

HQ0034-10-R-0105

SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS <i>OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, AND 30</i>				1. REQUISITION NUMBER		PAGE 1 OF 85	
2. CONTRACT NO.		3. AWARD/EFFECTIVE DATE		4. ORDER NUMBER		5. SOLICITATION NUMBER HQ0034-10-R-0105	
6. SOLICITATION ISSUE DATE 17-Sep-2010		7. FOR SOLICITATION INFORMATION CALL:		a. NAME CHRIS TOMPSON		b. TELEPHONE NUMBER (No Collect Calls) 703-696-2476	
8. OFFER DUE DATE/LOCAL TIME 10:00 AM 01 Nov 2010		9. ISSUED BY WHS ACQUISITION DIRECTORATE 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: NAICS:	
11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED <input type="checkbox"/> SEE SCHEDULE		12. DISCOUNT TERMS		13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700) <input type="checkbox"/>		13b. RATING	
14. METHOD OF SOLICITATION <input type="checkbox"/> RFQ <input type="checkbox"/> IFB <input checked="" type="checkbox"/> RFP		15. DELIVER TO OSD DEFENSE RESEARCH AND ENGINEERING GLORIA LOVETT 3030 DEFENSE PENTAGON WASHINGTON DC 20301-3030 TEL: 703-697-6573 FAX:		CODE HQ0287		16. ADMINISTERED BY CODE	
17a. CONTRACTOR/OFFEROR CODE		18a. PAYMENT WILL BE MADE BY CODE		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		25. ACCOUNTING AND APPROPRIATION DATA		26. TOTAL AWARD AMOUNT (For Govt. Use Only)	
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		27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4, FAR 52.212-5 IS ATTACHED. ADDENDA <input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED		28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN 0 COPIES TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED HEREIN.		29. AWARD OF CONTRACT: REFERENCE <input type="checkbox"/> OFFER DATED . YOUR OFFER ON SOLICITATION (BLOCK 5), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN, IS ACCEPTED AS TO ITEMS:	
30a. SIGNATURE OF OFFEROR/CONTRACTOR		30b. NAME AND TITLE OF SIGNER (TYPE OR PRINT)		30c. DATE SIGNED		31a. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER)	
31b. NAME OF CONTRACTING OFFICER (TYPE OR PRINT)		31c. DATE SIGNED		31d. TEL:		31e. EMAIL:	

SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS (CONTINUED)				PAGE 2 OF 85	
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		37. CHECK NUMBER
38. S/R ACCOUNT NUMBER	39. S/R VOUCHER NUMBER	40. PAID BY			
41a. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT 41b. SIGNATURE AND TITLE OF CERTIFYING OFFICER		42a. RECEIVED BY (Print)			
		42b. RECEIVED AT (Location)			
		42c. DATE REC'D (YY/MM/DD)	42d. TOTAL CONTAINERS		
		41c. DATE			

Section SF 1449 - CONTINUATION SHEET

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0001	<p>DDR&E Mission Support Services</p> <p>FFP</p> <p>The contractor shall provide all personnel, equipment, tools, materials, supervision, and other items and non-personal services necessary to perform broad Defense Research Science & Engineering Technical Analysis (SETA), and Advisory and Assistance Services (A&AS) as described in the PWS.</p>	12	Months		
NET AMT					

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0002	<p>Travel and Other Direct Costs</p> <p>COST</p> <p>The contractor shall be reimbursed for miscellaneous items in support of this BPA. Travel for this BPA must be in accordance with FAR 31.205-46. Any travel outside of this regulation may be at the contractor's expense. All costs associated with this line item must be approved by the Contracting Officer before costs are incurred. Travel Not-to-Exceed (NTE) \$10,000.</p>		Dollars, U.S.		
ESTIMATED COST					

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ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0003		10,000	Dollars, U.S.		

Surge CLIN - Task Order 0001
FFP

Surge CLIN IAW Task Order 0001 PWS Section 6.4.7. Not-to-Exceed (NTE)
\$10,000.

NET AMT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1001		12	Months		

DDR&E Mission Support Services
FFP

The contractor shall provide all personnel, equipment, tools, materials, supervision, and other items and non-personal services necessary to perform broad Defense Research Science & Engineering Technical Analysis (SETA), and Advisory and Assistance Services (A&AS) as described in the PWS.

NET AMT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1002			Dollars, U.S.		

Travel and Other Direct Costs
COST

The contractor shall be reimbursed for miscellaneous items in support of this BPA. Travel for this BPA must be in accordance with FAR 31.205-46. Any travel outside of this regulation may be at the contractor's expense. All costs associated with this line item must be approved by the Contracting Officer before costs are incurred. Travel Not-to-Exceed (NTE) \$10,000.

ESTIMATED COST

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1003	Surge CLIN - Task Order 0001 FFP Surge CLIN IAW Task Order 0001 PWS Section 6.4.7. Not-to-Exceed (NTE) \$10,000.	10,000	Dollars, U.S.		
NET AMT					

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
2001	DDR&E Mission Support Services FFP The contractor shall provide all personnel, equipment, tools, materials, supervision, and other items and non-personal services necessary to perform broad Defense Research Science & Engineering Technical Analysis (SETA), and Advisory and Assistance Services (A&AS) as described in the PWS.	12	Months		
NET AMT					

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

Travel and Other Direct Costs

COST

The contractor shall be reimbursed for miscellaneous items in support of this BPA. Travel for this BPA must be in accordance with FAR 31.205-46. Any travel outside of this regulation may be at the contractor's expense. All costs associated with this line item must be approved by the Contracting Officer before costs are incurred. Travel Not-to-Exceed (NTE) \$10,000.

ESTIMATED COST

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
2003		10,000	Dollars, U.S.		

Surge CLIN - Task Order 0001

FFP

Surge CLIN IAW Task Order 0001 PWS Section 6.4.7. Not-to-Exceed (NTE) \$10,000.

NET AMT

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

DDR&E Mission Support Services

FFP

The contractor shall provide all personnel, equipment, tools, materials, supervision, and other items and non-personal services necessary to perform broad Defense Research Science & Engineering Technical Analysis (SETA), and Advisory and Assistance Services (A&AS) as described in the PWS.

NET AMT

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

Travel and Other Direct Costs

COST

The contractor shall be reimbursed for miscellaneous items in support of this BPA. Travel for this BPA must be in accordance with FAR 31.205-46. Any travel outside of this regulation may be at the contractor's expense. All costs associated with this line item must be approved by the Contracting Officer before costs are incurred. Travel Not-to-Exceed (NTE) \$10,000.

ESTIMATED COST

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
3003		10,000	Dollars, U.S.		

Surge CLIN - Task Order 0001

FFP

Surge CLIN IAW Task Order 0001 PWS Section 6.4.7. Not-to-Exceed (NTE) \$10,000.

NET AMT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
4001	<p>DDR&E Mission Support Services FFP</p> <p>The contractor shall provide all personnel, equipment, tools, materials, supervision, and other items and non-personal services necessary to perform broad Defense Research Science & Engineering Technical Analysis (SETA), and Advisory and Assistance Services (A&AS) as described in the PWS.</p>	12	Months		
					<hr/>
					NET AMT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
4002	<p>Travel and Other Direct Costs COST</p> <p>The contractor shall be reimbursed for miscellaneous items in support of this BPA. Travel for this BPA must be in accordance with FAR 31.205-46. Any travel outside of this regulation may be at the contractor's expense. All costs associated with this line item must be approved by the Contracting Officer before costs are incurred. Travel Not-to-Exceed (NTE) \$10,000.</p>		Dollars, U.S.		
					ESTIMATED COST

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ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
4003	Surge CLIN - Task Order 0001 FFP Surge CLIN IAW Task Order 0001 PWS Section 6.4.7. Not-to-Exceed (NTE) \$10,000.	10,000	Dollars, U.S.		
					<hr/>
					NET AMT

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
0003	Destination	Government	Destination	Government
1001	Destination	Government	Destination	Government
1002	Destination	Government	Destination	Government
1003	Destination	Government	Destination	Government
2001	Destination	Government	Destination	Government
2002	Destination	Government	Destination	Government
2003	Destination	Government	Destination	Government
3001	Destination	Government	Destination	Government
3002	Destination	Government	Destination	Government
3003	Destination	Government	Destination	Government
4001	Destination	Government	Destination	Government
4002	Destination	Government	Destination	Government
4003	Destination	Government	Destination	Government

DELIVERY INFORMATION

CLIN	DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
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0001	POP 01-DEC-2010 TO 30-NOV-2011	N/A	OSD DEFENSE RESEARCH AND ENGINEERING GLORIA LOVETT 3030 DEFENSE PENTAGON WASHINGTON DC 20301-3030 703-697-6573 FOB: Destination	HQ0287
0002	POP 01-DEC-2010 TO 30-NOV-2011	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0287
0003	POP 01-DEC-2010 TO 30-NOV-2011	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0287
1001	POP 01-DEC-2011 TO 30-NOV-2012	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0287
1002	POP 01-DEC-2011 TO 30-NOV-2012	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0287
1003	POP 01-DEC-2011 TO 30-NOV-2012	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0287
2001	POP 01-DEC-2012 TO 30-NOV-2013	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0287
2002	POP 01-DEC-2012 TO 30-NOV-2013	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0287
2003	POP 01-DEC-2012 TO 30-NOV-2013	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0287
3001	POP 01-DEC-2013 TO 30-NOV-2014	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0287
3002	POP 01-DEC-2013 TO 30-NOV-2014	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0287
3003	POP 01-DEC-2013 TO 30-NOV-2014	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0287
4001	POP 01-DEC-2014 TO 30-NOV-2015	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0287
4002	POP 01-DEC-2014 TO 30-NOV-2015	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0287
4003	POP 01-DEC-2014 TO 30-NOV-2015	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0287

CLAUSES INCORPORATED BY REFERENCE

52.217-5	Evaluation Of Options	JUL 1990
52.222-50	Combating Trafficking in Persons	FEB 2009
52.233-1	Disputes	JUL 2002
52.245-1	Government Property	AUG 2010
52.246-4	Inspection Of Services--Fixed Price	AUG 1996
252.201-7000	Contracting Officer's Representative	DEC 1991
252.204-7003	Control Of Government Personnel Work Product	APR 1992
252.212-7000	Offeror Representations and Certifications- Commercial Items	JUN 2005
252.232-7003	Electronic Submission of Payment Requests and Receiving Reports	MAR 2008

CLAUSES INCORPORATED BY FULL TEXT

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 60 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 five years.

(End of clause)

52.252-2 CLAUSES INCORPORATED BY REFERENCE (FEB 1998)

This contract incorporates one or more clauses 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. Also, the full text of a clause may be accessed electronically at this/these address(es):

<http://farsite.hill.af.mil>

(End of clause)

252.212-7001 CONTRACT TERMS AND CONDITIONS REQUIRED TO IMPLEMENT STATUTES OR EXECUTIVE ORDERS APPLICABLE TO DEFENSE ACQUISITIONS OF COMMERCIAL ITEMS (JUN 2010)

(a) The Contractor agrees to comply with the following Federal Acquisition Regulation (FAR) clause which, if checked, is included in this contract by reference to implement a provision of law applicable to acquisitions of commercial items or components.

☒ 52.203-3, Gratuities (APR 1984) (10 U.S.C. 2207).

(b) The Contractor agrees to comply with any clause that is checked on the following list of Defense FAR Supplement clauses which, if checked, is included in this contract by reference to implement provisions of law or Executive orders applicable to acquisitions of commercial items or components.

(1) ☐ 252.203-7000, Requirements Relating to Compensation of Former DoD Officials (JAN 2009) (Section 847 of Pub. L. 110-181).

(2) ☐ 252.205-7000, Provision of Information to Cooperative Agreement Holders (DEC 1991) (10 U.S.C. 2416).

(3) ☐ 252.219-7003, Small Business Subcontracting Plan (DoD Contracts) (APR 2007) (15 U.S.C. 637).

(4) ☐ 252.219-7004, Small Business Subcontracting Plan (Test Program) (AUG 2008) (15 U.S.C. 637 note).

(5) ☒ 252.225-7001, Buy American Act and Balance of Payments Program (JAN 2009) (41 U.S.C. 10a-10d, E.O. 10582).

(6) ☐ 252.225-7008, Restriction on Acquisition of Specialty Metals (JUL 2009) (10 U.S.C. 2533b).

(7) ☐ 252.225-7009, Restriction on Acquisition of Certain Articles Containing Specialty Metals (JUL 2009) (10 U.S.C. 2533b).

(8) ☐ 252.225-7012, Preference for Certain Domestic Commodities (JUN 2010) (10 U.S.C. 2533a).

(9) ☐ 252.225-7015, Restriction on Acquisition of Hand or Measuring Tools (JUN 2005) (10 U.S.C. 2533a).

(10) ☐ 252.225-7016, Restriction on Acquisition of Ball and Roller Bearings (MAR 2006) (Section 8065 of Public Law 107-117 and the same restriction in subsequent DoD appropriations acts).

(11) (i) ☐ 252.225-7021, Trade Agreements (NOV 2009) (19 U.S.C. 2501-2518 and 19 U.S.C. 3301 note).

(ii) ☐ Alternate I (SEP 2008)

(12) ☐ 252.225-7027, Restriction on Contingent Fees for Foreign Military Sales (APR 2003) (22 U.S.C. 2779).

(13) ☐ 252.225-7028, Exclusionary Policies and Practices of Foreign Governments (APR 2003) (22 U.S.C. 2755).

(14) (i) ☐ 252.225-7036, Buy American Act--Free Trade Agreements--Balance of Payments Program (JUL 2009) (41 U.S.C. 10a-10d and 19 U.S.C. 3301 note).

(ii) ☐ Alternate I (JUL 2009) of 252.225-7036.

(15) ☐ 252.225-7038, Restriction on Acquisition of Air Circuit Breakers (JUN 2005) (10 U.S.C. 2534(a)(3)).

(16) ____ 252.226-7001, Utilization of Indian Organizations, Indian-Owned Economic Enterprises, and Native Hawaiian Small Business Concerns (SEP 2004) (Section 8021 of Public Law 107-248 and similar sections in subsequent DoD appropriations acts).

(17) ____ 252.227-7015, Technical Data--Commercial Items (NOV 1995) (10 U.S.C. 2320).

(18) ____ 252.227-7037, Validation of Restrictive Markings on Technical Data (SEP 1999) (10 U.S.C. 2321).

(19) X 252.232-7003, Electronic Submission of Payment Requests and Receiving Reports (MAR 2008) (10 U.S.C. 2227).

(20) ____ 252.237-7019, Training for Contractor Personnel Interacting with Detainees (SEP 2006) (Section 1092 of Public Law 108-375).

(21) X 252.243-7002, Requests for Equitable Adjustment (MAR 1998) (10 U.S.C. 2410).

(22) ____ 252.247-7003, Pass-Through of Motor Carrier Fuel Surcharge Adjustment to the Cost Bearer (JUL 2009) (Section 884 of Public Law 110-417).

(23)(i) X 252.247-7023, Transportation of Supplies by Sea (MAY 2002) (10 U.S.C. 2631).

(ii) ____ Alternate I (MAR 2000) of 252.247-7023.

(iii) ____ Alternate II (MAR 2000) of 252.247-7023.

(iv) ____ Alternate III (MAY 2002) of 252.247-7023.

(24) X 252.247-7024, Notification of Transportation of Supplies by Sea (MAR 2000) (10 U.S.C. 2631).

(c) In addition to the clauses listed in paragraph (e) of the Contract Terms and Conditions Required to Implement Statutes or Executive Orders--Commercial Items clause of this contract (FAR 52.212-5), the Contractor shall include the terms of the following clauses, if applicable, in subcontracts for commercial items or commercial components, awarded at any tier under this contract:

(1) 252.237-7019, Training for Contractor Personnel Interacting with Detainees (SEP 2006) (Section 1092 of Public Law 108-375).

(2) 252.247-7003, Pass-Through of Motor Carrier Fuel Surcharge Adjustment to the Cost Bearer (JUL 2009) (Section 884 of Public Law 110-417).

(3) 252.247-7023, Transportation of Supplies by Sea (MAY 2002) (10 U.S.C. 2631).

(4) 252.247-7024, Notification of Transportation of Supplies by Sea (MAR 2000) (10 U.S.C. 2631).

(End of clause)

PERFORMANCE WORK STATEMENT

**PERFORMANCE-BASED WORK STATEMENT (PWS)
FOR
DEFENSE RESEARCH SCIENCE & ENGINEERING TECHNICAL ANALYSIS (SETA)
ADVISORY & ASSISTANCE SERVICES (A&AS) FOR THE OFFICE OF THE
DIRECTOR, DEFENSE RESEARCH AND ENGINEERING**

1. DESCRIPTION OF SERVICES/GENERAL INFORMATION

1.1 Background: The Office of the Director, Defense Research and Engineering (DDR&E) is tasked with providing oversight of science and technology and advanced component development and prototypes – i.e. research and engineering (R&E) – to solve current and future challenges for the Department of Defense (DoD). There are five main Directorates and organizations under the DDR&E's purview: Principal Deputy, Research, Systems Engineering, Rapid Fielding, Development Test and Evaluation. Additionally, this PWS includes support for the AT&L Office of the Director of Operation Energy Plans and Programs. DDR&E requires highly specialized program and technical support services to achieve its mission. Details on the DDR&E mission, role, and responsibilities are available at <http://www.defenselink.mil/ddre/mainpage.htm>.

1.2 Scope: This PWS serves as the basic description of services and provides general requirements applicable to all executed task orders. Sections 1 through 4 apply to all executed task orders, and each task order will provide sections 5 through 7 that describe the task-specific requirement including labor and deliverables. The task areas in this PWS require the contractor to provide in-depth knowledge of mission support services. The contractor shall provide both on-site and off-site support for routine and unforeseen events and requirements as directed by the contracting authority via a task order or via modification to an existing task order. The number, type, and essential skills for contractor personnel shall be dictated by the nature of the tasks in each task order. The Contractor shall provide personnel during normal operations and during surge or special situations to accomplish the requirements specified in this document. The contractor shall efficiently and effectively manage the performance under this contract to ensure all the necessary technical, business, and administrative planning; organizing; managing; coordinating and tracking (e.g., cost, schedule, deliverables), performance management, systems engineering management, resource management, data management, and subcontract management required to perform all activities is accomplished, as required by this PWS. The contractor will identify a project manager as the focal point of contact for work to be performed under any resultant Task Orders.

The contractor should be prepared to have personnel on-site (e.g., in the Pentagon and other DC metro locations), as well as to provide extensive reach-back capability for policy development, analysis, workload surge requirements, and other necessary support.

This Washington Headquarters Services (WHS) non-personal, professional and executive-level mission support requirement is a vehicle to provide broad Defense Research Science & Engineering Technical Analysis (SETA), and Advisory and Assistance Services (A&AS) on-site/off-site support, in most instances, in a classified environment. The objective of this contract action is to acquire, through award of multiple award BPA contracts, with firm-fixed price task orders, professional and executive-level mission support services primarily for the Office of the Under Secretary of Defense Acquisition, Technology and Logistics (OUSD(AT&L)), Director of Defense Research and Engineering (DDR&E). Other services may take the form of information, advice, expert opinions, alternatives, analyses, evaluations, recommendations, training, and

services to complement the Government's technical expertise. Contractor employees are expected to interface with senior officials in DoD and the Executive Branch, Members of Congress, program managers, university officials, and the public. The services provided falls into one of the following categories:

1.2.1 Science, Engineering and Technical Services

1.2.2 Management and Professional Services

1.2.3 Program Management

1.2.4 Financial Management

1.2.5 Administrative Services

1.2.6 Facilitation and Assessment

1.2.7 Assessment and Security

1.2.8 Specialized Consultants/Functional Specialist/Practitioner (i.e. Statistician, Speechwriter, Acquisition Experts)

1.2.9 A technical support team with the expertise to provide highly specialized technical, financial, administrative, and programmatic support and analysis of current and planned (R&E, etc.) projects for DDR&E and other WHS Acquisition Division customers.

1.2.10 The intent of this PWS is to describe the general and representative efforts required under this BPA requirement. The specific task requirements will define: the objective, scope, background, technical requirements, the estimated level of effort, the security clearances required to accomplish the work, the education level required to accomplish the work, estimated other direct costs, the period of performance and the required schedule, data items, deliverables, performance objectives, performance thresholds, and any other considerations for each task. AT&L/DDR&E is the primary using activity for this BPA Contract; however, other WHS customers may use it on a case-by-case basis, subject to approval. The nature of this work will, at times, demand the contractor be capable of quick response to near-term deadlines.

1.3 Contract Requirements:

1.3.1 Technical Support Team. The Contractor shall provide program personnel with expertise in both development and coordination of concepts and requirements, and application of current and emerging technologies as they apply to DoD's DDR&E program. Provide programmatic assistance and support to the government from system concept definition through technology transfer activities. Review and coordinate concepts and requirements for the application of current and emerging technologies. The contractor shall provide personnel that have thorough knowledge of the DoD R&E program and possess the capability to support the

tasks outlined below. In addition, the contractor shall demonstrate to the Government, prior to assignment that Contractor personnel can perform the technical requirements by:

- Submitting each candidate's resume to the Government for review. The resume must include the labor category, and identify the knowledge, skills and abilities the candidate possesses to perform the technical requirements for each position. In addition, the resume shall list the candidates' specialized experience, certifications(s), and education.

1.3.1.1 The following represent the type of Technical Support that may be required:

- 1.3.1.1.1 Senior Systems/Project Engineer
- 1.3.1.1.2 Senior Physical Scientist
- 1.3.1.1.3 Senior Program Analyst
- 1.3.1.1.4 Senior Level Statistician
- 1.3.1.1.5 Senior Level Speechwriter
- 1.3.1.1.6 Mid-Level Systems/Project Engineer
- 1.3.1.1.7 Mid-Level Physical Scientist
- 1.3.1.1.8 Mid-Level Congressional Liaison
- 1.3.1.1.9 Mid-Level Systems/Project Engineer for Biometrics
- 1.3.1.1.10 Mid-Level Systems/Project Engineer
- 1.3.1.1.11 Mid-Level Program Analyst
- 1.3.1.1.12 Technical/Administrative Specialist I
- 1.3.1.1.13 Technical/Administrative Specialist II
- 1.3.1.1.14 Technical/Administrative Specialist III
- 1.3.1.1.15 Principal Technical Expert Consultant
- 1.3.1.1.16 Additional fixed price positions may be required by

the Government, which, if added to the contract via modification will expand the scope of the Technical Support Team.

1.3.1.2 Potential Technical Support Team Tasks

1.3.1.2.1 **Research and Engineering Management.** If tasked, the contractor shall provide senior level support for management and oversight of R&E programs in the following areas of expertise.

1.3.1.2.1.1 Program Analysis. The contractor shall analyze and monitor funding and scientific breadth of research programs implemented by the Service and Defense Agencies. The contractor shall conduct systems trade-off and technical analysis for emerging, ongoing, or completed R&E projects as directed by DDR&E. The contractor shall use available commercial and Government analysis tools to provide tailored analysis to assist DDR&E with evaluation of ongoing and proposed R&E projects.

The contractor shall provide support in biometrics to the Rapid Reaction Technology Office (RRTO) to assist the Director of Defense Biometrics in executing DDR&E responsibilities as

Principal Staff Assistant for Defense Biometrics. Duties will include assessing and evaluating the adequacy of defense-wide biometrics programs and resources, developing strategic guidance for future biometrics capabilities and developing and implementing a long-term biometrics science and technology plan.

The contractor shall conduct research and analysis and perform program management functions for advanced technology initiatives and programs. Duties include reviewing project proposals, making funding recommendations, monitoring project progress, coordinating within DoD and other Government agencies, pursuing transition opportunities, coordinating workshops and recommending project termination strategies. The contractor shall have a Bachelor's Degree in a technical field or equivalent technical experience. The contractor shall have at least 5 years of mid-to-executive-level technical program or acquisition manager/analyst experience with DoD advanced technology programs or the management of technical projects. In addition, must have working-level expertise in DoD acquisition management and the DoD Planning, Programming, Budgeting and Execution (PPBE) process.

The contractor shall provide statistical analyses and probabilistic assessments of qualitative and quantitative data. Support development of a forecasting program to include assessment of characteristics for forecasting including but not limited to forecasting methods, technology area, time horizon, probabilistic/non-probabilistic methodologies, and quantitative/qualitative methodologies. The contractor shall also develop evaluation strategies for probabilistic forecasts (accuracy and precision) and non-probabilistic forecasts (accuracy and precision) as well as how these widely varying methods can be compared to one another.

1.3.1.2.1.2 Coordination of the Joint Reserve Unit

Activities. The contractor shall serve as the coordinator for the Joint Reserve Unit and other military Reserves-related support activities. Duties will include developing and submitting annual requirements for Reservist support (man days) through the individual Services, coordinating with overseas Defense S&T Centers on matters related to Reservist Foreign Technology Assessment support, providing OSD-level guidance and assistance to individual Reservists supporting DDR&E, providing support for the annual Disruptive Technology War-game, organizing the Joint Reserve Unit's annual Work Definition Conference, and planning for and monitoring per diem and travel funding. Military experience (active or reserve) is desired. Familiarity with Joint Travel Regulations and budget experience desired.

1.3.1.2.1.3 Preparation of Briefings and Other

Documentation. The contractor shall prepare formal, official program documents and correspondence based on DDR&E input and direction and maintains accountability of associated program files and records. The contractor shall assist in the development and coordination of appropriate responses and reports to congressional inquiries and legal requirements pertaining to R&E projects, as well as analyzing congressional documentation and interest in project activities. The contractor will provide these summaries as prescribed in official DoD or other federal directives.

1.3.1.2.1.4 Participation in In-Process Reviews and Briefings. The contractor shall actively participate in scheduled and unscheduled in-process review meetings and briefings, as required by the Government. The contractor shall participate in ad-hoc meetings and be able to complete quick response assignments. The contractor shall maintain configuration and quality control of assignments at all times to assist with this task.

1.3.1.2.1.5 Liaison with Governmental and Non-Governmental Agencies. The contractor shall interface with Governmental and non-Governmental agencies. Other functions include analyzing requirements for Interagency working groups and coordinating inputs from numerous sources, other Government agencies, academia, and non-Governmental organizations.

1.3.1.2.2 Administrative Support. The contractor shall provide expert level administrative support for senior executives and must be highly proficient with Microsoft Office Suite applications. The Contractor should have general knowledge and experience coordinating international collaborative science and technology development programs. The contractor should also have general knowledge and experience in management, international relations, international security, foreign affairs with the ability to effectively interact with staff at all levels of DoD and foreign Governments. It is also essential that the contractor have the ability to provide administrative support for meetings, correspondence, and gathering background information to support senior officials' attendance at international meetings. Administrative support activities include but are not limited to:

1.3.1.2.2.1 Maintain Calendar. The contractor shall maintain the calendars of office personnel and coordinate the daily activities and travel schedules to resolve conflicting priorities and requirements and ensure support for attendance at high profile meetings.

1.3.1.2.2.2 Preparation of Correspondence and Reports. The contractor shall prepare formal, official correspondence based on drafts from senior level persons in the office. The memos and other documents shall follow the USD(AT&L) guide correspondence and other standard established for the office and shall be appropriate for senior level Government officials. The contractor shall assist in preparing required reports and presentations.

1.3.1.2.2.3 Interaction with Public. The contractor shall answer the telephone and refer the calls to other responsible individuals within the office. The administrative staff will serve as the interface with the public whenever there are inquiries concerning the office, including the greeting of high level officials.

1.3.1.2.2.4 Office Management. The contractor shall be responsible for coordination of office administrative functions including office security administration, office space management, processing security clearance and visit requests for DDR&E personnel and visitors, scheduling office events and ordering supplies. The contractor shall have experience in administrative support and working knowledge of DoD security procedures.

1.3.1.2.2.5 Mail Processing. The contractor shall process incoming mail, including e-mail and facsimile, to route correspondence to the appropriate individual in the office for response and action.

1.3.1.2.2.6 Maintenance of Files. The contractor shall maintain accountability of files and correspondence in the office, both in electronic and in paper form IAW WHS Administrative Instruction (IA) 15. The files should be readily accessible whenever the need arises to find historical documents.

1.3.1.2.2.7 Other Duties. The contractor shall perform other appropriate duties as assigned in an office environment.

1.3.1.2.3 **Principal Technical Expert Consultant**. The contractor shall provide consultation services to the Director, Joint Operations Support, on acquisition life cycle processes with emphasis on integration of efforts across the military needs, acquisition/technology development and Planning, Programming, Budgeting, and Execution processes. The Technical Consultant shall provide expert-level representation for senior officials from the DDR&E at forums deliberating on "Capabilities Based Planning (CBP)", "Capabilities Portfolio Management (CPM)", and acquisition reform initiatives and shall deliver appropriate executive-level support.

1.3.2 Defense Support Teams. The DoD's key expertise for reviewing and guiding research and engineering programs resides in the DDR&E. The DDR&E staff augments their responsibilities through their connections to technology and acquisition experts in various fields throughout academia, industry, and Government. This contract supports the directed responsibilities by building DDR&E Support Teams (DSTs) and other special topic, limited scope investigation and analysis teams of technology and defense acquisition experts to conduct program and technology assessments. The term DSTs as used in this PWS is not limited to DDR&E chartered DSTs. It includes all similar special studies, analysis reviews and assessments of limited scope and duration chartered by organizations authorized to use this contract. The DSTs will analyze the key engineering and technology problem areas and offer adjustments in the development and test plan; alternate technical approaches; or new technologies that could enable successful development. The DSTs will constitute expert non-advocate reviews.

1.3.2.1 DST Tasks.

1.3.2.1.1 Oversee and manage the DST process for the Government.

1.3.2.1.2 Provide mechanisms to acquire expertise and information in support of DSTs and ODDR&E.

1.3.2.1.3 Provide all day-to-day administrative support and assistance required to execute the DST program.

1.3.2.1.4 Host DST meetings. DSTs will require the same infrastructure, equipment and facilities that generally would be required for full-time office employees, with capabilities for storage and work with classified data. Also required will be conference and auditorium facilities.

1.3.2.1.5 Develop data and statistics concerning DST and DST operations.

1.3.2.1.6 Interact with Government sponsors; the ODDR&E, the contracting officer, the COR, the DSTs and others, as required.

1.3.2.1.7 Provide support to ensure the technical quality and relevance of assessments and reports generated by the DST group.

1.3.2.1.8 Develop and maintain integrated project files, databases, and spreadsheets to be on a continuing basis throughout the project to facilitate project activities.

1.3.2.2 Security and access requirements for DSTs. The contractor shall conduct the efforts set forth for DSTs in accordance with the provisions of DD Form 254, Contract Security Classification Specification, attached hereto. In addition, the contractor will be responsible for overall security for the DST group to include: the facilities, participants and other security needs. Types of security issues the contractor will be responsible for include:

1.3.2.2.1 Ensuring that all DST participants have the proper and appropriate security clearances on file in accordance with the DD254 prior to allowing work with classified data, appropriate clearances are obtained and maintained for those individuals proposed to work with such data. For example, appropriate clearances for all study team meetings must be obtained prior to the meetings.

1.3.2.2.2 Ensuring that all security rules, regulations and other requirements are met and adhered to by the DST team while in the contractor's facility.

1.3.2.2.3 Conducting security briefings for all DST participants advising them of their security responsibilities and ensuring that they are aware of all security procedures. Further, DST participants should be informed they have complete access to a security officer in case of questions or other issues.

1.3.2.3 Conflict of Interest. All DST members shall complete a Conflict of Interest Statement provided by the Contracting Officer. The DST Membership Agreement requires that members must advise the steering committee of any potential conflict of interest related to their DST activities.

1.3.3 Conference Support. The contractor shall assist the Government with DDR&E-directed technical conferences to include, but not limited to, the annual Staffer Day Conference and any other conferences requiring contractor assistance and in accordance with applicable Fiscal Law requirements. Support shall include, but is not limited to, facilitation, facility and logistical arrangements, technical material development and presentation and other support services.

1.3.4 Specialized Support. The contractor shall provide support for quick-response, limited term, and highly specialized consultants. Typical requirements for these tasks include very senior personnel with significant DoD experience or highly specialized and technically qualified abilities. Some examples of specialized technical support include: program budget analysis, public affairs functions, briefing development, developing marketing pamphlets/brochures, participation in limited scope and duration research, analysis or assessments, or other technical experience in a specialized field.

1.3.5 Engineering and Technical Services. The contractor shall provide advice, assistance and training required to maintain and operate equipment and components. This includes software independent verification and validation (IV&V) activities when applicable. The contractor shall provide a variety of engineering and technical services such as:

1.3.5.1 Supporting system integration of new technologies into current weapons systems.

1.3.5.2 Reviewing and making recommendations on proposed engineering changes.

1.3.5.3 Conducting specialized training

1.3.5.4 Participating in design/technical reviews in order to make recommendations to the Government.

1.3.5.5 Participating in system testing activities

1.3.5.6 Performing failure analysis and making proposed corrective actions with regard to identified weapon system deficiencies.

1.3.5.7 Conducting reliability and reliability growth analysis.

1.3.5.8 Evaluating technology readiness and technology integration risk.

1.3.5.9 Evaluating program protection and cyber security including identification and mitigation critical program information risk.

1.3.6 Management and Professional Services: Contractor shall provide management and professional support services, i.e., services that provide assistance, advice or training for the efficient and effective management and operation of organizations, activities (including management and support services for R&D activities), or systems. These services are normally closely related to the basic responsibilities and mission of the agency originating the requirement. Included are efforts that support or contribute to improved organization of program management, logistics management, project monitoring and reporting, data collection, budgeting, accounting, performance auditing, and administrative technical support for conferences and training programs. Contractor shall support the following:

1.3.6.1 Manage contractor employees and performance associated with any issued Task Order (TO).

1.3.6.2 Maintain a stable workforce.

1.3.6.3 Develop and maintain a customer-oriented philosophy, create an environment that improves employee performance, solves programmatic issues and delivers high-quality performance.

1.3.6.4 Ensure that the new personnel meet or exceed the stated qualification requirements as stated in the original TO proposal.

1.3.6.5 Respond to Contracting Officer (CO) or Government Program Manager (PM) requests in a timely manner as directed.

1.3.6.6 Identify, document and notify the Government of actual or potential contractor program management problems and deficiencies and report unresolved problems to the CO and Government PM.

1.3.6.7 Perform corrective actions for all identified contractor program management problems and deficiencies IAW time frames specified by CO.

1.3.6.8 Support periodic meetings and conferences convened at the direction of the PM.

1.3.7 Project Management. Provide project management expertise and guidance. Assist in comparing program direction and guidance in program management directives, plans, and other program documents with current in-place contracts, and identify discrepancies and recommend actions. Assist in the preparation, review, and integration of selected milestone review documentation, periodic reports, and certifications as identified in DoDI 5000.2, NSSAP 03-01 and other DoD Directives, and recommend and prepare changes. Assist in identifying and mitigating risks to the program. Assist in reviewing contractor deliverable status together with milestone schedules, status reports, and cost performance reports. Determine accuracy of information/situation depicted, and report inconsistencies. Assist in preparing briefings and reports in direct support of the acquisition program management

function. Assist in presenting specific briefings to Government and prime system contractors. Assist in reviewing program plans and other related documents and provide comments. Assist in tracking progress and suggesting alternate approaches for projects behind schedule. Assist in analyzing problems that arise in the performance of program tasks and recommend solutions. Assist in performing systems analysis of network project tracking systems. Evaluate for currency, applicability of tasks, sequence, interdependency, duration, and consistency with program milestones. Assist in conducting broad-based analysis of acquisition programs to support organizational planning. Make recommendations for improvement and efficiency.

1.3.8 Financial Management (FM). Provide all the services found in a programming or comptroller shop to include planning, programming, budgeting, executing (PPBE) and tracking data. Maintain proficiency with fiscal and appropriations law. The following are examples of the types of FM support which may be required. The subparagraphs below contain a non-inclusive list of Financial Management disciplines which may be required.

1.3.8.1 Financial and Budget Administration. Assist in providing financial and budget support and analysis for programs. Provide funding, forecasting, programming, budget information, execution status and funds reconciliation, following the PPBE process, using the requested FM tools and systems. Provide the team with the appropriate support, allowing the program to stay on schedule and meet milestone requirements. Maintain cognizance of the status of approved, deferred, and released funds and provide appropriate tracking documentation. Maintain cognizance of various program funds, and provide financial information for the preparation and execution of financial documents. Maintain an accurate audit trail to separately track, record, and report the status of each funding document to ensure proper use of all funds (active, expired, and cancelled). Reports may consist of, but are not limited to, Defense Acquisition Executive Summary (DAES), Selected Acquisition Reports (SAR), Program Review (PR), Program Executive Review (PER), Financial Management Review (FMR), tri-annual, etc. Contact Senior leadership as required, to OMB, in performance of budget execution or justification. Provide reclamation to higher headquarters on an as needed basis. Continuously provide decision support to management. Contribute in development of program and budget submissions (i.e. Issue Papers, Operations and Maintenance [O-Docs], Procurement Documents [P-Docs] (limited to P-DOCS of a technical nature) and Research Test Development and Evaluation Documents [R-Docs]) and program office memorandums (POM) inputs. Knowledge of Governmental financial activity systems, such as, but not limited to Automated Business Services System (ABSS), Comprehensive Cost and Requirement System (CCAR), Commander's Resource Integration System (CRIS), Looking Glass, Investment Budget Documentation & Execution System (IDECS), Budget Justification System (BJS), System Metric and Reporting Tool (SMART), Mechanization of Contract Administration Services (MOCAS), Foreign Military Sales (FMS), Executive Information System (EIS), Execution Management System (EMS), Defense Financial Accounting System (DFAS), Business Enterprise Information Service (BEIS), and Intragovernmental Value Added Network (IVAN) is desired.

1.3.9 Administrative and Human Resources. Provide general administrative support for organizations to include formatting correspondence, reports, briefings and other content drafted by technical and management personnel; transmit documents and data files;

provide general support for business meetings and other events; monitor contractor personnel matters, support travel planning and ensure contractor personnel data currency. Manage and track data call requests. Assist in providing illustration/graphics support that requires visual display/presentations/aids, including videos, beyond the normal capabilities of office personnel. Assist in providing strategic resource management and in planning Government manning resources to keep program office expertise level commensurate with strategic goals and product portfolio.

1.3.10 Assessment and Security. Provide specialized classified “analytical services” and “support services” to meet the challenges of OUSD(AT&L) decision processes. The “analytical services” capability required encompasses comprehensive integrated warfare research, analysis, and modeling and simulation across multiple DoD warfare mission area and associated classified systems. Of particular importance is theater air and missile defense concurrent with force power projection. The efforts may range from warfare performance of single system performance and integrated architecture capabilities assessments to acquisition programmatic cost/schedule assessments to determine ability to field system-of-systems integrated warfare capabilities. The “support services” needed to effectively enable the analytical efforts include, but are not limited to: classified data and security management; and secure analytical and collaborative facilities, and a secure IT wide-area network infrastructure for multi-agency collaboration and analysis. The tasks and type of services are likely to change as issues are raised and new challenges occur to meet these demands.

1.3.10.1 Warfare Performance Analysis. The Contractor shall, as tasked, be able to complete a compressive analysis process against a potentially wide range of topics and issues that may need to be analyzed to effectively support USD(AT&L) critical decisions. These efforts may be conducted independently, in collaboration with other organizations, or through facilitating an external team’s (Government and Contractor) analysis effort. In each OUSD(AT&L) study/analysis effort, the Contractor will be expected to be able to support, as tasked, the requirements as set forth in individual task orders. The complexity and duration of each effort may range from a 30-day “quick look” to a long (one year) comprehensive study.

1.3.10.2 Acquisition Trades Assessments. The current fiscally constrained budget environment is putting increased pressure on cost effective acquisition execution. OUSD(AT&L) needs the ability to apply quantitative analysis techniques to program execution information to support critical acquisition approval decisions. Such tasks will require the contractor to perform analysis of the projected costs of systems/family of systems, as well as, the phasing of the program budget and acquisition plans.

1.3.10.3 Security and Information Management. An overall analysis and decision review process relies upon available and correct information. Platform and system data is under the cognizance of specific AOs and PMs. Classified aspects of each platform or system are managed by those specific program individuals. The OUSD(AT&L) analysis and SOS (System of Systems) acquisition decision process mandates that multiple platforms and systems be aggregated, examined as alternative joint architectures, and analyzed for force effectiveness and capabilities. This multisystem SOS capability analysis and planning requires additional SAP

and SCI security and information management than is required by individual programs. To meet this requirement, the Contractor shall provide, as tasked, cleared personnel and security processes necessary to assist the analysis teams to protect sensitive and compartmented information.

1.3.10.4 Secure IM Infrastructure. The overall OUSD(AT&L) JFA (Joint Fires Area) analysis effort requires a consistent and available secure information management infrastructure across multiple agency locations conducting supporting analysis. This infrastructure must be capable of securely moving information and data from unclassified levels to increasingly higher aggregated classified levels. This envisions a secure Automated Information System (AIS) environment within which basic unclassified source data to be moved (replicated) to a Secret network at which work can be performed. Then this Secret product/data will be moved (replicated) to Top Secret or SAP or SCI networks for additional work. This controlled upward information migration enables the study teams to access same source information regardless of work location. To facilitate this, the Contractor shall, as tasked, establish a common compartment data management environment, based on the OSD(AT&L) SAP IMS infrastructure, to provide the study team with the ability to work with consistent information across multiple security levels.

1.4 Place of Performance. The majority of the work will be performed at the Pentagon or within the National Capital Region (e.g. Crystal City, Rosslyn, Ballston, etc.). Place of performance specifics will be detailed on each task order.

1.5 Period of Performance. The Government intends to award no more than five multiple award schedule BPAs. The period of performance for each award shall be for one (1) Base Year consisting of 12 months and four (4) 1-year options. The Period of Performance (POP) reads as follows:

Base Year: December 1, 2010 through November 30, 2011
Option Period 1: December 1, 2011 through November 30, 2012
Option Period 2: December 1, 2012 through November 30, 2013
Option Period 3: December 1, 2013 through November 30, 2014
Option Period 4: December 1, 2014 through November 30, 2015

1.6 Observance of Legal Holidays and Facility Closures. The contractor shall not be required or authorized to work when their assigned facility is on holiday or closed. During such periods, the contractor will not be compensated for labor hours without (1) advanced direction by the Contracting Officer or (2) the work being a response to a Government emergency. Following is a list of U.S. Federal holidays and reasons for facility closures:

New Year's Day, January 1
Martin Luther King's birthday, the third Monday in January
President's Day, the last Monday in February
Memorial Day, the last Monday in May
Independence Day, July 4

Labor Day, the first Monday in September

Columbus Day, the second Monday in October

Veteran's Day, November 11

Thanksgiving Day, the fourth Thursday in November

Christmas Day, December 25

Any other day/time designated by Federal statute, executive order, or Presidential Proclamation

Adverse weather conditions or national emergencies may require the Pentagon to close.

Inclement Weather. The contractor will be provided the DoD policy regarding weather emergencies.

1.7 Contractor Identification. Contractor personnel and their subcontractors must identify themselves as contractors or subcontractors during meetings, telephone conversations, in electronic messages, or correspondence related to this contract. Government supplied badges shall be worn by contractor and subcontractor personnel and be visible at all times.

1.8 Conflict of Interest. The contractor shall not employ any person who is an employee of the United States Government if the employment of that person would create a conflict of interest. The contractor shall not employ any person who is an employee of the Washington Headquarter Services, either military or civilian, unless such person seeks and receives approval in accordance with DoD Directive 5500.7, *Standards of Conduct* and WHS policy. If the Contractor discovers an organizational conflict of interest or potential conflict of interest after award, a prompt and full disclosure shall be made in writing to the Contracting Officer. This disclosure shall be made on the OCI Analysis/ Disclosure Form provided as an Attachment to the contract, and shall include a description of the action the Contractor has taken or proposes to take in order to avoid or mitigate such conflicts. See OCI clause for more details.

1.9 Substitution or Addition of Key Personnel. The Government considers maintaining a low rate of personnel turn-over an important performance measure of the success of this contract (see Section 2, Services Summary).

1.10 Quality Control (QC). The contractor shall be responsible for quality control for all work accomplished during the performance of all tasks. All work shall be accomplished using the best commercial practices and within applicable Government guidelines. The Contractor shall establish a 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 QC program:

- A comprehensive inspection system of all the scheduled and unscheduled services and deliverables required in individual tasks.
- 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 as mutually agreed upon.

1.11 Quality Control Plan. The contractor shall establish and maintain a Quality Control (QC) Plan for work accomplished under this contract and shall develop QC plans for each task order.

1.11.1 The contractor shall provide a QC Plan for review at the initial kickoff meeting for each task order issued, to be determined at a later date. The QC Plan shall assure that the requirements of each task order are consistent with reasonable standards of administrative support.

1.11.2 The contractor QC Program shall include:

1.11.2.1 Monthly Report. The contractor shall provide the Quality Assurance Plan (QAP) with a monthly report outlining the work performed and issues/potential areas of concern within five working days of the first day of each month.

1.11.2.2 Continuing review of the contract performance of the task orders. Review shall be accomplished and recorded on a schedule as dictated by the contractor's written QC Plan. Records shall be made available to the QAP upon request throughout the performance period.

1.11.2.3 A method of identifying deficiencies in the quality of service before the level of performance deteriorates to an unacceptable level. QC results should be made available to QAP upon request.

1.11.3 Subsequent changes thereto shall be provided to the Contracting Officer for review and acceptance before implementation.

1.12 Security Requirements. The Contractor may be required to retain secret information at the contractor facility, therefore the Contractor shall possess a SECRET facility clearance from the Defense Security Service at the time proposals are received. If the contractor is required to have access, generate, or work with any classified information, any Contractor employees performing work in support of this contract shall possess or be able to be granted a SECRET (or TS/SCI if needed) clearance from the Defense Industrial Security Clearance Office. The contractor shall comply with DD Form 254, Department of Defense Contract Security Classification Specification, and DoD 5220.22-M, National Industrial Security Program Operating Manual (NISPOM).

Except where specifically noted, contractor personnel shall require the appropriate clearance prior to task order start date/s. The Contractor must be able to obtain TS/SCI clearance if necessary. In addition, the contractor will not delay assignments due to security clearance issues. The level of clearance will be identified in individual task orders with Special Compartmented Information highly desired for some of the positions. Interim clearances are

acceptable. The contractor shall work with the Information Security Program Manager (ISPM) on all security-related issues.

1.12.1 Contractor Access. The contractor shall immediately notify the ISPM when employees no longer require access and/or contract termination and the contractor shall return all Government identification and access badges. The contractor shall immediately notify the ISPM when Government identification and access badges are lost or stolen. The contractor shall comply with all in and out processing of each office.

1.12.2 Privacy and Security. This work effort involves the contractor having access to and/or the safeguarding of classified information/material and shall require an "identify security level" clearance. The security policies, procedures and requirements stipulated in the NISP, NISPOM and supplements thereto are applicable to include the following security requirements and/or guidance whenever contract performance will occur on a DoD-controlled facility or activity.

1.12.3 Disclosure of Information. The contractor shall not release to anyone outside the contractor's organization any unclassified information, regardless of medium (e.g., film, tape, document, etc.), pertaining to any part of this contract, task orders or any program related to this contract, unless: (1) The Contracting Officer or QAP gives prior written approval; or (2) The information is otherwise in the public domain before the date of release. Request for approval shall identify the specific information to be released, the medium to be used, and the purpose for the release. The contractor shall submit its request to the Contracting Officer or QAP at least 30 days prior the proposed date for the release. The contractor agrees to include a similar requirement in each subcontract under this contract. Subcontractors shall submit request for authorization to release through the prime contractor to the Contracting Officer. Each contractor or employee of the contractor to whom information may be made available or disclosed shall sign the Non-Disclosure Agreement provided by the Contracting Officer. Contractor personnel shall not disclose, share, or otherwise make public any network passwords or any information contained in Government information management systems to which contractor personnel have been granted access.

1.13 Building Security. Building security is ensured by location on a DoD facility and through locked doors. The contractor shall be provided access to the furnished office space in accordance with Government regulations and policies. The Government will coordinate with Pentagon Security to ensure that on-site personnel receive all necessary security passes to conduct this project. The contractor shall share with Government personnel the protection and security of all Government information and property within the scope of this PWS.

1.14 Data and Privacy Information. The contractor will have access to data and information proprietary to the Government. The contractor shall not divulge or release data or information developed or obtained in performance of the contract except as authorized by Government personnel or upon written approval of the Contracting Officer. All contract employees will be required to execute Non-Disclosure Agreements prior to commencement of any work under the contract.

1.14.1 The contractor shall not use, disclose, or reproduce proprietary data, other than as required in the performance of the contract. The limitations above do not apply to data or information that has been made public by the Government. Further, this provision does not 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.

1.14.2 All products produced and their associated work papers are to be considered the property of DDR&E.

1.15 Privacy Act. Work on this project may require that personnel have access to Privacy Information. Personnel shall adhere to the Privacy Act, Title 5 of the U.S. Code, Section 552a and applicable agency rules and regulations.

1.16 Training. The contractor shall be responsible for ensuring employee knowledge, skills, and abilities stay current with changing technology. If training is required, it shall be provided by the contractor at no cost to the Government. Government directed training such as annual Information Assurance refresher training may be completed during normal, billable duty hours.

1.17 Section 508 Compliance. The contractor shall support the Government in its compliance with Section 508 throughout the development and implementation of the work to be performed. Section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794d) requires that when Federal agencies develop, procure, maintain, or use electronic information technology, Federal employees with disabilities have access to and use of information and data that is comparable to the access and use by federal employees who do not have disabilities, unless an undue burden would be imposed on the agency. Section 508 also requires that individuals with disabilities, who are members of the public seeking information or services from a Federal agency, have access to and use of information and data that is comparable to that provided to the public who are not individuals with disabilities, unless an undue burden would be imposed on the agency. The industry partner should review the following websites for additional 508 information:

<http://www.section508.gov/index.cfm?FuseAction+Content&ID=12>
<http://www.access-board.gov/508.htm> <http://www.w3.org/WAI/Resources>

1.18 Inherently Governmental. The Contractor shall not perform any inherently governmental functions (e.g. approving or making decisions) associated with the requirements in this Performance Work Statement. In all activities where the Contractor may represent its government customer's positions, the Contractor shall make it clear that he or she is not a government employee.

2. SERVICES SUMMARY. See attached QASP.

3. GOVERNMENT-FURNISHED PROPERTY (GFP), EQUIPMENT (GFE) AND SERVICES

3.1 The contractor shall have full access to GFP, GFE and software necessary to perform the requirements of each task order while working in Government spaces. Individual task orders will specify the amount of space available in government facilities. The contractor is responsible for providing office space and facility support for any Task Orders that do not provide Government facilities for performance. The Government may furnish the computer hardware, software, and supporting GFE materials and facilities, as specified in each task order. All materials will remain the property of the Government and will be returned to the QAP upon request or at the end of the period of performance. In addition, the Government will make available to the contractor all relevant working papers, project descriptions, program briefing material, policies, procedures, regulations and other pertinent information applicable to DDR&E operations.

4. TRAVEL. Travel, both within and outside of CONUS may be required. Prior to travel the contractor shall coordinate with and receive Government authorization from the applicable PMO. The contractor shall be responsible for obtaining all passenger transportation, lodging, and subsistence. Reimbursement of travel costs will be in accordance with the Joint Federal Travel Regulations per FAR 31.205-46. The contractor shall travel using the most economical transportation commensurate with the mission requirements. When necessary to use air travel, the contractor shall use the tourist class, economy class. Similar lodging accommodations should be used to the extent they are available and commensurate with the mission requirements. Travel will be reimbursed on a cost reimbursable basis; no profit or fee will be paid. Local travel may be required however, will not be reimbursed.

**PERFORMANCE-BASED WORK STATEMENT (PWS)
FOR
DEFENSE RESEARCH SCIENCE & ENGINEERING TECHNICAL ANALYSIS (SETA)
ADVISORY & ASSISTANCE SERVICES (A&AS) FOR THE OFFICE OF THE
DIRECTOR, DEFENSE RESEARCH AND ENGINEERING**

**Rapid Reaction
Task Order 0001**

Part 5: SPECIFIC REQUIREMENTS

5.1 Place(s) of Performance

The contractor is responsible for conducting project management support between the hours of 8:00am to 5:00pm Monday thru 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. 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. Contractor will be required to support the capability portfolio manager and capability area manager's portfolio integration and analysis responsibilities at government locations, within the Pentagon, and the contractor's facilities. 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 January 7, 2011 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 technologies as they apply to DOD's Rapid Reaction Technology Office (RRTO), to include technical, analytical,

administrative, and Planning, Programming, Budgeting, and Execution (PPBE) support. Provide programmatic assistance and support to the government from system concept definition through technology transfer activities. Review and coordinate concepts and requirements for the application of current and emerging technologies. The contractor should also be familiar with the function of the various RRTO offices to include: the Emerging Capabilities Division, Biometrics/Forensics Division, Open Business Cell, Defense Venture Catalyst Initiative and the Strategic Multilayered Assessment cell.

The contractor shall provide program support to Rapid Reaction Technology Office and the various divisions within RRTO through the leadership of its duly appointed project manager. The contractor shall provide sufficient expertise to assist the Director in making decisions regarding system acquisition, systems engineering, and program support. Furthermore, the contractor shall assist RRTO in executing the programs by:

- Facilitating the planning, execution and/or attending meetings on their behalf
 - Contractor shall provide a level of expertise, based on experience at the OSD and inter-Service level, sufficient to serve as members of IPTs/Workshops/Boards as directed by the Government. Support shall include participation, developing agendas, preparing announcements, coordinating facilities, and maintaining meeting records. Requires sufficient understanding of the issues in order to prepare and distribute minutes of meetings. The Government will provide publishing, printing and trade show fees.
 - Contractor shall provide graphical materials meeting OSD standards and support internal and external meetings and briefings as required. Meetings to be supported include: Functional Capabilities Boards, Strategic Planning off-sites, Program Reviews, interagency program reviews, and Small Group Reviews, DeVenCI Workshops, Wide Area Surveillance conferences, Biometrics/Forensics Executive Committee meetings and Cross-Pollination Meetings. Program information files associated with these meetings and briefings in electronic format. The contractor shall possess a sufficient depth that will permit representation of RRTO during manpower intensive operations
- Producing analytical products, directives, meeting minutes, reporting documentation, or other administrative requirements necessary for the efficient management of the programs.
- Working with small innovative companies to assist and oversee in solving stated military needs. Demonstrate the ability to post problems via DefenseSolutions.gov, review solutions and brief government personnel on recommended courses of action. Demonstrate the ability to work with volunteer Venture Capitalists to link companies with emerging technologies with military users.
- Coordinate with senior leadership in Biometrics/Forensics positions to help shape policy and identify projects to enhance biometrics/forensics capabilities.
- Demonstrate the ability to monitor project execution (deliverables and funding obligation/expenditures) via the Execution Performance Tracking System (EPTS) and other project tracking tools.

The contractor shall provide experience in preparing an annual briefing to Congressional Staffers that will be distributed to key Congressional and DoD offices. Requires demonstrated capability to:

- Design the document
- Coordinate with inputting agencies
- Synthesize the data received
- Prepare drafts, coordinate review comments, and prepare revised drafts
- Publish a final document (One hard copy provided to Government). The government will provide publishing, printing and mailing of the final document.
- Develop and insure appropriate distribution of the final document to the necessary offices/organizations

The contractor shall provide personnel with expertise in both development and coordination of concepts and requirements, and application of current and emerging technologies as they apply. Provide programmatic assistance and support to the government during the execution of the Physical Equipment program 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:

- Coordination and staffing of program documentation (i.e. funding documents, ARA funding drills, Congressional plus-ups, and others) with appropriate staffs.
- Preparation of required monthly reports and messages.
- Drafting minutes of staff meetings, presentations, and other meetings.
- Maintenance of historical files of program documentation.
- Preparation of Memoranda of Agreement.
- Preparation of Charters.
- Preparation of Roles and Responsibilities documents.
- Issue identification and proposed resolution regarding Development.
- Interface with the OSD offices that are charged with program oversight responsibilities.
- Issue identification and proposed resolution regarding program interface between OSD administrative requirements and those of the other Military Services, DTRA and the Joint Staff.

Contractor shall support all PPBE activities related to the execution of the programs contained within the RRTO RDT&E program elements and other office support activities. This support can range from review of contractor documentation to support of all Phases of the PPBE process. These support activities include:

- Preparation of:
 - Forms (R1-R4)
 - Budget Issue papers
 - Support documentation for Program Decision Memorandums

- Generation and maintenance of files within the AT&L Resources Executive Information System (EIS)
- Prepare and participate in Mid-Year reviews and other PPBE meetings as required
- Monitor, collect, collate, annotate, and promulgate obligation and expenditure rates of committed funds for each of the RRTO office PEs.
- Support all phases of the PPBE process and meeting all OSD mandated timelines for submission of PPBE related documents.

Contractor shall support all RRTO office activities by providing administrative support. These administrative support activities include:

- Prepare annual and quarterly travel budget submissions
- Prepare personnel packages for personnel being assigned to the office
- Prepare personnel packages for personnel whose office assignment is being extended
- Prepare awards packages for departing personnel
- Monitor due dates and status of personnel performance reports
- Review Defense Travel System (DTS) authorization/voucher submissions
- Creating and maintaining a data base to monitor office travel and travel budget
- Create and maintain a data base tracking all office taskings (both internal and external)
- Create and maintain a data base to monitor upcoming personnel changes and leaves.
- Collect inputs and produce the Weekly Activity Report (WAR)

The contractor shall be prepared to have personnel on-site within thirty (30) days after contract award (e.g., in the Pentagon or other 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.

The scope of this Performance Work Statement encompasses technical, analytical, administrative, and PPBE support to assist in all aspects of RRTO office activities.

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 such 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 two weeks 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

The following security requirements (sections 6.1, 6.2, and 6.3) are mandatory and non-negotiable:

6.1 Clearances

Contractor personnel assigned to this task and working (assigned desk space) within the RRTO office spaces shall have and maintain a Top Secret clearance and must be able to obtain and maintain a TS/SCI clearance. The Contractor should have the capability to transport classified information to and from their corporate offices and store classified materials up to "Secret" level at their off-site office spaces, as well as have access to secure voice capability compatible with current DoD secure voice systems. Security procedures will be in accordance with DOD 5200.2R, "Personnel Security Program;" 5105.2 I-M-1, "Department of Defense Sensitive Compartmented Information Administrative, Security Manual;" DOD 5220.22-M, "National Industrial Security Program" (NISPOM); and DOD 5220.22-M-S, "National Industrial Security Program Supplement" (NISPOMSIJP).

6.2 Facility Clearance

Since secret information may be required to be retained at the contractor facility, the Contractor shall possess or be eligible to receive and maintain a SECRET facility clearance from the Defense Security Service at the time proposals are due. If the contractor is required to have access, generate or work with any classified information, any Contractor's employees performing work in support of this contract shall possess or be able to be granted a SECRET (or the applicable security level) clearance from the Defense Industrial Security Clearance Office.

6.3 Security Requirements

6.3.1 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.

6.3.2 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. 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.

6.3.2.1 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.

6.3.2.2 The Contractor shall prohibit the use of Government issued keys/key cards 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.

6.3.3 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.

6.3.4 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.

6.3.4.1 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.

6.4 Personnel.

The Contractor should collectively provide personnel, who generally have, experience working in the Joint Staff/OSD/Interagency environment, an in-depth knowledge of nuclear weapons systems and operations, the Planning, Programming, Budgeting and Execution process, and as delineated within each position description below.

6.4.1 *Senior Systems / Project Engineer* (9 FTEs)

The Senior Systems Project Engineer possesses the technical background to provide management and integration support with in depth knowledge of programmatic methods and procedures. Senior System Project Engineers support core RRTTO projects as well as those within RRTTO's sub organizations Open Business Cell, Biometrics/Forensics Division, Defense Venture Catalyst Initiative (DeVenCI) and the Strategic Multilayered Assessment Cell. The Senior Systems Project Engineers provide proven capability to maintain programmatic oversight for a portfolio of highly technical projects; track monthly status reports, outstanding actions, and performance metrics; analyze and monitor funding and scientific breadth of research programs implemented; and conducts systems trade-off and technical analysis for emerging, ongoing, or completed projects. Responsible for planning, organizing, and managing a project, (or series of smaller projects/definable piece of a larger program) for successful performance consistent with contractual agreements; responsible for acquiring follow-on business associated with assigned projects; leading or assisting with new proposal reviews and management. Prepare budget and programmatic justifications as needed during PPBE cycle, and prepare and deliver briefs and documents as required to support the customer.

Required:

10+ years experience.

Degree: Bachelors

Subject: Technical Degree

Other: Familiarity with DOD acquisition/budget process and procedures. Knowledge of DOD organization and structure, particularly R&D structure of services.

Desired:

Degree: Masters +

Subject: Technical Degree

Other: Military background desired. Knowledge of Project Management Best Practices. PMP Certification.

Clearance: TS/SCI

6.4.2 *Mid-Level Systems / Project Engineer* (3 FTEs)

Mid Level System Project Engineers support core RRTTO projects as well as those within RRTTO's sub organizations Open Business Cell, Biometrics/Forensics Division, Defense Venture Catalyst Initiative (DeVenCI) and the Strategic Multilayered Assessment Cell. particular tasks and prepares major contract deliverables under the guidance of a Senior Analyst. Can provide project integration management and operates as a work assignment manager with budget

management responsibilities. Performs all duties and responsibilities of the Senior Systems / Project Engineer as appropriate.

Required:

6+ years experience.

Degree: Bachelors

Subject: Technical Degree

Other: Familiarity with DOD acquisition/budget process and procedures. Knowledge of DOD organization and structure, particularly R&D structure of services.

Desired:

Degree: Bachelors +

Subject: Technical Degree

Other: Military background desired. Knowledge of Project Management Best Practices.

Clearance: TS/SCI

6.4.3 *Technical / Administrative Specialist* (2 FTEs)

The Technical Administrative Specialist provides RRTTO core leadership senior level clerical and administrative support for senior RRTTO executives. Provides proven capability to manage and maintain calendars for office personnel and prepare official correspondence to include drafting/revising/editing technical and information papers, briefings, and reports. Able to research and/or draft responses to questions, inquiries, and requests for reports. Manage/attend the telephones, faxes, and messages (including determining the appropriate personnel to handle requests); greet and escort visitors; meeting coordination and logistics, and process incoming mail and correspondence routing. Ability to coordinate office administrative functions and working knowledge of DOD security procedures. Maintains accountability of files and correspondence, both electronic and in paper forms.

Required:

10+ years experience.

Degree: Bachelors

Subject: Any

(Degree requirement waived in lieu of significant relative experience)

Other: Knowledge of DOD organization and structure, particularly R&D structure of services.

Desired:

Other: Military background desired.

Clearance: TS/SCI

6.4.4 *Senior-Level Financial Analyst– Budget / Execution Manager* (1 FTE)

The Senior-Level Financial Analyst provides support to core RRTTO mission and includes various financial functions such as budgeting, auditing, forecasting, and analysis. Responsibilities will include oversight of approximately four Program Elements (PEs). Provides proven capability to monitor program execution, including submission of required documentation for release of funding, follow up on distribution of funding, monitoring of obligation and disbursement rates for funded projects, and documentation of annual expenditures. Assist in preparation of required documentation to support the DOD budgetary process (Planning, Programming, Budgeting, and Execution (PPBE)). Reviews financial data and prepares analyses for management and submission to external parties. Maintains documented records supporting financial forecasts used in the rate and budget area. Ensures compliance with internal procedures and applicable regulations (e.g., DAR/FAR for government contracts, benefit plan agreements). Conducts and may lead audits.

Required:

8+ years experience.

Degree: Bachelors

Subject: Any

Other: Knowledge of funding disbursement processes and the DOD PPBE process. Familiarity with DOD acquisition/budget process and procedures. Knowledge of DOD organization and structure, particularly R&D structure of services.

Desired:

Degree: Masters

Subject: Any

Clearance: TS/SCI

6.4.5 *Mid-Level Financial Analyst – Budget / Execution Manager* (1 FTE)

The Mid-Level Financial Analyst provides support to core RRTO mission and includes various financial functions such as budgeting, auditing, forecasting, and analysis. Provides proven capability to monitor program execution, including submission of required documentation for release of funding, follow up on distribution of funding, monitoring of obligation and disbursement rates for funded projects, and documentation of annual expenditures. Assist in preparation of required documentation to support the DOD budgetary process (Planning, Programming, Budgeting, and Execution (PPBE) system. Reviews financial data and prepares analyses for management and submission to external parties. Maintains documented records supporting financial forecasts used in the rate and budget area. Ensures compliance with internal procedures and applicable regulations (e.g., DAR/FAR for government contracts, benefit plan agreements). Conducts and may lead audits.

Required:

6+ years experience.

Degree: Bachelors

Subject: Any

Other: Familiarity with DOD acquisition/budget process and procedures.

Clearance: TS/SCI

6.4.6 *Mid-Level Technical Administrative Specialist* (1 FTE)

The Mid-Level Technical Administrative Specialist provides Emerging Capabilities Division senior level clerical and administrative support for senior executives. Provides proven capability to manage and maintain calendars for office personnel and prepare official correspondence to include drafting/revising/editing technical and information papers, briefings, and reports. Able to research and/or draft responses to questions, inquiries, and requests for reports. Manage/attend the telephones, faxes, and messages (including determining the appropriate personnel to handle requests); greet and escort visitors; meeting coordination and logistics, and process incoming mail and correspondence routing. Ability to coordinate office administrative functions and working knowledge of DOD security procedures. Maintains accountability of files and correspondence, both electronic and in paper forms.

Required:

6+ years experience.

Degree: Bachelors

Subject: Any

(Degree requirement waived in lieu of significant relative experience)

Other: Knowledge of DOD organization and structure, particularly R&D structure of services.

Desired:

Other: Military background desired.

Clearance: SECRET

6.4.7 Specialized Consultant Support (2 FTEs – Surge CLIN)

RRTO leadership often requires quick-response, limited term, and highly specialized consultants. Typical requirement for these tasks include very senior personnel with significant DOD experience or highly specialized and technically qualified abilities. Some examples of specialized technical support include: program budget analysis, public affairs functions, briefing development, developing marketing pamphlets/brochures, or technical experience in a specialized field. The financial threshold for total specialized support is not to exceed \$10,000 per year if exercised under the dedicated Surge CLIN item. Resumes for consideration against Surge CLIN items shall be provided. Cost and pricing information is not required and will be negotiated at a later date.

Required:

10+ years experience.

Degree: Bachelors

Subject: Technical Degree

Other: Familiarity with DOD acquisition/budget process and procedures. Knowledge of DOD organization and structure, particularly R&D structure of services.

Desired:

Degree: Bachelors

Subject: Technical Degree

Other: Military background desired. Knowledge of Project Management Best Practices. PMP Certification.

Clearance: TS/SCI

6.4.8 Principal ISR Architecture and Integration Analyst (1 FTE)

The Principal ISR Architecture and Integration Analyst serves as a Subject Matter Expert (SME) for ISR architecture development and functional system integration. Provides the proven capability to translate customer requirements into a best fit within the ISR architecture, contributes to the overall strategic vision, and integrates a broad range of ideas regarding implementation and support. Is recognized across the organization for expertise, and sought as a resource for resolution of unique or complex implementation and support problems. Possesses specialized expertise to provide programmatic support for current and planned research and engineering (R&E) projects. The contractor shall provide oversight needed to support operational exercises and DDR&E/RRTO system assessment. These exercises are used to provide operational validity for emerging systems. The contractor will provide subject matter expertise in ISR architecture analysis, development, and system integration to support multiple project disciplines within the DDR&E/RRTO portfolio.

Required:

15+ years experience.

Degree: PhD

Subject: Technical Degree

Other: Expertise in ISR architecture development, analysis, and system integration. Experience in overseeing large ISR architecture related exercises used to assess the operational validity of emerging systems.

Desired:

Other: Military background desired.

Clearance: TS/SCI

6.5 RESERVED

6.6 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.

6.7 Quality Control (QC)

To be performed IAW PWS Section 1.10.

6.8 Travel

The Contractor will be reimbursed for travel to provide support at a Government site or other site as may be specified and approved by the COR under this effort. All travel shall be approved, by the COR prior to 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 the Joint Federal Travel Regulations.

Work will be performed in contractor and government facilities located in Crystal City and Arlington, VA. Travel requirements include travel to and from the Pentagon and other government facilities within Washington DC area; However, local TDY and daily commuting will not be reimbursed.

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

Part 7.0 DELIVERABLES

All deliverables must meet professional standards and meet the requirements set forth in contractual documentation. The contractor will be responsible for delivering all end items specified. 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 they 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, with copies provided in writing 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 RRTTO 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 they be provided in compressed or PDF format.

In fulfillment of this effort, the contractor shall provide the deliverables identified in this section. All deliverables shall be submitted to the Director, Rapid Reaction Technology Office and 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 Plan	December 31 st of each Year
Monthly Status Report	NLT the 10 th day of the following month
Meeting materials	1 week prior to meeting
Draft Meeting Minutes	10 working days following meetings
PPBE Materials	2 days prior to OSD directed deadlines
EIS updates	In time to keep system current
RRTTO PMO Obligation and Expenditure rates	Updated every two weeks
Travel Budget Submissions	Annual – 1 September each year Quarterly – 30 days prior to each quarter
Personnel Packages	Submitted to AT&L ADMIN at least 6 weeks prior to personnel arrival or extension date
Awards packages	Submitted to AT&L ADMIN at least 6 weeks prior to personnel departure

Monitor performance due dates	Updated by noon each Friday
Review DTS authorizations/vouchers	Reviewed within one working day of DTS notification
Create and Maintain data bases and WAR	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 10 calendar days prior to contract conclusion.

BPA ADMINISTRATION

Scope

The purpose of this BPA is to provide broad Defense Research Science & Engineering Technical Analysis (SETA), and Advisory and Assistance Services (A&AS) on-site/off-site support, in most instances, in a classified environment. Other support services may take the form of information, advice, expert opinions, alternatives, analyses, evaluations, recommendations, training, and services to complement the Government's technical expertise. The objective of this contract action is to acquire, through award of five or less BPA contracts, with firm-fixed price task orders, professional and executive-level mission support services primarily for the Office of the Under Secretary of Defense Acquisition, Technology and Logistics (OUSD(AT&L)), Director of Defense Research and Engineering (DDR&E). The requirements of Task Order 0001 are provided under the Performance Work Statement (PWS) of this RFP, and specifically Section 5. Each offeror will provide a price proposal for Task Order 0001, and this pricing data will be evaluated for purposes of Task Order 0001 award, and shall contribute to the best value determination for the multiple BPA awards. Task Order 0001 encompasses technical, analytical, administrative, specialized, and Planning, Programming, Budgeting and Execution (PPBE) support to assist in all aspects of Office of the Director, Defense Research and Engineering (DDR&E) office activities. (See the enclosed PWS.)

BPA Structure

The BPAs expire after five years, or at the end of the Federal Supply Services (FSS) contract period, whichever is earlier. The BPAs will be for a base year and four (4) one-year options. The Government may extend the terms of the BPAs, in accordance with FAR 52.217-9, beyond the current period of performance by exercise of the next option. This will be accomplished by written notice to the Contractor no later than the commencement date of the option period of performance provided the Government gives the Contractor a preliminary written notice of its intent to extend at least 60 days before the agreement expires. The preliminary notice does not commit the Government to the extension.

The following Schedule applies to this agreement:

<u>Period of Performance</u>	<u>Dollar Threshold Capacity per Year</u>	<u>Performance Dates</u>
Base Year:	\$20,000,000.00	December 1, 2010 through November 30, 2011
Option Period 1:	\$20,000,000.00	December 1, 2011 through November 30, 2012

Option Period 2:	\$20,000,000.00	December 1, 2012 through November 30, 2013
Option Period 3:	\$20,000,000.00	December 1, 2013 through November 30, 2014
Option Period 4:	\$20,000,000.00	December 1, 2014 through November 30, 2015

The total duration of the BPAs, including the exercise of options under this clause, shall not exceed the GSA FSS period of performance. The dollar limit of the BPAs combined is \$100,000,000.00.

The BPAs shall be reviewed annually before the anniversary of their effective date and revised as necessary. The BPAs may be discontinued by either party upon thirty (30) days written notice.

Ordering

Orders will be placed by the Washington Headquarters Services Acquisition Directorate. The ordering Contracting Officer shall ensure compliance with all rules and regulations. Instructions for proposals on task orders will be included in each task order. Orders shall be received and accepted via hardcopy or email. Proposal receipt will be via hardcopy or email. Email is the preferred method of receipt.

When a task order is required, the Contracting Officer will issue a request for proposal from the BPA Contractors. The Contractors shall then submit a proposal to the Contracting Officer, and the Contracting Officer will evaluate proposal and award a task order to the winning offeror. Each task order shall be binding on the Contractor when the task order is issued by the Government.

Failure to reach agreement on the price for any task order for any order issued before the price is established will be considered to be a dispute under the Disputes clause.

Authorized BPA Contract Users

The principal users of the BPAs will be WHS, OSD and other Department of Defense offices as deemed appropriate by the Contracting Officer.

BPA Administrator

The administrator for the BPAs will be:

Washington Headquarters Services
Acquisition Directorate
1777 N Kent Street, Suite 1500
Arlington, VA 22209

Obligation of Funds

Funds will be obligated on individual orders placed against the BPAs. In accordance with FAR 16.702(c), no monetary obligation in the form of a minimum guarantee or otherwise will be made with the establishment of these BPAs.

The BPAs established as a result of this solicitation will not obligate any funds. Funds will only be obligated on individual orders against an established BPA.

Invoicing

The Contractor shall invoice monthly per task order unless otherwise directed in the specific task order.

SPECIAL BPA REQUIREMENTS

1. CONTRACTING OFFICER'S REPRESENTATIVE

(a) The COR will be specified in each individual task order.

(b) The Contractor is advised that only the Contracting Officer can change or modify the BPA terms or take any other action which obligates the Government on any task order. The authority of the COR for each task order is strictly limited to the specific duties set forth in his/her letter of appointment, a copy of which is furnished to the Contractor. Contractors who rely on direction from other than the Contracting Officer do so at their own risk and expense. Such actions do not bind the Government contractually. Any contractual questions shall be directed to the Contracting Officer.

CONTRACTOR VISITS

The COR will approve and coordinate all Contractor visits to a sponsor's agency and other DoD agencies necessary for performance under each order. All security visit requests shall be submitted to the COR for approval.

BPA MANAGEMENT

Notwithstanding the Contractor's responsibility for total management during the performance of this BPA, the administration of the BPA will require maximum coordination between the Government and the Contractor. The following individuals will be the Government points of contact during the performance period of this BPA:

(a) **CONTRACTING OFFICER.** All BPA administration will be effected by the Contracting Officer. Communications pertaining to the contract administration will be addressed to the Contracting Officer. No changes to the performance work statement are authorized without a written modification to the BPA executed by the Contracting Officer.

(b) **CONTRACTING OFFICER'S REPRESENTATIVE.** A Contracting Officer's Representative (COR) monitors all technical aspects of the contract and assists in task order administration. The COR is authorized to perform the following functions: assure that the Contractor performs the technical requirements of the task order; perform inspections necessary in connection with performance under each task order, monitor Contractor's performance and notify both the Contracting Officer and the Contractor of any deficiencies; coordinate availability of Government Furnished Property (GFP), and provide site entry of Contractor personnel.

(1) The COR is not authorized to change any of the terms and conditions of the contract. Changes in the scope of work shall be authorized only by the Contracting Officer in a properly executed written modification to the contract.

(2) The COR is not authorized to re-delegate his/her authority.

(3) The COR is not authorized to initiate acquisition actions by use of imprest funds or blanket purchase agreements, nor to issue purchase orders, place calls or delivery orders under basic agreements, basic ordering agreements or indefinite-delivery contracts.

2. INVOICING INSTRUCTIONS

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

****Do NOT use the WAWF Construction invoice type – it is not permitted for invoices paid in the MOCAS system**

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	TBD
Delivery Order	TBD
Pay DoDAAC	TBD
Issue By DoDAAC	HQ0034
Admin By DoDAAC	HQ0034
Inspect By DoDAAC/Extension	TBD
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	HQ0034/OSDTM5
DCAA Auditor DODAAC/Extension	N/A
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: TBD in the first email address block and add chris.tompson@whs.mil and kim.fernandez@whs.mil in any other additional email addresses 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.

3. TRAVEL

It is anticipated that performance under this BPA may require travel. All travel will be at the request of the Government via the COR under specific task orders issued.

Reimbursement for travel in conjunction with the performance of a task order under this BPA will be in accordance with the Federal Joint Travel Regulations.

4. CONTRACTOR INFORMATION

CONTRACTOR ADDRESS and POC

Name:
Address:
Phone:
Fax:
Email:

FINANCIAL INFORMATION

Banking Institution:
Routing Transmit Number:
Account Number:
Type of Account:

Taxpayer ID Number:

5. NON-DISCLOSURE AGREEMENT

In the course of performance pursuant to this contract, the contractor may access nonpublic information, including Planning, Programming, Budgeting and Execution (PPBE) information. In that event, the contractor shall agree that it will not use or disclose any such information unless authorized by the Contracting Officer's Representative (COR) or the task order monitor. The contractor shall further agree that it will use its best efforts to ensure that its employees and others performing services under this contract will not use or disclose any such information unless authorized by the Contracting Officer's Representative (COR) or the task order monitor. The contractor shall protect information in accordance with the Privacy Act of 1974 (5 U.S.C. 552a) and the Freedom of Information Act (5 U.S.C. 552, as amended). To that end, the contractor shall agree that each of its employees and others performing duties under this contract will sign the Non-Disclosure Agreement set forth below for each task order award as specified during the solicitation for that task order.

NON-DISCLOSURE AGREEMENT

I, **(Individual Name)**, (hereinafter RECIPIENT), an employee of **(Company Name)**, a Contractor providing support services to the RRTO/ECD and likely to have access to nonpublic information, agree to and promise the following:

WHEREAS RECIPIENT is engaged in delivering support services to RRTO/ECD under **(Contract Number)**; and

WHEREAS it is the intention of RRTO/ECD to protect and prevent access to and disclosure of nonpublic information, including but not limited to Planning, Programming, Budgeting and Execution (PPBE) information, to anyone other than employees of the United States Government and others who have a need to know, unless so authorized by the Contracting Officer's Representative; and

WHEREAS RRTO/ECD acknowledges that RECIPIENT will have or require access to such nonpublic information in the course of delivering the contract services; and therefore,

WHEREAS RECIPIENT will be given or otherwise have access to nonpublic information while providing such services; and finally,

WHEREAS "nonpublic information" includes such information as PPBE information, proprietary information (e.g., information submitted by a contractor marked as proprietary), advance procurement information (e.g., future requirements, statements of work, and acquisition strategies), source selection information (e.g., bids before made public, source selection plans, and rankings of proposals), trade secrets and other confidential business information (e.g., confidential business information submitted by a contractor), attorney work product, information protected by the Privacy Act (e.g., social security numbers, home addresses and telephone numbers), and other sensitive information that would not be released by RRTO/ECD under the Freedom of Information Act (e.g. PPBE data);

NOW THEREFORE, RECIPIENT agrees to and promises as follows:

RECIPIENT shall not seek access to nonpublic information beyond what is required for the performance of the support services contract;

RECIPIENT will ensure that his or her status as a contractor employee is known when seeking access to and receiving such nonpublic information from Government employees;

As to any nonpublic information to which RECIPIENT has or is given access, RECIPIENT shall not use or disclose such information for any purpose other than providing the contract support services, and will not use or disclose the information for any personal or other commercial purpose; and

If RECIPIENT becomes aware of any improper release or disclosure of such nonpublic information, RECIPIENT will advise the Contracting Officer's Representative in writing as soon as possible.

The RECIPIENT agrees to return any nonpublic information given to him or her pursuant to this agreement, including any transcriptions by RECIPIENT of nonpublic information to which RECIPIENT was given access, if not already destroyed, upon RECIPIENT leaving the contract.

RECIPIENT understands that any unauthorized use, release or disclosure of nonpublic information in violation of this Agreement will subject the RECIPIENT to administrative, civil or criminal remedies, as may be authorized by law.

SIGNATURE AND DATE

PRINTED NAME: _____

TITLE: _____

EMPLOYER: _____

ORGANIZATIONAL CONFLICT OF INTEREST (OCI)

- a. **Purpose:** The primary purpose of this clause is to aid in ensuring that:
- (1) the Contractor's objectivity and judgment are not biased because of its present, or currently planned interests (financial, contractual, organizational, or otherwise) which relate to work under this contract;
 - (2) the Contractor does not obtain an unfair competitive advantage by virtue of its access to non-public Government information regarding the Government's program plans and actual or anticipated resources; and
 - (3) the Contractor does not obtain any unfair competitive advantage by virtue of its access to proprietary information belonging to others.
- b. **Scope:** The restrictions described herein shall apply to performance or participation by the Contractor and any of its affiliates or their successors in interest (hereinafter collectively referred to as "Contractor") in the activities covered by this clause as prime contractor, subcontractor, co-sponsor, joint venture, consultant, or in any similar capacity. The term "proprietary information" for the purposes of this clause is any information considered to be so valuable by its owner that it is held in secret by them and their licensees. Information furnished voluntarily by the owner without limitations on its use, or which is available without restrictions from other sources, is not considered proprietary.
- (1) **Access To and Use of Government Information:** If the Contractor, in the performance of this contract, obtains access to information such as plans, policies, reports, studies, financial plans, or data which has not been released or otherwise made available to the public, the Contractor agrees that without prior written approval of the Contracting Officer, it shall not: (a) use such information for any private purpose unless the information has been released or otherwise made available to the public, (b) compete for work based on such information after the completion of this contract, or until such information is released or otherwise made available to the public, which ever occurs first, (c) submit an unsolicited proposal to the Government which is based on such information after such information is released or otherwise made available to the public, or (d) release such information unless such information has previously been released or otherwise made available to the public by the Government.
 - (2) **Access To and Protection of Propriety Information:** The Contractor agrees that, to the extent it receives or is given access to proprietary data, trade secrets, or other confidential or privileged technical, business, or financial information (hereinafter referred to as "proprietary data") under this contract, it shall treat such information in accordance with any restrictions imposed on such information. The Contractor further agrees to enter into a written agreement for the protection of the proprietary data of others and to exercise diligent effort to protect such proprietary data from unauthorized use or disclosure. In addition, the Contractor shall obtain from each employee who has access to proprietary data under this contract, a written agreement which shall in substance provide that such employee shall not, during his/her employment by the Contractor or thereafter, disclose to others or use for their benefit, proprietary data received in connection with the work under this contract. The Contractor will educate its employees regarding the philosophy of Part 9.505-4 of the Federal Acquisition Regulation so that they will not use or disclose proprietary information or data generated or acquired in the performance of this contract except as provided herein.
- c. **Subcontracts:** The Contractor shall include this or substantially the same clause, including this paragraph, in consulting agreements and subcontracts of all tiers. The terms "Contract", "Contractor", and "Contracting Officer", will be appropriately modified to preserve the Government's rights.
- d. **Disclosures:** If the Contractor discovers an organizational conflict of interest or potential conflict of interest after award, a prompt and full disclosure shall be made in writing to the Contracting Officer. This disclosure shall be made on the OCI Analysis/ Disclosure Form provided as an Attachment to this contract, and shall include a description of the action the Contractor has taken or proposes to take in order to avoid or mitigate such conflicts.

e. Remedies and Waiver:

(1) For breach of any of the above restrictions or for non-disclosure or misrepresentation of any relevant facts required to be disclosed concerning this contract, the Government may terminate this contract for default, disqualify the Contractor for subsequent related contractual efforts, and pursue such other remedies as may be permitted by law or the contract. If, however, in compliance with this clause, the Contractor discovers and promptly reports an organizational conflict of interest (or the potential thereof) subsequent to contract award, the Contracting Officer may terminate this contract for the convenience of the Government if such termination is deemed to be in the best interest of the Government.

Modifications: Prior to contract modification, when the Scope Of Work is changed to add new work or the period of performance is significantly increased, the Contracting Officer may require the Contractor to submit either an organizational conflict of interest disclosure or an update of the previously submitted disclosure or representation.

1. RFP Number	2. Program Title	
3. Contractor Name and Address		4. Telephone Number and POC
5. Type of work to be performed under this agreement:		
6. Contract Number and Program Title		
7. Brief Summary/ Description of work performed under Block 6 action:		
8. Relationship between requirements of Block 1 action and work performed under Block 6 action (If None, State Why):		
9. Offeror/Contractor OCI Evaluation and Assessment (If either answer is yes, attach a copy of the SOW and complete Block 10): Does Actual OCI exist? () Yes () No Does Potential OCI exist? () Yes () No		
10. Summary of actual/potential OCI, including actions planned to avoid, neutralize, or mitigate conflict or potential conflict:		
11. Typed Name of Responsible Official	12. Signature	13. Date
14. Typed Name of Contracting Officer	15. Approval Signature	16. Date

INSTRUCTIONS FOR COMPLETING OCI ANALYSIS/ DISCLOSURE FORM

Blocks 1 through 5: Self explanatory

Block 6: Fill in the number and the short, official title by which the contract or subcontract requiring analysis and determination is formally known. This is work that has already been awarded, is being performed by your company, and requires a comparison with the work described in Blocks 1 – 5. NOTE: One OCI Analysis/ Disclosure Form shall be submitted for EACH Director Defense Research & Engineering (DDR&E)-related contract or subcontract currently being performed.

Block 7: Provide a brief, but specific, narrative summary of the SOW and work performed on the contract or subcontract listed in Block 6, including the period of performance and the value.

Block 8: Provide a brief, but specific, narrative summary of ANY relationship between the work to be performed under the action listed in Block 1 and the previous work performed under the action listed in Block 6. Please be as specific as possible by citing the specific RFP/SOW paragraph where possible.

Block 9: Place an “X” in the appropriate () for your responses.

Block 10: If you answer yes to either 9(a) or to 9(b), provide a summary of the actual or potential OCI.

Blocks 11, 12, and 13: Provide the name of your company official with the responsibility for and/or authority to discuss and commit the company on matters related to OCI issues. That official should then sign and date each form.

(End of Clause)

SOCIO-ECONOMIC PROGRAM BUSINESS PARTICIPATION/REPORTING

The Government wishes to cultivate socio-economic business sources in support of OUSD AT&L requirements. To that end, the Government intends to actively monitor each BPA holder's efforts to include socio-economic program participation under all awarded Task Orders. For purposes of BPA evaluations, the offeror shall provide historical data pertaining to the DoD's socioeconomic goals. Specifically, the offeror shall illustrate its previous use of socio-economic program businesses in the form of subcontractor or teaming arrangements under previous acquisitions with a federal agency or private industry. For purposes of Task Order 0001 evaluations, the offeror shall provide its plan for utilization of socio-economic program businesses in the performance of Task Order 0001.

For Task Order 0001 and all subsequent Task Orders awarded against the multiple BPAs, each Contractor shall report on an annual basis on small business participation under awarded Task Orders. This report must show both total task order dollars and total small business dollars in each socio-economic category for each task order. Using this data, the contractor shall also measure and calculate the afore-mentioned small business participation as a percentage of total Task Order dollars in each socio-economic category for each task order. In the event a Task Order contains little or no small business participation, the Contractor shall include an explanation regarding why small business(es) are not participating in the performance of that order.

Report results will be objectively reviewed against WHS Subcontracting Goals set forth below, and the Contractors demonstrated commitment to supporting the Governments goal of cultivating small business sources in support of OUSD AT&L will also be evaluated.

WHS Subcontracting Goals

Small business	41%
Small-disadvantaged business	15%
Woman-owned small business	6.5%
HUB Zone	4.5%
Service-Disabled Veteran-Owned Small Business	3%

The Contractor's results under any awarded task orders will be included in any past performance reporting that may be requested against this BPA.

KEY PERSONNEL

(a) The Contractor shall notify the Contracting Officer prior to making any changes in personnel assigned to key positions. The key positions will be specified in each individual task order.

(b) During the first 180 calendar days of performance, the Contractor shall make no substitutions of key personnel unless illness, death, or termination of employment necessitates the substitution. The Contractor shall notify the Contracting Officer as soon as possible after the occurrence of any of these events and provide the information required below. After the initial 180 calendar day period, the Contractor may propose substitutions. The Contractor shall provide a detailed explanation of the circumstances necessitating the proposed substitutions, complete resumes for the proposed substitutes, and any additional information requested by the Contracting Officer. The Contractor shall, prior to making any substitution permanent, demonstrate to the satisfaction of the Contracting Officer that the qualifications of the proposed substitute personnel are equal to or better than the qualifications of the personnel originally identified for the position. The Contracting Officer will notify the Contractor within 15 calendar days after receipt of all required information of the decision on proposed substitutions.

(End of Clause)

INSTRUCTIONS TO OFFERORS

1.0 INSTRUCTIONS TO OFFERORS

The Washington Headquarters Services, Acquisition Directorate (WHS/AD) intends to award five or less BPAs against existing GSA Federal Supply Schedule contracts utilizing streamlined acquisition procedures. The specific GSA Federal Supply Schedules and SINs are as follows:

- 00CORP (The Consolidated Schedule): CR408 Program Management/Support Services, CR425 Engineering and Technical Services, CR499 Other Professional Services
- MOBIS (Mission Oriented Business Integrated Services): 874-1 Consulting Services, 874-6 Acquisition Management Support, 874-7 Program and Project Management
- PES (Professional Engineering Services): 871-1 Strategic Planning for Technology Programs/Activities, 871-2 Concept Development and Requirement Analysis, 871-3 System Design, Engineering and Integration, 871-6 Acquisition and Life Cycle Management

The requirements of Task 0001 are provided under the Performance Work Statement (PWS) of this RFP, and specified in Section 5. Each offeror will provide technical and price proposals for Task Order 0001 and the pricing data will be evaluated for purposes of Task Order 0001 award, and shall contribute to the best value determination for the BPA award. 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 (Approach, Personnel Experience, and Management Approach) and Past Performance. Soft copy proposals will be used for contract formation and evaluation purposes. Hard copy proposals may be delivered using the US Postal Service, a commercial delivery service, or by hand delivery. Hard copy proposals may be used for evaluation purposes. Both soft and hard copy proposals are due by the date and time in paragraph 1.3 below.

Offerors shall provide a hard copy of their proposal to the following address prior to the closing time and date of this solicitation:

WHS/ Acquisition Directorate
OSD Studies Division
ATTN: Chris Thompson or Jason Myers
1777 North Kent Street, Suite 1500
Arlington, VA 22209
Phone: 703-696-2476 or 703-696-2481

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 **19 October 2010 at 10AM EDT**. Offerors are requested to email questions to Chris Thompson at chris.tompson@whs.mil or Jason Myers at jason.myers@whs.mil. Responses to all questions will be in the form of an amendment to this solicitation and sent electronically to all Offerors.

1.2.1 Industry Day – Industry Day will be held on **15 October 2010 at 8:30 a.m. EDT at 1777 N Kent St, Penthouse Conference Room #3, Arlington, VA 22209**. Attendance at Industry Day is encouraged but not required. Attendance is limited to two (2) representatives from each company. General and administrative information relating to this RFP will be reviewed, and administrative questions will be answered. Attendance requires written notification to the following email address: chris.tompson@whs.mil. Notification of attendance must be received not later than 14 October 2010, 11:00 a.m. EDT.

Additional Information: Sign-in for Industry Day will begin at 8:00 a.m. EDT. Doors will be closed promptly at 8:30 a.m. EDT. Due to the large number of attendees and security requirements, attendees are advised to allow enough time go through security, sign-in and take their seats before 8:30 a.m. EDT.

1.3. Offerors shall submit their proposals before the due date and time for this solicitation. The due date and time for proposals is **1 November 2010 at 10AM EDT**. 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 (Approach, Personnel Experience, and Management Approach) 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 one (1) copy of the Technical Proposal and one (1) copy of the Price Proposal. **There is an 85 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 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 Supply Schedule Number and the Offeror's POC name, phone, and email. Cover sheet does not count toward page limitation.

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 Chris Thompson at chris.tompson@whs.mil or Jason Myers at jason.myers@whs.mil no later than the proposal submission date provided under section 1.3. Failure to submit both the hard copy and 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 (Approach, Personnel Experience, and Management 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.

2.0 EVALUATION FACTORS

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

Factor 1 - Technical Approach to Task Order 0001

Factor 2 - Personnel Experience for Task Order 0001

Factor 3 - Management Approach to Task Orders Awarded Pursuant to the BPA
Subfactor 1 - Management Approach

Subfactor 2 - Quality Control
Subfactor 3 - Subcontracting Plan

Factor 4 - Past Performance

Factor 5 - Cost/Price

2.2 Order of Importance. Factor 1 is more important than Factor 2, and Factor 2 is more important than Factor 3. Factor 3 is more important than Factor 4. Factors 1, 2, 3 and 4 combined are more important than Factor 5. Factor 3 Subfactors 1, 2 and 3 are of equal importance. Price will become increasingly more 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 five or less BPAs against existing GSA Federal Supply Schedule contracts, specifically 00CORP (SIN CR408, CR425 and CR499), MOBIS (SIN 874-1, 874-6, and 874-7) and PES (SIN 871-1, 871-2, 871-3 and 871-6). A firm fixed price task order will be issued to the Offeror who represents the best value based upon the Offeror's technical approach to Task Order 0001, personnel experience for Task Order 0001, management approach to Task Orders awarded pursuant to the BPA including management approach, quality control and subcontracting plan, past performance, 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 and, if necessary, ongoing discussions. 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 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 existing GSA Federal Supply 00CORP, PES, or MOBIS Schedule contracts utilizing Streamlined Acquisition Procedures.

4.0 SUBMISSION REQUIREMENTS

4.1. Factor 1 - Technical Approach to Task Order 0001

The Offeror shall submit their technical approach to accomplish the requirements of the Performance Work Statement (PWS) and specifically Section 5.0. Describe in sufficient and succinct detail the means and methods expected or envisioned to be utilized in providing quality delivery of services and deliverables for all work performed under this Task Order 0001 (*Shall not exceed five (5) pages*).

Note: This is not a hypothetical task. It will be awarded upon establishment of the BPA/s.

4.2 Factor 2 – Personnel Experience for Task Order 0001

The Offeror shall submit Personnel Capabilities Statements (PCS) for the individuals who will be designated as key and non-key personnel to meet the requirements of Task Order 0001, delineated under Section 5.0 of the PWS. Provide individual resumes and include a short Capabilities and Experience Statement for the individual/s proposed to meet the requirements of Task Order 0001. Offerors must state in the Capabilities and Experience Statement whether each 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 positions will be filled, and what methods will be employed to fill the requirement. (*Each resume including the Capabilities and Experience Statement shall not exceed three (3) pages.*)

4.3 Factor 3 -- Management Approach to Task Orders Awarded Pursuant to the BPA

The Offeror shall describe their overall workload management plan for the BPA. The Offeror shall describe the extent to which management procedures will ensure rapid replacement of individuals, should the need arise during the performance period of any task order. The plan shall include a discussion as to how the Offeror will assure the quality of deliverables (e.g., what internal performance metrics they will use). In addition, the Offeror will describe its planned methodology for contributions to WHS subcontracting goals. *(The response to this factor shall not exceed fifteen (15) pages.)*

4.3.1 Subfactor 1 - Management Approach. The Offeror shall submit their management approach for effectively managing a multitask BPA. The Offeror shall also describe a management plan for this BPA and include a detailed discussion as to how the Offeror will ensure all work performed produces quality deliverables and their interaction with Government personnel regarding feedback on quality. Discuss what proactive measures or processes will be employed to avoid Government interruption if performance concerns arise. The Offeror shall also describe the means it will employ to ensure contractor staff availability in the event that the contract requires rapid stand-up procedures and to deal with general turnover of contractor staff.

4.3.2 Subfactor 2 - Quality Control (QC). The Offeror's quality control program is the means by which it assures itself that its work complies with the requirements of the RFP. The Offeror should describe their procedures to identify, prevent and ensure non-recurrence of defective services. The Government will evaluate the effectiveness of the Offeror's approach to an integrated and cost-effective program, including the methodology and quality control mechanisms used to manage the effort, procedures for problem resolution, and the establishment and enforcement of performance standards.

4.3.3 Subfactor 3 – Subcontracting Plan. Offerors shall present a Subcontracting Plan containing the Offeror's strategy for achieving or exceeding WHS Small Business Goals utilizing socio-economic program businesses as set forth below. For purposes of BPA evaluations, the Offeror shall provide historical data pertaining to the DoD's socioeconomic goals. Specifically, the Offeror shall illustrate its previous use of socio-economic program businesses in the form of subcontractor or teaming arrangements under previous acquisitions with a federal agency or private industry. For purposes of Task Order 0001 evaluations, the Offeror shall provide its plan for utilization of socio-economic program businesses in accordance with WHS Subcontracting Goals provided below. The Subcontracting approach should contain a list of subcontractors/partners/team members and their socio-economic status. Offerors should also develop and submit a report format for reporting this information in accordance with Technical Exhibit 1:

WHS Subcontracting Goals

Small business 41%

Small-disadvantaged business 15%

Woman-owned small business 6.5%

HUB Zone 4.5%

Service-Disabled Veteran-Owned Small Business 3%

4.4 Factor 4 - Past Performance

4.4.1 Relevant Project Summaries. The Offeror shall identify up to three (3) recent and most relevant projects (not specifically Task Order 0001) 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 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).

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/AD 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 Directorate 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 specified herein, 1 November 2010 at 10AM ES. **Proposals received without completed Past Performance Questionnaires WILL receive a Neutral rating for Past Performance.**

4.4.2 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 5 – Cost/Price

The Offeror shall provide their proposed firm-fixed price for Task 0001 on the SF 1449 as set forth in the RFP for the base year and all option years. Task Order 0001 will have a one-year (12 months) base period with four one year option periods. The Offeror shall also provide a basis for the price, identifying all prospective labor categories, showing labor rates for all labor categories 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 their GSA Supply Schedules for pricing purposes.

Included in Section 5.0 of the Performance Work Statement (PWS) of this solicitation are labor categories that are representative of the work that will be performed under Task Order 0001, and generally represents the type of labor required for future task orders. It is noted that other supporting labor, while not identified under Task Order 0001, may be required under future Task Order requirements, and of such a nature as to fall within the broad scope of the PWS. The Government requests that pricing information and labor rates be included only for the Offeror's response to Task Order 0001. Task Order 0001 pricing information will be used by the Government for the evaluation of Factor 5. **As such, significant discounts against the Offeror's GSA Supply Schedule rates are strongly encouraged. Discounts offered must be explicit.** Thereafter, throughout the period of performance, the Government intends to evaluate overall price on a best value basis for each task order.

(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 award five or less BPAs against existing GSA Federal Supply Schedule contracts, specifically 00CORP (SIN CR408, CR425, and CR499), MOBIS (SIN 874-1, 874-6, and 874-7) and PES (SIN 871-1, 871-2, 871-3 and 871-6) from the offers received in response to this solicitation. Task Order 0001 will be awarded to the responsible Offeror whose proposal conforming to this solicitation will be the most advantageous to the Government, price and other factors considered. 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...[R]esponses 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 will impact the opportunity to receive an award .

QASP

Quality Assurance Surveillance Plan

**TECHNICAL ANALYSIS (SETA) ADVISORY &
ASSISTANCE SERVICES (A&AS) FOR THE OFFICE OF
THE DIRECTOR, DEFENSE RESEARCH AND
ENGINEERING**

1. OVERVIEW

Quality Assurance Surveillance Plan

Introduction

This Performance-based Quality Assurance Surveillance Plan (QASP) sets forth procedures and guidelines that the Office of the Under Secretary of Defense Acquisition, Technology and Logistics (OUSD(AT&L)), Director of Defense Research and Engineering (DDR&E) will use in evaluating the technical performance of the Contractor. A copy of this plan is incorporated in the Blanket Purchase Agreement (BPA) so that the contractor will be aware of the methods that the Government will employ in evaluation performance on this project and address any concerns that the contractor may have prior to initiating work.

This QASP further clarifies the standards which will be employed by the Government in the inspection and acceptance of the services to be provided by the contractor under the BPA. This is in addition to the requirements specified in the PWS, which provides for inspections and acceptance of the articles, services, and documentation called for in task orders to be accomplished by the Contracting Officer or his duly authorized representative. **The Inspection of Services FAR Clauses 52.246-4 and 52.246-6 apply, and take precedence in the event of any conflict between the requirements of those provisions and this QASP.**

2. Purpose of the QASP

The QASP is intended to accomplish the following:

1. Define the roles and responsibilities of participating Government officials and outside experts;
2. Define the key deliverables which will be assessed;
3. Describe the rating elements and standards of performance against which the contractor's performance will be assessed for each key deliverable;
4. Describe the process of quality assurance assessment; and
5. Provide copies of the quality assurance monitoring forms that will be used by the Government in documenting and evaluating the contractor's performance.

Each of these purposes is discussed in detail below.

Roles and Responsibilities of Participating Government Officials

The following Government Officials will participate in assessing the quality of the contractor's performance. Their roles and responsibilities are described as follows:

Contracting Officer's Representative (COR). The COR will be responsible for monitoring, assessing, recording and reporting on the technical performance of the contractor on a day-to-day basis. The COR will also be responsible for completing the Quality Assurance Monitoring Forms that will be used to document the inspection and evaluation of the contractor's work performance on key deliverables. The COR's responsibilities and limitations are addressed in the provision entitled "Contracting Officer's Representative". Nothing in this QASP shall be construed to expand on the COR authority delineated in that provision.

The COR and contractor's Project Director (PD) will establish and maintain a team-oriented line of communication in order to perform monitoring functions. The COR, CO and PD must work together as a team to ensure that required work is accomplished in an efficient and proper manner. Meetings should be held on a regular basis in order to resolve issues and concerns.

Contracting Officer (CO). The Contracting Officer will have overall responsibility for overseeing the contractor's performance. The Contract Specialist will be responsible for the day-to-day monitoring of the contractors' performance in the areas of contract compliance, contract administration, cost control, property control and reviewing the COR's assessment of the contractor's performance.

3. Key Deliverables to Be Assessed

The Government will use a quality-assurance review process to monitor the contractor's performance under this project. All tasks, including those not evaluated under the QASP (such as general requirements, Integrated Schedule, Integrated Status Report and the Monthly Reports) will be considered in the requisite annual evaluation of this contractor's performance. Specifically, the COR will assess the contractor's performance across a set of tailored rating elements for the following key deliverables:

Program Support. Applying the business, financial management and technical disciplines required to support planning, organizing, staffing, controlling and leading team efforts in managing the efforts to support the E-Government activities, the CIO Executive Board Secretariat responsibilities, Section 508 implementation within the DoD, and the improvement of the DoD Information Technology Portfolio Repository.

4. CONTRACT QUALITY REQUIREMENTS

4.1 Quality Program. The Contractor's Quality Control Program requirements are defined in paragraph Section 6.7 of the PWS. The Quality Control Program shall ensure the government receives the level of quality that is consistent with the performance standards.

5. PERFORMANCE ASSESSMENT

5.1 Purpose. This section details the general method(s) used to verify Contractor compliance with PWS requirements. The key elements of this process are the Contractor's quality program and Government identified Performance Objectives. The Performance Requirements Summary in the attached table dictate the BPA level Performance Objectives. Individual task orders under the BPA may include additional Performance Requirements specific to the task order. The procedures on how to document performance in a correct and effective manner are included below.

5.2 Performance Assessment Approach. To facilitate the performance assessment of the Contractor's quality program, the COR will verify Contractor compliance with the designated Performance Objectives. The intent of the performance assessment approach is to gain confidence in the Contractor's ability to provide satisfactory services and then adjusting the level of Performance assessment to a point that maintains confidence. This Performance assessment approach is subject to change based on the Contractor's performance. Methods of assessment or surveillance include, but are not limited to:

5.2.1 100% Review - This level of Review entails consideration of all performance requirements and deliverables established by and for the Performance Objective within a given timeframe.

5.2.2 Random Monitoring - Random monitoring consists of unspecified observations of some or all requirements and deliverables established by and for the Performance Objective within a given timeframe.

5.2.3 Passive Monitoring - Passive monitoring includes observations by other Government personnel to be substantiated by the COR, that relate to some or all requirements and deliverables established by and for the Performance Objective within a given timeframe. The handling of complaints are included in this method of surveillance.

5.3 Annual Review. The COR will periodically review QASP Requirement Summaries, assess their applicability and recommend the addition or subtraction of Performance Requirement Summaries as conditions warrant. Any changes to the QASP will be subject to negotiation of a modification to the BPA by the Contracting Officer.

5.4 Special Audits. The COR must be alert to conditions that would warrant a special quality audit. Any time the COR observes that a functional area is out of acceptable tolerance or that the technical expertise is not available, a request for a functional area quality audit should be addressed to the Contractor.

5.5 Performance Assessment Folders. A Performance Assessment Folder must be created and maintained by the COR. The folder will be maintained in hard copy. The Performance assessment folder must contain the following sections and may contain other sections or information that the COR finds pertinent or necessary.

5.5.1 Section 1. Approved QASP.

5.5.2 Section 2. ACTIVITY LOG. A chronological log of actions taken in the accomplishment of Quality Assurance by the Government based on assigned Performance Requirements. The purpose of this log is to provide a brief synopsis of an inspection of Contractor provided services or of a meeting with the contractor regarding performance in a given functional area. Documentation that supports activity log entries may be maintained in the RECORDS section of the Performance assessment folder. Also see Paragraph 7.2 regarding CPARS input.

5.5.3 Section 3. CONTRACT.

5.5.4 Section 4. APPOINTMENT LETTERS. This section shall include the COR's appointment letter and training certificates.

5.5.5 Section 5. RECORDS. A section used for filing all documentation associated with QA (e.g., Performance Assessment Log, correspondence, letters of interpretation from the CO and ACTIVITY LOG support documents).

5.6 Performance Complaints. When complaints are used as a method of performance assessment, the following should be completed by the COR:

- a. Advise the person(s) initiating the complaint of the type of service(s) that are to be provided by the Contractor per the BPA.
- b. Gather all customer feedback.
- c. Conduct an investigation to determine the validity of any negative comments received. If the negative comment is not valid, inform the initiator(s) of the reason(s) why and carry on further correspondence if necessary. For valid negative comments, the COR will notify the Contractor to allow the opportunity for investigation and comment and/or rectification. The COR will determine appropriate documentation that may include annotations in the Activity Log, the Performance Assessment Log and/or other pertinent documentation included in the Records Section of the Performance Assessment Folder.
- d. Notify the initiator(s) of the corrective action taken by the contractor, if applicable.
- e. Conduct a trend analysis of validated negative comments if appropriate.

5.7 Monthly Progress Reporting. The contractors shall submit a monthly progress report to the COR and Contracting Officer. At a minimum, the monthly report shall address the following: the status of contractor effort towards achieving contract objectives for each task order; an abstract or summary of

accomplishments in the period covered by the report; milestones for outstanding deliverables and project activities; technical and financial status; and significant issues or problems.

6. PERFORMANCE ASSESSMENT DOCUMENTATION

6.1 Performance Assessment Log. The COR shall document performance assessment quarterly. The Performance Assessment Log is an official Government record of inspections of the performance objectives and other inspection items contained in this QASP.

6.1.2 Contractor Performance Assessment. The contractor shall submit a quarterly Performance Assessment to the COR and Contracting Officer. The Performance Assessment shall document the contractor's performance against each of the performance requirements specified in the attached table.

6.1.13 The COR shall create a Performance Assessment Log. In developing the Performance Assessment Log, the COR shall consider the contractor's assessment. It shall contain the following items as a minimum:

6.2.1.1 Performance Objectives. From the Performance Requirements Summary in the attached table.

6.2.1.2 Performance Standards. From the Performance Requirements Summary in the attached table.

6.2.1.3 Method of Performance Assessment. If inspections were conducted in accordance with the QASP, enter "IAW QASP." If the inspection method deviated from the procedures of the QASP, indicate what methods were used.

6.2.1.4 Date Accomplished. Enter date accomplished to verify and track that the performance assessment was performed within a particular timeframe.

6.2.1.5 Comments. Provide qualitative comments on the performance of the contractor for the specified period of performance based on the established performance standards. Comments shall be sufficient so as to provide meaningful and constructive feedback to the contractor, and shall, if appropriate, identify any incentives or disincentives that should be applied and the associated rationale.

6.2.2 Completed Performance Assessment Logs will be maintained in the performance assessment folder until such time as they are requested by the Contracting Officer. At the completion of the BPA, the COR will contact the Contracting Officer for disposition instructions of the performance assessment records.

7. PERFORMANCE REPORTING REQUIREMENTS

7.1 COR Feedback to the Contractor. The COR shall provide a copy of the Performance Assessment log upon completion to both the contractor and the Contracting Officer.

7.2 Contractor Performance Assessment Reporting System (CPARS) Items that are surveyed IAW this QASP may and should also be used as input to the CPARS. The COR should keep in mind that details of the inspections from the activity log can be used for this purpose. The inclusion of more detailed documentation of inspection results would be very helpful to the development of the CPARS. CPARS reporting shall be accomplished at the end of each contract period of performance. Interim reporting may be considered by the Contracting Officer due to exceptionally good or exceptionally poor performance, or at the request of the contractor.

8.0 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 RRTO 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.

BPA Level Performance Requirement Summaries	Performance Standard	Method Of Assessment	Date Accomplished	Comments
PRS #1 The contractor, in a timely fashion, shall consistently provide, as the specific requirement demands, professional personnel with appropriate security clearances to support DDR&E in its mission	Properly "cleared," skilled and motivated support personnel report to work within 21 days of need or vacancy being identified.	Client interviews	Every 90 days	Documentation collected for future CPARS evaluation.
PRS #2 The contractor attracts and maintains a stable workforce that effectively supports the DDR&E mission requirements.	Minimal turbulence and turnover in the workforce, that promotes a stable work environment with reduced task repetition and learning curves.	Client interviews	Monthly	Documentation collected for future CPARS evaluation
PRS #3 The contractor's workforce consistently generates work product of high quality.	All deliverables and written products including but not limited to Position Papers, White Papers, Briefings, meeting summaries and issue papers, reflect thorough research in and knowledge of the topic at hand; articulate clear conclusions and/or recommendations, as appropriate; are written and formatted as directed; reflect Government guidance on the draft(s); and are comprehensive, coherent, accurate, and timely. Professional advice and assistance is rendered pro-actively; is thorough and well thought out; and is rational, executable and supportable.	Periodic monitoring and consistent review	Monthly	Documentation collected for future CPARS evaluation
PRS #4 – The contractor manages labor categories and labor hours that are responsive to the needs of the Government in a cost efficient manner.	Projects are performed with the labor hours and skill sets in accordance with the agreed labor, qualifications, and rates matrix.	100% Inspection	Monthly	

PRS #5 – The contractor attends meetings as required by the Government.	Attendees are prompt and appropriately prepared	Client Interviews	Every 90 days	Documentation collected for future CPARS evaluation
PRS #6 – The contractor invoices the Government on a monthly basis	Invoices are submitted timely and are complete and accurate	100% Inspection	Monthly	Documentation collected for future CPARS evaluation
PRS #7 – The contractor provides a workforce that is knowledgeable on security requirements.	Information and property are safeguarded, and there is no security violations reported.	Client Interviews	Every 90 days	Documentation collected for future CPARS evaluation
PRS #8 - The contractor submits monthly reports for the Government's review.	Monthly Status Reports accurately reflect the results of product reviews, formal product inspections, summaries of alternating weekly status review meetings and schedule adherence metrics; and are comprehensive and timely.	Scheduled observation	Monthly	Documentation collected for future CPARS evaluation

PAST PERFORMANCE QUESTIONNAIRE**PAST PERFORMANCE QUESTIONNAIRE**

Your assistance is requested in support of a vendor evaluation in support of solicitation **HQ0034-10-R-0105**

Please complete this Questionnaire and email to chris.tompson@whs.mil or jason.myers@whs.mil or mail to:

WHS Acquisition Directorate

Desired Response Date: November 1, 2010

Attn: Chris Tompson or Jason Myers

1777 North Kent Street, Suite 1500

Arlington, VA 22209

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): \$

	6. TYPE OF CONTRACT: (FFP, CPFF, T&M, etc.)
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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.

RESPONSES TO RFP QUESTIONS

**HQ0034-10-R-0105 MISSION SUPPORT SERVICES BPA
Q&A – ROUND 1**

1. -Is there one or more incumbents? If so, would you please provide the names?
 -Please let me know if there is an incumbent on this work, and if so, who?
 -Can you please advise if there is are incumbents related to this solicitation?
 -Who is the incumbent(s)?
 -Is this project considered a new requirement? If this project is not considered a new requirement: Who is the incumbent? What is the contract number?
 -Is there an incumbent contractor currently performing the work of Task Order 0001? If so, what is the current level of effort?
 -Is this requirement for new BPAs or is this a continuation/replacement of existing BPAs? If it is a continuation/replacement of existing BPAs, who are the incumbents?
 -Is there an incumbent for Task Order 0001, Rapid Reaction? If so, who is the incumbent?

-Are the planned BPAs a continuation of an existing services contract or totally new contract without a previous incumbent contractor? If there are existing incumbent contractors, please identify/provide the contractor name and a Point of Contact.

The services to be provided under this BPA are a combination of new requirements as well as previous requirements. The incumbents under the previous requirements are SAIC, Concurrent Technologies, SCITOR, SRA, Booz Allen Hamilton, Strategic Analysis, Systems Planning Corporation, Northrop Grumman and ALION. SRA and Booz Allen Hamilton are currently performing the services to be provided under Task Order 0001.

2. Are the incumbent(s) SB, SDV, 8(a), or large businesses?

Please see Question 1.

3. Under the GSA Mobis contract, titled Mission Support Services is there any incumbent for this task order?

Please see Question 1.

4. -Since there is no NAICS code assigned to this solicitation, for purposes of developing a Subcontracting Plan that meets the Small Business Goals of the solicitation, may we use NAICS Code 541712?
 -In order to better develop a Subcontracting Plan that meets WHS subcontracting goals, what is the NAICS code and/or Small Business size standard assigned to this opportunity?
 -Would you please be kind enough to confirm the business size of "small" for this bid? If I understand my GSA 101 rules correctly, this must follow the "small" definition for the MOBIS schedule in management consulting which would be \$6.5 million. Therefore the subcontracting goals in this procurement would also fall within the same definition of "small" e.g. with a size standard of average receipts under \$6.5 million.
 -Socio-Economic Program Business Participation/Reporting and Paragraph 4.3.3 Subfactor 3-Subcontracting Plan. What is the NAICS code used to determine if a company is a small business?

The following NAICS codes may be used for subcontracting opportunities in order to help WHS in meeting its small business participation goals: 541611 and 541690.

5. -Is it required that Offerors hold all 3 schedules (and their associated SINS) in order to bid this work or could Offerors bid off of one of the three listed schedules: (00CORP (SIN CR408, CR425, and CR499), MOBIS (SIN 874-1, 874-6, and 874-7) and PES (SIN 871-1, 871-2, 871-3 and 871-6)?
 -Our understanding is that prime contractors possessing one or more of the GSA Schedules listed in the RFP can qualify to bid and potentially receive an award so long as they also possess at least one of the referenced Schedule SINS (i.e., don't need to possess all Schedules and SINS). Is this understanding correct?

At a minimum, offerors are required to hold one of the schedules listed in the RFP.

6. Also, please advise as to the NAICS code that this will be awarded under and the size standard.

Since the contract will not be set-aside for small business, there is no applicable NAICS code. However, offerors are encouraged to use the following NAICS codes for subcontracting opportunities in order to help WHS in meeting its small business participation goals: 541611 and 541690.

7. -Is there a potential that all or part of this will be set-aside for small business?
 -Since WHS/AD intends to award 5 or less BPA's, request the Gov't set-aside one award for small business.

While the contract award will not be set-aside for small business, contractors are encouraged to use small businesses to the maximum extent practicable for subcontracting opportunities.

8. Can we select any one or two of the many categories in the PWS where we have expertise and respond to?

Offerors are required to submit a proposal for all the task areas required by the PWS.

9. When is the potential start date of the contract?

The estimated start date for Task Order 0001 is January 7, 2011. The estimated start date for the BPA will be December 1, 2010.

10. If travel is required, which O-CONUS countries?

Travel will not be required to OCONUS countries.

11. Section 6.4 Personnel: Question - Are the labor categories and correlating number of FTE's provided in Section 6.4 Personnel intended for work related to Rapid Reaction Task Order 0001 specifically, or for the entire BPA?

Labor categories are intended for work related to Rapid Reaction Task Order 0001

12. -Section 4.0 Submission Requirements, 4.3 Factor 3 Management Approach to Task Orders Awarded Pursuant to the BPA, 4.3.3 Subfactor 3 – Subcontracting Plan: Question – Are small businesses required to provide a Subcontracting Plan?
-If an Offeror qualifies as a small business, is that Offeror still required to provide a Subcontracting Plan as part of its response to Factor 3 – Management Approach to Task orders Awarded Pursuant to the BPA?

Small Businesses are not required to provide a Subcontracting Plan

13. -Section 4.0 Submission Requirements, 4.4 Factor - 4 Past Performance, 4.4.1 Past Performance Questionnaires: Question – We did not locate the Past Performance Questionnaire. Will you please provide the Questionnaire required?
-ITO paragraph 4.4 references the completion of Past Performance Questionnaires, but these questionnaires were not included in the RFP. Where may we obtain the Past Performance Questionnaires?
-In Section 4.4 Factor 4 Past Performance – In the paragraph titled “Past Performance Questionnaires”, the government describes the use of a form that is to be submitted to a project’s owner for comment and then returned directly to WHS/AD. This form does not appear to be part of the RFP package nor is it a separate attachment to the posting on GSA e-Buy. Can the government provide this form?
-The RFP did not contain past performance questionnaires. To ensure you receive those before the closing date and time, would you provide us with electronic versions of the questionnaire that we, in turn, can send to our references? In addition, we assume our references can return the questionnaires electronically to either Mr. Chris Thompson or Mr. Jason Myers. Are we correct in that assumption?

Past Performance Questionnaire has been attached in Amendment 1 to solicitation HQ0034-10-R-0105. Questionnaires may be emailed to either Chris Thompson or Jason Myers.

14. -Section 4.2 of the Submission requirements found in the PWS states “The Offeror shall submit Personnel Capabilities Statements (PCS) for the individuals who will be designated as key and non-key personnel to meet the requirements of Task Order 0001 [and] provide individual resumes and include a short Capabilities and Experience Statement for the individual/s proposed to meet the requirements of Task Order 0001.” While we understand the need to provide resumes and PCSs for key personnel, i.e. Program

Manager, Project Managers, etc., are resumes and PCSs required for all positions indicated in the PWS of Task Order 0001?

-Section 4.2 of the Submission requirements found in the PWS states "The Offeror shall submit Personnel Capabilities Statements (PCS) for the individuals who will be designated as key and non-key personnel to meet the requirements of Task Order 0001 [and] provide individual resumes and include a short Capabilities and Experience Statement for the individual/s proposed to meet the requirements of Task Order 0001." Will the Government state which positions shall be designated as key personnel?

Resumes and PCSs should be provided for key and non-key personnel proposed for Task Order 0001. Which positions are to be proposed as "key personnel" is at the offeror's discretion.

15. The RFQ asks for resumes to be submitted with the proposals, do you need resumes in every labor category mentioned in section 1.3.1.1?

Resumes are not required for every labor category mentioned in section 1.3.1.1. These categories are provided as examples of labor categories which may be required in future call orders.

16. Can the Prime be a non-possessing facility and utilize a subcontractor possessing facility for classified materials storage and secure voice communications?

The prime contractor may utilize a subcontractor possessing a facility for classified materials storage and secure voice communications.

17. The language in the PWS for Task Order 0001 associated with travel implies that all travel costs are cost reimbursable; however, the overall BPA contains a CLIN for Travel and Other Direct Costs as Firm Fixed Price (FFP). Will all travel be cost reimbursable?

Travel will be cost reimbursable in accordance with the PWS. The Travel & ODC CLINs (0002, 1002, 2002, 3002 and 4002) have been changed from FFP to Cost.

18. Which Government activity (Army, Navy, Air Force, NSA, etc.) will process and have oversight for approval of SCI access requests and indoctrinations?

This will be determined after contract award.

19. On further review of the RFP, it appears that sections may be missing for the QASP on Pages 62 to 63. On Page 63, there is section 1 OVERVIEW. Page 64 shows a section "Key Deliverables to B Assessed" and then jumps to "4. CONTRACT QUALITY REQUIREMENTS." Are there some missing items or requirements? If so please provide the missing materials.

No materials or information were missing from the QASP. The QASP has been renumbered to clarify this issue.

20. -Section 6.1 of the PWS states "The Contractor should have the capability to transport classified information to and from their corporate offices and store classified materials up to "Secret" level at their off-site office spaces, **as well as have access to secure voice capability compatible with current DoD secure voice systems.**" Can the government confirm the requirement of the contractor to possess at its corporate offices a secure voice communication capability? Is it sufficient to have a SECRET facility clearance at the time of the proposal, with the ability to obtain and maintain secure voice communication capability?
- Will the Government be willing to sponsor an Offeror for the authorization and installation of secure voice communication capability, should the Offeror be awarded a contract under this solicitation?
- Does the offeror have to have a SECRET facility clearance at the time of award?

The offeror is required to hold all required clearances at the time of award.

21. Because of the 5-page limit for the Technical Approach, we assume the Govt. requires a response only for the Task Order 0001 Specifics as identified in paragraph 5.4 of the Task Order PWS and not the ten (10) BPA requirements described in paragraphs 1.3.1 through 1.3.10. Please confirm.

This is correct.

22. Because the solicitation does not define specific travel/ODC and surge requirements, we assume that Small Business subcontracting percentages will be assessed the total value of CLINS 0001, 1001, 2001, 3001, and 4001. Please confirm.

This is correct.

23. The BPA period of performance runs from 1 Dec 2010 to 30 Nov 2015. Paragraph 5.4 of the solicitation indicates that the period of performance for Task Order 0001 will run from 7 Jan 2011 to 6 Jan 2016. Should Task Order 0001 be priced through 30 Nov 2015 or 6 Jan 2016?

Task Order 0001 should be priced through 6 January 2016.

24. Will work performed under this contract be invoiced by labor hours or in accordance with a FFP payment schedule?

The work performed under this contract will be invoiced on a monthly basis and in accordance with the specific type of task order award.

25. Will a Table of Contents be counted against the 40-page limit for the Technical Proposal?

A Table of Contents will not be counted against the 40-page limit for the Technical Proposal.

26. Can the electronic version of the Technical Proposal be submitted in PDF format? If so, what is the latest acceptable version?

Please see Section 1.3.6 of the RFP for Electronic Submission Requirements

27. Instructions for completing Block 6 of the OCI Analysis/Disclosure form state that: "One OCI Analysis/Disclosure Form shall be submitted for EACH FXM Budget Model-related contract or subcontract currently being performed." Does the reference to "FXM Budget Model-related" contracts accurately reflect the government's intent?

This was an oversight. The section has been changed to read "One OCI Analysis/ Disclosure Form shall be submitted for EACH Director Defense Research & Engineering (DDR&E)-related contract or subcontract currently being performed." Please see the revised OCI Analysis/Disclosure form.

28. Paragraph 6.1 of the solicitation states: "Contractor personnel assigned to this task and working (assigned desk space) within the RRTO office spaces shall have and maintain a Top Secret clearance and must be able to obtain and maintain a TS/SCI clearance." We assume that contractor personnel assigned to this task and working from a contractor site are only required to maintain a Secret clearance in accordance with paragraph 1.12 of the PWS. Please confirm.

This is correct.

29. The services required to perform Task Order 0001 span a wide range of domain areas from highly technical subject are knowledge to detailed administrative skills. It is likely that any one company or team will not be able to provide the government with the best individual or skill set across all required areas, resulting in a sub-optimum solution to the government. Multiple awards against Task Order 0001 would allow the government to select the best of the best solutions in each area. Will the government consider making multiple awards under Task Order 0001?

While the government plans on making multiple BPA awards, only one (1) offeror will be awarded Task Order 0001.

30. Subsection 4.2, Factor 2, states that “The Offeror shall submit Personnel Capabilities Statements (PCS) for the individuals who will be designated as key and non-key personnel The RFP does not designate which personnel for Task Order 0001 are key. Would you please list those personnel?

The determination of which personnel are “key” is at the offeror’s discretion.

31. -Also in subsection 4.2, no mention is made of page limit for Factor 2, but a limit of 3 pages is placed on resumes. Because the total number of full-time equivalents is 20 and each could have a resume of 3 pages, the total number of pages for Factor 2 could be 60. Is Factor 2 limited only to 60 pages or is the factor counted toward the total of 40 pages?
-If Factor 2 is not counted toward the total of 40 pages, where can we use the remaining 17 pages: Factor 1 = 5 pages, Factor 2 = ????, Factor 3 = 15 pages, Factor 4 = 3 pages, Total = 23 pages, Section 1.3.3 limits the technical binder to 40 pages?

Factor 2 counts towards the technical binder page limit. In order to accommodate the resumes for the Task Order 0001 FTEs, the total limit for the technical binder has been changed to 85 pages. All other limits remain the same.

32. Subsection 4.2, states “Provide individual resumes and include a short Capabilities and Experience Statement for the individual/s proposed to meet the requirements of Task Order 0001.” Are the Capabilities and Experience Statement a part of the resumes or separate from the resumes?

The decision whether to include the Capabilities and Experience Statements as part of the resumes or separate from the resumes is at the discretion of the offeror. In either case, the Capabilities and Experience Statement should be clearly identified.

33. Are “specialized consultants/functional specialist/practitioners” other than those listed—(statistician, speechwriter, acquisition experts)—envisioned for the BPA?

These are examples of potential labor categories which may be required for future task orders. Other related labor categories may be required in future task orders as required.

34. The RFP in Section 6.4, Personnel, lists for each of the full-time equivalents “required” characteristics; “desired” characteristics; and “clearance,” which we assume is a required characteristic as well. Are we correct in our assumption?

This is correct. “Clearance” is a “required” characteristic, not a “desired” characteristic.

35. Although the factors for the evaluation are listed, no evaluation criteria are listed. Could the government please provide the criteria against which we will be evaluated?

The Government believes that the descriptions of the evaluation factors provided in the RFP are sufficient and that no further explanation of the criteria is required.

36. Because questions are not due until October 19, and we assume that the government will require some time to respond, we request that we be given 10 working days to respond to answers to questions.

The Government intends to respond to all questions by October 22, 2010. This will allow offerors 10 days to incorporate any changes into their proposals.

**HQ0034-10-R-0105 DDR&E MISSION SUPPORT SERVICES BPA
Q&A – ROUND 2**

1. - Is there an incumbent for this work? If so, what company holds the current contract for which this is a follow-on solicitation?
- Is the current contractor work in DDRE and the RRTO being performed by multiple incumbents under a single BPA contract, or on separate contracts?

The incumbents under the previous requirements are SAIC, Concurrent Technologies, SCITOR, SRA, Booz Allen Hamilton, Strategic Analysis, Systems Planning Corporation, Northrop Grumman and ALION. SRA and Booz Allen Hamilton are currently performing the services to be provided under Task Order 0001.

2. OCI Analysis/Disclosure Form. Is this Form required from Prime and each Subcontractor as part of the proposal submission? If so, will the government clarify as to which section these should be submitted in and if the pages count as part of the total page count?

OCI Analysis/Disclosure Forms will be completed by the award winner only.

3. - Where should the OCI Analysis Forms be included in the proposal submission? Do they count toward the 85 page limit?
- An OCI certification form is provided, with instructions for completion—where in the proposal would the government desire it be included? Shall an OCI certification form be included for each teammate? Is there a page limit for OCI certification forms? Are they included in the 40-page limit for the Technical binder?

See above (Q&A #2).

4. According to the Instructions to Offerors: There is a 40 page limit to the Technical Binder, and within this limit there is a 5 page limit to Factor 1: Technical Approach to Task Order 0001. Factor 2: Personnel Experience for Task Order 0001 requires resumes for Key and Non-Key personnel. Are these resumes and Capability and Experience Statements—which must not exceed 3 pages apiece—included in this 40 page limit? Factor 3: Management Approach to Task Orders Awarded Pursuant to the BPA is limited to 15 pages. Factor 4: Past Performance shall not exceed 1 page per reference, or a total of 3 pages for all past performance references. Accordingly, between factors 1, 3, and 4, a maximum of 23 pages are stipulated. Does this therefore mean that only 17 pages can be dedicated to resumes (Factor 2). If so, then it is impossible to have up to 3 pages for each person identified (20 FTE) in the solicitation, as specifically allowed by Instructions for Factor 2. Please clarify if resumes are included in the 40-page count for the Technical binder.

Under Amendment #1, Question #31, the following response was provided, “In order to accommodate the resumes for the Task Order 0001 FTEs, the total limit for the technical binder has been changed to 85 pages. All other limits remain the same.” The previous answer has been replaced with the following: The 85 page limit has been decreased to 83 pages.

5. Per Amendment #1, the layout of the page allowance is as follows:

- Factor 1 5 pages. = 5
- Factor 2 60 pages. = 65
- Factor 3 15 pages. = 80
- Factor 4 3 pages. = 83
- Factor 5. No Page Limit. = 83

The allowance is for 85 pages, where do the additional 2 pages go? Please advise.

See above (Q&A #4).

6. Factor 1, Sec. 4.1. This factor requires the offeror to submit their response to the PWS within 5 pages. This limitation would appear to benefit the incumbents. Would the government consider allowing additional pages for the response to Factor 1?

No additional pages will be allowed for the response to Factor 1; five pages remains the limit.

7. While understanding that the clearance requirement is TS/SCI, will offerors be considered compliant in proposing individuals with current TS clearances who are able to obtain SCI, however do not currently have SCI? This question was raised at Industry Day, and the answer (verbal) was that individuals with current TS clearances, but not SCI, would be considered compliant and that the Program Office would sponsor individuals for SCI.

This assumption is correct.

8. Sect 6.1 - Must all personnel proposed for RRTO task have an existing TS or ability to obtain TS? Language is unclear.

See above (Q&A #7).

9. Does the Quality Control Plan count towards the total page count for the Management Approach?

Yes.

For companies that do not have a corporate subcontracting plan, is submission of an individual, project specific plan required?

Yes.

If so, will the plan count towards the total page count for the Management Approach. Note – FAR compliant plans are about 7-10 pages.

Yes, however the Government merely requires a description of subcontracting intentions. Upon award, a formal subcontracting plan will be requested.

10. Section 1.11.2 defines QAP as Quality Assurance Plan. Are QAP in the references in the sections 1.11.2.1 and 1.12.3.1 referring to the QAP or the COTR?

The Quality Assurance Plan (QAP) is deleted and replaced with Contracting Officers Technical Representative (COTR) for Sections 1.11.2.1, 1.11.2.2, and 1.12.3 (not 1.12.3.1.).

11. Please confirm that this requirement is for a QC synopsis and not a QC Plan.

The requirement is for a QC Plan.

12. Please clarify that the Government intends to pay for travel outside of the standard local commute to a the primary work location

The Government will not reimburse for travel within the DC Metro area.

13. Sect 4 - Is G&A applied to actual travel costs allowable under this RFP?

The application of G&A to travel is directly dependent upon each offerors accounting system.

14. Please clarify the ISR Requirements?
- space, air, ground (platform)
- sensors, processing, analysis (technology)

ISR platforms will include various space, airborne and ground sensors. The position will be for the Subject Matter Expert to integrate these various systems into a complete architecture using existing or to-be-developed data link/communications suites.

15. For Task Order 0001, which has 20 required FTEs, please clarify how many personnel are expected to be on-site, and please identify the correlating labor categories for these roles?

The FTEs supporting RRTTO work out of government leased facilities in Crystal City and Rosslyn.

16. In the documentation, 1.3.1 - Technical Support Team – includes a summary of the work and identifies the 15 labor categories and is followed by 1.3.1.2 – specific tasks associated with the work; (1.3.1.2.1)- Research & Engineering Management, (1.3.1.2.2)-Administrative Support, and (1.3.1.2.3)-Principal Technical Consultant. The 15 identified labor categories are only listed once, do they apply to all other service areas; 1.3.2 through 1.3.10?

Section 1.3.1 represents the anticipated labor categories for all potential task orders issued under the BPA.

17. Are there any specific personnel qualifications for the 15 labor categories listed in Section 1.3.1?

Specific personnel qualifications will be provided under each individual task order.

18. Are any of the 20 FTE described in Section 6.4 considered by the Government considered Key?

Those positions that are to be proposed as “key personnel” are at the offeror’s discretion.

19. Section 6.4.7 states that cost and pricing information is not required for the surge support task. It further states that resumes for consideration against the Surge CLIN items will be provided. Will the resumes provided in support of Task 6.4.7 be included in the 40-page limit for the technical volume?

Yes, the resumes will be included in the page limit. The use of this Surge CLIN is at the Governments discretion and resumes should be submitted for those individuals that could be brought in if the Surge CLIN is used.

20. Section 6.4 Personnel, opening paragraph mentions in-depth knowledge of nuclear weapons systems and operations. Could you please clarify this requirement?

Each labor subsection (6.4.1 through 6.4.8) provides the level of detail required to determine the particular level of knowledge required.

21. Will the government accept advanced degrees in lieu of experience? For instance, the requirement for Senior Systems/Project Engineer is 10+ years experience with a Bachelors Degree. How many years experience would be required with a PhD and/or an MS?

The number of years of required experience is mandatory.

22. In as much as this RFP is based on the MOBIS and PES Schedules and MOBIS allows for experience to substitute for formal education, does this solicitation provide for the same substitution as the MOBIS schedule?

No. See above (Q&A #21).

23. If an offeror holds more than one schedule. Can we utilize both schedules for pricing Task Order 1?

Yes, however an identification of the applicable schedule for each labor category is required.

24. Section 5.4 "The Government will provide publishing, printing and trade show fees..." - Please confirm these will be reimbursed as ODC's.

This is correct.

25. Please clarify that the Contractor due dates are based on the date that the Contractor receives the information from the government.

Contractor due dates reflect government review cycle requirements. No days for receipt of information from the Government have been established at this time.

26. A DD Form 254 was not provided with the RFP Package. Would the Government please clarify?

A DD Form 254 will be provided upon task order award.

27. Please confirm that Non-Disclosure Agreements for Task Order 1 are required at task order award.

This is correct.

28. Instructions to Offerors – Sec 1.3.3. Past Performance is not included as part of the Technical binder. Will the government clarify if this is this an omission? If not, would the government clarify in which volume they want past performance to be submitted?

This is not an omission; questionnaires are to be emailed to either Chris Tompson - Chris.Tompson@whs.mil or Jason Myers - Jason.Myers@whs.mil.

29. Where are the Past Performance Questionnaires that the solicitation states must be submitted by clients to demonstrate relevant past performance? Are past performance statements, limited to one page per the solicitation, included in the 40 page page count?

The Past Performance Questionnaire has been attached to Amendment #1 of the solicitation. The Past Performance Questionnaires are not included in any page count and should be submitted to the appropriate parties listed above (Q&A #28).

30. Instructions to Offerors – Sec 4.3.3. Identifies Technical Exhibit 1 as a reference for reporting small business goals. This Exhibit appears to be missing from the RFP. Would the government please provide this exhibit?

The 'exhibit' is already provided, it is the percent breakdown listed at the end of Section 4.3.3.

31. To support the proposal development, will the government consider providing answers to offerors' questions submitted prior to the Industry Day meeting as part of this meeting?

The Industry Day meeting was held on October 15, 2010 and Amendment #1 to the solicitation was released on October 14, 2010.

32. Task Order 0001. The Option Period 4 runs from 1/7/2015 to 1/6/2016. This later date is outside of the POP for the BPA which runs until end of BPA Option Period 4, date 11/30/2015. Will the government clarify if the dates are correct?

These dates are correct.

33. Section 4.3.3 outlines SubFactor 3: Subcontracting Plan/Goals. WHS subcontracting goals are identified as 41% for Small Business, 15% for Small Disadvantaged Business, 6.5% for Woman-owned small business, 4.5% for HUBZone, and 3% for Service-Disabled Veteran-Owned Small Business. Are the individual target subcontracting goals for each category of small business counted within the total 41% Small Business Goal, or in addition to that goal?

The individual target subcontracting goals are counted within the total 41% Small Business Goal, not in addition to the goal.

34. Is cross-teaming permitted under the parameters of this solicitation?

Team arrangements, including prime/sub relationships, are permitted.

35. Instructions to Offerors identifies that both soft and hard copies of proposals will be submitted. How many copies of each proposal (Tech and Pricing) are required in addition to an Original?

One (1) original hard copy proposal is required along with one (1) electronic copy.

36. - As DDR&E has identified 5 awards or less for BPAs, and the first two evaluation criteria are based on technical response and personnel experience for Task Order 1, will Task Order 1 be multiple award? If not, how will proposals be evaluated with respect to BPA award if those proposals are not deemed capable of Task Order 1 award?
- Will this award be awarded to only one company or will there be multiple awards with some work orders not requiring security clearance? Secondly, would we even be considered without the clearances and how do we go about getting the clearances.

While the government plans on making multiple BPA awards, only one (1) offeror will be awarded Task Order 0001. In regards to the BPA awards, they will be based upon the offerors demonstrated ability to successfully complete Task Order 0001. Also, the ability to obtain clearances is the requirement; possessing clearances merely meets the requirement but does not provide a distinct advantage.

37. - The 10MB electronic email submission limit is a highly restrictive and onerous requirement, especially for a solicitation of this scope. Does the 10MB limit refer to a single file or to the entire proposal? Can offerors submit several files, each with a 10MB limit, which, when consolidated, constitute the entire proposal?
- The solicitation identified submissions in Microsoft Office format. Can proposal submissions be made via Adobe Acrobat, as is standard and usual? This would provide relief on the 10MB email attachment limit.

No. Please see Section 1.3.6 of the RFP for Electronic Submission Requirements. Also, please refer to Amendment #1, Q&A #26.

38. On the PWS for Task Order 1, Section 6.5 is labeled “RESERVED”—what is the response requirement, if any, associated with this. Will this Section be disclosed through an Amendment to the solicitation?

This section was purposely left blank and will not be amended at this time.

39. In the case where an offerors Federal Supply Schedule is due to be renewed within the 5 year life span of the to-be-awarded BPAs, will the government accept that the FSS is anticipated to be renewed, and award a 5 year BPA based on that expectation?

Yes.

40. Is the government requesting resumes for the 1.3.1 -Technical Support Team and not 1.3.2 – Defense Support Teams, or the others; 1.3.5 –Engineering & Tech Services, 1.3.6 – Management & Professional Services, 1.3.8 – Financial Management Services, etc.?

The required resumes for this solicitation are illustrated under Section 6.4.

41. Sect 6.1 - Are all subs required to have secure voice systems?

“Access” to secure voice systems is required.

42. Sect 4.3 – Must all subcontractors included in the proposal have existing GSA schedules for costing?

No. Though the subcontractors are not required to have a schedule of their own, the subcontractors must utilize the prime contractor’s schedule, or that schedule designated as the applicable schedule.

43. Section 6.4.2, Mid-Level Systems / Project Engineer has what appears to be an error in line 4, creating a sentence fragment. Please provide the complete description for this task.

The sentence should read as follows: “The Project Engineer monitors particular tasks and prepares major contract deliverables under guidance of a Senior Analyst.”

44. Deliverables table included in Section 6.4.7 includes a Monthly Status Report due NLT the 10th day of the following month. With that schedule it will not be possible to have up-to-date information on the Subcontractors. Is it acceptable for subcontractor data to lag by 30 days?

No. It is not acceptable for subcontractor data to lag by 30 days.

45. Does the government have a specific format for the Personnel Capabilities Statement described in Section 4.2?

No. There is not a specific format that the Government requires.

46. Section 7.0, Deliverables, states that “the format for individual deliverables will be the contractor’s standard format for written reports and client presentations.” However, the beginning of paragraph 3 states that “the format for individual deliverables will be determined through consultation between the COR and the contractor at the orientation briefing,” Please clarify, as these statements seem to be contradictory.

The contractors format will be presented to the COR for final approval.

47. Section 7.0, Deliverables: the first sentence of the Deliverables paragraph, referenced above, ends by stating “...with copies provided in writing to the

Copies are to be provided in writing to the contracting office, the COR, and the contractor.

48. (Reference: Question 4 to Amendment 1 to Solicitation HQ0034-10-R-0105)

Since there is no NAICS code assigned to this solicitation, for purposes of developing a Subcontracting Plan that meets the Small Business Goals of the solicitation, may we use NAICS Code 541712?

-In order to better develop a Subcontracting Plan that meets WHS subcontracting goals, what is the NAICS code and/or Small Business size standard assigned to this opportunity?

-Would you please be kind enough to confirm the business size of "small" for this bid? If I understand my GSA 101 rules correctly, this must follow the "small" definition for the MOBIS schedule in management consulting which would be \$6.5 million. Therefore the subcontracting goals in this procurement would also fall within the same definition of "small" e.g. with a size standard of average receipts under \$6.5 million.

-Socio-Economic Program Business Participation/Reporting and Paragraph 4.3.3 Subfactor 3- Subcontracting Plan. What is the NAICS code used to determine if a company is a small business?

The following NAICS codes may be used for subcontracting opportunities in order to help WHS in meeting its small business participation goals: 541611 and 541690.

The answer provided only addresses the NAICS codes that are stipulated in the GSA MOBIS Solicitation that is used as the basis for awarding GSA Contracts. The PES Solicitation uses 541330 (Engineering Services) and 541712 (Research and Development in the Physical, Engineering and Life Sciences). 541330 has a size standard of \$27M (for Military and Aerospace Equipment and Military Weapons) and 541712 has a size standard of 500 employees. Furthermore, the NAICS code is assigned based on the category or work, not whether or not a contract is a SBSA. Since this is not a SBSA and there are small business subcontracting goals, would the Government also consider allowing companies to use one of the PES NAICS codes in order to afford small businesses the maximum opportunity to participate?

NAICS codes 541611 and 541690 apply to Task Order 0001 only (subsequent task orders will provide applicable NAICS codes). These NAICS codes are applicable to MOBIS, PES, and Consolidated Schedules and substitution of other potential codes is not allowed.

49. Instructions to Offerors – Section 4.3.3 identifies Sub Contracting Plan requirements. Industry Day information notified bidders that in addition to a discussion of the requirements, the Government desires a formal subcontracting plan be included in the proposal. Please confirm this is a requirement. If this is a requirement, can the Government identify whether it is part of the cost volume or technical volume? If this is part of the technical volume, will it count as part of the 15 page Factor 3 page count?

Offerors must submit subcontracting plans as part of Factor 3 and these plans are included in the 15 page limit. For additional information regarding a subcontracting plan, please see Q&A #9 of this document.

50. Due date of the proposal falls on a Monday at 10am EST (1 November 2010). Delivery of the hard copy from offerors with proposal preparation locations outside the Washington DC area will require mailing on Thursday to ensure delivery within RFP requirements. Would the Government consider an extension to the due date/time to allow overnight delivery of the proposals?

No. An extension to the due date/time will not be granted.

51. Amendment #1, Question #21 and the answer provided by the Government limits the Technical Approach to only addressing paragraph 5.4 of the Task Order PWS. Can the Government confirm that there is no

requirement to address any other element of Part 5, nor Parts 6 and 7 of the TO PWS in the Technical Approach?

This is not correct. Sections 5, 6, and 7 must be addressed within the Technical Proposal. Sections 1.3.1 through 1.3.10 are for informational purposes and describe the potential labor to be performed under subsequent task orders.

INDUSTRY DAY ATTENDANCE LIST


INDUSTRY DAY ATTENDANCE LIST
HQ0034-10-R-0105
(DDR&E Mission Support Services BPA)

NAME	COMPANY
Rayneisha Watson	Toffler Associates
Todd Webb	High Performance Technologies
Michael Schall	Quadelta
Ronald Burns	Femme Comp Inc (FCI)
Tom Pijor	Dynetics, Inc.
Jack Hooton	Scientific Research Corporation
Margaret Brandis	Applied Resources, Inc.
Richard Lee	i_SW Corporation
Quang Bui	Femme Comp Inc (FCI)
Larry Medler	Kenjya Group
Tim Sharp	Strategic Analysis, Inc.
Bob Schmitt	LMI
John Wait	Analytic Strategies, Inc.
Brenda Grady	ADS Corp
Mark Bowman	TASC, Inc.
Scott Mullins	EM Solutions
Martin Spainhour	JB&A Inc.
Maria Proestou	Delta Resources
Angela Heisig	Carlotta Sciences International
John Marcinek	GAI Solutions, Inc.

Pedro Torres	Gemini Industries
Marjorie Jones	Tai Pedro & Associates
Dave Lee	Whitney, Bradley, & Brown
Allen Roberts	Gemini Industries
Andrew Dichter	Systems Planning & Analysis
John Millward	Addx Corp
Amy Mijas	Systems Planning & Analysis
Glena Fogg	OSD
Dennis Cahill	SRA
Gary Brown	Booz Allen Hamilton
Buck Adams	Booz Allen Hamilton
Brian Schires	Whitney, Bradley, & Brown
Steve Poppe	LGS
Edward Monachino	ManTech International
Doug Carlson	ManTech International
Frances Keilah	Technical and Project Engineering
Jon Neasham	Flatter & Associates
Barry Hess	Knowledge Bridge International
Michael Hallahan	Delta Resources
John McDermott	Catapult
Matthew Wakabayashi	BAI, Inc.
Tom Jacob	QinetiQ NA
Paul Hillenbrand	Sparta
Dennis Pippy	Planned Systems International
Ernie Benner	The Red Gate Group
Ron Spear	Integrity Applications
Terry Kennedy	SDSI
Susan Shock	Scitor
John Dargenio	Scitor
Scott Ayres	Scientific Research Associates

Jeff Watt	LGS
Eric Vollmecke	ATI Group
Jeff Ribel	SRA
Tommy Thomas	GAP Solutions
Tim Tom	OSD
David Uribe	Carlotta Sciences International
Jim Davis	BMT Designers & Planners
Harrison Smith	Blue and Gold Strategies
Michael McGrath	ANSER
Van Henderson	TASC, Inc.
Sharon Schnepf	ANSER
Joseph Parker	High Performance Technologies
John Alt	Sumaria Systems, Inc.
Julie Chickery	Sumaria Systems, Inc.
Thomas Kiely	Blue and Gold Strategies
Bill Lese	Technical and Project Engineering
Larry Lehowicz	Quantum Research International
Dan Gillespie	LMI
John Chewning	ALON, Inc
Andrew Long	Kinsey Technical Services
Edward Garza	Scientific Research Corporation
Michael Wu	Cobham Analytic Solutions
Jessica Thomas	BAI, Inc.
Robert Shields	i_SW Corporation
Brian Keller	Strategic Analysis, Inc.
Andy Adamshick	Lanmark Technology
Martin Johnson	Deloitte Consulting
Gary Perkins	ADS Corp
Britt Heisig	Schafer Corporation
Ken Berger	JB&A Inc,

Hans Davies	Toffler Associates
Rick Roach	Digital Management Inc.
Kevin Fitzpatrick	BRTRC
Lydia Bosnos	Kingfisher Systems

SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, AND 30				1 REQUISITION NUMBER		PAGE 1 OF 46	
2 CONTRACT NO. HQ0034-11-A-0008		3 AWARD/EFFECTIVE DATE 13-Dec-2010		4 ORDER NUMBER		5 SOLICITATION NUMBER HQ0034-10-R-0105	
7 FOR SOLICITATION INFORMATION CALL:		a NAME CHRIS TOMPSON				b TELEPHONE NUMBER (No Collect Calls) 703-696-2476	
9 ISSUED BY WHS ACQUISITION DIRECTORATE 1777 NORTH KENT ST SUITE 12063 ARLINGTON VA 22209-2133 TEL: FAX:		CODE HQ0034		10. THIS ACQUISITION IS <input checked="" type="checkbox"/> UNRESTRICTED <input type="checkbox"/> SET ASIDE: % FOR <input type="checkbox"/> SB <input type="checkbox"/> HUBZONE SB <input type="checkbox"/> 8(A) <input type="checkbox"/> SVC-DISABLED VET-OWNED SB <input type="checkbox"/> EMERGING SB SIZE STD: NAICS:		11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED <input type="checkbox"/> SEE SCHEDULE <input type="checkbox"/> 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 (b)(4),(b)(6)		CODE HQ0287		16. ADMINISTERED BY SEE ITEM 9			
17a. CONTRACTOR/OFFEROR (b)(4),(b)(6)		CODE 4A458		18a. PAYMENT WILL BE MADE BY DFAS INDIANAPOLIS 8899 E 56TH STREET INDIANAPOLIS IN 46249-1510			
FACILITY CODE							
<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						26. TOTAL AWARD AMOUNT (For Govt. Use Only) \$0.00	
<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 type="checkbox"/> 27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4, FAR 52.212-5 IS ATTACHED. ADDENDA <input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED							
28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN 1 COPIES 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: HQ0034-10-R-0105				29. AWARD OF CONTRACT: REFERENCE <input type="checkbox"/> OFFER DATED . YOUR OFFER ON SOLICITATION (BLOCK 5), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN, IS ACCEPTED AS TO ITEMS: SEE SCHEDULE			
30a. SIGNATURE OF OFFEROR/CONTRACTOR				31a. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER) 		31c. DATE SIGNED 14-Dec-2010	
30b. NAME AND TITLE OF SIGNER (TYPE OR PRINT)		30c. DATE SIGNED		31b. NAME OF CONTRACTING OFFICER (TYPE OR PRINT) KORTNEE STEWART / CONTRACTING OFFICER TEL: (b)(6) EMAIL: (b)(6)			

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

PAGE 2 OF 46

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

☐ RECEIVED
 ☐ INSPECTED
 ☐ ACCEPTED, AND CONFORMS TO THE CONTRACT, EXCEPT AS NOTED: _____

32b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE

32c. DATE

32d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE

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

☐ COMPLETE
 ☐ PARTIAL
 ☐ FINAL

37. CHECK NUMBER

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 *(Print)*

41b. SIGNATURE AND TITLE OF CERTIFYING OFFICER

41c. DATE

42b. RECEIVED AT *(Location)*

42c. DATE REC'D *(YY/MM/DD)*

42d. TOTAL CONTAINERS

Section SF 1449 - CONTINUATION SHEET

This agreement is entered into this 13th day of December 2010, by the United States of America (the "Government") represented by Kortnee Stewart, the Contracting Officer, and Analytic Services, Inc. (the "Contractor").

AGREEMENT INFORMATION:

AGREEMENT CEILING AMOUNT	\$100,000,000.00
AGREEMENT PERIOD START DATE	13-DEC-2010
AGREEMENT PERIOD END DATE	12-DEC-2015

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0001	DDR&E Mission Support Services FFP The contractor shall provide all personnel, equipment, tools, materials, supervision, and other items and non-personal services necessary to perform broad Defense Research Science & Engineering Technical Analysis (SETA), and Advisory and Assistance Services (A&AS) as described in the PWS.	12	Months		\$0.00

NET AMT	\$0.00
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ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0002	Travel and Other Direct Costs COST The contractor shall be reimbursed for miscellaneous items in support of this BPA. Travel for this BPA must be in accordance with FAR 31.205-46. Any travel outside of this regulation may be at the contractor's expense. All costs associated with this line item must be approved by the Contracting Officer before costs are incurred. Travel Not-to-Exceed (NTE) \$10,000.		Dollars, U.S.		\$0.00

ESTIMATED COST	\$0.00
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ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0003		10,000	Dollars, U.S.		\$0.00 NTE

Surge CLIN - Task Order 0001
FFP

Surge CLIN IAW Task Order 0001 PWS Section 6.4.7. Not-to-Exceed (NTE)
\$10,000.

NET AMT	\$0.00
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ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1001		12	Months		\$0.00

OPTION

DDR&E Mission Support Services
FFP

The contractor shall provide all personnel, equipment, tools, materials, supervision, and other items and non-personal services necessary to perform broad Defense Research Science & Engineering Technical Analysis (SETA), and Advisory and Assistance Services (A&AS) as described in the PWS.

NET AMT	\$0.00
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ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1002			Dollars, U.S.		\$0.00

OPTION

Travel and Other Direct Costs
COST

The contractor shall be reimbursed for miscellaneous items in support of this BPA. Travel for this BPA must be in accordance with FAR 31.205-46. Any travel outside of this regulation may be at the contractor's expense. All costs associated with this line item must be approved by the Contracting Officer before costs are incurred. Travel Not-to-Exceed (NTE) \$10,000.

ESTIMATED COST	\$0.00
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ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1003		10,000	Dollars, U.S.		\$0.00 NTE
OPTION	Surge CLIN - Task Order 0001 FFP Surge CLIN IAW Task Order 0001 PWS Section 6.4.7. Not-to-Exceed (NTE) \$10,000.				
NET AMT					\$0.00

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
2001		12	Months		\$0.00
OPTION	DDR&E Mission Support Services FFP The contractor shall provide all personnel, equipment, tools, materials, supervision, and other items and non-personal services necessary to perform broad Defense Research Science & Engineering Technical Analysis (SETA), and Advisory and Assistance Services (A&AS) as described in the PWS.				
NET AMT					\$0.00

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
2002			Dollars, U.S.		\$0.00
OPTION	Travel and Other Direct Costs COST The contractor shall be reimbursed for miscellaneous items in support of this BPA. Travel for this BPA must be in accordance with FAR 31.205-46. Any travel outside of this regulation may be at the contractor's expense. All costs associated with this line item must be approved by the Contracting Officer before costs are incurred. Travel Not-to-Exceed (NTE) \$10,000.				
ESTIMATED COST					\$0.00

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
2003		10,000	Dollars, U.S.		\$0.00 NTE
OPTION	Surge CLIN - Task Order 0001 FFP Surge CLIN IAW Task Order 0001 PWS Section 6.4.7. Not-to-Exceed (NTE) \$10,000.				
NET AMT					\$0.00

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
3001		12	Months		\$0.00
OPTION	DDR&E Mission Support Services FFP The contractor shall provide all personnel, equipment, tools, materials, supervision, and other items and non-personal services necessary to perform broad Defense Research Science & Engineering Technical Analysis (SETA), and Advisory and Assistance Services (A&AS) as described in the PWS.				
NET AMT					\$0.00

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
3002			Dollars, U.S.		\$0.00

OPTION Travel and Other Direct Costs
COST

The contractor shall be reimbursed for miscellaneous items in support of this BPA. Travel for this BPA must be in accordance with FAR 31.205-46. Any travel outside of this regulation may be at the contractor's expense. All costs associated with this line item must be approved by the Contracting Officer before costs are incurred. Travel Not-to-Exceed (NTE) \$10,000.

ESTIMATED COST	\$0.00
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ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
3003		10,000	Dollars, U.S.		\$0.00 NTE

OPTION Surge CLIN - Task Order 0001
FFP

Surge CLIN IAW Task Order 0001 PWS Section 6.4.7. Not-to-Exceed (NTE) \$10,000.

NET AMT	\$0.00
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ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
4001		12	Months		\$0.00

OPTION DDR&E Mission Support Services
FFP

The contractor shall provide all personnel, equipment, tools, materials, supervision, and other items and non-personal services necessary to perform broad Defense Research Science & Engineering Technical Analysis (SETA), and Advisory and Assistance Services (A&AS) as described in the PWS.

NET AMT	\$0.00
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ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
4002			Dollars, U.S.		\$0.00

OPTION Travel and Other Direct Costs
COST

The contractor shall be reimbursed for miscellaneous items in support of this BPA. Travel for this BPA must be in accordance with FAR 31.205-46. Any travel outside of this regulation may be at the contractor's expense. All costs associated with this line item must be approved by the Contracting Officer before costs are incurred. Travel Not-to-Exceed (NTE) \$10,000.

ESTIMATED COST	\$0.00
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ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
4003		10,000	Dollars, U.S.		\$0.00 NTE

OPTION Surge CLIN - Task Order 0001
FFP

Surge CLIN IAW Task Order 0001 PWS Section 6.4.7. Not-to-Exceed (NTE) \$10,000.

NET AMT	\$0.00
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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
0003	Destination	Government	Destination	Government
1001	Destination	Government	Destination	Government
1002	Destination	Government	Destination	Government
1003	Destination	Government	Destination	Government
2001	Destination	Government	Destination	Government
2002	Destination	Government	Destination	Government
2003	Destination	Government	Destination	Government
3001	Destination	Government	Destination	Government

3002	Destination	Government	Destination	Government
3003	Destination	Government	Destination	Government
4001	Destination	Government	Destination	Government
4002	Destination	Government	Destination	Government
4003	Destination	Government	Destination	Government

DELIVERY INFORMATION

CLIN	DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
0001	POP 13-DEC-2010 TO 12-DEC-2011	N/A	(b)(4),(b)(6)  FOB: Destination	HQ0287
0002	POP 13-DEC-2010 TO 12-DEC-2011	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0287
0003	POP 13-DEC-2010 TO 12-DEC-2011	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0287
1001	POP 13-DEC-2011 TO 12-DEC-2012	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0287
1002	POP 13-DEC-2011 TO 12-DEC-2012	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0287
1003	POP 13-DEC-2011 TO 12-DEC-2012	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0287
2001	POP 13-DEC-2012 TO 12-DEC-2013	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0287
2002	POP 13-DEC-2012 TO 12-DEC-2013	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0287
2003	POP 13-DEC-2012 TO 12-DEC-2013	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0287
3001	POP 13-DEC-2013 TO 12-DEC-2014	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0287
3002	POP 13-DEC-2013 TO 12-DEC-2014	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0287
3003	POP 13-DEC-2013 TO 12-DEC-2014	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0287

4001	POP 13-DEC-2014 TO 12-DEC-2015	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0287
4002	POP 13-DEC-2014 TO 12-DEC-2015	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0287
4003	POP 13-DEC-2014 TO 12-DEC-2015	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0287

CLAUSES INCORPORATED BY REFERENCE

252.201-7000 Contracting Officer's Representative DEC 1991

CLAUSES INCORPORATED BY FULL TEXT

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 60 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 five years.

(End of clause)

52.252-2 CLAUSES INCORPORATED BY REFERENCE (FEB 1998)

This contract incorporates one or more clauses 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. Also, the full text of a clause may be accessed electronically at this/these address(es):

<http://farsite.hill.af.mil>

(End of clause)

PERFORMANCE WORK STATEMENT

**PERFORMANCE-BASED WORK STATEMENT (PWS)
FOR
DEFENSE RESEARCH SCIENCE & ENGINEERING TECHNICAL ANALYSIS (SETA)
ADVISORY & ASSISTANCE SERVICES (A&AS) FOR THE OFFICE OF THE
DIRECTOR, DEFENSE RESEARCH AND ENGINEERING**

1. DESCRIPTION OF SERVICES/GENERAL INFORMATION

1.1 Background: The Office of the Director, Defense Research and Engineering (DDR&E) is tasked with providing oversight of science and technology and advanced component development and prototypes – i.e. research and engineering (R&E) – to solve current and future challenges for the Department of Defense (DoD). There are five main Directorates and organizations under the DDR&E's purview: Principal Deputy, Research, Systems Engineering, Rapid Fielding, Development Test and Evaluation. Additionally, this PWS includes support for the AT&L Office of the Director of Operation Energy Plans and Programs. DDR&E requires highly specialized program and technical support services to achieve its mission. Details on the DDR&E mission, role, and responsibilities are available at <http://www.defenselink.mil/ddre/mainpage.htm>.

1.2 Scope: This PWS serves as the basic description of services and provides general requirements applicable to all executed task orders. Sections 1 through 4 apply to all executed task orders, and each task order will provide sections 5 through 7 that describe the task-specific requirement including labor and deliverables. The task areas in this PWS require the contractor to provide in-depth knowledge of mission support services. The contractor shall provide both on-site and off-site support for routine and unforeseen events and requirements as directed by the contracting authority via a task order or via modification to an existing task order. The number, type, and essential skills for contractor personnel shall be dictated by the nature of the tasks in each task order. The Contractor shall provide personnel during normal operations and during surge or special situations to accomplish the requirements specified in this document. The contractor shall efficiently and effectively manage the performance under this contract to ensure all the necessary technical, business, and administrative planning; organizing; managing; coordinating and tracking (e.g., cost, schedule, deliverables), performance management, systems engineering management, resource management, data management, and subcontract management required to perform all activities is accomplished, as required by this PWS. The contractor will identify a project manager as the focal point of contact for work to be performed under any resultant Task Orders.

The contractor should be prepared to have personnel on-site (e.g., in the Pentagon and other DC metro locations), as well as to provide extensive reach-back capability for policy development, analysis, workload surge requirements, and other necessary support.

This Washington Headquarters Services (WHS) non-personal, professional and executive-level mission support requirement is a vehicle to provide broad Defense Research Science & Engineering Technical Analysis (SETA), and Advisory and Assistance Services (A&AS) on-site/off-site support, in most instances, in a classified environment. The objective of this contract action is to acquire, through award of multiple award BPA contracts, with firm-fixed price task orders, professional and executive-level mission support services primarily for the Office of the Under Secretary of Defense Acquisition, Technology and Logistics (OUSD(AT&L)), Director of Defense Research and Engineering (DDR&E). Other services may take the form of information, advice, expert opinions, alternatives, analyses, evaluations, recommendations, training, and services to complement the Government's technical expertise. Contractor employees are expected to interface with senior officials in DoD and the Executive Branch, Members of Congress, program managers, university officials, and the public. The services provided falls into one of the following categories:

1.2.1 Science, Engineering and Technical Services

1.2.2 Management and Professional Services

1.2.3 Program Management

1.2.4 Financial Management

1.2.5 Administrative Services

1.2.6 Facilitation and Assessment

1.2.7 Assessment and Security

1.2.8 Specialized Consultants/Functional Specialist/Practitioner (i.e. Statistician, Speechwriter, Acquisition Experts)

1.2.9 A technical support team with the expertise to provide highly specialized technical, financial, administrative, and programmatic support and analysis of current and planned (R&E, etc.) projects for DDR&E and other WHS Acquisition Division customers.

1.2.10 The intent of this PWS is to describe the general and representative efforts required under this BPA requirement. The specific task requirements will define: the objective, scope, background, technical requirements, the estimated level of effort, the security clearances required to accomplish the work, the education level required to accomplish the work, estimated other direct costs, the period of performance and the required schedule, data items, deliverables, performance objectives, performance thresholds, and any other considerations for each task. AT&L/DDR&E is the primary using activity for this BPA Contract; however, other WHS customers may use it on a case-by-case basis, subject to approval. The nature of this work will, at times, demand the contractor be capable of quick response to near-term deadlines.

1.3 Contract Requirements:

1.3.1 Technical Support Team. The Contractor shall provide program personnel with expertise in both development and coordination of concepts and requirements, and application of current and emerging technologies as they apply to DoD's DDR&E program. Provide programmatic assistance and support to the government from system concept definition through technology transfer activities. Review and coordinate concepts and requirements for the application of current and emerging technologies. The contractor shall provide personnel that have thorough knowledge of the DoD R&E program and possess the capability to support the tasks outlined below. In addition, the contractor shall demonstrate to the Government, prior to assignment that Contractor personnel can perform the technical requirements by:

- Submitting each candidate's resume to the Government for review. The resume must include the labor category, and identify the knowledge, skills and abilities the candidate possesses to perform the technical requirements for each position. In addition, the resume shall list the candidates' specialized experience, certifications(s), and education.

1.3.1.1 The following represent the type of Technical Support that may be required:

- | | |
|------------|---|
| 1.3.1.1.1 | Senior Systems/Project Engineer |
| 1.3.1.1.2 | Senior Physical Scientist |
| 1.3.1.1.3 | Senior Program Analyst |
| 1.3.1.1.4 | Senior Level Statistician |
| 1.3.1.1.5 | Senior Level Speechwriter |
| 1.3.1.1.6 | Mid-Level Systems/Project Engineer |
| 1.3.1.1.7 | Mid-Level Physical Scientist |
| 1.3.1.1.8 | Mid-Level Congressional Liaison |
| 1.3.1.1.9 | Mid-Level Systems/Project Engineer for Biometrics |
| 1.3.1.1.10 | Mid-Level Systems/Project Engineer |
| 1.3.1.1.11 | Mid-Level Program Analyst |
| 1.3.1.1.12 | Technical/Administrative Specialist I |
| 1.3.1.1.13 | Technical/Administrative Specialist II |
| 1.3.1.1.14 | Technical/Administrative Specialist III |
| 1.3.1.1.15 | Principal Technical Expert Consultant |
| 1.3.1.1.16 | Additional fixed price positions may be required by |

the Government, which, if added to the contract via modification will expand the scope of the Technical Support Team.

1.3.1.2 Potential Technical Support Team Tasks

1.3.1.2.1 Research and Engineering Management. If tasked, the contractor shall provide senior level support for management and oversight of R&E programs in the following areas of expertise.

1.3.1.2.1.1 Program Analysis. The contractor shall analyze and monitor funding and scientific breadth of research programs implemented by the Service and Defense Agencies. The contractor shall conduct systems trade-off and technical analysis for emerging, ongoing, or completed R&E projects as directed by DDR&E. The contractor shall use available commercial and Government analysis tools to provide tailored analysis to assist DDR&E with evaluation of ongoing and proposed R&E projects.

The contractor shall provide support in biometrics to the Rapid Reaction Technology Office (RRTO) to assist the Director of Defense Biometrics in executing DDR&E responsibilities as Principal Staff Assistant for Defense Biometrics. Duties will include assessing and evaluating the adequacy of defense-wide biometrics programs and resources, developing strategic guidance for future biometrics capabilities and developing and implementing a long-term biometrics science and technology plan.

The contractor shall conduct research and analysis and perform program management functions for advanced technology initiatives and programs. Duties include reviewing project proposals, making funding recommendations, monitoring project progress, coordinating within DoD and other Government agencies, pursuing transition opportunities, coordinating workshops and recommending project termination strategies. The contractor shall have a Bachelor's Degree in a technical field or equivalent technical experience. The contractor shall have at least 5 years of mid-to-executive-level technical program or acquisition manager/analyst experience with DoD advanced technology programs or the management of technical projects. In addition, must have working-level expertise in DoD acquisition management and the DoD Planning, Programming, Budgeting and Execution (PPBE) process.

The contractor shall provide statistical analyses and probabilistic assessments of qualitative and quantitative data. Support development of a forecasting program to include assessment of characteristics for forecasting including but not limited to forecasting methods, technology area, time horizon, probabilistic/non-probabilistic methodologies, and quantitative/qualitative methodologies. The contractor shall also develop evaluation strategies for probabilistic forecasts (accuracy and precision) and non-probabilistic forecasts (accuracy and precision) as well as how these widely varying methods can be compared to one another.

1.3.1.2.1.2 Coordination of the Joint Reserve Unit Activities. The contractor shall serve as the coordinator for the Joint Reserve Unit and other military Reserves-related support activities. Duties will include developing and submitting annual requirements for Reservist support (man days) through the individual Services, coordinating with overseas Defense S&T Centers on matters related to Reservist Foreign Technology Assessment support, providing OSD-level guidance and assistance to individual Reservists supporting DDR&E, providing support for the annual Disruptive Technology War-game, organizing the Joint Reserve Unit's annual Work Definition Conference, and planning for and monitoring per diem and travel funding. Military experience (active or reserve) is desired. Familiarity with Joint Travel Regulations and budget experience desired.

1.3.1.2.1.3 Preparation of Briefings and Other Documentation. The contractor shall prepare formal, official program documents and correspondence based on DDR&E input and direction and maintains accountability of associated program files and records. The contractor shall assist in the development and coordination of appropriate responses and reports to congressional inquiries and legal requirements pertaining to R&E projects, as well as analyzing congressional documentation and interest in project activities. The contractor will provide these summaries as prescribed in official DoD or other federal directives.

1.3.1.2.1.4 Participation in In-Process Reviews and Briefings. The contractor shall actively participate in scheduled and unscheduled in-process review meetings and briefings, as required by the Government. The contractor shall participate in ad-hoc meetings and be able to complete quick response assignments. The contractor shall maintain configuration and quality control of assignments at all times to assist with this task.

1.3.1.2.1.5 Liaison with Governmental and Non-Governmental Agencies. The contractor shall interface with Governmental and non-Governmental agencies. Other functions include analyzing requirements for Interagency working groups and coordinating inputs from numerous sources, other Government agencies, academia, and non-Governmental organizations.

1.3.1.2.2 **Administrative Support.** The contractor shall provide expert level administrative support for senior executives and must be highly proficient with Microsoft Office Suite applications. The Contractor should have general knowledge and experience coordinating international collaborative science and technology development programs. The contractor should also have general knowledge and experience in management, international relations, international security, foreign affairs with the ability to effectively interact with staff at all levels of DoD and foreign Governments. It is also essential that the contractor have the ability to provide administrative support for meetings, correspondence, and gathering background information to support senior officials' attendance at international meetings. Administrative support activities include but are not limited to:

1.3.1.2.2.1 Maintain Calendar. The contractor shall maintain the calendars of office personnel and coordinate the daily activities and travel schedules to resolve conflicting priorities and requirements and ensure support for attendance at high profile meetings.

1.3.1.2.2.2 Preparation of Correspondence and Reports. The contractor shall prepare formal, official correspondence based on drafts from senior level persons in the office. The memos and other documents shall follow the USD(AT&L) guide correspondence and other standard established for the office and shall be appropriate for senior level Government officials. The contractor shall assist in preparing required reports and presentations.

1.3.1.2.2.3 Interaction with Public. The contractor shall answer the telephone and refer the calls to other responsible individuals within the office. The

administrative staff will serve as the interface with the public whenever there are inquiries concerning the office, including the greeting of high level officials.

1.3.1.2.2.4 Office Management. The contractor shall be responsible for coordination of office administrative functions including office security administration, office space management, processing security clearance and visit requests for DDR&E personnel and visitors, scheduling office events and ordering supplies. The contractor shall have experience in administrative support and working knowledge of DoD security procedures.

1.3.1.2.2.5 Mail Processing. The contractor shall process incoming mail, including e-mail and facsimile, to route correspondence to the appropriate individual in the office for response and action.

1.3.1.2.2.6 Maintenance of Files. The contractor shall maintain accountability of files and correspondence in the office, both in electronic and in paper form IAW WHS Administrative Instruction (IA) 15. The files should be readily accessible whenever the need arises to find historical documents.

1.3.1.2.2.7 Other Duties. The contractor shall perform other appropriate duties as assigned in an office environment.

1.3.1.2.3 **Principal Technical Expert Consultant**. The contractor shall provide consultation services to the Director, Joint Operations Support, on acquisition life cycle processes with emphasis on integration of efforts across the military needs, acquisition/technology development and Planning, Programming, Budgeting, and Execution processes. The Technical Consultant shall provide expert-level representation for senior officials from the DDR&E at forums deliberating on "Capabilities Based Planning (CBP)", "Capabilities Portfolio Management (CPM)", and acquisition reform initiatives and shall deliver appropriate executive-level support.

1.3.2 Defense Support Teams. The DoD's key expertise for reviewing and guiding research and engineering programs resides in the DDR&E. The DDR&E staff augments their responsibilities through their connections to technology and acquisition experts in various fields throughout academia, industry, and Government. This contract supports the directed responsibilities by building DDR&E Support Teams (DSTs) and other special topic, limited scope investigation and analysis teams of technology and defense acquisition experts to conduct program and technology assessments. The term DSTs as used in this PWS is not limited to DDR&E chartered DSTs. It includes all similar special studies, analysis reviews and assessments of limited scope and duration chartered by organizations authorized to use this contract. The DSTs will analyze the key engineering and technology problem areas and offer adjustments in the development and test plan; alternate technical approaches; or new technologies that could enable successful development. The DSTs will constitute expert non-advocate reviews.

1.3.2.1 DST Tasks.

1.3.2.1.1 Oversee and manage the DST process for the Government.

1.3.2.1.2 Provide mechanisms to acquire expertise and information in support of DSTs and ODDR&E.

1.3.2.1.3 Provide all day-to-day administrative support and assistance required to execute the DST program.

1.3.2.1.4 Host DST meetings. DSTs will require the same infrastructure, equipment and facilities that generally would be required for full-time office employees, with capabilities for storage and work with classified data. Also required will be conference and auditorium facilities.

1.3.2.1.5 Develop data and statistics concerning DST and DST operations.

1.3.2.1.6 Interact with Government sponsors; the ODDR&E, the contracting officer, the COR, the DSTs and others, as required.

1.3.2.1.7 Provide support to ensure the technical quality and relevance of assessments and reports generated by the DST group.

1.3.2.1.8 Develop and maintain integrated project files, databases, and spreadsheets to be on a continuing basis throughout the project to facilitate project activities.

1.3.2.2 Security and access requirements for DSTs. The contractor shall conduct the efforts set forth for DSTs in accordance with the provisions of DD Form 254, Contract Security Classification Specification, attached hereto. In addition, the contractor will be responsible for overall security for the DST group to include: the facilities, participants and other security needs. Types of security issues the contractor will be responsible for include:

1.3.2.2.1 Ensuring that all DST participants have the proper and appropriate security clearances on file in accordance with the DD254 prior to allowing work with classified data, appropriate clearances are obtained and maintained for those individuals proposed to work with such data. For example, appropriate clearances for all study team meetings must be obtained prior to the meetings.

1.3.2.2.2 Ensuring that all security rules, regulations and other requirements are met and adhered to by the DST team while in the contractor's facility.

1.3.2.2.3 Conducting security briefings for all DST participants advising them of their security responsibilities and ensuring that they are aware of all security

procedures. Further, DST participants should be informed they have complete access to a security officer in case of questions or other issues.

1.3.2.3 Conflict of Interest. All DST members shall complete a Conflict of Interest Statement provided by the Contracting Officer. The DST Membership Agreement requires that members must advise the steering committee of any potential conflict of interest related to their DST activities.

1.3.3 Conference Support. The contractor shall assist the Government with DDR&E-directed technical conferences to include, but not limited to, the annual Staffer Day Conference and any other conferences requiring contractor assistance and in accordance with applicable Fiscal Law requirements. Support shall include, but is not limited to, facilitation, facility and logistical arrangements, technical material development and presentation and other support services.

1.3.4 Specialized Support. The contractor shall provide support for quick-response, limited term, and highly specialized consultants. Typical requirements for these tasks include very senior personnel with significant DoD experience or highly specialized and technically qualified abilities. Some examples of specialized technical support include: program budget analysis, public affairs functions, briefing development, developing marketing pamphlets/brochures, participation in limited scope and duration research, analysis or assessments, or other technical experience in a specialized field.

1.3.5 Engineering and Technical Services. The contractor shall provide advice, assistance and training required to maintain and operate equipment and components. This includes software independent verification and validation (IV&V) activities when applicable. The contractor shall provide a variety of engineering and technical services such as:

1.3.5.1 Supporting system integration of new technologies into current weapons systems.

1.3.5.2 Reviewing and making recommendations on proposed engineering changes.

1.3.5.3 Conducting specialized training

1.3.5.4 Participating in design/technical reviews in order to make recommendations to the Government.

1.3.5.5 Participating in system testing activities

1.3.5.6 Performing failure analysis and making proposed corrective actions with regard to identified weapon system deficiencies.

1.3.5.7 Conducting reliability and reliability growth analysis.

1.3.5.8 Evaluating technology readiness and technology integration risk.

1.3.5.9 Evaluating program protection and cyber security including identification and mitigation critical program information risk.

1.3.6 Management and Professional Services: Contractor shall provide management and professional support services, i.e., services that provide assistance, advice or training for the efficient and effective management and operation of organizations, activities (including management and support services for R&D activities), or systems. These services are normally closely related to the basic responsibilities and mission of the agency originating the requirement. Included are efforts that support or contribute to improved organization of program management, logistics management, project monitoring and reporting, data collection, budgeting, accounting, performance auditing, and administrative technical support for conferences and training programs. Contractor shall support the following:

1.3.6.1 Manage contractor employees and performance associated with any issued Task Order (TO).

1.3.6.2 Maintain a stable workforce.

1.3.6.3 Develop and maintain a customer-oriented philosophy, create an environment that improves employee performance, solves programmatic issues and delivers high-quality performance.

1.3.6.4 Ensure that the new personnel meet or exceed the stated qualification requirements as stated in the original TO proposal.

1.3.6.5 Respond to Contracting Officer (CO) or Government Program Manager (PM) requests in a timely manner as directed.

1.3.6.6 Identify, document and notify the Government of actual or potential contractor program management problems and deficiencies and report unresolved problems to the CO and Government PM.

1.3.6.7 Perform corrective actions for all identified contractor program management problems and deficiencies IAW time frames specified by CO.

1.3.6.8 Support periodic meetings and conferences convened at the direction of the PM.

1.3.7 Project Management. Provide project management expertise and guidance. Assist in comparing program direction and guidance in program management directives, plans, and other program documents with current in-place contracts, and identify

discrepancies and recommend actions. Assist in the preparation, review, and integration of selected milestone review documentation, periodic reports, and certifications as identified in DoDI 5000.2, NSSAP 03-01 and other DoD Directives, and recommend and prepare changes. Assist in identifying and mitigating risks to the program. Assist in reviewing contractor deliverable status together with milestone schedules, status reports, and cost performance reports. Determine accuracy of information/situation depicted, and report inconsistencies. Assist in preparing briefings and reports in direct support of the acquisition program management function. Assist in presenting specific briefings to Government and prime system contractors. Assist in reviewing program plans and other related documents and provide comments. Assist in tracking progress and suggesting alternate approaches for projects behind schedule. Assist in analyzing problems that arise in the performance of program tasks and recommend solutions. Assist in performing systems analysis of network project tracking systems. Evaluate for currency, applicability of tasks, sequence, interdependency, duration, and consistency with program milestones. Assist in conducting broad-based analysis of acquisition programs to support organizational planning. Make recommendations for improvement and efficiency.

1.3.8 Financial Management (FM). Provide all the services found in a programming or comptroller shop to include planning, programming, budgeting, executing (PPBE) and tracking data. Maintain proficiency with fiscal and appropriations law. The following are examples of the types of FM support which may be required. The subparagraphs below contain a non-inclusive list of Financial Management disciplines which may be required.

1.3.8.1 Financial and Budget Administration. Assist in providing financial and budget support and analysis for programs. Provide funding, forecasting, programming, budget information, execution status and funds reconciliation, following the PPBE process, using the requested FM tools and systems. Provide the team with the appropriate support, allowing the program to stay on schedule and meet milestone requirements. Maintain cognizance of the status of approved, deferred, and released funds and provide appropriate tracking documentation. Maintain cognizance of various program funds, and provide financial information for the preparation and execution of financial documents. Maintain an accurate audit trail to separately track, record, and report the status of each funding document to ensure proper use of all funds (active, expired, and cancelled). Reports may consist of, but are not limited to, Defense Acquisition Executive Summary (DAES), Selected Acquisition Reports (SAR), Program Review (PR), Program Executive Review (PER), Financial Management Review (FMR), tri-annual, etc. Contact Senior leadership as required, to OMB, in performance of budget execution or justification. Provide reclaims to higher headquarters on an as needed basis. Continuously provide decision support to management. Contribute in development of program and budget submissions (i.e. Issue Papers, Operations and Maintenance [O-Docs], Procurement Documents [P-Docs] (limited to P-DOCS of a technical nature) and Research Test Development and Evaluation Documents [R-Docs]) and program office memorandums (POM) inputs. Knowledge of Governmental financial activity systems, such as, but not limited to Automated Business Services System (ABSS), Comprehensive Cost and Requirement System (CCAR), Commander's Resource Integration System (CRIS), Looking Glass, Investment Budget Documentation & Execution System (IDECS), Budget Justification System (BJS), System Metric and Reporting Tool (SMART), Mechanization of Contract Administration Services (MOCAS), Foreign Military

Sales (FMS), Executive Information System (EIS), Execution Management System (EMS), Defense Financial Accounting System (DFAS), Business Enterprise Information Service (BEIS), and Intragovernmental Value Added Network (IVAN) is desired.

1.3.9 Administrative and Human Resources. Provide general administrative support for organizations to include formatting correspondence, reports, briefings and other content drafted by technical and management personnel; transmit documents and data files; provide general support for business meetings and other events; monitor contractor personnel matters, support travel planning and ensure contractor personnel data currency. Manage and track data call requests. Assist in providing illustration/graphics support that requires visual display/presentations/aids, including videos, beyond the normal capabilities of office personnel. Assist in providing strategic resource management and in planning Government manning resources to keep program office expertise level commensurate with strategic goals and product portfolio.

1.3.10 Assessment and Security. Provide specialized classified “analytical services” and “support services” to meet the challenges of OUSD(AT&L) decision processes. The “analytical services” capability required encompasses comprehensive integrated warfare research, analysis, and modeling and simulation across multiple DoD warfare mission area and associated classified systems. Of particular importance is theater air and missile defense concurrent with force power projection. The efforts may range from warfare performance of single system performance and integrated architecture capabilities assessments to acquisition programmatic cost/schedule assessments to determine ability to field system-of-systems integrated warfare capabilities. The “support services” needed to effectively enable the analytical efforts include, but are not limited to: classified data and security management; and secure analytical and collaborative facilities, and a secure IT wide-area network infrastructure for multi-agency collaboration and analysis. The tasks and type of services are likely to change as issues are raised and new challenges occur to meet these demands.

1.3.10.1 Warfare Performance Analysis. The Contractor shall, as tasked, be able to complete a compressive analysis process against a potentially wide range of topics and issues that may need to be analyzed to effectively support USD(AT&L) critical decisions. These efforts may be conducted independently, in collaboration with other organizations, or through facilitating an external team’s (Government and Contractor) analysis effort. In each OUSD(AT&L) study/analysis effort, the Contractor will be expected to be able to support, as tasked, the requirements as set forth in individual task orders. The complexity and duration of each effort may range from a 30-day “quick look” to a long (one year) comprehensive study.

1.3.10.2 Acquisition Trades Assessments. The current fiscally constrained budget environment is putting increased pressure on cost effective acquisition execution. OUSD(AT&L) needs the ability to apply quantitative analysis techniques to program execution information to support critical acquisition approval decisions. Such tasks will require the contractor to perform analysis of the projected costs of systems/family of systems, as well as, the phasing of the program budget and acquisition plans.

1.3.10.3 Security and Information Management. An overall analysis and decision review process relies upon available and correct information. Platform and system data is under the cognizance of specific AOs and PMs. Classified aspects of each platform or system are managed by those specific program individuals. The OUSD(AT&L) analysis and SOS (System of Systems) acquisition decision process mandates that multiple platforms and systems be aggregated, examined as alternative joint architectures, and analyzed for force effectiveness and capabilities. This multisystem SOS capability analysis and planning requires additional SAP and SCI security and information management than is required by individual programs. To meet this requirement, the Contractor shall provide, as tasked, cleared personnel and security processes necessary to assist the analysis teams to protect sensitive and compartmented information.

1.3.10.4 Secure IM Infrastructure. The overall OUSD(AT&L) JFA (Joint Fires Area) analysis effort requires a consistent and available secure information management infrastructure across multiple agency locations conducting supporting analysis. This infrastructure must be capable of securely moving information and data from unclassified levels to increasingly higher aggregated classified levels. This envisions a secure Automated Information System (AIS) environment within which basic unclassified source data to be moved (replicated) to a Secret network at which work can be performed. Then this Secret product/data will be moved (replicated) to Top Secret or SAP or SCI networks for additional work. This controlled upward information migration enables the study teams to access same source information regardless of work location. To facilitate this, the Contractor shall, as tasked, establish a common compartment data management environment, based on the OSD(AT&L) SAP IMS infrastructure, to provide the study team with the ability to work with consistent information across multiple security levels.

1.4 Place of Performance. The majority of the work will be performed at the Pentagon or within the National Capital Region (e.g. Crystal City, Rosslyn, Ballston, etc.). Place of performance specifics will be detailed on each task order.

1.5 Period of Performance. The Government intends to award no more than five multiple award schedule BPAs. The period of performance for each award shall be for one (1) Base Year consisting of 12 months and four (4) 1-year options. The Period of Performance (POP) reads as follows:

Base Year:	December 13, 2010 through December 12, 2011
Option Period 1:	December 13, 2011 through December 12, 2012
Option Period 2:	December 13, 2012 through December 12, 2013
Option Period 3:	December 13, 2013 through December 12, 2014
Option Period 4:	December 13, 2014 through December 12, 2015

1.6 Observance of Legal Holidays and Facility Closures. The contractor shall not be required or authorized to work when their assigned facility is on holiday or closed. During such periods, the contractor will not be compensated for labor hours without (1) advanced

direction by the Contracting Officer or (2) the work being a response to a Government emergency. Following is a list of U.S. Federal holidays and reasons for facility closures:

New Year's Day, January 1
Martin Luther King's birthday, the third Monday in January
President's Day, the last Monday in February
Memorial Day, the last Monday in May
Independence Day, July 4
Labor Day, the first Monday in September
Columbus Day, the second Monday in October
Veteran's Day, November 11
Thanksgiving Day, the fourth Thursday in November
Christmas Day, December 25
Any other day/time designated by Federal statute, executive order, or Presidential Proclamation
Adverse weather conditions or national emergencies may require the Pentagon to close.
Inclement Weather. The contractor will be provided the DoD policy regarding weather emergencies.

1.7 Contractor Identification. Contractor personnel and their subcontractors must identify themselves as contractors or subcontractors during meetings, telephone conversations, in electronic messages, or correspondence related to this contract. Government supplied badges shall be worn by contractor and subcontractor personnel and be visible at all times.

1.8 Conflict of Interest. The contractor shall not employ any person who is an employee of the United States Government if the employment of that person would create a conflict of interest. The contractor shall not employ any person who is an employee of the Washington Headquarter Services, either military or civilian, unless such person seeks and receives approval in accordance with DoD Directive 5500.7, *Standards of Conduct* and WHS policy. If the Contractor discovers an organizational conflict of interest or potential conflict of interest after award, a prompt and full disclosure shall be made in writing to the Contracting Officer. This disclosure shall be made on the OCI Analysis/ Disclosure Form provided as an Attachment to the contract, and shall include a description of the action the Contractor has taken or proposes to take in order to avoid or mitigate such conflicts. See OCI clause for more details.

1.9 Substitution or Addition of Key Personnel. The Government considers maintaining a low rate of personnel turn-over an important performance measure of the success of this contract (see Section 2, Services Summary).

1.10 Quality Control (QC). The contractor shall be responsible for quality control for all work accomplished during the performance of all tasks. All work shall be accomplished using the best commercial practices and within applicable Government guidelines. The Contractor shall establish a 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 QC program:

- A comprehensive inspection system of all the scheduled and unscheduled services and deliverables required in individual tasks.
- 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 as mutually agreed upon.

1.11 Quality Control Plan. The contractor shall establish and maintain a Quality Control (QC) Plan for work accomplished under this contract and shall develop QC plans for each task order.

1.11.1 The contractor shall provide a QC Plan for review at the initial kickoff meeting for each task order issued, to be determined at a later date. The QC Plan shall assure that the requirements of each task order are consistent with reasonable standards of administrative support.

1.11.2 The contractor QC Program shall include:

1.11.2.1 Monthly Report. The contractor shall provide the Quality Assurance Plan (QAP) with a monthly report outlining the work performed and issues/potential areas of concern within five working days of the first day of each month.

1.11.2.2 Continuing review of the contract performance of the task orders. Review shall be accomplished and recorded on a schedule as dictated by the contractor's written QC Plan. Records shall be made available to the QAP upon request throughout the performance period.

1.11.2.3 A method of identifying deficiencies in the quality of service before the level of performance deteriorates to an unacceptable level. QC results should be made available to QAP upon request.

1.11.3 Subsequent changes thereto shall be provided to the Contracting Officer for review and acceptance before implementation.

1.12 Security Requirements. The Contractor may be required to retain secret information at the contractor facility, therefore the Contractor shall possess a SECRET facility clearance from the Defense Security Service at the time proposals are received. If the contractor is required to have access, generate, or work with any classified information, any Contractor employees performing work in support of this contract shall possess or be able to be granted a SECRET (or TS/SCI if needed) clearance from the Defense Industrial Security Clearance Office. The contractor shall comply with DD Form 254, Department of Defense Contract Security

Classification Specification, and DoD 5220.22-M, National Industrial Security Program Operating Manual (NISPOM).

Except where specifically noted, contractor personnel shall require the appropriate clearance prior to task order start date/s. The Contractor must be able to obtain TS/SCI clearance if necessary. In addition, the contractor will not delay assignments due to security clearance issues. The level of clearance will be identified in individual task orders with Special Compartmented Information highly desired for some of the positions. Interim clearances are acceptable. The contractor shall work with the Information Security Program Manager (ISPM) on all security-related issues.

1.12.1 Contractor Access. The contractor shall immediately notify the ISPM when employees no longer require access and/or contract termination and the contractor shall return all Government identification and access badges. The contractor shall immediately notify the ISPM when Government identification and access badges are lost or stolen. The contractor shall comply with all in and out processing of each office.

1.12.2 Privacy and Security. This work effort involves the contractor having access to and/or the safeguarding of classified information/material and shall require an "identify security level" clearance. The security policies, procedures and requirements stipulated in the NISP, NISPOM and supplements thereto are applicable to include the following security requirements and/or guidance whenever contract performance will occur on a DoD-controlled facility or activity.

1.12.3 Disclosure of Information. The contractor shall not release to anyone outside the contractor's organization any unclassified information, regardless of medium (e.g., film, tape, document, etc.), pertaining to any part of this contract, task orders or any program related to this contract, unless: (1) The Contracting Officer or QAP gives prior written approval; or (2) The information is otherwise in the public domain before the date of release. Request for approval shall identify the specific information to be released, the medium to be used, and the purpose for the release. The contractor shall submit its request to the Contracting Officer or QAP at least 30 days prior the proposed date for the release. The contractor agrees to include a similar requirement in each subcontract under this contract. Subcontractors shall submit request for authorization to release through the prime contractor to the Contracting Officer. Each contractor or employee of the contractor to whom information may be made available or disclosed shall sign the Non-Disclosure Agreement provided by the Contracting Officer. Contractor personnel shall not disclose, share, or otherwise make public any network passwords or any information contained in Government information management systems to which contractor personnel have been granted access.

1.13 Building Security. Building security is ensured by location on a DoD facility and through locked doors. The contractor shall be provided access to the furnished office space in accordance with Government regulations and policies. The Government will coordinate with Pentagon Security to ensure that on-site personnel receive all necessary security passes to conduct this project. The contractor shall share with Government personnel the protection and security of all Government information and property within the scope of this PWS.

1.14 Data and Privacy Information. The contractor will have access to data and information proprietary to the Government. The contractor shall not divulge or release data or information developed or obtained in performance of the contract except as authorized by Government personnel or upon written approval of the Contracting Officer. All contract employees will be required to execute Non-Disclosure Agreements prior to commencement of any work under the contract.

1.14.1 The contractor shall not use, disclose, or reproduce proprietary data, other than as required in the performance of the contract. The limitations above do not apply to data or information that has been made public by the Government. Further, this provision does not 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.

1.14.2 All products produced and their associated work papers are to be considered the property of DDR&E.

1.15 Privacy Act. Work on this project may require that personnel have access to Privacy Information. Personnel shall adhere to the Privacy Act, Title 5 of the U.S. Code, Section 552a and applicable agency rules and regulations.

1.16 Training. The contractor shall be responsible for ensuring employee knowledge, skills, and abilities stay current with changing technology. If training is required, it shall be provided by the contractor at no cost to the Government. Government directed training such as annual Information Assurance refresher training may be completed during normal, billable duty hours.

1.17 Section 508 Compliance. The contractor shall support the Government in its compliance with Section 508 throughout the development and implementation of the work to be performed. Section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794d) requires that when Federal agencies develop, procure, maintain, or use electronic information technology, Federal employees with disabilities have access to and use of information and data that is comparable to the access and use by federal employees who do not have disabilities, unless an undue burden would be imposed on the agency. Section 508 also requires that individuals with disabilities, who are members of the public seeking information or services from a Federal agency, have access to and use of information and data that is comparable to that provided to the public who are not individuals with disabilities, unless an undue burden would be imposed on the agency. The industry partner should review the following websites for additional 508 information:

<http://www.section508.gov/index.cfm?FuseAction+Content&ID=12>
<http://www.access-board.gov/508.htm> <http://www.w3.org/WAI/Resources>

1.18 Inherently Governmental. The Contractor shall not perform any inherently governmental functions (e.g. approving or making decisions) associated with the requirements in this Performance Work Statement. In all activities where the Contractor may represent its government customer's positions, the Contractor shall make it clear that he or she is not a government employee.

2. SERVICES SUMMARY. See attached QASP.

3. GOVERNMENT-FURNISHED PROPERTY (GFP), EQUIPMENT (GFE) AND SERVICES

3.1 The contractor shall have full access to GFP, GFE and software necessary to perform the requirements of each task order while working in Government spaces. Individual task orders will specify the amount of space available in government facilities. The contractor is responsible for providing office space and facility support for any Task Orders that do not provide Government facilities for performance. The Government may furnish the computer hardware, software, and supporting GFE materials and facilities, as specified in each task order. All materials will remain the property of the Government and will be returned to the QAP upon request or at the end of the period of performance. In addition, the Government will make available to the contractor all relevant working papers, project descriptions, program briefing material, policies, procedures, regulations and other pertinent information applicable to DDR&E operations.

4. TRAVEL. Travel, both within and outside of CONUS may be required. Prior to travel the contractor shall coordinate with and receive Government authorization from the applicable PMO. The contractor shall be responsible for obtaining all passenger transportation, lodging, and subsistence. Reimbursement of travel costs will be in accordance with the Joint Federal Travel Regulations per FAR 31.205-46. The contractor shall travel using the most economical transportation commensurate with the mission requirements. When necessary to use air travel, the contractor shall use the tourist class, economy class. Similar lodging accommodations should be used to the extent they are available and commensurate with the mission requirements. Travel will be reimbursed on a cost reimbursable basis; no profit or fee will be paid. Local travel may be required however, will not be reimbursed.

BPA ADMINISTRATION

Scope

The purpose of this BPA is to provide broad Defense Research Science & Engineering Technical Analysis (SETA), and Advisory and Assistance Services (A&AS) on-site/off-site support, in most instances, in a classified environment. Other support services may take the form of information, advice, expert opinions, alternatives, analyses, evaluations, recommendations, training, and services to complement the Government's technical expertise. The objective of this contract action is to acquire, through award of five or less BPA contracts, with firm-fixed price task orders, professional and executive-level mission support services primarily for the Office of the Under Secretary of Defense Acquisition, Technology and Logistics (OUSD(AT&L)), Director of Defense Research and Engineering (DDR&E). The requirements of Task Order 0001 are provided under the Performance Work Statement (PWS) of this RFP, and specifically Section 5. Each offeror will provide a price proposal for Task Order 0001, and this pricing

data will be evaluated for purposes of Task Order 0001 award, and shall contribute to the best value determination for the multiple BPA awards. Task Order 0001 encompasses technical, analytical, administrative, specialized, and Planning, Programming, Budgeting and Execution (PPBE) support to assist in all aspects of Office of the Director, Defense Research and Engineering (DDR&E) office activities. (See the enclosed PWS.)

BPA Structure

The BPAs expire after five years, or at the end of the Federal Supply Services (FSS) contract period, whichever is earlier. The BPAs will be for a base year and four (4) one-year options. The Government may extend the terms of the BPAs, in accordance with FAR 52.217-9, beyond the current period of performance by exercise of the next option. This will be accomplished by written notice to the Contractor no later than the commencement date of the option period of performance provided the Government gives the Contractor a preliminary written notice of its intent to extend at least 60 days before the agreement expires. The preliminary notice does not commit the Government to the extension.

The following Schedule applies to this agreement:

<u>Period of Performance</u>	<u>Dollar Threshold Capacity per Year</u>	<u>Performance Dates</u>
Base Year:	\$20,000,000.00	December 13, 2010 through December 12, 2011
Option Period 1:	\$20,000,000.00	December 13, 2011 through December 12, 2012
Option Period 2:	\$20,000,000.00	December 13, 2012 through December 12, 2013
Option Period 3:	\$20,000,000.00	December 13, 2013 through December 12, 2014
Option Period 4:	\$20,000,000.00	December 13, 2014 through December 12, 2015

The total duration of the BPAs, including the exercise of options under this clause, shall not exceed the GSA FSS period of performance. The dollar limit of the BPAs combined is \$100,000,000.00.

The BPAs shall be reviewed annually before the anniversary of their effective date and revised as necessary. The BPAs may be discontinued by either party upon thirty (30) days written notice.

Ordering

Orders will be placed by the Washington Headquarters Services Acquisition Directorate. The ordering Contracting Officer shall ensure compliance with all rules and regulations. Instructions for proposals on task orders will be included in each task order. Orders shall be received and accepted via hardcopy or email. Proposal receipt will be via hardcopy or email. Email is the preferred method of receipt.

When a task order is required, the Contracting Officer will issue a request for proposal from the BPA Contractors. The Contractors shall then submit a proposal to the Contracting Officer, and the Contracting Officer will evaluate proposal and award a task order to the winning offeror. Each task order shall be binding on the Contractor when the task order is issued by the Government.

Failure to reach agreement on the price for any task order for any order issued before the price is established will be considered to be a dispute under the Disputes clause.

Authorized BPA Contract Users

The principal users of the BPAs will be WHS, OSD and other Department of Defense offices as deemed appropriate by the Contracting Officer.

BPA Administrator

The administrator for the BPAs will be:



Obligation of Funds

Funds will be obligated on individual orders placed against the BPAs. In accordance with FAR 16.702(c), no monetary obligation in the form of a minimum guarantee or otherwise will be made with the establishment of these BPAs.

The BPAs established as a result of this solicitation will not obligate any funds. Funds will only be obligated on individual orders against an established BPA.

Invoicing

The Contractor shall invoice monthly per task order unless otherwise directed in the specific task order.

SPECIAL BPA REQUIREMENTS

1. CONTRACTING OFFICER'S REPRESENTATIVE

(a) The COR will be specified in each individual task order.

(b) The Contractor is advised that only the Contracting Officer can change or modify the BPA terms or take any other action which obligates the Government on any task order. The authority of the COR for each task order is strictly limited to the specific duties set forth in his/her letter of appointment, a copy of which is furnished to the Contractor. Contractors who rely on direction from other than the Contracting Officer do so at their own risk and expense. Such actions do not bind the Government contractually. Any contractual questions shall be directed to the Contracting Officer.

CONTRACTOR VISITS

The COR will approve and coordinate all Contractor visits to a sponsor's agency and other DoD agencies necessary for performance under each order. All security visit requests shall be submitted to the COR for approval.

BPA MANAGEMENT

Notwithstanding the Contractor's responsibility for total management during the performance of this BPA, the administration of the BPA will require maximum coordination between the Government and the Contractor. The following individuals will be the Government points of contact during the performance period of this BPA:

(a) **CONTRACTING OFFICER.** All BPA administration will be effected by the Contracting Officer. Communications pertaining to the contract administration will be addressed to the Contracting Officer. No changes to the performance work statement are authorized without a written modification to the BPA executed by the Contracting Officer.

(b) **CONTRACTING OFFICER'S REPRESENTATIVE.** A Contracting Officer's Representative (COR) monitors all technical aspects of the contract and assists in task order administration. The COR is authorized to perform the following functions: assure that the Contractor performs the technical requirements of the task order; perform inspections necessary in connection with performance under each task order, monitor Contractor's performance and notify both the Contracting Officer and the Contractor of any deficiencies; coordinate availability of Government Furnished Property (GFP), and provide site entry of Contractor personnel.

(1) The COR is not authorized to change any of the terms and conditions of the contract. Changes in the scope of work shall be authorized only by the Contracting Officer in a properly executed written modification to the contract.

(2) The COR is not authorized to re-delegate his/her authority.

(3) The COR is not authorized to initiate acquisition actions by use of imprest funds or blanket purchase agreements, nor to issue purchase orders, place calls or delivery orders under basic agreements, basic ordering agreements or indefinite-delivery contracts.

2. INVOICING INSTRUCTIONS

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

****Do NOT use the WAWF Construction invoice type – it is not permitted for invoices paid in the MOCAS system**

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	HQ0034-11-A-0008
Delivery Order	TBD
Pay DoDAAC	HQ0347

Issue By DoDAAC	HQ0034
Admin By DoDAAC	HQ0034
Inspect By DoDAAC/Extension	TBD
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	HQ0034/OSDTM5
DCAA Auditor DODAAC/Extension	N/A
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: TBD in the first email address block and add chris.tompson@whs.mil in any other additional email addresses 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.

3. TRAVEL


It is anticipated that performance under this BPA may require travel. All travel will be at the request of the Government via the COR under specific task orders issued.

Reimbursement for travel in conjunction with the performance of a task order under this BPA will be in accordance with the Federal Joint Travel Regulations.

4. CONTRACTOR INFORMATION

CONTRACTOR ADDRESS and POC

(b)(4),(b)(6)

A large rectangular area of the document is redacted with a solid gray fill, covering the contractor's address and point of contact information.

FINANCIAL INFORMATION

(b)(4)

A large rectangular area of the document is redacted with a solid gray fill, covering the contractor's financial information.

5. NON-DISCLOSURE AGREEMENT

In the course of performance pursuant to this contract, the contractor may access nonpublic information, including Planning, Programming, Budgeting and Execution (PPBE) information. In that event, the contractor shall agree that it will not use or disclose any such information unless authorized by the Contracting Officer's Representative (COR) or the task order monitor. The contractor shall further agree that it will use its best efforts to ensure that its employees and others performing services under this contract will not use or disclose any such information unless authorized by the Contracting Officer's Representative (COR) or the task order monitor. The contractor shall protect information in accordance with the Privacy Act of 1974 (5 U.S.C. 552a) and the Freedom of Information Act (5 U.S.C. 552, as amended). To that end, the contractor shall agree that each of its employees and others performing duties under this contract will sign the Non-Disclosure Agreement set forth below for each task order award as specified during the solicitation for that task order.

NON-DISCLOSURE AGREEMENT

I, **(Individual Name)**, (hereinafter RECIPIENT), an employee of **(Company Name)**, a Contractor providing support services to the RRTO/ECD and likely to have access to nonpublic information, agree to and promise the following:

WHEREAS RECIPIENT is engaged in delivering support services to RRTO/ECD under **(Contract Number)**; and

WHEREAS it is the intention of RRTO/ECD to protect and prevent access to and disclosure of nonpublic information, including but not limited to Planning, Programming, Budgeting and Execution (PPBE) information, to anyone other than employees of the United States Government and others who have a need to know, unless so authorized by the Contracting Officer's Representative; and

WHEREAS RRTO/ECD acknowledges that RECIPIENT will have or require access to such nonpublic information in the course of delivering the contract services; and therefore,

WHEREAS RECIPIENT will be given or otherwise have access to nonpublic information while providing such services; and finally,

WHEREAS "nonpublic information" includes such information as PPBE information, proprietary information (e.g., information submitted by a contractor marked as proprietary), advance procurement information (e.g., future requirements, statements of work, and acquisition strategies), source selection information (e.g., bids before made public, source selection plans, and rankings of proposals), trade secrets and other confidential business information (e.g., confidential business information submitted by a contractor), attorney work product, information protected by the Privacy Act (e.g., social security numbers, home addresses and telephone numbers), and other sensitive information that would not be released by RRTO/ECD under the Freedom of Information Act (e.g. PPBE data);

NOW THEREFORE, RECIPIENT agrees to and promises as follows:

RECIPIENT shall not seek access to nonpublic information beyond what is required for the performance of the support services contract;

RECIPIENT will ensure that his or her status as a contractor employee is known when seeking access to and receiving such nonpublic information from Government employees;

As to any nonpublic information to which RECIPIENT has or is given access, RECIPIENT shall not use or disclose such information for any purpose other than providing the contract support services, and will not use or disclose the information for any personal or other commercial purpose; and

If RECIPIENT becomes aware of any improper release or disclosure of such nonpublic information, RECIPIENT will advise the Contracting Officer's Representative in writing as soon as possible.

The RECIPIENT agrees to return any nonpublic information given to him or her pursuant to this agreement, including any transcriptions by RECIPIENT of nonpublic information to which RECIPIENT was given access, if not already destroyed, upon RECIPIENT leaving the contract.

RECIPIENT understands that any unauthorized use, release or disclosure of nonpublic information in violation of this Agreement will subject the RECIPIENT to administrative, civil or criminal remedies, as may be authorized by law.

SIGNATURE AND DATE

PRINTED NAME: _____

TITLE: _____

EMPLOYER: _____

ORGANIZATIONAL CONFLICT OF INTEREST (OCI)

- a. **Purpose:** The primary purpose of this clause is to aid in ensuring that:
 - (1) the Contractor's objectivity and judgment are not biased because of its present, or currently planned interests (financial, contractual, organizational, or otherwise) which relate to work under this contract;
 - (2) the Contractor does not obtain an unfair competitive advantage by virtue of its access to non-public Government information regarding the Government's program plans and actual or anticipated resources; and
 - (3) the Contractor does not obtain any unfair competitive advantage by virtue of its access to proprietary information belonging to others.
- b. **Scope:** The restrictions described herein shall apply to performance or participation by the Contractor and any of its affiliates or their successors in interest (hereinafter collectively referred to as "Contractor") in the activities covered by this clause as prime contractor, subcontractor, co-sponsor, joint venture, consultant, or in any similar capacity. The term "proprietary information" for the purposes of this clause is any information considered to be so valuable by its owner that it is held in secret by them and their licensees. Information furnished voluntarily by the owner without limitations on its use, or which is available without restrictions from other sources, is not considered proprietary.
 - (1) **Access To and Use of Government Information:** If the Contractor, in the performance of this contract, obtains access to information such as plans, policies, reports, studies, financial plans, or data which has not been released or otherwise made available to the public, the Contractor agrees that without prior written approval of the Contracting Officer, it shall not: (a) use such information for any private purpose unless the information has been released or otherwise made available to the public, (b) compete for work based on such information after the completion of this contract, or until such information is released or otherwise made available to the public, which ever occurs first, (c) submit an unsolicited proposal to the Government which is based on such information after such information is released or otherwise made available to the public, or (d) release such information unless such information has previously been released or otherwise made available to the public by the Government.
 - (2) **Access To and Protection of Propriety Information:** The Contractor agrees that, to the extent it receives or is given access to proprietary data, trade secrets, or other confidential or privileged technical, business, or financial information (hereinafter referred to as "proprietary data") under this contract, it shall treat such information in accordance with any restrictions imposed on such information. The Contractor further agrees to enter into a written agreement for the protection of the proprietary data of others and to exercise diligent effort to protect such proprietary data from unauthorized use or disclosure. In addition, the Contractor shall obtain from each employee who has access to proprietary data under this contract, a written agreement which shall in substance provide that such employee shall not, during his/her employment by the Contractor or thereafter, disclose to others or use for their benefit, proprietary data received in connection with the work under this contract. The Contractor will educate its employees regarding the philosophy of Part 9.505-4 of the Federal Acquisition Regulation so that they will not use or disclose proprietary information or data generated or acquired in the performance of this contract except as provided herein.
- c. **Subcontracts:** The Contractor shall include this or substantially the same clause, including this paragraph, in consulting agreements and subcontracts of all tiers. The terms "Contract", "Contractor", and "Contracting Officer", will be appropriately modified to preserve the Government's rights.
- d. **Disclosures:** If the Contractor discovers an organizational conflict of interest or potential conflict of interest after award, a prompt and full disclosure shall be made in writing to the Contracting Officer. This disclosure shall be made on the OCI Analysis/ Disclosure Form provided as an Attachment to this contract, and shall include a description of the action the Contractor has taken or proposes to take in order to avoid or mitigate such conflicts.

e. Remedies and Waiver:

(1) For breach of any of the above restrictions or for non-disclosure or misrepresentation of any relevant facts required to be disclosed concerning this contract, the Government may terminate this contract for default, disqualify the Contractor for subsequent related contractual efforts, and pursue such other remedies as may be permitted by law or the contract. If, however, in compliance with this clause, the Contractor discovers and promptly reports an organizational conflict of interest (or the potential thereof) subsequent to contract award, the Contracting Officer may terminate this contract for the convenience of the Government if such termination is deemed to be in the best interest of the Government.

Modifications: Prior to contract modification, when the Scope Of Work is changed to add new work or the period of performance is significantly increased, the Contracting Officer may require the Contractor to submit either an organizational conflict of interest disclosure or an update of the previously submitted disclosure or representation.

1. RFP Number	2. Program Title	
3. Contractor Name and Address		4. Telephone Number and POC
5. Type of work to be performed under this agreement:		
6. Contract Number and Program Title		
7. Brief Summary/ Description of work performed under Block 6 action:		
8. Relationship between requirements of Block 1 action and work performed under Block 6 action (If None, State Why):		
9. Offeror/Contractor OCI Evaluation and Assessment (If either answer is yes, attach a copy of the SOW and complete Block 10): Does Actual OCI exist? () Yes () No Does Potential OCI exist? () Yes () No		
10. Summary of actual/potential OCI, including actions planned to avoid, neutralize, or mitigate conflict or potential conflict:		
11. Typed Name of Responsible Official	12. Signature	13. Date
14. Typed Name of Contracting Officer	15. Approval Signature	16. Date

INSTRUCTIONS FOR COMPLETING OCI ANALYSIS/ DISCLOSURE FORM

Blocks 1 through 5: Self explanatory

Block 6: Fill in the number and the short, official title by which the contract or subcontract requiring analysis and determination is formally known. This is work that has already been awarded, is being performed by your company, and requires a comparison with the work described in Blocks 1 – 5. NOTE: One OCI Analysis/ Disclosure Form shall be submitted for EACH Director Defense Research & Engineering (DDR&E)-related contract or subcontract currently being performed.

Block 7: Provide a brief, but specific, narrative summary of the SOW and work performed on the contract or subcontract listed in Block 6, including the period of performance and the value.

Block 8: Provide a brief, but specific, narrative summary of ANY relationship between the work to be performed under the action listed in Block 1 and the previous work performed under the action listed in Block 6. Please be as specific as possible by citing the specific RFP/SOW paragraph where possible.

Block 9: Place an “X” in the appropriate () for your responses.

Block 10: If you answer yes to either 9(a) or to 9(b), provide a summary of the actual or potential OCI.

Blocks 11, 12, and 13: Provide the name of your company official with the responsibility for and/or authority to discuss and commit the company on matters related to OCI issues. That official should then sign and date each form.

(End of Clause)

SOCIO-ECONOMIC PROGRAM BUSINESS PARTICIPATION/REPORTING

The Government wishes to cultivate socio-economic business sources in support of OUSD AT&L requirements. To that end, the Government intends to actively monitor each BPA holder's efforts to include socio-economic program participation under all awarded Task Orders. For purposes of BPA evaluations, the offeror shall provide historical data pertaining to the DoD's socioeconomic goals. Specifically, the offeror shall illustrate its previous use of socio-economic program businesses in the form of subcontractor or teaming arrangements under previous acquisitions with a federal agency or private industry. For purposes of Task Order 0001 evaluations, the offeror shall provide its plan for utilization of socio-economic program businesses in the performance of Task Order 0001.

For Task Order 0001 and all subsequent Task Orders awarded against the multiple BPAs, each Contractor shall report on an annual basis on small business participation under awarded Task Orders. This report must show both total task order dollars and total small business dollars in each socio-economic category for each task order. Using this data, the contractor shall also measure and calculate the afore-mentioned small business participation as a percentage of total Task Order dollars in each socio-economic category for each task order. In the event a Task Order contains little or no small business participation, the Contractor shall include an explanation regarding why small business(es) are not participating in the performance of that order.

Report results will be objectively reviewed against WHS Subcontracting Goals set forth below, and the Contractors demonstrated commitment to supporting the Governments goal of cultivating small business sources in support of OUSD AT&L will also be evaluated.

WHS Subcontracting Goals

Small business	41%
Small-disadvantaged business	15%
Woman-owned small business	6.5%
HUB Zone	4.5%
Service-Disabled Veteran-Owned Small Business	3%

The Contractor's results under any awarded task orders will be included in any past performance reporting that may be requested against this BPA.

KEY PERSONNEL

(a) The Contractor shall notify the Contracting Officer prior to making any changes in personnel assigned to key positions. The key positions will be specified in each individual task order.

(b) During the first 180 calendar days of performance, the Contractor shall make no substitutions of key personnel unless illness, death, or termination of employment necessitates the substitution. The Contractor shall notify the Contracting Officer as soon as possible after the occurrence of any of these events and provide the information required below. After the initial 180 calendar day period, the Contractor may propose substitutions. The Contractor shall provide a detailed explanation of the circumstances necessitating the proposed substitutions, complete resumes for the proposed substitutes, and any additional information requested by the Contracting Officer. The Contractor shall, prior to making any substitution permanent, demonstrate to the satisfaction of the Contracting Officer that the qualifications of the proposed substitute personnel are equal to or better than the qualifications of the personnel originally identified for the position. The Contracting Officer will notify the Contractor within 15 calendar days after receipt of all required information of the decision on proposed substitutions.

(End of Clause)

Quality Assurance Surveillance Plan

**TECHNICAL ANALYSIS (SETA) ADVISORY &
ASSISTANCE SERVICES (A&AS) FOR THE OFFICE OF
THE DIRECTOR, DEFENSE RESEARCH AND
ENGINEERING**

1. OVERVIEW

Quality Assurance Surveillance Plan

Introduction

This Performance-based Quality Assurance Surveillance Plan (QASP) sets forth procedures and guidelines that the Office of the Under Secretary of Defense Acquisition, Technology and Logistics (OUSD(AT&L)), Director of Defense Research and Engineering (DDR&E) will use in evaluating the technical performance of the Contractor. A copy of this plan is incorporated in the Blanket Purchase Agreement (BPA) so that the contractor will be aware of the methods that the Government will employ in evaluation performance on this project and address any concerns that the contractor may have prior to initiating work.

This QASP further clarifies the standards which will be employed by the Government in the inspection and acceptance of the services to be provided by the contractor under the BPA. This is in addition to the requirements specified in the PWS, which provides for inspections and acceptance of the articles, services, and documentation called for in task orders to be accomplished by the Contracting Officer or his duly authorized representative. **The Inspection of Services FAR Clauses 52.246-4 and 52.246-6 apply, and take precedence in the event of any conflict between the requirements of those provisions and this QASP.**

2. Purpose of the QASP

The QASP is intended to accomplish the following:

1. Define the roles and responsibilities of participating Government officials and outside experts;
2. Define the key deliverables which will be assessed;
3. Describe the rating elements and standards of performance against which the contractor's performance will be assessed for each key deliverable;
4. Describe the process of quality assurance assessment; and
5. Provide copies of the quality assurance monitoring forms that will be used by the Government in documenting and evaluating the contractor's performance.

Each of these purposes is discussed in detail below.

Roles and Responsibilities of Participating Government Officials

The following Government Officials will participate in assessing the quality of the contractor's performance. Their roles and responsibilities are described as follows:

Contracting Officer's Representative (COR). The COR will be responsible for monitoring, assessing, recording and reporting on the technical performance of the contractor on a day-to-day basis. The COR will also be responsible for completing the Quality Assurance Monitoring Forms that will be used to document the inspection and evaluation of the contractor's work performance on key deliverables. The COR's responsibilities and limitations are addressed in the provision entitled "Contracting Officer's Representative". Nothing in this QASP shall be construed to expand on the COR authority delineated in that provision.

The COR and contractor's Project Director (PD) will establish and maintain a team-oriented line of communication in order to perform monitoring functions. The COR, CO and PD must work together as a team to ensure that required work is accomplished in an efficient and proper manner. Meetings should be held on a regular basis in order to resolve issues and concerns.

Contracting Officer (CO). The Contracting Officer will have overall responsibility for overseeing the contractor's performance. The Contract Specialist will be responsible for the day-to-day monitoring of the contractors' performance in the areas of contract compliance, contract administration, cost control, property control and reviewing the COR's assessment of the contractor's performance.

3. Key Deliverables to Be Assessed

The Government will use a quality-assurance review process to monitor the contractor's performance under this project. All tasks, including those not evaluated under the QASP (such as general requirements, Integrated Schedule, Integrated Status Report and the Monthly Reports) will be considered in the requisite annual evaluation of this contractor's performance. Specifically, the COR will assess the contractor's performance across a set of tailored rating elements for the following key deliverables:

Program Support. Applying the business, financial management and technical disciplines required to support planning, organizing, staffing, controlling and leading team efforts in managing the efforts to support the E-Government activities, the CIO Executive Board Secretariat responsibilities, Section 508 implementation within the DoD, and the improvement of the DoD Information Technology Portfolio Repository.

4. CONTRACT QUALITY REQUIREMENTS

4.1 Quality Program. The Contractor's Quality Control Program requirements are defined in paragraph Section 6.7 of the PWS. The Quality Control Program shall ensure the government receives the level of quality that is consistent with the performance standards.

5. PERFORMANCE ASSESSMENT

5.1 Purpose. This section details the general method(s) used to verify Contractor compliance with PWS requirements. The key elements of this process are the Contractor's quality program and Government identified Performance Objectives. The Performance Requirements Summary in the attached table dictate the BPA level Performance Objectives. Individual task orders under the BPA may include additional Performance Requirements specific to the task order. The procedures on how to document performance in a correct and effective manner are included below.

5.2 Performance Assessment Approach. To facilitate the performance assessment of the Contractor's quality program, the COR will verify Contractor compliance with the designated Performance Objectives. The intent of the performance assessment approach is to gain confidence in the Contractor's ability to provide satisfactory services and then adjusting the level of Performance assessment to a point that maintains confidence. This Performance assessment approach is subject to change based on the Contractor's performance. Methods of assessment or surveillance include, but are not limited to:

5.2.1 100% Review - This level of Review entails consideration of all performance requirements and deliverables established by and for the Performance Objective within a given timeframe.

5.2.2 Random Monitoring - Random monitoring consists of unspecified observations of some or all requirements and deliverables established by and for the Performance Objective within a given timeframe.

5.2.3 Passive Monitoring - Passive monitoring includes observations by other Government personnel to be substantiated by the COR, that relate to some or all requirements and deliverables established by and for the Performance Objective within a given timeframe. The handling of complaints are included in this method of surveillance.

5.3 Annual Review. The COR will periodically review QASP Requirement Summaries, assess their applicability and recommend the addition or subtraction of Performance Requirement Summaries as conditions warrant. Any changes to the QASP will be subject to negotiation of a modification to the BPA by the Contracting Officer.

5.4 Special Audits. The COR must be alert to conditions that would warrant a special quality audit. Any time the COR observes that a functional area is out of acceptable tolerance or that the technical expertise is not available, a request for a functional area quality audit should be addressed to the Contractor.

5.5 Performance Assessment Folders. A Performance Assessment Folder must be created and maintained by the COR. The folder will be maintained in hard copy. The Performance assessment folder must contain the following sections and may contain other sections or information that the COR finds pertinent or necessary.

5.5.1 Section 1. Approved QASP.

5.5.2 Section 2. ACTIVITY LOG. A chronological log of actions taken in the accomplishment of Quality Assurance by the Government based on assigned Performance Requirements. The purpose of this log is to provide a brief synopsis of an inspection of Contractor provided services or of a meeting with the contractor regarding performance in a given functional area. Documentation that supports activity log entries may be maintained in the RECORDS section of the Performance assessment folder. Also see Paragraph 7.2 regarding CPARS input.

5.5.3 Section 3. CONTRACT.

5.5.4 Section 4. APPOINTMENT LETTERS. This section shall include the COR's appointment letter and training certificates.

5.5.5 Section 5. RECORDS. A section used for filing all documentation associated with QA (e.g., Performance Assessment Log, correspondence, letters of interpretation from the CO and ACTIVITY LOG support documents).

5.6 Performance Complaints. When complaints are used as a method of performance assessment, the following should be completed by the COR:

- a. Advise the person(s) initiating the complaint of the type of service(s) that are to be provided by the Contractor per the BPA.
- b. Gather all customer feedback.
- c. Conduct an investigation to determine the validity of any negative comments received. If the negative comment is not valid, inform the initiator(s) of the reason(s) why and carry on further correspondence if necessary. For valid negative comments, the COR will notify the Contractor to allow the opportunity for investigation and comment and/or rectification. The COR will determine appropriate documentation that may include annotations in the Activity Log, the Performance Assessment Log and/or other pertinent documentation included in the Records Section of the Performance Assessment Folder.
- d. Notify the initiator(s) of the corrective action taken by the contractor, if applicable.
- e. Conduct a trend analysis of validated negative comments if appropriate.

5.7 Monthly Progress Reporting. The contractors shall submit a monthly progress report to the COR and Contracting Officer. At a minimum, the monthly report shall address the following: the status of contractor effort towards achieving contract objectives for each task order; an abstract or summary of

accomplishments in the period covered by the report; milestones for outstanding deliverables and project activities; technical and financial status; and significant issues or problems.

6. PERFORMANCE ASSESSMENT DOCUMENTATION

6.1 Performance Assessment Log. The COR shall document performance assessment quarterly. The Performance Assessment Log is an official Government record of inspections of the performance objectives and other inspection items contained in this QASP.

6.1.2 Contractor Performance Assessment. The contractor shall submit a quarterly Performance Assessment to the COR and Contracting Officer. The Performance Assessment shall document the contractor's performance against each of the performance requirements specified in the attached table.

6.1.13 The COR shall create a Performance Assessment Log. In developing the Performance Assessment Log, the COR shall consider the contractor's assessment. It shall contain the following items as a minimum:

6.2.1.1 Performance Objectives. From the Performance Requirements Summary in the attached table.

6.2.1.2 Performance Standards. From the Performance Requirements Summary in the attached table.

6.2.1.3 Method of Performance Assessment. If inspections were conducted in accordance with the QASP, enter "IAW QASP." If the inspection method deviated from the procedures of the QASP, indicate what methods were used.

6.2.1.4 Date Accomplished. Enter date accomplished to verify and track that the performance assessment was performed within a particular timeframe.

6.2.1.5 Comments. Provide qualitative comments on the performance of the contractor for the specified period of performance based on the established performance standards. Comments shall be sufficient so as to provide meaningful and constructive feedback to the contractor, and shall, if appropriate, identify any incentives or disincentives that should be applied and the associated rationale.

6.2.2 Completed Performance Assessment Logs will be maintained in the performance assessment folder until such time as they are requested by the Contracting Officer. At the completion of the BPA, the COR will contact the Contracting Officer for disposition instructions of the performance assessment records.

7. PERFORMANCE REPORTING REQUIREMENTS

7.1 COR Feedback to the Contractor. The COR shall provide a copy of the Performance Assessment log upon completion to both the contractor and the Contracting Officer.

7.2 Contractor Performance Assessment Reporting System (CPARS) Items that are surveyed IAW this QASP may and should also be used as input to the CPARS. The COR should keep in mind that details of the inspections from the activity log can be used for this purpose. The inclusion of more detailed documentation of inspection results would be very helpful to the development of the CPARS. CPARS reporting shall be accomplished at the end of each contract period of performance. Interim reporting may be considered by the Contracting Officer due to exceptionally good or exceptionally poor performance, or at the request of the contractor.

8.0 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 RRTO 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.

BPA Level Performance Requirement Summaries	Performance Standard	Method Of Assessment	Date Accomplished	Comments
PRS #1 The contractor, in a timely fashion, shall consistently provide, as the specific requirement demands, professional personnel with appropriate security clearances to support DDR&E in its mission	Properly "cleared," skilled and motivated support personnel report to work within 21 days of need or vacancy being identified.	Client interviews	Every 90 days	Documentation collected for future CPARS evaluation.
PRS #2 The contractor attracts and maintains a stable workforce that effectively supports the DDR&E mission requirements.	Minimal turbulence and turnover in the workforce, that promotes a stable work environment with reduced task repetition and learning curves.	Client interviews	Monthly	Documentation collected for future CPARS evaluation
PRS #3 The contractor's workforce consistently generates work product of high quality.	All deliverables and written products including but not limited to Position Papers, White Papers, Briefings, meeting summaries and issue papers, reflect thorough research in and knowledge of the topic at hand; articulate clear conclusions and/or recommendations, as appropriate; are written and formatted as directed; reflect Government guidance on the draft(s); and are comprehensive, coherent, accurate, and timely. Professional advice and assistance is rendered pro-actively; is thorough and well thought out; and is rational, executable and supportable.	Periodic monitoring and consistent review	Monthly	Documentation collected for future CPARS evaluation
PRS #4 – The contractor manages labor categories and labor hours that are responsive to the needs of the Government in a cost efficient manner.	Projects are performed with the labor hours and skill sets in accordance with the agreed labor, qualifications, and rates matrix.	100% Inspection	Monthly	
PRS #5 – The contractor attends meetings as required by	Attendees are prompt and appropriately prepared	Client Interviews	Every 90 days	Documentation collected for future CPARS evaluation

the Government.				
PRS #6 – The contractor invoices the Government on a monthly basis	Invoices are submitted timely and are complete and accurate	100% Inspection	Monthly	Documentation collected for future CPARS evaluation
PRS #7 – The contractor provides a workforce that is knowledgeable on security requirements.	Information and property are safeguarded, and there is no security violations reported.	Client Interviews	Every 90 days	Documentation collected for future CPARS evaluation
PRS #8 - The contractor submits monthly reports for the Government's review.	Monthly Status Reports accurately reflect the results of product reviews, formal product inspections, summaries of alternating weekly status review meetings and schedule adherence metrics; and are comprehensive and timely.	Scheduled observation	Monthly	Documentation collected for future CPARS evaluation

BPA PRICING AND BASIS

This BPA is established based on Analytic Services Inc.'s PES rates as reflected in their proposal dated 1 November 2010 via GSA Contract No. GS-23F-0229M. All terms and conditions relating to this GSA schedule apply to this BPA. Orders against the BPA shall utilize the negotiated rate pricing in accordance with the below information:

Discount:

(b)(3):10 USC §2305(g)

Escalation:

(b)(3):10 USC §2305(g)

Travel:

(b)(3):10 USC §2305(g)

Standard Estimating Year:

(b)(3):10 USC §2305(g)

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Withheld pursuant to exemption

(b)(3):10 USC §2305(g)

of the Freedom of Information and Privacy Act

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