty tracking.

As part of the IUID implementation guidance, the Office of the Under Secretary of Defense (OUSD) for Acquisition Technology and Logistics (AT&L) issued a policy memorandum dated February 6, 2007, requiring development of the requirements to track warranties for IUID required items in the IUID registry. To execute the OUSD policy, the Program Development and Implementation (PDI) directorate is implementing a four-phased approach to warranty tracking. In Phase I, DoD examined the Warranty Planning Process to develop the policies, processes and procedures needed to track warranties. In Phases II through IV, PDI will focus on warranty tracking and tracing during the Contract Writing Process (Phase II), the Receipt/Acceptance Process (Phase III) and the Use Process (Phase IV).

In February 2008, PDI established a warranty working group, consisting of functional experts in warranty management within each component and/or service. The group has developed a "Department of Defense Warranty Guide." The guide is based

upon the Air Force Materiel Command (AFMC) Warranty Guide and Army Warranty Regulation 700-139. This guide should be used by program managers, project officers, logistics managers, contracting officers, and others within DoD who may be responsible for warranty development and implementation. The DoD Warranty Guide can be viewed online at <http://www.acq.osd.mil/dpap/pdi/uid/guides.html>.

Please direct any questions regarding this matter to Mae Bartley at 703-602-8011 or mae.bartley@osd.mil.

A handwritten signature in black ink, appearing to read 'Shay D. Assad', with a large, stylized circular flourish at the end.

Shay D. Assad
Director, Defense Procurement
and Acquisition Policy

Change Page