

SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS
 OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, AND 30

1. REQUISITION NUMBER
SEE SCHEDULE

PAGE 1 OF 27

2. CONTRACT NO. GS-07F-0190L
 3. AWARD/EFFECTIVE DATE 01-Mar-2006
 4. ORDER NUMBER HQ0006-06-F-0005
 5. SOLICITATION NUMBER
 6. SOLICITATION ISSUE DATE

7. FOR SOLICITATION INFORMATION CALL:
 a. NAME
 b. TELEPHONE NUMBER (No Collect Calls)
 8. OFFER DUE DATE/LOCAL TIME

9. ISSUED BY
 MISSILE DEFENSE AGENCY (MDA)
 CONTRACTS DIRECTORATE
 7100 DEFENSE PENTAGON
 WASHINGTON DC 20301-7100
 CODE HQ0006
 TEL: (703) 882-6295
 FAX: (703) 882-6356

10. THIS ACQUISITION IS
 UNRESTRICTED
 SET ASIDE: % FOR
 SMALL BUSINESS
 HUBZONE SMALL BUSINESS
 8(A)
 NAICS: 561210
 SIZE STANDARD:

11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED
 SEE SCHEDULE
 13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700)
 13b. RATING
 14. METHOD OF SOLICITATION
 RFQ IFB RFP

12. DISCOUNT TERMS

15. DELIVER TO
 MISSILE DEFENSE AGENCY (MDA)
 ARTHUR V. TYSEN
 CONTRACTS DIRECTORATE
 7100 DEFENSE PENTAGON
 WASHINGTON DC 20301-7100
 CODE HQ0006

16. ADMINISTERED BY
SEE ITEM 9

17a. CONTRACTOR/OFFEROR
 BETA ANALYTICS, INC.
 2677 PROSPERITY AVE - SUITE 400
 FAIRFAX VA 22031-4905
 CODE 3Y646
 FACILITY CODE
 TEL. 703-852-1881

18a. PAYMENT WILL BE MADE BY
 DFAS - INDIANAPOLIS CENTER
 ATTN: VENDOR PAY
 DEPARTMENT 3800
 8899 EAST 56TH STREET
 INDIANAPOLIS IN 46249-3800
 CODE HQ0347

17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER
 18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a. UNLESS BLOCK BELOW IS CHECKED SEE ADDENDUM

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

25. ACCOUNTING AND APPROPRIATION DATA
See Schedule

26. TOTAL AWARD AMOUNT (For Govt. Use Only)
\$1,500,773.00

27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1, 52.212-4, FAR 52.212-3, 52.212-5 ARE ATTACHED. ADDENDA ARE ARE NOT ATTACHED
 27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4, FAR 52.212-5 IS ATTACHED. ADDENDA ARE ARE NOT ATTACHED

28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN 2 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
 OFFER DATED YOUR OFFER ON SOLICITATION (BLOCK 5), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN, IS ACCEPTED AS TO ITEMS:

30a. SIGNATURE OF OFFEROR/CONTRACTOR
 31a. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER)

 31c. DATE SIGNED
 10-Feb-2006

30b. NAME AND TITLE OF SIGNER (TYPE OR PRINT)
 30c. DATE SIGNED
 31b. NAME OF CONTRACTING OFFICER (TYPE OR PRINT)
 MARC LESSER / CONTRACTING OFFICER, CTS
 TEL: 703-882-6428 EMAIL: marc.lesser@mda.mil

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

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
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32e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE	32f. TELEPHONE NUMBER OF AUTHORIZED GOVERNMENT REPRESENTATIVE
	32g. E-MAIL OF AUTHORIZED GOVERNMENT REPRESENTATIVE

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

Section SF 1449 - CONTINUATION SHEET

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0001	Labor FFP Services in support of the MDA/SI Security Operations and Access Control in accordance with the Statement of Objectives (SOO) Attachment 1 to provide the equivalent of [REDACTED] manmonths of effort and services on a monthly basis for a period of 12 months in accordance with the Staffing Plan (Attachment 5) and Management Plan (Attachment 8)	[REDACTED]	Manmonth	[REDACTED]	[REDACTED]
NET AMT					[REDACTED]
Funded Amount					\$0.00

FOB: Destination

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
000101	Funding for CLIN 0001 FFP PURCHASE REQUEST NUMBER: SISGJT61061, BASIC				
NET AMT					\$0.00

ACRN AA Funded Amount

FOB: Destination

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0002			Dollars, U.S.		
	Surge Support T&M Surge Services to support MDA/SI in accordance with the SOO (Attachment 1)				
				TOT ESTIMATED PRICE CEILING PRICE	
	Funded Amount				\$0.00
	FOB: Destination				

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
000201					
	Funding for CLIN 0002 T&M Funding for transitional efforts during PURCHASE REQUEST NUMBER: SISGJT61182, BASIC				
				TOT ESTIMATED PRICE CEILING PRICE	\$0.00
	ACRN AB Funded Amount				
	FOB: Destination				

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0003			Dollars, U.S.		
	ODC COST Other Direct Costs to support MDA/SI in accordance with the SOO (Attachment 1). The estimated cost for ODCs is				
				ESTIMATED COST	
	Funded Amount				\$0.00
	FOB: Destination				

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
000301					
	Funding for CLIN 0003 COST PURCHASE REQUEST NUMBER: SISGJT61183, BASIC				
				ESTIMATED COST	\$0.00
	ACRN AC Funded Amount				
	FOB: Destination				

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0004					NSP
	CDRLs FFP Provide data reports for CLIN 0001 in accordance with the CDRL, DD Form 1423-1				
				NET AMT	\$0.00
	Funded Amount				\$0.00
	FOB: Destination				

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0101	Labor		Manmonth		
OPTION	FFP				
	Services in support of the MDA/SI Security Operations and Access Control in accordance with the Statement of Objectives (SOO) Attachment 1 to provide the equivalent of [REDACTED] manmonths of effort and services on a monthly basis for a period of 12 months in accordance with the Staffing Plan (Attachment 5) and Management Plan (Attachment 8)				
					NET AMT
Funded Amount					\$0.00

FOB: Destination

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0102	Surge Support		Dollars,		
OPTION	T&M		U.S.		
	Surge Services to support MDA/SI in accordance with the SOO (Attachment 1)				
					NET AMT
Funded Amount					\$0.00

FOB: Destination

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0103	ODC		Dollars,		
OPTION	COST		U.S.		
	Other Direct Costs to support MDA/SI in accordance with the SOO (Attachment 1). The estimated cost for ODCs is [REDACTED]				
					ESTIMATED COST
Funded Amount					\$0.00

FOB: Destination

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT NSP
0104	CDRLs				
OPTION	FFP				
	Provide data reports for CLIN 0001 in accordance with the CDRL, DD Form 1423-1				

NET AMT \$0.00

Funded Amount \$0.00

FOB: Destination

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0201	Labor		Manmonth		
OPTION	FFP				
	Services in support of the MDA/SI Security Operations and Access Control in accordance with the Statement of Objectives (SOO) Attachment 1 to provide the equivalent of [REDACTED] manmonths of effort and services on a monthly basis for a period of 12 months in accordance with the Staffing Plan (Attachment 5) and Management Plan (Attachment 8)				

NET AMT [REDACTED]

Funded Amount \$0.00

FOB: Destination

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0202	Surge Support		Dollars,		
OPTION	T&M		U.S.		
	Surge Services to support MDA/SI in accordance with the SOO (Attachment 1)				

NET AMT

Funded Amount \$0.00

FOB: Destination

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0203			Dollars, U.S.		
OPTION	ODC COST				
	Other Direct Costs to support MDA/SI in accordance with the SOO (Attachment 1). The estimated cost for ODCs is:				
				ESTIMATED COST	
	Funded Amount				\$0.00
	FOB: Destination				

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT NSP
0204					
OPTION	CDRLs FFP				
	Provide data reports for CLIN 0001 in accordance with the CDRL, DD Form 1423-1				
				NET AMT	\$0.00
	Funded Amount				\$0.00
	FOB: Destination				

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0301			Manmonth		
OPTION	Labor FFP				
	Services in support of the MDA/SI Security Operations and Access Control in accordance with the Statement of Objectives (SOO) Attachment 1 to provide the equivalent of manmonths of effort and services on a monthly basis for a period of 12 months in accordance with the Staffing Plan (Attachment 5) and Management Plan (Attachment 8)				
				NET AMT	
	Funded Amount				\$0.00
	FOB: Destination				

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0302			Dollars, U.S.		
OPTION	Surge Support T&M Surge Services to support MDA/SI in accordance with the SOO (Attachment 1)				
					NET AMT
Funded Amount					\$0.00
FOB: Destination					

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0303			Dollars, U.S.		
OPTION	ODC COST Other Direct Costs to support MDA/SI in accordance with the SOO (Attachment 1). The estimated cost for ODCs is				
					ESTIMATED COST
Funded Amount					\$0.00
FOB: Destination					

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0304					NSP
OPTION	CDRLs FFP Provide data reports for CLIN 0001 in accordance with the CDRL, DD Form 1423-1				
					NET AMT
Funded Amount					\$0.00
FOB: Destination					

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0401	Labor		Manmonth		
OPTION	FFP Services in support of the MDA/SI Security Operations and Access Control in accordance with the Statement of Objectives (SOO) Attachment 1 to provide the equivalent of [REDACTED] manmonths of effort and services on a monthly basis for a period of 12 months in accordance with the Staffing Plan (Attachment 5) and Management Plan (Attachment 8)				
NET AMT					
Funded Amount					\$0.00

FOB: Destination

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0402	Surge Support		Dollars, U.S.		
OPTION	T&M Surge Services to support MDA/SI in accordance with the SOO (Attachment 1)				
NET AMT					
Funded Amount					\$0.00

FOB: Destination

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0403	ODC		Dollars, U.S.		
OPTION	COST Other Direct Costs to support MDA/SI in accordance with the SOO (Attachment 1). The estimated cost for ODCs is [REDACTED]				
ESTIMATED COST					
Funded Amount					\$0.00

FOB: Destination

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0404	CDRLs				NSP
OPTION	FFP				
	Provide data reports for CLIN 0001 in accordance with the CDRL, DD Form 1423-1				

NET AMT \$0.00

Funded Amount \$0.00

FOB: Destination

INSPECTION AND ACCEPTANCE TERMS

Supplies/services will be inspected/accepted at:

CLIN	INSPECT AT	INSPECT BY	ACCEPT AT	ACCEPT BY
0001	Destination	Government	Destination	Government
000101	N/A	N/A	N/A	Government
0002	Destination	Government	Destination	Government
000201	N/A	N/A	N/A	Government
0003	Destination	Government	Destination	Government
000301	N/A	N/A	N/A	Government
0004	Destination	Government	Destination	Government
0101	Destination	Government	Destination	Government
0102	Destination	Government	Destination	Government
0103	Destination	Government	Destination	Government
0104	Destination	Government	Destination	Government
0201	Destination	Government	Destination	Government
0202	Destination	Government	Destination	Government
0203	Destination	Government	Destination	Government
0204	Destination	Government	Destination	Government
0301	Destination	Government	Destination	Government
0302	Destination	Government	Destination	Government
0303	Destination	Government	Destination	Government
0304	Destination	Government	Destination	Government
0401	Destination	Government	Destination	Government
0402	Destination	Government	Destination	Government
0403	Destination	Government	Destination	Government
0404	Destination	Government	Destination	Government

DELIVERY INFORMATION

CLIN	DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
0001	POP 01-MAR-2006 TO 28-FEB-2007	N/A	MISSILE DEFENSE AGENCY (MDA) ARTHUR V. TYSEN CONTRACTS DIRECTORATE 7100 DEFENSE PENTAGON WASHINGTON DC 20301-7100 (703) 882-6295 FOB: Destination	HQ0006
000101	N/A	N/A	N/A	N/A
0002	POP 15-FEB-2006 TO 28-FEB-2007	N/A	MISSILE DEFENSE AGENCY (MDA) ARTHUR V. TYSEN CONTRACTS DIRECTORATE 7100 DEFENSE PENTAGON WASHINGTON DC 20301-7100 (703) 882-6295 FOB: Destination	HQ0006
000201	N/A	N/A	N/A	N/A
0003	POP 01-MAR-2006 TO 28-FEB-2007	N/A	MISSILE DEFENSE AGENCY (MDA) ARTHUR V. TYSEN CONTRACTS DIRECTORATE 7100 DEFENSE PENTAGON WASHINGTON DC 20301-7100 (703) 882-6295 FOB: Destination	HQ0006
000301	N/A	N/A	N/A	N/A
0004	POP 01-MAR-2006 TO 28-FEB-2007	N/A	MISSILE DEFENSE AGENCY (MDA) ARTHUR V. TYSEN CONTRACTS DIRECTORATE 7100 DEFENSE PENTAGON WASHINGTON DC 20301-7100 (703) 882-6295 FOB: Destination	HQ0006
0101	POP 01-MAR-2007 TO 29-FEB-2008	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0006
0102	POP 01-MAR-2007 TO 29-FEB-2008	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0006
0103	POP 01-MAR-2007 TO 29-FEB-2008	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0006

CLIN	DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
0104	POP 01-MAR-2007 TO 29-FEB-2008	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0006
0201	POP 01-MAR-2008 TO 28-FEB-2009	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0006
0202	POP 01-MAR-2008 TO 28-FEB-2009	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0006
0203	POP 01-MAR-2008 TO 28-FEB-2009	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0006
0204	POP 01-MAR-2008 TO 28-FEB-2009	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0006
0301	POP 01-MAR-2009 TO 28-FEB-2010	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0006
0302	POP 01-MAR-2009 TO 28-FEB-2010	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0006
0303	POP 01-MAR-2009 TO 28-FEB-2010	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0006
0304	POP 01-MAR-2009 TO 28-FEB-2010	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0006
0401	POP 01-MAR-2010 TO 28-FEB-2011	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0006
0402	POP 01-MAR-2010 TO 28-FEB-2011	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0006
0403	POP 01-MAR-2010 TO 28-FEB-2011	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0006
0404	POP 01-MAR-2010 TO 28-FEB-2011	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0006

ACCOUNTING AND APPROPRIATION DATA

AA: 9760400.2520 6 BM 2520 40603883C00 2512 S12135 MD6060305C1061 620294
 AMOUNT: ██████████

AB: 9760400.2520 6 BM 2520 40603883C00 2512 S12135 MD6060305C1182 620294
 AMOUNT: ██████████

AC: 9760400.2520 6 BM 2520 40603883C00 2512 S12135 MD6060305C1183 620294
 AMOUNT: ██████████

BSSP**BASIC SUPPORT SERVICES PROGRAM BOILERPLATE**

a. This is a Firm Fixed Price (FFP) order with a Time & Material (T&M) provision. The FFP CLIN is CLIN 0001 (and respective CLINs for each option year) and the T&M CLIN is CLIN 0002 (and respective CLINs for each option year). Other Direct Costs are addressed under CLIN 0003 (and respective CLINs for each option year). Deliverables are addressed under CLIN 0004 (and respective CLINs for each option year).

DFARS 252.232-7007 Limitation Of Government's Obligation (AUG 1993) is incorporated herein by reference and is applicable to CLINs 0001 and any other FFP based CLIN that may subsequently be added to this order. In accordance with (IAW) DFARS 252.232-7007 paragraph a., for these item(s), the sum of ██████████ of the total price is presently available for payment and allotted to this contract. IAW DFARS 252.232-7007 paragraph i. the parties contemplate that the Government will allot funds to this contract incrementally based on fiscal year availability of funds.

b. The contractor agrees to provide a firm fixed price for CLIN 0001 (and respective CLINs for each option year). The CLIN 0001 man-month price extended for the actual number of man-months provided covers all services that are part of the contractor's project plan and applicable staffing plan. The CLIN 0001 price includes all related project management, supervision, administrative support, and operating supplies whether performed on-site in MDA facilities or in contractor facilities. Travel and reimbursable items addressed in paragraph c. below will not be included in CLIN 0001 (and respective CLINs for each option year). Stated prices for each of the last two option years may be adjusted subject to the terms of Clause #12.

c. The parties mutually agree that Other Direct Costs (ODCs) under CLIN 0003 (and respective CLINs for each option year) will be billed at cost plus G&A without fee and IAW the GSA Schedule. The ODC CLINs are intended to cover pre-approved contractor travel, atypical time-critical supply or reproduction needs, and leased facilities when authorized in advance by the Contracting Officer. The CLIN 0002 price will be determined on an individual basis.

FAR 52.232-22 Limitation Of Funds (APR 1984) is incorporated herein by reference and is applicable to CLIN 0002 and 0003 (and respective CLINs for each option year) and any other Cost based CLIN that may subsequently be added to this order.

d. The parties mutually agree that the Contractor will provide substantially the staffing as provided in the Schedule of Supplies and Services on a daily basis during the operation of the work-site. Staffing shall be provided consistent with the staffing plan (which delineates whether staff is on-site at MDA or off-site at the contractors facility) agreed to by the parties as specified in Attachment 5, Labor Mix, Qualifications and Rates Matrix (submitted as part of the Offer). While the Government expects minor month-to-month fluctuations may occur in the actual staffing provided, it is the Contractor's responsibility to provide the effort and services such as to maintain a steady level-of-effort performance throughout the entire 12-month performance period. Minor variations in staffing and skill mix are mutually understood as an appropriate outcome of the work environment. In the event

that there is a change in staff location (on- to off-, or off- to on-site), the contractor shall provide the MDA Contracting Officer a revised Attachment 5 along with the appropriate upward or downward adjustment in contract price resulting from the change in staff location. There are ten (10) Government observed holidays.

e. The period of performance for the base period is 12 months.

(1) This contract is renewable in four increments of 12 months each at the unilateral option of the Government. An option shall be exercised by issuance, within sixty (60) days prior to the end of the current contract period, of a unilateral modification for the subsequent option requirements. (Note that this order will contain an Award Term provision IAW Clauses #11 and #12. The total duration of the order may extend to 10 years.)

(2) The Government has the unilateral right to exercise any option CLIN with man-month units of measurement at the man-years designated for said CLIN minus up to five (5) man-years (1 man-year = 12 man-months), so long as notice of any decrease is provided to the Contractor not later than sixty (60) days prior to the performance period start date of an option. For example, if the designated man-years are 63 (63 x 12 = 756 man-months) the Government may exercise the option for anywhere between 58 man-years (58 x 12 = 696 man-months) and 63 man-years. If the Option period begins on October 1st, notice of the Governments intent to exercise at a lesser quantity must be provided to the Contractor no later than August 1st.

(a) Any decrease is deemed a change under this contract in accordance with FAR 52.243-1 Changes -Fixed-Price, Alternate III or FAR 52.243-3 Changes -Time-and-Materials or Labor-Hours. Accordingly, immediately after the aforementioned notice the Contractor will meet with the Contracting Officer and Contracting Officer's Representative to jointly determine a revised staffing skill mix and a reprioritizing of the contract's mission, deliveries and product output based on any reduction in a CLINs total man-years. The parties will subsequently negotiate an equitable adjustment (decrease) in contract value and CLIN price based on the man-years exercised and revised staffing skill mix.

(b) If agreement on an equitable adjustment to the contract is not reached within 30-days after the Option period starts (October 31st in the example above), or within any extension granted by the Contracting Officer, the Contracting Officer may, with the approval of the head of the contracting activity, determine a reasonable price, subject to Contractor appeal as provided in the "Disputes" clause. In any event, the Contractor shall proceed with performance of the contract, subject only to DFARS 252.232-7007, Limitation of Government Liability.

This order is subject to the terms and conditions of the General Services Administration (GSA) Federal Supply Schedule (FSS) Contract GS-07F-0190L and all clauses and provisions in full text or incorporated by reference herein. In the event of conflict, this SF 1449 shall govern.

1. MATERIAL INSPECTION AND RECEIVING REPORT AND CONTRACTING OFFICER'S REPRESENTATIVE

a. Material Inspection and Receiving Report - At the time of each delivery of supplies or services under this contract, the Contractor shall prepare and forward to the Government a Material Inspection and Receiving Report in the manner and to the extent required by DoD FAR Supplement (DFARS) Appendix F, "Material Inspection and Receiving Report." In case of rental or maintenance contracts, a separate report shall be distributed at the time each invoice is submitted for payment.

b. The Procuring Contracting Officer (PCO) will assign the Contracting Officer's Representative (COR) at the time of order issuance. The COR will pre-certify invoices and execute the receiving report(s), (Items 21 and 22 of the DD Form 250) required by this order as verification that the specified supplies have been delivered.

c. The contractor shall submit DD Form 250 and invoices using the "Invoice 2-in-1" function within the Wide Area WorkFlow system in accordance with DFARS 252.232-7003, Electronic Submission of Payment Requests.

2. ORDER ACCOUNTING

a. Separate invoices shall be submitted for each individual CLIN monthly for payment and shall clearly identify:

- (1) Government order number.
- (2) Period of performance.
- (3) Amount due by CLIN:
 Labor CLINs – fixed man-month unit price extended for the actual number of man-months provided for CLIN 0001 (and respective CLINs for each option year) and labor hours by labor category for CLIN 0002 (and respective CLINs for each option year).
 ODC CLINs – itemized costs.

b. The contractor's accounting system shall provide traceability of all cost reimbursable elements (e.g. travel, material, other authorized direct costs) ordered by each program's funding citation's Accounting Classification Reference Number, if required by the ordering office.

c. Under no circumstances will any invoice exceed: the period of performance or fixed man-month unit price extended for the actual number of man-months provided under CLIN 0001 and respective option CLINs; the period of performance or authorized labor hours under CLIN 0004 and respective option CLINs); or the established cost ceiling under CLIN 0002 and respective option CLINs.

d. The contractor shall submit DD Form 250 and invoices using the "Invoice 2-in-1" function within the Wide Area WorkFlow system in accordance with DFARS 252.232-7003, Electronic Submission of Payment Requests.

3. PAYMENT INSTRUCTIONS FOR MULTIPLE ACCOUNTING CLASSIFICATION CITATIONS

CLIN(s) under this order (and associated Option CLIN(s), may be funded by multiple accounting classifications. The Contractor shall segregate cost and submit vouchers as required by paragraph 2 above. The Defense Finance and Accounting Service (DFAS) shall make payments from those Accounting Classification Record Numbers (ACRNs) assigned to each CLIN as described herein. Payments by the paying office are to be made by CLIN, from the earliest available funds by fiscal year as identified by ACRN.

4. PERIOD OF PERFORMANCE

For the base period the period of performance for this task order is 12 months commencing from the effective date of this order and 12 months for each option period, if exercised. Unless otherwise stated by the Contracting Officer, any extension to the contractor's GSA FSS Contract shall apply to this order, subsequent option exercise or Award Term entitlement (see clause #11) when awarded pursuant to this Task Order.

5. REMITTANCE ADDRESS

Payment of invoices furnished by the Contractor shall be sent to the following address:

Beta Analytics, Inc.
 2677 Prosperity Ave - Suite 400
 Fairfax, VA 22031-4906

6. ACQUISITION OF FACILITIES

The term facilities include all general-purpose office equipment and automated data/information processing equipment and software. Accordingly, the Contractor shall not purchase or lease facilities for the account of the Government without the express permission of the Contracting Officer. Acquisition or lease of facilities, if approved by the Contracting Officer, shall be provided at cost, applicable burdens applied, exclusive of prime Contractor fee/profit of other profit centers or business units of the prime Contractor.

7. TRAVEL, TRAVEL COSTS, AND OTHER DIRECT COSTS

a. Travel. All contractor travel (non-local) under this contract (other than extended commuting travel as defined under paragraph c. below) must be approved in advance in writing by the COR using MDA Form 110 (dated March 2001).

b. Extended Commuting Travel.

(1) All contractor extended commuting travel under this contract must be approved by the COR AND BY THE PCO using MDA Form 110 (dated March 2001) based on documentation from the contractor showing that extended commuting travel is the most effective means of fulfilling the government's requirements – cost and other factors considered.

(2) Extended commuting travel may be authorized for up to 90 days at a time and must be authorized in advance in writing using MDA Form 110 (dated March 2001).

c. Definition: Extended Commuting Travel – is travel that occurs regularly in the performance of this contract where an individual or individuals travel back and forth from their normal place, or city of employment to another location or locations over a 30 day (or longer) period.

8. DELIVERABLES

The contractor is required to complete a "Monthly Status Report (MSR)", "Technical Status Report", "Funds and Labor Hour Expenditure Report" and other reports to the Contracting Officer IAW the attached DD Form 1423-1, CDRL, Exhibit A and as specified in the SOO and/or SOW.

9. LOCATION OF PERFORMANCE

a. On-site work under CLIN 0001 (and respective CLINs for each option year) will be performed at MDA Huntsville, Alabama sites or at other locations yet to be determined. Should off-site personnel be required at a future date in Huntsville, Alabama, the following shall apply: Off-site personnel are expected to perform tasks from a contractor facility within a 30 minute one-way commute time during rush hour by car, regularly scheduled public transportation, or a regularly scheduled shuttle system (i.e. transportation not specific or chargeable to this contract). Any proposed personnel place of performance outside the local commuting area must be explained/justified.

b. CLIN 0002 (and respective CLINs for each option year) will be performed either at MDA Huntsville, Alabama, sites or at other locations yet to be determined.

10. KEY STAFF

a. The Contractor shall notify and obtain the approval of the PCO and COR prior to making any changes in key staff. If replacing key staff the Contractor shall adhere to the following: (1) replacement person's qualifications are equal to or better than the qualifications of the person being replaced as proposed and accepted at the time of task order award; and (2) if adding personnel to fill newly added key staff positions, the added person's

qualifications are equal to or better than the desired qualifications of this task order. Key Staff positions are designated in Attachment 5.

b. Changes in key staff are deemed a request for change initiated by the contractor under this order in accordance with FAR 52.243-1 Changes -Fixed-Price, Alternate III or FAR 52.243-3 Changes -Time-and-Materials or Labor-Hours. Any contractor request for changes in key staff shall include cost and pricing data substantiating either (1) a downward equitable adjustment to the order price or (2) why such an adjustment is not warranted. The cost and pricing data will be submitted to the Contracting Officer only.

11. AWARD TERM

a. This order provides for a core performance time of 60 months consisting of a 12-month basic period and four (4) pre-priced core option years. There is no guarantee the Government will continue performance beyond the initial 12 month basic period. Based on the criteria in FAR 17.207, option years one through four may or may not be exercised by the Contracting Officer. If all of the option years one through four are exercised, the Award Term Approving Official may authorize up to three extensions beyond the core performance time, in the form of 12 month "award term periods" on the basis of an integrated assessment of the quality of performance and market research. Each of the first two award term periods carries a one year option period that may or may not be exercised by the Contracting Officer. With the addition of these three award term periods and the option year following each of the first two award term periods, the maximum performance time under this order is ten (10) years. The contractor may earn award term periods for sustained performance that exceeds a satisfactory level.

b. The contractor will be afforded the opportunity to adjust prices before each award term period and the option year following each award term period IAW the "Award Term/Non-Core Option Year Price Adjustment" clause in this order.

c. For award term entitlements, the contractor's performance will be evaluated based on the Government established Award Term Plan (Attachment 6). The schedule part of this clause reflects the timetable for evaluations and award term decision points. The evaluation decision point is scheduled for completion no later than 90 days following the end of the period being evaluated. If the Award Term Approving Official grants an award term, the entitlement to that award term period will be issued in a modification to the order (contingent on availability of funds, exercise of prior option years, and continued coverage of the contractor's GSA schedule contract). Within 60 days prior to the end of each applicable award term period (if awarded), the Contracting Officer may exercise an option year by issuing a unilateral modification to the order. Contract options are exercisable based on the criteria in FAR 17.207 and are not covered by the award term plan in the task order.

Schedule of Award Term Evaluation Periods and Entitlement Periods									
Core Performance Periods					Non-Core Performance Periods				
Contract Base Year 1	Option Contract Year 2	Option Contract Year 3	Option Contract Year 4	Option Contract Year 5	Award Term Contract Year 6	Option Contract Year 7	Award Term Contract Year 8	Option Contract Year 9	Award Term Contract Year 10
	Eval for information only	Eval for information only	Eval for information only	Eval (1st Decision Point) →	1st Award Term				
						Eval (2nd Decision Point) →	2nd Award Term		
								Eval (3rd Decision Point) →	3rd Award Term
					Task Order Refresh				

d. The contractor must achieve a higher than satisfactory evaluation score (IAW criteria set in the Award Term Plan) for the evaluation period to be eligible for each award term. Practice or information evaluations may be conducted near the end of the base year and option contract year 2. The first official evaluation period occurs in the third year of the order if the prior option is exercised. Each subsequent evaluation covers a two-year increment following the last evaluation.

e. The Award Term Plan is provided as Attachment 6 under this order. The Contracting Officer may unilaterally revise this Plan at any time prior to the start of each new award term period. The Award Term Approving Official will designate a Performance Award Term Review Team. The team will review and assess contractor performance against the evaluation criteria described in the Award Term Plan. Subsequent to each award term determination by the Award Term Approving Official, the Contracting Officer will unilaterally grant each individual “award term period” entitlement, if earned, by issuance of a modification to the order. Unless otherwise stated, MDA’s rights to exercise the unilateral one-year option period that follows each award term period is conveyed with and considered part of the award term entitlement. If the contractor opts not to perform an earned award term period, written notice shall be given to the Contracting Officer no later than 120 days prior to the start of the applicable award term period. This “opt out” right will also void the option year that accompanies the award term period. The contractor is not allowed to “opt-out” of a period designated as an “option”. The exercise of any option when conveyed with an award term entitlement shall be the unilateral right of the Government.

f. If the contractor’s GSA schedule contract is due to expire during the period of performance of this order and is not extended by GSA, this task order will expire at the end of whatever performance period is currently in effect when the contractor’s GSA schedule contract ends. All task order unexercised/unawarded option and award term periods will automatically become void. Cancellation of an award term arising from cancellation/expiration of the GSA schedule (without renewal) will not entitle the contractor to any equitable adjustment or other compensation.

g. Market research will be performed 120 days prior to the beginning of the option—contract year 6 to refresh the order to reflect current market practices and ensure consistency with the GSA FSS and requirements under the then current Federal Acquisition Regulations and Defense Federal Acquisition Regulations Supplement.

12. AWARD TERM/NON-CORE OPTION YEAR PRICE ADJUSTMENT

a. The price for award term periods, if earned, and non-core option years following the award term periods (option years seven and nine), if exercised, will be determined prior to the start of each award term period IAW this clause. For purposes of this clause, a non-core option period is defined to be the one-year option period that accompanies each of the first two award term periods.

b. It is agreed and understood that prices for the "award term" periods and the accompanying "non-core option years" shall contain no less than the average (computed for each labor category over the core performance period) of the hourly labor rate discounts from the published GSA schedule contract rates, by labor category, that were agreed to in the "core" performance periods. Prices for the non-core option year following the award term period will be established simultaneous with the pricing for respective award term period. The contractor shall submit pricing for the award term period and option period, as explained above, no later than 120 days prior to the start of the applicable award term period (even if the upcoming award term period is yet to be earned, or the award term decision has not yet been made). It is agreed and understood that in the event the contractor elects not to submit prices in whole or in part prior to the start of any award term period for the upcoming award term/option period, the prices of the then current order period shall apply to both the upcoming award term period and the accompanying option period.

c. The term "price" covers the unit price(s) and extended total price(s) stated for the contract line item(s) in the order. It consists of the total of all labor line/subline items, added together, where the pricing was developed by the contractor and agreed to by the Contracting Officer using the contractor's individual GSA schedule contract labor category hourly rates either proposed at the time of the task order or as agreed to in a subsequent task order modification. If labor categories that were not covered in the previous order period are needed for the award term period and are authorized for use by the Contracting Officer, the contractor shall propose hourly rates for labor categories that are no higher than those rates published in its GSA Federal Supply Schedule contract current at that time.

d. Regardless of increases in GSA hourly labor rates that are in effect under the GSA schedule contract at the point of pricing the award term and non-core option periods, the maximum amount of the increase which will be permitted for each unit price stated in the order for the award term period will be limited to a ceiling of ten percent (10%) over the price of the performance period in effect at the time the pricing is submitted. Likewise, the unit price for the accompanying non-core option is limited to a ceiling of ten percent (10%) over the unit price for submitted for the award term.

e. Documentation to support the pricing. The contractor must provide documentation to support and explain the proposed increase. This documentation will show how the discounted GSA schedule contract hourly labor rates used in establishing the prices for the core periods were averaged for purposes of pricing the award term and non-core option year. Then, the documentation must clearly show how this average was applied to individual labor categories and staffing requirements to arrive at the unit price for the order. Unless otherwise agreed to by the Contracting Officer, the same Labor Mix, Qualifications, and Rate Mix applicable to the then current period will be used as the baseline for pricing the award term and accompanying non-core option year.

13. GSA PRICE ADJUSTMENT

a. A price adjustment may be requested when upward adjustments need to be made to the unit prices stated in this task order as a result of post task order-award increases to the contractor's GSA schedule contract labor rates. Adjustments shall only be considered by the Contracting Officer if, after task order award, GSA approves a rate increase for one or more labor categories performing the work under the order, and the new rate(s) are either higher than the approved GSA rates for those categories that were in effect when the contractor originally calculated its task order price proposal, or, (in the event that GSA had not yet approved rates for those categories when the task order price proposal was developed), higher than the rates the contractor had projected that GSA would subsequently approve for those categories. This adjustment shall only apply to the labor categories included in the task order and

must be supported by GSA-issued price increases to those labor categories for that task order option year that are higher than the rates originally calculated by the contractor in its proposal.

b. Only one (1) such adjustment request may be made during the core task order period (base and priced options). This price adjustment is not retroactive. If the contractor elects to submit a request, it may cover changes in pricing for both of or only one of the last two-priced option years in the core performance period.

c. The pricing adjustment shall be submitted no later than 120 days before the first option year to which the new prices would apply.

d. If the contractor makes a request to adjust the monthly prices, the labor rates used in the changed monthly prices will be discounted at no less than the same level (in percents) from the published GSA schedule labor hour rates that were offered in the year(s) for which the adjustment is requested. Provided, that if the discount in the year(s) that the adjustment is requested is less than the average of the discounts that were applicable to the labor categories in all the years prior to the option year(s) for which the discount is requested then that average will be used. For example if the contractor is requesting an adjustment for option year 3 and the discount for a labor category rate used in the pricing of the task order in for option year 3 is 20 percent lower than the GSA schedule contract rate in effect or estimated at the time of award, the 20 percent discount factor would be applied to the revised GSA schedule labor rate for that category. That is, if the increased GSA labor rate is \$100 per hour, the hourly rate used in calculating the monthly unit price will be no more than \$80 for that labor category. However, if the average of the discounts from the GSA published labor rates for that category from the time of award through option year 2 is more than 20%, then, that average percentage factor will be used for the labor category. This maintains the same percentage discount relationship between the task order prices and the GSA contract rates throughout the task order period. If a new rate has been negotiated with GSA and accepted but not published, the new rate may be used if it will be effective prior to the start of the option year for which the adjustment is requested, and if the contractor can provide supporting documentation to MDA that confirms that the GSA contracting officer has approved the new rate.

e. The maximum amount of the increase that will be permitted for each unit price stated in the order will be limited to a ceiling of ten percent (10%) over the original price.

f. The request for a pricing adjustment will identify the GSA schedule contract labor rates that apply to the specific year (or if a new schedule contract is pending, the schedule contract labor rates and effective dates that have been negotiated with GSA). The contractor will explain how the discount percentage limitation off the GSA rate for each labor category was figured and applied to the higher proposed task order unit price.

14. CONTRACT MODIFICATION

In order for the Government to determine whether the price offered for any change to this order is fair and reasonable, the Contractor shall provide supporting information to the extent required by the Contracting Officer, as well as access to pertinent records as described under the version of the FAR 52.215-21 included in the GSA Schedule contract.

15. RESERVED

16. 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 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 venturer, consultant, or in any similar capacity. The term "proprietary information" for purposes of this clause is any information considered so valuable by its owners that it is held 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) Maintenance of Objectivity: The Contractor shall be ineligible to participate in any capacity in contracts, subcontracts, or proposals thereof (solicited or unsolicited) which stem directly from the Contractor's performance of work under this contract. Furthermore, unless so directed in writing by the Contracting Officer, the Contractor shall not perform any services under this contract on any of its own products or services, or the products or services of another firm if the Contractor is, or has been, substantially involved in their development or marketing. In addition, if the Contractor under this contract prepares a complete, or essentially complete, Statement of Work (SOW), or other form of technical solutions, functions, requirements, or specifications document, to be used, directly or indirectly, in competitive acquisitions, the Contractor shall be ineligible to perform or participate in any capacity in any contractual effort which is based on such SOW or specifications. Nothing in this subparagraph shall preclude the Contractor from competing for follow-on contracts involving the same or similar services based on such a SOW or specification.

(2) 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 for a period of one year after the completion of this contract, or until such information is released or otherwise made available to the public, whichever occurs first, (c) submit an unsolicited proposal to the Government which is based on such information until one (1) year 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.

(3) Access To and Protection of Proprietary 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. Representations and Disclosures:

(1) The Contractor represents that it has disclosed to the Contracting Officer, prior to award, all facts relevant to the existence or potential existence of organizational conflict of interest as that term is used in FAR Subpart 9.5. To facilitate disclosure and Contracting Officer approval, the Contractor shall complete an OCI Analysis/Disclosure Form (Attachment 3) for each MDA, BMD, and BMD-related contract or subcontract.

(2) The Contractor represents that if it 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 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 this 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 convenience if such termination is deemed to be in the best interest of the Government.

(2) The parties recognize that this clause has potential effects which will survive the performance of this contract and that it is impossible to foresee each circumstance to which it might be applied in the future. Accordingly, the Contractor may at any time seek a waiver from the Director, MDA, (via the Contracting Officer) by submitting a full written description of the requested waiver and the reasons in support thereof.

f. Modifications: Prior to contract modification, when the SOW is changed to add new work or the period of performance is significantly increased, the Contracting Officer will request and the Contractor is required to submit either an organizational conflict of interest disclosure or an update of the previously submitted disclosure or representation.

17. PUBLIC RELEASE OF INFORMATION (JAN 2003)

a. The policies and procedures outlined herein apply to information submitted by the Contractor and his subcontractors for approval for public release. Prior to public release, all information shall be cleared as shown in the "*National Industrial Security Program Operations Manual*" (DoD 5220.22-M).

b. All materials prepared by the Contractor for public release shall be submitted to the MDA (see paragraph e. below) for clearance prior to release. These materials include but are not limited to, technical papers, and responses to news queries that relate to a Contractor's work under this contract.

c. However, once information has been cleared for public release, it does not have to be cleared again for later use. The information shall be used in its originally cleared context.

d. The MDA Director for Communications is responsible for processing Contractor-originated material for public release.

e. All material to be cleared shall be sent to:

Office of the Secretary of Defense
Missile Defense Agency, MDA/DC
7100 Defense Pentagon
Washington, DC 20301-7100

Subcontractor proposed public releases shall be submitted for approval through the prime Contractor.

f. The Contractor shall submit the material proposed for public release to the above addressee by a letter of transmittal which states: (1) to whom the material is to be released; (2) the desired date for public release; (3) that the material has been reviewed and approved by officials of the Contractor, or the subcontractor, for public release; (4) the contract number and the applicable COR.

g. Two (2) copies of each item, including written material, photographs, drawings, "dummy layouts" and the like shall be submitted at least six (6) weeks in advance of the proposed release date.

h. The items submitted must be complete. Photographs shall have captions.

i. Abbreviated materials or abstracts may be submitted if the intent is to determine the feasibility of going further in preparing a complete paper for clearance. However, final approval for release or disclosure of the material cannot be given on the basis of abstracts.

j. Outlines or rough drafts will not be cleared.

k. Materials submitted to MDA for release purposes shall be void of all Contractor logos or other attributions to the Contractor.

18. ENABLING CLAUSE FOR BMD INTERFACE

a. It is anticipated that, during the performance of this contract, the Contractor will be required to support Technical Interface/Integration Meetings (TIMS) with other BMD Contractors and other Government agencies. The Contractor, as needed to protect the rights of the Contractor and the Government, will negotiate appropriate OCI clauses.

b. The Contractor agrees to cooperate with BMD Contractors by providing access to technical matters, provided, however, the Contractor will not be required to provide proprietary information to non-Government entities or personnel in the absence of a non-disclosure agreement between the Contractor and such entities.

c. The Contractor further agrees to include a clause in each subcontract requiring compliance with the response and access provisions of paragraph b. above, subject to coordination with the Contractor. This agreement does not relieve the Contractor of its responsibility to manage its subcontracts effectively, nor is it intended to establish privity of contract between the Government and such subcontractors.

d. Personnel from BMD Contractors or other Government agencies or Contractors are not authorized to direct the Contractor in any manner.

e. This clause shall not prejudice the Contractor or its subcontractors from negotiating separate OCI agreements with BMD Contractors; however, these agreements shall not restrict any of the Government's rights established pursuant to this clause.

19. MDA VISIT AUTHORIZATION PROCEDURES

a. The Contractor shall submit all required visit clearances IAW the National Industrial Security Program Operating Manual and will forward all visit requests, identifying the contract number, to:

Office of the Secretary of Defense
Missile Defense Agency
7100 Defense Pentagon, MDA/SOC
Washington, D.C. 20301-7100
Phone No.: (703) 695-8048 FAX No.: (703) 693-1526

b. The COR is authorized to approve visit requests for the Contracting Officer.

20. SMALL BUSINESS PARTICIPATION REPORTING REQUIREMENT

a. In order to assist MDA in collecting information regarding small business participation in MDA contracts and orders, the Contractor (regardless of whether a small or large business) shall submit the following reports:

(1) Standard Form 294, Subcontracting Report for Individual Contracts. This report shall be submitted semiannually and at contract completion to the Director, Small Business, MDA. The report covers subcontract award data related to this contract/order.

(2) Standard Form 295, Summary Subcontract Report. This report encompasses all of the contracts with the awarding agency. It must be submitted semi-annually to the Director, Small Business, MDA. If the reporting activity is covered by a commercial plan, the reporting activity must report annually all subcontract awards under that plan. All reports submitted at the close of each fiscal year (both individual and commercial plans) shall include a breakout, in the Contractor's format, of subcontract awards, in whole dollars, to small disadvantaged business concerns by North American Industry Classification System (NAICS) Industry Subsector.

b. Please annotate the method by which you plan to provide your submission.

(1) ___ Electronic format through the following website: www.mdasmallbusiness.com

(2) ___ Hardcopy mailed to:

Director, Small Business Missile Defense Agency (MDA/SB)
7100 Defense Pentagon
Washington, DC 20301-7100

21. FEDERAL ACQUISITION REGULATIONS REQUIREMENTS

The following FAR requirements are incorporated by reference:

FAR 52.204-2 Security Requirements (AUG 1996)

FAR 52.222-41 Service Contract Act of 1965, as Amended (July 2005)

FAR 52.222-43 Fair Labor Standard Act and Service Contract Act—Price Adjustment (Multiple Year and Option Contracts (May 1989)

FAR 52.243-1 Changes —Fixed-Price (AUG 1987), Alternate III (APR 1984).

FAR 52.243-3 Changes —Time-and-Materials or Labor-Hours (SEP 2000).

22. DEFENSE FEDERAL ACQUISITION REGULATIONS SUPPLEMENT REQUIREMENTS

The following DFARS requirements are incorporated by reference:

252.204-7000 Disclosure Of Information (DEC 1991)

252.204-7005 Oral Attestation of Security Responsibilities (NOV 2001)

252.225-7043 - Antiterrorism/Force Protection Policy for Defense Contractors Outside the United States (JUN 2005)

252.232-7003 Electronic Submission of Payment Requests (JAN 2004)

252.239-7016 Telecommunications Security Equipment, Devices, Techniques, And Services (DEC 1991)

23. TECHNICAL TASK ORDERING - RESERVED**24. CONTROL OF ACCESS TO MDA SPACES AND INFORMATION SYSTEMS/CONTRACTOR EMPLOYEE OUT-PROCESSING (OCT 2004)**

a. To maintain the security of the MDA spaces and information systems, the Contractor shall notify the COR in writing whenever a prime or subcontractor employee included on the current Visit Authorization Request/Letter discontinues support to this order. This requirement shall apply to both Contractor and employee

initiated termination of services and to temporary suspension of services longer than four weeks.

b. Upon notification, the COR will ensure that the Technical Area Security Officer/Office Security Manager takes timely action to:

- (1) Remove the employee from the current Visit Authorization Request/Letter;
- (2) Cancel the MDA badge, keycard and Pentagon Pass issued pursuant to the Visit Authorization Request/Letter; and
- (3) Terminate the MDA LAN account/access privileges.

c. The contractor shall identify the reason for and date of termination or expected period of suspension and submit the notification to the COR within five (5) working days prior to service discontinuation. For unplanned termination or suspension of services exceeding four weeks, notification shall be made within one (1) working day after termination/suspension action.

d. Prior to the departure of on-site contractor employees, the departing employee shall complete an out-processing checklist for MDA on-site contractor employees as required by MDA Directive Number 5000.01, and return the completed checklist (MDA Form 018, Attachment 13), with all required signatures, to the cognizant Contracting Officer's Representative (COR). The COR will provide the completed form to the Contracting Officer to be retained in the official contract file by the Contracting Officer.

25. PRICE SAVINGS SHARE OPPORTUNITY

a. The Contractor is encouraged to propose contract/CLIN value reductions during the current performance period (or upcoming option periods) for fixed price CLINs (and associated Option CLINs) under this contract. This opportunity for reduction is based on a recognized improved understanding by the Contractor of the Government's requirement which may possibly result in a change to either the skill mix, the total man-years required, or both, without impacting this contract's mission, deliveries and product output. The Contractor will fully support, at the technical and cost/price level, the rationale for any proposed reduction. (Cost and pricing data will be submitted to the Contracting Officer only.) In the event that the Government accepts the proposed reduction, or any part thereof, the parties will share the savings on an 80/20 Government/Contractor share ratio (i.e. the CLIN price/unit price will be reduced by eighty (80%) percent, with the remaining twenty (20%) percent retained in the price/unit price as the Contractor's savings share).

b. The Government is under no obligation to accept the Contractor's proposed reduction.

Exhibit/Attachment Table of Contents

DOCUMENT TYPE	DESCRIPTION	PAGES	DATE
Exhibit A	Missile Defense Agency/SI, Contract Data Requirements List, Exhibit A	15	07-DEC-05
Attachment 1	Statement of Objectives (SOO)	15	26-OCT-05
Attachment 2	Government Furnished Information (GFI)-Government Furnished Equipment (GFE) and Other Direct Cost Limitations	1	
Attachment 3	Organizational Conflict of Interest (OCI) Analysis Disclosure Form	2	19-FEB-04
Attachment 4	DD Form 254 Contract Security Classification Specification	11	26-JAN-06
Attachment 5	Labor Mix, Qualifications and Rates Matrix	4	10-JAN-06
Attachment 6	Award Term Plan	8	23-FEB-04
Attachment 7	Planning, Programming, Budgeting and Execution (PPBE) Non-Disclosure Agreement	2	01-NOV-03
Attachment 8	Management Plan	6	10-JAN-06
Attachment 9	Key Staff Relevant Qualifications (Resume Format)	1	17-DEC-03
Attachment 10	Non-Key Staff Relevant Qualifications (Resume Format)	1	17-DEC-03
Attachment 11	Past Performance Reference	1	
Attachment 12	Proprietary Information Agreement	3	
Attachment 13	Out-Processing Checklist for MDA On-Site Contractor Employees in the National Capital Region	1	

NOTE: ATTACHMENT 5 AND ATTACHMENT 8 WILL BE PROVIDED ONLY TO THOSE INDIVIDUALS WITH A PROPER NEED TO KNOW. PLEASE CONTACT MDA/CTS IF COPIES OF THESE ATTACHMENTS ARE DESIRED.

CONTRACT DATA REQUIREMENTS LIST

December 7, 2005

PREPARED BY
MISSILE DEFENSE AGENCY

A. INTRODUCTION

The Contract Data Requirements List (CDRL) is prepared in a word processing format to increase the efficiency of electronic development and transmission. Block numbering and titles remain as used in the DD Form 1423 as derived from *Procedures for the Acquisition and Management of Technical Data*, DoD 5010.12-M.

B. APPLICABLE DOCUMENTS

DoD 5010.12-L, *Acquisition Management Systems and Data Requirements Control List (AMSDL)*, Apr. 1997

DoDD 5230.24, *Distribution Statements on Technical Documents*, Mar. 18, 1987

C. AUTHORITIES (BLOCK 4)

Data Item Descriptions (DIDs) entered in CDRL blocks 2 and 4 are selected from the *Acquisition Management Systems and Data Requirements Control List (AMSDL)*, DoD 5010.12-L. The application of any DID tailoring is indicated by addition of the suffix "T" to the DID number entered in Block 4. Such tailoring is accomplished to relax format requirements or conform the data requirement to those requirements contained in the Statement of Objectives (SOO).

D. APPROVAL (BLOCK 8)

Selected data will require approval before their submission is considered final. The approving authority shall be the MDA/AS Contracting Officer's Representative (COR) as indicated by the first addressee entry of Block 14.a. The use of "N/A" in Block 8 does not forfeit or otherwise affect the Government's right to consider unacceptable any submission of data that does not comply with the contract requirements.

CONTRACT DATA REQUIREMENTS LIST (1 Data Item)						Form Approved OMB No. 0704-0188			
<small>Public reporting burden for this collection of information is estimated to average 110 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0188), Washington, DC 20503. Please DO NOT RETURN your form to either of these addresses. Send completed form to the Government issuing Contracting Officer for the Contract/PR No. listed in Block E.</small>									
A. CONTRACT LINE ITEM NO. 0004, 0104, 0204, 0304, 0404			B. EXHIBIT A		C. CATEGORY TDP _____ TM _____ OTHER <u>X</u>				
D. SYSTEM/ITEM Security Operations Center and Access Control Center			E. CONTRACT/PR. NO HQ0006-06-F-0005		F. CONTRACTOR Beta Analytics International, Inc.				
1. DATA ITEM NO. A001	2. TITLE OF DATA ITEM Status Report				3. SUBTITLE Monthly Status Report				
4. AUTHORITY (Data Acquisition Document No.) DI-MGMT-80368/T, Jun 1987			5. CONTRACT REFERENCE			6. REQUIRING OFFICE MDA/SISO			
7. DD 250 REQ LT	9. DIST STATEMENT REQUIRED N/A	10. FREQUENCY MTHLY	12. DATE OF FIRST SUBMISSION See Block 16			14. DISTRIBUTION			
8. APP CODE N/A		11. AS OF DATE 0	13. DATE OF SUBSEQUENT SUBMISSION 20 DARP			a. ADDRESSEE		b. COPIES	
								Draft	Reg
16. REMARKS Block 4: Any modification to the report format and content included herein shall be proposed by the Contractor for Contracting Officer Representative (COR) approval within 20 days of contract award. Block 12: First submission due 20 calendar days after the first full month after contract award and shall include the reporting period from the date of contract award.						MDA/CT	0	1	
						MDA/SISO	0	1	
						15. TOTAL			
G. PREPARED BY Robert R. Peavey, Director, MDA/SIS			H. DATE		I. APPROVED BY			J. DATE	

CONTRACT DATA REQUIREMENTS LIST

SECURITY OPERATIONS CENTER AND
ACCESS CONTROL CENTER OPERATIONS

DIRECTOR FOR SECURITY
AND PROGRAM PROTECTION

March 2005

Prepared by

COMPANY NAME:
COMPANY ADDRESS:

MONTHLY STATUS REPORT

Month Year

In accordance with
Contract Number
CDRL A001

Distribution:
MDA/Applicable COR
MDA/CT

MONTHLY STATUS REPORT
Month Year

I. SUMMARY

The summary shall include a brief statement of the overall project status, covering the accomplished technical activities and development and objectives of efforts.

II. BODY OF REPORT

The body of the report shall include a brief statement of the following items (where applicable):

A. Milestone/task status: The status of each unit of work (UOW) as defined in the Statement of Objectives (SOO).

1. A brief statement as to whether or not the overall UOW is on schedule.
2. A brief statement on effort expended during the reporting period.
3. A brief narrative of any new problem areas/changes encountered or anticipated, their effect on overall work effort, and steps being taken to remedy the problem/change situation.
4. A brief narrative of any outstanding problems existing as of the previous status report and their resolution status.

B. Contract Deliverable Status: A brief statement of the status of each deliverable end item as required by the contract.

C. Appendices: Statistical and Supporting Information

1. Operations (comparison of current and previous month information).
 - a. Total visitors for month
Total visitors Y-T-D
Foreign visitors to MDA
Average visitors per day
 - b. Incoming VARs received
Total pages received via fax
Need-to-know authorization requests received

- c. Outgoing VAR Letters Generated Total Pages Faxed to Other Sites
- d. DOE Forms Prepared
- e. DSS Verification Letters Received
- f. Total MDA Picture Badges/Keycards Active
 - Issued to MDA Personnel
 - Issued to Other Government Personnel Issued to "MDA Advisory Committee"
 - Issued to IPA Personnel
 - Issued to Contractor Personnel
- g. Classified Packages Stored in SOC/ACC
- h. Individuals Assisted by SOC/ACC (Non-Duty Hours)
- i. Magnetic Media (Disks) Checked
 - Checked Y-T-D Infected
 - Infected Y-T-D
 - Outgoing Disks Logged

2. Tests, Meetings and Events

During {month}, there were {number} tests/meetings/events requiring advance preparation by the SOC/ACC Staff.

<u>Date</u>	<u>For</u>	<u>Title/Number of Attendees</u>
-------------	------------	----------------------------------

3. Security Checks

During {month}, {number} daily/random security checks of MDA personnel and contractors were conducted in accordance with MDA Directive 5231.

<u>Date</u>	<u>Time</u>	<u>Sequence</u>	<u>Violations</u>
-------------	-------------	-----------------	-------------------

4. Miscellaneous

{General comments on month's operations not reported by other report sections}.

5. SOC Systems/AMAG System/CCTV/Unsecured Doors

6. MDA Badges Currently in Circulation

MDA staff personnel badges issued
Assigned to Personnel detailed to MDA
Assigned to MDA IPA personnel

Assigned to "MDA Advisory Committee
Assigned to PEO personnel working in MDA
Assigned to other government personnel
Assigned to contractor personnel
Total MDA badges issued.

7. MDA Badge and Pentagon Pass Actions

Visit histories generated
MDA Badge requests
Requests approved by COR
Requests disapproved by COR
Pentagon Pass requests
Requests approved by COR
Requests disapproved by COR

8. SOC/ACC Personnel

The following personnel were assigned to the MDA SOC/ACC on {last day of month}

9. MDA SOC/ACC Virus Check Status

[Statistics of the current]

Disks Checked Since Checks Initiated Disks Checked Current Year

"Infected" Disks Since Checks Initiated "Infected" Disks Current Year

PC Format

Macintosh Format

Other Format

Virus Types Since Checks Initiated

Magnetic Media Scanned Entering MDA Facilities (current month)

Outgoing Magnetic Media Logged for Classification Review (current month)

10. MDA Visitors Requiring ACC Support

{Chart comparing numbers for each month over previous year}

11. MDA Media Checks (Media Entering MDA

{Chart comparing numbers for each month over previous year}

12. MDA Media Checks (Media Entering/departing MDA

{Chart comparing numbers for each month over previous year}

13. Other Appendices (where applicable) for tables, references, charts, or other descriptive material. Each Appendix shall be identified and referenced in the appropriate area of the report.

CONTRACT DATA REQUIREMENTS LIST <i>(1 Data Item)</i>						Form Approved OMB No. 0704-0188				
<small>Public reporting burden for this collection of information is estimated to average 110 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0188), Washington, DC 20503. Please DO NOT RETURN your form to either of these addresses. Send completed form to the Government issuing Contracting Officer for the Contract/PR No. listed in Block E.</small>										
A. CONTRACT LINE ITEM NO. 0004, 0104, 0202, 0304, 0404			B. EXHIBIT A		C. CATEGORY TDP TM OTHER <u>X</u>					
D. SYSTEM/ITEM Security Operations Center and Access Control Center			E. CONTRACT/PR. NO HQ0006-06-F-0005		F. CONTRACTOR Beta Analytics International, Inc.					
1. DATA ITEM NO. A003	2. TITLE OF DATA ITEM Technical Report – Study/Services				3. SUBTITLE SOC/ACC Standard Operating Procedure (SOP) Updates					
4. AUTHORITY (Data Acquisition Document No.)			5. CONTRACT REFERENCE			6. REQUIRING OFFICE MDA/SISO				
7. DD 250 REQ LT	9. DIST STATEMENT REQUIRED FOUO See Block 16	10. FREQUENCY ASREQ	12. DATE OF FIRST SUBMISSION See Block 16		14. DISTRIBUTION					
8. APP CODE A	11. AS OF DATE	13. DATE OF SUBSEQUENT SUBMISSION 10 DARP		a. ADDRESSEE MDA/SISO					Draft	b. COPIES
16. REMARKS Block 4: Training plan format and content shall be proposed by the Contractor for Contracting Officer Representative (COR) approval within 30 days of contract award. Block 8: Approval will be for clarity of presentation and technical content. Block 9: For Official Use Only, Exemption b(2) applies. Block 10: Submit recommended modifications as necessary to maintain currency with changes to Agency policy or governing directives. Block 12: Review of the current SOP and recommended modifications due 20 calendar days after contract award.						Final	Reg	Repro		
							1			
						MDA/CT		1		
						15. TOTAL				
G. PREPARED BY Robert R. Peavey, Director, MDA/SISO			H. DATE		I. APPROVED BY		J. DATE			

CONTRACT DATA REQUIREMENTS LIST
(1 Data Item)

A. CONTRACT LINE ITEM NO. 0004, 0104, 0204, 0304, 0404	B. EXHIBIT A	C. CATEGORY: TDP _____ TM _____ OTHER <u>XX</u>
D. SYSTEM/ITEM Security Ops Ctr and Access Control Ctr	E. CONTRACT/PR NO. HQ0006-06-F-0005	F. CONTRACTOR Beta Analytics International. Inc.

16. REMARKS (Continued)

INSTRUCTIONS FOR COMPLETING DD FORM 1423

(See DoD 5010.12-M for detailed instructions.)

FOR GOVERNMENT PERSONNEL

- Item A. Self-explanatory.
- Item B. Self-explanatory.
- Item C. Mark (X) appropriate category: TDP - Technical Data Package; TM - Technical Manual; Other - other category of data, such as "Provisioning," "Configuration Management," etc.
- Item D. Enter name of system/item being acquired that data will support.
- Item E. Self-explanatory (to be filled in after contract award).
- Item F. Self-explanatory (to be filled in after contract award).
- Item G. Signature of preparer of CDRL.
- Item H. Date CDRL was prepared.
- Item I. Signature of CDRL approval authority.
- Item J. Date CDRL was approved.
- Item 1. See DoD FAR Supplement Subpart 4.71 for proper numbering.
- Item 2. Enter title as it appears on data acquisition document cited in Item 4.
- Item 3. Enter subtitle of data item for further definition of data item (optional entry).
- Item 4. Enter Data Item Description (DID) number, military specification number, or military standard number listed in DoD 5010.12-L (AMSDL), or one-time DID number, that defines data content and format requirements.
- Item 5. Enter reference to tasking in contract that generates requirement for the data item (e.g., Statement of Work paragraph number).
- Item 6. Enter technical office responsible for ensuring adequacy of the data item.
- Item 7. Specify requirement for inspection/acceptance of the data item by the Government.
- Item 8. Specify requirement for approval of a draft before preparation of the final data item.
- Item 9. For technical data, specify requirement for contractor to mark the appropriate distribution statement on the data (ref. DoDD 5230.24).
- Item 10. Specify number of times data items are to be delivered.
- Item 11. Specify as-of date of data item, when applicable.
- Item 12. Specify when first submittal is required.
- Item 13. Specify when subsequent submittals are required, when applicable.
- Item 14. Enter addressees and number of draft/final copies to be delivered to each addressee. Explain reproducible copies in Item 16.
- Item 15. Enter total number of draft/final copies to be delivered.
- Item 16. Use for additional/clarifying information for Items 1 through 15. Examples are: Tailoring of documents cited in Item 4; Clarification of submittal dates in Items 12 and 13; Explanation of reproducible copies in Item 14.; Desired medium for delivery of the data item.

FOR THE CONTRACTOR

Item 17. Specify appropriate price group from one of the following groups of effort in developing estimated prices for each data item listed on the DD Form 1423.

a. Group I. Definition - Data which is not otherwise essential to the contractor's performance of the primary contracted effort (production, development, testing, and administration) but which is required by DD Form 1423.

Estimated Price - Costs to be included under Group I are those applicable to preparing and assembling the data item in conformance with Government requirements, and the administration and other expenses related to reproducing and delivering such data items to the Government.

b. Group II. Definition - Data which is essential to the performance of the primary contracted effort but the contractor is required to perform additional work to conform to Government requirements with regard to depth of content, format, frequency of submittal, preparation, control, or quality of the data item.

Estimated Price - Costs to be included under Group II are those incurred over and above the cost of the essential data item without conforming to Government requirements, and the administrative and other expenses related to reproducing and delivering such data item to the Government.

c. Group III. Definition - Data which the contractor must develop for his internal use in performance of the primary contracted effort and does not require any substantial change to conform to Government requirements with regard to depth of content, format, frequency of submittal, preparation, control, and quality of the data item.

Estimated Price - Costs to be included under Group III are the administrative and other expenses related to reproducing and delivering such data item to the Government.

d. Group IV. Definition - Data which is developed by the contractor as part of his normal operating procedures and his effort in supplying these data to the Government is minimal.

Estimated Price - Group IV items should normally be shown on the DD Form 1423 at no cost.

Item 18. For each data item, enter an amount equal to that portion of the total price which is estimated to be attributable to the production or development for the Government of that item of data. These estimated data prices shall be developed only from those costs which will be incurred as a direct result of the requirement to supply the data, over and above those costs which would otherwise be incurred in performance of the contract if no data were required. The estimated data prices shall not include any amount for rights in data. The Government's right to use the data shall be governed by the pertinent provisions of the contract.

**Statement of Objectives for Security Operations Centers and Access Control Centers
Director for Security and Program Protection (SIS)**

GENERAL TASK DESCRIPTIONS/OBJECTIVES	
G.0	<p>The Security Operations Center (SOC) provides specialty security support functions not specifically performed by the Access Control Centers (ACC). The SOC is the central location for monitoring and control of all activities performed by guard personnel and the individual ACCs. The ACCs function as initial reception and visitor processing centers for the facility in which they are located. Guard forces monitor activities around their posts, report appropriate incidents, control access to the facility, greet and direct visitors to the ACCs, and perform other duties as directed. General duties are listed below.</p>
G.1	<p>The Contractor shall establish a Security Operations Center at the 106 Wynn Drive facility. The Contractor shall maintain an on-site operational staff at the 106 Wynn Drive facility [REDACTED] To facilitate interaction with MDA technical and management personnel, the Contractor's Program Manager (PM) shall maintain an office on-site (106 Wynn Drive SOC). Contract-related administrative support functions performed here include employee processing, payroll, Standard Operating Procedure (SOP) and memorandum development, contract work, and leave scheduling.</p>
G.2	<p>The contractor shall be prepared to establish satellite ACCs and expand guard services to such other commercial facilities in Huntsville or government facilities aboard Redstone Army Arsenal as MDA may direct. The contractor may be required to move the SOC to another facility should MDA so direct. Costs, schedules, and other details of such service expansions shall be negotiated as the need arises. Modifications to this contract shall be made to effect the agreed changes.</p>
G.3	<p>The SOC/ACC and guard force staffs shall be appropriately dressed in uniform attire consisting of dark blue blazer jacket, slacks (blue, black or gray), mid-length skirt (blue, black or gray), white shirt, and uniform-style ties. Personnel are authorized complementing outerwear appropriate for rain and cold weather conditions. The SOC/ACC staffs shall possess the appropriate appearance and demeanor to professionally and courteously greet and respond to visitors of all levels of government, industry, and nationality. All personnel are required to have a [REDACTED]</p>
G.4	<p>All visitor actions shall be processed as expeditiously as possible, generally within five minutes after arrival, at an ACC. Sufficient personnel shall be readily available to augment regular staff in case of any severe or unusual circumstances (such as multiple meetings), and during peak load periods so that the standard ACC operation will be consistent.</p>
G.5	<p>The Contractor shall develop, submit for COR approval, implement, and maintain a quality assurance and metrics program that includes performance measures and documentation of work efforts. The program should evaluate employee performance, ensure adequacy of training materials and levels, ensure specialty certification levels, and provide for appropriate training.</p>

**Statement of Objectives for Security Operations Centers and Access Control Centers
Director for Security and Program Protection (SIS)**

GENERAL TASK DESCRIPTIONS/OBJECTIVES

G.6	The contractor shall prepare a Monthly Status Report for delivery to the COR. The Monthly Status Report shall include recap and data on Operations, Meetings, Security Checks, Facility Inspections, Security System Activation, Keypad and Badge Inventory, Electronic Media Virus Checks, Visitor Statistics, and Media Checks. (See CDRL A001)
G.7	The Contractor shall implement and maintain a regularly scheduled employee-training program based on the Training Plan Document provided under CDRL A002 that ensures that all contract personnel have the expertise required to successfully perform the security services described herein. This is especially necessary for part-time employees in order to maintain their professional proficiency. The Training Plan Document shall include: (1) an overall training description providing planning objectives and scheduling for primary, refresher and employee job cross-training actions; and (2) individual course plans for each function or position. The Contractor shall monitor training and performance to ensure that Government standards mandated by the DoD and MDA are maintained.
G.8	All contractor employees shall obtain and maintain any necessary qualifications or registrations which may apply to performance of their duties in the Huntsville area.
G.9	The SOC/ACC and guard force personnel shall be accredited and badged to indicate that they are security officers. The Director, SIS, will approve badges and sign credentials for SOC/ACC personnel. Badges and credentials will be controlled items, with daily issuance and turn-in, oversight of which will be performed by the shift supervisor and by the Program Manager.

SPECIFIC TASK DESCRIPTIONS/OBJECTIVES	
1.0	OPERATE A SECURITY OPERATIONS CENTER (SOC)
1.1.0	ESTABLISH AND MAINTAIN RADIO COMMUNICATIONS CAPABILITIES
1.1.1	Establish a Duty Communications Controller (DCC) function [redacted] to facilitate security radio communications within all spaces. 1) Draft and implement approved radio communication policies and procedures, and monitor and control security radio communications for the SOC/ACC; 2) Control radio communications among SOC/ACC personnel, and 3) Monitor radio frequencies of other activities, as required.
1.1.2	Lease commercial frequencies as required to support SOC/ACC communications. Any lease should be in renewable one-year terms, with the ability to transfer if needed. Leases must be transferable to a successor contractor(s) (at cost).
1.1.3	Perform all aspects of operation of [redacted] within the SOC/ACC.

**Statement of Objectives for Security Operations Centers and Access Control Centers
Director for Security and Program Protection (SIS)**

SPECIFIC TASK DESCRIPTIONS/OBJECTIVES	
1.1.4	Act as the focal point for [REDACTED] with the SOC/ACC staff, SIS, and building management.
1.1.5	Develop, update, and implement approved [REDACTED] checklists to be used by SOC/ACC personnel. Checklists may also be supplied to MDA personnel as supplemental training material. Checklists will be approved by the Contracting Officer's Representative (COR).
1.2.0 PROVIDE SECURITY CLEARANCE ADMINISTRATION	
1.2.1	Provide security clearance verification and work with the Organizational Security Division (SISO) to support MDA personnel security programs. Provide security clearance verification and work with PEO (MS) in support of the PEO (MS) personnel security program.
1.2.2	Receive and process need-to-know certifications for U.S. Government personnel and contractors supporting MDA and PEO (MS) at the 106 Wynn Drive facility (including PEO (MS) offices at 215 Wynn Drive).
1.2.3	Send visit requests for MDA U.S. Government personnel visiting other U.S. Government contractor facilities. Send visits request for PEO (MS) U.S. Government personnel visiting other U.S. Government contractor facilities.
1.2.4	Prepare security clearance certifications for [REDACTED]-sponsored events and meetings held at 106 Wynn Drive.
1.3.0 PROVIDE FOREIGN VISIT ADMINISTRATION	
1.3.1	Support MDA and PEO (MS) to compile information regarding foreign visitors to the facility utilizing the Foreign Visits System and visitor databases in accordance with DoD Directive 5230.20.
1.3.2	Receive and process foreign national visit requests from the Foreign Visit System and enter appropriate information in SOC/ACC security databases.
1.3.3	Provide notification of any foreign visit to MDA/SISI and [REDACTED] as soon as possible before a visit occurs.
1.4.0	[REDACTED]
1.4.1	[REDACTED]

**Statement of Objectives for Security Operations Centers and Access Control Centers
Director for Security and Program Protection (SIS)**

	SPECIFIC TASK DESCRIPTIONS/OBJECTIVES
1.4.2	
1.4.3	
1.4.4	
1.4.5	
1.4.6	
1.4.7	
1.4.8	
1.4.9	
1.4.10	
1.4.11	
1.5.0	MAINTAIN BADGING
1.5.1	Follow prescribed procedures to operate an authorized Building Pass workstation to create and issue building passes for MDA and PEO (MS) personnel.

**Statement of Objectives for Security Operations Centers and Access Control Centers
Director for Security and Program Protection (SIS)**

	SPECIFIC TASK DESCRIPTIONS/OBJECTIVES
1.6.0	
1.6.1	
1.6.3	
1.6.4	
1.7.0	
1.7.1	
1.7.2	
1.7.3	
1.7.4	
1.8.0	
1.8.1	
1.8.2	

**Statement of Objectives for Security Operations Centers and Access Control Centers
Director for Security and Program Protection (SIS)**

SPECIFIC TASK DESCRIPTIONS/OBJECTIVES	
1.8.3	Perform liaison with the COR to establish communications requirements and ensure availability of radio communications equipment for MDA.
1.9.0 PROVIDE COURIER CARDS	
1.9.1	Implement the MDA courier card system. The system will include the fabrication of unique MDA courier cards for MDA government staff.
1.9.2	
1.10.0	
1.10.1	
2.0	
2.1.0 PROCESS VISIT REQUESTS	
2.1.1	Receive clearance verifications/visit requests from other U.S. Government activities and U.S. Government contractors and enter in the Electronic Integrated Facility Security System (EIFSS).
2.1.2	Send visit authorization requests for MDA and PEO (MS) staff members as needed before classified visits in accordance with DoD instructions on use of the Joint Personnel Adjudication System (JPAS).
2.1.3	Process foreign visit authorization requests in accordance with applicable regulations and requirements (DoD Directive 5230.20 and MDA Directive 5200.01).
2.1.4	The ACCs may be required to operate classified read-only Foreign Visits System (FVS) terminals to ensure proper visit authorization confirmation for foreign visitors. Coordinate as necessary with SISI on all matters requiring clarification of all foreign visits. Ensure foreign visit notification [REDACTED]
2.2.0 PROCESS AND ESCORT VISITORS	
2.2.1	Validate each visitor's clearance status utilizing SOC/ACC security databases.

**Statement of Objectives for Security Operations Centers and Access Control Centers
Director for Security and Program Protection (SIS)**

SPECIFIC TASK DESCRIPTIONS/OBJECTIVES	
2.2.2	Register incoming visitors in the appropriate SOC/ACC databases and notify the MDA or PEO (MS) point-of-contact by telephone of the visitor's presence.
2.2.3	Prepare and issue temporary "Escort Required" and "No Escort Required" badges for visitors, or "No Escort Required in Hallways and Stairwells" maintenance badges.
2.2.4	Escort cleaning crew, maintenance personnel, construction personnel, vendors and other uncleared personnel, as required, [REDACTED]
2.3.0 CONTROL ELECTRONIC MEDIA AND CLASSIFIED MATERIALS	
2.3.1	Maintain a listing of incoming and outgoing classified and unclassified computer storage media (discs, drives, laptop computers, etc.) and perform virus checks on all incoming media.
2.3.2	ACCs must be prepared to temporarily receive, handle, and store classified material in accordance with DoD Directive 5200.1. Classified materials would be received from cleared government or contractor personnel or authorized couriers.
2.3.3	Receive packages and messages from couriers, notify proper MDA or PEO (MS) staff member/section, and secure items as appropriate for pickup.
2.4.0	[REDACTED]
2.4.1	[REDACTED]
2.4.2	[REDACTED]
2.5.0 MAINTAIN RECORDS	
2.5.1	Operate a visitor badge distribution office and maintain records in accordance with DoD Directive 5200.1 and MDA Directive 5200.01.
2.5.2	Review and update the SOC security database on a daily basis against the hard copy visit authorization requests, clearance certificates, JPAS messages, and badge/access request forms.
2.5.3	Upon request from MDA or PEO (MS) staff elements, provide information on the identity of visitors, persons or staff elements visited, and the visit dates.
2.5.4	Maintain all files on site until removal is authorized in writing by the COR.

**Statement of Objectives for Security Operations Centers and Access Control Centers
Director for Security and Program Protection (SIS)**

SPECIFIC TASK DESCRIPTIONS/OBJECTIVES	
2.6.0	PERFORM SECURITY OPERATION CENTER AND ACCESS CONTROL CENTER (SOC/ACC) SUPPORT ACTIONS
2.6.1	Develop and draft updates to the "Security Operations Center/Access Control Center Standard Operating Procedure (SOC/ACC SOP)" for COR consideration and approval based on new requirements, lessons learned or ideas for improving the speed, accuracy, or service of SOC/ACC operations. The current SOC/ACC SOP will be provided in accordance with CDRL A003.
2.6.2	Operate existing government-supplied computer systems and software applications, which currently utilize Microsoft Office products. Operate the Electronic Integrated Facility Security System.
2.6.3	Provide MDA/Information Operations timely notification of any operating problems with, or maintenance services required for MDA-supplied hardware and software systems.
2.6.4	Maintain consumable supplies such as badge and printer ink stock.
2.7.0	PROVIDE SECURITY SURVEILLANCE AND SPECIAL SECURITY REQUIREMENTS
2.7.1	During renovations/construction of MDA facilities, uncleared construction personnel are expected to be present in MDA facilities. These personnel shall be subject to surveillance/escort. The contractor will provide personnel as appropriate to escort uncleared personnel throughout the facility and to control their movements in the facility. Individual task orders will be issued when such special surveillance/escort is required.
2.8.0	MISCELLANEOUS
2.8.1	The Contractor shall notify the COR in writing whenever a prime or subcontractor employee discontinues support to this contract. This requirement shall apply to both contractor- and employee-initiated termination of services and to temporary suspension of services longer than four weeks. Upon notification, the COR will ensure that the Technical Area Security Officer (TASO) / Office Security Manager (OSM) takes timely action to: 1) remove the employee from the current VAR Letter; 2) cancel the badge/building pass issued to the employee; and 3) terminate the employee's MDA LAN account/access privileges. The Contractor shall identify the reason for and date of termination or expected period of suspension, and submit the notification to the COR within five working days before service discontinuation. For unplanned termination or suspension of services exceeding four weeks, notification shall be made within one working day after the termination / suspension action.
2.8.2	Surge Services – Provide additional personnel in the event that additional staffing is required to support technical studies and surveys as they arise or an unusual or unplanned increase in workload activities.

**ADDENDUM TO STATEMENT OF OBJECTIVES FOR SOC/ACC SERVICES AT
106 WYNN DRIVE
December 9, 2005**

1.0 General.

1.1 The contractor shall provide security services for the Missile Defense Agency (MDA) facilities. The MDA facilities are those described in paragraph 2.0, place of performance.

1.2 Facility security shall be maintained by the contractor.

2.0 Place of Performance. The contract's primary site performance shall encompass MDA building/complex at 106 Wynn Drive, Huntsville, Alabama and other MDA facilities as required within Madison County as stated in the Statement of Objectives (SOO).

3.0 Security Services.

3.1 General. The contractor shall provide protective services to government employees and prevent unauthorized access to designated areas, equipment, material, and documents and shall protect property and documents from espionage, sabotage, damage, and theft. The contractor shall operate the government-furnished Electronic Integrated Facility Security System (EIFSS) and provide administrative oversight of maintenance service orders and/or procurement requirements for the system.

3.2 Personnel Identification and Control.

3.2.1 Personnel Identification.

3.2.1.1 The contractor shall operate the badging and identification service for all personnel employed by or visiting the Huntsville area MDA facilities. Badging services shall be operated in a professional and efficient manner by employees trained in dealing with the public. The contractor will assure that each individual receives badges according to their entitlement as employees or visitors and any subcategories thereof.

3.2.2 Access Control.

3.2.2.1 The contractor shall assure that only persons granted entry authorization in accordance with MDA 5200.01, MDA Security Policy, and DoD 5220.22-M, National Industrial Security Program Operating Manual (NISPOM), are permitted entry to MDA facilities. [REDACTED]

3.2.2.2 The contractor shall maintain current records on the government furnished EIFSS covering access authorization for all personnel employed at or visiting the place of performance.

3.2.2.3 The EIFSS will be operated only by properly trained contractor personnel. Authorized MDA personnel may inspect, audit, and monitor system activity and usage as necessary.

3.2.2.4 The contractor shall coordinate access requests in accordance with any applicable requirements of MDA.

3.2.2.5 The contractor shall operate an EIFSS installed by the government. [REDACTED]

etc. The contract shall assure that personnel operating the various types of equipment/systems are trained in the proper operation of the equipment. These personnel must be knowledgeable and capable of operating windows based computer systems.

3.3 The contractor shall obtain

procedure and maintenance of a current list of facilities users and tenants.

3.4 Alarm Systems. The contractor shall monitor, record and respond to alarms generated by the EIFSS. The contractor shall develop procedures that shall be submitted to and approved by the technical monitor. The procedures shall identify interfaces and actions with the cognizant contractor personnel when an alarm is recorded. The contractor shall spot check the operability of systems for intrusion detection and shall provide a report to the Technical Monitor within one workday of all alarms detected.

3.5 Breaches of Security.

3.5.1 The contractor shall report to MDA as soon as possible all actual or suspected breaches of security that have occurred.

3.5.2 The contractor shall establish an

3.6

3.7 The contractor shall provide Surge Services to satisfy short-term nonrecurring needs for service when directed by any MDA Contracting Officer or the technical monitor. Surge Services are defined as additional personnel or overtime for on-duty personnel to satisfy specific needs not covered under normal services.

4.0 Qualifications of Personnel.

4.1 The contractor must provide qualified employees. The following are the minimum requirements for education, experience, characteristics, health, age, security clearance and general characteristics:

a. Education/Experience/Characteristics.

(1) Possess a high school education or equivalent. Personnel with less than two years experience shall serve a 180-day probationary period prior to permanent placement. All other personnel shall serve a 90-day probationary period prior to permanent placement. Any honorable military or law enforcement service can be substituted for experience. Two years education at an accredited school that has provided the employee education above the high school level can be substituted for the two years experience requirement. Additional factors may be substituted for experience upon approval from the technical monitor.

(2) Possess the ability to speak fluently, read, write, and understand the English language, to include detailed orders, instructions, and training materials.

(3) Possess the ability to write clear, concise, and accurate detailed reports.

(4) Be emotionally stable with the ability to meet and deal with the general public in an acceptable manner.

(5) Be courteous, tactful, and cooperative with the ability to maintain poise and self control under stress, and to exercise sound judgment in meeting adverse or emergency situations.

(6) Be capable of accepting responsibility for performance of duties assigned and flexible in adjusting to changes.

(7) Must be dependable and display a positive attitude toward assigned duties.

(8) Must maintain a clean and neat appearance.

(9) Must have no court-martial convictions or civilian convictions of a serious nature, or equivalent actions; or a pattern of behavior or actions reasonably indicative of a contemptuous attitude toward the law or other duly constituted authority.

b. Health.

(1) Must have the physical ability to walk, stand, run, sit, and stoop.

(2) Reserved.

(3) Must be proportionate in height and weight and be in good general health.

(4) Must possess vision that is correctable to 20/20 and must not be color blind.

(5) Must be capable of hearing normal conversation at 20 feet and whispered conversation at 10 feet without the benefit of artificial hearing devices.

(6) Must have no present or past history of illegal drug use.

c. Age. Must be a minimum of 18 years of age with no maximum age limit.

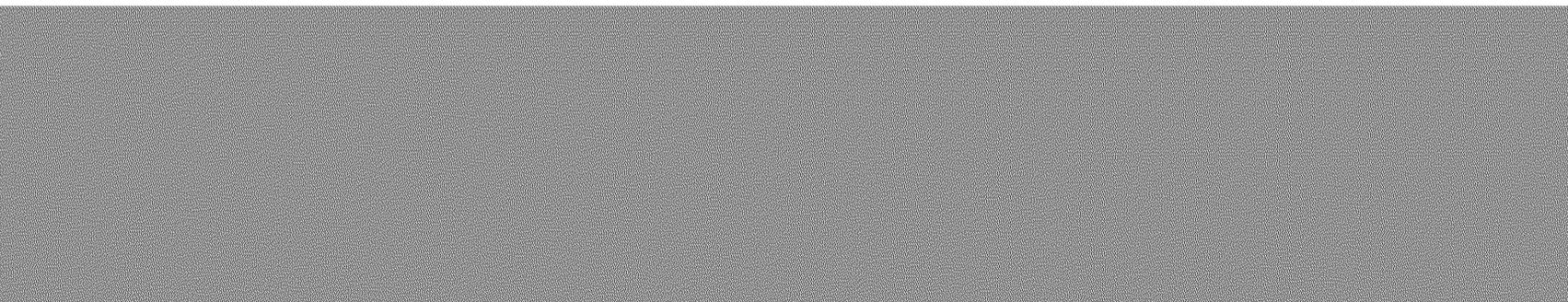
d.

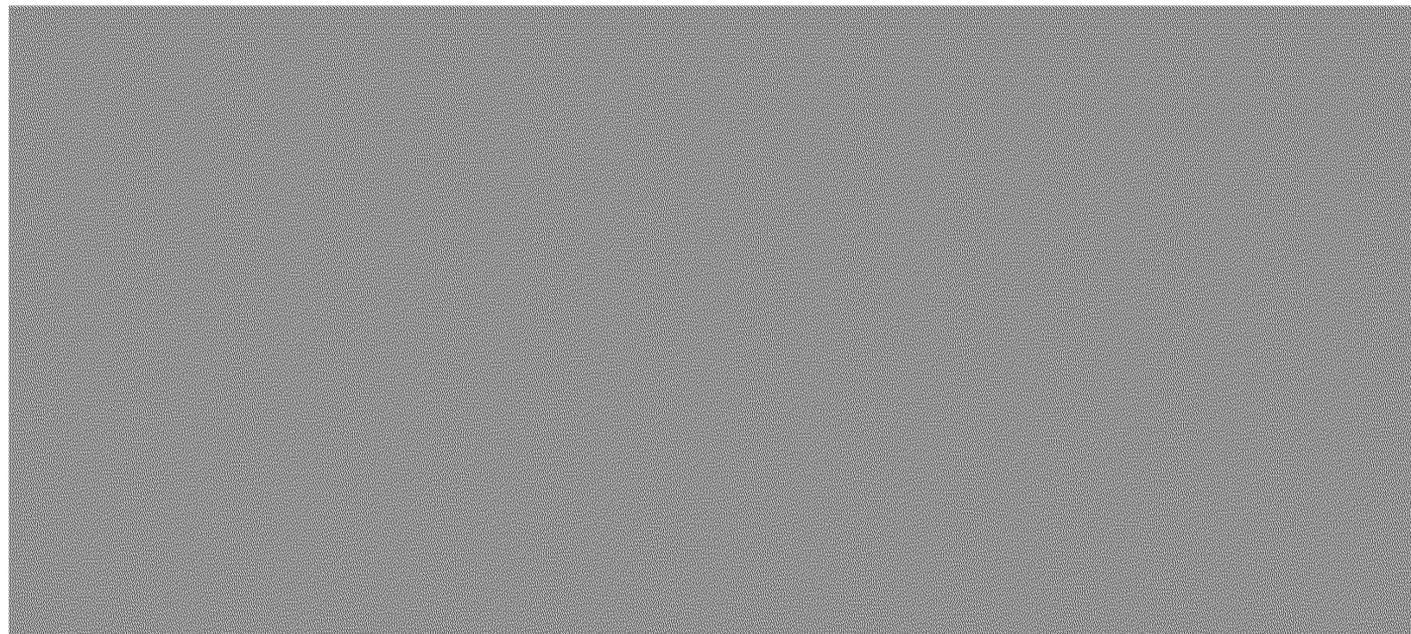
4.1.1 Complete personnel files of all contractor security personnel hired for this contract will be forwarded to MDA upon request and at least annually for review by the technical monitor. Personnel files of all contractor personnel working under this contract will be available for review by the Contracting Officer or the technical monitor upon request. Preliminary certification in writing will be accomplished by the contractor, prior to employment at the place of performance. The certification will be in writing and enclosed in the personnel file of each employee.

4.1.2 The contractor shall have procedures in place for prompt removal of employees for misconduct, unsatisfactory performance, or for other causes prejudicial to the maintenance of health, welfare, morale, or security of the personnel working at the place of performance.

4.1.3 The contractor shall provide personnel in adequate numbers to meet all the requirements of this SOW.

4.1.4 The contractor shall provide personnel in adequate numbers to effectively staff the following positions:





4.2 Training. The contractor shall develop and implement an on-going intensive program that will ensure personnel are proficient in their assigned duties. This training program will include certification for Cardiopulmonary Resuscitation (CPR), First Aid, and Automated External Defibrillator for emergency response.

4.3 Training Records. Detailed training records will be maintained for each individual. An up-to-date record of personnel performing duties on this contract will be maintained by the Program Manager for review by the technical monitor as requested.

4.4 Supply. The contractor shall determine the need for and provide all property required for accomplishment of the SOO, except for the following Government Furnished Property (GFP), which will be maintained by the government:

- a. Official use telephones.
- b. Basic utilities such as heat, light, etc.
- c. Office space shall be provided for the Program Manager, Systems Administrator, and the Shift Supervisor in accordance with standard MDA space regulations not to exceed 180 square feet per person.
- d. Standard Missile Defense Agency and Government forms and regulations.
- e. Office furniture and compatible computers with printers.
- f. GSA approved security container (s) as necessary for the SOO performance.
- g. Radios and flashlights (at least one per position).
- h. Necessary administrative supplies normally provided by the MDA supply room for daily operation.
- i. Facsimile device(s) to support visitor control coordination.

4.5 Property Control. The contractor shall at all times be accountable and responsible for all GFP issued.

4.5.1 The contractor shall provide the technical monitor with a written plan describing the contractor's GFP control system. This plan will be approved by the Contracting Officer prior to use. No deviations or changes shall be permitted unless specifically approved by the Contracting Officer.

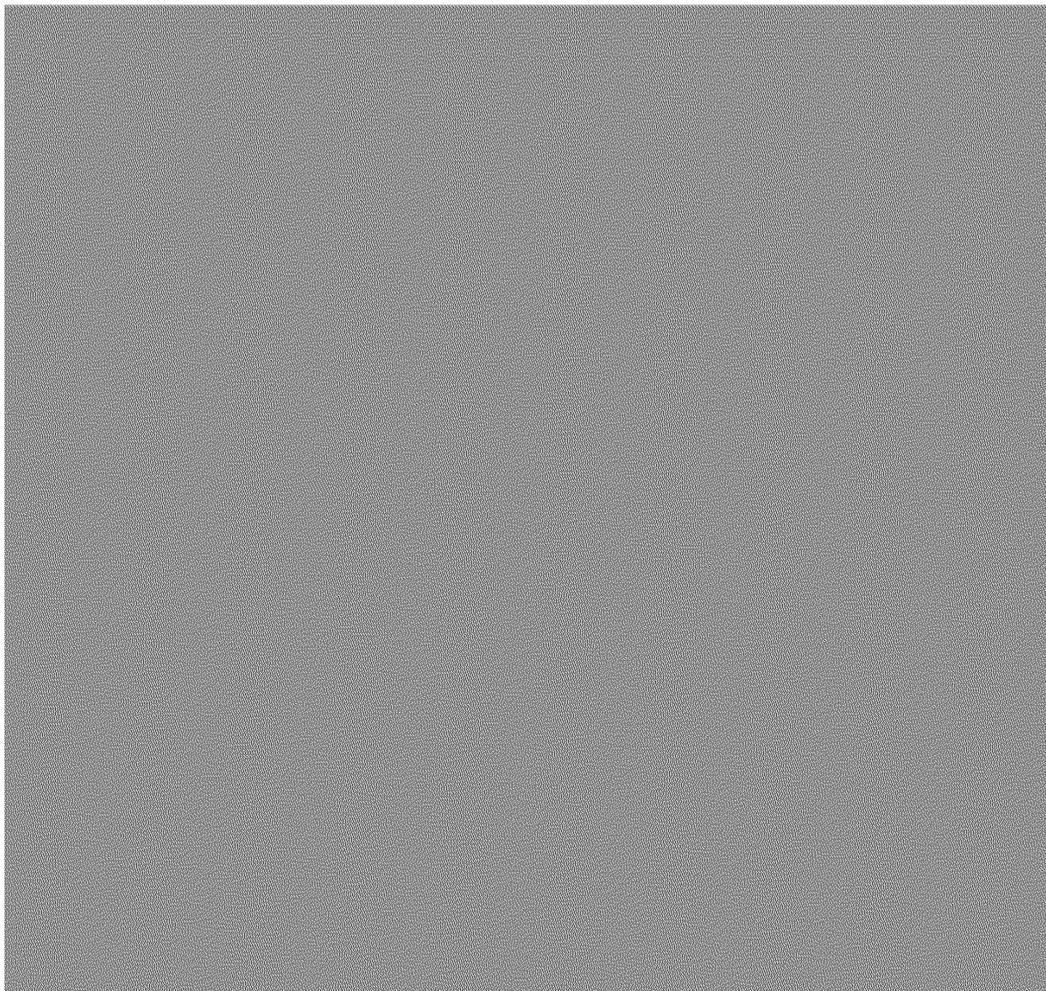
4.5.2 The contractor's GFP will be inventoried as follows:

a. All sensitive equipment (radios, etc.) shall be inspected and inventoried once each shift. All other equipment (station property, etc.) will be inventoried semiannually with 10% inventories conducted quarterly.

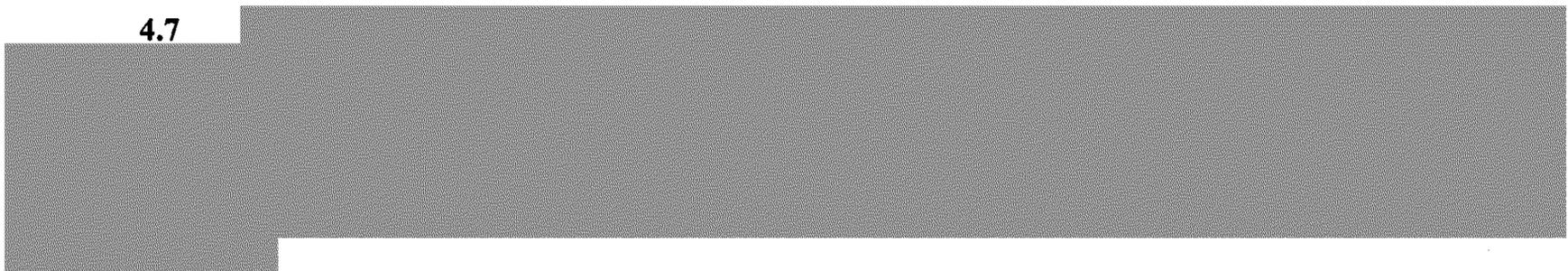
b. Any discrepancy found during inventories shall be recorded and reported orally to the technical monitor within one working day.

c. A report of each inventory shall be prepared by the contractor and submitted to the technical monitor in accordance with CDRL A001.

4.6 The contractor shall develop and implement comprehensive Standard Practice Procedures (SPPs) for the provision of security services at each place of performance. The SPPs shall be submitted to and approved by the technical monitor. The SPPs shall include the following:

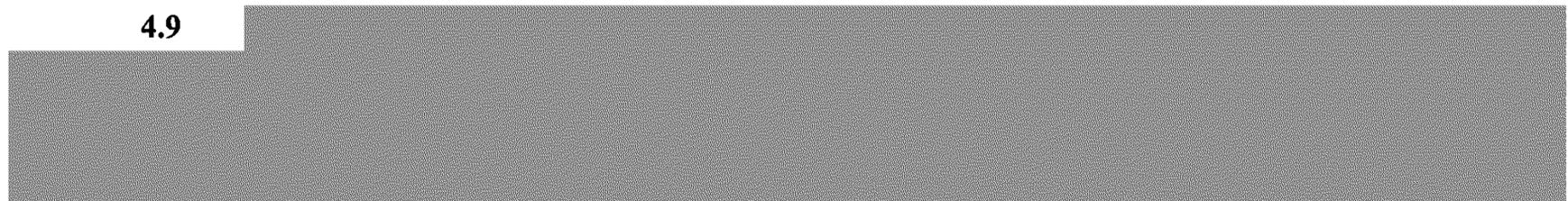


4.7



4.8 The contractor is responsible for the operation of the building X-ray machine, and is responsible for receiving shipments and materials at the loading dock and X-raying such shipments and materials. The contractor shall record incoming shipments into a data base and shall arrange for pickup by the responsible office. The contractor will secure such shipments and materials until picked up by the responsible office.

4.9



**GOVERNMENT FURNISHED INFORMATION/GOVERNMENT FURNISHED EQUIPMENT AND
OTHER DIRECT COST LIMITATIONS**

GOVERNMENT FURNISHED INFORMATION

1. Access to PPBS Information:
2. Access to information of other contractors:

GOVERNMENT FURNISHED EQUIPMENT

- 1) Number of On Site Work Stations (including Computers):
- 2) GFE:
 - a) Radio Communications Equipment and Frequencies
 - b) Electronic Integrated Facility Security System - [REDACTED]

OTHER DIRECT COSTS

NTE: [REDACTED] and respective CLINs for each option year

1. Non-Local Travel
Anticipated Destination Anticipated Frequency
2. Other Costs: as authorized by the COR

OCI ANALYSIS/DISCLOSURE FORM

<i>1. Contract Number</i>	<i>2. Program Title</i>	
HQ0006-06-F-0005	Security Operations and Access Control - MDA/SIS	
<i>3. Contractor Name and Address</i>	<i>4. Telephone Number and POC</i>	
<i>5. Type of work to be performed under this solicitation:</i>		
(a) Providing Systems Engineering and Technical Direction () (b) Preparing Specifications or Work Statements () (c) Providing Technical Evaluation or Advisory & Assistance Services (x)		
<i>Other MDA or BMD-related work requiring analysis and determination:</i>	<i>6. Contract Number and Program Title</i>	
<i>7. Brief Summary/Description of work performed under Block 6 action:</i>		
<i>8. Relationship between requirements of Block 1 action and work performed under Block 6 action (If None, State Why):</i>		
<i>9. Offeror/Contractor OCI Evaluation and Assessment (If either answer is yes, attach a copy of the SOW and complete Block 10):</i>		
(a) Does Actual OCI exist? () Yes () No (b) Does Potential OCI exist? () Yes () No		
<i>10. Summary of actual/potential OCI, including actions planned to avoid, neutralize, or mitigate conflict or potential conflict:</i>		
<i>11. Typed Name of Responsible Official</i>	<i>12. Signature</i>	<i>13. Date</i>
<i>14. Typed Name of Contracting Officer</i>	<i>15. Approval Signature</i>	<i>16. Date</i>
John B. Richardson, MDA/CTS		

INSTRUCTIONS FOR COMPLETING OCI ANALYSIS/DISCLOSURE FORM

Blocks 3 and 4: 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 that work described in Blocks 1-5.

NOTE: One OCI Analysis/Disclosure Form shall be submitted for EACH BMD or BMD-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 either to 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 responsibility for and/or authority to discuss and commit the company on matters relating to OCI issues. That official should then sign and date each form.

AWARD TERM PLAN

1.0 INTRODUCTION

This Award Term Plan (hereinafter referred to as the "Plan") serves as the charter which will be used to evaluate the contractor's performance of work required by this contract and to determine whether the performance award term (hereinafter referred to as the "award term option" or "term") will be granted. MDA requires top-level performance to meet program requirements. Hence, this performance plan is designed to provide an additional incentive to the contractor for outstanding quality performance that will benefit MDA.

The intent of this plan is to establish procedures for the evaluation of contractor performance by furnishing guidelines and procedures for: (1) evaluating the contractor's performance during evaluation periods as referenced in paragraph 6.2 and the order; and (2) furnishing sufficient data to enable the Award Term Approving Official to determine whether the award term will be granted.

2.0 GENERAL

Through this plan, MDA seeks to provide additional incentives for the contractor to perform at a level MDA considers better than satisfactory. The award term will only be exercised if overall performance is evaluated at a level greater than satisfactory in meeting contractual requirements. The factors for this determination are set forth in paragraph 6.1.

3.0 PURPOSE

This plan and the specific contract provisions shall serve as a guide to MDA personnel directly involved in the evaluations of contractor performance.

4.0 OBJECTIVES

The objective of this performance award term feature is to incentivize contractor performance in the areas delineated in paragraph 6.1. Therefore, the contractor should emphasize these areas in its performance of this contract.

5.0 PERFORMANCE AWARD TERM REVIEW TEAM

5.1 Organization

The organization of the Team is described in the following paragraphs.

5.1.1 Award Term Approving Official. *The Award Term Approving Official is a MDA Deputy, Director of the organization requiring the contractor support. The Deputy or Director may appoint another individual to perform this function for their organization.*

5.1.2 Performance Award Term Review Team. *The Award Term Approving Official will appoint a Team to assist in evaluating the contractor's performance. If warranted by the size or complexity of the contract, the Award Term Approving Official may appoint a Chairman to the Team or the Award Term Approving Official may serve as the Chairman. The team members will ensure a fair and accurate assessment of the contractor's performance for the period being evaluated. The Team Chairman may also use non-voting*

advisors as necessary.

5.2 Duties of the Team.

The duties of the Team are as follows:

5.2.1 Implement the plan and propose timely modifications to the Plan if required, throughout the period of contract performance.

5.2.2 Evaluate contractor performance for each performance evaluation period.

5.2.3 Prepare and submit to the Award Term Approving Official a written evaluation of the contractor's performance.

5.3 Responsibilities.

5.3.1 Award Term Approving Official. Approves the award term plan and the evaluation factors and scoring methodology. Approves the composition of the Team. Determines the contractor performance rating and whether the award term period will be granted based on the factors of the plan. Advises the contractor in writing of annual evaluation results and award term decision and documents the basis for the decision.

5.3.2 Team Chairman. Structures the Team membership to provide representation that reflects all appropriate aspects of contract performance and provides membership to adequately assess contractor performance for the period being evaluated. Conducts the evaluation under this plan. Schedules Team meetings and serves as a recorder at these meetings. Leads the team in developing a consensus evaluation and in resolving significant differences in ratings. Provides brief summary documentation for the Award Term Approving Official. May provide feedback to the contractor in order to focus the contractor on areas that would lead to improved performance in subsequent periods.

5.3.3 Performance Award Term Review Team. Monitors and evaluates contractor performance for the period under consideration, utilizing the factors set forth in the plan. Makes written evaluations, completes the evaluation worksheets (Award Term Evaluation Form- see attachment) and formulates award term recommendations. Briefs the Award Term Approving Official on evaluations, when requested, and provides supporting data/documentation to support the assessment of performance. Prepares the evaluation report and accompanying narrative justification. Identifies potential improvement areas and areas of emphasis for the next succeeding evaluation period to the Team Chairman for later contractor debriefing.

5.3.4 Contracting Officer. Prepares and distributes contract modifications awarding the term authorized by the Award Term Approving Official. Maintains term documentation as part of the official order file. Retains historical files and other documentation relating to term matters for the contract.

6.0 PERFORMANCE EVALUATION AND FACTORS

MDA shall evaluate the contractor's performance in achieving contract requirements for the term periods using the evaluation factors below (as applicable). MDA may notify the contractor of areas where emphasis should be placed for an upcoming period.

6.1 Evaluation Factors and Scoring

The contractor's performance will be evaluated on the basis of factors with subjective rating criteria. (The following evaluation factors and rating criteria are an example and may be used with most orders—award term approving officials may tailor and add as applicable). An evaluation rating of "excellent" and "outstanding" shall only be given when the contractor's performance exceeds satisfactory:

RESPONSIVENESS

- Outstanding:** Totally responsive, flexible, and proactive to changes in direction and adapting resources to successfully deal with the changes. Project organization consistently assures on time or early responses to all deadlines. No adverse effect on productivity, performance or delivery.
- Excellent:** Very responsive and flexible to changes in direction and adapting resources to successfully deal with the changes. Project organization assures on time responses to short fuse deadlines in almost all cases. Rarely is there an adverse effect on productivity, performance or delivery.
- Satisfactory:** Met contract requirements. Adjusts easily to changes on many occasions. Little adverse effect on productivity, performance, or delivery.
- Marginal:** Meets contract requirements, generally. Occasional delays or difficulty in meeting suspenses. Overall responsiveness could be improved.
- Unsatisfactory:** Does not meet contract requirements.

COMPLIANCE WITH MILESTONES/DELIVERABLES

- Outstanding:** Impeccable record in meeting milestone/due dates, all of which are completed early, unless otherwise directed by MDA.
- Excellent:** Exemplary record in meeting milestone/due dates, many of which are completed early.
- Satisfactory:** Met requirements. Schedule problems are usually identified in time for corrective action; milestones/due dates are almost always achieved and instances where they are not are of minor impact.
- Marginal:** Meets contract requirements generally, but some work may be late or need to be redone.
- Unsatisfactory:** Does not meet contract requirements.

CONTRACT MANAGEMENT, REPORTING, AND SUPERVISION OF RESOURCES

- Outstanding:** Provides extraordinarily motivated, competent, and professional personnel. Positive attitudes. Strong teamwork. Personnel need virtually no supervision and are highly proficient in their work. The contractor anticipates and plans for problem areas. Minimal personnel turnover. Resources are replaced, when necessary, without impacting workload or mission activities. Exceptionally formatted and complete reports are submitted in a timely and accurate manner. Team leads under a BPA team assemble a highly organized and successful team in which the members provide MDA with all needed skills and the members demonstrate strong skills and teamwork.
- Excellent:** Highly talented workforce that displays high motivation and successful teamwork. Personnel are competent and training is provided to upgrade or improve skills. Reports are of high quality and completeness. Efficient recruitment and personnel management. Supervision ensures quality performance, teamwork, and work efficiency.
- Satisfactory:** Met requirements. Communicative and capable management. Oversees activities in a very competent and professional manner. Direction of subcontractors or consultants meets and in some instances exceeds all requirements of the contract. Reports are thorough, accurate, self-explanatory and meet MDA expectations.
- Marginal:** Meets contract requirement generally, but occasional delays or mission impact occurs due to lack of communication, proficiency, high turnover, delays in replacing personnel or lack of supervision.

Reports do not always meet expectations.

Unsatisfactory: Does not meet contract requirements.

QUALITY

Outstanding: Deliverables, products, services and other performance output almost always significantly exceed MDA needs and expectations. Quality consistently exceeds an acceptable level, in a way that is of great importance to MDA. Contractor is extremely dependable, work/products almost always exceed contract requirements or specifications. Contractor never delivers inaccurate or unsatisfactory goods or services, contractor demonstrates very high level of dedication and ability. Provides innovative solutions.

Excellent: Deliverables, products, services and other performance output consistently exceed MDA needs or expectations. Quality exceeds an acceptable level to a significant degree, contractor is highly dependable, work/products frequently exceed contract requirements or specifications. Contractor never delivers inaccurate or unsatisfactory goods or services. Highly professional products.

Satisfactory: Met requirements. Deliverables, products, services or other performance output meet and sometimes exceed MDA needs and expectations, quality is above an acceptable level, output is very dependable, work is completed according to contract requirements and specifications and sometimes exceeds it. Output contains few, if any, non-conformances. Areas of inaccurate work or unsatisfactory results are minor and do not have a significant adverse impact on MDA mission.

Marginal: Meets contract requirements generally, but some lack the professional work that MDA expects

Unsatisfactory: Does not meet contract requirements.

COMMITMENT TO SMALL BUSINESS/DISADVANTAGED BUSINESS PROGRAMS:

Outstanding: Exceeded all proposed and planned commitments

Excellent: Exceeded some proposed and planned commitments and achieved those that were not exceeded.

Satisfactory: Met all commitments or did not meet some planned commitments but demonstrated acceptable efforts to support small business programs

Marginal: Met some commitments but did not demonstrate adequate efforts to achieve all planned commitments

Unsatisfactory: Did not meet any commitments and failed to show adequate efforts to meet the planned commitments

COST MANAGEMENT (APPLICABLE TO LABOR HOUR AND TIME AND MATERIAL ORDERS/CLINS) AND LABOR HOUR EFFICIENCY

Outstanding: Cost controls are highly effective and consistently result in considerable savings. Costs are always below estimates and there are no cost overruns unless directed by MDA due to factors beyond contractor control.

Labor Hour variances by labor category show exceptional management of labor mix and delivery of agreed skill sets. Variances are explained in a manner that shows benefit to the Government. Price requests for award term and option years are submitted with extremely clear documentation.

Excellent: Cost controls are highly effective and result in considerable savings on occasion. Costs are usually below estimates and there are no cost overruns unless directed by MDA due to factors beyond contractor control.

Labor hour variances by labor category show effective management of labor mix and delivery of hours. Variances are effectively managed and explained. Documentation for pricing in award term and option years, if applicable, are submitted without errors or omissions.

Satisfactory: Costs are in accordance with estimates and there are no cost overruns, unless directed by MDA due to factors beyond contractor control. There are initiatives and tools in place to facilitate cost control.

Labor hour variances show delivery of labor hours and skill sets in accordance with the agreed labor, qualifications and rates matrix. Documentation for pricing in award term and option years, if applicable, adequately supports the request(s) without requests for clarification and followup.

Marginal: Meets contract requirements, generally but it appears some projects could have been performed more efficiently with fewer labor hours or lower scaled labor categories

Labor hour variances include many negative variances that are inadequately explained and that show a considerable lack of control of labor mix or neglect in meeting the requirements of the agreed labor, qualification, and rates matrix.

Unsatisfactory: Does not meet contract requirements.

6.2. Scoring for Award Term Eligibility:

To be eligible for the award term entitlement, the evaluation team's consensus scoring as discussed in Step 2 of Para 7 shall result in a score of excellent or higher in 4 of the 6 evaluation factors. This eligibility score may be raised after the basic year in recognition that efforts to start and transition into the contract may result in a lower score in the first year. If any individual factor is scored Marginal or lower, the contractor will not be eligible for the award term.

(If more evaluation factors are added in future periods, the plan will be revised accordingly—the contractor must earn higher than satisfactory scores on the majority of evaluation factors).

6.3 Performance Evaluation Periods

Evaluation areas for each performance evaluation period, as identified in paragraph 6.1 of this plan, will be reviewed for annual performance evaluations. Performance reviews will be held in accordance with the schedule at the clause of the contract entitled "Award Term."

7.0 PROCEDURES

7.1 Step-by-Step Procedures for Award Term Evaluation Periods

Step 1. *Team members shall individually initiate their evaluation worksheets (Award Term Evaluation Form) within 5 calendar days after the end of each evaluation period. Informational sessions will be conducted at the end of the base year and again at the end of the Option Contract Year 2. The first official evaluation for eligibility will be conducted at the end of Option Contract Year 3. Evaluations will be completed in 10 calendar days and completed worksheets will be submitted to the Team Chairman (if one is appointed) or Award Term Approving Official. Team members shall be prepared to brief their evaluations to the Chairman if necessary.*

Step 2. *The Team will develop a consensus evaluation of contractor performance in the appropriate areas for the period, using the factors set forth in the plan. The Team shall review all evaluation material along with supporting documentation and may call additional technical and management advisors to provide supporting information as required. Recommendations of the Team, together with supporting justifications, shall be presented to the Award Term Approving Official for final decision on the contractor performance*

rating. Evaluation activities need to be completed at a point earlier than 90 calendar days after the end of each period being evaluated in order for the evaluation decision to be made and announced no later than 90 days after the period being evaluated.

Step 3. *No later than 10 calendar days after the Award Term Approving Official receives the Team's recommendations, the Award Term Approving Official shall make a determination of the contractor's evaluation rating for the period. A brief summary narrative report highlighting contractor strengths and weaknesses shall be prepared. The announcement of Award Term Approving Official's decision will be made no later than 90 days after the end of each period being evaluated as indicated in Step 4.*

Step 4. *The Contracting Officer shall provide the Award Term Approving Official notice or announcement to the contractor of the evaluation rating assigned. The notice shall be forwarded to the contractor not later 90 days after the end of the applicable evaluation period and the modification adding the award term entitlement will follow as soon as practicable following the notification.*

Step 5. *If the contractor requests a price adjustment in accordance with the Performance Award Term Clause, the Contracting Officer will negotiate the adjustment and issue a bilateral modification to the order with the new prices prior to commencement of work under the award term. The Contracting Officer will coordinate with the requirements office to ensure funds are planned to cover the price adjustment in the award term period.*

Step 6. *Prior to commencement of work under an award term period, the Contracting Officer will issue a modification to the order citing funds for the award term that reflect any price adjustment negotiated with the contractor pursuant to the Performance Award Term Clause.*

In addition to the award term evaluations, the Award Term Approving Official will also consider, when making the award term decision, the annual Contractor Performance Assessment Report (CPARS) that was completed or is in the process of being completed on the contractor. Any inconsistencies between the award term evaluation and the CPARS shall be addressed in the Award Term Approving Official's narrative report and decision regarding the award term.

ATTACHMENT—SAMPLE CONTRACTOR
AWARD TERM EVALUATION FORM

Order N^o	
PREPARED BY:	Value of Order:
	Estimated Labor Hours (if applicable)

PERFORMANCE PERIOD BEING EVALUATED:

Award Term Scores					
EVALUATION FACTORS ³	OUTSTANDING Purple	EXCELLENT Blue	SAT Green	MARGINAL Yellow	UNSATISFACTORY Red
RESPONSIVENESS					
MILESTONES/ DELIVERABLES					
MANAGEMENT OF RESOURCES, REPORTING, AND SUPERVISION					
QUALITY-OF WORK					
SMALL BUSINESS /DISADVANTAGED BUSINESS COMMITMENT					
MANAGEMENT OF COSTS IN LABOR HOURS OR REIMBURSABLE CHARGES					

***COMMENTS (Explain how outstanding and excellent rating benefit MDA)**

Signature of Evaluator

Date

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- Excellent:** Deliverables, products, services and other performance output consistently exceed MDA needs or expectations. Quality exceeds an acceptable level to a significant degree, contractor is highly dependable, work/products frequently exceed contract requirements or specifications. Contractor never delivers inaccurate or unsatisfactory goods or services. Highly professional products.
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- Satisfactory:** Costs are in accordance with estimates and there are no cost overruns, unless directed by MDA due to factors beyond contractor control. There are initiatives and tools in place to facilitate cost control.
- Labor hour** variances show delivery of labor hours and skill sets in accordance with the agreed labor, qualifications and rates matrix. Documentation for pricing in award term and option years, if applicable, adequately supports the request(s) without requests for clarification and followup.
- Marginal:** Meets contract requirements, generally but it appears some projects could have been performed more efficiently with fewer labor hours or lower scaled labor categories. **Labor hour** variances include many negative variances that are inadequately explained and that show a considerable lack of control of labor mix or neglect in meeting the requirements of the agreed labor, qualification, and rates matrix.
- Unsatisfactory:** Does not meet contract requirements

**PLANNING, PROGRAMMING, & BUDGETING SYSTEM
(PPBS) NON-DISCLOSURE AGREEMENT**

Ballistic Missile Defense System (BMDS)-related PPBS data: Current or future PPBS data regarding any activity relating to the BMDS Program or any of its projects regardless of the funding source or date of the document.

Planning data defines the national military strategy; integrates the military forces necessary to accomplish that strategy; prioritizes the resources for effectively accomplishing the mission; and provides decision options.

Programming data reflects the systematic analysis of missions and objectives to be achieved, alternative methods, and effective allocation of limited resources. *Budgeting data* are detailed financial estimates of the BMDS Program or any of its related projects.

CERTIFICATION

The undersigned understands, acknowledges, and agrees:

a. To read and comply with the applicable provisions of the "Contractor Access to Planning, Programming, and Budgeting System (PPBS) Data" clause of the contract indicated below.

b. That any BMDS-related PPBS information entrusted to you ONLY shall be used in accordance with applicable DoD and MDA governing regulations, for the purpose for which it is provided, and within the contract Statement of Work/task order(s) under which you are employed.

c. Not to divulge BMDS-related PPBS data (obtained directly or indirectly in the performance of the contract indicated below unless directed by the Contracting Officer) to any individual, except Government personnel whom you know to have a need-to-know and non-Government persons whom you know to have MDA authorization. Even though data becomes part of the public domain, you are bound by the provisions of this agreement not to confirm or deny questions regarding BMDS-related PPBS data. Inquiries by unauthorized persons should be referred to the Contracting Officer's Representative (COR) or the Contracting Officer. (*Verification of companies authorized to maintain BMDS-related PPBS data and individuals who have signed agreements can be obtained from the *MDA Contracting Officer or the Director, Financial Management [POF], MDA.*)

d. Not to transport (by any medium), process, or maintain BMDS-related PPBS material outside a Government facility unless the removal or preparation of such data at the facility is accomplished in accordance with a company's plan approved by the MDA. (*A plan is not required for personnel who have a fully executed agreement to transport, process, or maintain such data at a Government or an MDA-approved Contractor facility.*)

e. Not to accept any portion of any document which is described on the reverse side of this agreement, unless the portion of the document contains ONLY BMDS-related PPBS data.

f. To notify the *MDA Contracting Officer or Director, POF, MDA, promptly if any non-Government person(s) or company(s) requests access to BMDS-related PPBS data.

Violation of this agreement may result in adverse contractual actions and/or criminal prosecution.

(Signature of Individual Requiring Access to PPBS Data)

(Prime Contractor Name)

(Print or Type Name - Last, First, MI)

(Prime Contract Number(s))

(Date Signed)

(Contract Period of Performance)

(Print or Type Name of Employer)

*(Primary Task Order, if applicable)**Briefly describe the activities which require your access to BMDS-related PPBS data:***AUTHORIZATION**

COR/Government Employee Sponsor:

(Signature)

(Print or Type Last Name)

Director, Financial Management (POF),

MDA: *(Check one box below)*

(Signature)

*(Print or Type Last Name)*PPBS Access Approved [] PPBS Access Denied []**Contracts awarded or managed by MDA.*

Non-government personnel may be given access to BMDS-related PPBS data derived or extracted from the following documents; however, the documents in their entirety may not be released to any non-government personnel, unless the document contains ONLY BMDS-related PPBS data and the individual has received approval from the MDA:

PLANNING

Defense Planning Guidance

PROGRAMMINGFiscal Guidance *(when separate from Defense Planning Guidance)*

Program Objective Memoranda (POM)

POM Defense Program *(formerly FYDP)* documents--*(POM Defense Program,*

Program Review Proposals

Issue Papers (e.g., Major Issue Papers, Tier II Issue Papers, Cover Briefs)

Proposed Military Department Program Reductions (or Program Offsets)

Tentative Issue Decision Memoranda

Program Decision Memoranda (PDM)

BUDGETINGDefense Program *(formerly FYDP)* documents for September Budget Estimate Submission (BES) & President's BES including Procurement (P-1), RDT&E

(R-1), & Construction (C-1) Program Annexes

Classified P-1, R-1, & C-1 Program Annexes

Program Budget Decisions (PBD)/Defense Management Review Decisions

Reports Generated by the Automated Budget Review System (BRS)

DD Form 1414 Base for Reprogramming

DD Form 1416 Report of Programs

Contract Award Reports

Congressional Data Sheets

Congressional Descriptive Summary

PROPRIETARY INFORMATION AGREEMENT

This Agreement is entered into by and between _____, a corporation having an office and place of business in _____ (hereinafter referred to as "Party A"); and CACI Dynamic Systems, Inc., a Virginia corporation having an office at 2100 Washington Boulevard, Suite 3000, Arlington, Virginia, 22204 (hereafter referred to as "CDSI").

RECITAL

WHEREAS, pursuant to contract HQ0006-01-A-0021 between the Missile Defense Agency (MDA) and CDSI, MDA desires to disclose certain of Party A's Proprietary Information to CDSI during performance of various tasks such as evaluation support and analysis of certain contracts, contractual data, contract deliverables, and cost/technical proposals submitted in response to solicitations issued by the MDA Contracts Directorate;

AND WHEREAS, Party A is willing to disclose to CDSI either directly, or indirectly through the MDA, certain Proprietary Information on the condition that CDSI will protect the information from unauthorized disclosure or use;

AND WHEREAS, the parties to this agreement desire to set forth their respective rights and obligations for safeguarding against unauthorized disclosure of Party A's Proprietary Information.

AGREEMENTS

NOW THEREFORE, pursuant to the provisions of the Federal Acquisition Regulation (FAR) at FAR 9.505-4, Party A and CDSI hereby agree as follows:

a. For the purpose of this Agreement, "Proprietary Information" shall be consistent with FAR 9.505-4. "Proprietary Information" includes all confidential or privileged technical, business, or financial information disclosed to CDSI directly or indirectly, in whatever form, and appropriately marked and identified as proprietary at the time of disclosure to CDSI or to the MDA. All documents and other tangible Proprietary Information shall be identified in accordance with FAR 52.215-1 or the Defense FAR Supplement (DFARS) 252.227-7013. No document nor sheet nor page of any written material contained therein will be so labeled which is not, in good faith, believed to contain Proprietary Information. All other disclosures identified as proprietary at the time of disclosure shall be reduced to a written listing or summary that is marked with an appropriate legend and delivered to CDSI within thirty (30) days after such disclosure.

b. Notwithstanding any other provisions of this Agreement, all information contained in Party A's cost proposals shall be considered to be proprietary and to be protected under this Agreement.

c. CDSI shall use Proprietary Information solely for the purpose of performing the review and evaluation work which CDSI is required to perform to develop work products for use by MDA in accordance with the terms of CDSI's contract with the MDA. CDSI will make such Proprietary Information available only to those of its employees who have a valid "need-to-know". Furthermore, CDSI shall maintain physical controls and records of all Proprietary Information from access by unauthorized person(s) who do not have a "need-to-know". CDSI agrees that those of its employees granted access to Proprietary Data shall not participate in any way in any CDSI proposals, new business activities, or other activity where access to Proprietary Data could knowingly create a competitive advantage for CDSI. CDSI shall keep in confidence and not disclose Proprietary Information to any third party without the written prior authorization from Party A, except that such Proprietary Information may be disclosed to the MDA if appropriately marked.

d. Proprietary Information furnished to CDSI shall remain the property of Party A. The disclosure of Proprietary Information hereunder shall not be construed as granting any right or license to CDSI under any inventions, patents, know-how, trade secrets, copyrights or the like now or hereafter owned or controlled by Party A.

e. The restrictions on use and disclosure of Proprietary Data by CDSI shall not apply to Proprietary Information that:

- (1) is or later falls within the public domain; or
- (2) was developed by CDSI independently and without use of the Proprietary Information disclosed to CDSI under this Agreement; or
- (3) is released without restriction by Party A to anyone, including the U.S. Government; or
- (4) is rightly obtained without restriction by CDSI from a third party.

f. Should CDSI face legal action or a requirement under U.S. Government regulations to disclose Proprietary Information received hereunder to any party other than the U.S. Government, CDSI shall promptly notify Party A and, upon the receipt of a timely written request, shall cooperate with Party A in contesting such disclosure. Neither Party to this Agreement shall be liable for damages to the other party for any disclosure of Proprietary Information pursuant to judicial action or Government regulations, except when such damages result from failure to discharge responsibilities as set forth in this agreement.

g. This Agreement may be terminated by either party upon thirty (30) days written notice to the other party. Unless earlier terminated, this Agreement shall terminate upon completion of CDSI's work with the Government under its MDA contract. CDSI's obligation to protect Proprietary Information identified hereunder shall continue for a period of five (5) years

6/28/06

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from the termination date of this Agreement. Furthermore, upon termination of this Agreement, CDSI shall return to the Government, or at the Government's written direction, shall destroy all Proprietary Information, including copies thereof, furnished to CDSI under this Agreement. Upon receipt of a timely written request, CDSI shall send a copy of the destruction certificate to Party A.

h. This Agreement contains the entire understanding between the Parties with respect to safeguarding of said Proprietary Information and supersedes all prior communications and understanding with respect thereto. The effective date of this Agreement shall be the date of the last signature hereto.

By _____

Director of Contracts
CACI Dynamic Systems, Inc.

Date _____

By _____
Offeror

Date _____

OUT-PROCESSING CHECKLIST FOR MDA ON-SITE CONTRACTOR EMPLOYEES IN THE NATIONAL CAPITAL REGION

Name :	Room Number :
Prime Contractor :	Contract # :
Out-Processing Date :	

OFFICE AND ACTIONS	ROOM/BLDG	PRINTED NAME & SIGNATURE OF CLEARING POC & DATE CLEARED
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OFFICE OF ASSIGNMENT

Move POC (Send departure notice to RML)		
Office Security Manager (Confirm debriefings have been conducted by SI, if applicable)		
Equipment Custodian (Collect All GOVT property and all IT portable devices such as Laptops, Blackberries, Desktop Printers, and coordinate the return of property to the Accountable Property Manager. Note: Cell Phones are returned to RML.)		
On-Site Contractor Manager (Ensure office cleared and all paper and electronic files transferred and supplies removed)		
COR (Collect completed Out-Processing form and provide to the PCO for retention in contract file)		

RESOURCE MANAGEMENT

RML (Account for Cell Phones, Keys, and other applicable GOVT property)	A3035 Sequoia Plaza	
RML (Collect Parking Permit # _____)	A111B Sequoia Plaza	
RML (Collect Voice Mail Password # _____)	Telecom POC In Assigned bldg	

SECURITY, INTELLIGENCE AND SPECIAL PROGRAMS

SIC (Conduct CI Debrief and Defensive CI Debriefings, If Required)	4501 FOB2	
SIP (Conduct SAP Debriefing, If Required)	28202 FOB2	
SISO (Conduct Cryptographic Debriefings, If Required)	04B21A Suffolk	
SISZ (Conduct SCI Debriefing, If Required)	G7361 FOB2	

INFORMATION TECHNOLOGY OPERATIONS FOR NCR

ION (Disable LAN Accounts; Recover U-LAN & C-LAN Hard Packs)	27191 FOB2	
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SECURITY OPERATIONS CENTER SOC At Building Assigned

SOC (Collect MDA & CAC badges)		
SOC (Collect Emergency Escape Mask)		

Contractor Employee Signature _____ Date : _____
 or Contractor Program Manager Signature: _____

If not employee of Prime Contractor, list the name of direct employer/subcontractor : _____

Phone number where the employee may be reached: _____

COR Signature : _____ Date : _____

Instructions : Contractor employee will use this Out-Processing Checklist to complete all out-processing activities. Employee will obtain signatures of Point of Contact (POC) for each application action.

RETURN THIS COMPLETED FORM ON THE DEPARTURE DATE TO THE CONTRACTING OFFICER'S REPRESENTATIVE