

General Services Administration
Greater Southwest Region

Task Order ID07170023

Cyber Simulation Center

For the

90th Cyberspace Operations Squadron

**Performance Work Statement
(PWS)**

04/01/2017

VISION STATEMENT

Provide the preeminent live-virtual-constructive environment to enable cyber weapons development/fielding and training/exercising of Airmen operating in the Command and Control and Cyberspace domains.

1 MISSION

The 90th Cyberspace Operations Squadron (90th COS) provides, integrates, and delivers cyber capabilities central to all United States Air Force (USAF) cyber and assigned U.S. Cyber Command (USCC) Cyber Mission Forces. Performs Real-Time Operations & Innovation activities as directed by USCC to develop and deliver cyber capabilities to address critical cyber requirements. Creates and/or modifies computer applications, software, or specialized utility programs as directed. Performs advanced malware analysis, reverse engineering, signature development and modeling and simulation activities required for cyberspace capability development actions.

1.1 Background

The 90th COS operates and maintains a cyber-development lab and simulation center covering all security domains to accomplish the analyses, development, employment and training by modeling and instrumenting network environments, mission software and systems at all classification levels and at realistic traffic volumes to model and simulate cyber incidents (i.e., loss of confidentiality, availability, integrity) for timely assessment (replay, metrics, and forensics) and visualization of cyber effects on Department of Defense (DoD) mission systems and critical infrastructure.

The contractor operates and maintains an accredited closed area software development lab to accomplish the analyses, development, and testing for employment and training of the supported cyber-development lab and simulation center, Combatant Commands, Joint Task Forces, and Service Consolidated Air Operations Centers and to familiarize the training base to evolving technology and new command and control and situational awareness changes in advance of airmen's first assignments supporting operation centers.

1.2 Scope

This effort continues that described in the Background and supports computer network operations; law enforcement; counterintelligence operations and activities; detection, containment, collection, analysis, and reverse engineering of malicious logic; command and control and situational awareness services; quality assurance; standardization and evaluation; innovation integration; and training.

2 GENERAL REQUIREMENTS

This effort covers tasks carried out at multiple locations for the base year with two (2) one-year options and includes travel to various CONUS and OCONUS locations for gathering data, follow-on requirement definition and development, testing, verification, accreditation, and training. All but a few of the personnel (see exceptions in Section 4.1.1) shall have a current Top Secret clearance with a current Single Scope Background Investigation (SSBI) that meets the requirements for Sensitive Compartmented Information (SCI) in accordance with Intelligence Community Directive (ICD) 704. Some individuals may also be required to obtain Special Access Program (SAP) in accordance with the Air Force Special Access Program Nomination Process (AF SAPNP). Individual may be subject to a counterintelligence (CI) polygraph as a condition for access to classified data, as applicable. Contractors supporting sensitive military capabilities within this contract shall comply with ICD 704 and AF SAPNP requirements for access, as needed. Contractor shall follow the security requirements outlined in the contract DD Form 254, Department of Defense Security Classification Specification.

2.1 Non-Personal Services

The Government will neither supervise contractor employees nor control the method by which the contractor performs the required tasks. Under no circumstances shall the Government assign tasks to, or prepare work schedules for, individual contractor employees. It shall be the responsibility of the contractor to manage its employees and to guard against any actions that are of the nature of personal services, or give the perception of personal services. If the contractor believes that any actions constitute, or are perceived to constitute personal services, it shall be the contractor's responsibility to notify the Contracting Officer immediately.

These services shall not be used to perform work of a policy/decision making or management nature, i.e., inherently Governmental functions. All decisions relative to programs supported by the contractor shall be the sole responsibility of the Government.

2.2 Business Relations

The contractor shall cooperate, support, and interface with military, government civilians, and other contractors for completion of all tasks.

The contractor shall successfully integrate and coordinate all activity needed to execute the requirement. The contractor shall manage the timeliness, completeness, and quality of problem identification. The contractor shall provide corrective action plans, proposal submittals, timely identification of issues, and effective management of subcontractors. The contractor shall seek to ensure customer satisfaction and professional and ethical behavior of all contractor personnel.

The contractor shall work with the Contracting Officer Representative (COR), the authorized Government representative, to accomplish Government requirements, goals, and mission objectives as efficiently and effectively as possible. This shall include sharing or coordinating information resulting from the work required within this PWS or previous Government efforts and working as a team to perform tasks in concert. The contractor shall ensure minimum duplication of effort in the execution of all work specified within this PWS and build upon work previously accomplished by the Government, the contractor, or other contractors to the fullest extent practical.

2.3 Contract Administration and Management

The following subsections specify requirements for contract, management, and personnel administration. The contractor shall follow government-developed processes and assign appropriate resources to effectively administer the requirement.

2.3.1 Contract Management

The contractor shall establish clear organizational lines of authority and responsibility to ensure effective management of the resources assigned to the requirement. The contractor shall maintain continuity between the support operations at all sites whether permanent or temporary and the contractor's corporate offices. Current permanent sites include government facilities located in San Antonio TX, Suffolk VA, Las Vegas NV, San Angelo TX, Tuscon AZ, Fort Walton Beach FL, and Kaiserslautern Germany. Temporary sites can be anywhere a contractor travels on behalf of this contract, CONUS or OCONUS. Discussions are underway with other mission partners to provide permanent on-site support to them at CONUS and OCONUS sites and are identified as AOC (Air Operations Center) in Section 5.2 Labor Categories/Hours/Locations.

2.3.2 Contract Administration

The contractor shall establish processes and assign appropriate resources to effectively administer the requirement. The contractor shall respond to Government requests for contractual actions in a timely fashion. The contractor shall have a single point of contact between the Government and Contractor personnel assigned to support this task order.

2.3.3 Personnel Administration

The contractor shall provide the following management and support as required. The contractor shall provide for employees during designated Government non-work days or other periods where Government offices are closed due to weather or security conditions; this applies to all sites. The contractor shall maintain the currency of their employees by providing initial and refresher training as required to meet the PWS requirements. The contractor shall make necessary travel arrangements for employees. The contractor shall provide necessary infrastructure to support contract tasks as required at the permanent sites.

The contractor shall provide administrative support to employees in a timely fashion (time keeping, leave processing, pay, emergency needs).

2.4 Subcontract Management

The contractor shall be responsible for any subcontract management necessary to integrate work performed on this requirement and shall be responsible and accountable for subcontractor performance on this requirement. The prime contractor shall manage work distribution to ensure there are no Organizational Conflict of Interest (OCI) considerations. Contractors may add subcontractors to their team after notification to the Contracting Officer or COR.

2.5 Contractor Personnel, Disciplines, and Specialties

The contractor shall accomplish the assigned work by employing and utilizing qualified personnel with appropriate combinations of education, training, and experience. The contractor shall match personnel skills to the work or task with a minimum of under/over employment of resources. The Contractor shall provide the necessary resources and infrastructure to manage, perform, and administer the contract.

2.5.1 Contractor Personnel Certifications and Training

The contractor shall ensure their employees obtain initial and refresher commercial training as required to meet the PWS requirements. The contractor shall keep current with changes on all currently supported commercial applications within the contractor's area of responsibility (AOR). The contractor shall complete all required Government training by suspense deadlines utilizing Government training systems (i.e., Safety, Information Assurance, Security, GFE accountability, etc.).

2.5.1.1 DOD 8570

The contractor shall have a current Information Assurance Technical (IAT) or Information Assurance Manager (IAM) level certification in accordance with (IAW) DoD 8570.01-M, Information Assurance Workforce Improvement Program at contract start date and maintain certifications throughout life of the contract at contractor's expense in accordance with the PWS requirements. The contractor shall provide these certificates to the COR at contract start date. Current required minimum certifications are identified in Section 5.2 Labor Categories/Hours/Locations as notes [1] and [2].

2.5.1.2 Electronic Certification Records

The minimum certification and training requirements shall be maintained as an electronic record. Contractor personnel shall provide proof of release for certification(s) to the DOD via Defense Workforce Certification Application (DWCA) <<https://www.dmdc.osd.mil/appj/dwc/index.jsp>>.

2.5.1.3 Certification Currency

The contractor shall update and maintain, at their expense, certifications equivalent to technology owned, operated and maintained by the United States Air Force covered by this contract. The Government will notify the contractor in writing when a new certification is required, and the contractor shall have six months to obtain the new certifications for their employees.

2.5.2 Contractor Personnel Identification

Contractor employees shall identify themselves as contractor personnel by introducing themselves or being introduced as contractor personnel and displaying distinguishing badges or other visible identification at all times, such as a standardized lanyard that all contract employees wear. In addition, contractor personnel shall appropriately identify themselves as contractor employees in telephone conversations and in formal written correspondence.

2.5.3 Contractor Identification Card

Contractors shall be identified with Government issued identification card (e.g., Common Access Card (CAC) or unit specified identification card). When required, contractor personnel shall comply with local security policies to wear their identification card in a standardized manner, clearly visible attached to the torso of the exterior garment above the belt and below the shoulders except when in use (i.e., inserted in a computer CAC reader) or when in controlled areas requiring other credentials as the primary method of identification. To access any Government base and certain facilities, the contractor shall present required identification card upon demand. Upon exit from Government facilities the contractor shall conceal their credentials (CAC or other credentials) from plain view. The contractor and Contractor Security Manager/Officer shall coordinate with the COR for Government credential issues.

2.5.4 Contractor Ethics

The contractor shall not employ any person who is an employee of the US Government if employing that person would create a conflict of interest. Additionally, the contractor shall not employ any person who is an employee of the Department of the Air Force, unless approved according to DOD 5500.7-R, Joint Ethics Regulation.

2.5.5.1 Employment Language Qualification

All contractor employees shall be able to read, write, speak and understand the English language to the extent necessary to perform PWS tasks.

2.5.5.2 Contracting Officer Authorization

The contractor shall not employ any person to work on this contract if such employee is identified by the Contracting Officer as a potential threat to health, safety, security, general well-being of the installation and its population.

2.6 Location and Hours of Work

Surge requirements are not anticipated and the contractor is not expected to be prepared for such a contingency; if required due to mission need, the Government will coordinate with the contractor for that support.

The contractor program manager shall be located at their Accredited Closed Area Development Facility.

2.7 Travel / Temporary Duty (TDY)

Travel to other government facilities or other contractor facilities will be required. The numbers of trips will vary based on requirements but could be as many as 50 split among team members; this is only an estimate and is subject to change. Overseas travel shall be accomplished in accordance with USFK Regulation 700-19, the Invited Contractor and Technical Representative Program; Army in Europe Regulations 705-9, Contractor in Germany; and FAR-25.8, International Agreements and Coordination. All travel requirements (including plans, agenda, itinerary, or dates) shall be pre-approved by the COR and Contracting Officer (subject to local policy procedures), and is on a strictly cost reimbursable basis. DoD foreign country travel notifications and training are required for personnel travelling OCONUS. Costs for travel shall be billed in accordance with the regulatory implementation of Public Law 99-234 and Federal Acquisition Regulation (FAR) 31.205-46 Travel Costs. The contractor shall make necessary travel arrangements for contractor's employees.

2.8 Status of Forces Agreements (SOFA)

Invited contractor and technical representative status will be governed by the host nation agreement and the appropriate US regulations. (See Sections 2.7 and 7). Contractor personnel shall comply with all SOFAs, regulations, and policy guidance established for each country or theater visited. Applications for SOFA status shall be obtained and submitted before published deadlines. The contract shall follow the submission process to ensure each application is approved. Country threat briefings shall be provided to traveling personnel and all the necessary clearances shall be forwarded to the required units so that contractor personnel will be prepared to start working once their destination is reached.

The Contractor shall comply with the SOFA with Germany and the associated DoD Contractor Personnel Office (DOCPER) requirements. Contractor accreditation status in Germany is determined by the Status of Forces Agreement negotiated with that country. The DOCPER implements the agreement signed by the U.S. and Germany. The SOFA governs the use in Germany of DoD contractor employees as Technical Experts (TE).

For Korea, the Contractor shall comply with the Republic of Korea (ROK) SOFA contract clause found at Attachment 1.

3 PERFORMANCE REQUIREMENTS

The following section specifies the Performance Objectives and Performance Elements for the contract.

3.1 Physical, Virtual and Constructive Networks

3.1.1 Design, install, configure, and operate physical, virtual and constructive networks, and combinations thereof to train and certify various cyber mission forces and command and control personnel on deterrent and wartime activities and processes. The installation, configuration and operation of the networks are conducted primarily at the 90th COS.

Task includes knowledge of the following applications, environments, products, and protocols: VMWare (ESX, Workstation, Vcenter, etc.), Virtual Desktop Infrastructure (VDI), Metasploit, iPerf, Wireshark, Cloudshield, Solar Winds - Orion, Nagios, LANscope, Stealth Watch, Galaxy, Dagger, Remedy, Pointlist, E-Health, Net Cool, ArcSight, BreakingPoint Systems, LARIAT, Palo Alto next generation firewalls, Juniper and Cisco routers and switches, BlueCoat Proxy servers, Fidelis, Active Directory/DNS/Mail relays/Exchange/Proxy, Exata, OPNET,

Linux/Unix, and TCP/IP, RF generation and analysis equipment in Anechoic Chambers, Industrial Control Systems / Supervisory Control and Data Acquisition (ICS/SCADA) constructive model SCEPTRE and hardware end items such as Programmable Logic Controllers (PLCs).

Performance Standards

- a) STD: 95% of the configurations are delivered without error at or before the time directed in accordance with the Configuration Requirements Statement.
- b) STD: Configurations are delivered at or below budget in accordance with the agreement between government and contractor as contained in the Configuration Requirements Statement.

Deliverables

A1 Monthly Report

3.1.2 Document physical, virtual, and constructive network topologies for use in planning, Interconnection Security Agreements, instrumentation and other accreditation requirements.

Performance Standards

- a) STD: Documents delivered at or before the time directed in accordance with the Configuration Requirements Statement 9 out of 10 times.
- b) STD: Documents are delivered at or below budget in accordance with the agreement between government and contractor as contained in the Configuration Requirements Statement.

Deliverables

A1 Monthly Report
A4 Network Topology

3.2 Software Development and Maintenance

3.2.1 Develop software solutions of deterrent and wartime activities and processes which may be used in standalone or various federation configurations to train and certify audiences whose sizes and missions range from a small team executing a coordinated non-kinetic attack to an individual service member calling for air support to a general officer and staff developing a combined air campaign plan.

Software is typically developed at the 90th COS, the Contractor's Facility, and one other non-local Government Facility based on its intended use, i.e., network-centric, air intelligence and operations, or Joint service operations; the contractor shall decide but the government reserves the right to direct the development location.

Task includes knowledge of the following languages, applications, products, and environments: C/C++, JAVA, Cold Fusion, Action Script, Flex, Perl, Python, C Shell, SQL, Bash scripting, Java Script, XSLT, Hyper Text Markup Language (HTML), Hyper Text Transfer Protocol (HTTP), Cold Fusion Markup Language (CFML), Extended Markup Language (XML), MySQL, SOAP based web services, CSP, Oracle RDMS (with Pro-C/C++) and Ozone Widget Framework (OWF), MaK VR-Link, ArcGIS, BX-Pro, Linux (Red Hat 5 and 6, 32- and 64-bit), MS Windows, TCP/IP, High Level Architecture/Run-Time Infrastructure (HLA/RTI), and Distributed Interactive Simulation (DIS) protocol.

Performance Standards

- a) STD: 95% of the solutions delivered are validated and accredited by government selected subject matter experts without return for correction.
- b) STD: Solutions are delivered at or before the time directed in accordance with the software requirements specification.

c) STD: Solutions are delivered at or below budget in accordance with the agreement between government and contractor as contained in the final software requirements specification costs estimate.

Deliverables

A1 Monthly Report
A5 Baseline Software Release
A7 Version Description Document

3.2.2 Maintain 1.7 million lines of government owned code from multiple programs and models. Software is maintained at the 90th COS and the Contractor's Facility. In order to ensure the integrity and discipline of the production baselines the government will direct the locations used for each application maintained.

Task includes knowledge of the following languages, applications, products, and environments: C/C++, JAVA, Cold Fusion, Action Script, Flex, Perl, Python, C Shell, SQL, Bash scripting, Java Script, XSLT, Hyper Text Markup Language (HTML), Hyper Text Transfer Protocol (HTTP), Cold Fusion Markup Language (CFML), Extended Markup Language (XML), MySQL, SOAP based web services, CSP, Oracle RDMS (with Pro-C/C++) and Ozone Widget Framework (OWF), MaK VR-Link, ArcGIS, BX-Pro, Linux (Red Hat 5 and 6, 32- and 64-bit), MS Windows, TCP/IP, High Level Architecture/Run-Time Infrastructure (HLA/RTI), and Distributed Interactive Simulation (DIS) protocol.

Performance Standards

- a) STD: 95% of the solutions delivered are validated and accredited by government selected subject matter experts without return for correction.
- b) STD: Solutions delivered at or before the time directed in accordance with the software requirements specification.
- c) STD: Solutions are delivered at or below budget in accordance with the agreement between government and contractor as contained in the final software requirements specification costs estimate.

Deliverables

A1 Monthly Report
A5 Baseline Software Release
A6 Software Patch Release
A7 Version Description Document

3.2.3 Prepare Documents for release as acceptance test plans, version release descriptions, interface control, installation instruction, operations, accreditation artifacts, and logic data elements models. Documents shall be prepared at the 90th COS or the Contractor's Facility as directed by the government.

Performance Standards

- a) STD: 98% of the documents delivered at or before the time directed without return for correction or completion.

Deliverables

A1 Monthly Report
A7 Version Description Document

3.2.4 Install and configure models and modules of 90th COS government owned or operated products and applications.

Products and applications may be installed and configured at any US government, coalition partner government, and commercial CONUS and OCONUS locations as directed by the government. Although a 5-day contractor response time to requests is the standard, there may be instances of requests for more immediate response if within the contractor's capability.

Performance Standards

- a) STD: 98% of product installations completed at or before the time directed.
- b) STD: Product installations completed at or below budgeted agreement in accordance with the agreement between government and contractor.

Deliverables

A1 Monthly Report

3.2.5 Operate and control applications for use in different configurations to train various audiences at multiple CONUS and OCONUS sites.

Audiences vary depending on the objective – for example, applications are used to train individual network engineers; others are used to train small teams performing intelligence product exploitation, and others are used to train general/flag officers and their staffs to exercise and evaluate their operations and contingency plans.

Performance Standards

- a) STD: Applications meet or exceed a 98% operations rate for the execution period as measured by available operational minutes divided by total operational minutes.

3.3 Conduct Analysis

3.3.1 Conduct analysis to develop and assess requirements and collect data to address government questions which are not limited to providing documented analysis of alternatives, design specifications, test plans, and training in the areas of cyber warfare operations, information operations, electronic warfare operations, command and control operations, intelligence operations, and Combined Air Operations Center operations.

Performance Standards

- a) STD: 98% of documents delivered at or before the time directed in accordance with the Requirements Statement without return for correction or completion.
- b) STD: Documents delivered at or below budget in accordance with the agreement between government and contractor as contained in Requirements Statement final financial estimate.

Deliverables

A1 Monthly Report
A4 Network Topology
A7 Version Description Document

3.4 Scenario Development

3.4.1 Design and develop computer model assisted and Master Scenario Event List vignettes and Scenarios for use in testing, training, and certification events.

Government event directors provide training objectives, conditions, and standards which are best understood by personnel who understand Strategic, Operational and Tactical doctrinal relationships and their battle spaces. This understanding is necessary to successfully construct vignettes and scenarios to those required standards.

Performance Standards

- a) STD: 95% of the vignettes delivered at or before the time directed in accordance with the Requirements Statement without return for correction.
- b) STD: Vignettes delivered at or below budget in accordance Requirements Statement final financial estimate.

Deliverables

A1 Monthly Report

3.5 Program Support

3.5.1 Perform contractor program management for all sites to include program and project definition, planning, budgeting, coordination, monitoring, and performance assessment and evaluation; development of program and project related documentation (e.g. decision papers, briefings, etc.); participation at reviews, meetings, and similar sessions, and technical review of proposals, reports, and other deliverables.

The Government forms an Executive Configuration Control Board (ECCB), which includes contractor membership and COR participation, to exchange information on development, scheduling, and product delivery. The ECCB meets monthly.

Performance Standards

- a) STD: Schedules software releases as authorized by the Government's ECCB.

Deliverables

A1 Monthly Report

3.5.2 Develop, deliver, and maintain the master program record which is the monthly record of project status and that is accumulated from all site weekly updates.

The record outlines what was accomplished compared against what was scheduled to be accomplished and includes risk assessment and recommendations. It will also contain event status updates.

Performance Standards

- a) STD: Master Program Plan Monthly Report delivered by the 5th working day of each month.

Deliverables

A1 Monthly Report

3.5.3 Develop, implement, and maintain configuration management plan for addressing all sites, all software, and the deployment process as required by policy and process changes.

A process comparable to a CMMI Level 3 is desired.

Performance Standards

a) STD: Initial delivery within 30 days of contract task award and updated thereafter either annually or by policy changes, whichever is the least frequent.

Deliverables

A2 Configuration Management Plan

3.5.4 Develop training packages for various GOTS/COTS products as requested by users.

Performance Standards

a) STD: 98% of Training Packages delivered at or before the time directed in accordance with the Requirements Statement without return for correction or completion.

b) Training Packages delivered at or below budget in accordance Requirements Statement.

Deliverables

A1 Monthly Report

3.5.5 Assign contractor personnel and schedule all TDYs in support of the program as directed by the ECCB.

Performance Standards

a) STD: Travel and contractor personnel scheduling is accomplished within 5 working days of notification.

b) STD: Must adhere to requisite Status of Forces Agreements when OCONUS.

c) STD: Travelers possess US Passport at contract award.

Deliverables

A1 Monthly Report

3.5.6 Establish a help desk function to respond to users and other model developer inquiries.

Performance Standards

a) STD: Acknowledge email contact within 24 hours (weekend excluded unless an exercise in execution is ongoing).

b) STD: Acknowledge telephone contact immediately (weekend excluded unless an exercise in execution is ongoing).

c) STD: Determine solution course of action and obtain government approval for the proposed course of action, or an alternate course of action, within 36 hours of the contractor's acknowledgement of the initial email and alert customer.

d) STD: 9 of every 10 notifications are made within 36 hours.

Deliverables

A1 Monthly Report

3.5.7 Deploy and redeploy government furnished equipment in support of the program as directed by the Government's ECCB.

Refer to Section 3.7.3 below for accountability responsibilities.

Performance Standards

a) STD: Arrangements to deploy/redeploy GFE are made within 5 working days of notification.

Deliverables

A1 Monthly Report

3.6 System Administration

3.6.1 Perform system administration for 90th COS administered applications.

Maintain Air Force best practice network security configurations, backup, troubleshooting, and recovery for routers, switches, and firewalls.

Performance Standards

- a) STD: Distribute the software according to Government's ECCB decisions.
- b) STD: 98% of releases are complete and delivered as authorized.
- c) STD: Perform user account maintenance.
- d) STD: Maintain the system in compliance with Information Assurance Vulnerability Alert (IAVA) system.
- e) STD: Maintain physical control of the production executables, production directories, and source code baselines.

Deliverables

A1 Monthly Report

A3 ECCB Minutes

3.6.2 Assist the government to maintain Risk Management Framework accreditation standards for designated applications and lab configurations.

Uses Risk Management Framework of DOD Information Technology (IT) DoDI 8510.01.

Performance Standards

- a) STD: Conduct security/vulnerability testing prior to software release.
- b) STD: No category 1 or 2 security findings; all findings mitigated.
- c) STD: Artifacts delivered at or before the time directed in accordance with the agreement between government and contractor as contained in the Requirements Statement.

Deliverables

A3 ECCB Minutes

3.7 All Site General Support

3.7.1 Prepare and present briefings and demonstrations which document existing applications, ongoing and scheduled work and that may also contain cost-related information.

Performance Standards

- a) STD: Presentations delivered at or before the time directed in accordance with the agreement between government and contractor as contained in the Requirements Statement.

3.7.2 Maintain required training certification for personnel.

Performance Standards

- a) STD: Site leads require, at a minimum, current LINUX+ and SECURITY+ certifications.
- b) STD: Training status reported in Government's ECCB minutes.

Deliverables

A3 ECCB Minutes

3.7.3 Maintain accountability for government furnished equipment assigned by either the Program Office or the distributed sites.

Performance Standards

a) STD: Inspect and inventory in accordance with Air Force Manual 33-153 Information Technology Asset Management.

< static.e-publishing.af.mil/production/1/afmc/publication/afman33-152_afmcsup_i/afman33-152_afmcsup_i.pdf >
or a copy can be provided.

b) STD: Deploy all new IT assets in accordance with ECCB decisions.

c) STD: Maintain building and room diagrams to accurately account for asset locations.

d) STD: Process excess equipment in accordance with established regulations and local policy.

4 SPECIAL REQUIREMENTS

This section describes the special requirements for this effort. The following sub-sections provide details of various considerations on this effort. The Government will provide a suite of computer-based training courses to track progress and compliance of a myriad subjects including: safety (various emergency management procedures), security (various facility, personnel, and personal), Information Assurance (IA) (Networks, workstations, and access), Information Protect (critical items, OPSEC, and procedures), visitor escort, mission processes, and other as deemed necessary.

4.1 Security

DD Forms 254: Overarching security requirements and Contractor access to classified information shall be as specified in the basic DD Form 254.

Visitor Group Security Agreement. The contractor shall sign a Contractor Visitor Group Security Agreement to protect classified information involved in performance under this contract or Task Order. The Agreement will outline responsibilities in the following areas: Contractor security supervision; Standard Practice Procedures; access, accountability, storage, and transmission of classified material; marking requirements; security education; personnel security clearances; reports; security checks; security guidance; emergency protection; protection of government resources; DD Forms 254; periodic security reviews; and other responsibilities, as required.

4.1.1 Personnel Security

Contractor personnel working at all government sites or periodically travelling to work at government sites shall have a current Top Secret clearance with a current SSBI that meets the requirements for SCI in accordance with ICD 704. Some individuals may also be required to obtain SAP in accordance with the AF SAPNP. Individual may be subject to a CI polygraph as a condition for access to classified data, as applicable. Contractors supporting sensitive military capabilities within this contract shall comply with ICD 704 and AF SAPNP requirements for access, as needed. Contractor shall follow the security requirements outlined in the contract DD Form 254, Department of Defense Security Classification Specification. Security clearances shall be conducted IAW investigative requirements outlined in DoD 8500.2, para E2.1.36-E2.1.38 and Table E3.T1 IA Implementation; DoD 5200.2R, Personnel Security; and AFI 31-503, para 2.4.7, Personnel Security Program Management. **Exceptions:** Personnel not working at government sites do not require any clearance at hiring. Contractor shall follow the security

requirements outlined in the contract DD Form 254, Department of Defense Security Classification Specification. Rarely, when non-cleared contractor personnel are required to perform activities on the government site, the contractor shall coordinate with the COR for provision of cleared escorts for non-cleared personnel for the duration of activities on the Government site.

4.1.2 Operations Security (OPSEC)

On base contractor employees will comply with AFI 10-701, *Operations Security*, available on the Air Force's e-publishing web site at URL: <http://www.e-publishing.af.mil/>. They will also participate in the assigned unit's OPSEC program, protect critical information identified in the 688 CW Critical Information List (CIL) and their host unit CIL, complete the Protecting Sensitive Information (ZZ133078) computer based training (CBT) module located on the Advanced Distributed Learning Service (ADLS) Website upon assignment and annually thereafter. Additionally, contractors located at other service supported sites shall comply with those site specific OPSEC requirements.

4.1.3 Physical Security

The contractor shall be responsible for safeguarding all Government property provided for contractor use. At the close of each work period Government property and materials shall be secured.

4.1.4 Key Control

4.1.4.1 Security and Reporting

Keys or key cards are controlled items which, when authorized for contractors, are issued by the Government to individual personnel. The contractor shall establish and implement methods of ensuring that all keys and key cards issued to the contractor by the Government are not lost or misplaced and are used only by the identified individual to whom the a key or key card is issued. The contractor shall immediately report the occurrences of a lost or duplicate key to the COR or Contracting Officer.

4.1.4.2 Replacement

In the event keys, other than master keys, are lost or duplicated, the contractor shall, upon written direction of the Contracting Officer, rekey or replace the affected lock or locks; however, the Government, at its option, may replace the affected lock or locks or perform rekeying. When the replacement of locks or rekeying is performed by the Government, the total cost of rekeying or the replacement of the lock or locks shall be deducted from the monthly payment due the contractor. In the event a master key is lost or duplicated, all locks and keys for that system shall be replaced by the Government and the total cost deducted from the monthly payment due the contractor.

4.1.4.3 Access Control

The contractor shall prohibit the use of keys issued by the Government by any persons other than by the contractor's employees to whom the key or key card is issued. The contractor shall prohibit the opening of locked areas by contractor employees to permit entrance of persons other than contractors employees engaged in the performance of assigned work in those areas, or personnel authorized entrance by the COR or Contracting Officer.

4.1.5 Lock Combination

Contractor personnel may be authorized to receive lock combinations to facilitate duty performance. The contractor shall establish and implement methods of ensuring that all lock combinations are not revealed to unauthorized persons. The contractor shall ensure that lock combinations are changed when personnel having access to the

combinations no longer have a need to know such combinations. These procedures shall be included in the contractors Quality Control Plan (QCP).

4.1.6 Information Systems Security

For any off-base performance in support of this contract the contractor's unclassified Information System (IS) shall comply with AFI 33-200, *INFORMATION ASSURANCE (IA) MANAGEMENT*, Chapter Three, Air Force IA Policy. Classified IS shall comply with DoD 5220.22-M, National Industrial Security Program Operating Manual (NISPOM), Chapter Eight "Information Security". SCI IS shall also comply with ICD 503, Intelligence Community Information Technology Systems Security Risk Management, Certification and Accreditation.

4.2 Safety Requirements

The contractor shall conform to the safety requirements contained in the contract for all activities related to the accomplishment of the work. The contractor shall take such additional immediate precautions as the Contracting Officer may reasonably require for safety and mishap prevention purposes. The contractor shall develop and provide at the start of the orientation period or the start of the first operational performance period a safety plan for the protection of Government facilities and property and to provide a safe work environment for contractor personnel. The contractor shall provide protection to Government property to prevent damage during the period of time the property is under the control or in possession of the contractor. The safety provisions of this contract, shall apply to any subcontracts/subcontractors. The contractor shall include a clause in each applicable subcontract requiring the subcontractor's cooperation and assistance in accident reporting and investigation.

4.2.1 Mishap Notification

Notification will be made for any mishap occurring on Government property or while any individual is on Government approved travel.

4.2.1.1 Incident Notification

The contractor shall notify the COR or Safety Office within one hour of all mishaps or incidents. A written report of the mishap/incident shall be sent within five calendar days to the COR, who will forward it to the responsible site Safety Office. For information not available at the time of initial written report, the contractor shall provide the remaining information no later than 20 calendar days after the mishap, unless extended by the responsible site Safety Office.

4.2.1.2 Investigation

If requested by the COR, Installation Safety Office, or Incident Commander, the contractor shall immediately secure the mishap scene/damaged property and impound pertinent maintenance and training records, until released by the Safety Office or other appropriate authority. If the Government elects to conduct an investigation of the accident/mishap, the contractor shall cooperate fully and assist government personnel in the conduct of investigation until the investigation is completed.

4.2.1.3 Minimum Information

Mishap notifications shall contain, as a minimum, the following information:

- Contract, Contract Number, Name and Title of Person(s) Reporting
- Date, Time and exact location of accident/incident
- Brief Narrative of accident/incident (Events leading to accident/incident)

- Cause of accident/incident, if known
- Estimated cost of accident/incident (material and labor to repair/replace)
- Nomenclature of equipment and personnel involved in accident/incident
- Corrective actions (taken or proposed)
- Other pertinent information

4.2.2 Safety Program Elements

The contractor's Safety Program shall clearly define procedures, personnel qualifications, facilities and required equipment necessary to fulfill the following elements:

- AFI 91-204, Mishap Notification/Reporting
- AFOSH Std 91-501, Housekeeping
- AFOSH Std 91-46 and AFOSH Std 91-501, Material Handling Equipment
- AFI 40-102, Tobacco Use in the Air Force

4.3 Transition Plan

The incumbent contractor is responsible for “normal” task performance during the transition “Phase-In” and “Phase-Out” period not to exceed 60 days for each period.

The contractor shall follow the transition plan submitted as part of the proposal and keep the Government fully informed of status throughout the transition period. Throughout the phase-in/phase-out periods, it is essential that attention be given to minimize interruptions or delays to work in progress that would impact the mission. The contractor must plan for the transfer of work control, delineating the method for processing and assigning tasks during the phase-in/phase-out periods.

4.4 Government Furnished Materials

For on-site personnel, the Government will make available the materials, office space, communications capability and information necessary to accomplish the required tasks. Further, program office provided GFE (Attachment 3) is for use by the contractor in the performance of this contract at the sites specified on the attachment. The contractor shall require their users to sign for and be responsible for any GFE assigned to them. GFE is not limited to only this list; individual Government sites will determine their unique requirements and management procedures.

4.4.1 Housekeeping

The contractor shall keep the work areas clean and orderly in compliance with federal, state, local health, fire, and safety standards.

4.4.2 Refuse Collection

If sites do not separately provide refuse collection, the Government will provide dumpsters for refuse and provide dumpster collection service. The contractor shall take personal refuse to the nearest authorized refuse dumpster. The Government will provide containers for the collection of recycling materials. All discarded work product must be 100% shredded or bagged in approved and appropriately labeled burn bag security containers IAW DoDM 5200.01-V3, Pg. 42, 24 February 2012. Different sites including temporary duty sites will have their own policy and regulations for refuse collection and separate classified material disposal which contractors shall follow. Policy is normally provided as part of the initial indoctrination and updated as required. If no guidance is provided in advance, contractors shall not remove refuse nor destroy any materials without the expressed direction and approval of their host Government security official.

4.4.3 Classified Material Disposition

All discarded work product must be 100% shredded or bagged in approved and appropriately labeled burn bag security containers IAW DoDM 5200.01-V3, Pg. 42, 24 February 2012. Different sites including temporary duty sites will have their own policy and regulations for classified material disposal which contractors shall follow. The instructions are provided as part of the initial indoctrination and updated as required. If instructions are not provided, contractors shall not remove, refuse, nor destroy any materials without the expressed direction and approval of their permanent or TDY site security official.

4.4.4 Conservation of Utilities

The contractor shall instruct employees in utilities conservation practices. The contractor shall be responsible for operating under conditions which prevent the waste of utilities which include the following:

- Lights shall be used only in areas where and when work is actually being performed
- Mechanical equipment controls for heating, ventilation, and air conditioning systems shall not be adjusted by the contractor or by contractor employees unless authorized
- Water faucets or valves shall be turned off after the required use has been accomplished
- Government telephones shall be used only for official government business

4.5 Contractor Records and Reporting

The contractor shall be responsible for creating, maintaining, and disposing of only those Government required records that are specifically cited in this PWS. If requested by the Government, the contractor shall provide the original record or a reproducible copy of any such record within five working days of receipt of the request. All products developed under the contract, including, but not limited to, hardware, software (including source code), electronic and hard copy documentation, intellectual property, methodology, presentations, and notes will be considered the sole property of the Government, and will be delivered to the COR upon completion of the contract. All previously mentioned items will be treated as AF proprietary information, and this information will not be released to other non-AF entities without written permission from the COR.

4.6 Quality

The Government will periodically evaluate the contractor's performance by appointing a representative(s) to monitor performance to ensure services are received. The Government representative will evaluate the contractor's performance through intermittent on-site inspections of the contractor's quality control program, validated user complaints and receipt of complaints from base personnel. The Government may inspect each task as completed or increase the number of quality control inspections if deemed appropriate because of repeated failures discovered during quality control inspections or because of repeated customer complaints. Likewise, the Government may decrease the number of quality control inspections if merited by performance. The Government will also investigate complaints received from various customers. The contractor shall be responsible for initially validating customer complaints. However, the Government representative shall make final determination of the validity of customer complaint(s) in cases of disagreement with customer(s).

4.6.1 Quality Control

4.6.1.1 Develop Quality Control Plan (QCP)

The contractor shall develop a QCP and maintain an effective quality control program to ensure services are performed in accordance with the contract and this PWS. The contractor shall develop and implement procedures to

identify, prevent, and ensure non-recurrence of defective services. The contractors QCP is the means by which he assures himself that his work complies with the requirement of the contract.

• **Table 1 List of Deliverables**

Required Deliverables/ Reports	FORMAT	Required Due Date	SEND TO	PLANNED FREQUENCY	PWS Ref.
Quality Control Plan	Email/PDF	15 days after contract task award or Option	COR/ GSA PM, CO	Update Annually	4.6.1.1
Monthly Report	Email/PDF	5 working days from beginning of each month	COR/ GSA PM, CO	Monthly	3.ALL
Configuration Management Plan	Email/PDF	Delivered within 30 days of contract task award then in accordance with Section 3.5.3(a) and maintained by the PMO on the eMASS application	COR/ GSA PM	Within 30 days of contract task award then in accordance with Section 3.5.3(a)	3.5.3
ECCB Minutes	Email/PDF	5 working days from meeting	COR	Monthly	3.6.1, 3.6.2, 3.7.2
Network Topology	Email/PDF	As agreed to by the government and contractor for each network created	COR	As required	3.1.2, 3.3.1
Baseline Software Release	DVD	Major release once per year in October-December period	COR + ECCB directed distribution list	As required	3.2.1, 3.2.2
Software Patch Release	DVD	Patch releases as specified by the ECCB, and security patches as specified by the IAVA bulletin.	COR + ECCB directed distribution list	As required	3.2.2
Version Description	Email/PDF	Accompanies any software	COR + ECCB	As required	3.2.1, 3.2.2, 3.2.3, 3.3.1

Document		distribution – baseline or patch	directed distribution list		
Final Invoice	Submit through ITSS	Due 60 days from completion.	Interested parties through ITSS	After completion.	7.5
Trip Report	Email/PDF	5 working days at completion of trip if requested	COR	If requested	5.3.1
Release of Claims	ITSS and Email	Due fifteen (15) calendar days of final payment.	PM, COR and CO	15 days after final payment,	7.5

** The Performance Requirements Summary (PRS) and method of surveillance is disclosed/included in the Quality Assurance Surveillance Plan (QASP)

Delivery Instructions

Copies of deliverables shall be furnished to the appropriate Government personnel per Table 1 above. The contractor shall deliver each report in accordance with the direction in the chart above. Deliverables are to be transmitted with a cover letter, on the prime contractor’s letterhead, describing the contents. Concurrently, a copy of the deliverable and the cover letter shall be attached to the task in GSA’s Electronic Ordering System (ITSS).

Inspection and Acceptance of Services

All reports and task deliverables shall be inspected, tested (where applicable), reviewed, and accepted by the Government within a reasonable period of time in accordance with FAR 52.212-4 and the acceptance criteria as set forth in Table 1 above and in the Quality Assurance Surveillance Plan (QASP) (Attachment 2).

The Contractor shall only tender for acceptance those items that conform to the requirements of this contract. The Government reserves the right to inspect or test any supplies or services that have been tendered for acceptance. The Government may require repair or replacement of nonconforming supplies or re-performance of nonconforming services at no increase in contract price. If repair/replacement or re-performance will not correct the defects or is not possible, the government may seek an equitable price reduction or adequate consideration for acceptance of nonconforming supplies or services. The Government must exercise its post-acceptance rights:

- Within a reasonable time after the defect was discovered or should have been discovered
- And, before any substantial change occurs in the condition of the item, unless the change is due to the defect in the item

Only the COR, their designated alternate, the GSA Project Manager (PM) or GSA Contracting Officer has the authority to inspect, accept, or reject all deliverables. Final acceptance of all deliverables will be provided in writing, or in electronic format, to the GSA PM or GSA Contracting Officer within 30 days from the end of the task order.

Contractor Quality Control Requirements

The task order is for performance based commercial services. The contractor shall develop and maintain a quality process to ensure services are performed in accordance with commonly accepted commercial practices and existing quality control systems throughout the life of the order.

The contractor shall develop and implement procedures to identify, prevent and ensure non-recurrence of defective services. However, the Government reserves the right to perform inspections on services provided to the extent deemed necessary to protect the government's interests. The contractor must control the quality of the services and deliverables provided in support of this task; the contractor must maintain substantiating evidence that services conform to contract quality requirements and furnish such information to the government if requested.

The contractor shall establish and maintain a complete QCP to ensure the services are performed in accordance with PWS and commonly accepted commercial practices, throughout the life of the task order. The QCP shall include a Quality Control Matrix (QCM) that addresses all deliverables in Section 4.6.1.1 Table 1. The QCM shall reflect the method by which the contractor will meet the level of required performance and quality as reflected in Attachment 2.

4.6.1.2 Approval

The contractor shall establish a complete QCP to ensure the requirements of this contract are provided as specified. The Contracting Officer will notify the contractor of acceptance or required modifications to the plan. The contractor shall make appropriate modifications at no additional costs to the Government and obtain acceptance of the QCP by the Contracting Officer.

4.6.1.3 Revisions

The Contracting Officer may notify the contractor of required modifications to the plan during the period of performance. The contractor then shall coordinate suggested modifications and obtain acceptance of the plan by the Contracting Officer. Any modifications to the program during the period of performance shall be provided to the Contracting Officer for review no later than 10 working days prior to effective date of the change. The QCP shall be subject to the Government's review and approval. The Government may find the QCP "unacceptable" whenever the contractor's procedures do not accomplish quality control objective(s). The contractor shall revise the QCP within 10 working days from receipt of notice that QCP is found "unacceptable."

4.6.2 Quality Assurance Surveillance Plan (QASP)

The Government shall monitor the Contractor's performance under this Task Order in accordance with the Government's QASP.

4.7 Freedom of Information Act Program

The contractor shall comply with DoD Freedom of Information Act (FOIA) Program requirements and requests. This provision includes compliance in handling Controlled Unclassified Information (CUI) and For Official Use Only (FOUO) materials and performing data restores.

4.8 Contracting Officers Representative (COR)

4.8.1 COR Identification

The COR is the authorized Government representative(s) who will perform assessments of the contractor's performance. Subsequent to contract award, the identity of the COR(s), with a letter defining their duties and authority, will be promptly furnished to the contractor.

4.8.2 Discrepancy Reporting

The COR(s) or alternate(s) will inform the contract manager in person when discrepancies occur and will request corrective action. The COR(s) or alternate(s) will make a notation of the discrepancy on their assessment checklist with the date and time the discrepancy was noted and will request the contract manager (or authorized representative) to initial the entry on the checklist.

4.8.3 Contract Changes

Any matter concerning a change to the scope, prices, terms or conditions of this contract shall be referred to the Contracting Officer and not to the COR(s).

4.8.4 Product and Services Review

The services to be performed by the contractor during the period of this contract shall at all times and places are subject to review by the Contracting Officer or authorized representative(s).

4.9 Continuation of Essential DOD Contractor Services During Crisis

All Section 3 performance requirements are considered mission essential and shall be accomplished at the same level of performance during periods of crises, IAW Defense Federal Acquisition Regulation Supplement (DFARS) 237.76.

The contractor shall provide support during contingencies, exercises, heightened operations, and adverse weather or security closures in the accomplishment of section 3 performance requirements.

From time to time, the Center of Base Commander may decide to close all or part of a base in response to an unforeseen emergency or similar occurrence. Such emergencies include adverse weather such as snow, or ice, "an act of God such as tornado or earthquake, or a base disaster such as a gas leak or fire. Contractor personnel are essential personnel for purposes of any instruction regarding the emergency. Base closure announcements will normally be disseminated by local television and radio station.

4.10 Contingency Operations

Contingency operations at Government facilities are specified by those sites and supporting contractors shall follow those plans.

4.11 Distribution of Technical Data and Information Exchanges

All media products (paper, email, DVD, etc.) which are produced at the direction of this contract's deliverables or in response to 90th COS requests in support of this contract shall contain the below distribution and security statement displayed prominently (such as on front pages, below email closings, and labels). Further, program office approval is required before releasing any product to a foreign national or engaging in technical discussions with any foreign national.

Begin statement

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End statement

5.0 DESIRED SKILLS AND KNOWLEDGE

5.1 Labor Categories

JOB TITLE: Program Manager, Senior

EDUCATION & EXPERIENCE: Bachelor's Degree – Technical (Science or Engineering Discipline) preferred and 16 years of related experience including 8 years of supervisory experience and 6 years military experience.

SECURITY CLEARANCE: Personnel shall have a final U.S. Government issued TOP SECRET security clearance and be ICD 704 eligible with a current SSBI. Contractor shall follow the security requirements outlined in the contract DD Form 254, Department of Defense Security Classification Specification.

DESIRED QUALIFICATIONS: Extensive background in software development for Intelligence, Surveillance, and Reconnaissance (ISR), Information Operations (IO), military operations, and Air Force training. Working knowledge of HLA, DIS, the major military training federations, Oracle RDBMS, cyber operations to include Computer Network Attack (CNA) and Computer Network Defense (CND), and Computer Aided Exercises (CAX).

DUTIES & RESPONSIBILITIES: Responsible for planning, organizing, and managing the program for successful completion and performance consistent with contractual agreements. Directs and supervises all support resources for the performance of project assignments and activities. Manages the direction of non-technical, technical, or intelligence project through the design, implementation, and testing in accordance with project objectives. Defines, launches, and drives mission-critical strategic and operational initiatives in core technical programs. Creates a method of change management including ownership of a documentation library, communication plans, process training, etc. Responsible for complex program management tasks and development of standards and processes for scheduling, administration, and accounting. Provides thought leadership to project analyses and process improvement activities. Clearly documents and presents findings including creation of diagrams and procedure documentation. Responsible for driving recommendations through to implementation. Communicates effectively with a wide variety of technical and non-technical audiences. Identifies, analyzes and defines project/program

requirements and scope. Exercises broadly delegated authority for planning, directing, coordinating, administering, and executing many routine and complex project and program initiatives. Defines, acquires, and allocates budget, staff, and other resources necessary to accomplish the goals and/or objectives of the program group/function. Interviews, selects, and trains staff to provide quality results for the organization as needed. Develops performance plans and evaluations of employees, including subordinate supervisors as well as reviews evaluations to assure equity of individual employee performance objectives, standards, and ratings among lower level staff/groups.

JOB TITLE: Application Developer (Senior)

EDUCATION & EXPERIENCE: Technical Degree – Computer Science, Engineering, Mathematics, Sciences, etc., and 16 years of related experience including 4 years of supervisory experience.

JOB TITLE: Application Developer (Journeyman)

EDUCATION & EXPERIENCE: Technical Degree – Computer Science, Engineering, Mathematics, Sciences, etc., and 6 years of related experience.

JOB TITLE: Application Developer (Entry)

EDUCATION & EXPERIENCE: Technical Degree – Computer Science, Engineering, Mathematics, Sciences, etc., and less than 6 years of related experience.

SECURITY CLEARANCE: See Section 4.1.1 Personnel Security.

DESIRED QUALIFICATIONS: Working knowledge of C/C++, JAVA, Cold Fusion, Action Script, Flex, Perl, Python, C-Shell, SQL, Bash scripting, JavaScript, XSLT, Hyper Text Markup Language (HTML), Hyper Text Transfer Protocol (HTTP), Cold Fusion Markup Language (CFML), Extended Markup Language (XML), MySQL, SOAP based web services, CSP. Working knowledge of Oracle RDMS (with Pro-C/C++), Mak's VR-Link, ArcGIS, and BX-Pro. Working knowledge of High Level Architecture / Run-Time Infrastructure (HLA/RTI) and Distributed Interactive Simulation (DIS) protocol. Working knowledge of the Joint Land Component Constructive Training Capability (JLCTC) Federation, to include, as a minimum: (1) its Federation Object Model (FOM), (2) all established federation agreements, (3) management of JLCTC federation enumerations (MEW and MEL), (4) simulation programming and interoperability using RTI-NG Pro, (5) ability to participate significantly in its associated working groups (Data Working Group, Multi-Resolution Federation (MRF) Working Group, etc.), (6) understanding of interoperability within each of the JLCTC federation variants (JLCTC MRF-W, JLCTC ERF, JTTI, JTTI+, JTTI+K). Working knowledge of the Joint Live Virtual Constructive (JLVC) Federation, to include, as a minimum: (1) its Federation Object Model (FOM), (2) all established federation agreements, (3) management of JLVC federation enumerations, (4) simulation programming and interoperability using RTI-S. Working knowledge of the BLCSE/MATREX Federation, to include, as a minimum: (1) its Federation Object Model (FOM), (2) all established federation agreements, (3) management of BLCSE/MATREX federation enumerations, (4) simulation programming and interoperability using the MATREX RTI. Working knowledge of the DIS protocol requirements to operate as a bridge between DIS and HLA for Air objects and activities. Working knowledge of ISR operation and simulation for RADINT, ELINT, COMINT, IMINT, MASINT, and TBM operation and reporting. Working knowledge of TADIL-A/B/J (Link 11/14/16), IBS-I, IBS-S, IBS-N, TDIMF, SENSORREP, TAB37, OTH-GOLD, JUNIT, S309, S507, CMF, VMF, CoT, NCCT. Working knowledge of interfacing to TBMCS, ADSI, JADOCs, GCCS, JRE, GALELITE, C2PC, ASAS, ABCS, NCCT, STRED, TIPOFF, and TACP-CAS. Working knowledge of USMTF messages (ATO, ACO, MISREP, JNTLAUNCHREP, IPIR/IIR, RECCEEXREP, TACREP, KLIEGLIGHT, CSAR, and PMS) and the special theater specific variances for Pacific/Korean/Theater/CENTCOM Intelligence Reporting Directives (PIRD/KIRD/TIRD/CIRD). Working knowledge of Digital Receiver Technology

(DRT) communication receivers, their operations, and interface protocols and operation. Working knowledge of Linux (Red Hat 5 and 6, 32 and 64 bit), MS Windows, and TCP/IP. Working knowledge of AF Intelligence Training performed at Goodfellow AFB, TX, to include courses, end of course exercises, and linguist training tools. Familiar with current Army and Air Force intelligence tactics, techniques, and procedures (TTP), to include intelligence, surveillance, and reconnaissance (ISR). Working knowledge of Electronic Warfare (EW) for radar stand-off and self-protect jamming, and communication jamming. Working knowledge of Computer Network Attack (CNA) and Computer Network Defense (CND) tools and procedures, and network monitoring tools, i.e., Metasploit, Wireshark, Cloudshield, Solar Winds - Orion, Nagios, LANscope, Stealth Watch, E-Health, Net Cool, Arc Site, etc. Working knowledge of Computer Network Simulation and Analysis tools and techniques, i.e., OPNET, EXata, Network Defense Trainer, Lariat, Breaking Point, etc. Familiar with Computer Aided Exercises (CAX) and training, mission planning/rehearsal, and Joint experimentation. Familiar with Information Operations (IO) and Cyber operations training; mission planning, rehearsal, and evaluation; and development of Tactics, Techniques, and Procedures (TTP). Working knowledge of current Air and Space Operations Center (AOC) structure and Tactics, Techniques, and Procedures (TTP), to include intelligence support to operations. Familiarity with models and simulations serving as federates in the various HLA Federations supporting exercises. Familiar with sources of parametric and operational data used for military training and analysis, i.e., Electronic Parameters Library (EPL), Combined Emitter Database (CED), Electronic Warfare Integrated Reprogramming (EWIR), Modernized Integrated Database (MIDB), Joint Munitions Effectiveness Manual (JMEM), etc. Familiar with researching technical documents and current intelligence information via the classified SIPRNET and Intelink networks. Working knowledge of Multi-Level Security / Cross Domain Solutions (MLS/CDS) such as Radiant Mercury. Working knowledge of the evaluation and accreditation procedures and the artifacts, documents, tests, and analysis required. Working knowledge of rule set development and documentation such as CONOPS and Data Owners Guidance (DOG) sufficient for system test and accreditation. Working knowledge of Information Assurance (IA), the whole Authority to Operate (ATO) / Authority to Connect (ATC), and Certification and Accreditation (C&A) process.

DUTIES & RESPONSIBILITIES: Serves as a company authority performing system and subsystem definition, preliminary and detailed design, design implementation, and subsystem and system integration and tests for a system. Participates in software requirement review, preliminary and critical design, integration readiness review, and software acceptance review. Researches, designs, and develops critical and complex computer software systems for military, communications, aerospace, and scientific applications, applying principles and techniques of computer science, engineering, and mathematical analysis. Analyzes critical software requirements to determine feasibility of design within time and cost constraints. Formulates and designs software systems, using scientific analysis to predict and measure outcome and consequences of design. Develops and directs software system testing procedures, programming, and documentation. Identifies creative solutions to improve system and product development. Reviews test plans and define / develop test benches for software libraries. Integrates externally developed code into core libraries. Coordinates with project work teams to ensure adherence to policies, achievement of quality targets and delivery on schedule milestones. Provides advice and guidance to less experienced staff.

JOB TITLE: Network Specialist (Senior)

EDUCATION & EXPERIENCE: Technical Degree – Computer Science, Engineering, Mathematics, Sciences, etc., and 16 years of related experience including 4 years of supervisory experience.

JOB TITLE: Network Specialist (Journeyman)

EDUCATION & EXPERIENCE: Technical Degree – Computer Science, Engineering, Mathematics, Sciences, etc., and 6 years of related experience.

JOB TITLE: Network Specialist (Entry)

EDUCATION & EXPERIENCE: Technical Degree – Computer Science, Engineering, Mathematics, Sciences, etc., and less than 6 years of related experience.

SECURITY CLEARANCE: See Section 4.1.1 Personnel Security.

DESIRED QUALIFICATIONS: Working knowledge of C/C++, JAVA, C-Shell, SQL, Bash scripting, JavaScript, XSLT, Hyper Text Markup Language (HTML), Hyper Text Transfer Protocol (HTTP), Extended Markup Language (XML), MySQL, SOAP based web services, and CSP. Working knowledge of Information Assurance (IA), the whole Authority to Operate (ATO) / Authority to Connect (ATC), and Certification and Accreditation (C&A) process. Strong background and knowledge of VMWare including VSphere, the VMware ESXi 5 operating system, and other packages of the product. Strong background and knowledge of network analysis and protection tools such as EXata, Metasploit, Nagios, Perf, Breaking Point, MIKE, MATT, ARCSYNE, LARIAT, VYATTA, Impacket, and CORE. Software development involves the Ozone Widget Framework (OWF), Oracle Java Enterprise Edition (J2EE), Oracle Linux, and related Web GUI development tools. Prior technical experience and thorough understanding of Information Operations Platform – Embedded (IOP-E) is required. Foundational experience and knowledge of NIPRNet architecture, including Gateways and Service Delivery Points, along with NIPRNet Area Processing Centers (APCs). FGPA knowledge/experience is a plus.

DUTIES & RESPONSIBILITIES: Serves as a company authority performing system and subsystem definition, preliminary and detailed design, design implementation, and subsystem and system integration and tests for a system. Participates in software requirement review, preliminary and critical design, integration readiness review, and software acceptance review. Develops and implements cyber warfare infrastructure for use in training in Offensive Cyber Operation (OCO) and Defensive Cyber Operations (DCO) using both COTS and GOTS products and packages such as VMWare, VSphere, OPNET, EXata, Metasploit, Nagios, Perf, Breaking Point, MIKE, MATT, ARCSYNE, LARIAT, VYATTA, Impacket, and CORE. Tests new architectures and works with vendors for product development, enhancement, and correction. Troubleshoots virtual networks created for cyber exercises and develops solutions to operational requirements and shortfalls, as well as interfacing with vendors to correct deficiencies and develop product enhancements. Develops Java application code for retrieving and merging Command and Control, Situational Awareness (C2SA) data from multiple sources. Correlation information derived from this data needs to be intelligently presented to Operations Center personnel for C2SA actions, as warranted. Brainstorms and develops scenarios for integrating the Information Operations Platform – Embedded (IOP-E) with application servers on NIPRNet Area Processing Centers (APCs). Evaluates, designs, documents, installs, implements, and tests, performs problem isolation and resolution, monitors, tunes, and sets standards. Maintains a complex range of computer network components and systems. Provide team leadership to less experienced engineers. Assists in internal training programs. Works with other network professionals as directed or as needed to coordinate efforts, resolve cross-team issues, and communicate changes. Identifies, assesses, and develops detailed requirements for upgrading networks as well as re-architecting network segments in order to facilitate new requirements, technologies and growth. Provides client consulting and training on the interfacing and use of the network facilities. Plans and leads computer network initiatives. Researches, evaluates, and recommends new computer network equipment and technologies. Analyzes current products and recommends changes/upgrades to senior management. Collaborates with other technical staff and management in the testing of new software and network technologies. Utilizes monitoring, performance analysis, network management, software and hardware equipment to trouble shoot and isolate problems, gauge network performance, and trace data and protocol activity. Maintains timely and complete documentation of all daily and project work, using standard methods and procedures.

Devises solutions to complex operational problems within the capacity and operational limitations of installed equipment. Develops and executes contingency plans for network software and hardware failures including isolated and major outages. Diagnoses and repairs problems in a manner that prevents future errors and problems. Provides internal consulting, technical guidance, information and support to application developers, computer operations, workstation support, company management and departmental clients. Keeps abreast of relevant technologies and maintains selected technical certifications.

JOB TITLE: Application Systems Analyst (Senior)

EDUCATION & EXPERIENCE: Bachelor's Degree and 10 years in related discipline and 4 years of supervisory experience including 8 years military experience plus knowledge of military and intelligence experience in threat studies and analysis. Or, an associate's degree and 14 years in related discipline and 4 years of supervisory experience including 8 years military experience plus knowledge of military and intelligence experience in threat studies and analysis.

JOB TITLE: Application Systems Analyst (Journeyman)

EDUCATION & EXPERIENCE: Requires an associate's degree or equivalent and 5 years in related discipline including 2 years military experience plus knowledge of military operations and training.

JOB TITLE: Application Systems Analyst (Entry)

EDUCATION & EXPERIENCE: Requires an associate's degree or equivalent and 2 years in related discipline including 2 years military experience plus knowledge of military operations and training.

SECURITY CLEARANCE: See Section 4.1.1 Personnel Security.

DESIRED QUALIFICATIONS: Knowledge of Department of Defense and service level (Army, Navy, Air Force) intelligence communities, including collection methods and production resources and responsibilities and joint campaign planning. General knowledge of threat/war doctrine and concepts and threat forces; military exercises and Information Operations disciplines. Knowledge of Air Force C4I systems such as JADOCS, GCCS, ADSI, etc. Knowledge of C4I protocols such as TADIL-J, OTH-GOLD, SADL, IBS-I, IBS-S, VMF, etc. Experience in LINUX and networking a plus. Excellent communications skills.

DUTIES & RESPONSIBILITIES: Acts as primary model operator and scenario developer supporting Air Force training and exercises. Performs technical development and consultant activities, coordinating between software engineers and military personnel to develop and deliver highly complex military scenario simulations. Designs, builds, maintains and populates simulation databases based on customer exercise requirements using tools such as Microsoft Office, Microsoft Access, Linux, SQL, and PERL script writing. Supports team performing research and analysis of intelligence and related data support of threat studies. Provides computer system support for design, development, installation, integration, planning, and testing of new hardware and software. Performs technical liaison activities, coordinating with military and government personnel to provide solutions to exercise issues. Supports on-site team and program office computer programmers providing other technical services such as installation and integration planning, testing, and security administration. Work activities are performed under general guidelines and direction. Exercise Support; travels worldwide to various exercise locations for 2 to 4 week periods.

JOB TITLE: Systems Administration (Senior)

EDUCATION & EXPERIENCE: Technical Degree – Computer Science, Engineering, Mathematics, Sciences, etc., and 16 years of related experience and 4 years of supervisory experience.

JOB TITLE: Systems Administration (Journeyman)

EDUCATION & EXPERIENCE: Technical Degree – Computer Science, Engineering, Mathematics, Sciences, etc., and 6 years of related experience.

JOB TITLE: Systems Administration (Entry)

EDUCATION & EXPERIENCE: Technical Degree – Computer Science, Engineering, Mathematics, Sciences, etc., and less than 6 years of related experience.

SECURITY CLEARANCE: See Section 4.1.1 Personnel Security.

DESIRED QUALIFICATIONS: Expert knowledge of Linux (Red Hat 5 and 6, 32 and 64 bit), MS Windows, and TCP/IP. Working knowledge of C/C++, JAVA, Cold Fusion, Action Script, Flex, Perl, Python, C-Shell, SQL, Bash scripting, JavaScript, XSLT, Hyper Text Markup Language (HTML), Hyper Text Transfer Protocol (HTTP), Cold Fusion Markup Language (CFML), Extended Markup Language (XML), MySQL, SOAP based web services, CSP. Working knowledge of Oracle RDMS (with Pro-C/C++), Mak's VR-Link, ArcGIS, and BX-Pro. Working knowledge of High Level Architecture / Run-Time Infrastructure (HLA/RTI) and Distributed Interactive Simulation (DIS) protocol. Expert knowledge of Information Assurance (IA), the whole Authority to Operate (ATO) / Authority to Connect (ATC), and Certification and Accreditation (C&A) process. Expert knowledge of tools needed to maintain the Risk Management Framework accreditations.

DUTIES & RESPONSIBILITIES: Produces and distributes a Red Hat Linux operating system “gold” disk (compliant with all the current Security Technical Implementation Guides (STIGs)), to include, as a minimum: (1) production of reference “gold” disk, (2) distribution to all sites, (3) production and distribution of monthly patch updates, (4) pre-release interoperability unit testing with all existing component modules. Establishes procedures for maintaining user accounts, assigns file permissions and establishes password and account policies; installs, upgrades, configures, tests, maintains and supports operating system software in a production environment. Responsible for effective provisioning, installation, configuration, operation, and maintenance of systems hardware and software and related infrastructure. Troubleshoots and resolves complex system hardware, software and communications problems; creates shell programs and utility scripts; performs configurations and adjustments to enhance database file capacity; performs automated and manual backup and restore processes. Participates in technical research and development to enable continuing innovation within the infrastructure. Provides user support and training to formulate technology solutions and ensure the effective safeguarding and sharing of enterprise data. Evaluates requests for hardware and software; researches and recommends solutions to technology needs, compatible with the client's technology architecture and infrastructure and resource constraints. Performs and/or oversees daily system monitoring, verifying the integrity and availability of all hardware, server resources, systems and key processes, reviewing system and application logs, and verifying completion of scheduled jobs such as backups. Performs and/or oversees daily backup operations, ensuring all required file systems and system data are successfully backed up to the appropriate media, recovery tapes or disks are created, and media is recycled and sent off site as necessary. Develops methodology to expand flexibility of programs or systems to meet changing needs of

users and to accommodate future expansion without necessitating a major redesign of the systems. Provides technical guidance to less experienced systems administrators.

JOB TITLE: Subject Matter Expert (Senior)

EDUCATION & EXPERIENCE: Bachelor's Degree – Technical (Science or Engineering Discipline) and 10 years of related experience including 4 years of supervisory experience and 4 years military experience.

SECURITY CLEARANCE: Personnel shall have a final U.S. Government issued TOP SECRET security clearance and be ICD 704 eligible with a current SSBI. Contractor shall follow the security requirements outlined in the contract DD Form 254, Department of Defense Security Classification Specification.

DESIRED QUALIFICATIONS: Extensive knowledge and background in the required subject matter area(s).

DUTIES & RESPONSIBILITIES: Collaborates with customers to gather information, define complex work problems, and designs a system and procedures to resolve problems. Maintains currency in understanding of relevant technologies and subject areas. Identifies emerging relevant technologies that may result in improvements to current processes and systems. As a recognized authority, oversees the analysis of the most complex problems in terms of management information and conceptualizes proposals that afford maximum effectiveness in relation to cost or risk. Leads functional analysis projects to document complex process steps, tasks and their inter-relationships. Detects problems in how systems are working and creates effective solutions to highly complex problems. Performs very advanced and complex systematic reviews of selected functions to determine application and design of systems or models. Recommends improvements of modifications in sequence of operations, equipment utilization and related matters. Generates recommendations in the form of technical briefings, reports, and other major documents provided to senior level client personnel. Develops and updates functional or operating manuals outlining established methods of performing work in accordance with organizational policy. Ensures specifications and user manuals are organized and cover all essential material. Serves as client liaison to coordinate activities with sub-contractors, government personnel, and technical experts. Develops and delivers training and oral presentations, and explains the most complex material in a clear fashion. Provides effective direction and guidance to less experienced staff. May review the work of others and be able to detect errors or needed modifications. Participates in special projects as required.

Known areas of expertise which may be requested include Radio Frequency Engineering, Electronic Warfare Engineering, Electronics Engineering, and Industrial Control Systems and Supervisory Control and Data Acquisition Engineering. This is not an exclusive list of expertise that may be necessary in order to meet the 90th COS performance requirements of this contract.

JOB TITLE: Voice/Data Comm. Engineer (Journeyman)

EDUCATION & EXPERIENCE: High School Diploma and 6 years of related experience.

SECURITY CLEARANCE: Personnel shall have a final U.S. Government issued TOP SECRET security clearance and be ICD 704 eligible with a current SSBI. Contractor shall follow the security requirements outlined in the contract DD Form 254, Department of Defense Security Classification Specification.

DESIRED QUALIFICATIONS: Ability to work on computer for long periods, and communicate with individuals by telephone, email and face to face.

DUTIES & RESPONSIBILITIES: Under limited direction, provides technical direction and engineering knowledge for communications activities including planning, designing, developing, testing, installing and maintaining large communications networks. Ensures that adequate and appropriate planning is provided to direct building architects and planners in building communications spaces and media pathways meet industry standards. Develops, operates, and maintains voice, wireless, video, and data communications systems. Provides complex engineering or analytical tasks and activities associated with one or more technical areas within the communications function. Creates functional and connection-level drawings/design for video, audio, control, LAN and communications subsystems, including preparation of AutoCAD drawings and documentation. Provide equipment and technology research and coordination with vendors. Selection and qualification of equipment and software required for custom integration solutions. Developing cable run lists. Developing detailed equipment lists and budgets for specific projects. Developing cabinet layouts, equipment rack elevations, and jackfield layouts, etc. Provide continuous engineering support throughout the project, from inception through implementation.

JOB TITLE: Quality Assurance Specialist (Journeyman)

EDUCATION & EXPERIENCE: Bachelor's Degree and 5 years of related experience.

SECURITY CLEARANCE: See Section 4.1.1 Personnel Security.

DESIRED QUALIFICATIONS: Ability to work on computer for long periods, and communicate with individuals by telephone, email and face to face.

DUTIES & RESPONSIBILITIES: Under limited direction, ensures quality software is provided for each life cycle step, including release, by reviewing and maintaining risk-driven Quality Assurance Plans for end-to-end audits and reviews. Ensures QA tasks are in sync with plans for Project and Risk Management, Testing, Training, Release, and others as needed. Supervises or performs QA audits. Works with the software and systems teams to ensure deliverables conform to standards, policies, or other documented descriptions. Ensures all non-conformances are tracked to resolution, and certifies that products or processes are ready for delivery prior to release. Works closely with the Project Manager, Customer deployment team, Requirements and Design Analysts, Engineers, Testers, and Training developers to ensure work products are testable, and are correctly reflected in any associated training materials. Provides estimates for assigned tasks.

JOB TITLE: Computer Forensic & Intrusion Analyst

EDUCATION & EXPERIENCE: Technical Degree – Computer Science, Engineering, Mathematics, Sciences, etc., and 6 years of related experience.

SECURITY CLEARANCE: Personnel shall have a final U.S. Government issued SECRET security clearance. Contractor shall follow the security requirements outlined in the contract DD Form 254, Department of Defense Security Classification Specification.

DESIRED QUALIFICATIONS: Working knowledge of C/C++, JAVA, C-Shell, SQL, Bash scripting, JavaScript, XSLT, Hyper Text Markup Language (HTML), Hyper Text Transfer Protocol (HTTP), Extended Markup Language (XML), MySQL, SOAP based web services, and CSP. Strong background and knowledge of network analysis and protection tools such as EXata, Metasploit, Nagios, Perf, Breaking Point, MIKE, MATT, ARCSYNE, LARIAT,

VYATTA, Impacket, and CORE. Software development involves the Ozone Widget Framework (OWF), Oracle Java Enterprise Edition (J2EE), Oracle Linux, and related Web GUI development tools. Prior technical experience and thorough understanding of Information Operations Platform – Embedded (IOP-E) is required. Foundational experience and knowledge of NIPRNet architecture, including Gateways and Service Delivery Points, along with NIPRNet Area Processing Centers (APCs). FGPA knowledge/experience is a plus.

DUTIES & RESPONSIBILITIES: Provides knowledge in computer and network forensics. Conducts vulnerability assessments/penetration tests of information systems. Develops, researches and maintains proficiency in tools, techniques, countermeasures, and trend in computer and network vulnerabilities, data hiding, and encryption. Identifies, deters, monitors, and investigates computer and network intrusions. Provides computer forensic support to high technology investigations in the form of evidence seizure, computer forensic analysis, and data recovery.

JOB TITLE: Information Assurance/Security Specialist (Journeyman)

EDUCATION & EXPERIENCE: Bachelor's Degree and 6 years in related discipline.

SECURITY CLEARANCE: Personnel shall have a final U.S. Government issued SECRET security clearance. Contractor shall follow the security requirements outlined in the contract DD Form 254, Department of Defense Security Classification Specification.

DESIRED QUALIFICATIONS: Expert knowledge of Information Assurance (IA), the whole Authority to Operate (ATO) / Authority to Connect (ATC), and Certification and Accreditation (C&A) process. Expert knowledge of tools needed to maintain the Risk Management Framework accreditations.

DUTIES & RESPONSIBILITIES: Monitors security systems, and analyzes potential threats and vulnerabilities to client systems. Develops new computer and network security systems, including both hardware and software. Coordinates technical incident response and remediation activities for client environments. Provides security analysis and consultation services for product, system and network architecture designs. Analyzes network traffic and alerts to assess, prioritize and differentiate between potential intrusion attempts and false alarms. Provides consulting services on a wide variety of information assurance topics. Prepares remedial options and supervises correction of information security shortfalls. Launches and tracks investigations to resolution. Composes and sends alert notifications. Analyzes security findings and data. Publishes reports and keeps metrics for client systems. Identifies trends and root causes of system failures or vulnerabilities. Maintains vendor and trusted partner relationships. Develops tools for operational use and analyzes current threats to information security and systems. Ensures that the Information Systems Security department's policies, procedures, and practices as well as other systems user groups are in compliance. Ensures that the physical environment of the computers and their terminals are properly secured. Issues user ID's and passwords to new users and monitors system access and use to identify any security violations. Performs off-site audits to check on "Disaster Recovery" program effectiveness. Conducts user training to ensure systems security and improve main frame efficiency. Conducts structured walk-throughs to ensure integrity of system applications.

JOB TITLE: Project Manager

EDUCATION & EXPERIENCE: Bachelor's Degree and 16 years of related experience including 6 years of supervisory experience and 4 years military experience.

SECURITY CLEARANCE: Personnel shall have a final U.S. Government issued SECRET security clearance. Contractor shall follow the security requirements outlined in the contract DD Form 254, Department of Defense Security Classification Specification.

DESIRED QUALIFICATIONS: Extensive background leading teams on various sized and duration projects including the writing of technical reports, and proposals.

DUTIES & RESPONSIBILITIES: Leads team on large projects or significant segment of large complex projects. Analyzes new and complex project related problems and creates innovative solutions involving finance, scheduling, technology, methodology, tools, and solution components. Provides applications systems analysis and programming activities for a Government site, facility or multiple locations. Prepares long and short-range plans for application selection, systems development, systems maintenance, and production activities and for necessary support resources. Oversees all aspects of projects.

JOB TITLE: Test Engineer (Senior)

EDUCATION & EXPERIENCE: Technical Degree – Computer Science, Engineering, Mathematics, Sciences, etc., and 16 years of related experience including 6 years of supervisory experience.

JOB TITLE: Test Engineer (Journeyman)

EDUCATION & EXPERIENCE: Technical Degree – Computer Science, Engineering, Mathematics, Sciences, etc., and 6 years of related experience.

SECURITY CLEARANCE: Personnel shall have a final U.S. Government issued SECRET security clearance. Contractor shall follow the security requirements outlined in the contract DD Form 254, Department of Defense Security Classification Specification.

DESIRED QUALIFICATIONS: Experience with performing test engineering for complex computer networks/systems in the areas of Test Policy and Programs; Planning and Design; Test Operations/Execution; Test Analysis and Reporting; and/or Test Resources. Experience providing input for the Integrated and Developmental Master Test Plan, or equivalent activity, and leading and participating in the test readiness reviews and other relevant working groups and forums.

DUTIES & RESPONSIBILITIES: Identifies creative methods to reduce test time, without reducing test coverage, on subsequent product generations. Develops complex systems, standards and computer programs for data acquisition to be used in testing new products and as part of the quality control system within the manufacturing process. Reviews prepared proposals for testing programs, outlines specific testing conditions, and develops operating procedures. Reviews and evaluates complex test specifications, test results, test trends and implements corrective action as needed. Reviews prepared detailed technical reports of findings and makes recommendations for needed modifications to correct problems. Oversees actual tests and analyzes validity of results. Reviews customer requirements and specifications to ensure that tests will confirm that these are satisfied. Performs research or other professional work in one or more software and/or hardware engineering disciplines involving the application of a knowledge of complex engineering testing fundamentals. Responsible for the development of preliminary and conceptual testing processes and studies as well as the continuity of testing details of specific engineering discipline or specialty area, and provides expert advice and direction to other professionals Resolves problems, extends and modifies testing techniques, and/or applies new, innovative, or experimental engineering theories using advanced

mathematical techniques to analyze and evaluate engineering testing problems. Provides guidance to less advanced engineers and may serve as a team lead on specific projects.

JOB TITLE: Training Specialist (Journeyman)

EDUCATION & EXPERIENCE: Bachelor's Degree and 5 years in related discipline.

SECURITY CLEARANCE: Personnel shall have a final U.S. Government issued SECRET security clearance. Contractor shall follow the security requirements outlined in the contract DD Form 254, Department of Defense Security Classification Specification.

DESIRED QUALIFICATIONS: Experiences in conducting and developing education and training programs and in conducting, supervising, or developing education or training programs. Knowledge in the Air Force education and training policy requirements. Experienced in training techniques and instruction methods; task analysis procedures, learning processes, curriculum development, training evaluations, and education and training systems and products. Effective writing skills; editing practices; instructional media applications, training reports, program and curriculum validation, and training implementation procedures. Experiences in training program management; scheduling training events and facilities; conducting assistance visits and training meetings; work center and individual job qualification standard development. Abilities and experiences in presenting professional courses and briefings; and proficient capabilities in writing reports and records. Experiences as a participant and presenter during training and military or civilian conference events. Able to develop course syllabi, training project outlines, and daily and weekly lesson plans. Experienced in preparing assignments, laboratory exercises, demonstrations, training aids, and references and related material.

DUTIES & RESPONSIBILITIES: Assesses, designs, and conceptualizes training scenarios, approaches, objectives, plans, tools, aids, curriculums, and other state of the art technologies related to training and behavioral studies. Identifies the best approach training requirements to include, but not limited to hardware, software, simulations, course assessment and refreshment, assessment centers, oral examinations, interviews, computer assisted and adaptive testing, behavior-based assessment and performance, and team and unit assessment and measurement. Develops and revises training courses. Prepares training catalogs and course materials. Trains personnel by conducting formal classroom courses, workshops, and seminars.

JOB TITLE: Technical Writer

EDUCATION & EXPERIENCE: Bachelor's Degree and 7 years of technical writing/editing experience.

SECURITY CLEARANCE: See Section 4.1.1 Personnel Security.

DESIRED QUALIFICATIONS: Ability to work on computer for long periods, and communicate with individuals by telephone, email and face to face. Has overseen the writing of technical reports, brochures, manuals, and/or proposals for internal documentation, client reference, or publications including overall organization and layout, editorial standards and publication methods. Has coordinated publication with outside sources and vendors as needed.

DUTIES & RESPONSIBILITIES: Under limited direction, writes a variety of technical articles, reports, brochures, and/or manuals for documentation for a wide range of uses. Coordinates the display of graphics and the production

of the document. Ensures content is of high quality and conforms to standards. Organizes information and oversees writing assignments according to established graphic standards while maintaining correct order, clarity, conciseness, style, terminology, and grammar. Conducts extensive research on the subject matter including interviewing and observing subject matter experts, researching journals, on-line sources, and other substantive source material to write scientific and technical materials. Reviews documentation and interfaces with appropriate personnel to make certain technical literature is current and accurate in all published hard copy and electronic media. Interfaces with illustrators, photographers, print and web designers, artists, and other support personnel as required to complete assignments. Oversees the editing, composition, production, and delivery in accordance with applicable specifications, standards, and other requirements.

5.2 Labor Categories/Hours/Locations Tables

Table 2a Estimated Level of Effort (Total LOE) per Base Year				
Location	Labor Category	Number	Government Site Hours	Contractor Site Hours
Goodfellow AFB ^[1]	Application Systems Analyst (Entry)	6	11,520	
	Application Systems Analyst (Journeyman)	4	7,680	
	Data Base Specialist (Senior) (1 Lead/Key Person)	4	7,680	
	System Administration (Entry)	1	1,920	
	System Administration (Journeyman)	1	1,920	
AOC	Application Systems Analyst (Entry)	3	5,760	
	Application Systems Analyst (Journeyman)	3	5,760	
TOTALS		22	42,240	

[1] Must have at least Security+ CE and MCSA credentials (one person minimum)

Table 2b Estimated Level of Effort (Total LOE) per Option Year 1					
Location	Labor Category	Number	Government Site Hours	Contractor Site Hours	
90 COS Cyber Sim Center ^{[1][2]}	Application Developer (Journeyman)	7	13,440		
	Application Developer (Senior)	7	13,440		
	Application Systems Analyst (Entry)	2	3,840		
	Computer Forensic & Intrusion Analyst	1	1,920		
	Info Assurance/Security Specialist (Journeyman)	1	1,920		
	Network Specialist (Entry)	1	1,920		
	Network Specialist (Journeyman)	3	5,760		
	Network Specialist (Senior)	2	3,840		
	Project Manager (Key Person)	1	1,920		
	Subject Matter Expert (Senior)	9	17,280		
	System Administration (Entry)	1	1,920		
	System Administration (Journeyman)	1	1,920		
	System Administration (Senior)	1	1,920		
	Test Engineer (Journeyman)	1	1,920		
	Test Engineer (Senior)	1	1,920		
	Training Specialist (Journeyman)	1	1,920		
	Voice Data/Communications Engineer (Journeyman)	1	1,920		
	Goodfellow AFB ^{[1][2]}	Application Systems Analyst (Entry)	14	26,880	
		Application Systems Analyst (Journeyman)	10	19,200	
Application Systems Analyst (Senior) (2 Key Persons)		4	7,680		
System Administration (Entry)		1	1,920		
System Administration (Journeyman)		1	1,920		
Hurlburt Air Field	Application Systems Analyst (Entry)	1	1,920		
	Application Systems Analyst (Journeyman)	1	1,920		
Davis-Monthan AFB	Application Systems Analyst (Entry)	1	1,920		
	Application Systems Analyst (Journeyman)	1	1,920		
AOC	Application Systems Analyst (Entry)	3	5,760		
	Application Systems Analyst (Journeyman)	3	5,760		
Nellis AFB	Application Systems Analyst (Entry)	2	3,840		
	Application Systems Analyst (Journeyman)	1	1,920		
Joint Staff Suffolk	Application Developer (Journeyman)	1	1,920		
	Application Developer (Senior)	1	1,920		
Warrior Preparation Center	Application Developer (Senior)	1	1,920		
Orlando	Subject Matter Expert (Senior)	1		1,920	
San Antonio Lab ^[2]	Administration/Clerical (Entry)	1		1,920	
	Application Developer (Entry)	10		19,200	
	Application Developer (Journeyman)	8		15,360	
	Application Developer (Senior)	15		28,800	
	Application Systems Analyst (Entry)	1		1,920	
	Application Systems Analyst (Journeyman)	3		5,760	
	System Administration (Entry)	2		3,840	
	System Administration (Senior)	1		1,920	
	Program Manager (Senior) (Key Person)	1		1,920	
	Quality Assurance Specialist (Journeyman)	2		3,840	
	Technical Writer	1		1,920	
TOTALS		133	167,040	88,320	

[1]Must have at least Security+ CE and MCSA credentials (one person minimum) [2] Must have at least Security+ CE and Linux+ credentials (one person minimum)

Table 2c Estimated Level of Effort (Total LOE) per Option Year 2					
Location	Labor Category	Number	Government Site Hours	Contractor Site Hours	
90 COS Cyber Sim Center ^{[1][2]}	Application Developer (Journeyman)	7	13,440		
	Application Developer (Senior)	7	13,440		
	Application Systems Analyst (Entry)	2	3,840		
	Computer Forensic & Intrusion Analyst	1	1,920		
	Info Assurance/Security Specialist (Journeyman)	1	1,920		
	Network Specialist (Entry)	1	1,920		
	Network Specialist (Journeyman)	3	5,760		
	Network Specialist (Senior)	2	3,840		
	Project Manager (Key Person)	1	1,920		
	Subject Matter Expert (Senior)	9	17,280		
	System Administration (Entry)	1	1,920		
	System Administration (Journeyman)	1	1,920		
	System Administration (Senior)	1	1,920		
	Test Engineer (Journeyman)	1	1,920		
	Test Engineer (Senior)	1	1,920		
	Training Specialist (Journeyman)	1	1,920		
	Voice Data/Communications Engineer (Journeyman)	1	1,920		
	Goodfellow AFB ^{[1][2]}	Application Systems Analyst (Entry)	14	26,880	
		Application Systems Analyst (Journeyman)	10	19,200	
Application Systems Analyst (Senior) (2 Key Persons)		4	7,680		
System Administration (Entry)		1	1,920		
System Administration (Journeyman)		1	1,920		
Hurlburt Air Field	Application Systems Analyst (Entry)	1	1,920		
	Application Systems Analyst (Journeyman)	1	1,920		
Davis-Monthan AFB	Application Systems Analyst (Entry)	1	1,920		
	Application Systems Analyst (Journeyman)	1	1,920		
AOC	Application Systems Analyst (Entry)	3	5,760		
	Application Systems Analyst (Journeyman)	3	5,760		
Nellis AFB	Application Systems Analyst (Entry)	2	3,840		
	Application Systems Analyst (Journeyman)	1	1,920		
Joint Staff Suffolk	Application Developer (Journeyman)	1	1,920		
	Application Developer (Senior)	1	1,920		
Warrior Preparation Center	Application Developer (Senior)	1	1,920		
Orlando	Subject Matter Expert (Senior)	1		1,920	
San Antonio Lab ^[2]	Administration/Clerical (Entry)	1		1,920	
	Application Developer (Entry)	10		19,200	
	Application Developer (Journeyman)	8		15,360	
	Application Developer (Senior)	15		28,800	
	Application Systems Analyst (Entry)	1		1,920	
	Application Systems Analyst (Journeyman)	3		5,760	
	System Administration (Entry)	2		3,840	
	System Administration (Senior)	1		1,920	
	Program Manager (Senior) (Key Person)	1		1,920	
	Quality Assurance Specialist (Journeyman)	2		3,840	
	Technical Writer	1		1,920	
TOTALS		133	167,040	88,320	

[1]Must have at least Security+ CE and MCSA credentials (one person minimum) [2] Must have at least Security+ CE and Linux+ credentials (one person minimum)

5.3 Travel

Contractor employees will be required to travel for the purpose of supporting mission partners at conferences, test events, exercises, planning, research, and presentations. Travel shall be a cost reimbursable expense, and no G&A or other administrative fees shall be allowed on travel. The Government will pay up to the rates specified in the Government Federal Travel Regulations (FTR) for CONUS travel destinations and the applicable regulations for OCONUS travel.

Travel of various times for various durations (longest expected to be for 30 days) have been required to the listed locations below; additions to this list should be expected. Travel and per diem expenses are estimated below for approximately 50 trips averaging 10-15 days each in the option years but minimal travel in the base year.

- | | |
|----------------------|-------------------|
| Albuquerque NM | Norfolk VA |
| Barstow CA | Orlando FL |
| Boston MA | Pyongtaek Korea |
| Canberra Australia | San Angelo TX |
| Colorado Springs CO | Seattle WA |
| Des Moines IA | Seoul Korea |
| El Paso TX | Shreveport LA |
| Fort Walton Beach FL | Stuttgart Germany |
| Fayetteville NC | Suffolk VA |
| Grafenwoehr Germany | Tokyo Japan |
| Honolulu HI | Tuscon AZ |
| Landstuhl Germany | Washington DC |
| Las Vegas NV | |

Los Alamos NM

Period of Performance	Estimated Travel Costs
Base	\$ 10,000
Option 1	\$ 400,000
Option 2	\$ 400,000
Total	\$ 810,000

5.4 Travel Requirements

In support of this contract/task order, contractor personnel may be required to travel to various locations and work in excess of 40 hours/week on occasion. During performance, only actual travel costs are reimbursed in accordance with Federal Acquisition Regulation (FAR) 31.205-46, the FTR and other applicable regulations, subject to the Government’s approval. On the first and last day of approved contractor personnel travel, the rate is 75 percent of the appropriate Meals and Incidental Expenses (M&IE) rate regardless of the departure and return time.

5.4.1. Trip Reports

After all travel required under the terms of this PWS, the contractor shall submit Trip Reports five working days after completion of a trip when requested by Government Task Lead. The Trip Report shall include the following information:

- Personnel traveled
- Dates of travel
- Destination(s)
- Purpose of Trip; contract effort supported and Task Order ID number; Government Agency supported (if applicable), explain the benefits of the travel to the Government.
- Actual Trip Costs
- Approval Authority
- Summary of events

5.4.2 Approval for Travel

All travel shall be scheduled at least two weeks in advance whenever possible to maximize savings to the Government through receiving the best travel rates available. Emergency requirements shall be defined and approved by the COR. All travel shall be in accordance with FAR 31.205-46 and shall be at or below per diem. The contractor is required to ensure good stewardship of travel funds, and shall seek rates lower than per diem whenever possible.

The contractor shall make every effort to locate the airport that will provide the lowest cost of air travel possible. The COR may require a cost benefit analysis to support any travel, as deemed necessary. Travel shall be at the allowable per diem rate. In the event travel charges are above per diem, the contractor shall submit a complete explanation to explain the circumstances with the “Consent to Purchase (CTP)” form (Attachment 4). The CTP shall be approved by the COR and Contracting Officer in advance. Travel charges over and above per diem without proper approval, shall be at the expense of the contractor. If Defense Base Act (DBA) insurance is necessary, a CTP form shall be approved by the COR and Contracting Officer in advance of incurring any cost. Any costs incurred for DBA insurance without proper approval shall be at the expense of the contractor. Approved DBA insurance will be invoiced against the Travel CLIN.

After travel is incurred, documentation/receipts shall be sent to the COR (with the invoice submittals). NO PAYMENT WILL BE MADE WITHOUT DOCUMENTATION/RECEIPTS. See Section 7.3 for further details regarding invoicing for travel.

The COR shall approve travel (in writing on the CTP form) valued below \$3,500.00 per trip. The GSA CO shall approve all travel greater than or equal to \$3,500.00 per trip.

5.5 Other Direct Costs (ODCs)/Ancillary Products and Services

ODCs are categories of charges for commercial items utilized in direct support of the task order scope, which are not currently (specifically) listed/awarded in the contract. Before an ODC may be included in the awarded task or procured under the terms of this task order, the ODC must satisfy the criteria expressed in the scope of the contract and subsequent task order and be critical to the scope of the services being provided.

The Contractor may be required to provide ODCs/ancillary products and services. Historically, ODCs to the program are (1) the monthly software (patches and security updates) distributions to various sites totaling 15-30 letter-sized packages, frequency depends on criticality of the security updates; (2) infrequent exchanges of data DVDs with sites; (3) and deploying/redeploying hardware to government designated sites for testing and training once or twice per year; this is usually accomplished using a commercial carrier and in the past has never been more than 4 servers and 5 workstations with monitors and keyboards and is usually less. ODCs are estimated at the levels described in Table 4.

Table 4 – Total Estimated Ceiling for ODCs

Period of Performance	Estimated ODCs
Base	\$ 2,000
Option 1	\$ 4,000
Option 2	\$ 4,000
Total	\$ 10,000

For labor categories OCONUS in Germany, no Cost of Living Allowance (COLA) or Department of Defense Dependents Schools (DODDS) allowance is authorized. The Government highly encourages the Contractor to hire from within Germany; however, if the Contractor hires for Germany from CONUS, relocation benefits for moving expenses may be paid to and from CONUS to Germany at the discretion of the Contracting Officer. Moving expenses do not extend to family members. To qualify for return benefits, the contractor must remain employed in the Germany position for the duration of the contract and perform at a satisfactory level. Any incentive/benefit normally offered to employees by the contractor for relocation shall not be submitted to the Government for reimbursement under this allowance.

5.5.1 ODCs

ODCs shall be documented via the CTP (Attachment 4) process noted in Section 5.5.1.3. The CTP form shall be completed prior to procuring items/services on behalf of the Government that have not been expressly accepted/approved by the Contracting Officer at the time of task order award. Failure to obtain this approval will result in the contractor not being reimbursed for the procurement.

NOTE: The Government reserves the right to audit, thus; the contractor shall keep on file all backup support documentation for travel and ODC procurements made on behalf of the Government under the terms of the contract.

5.5.1.2 Approved Purchasing System

Throughout the life of this task order, the contractor shall maintain an approved purchasing system. If at any time the purchasing system is not approved, the contractor shall notify the responsible Contracting Officer immediately (and not more than three working days after receipt of disapproval notification). The contractor shall ensure that only those items that are within the specific scope of this order which are required for direct support shall be presented to the Government for procurement approval. Failure to present and subsequently procure items/services that are strictly within the scope of this order on behalf Government will result in no financial liability on behalf of the Government. ODCs must not duplicate any costs (services or materials) otherwise covered in the task order (i.e., no duplicative costs or materials/services allowed).

**** NOTE:** *No profit, G&A or Material Handling shall be allowed on ODCs in support of this task order. NO RATES shall change in this order for any reason due to finalization of actual rates by DCAA or any other source. All rates herein, indirect and direct, shall be firm fixed priced rates.*

5.5.1.3 Consent to Purchase (CTP) Materials/Services under the Terms of the Order

The official appointed COR from the client agency, shall approve all materials and/or services under the scope of the “ODCs” line item. The contractor shall submit and route the CTP (Attachment 4) request form and all associated documents to the COR for approval through the ITSS system, uploaded as a Post Award Collaboration, and shall also comply with the following approval routing for the CTP.

All CTP requests for materials/services procured by the contractor on a competitive basis, with the exception of OCONUS moving expenses, shall be approved by the COR (at any dollar value), as long as at least three valid, quotes are obtained. OCONUS moving expenses shall be approved by the COR and Contracting Officer.

All CTP requests for materials/services procured by the contractor using a “brand name or sole source” justification with a value less than \$150,000.00 shall be approved by the COR only. * *NOTE: Brand Name procurements shall be competed (i.e., multiple supplier quotes sought) prior to purchase.* *

All CTP requests for materials/services using a “brand name or sole source” justification with a value of \$150,000.00 or greater shall be approved by the COR, GSA Project Manager and Contracting Officer. The contractor’s sole source or brand name only justification shall be routed through the ITSS system, uploaded as a Post Award Collaboration. Additionally, pricing support information shall be provided to the Government with the CTP package. The purchase shall not be made until the approval by the Contracting Officer in the ITSS system.

5.5.1.4 Receipt of Goods/Services Invoicing Requirements for CTP Purchases

When invoicing for material/services procured via CTP, the contractor shall provide an official receipt of the items/service by Government personnel. The proof of receipt by Government personnel shall accompany the invoice for the materials/services procured under the ODC line item. Failure to provide the Government’s signature on a receipt for the materials/services will result in invoice rejection and delay of payment until the Government has officially documented that the items/services were “received”.

5.5.2 FAR 51 Deviation

Whenever possible, ODCs required to support a T&M task order, or Cost Reimbursable line items on an order, shall be procured via what is known as a FAR 51 Deviation acquisition. If items are not available under an active Federal Supply Schedule (FSS) contract, the contractor shall provide evidence of this fact to the Contracting Officer. If this occurs, and items may not be available under the terms of a FAR 51 Deviation, the procurement of ODCs will be made on an “open market” basis.

5.5.2.1 FAR 51 Deviation General Background Information

On October 23, 2014, a class deviation to FAR Part 51 was granted by GSA’s Senior Procurement Executive in accordance with FAR Subpart 1.404, Class deviations. The deviation permits federal contracting officers to authorize GSA contractors, who are performing an order on a time-and-material or labor-hour basis, to purchase supplies and services from schedule contractors or to process requisitions through the Federal Supply Schedule (FSS) or Global Supply Program. This class deviation is valid for five (5) years from October 23, 2014. [NOTE: For more information on placing orders with GSA Global Supply, please visit www.gsaglobalsupply.gsa.gov.]

For comprehensive guidance on the proper use the FAR Part 51 authority granted by the deviation, please refer to the Ordering Guide at www.gsa.gov/far51deviation. To grant this authority to the contractor the Contracting Officer shall be provided in the form of a written authorization to the buying contractor in accordance with FAR Subpart 51.102.

Compliance with FAR 8.405-1 is required by the contractor, and shall be verified by the Contracting Officer. To substantiate compliance with FAR 8.405-1, the contractor shall show documentation that competition has been conducted, e.g. RFQ, quotes received, etc., which shall be documented via the CTP process described herein including the accompanying [actual] solicitations and quotes for the items being procured.

Items must be invoiced at the price for which they were procured from the selling contractor, no fees or markup shall be allowed. The Contracting Officer shall ensure that the buying contractor is in compliance with the written FAR 51 authorization, which shall be documented by the contractor via the CTP instructions herein and submitted to the Contracting Officer, GSA PM and the COR.

5.5.2.2 Applicable FAR 51 Deviation Contract Clause: FAR 52.251-1 Government Supply Sources (Apr 2012)

The Contracting Officer may issue the Contractor an authorization to use Government supply sources in the performance of this contract. Title to all property acquired by the Contractor under such an authorization shall vest in the Government unless otherwise specified in the contract. The provisions of the clause at FAR 52.245-1, Government Property, apply to all property acquired under such authorization.

(End of Clause)

5.5.2.3 FAR 51 Deviation Procurement Processes

ODCs may be procured under FAR 51 Use of Government Sources by Contractors, the GSA Contractor Officer written determination, and in accordance with FAR Clause 52.251-1 Government Supply Sources. Under the FAR 51 authorization, the awarded contractor will receive authorization from the Contracting Officer via letter to acquire the equipment/supplies that are ancillary in nature, yet integral to the overall requirement. The prime contractor shall follow the parameters set forth within the authorization letter provided by the Contracting Officer, and as described below for procuring ODCs. Vesting of title for supplies purchased under the FAR 51 authorization shall be owned by the Government.

As a user of this authority, the awarded contractor must comply with the following:

- a. Follow any applicable FSS ordering procedures in addition to procedures outlined in FAR 8.405-1(d)(2)&(3), FAR 51, agency supplements, and other applicable statutes and regulations.
- b. Per 8.404(d), must maintain documentation that the price reductions were requested and document outcome of request.
- c. In the event of any inconsistency between the terms and conditions of an order and those of their FSS contract, the terms and conditions of their FSS contract will govern.
- d. Pass through supplies and/or services at the Schedule contract price (or lower) with no fee/surcharge/markup. If supplies and/or services are provided by the selling contractor at lower than the contract price, the savings must be passed on to the government by charging the ordering activity accordingly.
- e. Ensure that the products and/or services procured under the FAR 51 procedures are ancillary to the overall project.

- f. Provide a written copy of the authorization from the ordering activity with each applicable order.
- g. Ensure that the Schedule contract number is on each order.
- h. Remit full payment to the selling contractor prior to invoicing the ordering activity.
- i. Not issue any orders under the FAR 51 deviation authority to their own firm(s), subsidiary(s), subcontractors or teaming partners.
- j. Ensure that the selling FSS contractor includes on each invoice the following information which can be obtained from the official GSA FAR 51 Deviation Authorization Letter: “in care of GSA under written authorization from _____ dated _____.”

It is anticipated the following GSA schedules may be needed to fulfill the required ODCs in accordance with FAR 51:

- Schedule 70 – IT Solutions and Electronics
- Schedule 81 I B – Shipping, Packaging and Packing Supplies

If there are no other Schedule contractors that provide the items off their Schedule contracts, then the ‘prime’ contractor should provide other vendor pricing such as from other contracts or open market pricing. The contractor shall identify where the pricing is from. The Contracting Officer will use this information in determining that the vendor has complied with competitive pricing requirements, and that the Government is getting a fair and reasonable price. The Government reserves the right to request additional pricing information and to conduct additional pricing research independently.

5.5.3 Open Market (not a FAR 51 Deviation) Procurement of ODCs

There may be a need to procure ODCs which may not be on a Federal Supply Schedule/Multiple Award Schedule contract. In this case, the procurement will result in an open market ODC purchase by the contractor in support of the Government’s requirement.

5.5.4 When to Obtain Prior Approval to Buy an ODC Using the CTP Form (Attachment 4)

If ODC items/services (whether under FAR 51 Deviation or Open Market) are required in support of this task after the award, the contractor shall comply with Section 5.4 of this PWS, ensuring compliance with the procurement processes at FAR 8.4 (FAR 51 Deviations), Federal Acquisition Regulation, and with contractor’s approved purchasing system practices.

5.5.5 ODC Invoicing Requirement

All invoices for ODCs procured after task order award (with a CTP form, and through the CTP process) shall include as - backup documentation - the approval documents with the COR and Contracting Officer signatures/email approvals as applicable, without exception. Compliance with FAR 8.405-1 shall be verified by requesting evidence from the buying contractor that competition has been conducted, e.g. RFQ, quotes received, etc., which shall be documented via the CTP process described herein. Documents shall not be back-dated by the COR or Contracting Officer. Failure to obtain approval to purchase, and to follow FAR requirements, will result in non-payment/compensation by the Government to the contractor.

When GSA contractors place orders under the FAR Part 51 deviation authority, the buying contractor who is purchasing the items is not permitted to add a profit, fees or markups to the items/services procured.

NO indirect charges (G&A, M&H or profit) shall be applied to ODCs.

5.6 Green/Sustainable Procurement Practices/Requirements:

In accordance with FAR 23.103, “Sustainable Acquisitions,” Federal agencies shall advance sustainable acquisition by ensuring that 95 percent of new contract actions for the supply of products and for the acquisition of services (including construction) require that the products are - (1) Energy-efficient (ENERGY STAR® or Federal Energy Management Program (FEMP)-designated);(2) Water-efficient; (3) Bio-based; (4) Environmentally preferable (e.g., EPEAT-registered, or non-toxic or less toxic alternatives); (5) Non-ozone depleting; or (6) Made with recovered materials. And, that the required products in the contract actions for services include products that are - (1) Delivered to the Government during performance; (2) Acquired by the contractor for use in performing services at a Federally-controlled facility; or (3) Furnished by the contractor for use by the Government.

The purpose of the statutes and executive orders is to create, demonstrate the viability of, and sustain markets for green products and services. Green purchasing requirements apply to direct purchase of products by the Government, products supplied or used in the performance of a Government contract, micro-purchases, simplified acquisitions, and the purchases of commercial items. The chart below lists the elements of FAR Part 23 that apply to the requirements as defined in this PWS. If for any reason the Government has failed to identify an applicable requirement in the chart below, the contractor shall notify the Government immediate and a modification to the PWS clauses and the chart below shall be completed. The contractor shall comply with the Executive Orders, and applicable Laws/official “Acts” and Government timelines that are enacted/in place at the time of contract award, without exception. The applicable laws, regulations and clauses are identified in the chart below:

Designated Sustainable Procurement Categories	Reference Materials	Applicable/Not Applicable to PWS Requirements
Environmental Protection Agency (EPA) designated recycled content products (Eight EPA categories are: vehicles, construction, transportation, parks and recreation, non-paper office products, paper and miscellaneous products (e.g., awards, bike racks, industrial drums, signage, sorbents, plaques, etc.)	FAR 11.002(d), Resource Conservation and Recovery Act section 6002, Executive Order (E.O.) 13423 and 13514; FAR 52.223-17; www.epa.gov/cpg	Not Applicable
Information technology related Energy Star® energy products (e.g., fluorescent lamps, exit signs, transformers, etc.)	FAR 11.002(d), FAR 23.204, FAR 52.223-15, Energy Independence and Security Act of 2007 http://www.energystar.gov	Not Applicable
Federal Energy Management Program (FEMP) designated energy efficient low standby power products	FAR 11.002(d), E.O.s 13423, 13514, and 13221, http://www.energystar.gov	Not Applicable
Department of Agriculture designated bio-based/bio-preferred products (examples of USDA designations: Mobile equipment hydraulic fluids, Urethane roof coatings, Water tank coatings, Diesel fuel additives, Penetrating lubricants, Bedding, bed linens, towels, sorbents, hand cleaners and sanitizers, adhesives/mastic removers, composite panels, etc.)	FAR 11.002(d), FAR 52.223-1, FAR 52.223-2, Farm Security and Rural Investment Act of 2002 section 9002, E.O. 13423; http://www.usda.gov/biopreferred	Not Applicable
Environmentally preferable products (e.g., green cleaning products, cafeteria-ware (bio-based disposable plates, forks, etc., furniture, electronic office equipment, green meetings and conference services, etc.)	FAR 11.002(d), E.O.s 13423 and 13514; www.epa.gov/epp	Not Applicable
Electronic Product Environmental Assessment Tool (EPEAT) registered products	FAR 11.002(d), E.O. 13423 and 13514, FAR 52.223-16 (for EPEAT bronze registered products or higher) or Alt I for purchasing	

	EPEAT silver rated products or higher; For more information about the standards: http://www.epeat.net	Not Applicable
Water-efficient products	FAR 11.002(d); E.O. 13514 Section 2	
Non-ozone-depleting substances (e.g., refrigeration, foam blowing agents, sterilants, aerosols, adhesives, etc.)	FAR 11.002(d); E.O. 13514 www.epa.gov/ozone/snap/lists/index.html	Not Applicable
Non or low toxic or hazardous constituents	FAR 11.002(d), FAR 52.223-17	Not Applicable
Printed or Copied Double Sided on Recycled Paper (All deliverables shall be submitted electronically to the Government, no paper copies necessary)	FAR 4.303, FAR 11.303, FAR 52.204-4	Applicable
Pollution Prevention	FAR 23.1005, FAR 52.223-5 (Alt I or Alt II as applicable).	Applicable to work being performed on a Government facility.

6 ORDER REQUIREMENTS INFORMATION

6.1 Type

This is a performance based, commercial task order issued in accordance with FAR 16.5. This task is a Time & Materials (T&M) incrementally funded award using the Air Force Network-Centric Solutions-2 (NETCENTS-2) NetOps and Infrastructure Solutions Full & Open contract vehicle.

6.2 Period of Performance (POP) and FAR Clauses in Full Text or by Reference

The POP for this task is a Base Year plus two (2) Option Years. The following FAR clauses pertain to the POP, and are incorporated herein by reference and by full text:

- **Evaluation of Options:** Options shall be evaluated in accordance with the provision (as included herein) at FAR 52.212-2(b), Evaluation – Commercial Items.
- **FAR 52.217-8 Option to Extend Services (NOV 1999):** The Government may require continued performance of any services within the limits and at the rates specified in the contract. These rates may be adjusted only as a result of revisions to prevailing labor rates provided by the Secretary of Labor. The option provision may be exercised more than once, but the total extension of performance hereunder shall not exceed 6 months. The Contracting Officer may exercise the option by written notice to the Contractor within thirty (30) calendar days prior to the expiration of the contract. (Incorporated by Full-text)
- **FAR Clause 52.217-9 Option to Extend the Term of the Contract (Mar 2000):** The Government may extend the term of this contract by written notice to the Contractor at least 1 day prior to the expiration of the current period of performance provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least sixty (60) days before the contract expires. The preliminary notice does not commit the Government to an extension.
- If the Government exercises this option, the extended contract shall be considered to include this option clause.
- The total duration of this contract, including the exercise of any options under this clause, shall not exceed 3 years and 6 months.
- **GSAR 552.217-71 Notice Regarding Option(s) (NOV 1992):** The General Services Administration (GSA) has included an option to extend the term of this contract in order to demonstrate the value it places on quality performance by providing a mechanism for continuing a contractual relationship with a

successful Offeror that performs at a level which meets or exceeds GSA's quality performance expectations as communicated to the Contractor, in writing, by the Contracting Officer or designated representative. When deciding whether to exercise the option, the Contracting Officer will consider the quality of the Contractor's past performance under this contract in accordance with 48 CFR 517.207.

6.3 Performance Specifics

Contractor personnel will not report to Government facilities to work nor remain at the work locations any time the Government is unexpectedly required to close their offices. The contractor will not be compensated for these unexpected or expected Government closures. The contractor is responsible for all notification of their contractor staff during times of closure.

6.3.1 Performance Time/Days

Normal – The Government requires normal support on the following days - Monday through Friday. The contractor shall adhere to a work schedule that must include core hours (09:00 A.M. - 3:00 P.M.). Additionally, work cannot begin before 06:30 A.M. and shall not end later than 5:30 P.M. including a 30-minute lunch break. The contractor will not work on weekends, Government holidays, base closures and other official Government site closing without special permission. Individual schedules will be agreed upon between the Task Leader/supervisor and the Client Representative.

Extended – The Government requires extended support on the following days - Monday through Sunday. The contractor shall adhere to a work schedule which is shifted from that of normal support in order to either travel or provide support to conferences, tests or exercises which may cover up to 24/7. Individual schedules will be agreed upon between the Task Leader/supervisor and the Client Representative.

6.3.2 Observed Federal Holidays

Numerous events (such as conferences, testing, or exercises and the required travel to and from) may occur on holidays or weekends. Additionally, many supported exercises are up to 24/7 and the government's preference is to cover them with two 12-hour shifts of personnel.

The following Federal holidays are observed by the Government and affect the contractor's ability to access Government's facilities or Government personnel:

- New Year's Day: January 1st
- Martin Luther King's Birthday: 3rd Monday in January

- President's Day: 3rd Monday in February
- Memorial Day: Last Monday in May
- Independence Day: July 4th
- Labor Day: 1st Monday in September
- Columbus Day: 2nd Monday in October
- Veterans Day: November 11th
- Thanksgiving Day: 4th Thursday in November
- Christmas: December 25th (and possibly the day after or before, depending on an executive order)

6.3.3 Productive Labor Hours

For purposes of this order and specific services, the Government will pay only for productive direct labor hours, which are those hours expended by contractor personnel in performing work under the scope of this order. This does not include sick leave, vacation leave, holidays, jury duty, military leave, or any other kind of administrative leave.

“Direct labor hours” are those productive hours expended by Contractor personnel in performing work under this contract that are charged as direct labor under the Contractor’s established accounting policy and procedures. The term does not include sick leave, vacation, holiday leave, military leave, or any type of administrative leave but does include direct labor hours provided under level-of-effort subcontracts.

The estimated hours assigned to each labor category in the following price schedule may vary as GSA and the contractor mutually agree, but in no case will the variance result in an increase to the total not-to-exceed price of the contract as awarded.

If personnel have to obtain a background check prior to being able to perform under the terms of the order, the vendor is not permitted to bill until the contractor’s personnel are fully able to perform the requirements of the PWS.

6.4 Homeland Security Presidential Directive-12 (HSPD-12)

Homeland Security Presidential Directive 12 (HSPD-12) was issued to implement the policy of the United States to enhance security, increase Government efficiency, reduce identity fraud, and protect personal privacy by establishing a mandatory, Government-wide standard for secure and reliable forms of identification issued by the Federal Government to its employees and contractors (including contractor employees). Under this directive, the heads of executive departments and agencies are required to implement programs to ensure that identification issued by their departments and agencies to Federal employees and contractors meets the Standard. This policy can be found at the following website:

- <http://www.whitehouse.gov/news/releases/2004/08/20040827-8.html> .

In performance of services under this task, contractor shall insure all its personnel who require physical access to federally controlled facilities and access to federally controlled information systems by 27 October 2007, have been issued identification in compliance with HSPD-12 policy. In their solicitation response packages, offeror’s shall confirm they will comply with the government client’s identification procedure that is implementing HSPD-12 policy.

All costs associated with obtaining necessary clearances shall be borne by the contractor.

6.5 Federal Information Security Management Act (FISMA) of 2002 Compliance

FISMA compliance is access through annual accreditation and certification as required by Department of Defense Information Assurance Certification and Accreditation Process (DIACAP) governed by Department of Defense Instruction 8510.01, dated March 12, 2014.

Note: This requirement must be met on any procurement, IT, PS, etc., where the contractor will have access to government electronic information.

In order to satisfy this requirement, GSA requires the FISMA point of contact for the client agency that is responsible for maintaining their annual FISMA accreditation and certification.

6.5 Contractor Employee Guidelines

The contractor shall not employ persons on this task order if such employees are identified to the contractor by the client representative as a potential threat to the health, safety, security, general well-being, or operational mission of the installation and its population.

6.6 Special Terms and Conditions/Requirements

6.6.1 508 Compliance

The Industry Partner shall support the Government in its compliance with Section 508 throughout the development and implementation of the work to be performed. Section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794d) requires that when Federal agencies develop, procure, maintain, or use electronic information technology, Federal employees with disabilities have access to and use of information and data that is comparable to the access and use by Federal employees who do not have disabilities, unless an undue burden would be imposed on the agency. Section 508 also requires that individuals with disabilities, who are members of the public seeking information or services from a Federal agency, have access to and use of information and data that is comparable to that provided to the public who are not individuals with disabilities, unless an undue burden would be imposed on the agency. Applicable standards are 1194.21-1194-26.

The Industry Partner should review the following websites for additional 508 information:

- <http://www.section508.gov/index.cfm?FuseAction=Content&ID=12>
- <http://www.access-board.gov/508.htm>
- <http://www.w3.org/WAI/Resources>

The contractor must indicate in its response package where full details of compliance to the identified standards can be found, such as vendor's website, etc.

6.6.2 Post Award Orientation Conference

The contractor shall participate in a post-award conference for the purposes of making introductions, coordinating security requirements, discussing schedules, prioritizing PWS requirements, and providing details regarding the transition of work requirements from the incumbent contractor.

The contractor shall commence work on the first day of the period of performance. The Post Award Orientation Conference shall occur 10-15 days after award. Attendance by the contractor shall be at no additional (direct) cost to the Government.

6.6.3 Personal Services

The client has determined that use of the GSA contract to satisfy this requirement is in the best interest of the government, economic and other factors considered, and this task order is not being used to procure personal services prohibited by FAR 37.104 titled "Personal services contract".

To counter the circumstances that infer personal services and to preserve the non-personal nature of the contract, the contractor shall adhere to the following guidelines in the performance of the task:

- Contractor provides for direct supervision of all contract employees assigned to the task.
- Refrain from discussing the issues such as skill levels and hours, salaries, cost and funding data, or administrative and personnel matters affecting contractor employees with the client.
- Ensure close communication/coordination with the GSA PM, reporting problems to the PM as they occur (not waiting for a monthly meeting).
- Do not permit government officials to interview potential contractor employees, discuss individual performance, approve leave or work scheduling of contractor employees, terminate contractor employees, assist contractor employees in doing their jobs or obtain assistance from the contractor in doing Government job.
- Do not assign contractor personnel to work under direct government supervision.
- Maintain a professional distance from government employees.
- Provide contractor employees with badges, if appropriate, identifying them as contractors.
- Ensure proper communications with the government (technical discussion and government surveillance is okay, but the Government cannot tell the contractor how to do the job).
- Assign a task leader to the task order. The task leader or alternate should be the only one who accepts tasking from the assigned Government point of contact or alternative.
- The government has the right to reject the finished product or result and this does not constitute personal services.
- When travel is required for the performance on a task, the contractor personnel are only to travel as directed by their contract management.

6.6.4 Privacy Act

Work on this project may require that personnel have access to Privacy Information. Personnel shall adhere to the Privacy Act, Title 5 of the U.S. Code, Section 552a and applicable agency rules and regulations.

6.6.5 Unilateral Modifications for Funds Management

The standard verbiage in FAR 52.212-4 (c), which is the paragraph titled “Changes,” relating to “Contract Terms and Conditions – Commercial Items Clause” which states: “Changes to the terms and conditions of this contract may be made only by written agreement of the parties,” is hereby tailored to allow unilateral modifications to be issued after award of this task to obligate funding. The acceptance of the task award by the vendor constitutes written agreement of both parties that all future modifications issued for the obligation of funding will be issued by the GSA CO unilaterally. The vendor has responsibility for funds monitoring and tracking so by acceptance of this change, the vendor is agreeing to obtain in a timely manner the unilateral modifications from ITSS for the purpose of ensuring that funding totals are not exceeded and to ensure the vendor’s responsibility for tracking and reporting deficits in funding can be accomplished per the terms of the PWS.

6.6.6 Organizational Conflict of Interest

The guidelines and procedures of FAR Subpart 9.5 and GSAM Subpart 509.5, Organizational and Consultant Conflicts of Interest, and FAR Part 3 and GSAM Part 3, Improper Business Practices and Personal Conflicts of Interest, will be used in identifying and resolving any issues of a conflict of interest under this task order.

In the event that this task order requires activity that would create an actual or potential conflict of interest, the Contractor shall immediately notify the Ordering Contracting Officer (OCO) of the conflict, submit a plan for mitigation, and not commence work until specifically notified by the OCO to proceed; or, identify the conflict and recommend to the OCO an alternate approach to avoid the conflict. The Contractor shall not contract with Government prime Contractors or first-tier subcontractors in such a way as to create an organizational conflict of interest (OCI). Offerors are required to disclose any existing or potential OCIs in their quotes as well as submit an OCI Mitigation Plan proposing measures to avoid, mitigate or neutralize identifies OCIs (See Sections A1.7, Appendix A and B1.1.3, B1.1.8 and B1.1.10, Appendix B).

Definitions. “Contractor” means the person, firm, unincorporated association, joint venture, partnership, or corporation that is a party to this contract. “Contractor and its affiliates” and “Contractor or its affiliates” refers to the Contractor, its chief executives, directors, officers, subsidiaries, affiliates, subcontractors at any tier, and consultants and any joint venture involving the Contractor, any entity into or with which the Contractor subsequently merges or affiliates, or any other successor or assignee of the Contractor.

An “Organizational conflict of interest” exists when the nature of the work to be performed under a proposed ordering activity contract, without some restriction on ordering activities by the Contractor and its affiliates, may either (i) result in an unfair competitive advantage to the Contractor or its affiliates or (ii) impair the Contractor’s or its affiliates’ objectivity in performing contract work.

To avoid an organizational or financial conflict of interest and to avoid prejudicing the best interests of the ordering activity, ordering activities may place restrictions on the Contractors, its affiliates, chief executives, directors, subsidiaries and subcontractors at any tier when placing orders against schedule contracts. Such restrictions shall be consistent with FAR 9.505 and shall be designed to avoid, neutralize, or mitigate organizational conflicts of interest that might otherwise exist in situations related to individual orders placed against the schedule contract. Examples of situations, which may require restrictions, are provided at FAR 9.508.

7 INVOICING/ PROCEDURES FOR PAYMENT

7.1 Electronic Posting of Invoices

Contractors shall electronically transmit/submit invoices and supporting documentation for invoices through the GSA web-based procurement system, through the Central Invoice Service (CIS), the contractor shall submit invoices electronically by logging into the ASSIST portal (<https://portal.fas.gsa.gov>), navigating to the appropriate order, and creating the invoice for that order. This is the only acceptable means for invoice submissions.

No paper invoices shall be accepted.

7.2 Invoicing Instructions Based on Order Type

The contractor shall submit only one invoice per month per order/contract. The appropriate GSA office will receive the invoice by the twenty-fifth calendar day of the month after either:

- The end of the invoiced month (for services) or
- The end of the month in which the products (commodities/materials) or deliverables (fixed-priced services) were delivered and accepted by the Government.

7.3 Invoice Content

The contractor's invoice will be submitted monthly for work performed the prior month. The contractor may invoice only for the hours, travel and unique services ordered by GSA and actually used in direct support of the client representative's project. The invoice shall be submitted on official letterhead and shall include the following information at a minimum.

- GSA Task Order Number
- Task Order ACT Number (see the front of the SF300 document)
- Prompt Payment Discount
- Remittance Address
- Period of Performance for Billing Period
- Point of Contact and Phone Number
- Invoice Amount
- Skill Level Name and Associated Skill Level Number (for T&M or Labor Hour)
- Actual Hours Worked During the Billing Period (for T&M or Labor Hour)
- Travel Itemized by Individual and Trip (if applicable)
- Training Itemized by Individual and Purpose (if applicable) **** NOTE: Normally, the Government does not pay for contractor training. Training will need to be coordinated and approved (via CTP form) by the COR, prior to the training being taken.**

Support Items Itemized by Specific Item and Amount (if applicable)

NOTE: The Government reserves the right to audit, thus; the contractor shall keep on file all backup support documentation for travel and ODCs.

Invoicing for T&M/Severable Order:

The POP for each T&M invoice shall be for one calendar month.

Each invoice shall list the labor category as awarded on the order, the hours worked per skill level/labor category, the rate per skill level/labor category and the extended amount for that invoice period. It shall also show the total cumulative hours worked (inclusive of the current invoice period) per skill level, the hourly rate per skill level, the total cost per skill level, the total travel costs incurred and invoiced, and the total of any other costs incurred and invoiced, as well as the grand total of all costs incurred and invoiced.

Each invoice shall clearly indicate both the current invoice's monthly "burn rate" and the total average monthly "burn rate".

The contractor shall submit all required documentation (unless exempted by the contract or order) as follows:

Travel Invoicing

Travel shall be approved per the terms and conditions of the task order. Signed/approved CTP forms shall be submitted with the invoice, and all receipts for airfare, rental car, lodging, and all receipts directly being charged for over \$75.00 shall be submitted as support/back up documentation with the invoice submittal. **NO PAYMENT WILL BE MADE WITHOUT DOCUMENTATION/RECEIPTS. NO PAYMENT WILL BE MADE** for travel that is non-conforming to the FTR.

7.4 Receiving/Client Agency's Acceptance

The Client Agency must accept the services and/or products provided under the terms of the contract.

The client agency will accept and certify services electronically via GSA's electronic Web-Based Order Processing System, currently ITSS, by accepting the Acceptance Document generated by the contractor. Electronic acceptance of the invoice by the Client Agency Representative is considered concurrence and acceptance of services.

The Client Agency may also generate a hard copy acceptance document.

Regardless, of the method of acceptance the contractor shall seek acceptance and electronically post the acceptance document in GSA's electronic Web-based Order Processing System, currently ITSS. (Written acceptances will be posted as an attachment along with any other supporting documentation.) After acceptance of the invoice by the Client Agency, the Contractor shall submit a proper invoice to GSA Finance not later than five (5) workdays after acceptance by the Government of the product, service, and/or cost item. In the absence of Government acceptance within thirty (30) days, the contractor shall submit an invoice.

NOTE: The acceptance of the authorized Client Agency Representative (which is normally the COR) is REQUIRED prior to the approval of payment for any invoiced submitted.

NOTE: If the required documentation including, (A) the client's signed written acceptance OR (B) the client's electronic acceptance, is not received within 15 calendar days from the date the invoice was submitted to GSA Finance, the invoice may be rejected in whole or in part as determined by the Government.

7.5 Final Invoice

Invoices for final payment must be so identified and submitted within 60 days from task completion and no further charges are to be billed. A copy of the written acceptance of task completion must be attached to final invoices. The contractor shall request from GSA an extension for final invoices that may exceed the 60-day time frame.

The Government reserves the right to require certification by a GSA PM/COR before payment is processed, *if necessary*.

7.6 Order Close-out Procedures

The contractor shall submit a final invoice within sixty (60) calendar days after the end of the Performance Period. All invoices shall be received within this period. The Contracting Officer shall not extend the period of performance, or the invoice submittal period to wait on subcontractors to bill the prime contractor. All rates are negotiated at the time of award, and the contractor shall control and account for all time by their own personnel and their subcontractor or CTA personnel to allow for timely billing in accordance with the terms expressed in this section. After the final invoice has been paid the contractor shall furnish a completed and signed Release of Claims form to the Contracting Officer. This release of claims is due within fifteen (15) calendar days of final payment.

The Government reserves the right to require a release of claims at the end of each performance period, after all payments have been completed. ****NOTE:** No rates agreed to under the terms of this order are subject to DCAA or other “final” audited rates.

Unilateral Close Out Modifications: FAR clause 52.212-4(c) is hereby amended as follows: The Government reserves the right to issue unilateral close out modifications to close out commercial contractual agreements, after the contractor has acknowledged the order is closed and that no further liability exists on behalf of the parties. The Government also reserves the right under the unilateral close out modification to deobligate money after full payment has been made to the contractor for their services/materials under this order.

7.7 Contract Performance Evaluation

In accordance with FAR 42.15, the Government will provide and record Past Performance Information for acquisitions over \$150,000 utilizing the Contractor Performance Assessment Reporting System (CPARS). The CPARS process allows contractors to view and comment on the Government's evaluation of the contractor's performance before it is finalized. Once the contractor's past performance evaluation is finalized in CPARS it will be transmitted into the Past Performance Information Retrieval System (PPIRS).

Contractors are required to register in the CPARS, so contractors may review and comment on past performance reports submitted through the CPARS.

- **CPARS** <https://www.cpars.csd.disa.mil/>
- **PPIRS** <http://www.ppirs.gov>

8 APPLICABLE CLAUSES

8.1 Clauses Incorporated by Reference

Data rights clauses incorporated by reference are included as Attachment 9 – Data Rights. In addition to the data rights clauses and the applicable clauses contained in the NETCENTS-2 contract, the following FAR and DFARS clauses are included in this task for added emphasis of their applicability:

52.203-99	Prohibition on Contracting with Entities that Require Certain Internal Confidentiality Agreements (DEVIATION 2015-02)
52.204-4	Printed or Copied Double-sided on Postconsumer Fiber Content Paper (May 2011)
52.212-4	Contract Terms and Conditions – Commercial Items (Jan 2017), ALTERNATE I

	(Jan 2017) NOTE: Paragraph 52.212-4(c) has been tailored to allow unilateral modifications for the obligation of funding, per Section 6.6.5, titled “Unilateral Modifications for Funds Management.” Additionally, the paragraph at 52.212-4(c) has been tailored to allow for unilateral closeout modifications, per Section 7.6 of this PWS, titled “Unilateral Close Out Modifications.”
52.212-5	Contract Terms and Conditions Required to Implement Statutes or Executive Orders -- Commercial Items (Jan 2017) (See Full Text Version Below: CO has selected the applicable clauses)
52.223-5	Pollution Prevention and Right-to-Know Information (May 2011)
52.223-10	Waste Reduction Program (May 2011)
52.227-14	Rights in Data – General (May 2014)
52.232-40	Providing Accelerated Payments to Small Business Subcontractors (Dec 2013)
52.245-1	Government Property (Jan 2017)
52.245-9	Use and Charges (Apr 2012)
252.201-7000	Contracting Officer’s Representative (Dec 1991)
252.203-7000	Requirements Relating to Compensation of Former DoD Officials (Sep 2011)
252.203-7003	Agency Office of the Inspector General (Dec 2012)
252.204-7009	Limitations on the Use or Disclosure of Third-Party Contractor Reported Cyber Incident Information (Oct 2016)
252.204-7012	Safeguarding Covered Defense Information and Cyber Incident Reporting (Oct 2016)
252.205-7000	Provision of Information to Cooperative Agreement Holders (Dec 1991)
252.211-7007	Reporting of Government-Furnished Property (Aug 2012)
252.225-7040	Contractor Personnel Supporting U.S. Armed Forces Deployed Outside the United States (Oct 2015)
252.225-7043	Antiterrorism/Force Protection Policy for Defense Contractors Outside the United States (Jun 2015)
252.225-7048	Export Controlled Items (Jun 2013)
252.226-7001	Utilization of Indian Organizations, Indian-Owned Economic Enterprises, and Native Hawaiian Small Business Concerns (Sep 2004)
252.232-7003	Electronic Submission of Payment Requests and Receiving Reports (Jun 2012)
252.232-7010	Levies on Contract Payments (Dec 2006)
252.243-7002	Requests for Equitable Adjustment (Dec 2012)
252.244-7000	Subcontracts for Commercial Items (Jun 2013)
252.245-7001	Tagging, Labeling, and Marking of Government-Furnished Property (Apr 2012)
252.245-7002	Reporting Loss of Government Property (Apr 2012)
252.245-7003	Contractor Property Management System Administration (Apr 2012)
252.245-7004	Reporting, Reutilization, and Disposal (Sep 2016)

8.2 Clauses Incorporated by Full Text

** NOTE: Full Text Option clauses are in Section 6.2 of the PWS document.

**52.212-5 Contract Terms and Conditions Required to Implement Statutes or Executive Orders --
Commercial Items (Jan 2017)**

(a) The Contractor shall comply with the following Federal Acquisition Regulation (FAR) clauses, which are incorporated in this contract by reference, to implement provisions of law or Executive orders applicable to acquisitions of commercial items:

(1) 52.203-19, Prohibition on Requiring Certain Internal Confidentiality Agreements or Statements (Jan 2017) (section 743 of Division E, Title VII, of the Consolidated and Further Continuing Appropriations Act, 2015 (Pub. L. 113-235) and its successor provisions in subsequent appropriations acts (and as extended in continuing resolutions)).

(2) 52.209-10, Prohibition on Contracting with Inverted Domestic Corporations (Nov 2015).

(3) 52.233-3, Protest After Award (Aug 1996) (31 U.S.C. 3553).

(4) 52.233-4, Applicable Law for Breach of Contract Claim (Oct 2004)(Public Laws 108-77 and 108-78 (19 U.S.C. 3805 note)).

(b) The Contractor shall comply with the FAR clauses in this paragraph (b) that the Contracting Officer has indicated as being incorporated in this contract by reference to implement provisions of law or Executive orders applicable to acquisitions of commercial items:

[Contracting Officer check as appropriate.]

(1) 52.203-6, Restrictions on Subcontractor Sales to the Government (Sept 2006), with Alternate I (Oct 1995) (41 U.S.C. 4704 and 10 U.S.C. 2402).

(2) 52.203-13, Contractor Code of Business Ethics and Conduct (Oct 2015) (41 U.S.C. 3509)).

(3) 52.203-15, Whistleblower Protections under the American Recovery and Reinvestment Act of 2009 (June 2010) (Section 1553 of Pub. L. 111-5). (Applies to contracts funded by the American Recovery and Reinvestment Act of 2009.)

(4) 52.204-10, Reporting Executive Compensation and First-Tier Subcontract Awards (Oct 2016) (Pub. L. 109-282) (31 U.S.C. 6101 note).

(5) [Reserved].

(6) 52.204-14, Service Contract Reporting Requirements (Oct 2016) (Pub. L. 111-117, section 743 of Div. C).

(7) 52.204-15, Service Contract Reporting Requirements for Indefinite-Delivery Contracts (Oct 2016) (Pub. L. 111-117, section 743 of Div. C).

(8) 52.209-6, Protecting the Government's Interest When Subcontracting with Contractors Debarred, Suspended, or Proposed for Debarment. (Oct 2015) (31 U.S.C. 6101 note).

X (9) 52.209-9, Updates of Publicly Available Information Regarding Responsibility Matters (Jul 2013) (41 U.S.C. 2313).

__ (10) [Reserved].

__ (11)(i) 52.219-3, Notice of HUBZone Set-Aside or Sole-Source Award (Nov 2011) (15 U.S.C. 657a).

__ (ii) Alternate I (Nov 2011) of 52.219-3.

__ (12)(i) 52.219-4, Notice of Price Evaluation Preference for HUBZone Small Business Concerns (Oct 2014) (if the offeror elects to waive the preference, it shall so indicate in its offer) (15 U.S.C. 657a).

__ (ii) Alternate I (Jan 2011) of 52.219-4.

__ (13) [Reserved]

__ (14)(i) 52.219-6, Notice of Total Small Business Set-Aside (Nov 2011) (15 U.S.C. 644).

__ (ii) Alternate I (Nov 2011).

__ (iii) Alternate II (Nov 2011).

__ (15)(i) 52.219-7, Notice of Partial Small Business Set-Aside (June 2003) (15 U.S.C. 644).

__ (ii) Alternate I (Oct 1995) of 52.219-7.

__ (iii) Alternate II (Mar 2004) of 52.219-7.

X (16) 52.219-8, Utilization of Small Business Concerns (Nov 2016) (15 U.S.C. 637(d)(2) and (3)).

__ (17)(i) 52.219-9, Small Business Subcontracting Plan (Jan 2017) (15 U.S.C. 637(d)(4)).

__ (ii) Alternate I (Nov 2016) of 52.219-9.

__ (iii) Alternate II (Nov 2016) of 52.219-9.

__ (iv) Alternate III (Nov 2016) of 52.219-9.

__ (v) Alternate IV (Nov 2016) of 52.219-9.

__ (18) 52.219-13, Notice of Set-Aside of Orders (Nov 2011) (15 U.S.C. 644(r)).

__ (19) 52.219-14, Limitations on Subcontracting (Jan 2017) (15 U.S.C. 637(a)(14)).

__ (20) 52.219-16, Liquidated Damages—Subcontracting Plan (Jan 1999) (15 U.S.C. 637(d)(4)(F)(i)).

__ (21) 52.219-27, Notice of Service-Disabled Veteran-Owned Small Business Set-Aside (Nov 2011) (15 U.S.C. 657 f).

X (22) 52.219-28, Post Award Small Business Program Rerepresentation (Jul 2013) (15 U.S.C. 632(a)(2)).

__ (23) 52.219-29, Notice of Set-Aside for, or Sole Source Award to, Economically Disadvantaged Women-Owned Small Business Concerns (Dec 2015) (15 U.S.C. 637(m)).

__ (24) 52.219-30, Notice of Set-Aside for, or Sole Source Award to, Women-Owned Small Business Concerns Eligible Under the Women-Owned Small Business Program (Dec 2015) (15 U.S.C. 637(m)).

X (25) 52.222-3, Convict Labor (June 2003) (E.O. 11755).

__ (26) 52.222-19, Child Labor—Cooperation with Authorities and Remedies (Oct 2016) (E.O. 13126).

X (27) 52.222-21, Prohibition of Segregated Facilities (Apr 2015).

X (28) 52.222-26, Equal Opportunity (Sept 2016) (E.O. 11246).

X (29) 52.222-35, Equal Opportunity for Veterans (Oct 2015)(38 U.S.C. 4212).

X (30) 52.222-36, Equal Opportunity for Workers with Disabilities (Jul 2014) (29 U.S.C. 793).

X (31) 52.222-37, Employment Reports on Veterans (Feb 2016) (38 U.S.C. 4212).

X (32) 52.222-40, Notification of Employee Rights Under the National Labor Relations Act (Dec 2010) (E.O. 13496).

X (33)(i) 52.222-50, Combating Trafficking in Persons (Mar 2015) (22 U.S.C. chapter 78 and E.O. 13627).

__ (ii) Alternate I (Mar 2015) of 52.222-50 (22 U.S.C. chapter 78 and E.O. 13627).

__ (34) 52.222-54, Employment Eligibility Verification (Oct 2015). (Executive Order 12989). (Not applicable to the acquisition of commercially available off-the-shelf items or certain other types of commercial items as prescribed in 22.1803.)

__ (35) 52.222-59, Compliance with Labor Laws (Executive Order 13673) (Oct 2016). (Applies at \$50 million for solicitations and resultant contracts issued from October 25, 2016 through April 24, 2017; applies at \$500,000 for solicitations and resultant contracts issued after April 24, 2017).

Note to paragraph (b)(35): By a court order issued on October 24, 2016, 52.222-59 is enjoined indefinitely as of the date of the order. The enjoined paragraph will become effective immediately if the court terminates the injunction. At that time, GSA, DoD and NASA will publish a document in the Federal Register advising the public of the termination of the injunction.

X (36) 52.222-60, Paycheck Transparency (Executive Order 13673) (OCT 2016).

__ (37)(i) 52.223-9, Estimate of Percentage of Recovered Material Content for EPA–Designated Items (May 2008) (42 U.S.C. 6962(c)(3)(A)(ii)). (Not applicable to the acquisition of commercially available off-the-shelf items.)

__ (ii) Alternate I (May 2008) of 52.223-9 (42 U.S.C. 6962(i)(2)(C)). (Not applicable to the acquisition of commercially available off-the-shelf items.)

__ (38) 52.223-11, Ozone-Depleting Substances and High Global Warming Potential Hydrofluorocarbons (Jun 2016) (E.O. 13693).

__ (39) 52.223-12, Maintenance, Service, Repair, or Disposal of Refrigeration Equipment and Air Conditioners (Jun 2016) (E.O. 13693).

__ (40)(i) 52.223-13, Acquisition of EPEAT®-Registered Imaging Equipment (Jun 2014) (E.O.s 13423 and 13514).

__ (ii) Alternate I (Oct 2015) of 52.223-13.

__ (41)(i) 52.223-14, Acquisition of EPEAT®-Registered Televisions (Jun 2014) (E.O.s 13423 and 13514).

__ (ii) Alternate I (Jun 2014) of 52.223-14.

__ (42) 52.223-15, Energy Efficiency in Energy-Consuming Products (Dec 2007) (42 U.S.C. 8259b).

__ (43)(i) 52.223-16, Acquisition of EPEAT®-Registered Personal Computer Products (Oct 2015) (E.O.s 13423 and 13514).

__ (ii) Alternate I (Jun 2014) of 52.223-16.

X (44) 52.223-18, Encouraging Contractor Policies to Ban Text Messaging While Driving (Aug 2011) (E.O. 13513).

__ (45) 52.223-20, Aerosols (Jun 2016) (E.O. 13693).

__ (46) 52.223-21, Foams (Jun 2016) (E.O. 13693).

__ (47)(i) 52.224-3, Privacy Training (JAN 2017) (5 U.S.C. 552a).

__ (ii) Alternate I (JAN 2017) of 52.224-3.

__ (48) 52.225-1, Buy American—Supplies (May 2014) (41 U.S.C. chapter 83).

__ (49)(i) 52.225-3, Buy American—Free Trade Agreements—Israeli Trade Act (May 2014) (41 U.S.C. chapter 83, 19 U.S.C. 3301 note, 19 U.S.C. 2112 note, 19 U.S.C. 3805 note, 19 U.S.C. 4001 note, Pub. L. 103-182, 108-77, 108-78, 108-286, 108-302, 109-53, 109-169, 109-283, 110-138, 112-41, 112-42, and 112-43).

__ (ii) Alternate I (May 2014) of 52.225-3.

__ (iii) Alternate II (May 2014) of 52.225-3.

__ (iv) Alternate III (May 2014) of 52.225-3.

__ (50) 52.225-5, Trade Agreements (Oct 2016) (19 U.S.C. 2501, et seq., 19 U.S.C. 3301 note).

__ (51) 52.225-13, Restrictions on Certain Foreign Purchases (June 2008) (E.O.'s, proclamations, and statutes administered by the Office of Foreign Assets Control of the Department of the Treasury).

__ (52) 52.225-26, Contractors Performing Private Security Functions Outside the United States (Oct 2016) (Section 862, as amended, of the National Defense Authorization Act for Fiscal Year 2008; 10 U.S.C. 2302 Note).

__ (53) 52.226-4, Notice of Disaster or Emergency Area Set-Aside (Nov 2007) (42 U.S.C. 5150).

__ (54) 52.226-5, Restrictions on Subcontracting Outside Disaster or Emergency Area (Nov 2007) (42 U.S.C. 5150).

__ (55) 52.232-29, Terms for Financing of Purchases of Commercial Items (Feb 2002) (41 U.S.C. 4505, 10 U.S.C. 2307(f)).

__ (56) 52.232-30, Installment Payments for Commercial Items (Jan 2017) (41 U.S.C. 4505, 10 U.S.C. 2307(f)).

X (57) 52.232-33, Payment by Electronic Funds Transfer—System for Award Management (Jul 2013) (31 U.S.C. 3332).

__ (58) 52.232-34, Payment by Electronic Funds Transfer—Other than System for Award Management (Jul 2013) (31 U.S.C. 3332).

__ (59) 52.232-36, Payment by Third Party (May 2014) (31 U.S.C. 3332).

X (60) 52.239-1, Privacy or Security Safeguards (Aug 1996) (5 U.S.C. 552a).

__ (61) 52.242-5, Payments to Small Business Subcontractors (Jan 2017)(15 U.S.C. 637(d)(12)).

__ (62)(i) 52.247-64, Preference for Privately Owned U.S.-Flag Commercial Vessels (Feb 2006) (46 U.S.C. Appx. 1241(b) and 10 U.S.C. 2631).

__ (ii) Alternate I (Apr 2003) of 52.247-64.

(c) The Contractor shall comply with the FAR clauses in this paragraph (c), applicable to commercial services, that the Contracting Officer has indicated as being incorporated in this contract by reference to implement provisions of law or Executive orders applicable to acquisitions of commercial items:

[Contracting Officer check as appropriate.]

__ (1) 52.222-17, Nondisplacement of Qualified Workers (May 2014)(E.O. 13495).

__ (2) 52.222-41, Service Contract Labor Standards (May 2014) (41 U.S.C. chapter 67).

__ (3) 52.222-42, Statement of Equivalent Rates for Federal Hires (May 2014) (29 U.S.C. 206 and 41 U.S.C. chapter 67).

__ (4) 52.222-43, Fair Labor Standards Act and Service Contract Labor Standards-Price Adjustment (Multiple Year and Option Contracts) (May 2014) (29 U.S.C. 206 and 41 U.S.C. chapter 67).

__ (5) 52.222-44, Fair Labor Standards Act and Service Contract Labor Standards—Price Adjustment (May 2014) (29 U.S.C. 206 and 41 U.S.C. chapter 67).

__ (6) 52.222-51, Exemption from Application of the Service Contract Labor Standards to Contracts for Maintenance, Calibration, or Repair of Certain Equipment—Requirements (May 2014) (41 U.S.C. chapter 67).

__ (7) 52.222-53, Exemption from Application of the Service Contract Labor Standards to Contracts for Certain Services—Requirements (May 2014) (41 U.S.C. chapter 67).

__ (8) 52.222-55, Minimum Wages Under Executive Order 13658 (Dec 2015).

__ (9) 52.222-62, Paid Sick Leave Under Executive Order 13706 (JAN 2017) (E.O. 13706).

__ (10) 52.226-6, Promoting Excess Food Donation to Nonprofit Organizations (May 2014) (42 U.S.C. 1792).

__ (11) 52.237-11, Accepting and Dispensing of \$1 Coin (Sept 2008) (31 U.S.C. 5112(p)(1)).

(d) Comptroller General Examination of Record. The Contractor shall comply with the provisions of this paragraph (d) if this contract was awarded using other than sealed bid, is in excess of the simplified acquisition threshold, and does not contain the clause at 52.215-2, Audit and Records—Negotiation.

(1) The Comptroller General of the United States, or an authorized representative of the Comptroller General, shall have access to and right to examine any of the Contractor's directly pertinent records involving transactions related to this contract.

(2) The Contractor shall make available at its offices at all reasonable times the records, materials, and other evidence for examination, audit, or reproduction, until 3 years after final payment under this contract or for any shorter period specified in FAR subpart 4.7, Contractor Records Retention, of the other clauses of this contract. If this contract is completely or partially terminated, the records relating to the work terminated shall be made available for 3 years after any resulting final termination settlement. Records relating to appeals under the disputes clause or to litigation or the settlement of claims arising under or relating to this contract shall be made available until such appeals, litigation, or claims are finally resolved.

(3) As used in this clause, records include books, documents, accounting procedures and practices, and other data, regardless of type and regardless of form. This does not require the Contractor to create or maintain any record that the Contractor does not maintain in the ordinary course of business or pursuant to a provision of law.

(e)(1) Notwithstanding the requirements of the clauses in paragraphs (a), (b), (c), and (d) of this clause, the Contractor is not required to flow down any FAR clause, other than those in this paragraph (e)(1) in a subcontract for commercial items. Unless otherwise indicated below, the extent of the flow down shall be as required by the clause—

- (i) 52.203-13, Contractor Code of Business Ethics and Conduct (Oct 2015) (41 U.S.C. 3509).
- (ii) 52.203-19, Prohibition on Requiring Certain Internal Confidentiality Agreements or Statements (Jan 2017) (section 743 of Division E, Title VII, of the Consolidated and Further Continuing Appropriations Act, 2015 (Pub. L. 113-235) and its successor provisions in subsequent appropriations acts (and as extended in continuing resolutions)).
- (iii) 52.219-8, Utilization of Small Business Concerns (Nov 2016) (15 U.S.C. 637(d)(2) and (3)), in all subcontracts that offer further subcontracting opportunities. If the subcontract (except subcontracts to small business concerns) exceeds \$700,000 (\$1.5 million for construction of any public facility), the subcontractor must include 52.219-8 in lower tier subcontracts that offer subcontracting opportunities.
- (iv) 52.222-17, Nondisplacement of Qualified Workers (May 2014) (E.O. 13495). Flow down required in accordance with paragraph (l) of FAR clause 52.222-17.
- (v) 52.222-21, Prohibition of Segregated Facilities (Apr 2015)
- (vi) 52.222-26, Equal Opportunity (Sept 2016) (E.O. 11246).
- (vii) 52.222-35, Equal Opportunity for Veterans (Oct 2015) (38 U.S.C. 4212).
- (viii) 52.222-36, Equal Opportunity for Workers with Disabilities (Jul 2014) (29 U.S.C. 793).
- (ix) 52.222-37, Employment Reports on Veterans (Feb 2016) (38 U.S.C. 4212)
- (x) 52.222-40, Notification of Employee Rights Under the National Labor Relations Act (Dec 2010) (E.O. 13496). Flow down required in accordance with paragraph (f) of FAR clause 52.222-40.
- (xi) 52.222-41, Service Contract Labor Standards (May 2014) (41 U.S.C. chapter 67).
- (xii) 52.222-50, Combating Trafficking in Persons (Mar 2015) (22 U.S.C. chapter 78 and E.O 13627). Alternate I (Mar 2015) of 52.222-50 (22 U.S.C. chapter 78 and E.O 13627).
- (xiii) 52.222-51, Exemption from Application of the Service Contract Labor Standards to Contracts for Maintenance, Calibration, or Repair of Certain Equipment-Requirements (May 2014) (41 U.S.C. chapter 67).
- (xiv) 52.222-53, Exemption from Application of the Service Contract Labor Standards to Contracts for Certain Services-Requirements (May 2014) (41 U.S.C. chapter 67).
- (xv) 52.222-54, Employment Eligibility Verification (Oct 2015) (E.O. 12989).
- (xvi) 52.222-55, Minimum Wages Under Executive Order 13658 (Dec 2015).

(xvii) 52.222-59, Compliance with Labor Laws (Executive Order 13673) (Oct 2016) (Applies at \$50 million for solicitations and resultant contracts issued from October 25, 2016 through April 24, 2017; applies at \$500,000 for solicitations and resultant contracts issued after April 24, 2017).

Note to paragraph (e)(1)(xvii): By a court order issued on October 24, 2016, 52.222-59 is enjoined indefinitely as of the date of the order. The enjoined paragraph will become effective immediately if the court terminates the injunction. At that time, GSA, DoD and NASA will publish a document in the Federal Register advising the public of the termination of the injunction.

(xviii) 52.222-60, Paycheck Transparency (Executive Order 13673) (Oct 2016)).

(xix) 52.222-62, Paid Sick Leave Under Executive Order 13706 (Jan 2017) (E.O. 13706).

(xx)(A) 52.224-3, Privacy Training (Jan 2017) (5 U.S.C. 552a).

(B) Alternate I (Jan 2017) of 52.224-3.

(xxi) 52.225-26, Contractors Performing Private Security Functions Outside the United States (Oct 2016) (Section 862, as amended, of the National Defense Authorization Act for Fiscal Year 2008; 10 U.S.C. 2302 Note).

(xxii) 52.226-6, Promoting Excess Food Donation to Nonprofit Organizations (May 2014) (42 U.S.C. 1792). Flow down required in accordance with paragraph (e) of FAR clause 52.226-6.

(xxiii) 52.247-64, Preference for Privately Owned U.S.-Flag Commercial Vessels (Feb 2006) (46 U.S.C. Appx. 1241(b) and 10 U.S.C. 2631). Flow down required in accordance with paragraph (d) of FAR clause 52.247-64.

(2) While not required, the Contractor may include in its subcontracts for commercial items a minimal number of additional clauses necessary to satisfy its contractual obligations.
(End of Clause)

52.204-9 Personal Identity Verification of Contractor Personnel (Jan 2011)

(a) The Contractor shall comply with agency personal identity verification procedures identified in the contract that implement Homeland Security Presidential Directive-12 (HSPD-12), Office of Management and Budget (OMB) guidance M-05-24, and Federal Information Processing Standards Publication (FIPS PUB) Number 201.

(b) The Contractor shall account for all forms of Government-provided identification issued to the Contractor employees in connection with performance under this contract. The Contractor shall return such identification to the issuing agency at the earliest of any of the following, unless otherwise determined by the Government;

(1) When no longer needed for contract performance.

(2) Upon completion of the Contractor employee's employment.

(3) Upon contract completion or termination.

(c) The Contracting Officer may delay final payment under a contract if the Contractor fails to comply with these requirements.

(d) The Contractor shall insert the substance of clause, including this paragraph (d), in all subcontracts when the subcontractor's employees are required to have routine physical access to a Federally-controlled facility and/or routine access to a Federally-controlled information system. It shall be the responsibility of the prime Contractor to

return such identification to the issuing agency in accordance with the terms set forth in paragraph (b) of this section, unless otherwise approved in writing by the Contracting Officer.

(End of Clause)

52.204.10 Reporting Executive Compensation and First-Tier Subcontract Awards (Oct 2016)

(a) Definitions. As used in this clause:

“Executive” means officers, managing partners, or any other employees in management positions.

“First-tier subcontract” means a subcontract awarded directly by the Contractor for the purpose of acquiring supplies or services (including construction) for performance of a prime contract. It does not include the Contractor’s supplier agreements with vendors, such as long-term arrangements for materials or supplies that benefit multiple contracts and/or the costs of which are normally applied to a Contractor’s general and administrative expenses or indirect costs.

“Month of award” means the month in which a contract is signed by the Contracting Officer or the month in which a first-tier subcontract is signed by the Contractor.

“Total compensation” means the cash and noncash dollar value earned by the executive during the Contractor’s preceding fiscal year and includes the following (for more information see 17 CFR 229.402(c)(2)):

- (1) Salary and bonus.
- (2) Awards of stock, stock options, and stock appreciation rights. Use the dollar amount recognized for financial statement reporting purposes with respect to the fiscal year in accordance with the Financial Accounting Standards Board’s Accounting Standards Codification (FASB ASC) 718, Compensation-Stock Compensation.
- (3) Earnings for services under non-equity incentive plans. This does not include group life, health, hospitalization or medical reimbursement plans that do not discriminate in favor of executives, and are available generally to all salaried employees.
- (4) Change in pension value. This is the change in present value of defined benefit and actuarial pension plans.
- (5) Above-market earnings on deferred compensation which is nontax-qualified.
- (6) Other compensation, if the aggregate value of all such other compensation (e.g., severance, termination payments, value of life insurance paid on behalf of the employee, perquisites or property) for the executive exceeds \$10,000.

(b) Section 2(d)(2) of the Federal Funding Accountability and Transparency Act of 2006 (Pub. L. 109-282), as amended by section 6202 of the Government Funding Transparency Act of 2008 (Pub. L. 110-252), requires the Contractor to report information on subcontract awards. The law requires all reported information be made public, therefore, the Contractor is responsible for notifying its subcontractors that the required information will be made public.

(c) Nothing in this clause requires the disclosure of classified information

(d)(1) Executive compensation of the prime contractor. As a part of its annual registration requirement in the System for Award Management (SAM) database (FAR provision 52.204-7), the Contractor shall report the names and total compensation of each of the five most highly compensated executives for its preceding completed fiscal year, if—

(i) In the Contractor’s preceding fiscal year, the Contractor received—

(A) 80 percent or more of its annual gross revenues from Federal contracts (and subcontracts), loans, grants (and subgrants), cooperative agreements, and other forms of Federal financial assistance; and

(B) \$25,000,000 or more in annual gross revenues from Federal contracts (and subcontracts), loans, grants (and subgrants), cooperative agreements, and other forms of Federal financial assistance; and

(ii) The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation

information, see the U.S. Security and Exchange Commission total compensation filings at <http://www.sec.gov/answers/execomp.htm>.)

(2) First-tier subcontract information. Unless otherwise directed by the contracting officer, or as provided in paragraph (g) of this clause, by the end of the month following the month of award of a first-tier subcontract with a value of \$30,000 or more, the Contractor shall report the following information at <http://www.fsr.gov> for that first-tier subcontract. (The Contractor shall follow the instructions at <http://www.fsr.gov> to report the data.)

(i) Unique entity identifier for the subcontractor receiving the award and for the subcontractor's parent company, if the subcontractor has a parent company.

(ii) Name of the subcontractor.

(iii) Amount of the subcontract award.

(iv) Date of the subcontract award.

(v) A description of the products or services (including construction) being provided under the subcontract, including the overall purpose and expected outcomes or results of the subcontract.

(vi) Subcontract number (the subcontract number assigned by the Contractor).

(vii) Subcontractor's physical address including street address, city, state, and country. Also include the nine-digit zip code and congressional district.

(viii) Subcontractor's primary performance location including street address, city, state, and country. Also include the nine-digit zip code and congressional district.

(ix) The prime contract number, and order number if applicable.

(x) Awarding agency name and code.

(xi) Funding agency name and code.

(xii) Government contracting office code.

(xiii) Treasury account symbol (TAS) as reported in FPDS.

(xiv) The applicable North American Industry Classification System code (NAICS).

(3) Executive compensation of the first-tier subcontractor. Unless otherwise directed by the Contracting Officer, by the end of the month following the month of award of a first-tier subcontract with a value of \$30,000 or more, and annually thereafter (calculated from the prime contract award date), the Contractor shall report the names and total compensation of each of the five most highly compensated executives for that first-tier subcontractor for the first-tier subcontractor's preceding completed fiscal year at <http://www.fsr.gov>, if—

(i) In the subcontractor's preceding fiscal year, the subcontractor received—

(A) 80 percent or more of its annual gross revenues from Federal contracts (and subcontracts), loans, grants (and subgrants), cooperative agreements, and other forms of Federal financial assistance; and

(B) \$25,000,000 or more in annual gross revenues from Federal contracts (and subcontracts), loans, grants (and subgrants), cooperative agreements, and other forms of Federal financial assistance; and

(ii) The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at <http://www.sec.gov/answers/execomp.htm>.)

(e) The Contractor shall not split or break down first-tier subcontract awards to a value less than \$30,000 to avoid the reporting requirements in paragraph (d) of this clause.

(f) The Contractor is required to report information on a first-tier subcontract covered by paragraph (d) when the subcontract is awarded. Continued reporting on the same subcontract is not required unless one of the reported data elements changes during the performance of the subcontract. The Contractor is not required to make further reports after the first-tier subcontract expires.

(g)(1) If the Contractor in the previous tax year had gross income, from all sources, under \$300,000, the Contractor is exempt from the requirement to report subcontractor awards.

(2) If a subcontractor in the previous tax year had gross income from all sources under \$300,000, the Contractor does not need to report awards for that subcontractor.

(h) The FSRS database at <http://www.fsrs.gov> will be prepopulated with some information from SAM and FPDS databases. If FPDS information is incorrect, the contractor should notify the contracting officer. If the SAM database information is incorrect, the contractor is responsible for correcting this information.

(End of clause)

52.228-3 Workers' Compensation Insurance (Defense Base Act) (Jul 2014)

(a) The Contractor shall--

(1) Before commencing performance under this contract, establish provisions to provide for the payment of disability compensation and medical benefits to covered employees and death benefits to their eligible survivors, by purchasing workers' compensation insurance or qualifying as a self-insurer under the Longshore and Harbor Workers' Compensation Act (33 U.S.C. 932) as extended by the Defense Base Act (42 U.S.C. 1651, et seq.), and continue to maintain provisions to provide such Defense Base Act benefits until contract performance is completed;

(2) Within ten days of an employee's injury or death or from the date the Contractor has knowledge of the injury or death, submit Form LS-202 (Employee's First Report of Injury or Occupational Illness) to the Department of Labor in accordance with the Longshore and Harbor Workers' Compensation Act (33 U.S.C. 930(a), 20 CFR 702.201 to 702.203);

(3) Pay all compensation due for disability or death within the time frames required by the Longshore and Harbor Workers' Compensation Act (33 U.S.C. 914, 20 CFR 702.231 and 703.232);

(4) Provide for medical care as required by the Longshore and Harbor Workers' Compensation Act (33 U.S.C. 907, 20 CFR 702.402 and 702.419);

(5) If controverting the right to compensation, submit Form LS-207 (Notice of Controversion of Right to Compensation) to the Department of Labor in accordance with the Longshore and Harbor Workers' Compensation Act (33 U.S.C. 914(d), 20 CFR 702.251);

(6) Immediately upon making the first payment of compensation in any case, submit Form LS-206 (Payment of Compensation Without Award) to the Department of Labor in accordance with the Longshore and Harbor Workers' Compensation Act (33 U.S.C. 914(c), 20 CFR 702.234);

(7) When payments are suspended or when making the final payment, submit Form LS-208 (Notice of Final Payment or Suspension of Compensation Payments) to the Department of Labor in accordance with the Longshore and Harbor Workers' Compensation Act (33 U.S.C. 914 (c) and (g), 20 CFR 702.234 and 702.235); and

(8) Adhere to all other provisions of the Longshore and Harbor Workers' Compensation Act as extended by the Defense Base Act, and Department of Labor regulations at 20 CFR Parts 701 to 704.

(b) For additional information on the Longshore and Harbor Workers' Compensation Act requirements see <http://www.dol.gov/owcp/dlhwc/lstdba.htm>.

(c) The Contractor shall insert the substance of this clause including this paragraph (c), in all subcontracts to which the Defense Base Act applies.

(End of Clause)

9 CONTRACTOR MANPOWER REPORTING

The contractor shall ensure ALL contractor labor hours (including subcontractor labor hours) required for the performance of services provided under this contract are reported via a secure data collection site.

The contractor (and all subcontractors providing direct labor under this contract) shall report complete and accurate data for the labor executed during the period of performance during each Government fiscal year (FY), which runs from October 1 to September 30. The Contractor shall input the data into the appropriate eCMRA reporting tool, which can be accessed via a secure web site at <http://www.ecmra.mil/>. There are four separate eCMRA tools: Army, Air Force, Navy and All Other Defense Components. The appropriate eCMRA reporting tool to use is determined by the requiring activity being supported. While inputs may be reported any time during the FY, all data shall be reported no later than October 31 of each calendar year. The contractor shall completely fill in all required data fields. The required information includes: (1) Contract Number; (2) Fiscal Year (FY that the work was performed); (3) Order Number (Delivery Order, Task Order, or Purchase Order Number); (4) Requiring Activity Unit Identification Code; (5) Command (Command of the Requiring Activity that would be performing the mission if not for the contractor); (6) Contractor Name; (7) Total Invoiced Amount (the total dollar amount invoiced during the fiscal year, at the Delivery Order and/or Task Order level. This is the responsibility of the contractor); (8) Questions about Contract Performance (Contractors: Indicate if the contract/order includes the above services); (9) Government Supervision (Are the contractor personnel subject to relatively continuous supervision and control by a Government employee or officer); (10) Government's Tools and Equipment (Does the Government furnish the principal tools and equipment needed for contract performance); (11) Government Facility (Are some or all of the contractor employees provided with a workspace in a Government facility for use on a regular basis?); (12) Contracting Officer (First Name, Last Name, Phone Number, and Email); (13) COR/COTR (First Name, Last Name, Phone Number, and Email); (14) Contractor (First Name, Last Name, Phone Number, and Email); (15) Location Information (Federal Supply Code (FSC), City of Installation or Services, State, Zip, and Country); (16) Direct Labor Hours; (17) Direct Labor Dollars; (18) Fund Cite.

Contractors may direct technical questions to the eCMRA help desk at dodcmra@pentagon.af.mil

ATTACHMENT 1 - Republic of Korea (ROK) Status of Forces Agreement (SOFA) Contract Contingency Conditions Clause

INVITED CONTRACTOR OR TECHNICAL REPRESENTATIVE STATUS

UNDER U.S. - REPUBLIC OF KOREA (ROK)

Invited Contractor (IC) and Technical Representative (TR) status shall be governed by the U.S. - ROK Status of Forces Agreement (SOFA) as implemented by United States Forces Korea (USFK) Regulation 700-19, which can be found under the "publications tab on the US Forces Korea homepage <http://www.usfk.mil>

(a) Definitions. As used in this clause

"U.S. ROK Status of Forces Agreement (SOFA) means the Mutual Defense Treaty between the Republic of Korea and the U.S. of America, Regarding Facilities and Areas and the Status of U.S. Armed Forces in the Republic of Korea, as amended

"Combatant Commander means the commander of a unified or specified combatant command established in accordance with 10 U.S.C. 161. In Korea, the Combatant Commander is the Commander, United States Pacific Command.

"United States Forces Korea (USFK) means the subordinate unified command through which US forces would be sent to the Combined Forces Command fighting components.

"Commander, United States Forces Korea (COMUSFK) means the commander of all U.S. forces present in Korea. In the Republic of Korea, COMUSFK also serves as Commander, Combined Forces Command (CDR CFC) and Commander, United Nations Command (CDR UNC).

"USFK, Assistant Chief of Staff, Acquisition Management (USFK/FKAQ) means the principal staff office to USFK for all acquisition matters and administrator of the U.S.-ROK SOFA as applied to US and Third Country contractors under the Invited Contractor (IC) and Technical Representative (TR) Program (USFK Reg 700-19).

"Responsible Officer (RO) means a senior DOD employee (such as a military E5 and above or civilian GS-7 and above), appointed by the USFK Sponsoring Agency (SA), who is directly responsible for determining and administering appropriate logistics support for IC/TRs during contract performance in the ROK.

(b) IC or TR status under the SOFA is subject to the written approval of USFK, Assistant Chief of Staff, Acquisition Management (FKAQ), Unit #15237, APO AP96205-5237.

(c) The Contracting Officer will coordinate with HQ USFK/FKAQ, IAW FAR 25.8, and USFK Reg 700-19. FKAQ will determine the appropriate contractor status under the SOFA and notify the Contracting Officer of that determination.

(d) Subject to the above determination, the contractor, including its employees and lawful dependents, may be accorded such privileges and exemptions under conditions and limitations as specified in the SOFA and USFK Reg 700-19. These privileges and exemptions may be furnished during the performance period of the contract, subject to their availability and continued SOFA status. Logistics support privileges are provided on an as-available basis to

properly authorized individuals. Some logistics support may be issued as Government Furnished Property or transferred on a reimbursable basis.

(e) The contractor warrants and shall ensure that collectively, and individually, its officials and employees performing under this contract will not perform any contract, service, or other business activity in the ROK, except under U.S. Government contracts and that performance is IAW the SOFA.

(f) The contractor's direct employment of any Korean-National labor for performance of this contract shall be governed by ROK labor law and USFK regulation(s) pertaining to the direct employment and personnel administration of Korean National personnel.

(g) The authorities of the ROK have the right to exercise jurisdiction over invited contractors and technical representatives, including contractor officials, employees and their dependents, for offenses committed in the ROK and punishable by the laws of the ROK. In recognition of the role of such persons in the defense of the ROK, they will be subject to the provisions of Article XXII, SOFA, related Agreed Minutes and Understandings. In those cases in which the authorities of the ROK decide not to exercise jurisdiction, they shall notify the U.S. military authorities as soon as possible. Upon such notification, the military authorities will have the right to exercise jurisdiction as is conferred by the laws of the U.S.

(h) Invited contractors and technical representatives agree to cooperate fully with the USFK Sponsoring Agency (SA) and Responsible Officer (RO) on all matters pertaining to logistics support and theater training requirements. Contractors will provide the assigned SA prompt and accurate reports of changes in employee status as required by USFK Reg 700-19.

(i) Theater Specific Training. Training Requirements for IC/TR personnel shall be conducted in accordance with USFK Reg 350-2 Theater Specific Required Training for all Arriving Personnel and Units Assigned to, Rotating to, or in Temporary Duty Status to USFK. IC/TR personnel shall comply with requirements of USFK Reg 350-2.

(j) Except for contractor air crews flying Air Mobility Command missions, all U.S. contractors performing work on USAF classified contracts will report to the nearest Security Forces Information Security Section for the geographical area where the contract is to be performed to receive information concerning local security requirements.

(k) Invited Contractor and Technical Representative status may be withdrawn by USFK/FKAQ upon:

(1) Completion or termination of the contract.

(2) Determination that the contractor or its employees are engaged in business activities in the ROK other than those pertaining to U.S. armed forces.

(3) Determination that the contractor or its employees are engaged in practices in contravention to Korean law or USFK regulations.

(l) It is agreed that the withdrawal of invited contractor or technical representative status, or the withdrawal of, or failure to provide any of the privileges associated therewith by the U.S. and USFK, shall not constitute grounds for excusable delay by the contractor in the performance of the contract and will not justify or excuse the contractor defaulting in the performance of this contract. Furthermore, it is agreed that withdrawal of SOFA status for reasons outlined in USFK Reg 700-19, Section II, paragraph 6 shall not serve as a basis for the contractor filing any claims

against the U.S. or USFK. Under no circumstance shall the withdrawal of SOFA Status or privileges be considered or construed as a breach of contract by the U.S. Government.

(m) Support.

(1) Unless the terms and conditions of this contract place the responsibility with another party, the COMUSK will develop a security plan to provide protection, through military means, of Contractor personnel engaged in the theater of operations when sufficient or legitimate civilian authority does not exist.

(2) (i) All Contractor personnel engaged in the theater of operations are authorized resuscitative care, stabilization, hospitalization at level III military treatment facilities, and assistance with patient movement in emergencies where loss of life, limb, or eyesight could occur. Hospitalization will be limited to stabilization and short-term medical treatment with an emphasis on return to duty or placement in the patient movement system.

(ii) When the Government provides medical or emergency dental treatment or transportation of Contractor personnel to a selected civilian facility, the Contractor shall ensure that the Government is reimbursed for any costs associated with such treatment or transportation.

(iii) Medical or dental care beyond this standard is not authorized unless specified elsewhere in this contract.

(3) Unless specified elsewhere in this contract, the Contractor is responsible for all other support required for its personnel engaged in the theater of operations under this contract.

(n) Compliance with laws and regulations. The Contractor shall comply with, and shall ensure that its personnel supporting U.S Armed Forces in the Republic of Korea as specified in paragraph (b)(1) of this clause are familiar with and comply with, all applicable

(1) United States, host country, and third country national laws;

(2) Treaties and international agreements;

(3) United States regulations, directives, instructions, policies, and procedures; and

(4) Orders, directives, and instructions issued by the COMUSK relating to force protection, security, health, safety, or relation and interaction with local nationals. Included in this list are force protection advisories, health advisories, area (i.e., "off-limits"), prostitution and human trafficking and curfew restrictions.

(o) Vehicle or equipment licenses. IAW USFK Regulation 190-1, Contractor personnel shall possess the required licenses to operate all vehicles or equipment necessary to perform the contract in the theater of operations. All contractor employees/dependents must have either a Korean driver's license or a valid international driver's license to legally drive on Korean roads, and must have a USFK driver's license to legally drive on USFK installations. Contractor employees/dependents will first obtain a Korean driver's license or a valid international driver's license then obtain a USFK driver's license.

(p) Evacuation.

(1) If the COMUSK orders a non-mandatory or mandatory evacuation of some or all personnel, the Government will provide assistance, to the extent available, to United States and third country national contractor personnel.

(2) Non-combatant Evacuation Operations (NEO).

(i) The contractor shall designate a representative to provide contractor personnel and dependents information to the servicing NEO warden as required by direction of the Responsible Officer.

(ii) If contract period of performance in the Republic of Korea is greater than six months, non-emergency essential contractor personnel and all IC/TR dependents shall participate in at least one USFK sponsored NEO exercise per year.

(q) Next of kin notification and personnel recovery.

(1) The Contractor shall be responsible for notification of the employee-designated next of kin in the event an employee dies, requires evacuation due to an injury, or is missing, captured, or abducted.

(2) In the case of missing, captured, or abducted contractor personnel, the Government will assist in personnel recovery actions in accordance with DOD Directive 2310.2, Personnel Recovery.

(3) IC/TR personnel shall accomplish Personnel Recovery/Survival, Evasion, Resistance and Escape (PR/SERE) training in accordance with USFK Reg 525-40, Personnel Recovery

Procedures and USFK Reg 350-2 Theater Specific Required Training apply for all Arriving Personnel and Units Assigned to, Rotating to, or in Temporary Duty Status to USFK.

(r) Mortuary affairs. Mortuary affairs for contractor personnel who die while providing support in the theater of operations to U.S. Armed Forces will be handled in accordance with DOD Directive 1300.22, Mortuary Affairs Policy and Army Regulation 638-2, Care and Disposition of Remains and Disposition of Personal Effects.

(s) USFK Responsible Officer (RO). The USFK appointed RO will ensure all IC/TR personnel complete all applicable training as outlined in this clause.

ATTACHMENT 2 - QUALITY ASSURANCE SURVEILLANCE PLAN (QASP)

Cyber Sim Requirements

1 VISION

Provide the preeminent live-virtual-constructive environment to enable cyber weapons development/fielding and training/exercising of Airmen operating in the Command and Control and Cyberspace domains.

2 MISSION

The 90th Cyberspace Operations Squadron (90th COS) provides, integrates, and delivers cyber capabilities central to all USAF cyber and assigned U.S. Cyber Command (USCC) Cyber Mission Forces. Performs Real-Time Operations & Innovation activities as directed by USCC to develop and deliver cyber capabilities to address critical cyber requirements. Creates and/or modifies computer applications, software, or specialized utility programs as directed. Performs advanced malware analysis, reverse engineering, signature development and modeling and simulation activities required for cyberspace capability development actions.

3 PURPOSE

This Quality Assurance Surveillance Plan (QASP) is a government-developed document used to determine if the contractor's performance meets the performance standards contained in the contract. The QASP establishes procedures on how this assessment/inspection process will be conducted. It provides the detailed process for a continuous oversight process:

- What will be monitored
- How monitoring will take place
- Who will be conduct the monitoring
- How monitoring efforts and results will be documented

The contractor is responsible for implementing and delivering performance that meets contract standards using its Quality Control Plan. The QASP provides the structure for the government's surveillance of the contractor's performance to assure that it meets contract standards. It is the government's responsibility to be objective, fair and consistent in evaluating contractor performance.

The QASP is not part of the contract nor is it intended to duplicate the contractor's quality control plan. This QASP is a living document. Flexibility in the QASP is required to allow for an increase or decrease in the level of surveillance necessary based on contractor performance.

The government may provide a copy of the QASP to the contractor to facilitate open communication. In addition, the QASP should recognize that unforeseen or uncontrollable circumstances might occur that are outside the control of the contractor.

Bottom line, the QASP should ensure early identification and resolution of performance issues to minimize impact on mission performance.

4 AUTHORITY

Authority for issuance of this QASP is provided under FAR Clause 52.212-4, which provides for inspection and acceptance of the service called for in the contract or order. This acceptance is to be executed by the Contracting Officer or a duly authorized representative.

5 ROLES AND RESPONSIBILITIES

The following personnel shall oversee and coordinate surveillance activities.

5.1 Program / Project Manager

The PM provides primary program oversight, nominates the COR, ensures the COR is trained before performing any COR duties and supports the COR's performance assessment activities. While the PM may serve as a direct conduit to provide Government guidance and feedback to the Contractor on technical matters, they are not empowered to make any contractual commitments or any contract changes on the government's behalf.

5.2 Contracting Office (CO)

The CO shall ensure performance of all necessary actions for effective contracting, ensure compliance with the contract terms, and shall safeguard the interests of the United States in the contractual relationship. The CO shall also ensure that the contractor receives impartial, fair, and equitable treatment under this contract. Determine and document the final assessment of the contractor's performance in the governments past performance tracking

5.3 Contracting Officer's Representative (COR)

The COR is responsible for providing continuous technical oversight of the contractor's performance and uses the QASP to conduct the oversight and surveillance process. The COR shall keep a Quality Assurance file that accurately documents the contractor's actual performance. The purpose is to ensure that the contractor meets the performance standards contained in the contract. The COR is responsible for reporting early identification of performance problems to the CO. The COR is required to provide an annual performance assessment to the CO which will be used in documenting past performance. The QASP is the primary tool for documenting contractor performance. The COR is not

5.4 Contractor Representatives

The following employees of the contractor serve as the contractor's Program Manager and Task Manager for this contract. (Names to be added after award.)

Program Manager -

Task Manager

Security Manager -

6 PERFORMANCE REQUIREMENTS AND METHOD OF SURVEILLANCE

This section describes the special requirements for this effort. The following sub-sections provide details of various considerations on this effort.

6.1 Contract Surveillance

The goal of the QASP is to ensure that contractor performance is effectively monitored and documented. The COR's

contribution is their professional, non-adversarial relationships with the CO, PM and the contractor, which enables positive, open and timely communications. The foundation of this relationship is built upon objective, fair, and consistent COR evaluations of contractor performance against contract requirements. The COR uses the methods contained in this QASP to ensure the contractor is in compliance with contract requirements. The COR function is responsible for a wide range of surveillance requirements that effectively measure and evaluate the contractor's performance. Additionally, this QASP is based on the premise that the contractor, not the government, is responsible for management and QC/QA actions to successfully meet the terms of the contract.

6.2 Initial Contract Performance Review

Within 30 days after the contractor assumes full performance responsibility, the PM and COR will conduct a review to determine that the contractor has successfully started performance, completed transition, is fully operational, and is within the estimated cost, schedule, and performance parameters of the contract. Results of the initial performance shall be reported to the Director, Cyber Simulation Center for review and validation. The format, e.g. briefing, written report or email, for the initial evaluation is at the discretion of PM. The PM may waive the initial evaluation for contractors that have continued performance under a successor contract award (prior incumbent), or for contractors which have otherwise demonstrated full compliance with contract start-up.

6.3 Surveillance Files

An inspection file *must* be developed and maintained by the primary COR. This folder is typically contained in hard copy, but may be maintained in a computer database provided there is adequate back up of the data to preclude accidental loss. (Additionally, some functions or items may be located in the CORT Tool). The surveillance folder may as an example contain the following information, but may contain any other sections or information that the COR finds useful.

- TAB 1 Request for COR Support
- TAB 2 COR Nomination Letter
- TAB 3 COR Training
- TAB 4 COR Designation Memo

TAB 5 COR Termination Memo
TAB 6 Contract, PWS, SS, Technical Requirements Document (TRD), Contract Data Requirements List (CDRL), etc.
TAB 7 Contractors QCP
TAB 8 QASP
TAB 9 Performance Evaluation Report, i.e., end of month report
TAB 10 PARs, Corrective Action Reports (CARs), etc.
TAB 11 Miscellaneous Documentation

6.4 Methods Used to Assess Contractor's Performance

The COR will use the following methods to evaluate contractor-provided services:

Periodic Surveillance: The COR will use this type of assessment by selecting samples (tasks) for evaluation on other than 100% inspections or on a statistically random basis. An example of periodic surveillance is weekly inspections, and COR chooses the location and time in other than a random basis.

100% Inspection: The COR will use this method of inspecting a requirement every time it occurs. Use of this technique is appropriate when contract requirements have critical impact on mission of safety, occur infrequently or have stringent requirements.

Customer Complaints: The COR will use this method to fully validate information obtained through other sources, as well as performance in any area. Any personnel that observe questionable services, incomplete, not performed, or performed improperly, should immediately contact the COR. The COR will receive, document, and validate or invalidate all complaints (see Attachment 5). If the complaint is invalid, the COR will contact the complainant and explain why the complaint was invalid. The COR will fully document the resolution for each complaint. The COR will notify the contractor of all valid complaints. If the Contractor challenges the validity of any complaint, and the COR and Contractor cannot come to agreement, the complaint in question shall be forwarded to the CO for resolution. Complaints will be tracked and if the performance standard is exceeded, the COR will notify the CO in writing. In turn, the CO will notify the contractor and take appropriate action. The process shall accommodate and document positive feedback as well.

6.5 Performance Requirements Summary (PRS)

Section 6.8 below is a list of the Performance Elements in the PWS. Each Performance Element includes a government-determined Performance Objective and Performance Standard, and a Method of Assessment that the COR will use to validate and inspect these performance elements. Inspection of each element will be documented in the COR file.

Performance objectives define the desired outcomes. Performance Standards define the level of service required under the contract to successfully meet the Performance Objectives. The inspection methodology defines how, when, and what will be assessed in measuring performance. The Government performs assessments, using this QASP, to determine the quality of the contractor's performance as it relates to the Performance Standard. The PRS is used to form the foundation of the CORs inspection checklist.

6.6 COR ASSESSMENTS

6.6.1 Assessment Schedule

The COR will develop an assessment schedule, based on this QASP and PWS requirements. The schedule will include the method/frequency of assessment.

6.6.2 Schedule Development

The COR will develop the assessment schedule at contract award and on an annual basis thereafter using the PWS/PRS as a guide. The COR will complete the assessment schedule no later than seven calendar days before the beginning of the period it covers (usually annually). The COR will provide the CA and COR supervisor copies of the assessment schedule. The COR will mark completed assessment schedules "For Official Use Only" and shall not show assessment schedules to the contractor.

6.6.3 Schedule Changes

The COR will post changes to the assessment schedule promptly and will send copies to the PM. The COR will document the reason(s) for changes of the assessment schedule, and maintain the documentation in the COR files with the corresponding changed assessment schedule.

6.6.4 COR End of Annual Report

The COR will submit an assessment report to the CO and the CORs supervisor no later than the first week of the first month of the next year. The report will identify the number of assessments scheduled and conducted in the previous quarter along with the number of PARs initiated, the number of corrective action reports (CARs) issued, and number of valid complaints, any significant contractor performance discrepancies, and a rating of the contractors overall performance. The COR will sign, date and provide a copy of the report to the CO and COR supervisor.

6.6.4.1 Performance Assessment Reports (PAR)

The PAR is used by the COR when performing routine assessments, annotating both positive and negative findings, related to the Performance Objectives assigned. The PAR should be initialed by the contractor representative. PARs may also be used to annotate any out-of-cycle issue, either positive or negative, that requires documentation. As a minimum, a PAR must be recorded for each inspection performed. A template PAR and instructions are in Attachment 6.

6.6.4.2 Corrective Action Reports (CAR)

The CAR is used when a negative PAR issued exceeds the established Performance Threshold allowed within the contract and formal action is needed for the CO to issue a notice of unacceptable performance to the contractor. After the CO issues the CAR, the contractor must respond in writing with a corrective action plan for the unacceptable performance issue. The COR should review the contractors response to determine whether the corrective action taken will be effective in resolving the unacceptable performance.

Once the corrective action is taken, the COR should monitor the situation to determine whether the unacceptable performance is corrected. A template CAR and instructions are in Attachment 7.

6.6.5 Assessment of PRS Items

The COR will conduct assessments IAW with projected assessment schedule outlined in Section 6.6.1 above for an effective QA program. Mission requirements may require deviations from the assessment schedule. The COR shall perform assessments as close to the schedule as possible and document assessments as they are conducted. The COR will conduct assessments of the contractors performance by determining whether or not the performance meets the thresholds contained in the contract PWS. When the COR determines that contractor performance is unacceptable,

the specific reason for the unacceptable performance will be recorded. If the discrepancy has been resolved locally, the COR will annotate and file a Memo for Record. Assessment documentation will include as a minimum, the date and location the assessment was conducted, results of the assessment (acceptable or unacceptable), PWS section number referencing the requirement, a short description of the requirement being surveyed, applicable remarks, and signature of COR conducting the assessment using the PAR. These assessments will serve as the official record of the inspection for auditing purposes and will be retained until the end of the contract period. If a discrepancy is recurring or cannot be resolved locally, the COR will refer it to the CO for action using the CAR process stated above. The COR will identify all actions taken on the discrepancy and a recommendation for resolution. The CO will provide disposition instructions.

6.6.6 Unacceptable Performance

6.6.6.1 Government-Caused

If any Government action, or lack of action, caused or contributed to the unacceptable performance, the contractor will not be held responsible for the unacceptable performance. The COR will take action to ensure Government action, or lack of action, does not interfere with the contractors performance in the future. The COR will completely document the circumstance.

6.6.6.2 Not Government-Caused

When the unacceptable performance is not the result of Government action, or lack of action, the COR will promptly notify the contractor and direct the contractor to re-perform the service, if possible, without additional cost to the Government. If the contractor challenges the validity of the CORs unacceptable assessment finding, and the COR and contractor cannot come to an agreement, the matter shall be referred to the CO for resolution. The COR may issue a CAR (via the CO) to the contractor to assure corrective action is taken. The contractor shall be required to return all completed CARs to the CO no later than the suspense date indicated on the CAR. Unacceptable performance re-performed by the contractor shall still count as unacceptable performance.

6.6.7 Assessment of Non-PRS Items

The Government has the right to inspect all services called for by the contract, to the extent practicable at all times and places during the term of the contract. Therefore, the COR has the right to not only conduct assessments for PRS items but also for non-PRS items as well. When the COR identifies unacceptable performance on non-PRS items, the COR will follow the same procedures as for PRS items.

6.7 METHOD OF ACCEPTANCE OF SERVICES

The COR will accept/reject services and task deliverables in accordance with FAR 52.212-4 and the acceptance criteria as set forth in PWS 4.6.1.1 Table 1 and this QASP. Appropriate Government assessment during performance provides reasonable assurance that efficient methods and effective cost controls are in place.

6.8 PERFORMANCE REQUIREMENTS SUMMARY / SURVEILLANCE MATRIX

The Surveillance Matrix is the list of performance objectives and standards that must be performed by the contractor. This matrix details the method of surveillance the COR will use to validate and inspect these performance elements. Inspection of each element will be documented in the COR file.

Performance objectives define the desired outcomes. Performance Standards define the level of service required under the contract to successfully meet the performance objective. The inspection methodology defines how, when, and what will be assessed in measuring performance. The Government performs surveillance, using this QASP, to

determine the quality of the contractor's performance as it relates to the performance element standards. The PRS should be used to form the foundation of the COR's inspection checklist.

In evaluating the quality of contractor's performance, the following performance ratings may be used.

Performance Rating	Criteria
Excellent / Outstanding	Performance meets contractual requirements and exceeds many to the Government's benefit. The contractual performance of the element or sub-element being assessed was accomplished with few minor problems for which corrective actions taken by the contractor was highly effective.
Very Good	Performance meets contractual requirements and exceeds some to the Government's benefit. The contractual performance of the element or sub-element being assessed was accomplished with some minor problems for which corrective actions taken by the contractor was effective.
Satisfactory	Performance meets contractual requirements. The contractual performance of the element or sub-element contains some minor problems for which corrective actions taken by the contractor appear or were satisfactory.
Marginal	Performance does not meet some contractual requirements. The contractual performance of the element or sub-element being assessed reflects a serious problem for which the contractor has not yet identified corrective actions. The contractor's proposed actions appear only marginally effective or were not fully implemented.
Unsatisfactory	Performance does not meet most contractual requirements and recovery is not likely in a timely manner. The contractual performance of the element or sub-element contains a serious problem(s) for which the contractor's corrective actions appear or were ineffective.

PERFORMANCE REQUIREMENTS SUMMARY/SURVEILLANCE MATRIX

Performance Objective	Performance Standards/	Inspections	Ratings
3.1 Physical, Virtual and Constructive Networks			
3.1.1 Design, install, configure, and operate physical, virtual and constructive networks, and combinations thereof to train and certify various cyber mission forces and command and control personnel on deterrent and wartime activities and processes. <u>Deliverables:</u> A1 Monthly Report	a) 95% of the configurations are delivered without error at or before the time directed in accordance with the Configuration Requirements Statement. b) Configurations are delivered at or below budget in accordance with the Configuration Requirements Statement final financial estimate.	What: Completed networks and Deliverable How: Network is checked against approved requirement Frequency: Continuously through successful operation Who: Lead Government engineer Standard(s): Inspection applies to all standards	
3.1.2 Document physical, virtual, and constructive network topologies for use in planning, Interconnection Security Agreements, instrumentation and other accreditation requirements. <u>Deliverables:</u> A1 Monthly Report A4 Network Topology	a) Documents delivered at or before the time directed in accordance with the Configuration Requirements Statement 9 out of 10 times. b) Documents delivered at or below budget in accordance with the Configuration Requirements Statement final financial estimate.	What: Documentation describing network and information content/flow and Deliverables How: Document contains accurate and necessary information as directed by requirements authority Frequency: At network authorization final approval Who: Lead Government engineer Standard(s): Inspection applies to all standards	

Performance Objectives	Performance Standards	Inspections	Ratings
3.2 Software Development and Maintenance			
3.2.1 Develop software solutions of deterrent and wartime activities and processes which may be used in standalone or various federation configurations to train and certify audiences whose sizes and missions range from a small team executing a coordinated non-kinetic attack to an individual service member calling for air support to a general officer and staff developing a combined air campaign plan. <u>Deliverables:</u> A1 Monthly Report A5 Baseline Software Release	a) 95% of the solutions delivered are validated and accredited by government selected subject matter experts without return for correction. b) Solutions are delivered at or before the time directed in accordance with the software requirements specification. c) Solutions are delivered at or below budget in accordance with the final software requirements specification costs estimate.	What: Verbal and written verification, validation and accreditation reports and Deliverables How: Functional validation and information assurance accreditation by security review/scan Frequency: At product operational testing Who: Functional area subject matter expert and for security by Assured Compliance Assessment Solution review Standard(s): Inspection	

<p>A7 Version Description Document</p>		<p>applies to all standards</p>	
<p>3.2.2 Maintain 1.7 million lines of government owned code from multiple programs and models.</p> <p><u>Deliverables:</u> A1 Monthly Report A5 Baseline Software Release A6 Software Patch Release A7 Version Description Document</p>	<p>a) 95% of the solutions delivered are validated and accredited by government selected subject matter experts without return for correction. b) Solutions delivered at or before the time directed in accordance with the software requirements specification. c) Solutions delivered at or below budget in accordance with the final software requirements specification costs estimate.</p>	<p>What: Verbal and written verification, validation and accreditation reports and Deliverables How: Functional validation and information assurance accreditation by security review/scan Frequency: At product operational testing Who: Functional area subject matter expert and for security by Assured Compliance Assessment Solution review Standard(s): Inspection applies to all standards</p>	
<p>3.2.3 Prepare Documents for release as acceptance test plans, version release descriptions, interface control, installation instruction, operations, accreditation artifacts, and logic data elements models.</p> <p><u>Deliverables:</u> A1 Monthly Report A7 Version Description Document</p>	<p>a) 98% of the documents delivered at or before the time directed without return for correction or completion.</p>	<p>What: Documents and Deliverables How: Document satisfies Government content requirement, format, and delivery time Frequency: At each required delivery Who: COR Standard(s): Inspection applies to all standards</p>	
<p>3.2.4 Install and configure models and modules of 90th COS government owned or operated products and applications.</p> <p><u>Deliverables:</u> A1 Monthly Report</p>	<p>a) 98% of product installations completed at or before the time directed. b) Product installations completed at or below budgeted agreement.</p>	<p>What: Model operates successfully and Deliverable How: At product operational testing Frequency: At each required installation Who: Verified by local US Government representative Standard(s): Inspection applies to all standards</p>	
<p>3.2.5 Operate and control applications for used in different configurations to train various audiences at multiple CONUS and OCONUS sites.</p>	<p>a) Applications meet or exceed a 98% operations rate for the execution period as measured by available operational minutes divided by total operational minutes.</p>	<p>What: Operational rate How: Review operational uptime/downtime metrics Frequency: At conclusion of each record event Who: COR Standard(s): Inspection applies to all standards</p>	

Performance Objectives	Performance Standards	Inspections	Ratings
3.3 Conduct Analysis			
3.3.1 Conduct analysis to develop and assess requirements and collect data to address government questions which are not limited to providing documented analysis of alternatives, design specifications, test plans, and training in the areas of cyber warfare operations, information operations, electronic warfare operations, command and control operations, intelligence operations, and Combined Air Operations Center operations. <u>Deliverables:</u> A1 Monthly Report A4 Network Topology A7 Version Description Document	<p>a) 98% of documents delivered at or before the time directed in accordance with the Requirements Statement without return for correction or completion.</p> <p>b) Documents delivered at or below budget in accordance Requirements Statement final financial estimate.</p>	<p>What: Analysis products and Deliverables How: Compare to requirement Frequency: At each required delivery Who: Lead Government engineer Standard(s): Inspection applies to all standards</p>	

Performance Objectives	Performance Standards	Inspections	Ratings
3.4 Scenario Development			
3.4.1 Design and develop computer model assisted and Master Scenario Event List vignettes and Scenarios for use in testing, training, and certification events. <u>Deliverables:</u> A1 Monthly Report	<p>a) 95% of the vignettes delivered at or before the time directed in accordance with the Requirements Statement without return for correction.</p> <p>b) Vignettes delivered at or below budget in accordance Requirements Statement final financial estimate.</p>	<p>What: Vignettes and scenarios and Deliverable How: Verify product meets tasks, conditions and standards specified by executive agent Frequency: Continuous Who: Lead Government engineer Standard(s): Inspection applies to all standards</p>	

Performance Objectives	Performance Standards	Inspections	Ratings
3.5 Program Support			
3.5.1 Perform program management for all sites to include program and project definition, planning, budgeting, coordination, monitoring, and performance assessment and evaluation; development of program and project related documentation (e.g. decision papers, briefings, etc.); participation at reviews, meetings, and similar sessions, and technical review of proposals, reports, and other deliverables.	<p>a) Schedules software releases as authorized by the Government's Executive Configuration Control Board.</p>	<p>What: Deliverable How: Review and compare to scheduled product releases Frequency: Monthly Who: COR Standard(s): Inspection applies to all standards</p>	

<u>Deliverables:</u> A1 Monthly Report			
3.5.2 Develop, deliver, and maintain the master program plan which is the monthly record of project status and that is accumulated from all site weekly updates. <u>Deliverables:</u> A1 Monthly Report	a) Master Program Plan delivered by the 5th working day of each month.	What: Master Program Plan and Deliverable How: Verify site reports are included Frequency: Monthly Who: COR Standard(s): Inspection applies to all standards	
3.5.3 Develop, implement, and maintain configuration management plan for addressing all sites, all software, and the deployment process as required by policy and process changes. <u>Deliverables:</u> A2 Configuration Management Plan	a) Initial delivery within 30 days of contract task award and updated thereafter either annually or by policy changes, whichever is the least frequent.	What: Configuration management plan Deliverable How: Compare to Risk Management Framework standards Frequency: Within 30 days of contract task award then in accordance with Section 3.5.3(a) Who: COR Standard(s): Inspection applies to all standards	
3.5.4 Develop training packages for various GOTS/COTS products as requested by users. <u>Deliverables:</u> A1 Monthly Report	a) 98% of Training Packages delivered at or before the time directed in accordance with the Requirements Statement without return for correction or completion.. b) Training Packages delivered at or below budget in accordance Requirements Statement.	What: Training plan and Deliverable How: Compare package to requested training objectives Frequency: At each required delivery Who: COR Standard(s): Inspection applies to all standards	
3.5.5 Assign personnel and schedule all TDYs in support of the program as directed by the Executive Configuration Control Board. <u>Deliverables:</u> A1 Monthly Report	a) Travel and Personnel scheduling is accomplished within 5 working days of notification. b) Must adhere to requisite Status of Forces Agreements when OCONUS. c) Travelers possess US Passport at contract award.	What: Customer satisfaction and Monthly Report and Deliverable How: Verified by Government representative Frequency: Continuous Who: COR Standard(s): Inspection applies to all standards	
3.5.6 Establish a help desk function to respond to users and other model developer inquiries. <u>Deliverables:</u> A1 Monthly Report	a) Acknowledge email contact within 24 hours (weekend excluded unless an exercise in execution is ongoing). b) Acknowledge telephone contact immediately (weekend excluded unless an exercise in	What: User satisfaction and Deliverable How: Check with users and track solution decision process Frequency: Randomly Who: COR	

	<p>execution is ongoing).</p> <p>c) Determine solution course of action and obtain government approval within 36 hours of acknowledgement and alert customer.</p> <p>AQL: 9 of every 10 notifications are made within 36 hours.</p>	<p>Standard(s): Inspection applies to all standards</p>	
<p>3.5.7 Deploy and redeploy government furnished equipment in support of the program as directed by the Government's Executive Configuration Control Board.</p> <p><u>Deliverables:</u> A1 Monthly Report</p>	<p>a) Arrangements to deploy/redeploy GFE are made within 5 working days of notification.</p>	<p>What: Tracking documents and hand receipts and Deliverable How: Compare report documents to current status Frequency: Continuous Who: Lead Government engineer Standard(s): Inspection applies to all standards</p>	

Performance Objectives	Performance Standards	Inspections	Ratings
<p>3.6 System Administration</p>			
<p>3.6.1 Perform system administration for 90 COS applications.</p> <p><u>Deliverables:</u> A1 Monthly Report A3 ECCB Minutes</p>	<p>a) Distribute the software according to Government's Executive Configuration Control Board decisions. b) 98% of releases are complete and delivered as authorized. c) Perform user account maintenance. d) Maintain the system in compliance with Information Assurance Vulnerability Alert (IAVA) system. e) Maintain physical control of the production executables, production directories, and source code baselines.</p>	<p>What: Monthly report and ECCB minutes and Deliverables How: Check against ECCB decisions Frequency: Continuous Who: COR Standard(s): Inspection applies to all standards</p>	
<p>3.6.2 Assist the government to maintain Risk Management Framework accreditation standards for designated applications and lab configurations.</p> <p><u>Deliverables:</u> A3 ECCB Minutes</p>	<p>a) Conduct security testing prior to software release. b) No category 1 or 2 security findings; all findings mitigated. c) Artifacts delivered at or before the time directed in accordance with the Requirements Statement.</p>	<p>What: Artifacts and ASAS scans and Deliverable How: Artifacts match requirements and scans have any category 1 or 2 findings mitigated Frequency: Continuous Who: COR Standard(s): Inspection applies to all standards</p>	

Performance Objectives	Performance Standards	Inspections	Ratings
3.7 All Site General Support			
3.7.1 Prepare and present briefings and demonstrations which document existing applications, ongoing and scheduled work and that may also contain cost-related information.	a) Presentations delivered at or before the time directed in accordance with the Requirements Statement.	What: Target audience How: Query target audience Frequency: At conclusion of each record event Who: Lead Government engineer Standard(s): Inspection applies to all standards	
3.7.2 Maintain required training certification for personnel. <u>Deliverables:</u> A3 ECCB Minutes	a) Site leads require current LINUX+ and SECURITY+ certifications. b) Training status reported in Government's Executive Configuration Control Board minutes.	What: Required certifications How: Request certificate records and monitor ECCB minutes Frequency: Randomly Who: COR Standard(s): Inspection applies to all standards	
3.7.3 Maintain accountability for government furnished equipment assigned by either the Program Office or the distributed sites.	a) Inspect and inventory in accordance with Air Force Manual 33-153 <i>Information Technology Asset Management</i> . b) Deploy all new IT assets in accordance with ECCB decisions. c) Maintain building and room diagrams to accurately account for asset locations. d) Process excess equipment in accordance with established regulations and local policy.	What: Hand receipts How: Compare hand receipts to Asset Inventory Management account Frequency: Upon any add or delete, otherwise annually Who: Property account holder primary or alternate Standard(s): Inspection applies to all standards	

ATTACHMENT 3 – GOVERNMENT FURNISHED EQUIPMENT

Attached as separate document.

ATTACHMENT 4 – CONSENT TO PURCHASE

Consent to Purchase (CTP) Form						
Contract #:		Task Order Number:		ID07170023		
<p>Directions for use of this form: This form shall be used to request travel, materials purchases (if applicable), and other direct costs (if applicable per the awarded order requirements) that are within the scope of the associated task order. All materials procured on behalf of the Government whereby the Government takes title at the time the items are paid for, shall be the property of the Government and shall be managed in accordance with FAR 52.245-1. All materials procured shall be used for official Government related business only, which is directly associated with the performance of this task order. Other Direct Costs (or ODCs) are items that are an integral part of the performance of the requirement, and are within the scope of the overall requirement, but are not specifically list and pre-priced on the contract vehicle. The contractor may insert and copy lines as needed in the spreadsheet. No sole source or brand name only items shall be procured unless required and properly documented by the Government CO in writing.</p> <p>Required Documentation: All supporting documentation shall be submitted with this CTP request to include, as required, the following:</p> <ul style="list-style-type: none"> • Price analysis showing the price is fair and reasonable. • Justification for Limiting Competition (if applicable, should be used sparingly) <p>Failure to provide the proper documentation and follow the proper purchasing processes in accordance with the approved purchasing system, or a system otherwise approved in this contract, shall result in no reimbursement to the contractor. This form, and the approvals received via email or hard copy, shall be submitted with the invoices to substantiate the reimbursable costs.</p>						
Procurement Tracking (CTP) #:		Date of Request:		CLIN #:		Need Date:
Type of Procurement: <input type="checkbox"/> ODC Materials <input type="checkbox"/> ODC Labor/Services <input type="checkbox"/> Travel <input type="checkbox"/> Shipping						
Description of the Procurement: [Insert specific description of this purchase here]						
PROCUREMENT TYPE:		<input type="checkbox"/> FAR 51 Deviation (Against FSS)		<input type="checkbox"/> Not Applicable		
		Open Market Procurement				
		<input type="checkbox"/> Competitive		<input type="checkbox"/> Not Applicable		
		<input type="checkbox"/> Brand Name (justification required)				
		<input type="checkbox"/> Sole Source (justification required)				
ATTACHMENTS:		<input type="checkbox"/> Price Analysis		<input type="checkbox"/> Brand Name Justification		
		<input type="checkbox"/> Sole Source Justification		<input type="checkbox"/> Other (Describe):		
ITEM #	SELECTED SOURCE	ITEM DESCRIPTION	QTY	UNIT OF ISSUE	UNIT PRICE	REQUESTED REIMBURSEMENT PRICE
1						
2						
3						
Subtotal of All Request Costs for Direct Reimbursement to the Contractor						
Total Costs Reimbursable Request:						
<p>APPROVAL ROUTING CHAIN: (Send this form via email to all of the following, per the PWS requirements.)</p> <ul style="list-style-type: none"> • FAR 51 or Open Market < \$3,500: E-mail approval along with this form with COR signature. • FAR 51 or Open Market > \$3,500: 3 Quotes Solicited along with this form with COR, APM & CO approval. • Brand Name or Sole Source (regardless of value): Brand Name/Sole Source justification required along with this form with COR, PM & CO signatures. 						
CONTRACTING OFFICER REPRESENTATIVE (COR) CONCURRENCE TO PROCUREMENT:				COR Signature		
GSA APROJECT MANAGER (APM) COORDINATION:				PM Signature		
CONTRACTING OFFICER (CO) APPROVAL AND OBLIGATION OF FUNDING TO PROCUREMENT:				CO Signature		

*Signature authority is in accordance with the terms expressed in the PWS for travel.

ATTACHMENT 5 - CUSTOMER COMPLAINT RECORD

CUSTOMER COMPLAINT RECORD			DATE/TIME OF COMPLAINT
SOURCE OF COMPLAINT			
ORGANIZATION	BUILDING NUMBER	INDIVIDUAL	PHONE NUMBER
NATURE OF COMPLAINT			
CONTRACT REFERENCE			
VALIDATION			
DATE/TIME CONTRACTOR INFORMED OF COMPLAINT			
ACTION TAKEN BY CONTRACTOR			
RECEIVED/VALIDATED BY			

ATTACHMENT 6 - PERFORMANCE ASSESSMENT REPORT (PAR)

PERFORMANCE ASSESSMENT REPORT (PAR) <i>(If more space is needed, use reverse and identify by number)</i>		
1. CONTRACT/TASK ORDER NUMBER	2. CONTRACTOR	3. TYPE OF SERVICES
4. QUALITY ASSURANCE PERSONNEL (COR) SIGNATURE AND DATE		5. COR PHONE
		6. SUSPENSE DATE
I. PERFORMANCE		
7. <input type="checkbox"/> DEFICIENCY (CHECK ALL BOXES THAT APPLY) <input type="checkbox"/> NEW <input type="checkbox"/> REPEAT <input type="checkbox"/> NO DEFICIENCY NOTED		8. SERVICES SUMMARY or PWS SECTION ITEM REVIEWED
9. BRIEF DESCRIPTION OF DEFICIENCY (IF DEFICIENCY BOX WAS CHECKED)		10. DETAILED PERFORMANCE ASSESSMENT
II. CONTRACTOR VALIDATION		
11. CONTRACTOR REPRESENTATIVE <input type="checkbox"/> CONCUR <input type="checkbox"/> NON-CONCUR		12. CORRECTIVE ACTION ESTIMATED COMPLETION DATE
13. CONTRACTOR REPRESENTATIVE CORRECTIVE ACTION AND PREVENTION OF RECURRENCE <u>OR</u> REASON FOR NON-CONCURRENCE OF COR CITED DEFICIENCY		
III. ACTION CORRECTED		
14. <input type="checkbox"/> CONCUR <input type="checkbox"/> NON-CONCUR COR SIGNATURE AND DATE		
15. COR REMARKS (REQUIRED)		
16. CONTRACTOR REPRESENTATIVE REMARKS		

ATTACHMENT 7 - CORRECTIVE ACTION REPORT (CAR)

CORRECTIVE ACTION REPORT (CAR) <i>(If more space is needed, use reverse and identify by number)</i>			
1. CONTRACTOR	2. CONTRACT NUMBER	3. TYPE OF SERVICES	
4. FUNCTIONAL AREA		5. SUSPENSE DATE	6. CONTROL NUMBER
7. DEFICIENCY <input type="checkbox"/> MAJOR <input type="checkbox"/> MINOR			
FINDING:			
FINDING IMPACT:			
<i>Please respond with a written corrective action plan that details the corrective action of the cited deficiency, the cause of the deficiency, and actions taken to prevent recurrence by Suspense Date in Block 5. If date was not entered in Block 5, the contractor is not required to provide a response.</i>			
8. QUALITY ASSURANCE PERSONNEL (COR)			
TYPED NAME AND GRADE		SIGNATURE AND DATE	
9. ISSUING AUTHORITY			
TYPED NAME AND GRADE		SIGNATURE AND DATE	
10. COR RESPONSE TO CONTRACTOR CORRECTIVE ACTION AND ACTION TAKEN TO PREVENT RECURRENCE			
11. COR DETERMINATION <input type="checkbox"/> ACCEPTED <input type="checkbox"/> REJECTED		12. CLOSE DATE	

ATTACHMENT 8 - POINTS OF CONTACT

Contracting Officer Representative and Alternate COR (if applicable)

The COR information shall be provided at the time of award.

GSA Contracting Officer

GSA Project Manager

ATTACHMENT 9 - DATA RIGHTS

The following DFARS clauses are hereby incorporated by reference:

252.227-7013, Rights in Technical Data – Noncommercial Items (Feb 2014)

252.227-7014, Rights in Noncommercial Computer Software and Noncommercial Computer Software Documentation (Feb 2014)

252.227-7015, Technical Data--Commercial Items (Feb 2014)

252.227-7016, Rights in Bid or Proposal Information (Jan 2011)

252.227-7017, Identification and Assertion of Use, Release, or Disclosure Restrictions (Jan 2011)

252.227-7019, Validation of Asserted Restrictions--Computer Software (Sep 2016)

252.227-7025, Limitations on the Use or Disclosure of Govt-Furnished Info Marked with Restrictive Legends (May 2013)

252.227-7026, Deferred Delivery of Tech Data or Computer Software (Apr 1988)

252.227-7027, Deferred Ordering of Tech Data or Computer Software (Apr 1988)

252.227-7028, Technical Data or Computer Software Previously Delivered to the Government (Jun 1995)

252.227-7030, Tech Data--Withholding of Payment (Mar 2000)

252.227-7037, Validation of Restrictive Markings on Tech Data (Sep 2016)

252.227-7038, Patent Rights--Ownership by the Contractor (Large Business) (Jun 2012)

252.227-7039, Patents--Reporting of Subject Inventions (Apr 1990)

The following FAR clauses are hereby incorporated by reference:

52.227-11, Patent Rights -- Ownership by the Contractor (May 2014)

ATTACHMENT 10 - APPLICABLE DIRECTIVES

The contractor shall comply with all documents listed below as mandatory and referenced under Section 3.0, Performance Requirements. Compliance with documents listed as non-mandatory is the contractors' option.

Mandatory compliance (list)

Name, TO-Number, Increment Code, Stock Number, Pub Date

AF TECHNICAL ORDER SYSTEM, 00-5-1-WA-1, Rev 26 (digital), 00TE00000399711, 1-Oct-14

AF TECHNICAL ORDER LIFE CYCLE MANAGEMENT, 00-5-3-WA-1, Rev 16 (digital), 00TE00000003111, 1-Sep-14

AIR FORCE TIME COMPLIANCE TECHNICAL ORDER PROCESS, 00-5-15-WA-1, Rev 11 (digital), 00TE00000574411, 22-Sep-14

USAF TECHNICAL ORDER NUMBERING SYSTEM, 00-5-18-WA-1, Rev 11 (digital), 00TE00002140411, 1-Oct-14

WEB ACCESS - AEROSPACE EQUIPMENT MAINTENANCE INSPECTION, DOCUMENTATION, POLICY AND PROCEDURES, 00-20-1-WA-1, Rev 5 (digital), 00T006695000011, 15-Jun-13

MAINT PROCESSING OF REPARABLE PROPERTY AND REPAIR CYCLE ASSET CONTROL SYS, 00-20-3-WA-1, Rev 11 (digital), 00T006473000011, 1-Jan-09

USAF DEFICIENCY REPORTING, INVESTIGATION, AND RESOLUTION, 00-35D-54-WA-1, Rev 12 (digital), 00T006460000011, 1-Nov-11

PUBLIC KEY INFRASTRUCTURE FUNDAMENTALS, 31S5-4-7205-8-1-WA-1, Basic (digital), 31T039530000011, 9-Aug-10

METHODS AND PROCEDURES -- GENERAL CYBERSPACE SUPPORT ACTIVITIES MANAGEMENT PROCEDURES AND PRACTICE REQUIREMENTS, 00-33A-1001-WA-1, Rev 11 (digital), 00T006847000011, 1-May-14

Non-Mandatory document (list)

Name, TO-Number, Increment Code, Stock Number, Pub Date

INSPECTION AND PREVENTIVE MAINTENANCE PROCEDURES FOR CLASSIFIED STORAGE CONTAINERS, 00-20F-2-WA-1, Rev 22 (digital), 00T006861000011, 18-Apr-14

GENERAL SHOP PRACTICE REQUIREMENTS FOR THE REPAIR, MAINT AND TEST OF ELECTRICAL EQUIP, 00-25-234-WA-1, Rev 9 (digital), 00T006840000011, 23-Mar-14

METHODS AND PROCEDURES -- AFNET OPERATIONAL CHANGE MANAGEMENT PROCESS, 00-33A-1100-WA-1, Rev 5 (digital), 00TE00001440811, 2-Dec-14

METHODS AND PROCEDURES -- MANAGING THE CYBERSPACE INFRASTRUCTURE WITH THE
CYBERSPACE INFRASTRUCTURE PLANNING SYSTEMS (CIPS), 00-33D-3003-WA-1, Rev 5 (digital),
00T006849000011, 11-Apr-14

CORROSION PREVENTION AND CONTROL, GROUND COMMUNICATIONS - ELECTRONIC EQUIPMENT
(C-E), 1-1-700-WA-1, Rev 5 (digital), 01T122066000011, 12-Feb-14

**ATTACHMENT 11 – DD FORM 254, DEPARTMENT OF DEFENSE SECURITY
CLASSIFICATION SPECIFICATION**

Attached as separate documents.

APPENDIX A EVALUATION CRITERIA

(NOTE: This Attachment falls off of the PWS at the time of task order/contract award).

52.212-2 Evaluation—Commercial Items (October 2014)

(a) The Government will award a contract resulting from this solicitation to the responsible offeror whose offer conforming to the solicitation will be most advantageous to the Government, price and other factors considered. The following factors shall be used to evaluate offers:

Non-price factors, (PE/TA/Skills, Abilities, and Experience in Mission Areas) are listed in descending order of importance. Non-price factors, when combined, are significantly more important than Price. As the difference in non-price factors becomes closer, Price may become more important. Non-price factors will be evaluated first, then price.

(b) *Options.* The Government will evaluate offers for award purposes by adding the total price for all options to the total price for the basic requirement. The Government may determine that an offer is unacceptable if the option prices are significantly unbalanced. Evaluation of options shall not obligate the Government to exercise the option(s).

(c) A written notice of award or acceptance of an offer, mailed or otherwise furnished to the successful offeror within the time for acceptance specified in the offer, shall result in a binding contract without further action by either party. Before the offer's specified expiration time, the Government may accept an offer (or part of an offer), whether or not there are negotiations after its receipt, unless a written notice of withdrawal is received before award. (End of Provision)

A1.0 Evaluation Information

*****NOTE: Failure to comply with any of the requirements identified in the PWS, may render the contractor's quote unacceptable. *****

The evaluation will be conducted utilizing a Best Value – Tradeoff Process. This process allows for a tradeoff between technical factors and price and allows the Government to accept other than the lowest priced proposal or other than the highest technically rated proposal to achieve a best-value contract award if it is determined that there is value-added benefit to the Government in doing so.

GSA will make that determination based on each vendor's response package using the following evaluation criteria, listed in their descending order of importance:

- Past Experience (PE) is *what specific work was performed* and its relevancy to the scope, size, and duration *of requirements identified in the PWS within the last 3 years.*
- Technical Approach (TA) and its feasibility, practicability and appropriateness in accomplishing PWS requirements.
- Skills, Abilities, and Experience in Mission Areas will demonstrate the offeror has the required personnel with training, experience, and security clearances.
- Price: Evaluated to determine that the price is fair and reasonable.

A debriefing may be requested by the vendor, and shall be conducted by GSA in accordance with the requirements of 52.212-1(l).

If any of the evaluation factors (PE/TA/Skills, Abilities, and Experience in Mission Areas) receives a rating of less than acceptable, the Response package may not be reviewed any further and will not be considered for award.

A1.1 Past Performance (PP)

While past performance is not a formal evaluation factor for this procurement, the GSA CO will review the Federal Awardee Performance and Integrity Information System (FAPIIS) and the Excluded Parties Lists System (EPLS) (within System for Award Management (SAM)) information on the awardee in order to make a past performance **responsibility determination** in accordance with FAR 9.104-6 FAPIIS and FAR 9.105-1, "Obtaining Information."

The Government reserves the right to review information contained in the Past Performance Information Retrieval System (PPIRS) (<http://www.ppirs.gov/>), and other applicable Government systems in an effort to make an informed **responsibility determination** prior to award.

A1.2 Past Experience (PE)

This factor considers the extent of the offeror's past experience in carrying out similar work. The government must have confidence in the offeror's ability to complete a project with similar scope, size, and duration with minimal risk.

- Similar in Scope is defined as a measurable range of operations such as the major requirement areas of tasks 3.1 through 3.3 in this PWS.
- Similar in Size is defined as dollar value, number of personnel in similar skill sets, and/or number of users/hardware supported.
- Similar in Duration is identified by the client as the length of time required to show the vendor can support a requirement of similar length.

In addition to demonstrating past experience performing similar requirements of this PWS, additional favorable consideration may be given to PE submittals that reflect past experience in desired skills and expertise listed under PWS 5.0.

A1.3 Technical Approach (TA)

This factor considers the extent which the offeror understands the specific requirements of the PWS, and the offeror's technical approach to meeting those requirements.

Each offeror will be evaluated on their demonstrated understanding of the task requirements, the adequacy of the proposed solution/approach, the quality and completeness of their technical solutions to these objectives, and the overall qualifications and skill mix of the contractor workforce proposed to address these task order objectives.

A1.4 Skills, Abilities, and Experience in Mission Areas

This factor will be evaluated based on demonstration of and substantiating significant operational experience, significant formal training, and extensive hands-on experience in the areas required by the tasks of the proposed personnel.

Staffing Plan: Provide a staffing plan and map your proposed labor categories to those identified in the PWS. The Government may select the vendor Staffing Plan that provides more or less experience based on best value procurement.

The Staffing Plan shall list personnel qualifications and skill level categories available to work on task start-up date. Discuss your specific methods for recruiting, training, and retaining qualified personnel. The plan shall include proposed skill categories and estimated number of hours for each labor category.

The Staffing Plan shall address the “desired specialized skill sets” and the desired experience listed in PWS Paragraph 5.0.

The Staffing Plan shall provide the Government a clear understanding of how the offeror intends to staff the project to meet all requirements, including delivery schedules and emergency responses. The Staffing Plan shall also address how the vendor intends to provide continuous and uninterrupted support throughout the life of the task, even with instances of contractor personnel becoming unavailable for work under this task order, due to termination of employment or other reasons.

The Staffing Plan shall provide information regarding how long they have been able to retain their personnel on other contracts (what is their turnover rate); how long do they normally take to bring someone on board (especially to replace people that move on and for surge project requests); what is their Personal Identify Verification (PIV) investigative process (are they PIV ready) – do they accomplish any internal background investigations before sending the candidates for the governments' background checks; do they provide their employees with any type of training as to what is expected of them at the client's site

A1.5 Transition Plan

The Transition Plan will be reviewed by the Government to determine if all factors involved in the transition are considered and documented. A rating will not be assigned to the review of the Transition Plan.

A1.6 Price

Price will be evaluated to determine the fairness and reasonableness of proposed pricing, using all means at the Contracting Officer's discretion. Price will be evaluated separate from all non-price elements of the response package. A rating will not be assigned to the evaluation of price

A1.7 Organizational Conflict of Interest (OCI) Mitigation Plan (if an OCI has been identified and requires mitigation) (Submitted as part of TA; Reference B1.1.3)

The offeror's Organizational Conflict of Interest Mitigation Plan will be evaluated as acceptable or unacceptable based on meeting the requirements identified in this PWS. An offeror with an unacceptable Organizational Conflict of Interest Mitigation Plan will have until time of award to submit an acceptable plan or that offeror will be removed from consideration.

The plan should consist of the following sections:

- A Table of Contents
- Part 1 – Disclosure of existing or potential OCI's
- Part 2 – Detailed descriptions of the specific measures that are proposed to avoid, mitigate, or neutralize each one of the OCI's described in Part 1 of the plan.

APPENDIX B INSTRUCTIONS TO OFFERORS

B1.0 Response Package Instructions

The contractor's response package must include the following information, submitted in Times New Roman, Font 12 with 1" margins, and shall not exceed the following page limitations:

- **Cover Letter/Executive Summary** (including the contractor's DUNS, Tax ID, Prompt Payment Discount, and response to PWS 6.6.1): 2 Page Limit.
- **Assumptions/Exceptions:** Any/all exceptions/assumptions must be clearly noted on a separate document. No page limit.
- **Past Experience (PE):** 6 Page Limit (*Max 3 references/Max 2 pages per reference*)
- **Technical Approach (TA):** 10 Page Limit (to include all information required by B1.1.3)
- **Skills, Abilities, and Experience in Mission Areas:** (20 Page Limit includes Max 4 Resumes/Max 2 pages per Resume)
- **Transition Plan:** 10 Page Limit
- **Pricing:** Mandatory spreadsheet (Appendix D) must be completed and returned with pricing information. Price will be submitted separate from all non-price elements of the response package. No Pricing information shall be in PE, TA, Skills Abilities and Experience in Mission Areas, or Transition Plan.
- **Representations and Certifications, to include:**
 - **Tax Liability Letter (FAR 52.209-11) submitted on company letterhead: No page limit.**
 - **52.212-3, Offeror Representations and Certifications -- Commercial Items (Jan 2017)**
 - **52.227-15, Representation of Limited Rights Data and Restricted Computer Software (Dec 2007)**
 - **52.203-98, Prohibition on Contracting with Entities that Require Certain Internal Confidentiality Agreements (DEVIATION 2015-02) (Feb 2015) – REPRESENTATION**
 - If all reps and certs are on the System for Award Management website (SAM.gov), please note this information on the cover letter of the package. **No Page Limit.**
- **OCI CERTIFICATION and OCI MITIGATION PLAN:** The OCI Certification is required with response package (See section B1.1.8). The OCI Mandatory Disclosure is found in Appendix B1.1.10. The OCI Mitigation Plan shall be submitted as part of TA in the response package, if an OCI has been identified and requires mitigation. Reference B1.1.3.

B1.1 Response Package Development Instructions

The contractor must submit the response package by the date and time established in the email notice. If the submission cannot be emailed due to technical difficulty, immediately report the problem to the **Contracting Officer**, in sufficient time prior to closing to allow for the submission of the package via an alternative method.

Award will be made in GSA's Electronic Ordering System known as ITSS; therefore, the successful offeror shall be registered in ITSS.

If a contractor decides to submit a "No Bid" in response to the solicitation, GSA requests a reason be provided.

All questions concerning this solicitation package will be submitted to the GSA Contracting Officer via email by close of business **five (5) working days** after the solicitation issue date identified in the email notice. The GSA Contracting Officer will compile all questions and responses and email for all solicited vendors to view as an amendment to the solicitation.

The only method by which any terms of this solicitation (to include the PWS) may be changed is by a formal amendment to the solicitation generated by the issuing office. No other communication made whether oral or in

writing (e.g., at any Pre-offer submittal conference, Industry Questions & Answers prior to response closing date and time, clarifications, etc.), will modify or supersede the terms of the PWS. No contact with anyone other than the responsible Contracting Officer is allowable after the release of the solicitation.

The Government reserves the right to make a selection based upon initial submittal packages; therefore the offeror should submit its best terms in its initial submission. The Government also reserves the discretion to confer with offerors/interested parties and request revised submittal packages if needed. The Government reserves the right to make no award.

Offeror's shall thoroughly examine all solicitation documents and instructions. Failure to do so will be at the offeror's own risk. Failure to comply with all of the terms and conditions of the solicitation, to include the PWS, may result in the Government's elimination of the submittal package received in response to the solicitation, from further consideration for award.

B1.1.1 Required PP Information

Although Past Performance (PP) is not a formal evaluation factor for award, the GSA CO will review the Federal Awardee Performance and Integrity Information System (FAPIS) and the Excluded Parties Lists System (EPLS) (within System for Award Management (SAM)) information on the awardee in order to make a past performance responsibility determination in accordance with FAR 9.104-6 FAPIS and FAR 9.105-1, "Obtaining Information."

There is no additional information required for submittal by the contractor with their offer.

The Government reserves the right to use past performance information obtained from sources other than those identified by the offeror. This past performance information will be used for the evaluation of past performance.

B1.1.2 Required Past Experience (PE) Information

Using the Past Experience Information Sheet (PWS/Appendix C) provide the PE information for three (3) past or current contracts/task orders executed within the past 3 years with comparable (same or similar scope, size, duration) requirements to the solicited task.

PE will only be considered if the offeror was the Prime Contractor.

Note: In rating this factor, the Government will evaluate the firm's similar experience. The Government's consideration of experience will include the offeror's organizational experience but will not include specific consideration of the offeror's proposed, current, or former contractor personnel experience as part of the offeror's organizational experience.

B1.1.3 Required TA Information

In support of the evaluation of the TA each offeror must submit the following:

- Project Management Plan including teaming partners or subcontractors.
- Description/narrative of the vendor's knowledge and understanding of the requirements as outlined in the PWS. Responses which identify current challenges in the cyber network, modeling and simulation environment and the live-virtual-constructive training environment which also include proposed solutions would more completely demonstrate the knowledge and understanding of the requirements
- OCI Mitigation Plan (Referenced in Section 6.6.6) (if required, limited to 2 extra pages)

B1.1.4 Skills, Abilities, and Experience in Mission Areas

Demonstrate a solid base of knowledge, expertise and capabilities with respect to the requirements by identification of specific skill categories with a description of specific duties each will perform. Resumes are required for the Key Personnel identified in Section 5.2 Labor Categories/Hours/Locations Tables to substantiate the relevant operational experience, significant formal training, or extensive hands-on experience. The vendor shall include a "crosswalk"

between the labor categories identified in this PWS and their proposed labor categories based on their awarded NETCENTS-2 NetOps and Infrastructure Solutions Full & Open contract.

Security Plan: This task requires personnel to have a final U.S. Government issued TOP SECRET security clearance and be ICD 704 eligible with a current SSBI at the time of award. Contractor shall follow the security requirements outlined in the contract DD Form 254, Department of Defense Security Classification Specification (Attachment 11).

B1.1.5 Transition Plan

As required by Section 4.3, a Transition Plan shall be submitted with the proposal. The Transition Plan will be reviewed by the Government but a rating will not be assigned. The Government reserves the right to request clarifications or revisions during the evaluation period or after award.

B1.1.6 Required Pricing Information

This requirement is **incrementally funded T&M** with pricing based on the NETCENTS-2 NetOps and Infrastructure Solutions Full & Open contract vehicle. In the pricing section of the response to this PWS, offerors shall include specific skill category(s) with rates the contractor expects to invoice and the number of positions with estimated total hours for each position. These rates shall be fully burdened, and not subject to DCAA audited finalized rates.

In an effort to receive the highest quality solution at the lowest possible price, the Government requests all available discounts on all services offered by the contractor for this requirement. The offeror is encouraged to offer discounts below contract rates. When offering discounts, quotes must clearly identify both the contract and the discount price for each discounted labor rate.

The vendor will provide/offer prompt payment terms in their quote, ensuring that any prompt payment terms included in the basic contract.

B1.1.7 Travel

Travel *is* anticipated for this task. The vendor shall include travel costs in accordance with the terms identified in the PWS.

The travel ceiling that is provided is an estimate for evaluation purposes only. All offerors shall propose the estimated amounts. No G&A, OH or other indirect costs shall be allowable under the terms of the solicitation or resultant awarded order.

B1.1.8 OCI * REQUIRED DISCLOSURE *****

In response to this solicitation the vendor shall identify any potential conflicts of interest associated with the requirements of this procurement per FAR 9.5. This disclosure shall be submitted on a separate signed letter on company letterhead. If no OCI exists, the letter shall state that fact, and shall be signed by an authorized signatory of the company. See Section 6.6.6 of the PWS titled "Organizational Conflict of Interest".

B1.1.9 Required Representations and Certifications *REQUIRED DISCLOSURE*****

The following reps and certs are required to be submitted in response to the solicitation. If the reps and certs, with the exception of the tax certification letter, are on the SAM.gov website, please state that fact in the cover letter of the submittal package.

B1.1.9.1 Required Tax Certification Letter *REQUIRED WITH RESPONSE PACKAGE*****

Please submit the following in accordance with the Department of Justice's policy certifying that your company does not have any unpaid federal tax delinquencies or, within the preceding 24 months, has a felony criminal conviction

under any federal law or state law.

Response is required on your company letterhead identifying the project title, and ID07170023. Date the document, and ensure the document is signed by an official of the company who is authorized to represent the company on this topic.

FAR 52.209-11 Representation by Corporations Regarding Delinquent Tax Liability or a Felony Conviction under any Federal Law (Feb 2016)

(a) As required by sections 744 and 745 of Division E of the Consolidated and Further Continuing Appropriations Act, 2015 (Pub. L. 113-235), and similar provisions, if contained in subsequent appropriations acts, the Government will not enter into a contract with any corporation that—

(1) Has any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability, where the awarding agency is aware of the unpaid tax liability, unless an agency has considered suspension or debarment of the corporation and made a determination that suspension or debarment is not necessary to protect the interests of the Government; or

(2) Was convicted of a felony criminal violation under any Federal law within the preceding 24 months, where the awarding agency is aware of the conviction, unless an agency has considered suspension or debarment of the corporation and made a determination that this action is not necessary to protect the interests of the Government.

(b) The Offeror represents that—

(1) It is is not a corporation that has any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability; and (2) It is is not a corporation that was convicted of a felony criminal violation under a Federal law within the preceding 24 months.

(End of provision)

B1.1.9.2 52.212-3, Representations and Certifications – Commercial Items (OCT 2015)

If this document has been completed on the SAM.gov website, please indicate as such in the response cover letter that will accompany the response package.

B1.1.9.3 52.227-15, Representation of Limited Rights Data and Restricted Computer Software (DEC 2007)

(a) This solicitation sets forth the Government's known delivery requirements for data (as defined in the clause at 52.227-14, Rights in Data—General). Any resulting contract may also provide the Government the option to order additional data under the Additional Data Requirements clause at 52.227-16, if included in the contract. Any data delivered under the resulting contract will be subject to the Rights in Data—General clause at 52.227-14 included in this contract. Under the latter clause, a Contractor may withhold from delivery data that qualify as limited rights data or restricted computer software, and deliver form, fit, and function data instead. The latter clause also may be used with its Alternates II and/or III to obtain delivery of limited rights data or restricted computer software, marked with limited rights or restricted rights notices, as appropriate. In addition, use of Alternate V with this latter clause provides the Government the right to inspect such data at the Contractor's facility.

(b) By completing the remainder of this paragraph, the offeror represents that it has reviewed the requirements for the delivery of technical data or computer software and states [*offeror check appropriate block*]—

(1) None of the data proposed for fulfilling the data delivery requirements qualifies as limited rights data or restricted computer software; or

[] (2) Data proposed for fulfilling the data delivery requirements qualify as limited rights data or restricted computer software and are identified as follows:

(c) Any identification of limited rights data or restricted computer software in the offeror's response is not determinative of the status of the data should a contract be awarded to the offeror.

(End of provision)

B1.1.9.4 52.203-98, Prohibition on Contracting with Entities that Require Certain Internal Confidentiality Agreements-Representation (DEVIATION 2015-02) (Feb 2015)

(a) In accordance with section 743 of Division E, Title VII, of the Consolidated and Further Continuing Resolution Appropriations Act, 2015 (Pub. L. 113-235), Government agencies are not permitted to use funds appropriated (or otherwise made available) under that or any other Act for contracts with an entity that requires employees or subcontractors of such entity seeking to report fraud, waste, or abuse to sign internal confidentiality agreements or statements prohibiting or otherwise restricting such employees or subcontractors from lawfully reporting such waste, fraud, or abuse to a designated investigative or law enforcement representative of a Federal department or agency authorized to receive such information.

(b) The prohibition in paragraph (a) of this provision does not contravene requirements applicable to Standard Form 312, Form 4414, or any other form issued by a Federal department or agency governing the nondisclosure of classified information.

(c) Representation. By submission of its offer, the Offeror represents that it does not require employees or subcontractors of such entity seeking to report fraud, waste, or abuse to sign internal confidentiality agreements or statements prohibiting or otherwise restricting such employees or subcontractors from lawfully reporting such waste, fraud, or abuse to a designated investigative or law enforcement representative of a Federal department or agency authorized to receive such information.

(End of provision)

B1.1.10 OCI Certification * REQUIRED WITH RESPONSE PACKAGE *****

a) The prospective Contractor certifies, to the best of its knowledge and belief, that it is not aware of any information bearing on the existence of any potential organizational conflict of interest. If the prospective Contractor cannot so certify, it shall provide a disclosure statement in its proposal which describes all relevant information concerning any past, present, or planned interests bearing on whether it (including its chief executives and directors, or any proposed consultant or subcontractor) may have a potential organizational conflict of interest.

b) Prospective Contractors should refer to FAR Subpart 9.5 and GSA Part 509 for policies and procedures for avoiding, neutralizing, or mitigating organizational conflicts of interest.

c) If the Contracting Officer determines that a potential conflict exists, the prospective Contractor shall not receive an award unless the conflict can be avoided or otherwise resolved through the inclusion of a special contract clause or other appropriate means. The terms of any special clause are subject to negotiation.

The offeror certifies to the following:

The offeror [] is [] is not aware of any information bearing on the existence of any potential organizational conflict of interest. If the offeror is aware of information bearing on whether a potential conflict may exist, the

offeror shall provide a disclosure statement describing this information. (See Section L of the solicitation for further information).

NOTE: If specific OCIs have been identified in the above OCI Declaration, offerors must include an OCI Mitigation Plan where specific measures will be proposed in order to avoid, mitigate, or neutralize OCIs. (See Appendix A and Appendix B).

B.1.1.11 Additional Submittal Information

The total solution requires the procurement of materials or services that are unknown at the time of award, and will be vital to the overall success of this order. A ceiling amount for ODCs has been established in the PWS. In order to procure ODCs on behalf of the Government (that are unknown and unpriced at the time of solicitation and subsequent award), the following must be provided with the solicitation response: (1), offeror's must provide verification from a cognizant audit agency that their accounting system had been audited and deemed adequate for determining applicable costs to the contract the price offering is based upon; such as, an approved DCAA audit report. (2) Offerors must provide a statement of compliance with the CTP process, and the FAR, GSAM and client agency regulatory requirements if awarded this order.

All offerors shall propose the estimated ceiling for ODCs.

The offeror **may not** propose a material handling fee or any indirect costs for items procured on behalf of the Government under the terms of this order.

APPENDIX C PAST EXPERIENCE INFORMATION SHEET

(NOTE: This Attachment falls off of the PWS at the time of task order/contract award).

Provide the information requested in this form for each contract/program being described. Provide concise comments regarding your performance on the contracts you identify. Provide a separate completed form for each contract/program submitted. Limit the number of past efforts submitted and the length of each submission to the limitations set forth in the task order, *Appendix B Sections B1.0 and B1.1.2 Past Experience*, of this solicitation.

A. Offeror Name (Company/Division): _____
 CAGE Code: _____
 DUNS Number: _____

(NOTE: If the company or division performing this effort is different than the offeror or the relevance of this effort to the instant acquisition is impacted by any company/corporate organizational change, note those changes.)

B. Program Title: _____

C. Contract Specifics:

1. Contracting Agency or Customer: _____
2. Contract Number: _____
3. Contract Type: _____
4. Period of Performance: _____
5. Total Contract \$ Value: _____ (Total cost to include all options)
6. Current Contract \$ Value: _____ (Do not include unexercised options)

D. Brief Description of Effort as Prime or Subcontractor

(Please indicate whether it was development and/or production, or other acquisition phase and highlight portions considered most relevant to current acquisition): _____

E. Milestones:

1. Start Date: _____
2. Completion Date: _____

F. Primary Customer Points of Contact: (For Government contracts provide current information on both individuals. For commercial contracts, provide points of contact fulfilling these same roles.)

Client Program Manager and/or Site Manager Information	Name	
	Office	
	Telephone	
	E-Mail	
Contracting Officer Information	Name	
	Office	
	Telephone	
	E-Mail	

G. Describe in as much detail as possible why this experience is relevant with respect to the scope of the overall task and to the requirements as described in Sections 4 and 5 of this SOW/PWS. Scope is defined as the range of work/skills being referenced is similar in nature to the requirements identified in the SOW/PWS. Please reference back to Appendix A, Section 1.2 Past Experience (PE) “similar” language.

H. Describe in as much detail as possible why this experience is relevant with respect to the size of the overall task and to the requirements as described in Sections 4 and 5 of this SOW/PWS. **Size is defined as dollar value,**

number of personnel in similar skill sets, and/or number of users/hardware supported that is similar in nature to the requirements identified in the SOW/PWS. Please reference back to Appendix A, Section 1.2 Past Experience (PE) “similar” language

APPENDIX D PRICING SPREADSHEET

Provided as a separate document.