


<b>SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS</b> <i>OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, AND 30</i>				1. REQUISITION NUMBER HQ015292030007000		PAGE 1 OF 12	
2. CONTRACT NO. HQ0034-09-A-3015		3. AWARD/EFFECTIVE DATE 30-Sep-2009		4. ORDER NUMBER 0003		5. SOLICITATION NUMBER	
7. FOR SOLICITATION INFORMATION CALL:		a. NAME				b. TELEPHONE NUMBER (No Collect Calls)	
9. ISSUED BY WHS ACQUISITION & PROCUREMENT OFFICE 1700 N. MOORE STREET SUITE 1425 ROSSLYN VA 22209-1901  TEL: FAX:		CODE HQ0034		10. THIS ACQUISITION IS <input checked="" type="checkbox"/> UNRESTRICTED <input type="checkbox"/> SET ASIDE: % FOR <input type="checkbox"/> SB <input type="checkbox"/> HUBZONE SB <input type="checkbox"/> 8(A) <input type="checkbox"/> SVC-DISABLED VET-OWNED SB <input type="checkbox"/> EMERGING SB SIZE STD: NAICS:		11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED <input type="checkbox"/> SEE SCHEDULE 13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700) 13b. RATING 14. METHOD OF SOLICITATION <input type="checkbox"/> RFO <input type="checkbox"/> IFB <input type="checkbox"/> RFP	
15. DELIVER TO OSD POLICY (b)(6) OFFICE OF SECRETARY OF DEFENSE POLICY PENTAGON RM 3C852A WASHINGTON DC 20301-1155		CODE HQ0152		16. ADMINISTERED BY  <b>SEE ITEM 9</b>			
17a. CONTRACTOR/OFFEROR SCIENCE APPLICATIONS INTERNATIONAL CORPO (b)(6) 10260 CAMPUS POINT DR SAN DIEGO CA 92121-1522  TEL. 703.676.5758		CODE 52302		18a. PAYMENT WILL BE MADE BY DFAS-CO/WEST ENTITLEMENT OPERATIONS P.O. BOX 182381 COLUMBUS OH 43218-2381		CODE HQ0339	
<input type="checkbox"/> 17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER				18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a. UNLESS BLOCK BELOW IS CHECKED <input type="checkbox"/> SEE ADDENDUM			
19. ITEM NO.		20. SCHEDULE OF SUPPLIES/ SERVICES		21. QUANTITY		22. UNIT	
		SEE SCHEDULE				23. UNIT PRICE	
						24. AMOUNT	
25. ACCOUNTING AND APPROPRIATION DATA  See Schedule						26. TOTAL AWARD AMOUNT (For Govt. Use Only)  (b)(4)	
<input type="checkbox"/> 27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1, 52.212-4, FAR 52.212-3, 52.212-5 ARE ATTACHED.				ADDENDA <input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED			
<input type="checkbox"/> 27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4, FAR 52.212-5 IS ATTACHED.				ADDENDA <input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED			
28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN COPIES <input type="checkbox"/> TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED HEREIN.				29. AWARD OF CONTRACT: REFERENCE <input type="checkbox"/> OFFER DATED . YOUR OFFER ON SOLICITATION (BLOCK 5), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN, IS ACCEPTED AS TO ITEMS:			
30a. SIGNATURE OF OFFEROR/CONTRACTOR				31a. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER) 		31c. DATE SIGNED 29-Sep-2009	
30b. NAME AND TITLE OF SIGNER (TYPE OR PRINT)		30c. DATE SIGNED		31b. NAME OF CONTRACTING OFFICER (TYPE OR PRINT) Lisa M. Maass / Contracting Officer TEL: (b)(6) EMAIL: (b)(6)			

**SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS  
(CONTINUED)**

19. ITEM NO.	20. SCHEDULE OF SUPPLIES/ SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
<p><b>SEE SCHEDULE</b></p>					

32a. QUANTITY IN COLUMN 21 HAS BEEN  
 RECEIVED  INSPECTED  ACCEPTED, AND CONFORMS TO THE CONTRACT, EXCEPT AS NOTED: \_\_\_\_\_

32b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE	32c. DATE	32d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE
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32e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE	32f. TELEPHONE NUMBER OF AUTHORIZED GOVERNMENT REPRESENTATIVE
	32g. E-MAIL OF AUTHORIZED GOVERNMENT REPRESENTATIVE

33. SHIP NUMBER <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	34. VOUCHER NUMBER	35. AMOUNT VERIFIED CORRECT FOR	36. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	37. CHECK NUMBER
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38. S/R ACCOUNT NUMBER	39. S/R VOUCHER NUMBER	40. PAID BY
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41a. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT	42a. RECEIVED BY <i>(Print)</i>		
41b. SIGNATURE AND TITLE OF CERTIFYING OFFICER	41c. DATE	42b. RECEIVED AT <i>(Location)</i>	
		42c. DATE REC'D <i>(YY/MM/DD)</i>	42d. TOTAL CONTAINERS

Section SF 1449 - CONTINUATION SHEET

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0001		(b)(4)	Dollars, U.S.	\$1.00	(b)(4)
	BASE PERIOD-Mission Support Services T&M Mission support Services - Analytic Support for Plans and Posture Portfolios The contractor shall provide on-site support services to the Office of the Under Secretary Of Defense (Policy) within the SOW. PURCHASE REQUEST NUMBER: HQ015292030007000				
				TOT ESTIMATED PRICE	(b)(4)
				CEILING PRICE	(b)(4)
	ACRN AA				

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0002		(b)(4)	Dollars, U.S.	\$1.00	(b)(4)
	BASE PERIOD - TRAVEL T&M All travel requires prior approval of OSD(P) leadership. Copies of all receipts will be furnished to the COR. All travel for this call order must be in accordance with the JTR. All travel not in compliance with the JTR will be at the contractor's expense. PURCHASE REQUEST NUMBER: HQ015292030007000				
				TOT ESTIMATED PRICE	(b)(4)
				CEILING PRICE	(b)(4)
	ACRN AA				

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1001		(b)(4)	Dollars, U.S.	\$1.00	(b)(4)

OPTION Option Year 1 - Mission Support Services  
T&M  
Mission support Services - Analytic Support for Plans and Posture Portfolios  
The contractor shall provide on-site support services to the Office of the Under Secretary Of Defense (Policy) within the SOW.

TOT ESTIMATED PRICE \$386,835.00 NTE  
CEILING PRICE

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1002		(b)(4)	Dollars, U.S.	\$1.00	(b)(4)

OPTION Option Year 1 - TRAVEL  
T&M  
All travel requires prior approval of OSD(P) leadership. Copies of all receipts will be furnished to the COR. All travel for this call order must be in accordance with the JTR. All travel not in compliance with the JTR will be at the contractor's expense.

TOT ESTIMATED PRICE (b)(4)  
CEILING PRICE

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
2001		(b)(4)	Dollars, U.S.	\$1.00	(b)(4)

OPTION Option Year 2 - Mission Support Services  
T&M  
Mission support Services - Analytic Support for Plans and Posture Portfolios  
The contractor shall provide on-site support services to the Office of the Under Secretary Of Defense (Policy) within the SOW.

TOT ESTIMATED PRICE (b)(4)  
CEILING PRICE

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
2002		(b)(4)	Dollars, U.S.	\$1.00	(b)(4)
OPTION	Option Year 2 - TRAVEL T&M All travel requires prior approval of OSD(P) leadership. Copies of all receipts will be furnished to the COR. All travel for this call order must be in accordance with the JTR. All travel not in compliance with the JTR will be at the contractor's expense.				
TOT ESTIMATED PRICE					(b)(4)
CEILING PRICE					(b)(4)

**INSPECTION AND ACCEPTANCE TERMS**

Supplies/services will be inspected/accepted at:

CLIN	INSPECT AT	INSPECT BY	ACCEPT AT	ACCEPT BY
0001	Destination	Government	Destination	Government
0002	Destination	Government	Destination	Government
1001	Destination	Government	Destination	Government
1002	Destination	Government	Destination	Government
2001	Destination	Government	Destination	Government
2002	Destination	Government	Destination	Government

**DELIVERY INFORMATION**

CLIN	DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
0001	POP 30-SEP-2009 TO 29-SEP-2010	N/A	OSD POLICY (b)(6) OFFICE OF SECRETARY OF DEFENSE POLICY PENTAGON RM 3C852A WASHINGTON DC 20301-1155 (b)(6) FOB: Destination	HQ0152
0002	POP 30-SEP-2009 TO 29-SEP-2010	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0152



1001	POP 30-SEP-2010 TO 29-SEP-2011	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0152
1002	POP 30-SEP-2010 TO 29-SEP-2011	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0152
2001	POP 30-SEP-2011 TO 29-SEP-2012	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0152
2002	POP 30-SEP-2011 TO 29-SEP-2012	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0152

## ACCOUNTING AND APPROPRIATION DATA

AA: 9790100.1120 3301 2522 S49447 DSAC90359

AMOUNT: (b)(4)

CIN HQ0152920300070000001: (b)(4)

CIN HQ0152920300070000002: (b)(4)

## CLAUSES INCORPORATED BY REFERENCE

52.222-54

Employment Eligibility Verification

JAN 2009

## WAWF INVOICING INSTRUCTIONS

WHS A&PO WAWF INVOICING INSTRUCTIONS (Mar 2009)

To implement DFARS 252.232-7003, "Electronic Submission of Payment Requests and Receiving Reports (March 2008)", Washington Headquarters Services, Acquisition & Procurement Office (WHS A&PO) utilizes WAWF to electronically process vendor requests for payment. The web based system is located at <https://wawf.eb.mil>, and allows government contractors and authorized Department of Defense (DOD) personnel to generate, capture, process and track invoice and acceptance documentation electronically. The contractor is required to utilize this system when submitting invoices and receiving reports under this contract. Submission of hard copy DD250/Invoice/Public Vouchers (SF1034) is no longer permitted.

The contractor shall ensure an Electronic Business Point of Contract is designated in Central Contractor Registration at <http://www.ccr.gov/> and register to use WAWF at <https://wawf.eb.mil> within ten (10) days after award of the contract or modification incorporating WAWF into the contract. Step by step instructions to register are available at <http://wawf.eb.mil>.

**The contractor is directed to select from the following invoice types:**

**2-n-1 - if invoicing for Services Only**

**Combo - if invoicing for Supplies Only**

**Combo - if invoicing for a combination of Supplies and Services**

**Cost Voucher - if invoicing for Cost Type/Reimbursable Contracts**

**\*\*Cost Vouchers are only used when contracts/orders require invoices be sent to DCAA for approval.**

**Grant and Cooperative Agreement Voucher - if requesting payment for a Grant or Cooperative Agreement**

Back up documentation may be attached to the invoice in WAWF under the “Misc Info” tab. Fill in all applicable information under each tab.

The following required information should automatically populate in WAWF; if it does not populate, or does not populate correctly, enter the following information:

Contract Number	
Delivery Order	
Pay DoDAAC	HQ0339
Issue By DoDAAC	HQ0034
Admin By DoDAAC	HQ0034
Inspect By DoDAAC/Extention	HQ0034/OSDTM4
Service Acceptor DODAAC/Extension <u>or</u> Ship to DODAAC/Extension <u>or</u> Service Approver DODAAC/Extension <u>or</u> Grant Approver DODAAC/Extension	HQ0152
DCAA Auditor DODAAC/Extension	
LPO DODAAC	Leave Blank

The Contractor shall verify that the DoDAACs automatically populated by the WAWF system match the above information. If these DoDAACs do not match then the contractor shall correct the field(s) and notify the contracting officer of the discrepancy (ies).

The Contractor will need to enter a Shipment (or Voucher) Number in a specific format.

- The correct format for a shipment number for MOCAS invoices is AAAXNNN where A = alpha, X = alphanumeric and N = numeric characters, followed by a “Z” suffix if it is a final invoice. (e.g. SER0001, BVN0002Z, SERA003)
- WAWF will affix the prefix “SER” for 2-in-1 invoices and prefix “BVN” for cost vouchers to the Shipment (or Voucher) Number fields. For Combo documents, the contractor may enter their own three letter prefixes.

Take special care when entering Line Item information . The Line Item tab is where you will detail your request for payment and material/services that were provided based upon the contract. Be sure to fill in the following items exactly as they appear in the contract:

- Item Number: If the contract schedule has more than one ACRN listed as sub items under the applicable Contract Line Item Number (CLIN), use the 6 character, separately identified Sub Line Item Number (SLIN) (e.g. – 0001AA) or Informational SLIN (e.g. – 000101), otherwise use the 4 character CLIN (e.g. – 0001).
- Unit Price

- Unit of Measure
- ACRN: Fill-in the applicable 2 alpha character ACRN that is associated with the CLIN or SLIN.

*Note – DO NOT INVOICE FOR MORE THAN IS STILL AVAILABLE UNDER ANY CLIN/SLIN/ACRN.*

Before closing out of an invoice session in WAWF but after submitting your document or documents, the contractor will be prompted to send additional email notifications. Contractor shall click on “Send More Email Notification” on the page that appears. Add the following email address (b)(4) in the first email address block and (b)(4) in the following blocks. This additional notification to the government is important to ensure that all appropriate persons are aware that the invoice documents have been submitted into the WAWF system.

If you have any questions regarding WAWF, please contact the WAWF Help Desk at 1-866-618-5988.

## STATEMENT OF WORK

### **Analytic Support for Plans and Posture Portfolios**

#### **1. BACKGROUND**

The Office of Deputy Under Secretary of Defense for Strategy, Plans, and Forces provides a strong policy voice in the Planning, Programming, Budgeting, Execution and force development processes. The Office of the Deputy Assistant Secretary of Defense for Plans oversees: development, coordination, promulgation, and implementation of the Guidance for Employment of the Force; interagency planning and assessment mechanisms that support DoD planning processes and documents; the Global Defense Posture portfolio; review and assessment of the Geographic Commanders’ Theater Posture Plans; those International Agreements that support US Global Defense Posture; the Global Force Management portfolio; and development and coordination of the Unified Command Plan.

The Guidance for Employment of the Force (GEF) is the primary policy guidance for the combatant commands (COCOMs), Military Services, and Defense Agencies for their planning of day-to-day, steady-state campaign activities, as well as for their contingency planning. The GEF sets DoD priorities for day-to-day activities of the Department and identifies top priority contingency planning efforts and requirements for assessing those efforts. It also contains guidance for Global Defense Posture and Global Force Management, campaign plan assessments, Security Cooperation, and Campaign Support Plans, which link resources to plans. The GEF also offers an opportunity to provide guidance on incorporating U.S. civilian agencies into DoD’s planning processes and activities.

Global Defense Posture addresses the cross-section of host-nation relationships, U.S. forces, and infrastructure footprint that enable military activities to address threats to the U.S. or its interests. This includes forces and capabilities rotationally allocated or permanently assigned to foreign countries and U.S. territories overseas, the international agreements that support overseas access and stationing, and the network of infrastructure and installations that supports steady-state stationing and the contingency employment of forces.

Interagency Planning and Assessments is linked closely with the GEF and Global Defense Posture work but also includes independent activities. Interagency planning encompasses development of relationships and mechanisms to bring non-DoD US Government input into DoD planning activities and ensuring DoD is structured to provide clear, coherent, and effective support to other Departments/Agencies’ respective planning efforts. Assessments focus on helping DoD components fulfill GEF requirements for high-level assessments, which in many cases involve development of methodologies and frameworks applied to a variety of strategic end-states, programs, and processes.

#### **2. TYPE OF CONTRACT**

Subject work will be performed on a Time and Material basis with a Time and Material CLIN for travel.



The contractor is required to submit a monthly report identifying each contractor staff performing under the Task Order, the PWS Task or PWS description the contractor supported that month, a short description of the work performed (two or three sentences), any travel accomplished, and hours, rates, and dollars for that month. This report may be a supplement to an existing managerial accounting report which already contains employee hours, rates, and dollars. These reports must be submitted to the COTR and the Contracting Officer, and must also be attached to support submitted invoices. Failure to attach this report will result in invoice rejection.

### **3. SCOPE**

#### **3a. SUPPORT FOR DEVELOPING AND IMPLEMENTING THE GUIDANCE FOR EMPLOYMENT OF THE FORCE**

This is a task order for support requiring:

Reach-back analytic support to a wide range of policy issues related to the overall mission of the Office of the Under Secretary of Defense (Policy), Strategy, Plans and Forces. This requirement is for various types of contractor expertise and support of the GEF and GDP activities as described hereiu, not for any specific level of contractor support. Additionally, this required support will not be performed at a Government site.

The contractor shall accomplish the desired purpose through the following tasks:

1. Provide support to Guidance for Employment of the Force through analytic input, including review of existing guidance contained in the Guidance for Employment of the Force (GEF) and comparison to the administration's stated policies and priorities. Administration policies and priorities should be gleaned from speeches, interview material and statements of senior administration officials, as well as more formal policy pronouncements and documents.
2. Coordinate and develop content for daily working group meetings, bi-weekly Senior Steering Committee (SSC) meetings, and monthly meetings with senior leadership, and other meetings with GEF stakeholders as needed. Participate in meetings at the Pentagon three to four times per week. Review draft GEF guidance against DoD doctrine.
3. Support the development of the final written GEF, including proof reading, copy editing, formatting, and security classification markings.
4. Review combatant command Campaign Plans to assess strengths and weaknesses across CoComs. Review Military Service and Defense Agency Campaign Support Plans to review resourcing levels and supporting activities.
5. Develop options for assessing campaign plans to include identification of the tools and resources needed to conduct such assessment activities. This includes development of a framework that satisfies strategic-level requirements and COCOM needs.
6. Coordinate and develop content for, and participate in twice-monthly Adaptive Planning Implementation Team meetings (working level), Adaptive Planning Senior Steering Group meetings (DASD-level) every six weeks, and quarterly Adaptive Planning Executive Committee meetings (4-star level).
7. Review Adaptive Planning process with respect to the civilian agencies. Recommend ways to better incorporate interagency input to DoD plans.

#### **3b. GLOBAL DEFENSE POSTURE SUPPORT**

This is a task order for support requiring:

Reach-back analytic support to a wide range of policy issues related to the overall mission of the Office of the Under Secretary of Defense (Policy), Strategy, Plans and Forces. This requirement is for various types of contractor expertise and support of the GEF and GDP activities as described herein, not for any specific level of contractor support. Additionally, this required support will not be performed at a Government site.

The contractor shall accomplish the desired purpose through the following tasks:

1. Provide support to Global Defense Posture through analytic input to the Congressionally-mandated Quadrennial Defense Review, annual DoD GDP synchronization report and Global Defense Posture report to Congress.
2. Facilitate broad DoD and interagency coordination in the support of the Global Defense Posture, including outreach with OSD policy regional and functional offices, Combatant Commands, Services, Joint Staff, State Department and other relevant organizations to inform, synchronize and incorporate their efforts and positions with Posture activities.
3. Coordinate and develop content for bi-weekly Global Posture Integration Team meetings, frequent working group meetings, quarterly Global Posture Executive Council meetings with senior leadership, and other meetings with Posture stakeholders as needed. Participate in meetings at the Pentagon three to four times per week.
4. Develop a decision-making framework for assessing posture issues and potential outcomes of changes in U.S. force posture.
5. Review Combatant Command Theatre Posture Plans to assess demands and critical issues, and Service Implementation Plans to review funding and action.
6. Coordination of Overseas Force Structure Change concept approval and host nation notification process, in concert with the Joint Staff (J5 and J8).
7. Provide recommendations to OSD leadership on posture governance process reform, approach to addressing Posture issues, and relevant reports from stakeholder.

#### **4. PERIOD OF PERFORMANCE:**

The period of performance for this requirement is a base year with two one-year option periods.

#### **5. REQUIRED EXPERTISE:**

These tasks require experience in analytic support to a large and complex defense program.

##### GEF Support:

The GEF's multidimensional nature requires candidates with experience in the following areas: political-military assessment; military planning; operational/military risk assessment; assessment of plan implementation and outcomes; and resource/cost-benefit analysis. Experience in systems engineering, operational research, qualitative evaluation/assessment also necessary as well as familiarity with the structural and planning cultures of DoD and other U.S. Government Departments and Agencies. This position requires extensive coordination among the various offices within OSD, the Joint Staff, the Military Services, the combatant commands, and among other Departments and Agencies in the U.S. Government. Knowledge of contemporary multilateral military operations and issues, such as command relationships, coalition operations, alliance structures, and readiness reporting is also required.

Other needed skills include:

- Familiarity with the Adaptive Planning and Execution System.

- Ability to work effectively and independently in a high pressure and high tempo environment meeting short deadlines.
- Ability to produce high quality, polished written products (memos and briefings), often in short time periods, and experience briefing senior civilian and military leadership.
- Experience coordinating and leading working groups (including military, civilian, and contractors) in assessing policy issues and developing coordinated recommendations to senior leadership.

#### Global Defense Posture Support:

Global posture's multidimensional nature requires candidates with experience in the following areas: political-military assessment; operational/military risk assessment; assessment of force/structure infrastructure; and resource/cost-benefit analysis. This position requires extensive coordination among the various offices within OSD, the Joint Staff, the Services, the Combatant Commands, and the Interagency. Knowledge of contemporary multilateral military operations, agreements, and issues, such as overseas basing, is also required.

Other needed skills include:

- Familiarity with the Planning Programming Budgeting Execution System (PPBES) process.
- Ability to work effectively and independently in a high pressure and high tempo environment meeting short deadlines.
- Ability to produce high quality, polished written products (memos and briefings), often in short time periods, and experience briefing senior civilian and military leadership.
- Experience coordinating and leading working groups (including military, civilian, and contractors) in assessing policy issues and developing coordinated recommendations to senior leadership.

#### Program Management Support:

Program Management Support is required in accordance with Basic BPA PWS paragraph 6.4. This effort is to coordinate with OSD Policy to manage reach-back needs with PWS activities. Program Manager is considered key personnel.

### **6. DELIVERABLES, SCHEDULE AND PROGRESS REPORTING:**

Contractor will provide *monthly status reports*, identifying progress to date, and any anticipated issues within the Guidance for Employment of the Force and Global Defense Posture portfolios. This report may be combined with the report under paragraph 2 above.

Contractor will provide written notes/summaries of meetings.

Contractor will develop and produce options (in a paper or memo) on how DoD can assess campaign plans.

Contractor will provide a paper and briefing identifying and explaining a viable framework for assessing individual defense posture issues.

Contractor will provide a paper and briefing on ways to improve interagency participation and perspectives regarding the DoD planning process and GEF rewrite.

### **7. SECURITY**

The security clearance required is Top Secret/SCI.

Analytic support to global posture requires personnel with appropriate security clearances and capacity to undertake this project with minimal training and exposure. A Top Secret/SCI clearance is required to review relevant planning and guidance documents. In the event this security requirement changes during performance of the above-numbered order, the COTR will provide: (1) the change in writing to the contractor. (2) copy of the change to the Contracting Officer for the contract file.

**Time & Material Labor Table**

The table below reflects the approved direct labor description and hourly billable rates proposed by SAIC for the Base Year, Option Year 1, and Option Year 2.

**Base Year - 30 Sep 09 - 29 Sep 10**

**DIRECT LABOR**

<u>DESCRIPTION</u>	<u>Hourly Bill Rate</u>
Prin. Mgmt. Consultant II	(b)(4)
Prin. Mgmt. Consultant I	
Sr. Mgmt. Consultant	

**Option Year 1 - 30 Sep 10 – 29 Sep 11**

**DIRECT LABOR**

<u>DESCRIPTION</u>	<u>Hourly Bill Rate</u>
Prin. Mgmt. Consultant II	(b)(4)
Prin. Mgmt. Consultant I	
Sr. Mgmt. Consultant	

**Option Year 2 - 30 Sep 11 – 29 Sep 12**

**DIRECT LABOR**

<u>DESCRIPTION</u>	<u>Hourly Bill Rate</u>
Prin. Mgmt. Consultant II	(b)(4)
Prin. Mgmt. Consultant I	
Sr. Mgmt. Consultant	