AMENDMENT OF SOLICITAT	ION/MODIFICATION	OF CONTRACT		1. CONTRACT II	D CODE	PAGE OF PAGES 1 of 2		
2. AMENDMENT/MODIFICATION NO. P00001	3. EFFECTIVE DATE 01 APR 2020	4. REQUISITION/PUR	CHASE	E REQ.NO.	5. PROJE	CT NO. (If applicable)		
6. ISSUED BY AFLCMC/HIK	CODE FA8771	7. ADMINISTERED BY	(If oth	er than Item 6)	CC	DDE FA8771		
DEPARTMENT OF THE AIR FORCE (AFM AFLCMC/HIK 490 EAST MOORE DRIVE, SUITE 130 MAFB - GUNTER ANNEX AL 36114-3000 TYRONE H. GOLDEN 4166590 X6590 tyrone.golden@us.af.mil	1C)	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., st.	reet, county, State and ZIP Cod	(e)	(X)	9A. AMENDMENT O	F SOLICITA	TION NO.		
INSERSO CORPORATION 1900 GALLOWS RD STE 750 VIENNA VA 22182-4098 (703) 642-9598				9B. DATED (SEE ITE				
(703) 042-9398				10A. MODIFICATION		RACT/ORDER NO.		
		X FA8771-20-D-0006 10B. DATED (SEE ITEM 13)						
CODE 3BWJ9	FACILITY CODE	108. DATED (SEE ITEM 13) 19 DEC 2019						
	TEM ONLY APPLIES TO	D AMENDMENTS O	F SC		13			
The above numbered solicitation is amended as se					is extended,	is not extended.		
A. THIS CHANGE ORDER IS ISSUED PURS 10A. B. THE ABOVE NUMBERED CONTRACT/O appropriation data, etc.) SET FORTH IN X C. THIS SUPPLEMENTAL AGREEMEN FAR 43.103(a)(3) Mutual Agreen D. OTHER (Specify type of modification)	copies of the amendment includes a reference to the solic RECEIPT OF OFFERS PRIOR offer already submitted, such charge of the opening hour and data frequired) MAPPLIES ONLY TO MOTIES THE CONTRACT/OFFICE THE CONTRACT/OFFICE THE CONTRACT/OFFICE THE CONTRACT/OFFICE THE MODIFIED TO REFLET THE MODIFIED TO THE MODIFIED TH	i; (b) By acknowledging recitation and amendment recitation and amendme	ceceipt conumber of the second	of this amendment on ers. FAILURE OF YO ECIFIED MAY RESULT or letter, provided each or letter, provided each of the second of th	ach copy of UR ACKNO' IN REJECT h telegram of the telegram of telegram of the telegram of tele	the offer WLEDGMENT TO BE TION OF YOUR OFFER. or letter makes reference ORDER NO. ITEM ag office,		
Except as provided herein, all terms and conditions of the state of th	he document referenced in Item	16A. NAME AND TI	TLE O	ged, remains unchange F SIGNER (Type or pr NNERSON		force and effect.		
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. UNITED STAT	ES OF	AMERICA		16C. DATE SIGNED		
(Signature of person sutherized to simple		//signed//	Contro	oting Officer		01 APR 2020		
(Signature of person authorized to sign)		(Signature of	contra	cung Onicer)				

NSN 7540-01-152-8070 PREVIOUS EDITION UNUSABLE ConWrite Version 7.3.0.1 Created 11 Mar 2020 12:32 PM STANDARD FORM 30 (REV.10-83)
Prescribed by GSA
FAR (48 CFR) 53.243

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 RE 1 Data	QUIREMENTS Item)	LIST		Form Appro		88		
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A001	Task Order Statu	s Report (TOSR)		N/A					<u> </u>
4. AUTHORITY (Data	Acquisition Document No N/A	.)	5. CONTRACT REFEREN		n 3 52	6. REQUIRING OFFICE AFLCM	IC/HIK	т		18. ESTIMATED TOTAL PRICE
7. DD 250 REQ	9. DIST STATEMENT REQUIRED	10. FREQUE	NCY 12.	DATE OF FIRST SUI	MISSION	·	витіом			
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16. REMARKS	shall deliver a Ta	ak Ordon S	Status Banast /T/	DCD) that inclu	طمد ما ا	SBEAS PMO		1		
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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:
 - 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 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:

a. 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
		The number assigned to the contract by the SBEAS		
ı		Procuring Contracting Officer. Example:		
Α	Contract	FA877117R1000. Required	General/Text	13
_		Government Task Order number. The task order number is usually a four (4) character code assigned by the issuing agency. Required	0 100 4	4.05
В	Task Order Number	-,	General/Text	4-25

CDRL A001 INSTRUCTIONS

_	Task Order Modification	Denotes the basic order and additional modifications		
C	Number	to that order thereafter. Required for all orders.	General/Text	. 2
ā	Date Order Accepted	The effective date on the order. Required	Short Date	MM/DD/YYYY
E	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 cumlative of the contract value or obligated totalonly the mod amount). Required	Accounting/Currency	25.2
i		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		
F.	RFP Number	available, leave blank. Required	General/Text	25
G	RFP Submitted	Provide the date the Request for Proposal was received from the issuing contracting officer. Required	Short Date	MM/DD/YYYY
н	Task Order Status Indicator	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 Required	General/Text	1
ı	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. Required Enter date performance ends. When option periods	Short Date	MM/DD/YYYY
J K	Period of Performance (PoP) End Issued By DODAAC	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. Required DoDACC of issuing organization. Required	Short Date General/Text	MM/DD/YYYY 6
- 13	Issued by Agency or	The Agency or MAJCOM that issued the task order.	Odilalal/Text	,
L	MAJCOM	Required	General/Text	50
M	Issued By Organization	Enter the Organizational Name that issued the task order. Required	General/Text	50
N	Issued By Name	Enter Name of the Government Contracting Officer who issued the task order. Required	General/Text	50

CDRL A001 INSTRUCTIONS

		Enter the e-mail of the Government Contracting		·-
0	Issued By Email	Officer that issued the task order. Required	General/Text	50
		Enter the organization for whom the service is		
P	Mark for Organization	intended. Required	General/Text	50
ļ		Enter the Contract Line Item Number. Each CLIN		
Q	CLIN	number goes on a separate line. Required	General/Text	6
		If applicable, enter the Contract sub-line Item Number		
		with the associated CLIN above. Otherwise, leave		
R	ŞLIN	blank. Required	General/Text	6
	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;		
		F1 = Fixed Price Incentive Fee;		
S		LH = Labor Hour Required	General/Text	2
		Enter the description for the solution(s) being		
Т	Service Description	provided. Required	General/Text	255
		Enter the Invoice Number that is submitted to the		
1		DFAS. Required as they are submitted to DFAS for		05
AB_	Invoice Number to DFAS	Enter the date the invoice was submitted to DFAS for	General/Text	25
AC	Date Invoiced to DFAS	payment. Required as they are submitted to DFAS	Short Date	MM/DD/YYYY
. AC	Date invoiced to DFAS	for payment.	Short Date	IVIIVI/DD/1111
		Enter the amount of the Invoice broken out by CLIN.		
AD	Catagony Invoice Amount	Required for each CLIN on invoice or voucher.	Accounting/Currency	25.2
75	Calegory Invoice Amount	required for each orange of vodorier.	Accounting/Gurrency	20.2
		Enter the voucher number for which DFAS payment		
		to vendor was made. This item should be associated		
		with matching invoice number. Required as		,
AE	DFAS Voucher Number	payments are received from DFAS .	General/Text	25
		Enter the date of the voucher DFAS used for		
		payment to vendor. This item should be associated		1
AF	DFAS Voucher Date	with matching invoice number. Required.	Short Date	MM/DD/YYYY
		Enter DFAS payment amount made to the vendor.	• • • • • • • • • • • • • • • • • • • •	
		This item should be associated with matching invoice		
		number. Required as payments are received from		
AG	· · · · · · · · · · · · · · · · · · ·	DFAS.	Accounting/Currency	25.2
AH	Comments	Any comments by the vendor. Optional.	General/Text	255

Issued by	Agency	5	MAJCOM	AFMC
		issued by	DODAAC	FA8771
			PoP Start PoP End DODAAC	10/1/2013 FA8771
			PoP Start	10/2/2012
	Order	Status	Indicator	4
			RFP Submitted Indicator F	5/1/2012
			RFP Number	FA8771-17-R-XXXX
		Order Total	Amount	\$1,387,005.00
•		Date Order	Accepted	6/1/2012
	Task Order	Modification	Number	01
			Task Order Number	A8771-17-D-XXXX FA8771-17-F-XXXX
			IDIQ Contract Number Task Order Number	FA8771-17-D-XXXX

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CONTRACT DATA REQUIREMENTS LIST 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 Sendices, Directorate for information or produced and reports (0701-0188), T215 Defferson Davis Highway, Suite 1204, Anington, VA 22202-4302. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any person shall be subject to any person person shall be subject to any person shall be subject A. CONTRACT LINE ITEM NO. B. EXHIBIT C. CATEGORY: OTHER 0040,1040 D. SYSTEM/ITEM E. CONTRACT/PR NO. F. CONTRACTOR SB Enterprise Application Solutions FA8771-20-D-0001 - 0020 SBEAS Awardees 1. DATA ITEM NO. 2. TITLE OF DATA ITEM 17. PRICE GROUP 3. SUBTITLE Limitations of Subcontracting (LoS) Report A002 4. AUTHORITY (Data Acquisition Document No.) 5. CONTRACT REFERENCE 6. REQUIRING OFFICE 18. ESTIMATED N/A Statement of Objectives Section 4.4 AFLCMC/HIKJ 9. DIST STATEMENT 7. DD 250 REQ 10. FREQUENCY 12, DATE OF FIRST SUBMISSION DISTRIBUTION 14. REQUIRED Semiannually N/A See Blk 16 b. COPIES 13. DATE OF SUBSEQUENT 8. APP CODE 11. AS OF DATE a. ADDRESSEE В SUBMISSION Draft N/A N/A See Blk 16 Reg Repro 16. REMARKS SBEAS PMO 1 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] T53TOTAL 0 1 0 H. DATE I. APPROVED BY G. PREPARED BY J. DATE HENDERSON.CHRISTIN Digitally #gred by HENDERSON.CHRISTINA.NICOLE.128 HENDERSON, CHRISTIN Digitally signed by HENDERSON, CHRISTINA, NICOLE. 4 Mar 2020 4 Mar 2020 A.NICOLE.1260237612 0237612 Oats: 2020.03.04 10:44:05 -08'00' 1260237612 A.NICOLE.1260237612 Date: 2020.03.04 10:44:21 -06'00'

TOTAL PRICE

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 10տ of the reporting month (if the 10տ 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 shari be delivered as a microsoft excel opteadsheet of some other mutually agreeable
- 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 Form Approved (1 Data Item) 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 (0701-018B), 1215 Jefferson Davis Highway, Suite 1204, Arington, 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. B, EXHIBIT C. CATEGORY: Х OTHER 0040,1040 D. SYSTEM/ITEM E. CONTRACT/PR NO. F. CONTRACTOR SB Enterprise Application Solutions FA8771-20-D-0001 - 0020 SBEAS Awardees 17, PRICE GROUP 1. DATA ITEM NO. 2. TITLE OF DATA ITEM 3. SUBTITLE **Briefing Materials** Vendor Performance and Capabilities A003 Description 4, AUTHORITY (Data Acquisition Document No.) 5. CONTRACT REFERENCE 6. REQUIRING OFFICE 18. ESTIMATED DI-MGMT-81605 Statement of Objectives Section 3.5 AFLCMC/HIKJ 7. DD 250 REQ 9. DIST STATEMENT 12. DATE OF FIRST SUBMISSION 10. FREQUENCY 14. DISTRIBUTION REQUIRED LT Annually See Blk 16 b. COPIES 13. DATE OF SUBSEQUENT 8. APP CODE 11. AS OF DATE a. ADDRESSEE Α SUBMISSION Draft N/A See Blk 16 See Blk 16 Repro Reg 16, REMARKS SBEAS PMO 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. 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. 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. 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. Block 11: Information shall be current as of the end of each calendar year. Block 12: 90 calendar days after contract award 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. 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 A003 Vendor Name Month Year [Example: FA8771-1X-D-XXXX A003 XYZ October 2017] 15. TOTAL 0 1 0 G. PREPARED BY H. DATE I. APPROVED BY J. DATE Digitally signed by HENDERSON.CHRISTINA.N.128023 HENDERSON, CHRIS Digitally slighted by HENDERSON, CHRISTINA, N.128023761 HENDERSON.CHRIS TINA.N.1260237612 2 Date, 2019,09,17 13 08:43 -05/00' 9 Sept 2019 9 Sept 2019 TINA.N.1260237612 e: 2019.09.19 11 05.27 -05'00' DD FORM 1423-1, FEB 2001 PREVIOUS EDITION MAY BE USED. Pages Page

TOTAL PRICE

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

 $Vendor\ POCs$

Title

Name

Phone Number XXX-XXX-XXXX

email

Company Name and Logo

Slogan

Last Updated:

Use layout, color schemes of your choice

Highlight your qualifications

Continued....

			_	
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.				
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CONTRACT DATA REQUIREMENTS LIST Form Approved OMB No. 0704-0188 (1 Data Item) 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- Defferson Davis Höhmay, Suite 1204, Arington, 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. B. EXHIBIT C. CATEGORY: _ OTHER X 0040, 1040 F. CONTRACTOR D. SYSTEM/ITEM E. CONTRACT/PR NO. SBEAS Awardees FA8771-20-D-0001 - 0020 SB Enterprise Application Solutions 17. PRICE GROUP 1, DATA ITEM NO. 2. TITLE OF DATA ITEM 3. SUBTITLE Mentor-Protege Agreement (MPA) A004 5. CONTRACT REFERENCE 6. REQUIRING OFFICE 18. ESTIMATED 4. AUTHORITY (Data Acquisition Document No.) Statement of Objectives Section 4.5 AFLCMC/HIKJ See Blk 16 9. DIST STATEMENT 10. FREQUENCY 12. DATE OF FIRST SUBMISSION DISTRIBUTION 14. 7. DD 250 REQ REQUIRED As Required N/A N/A b. COPIES 13. DATE OF SUBSEQUENT 8. APP CODE 11. AS OF DATE a. ADDRESSEE В SUBMISSION Draft N/A N/A See Blk 16 Reg Repro SBEAS PMO 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 J. DATE G. PREPARED BY H. DATE I, APPROVED BY Ogitally signed by HEMDERSON,CHRISTINA,N,126023 7612 Date: 2019.09,19 11:10.15 -05:00" HENDERSON, CHRIS Digitally signed by HENDERSON, CHRISTINA, N. 126023761 HENDERSON.CHRIS 9 Sept 2019 9 Sept 2019 TINA.N.1260237612 2 Date: 2019.09.17 13:11.16:405:00 TINA.N.1260237612 Page DD FORM 1423-1, FEB 2001 PREVIOUS EDITION MAY BE USED. Pages

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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

Section J Attachment 1 Statement of Objectives Page 1

- 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,

Section J Attachment 1 Statement of Objectives 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 IDIO 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	TASK C	ORDER 1	TASK C	PRDER 2	TASK C	RDER 3
AREA	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 Governemt 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.