




SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, AND 30				1. REQUISITION NUMBER		PAGE 1 OF 42	
2. CONTRACT NO. GS-00F-0070M		3. AWARD/EFFECTIVE DATE 17-Jun-2010		4. ORDER NUMBER HQ0034-10-F-0139		5. SOLICITATION NUMBER HQ0034-10-R-0049	
7. FOR SOLICITATION INFORMATION CALL:		a. NAME MERCEDES WILLIAMS		b. TELEPHONE NUMBER (No Collect Calls) 703-696-2889		6. SOLICITATION ISSUE DATE	
9. ISSUED BY WHS ACQUISITION & PROCUREMENT OFFICE 1155 DEFENSE PENTAGON WASHINGTON DC 20301-1155 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"/> B(A) <input type="checkbox"/> SVC-DISABLED VET-OWNED SB <input type="checkbox"/> EMERGING SB SIZE STD: \$7.0 Million NAICS: 541611		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"/> RFQ <input type="checkbox"/> IFB <input checked="" type="checkbox"/> RFP	
15. DELIVER TO OUSD AT&L - ARA PROPERTY & EQUIP POLICY AMBER BARBER CRYSTAL GATEWAY 2, 1225 S. CLARK STREET, ARLINGTON VA 22202-4388		CODE HQ0288		16. ADMINISTERED BY SEE ITEM 9			
17a. CONTRACTOR/OFFEROR AOC SOLUTIONS INC TRE CAGE 14151 NEWBROOK DR STE 200 CHANTILLY VA 20151-2279 TEL. 703-234-8300 EXT.279		CODE 07YB1		18a. PAYMENT WILL BE MADE BY DFAS-CO/SOUTH ENTITLEMENT OPERATIONS P.O. BOX 182264 COLUMBUS OH 43218-2264		CODE HQ0338	
<input type="checkbox"/> 17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER		<input type="checkbox"/> 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	23. UNIT PRICE	24. AMOUNT
SEE SCHEDULE							
25. ACCOUNTING AND APPROPRIATION DATA See Schedule						26. TOTAL AWARD AMOUNT (For Govt. Use Only) \$1,811,630.00	
<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 checked="" type="checkbox"/> 27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4, FAR 52.212-5 IS ATTACHED.				ADDENDA <input checked="" type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED			
28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN <u>1</u> COPIES <input checked="" 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. REF: RFP HQ0034-10-R-0049				29. AWARD OF CONTRACT: REFERENCE <input type="checkbox"/> OFFER DATED <u>18-May-2010</u> . YOUR OFFER ON SOLICITATION (BLOCK 5), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN, IS ACCEPTED AS TO ITEMS: SEE SCHEDULE			
30a. SIGNATURE OF OFFEROR/CONTRACTOR 				31a. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER) 		31c. DATE SIGNED 18-Jun-2010	
30b. NAME AND TITLE OF SIGNER (TYPE OR PRINT) Tre Cage		30c. DATE SIGNED 18 Jun 2010		31b. NAME OF CONTRACTING OFFICER (TYPE OR PRINT) Michael Murtha / Contracting Officer TEL: 703-696-2478 EMAIL: michael.murtha2@gsa.mil			

SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS <i>OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, AND 30</i>				1. REQUISITION NUMBER		PAGE 1 OF 42	
2. CONTRACT NO. GS-00F-0070M		3. AWARD/EFFECTIVE DATE 17-Jun-2010		4. ORDER NUMBER HQ0034-10-F-0139		5. SOLICITATION NUMBER HQ0034-10-R-0049	
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9. ISSUED BY WHS ACQUISITION & PROCUREMENT OFFICE 1155 DEFENSE PENTAGON WASHINGTON DC 20301-1155 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: \$7.0 Million NAICS: 541611		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"/> RFQ <input type="checkbox"/> IFB <input checked="" type="checkbox"/> RFP	
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<input type="checkbox"/> 17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER		<input type="checkbox"/> 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	23. UNIT PRICE	24. AMOUNT
	SEE SCHEDULE						
25. ACCOUNTING AND APPROPRIATION DATA See Schedule						26. TOTAL AWARD AMOUNT (For Govt. Use Only) \$1,811,630.00	
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30b. NAME AND TITLE OF SIGNER (TYPE OR PRINT)		30c. DATE SIGNED		31b. NAME OF CONTRACTING OFFICER (TYPE OR PRINT) Michael Murtha / Contracting Officer TEL: 703-696-2478 EMAIL: michael.murtha@whs.mil			

SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS (CONTINUED)					PAGE 2 OF 42	
19. ITEM NO.	20. SCHEDULE OF SUPPLIES/ SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT	
	SEE SCHEDULE					
32a. QUANTITY IN COLUMN 21 HAS BEEN <input type="checkbox"/> RECEIVED <input type="checkbox"/> INSPECTED <input type="checkbox"/> 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			
32e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE			32f. TELEPHONE NUMBER OF AUTHORIZED GOVERNMENT REPRESENTATIVE			
			32g. E-MAIL OF AUTHORIZED GOVERNMENT REPRESENTATIVE			
33. SHIP NUMBER		34. VOUCHER NUMBER	35. AMOUNT VERIFIED CORRECT FOR	36. PAYMENT		
<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL				<input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		
38. S/R ACCOUNT NUMBER	39. S/R VOUCHER NUMBER	40. PAID BY				
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	PMO Services - Base Year FFP The Contractor shall provide all personnel, equipment, tools, materials, supervision, and other items necessary to perform Program Management Office Support for Accountability, Valuation, Project Management and Training in accordance with the Performance Work Statement. Invoice Instructions: Monthly invoices shall be charged to SubCLINS 000101 and 000102.	(b) (4)	(b)(4)	(b)(4)	(b)(4)

NET AMT

(b)(4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
000101	PMO Services FFP				(b)(4)

NET AMT

(b)(4)

ACRN AB

(b)(4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
000102	PMO Services FFP				(b)(4)

NET AMT

(b)(4)

ACRN AC

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0002	Other Direct Cost (Travel) - Base Year COST		(b)(4)		(b)(4)

This CLIN is cost reimbursable and must be in accordance with the JTFR. Prior approval from the COR shall be utilized before using this CLIN.

ESTIMATED COST

(b)(4)

ACRN AB

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1001 OPTION	PMO Services - Option 1 FFP	(b)(4)	(b)(4)	(b)(4)	(b)(4)

The Contractor shall provide all personnel, equipment, tools, materials, supervision, and other items necessary to perform Program Management Office Support for Accountability, Valuation, Project Management and Training in accordance with the Performance Work Statement.

NET AMT

(b)(4)

ITEM NO.	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1002			(b)(4)		(b)(4)

OPTION Other Direct Cost (Travel) - Option 1.
COST

This CLIN is cost reimbursable and must be in accordance with the JTFR. Prior approval from the COR shall be utilized before using this CLIN.

ESTIMATED COST

(b)(4)

ITEM NO.	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
2001		(b)(4)	(b)(4)	(b)(4)	(b)(4)

OPTION PMO Services - Option 2
FFP

The Contractor shall provide all personnel, equipment, tools, materials, supervision, and other items necessary to perform Program Management Office Support for Accountability, Valuation, Project Management and Training in accordance with the Performance Work Statement.

NET AMT.

(b)(4)

ITEM NO.	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
2002			(b)(4)		(b)(4)

OPTION Other Direct Cost (Travel) - Option 2.
COST

This CLIN is cost reimbursable and must be in accordance with the JTFR. Prior approval from the COR shall be utilized before using this CLIN.

ESTIMATED COST

(b)(4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
3001		(b)(4)	(b)(4)	(b)(4)	(b)(4)

OPTION

PMO Services - Option 3
FFP

The Contractor shall provide all personnel, equipment, tools, materials, supervision, and other items necessary to perform Program Management Office Support for Accountability, Valuation, Project Management and Training in accordance with the Performance Work Statement.

NET AMT

(b)(4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
3002			(b)(4)		(b)(4)

OPTION

Other Direct Cost (Travel) - Option 3
COST

This CLIN is cost reimbursable and must be in accordance with the JTFR. Prior approval from the COR shall be utilized before using this CLIN.

ESTIMATED COST

(b)(4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
4001		(b)(4)	(b)(4)	(b)(4)	(b)(4)

OPTION

PMO Services - Option 4
FFP

The Contractor shall provide all personnel, equipment, tools, materials, supervision, and other items necessary to perform Program Management Office Support for Accountability, Valuation, Project Management and Training in accordance with the Performance Work Statement.

NET AMT

(b)(4)

ITEM NO.	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
4002			(b)(4)		(b)(4)
OPTION	Other Direct Costs (Travel) - Option 4.				
	COST				
	This CLIN is cost reimbursable and must be in accordance with the JTFR. Prior approval from the COR shall be utilized before using this CLIN.				
				ESTIMATED COST	(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
000101	N/A	N/A	N/A	Government
000102	N/A	N/A	N/A	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
3001	Destination	Government	Destination	Government
3002	Destination	Government	Destination	Government
4001	Destination	Government	Destination	Government
4002	Destination	Government	Destination	Government

DELIVERY INFORMATION

CLIN	DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
0001	POP 01-JUL-2010 TO 30-JUN-2011	N/A	OUSD AT&L - ARA PROPERTY & EQUIP POLICY (b)(6)	HQ0298
			FOB: Destination	
000101	N/A	N/A	N/A	N/A
000102	N/A	N/A	N/A	N/A
0002	POP 01-JUL-2010 TO 30-JUN-2011	N/A	OUSD AT&L - ARA PROPERTY & EQUIP POLICY (b)(6)	HQ0298
			FOB: Destination	
1001	POP 01-JUL-2011 TO 30-JUN-2012	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0298
1002	POP 01-JUL-2011 TO 30-JUN-2012	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0298
2001	POP 01-JUL-2012 TO 30-JUN-2013	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0298
2002	POP 01-JUL-2012 TO 30-JUN-2013	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0298
3001	POP 01-JUL-2013 TO 30-JUN-2014	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0298
3002	POP 01-JUL-2013 TO 30-JUN-2014	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0298
4001	POP 01-JUL-2014 TO 30-JUN-2015	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0298
4002	POP 01-JUL-2014 TO 30-JUN-2015	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0298

ACCOUNTING AND APPROPRIATION DATA

(b)(4)	
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CLAUSES INCORPORATED BY REFERENCE

52.203-3	Gratuities	APR 1984
52.212-4	Contract Terms and Conditions--Commercial Items	MAR 2009
52.222-50	Combating Trafficking in Persons	FEB 2009
52.247-34	F.O.B. Destination	NOV 1991
52.247-55	F.O.B. Point For Delivery Of Government-Furnished Property	JUN 2003
52.252-2	Clauses Incorporated By Reference	FEB 1998
252.227-7015	Technical Data--Commercial Items	NOV 1995
252.227-7016	Rights in Bid or Proposal Information	JUN 1995
252.227-7027	Deferred Ordering Of Technical Data Or Computer Software	APR 1988
252.232-7003	Electronic Submission of Payment Requests and Receiving Reports	MAR 2008
252.239-7001	Information Assurance Contractor Training and Certification	JAN 2008
252.243-7001	Pricing Of Contract Modifications	DEC 1991

CLAUSES INCORPORATED BY FULL TEXT

52.212-5 CONTRACT TERMS AND CONDITIONS REQUIRED TO IMPLEMENT STATUTES OR EXECUTIVE ORDERS--COMMERCIAL ITEMS (FEB 2010)

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

(1) 52.222-50, Combating Trafficking in Persons (FEB 2009) (22 U.S.C. 7104(g)).

Alternate I (Aug 2007) of 52.222-50 (22 U.S.C. 7104(g)).

(2) 52.233-3, Protest After Award (AUG 1996) (31 U.S.C. 3553).

(3) 52.233-4, Applicable Law for Breach of Contract Claim (OCT 2004) (Pub. L. 108-77, 108-78).

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

X (1) 52.203-6, Restrictions on Subcontractor Sales to the Government (SEP 2006), with Alternate I (OCT 1995) (41 U.S.C. 253g and 10 U.S.C. 2402).

X (2) 52.203-13, Contractor Code of Business Ethics and Conduct (DEC 2008)(Pub. L. 110-252, Title VI, Chapter 1 (41 U.S.C. 251 note)).

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

___(4) 52.204-11, American Recovery and Reinvestment Act—Reporting Requirements (MAR 2009) (Pub. L. 111-5).

___ (5) 52.219-3, Notice of Total HUBZone Set-Aside (Jan 1999) (15 U.S.C. 657a).

___ (6) 52.219-4, Notice of Price Evaluation Preference for HUBZone Small Business Concerns (JUL 2005) (if the offeror elects to waive the preference, it shall so indicate in its offer) (15 U.S.C. 657a).

___ (7) [Reserved].

___ (8)(i) 52.219-6, Notice of Total Small Business Set-Aside (JUNE 2003) (15 U.S.C. 644).

___ (ii) Alternate I (OCT 1995) of 52.219-6.

___ (iii) Alternate II (MAR 2004) of 52.219-6.

___ (9)(i) 52.219-7, Notice of Partial Small Business Set-Aside (JUNE 2003) (15 U.S.C. 644).

___ (ii) Alternate I (OCT 1995) of 52.219-7.

___ (iii) Alternate II (MAR 2004) of 52.219-7.

X ___ (10) 52.219-8, Utilization of Small Business Concerns (MAY 2004) (15 U.S.C. 637 (d)(2) and (3)).

X ___ (11)(i) 52.219-9, Small Business Subcontracting Plan (APR 2008) (15 U.S.C. 637(d)(4)).

___ (ii) Alternate I (OCT 2001) of 52.219-9

X ___ (iii) Alternate II (OCT 2001) of 52.219-9.

___ (12) 52.219-14, Limitations on Subcontracting (DEC 1996) (15 U.S.C. 637(a)(14)).

X ___ (13) 52.219-16, Liquidated Damages--Subcontracting Plan (JAN 1999) (15 U.S.C. 637(d)(4)(F)(i)).

___ (14)(i) 52.219-23, Notice of Price Evaluation Adjustment for Small Disadvantaged Business Concerns (OCT 2008) (10 U.S.C. 2323) (if the offeror elects to waive the adjustment, it shall so indicate in its offer).

___ (ii) Alternate I (JUNE 2003) of 52.219-23.

___ (15) 52.219-25, Small Disadvantaged Business Participation Program--Disadvantaged Status and Reporting (APR 2008) (Pub. L. 103-355, section 7102, and 10 U.S.C. 2323).

___ (16) 52.219-26, Small Disadvantaged Business Participation Program--Incentive Subcontracting (OCT 2000) (Pub. L. 103-355, section 7102, and 10 U.S.C. 2323).

___ (17) 52.219-27, Notice of Total Service-Disabled Veteran-Owned Small Business Set-Aside (MAY 2004) (U.S.C. 657 f).

X ___ (18) 52.219-28, Post Award Small Business Program Rerepresentation (APR 2009) (15 U.S.C. 632(a)(2)).

X ___ (19) 52.222-3, Convict Labor (JUNE 2003) (E.O. 11755).

X ___ (20) 52.222-19, Child Labor--Cooperation with Authorities and Remedies (AUG 2009) (E.O. 13126).

X ___ (21) 52.222-21, Prohibition of Segregated Facilities (FEB 1999).

___ (22) 52.222-26, Equal Opportunity (MAR 2007) (E.O. 11246).

X ___ (23) 52.222-35, Equal Opportunity for Special Disabled Veterans, Veterans of the Vietnam Era, and Other Eligible Veterans (SEP 2006) (38 U.S.C. 4212).

X ___ (24) 52.222-36, Affirmative Action for Workers with Disabilities (JUN 1998) (29 U.S.C. 793).

X ___ (25) 52.222-37, Employment Reports on Special Disabled Veterans, Veterans of the Vietnam Era, and Other Eligible Veterans (SEP 2006) (38 U.S.C. 4212).

___ (26) 52.222-54, Employment Eligibility Verification (JAN 2009). (Executive Order 12989). (Not applicable to the acquisition of commercially available off-the-shelf items or certain other types of commercial items as prescribed in 22.1803.)

___ (27) (i) 52.223-9, Estimate of Percentage of Recovered Material Content for EPA-Designated Items (MAY 2008) (42 U.S.C. 6962(c)(3)(A)(ii)). (Not applicable to the acquisition of commercially available off-the-shelf items.)

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

___ (28) 52.223-15, Energy Efficiency in Energy-Consuming Products (DEC 2007) (42 U.S.C. 8259b)

___ (29)(i) 52.223-16, IEEE 1680 Standard for the Environmental Assessment of Personal Computer Products (DEC 2007) (E.O. 13423)

- ___ (ii) Alternate I (DEC 2007) of 52.223-16. .
- ___ (30) 52.225-1, Buy American Act--Supplies (JUNE 2003) (41 U.S.C. 10a-10d).
- ___ (31)(i) 52.225-3, Buy American Act--Free Trade Agreements--Israeli Trade Act (JUN 2009) (41 U.S.C. 10a-10d, 19 U.S.C. 3301 note, 19 U.S.C. 2112 note, 19 U.S.C. 3805 note, Pub. L. 108-77, 108-78, 108-286, 108-302, 109-53, 109-169, 109-283, and 110-138).
- ___ (ii) Alternate I (JAN 2004) of 52.225-3.
- ___ (iii) Alternate II (JAN 2004) of 52.225-3.
- ___ (32) 52.225-5, Trade Agreements (AUG 2009) (19 U.S.C. 2501, et seq., 19 U.S.C. 3301 note).
- ___ (33) 52.225-13, Restrictions on Certain Foreign Purchases (JUN 2008) (E.O.'s, proclamations, and statutes administered by the Office of Foreign Assets Control of the Department of the Treasury).
- ___ (34) 52.226-4, Notice of Disaster or Emergency Area Set-Aside (Nov 2007) (42 U.S.C. 5150).
- ___ (35) 52.226-5, Restrictions on Subcontracting Outside Disaster or Emergency Area (Nov 2007) (42 U.S.C. 5150).
- ___ (36) 52.232-29, Terms for Financing of Purchases of Commercial Items (FEB 2002) (41 U.S.C. 255(f), 10 U.S.C. 2307(f))
- ___ (37) 52.232-30, Installment Payments for Commercial Items (OCT 1995) (41 U.S.C. 255(f), 10 U.S.C. 2307(f)).
- X ___ (38) 52.232-33, Payment by Electronic Funds Transfer--Central Contractor Registration (OCT 2003) (31 U.S.C. 3332).
- ___ (39) 52.232-34, Payment by Electronic Funds Transfer--Other than Central Contractor Registration (MAY 1999) (31 U.S.C. 3332)
- ___ (40) 52.232-36, Payment by Third Party (FEB 2010) (31 U.S.C. 3332).
- X ___ (41) 52.239-1, Privacy or Security Safeguards (AUG 1996) (5 U.S.C. 552a).
- ___ (42)(i) 52.247-64, Preference for Privately Owned U.S.-Flag Commercial Vessels (FEB 2006) (46 U.S.C. Appx 1241(b) and 10 U.S.C. 2631).
- ___ (ii) Alternate I (APR 2003) of 52.247-64.

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

X ____ (1) 52.222-41, Service Contract Act of 1965 (Nov 2007) (41 U.S.C. 351, et seq.).

____ (2) 52.222-42, Statement of Equivalent Rates for Federal Hires (MAY 1989) (29 U.S.C. 206 and 41 U.S.C. 351, et seq.).

X ____ (3) 52.222-43, Fair Labor Standards Act and Service Contract Act--Price Adjustment (Multiple Year and Option Contracts) (SEP 2009) (29 U.S.C. 206 and 41 U.S.C. 351, et seq.).

____ (4) 52.222-44, Fair Labor Standards Act and Service Contract Act--Price Adjustment (SEP 2009) (29 U.S.C. 206 and 41 U.S.C. 351, et seq.).

____ (5) 52.222-51, Exemption from Application of the Service Contract Act to Contracts for Maintenance, Calibration, or Repair of Certain Equipment--Requirements (Nov 2007) (41 U.S.C. 351, et seq.).

____ (6) 52.222-53, Exemption from Application of the Service Contract Act to Contracts for Certain Services--Requirements (FEB 2009) (41 U.S.C. 351, et seq.).

____ (7) 52.226-6, Promoting Excess Food Donation to Nonprofit Organizations (Mar 2009) (Pub. L. 110-247).

____ (8) 52.237-11, Accepting and Dispensing of \$1 Coin (SEP 2008)(31 U.S.C. 5112(p)(1)).

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

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

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

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

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

(i) 52.203-13, Contractor Code of Business Ethics and Conduct (DEC 2008) (Pub. L. 110-252, Title VI, Chapter 1 (41 U.S.C. 251 note)).

(ii) 52.219-8, Utilization of Small Business Concerns (May 2004) (15 U.S.C. 637(d)(2) and (3)), in all subcontracts that offer further subcontracting opportunities. If the subcontract (except subcontracts to small business concerns) exceeds \$550,000 (\$1,000,000 for construction of any public facility), the subcontractor must include 52.219-8 in lower tier subcontracts that offer subcontracting opportunities.

(iii) Reserved.

(iv) 52.222-26, Equal Opportunity (MAR 2007) (E.O. 11246).

(v) 52.222-35, Equal Opportunity for Special Disabled Veterans, Veterans of the Vietnam Era, and Other Eligible Veterans (SEP 2006) (38 U.S.C. 4212).

(vi) 52.222-36, Affirmative Action for Workers with Disabilities (June 1998) (29 U.S.C. 793).

(vii) Reserved.

(viii) 52.222-41, Service Contract Act of 1965 (Nov 2007) (41 U.S.C. 351, et seq.).

(ix) 52.222-50, Combating Trafficking in Persons (FEB 2009) (22 U.S.C. 7104(g)).

Alternate I (AUG 2007) of 52.222-50 (22 U.S.C. 7104(g)).

(x) 52.222-51, Exemption from Application of the Service Contract Act to Contracts for Maintenance, Calibration, or Repair of Certain Equipment—Requirements (Nov 2007) (41 U.S.C. 351, et seq.).

(xi) 52.222-53, Exemption from Application of the Service Contract Act to Contracts for Certain Services—Requirements (FEB 2009) (41 U.S.C. 351, et seq.).

(xii) 52.222-54, Employment Eligibility Verification (JAN 2009).

(xiii) 52.226-6, Promoting Excess Food Donation to Nonprofit Organizations. (MAR 2009) (Pub. L. 110-247). Flow down required in accordance with paragraph (e) of FAR clause 52.226-6.

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

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

(End of clause)

52.217-8 OPTION TO EXTEND SERVICES (NOV 1999)

The Government may require continued performance of any services within the limits and at the rates specified in the contract. These rates may be adjusted only as a result of revisions to prevailing labor rates provided by the Secretary of Labor. The option provision may be exercised more than once, but the total extension of performance hereunder shall not exceed 6 months. The Contracting Officer may exercise the option by written notice to the Contractor within 30 days.

(End of clause)

52.217-9 OPTION TO EXTEND THE TERM OF THE CONTRACT (MAR 2000)

(a) The Government may extend the term of this contract by written notice to the Contractor within 30 days; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 60 days before the contract expires. The preliminary notice does not commit the Government to an extension.

(b) If the Government exercises this option, the extended contract shall be considered to include this option clause.

(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed 5 years.

(End of clause)

52.232-19 AVAILABILITY OF FUNDS FOR THE NEXT FISCAL YEAR (APR 1984)

Funds are not presently available for performance under this contract beyond May 30, 2011. The Government's obligation for performance of this contract beyond that date is contingent upon the availability of appropriated funds from which payment for contract purposes can be made. No legal liability on the part of the Government for any payment may arise for performance under this contract beyond May 30, 2011, until funds are made available to the Contracting Officer for performance and until the Contractor receives notice of availability, to be confirmed in writing by the Contracting Officer.

(End of clause)

52.233-4 APPLICABLE LAW FOR BREACH OF CONTRACT CLAIM (OCT 2004)

United States law will apply to resolve any claim of breach of this contract.

(End of clause)

CONTRACTING OFFICER'S REPRESENTATIVE (COR) (MARCH 2007)

The COR is a representative for the Government with limited authority who has been designated in writing by the Contracting Officer to provide technical direction, clarification, and guidance with respect to existing specifications and statement of work (SOW)/statement of objectives (SOO) as established in the contract. The COR also monitors the progress and quality of the Contractor's performance for payment purposes. The COR shall promptly report Contractor performance discrepancies and suggested corrective actions to the Contracting Officer for resolution.

The COR is NOT authorized to take any direct or indirect actions or make any commitments that will result in changes to price, quantity, quality, schedule, place of performance, delivery or any other terms or conditions of the written contract.

The Contractor is responsible for promptly providing written notification to the Contracting Officer if it believes the COR has requested or directed any change to the existing contract (or task/delivery order). No action shall be taken by the Contractor for any proposed change to the contract until the Contracting Officer has issued a written directive or written modification to the contract (or task/delivery order). The Government will not accept and is not liable for any alleged change to the contract unless the change is included in a written contract modification or directive signed by the Contracting Officer.

If the Contracting Officer has designated an Alternate COR (ACOR), the ACOR may act only in the absence of the COR (due to such reasons as leave, official travel, or other reasons for which the COR is expected to be gone and not readily accessible for the day).

COR authority IS NOT delegable.

WHS A&PO WAWF INVOICING INSTRUCTIONS (Apr 2010)

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 submit the following invoice type:

**2-n-1 - Services Only, including Construction
Combo – Combination of Supplies and Services**

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

With the exception of extensions, the following required information should automatically populate in WAWF; if it does not populate, or does not populate completely or correctly, enter the following information as noted:

Contract Number	GS-00F-0070M
Delivery Order	HQ0034-10-F-0139
Pay DoDAAC	HQ0338
Issue By DoDAAC	HQ0034
Admin By DoDAAC	HQ0034
Inspect By DoDAAC/Extension	HQ0298
Service Acceptor DODAAC/Extension	HQ0034/OSDTM5
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)(6) in the first email address block (b)(6) and michael.murtha@whs.mil 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.

ARA P&EP/PMO Support Services
12 May 2010

Part 1: GENERAL INFORMATION**1.1 Background**

The Secretary of Defense has established the goal of improving the Department of Defense (DOD) business management so that the Department can achieve an unqualified ("clean") audit opinion. Under Secretary of Defense (Acquisition, Technology and Logistics) (USD(AT&L)), in a memorandum dated September 23, 2005, committed to improving the economy and efficiency of the Department's business operations with respect to equipment and other accountable property. On August 11, 2009 Under Secretary of Defense (Comptroller) (USD(C)) issued a memorandum addressing the priorities for improving financial information and processes and achieving audit readiness that reinforce the improvements of processes and controls with respect to equipment and other accountable property. USD (AT&L) has re-committed to these efforts by issuing a memorandum on November 2, 2009, underlining the importance of validating Existence and Completeness (E&C) information recorded in Accountable Property Systems of Record (APSR) and reinforcing the Department's goal of achieving audit readiness and an unqualified audit opinion.

It is essential that accountable property is managed in a manner necessary to meet operational requirements and remain consistent with Federal accounting standards. This requires an organized and concerted effort aimed at managing the challenges, priorities, and improvement actions while supporting operations. The OUSD (AT&L) (Acquisition Resource Analysis (ARA)) Property & Equipment Policy (P&EP) Office has performed and participated in several events that have contributed to the overall accountability of property, such as the Military Equipment Valuation baseline, while also contributing to accounting standards, such as full cost criteria.

The P&EP Office, in coordination with the Components and OUSD(C), has begun the process of streamlining and implementing improvement plans that will pave the way for existence and completeness efforts for both Military and General Equipment, to include Government Furnished Property. The Property & Equipment Policy Office will provide direction, evaluate progress, remove roadblocks, and support vital system development for the Department as progress is made toward the goal of achieving audit readiness and an unqualified audit opinion.

1.2 Objectives

The contractor shall provide all personnel, equipment, tools, materials, supervision necessary to perform project management support as defined in this Performance Work Statement (PWS), except as Specified in Part 3 as Government furnished property. The contractor shall perform to the standards in this solicitation.

This PWS provides the OUSD(AT&L)(ARA) Property and Equipment Policy (P&EP) with technical and management support in the areas of capital equipment valuation, property accountability and management, program management, and training.

The support provided in accordance with this PWS will assist the Department of Defense to improve accountability practices, increase auditability, and guide reporting practices and procedures. This work is structured within a common framework, thus providing and supporting an integrated approach to P&EP activities.

1.3 Scope

The task areas in this PWS require the contractor to provide in-depth knowledge of accountability, acquisition, and accounting policies and procedures, and to organize, collate, and support the programs and activities within the office.

It will require the contractor to work collaboratively with the DOD Components, to include the Department of the Army, Department of the Navy, Department of the Air Force, Office of the Under Secretary of Defense (Comptroller) (OUSD(C)), Office of the Under Secretary of Defense (Acquisition, Technology and Logistics)

(OUSD (AT&L)), U.S. Special Operations Command (USSOCOM), Business Transformation Agency, and other Defense Agencies, as necessary. The contractor shall provide a team of specialists with strategic planning, management, and functional expertise, and employ a rigorous analytical approach to identify objectives, assess current capability area performance and standards, and develop of options to address weaknesses identified in audits and internal analyses. The contractor shall help ensure successful orchestration of all P&EP Office activities to include but not be limited to: meetings, documentation review/analysis, metric development/analysis, briefings, demonstrations, and outreach.

Part 5 of this PWS provides information on tasks to be performed.

1.3.1 Historical Contract Data (For Informational Purposes Only)

The services required by this PWS are currently being performed. The following is a list of actions completed between April 2009 and March 2010. The Government makes no representation as to the actual disciplines or actual number of labor hours that may be required to perform this contract.

1.3.1.1 The Historical Contract Data captures 12 months P&EP PMO Support Services produced from April 2009 to March 2010 by the Project or Initiative, Task Type and Action or Deliverable as follows:

Project or Initiative	Task Type	Action or Deliverable
Valuation	Document	Completed aMEV storyboard to be used for outreach and communications
Valuation	POAM	Developed a POAM for aMEV
Valuation	Document	Completed and submitted CRP for revised and new acquisition valuation check requirement for aMEV
Valuation	Brief	Completed initial draft of Component Briefing for outreach regarding aMEV
Valuation	Meeting	Completed Operational, Functional, and Technical walk through with Deputy Director
Valuation	Meeting	Completed meeting related to systems capabilities of CAMS-ME and produced meeting minutes
GP Reporting	Document	Completed draft of General Equipment white paper
Accounting Policy	Outreach	Met with USD(C) to gain support on P&E positions with policy issues
Accounting Policy	Review	Provided feedback to Acquisition subgroup on Capitalization Threshold Paper
Accounting Policy	Meeting	Met with USA to discuss access to LIW system; drafted meeting minutes
Accounting Policy	Document	Worked on aMEV implementation issues; focused on impact of valuation approaches on transition
GP Reporting	Meeting	Met with USN to discuss GP ERP framework and the Navy ERP status with property and equipment
Valuation	Outreach	Created and published several new web pages to the P&E site
SoA	Meeting	Held kick-off and training meeting for FY09 process
SoA	Document	Submitted 1 Qtr updates to D, ARA

SoA	Document	Drafted Assessment of Acquisition Functions Guidance
Project or Initiative	Task Type	Action or Deliverable
Valuation	Analysis	Completed operational review of documentation and prepared package to be used for development of aMEV implementation guidance to Components
Valuation	Analysis	Completed analysis and recommended implementation of a 60% "floor" to be applied to aMEV process to address USA concerns
Valuation	Meeting	Completed preparation for CS-IPT meeting for aMEV transition
GP Reporting	Outreach	Participated in meeting with OFA regarding accountability practices
Audit/Policy	Response	Responded to DoD IG report
Accounting Policy	Document	Developed example of how budget data could be used to establish asset values
Accounting Policy	Brief	Developed brief that addresses ways CAMS-ME data could support PPBE
Accounting Policy	Document	Drafted approach for valuing G&C assets as Average Cost
Valuation	Outreach	Updated CLM047 online course placed into production
Valuation	Outreach	Completed phase 1 of website rebranding effort
SoA	Document	Drafted FY09 AT&L Statement of Assurance
Project or Initiative	Task Type	Action or Deliverable
Valuation	Analysis	Initiated assessment of the capitalization threshold for general equipment
Valuation	Outreach	Compiled requests for information from other Federal Agencies on accountability practices
Valuation	Meeting	Developed brief and participated in PMEC-style meeting hosted by NASA
Valuation	POAM	Revised POAM
Audit	Meeting	Contacted USN to identify their plan of response to DoD IG report regarding property and financial statements
Accounting Policy	Document	Provided example of how budget data could be used to establish asset values to the Chair of the AAPC Acquisition subgroup
Accounting Policy	Brief	Briefed P&E representatives on an approach for valuing Group and Composite assets as Average Cost programs
Accounting Policy	Review	Provided input to the AAPC on a position paper related to capitalization threshold development
Accounting Policy	Document	Drafted approach for valuing Group and Composite assets as Average Cost programs
Valuation	Outreach	Completed development work for website rebranding
Valuation	Outreach	Completed technical actions for URL relocation
SoA	Document	Finalized SoA package and received coordination from all 11 AT&L organizations

SoA	Outreach	Requested SoA Milestone Updates from 4 organizations for 3 Qtr input
Project or Initiative	Task Type	Action or Deliverable
AoA	Document	Developed an AoA and supported coordination with the Components. AoA resulted in retirement of CAMS-ME
MEV Reporting	POAM	Supported Component briefings that identified requirement to develop POAM documents on FY10 reporting requirements and transition systems
MEV Reporting	Meeting	Continuous work with USD(C) to ensure POAM development by Components
Audit/Policy	Meeting	Met with DoD IG and briefed them on the results of the capitalization threshold review; provided responses to IG questions
SoA	Meeting	Attended individual meetings with USD(C) FIAR Directorate, AT&L POCs on ICOFR Weaknesses; internally coordinated on weaknesses
SoA	Document	Finalized FY09 SoA, forwarded to D, ARA
SoA	Document	Drafted summary email for D, ARA; consolidated input for 3 qtr, FY 09 SoA Milestone Updates
Project or Initiative	Task Type	Action or Deliverable
FIAR	Meeting	Attended the Audit Readiness Prioritization Strategy for Inventory and OM&S meeting with USD(C) and Components
FIAR	Meeting	Met with USD(C) to discuss requirements related to E&C initiative
FIAR	Meeting	Participated in CS-IPT meeting about E&C and FIAR
FIAR	Review	Updated and provided comments on the briefing materials for ME E&C/Accountability requirements
MEV Reporting	Meeting	Met with SOCOM to discuss reporting strategy; analyzed CAMS-ME data related to SOCOM prior to meeting
MEV Reporting	Review	Provided feedback to USD(C) on ME Reporting Strategy Memo
MEV Reporting	Meeting	Met with CHEMBIO to discuss reporting strategy
Audit/Policy	Meeting	Continued participation with AAPC Subgroup
Audit/Policy	Document	Updated white paper related to implementation of SFFAS 35
Audit/Policy	Document	Developed a position paper on the types of assets to be included in the E&C review by class and status
Audit/Policy	Meeting	Met with USD(C) and discussed classification of aircraft engines
GP Reporting	Document	Developed Property Accountability Value Chain definition document that addresses policy and

		process requirements for MEV, GFP, and property books
GP Reporting	Document	Developed IUID marking, use, tracking, and technology requirements for 11 logistics nodes related to the IUID Logistics Task Force and communicated document with Node Leaders
SoA	Coordination	Obtained D, ARA coordination on Summary of Defense Agencies Statements of Assurance
SoA	Coordination	Obtained D, ARA coordination on FY09 ICOFR SoA and Comptroller FY10 Guidance on ICOFR SoA
Project or Initiative	Task Type	Action or Deliverable
FIAR	Document	Developed an assessable unit document based on DPAS data
FIAR	Review	Provided feedback to USD(C) for draft brief on general equipment to CS-IPT
FIAR	Meeting	Met with CS-IPT to discuss E&C for GE
FIAR	Document	Distributed meeting minutes
FIAR	Document	Developed list of required data elements for E&C analysis
FIAR	Meeting	Met with I&E and L&MR to ensure consistency of AT&L positions on E&C efforts
FIAR	Document	Coordinated draft memo announcing E&C effort from USD(AT&L)
MEV Reporting	Meeting	Met with USD(C) to determine appropriate level of detail regarding POAM requirements
MEV Reporting	Meeting	Follow up meeting with SOCOM on their draft POAM
MEV Reporting	Outreach	Attempted to provide response to submissions from USA and USN; Continue to request USA and USN for response to meeting request
MEV Reporting	Document	Drafted email for ESG members on FY09 and FY10 valuations
MEV Reporting	POAM	Requested POAM from CHEMBIO; provided focal point for questions
MEV Reporting	Meeting	Met with SOCOM to determine requirements for DPAS transition
MEV Reporting	Meeting	Met with MDA to determine requirements for DPAS transition
Audit/Policy	Meeting	Continued to participate with AAPC and USD(C) on guidance related to capitalization thresholds and implementing SFFAS 35
Audit/Policy	Meeting	Attended AAPC subgroup meeting
Audit/Policy	Meeting	Met with DFAS to improve average cost methodology
Audit/Policy	Outreach	Contacted USD(C) for guidance on preponderance of use
GP Reporting	Brief	Refined P&E portion of brief material for IUID Logistics Task Force
GP Reporting	Meeting	Met internally to determine solutions to questions from IUID meeting
GP Reporting	Document	Developed first draft of business rules on CAP

		scenarios
Project or Initiative	Task Type	Action or Deliverable
FIAR Initiative		Developed Component Communication Strategy
FIAR Initiative		Conducted preliminary discussion with internal auditors on E&C guidance
FIAR Initiative	Meeting	Conducted meeting with FIAR directorate to review POAM
FIAR Initiative	Meeting	Conducted meeting with other AT&L Agencies to review POAM and coordinate communication on like issues
FIAR	Analysis	Completed analysis of Component submitted E&C documents
FIAR	Review/Response	Coordinated review/response to OIG draft guidance
FIAR	Meeting	Held meeting with FIAR Directorate to discuss FIP review and progress
FIAR	Developed brief	FIAR subcommittee meeting
MEV Reporting	POAM	Created POAM for Services' use
MEV Reporting	Meeting	Met with MDA to discuss transition strategy
MEV Reporting	Meeting	Met with Army to discuss transition strategy
MEV Reporting	POAM/Meeting	Reviewed POAMs; held follow up meetings with submitters
MEV Reporting	POAM	Communicated system requirements based on POAMs to CAMS-ME developers
MEV Reporting	Meeting	Met with USMC to discuss transition strategy
MEV Reporting	Meeting	Met with SOCOM to discuss transition strategy
MEV Reporting	Meeting	Met with Navy to discuss transition strategy
MEV Reporting	Meeting	Met with DPAS developers to communicate MEV reporting requirements for future DPAS development
Audit/Policy	Meeting	Met with USAF to advise on implementation of activity based depreciation
Audit/Policy	Review	Provided comments to AT&L/I&E for use in AAPC Disposal subgroup meeting
Audit/Policy	Meeting	Attended AAPC Disposal subgroup meeting; promoted P&E point of view on applicable subjects
Audit/Policy	Meeting	Met with GAO; advised on MEV efforts
GP reporting	Meeting	Attending IUID Logistics Task Force meeting; provided policy guidance
GP reporting	Brief	Prepared material to be included in IUID Logistics Task Force brief to represent the P&E office and property accountability requirements
GP reporting	Training	Developed first draft of new continuous learning course about GFP and CAP
SoA	Meeting	Met with FIAR directorate to discuss FY2010 SoA and ICOFR processes and issues
SoA	Review	Reviewed DODI 5010.4 and provided concurrence information to Government Personnel

Project or Initiative	Task Type	Action or Deliverable
FIAR Initiative	Meeting	Conducted FIAR Sub-committee meeting
FIAR Initiative	Review/Response	Coordinated a paper to address policy issues related to the E&C effort.
FIAR Initiative	Review	Reviewed FIP submissions from USAF, USN, SOCOM, and DLA. Evaluated progress of USA, MDA, and USMC with E&C efforts.
FIAR Initiative	Review	Provided FIP evaluation and results to USD(C) for dissemination to Components
FIAR	Brief	Prepared standard briefing for E&C discussion with Components
FIAR	Meeting	Met with USA to discuss E&C assessable units
FIAR	Meeting	Met with USMC to discuss progress for audit assertion with general equipment
FIAR	POAM	Developed checklist for FIP review
FIAR	Meeting	Met with MDA to discuss E&C
FIAR	Meeting	Met with DLA to discuss E&C
FIAR	Document	Drafted memorandum for USMC-HQ from P&E office to aid USMC in realigning two non-compliant sites
FIAR	Brief	Briefed USA on E&C
FIAR	Document	Drafted email for P&E Deputy Director to send to I&E regarding findings from USA brief, P&E expectations, and FIP submissions
FIAR	POAM	Reviewed USA POAM
FIAR	Meeting	Conducted USAF meeting about E&C
FIAR	Meeting	Conducted meeting with USA about E&C
FIAR	Meeting	Conducted meeting with USN about E&C
FIAR	Meeting	Conducted meeting with SOCOM about E&C
FIAR	Document	Drafted memo for MDA regarding E&C
FIAR	Document	Developed supplemental guidance for Component meetings on proposed E&C process
MEV Reporting	Meeting	Met with USA to discuss technical documentation
MEV Reporting	Meeting	Refined requirements with DPAS developers
MEV Reporting	Meeting	Met with CHEMBIO to discuss POAM reporting requirements
MEV Reporting	Meeting	Met with USA to discuss POAM reporting requirements
MEV Reporting	Analysis	Discussed data integrity are found 37 issues to be resolved before transition is possible between CAMS-ME and MEV reporting solutions
Audit/Policy	Review	Reviewed documents provided by USAF related to valuation and FY2009 Prior Period Adjustment
Audit/Policy	Document	Developed an approach document related to E&C assertions
Audit/Policy	Document	Developed response to GAO questions
Audit/Policy	Review	Reviewed guidance on preponderant use
GP Reporting	Meeting	Met with IUID Logistics Task Force; responded

		to meeting outcomes; provided requested information
GP Reporting	Training	Edited and refined GFP and CAP continuous learning module course
GP Reporting	Meeting	Met with DPAP and L&MR to discuss and further refine continuous learning module course
SoA	Meeting	Participated in ICOFR workshop
SoA	Meeting	Attended Manager's Internal Control Program (MICP) Conference
Project or Initiative	Task Type	Action or Deliverable
FIAR Initiative	Meeting	Conducted meeting with Components to discuss E&C requirements and determining timeline
FIAR Initiative	Meeting	Conducted a meeting with USAF to discuss audit plan and timeline
FIAR Initiative	Document	Completed draft of limited scope E&C guidelines for Navy NVR and AIRRS
FIAR Initiative	Meeting	Discussed E&C strategy with USN and sent the E&C plan forward to Navy FMO
FIAR	Meeting	Met with USA to discuss E&C quick wins
FIAR	Document	Met with USAF and developed plan for E&C Quick Win Strategy
MEV Reporting	POAM	Updated the POAM status for brief to Mr. Easton (OSD(C))
MEV Reporting	Analysis	Worked with CAMS-ME support staff to provide the correct data for FY09 and FY10 average costs
MEV Reporting	Review	Worked with USAF and USMC on contract based valuation efforts
MEV Reporting	Document	Created a file depicting program information and review questions for CHEMBIO meeting
MEV Reporting	Meeting	Participated in DPAS MEV design meeting
Audit/Policy	Brief	Developed MDAP brief for GAO that focused on P&E activity
Audit/Policy	Review	Provided feedback on DFAS valuation template
Audit/Policy	Document	Developed paper outlining approach for valuing assets found during an inventory
Audit/Policy	Document	Developed response to GAO question regarding Army military equipment valuation
Audit/Policy	Review	Reviewed and provided feedback to USD(C) on preponderant use
Audit/Policy	Meeting	Met with USD(C) to discuss requirements of GAO review of MDAPs
GP Reporting	Meeting	Participated in IUID Logistics Task Force meeting; provided follow-on information as requested
GP Reporting	Training	Developed a summary unit for the continuous learning module course
GP Reporting	Meeting	Initiated DAU involvement in development process
GP Reporting	Review	Planned coordination of next iteration of course with DPAP and L&MR following input from DAU

GP Reporting	POAM	Updated POAM to reflect progress with course development
SoA	Meeting	Met with USN to review their DoD Assessment of Acquisition Functions template
SoA	Review	Reviewed DTRA submission of DoD Assessment of Acquisition Functions template and provided feedback
Project or Initiative	Task Type	Action or Deliverable
E&C	Document	Provided an information paper to USAF that provided high level overview of the E&C objective
E&C	Meeting	Met with DPAS personnel and provided the process to be followed during site visits
E&C	Meeting	Met with USAF and determined Site Visit locations
E&C	Document	Finalized all E&C documents to be used during site visits, coordinated travel schedule, and made the necessary visitation arrangements at the 5 chosen site visit locations
E&C	Review	Provided detailed feedback to USA on FIP submissions and E&C quick win assets
GP Reporting	Brief	Completed brief for IUID Logistics Task Force
GP Reporting	Document	Developed metrics demonstrating the cost savings to the Department with AIT and physical inventories
Accounting Policy	Review	Consolidated all internal feedback regarding revised FIAR guidance and provided to USD(C)
Project or Initiative	Task Type	Action or Deliverable
E&C	Meeting	Completed all 5 site visits to USAF bases on East Coast
E&C	Document	Provided trip reports for all visits to P&E and USAF contacts
E&C	Document	Drafted lessons learned for future E&C site visits
E&C	Analysis	Provided analysis and statistics from E&C site visit data collected
E&C	Coordination	Provided SOCOM with USAF E&C execution document and internal controls documentation completed by SOCOM as part of ICOFR
MEV Reporting	Review	Review the memo from CHEMBIO and provided a response that was sent to USD(C)
GP Reporting	Document	Completed and resubmitted revisions to PA briefing charts and paper
Accounting Policy	POAM	Developed a plan for P&E support to the GFP Initiative sponsored by DPAP
GP Reporting	Training	Developed content for GFP and CAP webinar for the DPAS audience

Project or Initiative	Task Type	Action or Deliverable
SoA	Document	Provided USD(C) with metrics on PFAT4ME
SoA	Review	Completed review of the SoA guidance for FY10 received from FIAR directorate
E&C	Document	Distributed final trip reports to each USAF site visited
E&C	Brief	Prepared and briefed USAF FM on the results of the E&C field work
E&C	Meeting	Met with USN FMO to discuss E&C progress to date and next steps
E&C	Meeting	Met with SOCOM to discuss ME process
E&C	Document	Completed USAF Final Report
MEV Reporting	Meeting	Met with SOCOM to gather process information regarding ME across the components
Accounting Policy	Document	Revised paper on redefining ME and Major Military Equipment and provided it for external coordination
GP Reporting	Training	Provided support for GFP/CAP DPAS Webinar
GP Reporting	Document	Coordinated questions and answers from the webinar for posting on the P&E website
GP Reporting	Document	Provided a post-webinar report with lessons learned

1.4 Applicable Documents

Publications	Location
DoD I 5000.64, Accountability and Management of DoD-Owned Equipment and Other Accountable Property	http://www.dtic.mil/whs/directives/corres/html/500064.htm
Statements of Federal Financial Accounting Standards (SFFAS) no. 6	http://www.fasab.gov/pdf/files/sffas-6.pdf
DoD I 5000.02, Operation of the Defense Acquisition System	http://www.dtic.mil/whs/directives/corres/pdf/500002p.htm
DoD 4140.01-R, DoD Supply Chain Materiel Management Regulation, and associated manuals.	http://www.dtic.mil/whs/directives/corres/pdf/414001r.pdf
DoD I 5010.40, Managers' Internal Control (MIC) Program Procedures	http://www.dtic.mil/whs/directives/corres/pdf/501040p.pdf
Federal Acquisition Regulation, Parts 45 and 52	https://www.acquisition.gov/far/html/FARTOC_P45.html https://www.acquisition.gov/far/html/FARTOC_P52.html

Part 2: DEFINITIONS

CAMS-ME: Capital Asset Management System – Military Equipment

CFO Act: Chief Financial Officers Act of 1990

Defective Service: A service output that does not meet the standard of performance associated with it in the Performance Work Statement.

DPAS: Defense Property Accountability System

E&C: Existence and Completeness

FASAB: Federal Accounting Standards Advisory Board

FIAR: Financial Improvement and Audit Readiness

FIP: Financial Improvement Plan

ICOFR: Internal Controls Over Financial Reporting

IPT: Integrated Product Team, a.k.a. Integrated Project Team

IUID: Item Unique Identification

NCR: National Capital Region The term "National Capital Region" means the geographic area located within the boundaries of

- A. The District of Columbia
- B. Montgomery and Prince Georges Counties in the State of Maryland
- C. Arlington, Fairfax, Loudoun, and Prince William Counties and the City of Alexandria in the Commonwealth of Virginia
- D. All cities and other units of government within the geographic areas of such District, Counties, and City

OUSD (AT&L)(ARA) P&EPO: Office of the Under Secretary of Defense (Acquisitions, Technology & Logistics)(Acquisition Resource Analysis) Property & Equipment Policy Office

OUSD (C): Office of the Under Secretary of Defense (Comptroller)

P&EP: Property and Equipment Policy

PFAT4ME: Proper Financial Accounting Treatment for Military Equipment

POAM: Plan of Action and Milestones

Part 3: GOVERNMENT FURNISHED

The Government shall provide the information, materials, facilities and equipment listed below. Performance of this effort may require the contractor to access and use data and information proprietary to a Government agency or Government contractor which is of such a nature that its dissemination or use, other than in performance of this effort, would be adverse to the interests of the Government and/or others.

As determined by mutual agreement, the Government will provide additional property that may be required in the performance of this effort.

At the request of the Government, or at completion of this effort, the contractor will immediately return any Government-provided property, including any equipment, specialized or off-the-shelf software, and all other property provided by the Government for the contractor to use to complete this effort.

3.1 Information

The Government will provide the Contractors with access to relevant Government facilities, studies, reports, data, infrastructure, and key staff as required to perform the Tasks contained in this PWS.

3.2 Utilities

All utilities in the facility will be available for the Contractor's use in performance of duties outlined in this PWS. The Contractor shall instruct employees in utilities conservation practices. The Contractor shall be responsible for operating under conditions that preclude the waste of utilities.

3.3 Facilities

When applicable, the Government will furnish the necessary workspace for the contractor staff to provide the support outlined in this PWS to include desk space, telephones, computers and other items necessary to maintain an office environment. The contractor will be allowed access to the Government's facilities, as specified below:

- Property and Equipment Policy Office, currently located at Crystal Gateway 2 Suite 900
 - Pentagon, to include issuance of building passes to qualified contractor personnel supporting these tasks.
- Building pass/access requests shall identify the visit frequency requirement.

Temporary workspace that may be necessary, e.g. during on-site visits, shall be requested by the contractor in advance of such requirements and shall be coordinated with and approved by the COR. Due to the nature of the work, telecommuting will not be permitted, unless requested in advance and coordinated with and approved by the COR.

Additionally, the P&EP Office will initiate activity announcements and send these to appropriate service or agency points of contact to facilitate the Contractor's access related to specific task requirements. These announcements will identify any potential access and support requirements related to the task. The P&EP Office will work with the Services/Agencies and the Contractor to ensure timely support needed to carry out directed activities.

Part 4: CONTRACTOR FURNISHED

Except for those items specifically stated to be Government furnished in Part 3, the contractor shall furnish everything required to perform this PWS. In fulfillment of this effort, the Contractor will provide the deliverables identified in Part 7. All deliverables will be submitted to the COR, unless otherwise agreed upon.

Part 5: SPECIFIC REQUIREMENTS

5.1 Place(s) of Performance

The contractor is responsible for conducting project management support. Office hours the contractor may work are arrival by 9:00 a.m. to 5:00 p.m. Monday through Friday, except Federal holidays or when the Government facility is closed due to local or national emergencies, administrative closings, or similar Government directed facility closings. When work is performed at DOD facilities, contractor personnel are expected to conform to normal DOD facility working hours (7:00 a.m. – 6:00 p.m.). The Contractor must at all times maintain an adequate work force for the uninterrupted performance of all tasks defined within this PWS when the Government facility is not closed for the above reasons. These locations include Government Sites within the National Capital Region; however, other off-site locations and telecommuting arrangements are allowable work locations upon the Government Representative approval. When hiring personnel, the Contractor shall keep in mind that the stability and continuity of the work force are essential.

5.2 Recognized Holidays:

New Year's Day	Labor Day
Martin Luther King Jr.'s Birthday	Columbus Day
President's Day	Veteran's Day
Memorial Day	Thanksgiving Day
Independence Day	Christmas Day

5.3 Period of Performance

The period of performance shall be for one (1) base year of 12 months and four (4) 12-month option years.

5.4 Specifics

The contractor shall: provide personnel with expertise in both development and coordination of concepts and requirements, and application of current and emerging policies as they apply to DOD property accountability and valuation, to include E&C support; Provide management assistance and support to the Government from system requirements through functional application; Review and coordinate concepts and requirements for the application of current and emerging property policies, including valuation of capitalizable equipment; Review Component internal controls and provide guidance through established methods, e.g. FIP, FIAR.

5.4.1 Expertise

The contractor shall provide sufficient expertise to assist the P&EP Office in making decisions regarding property policy (to include accounting and audit aspects), property systems analysis, and program support.

Furthermore, the contractor shall assist the P&EP Office in executing the programs by (potentially applicable task deliverables notated in parenthesis):

- Providing supporting metrics and analysis of Component compliance to the CFO Act (Reference Attachment 1, 7.0.5, 7.0.6, 7.0.8, 7.0.9, 7.0.10, 7.0.12, 7.0.13, 7.0.14, 7.0.16, 7.0.17)
- Facilitating DOD Component compliance with FASAB (Federal Accounting Standards Advisory Board) standards in the valuing and reporting of Military and General Equipment (Reference Attachment 1, 7.0.3, 7.0.4, 7.0.5, 7.0.6, 7.0.7, 7.0.8, 7.0.9, 7.0.10, 7.0.12)

- Facilitating DOD Component compliance with property accountability in the context of DoDI 5000.64 and provide support such as, but not limited to, metrics, review, and analysis (Reference Attachment 1, 7.0.6, 7.0.7, 7.0.8, 7.0.9, 7.0.10, 7.0.12)
- Evaluating current requirements of accounting and accountability standards and work within the system to facilitate required changes (Reference Attachment 1, 7.0.5, 7.0.6, 7.0.7, 7.0.8, 7.0.9, 7.0.10, 7.0.12, 7.0.14, 7.0.16)
- Reviewing DOD Component accountability procedures and develop metrics to facilitate improvements (Reference Attachment 1, 7.0.6, 7.0.7, 7.0.8, 7.0.9, 7.0.12, 7.0.13)
- Assisting the P&EP Office and the DOD Components in transitioning from CAMS-ME and to appropriate replacement systems. Evaluate compliance against defined system functional requirements; assist in data cleansing and analysis. Recommend changes or improvements (Reference Attachment 1, 7.0.3, 7.0.4)
- Facilitating the planning, execution and/or attendance of meetings on their behalf (Reference Attachment 1, 7.0.4, 7.0.6, 7.0.11, 7.0.13, 7.0.14, 7.0.15, 7.0.16, 7.0.18, 7.0.19, 7.0.20)
 - Contractor shall provide a level of expertise, based on experience at the OSD and inter-Service level, sufficient to serve as representatives of IPTs/Workshops/Boards as directed by the Government. Support shall include participation, developing agendas, prepare and deliver presentations, coordinate facilities, and maintain meeting records.
 - Contractor shall provide graphical materials meeting OSD standards and support internal and external meetings and briefings as required. Meetings to be supported include but are not limited to: FIAR Committee and Sub-committees, Strategic Planning off-sites, E&C initiative, Base Realignment and Closure (BRAC), FIP, CAMS-ME/Military Equipment Valuation Reporting Project Objectives and Milestones, and WAWF, IUID, and Enterprise Resource Planning (ERP) system integration. The contractor shall possess a sufficient depth that will permit representation of P&EP Office during manpower intensive operations
- Producing analytical products, directives, meeting minutes, reporting documentation, or other administrative requirements necessary for the efficient management of the programs and initiatives. (Reference Attachment 1, 7.0.15, 7.0.16, 7.0.17, 7.0.18, 7.0.19, 7.0.20)
- Assisting with the OUSD(AT&L)ARA/P&EP efforts to implement DoD Instruction 5010.40. This involves assisting the Government with monitoring the Corrective Action Plans (CAPs) to address weaknesses associated with Internal Controls Over Non-financial Operations (ICONO) and Internal Controls Over Financial Reporting (ICOFR) for Military Equipment (ME) and General Equipment (GE). The CAPs will be monitored through the DoD FIAR Plan and the Component's FIPs. Also, the contractor will assist the Government lead to identify/determine objectives and requirements for associated training, then develop and facilitate the associated training. (Reference Attachment 1, 7.0.5, 7.0.13, 7.0.14, 7.0.16)
- Assisting in the development of Program Objective Memorandum (POM) issue papers and budget submissions as new or revised resource requirements are identified (Reference Attachment 1, 7.0.21)
- Identifying and documenting new or changed business processes in equipment valuation and accountability; identifying the appropriate audience to target outreach and/or training efforts (Reference Attachment 1, 7.0.22)
- Developing written content for print, web, or email delivery to implement policy and business processes (Reference Attachment 1, 7.0.23)
- Performing periodic reviews and revisions to the P&E website to keep consistent and up to date for effective communication (Reference Attachment 1, 7.0.24)

- Monitoring, collecting, and reporting metrics to identify necessary changes to outreach and communication, training, and/or other learning materials (Reference Attachment 1, 7.0.25)
- Developing content and delivering training and/or other learning materials to include online web-based courses (hosted on a learning management system), quick reference guides, user guides, webinars, and/or fact sheets. Could include classroom training. (Reference Attachment 1, 7.0.26)

The Contractor shall provide experience in preparing Plans of Action and Milestones (POAMs) that will function as the structure for most of the P&EP Office activities (Reference Section 7, Deliverables table and Attachment 1, 7.0.1). Requires demonstrated capability to:

- Design the document
- Coordinate with inputting agencies
- Synthesize the data received
- Prepare drafts, coordinate review comments, and prepare revised drafts
- Evaluate and adapt each objective or milestone as the programs mature
- Develop and insure appropriate distribution of the documents to the necessary entities

The contractor shall: provide personnel with expertise in both development and coordination of functional concepts and requirements, and facilitate use of current and emerging technology standards (i.e. WAWF usage, reporting to IUID registry, ERP development and compliance, Automatic Identification Technologies (AIT) usage, enterprise architecture developments) as they apply; Provide managerial assistance and support to the Government during the execution of Military Equipment Valuation and Reporting programs from system concept definition through technology transfer activities; review and coordinate concepts and requirements for the application of current and emerging technologies. Specific support to be provided by the contractor includes:

- Maintenance of historical files.
- Preparation of Roles and Responsibilities documents.
- Interface with the OSD offices that are charged with program oversight responsibilities.

5.4.2 Mobilization

The contractor shall be prepared to have personnel on-site within thirty (30) days after contract award (e.g., in the Pentagon or other P&EP designated office locations), as well as to provide extensive reach-back capability to assist with policy development, analysis, workload surge requirements, and other necessary support.

5.4.3 Identification of Contractor Employees

All contract personnel attending meetings, answering Government telephones, and working in other situations where their contractor status is not obvious to third parties, are required to identify themselves as contractors to avoid creating an impression in the minds of members of the public that they are Government officials. They must also ensure that all documents or reports produced by contractors are suitably marked as contractor products or that contractor participation is appropriately disclosed.

5.5 Miscellaneous Services.

5.5.1 Orientation Briefing

Within one week of award, the contractor will conduct an initial orientation briefing. The intent of the briefing is to facilitate the communication process between the Government and the contractor by introducing key task participants and explaining their roles, reviewing communication ground rules, and assuring a common understanding of subtask requirements and objectives.

The orientation briefing will be held at a location and date and time mutually agreed upon by both parties. At the briefing, the contractor will outline the approach and schedule for the various subtasks as well as address the control and management mechanisms they will use to oversee their work.

They will also identify key and supporting personnel that will be used to accomplish the subtasks. The briefing will result in mutual agreement as to the plans of action related to the various subtasks as well as agreement on personnel being assigned to the subtask(s).

Part 6: ADMINISTRATIVE REQUIREMENTS

6.1 Clearances

Contractor personnel assigned to this task and working (assigned desk space) with the P&EP Office may be required to have, at a minimum, a Secret clearance. The Contractor shall be prepared to provide personnel with both the expertise and the minimum required clearance for participation in specific tasks that address classified information. Security procedures will be in accordance with DOD 5200.2R, "Personnel Security Program," and DOD 5105.2 I-M-1, "Department of Defense Sensitive Compartmented Information Administrative, Security Manual."

6.2 Security Requirements

6.2.1 Physical Security: The contractor shall be responsible for safeguarding all Government property provided for contractor use. At the close of each work period, Government facilities, equipment, and materials shall be secured.

6.2.2 Key Control: The Contractor shall establish and implement methods of making sure all keys/key cards issued to the Contractor by the Government are not lost or misplaced and are not used by unauthorized persons. This includes electronic pass codes for numeric locks. NOTE: All references to keys include key cards. No keys issued to the Contractor by the Government shall be duplicated. The Contractor shall develop procedures covering key control that shall be included in the Quality Control Plan.

Such procedures shall include turn-in of any issued keys by personnel who no longer require access to locked areas. The Contractor shall immediately report any occurrences of lost or duplicate keys/key cards to the Contracting Officer.

6.2.2.1 In the event keys, other than master keys, are lost or duplicated, the Contractor shall, upon direction of the Contracting Officer, re-key or replace the affected lock or locks; however, the Government, at its option, may replace the affected lock or locks or perform re-keying.

When the replacement of locks or re-keying is performed by the Government, the total cost of re-keying or the replacement of the lock or locks shall be deducted from the monthly payment due the Contractor. In the event a master key is lost or duplicated, all locks and keys for that system shall be replaced by the Government and the total cost deducted from the monthly payment due the Contractor.

6.2.2.2 The Contractor shall prohibit the use of Government issued keys/key cards/entrance codes by any persons other than the Contractor's employees. The Contractor shall prohibit the opening of locked areas by Contractor employees to permit entrance of persons other than Contractor employees engaged in the performance of assigned work in those areas, or personnel authorized entrance by the Contracting Officer.

6.2.3 Lock Combinations. The Contractor shall establish and implement methods of ensuring that all lock combinations are not revealed to unauthorized persons. The Contractor shall ensure that lock combinations are changed when personnel having access to the combinations no longer have a need to know such combinations. These procedures shall be included in the Contractor's Quality Control Plan.

6.2.4 Disclosure of Information. Information made available to the Contractor by the Government for the performance or administration of this effort shall be used only for those purposes and shall not be used in any other way without the written consent of the Contracting Officer (CO). Contractor and/or contractor personnel will not divulge or release data or information developed or obtained in performance of this effort, until made public by the Government, except to authorized Government personnel or upon written approval of the Contracting Officer (CO).

The contractor will not use, disclose, or reproduce proprietary data that bears a restrictive legend, other than as required in the performance of this effort. Nothing herein will preclude the use of any data independently acquired by the contractor without such limitations or prohibit an agreement at no cost to the Government between the contractor and the data owner which provides for greater rights to the contractor.

6.2.4.1 The Contractor agrees to assume responsibility for protecting the confidentiality of Government records, which is not considered public information. Each Contractor or employee of the Contractor to whom information may be made available or disclosed shall be notified in writing by the Contractor that such information may be disclosed only for purposes and to the extent authorized herein. The Contractor shall not release any information related to this contract to the public, media or other unauthorized persons or organizations unless the Government has conducted the appropriate security review and granted written approval (e.g. posting information to a public website). Performance of this effort may require the contractor to access and use data and information proprietary to a Government agency or Government contractor which is of such a nature that its dissemination or use, other than in performance of this effort, would be adverse to the interests of the Government and/or others.

6.3 Personnel.

The Contractor should collectively provide personnel, who generally have, experience working in the OSD/Interagency environment, an in-depth knowledge of government property regulations and requirements, property management systems (to include DPAS), and accounting and auditing policies and practices. Personnel should have the skills necessary to provide guidance on complex accounting and accountability issues across the spectrum of the Defense Components that will lead those agencies on a path toward a clean audit opinion.

6.3.1 Project Manager: The Contractor shall provide a Project Manager (PM) to facilitate Government-Contractor communications. The PM shall be the primary technical and managerial interface between the Contractor and the Government.

The PM, and an alternate or alternates, who shall act for the Contractor when the PM is absent must be designated in writing to the COR. The PM or alternate/s will have full authority to act for the Contractor on all contract matters relating to daily operations.

The Project Manager or alternate/s must be reachable during normal Government duty hours, 8:00 am through 5:00 pm, or during hours mutually agreed to by the contractor and the COR, and must be available to meet with Government personnel upon 24 hours notice to discuss problems.

The Project Manager shall meet with the COR as necessary to maintain satisfactory performance and to resolve other issues pertaining to Government/Contractor procedures. At these meetings, a mutual effort will be made to resolve any and all problems identified. Written minutes of these meetings shall be prepared by the Contractor, signed by the Contractor's designated representative, and furnished to the Government within 2 days of the subject meeting.

6.3.2 Senior Analysts: Shall have a Bachelor's Degree in a recognized business, management or related discipline that is relevant to the contract. A Master's degree in a business related field is preferred. Also required is a minimum of ten years of Federal/DOD experience, preferably with at least four years of experience operating within a Pentagon/OSD/Service staff/Joint Staff environment.

6.3.3 Analysts: Shall have a Bachelor's Degree or 10 years experience with in the DoD in a recognized business, management or related discipline that is relevant to the contract. Also required are three years of experience in disciplines related to the potential tasks of which at least one year experience is in reviewing financial data, equipment valuation, meeting planning, or the development of databases, spreadsheets and budget management.

6.4 Damage to Government Property.

The Contractor shall immediately report any damage of Government Property to the COR. The Contractor shall be responsible for any damage caused by Contractor operations.

6.5 Quality Control (QC)

The Contractor shall institute a complete QC Program to ensure that the requirements of this contract are fulfilled as specified. At a minimum, the Contractor shall include the following elements in the program:

- A comprehensive inspection system of all the scheduled and unscheduled services required in this document.
- The name(s) and contact information of the designated QC Inspector(s) and their backups who will be performing the inspections.
- A proactive methodology to identify and correct problems before the Government identifies these problems. Contractor shall notify the Government of any problems.
- An organized, current file of all Contractor conducted inspections, corrective actions taken, and follow-up inspections.
- Government receipt of all QC reports same day generated.

6.6 Travel

The Contractor will be reimbursed for travel to provide support **outside the National Capital Region (NCR)** as approved by the COR. The contractor shall provide a written request for travel to the COR prior to finalizing any travel arrangements. All travel must be approved by the COR prior to purchase of tickets and commencement of travel. The contractor shall be reimbursed for actual allowable, allocable, and reasonable travel costs incurred during performance of this effort in accordance with FAR 31.205-46, "Travel Costs." Requests for approval of costs in excess of maximum per diem rates in accordance with the procedures contained in FAR 31.205-46(a)(3) must be submitted to the Contracting Officer for final approval prior to commencement of travel.

Work will be performed in Government facilities located in Crystal City, VA and the Pentagon. The expense of travel to and from the Pentagon and other Government facilities within NCR shall be included in the firm fixed price of CLINs 0001, 1001, 2001, 3001, and 4001 and **will not** be reimbursed as a part of the Travel CLINs.

Travel may also be required in support of communications and transformation activities, such as attendance at related conferences and forums.

Part 7: DELIVERABLES

All deliverables must meet professional standards and meet the requirements set forth in contractual documentation. All deliverables developed under this task order become the property of the US Government. Specific deliverables under this task and the dates that they must be delivered will be as mutually agreed upon between the Government and the Contractor.

Unless otherwise specified, the Government will have a maximum of ten (10) working days from the day the draft deliverable is received to review the document, provide comments back to the contractor, approve or disapprove the deliverable(s).

The contractor will have a maximum of ten (10) working days from the day comments are received to incorporate all changes and submit the final deliverable to the Government. All days identified below are intended to be calendar days unless otherwise specified.

The format for individual deliverables will be the contractor's standard format for written reports and client presentations.

All documents will be provided in either hard copy and/or electronically as requested by the COR. Electronic documents will be provided in the appropriate Microsoft Office format (e.g., Word or PowerPoint); if appropriate, the Government may be asked that the documents be provided in compressed or PDF format.

The format for individual deliverables will be determined through consultation between the COR and the contractor at the orientation briefing and identified in writing then provided to the contracting office, COR, and the contractor. Products that reflect the contractor's analysis and opinion (e.g., studies or analyses) may be in contractor format. Products that are to be used by the P&EP Office in the execution of their responsibilities (e.g., strategy documents, reports, roadmaps, analysis and briefings) will be in a specified Government format. All documents will be provided in either hard copy or electronically as requested by the COR. Electronic documents will be provided in the appropriate Microsoft Office format (e.g., Word or PowerPoint); if appropriate, the Government may be asked that the documents be provided in compressed or PDF format.

In fulfillment of this effort, the contractor shall provide the deliverables identified in this section and Attachment 1. All deliverables shall be submitted to the P&EP Office selected representatives, unless otherwise agreed upon. In addition to the reports listed below, additional reports/products may be requested as deemed necessary:

Title	Delivery Date/Description
Master P&EP POAM	Within two weeks of contract award
Meeting materials	1 week prior to meeting unless otherwise directed
Draft Meeting Minutes	3 Working Days following Meetings
Personnel Packages	Submitted to AT&L ADMIN at least 6 weeks prior to personnel arrival or extension date
Monitor performance due dates	Updated by noon each Friday

7.1 Final Results Briefing

Contractor will prepare a final results briefing for all work performed under this contract. The briefing will be presented to the COR ten (10) calendar days prior to contract conclusion.

8.0 PERFORMANCE OBJECTIVES

8.1 Quality Assurance Plan:

The Government shall evaluate the contractor's performance under this contract in accordance with the Quality Assurance Surveillance Plan. This plan is primarily focused on what the Government must do to ensure that the contractor has performed in accordance with the performance standards. It defines how the performance standards will be applied, the frequency of surveillance, and the minimum acceptable defect rate(s).

8.2 Performance Thresholds

The contractor service requirements are summarized into performance objectives that relate directly to mission essential items. The performance threshold briefly describes the minimum acceptable levels of service required for each requirement.

These thresholds are critical to mission success. General quality measures, as set forth below, will be applied to each work product received from the contractor under this performance work statement.

- Accuracy - Work Products will be accurate in presentation, technical content, and adherence to accepted elements of style. Written documents will be in formats as specified above and shall be 99% free of grammar and spelling errors.
- Appearance - All work products will be neat and attractive, reflecting the role that P&EP fulfills and the level at which work products will be used.
- Clarity - Work Products will be clear and concise. Any/All diagrams shall be easy to understand and be relevant to the supporting narrative.
- Consistency to Requirements - All work products must satisfy the requirements of this performance work statement.
- File Editing - All text and diagrammatic files will be editable by the Government.
- Format - Work Products will be submitted in hard copy (where applicable) and in media mutually agreed upon prior to submission. Hard copy formats shall follow any specified Directives or Manuals.
- Timeliness - Work Products will be submitted on or before the due date specified in this performance work statement or submitted in accordance with a later scheduled date determined by the Government.

**NON-DISCLOSURE STATEMENT
FOR SUPPORT AND OTHER
CONSULTING PROFESSIONALS**

I, _____, understand that during the course of providing professional consulting services to the Federal government I will routinely come into contact with documents of a sensitive nature including, but not limited to, cost estimates, program options, planning documents, negotiation strategies, documents related to contractual disputes, proprietary data of a third party, leases, internal memoranda and correspondence and a wide variety of other documents and information that must be safeguarded from disclosure.

I agree that, as a condition of performing consulting services to the Federal government, I will not disclose, or cause to be disclosed, any sensitive documents without the prior consent of an authorized representative of the Federal government. I further agree that such sensitive documents/ information will be safeguarded in accordance with the best commercial practices of my firm _____. I agree that I have an affirmative duty to determine whether a document/ information is sensitive and not subject to public release before releasing it. I understand and agree that a failure to adequately safeguard such sensitive documents may result in termination of my contract(s) and a variety of civil and/or criminal charges.

I further understand that the duty to safeguard the documents/ information cited above is a continuing personal obligation that is not terminated or otherwise modified by change of jobs or employer.

The duties described herein are in addition to, and independent of, any Procurement Integrity Certifications I may subsequently enter into.

SIGNATURE

DATE

ATTACHMENT 1**PWS Section 7.0 Deliverables List
ARA P&EP/PMO Support Services**

Task/PWS	Description	Due Date
7.0.1	Project Management Plan: The contractor shall provide this for the base year and any option years (upon commencement) that addresses vendor organization, policies, procedures, and plans for managing the support it will provide. The plan shall include actions, milestones, and deliverables.	15 days after contract award
7.0.2	Monthly Status Reports – as directed by the QASP	Monthly
7.0.3	Provide periodic updates to requirements, process flows, and associated narrative descriptions for CAMS-ME data transfers to Service-specified replacement solutions as needed. The process and requirements shall be vetted with key stakeholders and communicated to the appropriate system project management offices.	Weekly until approximately 9/30/2010
7.0.4	Assist the P&E Policy Office in monitoring progress of retirement process of CAMS-ME.	As needed through 12/31/2010
7.0.5	Assist the P&E Policy Office with analyzing the regular submissions of FIPs, FIAR plans, or other documentation provided by the Components	Analysis due within 2 weeks of receipt
7.0.6	Work with Components in providing assistance with E&C efforts as established by each Component. This may include plan analysis, implementation assistance, inventory results analysis, or Component specified assistance.	As needed
7.0.7	Analyze the information system requirements for future property accountability systems capabilities that enable implementation of asset management through interfaces to the developing Enterprise Resource Planning systems as needs develop	As needed
7.0.8	Assist with operations oversight of ME and General Property accountability improvements and reform efforts	As needed
7.0.9	Develop policy and position papers for property accountability performance measures	Within two week of direction
7.0.10	Develop policy and position papers for ME valuation efforts	Within two weeks of direction
7.0.11	Assist the P&E Policy Office in supporting requests for information and answering questions from external organizations, such as DoDIG or GAO, regarding efforts or policies over or for which the P&E Policy Office may be responsible.	As needed
7.0.12	Develop policies and procedures necessary for development of valuation, existence, and completeness assertion packages for both ME and General Property and Equipment for audit readiness purposes	As directed
7.0.13	Provide support as requested for property related metrics, especially contained within the FIAR plan	As directed
7.0.14	Implement oversight mechanisms for the P&E Office to use to monitor and guide progress (e.g. Executive Steering Group, Cross-Service IPT, Configuration Control Board)	As needed throughout period of performance

ATTACHMENT 1**PWS Section 7.0 Deliverables List
ARA P&EP/PMO Support Services**

7.0.15	Provide project management support to include risk management, special studies and analysis, integrated schedule management, and business process improvement guidance	As needed throughout period of performance
7.0.16	Provide support for external reporting requirements (FIAR, FIP, ICOFR, SoA, or other required external report) as required	As needed
7.0.17	Review and collect data from various sources to respond to ad hoc requests	Within two weeks of request
7.0.18	Coordinate and prepare for ad hoc meetings with both external stakeholders and internal teams. Maintain and update membership lists with e-mail addresses and phone numbers for oversight and coordination groups. Maintain calendars, notify members of meetings, publish agendas in advance, and keep minutes and lists of action items.	As needed
7.0.19	Attend meetings to represent the P&E Office as requested. Provide a synopsis of the results of any meetings attended to the cognizant Government leads	As needed
7.0.20	Coordinate and prepare briefing materials	Two days prior to event
7.0.21	Assist in the development of Program Objective Memorandum (POM). issue papers and budget submissions as new or revised resource requirements are identified	As needed
7.0.22	Identify and document new or changed business processes in equipment valuation and accountability; identify the appropriate audience to target outreach and training efforts	Throughout period of performance
7.0.23	Develop written content for print, web, or email delivery to implement policy and business processes	As needed
7.0.24	Perform periodic review and revisions to the project website to keep consistent and up to date for effective communication	As needed
7.0.25	Monitor, collect, and report metrics to identify necessary changes to outreach and communication, training, and/or other learning materials	As needed
7.0.26	Develop content and deliver training and/or other learning materials to include online web-based courses (hosted on a learning management system), quick reference guides, user guides, webinars, and/or fact sheets. Could include classroom training.	As needed

STANDARD FORM 1449 (REV 3/2005)
Prescribed by GSA
FAR (48 CFR) 53.212

SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS (CONTINUED)				PAGE 2 OF 52	
19. ITEM NO.	20. SCHEDULE OF SUPPLIES/ SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
	SEE SCHEDULE				
32a. QUANTITY IN COLUMN 21 HAS BEEN <input type="checkbox"/> RECEIVED <input type="checkbox"/> INSPECTED <input type="checkbox"/> 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		
32e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE			32f. TELEPHONE NUMBER OF AUTHORIZED GOVERNMENT REPRESENTATIVE		
			32g. E-MAIL OF AUTHORIZED GOVERNMENT REPRESENTATIVE		
33. SHIP NUMBER		34. VOUCHER NUMBER	35. AMOUNT VERIFIED CORRECT FOR	36. PAYMENT	37. CHECK NUMBER
<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL				<input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	
38. S/R ACCOUNT NUMBER	39. S/R VOUCHER NUMBER	40. PAID BY			
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 30 - BLOCK 14 CONTINUATION PAGE

SOURCE SELECTION**INSTRUCTIONS TO OFFERORS**

The Washington Headquarters Services, Acquisition and Procurement Offices (WHS/A&PO) intends to award against an existing GSA Federal Supply MOBIS Schedule a **Firm Fixed-Priced** contract utilizing streamlined acquisition procedures. The requirements are provided under the Performance Work Statement (PWS) of this RFP, and specified in Section 5. Each offeror will provide a price proposal, and this pricing data will be evaluated. This solicitation will be released electronically only. This electronic version of the RFP is the official version for this acquisition. No hard copy of this solicitation will be issued. Offerors will be sent any and all applicable revisions to this solicitation electronically. Offerors must submit their proposals in both soft and hard copy. Soft copy proposals shall be submitted via attachments to e-mail. Text and graphics portions of the electronic copies shall be readable by MS Office 2000, and MS Excel 2000. All price information shall be in files separate from Technical (Capabilities and Approach) and Past Performance. Soft copy proposals will be used for contract formation purposes. Hard copy proposals may be delivered using the US Postal Service, a commercial delivery service, or by hand delivery. Hard copy proposals will be used for evaluation purposes. Both soft and hard copy proposals are due by the date and time in paragraph 1.3 below.

Offerors choosing to submit their proposal using a US Postal Service, commercial delivery service or by hand-delivery shall provide their proposal to the following address prior to the closing time and date of this solicitation:

WHS/ Acquisition & Procurement Office
OSD Studies Division

(b)(4)



Although WHS is issuing this solicitation using GSA's e-Buy system, proposals shall only be submitted as described herein. Proposals submitted by any other means, including through GSA's e-Buy system, will not be evaluated.

1.2. Questions – The requested cut off date and time for questions is **May 10, 2010 at 10:00AM EST**. Offerors are requested to email questions to (b)(6) Responses to all questions will be in the form of an amendment to this solicitation and sent electronically to all offerors.

1.3. Offerors shall submit their proposals before the due date and time for this solicitation. The due date and time for proposals is **May 18, 2010 at 10:00AM EST**. Proposals shall be submitted as follows:

1.3.1. Text -- Text shall be at least single-spaced, on 8 1/2 x 11 inch paper, with a minimum one-inch margin all around. Pages shall be numbered consecutively. A page printed on both sides shall be counted as two pages. No foldout pages shall be used. Pages submitted in excess of the page limitations stated throughout this document will be removed and not evaluated.

1.3.2. Font Size – Print shall be of a minimum 10-point font size or a maximum 10 characters per inch (10-pitch, pica) spacing. Bolding, underlining, and italics may be used to identify topic demarcations or points of emphasis. Graphic presentations, including tables, while not subject to the same font size and spacing requirements, shall have spacing and text that is easily readable.

1.3.3. Binding and Page Limitations – Originals should be unbound and should be submitted in economical, three-ring binders. Responses to Technical (Capabilities and Approach) and Past Performance shall be presented in one binder. No price shall be included in the Technical binder. The Government shall receive 2 binders total, a Technical Binder and a Price Binder, all required copies shall be provided in the applicable binder. The Government shall receive four (4) copies of the Technical Proposal and two (2) copy of the Price Proposal. There is a 34 page limit to the technical binder and no limit to the price binder. Past Performance Questionnaires while part of the evaluation, are provided directly to the Contracting Officer from the reference(s) and are not part of the Technical Proposal 34 page limitation. Blank pages or Tabs may be used to organize an offerors proposal and blank pages will not count against page limitation.

1.3.4. Cover Sheet – A cover sheet shall be inserted in each binder, clearly marked as to the RFP identification, date of submittal, acknowledgement of all amendments, the Offeror's name, address, Taxpayer ID number, CAGE code, GSA MOBIS Schedule Number and the Offeror's POC name, phone, and email.

1.3.5. Pricing Data – Pricing information shall only appear in the Price Binder.

1.3.6. Electronic Submission – The Offeror **shall also** submit all proposal information in electronic format **via email** to (b)(6) no later than the proposal submission date provided under section 1.3. Failure to submit either the hard copy or electronic copy by the date and time specified in section 1.3 shall render the offeror as "late" and therefore not eligible for consideration for award. There is a 10MB limit for all electronic submissions via email. Text and graphics portions of the electronic copies shall be in a format readable by Microsoft (MS) Office 2000, MS Word or MS PowerPoint 2000 or greater but not XP. Data submitted in spreadsheet format shall be readable by MS Office 2000, MS Excel 2000 or greater but not XP. All Cost/Price information shall be in files separate from Technical (Capabilities and Approach) and Past Performance. In case of conflict between the paper copy and the electronic copy of the proposals submitted, the paper copy shall take precedence.

EVALUATION FACTORS

2.0 EVALUATION FACTORS

2.1 Factor Identification. The proposals will be evaluated based on the following factors:

Factor 1 – Technical

Subfactor 1 – Approach

Subfactor 2 – Capabilities

Subfactor 3 – Relevant Project Summaries

Factor 2 - Past Performance

Factor 3 – Business Size

Factor 4 – Cost/Price

2.2 Factor Order of Importance. Factor 1 is more important than Factor 2, and Factor 2 is more important than Factor 3. Factors 1, 2 and 3 combined are more important than Factor 4. Subfactors 1, 2, and 3 are of equal importance. Price will become increasingly important as the non-price evaluation factors become increasingly equal. The importance of price in the evaluation for award will depend upon the differences in evaluated technical quality and in past performance among offerors and, as stated above, will increase as the differences decrease.

3.0 EVALUATION

The Government intends to evaluate offers and award a firm fixed price contract based upon the Offeror's technical capabilities, technical approach, past performance, business size and price without discussions. Therefore the Offeror's initial proposal should contain the best terms from a technical standpoint. However, the Government reserves the right to conduct discussions with some or all offerors if later determined by the Contracting Officer to be necessary. The Government reserves the right to conduct ongoing discussions with some or all of the offerors if later determined to be necessary. The Government may reject any or all proposals if such action is in the public interest; accept an offer other than the lowest cost/priced proposal; and waive minor informalities and minor irregularities in proposals received. The vendor evaluation will be conducted in accordance with the Federal Acquisition Regulation (FAR) Sub-Parts 8.4 and 12.6, with the intention to award against an existing GSA Federal Supply Schedule contract utilizing Streamlined Acquisition Procedures.

4.0 SUBMISSION REQUIREMENTS

4.1 Factor 1 - Technical

4.1.1 Subfactor 1: Technical Approach. The Offeror shall submit their technical approach to accomplish the requirements of the Performance Work Statement (PWS).

Describe in sufficient detail the means and methods expected or envisioned to be utilized in performing each feature of the PWS to arrive at the end deliverable(s), to include a discussion of the roles and responsibilities of those individuals considered "Key Personnel", as well as other direct support and/or other indirect reach back capabilities. The Offeror shall also describe a workload management plan for this project and include a discussion as to how the Offeror will ensure the quality of the deliverables (e.g., what performance metrics they will use) and their interaction with government personnel regarding feedback on quality. *(No more than fifteen pages)*

4.1.2 Subfactor 2: Technical Capabilities. The Offeror shall submit Personnel Capabilities Statements (PCS) which present their Key Personnel and which demonstrate relevant experience concerning the requirements of the PWS. Provide individual resumes and include a short Capabilities and Experience Statement for the individual proposed to meet the requirement. Offerors must state in the Capabilities and Experience Statement whether the individual proposed is subject to a contingency offer of employment. If a Capabilities and Experience Statement cannot be provided, include a discussion of how and when the position will be filled, and what methods will be employed to fill the requirement. *(No more than two pages per PCS)*

4.1.3 Subfactor 3: Relevant Project Summaries. The Offeror shall identify up to three (3) recent and most relevant projects the offeror or key personnel has performed (completed or ongoing) of similar scope, magnitude, and complexity to the requirements of the RFP.

For the three (3) recent and most relevant projects selected, the Offeror shall summarize the following information: *(not to exceed one (1) page each, three (3) pages total)*

- Identify the customer for the project, and provide the name, title/ role, phone number, email address of a customer POC that is knowledgeable of the Offeror's performance on the project.
- Describe the nature of the project and the specific tasks performed by the Offeror. Also identify if the Offeror was the prime contractor or a subcontractor on the project.
- Describe the relevance to this requirement.

- Describe the role, if any, that the proposed personnel played in the performance of the project. If the individual was assigned to the project on a less than full time basis, describe the degree of their involvement.
- Describe cost and schedule performance (includes explanations for any cost and/or time growth experienced).
- Provide the date the Past Performance Questionnaire was requested and to whom it was sent (see below).

4.2 Factor 2 - Past Performance

Past Performance Questionnaires. The Offeror shall initiate the Past Performance Questionnaires for each of the projects used above. The Offeror shall complete blocks 1 through 7 on the form. The Offeror shall request that the owner's representative most knowledgeable of the project complete block 8 on the form and that they submit the Past Performance Questionnaires directly to the WHS/A&PO POC identified on the form no later than the proposal due date. Offerors are responsible for ensuring that the telephone numbers provided for the owner's representative indicated on each Relevant Project Summary are accurate and that the representative is aware that the WHS Acquisition & Procurement Office may be contacting them regarding the questionnaire and the Offeror's past performance. Offerors are also reminded that it is their responsibility to ensure the Questionnaires are properly received by the due date and time specific herein.

Other Sources. The Government reserves the right to contact and verify past performance information with references provided on the Past Performance Questionnaires, and to use any other past performance information available on the firm. Additional past performance data may be obtained through the Past Performance Information Retrieval System (PIPRS), the Contractor Performance Assessment Reporting System (CPARS) or similar systems, other Government departments and agencies, program managers, contracting officers, and other sources known to the Government (including commercial sources). Offerors will be given the opportunity to address any negative performance information resulting from the past performance assessment inquiries.

4.3 Factor 3 – Business Size

The offerors shall provide their business size as shown in the Central Contractor Registration. Offers submitted by Small Businesses will receive more weight than offers submitted by Large Businesses. HUBZone, SDVOB and 8(a) offerors will be considered to be a Small Business and receive the same weighting.

4.4 Factor 4 – Cost/Price

The Offeror shall provide their proposed firm-fixed price for this project on the SF 1449 as set forth in the RFP. The Offeror shall also provide a basis for the price, identifying all prospective labor categories, showing labor hours and rates for all labor categories, any materials or supplies to be used and discounts offered. (The Offerors shall also show profit, and any overhead costs if not included in the labor rate). Lack of detail may result in a rating of a higher risk by the Selection Authority in the selection process. Offerors shall utilize the GSA MOBIS Multiple Award Schedule for pricing purposes.

Offerors shall utilize \$29,000.00 as the amount proposed for travel for the base period of performance (CLIN 0002), and shall utilize \$30,000.00 for travel in each of the option periods (CLINs 1002, 2002, 3002 and 4002). As part of the proposal for the travel and ODC CLINs, identify the G&A, material handling rates, or other indirect rates applicable to these CLINs.

Significant discounts from GSA Schedule Rates are considered highly desirable. Discounts offered must be explicit. (There is no page limit for this factor, however Offerors are encouraged to only provide that cost and pricing data

mandatory to a comprehensive review and that data which would allow the evaluation team to determine price reasonableness.)

As part of the Cost/Price proposal, the Offeror shall provide the information required to complete the Contractor POC and Financial Information in the Contract Administration section of the RFP.

GSA and regulations allow the use of the e-Buy system to solicit both quotes and proposals from GSA Schedules. This Solicitation is a Request for Proposal, not a Request for Quotation. The Government desires to issue a Firm Fixed Price contract from an offer received in response to this solicitation. FAR 2.101 provides the following definition of an offer: "Offer means a response to a solicitation that, if accepted, would bind the Offeror to perform the resultant contract...responses to requests for proposals (negotiation) are called 'proposals'; however, responses to requests for quotations (simplified acquisition) are 'quotations', not offers." FAR 13.004 "Legal Effect of Quotations" provides further distinction between an offer and a quotation: "A quotation is not an offer and, consequently, cannot be accepted by the Government to form a binding contract." Any reference or implication within this Request for Proposal assumed to be contrary to the requirement to provide an offer is unintentional and shall not be construed as an opportunity or a choice to provide a quote.

Offerors are therefore reminded that they are to submit offers in response to this solicitation that will be binding should the Government select them for award without discussions, and to do so they must include their best firm-fixed price on a fully complete and signed SF 1449. Failure to do so may result in the Offeror being determined to be non-responsive and not considered for award.

PAST PERFORMANCE QUESTIONNAIRE

Your assistance is requested in support of a vendor evaluation in support of solicitation **HQ0034-10-R-0049**

Please complete this Questionnaire and mail or send by facsimile [FAX (703) 588-1990] to:

WHS Acquisition & Procurement Office
Attn: Ms. Mercedes Williams
1700 North Moore Street, Suite 1425
Arlington, VA 22209

Desired Response Date: May 18, 2010

When complete, the information on this form is SOURCE SELECTION INFORMATION (FAR 2.101 & 3.104) and shall be protected accordingly.

TO BE COMPLETED BY OFFEROR

1. CONTRACTOR NAME & ADDRESS:

2. CONTRACT NO.:

3. CONTRACT INITIATION DATE:

4. COMPLETION DATE:

5. CONTRACT VALUE (with options): \$

1a. NAME OF PRIME CONTRACTOR:

6. TYPE OF CONTRACT:

(FFP, CPFF, T&M, etc.)

7. BRIEF DESCRIPTION OF CONTRACT REQUIREMENTS:

Please add a continuation page if additional space necessary.

TO BE COMPLETED BY EVALUATING ORGANIZATION REPRESENTATIVE

8. EVALUATION: a. EVALUATOR'S NAME, POSITION (Project Manager/ COR/ Other) AND ORGANIZATION:

b. EVALUATOR'S PHONE NUMBER: c. MONTHS PERFORMANCE MONITORED BY EVALUATOR:

A. Quality of Products and Services – Please provide a statement regarding the contractor's conformance to contract requirements, specifications, and standards of good workmanship (e.g., technical, professional, environmental, or safety and health standards).

B. Performance – Please provide a statement regarding the contractor's performance for the project.

C. Schedule – Please provide a statement regarding the timeliness of contractor against the schedule of deliverables..

D. Customer Satisfaction – Please provide a statement regarding the contractor's responsiveness to customer needs.

E. Area for Improvement – If you had to describe one area for improvement, what would it be? Please state the significance.

QUESTIONS AND ANSWERS

Questions and Answers

5. Who is the incumbent?

Answer: KPMG LLP.

6. Paragraph 1.3.3 Binding and Page Limitations states "there is a 15 page limit to the technical binder. This statement is in conflict with the instructions under Section 4.1 for Subfactors 1, 2, and 3, which allow 15 pages for Subfactor 1, 2 pages per PCS for Subfactor 2, and 3 pages total for Subfactor 3. Will the government remove this statement?

Answer: Paragraph 1.3.3 is changed to read: "34 page limit to technical approach portion of binder (see 4.1.1.)"

7. Regarding Page 4, is the cover page requested (1.3.4) counted in the 15 page limit for the technical proposal?

Answer: The cover page is not included in the page limits.

8. Is a Table of Contents counted in the 15 page limit for the technical proposal?

Answer: If provided, a Table of Contents would be counted against the page limits.

9. Please clarify if on page 6, 4.1.2 Subfactor 2 Personnel Capabilities Statements / Resumes are included in the 15 page limit for the technical proposal binder?

Answer: Please review the revised page limits provided in response to questions 6.

10. Is an introduction page allowable for the Personnel Capabilities Statements / Resumes section of the technical proposal? If so, is this counted against the 15 page limit?

Answer: If provided, an introduction page would be counted against the page limits.

11. Are Personnel Capabilities Statements required just for key personnel or for all personnel who are proposed?

Answer: Please review paragraph 4.1.2.

12. Are the relevant project summaries (3 pages total) included in the 15 page limit for the technical proposal binder?

Answer: Please see the revised page limits provided in response to question 6.

13. If paragraph 4.1.2 Subfactor 2 and 4.1.3 Subfactor 3 are not part of the 15 page technical limit, can we separate these sections with tabs and not be counted against any page limit?

Answer: Please add the following to the end of paragraph 1.3.3 "Blank pages or Tabs may be used to organize an offeror's proposal and blank pages will not count against page limitations."

14. Paragraph 5.4.1, second bullet, states "Facilitating DOD Component compliance with FASB standards." Does the government mean FASAB (Federal Accounting Standards Advisory Board) standards v. FASB (Financial Accounting Standards Board)?

Answer: Located in the second Bullet change the text from FASAB (Federal Accounting Standards Advisory Board) to "FASB (Financial Accounting Standards Board).

15. Paragraphs 6.3.2 and 6.3.3 Personnel— In lieu of a Bachelor's Degree, may an individual substitute at least 10 years DOD/Federal experience?

Answer: Paragraph 6.3.2 remains unchanged. Change the first sentence of paragraph 6.3.3 to "Shall have a Bachelor's Degree or 10 years experience with the DoD in a ..."

16. Is a Small Business Subcontracting Plan required with the proposal submission? If so, in which volume should we place the plan?

Answer: A Small Business Sub-Contracting plan is not required to be submitted as part of the proposal.

17. Amendment 1 to HQ0034-10-R-0049 states that this will be a firm fixed price engagement, but many of the contractor's deliverables in section 5.4 and Attachment- PWS Section 7.0 are not reasonably specified or quantified to permit the reasonable development of a firm fixed price. On the other hand there are those that can be fixed priced such as the Project Management Plan and Monthly Status Report. FAR 16.202-2 states that a firm fixed price contract is suitable for acquiring commercial items or for acquiring other supplies or services on the basis of reasonably functional or detailed specifications when the contracting officer can establish fair and reasonable prices at the outset," which does not appear to be the case here. Would the Government consider either a Fixed Price Level of Effort contract or a Time and Materials contract?

Answer: See Historical Data, PWS Section 1.3.1.

18. What is the anticipated level of effort?

Answer: See Question 17.

QUESTIONS AND ANSWERS

Questions and Answers

14. Paragraph 5.4.1, second bullet, states "Facilitating DOD Component compliance with FASB standards." Does the government mean FASAB (Federal Accounting Standards Advisory Board) standards v. FASB (Financial Accounting Standards Board)?

Answer: Located in the second Bullet change the text
From: FASB (Financial Accounting Standards Board)

To: FASAB (Federal Accounting Standards Advisory Board).

Q&A

Questions and Answers

1. Please clarify as to whether WHS intends to award a FFP or a FFP LOE contract?

Answer - Page 3 of 41, Instructions To Offerors, line two changed to read "...intends to award against a GSA Federal Supply MOBIS Schedule, a Firm Fixed-Priced contract..."

2. Page 9 of 41, Past Performance Questionnaire, what is the relativity of item 1a parenthetical statement?

Answer - Page 9 of 41 Item 1a, Parenthetical statement is hereby deleted.

3. Attachment I "PWS Section 7.0 Deliverables List" for Tasks referencing "Assist" in the description, clarify how a Fixed Price award can be issued against the PWS as written?

Answer - "PWS Section 7.0 is a tabulation of requirements from the PWS. The contractor is required to work collaboratively with the government to produce work products when the PWS states "Assists with ...", "Assists in developing ..." or other similar statements."

4. Does the government intend to issue a T&M contract?

Answer - No.

Section SF 1449 - CONTINUATION SHEET

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0001	PMO Services FFP The Contractor shall provide all personnel, equipment, tools, materials, supervision, and other items necessary to perform Program Management Office Support for Accountability, Valuation, Project Management and Training in accordance with the Performance Work Statement.	12	Months		
NET AMT					

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0002	Other Direct Cost (Travel) COST Travel, when approved by the COR		Dollars, U.S.		
ESTIMATED COST					

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1001		12	Months		
OPTION	PMO Services FFP The Contractor shall provide all personnel, equipment, tools, materials, supervision, and other items necessary to perform Program Management Office Support for Accountability, Valuation, Project Management and Training in accordance with the Performance Work Statement.				

NET AMT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1002			Dollars, U.S.		
OPTION	Other Direct Cost (Travel) COST Travel, when approved by the COR				

ESTIMATED COST

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
2001		12	Months		
OPTION	PMO Services FFP The Contractor shall provide all personnel, equipment, tools, materials, supervision, and other items necessary to perform Program Management Office Support for Accountability, Valuation, Project Management and Training in accordance with the Performance Work Statement.				

NET AMT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
2002			Dollars, U.S.		

OPTION	Other Direct Cost (Travel) COST Travel, when approved by the COR				
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ESTIMATED COST

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
3001		12	Months		

OPTION	PMO Services FFP The Contractor shall provide all personnel, equipment, tools, materials, supervision, and other items necessary to perform Program Management Office Support for Accountability, Valuation, Project Management and Training in accordance with the Performance Work Statement.				
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 NET AMT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
3002			Dollars, U.S.		

OPTION	Other Direct Cost (Travel) COST Travel, when approved by the COR				
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ESTIMATED COST

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
4001		12	Months		
OPTION	PMO Services FFP The Contractor shall provide all personnel, equipment, tools, materials, supervision, and other items necessary to perform Program Management Office Support for Accountability, Valuation, Project Management and Training in accordance with the Performance Work Statement.				

 NET AMT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
4002			Dollars, U.S.		
OPTION	Other Direct Costs (Travel) COST Travel, when approved by the COR				

ESTIMATED COST

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
3001	Destination	Government	Destination	Government
3002	Destination	Government	Destination	Government
4001	Destination	Government	Destination	Government
4002	Destination	Government	Destination	Government

DELIVERY INFORMATION

CLIN	DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
0001	POP 01-JUL-2010 TO 30-JUN-2011	N/A	OUSD AT&L - ARA PROPERTY & EQUIP POLICY (b)(6)  FOB: Destination	HQ0298
0002	POP 01-JUL-2010 TO 30-JUN-2011	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0298
1001	POP 01-JUL-2011 TO 30-JUN-2012	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0298
1002	POP 01-JUL-2011 TO 30-JUN-2012	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0298
2001	POP 01-JUL-2012 TO 30-JUN-2013	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0298
2002	POP 01-JUL-2012 TO 30-JUN-2013	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0298
3001	POP 01-JUL-2013 TO 30-JUN-2014	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0298
3002	POP 01-JUL-2013 TO 30-JUN-2014	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0298
4001	POP 01-JUL-2014 TO 30-JUN-2015	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0298
4002	POP 01-JUL-2014 TO 30-JUN-2015	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0298

CLAUSES INCORPORATED BY REFERENCE

52.203-3	Gratuities	APR 1984
52.212-1	Instructions to Offerors--Commercial Items	JUN 2008
52.212-4	Contract Terms and Conditions--Commercial Items	MAR 2009
52.222-50	Combating Trafficking in Persons	FEB 2009
52.247-34	F.O.B. Destination	NOV 1991

52.247-55	F.O.B. Point For Delivery Of Government-Furnished Property	JUN 2003
52.252-2	Clauses Incorporated By Reference	FEB 1998
252.227-7015	Technical Data--Commercial Items	NOV 1995
252.227-7016	Rights in Bid or Proposal Information	JUN 1995
252.227-7027	Deferred Ordering Of Technical Data Or Computer Software	APR 1988
252.227-7028	Technical Data or Computer Software Previously Delivered to the Government	JUN 1995
252.232-7003	Electronic Submission of Payment Requests and Receiving Reports	MAR 2008
252.239-7001	Information Assurance Contractor Training and Certification	JAN 2008
252.243-7001	Pricing Of Contract Modifications	DEC 1991

CLAUSES INCORPORATED BY FULL TEXT

52.212-2 EVALUATION--COMMERCIAL ITEMS (JAN 1999)

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

Factor 1 – Technical

Subfactor 1 – Approach

Subfactor 2 – Capabilities

Subfactor 3 – Relevant Project Summaries

Factor 2 - Past Performance

Factor 3 – Business Size

Factor 4 - Cost/Price

Technical and past performance, when combined, when compared to price in accordance with FAR 15.304 are:

Factor 1 is more important than Factor 2, Factor 2 is more important than Factor 3 and Factors 1, 2 and 3 combined are more important than Factor 4. Subfactors 1, 2, & 3 are of equal importance. Price will become increasingly important as the non-price evaluation factors become increasingly equal. The importance of price in the evaluation for award will depend upon the differences in evaluated technical quality and in past performance among offerors and, as stated above, will increase as the differences decrease.

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

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

(End of provision)

52.212-5 CONTRACT TERMS AND CONDITIONS REQUIRED TO IMPLEMENT STATUTES OR EXECUTIVE ORDERS--COMMERCIAL ITEMS (FEB 2010)

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

(1) 52.222-50, Combating Trafficking in Persons (FEB 2009) (22 U.S.C. 7104(g)).

Alternate I (Aug 2007) of 52.222-50 (22 U.S.C. 7104(g)).

(2) 52.233-3, Protest After Award (AUG 1996) (31 U.S.C. 3553).

(3) 52.233-4, Applicable Law for Breach of Contract Claim (OCT 2004) (Pub. L. 108-77, 108-78).

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

X (1) 52.203-6, Restrictions on Subcontractor Sales to the Government (SEP 2006), with Alternate I (OCT 1995) (41 U.S.C. 253g and 10 U.S.C. 2402).

X (2) 52.203-13, Contractor Code of Business Ethics and Conduct (DEC 2008)(Pub. L. 110-252, Title VI, Chapter I (41 U.S.C. 251 note)).

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

___ (4) 52.204-11, American Recovery and Reinvestment Act—Reporting Requirements (MAR 2009) (Pub. L. 111-5).

___ (5) 52.219-3, Notice of Total HUBZone Set-Aside (Jan 1999) (15 U.S.C. 657a).

___ (6) 52.219-4, Notice of Price Evaluation Preference for HUBZone Small Business Concerns (JUL 2005) (if the offeror elects to waive the preference, it shall so indicate in its offer) (15 U.S.C. 657a).

___ (7) [Reserved].

___ (8)(i) 52.219-6, Notice of Total Small Business Set-Aside (JUNE 2003) (15 U.S.C. 644).

___ (ii) Alternate I (OCT 1995) of 52.219-6.

- ___ (iii) Alternate II (MAR 2004) of 52.219-6.
- ___ (9)(i) 52.219-7, Notice of Partial Small Business Set-Aside (JUNE 2003) (15 U.S.C. 644).
- ___ (ii) Alternate I (OCT. 1995) of 52.219-7.
- ___ (iii) Alternate II (MAR 2004) of 52.219-7.
- X ___ (10) 52.219-8, Utilization of Small Business Concerns (MAY 2004) (15 U.S.C. 637 (d)(2) and (3)).
- X ___ (11)(i) 52.219-9, Small Business Subcontracting Plan (APR 2008) (15 U.S.C. 637(d)(4)).
- ___ (ii) Alternate I (OCT 2001) of 52.219-9
- X ___ (iii) Alternate II (OCT 2001) of 52.219-9.
- ___ (12) 52.219-14, Limitations on Subcontracting (DEC 1996) (15 U.S.C. 637(a)(14)).
- X ___ (13) 52.219-16, Liquidated Damages--Subcontracting Plan (JAN 1999) (15 U.S.C. 637(d)(4)(F)(i)).
- ___ (14)(i) 52.219-23, Notice of Price Evaluation Adjustment for Small Disadvantaged Business Concerns (OCT 2008) (10 U.S.C. 2323) (if the offeror elects to waive the adjustment, it shall so indicate in its offer).
- ___ (ii) Alternate I (JUNE 2003) of 52.219-23.
- ___ (15) 52.219-25, Small Disadvantaged Business Participation Program--Disadvantaged Status and Reporting (APR 2008) (Pub. L. 103-355, section 7102, and 10 U.S.C. 2323).
- ___ (16) 52.219-26, Small Disadvantaged Business Participation Program--Incentive Subcontracting (OCT 2000) (Pub. L. 103-355, section 7102, and 10 U.S.C. 2323).
- ___ (17) 52.219-27, Notice of Total Service-Disabled Veteran-Owned Small Business Set-Aside (MAY 2004) (U.S.C. 657 f).
- X ___ (18) 52.219-28, Post Award Small Business Program Rerepresentation (APR 2009) (15 U.S.C. 632(a)(2)).
- X ___ (19) 52.222-3, Convict Labor (JUNE 2003) (E.O. 11755).
- X ___ (20) 52.222-19, Child Labor--Cooperation with Authorities and Remedies (AUG 2009) (E.O. 13126).
- X ___ (21) 52.222-21, Prohibition of Segregated Facilities (FEB 1999).

___ (22) 52.222-26, Equal Opportunity (MAR 2007) (E.O. 11246).

X ___ (23) 52.222-35, Equal Opportunity for Special Disabled Veterans, Veterans of the Vietnam Era, and Other Eligible Veterans (SEP 2006) (38 U.S.C. 4212).

X ___ (24) 52.222-36, Affirmative Action for Workers with Disabilities (JUN 1998) (29 U.S.C. 793).

X ___ (25) 52.222-37, Employment Reports on Special Disabled Veterans, Veterans of the Vietnam Era, and Other Eligible Veterans (SEP 2006) (38 U.S.C. 4212).

___ (26) 52.222-54, Employment Eligibility Verification (JAN 2009). (Executive Order 12989). (Not applicable to the acquisition of commercially available off-the-shelf items or certain other types of commercial items as prescribed in 22.1803.)

___ (27) (i) 52.223-9, Estimate of Percentage of Recovered Material Content for EPA-Designated Items (MAY 2008) (42 U.S.C. 6962(c)(3)(A)(ii)). (Not applicable to the acquisition of commercially available off-the-shelf items.)

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

___ (28) 52.223-15, Energy Efficiency in Energy-Consuming Products (DEC 2007) (42 U.S.C. 8259b)

___ (29)(i) 52.223-16, IEEE 1680 Standard for the Environmental Assessment of Personal Computer Products (DEC 2007) (E.O. 13423)

___ (ii) Alternate I (DEC 2007) of 52.223-16.

___ (30) 52.225-1, Buy American Act--Supplies (JUNE 2003) (41 U.S.C. 10a-10d).

___ (31)(i) 52.225-3, Buy American Act--Free Trade Agreements--Israeli Trade Act (JUN 2009) (41 U.S.C. 10a-10d, 19 U.S.C. 3301 note, 19 U.S.C. 2112 note, 19 U.S.C. 3805 note, Pub. L. 108-77, 108-78, 108-286, 108-302, 109-53, 109-169, 109-283, and 110-138).

___ (ii) Alternate I (JAN 2004) of 52.225-3.

___ (iii) Alternate II (JAN 2004) of 52.225-3.

___ (32) 52.225-5, Trade Agreements (AUG 2009) (19 U.S.C. 2501, et seq., 19 U.S.C. 3301 note).

___ (33) 52.225-13, Restrictions on Certain Foreign Purchases (JUN 2008) (E.O.'s, proclamations, and statutes administered by the Office of Foreign Assets Control of the Department of the Treasury).

___ (34) 52.226-4, Notice of Disaster or Emergency Area Set-Aside (Nov 2007) (42 U.S.C. 5150).

___ (35) 52.226-5, Restrictions on Subcontracting Outside Disaster or Emergency Area (Nov 2007) (42 U.S.C. 5150).

___ (36) 52.232-29, Terms for Financing of Purchases of Commercial Items (FEB 2002) (41 U.S.C. 255(f), 10 U.S.C. 2307(f))

___ (37) 52.232-30, Installment Payments for Commercial Items (OCT 1995) (41 U.S.C. 255(f), 10 U.S.C. 2307(f)).

X ___ (38) 52.232-33, Payment by Electronic Funds Transfer--Central Contractor Registration (OCT 2003) (31 U.S.C. 3332).

___ (39) 52.232-34, Payment by Electronic Funds Transfer--Other than Central Contractor Registration (MAY 1999) (31 U.S.C. 3332)

___ (40) 52.232-36, Payment by Third Party (FEB 2010) (31 U.S.C. 3332).

X ___ (41) 52.239-1, Privacy or Security Safeguards (AUG 1996) (5 U.S.C. 552a).

___ (42)(i) 52.247-64, Preference for Privately Owned U.S.-Flag Commercial Vessels (FEB 2006) (46 U.S.C. Appx 1241(b) and 10 U.S.C. 2631).

___ (ii) Alternate I (APR 2003) of 52.247-64.

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

X ___ (1) 52.222-41, Service Contract Act of 1965 (Nov 2007) (41 U.S.C. 351, et seq.).

___ (2) 52.222-42, Statement of Equivalent Rates for Federal Hires (MAY 1989) (29 U.S.C. 206 and 41 U.S.C. 351, et seq.).

X ___ (3) 52.222-43, Fair Labor Standards Act and Service Contract Act--Price Adjustment (Multiple Year and Option Contracts) (SEP 2009) (29 U.S.C. 206 and 41 U.S.C. 351, et seq.).

____ (4) 52.222-44, Fair Labor Standards Act and Service Contract Act--Price Adjustment (SEP 2009) (29 U.S.C. 206 and 41 U.S.C. 351, et seq.)

____ (5) 52.222-51, Exemption from Application of the Service Contract Act to Contracts for Maintenance, Calibration, or Repair of Certain Equipment--Requirements (Nov 2007) (41 U.S.C. 351, et seq.).

____ (6) 52.222-53, Exemption from Application of the Service Contract Act to Contracts for Certain Services--Requirements (FEB 2009) (41 U.S.C. 351, et seq.).

____ (7) 52.226-6, Promoting Excess Food Donation to Nonprofit Organizations (Mar 2009) (Pub. L. 110-247).

____ (8) 52.237-11, Accepting and Dispensing of \$1 Coin (SEP 2008)(31 U.S.C. 5112(p)(1)).

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

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

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

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

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

(i) 52.203-13, Contractor Code of Business Ethics and Conduct (DEC 2008) (Pub. L. 110-252, Title VI, Chapter 1 (41 U.S.C. 251 note).

(ii) 52.219-8, Utilization of Small Business Concerns (May 2004) (15 U.S.C. 637(d)(2) and (3)), in all subcontracts that offer further subcontracting opportunities. If the subcontract (except subcontracts to small business concerns) exceeds \$550,000 (\$1,000,000 for construction of any public facility), the subcontractor must include 52.219-8 in lower tier subcontracts that offer subcontracting opportunities.

(iii) Reserved.

(iv) 52.222-26, Equal Opportunity (MAR 2007) (E.O. 11246).

(v) 52.222-35, Equal Opportunity for Special Disabled Veterans, Veterans of the Vietnam Era, and Other Eligible Veterans (SEP 2006) (38 U.S.C. 4212).

(vi) 52.222-36, Affirmative Action for Workers with Disabilities (June 1998) (29 U.S.C. 793).

(vii) Reserved.

(viii) 52.222-41, Service Contract Act of 1965 (Nov 2007) (41 U.S.C. 351, et seq.).

(ix) 52.222-50, Combating Trafficking in Persons (FEB 2009) (22 U.S.C. 7104(g)).

Alternate I (AUG 2007) of 52.222-50 (22 U.S.C. 7104(g)).

(x) 52.222-51, Exemption from Application of the Service Contract Act to Contracts for Maintenance, Calibration, or Repair of Certain Equipment--Requirements (Nov 2007) (41 U.S.C. 351, et seq.).

(xi) 52.222-53, Exemption from Application of the Service Contract Act to Contracts for Certain Services--Requirements (FEB 2009) (41 U.S.C. 351, et seq.).

(xii) 52.222-54, Employment Eligibility Verification (JAN 2009).

(xiii) 52.226-6, Promoting Excess Food Donation to Nonprofit Organizations. (MAR 2009) (Pub. L. 110-247). Flow down required in accordance with paragraph (c) of FAR clause 52.226-6.

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

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

(End of clause)

52.217-5 EVALUATION OF OPTIONS (JUL 1990)

Except when it is determined in accordance with FAR 17.206(b) not to be in the Government's best interests, the Government will evaluate offers for award purposes by adding the total price for all options to the total price for the basic requirement. Evaluation of options will not obligate the Government to exercise the option(s).

(End of provision)

52.217-8 OPTION TO EXTEND SERVICES (NOV 1999)

The Government may require continued performance of any services within the limits and at the rates specified in the contract. These rates may be adjusted only as a result of revisions to prevailing labor rates provided by the Secretary

of Labor. The option provision may be exercised more than once, but the total extension of performance hereunder shall not exceed 6 months. The Contracting Officer may exercise the option by written notice to the Contractor within 30 days.

(End of clause)

52.217-9 OPTION TO EXTEND THE TERM OF THE CONTRACT (MAR 2000)

(a) The Government may extend the term of this contract by written notice to the Contractor within 30 days; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 60 days before the contract expires. The preliminary notice does not commit the Government to an extension.

(b) If the Government exercises this option, the extended contract shall be considered to include this option clause.

(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed 5 years.

(End of clause)

52.222-22 PREVIOUS CONTRACTS AND COMPLIANCE REPORTS (FEB 1999)

The offeror represents that --

(a) () It has, () has not participated in a previous contract or subcontract subject to the Equal Opportunity clause of this solicitation;

(b) () It has, () has not, filed all required compliance reports; and

(c) Representations indicating submission of required compliance reports, signed by proposed subcontractors, will be obtained before subcontract awards.

(End of provision)

52.232-19 AVAILABILITY OF FUNDS FOR THE NEXT FISCAL YEAR (APR 1984)

Funds are not presently available for performance under this contract beyond May 30, 2011. The Government's obligation for performance of this contract beyond that date is contingent upon the availability of appropriated funds from which payment for contract purposes can be made. No legal liability on the part of the Government for any payment may arise for performance under this contract beyond May 30, 2011, until funds are made available to the Contracting Officer for performance and until the Contractor receives notice of availability, to be confirmed in writing by the Contracting Officer.

(End of clause)

52.233-4 APPLICABLE LAW FOR BREACH OF CONTRACT CLAIM (OCT 2004)

United States law will apply to resolve any claim of breach of this contract.

(End of clause)

52.252-1 SOLICITATION PROVISIONS INCORPORATED BY REFERENCE (FEB 1998)

This solicitation incorporates one or more solicitation provisions by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. The offeror is cautioned that the listed provisions may include blocks that must be completed by the offeror and submitted with its quotation or offer. In lieu of submitting the full text of those provisions, the offeror may identify the provision by paragraph identifier and provide the appropriate information with its quotation or offer. Also, the full text of a solicitation provision may be accessed electronically at this/these address(es):

<https://www.acquisition.gov/FAR/>

(End of provision)

CONTRACTING OFFICER'S REPRESENTATIVE (COR) (MARCH 2007)

The COR is a representative for the Government with limited authority who has been designated in writing by the Contracting Officer to provide technical direction, clarification, and guidance with respect to existing specifications and statement of work (SOW)/statement of objectives (SOO) as established in the contract. The COR also monitors the progress and quality of the Contractor's performance for payment purposes. The COR shall promptly report Contractor performance discrepancies and suggested corrective actions to the Contracting Officer for resolution.

The COR is NOT authorized to take any direct or indirect actions or make any commitments that will result in changes to price, quantity, quality, schedule, place of performance, delivery or any other terms or conditions of the written contract.

The Contractor is responsible for promptly providing written notification to the Contracting Officer if it believes the COR has requested or directed any change to the existing contract (or task/delivery order). No action shall be taken by the Contractor for any proposed change to the contract until the Contracting Officer has issued a written directive or written modification to the contract (or task/delivery order). The Government will not accept and is not liable for any alleged change to the contract unless the change is included in a written contract modification or directive signed by the Contracting Officer.

If the Contracting Officer has designated an Alternate COR (ACOR), the ACOR may act only in the absence of the COR (due to such reasons as leave, official travel, or other reasons for which the COR is expected to be gone and not readily accessible for the day).

COR authority IS NOT delegable.

WHS A&PO WAWF INVOICING INSTRUCTIONS (Apr 2010)

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 submit the following invoice type:

**2-n-1 - Services Only, including Construction
Combo – Combination of Supplies and Services**

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

With the exception of extensions, the following required information should automatically populate in WAWF; if it does not populate, or does not populate completely or correctly, enter the following information as noted:

Contract Number	
Delivery Order	
Pay DoDAAC	
Issue By DoDAAC	HQ0034
Admin By DoDAAC	HQ0034
Inspect By DoDAAC/Extention	HQ0298
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	HQ0298
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)(6) in the first email address block and add any other additional email addresses (b)(6) and (b)(6) as desired 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.

PROTESTS (AGENCY LEVEL) (AUGUST 2007)

Potential bidders or offerors may submit an agency-level protest directly to the Contracting Officer. As an alternative to the Contracting Officer's consideration of a protest, a potential bidder or offeror may request an independent review of their protest by a WHS Protest Deciding Official. In either case, the agency-level protest must comply with the requirements and procedures in FAR 33.103 for submitting agency-level protests. A request for an independent review by the WHS Protest Deciding Official shall be submitted to (Title of WHS Protest Deciding Official - to be completed by the CO/CS) (Address of WHS Protest Deciding Official – to be completed by the CO/CS). A protest decision by the Contracting Officer or WHS Protest Deciding Official is final and not subject to appeal or reconsideration within WHS.

PWS

12 May 2010

Part 1: GENERAL INFORMATION**1.1 Background**

The Secretary of Defense has established the goal of improving the Department of Defense (DOD) business management so that the Department can achieve an unqualified ("clean") audit opinion. Under Secretary of Defense (Acquisition, Technology and Logistics) (USD(AT&L)), in a memorandum dated September 23, 2005, committed to improving the economy and efficiency of the Department's business operations with respect to equipment and other accountable property. On August 11, 2009 Under Secretary of Defense (Comptroller) (USD(C)) issued a memorandum addressing the priorities for improving financial information and processes and achieving audit readiness that reinforce the improvements of processes and controls with respect to equipment and other accountable property. USD (AT&L) has re-committed to these efforts by issuing a memorandum on November 2, 2009, underlining the importance of validating Existence and Completeness (E&C) information recorded in Accountable Property Systems of Record (APSR) and reinforcing the Department's goal of achieving audit readiness and an unqualified audit opinion.

It is essential that accountable property is managed in a manner necessary to meet operational requirements and remain consistent with Federal accounting standards. This requires an organized and concerted effort aimed at managing the challenges, priorities, and improvement actions while supporting operations. The OUSD (AT&L) (Acquisition Resource Analysis (ARA)) Property & Equipment Policy (P&EP) Office has performed and participated in several events that have contributed to the overall accountability of property, such as the Military Equipment Valuation baseline, while also contributing to accounting standards, such as full cost criteria.

The P&EP Office, in coordination with the Components and OUSD(C), has begun the process of streamlining and implementing improvement plans that will pave the way for existence and completeness efforts for both Military and General Equipment, to include Government Furnished Property. The Property & Equipment Policy Office will provide direction, evaluate progress, remove roadblocks, and support vital system development for the Department as progress is made toward the goal of achieving audit readiness and an unqualified audit opinion.

1.2 Objectives

The contractor shall provide all personnel, equipment, tools, materials, supervision necessary to perform project management support as defined in this Performance Work Statement (PWS), except as Specified in Part 3 as Government furnished property. The contractor shall perform to the standards in this solicitation.

This PWS provides the OUSD(AT&L)(ARA) Property and Equipment Policy (P&EP) with technical and management support in the areas of capital equipment valuation, property accountability and management, program management, and training.

The support provided in accordance with this PWS will assist the Department of Defense to improve accountability practices, increase auditability, and guide reporting practices and procedures. This work is structured within a common framework, thus providing and supporting an integrated approach to P&EP activities.

1.3 Scope

The task areas in this PWS require the contractor to provide in-depth knowledge of accountability, acquisition, and accounting policies and procedures, and to organize, collate, and support the programs and activities within the office.

It will require the contractor to work collaboratively with the DOD Components, to include the Department of the Army, Department of the Navy, Department of the Air Force, Office of the Under Secretary of Defense (Comptroller) (OUSD(C)), Office of the Under Secretary of Defense (Acquisition, Technology and Logistics) (OUSD (AT&L)), U.S. Special Operations Command (USSOCOM), Business Transformation Agency, and other Defense Agencies, as necessary. The contractor shall provide a team of specialists with strategic planning, management, and functional expertise, and employ a rigorous analytical approach to identify objectives, assess current capability area performance and standards, and develop of options to address weaknesses identified in audits and internal analyses. The contractor shall help ensure successful orchestration of all P&EP Office activities to include but not be limited to: meetings, documentation review/analysis, metric development/analysis, briefings, demonstrations, and outreach.

Part 5 of this PWS provides information on tasks to be performed.

1.3.1 Historical Contract Data (For Informational Purposes Only)

The services required by this PWS are currently being performed. The following is a list of actions completed between April 2009 and March 2010. **The Government makes no representation as to the actual disciplines or actual number of labor hours that may be required to perform this contract.**

1.3.1.1 The Historical Contract Data captures 12 months P&EP PMO Support Services produced from April 2009 to March 2010 by the Project or Initiative, Task Type and Action or Deliverable as follows:

Project or Initiative	Task Type	Action or Deliverable
Valuation	Document	Completed aMEV storyboard to be used for outreach and communications
Valuation	POAM	Developed a POAM for aMEV
Valuation	Document	Completed and submitted CRP for revised and new acquisition valuation check requirement for aMEV
Valuation	Brief	Completed initial draft of Component Briefing for outreach regarding aMEV
Valuation	Meeting	Completed Operational, Functional, and Technical walk through with Deputy Director
Valuation	Meeting	Completed meeting related to systems capabilities of CAMS-ME and produced meeting minutes
GP Reporting	Document	Completed draft of General Equipment white paper
Accounting Policy	Outreach	Met with USD(C) to gain support on P&E positions with policy issues
Accounting Policy	Review	Provided feedback to Acquisition subgroup on Capitalization Threshold Paper
Accounting Policy	Meeting	Met with USA to discuss access to LIW system; drafted meeting minutes
Accounting Policy	Document	Worked on aMEV implementation issues; focused on impact of valuation approaches on transition
GP Reporting	Meeting	Met with USN to discuss GP ERP framework and the Navy ERP status with property and equipment
Valuation	Outreach	Created and published several new web pages to the P&E site
SoA	Meeting	Held kick-off and training meeting for FY09 process
SoA	Document	Submitted 1 Qtr updates to D, ARA
SoA	Document	Drafted Assessment of Acquisition Functions Guidance

Project or Initiative	Task Type	Action or Deliverable
Valuation	Analysis	Completed operational review of documentation and prepared package to be used for development of aMEV implementation guidance to Components
Valuation	Analysis	Completed analysis and recommended implementation of a 60% "floor" to be applied to aMEV process to address USA concerns
Valuation	Meeting	Completed preparation for CS-IPT meeting for aMEV transition
GP Reporting	Outreach	Participated in meeting with OFA regarding accountability practices
Audit/Policy	Response	Responded to DoD IG report
Accounting Policy	Document	Developed example of how budget data could be used to establish asset values
Accounting Policy	Brief	Developed brief that addresses ways CAMS-ME data could support PPBE
Accounting Policy	Document	Drafted approach for valuing G&C assets as Average Cost
Valuation	Outreach	Updated CLM047 online course placed into production
Valuation	Outreach	Completed phase I of website rebranding effort
SoA	Document	Drafted FY09 AT&L Statement of Assurance
Project or Initiative	Task Type	Action or Deliverable
Valuation	Analysis	Initiated assessment of the capitalization threshold for general equipment
Valuation	Outreach	Compiled requests for information from other Federal Agencies on accountability practices
Valuation	Meeting	Developed brief and participated in PMEC-style meeting hosted by NASA
Valuation	POAM	Revised POAM
Audit	Meeting	Contacted USN to identify their plan of response to DoD IG report regarding property and financial statements
Accounting Policy	Document	Provided example of how budget data could be used to establish asset values to the Chair of the AAPC Acquisition subgroup
Accounting Policy	Brief	Briefed P&E representatives on an approach for valuing Group and Composite assets as Average Cost programs
Accounting Policy	Review	Provided input to the AAPC on a position paper related to capitalization threshold development
Accounting Policy	Document	Drafted approach for valuing Group and Composite assets as Average Cost programs
Valuation	Outreach	Completed development work for website rebranding
Valuation	Outreach	Completed technical actions for URL relocation
SoA	Document	Finalized SoA package and received coordination from all 11 AT&L organizations
SoA	Outreach	Requested SoA Milestone Updates from 4 organizations for 3 Qtr input

Project or Initiative	Task Type	Action or Deliverable
AoA	Document	Developed an AoA and supported coordination with the Components. AoA resulted in retirement of CAMS-ME
MEV Reporting	POAM	Supported Component briefings that identified requirement to develop POAM documents on FY10 reporting requirements and transition systems
MEV Reporting	Meeting	Continuous work with USD(C) to ensure POAM development by Components
Audit/Policy	Meeting	Met with DoD IG and briefed them on the results of the capitalization threshold review; provided responses to IG questions
SoA	Meeting	Attended individual meetings with USD(C) FIAR Directorate, AT&L POCs on ICOFR Weaknesses; internally coordinated on weaknesses
SoA	Document	Finalized FY09 SoA, forwarded to D, ARA
SoA	Document	Drafted summary email for D, ARA; consolidated input for 3 qtr, FY 09 SoA Milestone Updates
Project or Initiative	Task Type	Action or Deliverable
FIAR	Meeting	Attended the Audit Readiness Prioritization Strategy for Inventory and OM&S meeting with USD(C) and Components
FIAR	Meeting	Met with USD(C) to discuss requirements related to E&C initiative
FIAR	Meeting	Participated in CS-IPT meeting about E&C and FIAR
FIAR	Review	Updated and provided comments on the briefing materials for ME E&C/Accountability requirements
MEV Reporting	Meeting	Met with SOCOM to discuss reporting strategy; analyzed CAMS-ME data related to SOCOM prior to meeting
MEV Reporting	Review	Provided feedback to USD(C) on ME Reporting Strategy Memo
MEV Reporting	Meeting	Met with CHEMBIO to discuss reporting strategy
Audit/Policy	Meeting	Continued participation with AAPC Subgroup
Audit/Policy	Document	Updated white paper related to implementation of SFFAS 35
Audit/Policy	Document	Developed a position paper on the types of assets to be included in the E&C review by class and status
Audit/Policy	Meeting	Met with USD(C) and discussed classification of aircraft engines
GP Reporting	Document	Developed Property Accountability Value Chain definition document that addresses policy and

		process requirements for MEV, GFP, and property books
GP Reporting	Document	Developed IUID marking, use, tracking, and technology requirements for 11 logistics nodes related to the IUID Logistics Task Force and communicated document with Node Leaders
SoA	Coordination	Obtained D, ARA coordination on Summary of Defense Agencies Statements of Assurance
SoA	Coordination	Obtained D, ARA coordination on FY09 ICOFR SoA and Comptroller FY10 Guidance on ICOFR SoA
Project or Initiative	Task Type	Action or Deliverable
FIAR	Document	Developed an assessable unit document based on DPAS data
FIAR	Review	Provided feedback to USD(C) for draft brief on general equipment to CS-IPT
FIAR	Meeting	Met with CS-IPT to discuss E&C for GE
FIAR	Document	Distributed meeting minutes
FIAR	Document	Developed list of required data elements for E&C analysis
FIAR	Meeting	Met with I&E and L&MR to ensure consistency of AT&L positions on E&C efforts
FIAR	Document	Coordinated draft memo announcing E&C effort from USD(AT&L)
MEV Reporting	Meeting	Met with USD(C) to determine appropriate level of detail regarding POAM requirements
MEV Reporting	Meeting	Follow up meeting with SOCOM on their draft POAM
MEV Reporting	Outreach	Attempted to provide response to submissions from USA and USN; Continue to request USA and USN for response to meeting request
MEV Reporting	Document	Drafted email for ESG members on FY09 and FY10 valuations
MEV Reporting	POAM	Requested POAM from CHEMBIO; provided focal point for questions
MEV Reporting	Meeting	Met with SOCOM to determine requirements for DPAS transition
MEV Reporting	Meeting	Met with MDA to determine requirements for DPAS transition
Audit/Policy	Meeting	Continued to participate with AAPC and USD(C) on guidance related to capitalization thresholds and implementing SFFAS 35
Audit/Policy	Meeting	Attended AAPC subgroup meeting
Audit/Policy	Meeting	Met with DFAS to improve average cost methodology
Audit/Policy	Outreach	Contacted USD(C) for guidance on preponderance of use
GP Reporting	Brief	Refined P&E portion of brief material for IUID Logistics Task Force
GP Reporting	Meeting	Met internally to determine solutions to questions from IUID meeting
GP Reporting	Document	Developed first draft of business rules on CAP

		scenarios
Project or Initiative	Task Type	Action or Deliverable
FIAR Initiative		Developed Component Communication Strategy
FIAR Initiative		Conducted preliminary discussion with internal auditors on E&C guidance
FIAR Initiative	Meeting	Conducted meeting with FIAR directorate to review POAM
FIAR Initiative	Meeting	Conducted meeting with other AT&L Agencies to review POAM and coordinate communication on like issues
FIAR	Analysis	Completed analysis of Component submitted E&C documents
FIAR	Review/Response	Coordinated review/response to OIG draft guidance
FIAR	Meeting	Held meeting with FIAR Directorate to discuss FIP review and progress
FIAR	Developed brief	FIAR subcommittee meeting
MEV Reporting	POAM	Created POAM for Services' use
MEV Reporting	Meeting	Met with MDA to discuss transition strategy
MEV Reporting	Meeting	Met with Army to discuss transition strategy
MEV Reporting	POAM/Meeting	Reviewed POAMs; held follow up meetings with submitters
MEV Reporting	POAM	Communicated system requirements based on POAMs to CAMS-ME developers
MEV Reporting	Meeting	Met with USMC to discuss transition strategy
MEV Reporting	Meeting	Met with SOCOM to discuss transition strategy
MEV Reporting	Meeting	Met with Navy to discuss transition strategy
MEV Reporting	Meeting	Met with DPAS developers to communicate MEV reporting requirements for future DPAS development
Audit/Policy	Meeting	Met with USAF to advise on implementation of activity based depreciation
Audit/Policy	Review	Provided comments to AT&L/I&E for use in AAPC Disposal subgroup meeting
Audit/Policy	Meeting	Attended AAPC Disposal subgroup meeting; promoted P&E point of view on applicable subjects
Audit/Policy	Meeting	Met with GAO; advised on MEV efforts
GP reporting	Meeting	Attending IUID Logistics Task Force meeting; provided policy guidance
GP reporting	Brief	Prepared material to be included in IUID Logistics Task Force brief to represent the P&E office and property accountability requirements
GP reporting	Training	Developed first draft of new continuous learning course about GFP and CAP
SoA	Meeting	Met with FIAR directorate to discuss FY2010 SoA and ICOFR processes and issues
SoA	Review	Reviewed DODI 5010.4 and provided concurrence information to Government Personnel

Project or Initiative	Task Type	Action or Deliverable
FIAR Initiative	Meeting	Conducted FIAR Sub-committee meeting
FIAR Initiative	Review/Response	Coordinated a paper to address policy issues related to the E&C effort.
FIAR Initiative	Review	Reviewed FIP submissions from USAF, USN, SOCOM, and DLA. Evaluated progress of USA, MDA, and USMC with E&C efforts.
FIAR Initiative	Review	Provided FIP evaluation and results to USD(C) for dissemination to Components
FIAR	Brief	Prepared standard briefing for E&C discussion with Components
FIAR	Meeting	Met with USA to discuss E&C assessable units
FIAR	Meeting	Met with USMC to discuss progress for audit assertion with general equipment
FIAR	POAM	Developed checklist for FIP review
FIAR	Meeting	Met with MDA to discuss E&C
FIAR	Meeting	Met with DLA to discuss E&C
FIAR	Document	Drafted memorandum for USMC-HQ from P&E office to aid USMC in realigning two non-compliant sites
FIAR	Brief	Briefed USA on E&C
FIAR	Document	Drafted email for P&E Deputy Director to send to I&E regarding findings from USA brief, P&E expectations, and FIP submissions
FIAR	POAM	Reviewed USA POAM
FIAR	Meeting	Conducted USAF meeting about E&C
FIAR	Meeting	Conducted meeting with USA about E&C
FIAR	Meeting	Conducted meeting with USN about E&C
FIAR	Meeting	Conducted meeting with SOCOM about E&C
FIAR	Document	Drafted memo for MDA regarding E&C
FIAR	Document	Developed supplemental guidance for Component meetings on proposed E&C process
MEV Reporting	Meeting	Met with USA to discuss technical documentation
MEV Reporting	Meeting	Refined requirements with DPAS developers
MEV Reporting	Meeting	Met with CHEMBIO to discuss POAM reporting requirements
MEV Reporting	Meeting	Met with USA to discuss POAM reporting requirements
MEV Reporting	Analysis	Discussed data integrity are found 37 issues to be resolved before transition is possible between CAMS-ME and MEV reporting solutions
Audit/Policy	Review	Reviewed documents provided by USAF related to valuation and FY2009 Prior Period Adjustment
Audit/Policy	Document	Developed an approach document related to E&C assertions
Audit/Policy	Document	Developed response to GAO questions
Audit/Policy	Review	Reviewed guidance on preponderant use
GP Reporting	Meeting	Met with IUID Logistics Task Force; responded

		to meeting outcomes; provided requested information
GP Reporting	Training	Edited and refined GFP and CAP continuous learning module course
GP Reporting	Meeting	Met with DPAP and L&MR to discuss and further refine continuous learning module course
SoA	Meeting	Participated in ICOFR workshop
SoA	Meeting	Attended Manager's Internal Control Program (MICP) Conference
Project or Initiative	Task Type	Action or Deliverable
FIAR Initiative	Meeting	Conducted meeting with Components to discuss E&C requirements and determining timeline
FIAR Initiative	Meeting	Conducted a meeting with USAF to discuss audit plan and timeline
FIAR Initiative	Document	Completed draft of limited scope E&C guidelines for Navy NVR and AIRRS
FIAR Initiative	Meeting	Discussed E&C strategy with USN and sent the E&C plan forward to Navy FMO
FIAR	Meeting	Met with USA to discuss E&C quick wins
FIAR	Document	Met with USAF and developed plan for E&C Quick Win Strategy
MEV Reporting	POAM	Updated the POAM status for brief to Mr. Easton (OSD(C))
MEV Reporting	Analysis	Worked with CAMS-ME support staff to provide the correct data for FY09 and FY10 average costs
MEV Reporting	Review	Worked with USAF and USMC on contract based valuation efforts
MEV Reporting	Document	Created a file depicting program information and review questions for CHEMBIO meeting
MEV Reporting	Meeting	Participated in DPAS MEV design meeting
Audit/Policy	Brief	Developed MDAP brief for GAO that focused on P&E activity
Audit/Policy	Review	Provided feedback on DFAS valuation template
Audit/Policy	Document	Developed paper outlining approach for valuing assets found during an inventory
Audit/Policy	Document	Developed response to GAO question regarding Army military equipment valuation
Audit/Policy	Review	Reviewed and provided feedback to USD(C) on preponderant use
Audit/Policy	Meeting	Met with USD(C) to discuss requirements of GAO review of MDAPs
GP Reporting	Meeting	Participated in IUID Logistics Task Force meeting; provided follow-on information as requested
GP Reporting	Training	Developed a summary unit for the continuous learning module course
GP Reporting	Meeting	Initiated DAU involvement in development process
GP Reporting	Review	Planned coordination of next iteration of course with DPAP and L&MR following input from DAU

GP Reporting	POAM	Updated POAM to reflect progress with course development
SoA	Meeting	Met with USN to review their DoD Assessment of Acquisition Functions template
SoA	Review	Reviewed DTRA submission of DoD Assessment of Acquisition Functions template and provided feedback

Project or Initiative	Task Type	Action or Deliverable
E&C	Document	Provided an information paper to USAF that provided high level overview of the E&C objective
E&C	Meeting	Met with DPAS personnel and provided the process to be followed during site visits
E&C	Meeting	Met with USAF and determined Site Visit locations
E&C	Document	Finalized all E&C documents to be used during site visits, coordinated travel schedule, and made the necessary visitation arrangements at the 5 chosen site visit locations
E&C	Review	Provided detailed feedback to USA on FIP submissions and E&C quick win assets
GP Reporting	Brief	Completed brief for IUID Logistics Task Force
GP Reporting	Document	Developed metrics demonstrating the cost savings to the Department with AIT and physical inventories
Accounting Policy	Review	Consolidated all internal feedback regarding revised FIAR guidance and provided to USD(C)
Project or Initiative	Task Type	Action or Deliverable
E&C	Meeting	Completed all 5 site visits to USAF bases on East Coast
E&C	Document	Provided trip reports for all visits to P&E and USAF contacts
E&C	Document	Drafted lessons learned for future E&C site visits
E&C	Analysis	Provided analysis and statistics from E&C site visit data collected
E&C	Coordination	Provided SOCOM with USAF E&C execution document and internal controls documentation completed by SOCOM as part of ICOFR
MEV Reporting	Review	Review the memo from CHEMBIO and provided a response that was sent to USD(C)
GP Reporting	Document	Completed and resubmitted revisions to PA briefing charts and paper
Accounting Policy	POAM	Developed a plan for P&E support to the GFP Initiative sponsored by DPAP
GP Reporting	Training	Developed content for GFP and CAP webinar for the DPAS audience

Project or Initiative	Task Type	Action or Deliverable
SoA	Document	Provided USD(C) with metrics on PFAT4ME
SoA	Review	Completed review of the SoA guidance for FY10 received from FIAR directorate
E&C	Document	Distributed final trip reports to each USAF site visited
E&C	Brief	Prepared and briefed USAF FM on the results of the E&C field work
E&C	Meeting	Met with USN FMO to discuss E&C progress to date and next steps
E&C	Meeting	Met with SOCOM to discuss ME process
E&C	Document	Completed USAF Final Report
MEV Reporting	Meeting	Met with SOCOM to gather process information regarding ME across the components
Accounting Policy	Document	Revised paper on redefining ME and Major Military Equipment and provided it for external coordination
GP Reporting	Training	Provided support for GFP/CAP DPAS Webinar
GP Reporting	Document	Coordinated questions and answers from the webinar for posting on the P&E website
GP Reporting	Document	Provided a post-webinar report with lessons learned

1.4 Applicable Documents

Publications	Location
DoD I 5000.64, Accountability and Management of DoD-Owned Equipment and Other Accountable Property	http://www.dtic.mil/whs/directives/corres/html/500064.htm
Statements of Federal Financial Accounting Standards (SFFAS) no. 6	http://www.fasab.gov/pdffiles/sffas-6.pdf
DoD I 5000.02, Operation of the Defense Acquisition System	http://www.dtic.mil/whs/directives/corres/pdf/500002p.htm
DoD 4140.01-R, DoD Supply Chain Materiel Management Regulation, and associated manuals	http://www.dtic.mil/whs/directives/corres/pdf/414001r.pdf
DoD I 5010.40, Managers' Internal Control (MIC) Program Procedures	http://www.dtic.mil/whs/directives/corres/pdf/501040p.pdf
Federal Acquisition Regulation, Parts 45 and 52	https://www.acquisition.gov/far/html/FARTOCP45.html https://www.acquisition.gov/far/html/FARTOCP52.html

Part 2: DEFINITIONS

CAMS-ME: Capital Asset Management System – Military Equipment

CFO Act: Chief Financial Officers Act of 1990

Defective Service: A service output that does not meet the standard of performance associated with it in the Performance Work Statement.

DPAS: Defense Property Accountability System

E&C: Existence and Completeness

FASAB: Federal Accounting Standards Advisory Board

FIAR: Financial Improvement and Audit Readiness

FIP: Financial Improvement Plan

ICOFR: Internal Controls Over Financial Reporting

IPT: Integrated Product Team, a.k.a. Integrated Project Team

IUID: Item Unique Identification

NCR: National Capital Region. The term "National Capital Region" means the geographic area located within the boundaries of

- A. The District of Columbia
- B. Montgomery and Prince Georges Counties in the State of Maryland
- C. Arlington, Fairfax, Loudoun, and Prince William Counties and the City of Alexandria in the Commonwealth of Virginia
- D. All cities and other units of government within the geographic areas of such District, Counties, and City

OUSD (AT&L)(ARA) P&EPO: Office of the Under Secretary of Defense (Acquisitions, Technology & Logistics)(Acquisition Resource Analysis) Property & Equipment Policy Office

OUSD (C): Office of the Under Secretary of Defense (Comptroller)

P&EP: Property and Equipment Policy

PFAT4ME: Proper Financial Accounting Treatment for Military Equipment

POAM: Plan of Action and Milestones

Part 3: GOVERNMENT FURNISHED

The Government shall provide the information, materials, facilities and equipment listed below. Performance of this effort may require the contractor to access and use data and information proprietary to a Government agency or Government contractor which is of such a nature that its dissemination or use, other than in performance of this effort, would be adverse to the interests of the Government and/or others.

As determined by mutual agreement, the Government will provide additional property that may be required in the performance of this effort.

At the request of the Government, or at completion of this effort, the contractor will immediately return any Government-provided property, including any equipment, specialized or off-the-shelf software, and all other property provided by the Government for the contractor to use to complete this effort.

3.1 Information

The Government will provide the Contractors with access to relevant Government facilities, studies, reports, data, infrastructure, and key staff as required to perform the Tasks contained in this PWS.

3.2 Utilities

All utilities in the facility will be available for the Contractor's use in performance of duties outlined in this PWS. The Contractor shall instruct employees in utilities conservation practices. The Contractor shall be responsible for operating under conditions that preclude the waste of utilities.

3.3 Facilities

When applicable, the Government will furnish the necessary workspace for the contractor staff to provide the support outlined in this PWS to include desk space, telephones, computers and other items necessary to maintain an office environment. The contractor will be allowed access to the Government's facilities, as specified below:

- Property and Equipment Policy Office, currently located at Crystal Gateway 2 Suite 900
 - Pentagon, to include issuance of building passes to qualified contractor personnel supporting these tasks.
- Building pass/access requests shall identify the visit frequency requirement.

Temporary workspace that may be necessary, e.g. during on-site visits, shall be requested by the contractor in advance of such requirements and shall be coordinated with and approved by the COR. Due to the nature of the work, telecommuting will not be permitted, unless requested in advance and coordinated with and approved by the COR.

Additionally, the P&EP Office will initiate activity announcements and send these to appropriate service or agency points of contact to facilitate the Contractor's access related to specific task requirements. These announcements will identify any potential access and support requirements related to the task. The P&EP Office will work with the Services/Agencies and the Contractor to ensure timely support needed to carry out directed activities.

Part 4: CONTRACTOR FURNISHED

Except for those items specifically stated to be Government furnished in Part 3, the contractor shall furnish everything required to perform this PWS. In fulfillment of this effort, the Contractor will provide the deliverables identified in Part 7. All deliverables will be submitted to the COR, unless otherwise agreed upon.

Part 5: SPECIFIC REQUIREMENTS**5.1 Place(s) of Performance**

The contractor is responsible for conducting project management support. Office hours the contractor may work are arrival by 9:00 a.m. to 5:00 p.m. Monday through Friday, except Federal holidays or when the Government facility is closed due to local or national emergencies, administrative closings, or similar Government directed facility closings. When work is performed at DOD facilities, contractor personnel are expected to conform to normal DOD facility working hours (7:00 a.m. – 6:00 p.m.). The Contractor must at all times maintain an adequate work force for the uninterrupted performance of all tasks defined within this PWS when the Government facility is not closed for the above reasons. These locations include Government Sites within the National Capital Region; however, other off-site locations and telecommuting arrangements are allowable work locations upon the Government Representative approval. When hiring personnel, the Contractor shall keep in mind that the stability and continuity of the work force are essential.

5.2 Recognized Holidays:

New Year's Day	Labor Day
Martin Luther King Jr.'s Birthday	Columbus Day
President's Day	Veteran's Day
Memorial Day	Thanksgiving Day
Independence Day	Christmas Day

5.3 Period of Performance

The period of performance shall be for one (1) base year of 12 months and four (4) 12-month option years.

5.4 Specifics

The contractor shall: provide personnel with expertise in both development and coordination of concepts and requirements, and application of current and emerging policies as they apply to DOD property accountability and valuation, to include E&C support; Provide management assistance and support to the Government from system requirements through functional application; Review and coordinate concepts and requirements for the application of current and emerging property policies, including valuation of capitalizable equipment; Review Component internal controls and provide guidance through established methods, e.g. FIP, FIAR.

5.4.1 Expertise

The contractor shall provide sufficient expertise to assist the P&EP Office in making decisions regarding property policy (to include accounting and audit aspects), property systems analysis, and program support.

Furthermore, the contractor shall assist the P&EP Office in executing the programs by (potentially applicable task deliverables notated in parenthesis):

- Providing supporting metrics and analysis of Component compliance to the CFO Act (Reference Attachment 1, 7.0.5, 7.0.6, 7.0.8, 7.0.9, 7.0.10, 7.0.12, 7.0.13, 7.0.14, 7.0.16, 7.0.17)
- Facilitating DOD Component compliance with FASAB (Federal Accounting Standards Advisory Board) standards in the valuing and reporting of Military and General Equipment (Reference Attachment 1, 7.0.3, 7.0.4, 7.0.5, 7.0.6, 7.0.7, 7.0.8, 7.0.9, 7.0.10, 7.0.12)

- Facilitating DOD Component compliance with property accountability in the context of DoDI 5000.64 and provide support such as, but not limited to, metrics, review, and analysis (Reference Attachment 1, 7.0.6, 7.0.7, 7.0.8, 7.0.9, 7.0.10, 7.0.12)
- Evaluating current requirements of accounting and accountability standards and work within the system to facilitate required changes (Reference Attachment 1, 7.0.5, 7.0.6, 7.0.7, 7.0.8, 7.0.9, 7.0.10, 7.0.12, 7.0.14, 7.0.16)
- Reviewing DOD Component accountability procedures and develop metrics to facilitate improvements (Reference Attachment 1, 7.0.6, 7.0.7, 7.0.8, 7.0.9, 7.0.12, 7.0.13)
- Assisting the P&EP Office and the DOD Components in transitioning from CAMS-ME and to appropriate replacement systems. Evaluate compliance against defined system functional requirements; assist in data cleansing and analysis. Recommend changes or improvements (Reference Attachment 1, 7.0.3, 7.0.4)
- Facilitating the planning, execution and/or attendance of meetings on their behalf (Reference Attachment 1, 7.0.4, 7.0.6, 7.0.11, 7.0.13, 7.0.14, 7.0.15, 7.0.16, 7.0.18, 7.0.19, 7.0.20)
 - Contractor shall provide a level of expertise, based on experience at the OSD and inter-Service level, sufficient to serve as representatives of IPTs/Workshops/Boards as directed by the Government. Support shall include participation, developing agendas, prepare and deliver presentations, coordinate facilities, and maintain meeting records.
 - Contractor shall provide graphical materials meeting OSD standards and support internal and external meetings and briefings as required. Meetings to be supported include but are not limited to: FIAR Committee and Sub-committees, Strategic Planning off-sites, E&C initiative, Base Realignment and Closure (BRAC), FIP, CAMS-ME/Military Equipment Valuation Reporting Project Objectives and Milestones, and WAWF, IUID, and Enterprise Resource Planning (ERP) system integration. The contractor shall possess a sufficient depth that will permit representation of P&EP Office during manpower intensive operations
- Producing analytical products, directives, meeting minutes, reporting documentation, or other administrative requirements necessary for the efficient management of the programs and initiatives. (Reference Attachment 1, 7.0.15, 7.0.16, 7.0.17, 7.0.18, 7.0.19, 7.0.20)
- Assisting with the OUSD(AT&L)ARA/P&EP efforts to implement DoD Instruction 5010.40. This involves assisting the Government with monitoring the Corrective Action Plans (CAPs) to address weaknesses associated with Internal Controls Over Non-financial Operations (ICONO) and Internal Controls Over Financial Reporting (ICOFR) for Military Equipment (ME) and General Equipment (GE). The CAPs will be monitored through the DoD FIAR Plan and the Component's FIPs. Also, the contractor will assist the Government lead to identify/determine objectives and requirements for associated training, then develop and facilitate the associated training. (Reference Attachment 1, 7.0.5, 7.0.13, 7.0.14, 7.0.16)
- Assisting in the development of Program Objective Memorandum (POM) issue papers and budget submissions as new or revised resource requirements are identified (Reference Attachment 1, 7.0.21)
- Identifying and documenting new or changed business processes in equipment valuation and accountability; identifying the appropriate audience to target outreach and/or training efforts (Reference Attachment 1, 7.0.22)
- Developing written content for print, web, or email delivery to implement policy and business processes (Reference Attachment 1, 7.0.23)

- Performing periodic reviews and revisions to the P&E website to keep consistent and up to date for effective communication (Reference Attachment 1, 7.0.24)
- Monitoring, collecting, and reporting metrics to identify necessary changes to outreach and communication, training, and/or other learning materials (Reference Attachment 1, 7.0.25)
- Developing content and delivering training and/or other learning materials to include online web-based courses (hosted on a learning management system), quick reference guides, user guides, webinars, and/or fact sheets. Could include classroom training. (Reference Attachment 1, 7.0.26)

The Contractor shall provide experience in preparing Plans of Action and Milestones (POAMs) that will function as the structure for most of the P&EP Office activities (Reference Section 7, Deliverables table and Attachment 1, 7.0.1). Requires demonstrated capability to:

- Design the document
- Coordinate with inputting agencies
- Synthesize the data received
- Prepare drafts, coordinate review comments, and prepare revised drafts
- Evaluate and adapt each objective or milestone as the programs mature
- Develop and insure appropriate distribution of the documents to the necessary entities

The contractor shall: provide personnel with expertise in both development and coordination of functional concepts and requirements, and facilitate use of current and emerging technology standards (i.e. WAWF usage, reporting to IUID registry, ERP development and compliance, Automatic Identification Technologies (AIT) usage, enterprise architecture developments) as they apply; Provide managerial assistance and support to the Government during the execution of Military Equipment Valuation and Reporting programs from system concept definition through technology transfer activities; review and coordinate concepts and requirements for the application of current and emerging technologies. Specific support to be provided by the contractor includes:

- Maintenance of historical files.
- Preparation of Roles and Responsibilities documents.
- Interface with the OSD offices that are charged with program oversight responsibilities.

5.4.2 Mobilization

The contractor shall be prepared to have personnel on-site within thirty (30) days after contract award (e.g., in the Pentagon or other P&EP designated office locations), as well as to provide extensive reach-back capability to assist with policy development, analysis, workload surge requirements, and other necessary support.

5.4.3 Identification of Contractor Employees

All contract personnel attending meetings, answering Government telephones, and working in other situations where their contractor status is not obvious to third parties, are required to identify themselves as contractors to avoid creating an impression in the minds of members of the public that they are Government officials. They must also ensure that all documents or reports produced by contractors are suitably marked as contractor products or that contractor participation is appropriately disclosed.

5.5 Miscellaneous Services.

5.5.1 Orientation Briefing

Within one week of award, the contractor will conduct an initial orientation briefing. The intent of the briefing is to facilitate the communication process between the Government and the contractor by introducing key task participants and explaining their roles, reviewing communication ground rules, and assuring a common understanding of subtask requirements and objectives.

The orientation briefing will be held at a location and date and time mutually agreed upon by both parties. At the briefing, the contractor will outline the approach and schedule for the various subtasks as well as address the control and management mechanisms they will use to oversee their work.

They will also identify key and supporting personnel that will be used to accomplish the subtasks. The briefing will result in mutual agreement as to the plans of action related to the various subtasks as well as agreement on personnel being assigned to the subtask(s).

Part 6: ADMINISTRATIVE REQUIREMENTS

6.1 Clearances

Contractor personnel assigned to this task and working (assigned desk space) with the P&EP Office may be required to have, at a minimum, a Secret clearance. The Contractor shall be prepared to provide personnel with both the expertise and the minimum required clearance for participation in specific tasks that address classified information. Security procedures will be in accordance with DOD 5200.2R, "Personnel Security Program," and DOD 5105.2 I-M-1, "Department of Defense Sensitive Compartmented Information Administrative, Security Manual."

6.2 Security Requirements

6.2.1 Physical Security: The contractor shall be responsible for safeguarding all Government property provided for contractor use. At the close of each work period, Government facilities, equipment, and materials shall be secured.

6.2.2 Key Control: The Contractor shall establish and implement methods of making sure all keys/key cards issued to the Contractor by the Government are not lost or misplaced and are not used by unauthorized persons. This includes electronic pass codes for numeric locks. NOTE: All references to keys include key cards. No keys issued to the Contractor by the Government shall be duplicated. The Contractor shall develop procedures covering key control that shall be included in the Quality Control Plan.

Such procedures shall include turn-in of any issued keys by personnel who no longer require access to locked areas. The Contractor shall immediately report any occurrences of lost or duplicate keys/key cards to the Contracting Officer.

6.2.2.1 In the event keys, other than master keys, are lost or duplicated, the Contractor shall, upon direction of the Contracting Officer, re-key or replace the affected lock or locks; however, the Government, at its option, may replace the affected lock or locks or perform re-keying.

When the replacement of locks or re-keying is performed by the Government, the total cost of re-keying or the replacement of the lock or locks shall be deducted from the monthly payment due the Contractor. In the event a master key is lost or duplicated, all locks and keys for that system shall be replaced by the Government and the total cost deducted from the monthly payment due the Contractor.

6.2.2.2 The Contractor shall prohibit the use of Government issued keys/key cards/entrance codes by any persons other than the Contractor's employees. The Contractor shall prohibit the opening of locked areas by Contractor employees to permit entrance of persons other than Contractor employees engaged in the performance of assigned work in those areas, or personnel authorized entrance by the Contracting Officer.

6.2.3 Lock Combinations. The Contractor shall establish and implement methods of ensuring that all lock combinations are not revealed to unauthorized persons. The Contractor shall ensure that lock combinations are changed when personnel having access to the combinations no longer have a need to know such combinations. These procedures shall be included in the Contractor's Quality Control Plan.

6.2.4 Disclosure of Information. Information made available to the Contractor by the Government for the performance or administration of this effort shall be used only for those purposes and shall not be used in any other way without the written consent of the Contracting Officer (CO). Contractor and/or contractor personnel will not divulge or release data or information developed or obtained in performance of this effort, until made public by the Government, except to authorized Government personnel or upon written approval of the Contracting Officer (CO).

The contractor will not use, disclose, or reproduce proprietary data that bears a restrictive legend, other than as required in the performance of this effort. Nothing herein will preclude the use of any data independently acquired by the contractor without such limitations or prohibit an agreement at no cost to the Government between the contractor and the data owner which provides for greater rights to the contractor.

6.2.4.1 The Contractor agrees to assume responsibility for protecting the confidentiality of Government records, which is not considered public information. Each Contractor or employee of the Contractor to whom information may be made available or disclosed shall be notified in writing by the Contractor that such information may be disclosed only for purposes and to the extent authorized herein. The Contractor shall not release any information related to this contract to the public, media or other unauthorized persons or organizations unless the Government has conducted the appropriate security review and granted written approval (e.g. posting information to a public website). Performance of this effort may require the contractor to access and use data and information proprietary to a Government agency or Government contractor which is of such a nature that its dissemination or use, other than in performance of this effort, would be adverse to the interests of the Government and/or others.

6.3 Personnel.

The Contractor should collectively provide personnel, who generally have, experience working in the OSD/Interagency environment, an in-depth knowledge of government property regulations and requirements, property management systems (to include DPAS), and accounting and auditing policies and practices. Personnel should have the skills necessary to provide guidance on complex accounting and accountability issues across the spectrum of the Defense Components that will lead those agencies on a path toward a clean audit opinion.

6.3.1 Project Manager: The Contractor shall provide a Project Manager (PM) to facilitate Government-Contractor communications. The PM shall be the primary technical and managerial interface between the Contractor and the Government.

The PM, and an alternate or alternates, who shall act for the Contractor when the PM is absent must be designated in writing to the COR. The PM or alternate/s will have full authority to act for the Contractor on all contract matters relating to daily operations.

The Project Manager or alternate/s must be reachable during normal Government duty hours, 8:00 am through 5:00 pm, or during hours mutually agreed to by the contractor and the COR, and must be available to meet with Government personnel upon 24 hours notice to discuss problems.

The Project Manager shall meet with the COR as necessary to maintain satisfactory performance and to resolve other issues pertaining to Government/Contractor procedures. At these meetings, a mutual effort will be made to resolve any and all problems identified. Written minutes of these meetings shall be prepared by the Contractor, signed by the Contractor's designated representative, and furnished to the Government within 2 days of the subject meeting.

6.3.2 Senior Analysts: Shall have a Bachelor's Degree in a recognized business, management or related discipline that is relevant to the contract. A Master's degree in a business related field is preferred. Also required is a minimum of ten years of Federal/DOD experience, preferably with at least four years of experience operating within a Pentagon/OSD/Service staff/Joint Staff environment.

6.3.3 Analysts: Shall have a Bachelor's Degree or 10 years experience with in the DoD in a recognized business, management or related discipline that is relevant to the contract. Also required are three years of experience in disciplines related to the potential tasks of which at least one year experience is in reviewing financial data, equipment valuation, meeting planning, or the development of databases, spreadsheets and budget management.

6.4 Damage to Government Property.

The Contractor shall immediately report any damage of Government Property to the COR. The Contractor shall be responsible for any damage caused by Contractor operations.

6.5 Quality Control (QC)

The Contractor shall institute a complete QC Program to ensure that the requirements of this contract are fulfilled as specified. At a minimum, the Contractor shall include the following elements in the program:

- A comprehensive inspection system of all the scheduled and unscheduled services required in this document.
- The name(s) and contact information of the designated QC Inspector(s) and their backups who will be performing the inspections.
- A proactive methodology to identify and correct problems before the Government identifies these problems. Contractor shall notify the Government of any problems.
- An organized, current file of all Contractor conducted inspections, corrective actions taken, and follow-up inspections.
- Government receipt of all QC reports same day generated.

6.6 Travel

The Contractor will be reimbursed for travel to provide support **outside the National Capital Region (NCR)** as approved by the COR. The contractor shall provide a written request for travel to the COR prior to finalizing any travel arrangements. All travel must be approved by the COR prior to purchase of tickets and commencement of travel. The contractor shall be reimbursed for actual allowable, allocable, and reasonable travel costs incurred during performance of this effort in accordance with FAR 31.205-46, "Travel Costs." Requests for approval of costs in excess of maximum per diem rates in accordance with the procedures contained in FAR 31.205-46(a)(3) must be submitted to the Contracting Officer for final approval prior to commencement of travel.

Work will be performed in Government facilities located in Crystal City, VA and the Pentagon. The expense of travel to and from the Pentagon and other Government facilities within NCR shall be included in the firm fixed price of CLINs 0001, 1001, 2001, 3001, and 4001 and **will not** be reimbursed as a part of the Travel CLINs.

Travel may also be required in support of communications and transformation activities, such as attendance at related conferences and forums.

Part 7: DELIVERABLES

All deliverables must meet professional standards and meet the requirements set forth in contractual documentation. All deliverables developed under this task order become the property of the US Government. Specific deliverables under this task and the dates that they must be delivered will be as mutually agreed upon between the Government and the Contractor.

Unless otherwise specified, the Government will have a maximum of ten (10) working days from the day the draft deliverable is received to review the document, provide comments back to the contractor, approve or disapprove the deliverable(s).

The contractor will have a maximum of ten (10) working days from the day comments are received to incorporate all changes and submit the final deliverable to the Government. All days identified below are intended to be calendar days unless otherwise specified.

The format for individual deliverables will be the contractor's standard format for written reports and client presentations.

All documents will be provided in either hard copy and/or electronically as requested by the COR. Electronic documents will be provided in the appropriate Microsoft Office format (e.g., Word or PowerPoint); if appropriate, the Government may be asked that the documents be provided in compressed or PDF format.

The format for individual deliverables will be determined through consultation between the COR and the contractor at the orientation briefing and identified in writing then provided to the contracting office, COR, and the contractor. Products that reflect the contractor's analysis and opinion (e.g., studies or analyses) may be in contractor format. Products that are to be used by the P&EP Office in the execution of their responsibilities (e.g., strategy documents, reports, roadmaps, analysis and briefings) will be in a specified Government format. All documents will be provided in either hard copy or electronically as requested by the COR. Electronic documents will be provided in the appropriate Microsoft Office format (e.g., Word or PowerPoint); if appropriate, the Government may be asked that the documents be provided in compressed or PDF format.

In fulfillment of this effort, the contractor shall provide the deliverables identified in this section and Attachment I. All deliverables shall be submitted to the P&EP Office selected representatives, unless otherwise agreed upon. In addition to the reports listed below, additional reports/products may be requested as deemed necessary:

Title	Delivery Date/Description
Master P&EP POAM	Within two weeks of contract award
Meeting materials	1 week prior to meeting unless otherwise directed
Draft Meeting Minutes	3 Working Days following Meetings
Personnel Packages	Submitted to AT&L ADMIN at least 6 weeks prior to personnel arrival or extension date
Monitor performance due dates	Updated by noon each Friday

7.1 Final Results Briefing

Contractor will prepare a final results briefing for all work performed under this contract. The briefing will be presented to the COR ten (10) calendar days prior to contract conclusion.

8.0 PERFORMANCE OBJECTIVES

8.1 Quality Assurance Plan:

The Government shall evaluate the contractor's performance under this contract in accordance with the Quality Assurance Surveillance Plan. This plan is primarily focused on what the Government must do to ensure that the contractor has performed in accordance with the performance standards. It defines how the performance standards will be applied, the frequency of surveillance, and the minimum acceptable defect rate(s).

8.2 Performance Thresholds

The contractor service requirements are summarized into performance objectives that relate directly to mission essential items. The performance threshold briefly describes the minimum acceptable levels of service required for each requirement.

These thresholds are critical to mission success. General quality measures, as set forth below, will be applied to each work product received from the contractor under this performance work statement.

- Accuracy - Work Products will be accurate in presentation, technical content, and adherence to accepted elements of style. Written documents will be in formats as specified above and shall be 99% free of grammar and spelling errors.
- Appearance - All work products will be neat and attractive, reflecting the role that P&EP fulfills and the level at which work products will be used.
- Clarity - Work Products will be clear and concise. Any/All diagrams shall be easy to understand and be relevant to the supporting narrative.
- Consistency to Requirements - All work products must satisfy the requirements of this performance work statement.
- File Editing - All text and diagrammatic files will be editable by the Government.
- Format - Work Products will be submitted in hard copy (where applicable) and in media mutually agreed upon prior to submission. Hard copy formats shall follow any specified Directives or Manuals.
- Timeliness - Work Products will be submitted on or before the due date specified in this performance work statement or submitted in accordance with a later scheduled date determined by the Government.

**NON-DISCLOSURE STATEMENT
FOR SUPPORT AND OTHER
CONSULTING PROFESSIONALS**

I, _____, understand that during the course of providing professional consulting services to the Federal government I will routinely come into contact with documents of a sensitive nature including, but not limited to, cost estimates, program options, planning documents, negotiation strategies, documents related to contractual disputes, proprietary data of a third party, leases, internal memoranda and correspondence and a wide variety of other documents and information that must be safeguarded from disclosure.

I agree that, as a condition of performing consulting services to the Federal government, I will not disclose, or cause to be disclosed, any sensitive documents without the prior consent of an authorized representative of the Federal government. I further agree that such sensitive documents/ information will be safeguarded in accordance with the best commercial practices of my firm _____. I agree that I have an affirmative duty to determine whether a document/ information is sensitive and not subject to public release before releasing it. I understand and agree that a failure to adequately safeguard such sensitive documents may result in termination of my contract(s) and a variety of civil and/or criminal charges.

I further understand that the duty to safeguard the documents/ information cited above is a continuing personal obligation that is not terminated or otherwise modified by change of jobs or employer.

The duties described herein are in addition to, and independent of, any Procurement Integrity Certifications I may subsequently enter into.

SIGNATURE

DATE

ATTACHMENT 1**PWS Section 7.0 Deliverables List
ARA P&EP/PMO Support Services**

Task/PWS	Description	Due Date
7.0.1	Project Management Plan: The contractor shall provide this for the base year and any option years (upon commencement) that addresses vendor organization, policies, procedures, and plans for managing the support it will provide. The plan shall include actions, milestones, and deliverables.	15 days after contract award
7.0.2	Monthly Status Reports – as directed by the QASP	Monthly
7.0.3	Provide periodic updates to requirements, process flows, and associated narrative descriptions for CAMS-ME data transfers to Service-specified replacement solutions as needed. The process and requirements shall be vetted with key stakeholders and communicated to the appropriate system project management offices.	Weekly until approximately 9/30/2010
7.0.4	Assist the P&E Policy Office in monitoring progress of retirement process of CAMS-ME.	As needed through 12/31/2010
7.0.5	Assist the P&E Policy Office with analyzing the regular submissions of FIPs, FIAR plans, or other documentation provided by the Components	Analysis due within 2 weeks of receipt
7.0.6	Work with Components in providing assistance with E&C efforts as established by each Component. This may include plan analysis, implementation assistance, inventory results analysis, or Component specified assistance	As needed
7.0.7	Analyze the information system requirements for future property accountability systems capabilities that enable implementation of asset management through interfaces to the developing Enterprise Resource Planning systems as needs develop	As needed
7.0.8	Assist with operations oversight of ME and General Property accountability improvements and reform efforts	As needed
7.0.9	Develop policy and position papers for property accountability performance measures	Within two week of direction
7.0.10	Develop policy and position papers for ME valuation efforts	Within two weeks of direction
7.0.11	Assist the P&E Policy Office in supporting requests for information and answering questions from external organizations, such as DoDIG or GAO, regarding efforts or policies over or for which the P&E Policy Office may be responsible	As needed
7.0.12	Develop policies and procedures necessary for development of valuation, existence, and completeness assertion packages for both ME and General Property and Equipment for audit readiness purposes	As directed
7.0.13	Provide support as requested for property related metrics, especially contained within the FIAR plan	As directed
7.0.14	Implement oversight mechanisms for the P&E Office to use to monitor and guide progress (e.g. Executive Steering Group, Cross-Service IPT, Configuration Control Board)	As needed throughout period of performance

ATTACHMENT 1**PWS Section 7.0 Deliverables List
ARA P&EP/PMO Support Services**

7.0.15	Provide project management support to include risk management, special studies and analysis, integrated schedule management, and business process improvement guidance	As needed throughout period of performance
7.0.16	Provide support for external reporting requirements (FIAR, FIP, ICOFR, SoA, or other required external report) as required	As needed
7.0.17	Review and collect data from various sources to respond to ad hoc requests	Within two weeks of request
7.0.18	Coordinate and prepare for ad hoc meetings with both external stakeholders and internal teams. Maintain and update membership lists with e-mail addresses and phone numbers for oversight and coordination groups. Maintain calendars, notify members of meetings, publish agendas in advance, and keep minutes and lists of action items.	As needed
7.0.19	Attend meetings to represent the P&E Office as requested. Provide a synopsis of the results of any meetings attended to the cognizant Government leads	As needed
7.0.20	Coordinate and prepare briefing materials	Two days prior to event
7.0.21	Assist in the development of Program Objective Memorandum (POM) issue papers and budget submissions as new or revised resource requirements are identified	As needed
7.0.22	Identify and document new or changed business processes in equipment valuation and accountability; identify the appropriate audience to target outreach and training efforts	Throughout period of performance
7.0.23	Develop written content for print, web, or email delivery to implement policy and business processes	As needed
7.0.24	Perform periodic review and revisions to the project website to keep consistent and up to date for effective communication	As needed
7.0.25	Monitor, collect, and report metrics to identify necessary changes to outreach and communication, training, and/or other learning materials	As needed
7.0.26	Develop content and deliver training and/or other learning materials to include online web-based courses (hosted on a learning management system), quick reference guides, user guides, webinars, and/or fact sheets. Could include classroom training.	As needed