

2015

NetCentric Products GPC User Guide



Version 2

9 February 2015

Table of Contents

NETCENTS-2 GPC Ordering Process 3
Product Delivery Order Requirements Package GPC Guide 4
Statement of Objective (SOO)/Technical Requirements Package (TRP)..... 6

1. NETCENTS-2 GPC Ordering Process

Before ordering products with your GPC, ensure you have read the [Products User's Guide](#) to ensure you are familiar with products that fall under scope of the contract.

1.1 Review the Products Delivery Order Requirements Package GPC Guide

1.2 Complete the SOO/TRP Template

1.3 Initiate an RFQ in AFWay and upload your SOO/TRP (ensure you enter GPC in the name of your RFQ)

- Directions for using AFWay can be found in Appendix 4 in the [Products User's Guide](#).

2. Products Delivery Order Requirements Package GPC Guide

Instructions: Use the below Guide to complete your delivery order package. This Guide is for your reference only and does not have to be submitted. It was created to help ensure that users are familiar with the latest procurement guidance.

	DOCUMENTATION	REFERENCE	Check if Complete. Answer Yes/No/N/A Where Appropriate
1. REQUIREMENTS			
a.	Ensure you read Appendix 11 Approved Products Lists.	Appendix 11 Approved Products List	<input type="checkbox"/> Yes <input type="checkbox"/> No
b.	Please use the Buying Standards and Specifications to assist in defining minimum performance specifications and standards if needed.	Appendix P3 - Products Buying Standards and Specifications	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
c.	Do you require a Fair Opportunity Exception (i.e. name brand/specific brand)? If so see Reference column.	FAR 16.505(a) (4)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
d.	Do you have any other <i>Attachments</i> that need to be provided (e.g., network topologies, architecture diagrams, etc.)?		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
e.	Will you be buying software? If so ensure that your requirement cannot be met by ESI first. See Reference column.	Check ESI (www.esi.mil). Check local policy (C4RD, etc)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

	DOCUMENTATION	REFERENCE	Check if Complete. Answer Yes/No/N/A Where Appropriate
f.	<i>Mission Essential Requirements</i> – Are your requirements mission essential? If yes, they must be identified as such.	DODI 3020.37	<input type="checkbox"/> Yes <input type="checkbox"/> No
g.	Is your solicitation in support of data server farms or data centers? NOTE: If so, then prior approval from the Air Force CIO, and in some cases the DoD CIO, is required. Copies of guidance can be found on NETCENTS-2 website .	AF Guidance Memo to AFI 33-150 from AF CIO dated 18 Aug 2013 http://www.netcents.af.mil/contracts/netcents-2/products/documents/index.asp	<input type="checkbox"/> Yes <input type="checkbox"/> No

3. Statement of Objective (SOO)/Technical Requirements Package (TRP)

Instructions: You should use this format for your NetCentric Products Delivery Orders (DO).

Save a copy of this template and modify it according to your requirements. Each time a SOO/TRP is accomplished, come back to the User's Guide and download the latest SOO/TRP template. The language, standards, and references will be updated over time.

All text that is within brackets [] is information that YOU should provide along with some associated information or instructions.

"NOTES" are instructions with additional guidance and are included in the template and highlighted in yellow. You **MUST** delete these notes prior to completing the final SOO/TRP. If the product does not apply to your order, remove the applicable paragraph. Failure to do so can result in the vendor misunderstanding your requirements.

All other language may be modified to better explain specific requirements. Only apply modifications, introduce additional information, or include updates in the event that standards or instructions change, or when deemed necessary by your specific program's or organization's policies.

Do not deviate from the format of this template. Doing so could delay the acquisition of your services or support. Using a standard template will help the offeror know where to look for requirements and will decrease the time required to award DOs.

Appendix P4 of the [Products User's Guide](#) contains standards and compliance areas to help ensure the equipment you procure meets all network connection criteria.

NOTE: Paragraphs 3.1-3.14 should be removed if not applicable.

1. SOO/TRP Template for NetCentric Products Purchases

[Provide Requesting Agency name and DO Title]

2. Purpose

[In this short paragraph, briefly define the overall purpose and objective of your requirements]

3. Technical Requirements

The contractor shall ensure that all applicable Commercial-Off-The-Shelf (COTS) IA and IA-enabled products comply with AFI 33-200, Information Assurance. Some of these products must be Committee on National Security Systems Policy 11 (CNSSP-11) compliant, requiring them to be validated by accredited labs under the National Information Assurance Partnership (NIAP) Common Criteria Evaluation and Validation Scheme or National Institute of Standards and Technology (NIST) Federal Information Processing Standards (FIPS) Cryptographic Module Validation Program (CMVP) as identified in the sections below.

3.1 Special Asset Tagging

The contractor shall provide special asset tags IAW MIL STD-130, DODI 8320.04, Item Unique Identification (IUID) Standards for Tangible Personal Property and DFARS 252.211-7703, Item Identification and Valuation. The current list of accepted unique item identifier types is maintained at http://www.acq.osd.mil/dpap/pdi/uid/uii_types.html. All DoD recognized unique identification equivalents are listed at http://www.acq.osd.mil/dpap/pdi/uid/iuid_equivalents.html. Note - Applies to: Any IT Equipment Over \$5,000; or Regardless of Price as Defined by the Asset Inventory Management (AIM) System which includes: Computers (Mainframes, Desktops, Laptops, Tablets, PEDs, Thin Client); Servers; Routers; Switches; VOIP and VOSIP NIE, Edge Boundary Controller, Call Manager Servers, Phones and Gateways; Monitors; Modems; PCMCIA Cards; Printers; Plotters; Digital Projection Units; White Boards; Cellular Phones; Pagers; Copiers; Scanners; Digital Senders; Fax Machines; Flash Devices; Hard Drives; All VTC Equipment; Mobile Satellite Services Equipment (Terminals, Phones, etc.); Portable Radios (All); Base Stations; Trunking Systems; Repeaters; Any Items Determined By Acquiring Activity

3.2 Energy Star Mandate

The contractor shall ensure the product meets [Energy Star](#) guidelines.

Note - Applies to: Computers; Displays and Monitors; Enterprise Servers; Imaging Equipment; Uninterruptible Power Supplies; Audio/Video Equipment; Cordless Phones; Televisions

3.3 IPV6 Mandate

The contractor shall ensure the product meets IPV6 capabilities per [UCR 2013](#) and certified by the [DoD UC approved products list](#).

Note - Applies to: Network Host; Server; Router; Layer 2, 3, Assured Services and LAN Access Switches; Voice and Video over IP (VVoIP); VTC

3.4 Unified Capabilities (UCR) 2013 Mandate

The Contractor shall provide UC approved products. The [UC APL](#) is a consolidated list of products that have completed interoperability and information assurance certification and is managed by Defense Information Systems Agency (DISA).

Note - Applies to: Network Infrastructure Products; Voice, Video and Data Services Products

3.5 BIOS Mandate

The contractor shall ensure that all x86 and x64 laptops and desktops be BIOS protection compliant with Section 3.1 "[Security Guidelines for System BIOS Implementations of SP 800-147](#)," per DoD CIO.

Note - Applies to: Computing Devices (not within scope of ITCC)

3.6 Trusted Platform Module (TPM) Mandate

In accordance with DODI 8500.01, computer assets will include a Trusted Platform Module (TPM) version 1.2 or higher. TPMs must be in conformance with Trusted Computing Group standards. Additional information can be found at

http://www.iso.org/iso/catalogue_detail.htm?csnumber=50970. Note – Applies to: Servers, desktops, laptops, thin clients, tablets, smartphones, personal digital assistants, mobile phones.

3.7 Biometric Mandate

The contractor shall ensure that all biometric products be built to the [DoD Electronic Biometric Transmission Specification \(EBTS\) standard](#). View the [Defense Forensics & Biometrics Agency website](#) for guidance and information. A list of [FBI certified products](#) can also be viewed for product specifications and certification.

Note - Applies to: Any Biometric Capture, Reading or Scanning Hardware/Software such as access systems

3.8 FIPS 140-2 Encryption Mandate

The contractor shall ensure that all cryptographic products have [FIPS 140-1 or 140-2](#) security certification through the [FIPS 140-1 and 140-2 approved products list](#).

Note - Applies to: Hard Drives; Data Storages; Wireless Access Points; Flash Memory Cards; Network Security Platforms; Data Storage Media; Cryptographic Software and Modules; Telecommunication Devices; Land Mobile Radios; Routers/Switches; VPN Devices; Firewalls; Self-Encrypting Drives

3.9 Common Criteria Evaluation & Validation Scheme Mandate

The contractor shall ensure that products used to protect information on [National Security Systems](#) are certified by the [NIAP/CCEVS approved product list](#).

Note - Applies to: All COTS IA products acquired for use to protect information on [National Security Systems](#) i.e. Switches/Routers; Firewalls; Security Appliances

3.10 FIPS 201 Federal Identity Credentialing and Management (FICAM) Mandate

The contractor shall ensure that products used to create, print or read smart cards are FIPS 201 compliant and certified by the [FICAM approved product list](#).

Note - Applies to: Logical Access Control System (LACS) Mobile Transparent Reader (Covers Smart Card Keyboards); Smart Card Printers; Cryptographic Module; Facial Image Capturing Camera and Middleware; Fingerprint Capture Device; Physical Access Control System (PACS) Reader, Infrastructure and Validation System; Personal Identity Verification (PIV) Card and Middleware; Fingerprint Template Generators and Matchers

3.11 High Assurance Internet Protocol Encryptor (HAIBE) Mandate

The contractor shall provide IA enabled products that are compliant with the NSA HAIBE program. The contractor shall provide the NSA HAIBE certification from the OEM upon delivery.

Note - Applies to: TACLANE ® Encryption Products; AltaSec ® Encryption Products; SecNet 54™ Encryption Products. NOTE: Ensure your product can be purchased directly from the vendor.

3.12 TEMPEST Program Mandates

The contractor shall provide TEMPEST products certified by the [NSA TEMPEST approved products list](#).

Note - Applies to: TEMPEST Monitors, Antennas, Video and Voice Switching Units, Printer, Fax Machine, Computers, Ethernet and KVM Switches, Servers, Fiber, Hard Drives

3.13 Software Tagging Mandate

The contractor shall ensure COTS software items support International Standard for Software Tagging and Identification, ISO/IEC 19770-2, Software Tags when designated as mandatory by the standard. Further guidance can be found at: <http://tagvault.org/>.

Note - Applies to: Software

3.14 Radio Frequency Identification (RFID) Mandate

The contractor shall provide RFID tagging IAW [DoD Radio Frequency Identification Policy, 30 July 2004](#), or most current version, and DFARS 252.211-7006, Passive Radio Frequency Identification. The contractor shall encode an approved RFID tag using instructions provided in the [EPC™ Tag Data Standards](#) in effect at the time of award.

Note - Applies to: Case loads; Shipping containers; Palletized loads; Unit pack as defined by MIL-STD-129

3.15 Section 508 of the Rehabilitation Act Mandate

The Contractor shall meet the requirements of the [U.S. Access Board's regulations at 36 CFR Part 1194](#) which implements [Section 508 of the Rehabilitation Act of 1973](#), as amended.

Note - Applies to: Telecommunications Products (telephones); Software; Firmware; Copiers; Fax Machines; Computers; Printers; Keyboards; Monitors; Calculators; Input/Output Trays; Card Slots; Information Kiosks; Transaction Machines. **NOTE: Items supporting an NSS are exempt from this mandate.**

4. Ordering Table

Note - Enter your product information and quantities in the table below. Add which technical requirements apply to your product from paragraphs 3.1 – 3.14 above.

Item Description	Specifications/Standards	Technical Requirements	Quantity
Router	Cisco RV320 Dual Gigabit WAN or equivalent	Special Asset Tagging, IPV6, FIPS 140-2	7
Keyboard	Smart card reader, USB 3.0	FIPS 201, Section 508 of the Rehabilitation Act	10

5. Technical Contractual Requirements

5.1 Technical Refresh

In order to ensure new design enhancements and technological updates or advances, the contractor shall offer, under this DO, hardware and software components available to the contractor's commercial customers. Furthermore, the contractor shall make available any commercially available updates to the hardware and software provided under this DO. If such updates are available to other customers without charge, then they shall also be made available to the Government without additional charge. The contractor will ship these updates to existing customers who have acquired the hardware/software being updated under this DO. Vendor commercial product offerings shall include "state of the art" technology, i.e., the most current proven level of development available in each product category.

5.2 Trade Agreement Act (TAA)

All proposed products must be compliant with the Trade Agreements Act of 1979 (TAA) and related clauses in Section I of this contract. In accordance with DFARS 252.225-7021, the Trade Agreements Certificate at DFARS 252.225-7020 shall be provided for each end item defined and specified in a solicitation that exceeds the TAA threshold subject to the waivers and exceptions provided in FAR 25.4, and DFARS 225.4 offered in response to any RFQ issued under this contract. Please note that Federal Acquisition Regulation (FAR) paragraph 25.103(e) includes an exemption from the Buy American Act (BAA) for acquisition of information technology that is commercial items.

5.3 Authorized Resellers

The contractor may be an authorized reseller of new and refurbished/remanufactured equipment for OEMs proposed under this DO. The contractor may also procure directly from the OEM or utilize other legitimate distribution channels to provide the required products in accordance with the OEM's policies on reselling. Any contractor's channel relationships with their OEM partners (gold, silver, etc.) will be represented in the best pricing offered. If the contractor is not an OEM reseller, the contractor shall clearly identify this on the submitted proposal and list the OEM resell partner's registered relationship with the OEM. DOs may restrict the use of authorized resellers, specific OEMs, or identify required OEMs. The contractor shall ensure all products are genuine and eligible for any OEM warranties, maintenance agreements and licensing as offered. Genuine products are those products the OEM, by policy, considers not "secondary", destroyed, stolen or scrapped.

5.4 Remanufactured/Refurbished Products

Any product offering that is remanufactured or refurbished shall be clearly identified as such by the contractor on the submitted proposal. Remanufactured products shall have the OEM or factory certification, if available, for that product. Remanufactured and refurbished products shall be certified according to the standards set forth in the policy of the OEM.

5.5 Items on Backorder

In their response to a Request for Quote (RFQ), the contractor shall provide notification, if applicable, that a particular item is on backorder, the expected lead-time to fulfill the order, etc.

It shall be implicit that a response to an RFQ with no items identified on backorder is a declaration that the items are available at the time of quote submission.

5.6 Warranty

The contractor shall provide any OEM pass through warranty and standard commercial warranties applicable to the products being purchased at no cost. This shall apply to new, refurbished and remanufactured equipment.

The above mentioned paragraphs 5.1 – 5.6 are mandatory with each order. Remove any of the below listed paragraphs if not applicable.

5.7 Hardware and Associated Software and Peripherals

All hardware delivered under this DO shall include associated software, documentation and associated peripherals required for operations (such as controllers, connectors, cables, drivers, adapters, etc.) as provided by the OEM. This is true only if the applicable OEM provides such items with the product itself.

5.8 Software

For all software that is outside of hardware and purchased independently, the contractor shall provide the software license registered to the customer's organization.

5.9 Safeguarding Classified Information

The contractor shall transmit and deliver classified material/reports IAW the National Industrial Security Program Operations Manual (NISPO) and the National Industrial Security Program Operating Manual (DoD 5220.22-M). These requirements shall be accomplished as specified in the Delivery Order. All Classified Contracts must have at a minimum, the Clause 52.204-2 Security Requirement, incorporated into the contract.

5.10 Installation

The only time that installation services can be procured is when the services and cost are included in the price of the product as sold commercially. In the rare instances where installation services are required/offered, the contractor shall provide installation support related to the applicable product(s) as defined in the DO. In those instances, the DD Form 254 (DEPARTMENT OF DEFENSE CONTRACT SECURITY CLASSIFICATION SPECIFICATION) requirements will be addressed in the individual DO and only at the security level necessary.

5.11 Customer Support

The prime contractor shall provide 24x7 live telephone support during the warranty period to assist in isolating, identifying, and repairing software and hardware failures, or to act as liaison with the manufacturer in the event that the customer requires assistance in contacting or dealing with the manufacturer.

5.12 Product Maintenance

The contractor shall provide associated maintenance and upgrades to include spares/parts and emergency support worldwide, during the warranty period.

6. Delivery Requirements

6.1 Timeframes

The contractor shall adhere to the following Product Delivery Capability requirements when providing products under this DO. The contractor shall deliver the quantities of NetCentric

products to meet ordinary as well as fluctuating (war-time, Terrorist Tempo, Ops Tempo) government requirements in accordance with prescribed delivery schedules stipulated in individual DOs. Delivery of products will be to CONUS, OCONUS, and remote locations as identified below. For AOR's and/or remote sites that do not permit commercial deliveries, the vendor's delivery capabilities must be in accordance with AFI 24-203, Preparation and Movement of Air Force Cargo, 13 April 2007. Additional delivery terms or schedules, such as ship-in-place, expedited shipping or shipping to APO/FPO addresses, shall be negotiated between the Contractor and the Ordering Contracting Officer (OCO).

Definitions: CONUS: The 48 contiguous states, Alaska, Hawaii, and the District of Columbia. OCONUS: Germany, Italy, Japan, Korea, Belgium, Turkey, Puerto Rico, United Kingdom, and the Netherlands. Remote OCONUS: those locations that are not listed under CONUS or Named OCONUS.

The following figure sets forth the maximum performance parameters for deliveries:

Timeframe	CONUS	OCONUS	Remote OCONUS
Routine	NLT 30 calendar days	NLT 45 calendar days	NLT 45 calendar days
Critical	NLT 3 calendar days	NLT 5 calendar days	NLT 10 calendar days
Emergency/War Tempo	Within 24 hours	Within 48 hours	Within 72 hours

6.2 DO Order Shipping Date

This DO requires a ***[Insert delivery requirements here. Use either text or a table].***

6.3 Delivery Delays

Contractors are required to meet the timeframes as stated in section 7.1 unless Department of Commerce approval and/or review activities prevent the contractor from meeting these timeframes. In the event that the contractor determines they are unable to achieve the stated timeframes, the contractor shall notify the Contracting Officer within two (2) business days of such determination, or immediately upon such determination if operating under the Emergency/War Tempo timelines.

6.4 Shipping Information

All products shall be shipped to:

[Insert RFQ number and mailing address]

Inspection/Acceptance: The following Government officials are responsible for receiving the products and performing inspection:

[Primary POC: SSgt John Doe]

[Alternate POC: SrA John Doe]