



# **SMALL BUSINESS ENTERPRISE APPLICATIONS SOLUTIONS**

## **USER TRAINING GUIDE**

VERSION 5

UPDATED, 30 OCTOBER 2023

**1. SBEAS BACKGROUND**

SBEAS (Small Business Enterprise Application Services) is a multiple award ID/IQ contract that provides a wide range of Information Technology (IT) services and solutions that support IT systems and software development in a variety of environments and infrastructures.

**2. SCOPE**

The scope of this ID/IQ includes the comprehensive suite of IT services and IT solutions to support IT systems and software development in a variety of environments and infrastructures. Additional IT services include, but are not limited to documentation, operations, deployment, cybersecurity, configuration management, training, commercial off-the-shelf (COTS) product management and utilization, technology refresh, data and information services, information display services and business analysis for IT programs.

**3. AUTHORIZED USERS**

SBEAS is the mandated source of obtaining IT application services and solutions that are within its scope for the Business and Enterprise Systems (BES) and CO's shall consider the use of the SBEAS ID/IQ contract vehicle first when meeting BES IT requirements. Additionally, this contract vehicle may be used by all other Air Force MAJCOMs and other agencies that support an Air Force requirement.

**4. DECENTRALIZED ORDERING**

The SBEAS ID/IQ contracts utilize a decentralized ordering structure. Each decentralized ordering contracting office supporting the awarded requirements shall administer and close each task order. All decentralized orders placed by the DoD and other agencies that support an AF requirement must be assigned an SBEAS PMO control number. The SBEAS PMO control number is a Fair Opportunity Proposal Requests (FOPR) number generated by the SBEAS PMO when the Ordering Contracting Officer (OCO) has successfully completed the SBEAS Control Number Questionnaire and submitted their requirement Performance Work Statement (PWS) to the SBEAS PMO organizational box for review. Once received, the SBEAS PMO will provide the OCO with a unique control number authorizing the formal solicitation of the requirement to the SBEAS vendor pool.

**a. CONTROL NUMBERS**

The SBES ID/IQ will utilize a control number process for all FOPR on this contract. This number is used for tracking purposes during the entire task order procurement process. FOPRs are only valid if they include a control number and orders shall not be placed without an assigned SBEAS control number.

SBEAS Control Number requests are accessed through the SBEAS Control Number Questionnaire located on the Enterprise Services Branch SharePoint page. All customer requests will be automatically sent to the SBEAS Program Management Office (PMO) via the SBEAS Control Number Questionnaire on the Enterprise Services SharePoint site. Once reviewed by the SBEAS SharePoint Administrator, the customer will receive an email notification containing either the assigned control number or "Out of Scope Memorandum" from the SBEAS PMO organizational box. All requests will be approved within 3 – 5 business days. The SBEAS Control Number Questionnaire can be accessed utilizing the following link: <https://usaf.dps.mil/sites/20760/11/GBKJI/SitePages/Home.aspx>

**5. HOW TO ORDER**

All Ordering Contracting Officers must have received an approved SBEAS ID/IQ control number and must read the training material prior to soliciting requirements to the SBEAS vendor pool. The SBEAS User and Training PowerPoint can be accessed via the following link: <https://www.netcents.af.mil/Contracts/SBEAS/> The file is located under the “Documents” tab.

The SBEAS Control Number Questionnaire is only available to Ordering Contracting Officers (OCO) who are considering using the SBEAS ID/IQ. Prior to issuing a solicitation on the SBEAS ID/IQ the Ordering Contractor Officer must submit a Delegation of Procurement Authority (DPA) Agreement to the SBEAS organizational box at: [AFLCMC.HIC.SmallBusiness@us.af.mil](mailto:AFLCMC.HIC.SmallBusiness@us.af.mil)

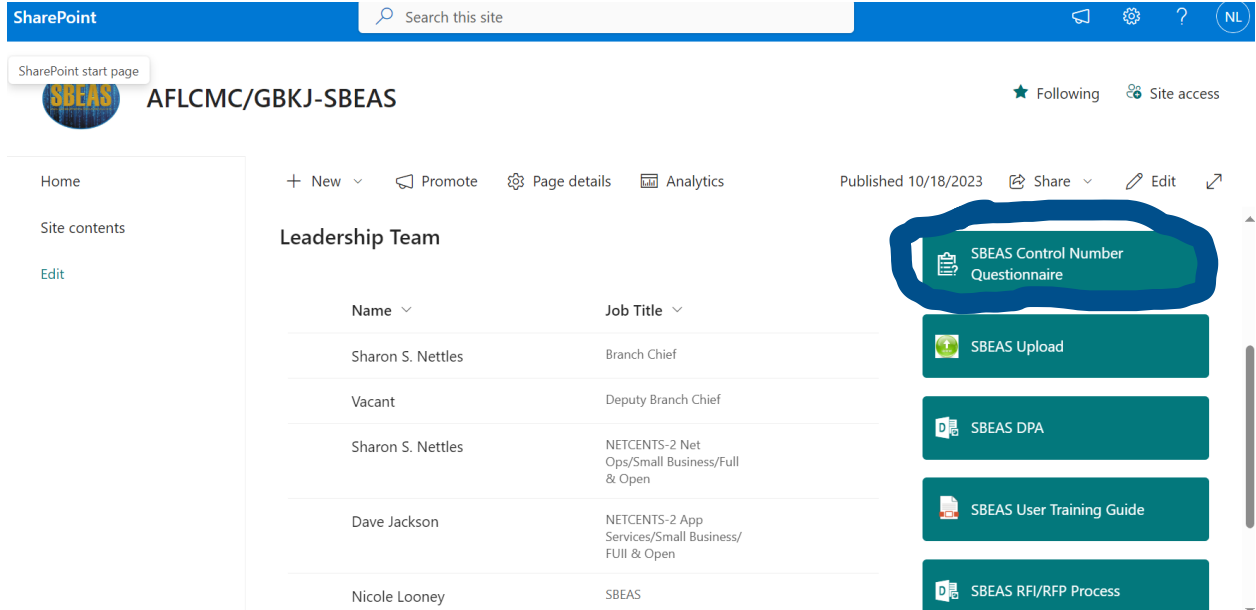
**6. PRE-SOLICITATION SCOPE REVIEWS**

Task orders under SBEAS ID/IQ must be within the scope of the basic ID/IQ contract as discussed in the “SCOPE” section above. Business and Enterprise Systems (BES) offers, and strongly encourages OCOs to take advantage of, pre-solicitation scope reviews. This review will ensure your requirement is being placed under the appropriate contract vehicle. Reviews may be requested via the SBEAS organizational box at: [AFLCMC.HIC.SmallBusiness@us.af.mil](mailto:AFLCMC.HIC.SmallBusiness@us.af.mil) upon completion of the SBEAS Control Number Questionnaire.

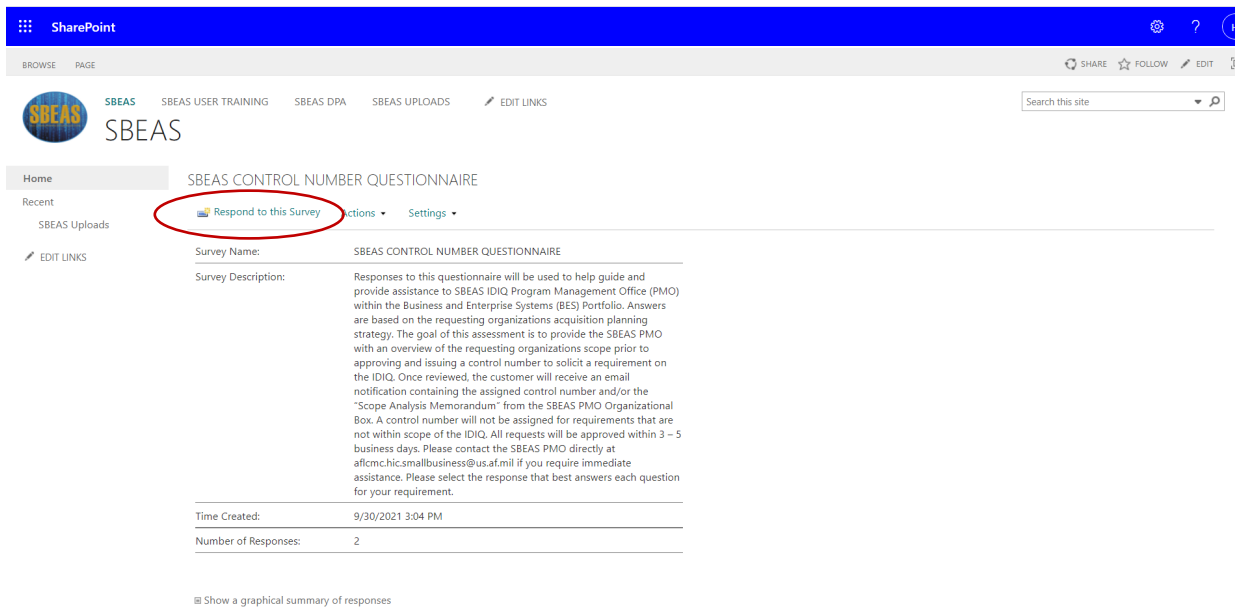
**7. SBEAS CONTROL NUMBER QUESTIONNAIRE**

Control Numbers are required for all Fair Opportunity Proposal (FOPR) Requests. All Control Number request will require SBEAS PMO approval. Control Numbers are requested through the SBEAS SharePoint Questionnaire - <https://usaf.dps.mil/sites/20760/11/GBKJI/SitePages/Home.aspx> The SBEAS Control Number Questionnaire is accessible to all customers with an “af.mil” email address. External Customers (non af.mil email address) will be required to request access to the Enterprise Services Branch SharePoint page in order to gain access to the SBEAS Control Number Questionnaire. External customers will need to send a request to the SBEAS Organizational box email address: [aflcmc.hic.smallbusiness@us.af.mil](mailto:aflcmc.hic.smallbusiness@us.af.mil). Please reference the following SBEAS Control Number Questionnaire pictorials for additional details.

# Small Business Enterprise Application Solutions User Training Guide



1. Navigate to SBEAS Control Number Questionnaire utilizing the following link:  
<https://usaf.dps.mil/sites/20760/11/GBKJ/SitePages/Home.aspx>
2. Click the “SBEAS Control Number Questionnaire” link at the top right of the page.



## *Respond to Survey*

1. On the SBEAS Control Number Questionnaire page, Click the “Respond to the Survey” link at the top left of the page
2. Complete the survey its entirety working from top to the bottom (See pictorials below)

# Small Business Enterprise Application Solutions User Training Guide

Enter Basic Requirement

SharePoint

SBEAS SBEAS USER TRAINING SBEAS DPA SBEAS UPLOADS EDIT LINKS

Search this site

SBEAS CONTROL NUMBER QUESTIONNAIRE

Home Next Save and Close Cancel

Recent

SBEAS Uploads

EDIT LINKS

1. CUSTOMER ORGANIZATION: \*

2. REQUIREMENT NAME: \*

3. DODAAC: \*

4. TODAY'S DATE: \*

11/18/2021

5. REQUIREMENT SCOPE: \*

6. IS THIS A NEW REQUIREMENT (CHECK BOX IF ANSWER IS "NO")?

*Respond to Survey Continued*

Finish

SharePoint

SBEAS CONTROL NUMBER QUESTIONNAIRE

Home Finish Cancel

Recent

SBEAS Uploads

EDIT LINKS

21. ENTER THE DOCUMENT NAME IN THE BOX BELOW. REFERENCE THE "SBEAS UPLOAD" LINK AT TOP OF PAGE TO UPLOAD YOUR DOCUMENT(S) FOR SBEAS PMO REVIEW.

22. THANK YOU FOR YOUR SUBMISSION. THE SBEAS PMO NEEDS FOLLOWING INFORMATION TO FINALIZE YOUR REQUEST:

(1) CLICK THE "SBEAS USER TRAINING" LINK AT THE TOP OF THE SURVEY PAGE TO REVIEW THE TRAINING SLIDES.  
(2) DOWNLOAD THE SBEAS DPA USING THE "SBEAS DPA" LINK AT TOP OF THE SURVEY PAGE.  
(3) COMPLETE THE DPA FORM, AND RETURN IT TO THE PMO OFFICE AT AFLCMC.HIC.SMALLBUSINESS@USAF.MIL

PLEASE TYPE ANY ADDITIONAL COMMENTS IN THE BOX BELOW AND SELECT "FINISH" TO SUBMIT YOUR REQUEST.

Created at 11/18/2021 3:39 PM by HARRIS, JAMES A GS-12 USAF AFMC AFLCMC/HIKJ  
Last modified at 11/18/2021 3:40 PM by HARRIS, JAMES A GS-12 USAF AFMC AFLCMC/HIKJ

*Finish Survey*

1. Press the "Finish" button at the top of the survey once all responses have been input into the data fields.

**8. TASK ORDER PERIOD OF PERFORMANCE**

Task Orders may be issued at any time during the ordering period. The performance period for each task order shall be cited in each individual order and may extend beyond the expiration date of this ID/IQ contract.

Task Orders may be issued at any time during the ordering period. The performance period for each task order shall be cited in each individual order and may extend beyond the expiration date of this ID/IQ contract. The period of performance for any task order shall not extend more than five (5) 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 four (4) one (1) year option periods).

**9. PRIME CONTRACTORS**

Contract Number	Offeror Name	Cage Code	Joint Venture	Joint Venture Partners
FA8771-20-D-0001	<b>1CyberForce, LLC/ EDWOSB</b>	7VSJ2	Yes	Yakshna Solutions, Inc. IndraSoft, Inc.
FA8771-20-D-0002	<b>American Tech Solutions, LLC/SDVOSB</b>	8UVR9	Yes	American Operations Corporation (AOC) Bluewater Federal Solution, LLC
FA8771-20-D-0003	<b>Citizant, Inc./ WOSB</b>	1LZZ1	No	N/A
FA8771-20-D-0004	<b>Concept Plus, LLC/ 8a SDB</b>	5AF73	No	N/A
FA8771-20-D-0005	<b>Absolute Strategic Technologies, LLC (formerly Definitive Logic)/ 8a, SDVOSB, EDWOSB</b>	96R66	Yes	Definitive Logic Corp.; Joint Strategic Technologies
FA8771-20-D-0020	<b>Eminent JV, LLC/ 8a VOSB</b>	7PQ98	Yes	Eminent IT, LLC InfoReliance, LLC
FA8771-20-D-0006	<b>Insero Corporation/ MOSB</b>	3BWJ9	No	N/A
FA8771-20-D-0007	<b>Invictus JV, LLC/ SDVOSB</b>	7WFF7	Yes	C2 Solutions Group, Inc. Knight Point Systems, LLC
FA8771-20-D-0008	<b>IPT-Exeter, LLC/ SDVOSB</b>	7VPQ0	Yes	Interactive Process Technology, LLC Exeter Government Services, LLC
FA8771-20-D-0009	<b>LifeCycle Solutions JV, LLC/ SB</b>	7X0Q8	Yes	Illumination Works, LLC DSD Laboratories, Inc.
FA8771-20-D-0011	<b>Mission Assured Solutions, LLC/ SDB</b>	7W7L3	Yes	Karthik Consulting, LLC Versa Integrated Solution, Inc. Enterprise Since and Computing, Inc.
FA8771-20-D-0012	<b>Obsidian Global, LLC/ SB</b>	6ZZA4	No	N/A

Contract Number	Offeror Name	Cage Code	Joint Venture	Joint Venture Partners
FA8771-20-D-0013	<b>OM Partners, LLC/ 8a WOSB</b>	7KQM0	Yes	Om Group, Inc. iLink Systems, Inc. Plateau Software, Inc.
FA8771-20-D-0014	<b>Red Cedar Harmonia, LLC/ WOSB SDB (RCH)</b>	7WLL7	Yes	Red Cedar Consultancy, LLC Harmonia Holdings Group, LLC
FA8771-20-D-0015	<b>Riverside Engineering, LLC/ EDWOSB 8a</b>	7NGY9	Yes	Soliel, LLC Booz Allen Hamilton Inc.
FA8771-20-D-0016	<b>Salience Technologies, LLC/ SDB WOSB 8a</b>	7WL50	Yes	Freealliance.com, LLC 22nd Century Technologies, Inc.
FA8771-20-D-0017	<b>Shearwater Mission Support, LLC/ SDB ANC 8a</b>	7LGR6	Yes	Shearwater Systems, LLC TechFlow, Inc.
FA8771-20-D-0018	<b>Tri-ESA, LLC/ VOSB SDV 8a</b>	7WAV5	Yes	Esolution Architects, Inc. TRI-COR Industries, Inc.
FA8771-20-D-0019	<b>Zigabyte Corporation/ VOSB SDVOB</b>	7JM93	No	N/A

## 10. ACQUISITION PLANNING

IAW AFFARS 5307.104-92 (b)(2)(a) Task/delivery orders issued in accordance with the terms of the basic contract are actions that do not require an AP or a SASS. The SBEAS contract establishes the conditions for an order issued in strict compliance with the Basic Contract. The Schedule of the contract states under the following conditions an order is considered issued in strict compliance with the Basic Contract:

- a. Ordering Contracting Officers Orders make a determination that the requirement is within the scope, issued within the period of performance, be within the maximum value of the Basic Contract and comply with the terms and conditions specified in the Basic Contract.
- b. Orders issued must comply with FAR 16.505 and all applicable FAR Supplements. The OCO shall include the evaluation procedures in task order solicitations and establish the time frame for responding to task order solicitations.

## 11. ORDERING PROCEDURES

All task orders must be issued in “Strict Compliance” of the terms and conditions of the SBEAS ID/IQ. An order is considered issued in accordance with the terms and conditions of the basic contract when the following statements are true: (1) OCO’s makes determination that the requirement is within scope, issued within the period of performance, be within the maximum value of the Basic Contract and comply with the terms and conditions specified in the Basic Contract. (2) Orders issued must comply with FAR 16.505 and all applicable FAR Supplements.

OCO shall include the evaluation procedures in task order solicitations and establish the time frame for responding to task order solicitations.

**a. FAIR OPPORTUNITY PROPOSAL REQUEST (FOPR) DISSEMINATION**

The Government may disseminate Request for Information (RFIs), Request for Proposals (RFPs) and Fair Opportunity Proposal Requests (FOPRs) via e-mail, facsimile, commercial mail carrier or other electronic means as prescribed by the OCO’s agency. Please courtesy copy the SBEAS PMO organizational box (afmc.hic.smallbusiness@us.af.mil) on all emailed solicitations.

**b. CANCELLIATION OF REQUIREMENT**

Canceling a task order solicitation is at the discretion of the OCO and may be necessary when: (1) Services are no longer required. (2) Services have significantly changed. (3) All offers received are at unreasonable prices, or only one offer is received, and the contracting officer cannot determine the reasonableness of the price. (4) Is in the government’s interest. NOTE: PLEASE NOTIFY ALL SBEAS VENDORS OF CANCELED SOLICITATIONS.

**c. AWARD OF REQUIREMENT**

Post Award Notices and debriefing of awardees for orders exceeding \$10 million: The contracting officer shall notify unsuccessful awardees when the total price of a task or delivery order exceeds \$10 Million.

**12. CONTRACT LINE ITEM NUMBERING (CLIN) STRUCTURE**

CLINs shall be IAW DFARS 204.71 and PGI 204.71. When multiple contract line items are required, the CLIN structure shall maintain compliance with the basic SBEAS ID/IQ CLIN structure. This compliance shall be the same for the following CLINs: 0030, 0040, 0050, 0060, and 0070.

**a. SBEAS CLIN PRICING STRUCTURE:**

Base Period (5 Years)	Option Period 1 (5 years)	Description	CLIN
0010	1010	Information Technology Solutions and Services	FFP
0020	1020	Information Technology Solutions and Services	Cost
0030	1030	Information Technology Solutions and Services	Labor Hour
0040	1040	Data	FFP
0050	1050	Other Direct Costs (ODCs)	Cost
0060	1060	Travel	Cost
0070	1070	Time and Materials	Time and Material

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 SBEAS 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 0010 is broken down into four (4) distinct components:

- a. The first digit represents which period of the basic contract the order was issued
- b. The second and fourth positions can be used at OCO's discretion
- c. The third position indicates which contract type has been selected

Lastly, SBEAS relies on the appropriate use of CLIN structure to ensure the accuracy of FPDS-NG reporting, therefore CLINs cannot be used if they have not been awarded in the basic ID/IQ.

### **13. CLAUSE SELECTION**

The Contract provides clauses for multiple contract types, types of work, and many other situations that may vary at the task order level. While the clauses are in the basic contract the Ordering Contracting Officer should incorporate the clauses that specifically apply to their task order to include clauses with fill-ins that need to be incorporated with task order unique information such as performance locations, dollar values, etc. If a clause is not in the basic contract and you require it for your task order, please contact the SBEAS PMO at [aflcmc.hic.smallbusiness@us.af.mil](mailto:aflcmc.hic.smallbusiness@us.af.mil).

### **14. NORTH AMERICAN INDUSTRY CLASSIFICATION SYSTEM (NAICS) CODE**

The NAICS code for this acquisition is 541511: Custom Computer Programming Services. This U.S. industry comprises establishments primarily engaged in writing, modifying, testing, and supporting software to meet the needs of a particular customer. This NAICS Code is revenue based at \$27.5M annually. All Contractors shall be certified as a small business under this NAICS code prior to contract award at the time of initial proposal submission. The NAICS code for this requirement **cannot be modified** for any task order issued under the ID/IQ.

### **15. REQUIREMENTS APPROVAL DOCUMENT (RAD)**

SBEAS has an approved blanket RAD; Individual RADs may not be required for orders (check for local and MAJCOM policy). The blanket RAD for SBEAS, #20392, may be accessed using the following link:

[https://www.netcents.af.mil/Portals/30/documents/SBEAS/RAD20392\\_AFLCMC\\_HI.pdf?ver=2019-11-06-120333-347](https://www.netcents.af.mil/Portals/30/documents/SBEAS/RAD20392_AFLCMC_HI.pdf?ver=2019-11-06-120333-347)

### **16. SMALL BUSINESS COORDINATION RECORD (DD FORM 2579)**

Each task order issued against the SBEAS contract requires an approved DD 2579 from the ordering agency.

### **17. QUALITY PROCESSES**

As a minimum, each contract holder is required, at the time of proposal submission, to be appraised at Level 2 (at a minimum) for either Capability Maturity Model Integration (CMMI) for Development or CMMI for Services using the Software Engineering Institute's (SEI) Standard CMMI Appraisal Method for Process Improvement (SCAMPI) (Method A). For approved Joint

Ventures, at least 50% of the ventures are required to hold the appraisal level if the Joint Venture itself does not.

CMMI appraisal level held at contract award shall be maintained or increased throughout the life of the contract. Each contract holder shall provide, on an annual basis, the appropriate documentation which verifies the appraisal level held at contract award has been maintained or increased.

The Government reserves the right to audit and/or request proof of these comparable quality processes for the entire performance period of the contract, inclusive of options.

#### **18. ID/IQ CONTRACT DATA REQUIREMENTS LIST (CDRL)**

The Contractor shall provide reports identified below throughout the period of performance and while task order performance is ongoing:

- a. CDRL A001: Task Order Status Report (TOSR): DI-MGMT-81991, tailored
- b. CDRL A002: Limitation of Subcontracting Report: No Reference
- c. CDRL A003: Briefing Materials: DI-MGMT-81605, tailored
- d. CDRL A004: Mentor-Protégé Agreement (MPA): No Reference
- e. CDRL A005: Contractor Manpower Report: No Reference
- f. CDRL A006: CMMI Appraisal Documentation: No Reference

#### **19. LIMITATION OF SUBCONTRACTING**

In accordance with FAR 52.219-14, Limitations on Subcontracting, in performance of services awarded, at least 50% of the cost of contract performance incurred for personnel shall be expended by the SBEAS Prime Contractor and any Tier 1 Subcontractor that qualifies as a similarly situated entity.

#### **20. CONTRACTOR PERFORMANCE ASSESSMET REPORT (CPAR)**

In accordance with FAR 42.15, DFARS 242.15 and AFFARS 5342.15 annual performance evaluations in the form of a CPAR are required for contracts and orders over \$1M. Additionally, the Government will use the annual interim and task order CPAR rating and the quality and timeliness of ID/IQ deliverables to develop an overall ID/IQ CPAR

#### **21. NEED ASSISTANCE**

If a customer requires additional guidance or more in-depth assistance, contact the SBEAS Program Management Office (PMO) through their organizational mailbox:

[AFLCMC.HIC.SmallBusiness@us.af.mil](mailto:AFLCMC.HIC.SmallBusiness@us.af.mil).