

2020

Application Services



Version 2.5

04 March 2020



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Summary of Changes

| Date | Change | Name |
|------------|--|--------------------|
| 04/04/2020 | <p>Updated version 2.4 to 2.5;</p> <p>Change 2018 to 2020 & 26 April 2018 to 04 March 2020;</p> <p>Added “(Note: SB Companion ordering period closed on 19 June 2019)” (page 2/section 3.1; page 3/sections 3.4 & 3.5; page 4/section 4.2; page 5/section 5.2; page 6/section 6.2; page 7/section 7.2);</p> <p>Added “full & open” prior to “vendors” (page 3/section 3.4 & 3.5);</p> <p>Removed “or to determine whether to use the small business or” and replaced with “in the” (page 3/section 3.5);</p> <p>Added “Note: NC-2 Products ordering period closed 5 November 2019. Please go to https://www.netcents.af.mil/Contracts/NETCENTS-2/Products/Documents/ for follow-on or alternate contract vehicles” (page 4/section 3.7);</p> <p>Changed “TOs may be issued at any time during the ordering period” to “TOs may not be issued, the ordering period is closed.”</p> | D. Osborne-Hensley |
| 4/26/2018 | Added task order instructions for SB on Page 5. | P. Kennerson |



| | | |
|------------|--|-------------|
| 11/28/2017 | Updated version 2.2 to 2.3 from 22 Jun 2017 to 28 Nov 2017. | K. Jackson |
| 11/28/2017 | Removed Appendix A2 – Application Services Task Order PWS template. Now stand-alone document. | K. Jackson |
| 11/28/2017 | Renamed Appendix A3 to Appendix A2. Page 15 | K. Jackson |
| 11/28/2017 | Renamed Appendix A4 to Appendix A3. RSS Feed Instructions. Page 16 | K. Jackson |
| 9/23/2016 | Pages 8 & 9 – Changed paragraph names to better define RFQ | T. Bergeron |
| 9/23/2016 | Pages 10 - 13 – CLIN structure language for Full and Open | T. Bergeron |
| 9/23/2016 | Pages 34 Changed IA Language to Cyber Security. | T. Bergeron |
| 9/23/2016 | Deleted several Contracting Appendices -Application Services Sample Performance Parameters -Application Services Task Order Data Item Description Deliverables -Scope Analysis and Mapping Template | T. Bergeron |



| | | |
|--|--|--|
| | <ul style="list-style-type: none">-Multi-Functional Team Template-Market Research Report Template-Quality Assurance Surveillance Plan (QASP) Template-Fair Opportunity Exception (FOE) Justification Template-Fair Opportunity Exception (FOE) Coordination & Approval Template-DD Form 254, Contract Security Classification Specification-Inherently Government Functions (IGF) Memo Template-Government Furnished Property Determination & Findings Template-New Start Validation Template-Independent Government Cost Estimate (IGCE)-Evaluation Guidelines-Ozone Depleting Substance (ODS) Certificate Template-NETCENTS-2 Requirements Approval Documentation (RAD)-Application Services Customer Survey-Customer Ordering Guide Using AFWay – now a standalone document | |
|--|--|--|



| | | |
|-------------|---|-------------|
| | <ul style="list-style-type: none">-Example FAR 16 RFP with Evaluation Criteria-Department of Defense Warranty Memorandum-Vendor POC lists for SB and Full and Open – now standalone documents | |
| 7 Dec 2016 | Added clarification and instructions regarding scope analyses to Section 1 | W. Scott |
| 22 Jun 2017 | Added language for the products' mandate change | T. Bergeron |

NETCENTS-2 APPLICATION SERVICES

1. Scope

The NETCENTS-2 Application Services acquisition provides a vehicle for customers to access a wide range of services such as sustainment, migration, integration, training, help desk support, testing and operational support. Other services include, but are not limited to, exposing data from Authoritative Data Sources (ADS) to support web-services or Service Oriented Architecture (SOA) constructs in AF enterprise environments. Through this vehicle, the contractor shall develop content delivery and presentation services and new mission applications that operate in netcentric enterprise environments that exploit SOA infrastructures. This contract shall support legacy system sustainment, migration and the development of new mission capabilities and applications. The focus of this contract is to provide application services support to mission areas, as overseen by portfolio managers, Communities of Interest (COIs), project offices and program offices.

For work that clearly falls within the scope of this contract, Contracting Officers (COs) are not required to do scope determinations. However, if the CO has any question as to whether the work to be performed on the task order (TOs) falls within the scope of this Indefinite Delivery/Indefinite Quantity (ID/IQ) contract, then the CO should do a scope determination and place it under the appropriate tab in the TO contract file. If the scope of the TO is in question, it is highly encouraged that the Contracting Officer request a Scope Analysis of proposed requirements. You may request the NETCENTS-2 Application Services Team provide an analysis of your mapping in support of the Contracting Officer's scope determination. This can be accomplished by sending your PWS to netcents@us.af.mil with "Scope Analysis Request" in the subject line.

A Market Research Report is available on the web site (<http://www.netcents.af.mil/contracts/netcents-2/appsrvs/documents/index.asp>) that describes the overall evaluation process that was performed during source selection to ensure each vendor was qualified to meet the Application Service requirements. COs utilizing the ID/IQ contracts can accelerate their acquisition processes using this document as part of their Market Research required by FAR Part 10. Re-validation of the contract holder's qualifications need not be conducted.

NOTE: If you do not understand the scope of the Application Services contract, please read the Application Services Performance Work Statement (PWS) to get an overview of the contract.

2. Authorized Users

In addition to the Air Force, DoD and other Federal Agencies may employ the contract when the requirement:

- Relates to requirements for interoperability with Air Force capabilities,
- Supports Air Force IT infrastructure, applications or operation,



- Supports host-tenant arrangements involving Air Force units, or
- Supports joint operations or solutions.

The Air Force reserves the right to restrict use of this contract and to disallow DoD and other Federal Agencies from using this contract.

3. How to Order

This guide does not replace MAJCOM or local contracting procedures. In the event of conflict, COs will use their local procedures. [Appendix A1, Application Services Checklist](#), identifies the information necessary for procurement packages. Please complete the required documents and supplementary templates referenced in [Appendix A1, Application Services Checklist](#), and submit to your local CO for final approval.

3.1 Full & Open vs. Small Business Companion (Note: SB Companion ordering period closed on 19 June 2019)

The Application Services procurement vehicle includes both full and open and small business (also known as “Companion Contracts”) ID/IQ contracts. **See Clause H137 (5) of the ID/IQ contract to determine whether the Companion Contracts are appropriate. The ordering CO must prepare DD Form 2579, “Small Business Coordination Record,” for procurements exceeding \$10,000 to document consideration of small business and incorporation of the FAR 19.7 subcontracting plan where appropriate. The CO should coordinate his/her decisions or recommendations on a particular acquisition with the Office of Small & Disadvantaged Business Utilization (OSDBU) and ensure a Small Business Specialist has reviewed the DD Form 2579.**

Please note guidance may differ for Full & Open and Companion contracts. (Note: SB Companion ordering period closed on 19 June 2019).

Ordering activities should perform sufficient market research to justify the selected contract pool.

3.2 Fair Opportunity Exception (FOE)

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 Clause H137 (6) (c) of the ID/IQ contract for applicable exceptions to the fair opportunity process.**

3.3 Decentralized Ordering

The local contracting office supporting the requiring activity will award, administer and close out the TO.

Decentralized ordering authority may be granted within the AF and to DoD and other Federal Agencies, on a non-interference basis with AF ceiling requirements. No decentralized orders shall be placed without an assigned NETCENTS-2 Program Management Office (PMO) Control Number. This Control Number is obtained thru request to the NETCENTS PCO by way of the NETCENTS Org Box (netcents@us.af.mil). For in-depth instruction on how to submit a request for NETCENTS-2 Program Management Office (PMO) control number instructions are on the



Application Services Documents Page on the NETCENTS website
(www.netcents.af.mil/Contracts/NETCENTS-2/AppSrvs/Documents/).

3.4 Requests for Proposals (RFP)

Once the CO assembles a complete requirements package, he or she may solicit NETCENTS-2 Application Services Full & Open vendors for solution proposals through AFWay, the e-Ordering tool for all NETCENTS-2 ID/IQ contracts (Note: SB Companion ordering period closed on 19 June 2019). The CO should initiate and process a RFP, and receive vendor responses to the RFP, through AFWay. After evaluating and selecting the best vendor solution, the CO should then award through AFWay. Instructions and guidance for this entire process is available on the AFWay User's Guide for App Svs on the Application Services Documents Page on our Website. 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 of the use of SAFE can be found in [Appendix A2](#).

3.5 Requests for Information (RFI)

Customers can post an RFI to solicit full & open vendors for assistance in the development of their Performance Work Statement (PWS), to see if the vendors can meet the requirements of the PWS in the full and open pool of contract holders. (Note: SB Companion ordering period closed on 19 June 2019). Draft RFPs can also be used to gather this information. The RFI should describe the requirements and solicit interested vendors for capability statements or other relevant information. However, the RFI **should not** be used to find out if the vendors have the capabilities that have already been determined in the overarching ID/IQ vehicles. Submit RFIs, through AFWay observing the same process for submitting a RFQ **with "RFI" at the beginning of the title**. Refer to the AFWay User's Guide for App Svs on the Application Services Page of our Website for instructions. 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 of the use of SAFE can be found in [Appendix A2](#).

3.6 Classified TO Procurement

Customers and COs who have CLASSIFIED requirements within scope of Application Services are able to compete their requirements using the following procedure:

- 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. 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 TO.



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

3.7 TO Requiring Hardware/Software Products (Note: NC-2 Products ordering period closed on 5 November 2019). Please go to <https://www.netcents.af.mil/Contracts/NETCENTS-2/Products/Documents/> for follow-on or alternate contract vehicles.

TOs that require hardware or software products can be purchased by the Application Services vendors from the NETCENTS-2 Products vendors. Customers should carefully review the PWS template in and ensure applicable products standards are written into the PWS to ensure compatibility and compliance with AF network standards.

4. ID/IQ Ordering Period

4.1 Full & Open

TOs may be issued at any time during the ordering period. The Application Services Full & Open ID/IQ contract has a 7-year ordering period which consists of a 3-year base period and four 12-month options.

The Full & Open Application Services ID/IQ was awarded 31 March 2015. AFWAY is accepting RFQs as of 22 April 2015.

| | |
|-----------------------|---------------------------------|
| Base Period: | March 31, 2015 – March 30, 2018 |
| *Option Period One: | March 31, 2018 – March 30, 2019 |
| *Option Period Two: | March 31, 2019 – March 30, 2020 |
| *Option Period Three: | March 31, 2020 – March 30, 2021 |
| *Option Period Four: | March 31, 2021 – March 30, 2022 |

4.2 Small Business Companion (Note: SB Companion ordering period closed on 19 June 2019)

TOs may not be issued, the ordering period is closed. The Application Services Small Business Companion IDIQ contract has a 7-year ordering period which consists of a 3-year base period and four 12-month options.

| | |
|-----------------------|-------------------------------|
| Base Period: | June 21, 2012 – June 20, 2015 |
| *Option Period One: | June 21, 2015 – June 20, 2016 |
| *Option Period Two: | June 21, 2016 – June 20, 2017 |
| *Option Period Three: | June 21, 2017 – June 20, 2018 |
| *Option Period Four: | June 21, 2018 – June 20, 2019 |



5. Task Order Period of Performance

The TO shall identify the period of performance. Task Orders may be issued during any of the contract years. 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 shall be priced according to the applicable year rates for the task orders period of performance.

The total duration of any TO issued under this basic contract shall not exceed 5 years, including all option periods.

See Clause F002 of the basic ID/IQ contract.

5.1 Full and Open

The period of performance for any TO shall not extend more than 3 years beyond the last day of the basic contract ordering period (e.g., a TO issued on the last day of the ordering period of the basic contract could have a 1-year base period and two 1-year option periods).

5.2 Small Business Companion (Note: SB Companion ordering period closed on 19 June 2019)

Task order performance is allowed to continue up to 60 months (5 years) after the basic contract ordering period and has expired. The basic contract shall govern the Contractor's and Government's rights and obligations with respect to that order to the same extent as if the order were completed during the contract's effective period; provided, that the Contractor shall not be required to make any deliveries under this contract after 60 months (5 years) of the ordering period and contract period expiring. The terms and conditions of the base contract remain valid and in full force and effect for the performance of any task order, including any exercise of options contained on the task order, during the contract's period of performance beyond the contract's effective period for placing orders.

See Clause 52.216-22 (OCT 1995) of the basic ID/IQ contract(s).

6. Prime Contractor Information

6.1 Full & Open

Refer to the App Svs Full and Open Vendor POC List under the Application Services Support Documents window of the Application Services Document page on our website, <http://www.netcents.af.mil/contracts/netcents-2/appsrvs/documents/>



6.2 Small Business Companion (Note: SB Companion ordering period closed on 19 June 2019)

Refer to the App Svs Small Business Companion Vendor POC List under the Application Services Support Documents window of the Application Services Document page on our website, <http://www.netcents.af.mil/contracts/netcents-2/appsrvs/documents/>

7. CLIN / Pricing Structure

7.1 Full & Open

| Base Period (3-yr) | Option Period 1 (1-yr) | Option Period 2 (1-yr) | Option Period 3 (1-yr) | Option Period 4 (1-yr) | Description | Pricing |
|--------------------|------------------------|------------------------|------------------------|------------------------|----------------------------------|------------------------|
| 0100 | 1100 | 2100 | 3100 | 4100 | Network Centric Solutions | Firm Fixed Price (FFP) |
| 0200 | 1200 | 2200 | 3200 | 4200 | Network Centric Solutions | Cost |
| 0300 | 1300 | 2300 | 3300 | 4300 | Network Centric Services | Labor Hour –10% cap |
| 0400 | 1400 | 2400 | 3400 | 4400 | Data | NSP |
| 0500 | 1500 | 2500 | 3500 | 4500 | Warranty | (FFP) |
| 0600 | 1600 | 2600 | 3600 | 4600 | Other Direct Costs (ODC) | Cost |
| 0700 | 1700 | 2700 | 3700 | 4700 | Travel | Cost |
| 0800 | 1800 | 2800 | 3800 | | NetCents-2 Post Award Conference | (FFP) – One Time Use |

Contract Line Item Numbering (CLIN) 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 NETCENTS-2 Full and Open 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, 0600 and 0700.

Any TO issued during the ID/IQ Base Period must use the Base Period CLIN Structure. Once an Option Period has been *exercised*, any TO 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 digit is reserved for the Small Business CLIN Structure.
- The fourth digit can be modified for use in multiple CLINs.

Examples:

CLIN 0100 - NETCENTRIC Total Solution - Base Year
 CLIN 0101 - NETCENTRIC Total Solution - Option Year One
 CLIN 0102 - NETCENTRIC Total Solution - Option Year Two
 CLIN 0103 - NETCENTRIC Total Solution - Option Year Three
 CLIN 0104 - NETCENTRIC Total Solution - Option Year Four

OR,

CLIN 0100 - NETCENTRIC Total Solution
 Sub-CLIN 0100AA - NETCENTRIC Total Solution - Base Year
 Sub-CLIN 0100AB - NETCENTRIC Total Solution - Option Year One
 Sub-CLIN 0100AC - NETCENTRIC Total Solution - Option Year Two
 Sub-CLIN 0100AD - NETCENTRIC Total Solution - Option Year Three
 Sub-CLIN 0100AE - NETCENTRIC Total Solution - Option Year Four

If that TO had a second FP CLIN it would appear as follows:

CLIN 0105 - NETCENTRIC Total Solution - Base Year
 CLIN 0106 - NETCENTRIC Total Solution - Option Year One
 CLIN 0107 - NETCENTRIC Total Solution - Option Year Two
 CLIN 0108 - NETCENTRIC Total Solution - Option Year Three
 CLIN 0109 - NETCENTRIC Total Solution - Option Year Four

OR,

CLIN 0011 - NETCENTRIC Total Solution
 Sub-CLIN 0101AA - NETCENTRIC Total Solution - Base Year
 Sub-CLIN 0101AB - NETCENTRIC Total Solution - Option Year One
 Sub-CLIN 0101AC - NETCENTRIC Total Solution - Option Year Two
 Sub-CLIN 0101AD - NETCENTRIC Total Solution - Option Year Three
 Sub-CLIN 0101AE - NETCENTRIC Total Solution - Option Year Four

7.2 Small Business Companion (Note: SB Companion ordering period closed on 19 June 2019)

| Base Period (3-yr) | Option Period 1 (1-yr) | Option Period 2 (1-yr) | Option Period 3 (1-yr) | Option Period 4 (1-yr) | Description | Pricing |
|--------------------|------------------------|------------------------|------------------------|------------------------|---------------------------|------------------------|
| 0010 | 1010 | 2010 | 3010 | 4010 | Network Centric Solutions | Firm Fixed Price (FFP) |
| 0020 | 1020 | 2020 | 3020 | 4020 | Network Centric Solutions | Cost |
| 0030 | 1030 | 2030 | 3030 | 4030 | Network Centric Services | Labor Hour –10% cap |
| 0040 | 1040 | 2040 | 3040 | 4040 | Data | NSP |
| 0050 | 1050 | 2050 | 3050 | 4050 | Warranty | (FFP) |



| Base Period (3-yr) | Option Period 1 (1-yr) | Option Period 2 (1-yr) | Option Period 3 (1-yr) | Option Period 4 (1-yr) | Description | Pricing |
|--------------------|------------------------|------------------------|------------------------|------------------------|---|---|
| 0060 | 1060 | 2060 | 3060 | 4060 | Other Direct Costs (ODC) | Cost |
| 0070 | 1070 | 2070 | 3070 | 4070 | Travel | Cost |
| 0080 | 1080 | 2090 | 3090 | | NetCents-2 Post Award Conference | (FFP) – One Time Use |
| | | 2080** | 3080** | | Small Business Graduate Data Submission | Included in CLIN 2010, 2020, 2030, 3010, 3020 or 3030 |

** This **ONE-TIME USE CLIN** is established for small business companion contractors who are unable to recertify as a small business concern **as stated in Clause H139** and who elect to transition into the UNRESTRICTED multiple award ID/IQ contract pool for Application Services. This **ONE-TIME USE CLIN** provides small business companion contractors the opportunity to be considered for award of CLINs 3100-3700 and/or 4100-4700 **as stated in Clause H139 of this ID/IQ contract.**

CLIN 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 NETCENTS-2 Application Services SB CLIN structure. Currently in option year 1, 21 June 2015 – 20 June 2016, for example, all requirements using CLIN 1010 shall contain a "1" in the first digit and a "1" in the third digit and maintain the contract type, Fixed Price; all requirements using CLIN 1020 shall contain a "1" in the first digit and a "2" in the third digit and maintain the contract type, Cost. This compliance shall be the same for the following CLINs: 1030, 1040, 1050, 1060 and 1070. Any TO 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 option year 2, CLIN 2010 is broken down into four distinct components:

- The first digit represents the Ordering Period of the ID/IQ.
- The second digit is reserved for the Full and Open CLIN Structure.
- The third digit represents the Contract Type.
- The fourth digit can be modified for use in multiple CLINs.

Examples:

CLIN 2010 - NETCENTRIC Total Solution - Base Year

CLIN 2011 - NETCENTRIC Total Solution - Option Year One

CLIN 2012 - NETCENTRIC Total Solution - Option Year Two



CLIN 2013 - NETCENTRIC Total Solution - Option Year Three
CLIN 2014 - NETCENTRIC Total Solution - Option Year Four

OR,

CLIN 1010 - NETCENTRIC Total Solution
Sub-CLIN 2010AA - NETCENTRIC Total Solution - Base Year
Sub-CLIN 2010AB - NETCENTRIC Total Solution - Option Year One
Sub-CLIN 2010AC - NETCENTRIC Total Solution - Option Year Two
Sub-CLIN 2010AD - NETCENTRIC Total Solution - Option Year Three
Sub-CLIN 2010AE - NETCENTRIC Total Solution - Option Year Four

If that TO had a second FP CLIN it would appear as follows:

CLIN 2015 - NETCENTRIC Total Solution - Base Year
CLIN 2016 - NETCENTRIC Total Solution - Option Year One
CLIN 2017 - NETCENTRIC Total Solution - Option Year Two
CLIN 2018 - NETCENTRIC Total Solution - Option Year Three
CLIN 2019 - NETCENTRIC Total Solution - Option Year Four

OR,

CLIN 2011 - NETCENTRIC Total Solution
Sub-CLIN 2011AA - NETCENTRIC Total Solution - Base Year
Sub-CLIN 2011AB - NETCENTRIC Total Solution - Option Year One
Sub-CLIN 2011AC - NETCENTRIC Total Solution - Option Year Two
Sub-CLIN 2011AD - NETCENTRIC Total Solution - Option Year Three
Sub-CLIN 2011AE - NETCENTRIC Total Solution - Option Year Four

8. North American Industry Classifications System (NAICS) Code

The North American Industry Classification System (NAICS) code for the NETCENTS-2 Application Services ID/IQ contract is 541511, Custom Computer Programming Service; cannot be changed at the TO level. If there are any questions, please contact the Procuring Contract Officer (PCO) or send an e-mail to NETCENTS-2 Customer Support at netcents@us.af.mil.

9. Contractor Certification

9.1 Full & Open

Each contractor is required to maintain a Capability Maturity Model Integration (CMMI)-DEV Level 3.

9.2 Small Business Companion

The prime contractor shall be appraised at Level 2 or higher for Capability Maturity Model (CMM), CMMI, or CMMI Development using the Software Engineering Institute's (SEI) Standard CMMI Appraisal Method for Process Improvement (SCAMPI) (Method A) by an SEI-authorized



lead appraiser, or comparable documented systems engineering processes, for the entire performance period of the contract, inclusive of options. Formal certifications must be held at the organizational level performing the contract. If not SEI appraised, acceptable comparable Systems Engineering (SE) processes shall be maintained for the entire performance period of the contract, inclusive of options. These processes include: requirements management; configuration management; development of specifications; definition and illustration of architectures and interfaces; design; test and evaluation/verification and validation; deployment and maintenance.

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

Section J, Exhibit A, A005 Contractor Manpower Reporting

In order to implement FY11 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 Application Services ID/IQ contracts. The reporting will be done for each TO awarded in the Contractor Manpower Reporting Application at <http://www.ecmra.mil>.

Each TO should provide the contractor with your organization's Requiring Activity Code (RA UIC).

11. Points of Contact

Customer Support (CS) – For all Application Services CS issues, please email CS at netcents@us.af.mil. Please ensure “**Application Services**” is noted in the subject line for appropriate distribution and review. If you require immediate assistance, the CS can be reached at 334-416-5070, option 1.

12. NETCENTS-2 Document Updates

In order to be aware of changes to this and other NETCENTS-2 documents, please follow the instructions in [Appendix A3 NETCENTS-2 RSS Feed Instructions](#).



Appendix A1 – Application Services Requirements Package Checklist

Instructions: Use this checklist as a guide to complete your requirements package. Submit your resulting requirements package to your CO to continue the process towards TO issuance. If your local contracting squadron has their own checklist, you may use that. Please ensure it includes the items listed here if needed.

| # | DOCUMENTATION | REFERENCE | STATUS |
|-----------|--|---|--------------------------|
| 1. | TASK ORDER INFORMATION | | |
| a. | Agency/Department: Organization Office Symbol: Organization Address: | | <input type="checkbox"/> |
| b. | Task Order Title: Brief Description: | | <input type="checkbox"/> |
| c. | Customer Requiring Activity POCs <u>Primary POC Name:</u> Title: Email: Phone: <u>Secondary POC Name:</u> Title: Email: Phone: | | <input type="checkbox"/> |
| d. | Period of Performance: | Application Services Users Guide, Section 5 | <input type="checkbox"/> |
| 2. | SCOPE ANALYSIS & DETERMINATION | | |
| a. | Complete a Scope Analysis by mapping your proposed requirements to the Application Services ID/IQ requirements contained in the Application Services PWS, available at http://www.netcents.af.mil/contracts/netcents-2/appsrvs/documents/index.asp ." This action ensures proposed requirements fall within scope of the Application Services ID/IQ. | Application Services TO PWS Template | <input type="checkbox"/> |



| # | DOCUMENTATION | REFERENCE | STATUS |
|---------------------------------|---|---|--------------------------|
| b. | You may request that the NC-2 Application Services Team provide an analysis of your Mapping in support of the Contracting Officer's Scope Determination. If this is needed send your PWS to NETCENTS@us.af.mil with "Scope Analysis Request" in the subject line. | | <input type="checkbox"/> |
| 3. MULTI-FUNCTIONAL TEAM | | | |
| | 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. If needed, a MFT template is provided. | | <input type="checkbox"/> |
| 4. MARKET RESEARCH | | | |
| | Perform and document market research in a manner adequate to support acquisition decisions. As part of the initial award for the Application Services ID/IQ contract, the Government found contract holders qualified to perform under the general PWS. | | <input type="checkbox"/> |
| 5. ACQUISITION PLANNING | | | |
| a. | Some larger and more complex acquisitions may require an Acquisition Plan. | FAR 7.103 – 7.107 AFFARS 5307.104 – 92(b)(3) | <input type="checkbox"/> |
| b. | Provide Acquisition Strategy Panel (ASP) Briefing Charts and ASP Minutes, if applicable. | AFFARS 5307.104 – 90 | <input type="checkbox"/> |
| c. | Multi-Functional Independent Review Teams (MIRTs) are required for Acquisitions greater than \$50M. There are five (5) reviews required that make up the MIRT process that will significantly add to the duration of the schedule, if not waived. Determine whether all reviews composing the MIRT process are required. | AFFARS 5301.90 MP 5301.9001(b) | <input type="checkbox"/> |
| 6. NAICS CODE | | | |
| | The NAICS code for the Application Services ID/IQ has already been determined to be: 541511, Custom Computer Programming Service. This cannot be changed at the Task Order level. | | <input type="checkbox"/> |



| # | DOCUMENTATION | REFERENCE | STATUS |
|-----------|---|--|---|
| 7. | SERVICES DESIGNATED OFFICIAL (SDO) | | |
| | Appoint a SDO to coordinate with AFPEO/CM for all requirements with an estimated value of \$100 M or greater, and for coordination with OSD of IT requirements over \$500M and other requirements over \$1B. | AFI 63-101, Chapter 4, Section 4.4 | <input type="checkbox"/> |
| 8. | QUALITY ASSURANCE | | |
| a. | Appoint a Contracting Officer Representative (COR) if not already identified as part of the Multi-Functional Team. | COR Appointment Letter Template | <input type="checkbox"/> |
| b. | Retain a copy of the COR's Phase 1 Training Certificate. Must be completed before release of the RFP. | OUSD (AT&L) Memo, 29 Mar 2010 | <input type="checkbox"/> |
| c. | Provide a Quality Assurance Surveillance Plan (QASP). | | <input type="checkbox"/> |
| 9. | REQUIREMENTS | | |
| a. | Is this a Sole Source Task Order? Contractor: | FAR 6.302 FAR 8.405-6 | <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. | FAR 16.505(b)(2) | <input type="checkbox"/> |
| c. | Use the Application Services TO PWS Template to provide a Performance Work Statement with attention to the following sections: - Services Delivery Summary - Data Item Deliverables - Standards & References | Application Services TO PWS Template. http://www.netcents.af.mil/contracts/netcents-2/appsrvs/documents/index.asp | <input type="checkbox"/> |
| d. | If classified information necessitates contractual security specifications, complete and include a DD 254. | AFI 31-601, Chapter 4 | <input type="checkbox"/> |



| # | DOCUMENTATION | REFERENCE | STATUS |
|------------|--|--------------------------------------|---|
| e. | Are there any supplementary attachments that need to be provided (i.e., software design plans, testing and integration plans, etc.)? | | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| f. | Are there any requirements which are Mission Essential Requirements? If yes, they must be identified as such. | DoDI 1100.22 | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| g. | Complete certification that Contractor will not perform Inherently Governmental Functions (IGF). | | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| h. | Complete Government Furnished Property (GFP) and Space that the GFP or space is available (as applicable). Meet all requirements and directions of GFP Program | | <input type="checkbox"/> |
| i. | Provide justification if any consolidated contract requirements; i.e., two or more requirements previously acquired separately now consolidated into a single requirement applicable to actions greater than \$5M. | DFARS 207.170-2 AFFARS 5307.170-3 | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| j. | If a new start program/project, provide supporting file documentation, including appropriate congressional notification/approvals. | | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 10. | INDEPENDENT GOVERNMENT COST ESTIMATE (IGCE) | | |
| | Provide a copy of an Independent Government Cost Estimate (IGCE) to include costs for option years. | | <input type="checkbox"/> |
| 11. | TASK ORDER AWARD EVALUATION | | |
| a. | Use the Evaluation Guidelines to outline selection criteria for Task Order award for ordering CO approval. | | <input type="checkbox"/> |
| b. | Prepare an Instruction to Offerors for ordering CO approval. | | <input type="checkbox"/> |



| # | DOCUMENTATION | REFERENCE | STATUS |
|--|--|--|--------------------------|
| 12. FUNDING DOCUMENTS | | | |
| a. | Provide funding documents (i.e., MIPR, PR, etc.) and ensure sufficient funds are available for the effort and funding appropriation properly matches the services being procured. | FAR 32.702 DFARS 204.7103 DoD 7000.14R | <input type="checkbox"/> |
| b. | Are the services being requested severable or non-severable ? Severable services cannot exceed one year. | DoD 7000.14R, Vol. III, Chapter 8 | <input type="checkbox"/> |
| c. | Confirm within 5 days of contract award, the Wide Area Workflow Inspector Code. | DFARS 252.232-7003 | <input type="checkbox"/> |
| 13. CLIN / PRICING STRUCTURE | | | |
| | Provide a CLIN / Pricing Structure. | Application Services Users Guide Section 7 | <input type="checkbox"/> |
| 14. OZONE DEPLETING SUBSTANCE (ODS) | | | |
| | Provide either a certification that there is no Class I ODS or a copy of the GO/SES approval for use of Class I ODS. | | <input type="checkbox"/> |
| 15. REQUIREMENTS APPROVAL DOCUMENTATION (RAD) | | | |
| | A NETCENTS-2 RAD was accomplished. Local Contracting and MAJCOM's should be consulted to determine if a TO RAD is required. If a RAD is required you can use the NETCENTS-2 RAD as a starting point. | | <input type="checkbox"/> |
| 16. TASK ORDER POST AWARD TASKS | | | |
| a. | The Contractor Performance Assessment Reporting System (CPARS) is required for NETCENTS-2 Task Orders that exceed \$1M. Provide a CPAR point of contact, which is normally the Contracting Officer Representative (COR). CPAR Focal Point Name: E-mail: Phone: | | <input type="checkbox"/> |
| b. | If the Task Order is projected to be less than \$1M, a Customer Survey is required instead of a (CPAR). | | <input type="checkbox"/> |



| # | DOCUMENTATION | REFERENCE | STATUS |
|----|--|-----------|--------------------------|
| c. | Public Disclosure of Information Does the PWS contain information that, if released, would be harmful to the government? FOIA Coordinator Name: E-mail: Physical Address: | | <input type="checkbox"/> |



Appendix A2 – AMRDEC SAFE ACCESS FILE EXCHANGE (SAFE)

Go to: NETCENTS-2 Application Services Support Documents on this website
<http://www.netcents.af.mil/contracts/netcents-2/appsrvs/documents/index.asp>



Appendix A3 – NETCENTS-2 RSS Feed Instructions

Go to: NETCENTS-2 Application Services Support Documents on this website

<http://www.netcents.af.mil/contracts/netcents-2/appsrvs/documents/index.asp>