

Full and Open (F&O)
MiDAESS Task Order Performance Work Statement
Facilities Life-cycle Management, Site Activation Planning, Deployment and
Integration/DPF-02-13
Revision 03 / 9 February 2015

1. Administrative Information**Date: 20 Feb 2014**

- 1.1 Full and Open (F&O) or Small Business Set Aside (SBSA): F&O**
- 1.2 Functional Capability Group # 4: Infrastructure/Deployment**
- 1.3 Functional Area: Infrastructure & Environment**
- 1.4 Base CLINs: Per the Task Order**
Option Period: **Per the Task Order**
- 1.5 Task Order Title/No.: MDA Facilities Life-cycle Management, Site Activation Planning, Deployment, and Integration/RTOP-DPF-02-13**
- 1.6 Base Period of Performance: Per the Task Order**
Option Period: **Per the Task Order**
- 1.7 Basic Contract Performance Work Statement (PWS) Reference: Paragraph 3.1.2**

2. Top Level Functional Requirements/Scope**2.1 Purpose**

To provide the Missile Defense Agency (MDA) with advisory and assistance services to include, but are not limited to, facility and infrastructure planning and programming and real property asset management; facilities and infrastructure design, acquisition, construction, and configuration management; integration and operations functions to synchronize strategic planning, acquisition, and financial management activities; and site activation, deployment, and integration for real property buildings and infrastructure during Ballistic Missile Defense System (BMDS) mission deployments.

This effort is required for the MDA Facilities, Military Construction (MILCON), and the Environmental Management Directorate (DPF). Requirements include facilities life-cycle management, site activation planning and programming, design, engineering, construction oversight, sustainment, demolition and disposal, deployment, and integration for geographically dispersed locations identified in this PWS. These locations include, but are not limited to: National Capital Region, VA (NCR), Huntsville, AL (HSV), Dahlgren, VA (DHL), Ft. Drum, NY, Vandenberg Air Force Base, CA (VAFB), Ft. Greely, AK (FGA), Pacific Missile Range Facility, HI (PMRF), MDA Sites in Romania and Poland, Japan, and Clear Air Force Station, AK (CAS).

Full and Open (F&O)
MiDAESS Task Order Performance Work Statement
Facilities Life-cycle Management, Site Activation Planning, Deployment and
Integration/DPF-02-13
Revision 03 / 9 February 2015

The requirements in this task order involve the global BMDS facilities and infrastructure for the agency to site, acquire, develop, oversee design and construction of, operate, and sustain facilities in a cost effective manner for the MDA mission, while ensuring environmental compliance and enhancing the safety and quality of the workplace.

2.2 Organizational Description

The DPF plans MILCON projects, two of which are currently in development: (1) Romania, European Phased Adaptive Approach (EPAA) PHII and (2) EPAA PHIII with two designs; executes MILCON projects, two of which are currently in progress: (1) Von Braun IV at Redstone Arsenal (RSA) in Huntsville, AL and (2) Aegis Ashore Missile Defense Complex at PMRF; as well as manages the MDA enterprise wide facilities and infrastructure Sustainment, Restoration and Modernization (S/RM) efforts, while applying the Facilities Life-Cycle Model.

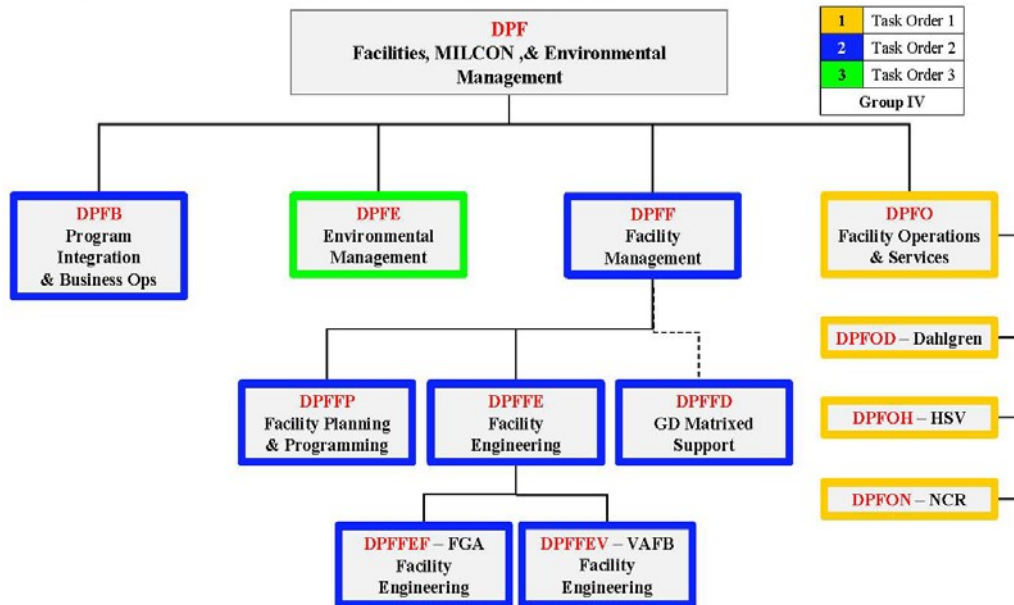


Figure 1: DPF Organization Chart

2.3 Organizational Databases

Organizational specific databases within this task order support the Facilities, MILCON, and DPF. Databases included in this category are government owned and resident on government servers for use by contract support for the management of Agency requirements within the scope of DPF responsibilities. Databases requiring management within this task order include:

- Facility Acquisition Support System (FASS)

Full and Open (F&O)
MiDAESS Task Order Performance Work Statement
Facilities Life-cycle Management, Site Activation Planning, Deployment and
Integration/DPF-02-13
Revision 03 / 9 February 2015

- Construction In-Progress Report (CIP)
- Geographic Information Systems (GIS)
- Legacy Project Database
- Program Resource Internet Database Environment

3. Performance Objectives and Detailed Requirements

Table 3.0 below is the Performance Objective Index outlining the objectives to be performed in accordance with this PWS. Required products for each objective are defined in the Key Product Tables attachment.

- a. **Data Rights.** The contractor shall comply with government data rights in accordance with the Defense Federal Acquisition Regulations Supplement (DFARS), as identified below in the PWS and incorporated in the task order:

All technical data (TD) and computer software (CS) algorithms and related models (see DFARS 252.227-7013 and 252.227-7014) to be produced or developed under this task order shall be delivered to the Government with unlimited data rights. The TD and CS products shall be delivered to the contracting officer in their entirety at any point during the Period of Performance (PoP) of this task order upon written request of the contracting officer or by the end of the task order. The TD and CS products are to be developed with only Government funds. Do not use open source computer software unless prior written approval is received from the contracting officer. All copyrights for updated and newly developed TD and CS products will be assigned to the Government (see DFARS 252.227-7020, incorporated herein).

- b. **Special Studies.** This task order may require facilities and infrastructure engineering special studies that are not defined at this time. The contractor will be required to perform studies that may be related to support project specific scientific and/or engineering facilities and infrastructure analyses, economic analyses, siting, facilities design, or construction. Special studies will be directed by the Government, detailed in a modification, and funded at time of initiation.
- c. **Foreign Military Sales (FMS).** The requirements in this task order cover FMS efforts for the agency that will arise for the BMDS programs. This effort shall include future FMS administrative and/or case work determined to be required for facilities management, site activation, deployment, and facilities infrastructure integration. The administrative and/or case funding, both labor and travel, for required FMS activities will be segregated by the supporting individual's name for efforts and monthly reporting purposes, as identified in the modification.

Full and Open (F&O)
MiDAESS Task Order Performance Work Statement
Facilities Life-cycle Management, Site Activation Planning, Deployment and
Integration/DPF-02-13
Revision 03 / 9 February 2015

Performance Objective Index	Location
1. Delivery of Support Services for the BMDS	National Capital Region, VA (NCR) Dahlgren, VA (DHL) Huntsville, AL (HSV) Vandenberg Air Force Base, CA (VAFB) Fort Greely, AK (FGA) Pacific Missile Range Facility, HI (PMRF) Romania, Poland, Japan, Qatar
2. Effective Small Business Utilization throughout execution of this Task Order	All
3. Utilize Small Business, as specified by the Small Business Subcontracting Plan	All
4. Effective Management (75%) and Reporting (25%) of Cost throughout Execution of this Task Order.	All
5. Facility and Infrastructure Planning, Programming, and Real Property Asset Management	All
6. Facilities and Infrastructure Design, Facilities and Infrastructure Acquisition, Construction, and Configuration Management	All
7. Facilities Infrastructure, Environmental Business Operations, and Program Integration	All
8. Site Activation Planning, Deployment, and Integration for Real Property Buildings and Infrastructure	All

Table 3.0: Performance Objectives

3.1 Performance Objective #1: Delivery of Support Services for the

BMDS Task Details

The contractor shall manage the task order, execute requirements, deliver services, and provide Teamwork/Cooperation; Management of Personnel; Management of Key Personnel; Overall Task Order Management; and a Communication Plan as described below:

- a. Teamwork/Cooperation is defined as fostering a collaborative environment in order to perform task requirements as an integrated team member in the DPF and matrixed organizations. The contractor shall provide timely open communication of program information required to complete the tasks.
- b. The contractor shall provide Management of Personnel as measured by the contractor’s ability to respond timely to defined day-to-day tasks, issues, or planned or unplanned contract changes in task order requirements execution.
- c. The contractor shall provide Management of Key Personnel as measured by the contractor’s ability to respond timely to defined day-to-day tasks, issues, or

Full and Open (F&O)
MiDAESS Task Order Performance Work Statement
Facilities Life-cycle Management, Site Activation Planning, Deployment and
Integration/DPF-02-13

Revision 03 / 9 February 2015

planned or unplanned contract changes in task order requirements execution. Key Personnel is defined as the Contractor Program Manager (CPM), and Task Order Lead (TOL).

- d. The contractor shall provide Overall Task Order Management as measured by the contractor's ability to keep projects on track and accomplish objectives within available resources, including transition of personnel, while keeping customer informed on issues that may arise to include:
- 1) Timely resolution of identified performance, technical, cost, and/or other task order issues.
 - 2) Mandatory reporting of unresolved issues to the Missile Defense Agency Engineering and Support Services (MiDAESS) Program Office (MS) Program Manager, MS Contracting Director, and Procuring Contracting Officer (PCO) at 30th day of being outstanding (or sooner, if contractor deems critical).
 - 3) Responsive, timely, and quality change proposal submission; and timely execution of contract changes.
- e. Communication Plan: The contractor shall develop, deliver, and implement a Task Order Communication Plan. The plan shall provide specific details of how the contractor will operate the team and manage the task order, with content as specified below.
- 1) Identify CPM and TOL.
 - 2) Describe in detail how operations will be executed daily, including subcontractor management.
 - 3) Provide details on how continuity of services will be provided, e.g., turnover and difficulty of filling vacancies.
 - 4) Specify communication methods with each program, including frequency and location.

A revised Task Order Communication Plan is required, if there are any changes to the original plan submitted. The plan shall be submitted to the PCO with a copy to the Contracting Officer Representative (COR) and the Contracting Officer's Technical Representative.

Full and Open (F&O)
MiDAESS Task Order Performance Work Statement
Facilities Life-cycle Management, Site Activation Planning, Deployment and
Integration/DPF-02-13
Revision 03 / 9 February 2015

Performance Objective #1		
Objective	Standards	Acceptable Quality Levels (AQLs)
Delivery of Support Services for the BMDS	Business Relations/Timeliness - Effective <u>Teamwork/Cooperation</u>	No more than 2 validated customer complaints in writing, within the monthly reporting period / across all locations
	Business Relations/Timeliness - <u>Management of Personnel</u>	Addresses actions within 24 hours of verbal or written notification by the government customer with no more than 1 late response within the monthly reporting period / across all locations
	Management of Key Personnel/Timeliness - <u>Management of Key Personnel</u>	Addresses actions within 24 hours of verbal or written notification by the government customer with no more than 1 late response within the monthly reporting period / across all locations
	Business Relations/Quality/Timeliness - <u>Overall Task Order Management</u>	No more than 2 validated customer complaints in writing, within the monthly reporting period / across all locations

Table 3.1.1: Performance Objective #1 Standard

3.2 Performance Objective #2: Effective Utilization of Small Business throughout Execution of this Task Order

3.2.1 Task Details

- a. Small business utilization on the task order will be evaluated on how well the contractor meets or exceeds the awarded percentage of the total labor cost (minus prime and subcontractor fee) that will go to small businesses as either the prime or first tier subcontract.
- b. Small business utilization is defined as: (1) For large business prime contractors, include the first tier subcontractor total labor cost (minus fee); (2) For small businesses prime contractors, include the prime small business total labor cost (minus prime and subcontractor fee), plus the first tier subcontractor small businesses total labor cost (minus fee). Labor cost is defined as the total fully burdened labor without fee and does not include other direct costs (ODCs) and travel charges.

Full and Open (F&O)
MiDAESS Task Order Performance Work Statement
Facilities Life-cycle Management, Site Activation Planning, Deployment and
Integration/DPF-02-13
Revision 03 / 9 February 2015

3.2.2 Key Products

The contractor shall report monthly as part of their normal contract performance reporting requirements (in the Monthly Status Report), the percentage of the total labor cost spent (minus prime and subcontractor fee) on small business utilization at the prime and first tier subcontracting level as compared to the total labor cost spent (minus prime and subcontractor fee) on the task order.

Performance Objective #2		
Objective	Standard	AQL
Effective Small Business Utilization throughout execution of this task order	The contractor meets or exceeds the awarded percentage of small business utilization on the task order as defined above	Contractor's awarded percentage of small business utilization

Table 3.2.2: Performance Objective #2 Standards

3.3 Performance Objective #3: Utilize Small Business, as specified by the Small Business Subcontracting Plan (Not Applicable for Small Business Prime Contractors)

3.3.1 Task Details

Small business utilization, as specified by the Small Business Subcontracting Plan, will be evaluated at the contract level; however each task order's metrics will contribute to the overall evaluation of the contractor's performance against the Small Business Subcontracting Plan included in the basic contract.

3.3.2 Key Products

The contractor shall report (in the Monthly Status Report) in accordance with the requirements of FAR 52.219-9, Small Business Subcontracting Plan. For contractors under the Department of Defense (DoD) Comprehensive Small Business Subcontracting Plan (Test Program) (DFARS 252.219-7004, Small Business Subcontracting Plan [Test Program] is incorporated into the contract), see paragraph 4.1.d below.

Performance Objective #3		
Objective	Standard	AQL
Utilize Small Business, as specified by the Small Business Subcontracting Plan	The contractor meets or exceeds the awarded percentage of small business utilization at the basic contract level	Cumulative small business utilization is within the percentages identified in the Standard Rating of the Quality Assurance Surveillance Plan (QASP)

Table 3.3.2: Performance Objective #3 Standards

Full and Open (F&O)
MiDAESS Task Order Performance Work Statement
Facilities Life-cycle Management, Site Activation Planning, Deployment and
Integration/DPF-02-13

Revision 03 / 9 February 2015

3.4 Performance Objective #4: Effective Management and Reporting of Cost throughout Execution of this Task Order

3.4.1 Task Details

The contractor shall provide effective management and reporting of cost including the efforts listed below:

- a. Manage costs to avoid an overrun at the end of the PoP.
- b. Provide cost reports monthly and Limitations of Funds letters, when required, that are timely and accurate to the PCO, COR, COTR and FOR.
- c. Explain and identify the impact of negative labor variances and any variance that is 10% or greater or at least \$100K in each cost report.
- d. Submit invoices on a monthly basis. Final invoice shall be submitted within 30 days of the end of the PoP.

3.4.2 Key Products

The contractor shall provide a monthly cost report using the Government provided format and include it with the Monthly Status Report by the 15th of every month. Initial (or first) cost report after task order award shall submit a monthly accrual plan (or spend plan) for each Contract Line Item Number (CLIN), (i.e., labor (including fee), fully burdened travel, and ODC). Contractor shall include an estimate to complete in the space identified when the spend plan changes. Provide rationale for the changes, (e.g., modification issued which increased the labor CLIN on the task order). Cost report shall include rationale, analysis, and corrective actions already taken or required to be completed where the contractor determines the budget baseline is insufficient during the PoP.

The contractor shall deliver a Travel Status Report using the Government provided format that tracks/reports stakeholder travel requests, travel estimates and actual travel costs. The report shall be submitted to the PCO with a copy to the designated COR via the MIDAESSdata@mda.mil inbox.

Full and Open (F&O)
MiDAESS Task Order Performance Work Statement
Facilities Life-cycle Management, Site Activation Planning, Deployment and
Integration/DPF-02-13
Revision 03 / 9 February 2015

Performance Objective #4		
Objective	Standards	AQLs
Effective Management (75%) and Reporting (25%) of Cost throughout Execution of this Task Order	Cost Management - Effectiveness in forecasting, managing, and controlling contract/order cost; innovation that resulted in cost savings; provision of additional products while maintaining required cost control	Overrun/Underrun of 10% accompanied by satisfactory explanation
	Cost - Accuracy and timeliness of reported financial data and analysis documents (i.e.: cost reports, letters, and invoices)	No more than two validated errors within the quarterly period; submission of financial documents IAW specified deadlines with zero late or missed deliverables within the quarterly period

Table 3.4.2: Performance Objective #4 Standards

3.5 Performance Objective #5: Facility and Infrastructure Planning, Programming, and Real Property Asset Management

The contractor shall assist the Agency to effectively plan, program and acquire facilities and capabilities that meet MDA mission requirements worldwide; manage MDA’s real property portfolio and lease program; and manage the master plan for MDA future mission requirements. (These activities are performed by DPFFP [see Figure 1 page 3].)

Task Details

The contractor shall engage in MDA real property planning, programming, budgeting, and execution for MILCON; Research, Development, Test & Evaluation (RDT&E); Operations & Maintenance (O&M); Procurement; and FMS funded programs in accordance with MDA Directive 4165.01, Real Property Acquisition and Sustainment, the MDA Facility Acquisition Guide. The contractor shall assist with BMDS and program level facilities and infrastructure requirements, plans, strategies, leases, technical estimates, and analyses, including working with external organizations to execute the mission. The contractor shall assist with agency policy reviews and/or updates for deployment and sustainment of real property. The contractor shall engage in real property asset management, reporting, and accountability. The contractor shall assist with agreements, (i.e., occupancy and international host nation) and participate in site surveys, sustainment, construction, and disposal planning. The contractor shall update and maintain databases. This task requires use of the DoD economic analysis tool, ECONPACK, for comprehensive calculations, documenting, and reporting of capital investments. Coordination is required with other government organizations, industry, and/or external agencies. This effort also includes requirements execution and travel in the contiguous U.S. (CONUS) and outside of contiguous U.S. (OCONUS).

The Key Product Tables attachment provides the key deliverable items from the

Full and Open (F&O)
MiDAESS Task Order Performance Work Statement
Facilities Life-cycle Management, Site Activation Planning, Deployment and
Integration/DPF-02-13
Revision 03 / 9 February 2015

performance of this PWS.

a. Facility and Infrastructure Planning

- 1) Assist with developing agency and program level facility and resource plans, including developing the Facility Life-Cycle Management Plan and coordinating within the BMDS Program Executive portfolios with their respective programs. Coordination is also required with other government organizations, industry, and/or external agencies, as specified for the activity; including recommended courses of action and securing approval.
- 2) Assist with regional and area facility and infrastructure plans MDA Enterprise wide, which includes developing, maintaining, and implementing the Capital Improvement Plan, Real Property Master Plan, Area Development Plan, and Facilities S/RM Plan. Make recommendations on courses of action for the plans; coordinate with other government organizations, industry, and/or external agencies, as specified by the DPF; and secure approval.
- 3) Assist with preparing project Facilities Requirements Documents that identify and define facilities and infrastructure requirements. Make recommendations on requirements; coordinate with other government organizations, industry, and/or other agencies, as specified by the DPF; and secure approval.
- 4) Review scientific, technical, and/or management analysis documents produced by other organizations for facility planning and asset management impacts. Prepare comments and make recommendations.
- 5) Assist with developing technical or management reports and decision support documents such as facility assessments, project briefings, schedules, planning charrettes, and Corporate Boards/Panels.
- 6) Assist with facilities and infrastructure planning. Prepare technical estimates, project economic analyses and associated reports. Assist with reviewing cost analysis reports produced by other sources, such as MDA Cost Estimating Directorate cost estimates, Program Elements, Architect / Engineer developed cost estimates, and respective Tri-Service Design and Construction Agencies. Work directly with the Tri-Service Design and Construction Agencies, U.S. Army Corps of Engineers (USACE) and Naval Facilities Engineering Command (NAVFAC) to validate the Independent Government Estimate at 100% design. Use ECONPACK and other resources for analysis.

Full and Open (F&O)
MiDAESS Task Order Performance Work Statement
Facilities Life-cycle Management, Site Activation Planning, Deployment and
Integration/DPF-02-13
Revision 03 / 9 February 2015

b. Facility and Infrastructure Programming

- 1) Assist with agency facility and infrastructure project programming, which includes MILCON, RDT&E, and O&M design and construction. Prepare DD Form 1390, Military Construction; DD Form 1391, Military Construction Project Data; and supporting budget exhibits for each project. Engage with the MDA Business Operations Directorate (DOB) in preparing and coordinating documents, and reporting facility design and construction budget planning and programming activities.
- 2) Review agency wide facility and infrastructure program requirements for compliance with acquisition policies for deployment and sustainment of real property. Assess requirements and budget alignment, and make recommendations for changes and/or out-of-cycle planning, programming, or project requests. Coordinate facilities life-cycle planning and programming documents, with the DOB Directorate, and assist with securing approval.
- 3) Assist with facilities and infrastructure acquisition planning, which includes efforts such as requirements definition, strategy development, technical estimates, and Title 10 USC reporting. Assist with developing project Facility Acquisition Management Plans. Coordinate documentation, make recommendations, and assist with securing approval.

c. Real Property Asset Management

- 1) Coordinate Agency CIP Report facility acceptance documentation; including DD 1354 development and transfer to the host service.
- 2) Reconcile accounting of real property records for MDA Facilities with military services and Washington Headquarters Service (WHS) in accordance with DoD guidance.
- 3) Engage in the agency lease acquisition processes. Prepare facility buy or lease decision support analyses and lease cost estimates in accordance with statutory and regulatory requirements and agency policies. Prepare plans and execute leased facility tenant improvements, fit-out, and disposition. The MDA lease efforts must be in compliance with DoD and General Service Administration (GSA) acquisition and real property management guidelines to include:
 - Title 10, United States Code
 - Secretary of Defense Memorandum, Land Acquisition and Leasing of Office Space in the United States

Full and Open (F&O)
MiDAESS Task Order Performance Work Statement
Facilities Life-cycle Management, Site Activation Planning, Deployment and
Integration/DPF-02-13

Revision 03 / 9 February 2015

- Unified Facilities Criteria UFC 4-010-01, DoD Minimum Antiterrorism Standards for Buildings
 - DoD Instruction 5305.5, Space Management Procedures, National Capital Region
 - DoD Instruction 4167.71, Real Property Acquisitions
 - GSA Real Estate Portfolio Management Program
 - WHS External Operating Procedures
 - Congressional Prospectus Processes
- 4) Assist with reviewing and analyzing occupancy agreements and/or leases. Prepare agreements, coordinate, and secure approval. Engage with the field activities in compliance and interpreting requirements.
- 5) Sustain and modernize the real property relational databases and web access that document legacy projects and real property assets utilized or funded by MDA. Maintain and update the property databases, including data entry, and make appropriate recommendations to streamline processes.
- d. Engage in identifying and selecting administrative, test, and operational BMDS sites for MDA facilities and infrastructure in accordance with MDA Instruction 4165.02-INS, Comprehensive Siting Analysis Process.
- 1) Establish and document exclusionary screening and evaluative criteria for siting.
 - 2) Plan and participate in site surveys. Survey planning includes efforts such as preparation of pre-planning documents, developing evaluative screening and exclusionary criteria, supporting the Siting Working Group as the Secretariat/book boss and assisting in the collection and refinement of field data for the Siting Report. This effort includes CONUS and OCONUS travel.
 - 3) Plot Global Positioning System coordinates from site surveys into geo-referenced maps.
 - 4) Identify and document alternative evaluation results as required.
 - 5) Prepare siting reports as documents that support the Comprehensive Siting Analysis Process and provide the foundation for National Environmental Policy Act in CONUS and Host Nation environmental standards OCONUS in the format specified by the government.
 - 6) Develop and sustain an archival system for the storage and retrieval of documents.

Full and Open (F&O)
MiDAESS Task Order Performance Work Statement
Facilities Life-cycle Management, Site Activation Planning, Deployment and
Integration/DPF-02-13
Revision 03 / 9 February 2015

- e. Mapping and graphics using GIS
- 1) Assist with siting, master planning, and other aspects of facility life-cycle planning, programming, design, construction, sustainment, and disposal. Government data may be provided during planning and programming.
 - 2) Develop geo-referenced maps and graphics to be used for site geometry, and site layout in planning, drafting, and design.
 - 3) Adhere to industry and DoD reference standards in the development of maps, layouts, and graphics.

Performance Objective #5		
Objective	Standards	AQLs
Facility and Infrastructure Planning, Programming, and Real Property Asset Management	Schedule/Timeliness: Meets Schedules. Completes actions within specified deadlines.	No more than two validated late deliveries, in writing within a monthly reporting period / across all locations
	Quality/Technical Accuracy: Products and services completed with minimal rework required. Sufficient supporting information shall be available to the Government for evaluation of Technical Accuracy.	No more than two validated customer complaints, in writing, within the monthly reporting period / across all locations (validated complaints can be multiple in one deliverable)
	Quality/Technical Independence: Works independently with minimum corrective actions required. Compliant with applicable DoD and MDA policies and programmatic direction, directives, instructions, and procedures.	No more than two validated customer complaint (corrective actions), in writing, within the monthly reporting period / across all locations.

Table 3.5.1: Performance Objective #5 Standards

3.6 Performance Objective #6: Facilities and Infrastructure Acquisition, Design, Construction, and Configuration Management

Provide multi-disciplined facilities engineering, design and construction project management, construction inspection and monitoring, facilities sustainment engineering support, facilities commissioning and disposal, technical research,

Full and Open (F&O)
MiDAESS Task Order Performance Work Statement
Facilities Life-cycle Management, Site Activation Planning, Deployment and
Integration/DPF-02-13

Revision 03 / 9 February 2015

surveying activities and special project management. (These activities are performed by DPFFE [see Figure 1, page 3].)

Task Details

The contractor shall engage in mechanical, electrical, civil, and structural engineering activities. The contractor shall participate in facilities and infrastructure acquisition efforts for MILCON and S/RM. The contractor shall prepare acquisition plans and requests for goods and services. The contractor shall perform computer aided drafting design; participate in design reviews; assist with monitoring facilities and infrastructure design and construction oversight; and assist with surveillance of site conditions, construction, facility modification, and refurbishment. The contractor shall engage in configuration management, including fit-out, commissioning, and turnover at worldwide locations. The contractor shall prepare analyses, plans, facilities and infrastructure statements of work, schedules, and reports. The contractor shall update and maintain databases. A non-disclosure agreement may be required for performance of some requirements in this objective. The Key Product Tables attachment provides the key deliverable items from the performance of this PWS.

a. Facilities and Infrastructure Acquisition

- 1) Prepare assessment reports of existing MDA facilities and infrastructure. Coordinate with other facilities engineering organizations such as USACE, NAVFAC, and the respective MDA host installation facilities engineers (i.e. Installation Department of Public Works [Army], Base Civil Engineer [Air Force], or Navy Public Works Office) to identify S/RM requirements to maintain serviceable conditions, (e.g., Heating Ventilation and Air Conditioning [HVAC] systems, facility roofs status, electrical infrastructure, changes to life safety requirements)
- 2) Prepare acquisition plans, in conjunction with the MDA Acquisition Directorate. Prepare purchase requests for goods and services in support of the life-cycle management of MDA facilities and infrastructure.
 - a) Prepare goods and services Procurement Transaction Reports for equipment such as chillers, air handlers, diesel and natural gas generators, power supplies, power equipment, and architectural and engineering services.
 - b) Prepare supporting documentation for acquisition plans and procurement reports such as scientific and/or engineering facilities and infrastructure analyses, economic analyses, siting reports, facilities requirements, facilities design, facilities construction plans,

Full and Open (F&O)
MiDAESS Task Order Performance Work Statement
Facilities Life-cycle Management, Site Activation Planning, Deployment and
Integration/DPF-02-13

Revision 03 / 9 February 2015

construction oversight plans, and schedules. A non-disclosure agreement may be required for performance of acquisition and procurement requirements.

- 3) Prepare Statement of Work (SOW), PWS, Statement of Objectives (SOO), and Instructions to Offerors in the Request for Proposal process for facilities and/or infrastructure purchases and acquisition of related services. Coordinate documents, secure approval, and engage with the DPF to provide documentation to the MDA Contracting Directorate (DAC).
- 4) Engage in the evaluation of infrastructure and facilities proposals, including technical, management, schedule, and cost. Facilitate the evaluation process and assist with coordinating and finalizing overall reports for government review and approval of purchases and acquisition of services.
- 5) Assist with monitoring, facilities and infrastructure design and construction. Prepare the Agency Efforts and Services Status Report of Tri-Service Agencies' efforts during the execution of MDA facilities and site infrastructure activities. Tri-Services Agencies are responsible for the design, construction, and progress reporting to the DPF.

b. Facilities and Infrastructure Design

- 1) Participate in design reviews and routinely provide feedback. Review design plans and specifications. Submit technical comments, and make recommendations.
- 2) Assist with surveillance of MDA site conditions, construction, facility modification, refurbishment, and staff visits. Submit site surveillance feedback daily and prepare a formal report in government specified format that includes status and recommendations.
- 3) Engage the technical process for the identification and selection of administrative, test, and operational sites for MDA facilities in accordance with MDA Instruction 4165.02-INS, Comprehensive Siting Analysis Process.
- 4) Assist with developing technical or management reports such as Facilities and Infrastructure Assessment Reports and Facilities and Infrastructure Site Surveillance Summary Reports.

c. Configuration Management for MDA Facilities and Infrastructure Life-Cycle Management

**Full and Open (F&O)
MiDAESS Task Order Performance Work Statement
Facilities Life-cycle Management, Site Activation Planning, Deployment and
Integration/DPF-02-13**

Revision 03 / 9 February 2015

- 1) Prepare Facilities Change Proposals in the format specified by the government. Review proposed changes, coordinate documentation, and make recommendations regarding comments, issues, or actions from the government, industry, and/or other agencies.

- 2) Assist in the configuration management process. Document issues, actions, and resolution. Prepare status reports with findings and tracking action items to closure. Prepare Facilities Configuration Management Report with updates.

- 3) Assist with engineering and technical aspects of fit-out, commissioning, turnover, and related activities at worldwide locations. Prepare documentation such as Facilities Construction Turnover and Transfer Reports which includes data and information on site activities, mission, and architectural design (AD) for small projects, sketches, printings, and drawings.

- 4) Prepare facilities and infrastructure products such as GIS database(s), including spatial and attribute data, maps and overlays, topographic maps, site layouts on geo-referenced maps, line of sight calculations, plots and profiles, analyses, and reports. The GIS products support siting analysis, master planning, and other aspects of facility life-cycle management.

- 5) Assist with the facility transition to an operational capability, (e.g., commissioning HVAC, mechanical, and electrical systems) across the entire spectrum of facilities managed by the DPF. Facility post-construction includes transition to operations, mission operations, test, and integration with the existing base operations support contractor.

Performance Objective #6		
Objective	Standards	AQLs
Facilities and Infrastructure Design, Facilities and	Schedule/Timeliness: Meets Schedules. Completes actions within specified deadlines.	No more than two validated late deliveries, in writing within a monthly reporting period / across all locations

**Full and Open (F&O)
MiDAESS Task Order Performance Work Statement
Facilities Life-cycle Management, Site Activation Planning, Deployment and
Integration/DPF-02-13
Revision 03 / 9 February 2015**

Infrastructure Acquisition, Construction, and Configuration Management	Quality/Technical Accuracy: Products and services completed with minimal rework required. Sufficient supporting information shall be available to the Government for evaluation of Technical Accuracy.	No more than two validated customer complaints, in writing, within the monthly reporting period / across all locations (validated complaints can be multiple in one deliverable)
	Quality/Technical Independence: Works independently with minimum corrective actions required. Compliant with applicable DoD and MDA policies and programmatic direction, directives, instructions, and procedures.	No more than two validated customer complaint (corrective actions), in writing, within the monthly reporting period / across all locations.

Table 3.6.1: Performance Objective #6 Standards

3.7 Performance Objective #7: Facilities Infrastructure, Environmental Business Operations, and Program Integration

Provide Directorate wide integration and operations functions necessary to synchronize program support, strategic planning, acquisition and contract management, cost estimating and analysis, and financial management for DPF. (These activities are performed by DPFB [see Figure 1 page 3].)

Task Details

The contractor shall engage facilities, infrastructure, and environmental compliance with statutory and regulatory requirements, including policy reviews, implementation, and execution of BMDS deployment and site activities worldwide. The contractor shall update existing and/or participate in developing new MDA policies, directives, and procedures. The contractor shall participate in strategic and organizational planning, trade studies, integration, and agreements and prepare project plans and schedules. The contractor shall assist with property audits and internal and external inquiries. The contractor shall prepare analysis briefings, information papers, reports, and decision documents. The contractor shall participate in Integrated Task Forces (ITFs), Integrated Product Teams (IPTs), working groups, tiger teams, and meetings. The contractor shall support Procurement and Government Purchase Card (GPC) transactions for the Directorate. The contractor shall update and maintain databases and maintain project files. This effort includes electronic schedules in Microsoft Project, PowerPoint, Milestone Professional, and/or Portable Document Format for data submissions, reporting, meetings, reviews, and/or other forums. The Key Product

Full and Open (F&O)
MiDAESS Task Order Performance Work Statement
Facilities Life-cycle Management, Site Activation Planning, Deployment and
Integration/DPF-02-13

Revision 03 / 9 February 2015

Tables attachment provides the key deliverable items from the performance of this PWS.

- a. Assist with policy reviews, integration, implementation, execution and compliance agency wide.
 - 1) Engage in infrastructure and environmental policy reviews, including compliance agency wide for acquisition, sustainment of real property, environmental management, revitalization, modernization, BMDS deployment and siting, and disposal.
 - 2) Perform annual reviews of policies, directives, guidelines, instruction, and procedures. Reviews include compliance with public law, executive orders, federal regulations, DoD policies and guidance, and agency directives.
 - 3) Prepare and/or update policy documentation and make recommendations for best practices. Coordinate documents, and secure approvals.
- b. Participate in strategic and organizational planning and perform bi-annual reviews of facilities, infrastructure, and environmental strategic plans, goals, and objectives. Update strategic planning documents, make recommendations, and coordinate changes for approval.
- c. Engage in facilities, infrastructure, and environmental trade studies. Prepare analysis of alternatives and planning excursions. Document findings from studies, analyses, and excursions in reports.
- d. Engage in developing and maintaining integrated baseline project schedules for MDA real property facilities, infrastructure, and environmental management, which includes siting, site activation, facilities requirements, design, construction, and commissioning through transition to operations.
 - 1) Prepare and/or update schedules and plans of action and milestones for projects in government specified format. This includes electronic schedules in Microsoft Project, PowerPoint, Milestone Professional, and/or Portable Document Format to support data submissions, reports, meetings, reviews, or other forums.
 - 2) Coordinate schedules and plan with other government organizations and industry, make recommendations, and secure approval. Distribute schedules and/or post at designated websites and/or agency portals.
- e. Research Memorandum of Agreements (MOAs), Inter-Service Support

**Full and Open (F&O)
MiDAESS Task Order Performance Work Statement
Facilities Life-cycle Management, Site Activation Planning, Deployment and
Integration/DPF-02-13**

Revision 03 / 9 February 2015

Agreements (ISSAs), and Memorandum of Understanding (MOUs) for external support requirements and transactions regarding MDA's Life-Cycle Facility support requirements. Compile research data and authenticate agreements records.

- 1) Coordinate research results and make recommendations for updating support agreements pertinent to MDA, including reviews with internal and external organizations.
 - 2) Review new agreement and/or agreement updates, and prepare comments and recommendations. Coordinate new agreements and/or updates with the DA Directorate and secure approval.
 - 3) Maintain and update the agreements on the MDA Knowledge Online (MDA's internal website) and the DPF site.
- f. Prepare real property budget data supporting deployment and sustainment efforts, in conjunction with the DOB Directorate.
- g. Engage in facilities and infrastructure program management and integration activities with the MDA boards and other real property management and environmental processes and forums. Assist with developing supporting documents such as briefings, information papers, and reports for facilities, infrastructure, and environmental resource management; integrated baseline reviews; change management program and/or project management; and acquisition reviews.
- h. Assist with planning, conducting, and responding to internal and external audits. Technical responses, programmatic documentation, and/or presentations must be at executive level. Responses may require quick or same day turn-around and may address highly complex issues.
- 1) Review internal control audits associated with real property asset management, environmental management, and BMDS deployments, including site activities. Assist with preparing audit responses; recommend risk mitigations; coordinate response and documentation, including with MDA Internal Review Directorate; and secure approval.
 - 2) Review audits from external organizations such as Congress, DoD, Government Accountability Office (GAO), and Services. Assist with preparing and coordinating responses and supporting documentation, and secure approval.
- i. Assist with preparing responses to inquiries from internal and external

Full and Open (F&O)
MiDAESS Task Order Performance Work Statement
Facilities Life-cycle Management, Site Activation Planning, Deployment and
Integration/DPF-02-13

Revision 03 / 9 February 2015

organizations. Sources of inquiries include, but are not limited to, Congress, DoD, GAO, and Services. Technical responses, programmatic documentation, and/or presentations must be at executive level. Responses may require quick or same day turn-around and may address highly complex issues. Coordinate responses, including with the DOB Directorate for Congressional and GAO inquiries; make recommendations; and secure approvals.

- j. Facilitate infrastructure, facilities, and environmental ITFs and IPTs and participate in working groups, tiger teams, and meetings (planned or ad hoc) in support of life-cycle management.
- k. Support to Procurement and GPC Transactions
 - 1) Research purchase requirements and Agency operating procedures for compliance with federal acquisition regulations and defense federal acquisition regulations and provide recommendations for process updates.
 - 2) Support infrastructure purchase activities; develop draft documents, recommendations and assessments.
 - 3) Perform purchase request data entry. Retrieve customer request forms from Velocity customer request database, and enter requirements into Purchase Approval Log.
 - 4) Support the development of draft documents to request and compete quote(s) for infrastructure purchase actions, provide evaluations, and make recommendations to include best value and reasonable price.
 - 5) Track and report status of purchases. Identify order discrepancies. Keep all parties informed of purchase status, changes, cancellations, disapprovals, etc., (i.e., customer, purchase team, and update customer request database).
 - 6) Obtain receiving documentation (e.g., receipts, bills of lading, etc.) for items secured with GPC. Verify documentation for purchases is compliant with regulations and agency guidelines for GPC. Support and maintain GPC files and record. Assist with GPC document control management for audit readiness.
 - 7) Assist with developing requirements and infrastructure specifications (e.g., statements of work or statements of objective (SOW/SOO)), technical estimates, and update requirements in response to changes regarding procurement and GPC transactions.

**Full and Open (F&O)
MiDAESS Task Order Performance Work Statement
Facilities Life-cycle Management, Site Activation Planning, Deployment and
Integration/DPF-02-13**

Revision 03 / 9 February 2015

- 8) Develop and maintain purchase files and records in accordance with regulations and approved agency organization file management list.

- 9) Advise, assist, and support the internal controls processes, including development, revision or adjustment of practices, processes and/or procedures relative to GPC transactions.

- l. Serve as DPF administrator for infrastructure and facilities life-cycle management databases.
 - 1) Maintain and update databases, which include archiving project data, documenting risk and mitigation, documenting lessons learned, and tracking projects. Data management also includes action item review, tracking, status updates, and reporting.

 - 2) Existing databases for facilities, infrastructure, environmental operations, and integration include the following:
 - FASS
 - CIP
 - GIS
 - Program Resource Internet Database Environment

 - 3) Create, maintain and/or modify SharePoint web parts to enable data manipulation, analysis, and reporting for active facility projects.

- m. Maintain project files and documentation in accordance with MDA Records Management guidelines.

- n. Prepare decision documentation such as briefings and supporting materials, (e.g., white papers, fact sheets, status reports, progress reports, and information papers) that support life-cycle management of MDA facilities, infrastructure, and environmental activities. Some supporting information may be compiled from DPF databases and/or associated spreadsheets.

Performance Objective #7		
Objective	Standards	AQLs
Facilities Infrastructure,	Schedule/Timeliness: Meets Schedules. Completes actions within specified deadlines.	No more than two validated late deliveries, in writing within a monthly reporting period / across all locations t

Full and Open (F&O)
MiDAESS Task Order Performance Work Statement
Facilities Life-cycle Management, Site Activation Planning, Deployment and
Integration/DPF-02-13
Revision 03 / 9 February 2015

Environmental Business Operations, and Program Integration	Quality/Technical Accuracy: Products and services completed with minimal rework required. Sufficient supporting information shall be available to the Government for evaluation of Technical Accuracy.	No more than two validated customer complaints, in writing, within the monthly reporting period / across all locations (validated complaints can be multiple in one deliverable)
	Quality/Technical Independence: Works independently with minimum corrective actions required. Compliant with applicable DoD and MDA policies and programmatic direction, directives, instructions, and procedures.	No more than two validated customer complaint (corrective actions), in writing, within the monthly reporting period / across all locations Note: A corrective action event is when an action is taken, in a corrective manner, due to lower than satisfactory performance.

Table 3.7.1: Performance Objective #7 Standards

3.8 Performance Objective #8: Site Activation Planning, Deployment, and Integration for Real Property Buildings and Infrastructure

The MDA Global Deployment Program Office leads all site development and facility/weapon system integration required to deploy enhanced capability to the BMDS by teaming with and synchronizing the efforts of all stakeholders. (These activities are performed by DPFFD. [Matrixed Support to Global Deployment, see Figure 1 page 3].)

Task Details

The contractor shall engage in identification and validation of requirements, site activation planning and estimates, support agreements, Host Nation Agreements, site surveys and site management, integration, schedule development, and execution. The contractor shall prepare site activation planning documentation and assist with the execution of on-site operations. The contractor shall prepare strategies, plans, analysis, and reports. The contractor shall participate in ITFs, IPTs, working groups, technical interchange meetings, workshops, and conferences. The Key Product Tables attachment provides the key deliverable items from the performance of this PWS.

a. Site Activation Planning, Deployment, and Integration

- 1) Participate in developing and executing site activation agreements,

Full and Open (F&O)
MiDAESS Task Order Performance Work Statement
Facilities Life-cycle Management, Site Activation Planning, Deployment and
Integration/DPF-02-13

Revision 03 / 9 February 2015

including local jurisdiction permits, MOUs, MOAs, and ISSAs using procedures in DoD Instruction 4000.19, Inter-Service and Intergovernmental Support, Military Department Regulations. Define site activation and deployment requirements, develop proposed agreements and/or changes, make recommendations for resolution of issues associated with site activation, coordinate documents, and secure approval.

- 2) Assist with coordinating international requirements as assigned by the DPF. Assist Combatant Command representatives with drafting Host Nation Agreements, coordination, approval process, and implementation. Review signed and ratified ballistic missile defense agreements and make recommendations for execution and implementation.
- 3) Engage in planning and execution of site activation requirements for deployment of global BMDS capabilities.
 - a) Prepare site activation planning documentation, which includes efforts such as analysis, site deployment plans, staffing plans, schedules, risk mitigation plans, facilities/ infrastructure cost estimates and preparation of presentations.
 - b) Assist with the execution of on-site operations, including site evaluations and transitioning from planning and construction to capability delivery. Serve as the DPF on-site representative engaging in the daily battle rhythm, maintaining accountability of personnel on-site and access rosters, coordinating meetings, planning visits and coordinating visitor control, and emergency preparedness. Prepare Site Manager's Daily Report, coordinate, and secure approval for release.
- 4) Participate in identifying, defining, and documenting overall site activation requirements. Assist with developing the Site Activation Facilities Requirements Document that includes a plan for on-site temporary facilities requirements. Coordinate requirements documents with organizations identified by the DPF, make recommendations, secure approval, and publish for dissemination.

**Full and Open (F&O)
MiDAESS Task Order Performance Work Statement
Facilities Life-cycle Management, Site Activation Planning, Deployment and
Integration/DPF-02-13
Revision 2 – 14 October 2014**

5) Participate in real property site activation, deployment, and integration ITF, IPT, and working group planning meetings. Develop meeting agendas and minutes, prepare presentations, distribute documentation, and disseminate materials for meetings. Provide feedback through meeting notes and/or minutes based on forum.

b) Conference Planning

1) Assist with analysis of event, participation, location, and topics. Conduct technical interchange meetings, workshops, or other related efforts and engage in finalizing the event. Collect data upon completion of events and make recommendations for improvements. Prepare topics, presentations, meeting minutes, and lessons learned.

Performance Objective #8		
Objective	Standards	AQLs
Site Activation Planning, Deployment, and Integration for Real Property Buildings and Infrastructure	Schedule/Timeliness: Meets Schedules. Completes actions within specified deadlines.	No more than two validated late deliveries, in writing within a monthly reporting period / across all locations
	Quality/Technical Accuracy: Products and services completed with minimal rework required. Sufficient supporting information shall be available to the Government for evaluation of Technical Accuracy.	No more than two validated customer complaints, in writing, within the monthly reporting period / across all locations (validated complaints can be multiple in one deliverable)
	Quality/Technical Independence: Works independently with minimum corrective actions required. Compliant with applicable DoD and MDA policies and programmatic direction, directives, instructions, and procedures.	No more than two validated customer complaint (corrective actions), in writing, within the monthly reporting period / across all locations Note: A corrective action event is when an action is taken, in a corrective manner, due to lower than satisfactory performance.

Table 3.8.1: Performance Objective #8 Standards

Full and Open (F&O)
MiDAESS Task Order Performance Work Statement
Facilities Life-cycle Management, Site Activation Planning, Deployment and
Integration/DPF-02-13
Revision 2 – 14 October 2014

4. Task Order Management

4.1 Monthly Status Report

The contractor shall develop and deliver a Monthly Status Report. The report is due the 15th of each month utilizing the format attached in the Task Order Award. The status report shall be submitted to the PCO with a copy to the designated COR via the MiDAESSdata@mda.mil inbox and shall include the following specific details for each task order:

- a. Status of proposed products and services for performance objectives identified in the attachment of this task order. The contractor shall identify the number of required products during the reporting period; delineate those that have been delivered by location and those that are planned to be delivered, and the estimated date of delivery.
- b. Status of ODCs. All ODCs must be approved prior to executing the purchase and actual ODCs reported (current period and cumulative) for the task order.
- c. Small business utilization dollars and percentage as defined in Objective #2. Contractor shall provide cumulative total labor cost to small business under the task order. Labor cost is defined as the total fully burdened labor without fee and does not include ODCs and travel charges.

For large business prime contractors, include the first tier subcontractor total labor cost (minus fee).

For small businesses prime contractors, include the small business total labor cost (minus prime and subcontractor fee), plus the first tier subcontractor small businesses total labor cost (minus fee).

The monthly status report should identify the total labor cost for small business, as well as the percentage relative to those labor costs. To derive the actual labor cost to small businesses, divide the Task Order total labor cost (minus prime and subcontractor fee) into the total labor cost (minus fee) that will go to small businesses on the task order.

This measure correlates to Objective #2, not Objective #3.

- d. Small Business Subcontracting Plan as defined in Objective #3. Contractor shall submit an Individual Subcontracting Report (ISR) via the electronic Subcontracting Reporting System. If the contractor is under the DoD Comprehensive Small Business Subcontracting Plan (Test Program) (DFAR 252.219-7004, Small Business Subcontracting Plan [Test Program] incorporated into the contract), the contractor shall submit a report to the Contracting Officer semi-annually, as of 30 September and 31 March, with essentially the same information as contained in an ISR outlined in FAR 52.219-9, for evaluation of this performance objective. These reports shall encompass the cumulative performance on all

**Full and Open (F&O)
MiDAESS Task Order Performance Work Statement
Facilities Life-cycle Management, Site Activation Planning, Deployment and
Integration/DPF-02-13
Revision 2 – 14 October 2014**

MiDAESS task orders performed as of the date of the report.

- e. Government Furnished Equipment (GFE). See paragraph 7.2 for reporting requirements.
- f. Submit on-site/off-site data in government provided format identifying support for each location identified in the PWS.

4.2 Travel Status Report

The contractor shall deliver a Travel Status Report on a monthly basis using the Government provided format that tracks/reports stakeholder travel requests, travel estimates and actual travel costs. Monthly Reports are due on the 15th of each month. The reports shall be submitted to the PCO with a copy to the designated COR via the MiDAESSdata@mda.mil inbox.

5. Security Clearance Requirements

All personnel must hold a minimum of SECRET security clearance immediately at Task Order Base Period of Performance start date as defined by the table below. Contractor shall submit clearance paperwork for hires upon Base PoP start date to immediately being the process.

6. Travel and ODC Requirements

- a. Contractors should expect to travel from 5% to 30% of the time to various locations to support requirements as identified in this task order. A small percentage of the travel, on a case-by-case basis, may require extended hours of support due to the contingency nature of the deployment. These surge hours are reimbursable at an hourly rate not to exceed an additional 20 hours per week approved in advance by the Government TOL.
- b. The Contractor shall use the Synchronized Predeployment and Operational Tracker web-based system, to enter and maintain data for all Contractor personnel that are authorized to accompany U.S. Armed Forces and/or U.S. Government personnel outside of the United States.
- c. ODCs include personal protective and related safety equipment (e.g., safety shoes and hearing protection) to support construction oversight and field operations in

Full and Open (F&O)
MiDAESS Task Order Performance Work Statement
Facilities Life-cycle Management, Site Activation Planning, Deployment and
Integration/DPF-02-13
Revision 2 – 14 October 2014
 accordance with the Site Safety Plan.

7. Government Furnished Materials (GFM), Information (GFI), and Equipment (GFE)

7.1 Facilities

- a. The Government will provide office facilities, equipment, and materials for daily business use. This includes office space, desk/work station, telephone, chair, computer, printer, and requisite consumable materials.
- b. The Government will provide keys or codes for access to Government facilities. These keys and codes shall be controlled, tracked, and protected. Upon termination of the PoP, all keys, codes, access badges, or other items provided shall be returned to COR for the task order.

Location	Number of Work Stations
National Capital Region, VA	5
Dahlgren, VA	1
Huntsville, AL	49
Vandenberg Air Force Base, CA	1
Fort Greely, AK	3
Pacific Missile Range Facility, HI	1

Table 7.1: GFE Requirements by Site

7.2 GFE

- a. The contractor shall maintain a detailed inventory accounting system for GFE or Contractor-Acquired-Government Owned Property (CAP). The contractor shall provide an initial GFE and CAP report to the PCO and Contracting Officer’s Technical Representative within 20 workdays of base period of performance start date.
- b. The inventory accounting system must specify, as a minimum, product description (make, model), Government tag number, date of receipt, name of recipient, location of receipt, current location, purchase cost (if CAP), and contract/order number under which the equipment is being used. The contractor shall either attach an updated inventory report to each monthly status report or certify that the inventory has been updated and is available for Government review. In either case, the contractor’s inventory listing must be available for Government review within one business day of PCO or COR request.
- c. The contractor shall contact the MDA Directorate of Logistics for proper use of government vehicles on-site and at temporary duty locations and for accountability of: extreme cold weather kits, use of military aircraft to travel to remote locations, and other

**Full and Open (F&O)
MiDAESS Task Order Performance Work Statement
Facilities Life-cycle Management, Site Activation Planning, Deployment and
Integration/DPF-02-13
Revision 2 – 14 October 2014**

logistics support requirements not identified in this PWS.

8. Transition Staffing Plan

The contractor shall fill positions according to the functional areas and timelines identified in Table 8.0 below.

The CPM and/or TOL shall meet with the Functional Government customer within five working days of base period of performance start date as part of the transition and Task Order Kickoff Meeting. The CPM and TOL shall report the status of its efforts to recruit, hire, and fill all positions within the timeline specified in Table 8.0 at the Task Order Kickoff Meeting.

Staffing Area	Timeline
Program Manager	At base POP start date.
Task Order Lead	At base POP start date.
Contractor Personnel to Support All Performance Objectives	NLT 20 work days after base POP start date.

Table 8.0: Staffing Timelines

9. Options

- a. All requirements for the options will be executed as defined by the above requirements. The option requirements should include all approved modifications made to the task order throughout the PoP.
- b. Surge Support for Mission Requirements: Surge capability may be required during non-core hours to support Government authorized mission priorities at CONUS or OCONUS locations. This support may require personnel to work extended hours, to include weekends. The tasks to be performed are contained in the technical performance objectives and will be within the current task order PoP. Upon Government request, the contractor shall provide, within 24 hours, a cost estimate which will be used to obtain funding and to exercise a portion of the option CLIN. Prior to surge effort being performed, authorization from a PCO must be achieved by modification to the task order.