

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT				1. CONTRACT ID CODE J - FFP	PAGE OF PAGES 1 of 2
2. AMENDMENT/MODIFICATION NO. P00001		3. EFFECTIVE DATE 01 APR 2020	4. REQUISITION/PURCHASE REQ.NO.		5. PROJECT NO. (If applicable)
6. ISSUED BY AFLCMC/HIK		CODE FA8771	7. ADMINISTERED BY (If other than Item 6)		CODE FA8771
DEPARTMENT OF THE AIR FORCE (AFMC) AFLCMC/HIK 490 EAST MOORE DRIVE, SUITE 130 MAFB - GUNTER ANNEX AL 36114-3000 TYRONE H. GOLDEN 4166590 X6590 tyrone.golden@us.af.mil			DEPARTMENT OF THE AIR FORCE (AFMC) AFLCMC/HIK 490 EAST MOORE DR., SUITE 130 MAFB - GUNTER ANNEX AL 36114-3000		
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) CONCEPT PLUS, LLC 12150 MONUMENT DR STE 615 FAIRFAX VA 22033-4051 (703) 436-8058				(X)	9A. AMENDMENT OF SOLICITATION NO.
					9B. DATED (SEE ITEM 11)
				X	10A. MODIFICATION OF CONTRACT/ORDER NO. FA8771-20-D-0004
					10B. DATED (SEE ITEM 13) 19 DEC 2019
CODE 5AF73		FACILITY CODE			
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS					
<input type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers <input type="checkbox"/> is extended, <input type="checkbox"/> is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.					
12. ACCOUNTING AND APPROPRIATION DATA (If required)					
13. THIS ITEM APPLIES ONLY TO MODIFICATION OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.					
(X)	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: ( ) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. ITEM 10A.				
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation data, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).				
X	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: FAR 43.103(a)(3) Mutual Agreement Between Both Parties				
	D. OTHER (Specify type of modification and authority)				
E. IMPORTANT: Contractor is not, X is required to sign this document and return 1 copies to the issuing office.					
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.) Update Statement of Objectives, CDRL A002 and CDRL A005 Revision 1					
Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.					
15A. NAME AND TITLE OF SIGNER (Type or print)			16A. NAME AND TITLE OF SIGNER (Type or print) PATRICK J. KENNERSON Contracting Officer		
15B. CONTRACTOR/OFFEROR		15C. DATE SIGNED	16B. UNITED STATES OF AMERICA  //signed//  BY _____ (Signature of Contracting Officer)		16C. DATE SIGNED  01 APR 2020
_____ (Signature of person authorized to sign)					

**The purpose of this modification is as follows:**

Administrative changes to the Statement of Objectives (SOO) dated 10 March 2020.

Update the CDRL A002 and CDRL A005 date 10 March 2020.

Change to the SBEAS Schedule to clarify Limitation of SubContracting:

**Section A SBEAS Schedule is changed as follows:**

**LIMITATION OF SUBCONTRACTING**

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

In accordance with 13 CFR 125.6(e) Determining compliance with applicable limitation on subcontracting. The period of time used to determine compliance for a total or partial set-aside contract will be the base term and then each subsequent option period. For an order set aside under a full and open contract or a full and open contract with reserve, the agency will use the period of performance for each order to determine compliance unless the order is competed among small and other-than-small businesses (in which case the subcontracting limitations will not apply).

The contracting officer, in his or her discretion, may require the concern to comply with the applicable limitations on subcontracting and the nonmanufacturer rule for each order awarded under a total or partial set-aside contract. Compliance will be considered an element of responsibility and not a component of size eligibility.

Work performed by an independent contractor shall be considered a subcontract, and may count toward meeting the applicable limitation on subcontracting where the independent contractor qualifies as a similarly situated entity.

While it is not required for the limitations on subcontracting to be met on each individual task order issued under this contract, as stated above, the Contracting Officer at the task order level has the discretion to require it to be met at the order level.

In an effort to monitor and strictly enforce this requirement, the Contractor shall specifically identify the total prime and subcontracted labor dollars combined and the total labor dollars subcontracted separately in each invoice submitted under SBEAS task orders. (CDRL A002)

Any contract holder found to be non-compliant with the limitations on subcontracting requirements may not be considered for future Fair Opportunity and as such may be unable to receive any new task order awards under the Basic Contract. Additionally, if the contract holder is found to be non-compliant the Government reserves the right to not exercise the option period and the right to terminate the contract for default.

As it is the Government's unilateral right to exercise options, any contractor who takes exception to these terms and conditions will be removed from the contract.

All other terms and conditions remain unchanged.

CONTRACT DATA REQUIREMENTS LIST (1 Data Item)						Form Approved OMB No. 0704-0188							
<small>The public reporting burden for this collection of information is estimated to average 110 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports (0701-0188), 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number. Please DO NOT RETURN your form to the above address. Send completed form to the Government Issuing Contracting Officer for the Contract/PR No. listed in Block E.</small>													
A. CONTRACT LINE ITEM NO. 0040,1040		B. EXHIBIT A		C. CATEGORY: TOP _____ TM _____ OTHER <input checked="" type="checkbox"/>									
D. SYSTEM/ITEM SB Enterprise Application Solutions			E. CONTRACT/PR NO. FA8771-20-D-0001 - 0020		F. CONTRACTOR SBEAS Awardees								
1. DATA ITEM NO. A001	2. TITLE OF DATA ITEM Task Order Status Report (TOSR)				3. SUBTITLE N/A								
4. AUTHORITY (Data Acquisition Document No.) N/A			5. CONTRACT REFERENCE Statement of Objectives Section 3.52		6. REQUIRING OFFICE AFLCMC/HIKJ								
7. DD 250 REQ N/A	9. DIST STATEMENT REQUIRED B	10. FREQUENCY Monthly		12. DATE OF FIRST SUBMISSION See Blk 16		14. DISTRIBUTION							
8. APP CODE N/A		11. AS OF DATE N/A	13. DATE OF SUBSEQUENT SUBMISSION See Blk 16			a. ADDRESSEE	b. COPIES						
					Draft		Final	Repro					
<b>16. REMARKS</b>  The Contractor shall deliver a Task Order Status Report (TOSR) that includes all awarded task orders covering the period from the first through the last calendar day of the previous month. All task orders awarded to the Contractor shall be reported at least once on the TOSR.  The report shall also include all modifications that increases the obligated amount of each task order and increases the overall task order value. For example, if a modification changes the obligated amount from \$100,000 to \$200,000, that information shall be included in the report. If a modification changes to total task order value from \$20M to \$30M due to a scope change or adding additional work that was not anticipated at award, that information shall be reported.  TOSRs shall be submitted with tracked changes ONLY if the contractor has received any new awards since the date of the previous TOSR submission. If there are no changes, the contractor shall indicate that there have be no changes since the date of the previous TOSR submission.  Contractors shall submit the information using the TOSR Workbook Attachment. The workbook shall be submitted in no higher than Microsoft Excel 2013. Submissions shall not include macros, passwords, program executables, embedded objects or external links.  The Government has (10) business days to review each submission. Submissions will be reviewed for both content and format. If a correction is warranted, the contractor has (5) business days after notification from the Government to correct deficiencies and resubmit.  Block 12: 120 days after contract award.  Block 13: All subsequent submissions shall be submitted the 10th day of each month. If the 10th falls on a weekend or holiday, the information is due no later than (NLT) the next business day.  Block 14: One electronic copy shall be sent to the following email addresses: HICIFinance@us.af.mil and AFLCMC.HIC.SmallBusiness@us.af.mil. The subject line of the email and naming convention for this CDRL shall be as follows: Contract Number_A001_Vendor Name_Month_Year [Example: FA8771-1X-D-XXXX_A001_XYZ_October_2017]						SBEAS PMO		1					
						16. TOTAL						0	1
G. PREPARED BY HENDERSON.CHRIS TINA.N.1260237612			H. DATE 9 Sept 2019		I. APPROVED BY HENDERSON.CHRIS TINA.N.1260237612		J. DATE 9 Sept 2019						

17. PRICE GROUP
18. ESTIMATED TOTAL PRICE

## CDRL A001 INSTRUCTIONS

### CDRL A001\_TASK ORDER STATUS REPORT

#### 1. OVERALL INSTRUCTIONS

- A. All SBEAS prime contract holders shall provide task order status report information every month covering the period from the first through the last calendar day of the previous month.
- B. This data shall be sent, by the 10th of the reporting month (if the 10th falls on a weekend or holiday, the information is due NLT the next business day), via e-mail, to the two organization email boxes listed below:
- HICIFinance@us.af.mil
  - AFLCMC.HIC.SmallBusiness@us.af.mil
  - Data shall be delivered as a Microsoft Excel Spreadsheet or some other mutually agreeable standardized format.
- C. If there is no TOSR data to report, an email to the above email boxes (and following the subject line instructions set out below), may be sent in lieu of a blank spreadsheet, stating that you have no data to report for that reporting period.

#### 2. CONCEPT OF OPERATIONS

- A. Every task order (TO) received by the contractor must be reported once, at a minimum.
- B. TOs will be reported from the date awarded. Once a TO has partial labor hours used, invoiced and paid, it should be removed from future TOSR submissions.
- C. Modifications should be reflected with an updated report submission showing the TO Status Indicator in the TOSR. See the below TOSR instructions for more detailed information on reporting requirements for modifications.
- D. TO may include multiple items. Each item will be a row in the spreadsheet with the TO information duplicated for all items in the same TO.
- E. The attached TOSR template defines how to setup the TOSR spreadsheet deliverable. The spreadsheet should be a true row/column format. The TOSR is uploaded into a government TOSR database so it is important that column names, order and formats be the same as shown in the column layout and description of the TOSR format in the template. A spreadsheet file based on the template is available upon request for emailing.
- F. All information should be completed for each TO. Do not leave columns blank, unless allowed by the item description. For those columns that do not apply, put "N/A" or 0.00, as appropriate. Column data element details are listed below.

#### 3. FILE NAMING AND SUBJECT LINE INSTRUCTIONS

- A. File Name Format: File names of the A001 deliverable needs to be standardized to help distinguish the various TOSR reports from the various vendors. The naming convention and email subject line shall be as follows:
- Contract Number, A001, Vendor Name, Reporting Month, Year [Example: FA8771-1X-D-10XX A001 XYZ October 2017]

#### CDRL A001 WORKSHEET INSTRUCTIONS

Column	Data Element	Description	Excel Column Format Type	Length
A	Contract	The number assigned to the contract by the SBEAS Procuring Contracting Officer. Example: FA877117R1000. <b>Required</b>	General/Text	13
B	Task Order Number	Government Task Order number. The task order number is usually a four (4) character code assigned by the issuing agency. <b>Required</b>	General/Text	4-25

**CDRL A001 INSTRUCTIONS**

<b>C</b>	Task Order Modification Number	Denotes the basic order and additional modifications to that order thereafter. <b>Required for all orders.</b>	General/Text	2
<b>D</b>	Date Order Accepted	The effective date on the order. <b>Required</b>	Short Date	MM/DD/YYYY
<b>E</b>	Order Total Amount	The obligation value of the order that is funded in the reported order. In the event of a modification, the value entered shall be the amount of increase or decrease of the basic order amount (This is not a cumulative of the contract value or obligated total...only the mod amount). <b>Required</b>	Accounting/Currency	25.2
<b>F</b>	RFP Number	Enter the Request for Proposal number. Entry format is FA8771-05-R-XXXX. Do not put "RFP" in the number. If order came through an email or other means, indicate it in this column. If no information is available, leave blank. <b>Required</b>	General/Text	25
<b>G</b>	RFP Submitted	Provide the date the Request for Proposal was received from the issuing contracting officer. <b>Required</b>	Short Date	MM/DD/YYYY
<b>H</b>	Task Order Status Indicator	All orders <b>MUST</b> be reported from initial receipt by vendor to final invoice/voucher. A = Active Order. X = Cancelled, Order Number will not be reused S = Invoiced all items/services under order F = Final Payment Received from Government for all invoices/vouchers M = Pending Modification C = Task Order has been fully closed out <b>Required</b>	General/Text	1
<b>I</b>	Period of Performance (PoP) Start	Enter date performance starts. When option periods are involved, there should be a modification number reported separately. The performance start for that option(s) should be reported within the row reflecting the associated modification. <b>Required</b>	Short Date	MM/DD/YYYY
<b>J</b>	Period of Performance (PoP) End	Enter date performance ends. When option periods are involved, there should be a modification number reported separately. The performance end for that option(s) should be reported within the row reflecting the associated modification. <b>Required</b>	Short Date	MM/DD/YYYY
<b>K</b>	Issued By DODAAC	DoDACC of issuing organization. <b>Required</b>	General/Text	6
<b>L</b>	Issued by Agency or MAJCOM	The Agency or MAJCOM that issued the task order. <b>Required</b>	General/Text	50
<b>M</b>	Issued By Organization	Enter the Organizational Name that issued the task order. <b>Required</b>	General/Text	50
<b>N</b>	Issued By Name	Enter Name of the Government Contracting Officer who issued the task order. <b>Required</b>	General/Text	50

**CDRL A001 INSTRUCTIONS**

<b>O</b>	Issued By Email	Enter the e-mail of the Government Contracting Officer that issued the task order. <b>Required</b>	General/Text	50
<b>P</b>	Mark for Organization	Enter the organization for whom the service is intended. <b>Required</b>	General/Text	50
<b>Q</b>	CLIN	Enter the Contract Line Item Number. Each CLIN number goes on a separate line. <b>Required</b>	General/Text	6
<b>R</b>	SLIN	If applicable, enter the Contract sub-line Item Number with the associated CLIN above. Otherwise, leave blank. <b>Required</b>	General/Text	6
<b>S</b>	Contract Category Code	These codes are associated with the CLINs being reported. CO = Cost; CF = Cost Plus Fixed Fee; CA = Cost Plus Award Fee; CI = Cost Plus Incentive Fee; FP = Firm Fixed Price; FA = Fixed Price Award Fee; FI = Fixed Price Incentive Fee; LH = Labor Hour <b>Required</b>	General/Text	2
<b>T</b>	Service Description	Enter the description for the solution(s) being provided. <b>Required</b>	General/Text	255
<b>AB</b>	Invoice Number to DFAS	Enter the Invoice Number that is submitted to the DFAS. <b>Required as they are submitted to DFAS for payment.</b>	General/Text	25
<b>AC</b>	Date Invoiced to DFAS	Enter the date the invoice was submitted to DFAS for payment. <b>Required as they are submitted to DFAS for payment.</b>	Short Date	MM/DD/YYYY
<b>AD</b>	Category Invoice Amount	Enter the amount of the Invoice broken out by CLIN. <b>Required for each CLIN on Invoice or voucher.</b>	Accounting/Currency	25.2
<b>AE</b>	DFAS Voucher Number	Enter the voucher number for which DFAS payment to vendor was made. This item should be associated with matching invoice number. <b>Required as payments are received from DFAS .</b>	General/Text	25
<b>AF</b>	DFAS Voucher Date	Enter the date of the voucher DFAS used for payment to vendor. This item should be associated with matching invoice number. <b>Required.</b>	Short Date	MM/DD/YYYY
<b>AG</b>	DFAS Payment Amount	Enter DFAS payment amount made to the vendor. This item should be associated with matching invoice number. <b>Required as payments are received from DFAS.</b>	Accounting/Currency	25.2
<b>AH</b>	Comments	Any comments by the vendor. <b>Optional.</b>	General/Text	255

CDRL A001

IDIQ Contract Number	Task Order Number	Task Order Modification Number	Date Order Accepted	Order Total Amount	RFP Number	RFP Submitted	Order Status Indicator	PoP Start	PoP End	Issued by DODAAC	Issued by Agency or MAJCOM
FA8771-17-D-XXXX	FA8771-17-F-XXXX	01	6/1/2012	\$1,387,005.00	FA8771-17-R-XXXX	5/1/2012	A	10/2/2012	10/1/2013	FA8771	AFMC

CDRL A001

Issued by Organization	AFMCMC/HK	Issued by Email		Mark (or) Organization	AFMS/SG6	Contract Category Code	0100AA	Service Description	CI	Invoice Number to DFAS	146170012	Date Invoiced to DFAS	5/3/2013	Category Invoice Amount	\$85,283.70	DFAS Voucher Number	DL30003267	DFAS Voucher Date	6/5/2013	DFAS Payment Amount	\$85,283.70
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**CONTRACT DATA REQUIREMENTS LIST**  
(1 Data Item)

Form Approved  
OMB No. 0704-0188

The public reporting burden for this collection of information is estimated to average 110 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports (0701-0188), 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number. Please DO NOT RETURN your form to the above address. Send completed form to the Government issuing Contracting Officer for the Contract/PR No. listed in Block E.

<b>A. CONTRACT LINE ITEM NO.</b> 0040,1040	<b>B. EXHIBIT</b> A	<b>C. CATEGORY:</b> TDP _____ TM _____ OTHER <input checked="" type="checkbox"/>
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<b>D. SYSTEM/ITEM</b> SB Enterprise Application Solutions	<b>E. CONTRACT/PR NO.</b> FA8771-20-D-0001 - 0020	<b>F. CONTRACTOR</b> SBEAS Awardees
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<b>1. DATA ITEM NO.</b> A002	<b>2. TITLE OF DATA ITEM</b> Limitations of Subcontracting (LoS) Report	<b>3. SUBTITLE</b>
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<b>4. AUTHORITY (Data Acquisition Document No.)</b> N/A	<b>5. CONTRACT REFERENCE</b> Statement of Objectives Section 4.4	<b>6. REQUIRING OFFICE</b> AFLCMC/HIKJ
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<b>7. DD 250 REQ</b> N/A	<b>9. DIST STATEMENT REQUIRED</b> B	<b>10. FREQUENCY</b> Semiannually	<b>12. DATE OF FIRST SUBMISSION</b> See Blk 16	<b>14. DISTRIBUTION</b>		
<b>8. APP CODE</b> N/A		<b>11. AS OF DATE</b> N/A	<b>13. DATE OF SUBSEQUENT SUBMISSION</b> See Blk 16	<b>a. ADDRESSEE</b>	<b>b. COPIES</b>	
					Draft	Final
					Reg	Repro

<b>16. REMARKS</b>  In accordance with FAR Clause 52.219-14, at least 50 percent of the cost of contract performance incurred for personnel shall be expended by the SBEAS Prime Contractor and any Tier 1 subcontractor that qualifies as a similarly situated entity. Contractors shall submit a LoS Report which identifies the percentage of cost for worked performed by each type of concern on each task order. The report shall identify the percentage of cost for the prime contract holder and each subcontractor.  Contractors shall use the following formula to submit the required information. Each company shall be calculated and reported separately to account for 100% of the labor costs paid:  Cost of Labor Performed by Company { _____ } *100 = % performed by Company  Total Labor Costs paid Under Contract  Contractors shall submit the information using the Limitations of Subcontracting Workbook Attachment. The workbook shall be submitted in no higher than Microsoft Excel 2013. Submissions shall not include macros, passwords, program executables, embedded objects or external links.  The Government has (10) business days to review each submission. Submissions will be reviewed for both content and format. If a correction is warranted, the contractor has (5) business days after notification from the Government to resubmit.  Block 12: 6 months after date of contract award  Block 13: All subsequent submissions shall be submitted semiannually by the 10th of the month. If the 10th of the month falls on a weekend or holiday, the information is due no later than (NLT) the next business day.  Block 14: One electronic copy shall be sent to the following email addresses: AFLCMC.HIC.SmallBusiness@us.af.mil.  The subject line of the email and naming convention for this CDRL shall be as follows: Contract Number_A002_Vendor Name_Month_Year [Example: FA8771-1X-D-XXXX_A002_XYZ_October_2017]	<b>SBEAS PMO</b>				
		<b>TOTAL</b>	0	1	0

<b>G. PREPARED BY</b> HENDERSON,CHRISTIN A.NICOLE.1260237612 <small>Digitally signed by HENDERSON,CHRISTINA,NICOLE.1260237612 Date: 2020.03.04 10:44:05 -0600</small>	<b>H. DATE</b> 4 Mar 2020	<b>I. APPROVED BY</b> HENDERSON,CHRISTIN A.NICOLE.1260237612 <small>Digitally signed by HENDERSON,CHRISTINA,NICOLE.1260237612 Date: 2020.03.04 10:44:21 -0600</small>	<b>J. DATE</b> 4 Mar 2020
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<b>17. PRICE GROUP</b>
<b>18. ESTIMATED TOTAL PRICE</b>

## CDRL A002 INSTRUCTIONS

### **CDRL A002\_LIMITATIONS OF SUBCONTRACTING**

#### **1. OVERALL INSTRUCTIONS**

**A.** All SBEAS contract holders shall provide a monthly status on costs of labor subcontracted across each task order to show compliance with limitations on subcontracting (LoS) requirement. The monthly report shall cover the period from the first through the last calendar day of the month.

**B.** This data shall be sent, by the 10<sup>th</sup> of the reporting month (if the 10<sup>th</sup> falls on a weekend or holiday, the information is due NLT the next business day), via e-mail, to the two organization email boxes listed below:

a. HICIFinance@us.af.mil

b. AFLCMC.HIC.SmallBusiness@us.af.mil

c. Data shall be delivered as a MICROSOFT EXCEL spreadsheet or some other mutually agreeable standardized format

**C.** If there is no limitations of subcontracting data to report, an email to the above email boxes (and following the subject line instructions set out below), may be sent in lieu of a blank workbook spreadsheet, stating that you have no data to report for that reporting period.

#### **2. CONCEPT OF OPERATIONS**

**A.** Task orders will be reported from the date awarded. Each task order awarded shall remain on the future LoS submissions, to account for overall percentage of prime work completed under this ID/IQ.

**B.** LoS submissions will be completed via attached workbook and will be used in conjunction with the CDRL A002 formula to calculate prime labor cost.

#### **3. FILE NAMING AND SUBJECT LINE INSTRUCTIONS**

**A.** File names of the A002 deliverable needs to be standardized to help distinguish the various LoS reports from the various vendors. The naming convention and email subject line shall be as follows:

a. Contract Number, A002, Vendor Name, Reporting Month, Year [Example: FA8771-1X-D-10XX A002 XYZ October 2017]

CONTRACT DATA REQUIREMENTS LIST (1 Data Item)						Form Approved OMB No. 0704-0188								
The public reporting burden for this collection of information is estimated to average 110 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports (0701-0188), 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number. Please DO NOT RETURN your form to the above address. Send completed form to the Government Issuing Contracting Officer for the Contract/PR No. listed in Block E.														
A. CONTRACT LINE ITEM NO. 0040,1040		B. EXHIBIT A		C. CATEGORY: TDP _____ TM _____ OTHER <u>X</u>										
D. SYSTEM/ITEM SB Enterprise Application Solutions			E. CONTRACT/PR NO. FA8771-20-D-0001 - 0020		F. CONTRACTOR SBEAS Awardees									
1. DATA ITEM NO. A003	2. TITLE OF DATA ITEM Briefing Materials				3. SUBTITLE Vendor Performance and Capabilities Description									
4. AUTHORITY (Data Acquisition Document No.) DI-MGMT-81605			5. CONTRACT REFERENCE Statement of Objectives Section 3.5		6. REQUIRING OFFICE AFLCMC/HIKJ									
7. DD 250 REQ LT	9. DIST STATEMENT REQUIRED A	10. FREQUENCY Annually		12. DATE OF FIRST SUBMISSION See Blk 16		14. DISTRIBUTION								
8. APP CODE N/A		11. AS OF DATE See Blk 16	13. DATE OF SUBSEQUENT SUBMISSION See Blk 16			a. ADDRESSEE	b. COPIES							
					Draft		Final							
							Reg	Repro						
<p>16. REMARKS</p> <p>The Vendor Performance and Capabilities Description Briefing Materials shall be provided to the Government in order to keep the users of the contract aware of the contractors most current capabilities.</p> <p>Contractor shall deliver the performance and capabilities description briefing materials in a portable document format (.pdf) using a version no higher than Adobe Acrobat 2015. The information shall be no more than two (2) pages and may be in any layout the vendor chooses to highlight their background and capabilities (e.g. trifold, cheat sheet). Vendor logos and external hyper-links are allowed. Reference the Vendor Performance and Capabilities Description Sample.</p> <p>If the deliverable does not comply with the specified format, the deliverable will be rejected and the contractor will have five (5) business days upon notification from the Government to make the necessary corrections.</p> <p>Submissions shall not include macros, passwords, program executables, sensitive or proprietary information as this CDRL is releasable to Distribution A (Block 9). Distribution A is for unlimited/public distribution.</p> <p>Block 11: Information shall be current as of the end of each calendar year.</p> <p>Block 12: 90 calendar days after contract award</p> <p>Block 13: All subsequent submissions shall be delivered to the Government by the 10th of January of each year. If the 10th of the month falls on a weekend or holiday, the information is due no later than (NLT) the next business day.</p> <p>Block 14: One electronic copy shall be sent to the following email addresses: AFLCMC.HIC.SmallBusiness@us.af.mil.</p> <p>The subject line of the email and naming convention for this CDRL shall be as follows:</p> <p>Contract Number_A003_Vendor Name_Month_Year [Example: FA8771-1X-D-XXXX_A003_XYZ_October_2017]</p>						SBEAS PMO		1						
						15. TOTAL						0	1	0
G. PREPARED BY HENDERSON.CHRIS TINA.N.1260237612			H. DATE 9 Sept 2019		I. APPROVED BY HENDERSON.CHRIS TINA.N.1260237612		J. DATE 9 Sept 2019							

17. PRICE GROUP
18. ESTIMATED TOTAL PRICE

## Vendor POCs

**Title**

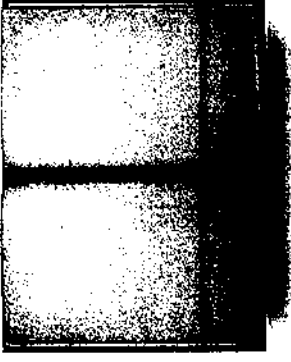
**Name**

**Phone Number XXX-XXX-XXXX**

**email**

**Website:**

*What do you want  
Government Purchasers  
to know about your  
company?*



**Company Name  
and Logo**

**Slogan**

**Last Updated:**

***Use layout, color  
schemes of your  
choice***

We have 10 years of experience providing service desk experience to State and Government programs.

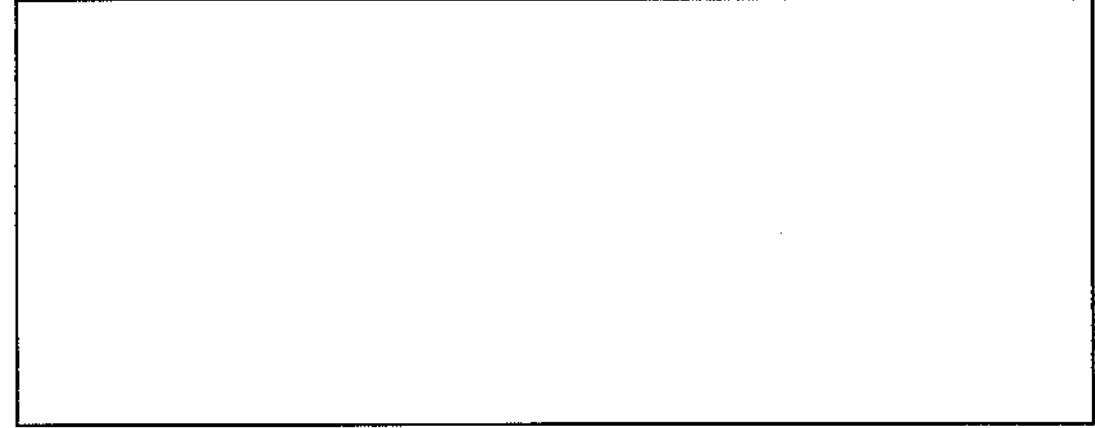
We have \_\_\_\_\_ certifications.

The intent of this deliverable is to assist the Government with their market research to determine the number of potential bidders for their task order.

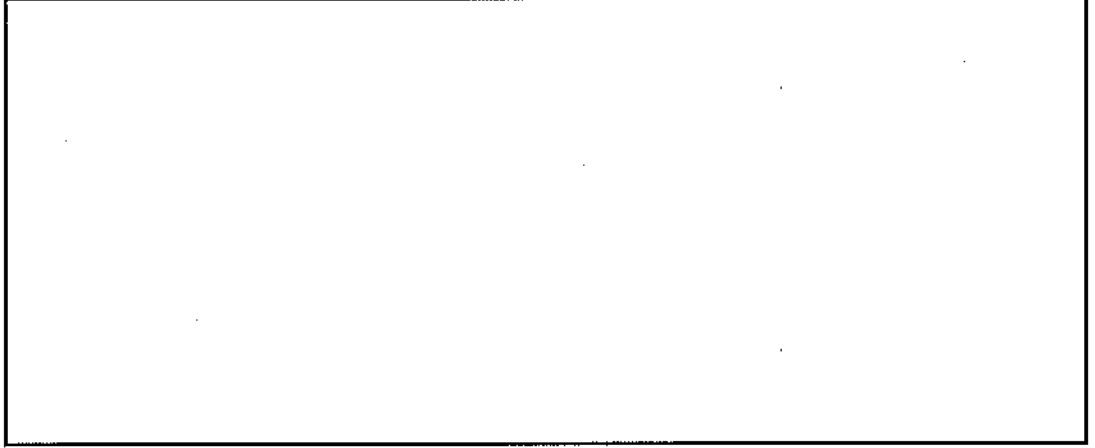
Your web site may have more information, and we don't recommend duplicating the information in this deliverable.

This layout is only an example; you may use any one or two-page layout of your choice to highlight your company.

***Highlight your  
qualifications***



***Continued.....***



**CONTRACT DATA REQUIREMENTS LIST**  
(1 Data Item)

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The public reporting burden for this collection of information is estimated to average 110 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports (0701-0188), 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number. Please DO NOT RETURN your form to the above address. Send completed form to the Government Issuing Contracting Officer for the Contract/PR No. listed in Block E.

A. CONTRACT LINE ITEM NO. **0040, 1040**      B. EXHIBIT **A**      C. CATEGORY: TDP \_\_\_\_\_ TM \_\_\_\_\_ OTHER **X**

D. SYSTEM/ITEM **SB Enterprise Application Solutions**      E. CONTRACT/PR NO. **FA8771-20-D-0001 - 0020**      F. CONTRACTOR **SBEAS Awardees**

1. DATA ITEM NO. **A004**      2. TITLE OF DATA ITEM **Mentor-Protege Agreement (MPA)**      3. SUBTITLE

4. AUTHORITY (Data Acquisition Document No.) **See Blk 16**      5. CONTRACT REFERENCE **Statement of Objectives Section 4.5**      6. REQUIRING OFFICE **AFLCMC/HIKJ**

7. DD 250 REQ <b>N/A</b>	9. DIST STATEMENT REQUIRED <b>B</b>	10. FREQUENCY <b>As Required</b>	12. DATE OF FIRST SUBMISSION <b>N/A</b>	14. DISTRIBUTION		
8. APP CODE <b>N/A</b>		11. AS OF DATE <b>N/A</b>	13. DATE OF SUBSEQUENT SUBMISSION <b>See Blk 16</b>	a. ADDRESSEE	b. COPIES	
					Draft	Final
						Reg
						Repro

16. REMARKS

This CDRL is applicable to Mentor Protege (MP) Joint Ventures (JVs) only. All MP JVs are required to provide the government with their SBA approved Mentor-Protege Agreement (MPA) at contract award.

All MPAs shall be submitted in the format provided by the Small Business Administration (SBA) Office.

Block 13: All subsequent submissions shall be based upon the expiration date of the initial MPA submitted with proposals. All MP JVs who are awarded a contract shall submit a renewed Mentor Protege Agreement (MPA) once the initial three (3) years has expired.

Block 14: One electronic copy shall be sent to the following email addresses: AFLCMC.HIC.SmallBusiness@us.af.mil.

The subject line of the email and naming convention for this CDRL shall be as follows: Contract Number\_A004\_Vendor Name\_Month\_Year [Example: FA8771-1X-D-XXXX\_A004\_XYZ\_October\_2017]

15. TOTAL	0	1	0
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17. PRICE GROUP

18. ESTIMATED TOTAL PRICE

G. PREPARED BY <b>HENDERSON.CHRIS TINA.N.1260237612</b> <small>Digitally signed by HENDERSON.CHRISTINA.N.1260237612 Date: 2019.09.17 13:11:16 -0500</small>	H. DATE <b>9 Sept 2019</b>	I. APPROVED BY <b>HENDERSON.CHRIS TINA.N.1260237612</b> <small>Digitally signed by HENDERSON.CHRISTINA.N.1260237612 Date: 2019.09.19 11:10:15 -0500</small>	J. DATE <b>9 Sept 2019</b>
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**CONTRACT DATA REQUIREMENTS LIST**  
(1 Data Item)

Form Approved  
OMB No. 0704-0188

The public reporting burden for this collection of information is estimated to average 110 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports (0701-0188), 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number. Please DO NOT RETURN your form to the above address. Send completed form to the Government Issuing Contracting Officer for the Contract/PR No. listed in Block E.

<b>A. CONTRACT LINE ITEM NO.</b> 0040, 1040	<b>B. EXHIBIT</b> A	<b>C. CATEGORY:</b> TDP _____ TM _____ OTHER <input checked="" type="checkbox"/>
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<b>D. SYSTEM/ITEM</b> SB Enterprise Application Solutions	<b>E. CONTRACT/PR NO.</b> FA8771-20-D-0001 - 0020	<b>F. CONTRACTOR</b> SBEAS Awardees
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<b>1. DATA ITEM NO.</b> A005	<b>2. TITLE OF DATA ITEM</b> Contractor Manpower Report	<b>3. SUBTITLE</b>
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<b>4. AUTHORITY (Data Acquisition Document No.)</b> N/A	<b>5. CONTRACT REFERENCE</b> Statement of Objectives Section 3.5.3	<b>6. REQUIRING OFFICE</b> AFLCMC/HIKJ
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<b>7. DD 250 REQ</b> N/A	<b>9. DIST STATEMENT REQUIRED</b> B	<b>10. FREQUENCY</b> Annually	<b>12. DATE OF FIRST SUBMISSION</b> See Blk 16	<b>14. DISTRIBUTION</b>		
<b>8. APP CODE</b> N/A		<b>11. AS OF DATE</b> N/A	<b>13. DATE OF SUBSEQUENT SUBMISSION</b> See Blk 16	<b>a. ADDRESSEE</b> SBEAS PMO	<b>b. COPIES</b>	
					Draft	Final Reg    Repro

<b>16. REMARKS</b>  In accordance with Section 2330a of Title 10, United States Code (10 USC 2330a), as amended, Contractors are required to submit an annual inventory of contracts for services performed during the prior fiscal year (1 October to 30 September) by reporting all manpower data into System for Award Management (SAM). The inventory must include the number of contractor employees and associated cost data collected from all SBEAS task orders during that period.  Contractor shall register an account in SAM at <a href="http://www.sam.gov">www.sam.gov</a> and accurately provide the requested data for all task orders performed during the reporting period. After completing the SAM entry, a copy of the SAM verification report shall be exported and delivered to the Government. The information shall be delivered in a portable document format (.pdf) using a version no higher than Adobe Acrobat 11.0. Submissions shall not include macros, passwords, program executables, embedded objects or external links.  If the report does not comply with the specified format, the deliverable will be rejected and the contractor will have five (5) business days upon notification from the Government to make the necessary corrections.  Block 11: Information shall be current as of the each fiscal year (1 October to 30 September)  Block 12: First submission shall be due by 10 November of the first fiscal year of contract award.  Block 13: All subsequent submissions shall be delivered to the Government by the 10th day of November.  Block 14: One electronic copy shall be sent to the following email addresses: AFLCMC.HIC.SmallBusiness@us.af.mil.  The subject line of the email and naming convention for this CDRL shall be as follows:  Contract Number_A005_Vendor Name_Month_Year [Example: FA8771-1X-D-XXXX_A005_XYZ_October_2017]							
<b>15. TOTAL</b>					0	1    0	

<b>G. PREPARED BY</b> HENDERSON.CHRISTIN A.NICOLE.1260237812 <small>Digitally signed by HENDERSON.CHRISTINA.NICOLE.1260237812 Date: 2020.03.04 10:45:29 -0600</small>	<b>H. DATE</b> 4 Mar 2020	<b>I. APPROVED BY</b> HENDERSON.CHRISTIN A.NICOLE.1260237812 <small>Digitally signed by HENDERSON.CHRISTINA.NICOLE.1260237812 Date: 2020.03.04 10:45:40 -0600</small>	<b>J. DATE</b> 4 Mar 2020
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<b>17. PRICE GROUP</b>
<b>18. ESTIMATED TOTAL PRICE</b>

**CONTRACT DATA REQUIREMENTS LIST**  
(1 Data Item)

Form Approved  
OMB No. 0704-0188

The public reporting burden for this collection of information is estimated to average 110 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports (0701-0188), 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number. Please DO NOT RETURN your form to the above address. Send completed form to the Government Issuing Contracting Officer for the Contract/PR No. listed in Block E.

<b>A. CONTRACT LINE ITEM NO.</b> 0040,1040	<b>B. EXHIBIT</b> A	<b>C. CATEGORY:</b> TDP _____ TM _____ OTHER <b>X</b>
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<b>D. SYSTEM/ITEM</b> SB Enterprise Application Solutions	<b>E. CONTRACT/PR NO.</b> FA8771-20-D-0001 - 0020	<b>F. CONTRACTOR</b> SBEAS Awardees
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<b>1. DATA ITEM NO.</b> A006	<b>2. TITLE OF DATA ITEM</b> Capability Maturity Model Integration (CMMI) Appraisal	<b>3. SUBTITLE</b> N/A
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<b>4. AUTHORITY (Data Acquisition Document No.)</b> N/A	<b>5. CONTRACT REFERENCE</b> Statement of Objectives Section 3.4.2	<b>6. REQUIRING OFFICE</b> AFLCMC/HIKJ
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<b>7. DD 250 REQ</b> N/A	<b>9. DIST STATEMENT REQUIRED</b> B	<b>10. FREQUENCY</b> Annually	<b>12. DATE OF FIRST SUBMISSION</b> N/A	<b>14. DISTRIBUTION</b>		
<b>8. APP CODE</b> N/A		<b>11. AS OF DATE</b> N/A	<b>13. DATE OF SUBSEQUENT SUBMISSION</b> See Blk 16	<b>a. ADDRESSEE</b>	<b>b. COPIES</b>	
					Draft	Final
					Reg	Repro

<b>16. REMARKS</b>  CMMI appraisal level held at contract award shall be maintained or increased throughout the life of the contract. Each contract holder shall provide, on an annual basis, the appropriate documentation which verifies the appraisal level held at contract award has been maintained or increased.  The CMMI Appraisal shall be delivered in a portable document format (.pdf) using a version no higher than Adobe Acrobat 2015. Submissions shall not include macros, passwords, program executables, embedded objects or external links.  If the deliverable does not comply with the specified format, the deliverable will be rejected and the contractor will have five (5) business days upon notification from the Government to make the necessary corrections.  Block 13: All subsequent submissions shall be submitted annually based upon the expiration date of the contractor's CMMI appraisal.  Block 14: One electronic copy shall be sent to the following email addresses: AFLCMC.HIC.SmallBusiness@us.af.mil.  The subject line of the email and naming convention for this CDRL shall be as follows:  Contract Number_A006_Vendor Name_Month_Year [Example: FA8771-1X-D-XXXX_A006_XYZ_October_2017]	<b>SBEAS PMO</b>		1	
	<b>16: TOTAL</b>		0	1

<b>G. PREPARED BY</b> HENDERSON,CHRIS TINA.N.1260237612 <small>Digitally signed by HENDERSON,CHRISTINA.N.1260237612 Date: 2019.09.17 13:13:31 -0500</small>	<b>H. DATE</b> 9 Sept 2019	<b>I. APPROVED BY</b> HENDERSON,CHRIS TINA.N.1260237612 <small>Digitally signed by HENDERSON,CHRISTINA.N.1260237612 Date: 2019.09.19 11:13:49 -0500</small>	<b>J. DATE</b> 9 Sept 2019
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<b>17. PRICE GROUP</b>
<b>18. ESTIMATED TOTAL PRICE</b>



## **STATEMENT OF OBJECTIVES (SOO)**

### **FOR**

#### **SMALL BUSINESS ENTERPRISE APPLICATION SOLUTIONS (SBEAS)**

##### **1. Purpose**

The purpose of this Indefinite Delivery/Indefinite Quantity (IDIQ) Contract is to provide a vehicle for customers to access a wide range of Information Technology (IT) Network Centric services and solutions that support the IT lifecycle. The SBEAS IDIQ contracts are the preferred source of obtaining IT application services and solutions for the Business and Enterprise Systems (BES) and CO's shall consider the use of the SBEAS IDIQ contract vehicle first when meeting BES IT requirements. However, this contract vehicle may be used by all other Air Force MAJCOMs and other agencies that support an Air Force requirement.

##### **2. Scope**

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

##### **3. Technical Objectives**

The objectives identified within this SOO are described in general terms. Each task order will address specific requirements, project scheduling, and other related performance criteria, as applicable. In accordance with AF and DoD standards referenced in section 8, Contractors shall provide IT solutions that operate in approved Network Centric enterprise environments and exploit approved infrastructures.

##### **3.1 Life-Cycle Software Services**

Life-cycle Software Services include but are not limited to:

- 3.1.1 Project management
- 3.1.2 Systems engineering, including technical and technical management processes
- 3.1.3 System architecture and design documentation
- 3.1.4 Technical solution design, creation, and implementation from a defined business process, user stories, or business use cases
- 3.1.5 Software development using various methodologies to include Agile, Prototype, Dev Ops, Rapid, Dynamic, Lean, or Waterfall. Agile is the preferred methodology
- 3.1.6 Information/web services development and information/web services testing to

include using Service-Oriented Architectures

- 3.1.7 Mobile or other Internet of Things (IoT) devices applications life-cycle software services
- 3.1.8 Information Display Solutions and Services, including but not limited to, mashups, dashboards, portals, and rich internet applications (RIA)
- 3.1.9 Database development or conversion
- 3.1.10 Incorporation of and compliance with Cybersecurity objectives and information security concepts to include Risk Management Framework (RMF) and DoD Information Assurance Certification and Accreditation Process (DIACAP)(DoD 8510.01)
  - RMF Cybersecurity Objectives
    - 3.1.10.1 Confidentiality
    - 3.1.10.2 Integrity
    - 3.1.10.3 Availability
  - Basic information security concepts
    - 3.1.10.4 Authentication
    - 3.1.10.5 Authorization
    - 3.1.10.6 Accountability (non-repudiation)
- 3.1.11 Build, testing, implementation and integration
- 3.1.12 Data or system migration
- 3.1.13 Administration of applications, systems, databases and interfaces to include system performance monitoring, tuning, provisioning and configuration management
- 3.1.14 Modifications to the Form, Fit, Function, or Interface (F3I) of an in-service, configuration-managed or produced Configuration Item (CI)
- 3.1.15 Technology refresh, software or hardware upgrades
- 3.1.16 Software modernization or re-engineering
- 3.1.17 Decommission planning and execution

### **3.2 Supporting IT Services**

Supporting IT services objectives include, but are not limited to:

- 3.2.1 Data and Information Services
- 3.2.2 IT Business analysis and Functional Business Area Expertise (FBAE) for business process areas to include, but not limited to, contracting, finance, medical, logistics,

personnel, communications, transportation, civil engineering, munitions, infrastructure and operations

- 3.2.3 Service desk, field and technical support to include access management, event management, incident management, problem management, and request fulfillment
- 3.2.4 Customer and user training
- 3.2.5 Creating and updating system documentation

### **3.3 Supporting Systems Within Various Computing Environments**

Provide development and supporting IT services and solutions within environments including:

- 3.3.1 AF-owned
- 3.3.2 Defense Information Systems Agency (DISA)-operated
- 3.3.3 Commercial, Non-commercial and Hybrid Cloud environments
- 3.3.4 Mobile devices
- 3.3.5 Other DoD-approved common operating environments

### **3.4 General Objectives**

Other general requirements include:

- 3.4.1 Comply with DoD policy that Cybersecurity requirements shall be identified and included in the design, acquisition, installation, operation, upgrade, or replacement of all DoD information systems. This includes systems and processes developed within the Defense Acquisition System (DAS); systems and processes developed at private expense; outsourced business processes supported by private sector information systems; and outsourced information technologies. IAW DoD 8570.01-M [Information Assurance (IA) Workforce Improvement Program (WIP)] and AFI 17-1303 [Cybersecurity Workforce Improvement Program (WIP)], all personnel assigned to perform cybersecurity function(s) are required to carry an approved certification for their particular job classification. Specific cybersecurity requirements will be stated in the Task Order(s). (CDRL A007)
  - Reference National Institute of Standards and Technology (NIST) Special Publications 800-37, 800-53, 800-53A Rev 4 and Committee on National Security Systems Instructions (CNSSI) 1253 in relation to the Risk Management Framework (RMF) standards
- 3.4.2 Apply disciplined/best practices for systems engineering process optimizations
  - Each contract holder is required, at the time of proposal submission, to be appraised at Level 2 (at a minimum) for either Capability Maturity Model Integration (CMMI) for Development or CMMI for Services using the Software Engineering Institute's (SEI) Standard CMMI Appraisal Method for Process

Improvement (SCAMPI) (Method A). For approved Joint Ventures, at least 50% of the ventures are required to hold the appraisal level if the Joint Venture itself does not

- CMMI appraisal level held at contract award shall be maintained or increased throughout the life of the contract. Each contract holder shall provide, on an annual basis, the appropriate documentation which verifies the appraisal level held at contract award has been maintained or increased (CDRL A006)

- 3.4.3 Generate necessary design and implementation artifacts that will support lifecycle management of each solution developed or service provided
- 3.4.4 Develop and provide all data in accordance with the data right clauses and as identified in each task order
- 3.4.5 Use only Government-off-the-Shelf (GOTS) tools, approved Commercial-off-the-Shelf (COTS) tools or approved Free and Open Source Software (FOSS) for systems design and development, or incorporation into system solutions, in accordance with AF and DoD Standards
- 3.4.6 Support the Government in demonstrating audit readiness by responding to agency audits, inspections, and product assessments (i.e., monitoring/inspection/auditing of IT regulated activities to ensure compliance)
- 3.4.7 Supply work breakdown structure (WBS), integrated master schedule (IMS), and transition plans as defined at the task order level

### **3.5 Program Management Objectives**

At time of contract kickoff, identify a Program Manager (PM) who shall be the primary representative responsible for all work awarded under this contract, participate in Program Management Reviews (PMR) and ensure all standards and requirements referenced herein are adhered to. The SBEAS Program Management Office (PMO) conducts a maximum of one (1) mandatory PMR per fiscal year. The PMR will be conducted via a virtual webinar or teleconference. PMR chart guideless will be provided by the PMO. Contractors are free to travel to the Government's facility to conduct the PMR however, travel expenses will not be reimbursed as this method of conducting the PMR is not required. Contractors shall provide briefing materials for the PMR. Contractors shall also provide a capability description for the Government's use in accordance with CDRL A003.

#### **3.5.1 Task Order Management and Status Reporting**

Establish and maintain a documented set of disciplined, mature, and continuously improving processes for administering all task order efforts. All information for overall task order reporting will be submitted via a Contract Data Requirements List (CDRL). This monthly CDRL will include but not be limited to; new task orders, modifications to existing task orders, RFQ submissions, order status updates, service descriptions,

payment amounts/dates by CLIN, and Defense Finance and Accounting Services (DFAS) invoices. Additionally, this CDRL also requires a copy of each award and modification be sent to the Government PMO as soon as received but no later than with CDRL A001.

**3.5.2 Contractor Manpower Reporting**

Comply with Section 2330a of title 10, United States Code (10 USC 2330a), requiring an annual inventory of contracts for services performed during the prior fiscal year by reporting all manpower data into the System for Award Management (SAM). The inventory must include the number of contractor employees and associated cost data collected from all SBEAS task orders during that period. An email copy of the SAM submittal shall be provided to the Government. (CDRL A005)

**3.5.3 Earned Value Management (EVM)**

EVM may be required at the task order level. If required, each individual task order will provide specific requirements for EVM.

**3.5.4 Contract Performance Assessment Report (CPARs)**

In accordance with FAR 42.15, DFARS 242.15 and AFFARS 5342.15 annual performance evaluations in the form of a CPAR are required for contracts and orders over \$1M. The Contracting Officer has determined that IAW FAR 42.1502(d) performance evaluations shall be required for each order in excess of \$1M as task order performance evaluations will produce more useful past performance information for source selection officials than that contained in the overall contract evaluation at the base level. In addition, a CPAR will be prepared at the overall contract/base IDIQ level.

**3.5.5.1 IDIQ Contract Performance Assessment Report (CPAR):**

The Government will use the annual interim and task order CPAR ratings and the quality and timeliness of IDIQ deliverables to develop an overall IDIQ CPAR. The Government will use SBEAS Task Order CPARS finalized prior to 1 year post award date for the initial CPAR and then annually thereafter. The Government will assign point values for each evaluation rating for every task order CPAR as follows:

TASK ORDER CPAR RATING	ASSIGNED POINT VALUE
EXCEPTIONAL	5
VERY GOOD	4
SATISFACTORY	3
MARGINAL	2
UNSATISFACTORY	1

*Figure 1 Point Values*

CPAR EVALUATION AREA	TASK ORDER 1		TASK ORDER 2		TASK ORDER 3	
	TASK ORDER CPAR RATING	ASSIGNED POINT VALUE	TASK ORDER CPAR RATING	ASSIGNED POINT VALUE	TASK ORDER CPAR RATING	ASSIGNED POINT VALUE
QUALITY	EXCEPTIONAL	5	EXCEPTIONAL	5	VERY GOOD	4
SCHEDULE	SATISFACTORY	3	VERY GOOD	4	SATISFACTORY	3
COST CONTROL	N/A		VERY GOOD	4	SATISFACTORY	3
MANAGEMENT	VERY GOOD	4	SATISFACTORY	3	EXCEPTIONAL	5
SMALL BUSINESS	N/A		MARGINAL	2	VERY GOOD	4

Figure 2 Contractor Task Order Example

The Government will average points across each CPAR evaluation area for all task orders within the applicable rating period. Then, rounding to the nearest whole number, the Government will assign an IDIQ CPAR rating for the correlating evaluation area. Using the data provided in the example above the results would be as follows:

OVERALL IDIQ CPAR RATING		
CPAR EVALUATION AREA	AVERAGE POINT VALUE	CPAR EVALUATION RATING
QUALITY	4.67	EXCEPTIONAL
SCHEDULE	3.33	SATISFACTORY
COST CONTROL	3.50	VERY GOOD
MANAGEMENT	4.00	VERY GOOD
SMALL BUSINESS	3.00	SATISFACTORY

Figure 3 Overall IDIQ CPAR Rating Example

The Government will utilize the averaged task order CPAR ratings for each evaluation area (e.g. Quality, Schedule, etc.) to make the IDIQ CPAR determination of the contractor's performance for the applicable fiscal year. If there are no available task order CPARs, then the Government will utilize the quality and timeliness of IDIQ deliverables as the basis for determining the IDIQ CPAR ratings.

#### 3.5.5.2 Minimum Performance Threshold:

Each fiscal year the contractor must maintain a minimum performance rating of 3.00 in each CPAR evaluation area. If the contractor's performance rating is below 3.00 for any two years throughout the life of the contract, the contractor will be off-ramped. In this case, the government will not allow the contractor to compete for new task order awards and the government will not exercise the remaining option at the IDIQ level.

#### 3.5.5 Service Delivery Summary

The contractor's performance at the contract level will be assessed annually by a process that measures success towards achieving defined performance objectives. The Service Delivery Summary will be in accordance with AFI 63-124, Performance Based Services

Acquisition (PBSA) and FAR Subpart 37.6, Performance Based Acquisition. Service Level Agreements (SLAs) will be defined in each task order.

PERFORMANCE OBJECTIVE	PERFORMANCE STANDARD AND ACCEPTABLE QUALITY LEVEL	METHOD OF PERFORMANCE ASSESSMENT
Ensure adherence to timeliness requirements of all CDRLs by the contractor.	CDRLs are completed on time or ahead of schedule 92% of the time.	CDRLs A001, A002, A003, A004, A005, and A006 are delivered in accordance to requirements identified in the respective DD FORM 1423-1.  The Government will review all CDRL submissions on an annual basis to determine overall timeliness.
Ensure adherence to quality requirements of all CDRLs by the contractor.	Quality CDRLs are delivered in accordance with the respective DD FORM 1423-1 performance parameters 92% of the time.	CDRLs A001, A002, A003, A004, A005, and A006 are delivered in accordance to requirements identified in the respective DD FORM 1423-1.  The Government will review all CDRL submissions on an annual basis to determine overall quality.

Figure 4 Service Delivery Summary

#### 4. Other Considerations

##### 4.1 Security

The IDIQ will support the following levels of security: Unclassified; Unclassified, But Sensitive; Secret (S); Secret Sensitive Compartmented Information (S/SCI); Top Secret (TS); and Top Secret Sensitive Compartmented Information (TS/SCI).

Task orders may require personnel security clearances up to and including Top Secret and may require all employees to be United States citizens. The security clearance requirements will depend on the security level requirements at the task order level. The task orders may also require access to sensitive compartmented information (SCI) for which SCI eligibility will be required. Individuals performing work under task orders shall comply with applicable program security requirements as stated in the task order. Contractor personnel shall be required to have the appropriate level of investigation and/or security clearance for each agency and information system as applicable at the task order level prior to performing services under the task order. The cost of the associated investigations for contractors will be in accordance with governmental directives at

the time of the contract award.

All Contractors located on military installations shall also comply with Operations Security (OPSEC) requirements as set forth in DoD Directive 5205.02E, DoD Operations Security Program and AFI 10-701, Operations Security. In accordance with DoD Manual 5200.02, Procedures for the DoD Personnel Security Program (PSP) and DoD Instruction 1000.13, Identification (ID) Cards for Members of the Uniformed Services, Their Dependents, and Other Eligible Individuals. Contractor personnel using unclassified automated information systems, including e-mail, shall have, at a minimum, a completed and favorably adjudicated National Agency Check with Written Inquiries (NACI) (or equivalent or higher) or Tier 1 or higher background investigation.

## **5. Data Deliverables**

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

1. CDRL A001: Task Order Status Report (TOSR): DI-MGMT-81991, tailored
2. CDRL A002: Limitation of Subcontracting Report : No Reference
3. CDRL A003: Briefing Materials: DI-MGMT-81605, tailored
4. CDRL A004: Mentor-Protégé Agreement (MPA): No Reference
5. CDRL A005: Contractor Manpower Report: No Reference
6. CDRL A006: CMMI Appraisal Documentation: No Reference

## **6. Specifications, Standards and Policies**

The following certifications, specifications, standards, policies and procedures represent documents and standards that apply to life-cycle management services and may be required on individual task order contracts. Additionally, individual task orders may impose additional standards than those specified below.

In performing any task order under this IDIQ, the contractor shall ensure that services and solutions meet the standards, as applicable, identified in AF Standards of Excellence located at:

<https://www.netcents.af.mil/Contracts/SBEAS/Documents/>

The most current version of the document at the time of task order issuance will take precedence.