

**PERFORMANCE WORK STATEMENT (PWS)
As of January 13, 2005**

Contract Number:	<i>(completed by the KO at time of TO award)</i>
Task Order Number:	<i>(completed by the KO at time of TO award)</i>

1. Task Monitors (TMs).

1.1. Primary TM.

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1.2. Alternate TM.

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2. Task Order Title: NCES Program Office Support

3. Background:

3.1. Network Centric Enterprise Services (NCES) is the acquisition program responsible for enabling the Core Enterprise Service (CES) portion of the Global Information Grid (GIG). NCES will provide the common enterprise-wide services upon which DOD computer applications will rely as the department transforms to net-centric warfare concepts. NCES capabilities, deployed on Defense networks, will provide a consolidated, services-based information technology infrastructure which reduces overall costs to deploy and maintain IT systems supporting day-to-day business and war fighter operations. NCES will provide DOD organizations ubiquitous access to reliable, decision-quality actionable information through a net-based Services Oriented Architecture (SOA) infrastructure. NCES will empower the edge user to pull information from any available source, with minimal latency, to support net-centric operations. Its capabilities will allow GIG users to task, post, process, use, store, manage, and protect information resources on demand for warriors, policy makers, and support personnel. The NCES Program Management Office (PMO) is currently demonstrating the technical feasibility and capabilities of selected core services.

3.2. The PMO will use pilots, models, data and service templates and registries, test events, and simulations to capture the metrics required to validate the Capabilities Development Document (CDD) and other required documentation prior to Milestone B (MS B).

4. Objective: The contractor shall serve in an Integrated Program Management (IPM) role by providing, executing, and controlling a detailed management plan to ensure the NCES Program Management Office (PMO) successfully reaches Milestone B, in accordance with DOD Instruction 5000.2 and the Defense Acquisition Guidebook, during the first quarter of FY06.

5. Scope: Although the government retains decision authority, the approach used by the CONTRACTOR, in the IPM role, shall encompass the following five focus areas:

- Integrated Program Management
 - Provide management oversight
 - Define core business processes
 - Identify and manage risks
- Acquisition Planning and Execution
 - Define acquisition strategy
 - Provide subject matter experts capable of successfully guiding the PMO through the DOD 5000 acquisition process
 - Ensure MS B information requirements are successfully met
- Systems Engineering
 - Tailor, implement, and institutionalize System Engineering processes and artifacts
 - Implement an IV&V (Independent Verification & Validation) process
- Stakeholder Management and Outreach
 - Establish a common NCES vision and message
 - Engage the stakeholder community
- Solutions Engineering
 - Establish a common technical vision, architecture, and roadmap
 - Vet out NCES candidate architecture and technical approach
 - Implement an IV&V process

6. Performance Requirements.

CONTRACTOR shall provide technical, operational and managerial support for the tasks described below. The following represent a detailed description of each task area along with associated subtasks:

6.1 *Integrated Program Management*

TASK 6.1.1 – INITIATION AND PLANNING

Organize and facilitate the assessment of the current program management processes. Identify core business processes to be assessed such as product generation, quality assurance, risk management, status reporting and program monitoring. Identify and define assessment methodology, activities, and develop a corrective action plan for identifying and implementing corrective actions. Develop NCES WBS for MS B Phase. This WBS shall be expanded to at least the sixth level, to include all work that is proposed for subcontracting. Estimated person hours to be expended in an area, broken down by labor category, i.e. Engineering Specialist, Technician, etc., shall be shown at the lowest level of the WBS (level 6 at a minimum), and these

hours shall be rolled up to the major line item areas (Level 2). The following represents Earned Value Management System (EVMS) requirements:

- (1) An EVMS that has been recognized by the net-centric enterprise services Contracting Officer as complying with the criteria provided in DoD 5000.2-R, Mandatory Procedures for Major Defense Acquisition Programs and Major Automated Information Systems Acquisition Programs.
- (2) In order to support EVMS the contractor shall prepare the Management Plan describing the technical approach, organization structure and management controls to be employed to meet the cost, schedule, and performance requirements throughout the TO execution. Provide a monthly status report, cost monitoring the quality assurance, progress/status reporting, and program reviews.
- (3) The contractor shall provide for discipline in the management systems. When changes occur, they must be incorporated in the baseline. Changes to past data must be controlled. Budgets should not change unless management agrees and any changes that are made are documented.
- (4) Contractor shall provide two sets of data for each program to the Task Monitors and/or Program Managers. Integrated baseline data and monthly status data:
 - a) Integrated Baseline Data: Within 30 days of TO award, the Contractor shall provide:
 - Program Organization - An Organization Breakdown Structure (OBS) outlining the resources responsible for performing the work on the TO.
 - Program Schedule – An Integrated Master Schedule (IMS) with planned dates and duration times for each Work Breakdown Structure (WBS) element and the Budget information for each WBS element.
 - b) Monthly status reports: Within 45 days of task order award and monthly thereafter, the contractor shall provide reports as detailed in paragraph 11.1

TASK 6.1.2 – EXECUTION

Conduct assessment of current program management processes and establish a baseline view of currently defined processes. Assess current program management tools (e.g. IMS and WBS). Define core business processes. Review and update existing Stakeholder Roles and Responsibilities. Identify and review recommendations for corrective actions. Develop an implementation strategy to address assessment findings and corrective actions. Identify and manage risks. Conduct and facilitate In-Progress Review (IPRs).

TASK 6.1.3 – CONTROLLING

Implement program management controlling and monitoring capabilities. Establish and manage status and performance reporting process. Update WBS and IMS. Update and manage program plans. Establish and manage change control process. Conduct Quality Assurance reviews of MS B products. Generate and report on Program Management metrics. Identify and communicate lessons learned.

6.2 Acquisition Planning & Execution

TASK 6.2.1 – ASSESS, REVIEW & CORRECTIVE PLANNING

Perform Diagnostics of MS B Deliverables and evaluate approach to streamline MS B documents. Review and analyze Working Integrated Process Teams (WIPTs) and stakeholder roles

and responsibilities. Identify and prioritize IMS critical path activities. Identify and review acquisition tools and best practices. Develop streamlined Milestone Decision Authority (MDA) entrance/exit criteria and communication strategy. Develop and review MS B progress reporting and version control procedures. Establish User Forum to include the Assistant Secretary of Defense Networks and Information Integration ASD (NII) office, Services/Agencies (S/As), Joint Staff (JS), and Communities of Interests (COIs).

TASK 6.2.2 – ACQUISITION PROCESS EXECUTION

Implement streamlined acquisition approach and acquisition management tools. Conduct User Forum meetings and provide pilot support.

TASK 6.2.3 – MILESTONE B PRODUCT EXECUTION

Based upon the assessment completed in Task 6.2.1, support the NCES Program Office with the creation/modification of MS B documents.

TASK 6.2.4 – MONITOR

Implement IV&V techniques for monitoring. Work across program areas to support the following activities:

- Version control
- Quality reviews and audits
- Coordination across WIPTs
- Capture and sharing of lessons learned and best practices

TASK 6.2.5 – Conduct and manage status reporting processes and procedures. Update Integrated Master Schedule. Update and manage change control process.

6.3 Systems Engineering

Task 6.3.1 – “Governance”

Subtask 6.3.1.1 – Provide Support to Senior System Engineering Staff. Attend senior staff meetings and provide strategic and technical thought leadership for all systems engineering tasks.

Subtask 6.3.1.2 – Organize and Facilitate Technical and Peer Reviews. Organize and facilitate technical and peer reviews to improve the quality, consistency and integration of engineering activities. Contractor shall schedule an initial technical review to discuss Oktoberfest lessons learned.

Task 6.3.2 – Systems Engineering Plan (SEP): Provide Support to Develop/Enhance the SEP. Work with the existing SEP development team to:

- Tailor based on AT&L and DISA guidance
- Enhance existing sections focused on capability/requirement descriptions
- Enhance existing roles & responsibilities section

Task 6.3.3 – Requirements Management

Subtask 6.3.3.1 – Provide Support to synthesize capabilities into System/Functional Requirements. Work with the acquisition and solutions engineering teams to develop a requirements traceability matrix that decomposes or synthesizes Evolutionary Capability Modules (ECMs) into systems/functional requirements. Work with NE organizations to define and coordinate requirements, architecture and test process areas throughout the NCES systems engineering lifecycle.

Subtask 6.3.3.2 – Provide Support to develop and employ verification methods for Identified System/Functional Requirements. Work with the Test & Evaluation (T&E), piloting, and modeling & simulation teams to define and employ verification methods for identified systems/functional requirements prior to the Milestone B review.

Task 6.3.4 – Performance Assessment

Provide Support to develop the Performance Baseline Document. Work with the Government Acquisition Team using the products of the requirements synthesis task and market data to define performance requirements

Task 6.3.5 – Information Assurance (IA)

Provide Support to Develop the Phase 1 System Security Authorization Agreement (SSAA). Work with the IA team to enhance the IA Strategy based and develop the Phase 1 SSAA

Task 6.3.6 – Configuration Management (CM)

Subtask 6.3.6.1 – Develop a Configuration Management Plan. Develop a robust configuration management plan that includes requirements management, performance baselining, architecture development, assessment activities, IA and T&E activities

Subtask 6.3.6.2 – Implement the CM Plan. Coordinate the implementation of the CM plan and utilize a common software tool (i.e., web portal) to facilitate storage and information exchange

Task 6.3.7 – Test & Evaluation (T&E): Provide support to develop the T&E Master Plan (TEMP). Work with the T&E team to ensure the integration of identified requirements verification methods and performance requirements into the development of developer and operational test plans. Implement an IV&V process. Develop and perform corrective actions.

6.4 Solutions Engineering

Task 6.4.1 – Working Group Support

Establish and provide support to technology working groups as a mechanism to engage the end-user technical community and to ensure rigor in the definition of NCES technical capabilities. Work with the NE organizations to document and communicate working group process guidelines, and provide support to ensure that these process guidelines are followed by each working group. Work to establish a link between working groups and the NCES architecture efforts.

Task 6.4.2 - Pilot Planning Activities

Ensure that all piloting activities are risk-driven and support Milestone B by documenting a piloting identification and execution strategy. Define and establish pilot planning processes and necessary program controls to enforce the NCES pilot strategy. Establish and provide support to an integrated pilot planning team that is responsible for pilot oversight. Work across the NE organizations to define and document the templates necessary for pilot planning activities, and provide support to the PMO to ensure that the pilot strategy and guidelines are followed.

Task 6.4.3 - Portal processes improvement & Quality Assurance (QA).

Work with the NE organizations to define and document the NCES engineering activity workflow. Provide support to implement this workflow within the NCES Portal, and establish Portal usage guidelines and standard processes. Work with relevant stakeholders to define operational scenarios that act as mechanisms to enforce Portal usage across the NCES organization. Establish and provide support to an NCES Quality Assurance team as the oversight mechanism for process and product standards enforcement.

Task 6.4.4 – Evolutionary Capability Module (ECM) Delivery Process, Artifacts and Packaging

Define standard processes, templates, and guidance for use during the identification and delivery of candidate ECMs. Work with the PMO and NE organizations to maintain an ECM risk assessment document. Identify the mechanisms and process by which candidate ECMs become fully supported by NCES. Work with the PMO and relevant NE organizations to ensure that the ECM delivery process is followed.

Task 6.4.5 - Architecture and Specification Guidance

Define standard templates for Service Specifications, and work with PMO, NE organizations and contractors to ensure Service Specifications are written for each candidate ECM / Core Service. Establish processes and guidance for the use of Service Specifications during piloting activities, ECM identification and delivery, and pre-Milestone B activities. Work with the QA and process improvement teams to ensure that Service Specifications are stored in appropriate locations, and communicated to appropriate stakeholders. Define and establish the relationship between the working groups and the creation and maintenance of Service Specifications.

Task 6.4.6 - Integrated Solution Architecture Definition

Work with the NCES Architecture team to define an appropriate technology roadmap and overarching integrated solutions architecture. Work with the ECM identification and evaluation team to ensure alignment between technical roadmap and ECM identification. Work with architecture and NE organizations to define and communicate an overarching NCES technical architecture. Provide oversight of the NCES working groups to ensure alignment of the technical solutions. Provide support to architecture efforts within the NCES program.

Task 6.4.7 - ECM Identification and Evaluation

Provide support to external stakeholders, PMO and NE organizations to conduct ECM identification and candidacy testing. Conduct a market survey to document existing external capabili-

ties for use as potential ECMs. Work with the NCES Architecture team to ensure alignment between NCES ECMs and Architecture Roadmap. Work with NE organizations to document relevant ECM capabilities, and ensure that ECM delivery formats and templates are followed. Implement an IV&V process for solutions.

6.5 Stakeholder Communication & Outreach

Task 6.5.1 – Research

Subtask 6.5.1.1 – Identify and profile key stakeholders that must be engaged throughout Milestone B and subsequent phases. Identify stakeholders that are affected by or influence Milestone B, and identify communications needs among NCES decision-makers, end-users, and other stakeholders.

Subtask 6.5.1.2 – Understand current communications environment and existing communications efforts. Confirm nature, timing, objectives, and sensitivities of implementation, and identify previously undertaken communications initiatives with which coordination must occur.

Task 6.5.2 - Planning

Subtask 6.5.2.1 – Validate (and refine as necessary) a consistent NCES vision, mission, branding plan, and develop communications messages. Confirm NCES vision and mission and craft core branding and communications messages based upon key inputs.

Subtask 6.5.2.2 – Develop a stakeholder management and outreach plan to engage NCES stakeholders and foster buy-in. The plan shall include strategy, schedule, and implementation accountability/responsibility.

Subtask 6.5.2.3 – Develop communications materials and delivery channels. Create messaging and outreach materials such as presentations, CDs, and other aids, and analyze most effective delivery channels for messaging.

Task 6.5.3 – Implementation

Subtask 6.5.3.1 – Engage and educate stakeholders on NCES status, capabilities, and goals. Inform stakeholders through deployment of communication strategies and supporting tools and messages.

Subtask 6.5.3.2 – Modify message, delivery, and tools based on stakeholder feedback. Adapt communications and outreach material as necessary throughout Milestone B.

Task 6.5.4 – Evaluation

Subtask 6.5.4.1 – Assess outreach effectiveness and performance against targeted goals and metrics. Evaluate communications effectiveness via input from stakeholders throughout milestone B.

Subtask 6.5.4.2 – Redirect longer-term communications and outreach based on results of evaluation. Reshape communications plans, tools, and tactics as necessary on an ongoing basis.

7.0 Performance Standards. After award, the successful vendor shall be required to develop performance standards for use in monitoring contractor performance. The government will evaluate the standards and accept as written or make recommendations on how the plan must be changed.

Performance Standards	Standard	Maximum Allowable Degree of Deviation Requirement (AQL)	Method of Surveillance (Quality Assurance)
Task 6.1 – Integrated Program Management	Generate supporting reports and document updates; establish required processes	Deliverables provided within 10% Days After TO Award as stated in Section 11	Periodic Government inspection
Task 6.2 – Acquisition Planning & Execution	Generate supporting reports and document updates; establish required processes	Deliverables provided within 10% Days After TO Award as stated in Section 11	Periodic Government inspection
Task 6.3 – Systems Engineering	Generate supporting reports and document updates; establish required processes	Deliverables provided within 10% Days After TO Award as stated in Section 11	Periodic Government inspection
Task 6.4 – Solutions Engineering	Generate supporting reports and document updates; establish required processes	Deliverables provided within 10% Days After TO Award as stated in Section 11	Periodic Government inspection
Task 6.5 – Stakeholder Communication & Outreach	Generate supporting reports and document updates; establish required processes	Deliverables provided within 10% Days After TO Award as stated in Section 11	Periodic Government inspection

8. Incentives. None

9. Place of Performance. Work shall be performed at the contractor’s site. Meetings shall be conducted primarily at contractor facilities, DISA locations, and DISA test facilities. It is expected that the contractor shall spend considerable time at the DISA location (Skyline 7, Falls Church), in meetings and discussing the schedules and other programmatic details with DISA program personnel.

9.1 Anticipated Meeting Locations: The Contractor shall attend meetings at contractor facilities, at the government sites listed below, and at other locations, as mutually agreed and as needed. Potential government sites include, but are not limited to, the following:

- DISA, Sky 7, Falls Church, Virginia 22041
- Headquarters DISA, 701 South Courthouse Road, Arlington, Virginia 22203.
- The Pentagon, Arlington, Virginia.
- HQ USCENCOM, MacDill AFB, Florida
- HQ USEUCOM, Patch Barracks, Stuttgart-Vaihingen, Germany
- HQ USPACOM, Honolulu, HI
- HQ USJFCOM, Norfolk, VA
- HQ USSOUTHCOM
- HQ USNORTHCOM
- HQ USSOCOM

- USSOCOM Tampa

9.2 Anticipated Travel. The contractor shall be required to perform work associated with task orders in any of the 50 states. In addition, the contractor may be required to perform work in all countries in which US Government Departments/Agencies have a presence. Approval of the TM is required before commencing any travel. Established Federal Government per diem rates shall apply to contractor travel. Variations to authorized travel are acceptable only with the prior approval of the TM. Travel must be performed in accordance with the Joint Travel Regulation and its prevailing rates. Any travel required by the Contractor shall be reimbursable in accordance with the Federal Travel Regulations. At this time, the following annual travel is anticipated from Washington National Capital Region to the following destinations:

- HQ USCENTCOM, MacDill AFB, Florida
- HQ USEUCOM, Patch Barracks, Stuttgart-Vaihingen, Germany
- HQ USPACOM, Honolulu, HI
- HQ USJFCOM, Norfolk, VA
- HQ USSOUTHCOM
- HQ USNORTHCOM
- HQ USSOCOM
- USSOCOM Tampa

10. Period of Performance. The anticipated period of performance for this order shall be 365 days after date of task order award.

11. Delivery Schedule. The contractor shall recommend delivery schedule(s) to the government who will in turn refine and approve the revised schedule no later than two weeks after the task order award date. After award, the successful vendor shall be required to develop a proposed delivery schedule. The government will evaluate the schedule and accept as written or make recommendations on how the plan must be changed. The due date for some deliverables may be reflected as so many days after Task Award. Other deliverables may be event or schedule dependent. Contractor shall provide the following during the term of the TO: Contractor shall furnish deliverables in contractor's format, subject to TM approval, unless otherwise specified in the statement of work. Deliverables must be developed in a format that is compatible with Microsoft Office 2000 applications.

Standard Distribution. The contractor shall deliver one electronic copy of each deliverable and one paper copy, color where necessary for understanding, to the TM. Electronic delivery shall be made via e-mail or CD unless other arrangements are made with the TM (such as posting to an FTP site, for example). Standard Distribution applies to all deliverables unless otherwise noted.

11.1. Monthly Status Reports (electronic) shall include earned value metrics and reporting for cost, schedule, and task performance. These reports shall also address planned vs. actual expenditures, technical progress made, schedule status, travel conducted, meetings attended, PCO-approved equipment/materials procured, issues and recommendations. The Monthly Status Report shall be in MS Word format and e-mailed to the RA, COTR, PCO, ACO and IAC PMO Program Analyst.

11.1.1 Contractor shall measure their performance using earned value, identify variances and take corrective actions and provide the supporting data regarding program cost, program

schedule, and program status per the data item description DI-MGMT-81467. This data shall be used for tracking the program performance, and program expenses of resources on the work plan. The contractor shall submit planned costs on a monthly basis in the Task Order Management Plan deliverable upon delivery. Any deviations of actual expenditures from planned costs, as indicated in the Task Order Management Plan, shall be annotated in the monthly status report. The below table will be included in the Contractor's Monthly Status Report. Contractor shall provide the following schedule and cost data in tabular form:

- Budgeted Cost of Work Scheduled (BCWS)
- Budgeted Cost of Work Performed (BCWP)
- Actual Cost of Work Scheduled (ACWS)
- Actual Cost of Work Performed (ACWP)
- Estimate at Completion (EAC)
- Budget at Completion (BAC)

11.1.2 Task Order # XXXXXXXX Task Monitor: XXXXXXXXXXXXXXXX
 Contractor Name: XXXXXXXXXXXX Contract Type: XXXXXXXXXXXX
 Contract Start Date: xx/xx/xxxx Contract End Date: xx/xx/xxxx
 Current Date: xx/xx/xxxx

Month-Year	BCWS	BCWP	ACWS	ACWP	EAC	BAC	% Complete
Task 1							
Task 2							
Task n							

11.2 Trip reports for all trips made during the task shall be submitted with the monthly status reports.

11.3 Quarterly IPR read-aheads shall be due one week prior to the IPR. Read-ahead shall identify items accomplished, items planned for completion by the next IPR, issues for resolution and funds expended and remaining. Read-ahead shall list due date, submission date, status, and Government approval date of all contract deliverables.

11.4 Program Organization and Schedule:

11.4.1 An Organization Breakdown Structure (OBS) outlining the resources responsible for performing the work on the TO.

11.4.2 An Integrated Master Schedule (IMS) with planned dates and duration times for each WBS element, and the Budget information for each WBS element.

11.5 Specific items that fall within Configuration Management (CM) control shall be identified. This key step will aid in the application of a disciplined process to ensure changes to the NCES baseline and its documentation are identified, tracked and implemented in a controlled, deliberate manner.

11.6 A Revised Configuration Control Board Charter (CCB) shall be submitted. The existing CCB Charter will be revised to more effectively accept functional requirements from the Joint Staff, designate configuration items (CI), and control changes to CIs by ensuring that proposed changes satisfy functional requirements.

11.7 A Revised Configuration Management Plan will be submitted. The existing CM Plan will be revised to update configuration control mechanisms, configuration status accounting, CI control approach, and quality management and process improvement. The updated CM Plan will include requirements management, performance baselining, architecture development, assessment activities, IA, and T&E activities.

11.8 A Configuration Management Tool Selection Report will be developed to outline the requirements of a CM tool for the NCES program. Several tools will be considered and rated against these requirements to aid the PM in selecting the appropriate tool.

11.9 A Configuration Management Procedures Report will be written detailing the procedures that apply to technical and administrative direction in support of development, production and support life cycle of a CI.

11.10 A Configuration Management Hierarchy Identification will be developed. This scheme will be used to identify all CIs (e.g. drawings, design documents, specifications, ICDs, software, hardware systems, etc.) that are being developed, maintained, and acquired to support NCES programs and systems.

11.11 A Version Management Report will be produced to inform the PMO of the status of the version manager tool. Any issues or concerns will be raised in the report to allow modifications to be made to the CM process or use of the tool as necessary.

11.12 A Tracking Management Report will be produced to inform the PMO of the status of the tracking tool. Any issues or concerns will be raised in the report to allow modifications to be made to the CM process or use of the tool as necessary.

11.13 Configuration Control Board Meeting Minutes and an Action Item List will be produced within two business days following a CCB meeting. Attendees will be noted, decisions will be highlighted and actions will be captured and assigned.

11.14 A Risk Management Report will be written to highlight areas of risk identified for the program. Mitigation recommendations will be included in this report in order to keep the Operational Assessment effort on track.

11.15 Clinger-Cohen Act (CCA) Compliance Table and a Congressional report will be produced to certify that the system is being developed in accordance with Subtitle III of Title 40 of the United States Code (formerly the Clinger-Cohen Act (CCA) of 1996). The CCA Compliance Table will be produced in accordance with DODI 5000.2, E4 IT Considerations (Attachment 2). The Congressional Report will be produced in accordance with Public Law 108-287, Section 8083(c), National Defense Appropriations Act for Fiscal Year 2005. The final Compliance Table and Report must be completed and accepted by the DOD CIO two weeks prior to the OIPT for the Milestone B approval. Prior to the final documents, the documents must be staffed/coordinated internally in DISA with subject matter experts and then coordinated with the DISA CIO to ensure their approval/certification.

11.16 A Sufficiency report that assesses the state of each MS B document will be created. The report will identify gaps in content, schedule, resources and recommendations for corrective action.

11.17 A streamlined acquisition approach will be documented to describe how the NCES PMO can tailor DoD 5000 to meet the aggressive time constraints and unique technical requirements of the program.

11.18 Reporting procedures will be written to outline MS B reporting procedures, provide design templates to support reporting activities, and establish guidance documents to direct reporting.

11.19 A WIPT strategy will be documented to describe the operating model for each WIPT along with methods for communication and governance.

11.20 An Acquisition Strategy document will be written highlighting the PMO's acquisition strategy for post Milestone B activities.

11.21 A document recommending tools to support the acquisition process will be written.

11.22 A Requirements synthesis document will be written to decompose or synthesize ECMs into systems/functional requirements.

11.23 An initial Sufficiency report for SEP and TEMP will be written to assess the state of the current documents and provide recommendations for improvements moving forward.

11.24 A technical review of NCCP will be conducted and findings shall be documented.

11.25 A Performance Baseline document shall be written using the products of the requirements synthesis task and market data to define performance requirements.

11.26 The Systems Engineering Plan will be enhanced to take into consideration OSD (AT&L) and DISA guidance.

11.27 The TEMP will be modified to ensure the integration of identified requirements verification methods and performance requirements into the development of developer and operational test plans.

11.28 A System Performance Specifications document will be written to capture the metrics required for each ECM.

11.29 TWG Charters for each ECM will be written to describe the mechanism and process rules for engineering community involvement.

11.30 An ECM Risk Assessment Document will be maintained to identify current risks to ECMs. This document will be used to help drive pilot activities.

11.31 A Pilot Strategy and Pilot Plan Template document will be written to define the methodology for conducting pilots, including the approach for metrics capture and the mechanism for feeding back the lessons learned to appropriate processes. This document will also outline the necessary components on what to include in a pilot plan.

11.32 Service Specification Templates will be constructed to define and document the technical capabilities the program requires of an ECM / Core Service. The specification is used to “filter” existing technologies to match the requirements.

11.33 Portal usage processes and guidelines will be documented to better define the key process areas of the engineering teams, and the mechanisms they can use to increase process robustness by using the collaborative development environment.

11.34 An ECM “Delivery Package Template” and guidelines will be written to help enable external entities to submit candidate technologies in a consistent manner.

11.35 Service Specifications for each ECM / Core Service will be documented to describe the initial capabilities of all ECMs / Core Services, and conform to the Service Specification Template.

11.36 An Integrated Architecture Document will be written to describe the design and ensure interoperability across the Core Services.

11.37 A Communications Plan will be written featuring a time-sequenced listing of outreach activities tied to program management and engineering activities.

11.38 Outreach briefings and collateral (e.g. slick sheets, multimedia presentations) will be created to support the NCES PMO with external communication activities.

11.39 A Final Report will include task background, objectives, assumptions, specific data collected, analyses conducted, conclusions, and recommendations. Each report will be delivered to the TM

#	TITLE	TASK REFERENCE	DUE DATE
11.1	Monthly Status Report	All Tasks	1st 45 Days after TO award; 30 days thereafter
11.2	Trip Reports	All Tasks	Within 30 days after trip
11.3	NCES Quarterly In-Progress Review (IPR)	All Tasks	Quarterly
11.4	Program Organization and Schedule: -An Organization Breakdown Structure (OBS) outlining the resources responsible for performing the work on the TO. -An Integrated Master Schedule (IMS) with planned dates and duration times for each Work Breakdown Structure (WBS) element and the Budget information for each WBS element.	6.1.1	30 Days after TO award
#	TITLE	TASK REFERENCE	DUE DATE
11.5	Identification of CM Items	6.3	15 Days after TO award

11.6	Revised CCB Charter	6.2,6.3	30 Days after TO award
11.7	Revised CM Plan	6.3	40 Days after TO award
11.8	CM Tool Selection Report	6.3	50 Days after TO award
11.9	CM Procedures Report	6.3	60 Days after TO award
11.10	CM Hierarchy Identification	6.3	75 Days after TO award
11.11	Version Management Report	6.2,6.3	90 Days after TO award
11.12	Tracking Management Report	6.2,6.3	120 Days after TO award
11.13	CCB Meeting Minutes and Action Item List	6.2,6.3	2 business days after meeting
11.14	Risk Management Report	6.1	Quarterly
11.15	Final CCA Report and Matrix	6.2	MS B – 15 days
11.16	Sufficiency report and plan for each MSB document	6.1	60 Days after TO award
11.17	Streamlined acquisition approach	6.2	30 Days after TO award
11.18	Reporting procedures	6.2	60 Days after TO award
11.19	WIPT strategy	6.2	60 Days after TO award
11.20	Acquisition Strategy	6.2	240 Days after TO award
11.21	Acquisition Management Tool Recommendation	6.2	60 Days after TO award
11.22	Requirements synthesis	6.3,6.4	30 Days after TO award
11.23	Sufficiency report for SEP and TEMP	6.3	30 Days after TO award
11.24	Technical Review of NCCP	6.4	60 Days after TO award
#	TITLE	TASK REFERENCE	DUE DATE
11.25	Performance Baseline	6.4	60 Days after TO award

11.26	Systems Engineering Plan	6.3	240 Days after TO award
11.27	TEMP	6.3	240 Days after TO award
11.28	System Performance Specifications	6.3,6.4	240 Days after TO award
11.29	TWGs charters for each ECM	6.4	60 Days after TO award
11.30	ECM Risk Assessment Document	6.4	Monthly
11.31	Pilot Strategy and Pilot Plan Template	6.4	60 Days after TO award
11.32	Service Specification Templates	6.4	60 Days after TO award
11.33	Standard Portal usage processes and guidelines	6.4	90 Days after TO award
11.34	ECM "Delivery Package Template" and guidelines	6.4	75 Days after TO award
11.35	ECM Service Specifications	6.4	240 Days after TO award
11.36	Integrated Architecture Document	6.4	240 Days after TO award
11.37	Communications Plan	6.5	90 Days after TO award
11.38	Outreach briefings and collateral	6.5	120 Days after TO award
11.39	Final Report	All Tasks	Upon completion of each task

12. Security.

12.1. Security clearances of Secret or higher are required for unescorted access to Seven Skyline Place facilities. Contractor personnel requiring on-line access to the SIPRNET must have a Secret security clearance. Access to the NIPRNET will require Top Secret security clearance. All contractor personnel assigned to the TO in capacities that require access to background and reference materials, source code, possession of a USERID, or other valid computer access regardless of employment location, will be required to possess a Secret clearance before assignment to the program. For these purposes, an interim Top Secret clearance will suffice. All contractors requiring access to the DISA LAN will require a minimum of an interim Secret clearance. Contractors that do not require access to classified or sensitive information and work off-site at the contractor site can work on the task with permission from the government task monitor.

12.2. DISA Visit Requests: To gain access to Seven Skyline Place with a "NO ESCORT REQUIRED" badge, a Visit Request shall be on file. Prior to a visit request being sent, contractor shall notify the Government task lead of new personnel. The request shall include agency/company name and address; name and address of facility to be visited, date(s) of visit, pur-

pose of visit, contract/delivery order/task number being supported, name and phone number of Government Task POC (NOT the Security Manager or TM); visitor's name, SSN, DOB, place of birth, citizenship, clearance data; agency/company cognizant security office name and address, clearance data, and security officer's name, telephone number, signature, and date. The TM will certify a "Need to Access" on each visit request and forward to NE-13 (Security Manager) for processing. For Seven Skyline Place access, send Visit Requests to:

Primary Point of Contact:

CDR Rex Cobb
DISA/NE11
Seven Skyline Place
Falls Church, VA 22041
Phone: 703-882-1266
Fax: 703-882-2840
Email: Rex.cobb@disa.mil

Alternate Point of Contact:

Major Marianne Sener
DISA/NE11
Seven Skyline Place
Falls Church, VA 22041
Phone: 703-882-1395
Fax: 703-882-2840
Email: Marianne.Sener@disa.mil

12.3. DISA Picture Badge Requests. Picture badge requests will be honored if contractor spends at least 3 days (24 hours) per week at the government facility. Contractor shall submit a badge request to the TM. The request shall identify the proposed task, work location, whether Contractor needs a new picture badge or an update to a current badge, and the Government task officer (not the TM). A copy of the Visit Request, containing the contract and task order number, shall be attached, as this is required by DISA security. The Security Manager (from NE-13) will request, via an IM to DISA security, a picture badge or update and notify Contractor's admin support of such action. Contractor shall then make an appointment with DISA security to process the badge. Contractor shall notify the TM within 24 hours of a contractor who has been removed from the task, changed tasks, or transferred to an off-site location. Contractor shall notify the TM if a contractor is assigned on-site and already has a picture badge.

12.4 ADP Position Sensitivity: DOD 5200.2-R, DOD Personnel Security Program, requires DOD contractor personnel who perform work on sensitive automated information systems to be assigned to positions, which are designated at one of two sensitivity levels (ADP-I, ADP-II). These designations equate to Critical Sensitive, Noncritical Sensitive. All positions are ADP-II except for all of the following systems administrator and technical control positions which are ADP-I: Sr. Functional Analyst, Sr. Systems Architect, Sr. Computer Systems Analyst, Computer Systems Analyst, Sr. Network Installation Technician, and Communications Network Manager. Contractor shall assure that individuals assigned have completed the appropriate forms. The required investigation will be completed prior to the assignment of individuals to sensitive duties associated with the positions. Contractor shall forward their employee clearance information (completed SF 85P, Questionnaire for Positions of Public Trust, and two DD Forms 258 (Fingerprint cards) to: Defense Security Service (DSS) and for further assistance they can be reached through their website at www.dss.mil. DISA retains the right to request removal of contractor personnel, regardless of prior clearance or adjudication status, whose actions, while assigned to the this task order, clearly conflict with the interests of the Government. The reason for removal will be fully documented in writing by the Task Monitor and forwarded to the Contracting Officer for review. When and if such removal occurs, contractor shall within three working days assign qualified personnel to any vacancy(ies) thus created.

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

13.1. Government Furnished Equipment: None

13.2. Government Furnished Information (GFI): NCES Program Execution Division (NE1) will provide GFI on an as available basis. GFI, such as draft program documents, will require updating and/or preparation for final version as directed by the Task Monitor. These draft documents will include: Capabilities Development Document (CDD), Cost Analysis Requirements Document (CARD), Economic Analysis (EA), and Performance Measurement Plan (PMP).

14. Other Pertinent Information or Special Considerations.

14.1 Identification of Potential Conflicts of Interest (COI). The contractor who executes this PWS must recuse themselves from remainder of Increment I development work after Milestone B. Nothing contained in the work described in this PWS shall require contractor to:

- Receive or gain access to advanced procurement information for prime development or integration contracts before such information has been made generally available to other persons or firms
- Directly assist in the development of specifications, statements of objectives, or statements of work for such contracts
- Evaluate system requirements, system definitions, or other products developed by the contractor
- Substantially participate in the development of requirements or definitions of any systems, equipment, hardware or software for prime development or integration contracts.

14.2 Travel. Contractor personnel shall be required to travel worldwide to sites away from the primary sites at contractor's location in order to perform tasks under this PWS, as required. Travel may be required to participate in site reviews or other meetings with customers. The Government must expressly approve travel outside the National Capitol Region. Specific travel requirements will be coordinated with the appropriate Task Manager and shall be in accordance with both Federal Acquisition Regulation (FAR) and Joint Travel Regulation (JTR) requirements and limitations. The Government anticipates some local travel may be required. Reimbursement for travel expenses will be made in accordance with the Federal Travel Regulations.

14.3 Other Direct Costs. Incidental supplies, equipment, and materials required for performance of this effort shall be identified in the contractor's proposal.

14.4 Identification of Non-Disclosure Requirements. Contractor shall be required to execute Non-Disclosure Agreement when exposed to proprietary and/or sensitive government information. These situations will be identified by government when applicable.