

**Small Business Set-Aside (SBSA)
MiDAESS Order Performance Work Statement
Visual Information Production Center (VIPIC) Support/DS-05-13
Rev 1
01 October 2014**

1. Administrative Information

Date: 16 May 2014

- 1.1. Full and Open (F&O) or Small Business Set Aside (SBSA): SBSA**
 - 1.2. Functional Capability Group 5: Agency Operations**
 - 1.3. Functional Area: Chief of Staff (DS)**
 - 1.4. CLINs: Per the Task Order**
Option Period 1 CLINs: **Per the Task Order**
 - 1.5. Task Order Title/No.: Visual Information Production Center (VIPIC) Support/
DS-05-13**
 - 1.6. Base Period of Performance: Per the Task Order**
Option Period 1: **Per the Task Order**
 - 1.7. Basic Contract PWS Reference: Paragraph 2.0 through 9.0; pages 3 through 13**
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2. Top Level Functional Requirements/Scope

2.1. Purpose

To provide consistent quality, regionally-executed visual information and production capabilities for the Missile Defense Agency (MDA). This support is required for the Chief of Staff Directorate (DS) and covers geographically dispersed locations identified in this Performance Work Statement (PWS), i.e. the National Capital Region (NCR); Dahlgren, VA (DHL); Huntsville, AL (HSV); and Colorado Springs, CO (COS).

The requirements in this task order cover support to the MDA Chief of Staff Directorate, Senior Leadership, and Execution and Functional Management organizations.

2.2. Organizational Description

The DS Directorate provides comprehensive, dedicated executive support services to the MDA Director, Deputy Director, and Executive Director. These services include executive communications, strategic planning, internal support of critical initiatives, intra-Agency communications, external liaison activities, facilitation of executive meetings and travel, resource management, protocol support and events management. This support is provided by a team of military, Government civilian, and contractor personnel organized in the following areas: secretary general staff services, MDA Director executive support, protocol and event management, MDA boards, historian services, and VIPIC. Additionally, the Chief of Staff organization supports all Agency locations in order to standardize

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administrative processes, publish administrative guidance, and provide administrative professionals to executing and functional organizations.

The requirements in this task order includes: 1) Visual Production and Design; 2) Visual Information Analysis; 3) Video Design and Production and Photography; and 4) VIPIC Administration.

The performance objectives included in the PWS are a typical sampling of products for this activity, but will change due to mission priorities and real world events. The contractor will be required to support any real world event identified by the DS organization within the current cost of the contract by reprioritizing work and adjusting work schedules to ensure mission success within budget.

3. Performance Objectives and Detail Requirements

Table 3.0 below is the Performance Objectives Index outlining the objectives to be performed In Accordance With this PWS. Required products for each objective shown in Table 3.0 are included in the Key Products Tables attachment.

Performance Objective Index	Location
1. Delivery of Support Services for the BMDS	Colorado Springs, CO (COS) Dahlgren, VA (DHL) Huntsville, AL (HSV) National Capital Region (NCR)
2. Effective Small Business Utilization throughout execution of this Task Order	All
3. Small Business Utilization, as specified by the "50% rule" outlined in FAR 52.219-14, Limitation on Subcontracting (Prime contractor small business work share cumulative performance)	All
4. Effective Management and Reporting of Cost throughout execution of this Task Order	All
5. Visual Information Production and Design	All
6. Visual Information Analysis	All
7. Video Design, Production and Photography	All
8. VIPIC Administration	All
9. VIPIC Foreign Military Sales	HSV

Table 3.0 Performance Objectives

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

Task Details

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

- a. Teamwork/Cooperation is defined as fostering a collaborative environment in order to perform task requirements as an integrated team member in the VIPC organization. The contractor shall provide timely open communication of program information required to complete the tasks.
- b. The contractor shall provide Management of Personnel as the measured by the contractor's ability to respond timely to defined day-to-day tasks, issues, or planned or unplanned contract changes in task order requirements execution.
- c. The contractor shall provide Management of Key Personnel as the measured by the contractor's ability to respond timely to defined day-to-day tasks, issues, or planned or unplanned contract changes in task order requirements execution. Key Personnel is defined as those specifically identified on the contract as such, e.g., Contractor Program Manager (CPM), Task Order Lead (TOL), Subject Matter Experts, and any others identified as such requiring resumes.
- d. The contractor shall provide Overall Task Order Management as measured by the contractor's ability to keep projects on track and accomplish objectives within available resources, including transition of personnel, while keeping customer informed on issues that may arise to include:
 - 1) Timely resolution of identified performance, technical, cost and/or other task order issues.
 - 2) Mandatory reporting of unresolved issues to the MS Program Manager, MS Contracting Director, and Procuring Contractor Officer (PCO) at 30th day of being outstanding (or sooner, if contractor deems critical).
 - 3) Responsive, timely, and quality change proposal submission; and timely execution of contract changes.
- e. Communication Plan: The contractor shall develop, deliver, and implement a Task Order Communication Plan. The plan shall provide specific details of how the contractor will operate the team and manage the task order, with content as specified below.

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- 1) Identify CPM and TOL.
- 2) Describe in detail how operations will be executed daily, including subcontractor management.
- 3) Provide details on how continuity of services will be provided, e.g., turnover, difficulty of filling vacancies, etc.
- 4) Specify communication methods with each stakeholder, including frequency and location.

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

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

Table 3.1: Performance Objective #1 Standards

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3.2 Performance Objective #2: Effective small business utilization throughout the execution of this task order

3.2.1 Task Details

- a. Small Business utilization on the task order will be evaluated on how well the contractor meets or exceeds the awarded percentage of the total labor cost (minus prime and subcontractor fee) that will go to small businesses as either the prime or first tier subcontract.
- b. Small Business utilization is defined as the small business prime contractor’s total labor cost (minus prime and subcontractor fee) plus any total labor cost (minus fee) to small businesses as a first tier subcontractor on the task order. Labor cost is defined as the total fully burdened labor without fee and does not include any ODC or travel charges.

3.2.2 Key Products

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

Performance Objective #2		
Objective	Standards	AQL
Effective small business utilization throughout execution of this task order	The contractor meets or exceeds the awarded percentage of small business utilization on the task order as defined	Contractors awarded percentage of small business utilization

Table 3.2.2: Performance Objective #2 Performance Standards

3.3 Performance Objective #3: Small Business Utilization, as specified by the “50% rule” outlined in FAR 52.219-14, Limitation on Subcontracting (Prime contractor small business work share cumulative performance)

3.3.1 Task Details

- a. Small Business utilization, as specified by the “50% rule” will be evaluated at the contract level; however, each task order metrics will contribute to the overall evaluation of the contractor’s performance to the 50% rule.
- b. Utilization of small business is defined as the small business concern’s performance at the basic contract level for services that at least 50% of the cost of contract labor

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(minus fee) incurred for personnel shall be expended for employees of the concern (small business prime contractor or small business joint venture).

3.3.2 Key Products

The contractor shall report on a monthly basis as a part of their normal contract performance reporting requirements (in the Monthly Status Report), the percentage of the total labor cost (minus fee) spent by the small business prime contractor for this task order. The definition of labor cost is the total cost of labor fully burdened without fee and does not include any ODC or travel charges.

Performance Objective #3		
Objective	Standards	AQL
Small Business Utilization, as specified by the "50% rule" outlined in FAR 52.219-14, Limitation on Subcontracting (Prime contractor small business work share cumulative performance)	50% of all effort at the basic contract level is executed by the small business concern.	Cumulative small business utilization is within the percentages identified in the Standard Rating of the QASP

Table 3.3.2: Performance Objective #3 Standards

3.4 Performance Objective #4: Effective management and reporting of cost throughout execution of this task order

3.4.1 Task Details

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

- a. Manage costs to avoid an overrun at the end of the Period of Performance (PoP).
- b. Provide cost reports monthly and Limitations of Funds letters, when required, that are timely and accurate to the PCO, COR, COTR and FOR.
- c. Explain and identify the impact of negative labor variances and any variance that is 10% or greater or at least \$100K in each cost report.
- d. Submit invoices at least monthly but not more frequently than bi-weekly. Final invoice shall be submitted within 30 days of the end of the PoP.

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3.4.2 Key Products

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

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

Performance Objective #4		
Objective	Standards	AQLs
Effective management and reporting of cost throughout execution of this task order	Cost - Accuracy of reported financial data and analysis	No more than 2 validated errors within the monthly reporting period
	Cost - Timely submission of financial documents (i.e.: cost reports, letters, and invoices)	Submission of financial documents in accordance with (IAW) specified deadlines with zero late or missed deliverables within the monthly reporting period

Table 3.4.2: Performance Objective #4 Standards

3.5 Performance Objective #5: Visual Information Production and Design

Task Details

The contractor shall perform visual information production and graphic design for the Agency, including assembly, and implementation of associated procedures and processes. The contractor shall recommend and advise current state-of-the-art information and design production methods. The Key Product Table attachment provides the key deliverable items from the performance of this PWS.

a. Design and Produce Visual Information Products

- 1) Design (create, generate, and produce) presentations, briefings, read-ahead materials, event programs, brochures, flyers, posters, certificates, badges,

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name tents, business cards, and other documents for meetings, events, and activities.

- 2) Reproduce visual information products on digital video disk (DVD) and/or compact disk (CD).
- 3) Retain records of visual information products in automated electronic files.

b. Assemble Visual Information Products

Assemble visual information products into binders, notebooks, plastic comb binding, folders, and other similar or related formats based on the forum where it will be used (e.g., meeting or event). Laminate visual information products when required for project.

Performance Objective #5		
Objective	Standards	AQLs
Visual Information Production and Design Support	Schedule - Timeliness. VIPC products are delivered by assigned deadline	No more than 2 validated customer complaints, in writing, within the monthly reporting period / across all locations
	Quality - Compliant with applicable DoD, MDA and local VIPC directives, policies, procedures and instructions	Zero validated customer complaints, in writing, within the monthly reporting period / across all locations
	Quality - Professional Demeanor: Employees maintain professional demeanor at all times (Professional demeanor includes: clean, neat appearance with business attire appropriate to the workplace; cordial, respectful, appropriate phone and in-person conversation and mannerisms; considerate, helpful and encouraging of others in the workplace; willing acceptance and completion of obligations; punctuality; thorough preparation and completion of assigned tasks; and willing acceptance of constructive feedback)	No more than 2 validated customer complaints, in writing, within the monthly reporting period / across all locations
	Quality – Error-free and technically accurate	No more than 2 validated customer complaints, in writing, within the monthly reporting period / across all locations

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Performance Objective #5		
Objective	Standards	AQLs
	Schedule - Coverage: Maintain 100% office coverage during standard duty hours	Zero validated customer complaints, in writing, within the monthly reporting period / across all locations
	Quality - Duties performed with minimal Government Oversight	No more than 2 validated customer complaints, in writing, within the monthly reporting period / across all locations

Table 3.5.1: Performance Objective #5 Standards

3.6 Performance Objective #6: Visual Information Analysis

Task Details

The contractor shall perform executive-level visual information analysis and implement associated policies and procedures. The Key Product Table attachment provides the key deliverable items from the performance of this PWS.

- a. Maintain centralized library of commonly used slides (charts) and briefings. Library must be available from any location to support activities and events for the MDA Command Group (i.e., Director, Deputy Director, and Executive Director).
- b. Recommendations to the Command Group presentation themes and ideas based on the audience and intent of the briefing. Coordinate with the Executive Action Group on all Command Group briefings and presentations.
- c. Develop and assemble briefings or revisions to meet short notice requirements by the Command Group.

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Performance Objective #6		
Objective	Standards	AQLs
Visual Information Analysis	Schedule - Timeliness. VIPC products are delivered by assigned deadline	No more than 1 validated customer complaints, in writing, within the monthly reporting period / across all locations
	Quality - Compliant with applicable DoD, MDA and local VIPC directives, policies, procedures and instructions	Zero validated customer complaints, in writing, within the monthly reporting period / across all locations
	Quality - Professional Demeanor: Employees maintain professional demeanor at all times (Professional demeanor includes: clean, neat appearance with business attire appropriate to the workplace; cordial, respectful, appropriate phone and in-person conversation and mannerisms; considerate, helpful and encouraging of others in the workplace; willing acceptance and completion of obligations; punctuality; thorough preparation and completion of assigned tasks; and willing acceptance of constructive feedback	No more than 2 validated customer complaints, in writing, within the monthly reporting period / across all locations
	Schedule - Coverage: Maintain office coverage during extended duty hours (0600-1800)	No more than 1 validated customer complaints, in writing, within the monthly reporting period / across all locations
	Quality – Error-free and technically accurate	No more than 2 validated customer complaints, in writing, within the monthly reporting period / across all locations
	Quality - Duties performed with minimal Government Oversight	No more than 2 validated customer complaints, in writing, within the monthly reporting period / across all locations

Table 3.6.1: Performance Objective #6 Standards

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3.7 Performance Objective #7: Video Design, Production and Photography

Task Details

The contractor shall perform video design, production, photography and audio visual (A/V) efforts for the Agency. The contractor shall implement associated policies and procedures and recommend best practices. The Key Product Table attachment provides the key deliverable items from the performance of this PWS.

a. **Video Design and Production**

- 1) Recommend video themes and develop story boards.
- 2) Plan, coordinate, and execute video recording trips or determine availability of existing footage to include processing release forms for participants.
- 3) Produce final video and required number of copies. Archive video in library with access for immediate retrieval and in accordance with records management policies and directives.

b. **Photography**

- 1) Plan and execute photography sessions to include processing release forms for subjects.
- 2) Process and archive all photos in accordance with records management policies and directives.

c. **A/V Functions for Auditorium (HSV)**

- 1) Facilitate and execute auditorium A/V requirements in support of conferences, senior level meetings, ceremonies, and events. Provide technical oversight with equipment operation and technical requirements in conjunction with Information and Technology Management Directorate (IC).
- 2) Build and/or modify presentations, graphics, videos, and audio tracks in support of individual auditorium functions.

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Performance Objective #7		
Objective	Standards	AQLs
Video Design and Production and Photographic Support	Schedule - Timeliness. VIPC products are delivered by assigned deadline	No more than 2 validated customer complaints, in writing, within the monthly reporting period / across all locations
	Quality – Error-free and technically accurate	No more than 1 validated customer complaints, in writing, within the monthly reporting period / across all locations
	Quality - Compliant with applicable DoD, MDA and local VIPC directives, policies, procedures and instructions	Zero validated customer complaints, in writing, within the monthly reporting period / across all locations
	Quality - Professional Demeanor: Employees maintain professional demeanor at all times (Professional demeanor includes: clean, neat appearance with business attire appropriate to the workplace; cordial, respectful, appropriate phone and in-person conversation and mannerisms; considerate, helpful and encouraging of others in the workplace; willing acceptance and completion of obligations; punctuality; thorough preparation and completion of assigned tasks; and willing acceptance of constructive feedback)	No more than 2 validated customer complaints, in writing, within the monthly reporting period / across all locations
	Quality - Duties performed with minimal Government Oversight	No more than 2 validated customer complaints, in writing, within the monthly reporting period / across all locations

Table 3.7.1: Performance Objective #7 Standards

3.8 Performance Objective #8: VIPC Administration

Task Details

The contractor shall administer VIPC operations across the Agency, including efforts such as customer interface, planning, records management, and equipment maintenance. The VIPC administration also includes implementing procedures and processes. The Key Product Table attachment provides the key deliverable items from the performance of this PWS.

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- a. **Customer Interface and Planning**
- 1) Receive, review, plan, process, and task incoming work orders to the appropriate VIPC staff member. Manage design and production.
 - 2) Interface with customer to notify of product completion and delivery. Secure customer feedback and adjudicate comments for final resolution. Notify Government lead of all negative feedback.
- b. **VIPC Records Management**
- 1) Verify all VIPC products are properly marked and archived in accordance with DoD and MDA records management policies and directives.
 - 2) Verify existing VIPC archives are in compliance with all applicable DoD and MDA records management, information technology, and security policies and procedures.
- c. **VIPC Equipment Management**
- 1) Maintain DS Directorate VIPC equipment and facilities, in conjunction with the IC Directorate and Facilities, Military Construction, and Environmental Management Directorate (DPF) policies and procedures.
 - 2) Recommend improvements and/or upgrades to existing hardware and software to maintain a current state of the art VIPC.
 - 3) Perform technical assessment, market survey, and cost analysis of hardware and software suitability for VIPC production requirements and technology refresh.

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Performance Objective #8		
Objective	Standards	AQLs
VIPC Administration	Schedule - Timeliness. VIPC products are delivered by assigned deadline	No more than 1 validated customer complaints, in writing, within the monthly reporting period / across all locations
	Quality – Error-free and technically accurate	No more than 2 validated customer complaints, in writing, within the monthly reporting period / across all locations
	Quality - Compliant with applicable DoD, MDA and local VIPC directives, policies, procedures and instructions	Zero validated customer complaints, in writing, within the monthly reporting period / across all locations
	Quality - Professional Demeanor: Employees maintain professional demeanor at all times (Professional demeanor includes: clean, neat appearance with business attire appropriate to the workplace; cordial, respectful, appropriate phone and in-person conversation and mannerisms; considerate, helpful and encouraging of others in the workplace; willing acceptance and completion of obligations; punctuality; thorough preparation and completion of assigned tasks; and willing acceptance of constructive feedback)	No more than 2 validated customer complaints, in writing, within the monthly reporting period / across all locations
	Quality - Duties performed with minimal Government Oversight	No more than 2 validated customer complaints, in writing, within the monthly reporting period / across all locations

Table 3.8.1: Performance Objective #8 Standards

3.9 Performance Objective #9: Foreign Military Sales

Task Details

The contractor shall perform FMS visual information production and graphic design; recommend and advise related current state-of-the-art information and design production methods; perform executive-level visual information analysis; and perform video design, production, photography, and audio visual efforts for approved functional organization and/or BMDS program FMS activities. The Key Products Table attachment provides the key deliverables for the performance of this objective.

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a. **Design and Produce Visual Information Products**

- 1) Design (create, generate, and produce) FMS presentations, briefings, read-ahead materials, event programs, brochures, flyers, posters, certificates, badges, name tents, business cards, and other documents for meetings, events, and activities.
- 2) Reproduce visual information products on digital video disk (DVD) and/or compact disk (CD) for FMS activities.
- 3) Develop and assemble briefings or revisions to meet short notice FMS requirements.
- 4) Retain records of FMS visual information products in automated electronic files.

b. **Assemble Visual Information Products**

Assemble FMS visual information products into binders, notebooks, plastic comb binding, folders, and other similar or related formats based on the forum where it will be used (e.g., meeting or event). Laminate visual information products for project.

c. **Maintain centralized library of commonly used slides (charts) and briefings**

- 1) Maintain centralized library of commonly used FMS slides (charts) and briefings. Library must be available from any location to functional organizational organization or BMDS program.
- 2) Recommendations themes and ideas based on the audience and intent of the FMS briefing. Coordinate with the functional organization and/or BMDS program sponsor for the briefings and/or presentations.
- 3) Develop and assemble FMS briefings or revisions to meet short notice requirements.

d. **Video Design and Production**

- 1) Recommend FMS video themes and develop story boards.
- 2) Plan, coordinate, and execute FMS video recording trips or determine availability of existing footage to include processing release forms for participants.

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- 3) Produce final FMS video and required number of copies. Archive video in library with access for immediate retrieval and in accordance with records management policies and directives.

e. Photography

- 1) Plan and execute FMS photography sessions to include processing release forms for subjects.
- 2) Process and archive all FMS photos in accordance with records management policies and directives.

f. Audio/Visual (A/V) Functions for Auditorium (HSV)

- 1) Facilitate and execute auditorium A/V requirements in support of FMS conferences, senior level meetings, ceremonies, and events. Provide technical oversight with equipment operation and technical requirements in conjunction with Information and Technology Management Directorate (IC).
- 2) Build and/or modify FMS presentations, graphics, videos, and audio tracks in support of individual auditorium functions.

Performance Objective #9		
Objective	Standards	AQLs
Foreign Military Sales	Schedule - Timeliness. VIPC products are delivered by assigned deadline	No more than 2 validated customer complaints, in writing, within the monthly reporting period / across all locations
	Quality - Compliant with applicable DoD, MDA and local VIPC directives, policies, procedures and instructions	Zero validated customer complaints, in writing, within the monthly reporting period / across all locations
	Quality - Professional Demeanor: Employees maintain professional demeanor at all times (Professional demeanor includes: clean, neat appearance with business attire appropriate to the workplace; cordial, respectful, appropriate phone and in-person conversation and mannerisms; considerate, helpful and encouraging of others in the workplace; willing acceptance and completion of	No more than 2 validated customer complaints, in writing, within the monthly reporting period / across all locations

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Performance Objective #9		
Objective	Standards	AQLs
	obligations; punctuality; thorough preparation and completion of assigned tasks; and willing acceptance of constructive feedback)	
	Quality – Error-free and technically accurate	No more than 2 validated customer complaints, in writing, within the monthly reporting period / across all locations
	Schedule - Coverage: Maintain 100% office coverage during standard duty hours	Zero validated customer complaints, in writing, within the monthly reporting period / across all locations
	Quality - Duties performed with minimal Government Oversight	No more than 2 validated customer complaints, in writing, within the monthly reporting period / across all locations

Table 3.9.1: Performance Objective #9 Standards

4. Task Order Management

4.1 Monthly Status Report

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

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

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For large business prime contractors, include the first tier subcontractor total labor cost.

For small businesses prime contractors, include the small business total labor cost, plus the first tier subcontractor small businesses total labor cost.

The monthly status report should identify the total labor cost for small business, as well as the percentage relative to those labor cost. To derive actual labor cost to small businesses, divide the Task Order total labor cost (minus prime and subcontractor fee) into the total labor cost (minus fee) that will go to small businesses on the task order. This measure correlates to Objective #2 and not the Limitation on Subcontracting (50% Rule) in Objective #3.

- d. Limitation on Subcontracting dollars as defined in Objective #3. Contractor shall provide data in the monthly status report that identifies the cumulative total labor cost performed (minus fee) by the prime small business. This measure correlates to the Objective #3 and FAR 52.219-14, Limitation on Subcontracting.
- e. Government Furnished Equipment (GFE). See paragraph 7.2 for reporting requirements.
- f. Submit on-site/off-site data in Government provided format identifying support for each location identified in the PWS.

4.2 Travel Status Report

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

5. Security Clearance Requirements

All personnel must hold a minimum of a SECRET and a Top Secret and/or Sensitive Compartmentalized Information (SCI) eligibility upon Task Order Award as defined by the table below. Contractor shall submit clearance paperwork for hires upon award to immediately begin the process.

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Work Area	Secret	% Top Secret Eligibility Upon Award	% Top Secret Total	% SCI Eligibility	% SCI Total
DS	100%	20%	20%	0	0

Table 5: Task Order Security Requirements

6. Travel and ODC Requirements

- a. Travel is anticipated 3-30% of the time.
- b. The Contractor shall use the Synchronized Predeployment and Operational Tracker (SPOT) web-based system, to enter and maintain data for all Contractor personnel that are authorized to accompany U.S. Armed Forces and/or U.S. Government personnel outside of the United States.
- c. ODCs are anticipated to support the VIPC for supplies, materials, and equipment (hardware and software).

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

7.1. Facilities

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

Location	Number of work stations*
Huntsville, AL	21
National Capital Region	5
Colorado Springs, CO	6
Dahlgren, VA	5

Table 7.1 GFE Requirements Per Site

***Number will be based on the successful Offeror's proposal.**

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7.2. Government Furnished Equipment (GFE)

- a) The contractor shall maintain a detailed inventory accounting system for Government Furnished Equipment (GFE) or Contractor-Acquired-Government Owned Property (CAP). The contractor shall provide an initial GFE and CAP report to the PCO and COTR within 20 workdays of base period of performance start date.
- b) The inventory accounting system must specify, as a minimum, product description (make, model), Government tag number, date of receipt, name of recipient, location of receipt, current location, purchase cost (if CAP), and contract/order number under which the equipment is being used. The contractor shall either attach an updated inventory report to each monthly status report or certify that the inventory has been updated and is available for Government review. In either case, the contractor's inventory listing must be available for Government review within one business day of PCO or COR request.
- c) The contractor shall contact the Directorate of Logistics (DPL) for proper use of Government vehicles on site and TDY locations and for accountability of, extreme cold weather kits, use of Military Aircraft to travel to remote locations and other logistics support requirements not identified in this PWS.

8. Transition and Staffing

- a. The contractor shall fill positions according to the functional areas and timelines identified in Table 8.0 below.
- b. The CPM and TOL shall meet with the Functional Government customer within five (5) working days of base period of performance (POP) start date as part of the transition and Task Order Kickoff Meeting. The CPM and TOL shall report the status of its efforts to recruit, hire, and fill all positions within the timeline specified in Table 8.0 at the Task Order Kickoff Meeting.

Staffing Area	Timeline
Program Manager Task Order Lead	16 May 2014
Contractor personnel to support all Performance Objectives	100% of personnel 10 working days after 16 May 2014. Transition to be coordinated with FI/COTR.

Table 8.0 Staffing Timelines

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9. Options

All requirements for the options will be executed as defined by the above requirements. The option requirements should include all approved modifications made to the task order throughout the period of performance.

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

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1. Performance Objectives and Detail Requirements

Table 1.0 below depicts the Performance Objectives associated with MiDAESS Task Order PWS, Visual Information Production Center (VIPC) Support/DS-05-13.

Performance Objective Index	Location
1. Delivery of Support Services for the BMDS	Colorado Springs, CO (COS) Dahlgren, VA (DHL) Huntsville, AL (HSV) National Capital Region, VA (NCR)
2. Effective Small Business Utilization throughout the execution of this Task Order	All
3. Small Business Utilization, as specified by the "50% rule" outlined in FAR 52.219-14, Limitation of Subcontracting (Prime contractor small business work share cumulative performance)	All
4. Effective Management and Reporting of Cost throughout the execution of this task order	All
5. Visual Information Production and Design	All
6. Visual Information Analysis	All
7. Video Design, Production and Photography	NCR, HSV, COS
8. VIPC Administration	All
9. VIPC Foreign Military Sales	HSV

Table 1.0 Performance Objectives

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

Task Product	Location	Frequency
Task Order Communication Plan 3.1	Huntsville, AL (HSV)	20 Working Days after Base Period of Performance (POP) Start Date

Table 2.0 Performance Objective #1 Key Products

Performance Objective #2: Effective Small Business Utilization execution of this Task Order

The requirements for this objective should be submitted with the monthly status report.

Performance Objective #3: Small Business Utilization, as specified by the "50% rule" outlined in FAR 52.219-14, Limitation on Subcontracting (Prime contractor small business work share cumulative performance)

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The requirements for this objective should be submitted with the monthly status report.

Performance Objective #4: Effective management and reporting of cost throughout execution of this task order

Task Product	Location	Frequency
Cost Reports 3.4.1.b	HSV	Monthly
Limitations of Funds Letter 3.4.1.b	HSV	When required
Invoices 3.4.1.d	HSV	Monthly
Travel Status report 3.4.2	HSV	Monthly

Table 3.0 Performance Objective #4 Key Products

Performance Objective #5: Visual Information Production and Design

Task Product	Location	# of Organizations per site requiring product	Frequency
Visual Information Products Ref. 3.5 (a)	NCR	11	5 weekly/organization
	HSV	18	5 weekly/organization
	COS	5	4 weekly/organization
	DHL	6	5 weekly/organization

Table 4.0 Performance Objective #5 Key Products

Performance Objective #6: Visual Information Analysis

Task Product	Location	# of Organizations per site requiring product	Frequency
Slide Library Ref. 3.6 (a)	NCR	11	5 Weekly
	HSV	18	2 Weekly
	COS	5	1 Weekly
	DHL	6	1 Weekly
Visual Information Products Ref. 3.6 (b)	NCR	11	5 Weekly
	HSV	18	2 Weekly
	COS	5	1 Weekly
	DHL	6	1 Weekly
Briefings Ref. 3.6 (d)	NCR	11	5 Weekly
	HSV	18	2 Weekly
	COS	5	1 Weekly
	DHL	6	1 Weekly

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Table 5.0 Performance Objective #6 Key Products

Performance Objective #7: Video Design, Production and Photography

Task Product	Location	# of Organizations per site requiring product	Frequency
Video Design and Production Products Ref. 3.7 (a)	NCR	11	5 Yearly
	HSV	18	6 Yearly
	COS	5	15 Yearly
Photographs Ref 3.7 (b)	NCR	11	2 Weekly
	HSV	18	3 Weekly
	COS	5	5 Weekly
	DHL	6	1 Weekly
Presentations, Graphics, Videos and Audio Tracks Ref. 3.7 (c)	HSV	1	5 Weekly
	COS	1	3 Weekly

Table 6.0 Performance Objective #7 Key Products

Performance Objective #8: VIPC Administration

Task Product	Location	# of Organizations per site requiring product	Frequency
VIPC Analysis Report Ref 3.8	NCR	1	1 monthly
	HSV	1	1 monthly
	COS	1	1 monthly
	DAHL	1	1 monthly

Table 7.0 Performance Objective #8 Key Products

Performance Objective #9: Foreign Military Sales

Task Product	Location	# of Organizations per site requiring product	Frequency
FMS Visual Information Products Ref. 3.9 (a, b)	HSV(TH)	1	1 Quarterly
FMS Slide Library Ref. 3.9 (c)	HSV(TH)	1	1 Quarterly
FMS Briefings Ref. 3.9 (c)	HSV(TH)	1	1 Quarterly
FMS Video Design and Production Products Ref. 3.9 (d)	HSV(TH)	1	1 Quarterly

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FMS Presentations, Graphics, Videos and Audio Tracks Ref. 3.9 (d)	HSV(TH)	1	1 Quarterly
FMS Photographs Ref 3.9 (e)	HSV(TH)	1	1 Quarterly

Table 9.0 Performance Objective #9 Key Products

**Small Business Set-Aside (SBSA)
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Functional Vision

To provide consistent quality, regionally-executed visual information and production capabilities for the Missile Defense Agency (MDA). This support is required for the Chief of Staff Directorate (DS) and covers geographically dispersed locations identified in this Performance Work Statement (PWS), i.e. the National Capital Region, VA (NCR); Dahlgren, VA (DHL); Huntsville, AL (HSV); and Colorado Springs, CO (COS). The requirements in this task order cover support to the MDA Chief of Staff Directorate, Senior Leadership, and Execution and Functional Management organizations.

1. Administrative Data

Date: Award Date

Full and Open (F&O) or Small Business Set Aside (SBSA): **SBSA**

Functional Capability Group # 5: **Agency Operations Support**

Functional Area: **Chief of Staff (DS)**

1.1 Contract Line Item Number (CLIN)s:

Base CLINs: **0014, 0015, 0027, 0115, 0127 and 3027**

Option Period 1: **1014, 1015, 1027, 1115, 1027 and 3027**

1.2 Task Order Title/No.: **Visual Information Production Center (VIPIC) Support/ DS-05-13**

1.3 Period of Performance (PoP):

Base Period: **7 May 2014 through 18 August 2015**

Option Period 1: **19 August 2015 through 18 August 2016**

2. Purpose

This Quality Assurance Surveillance Plan (QASP) is a Government developed guideline to ensure systematic quality assurance methods are used in performance-based services contracts and any subsequent task orders issued for the Missile Defense Agency (MDA) Advisory and Assistance Services (A&AS) program. This program will be centrally managed by the Missile Defense Agency Engineering and Support Services (MiDAESS) Program Office (MS).

The QASP establishes procedures on how this assessment/inspection process will be conducted. It specifies all work requiring surveillance and the method of surveillance, such as:

- What will be monitored;
- How monitoring will take place;
- Who will conduct the monitoring, and
- How monitoring efforts and results will be documented

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The contractor is responsible for implementing and delivering performance that meets contract standards using its Quality Control Plan (QCP). The QASP provides the structure for the Government's surveillance of the contractor's performance to assure that it meets contract standards. It is the Government's responsibility to be objective, fair and consistent in evaluating contractor performance.

The Government will provide a copy of the QASP to the contractor to facilitate open communication. In addition, the QASP should recognize that unforeseen or uncontrollable circumstances might occur that are outside the control of the contractor.

3. Authority

Authority for issuance of this QASP is provided under Part 46.4 of the Federal Acquisition Regulation, Government Contract Quality Assurance, which provides for inspection, acceptance and documentation of the service called for in the contract or order. This acceptance is to be executed by the Procuring Contracting Officer (PCO) or a duly authorized representative.

4. Scope

To fully understand the roles and responsibilities of the parties, it is important to first define the distinction in terminology between QCP and the QASP. The contractor, through their QCP, is responsible for management and quality control actions necessary to meet the quality standards set forth by the order.

The QASP, on the other, hand establishes Government surveillance oversight of the contractor's efforts to assure that they are timely, effective, and deliver the results specified in the task order.

5. Government Resources and Responsibilities

The Government is responsible for implementing this QASP through MS. The MS Program Manager is responsible for all advisory and assistance services agency-wide and manages all related activities. The MS PCO is the only person authorized to enter into, administer, or terminate contract actions for this program. The Government resources under this QASP and associated responsibilities are identified below:

5.1. Procuring Contracting Officer (PCO)

A person duly appointed with the authority to enter into, administer, or terminate contract actions such as basic awards or task orders and make related determinations and findings on behalf of the Government.

5.2. Contracting Officer's Representative (COR)

An individual designated in writing by the PCO to act as the authorized representative to assist in the administration of specific contracts, as specified by appointment. The source of authority for the COR is the PCO. The COR is a full-time Government employee assigned to MS. The COR position shall be executed by those designated as a full time MiDAESS COR. This individual will be dedicated to the day-to-day management of one or more MiDAESS contracts.

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5.3. CLIN Contracting Officer's Technical Representative (COTR)

An individual designated in writing by the PCO to act as the authorized representative to assist in the administration of specific contract line items as specified by appointment. The CLIN COTR is a full-time Government employee assigned to MS. The CLIN COTR position shall be executed by the full-time functional representative assigned as "Functional Integrator (FI)" to provide daily support for the MiDAESS program. This ensures understanding and expertise from both technical requirements and CLIN COTR perspectives.

5.4. Task Order (TO) Contracting Officer's Technical Representative (COTR)

An individual designated in writing by the PCO to act as the authorized representative to assist the CLIN COTR with the administration, execution and management of a specific TO, as specified by appointment letter. The TO COTR shall be a Government employee in the Functional organization responsible for supporting the CLIN COTR in the management of all day-to-day tasks associated with the execution of the assigned TO(s). The TO COTR shall not perform any contractual functions, but shall act as the functional subject matter expert for all changes in requirements and the assessment of daily performance throughout the execution of the contract.

5.5. Acquisition Manager

An individual designated by the MS Program Manager to ensure compliance with acquisition policies, processes and procedures. The Acquisition Manager shall not perform any contractual functions, but shall act as the acquisition subject matter expert for all changes in requirements throughout the execution of the contract. The Acquisition Manager will support the TO COTR, COR and PCO in the development of all acquisition documents.

5.6. Customer

An individual defined as a stakeholder, functional manager, MiDAESS Program Office personnel acting in the capacity of a stakeholder and/or other government personnel with oversight responsibilities.

6. MiDAESS Surveillance

The below listed methods of surveillance will be used in the administration of this QASP and all pertinent data collected will be stored in the MiDAESS Evaluators Contractor Performance Assessment System (CPAS):

- a. **Customer Feedback.** Customer feedback will be obtained from inputs provided into the CPAS application. Customer complaints, to be considered valid, must set forth clearly and in writing the detailed nature of the complaint, and must be in CPAS as part of the surveillance report, and submitted to the TO COTR.
- b. **100% Inspection.** The 100% inspection method will be conducted if and when specified in an individual task orders. For the objectives identified and included in this QASP, inspections may be performed by the TO COTR or other Technical Evaluator.

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- c. **Periodic Inspection.** Periodic inspections will be conducted if and when specified in an individual task orders. For the objectives identified in this QASP, the inspection may be performed by the COTR or other Technical Evaluator.

- d. **Random Monitoring.** Random monitoring will be conducted if and when specified in an individual task orders. For the objectives identified in this QASP, random monitoring shall be performed by the TO COTR or other Technical Evaluator.

6.1. MiDAESS Quality Performance Standards

Assessments will be based on both objective and subjective data and information, such as functional and program performance evaluations and feedback, customer comments, quality of products, and general technical interchange and engagement with other Government and contractor personnel.

The principal goal of the MiDAESS assessment process is the establishment of a performance measures and feedback process that supports the execution of the Contractor Performance Assessment Report System (CPARS) process. The MiDAESS assessment will be:

- a. **Accurate:** All assessment data collected must be reflective of actual contractor performance.

- b. **Fair:** The assessment must be based on known baseline requirements and approved contract/task changes executed by modification.

- c. **Comprehensive:** Data shall be comprehensive enough to facilitate identification of shortfall root causes (not just the fact that a shortfall exist).

- d. **Relevant:** Data must be reflective of those quality assessment areas identified in the PWS; based on objectives, standards, and assessment frequency understood by all parties.

- e. **Repeatable:** The processes, forms, analysis methodology, and reporting must be consistent across all MiDAESS contracts and task orders throughout the life of this effort.

- f. **Timely:** Assessment reporting cycle must remain consistent across all MiDAESS contracts to ensure timely notification of issues and to enable timely resolution.

Five principal Contractor Performance Assessment Report (CPAR) ratings apply to all performance objectives. The “Guidance for the Contractor Performance Assessment Reporting System (CPARS)”, November 2012, is a guideline for ratings, which are revised specifically to each performance objective (see Appendix). All assessment ratings are based on objective criteria, but subjective factors may supplement the rating.

Guidance for the Contractor Performance Assessment Reporting System (CPARS) recommended ratings:

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1. Exceptional: Performance/products meet contractual requirements and provide benefits/efficiencies to the Government. The contractor received zero complaints on the task and sub-task contractual performance/products.
2. Very Good: Performance/products meet contractual requirements and provide at least one benefit/efficiency to the Government. The contractor received one complaint on the task and sub-task contractual performance/products, for which corrective action(s) taken by the contractor was effective.
3. Satisfactory: Performance/products meet contractual requirements. The contractor received two complaints on the task and sub-task contractual performance/products, for which corrective actions taken by the contractor were satisfactory.
4. Marginal: Performance/products do not meet contractual requirements. The contractor received a serious or several complaints on the task and sub-task contractual performance/products. The contractor has an approved action plan.
5. Unsatisfactory: Performance/products were unacceptable and have to be addressed beyond the standard. The contractor received a serious or several complaints on the task and sub-task contractual performance/products, for which the contractor's actions were ineffective.

Data on each of the performance objectives will be consolidated monthly by the program office and documented in a "MiDAESS Performance Assessment Report". The monthly report will be reviewed with the contractor. This consolidated report will provide primary input to annual CPAR.

6.2 Small Business Set Aside - Small Business

- a. **Small Business Utilization**: Small Business Utilization on the task order will be evaluated on how well the contractor meets or exceeds the awarded percentage of the total labor cost (minus prime and subcontractor fee) that will go to small businesses as either the prime or first tier subcontractor.

Small Business Utilization is defined as the small business prime contractor's total labor cost (minus prime and subcontractor fee) plus any total labor cost (minus fee) to small businesses as a first tier subcontractor on the task order. Labor cost is defined as the total fully burdened labor without fee and does not include any ODC or travel charges.

Refer to Attachment 7, Monthly Status Report for example of reporting Small Business Utilization.

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- b. **Limitation on Subcontracting:** Utilization of Small Business, as specified by the “50% rule” will be evaluated at the **basic contract level**; however, each task order metric will contribute to the overall evaluation of the contractor’s performance to the 50% rule.

Utilization of small business is defined as the small business concern’s performance at the **basic contract level** for services that are at least 50% of the cost of contract labor (minus fee) incurred for personnel shall be expended for employees of the concern (small business prime contractor or small business joint venture). The definition of contract labor is the total cost of labor, fully burdened without fee and does not include any ODC or travel charges.

Refer to Attachment 7, Monthly Status Report for example of reporting Limitation on Subcontracting.

6.3. Data Collection & CPARS Crosswalk

CPARS Crosswalk	Performance Objectives	Primary Data Collection Point
<ul style="list-style-type: none"> • Quality • Schedule (Timeliness) • Business Relations • Management of Key Personnel 	OBJ 1. Delivery of Support Services for the Ballistic Missile Defense System (BMDS)	COR, COTR, PCO, Contract Specialist, Business Financial Manager, Customers
<ul style="list-style-type: none"> • Small Business Utilization 	OBJ 2. Effective Small Business utilization throughout execution of this task order	Contractor, COR
<ul style="list-style-type: none"> • Small Business Utilization 	OBJ 3. Small Business utilization, as specified by the “50% rule” outlined in FAR 52.219-14, Limitation on Subcontracting (Prime contractor small business work share cumulative performance)	Contractor, COR
<ul style="list-style-type: none"> • Cost 	OBJ 4. Effective management and reporting of cost throughout execution of this task order	Contractor, Business Financial Manager
<ul style="list-style-type: none"> • Quality • Schedule 	OBJ 5. Visual Information Production and Design	Customer, COTR, COR
	OBJ 6. Visual Information Analysis	
	OBJ 7. Video Design, Production and Photography	
	OBJ 8. VIPIC Administration	
	OBJ 9. VIPIC Foreign Military Sales	

6.4. Surveillance Matrix

The Surveillance Matrix (Appendix) is the list of performance objectives and standards that must be performed by the contractor. This matrix details the method of surveillance the TO COTR will use to validate and inspect these performance elements. Inspection of each element will be documented using primarily the CPAS Tool.

In conjunction with paragraph 6.1 and the metrics within the Performance Standards identified in the Surveillance Matrix (Appendix), the ratings will be based on subjective and objective data for an overall assessment.

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Performance objectives define the desired outcomes. Performance Standards define the level of service required under the contract to successfully meet the performance objective. The inspection methodology defines how, when, and what will be assessed in measuring performance. The Government performs surveillance, using this QASP, to determine the quality of the contractor's performance as it relates to the performance element standards.

Appendix - Surveillance Matrix

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Performance Objective/Element	Task	Standard (STD)/Acceptable Quality Level (AQL)	What	How/Method	Who	Sta
1. Delivery of Support Services for the Ballistic Missile Defense System (BMDS) Reference PWS: 3.1	The contractor shall manage the task order, execute requirements, deliver services, and provide Teamwork/Cooperation; Management of Personnel; Management of Key Personnel; Overall Task Order Management; and a Communication Plan	1. STD: Business Relations/Timeliness – Effective Teamwork/Cooperation 1. AQL: No more than two validated customer complaints in writing, within the monthly reporting period / across all locations 2. STD: Business Relations/Timeliness - Management of Personnel 2. AQL: Addresses actions within 24 hours of verbal or written notification with no more than one late response within the monthly reporting period / across all locations 3. STD: Management of Key Personnel/Timeliness – Management of Key Personnel 3. AQL: Addresses actions within 24 hours of verbal or written notification with no more than one late response within the monthly reporting period / across all locations 4. STD: Business Relations/Quality/Timeliness – Overall Task Order Management 4. AQL: No more than two validated customer complaints, in writing, within the monthly reporting period / across all locations	Corrective Action Reports Corrective Action Plans Contractor's Monthly Report Financial Data CPAS Inputs Written Accolades Written Validated Complaint, defined as a formal written document submitted to the evaluator, COTR, COR or PCO. The appropriate concerned individuals will validate the complaint.	On-site periodic inspections Contractor self-reporting Customer input Periodic sampling	Evaluator COTR COR PCO	Exceptional: Exceeded expectation manner that created greater efficiency 1. Zero complaints 2. Within 12 hrs of notification and 3. Within 12 hrs of notification and 4. Zero complaints All: Documented benefits / efficiency Very Good: Performance/products the contract and expectations of the 1. One complaint 2. 24 > action > 12 hrs of notification 3. 24 > action > 12 hrs of notification 4. One complaint All: At least one documented benefit Satisfactory: Performance/products guidelines/standards/AQLs set forth Marginal: Performance/products did but were delivered. Corrective action 1. Three but less than five complaints 2. 36 > action > 24 hrs of notification 3. 36 > action > 24 hrs of notification 4. Three but less than five complaints All: Corrective action plan in place Unsatisfactory: Performance/products addressed beyond the standard. 1. Five complaints or more 2. Action > 36 hrs of notification at 3. Action > 36 hrs of notification at 4. Five complaints or more All: Corrective action plan fails

Contract Number: H90147-XX-X-XXXX-XXXX
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 Task Order Quality Assurance Surveillance Plan (QASP)
 Visual Information Production Center (VIPC) Support/DSS-08-13

Performance Objective/Element	Task	Standard (STD)/Acceptable Quality Level (AQL)	What	How/Method	Who	Standard Rating
2. Effective Small Business Utilization throughout Execution of this Task Order Reference PWS: 3.2	Small Business utilization on the task order will be evaluated on how well the contractor meets or exceeds the awarded percentage of the total labor cost (minus prime and subcontractor fee) that will go to small businesses as either the prime or first tier subcontract.	1. STD: The contractor meets or exceeds the awarded percentage of small business utilization on the task order as defined above. 1. AQL: Contractor's awarded percentage of small business utilization	Corrective Action Reports Corrective Action Plans Contractor's Monthly Report CPAS Inputs Written Accolades Written Validated Complaint, defined as a formal written document submitted to the evaluator, COTR, COR, or PCO. The appropriate concerned individuals will validate the complaint.	Contractor self-reporting Customer input On-site periodic inspections Track receipt of reports Analysis of Reports Periodic sampling The COR and/or FI/COTR can request additional information twice a year to validate Small Business Utilization numbers	Evaluator COTR COR PCO SB Office	Exceptional: Exceeds expectations and have been provide Exceeds awarded percentage by an additional 5% or greater Utilization of 95% or higher. EXAMPLE: Awarded 40% Actual 45% Rating Exceptional Very Good: Expectations are provided at a manner higher expectations of the PCO/COR/COTR/Stakeholders. Exceeds awarded percentage up to 4.99% EXAMPLE: Awarded 40% Actual 43.5% Rating Very Good Satisfactory: Fulfills expectations: meet guidelines / stand Marginal: Expectations are not meeting the standard dicta Actual percentage < awarded percentage by <5% EXAMPLE: Awarded 40% Actual 37% Rating Marginal Unsatisfactory: Expectations are unacceptable and have to achieving improvement. Actual percentage < awarded percentage by 5% or more EXAMPLE: Awarded 40% Actual 32% Rating Unsatisfactory
Performance		Standard				

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Objective/ Element	Task	(STD)/Acceptable Quality Level (AQL)	What	How/Method	Who	Standard Rati
3. Small Business utilization, as specified by the "50% rule" outlined in FAR 52.219-14. Limitation on Subcontracting (Prime contractor small business work share a cumulative performance) Reference PWS: 3.3	Small Business utilization, as specified by the "50% rule" will be evaluated at the contract level; however, each task order metric will contribute to the overall evaluation of the contractor's performance to the 50% rule.	STD: 50% of all effort at the basic contract level is executed by the small business concern AQL: Cumulative small business utilization is within the percentages identified in the Standard Rating of the QASP	Corrective Action Reports Corrective Action Plans Contractor's Monthly Report Financial Data CPAS Inputs Written Accolades	On-site periodic inspections Contractor self-reporting. Customer input Periodic sampling The COR and/or FI/COTR can request additional information twice a year to validate Small Business Utilization numbers	Evaluator COTR COR PCO SB Office	Exceptional: Cumulative Small Business Utilization is 55% Very Good: Cumulative Small business Utilization is 51% Satisfactory: Cumulative Small Business Utilization is at least 42% 1 st year 44% 2 nd year 48% 3 rd year 49% 4 th year 50% 5 th year of awarded efforts Marginal: Cumulative Small Business Utilization is at least 41% 1 st year 43% 2 nd year 47% 3 rd year 48% 4 th year 49% 5 th year of awarded efforts Unsatisfactory: Cumulative Small Business Utilization is 40% 1 st year 42% 2 nd year 46% 3 rd year 47% 4 th year 48% 5 th year of awarded efforts
Performance Objective/	Task	Standard (STD)/Acceptable	What	How/Method	Who	Standard Rati

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 Visual Information Production Center (VIPC) Support/DS-05-13

Element		Quality Level (AQL)				
<p>4. Effective management and reporting of cost throughout the execution of this task order</p> <p>Reference</p> <p>PWS: 3.4</p>	<p>The contractor shall provide effective management and reporting of costs, provide cost reports, travel status reports and Limitations of Funds letters, impact of negative labor variances and any variance that is 10% or greater or at least \$100K. Invoices are submitted at least monthly but not more frequently than bi-weekly, and final invoice shall be submitted within 30 days of the end of the POP.</p>	<p>1. STD: Cost - Accuracy of reported financial data and analysis</p> <p>1. AQL: No more than two validated errors within the monthly reporting period</p> <p>2.STD: Cost - Timely submission of financial documents (i.e.: cost reports, letters, and invoices)</p> <p>2. AQL: Submission of financial documents in accordance with (LAW) specified deadlines with zero late or missed deliverables within the monthly reporting period</p>	<p>Contractor's Monthly Report</p> <p>Financial Data</p> <p>CPAS Inputs</p> <p>Written Validated Complaint, defined as a formal written document submitted to the evaluator.</p> <p>COTR, COR or PCO. The appropriate concerned individuals will validate the complaint.</p> <p>Travel Status Report</p>	<p>Contractor self-reporting</p> <p>Customer input</p> <p>On-site periodic inspections</p> <p>Track receipt of reports</p> <p>Review Monthly Cost Report.</p> <p>Analyze Monthly Cost Reports</p> <p>Periodic sampling</p> <p>Review Reports</p>	<p>Evaluator</p> <p>COTR</p> <p>COR</p> <p>FOR</p> <p>PCO</p>	<p>Exceptional: Exceeded expectations and performance/product efficiency.</p> <p>1. Zero errors</p> <p>2. Zero late or missed deadlines and ahead of scheduled del</p> <p>All: Documented benefits / efficiencies</p> <p>Very Good: Performance/products provided at a manner hi expectations of the PCO/COR/COTR/Stakeholders.</p> <p>1. At least one error</p> <p>2. Zero late or missed deadlines and some times ahead of sc</p> <p>All: At least one documented benefit / efficiency</p> <p>Satisfactory: Performance/products fulfilled expectations; PWS</p> <p>Marginal: Performance/products did not meet the standard Corrective action plan in place.</p> <p>1. Three but less than five errors</p> <p>2. One or more late or missed deliverables</p> <p>All: Corrective action plan in place</p> <p>Unsatisfactory: Performance/products were unacceptable standard.</p> <p>1. Five errors or more</p> <p>2. More than five late or missed deliverables</p> <p>All: Corrective action plan fails to provide improvement</p>

Contract Number: H90147-XX-X-XXXX-XXXX
 Missile Defense Agency Engineering and Support Service (MiDAESS)
 Task Order Quality Assurance Surveillance Plan (QASP)
 Visual Information Production Center (VIPC) Support/DS-05-13

Performance Objective/Element	Task	Standard (STD)/Acceptable Quality Level (AQL)	What	How/Method	Who	Sta
5. Visual Information Production and Design Support Reference PWS: 3.5	The contractor shall provide VIPC and graphic design support for the Agency. The contractor shall implement visual information production and design procedures and processes. The contractor shall recommend and advise the government on current state-of-the-art methods for support VIPC and design production.	<p>1. STD: Schedule - Timeliness. VIPC products are delivered by assigned deadline 1. AQL: No more than two validated customer complaints, in writing, within the monthly reporting period / across all locations</p> <p>2. STD: Quality - Compliant with applicable DoD, MDA and local VIPC directives, policies, procedures and instructions 2. AQL: Zero validated customer complaints, in writing, within the monthly reporting period / across all locations</p> <p>3. STD: Quality - Professional Demeanor: Employees maintain professional demeanor at all times 3. AQL: No more than two validated customer complaints, in writing, within the monthly reporting period / across all locations</p> <p>4. STD: Quality - Error-free and technically accurate 4. AQL: No more than two validated customer complaints, in writing, within the monthly reporting period / across all locations</p> <p>5. STD: Schedule - Coverage: Maintain 100% office coverage during standard duty hours 5. AQL: Zero validated customer complaints, in writing, within the monthly reporting period / across all locations</p> <p>6. STD: Quality - Duties performed with minimal Government Oversight 6. AQL: No more than two validated customer complaints, in writing, within the monthly reporting period / across all locations</p>	CPAS Inputs Written Validated Complaint, defined as a formal written document submitted to the evaluator, COTR, COR or PCO. The appropriate concerned individuals will validate the complaint.	Customer input On-site periodic inspections Periodic sampling Review Reports	Evaluator COTR COR PCO	<p>Exceptional: Exceeded expectation manner that created greater efficiency ALL AQLs: Zero complaints ALL AQLs: Documented significant</p> <p>Very Good: Performance/products by the contract and expectations of AQL 1, 3, 4 and 6: One complaint AQL 2 and 5: Zero complaints ALL AQLs: At least one documented</p> <p>Satisfactory: Performance/product guidelines/standards/AQLs set forth</p> <p>Marginal: Performance/products did not meet but were delivered. AQL 1, 3, 4 and 6: Three complaints AQL 2 and 5: One complaint ALL AQLs: Corrective action plan</p> <p>Unsatisfactory: Performance/product addressed beyond the standard. AQL 1, 3, 4 and 6: Four or more complaints AQL 2 and 5: Two or more complaints ALL AQLs: Corrective action plan</p>

Performance Objective/Element	Task	Standard (STD)/Acceptable Quality Level (AQL)	What	How/Method	Who	5
6. Visual Information Analysis Reference PWS: 3.6	The contractor shall provide Visual Information Analysis support to the MDA Director, Deputy Director and Executive Director (Command Group).	<p>1. STD: Schedule - Timeliness. VIPC products are delivered by assigned deadline</p> <p>1. AQL: No more than one validated customer complaint, in writing, within the monthly reporting period / across all locations</p> <p>2. STD: Quality - Compliant with applicable DoD, MDA and local VIPC directives, policies, procedures and instructions</p> <p>2. AQL: Zero validated customer complaints, in writing, within the monthly reporting period / across all locations</p> <p>3. STD: Quality - Professional Demeanor: Employees maintain professional demeanor at all times</p> <p>3. AQL: No more than two validated customer complaints, in writing, within the monthly reporting period / across all locations</p> <p>4. STD: Schedule - Coverage: Maintain office coverage during extended duty hours (0600-1800)</p> <p>4. AQL: No more than one validated customer complaints, in writing, within the monthly reporting period / across all locations</p> <p>5. STD: Quality - Error-free and technically accurate</p> <p>5. AQL: No more than two validated customer complaints, in writing, within the monthly reporting period / across all locations</p> <p>6. STD: Quality - Duties performed with minimal Government Oversight</p> <p>6. AQL: No more than two validated customer complaints, in writing, within the monthly reporting period / across all locations</p>	CPAS Inputs Written Validated Complaint, defined as a formal written document submitted to the evaluator, COTR, COR or PCO. The appropriate concerned individuals will validate the complaint.	Customer input On-site periodic inspections Periodic sampling Review Reports	Evaluator COTR COR PCO	<p>Exceptional: Exceeded expect manner that created greater eff</p> <p>ALL AQLs: Zero complaints</p> <p>ALL AQLs: Documented sign</p> <p>Very Good: Performance/proc stipulated by the contract and e PCO/COR/COTR/Stakeholder</p> <p>AQL 1, 2, and 4: Zero compl</p> <p>AQL 3, 5 and 6: One compl</p> <p>ALL AQLs: At least one doc</p> <p>Satisfactory: Performance/pro guidelines/standards/AQLs set</p> <p>Marginal: Performance/prod TO, but were delivered.</p> <p>AQL 2: One complaint</p> <p>AQL 1 and 4: Two compl</p> <p>AQL 3, 5 and 6: Three compl</p> <p>ALL AQLs: Corrective action</p> <p>Unsatisfactory: Performance/ addressed beyond the standard</p> <p>AQL 2: Two or more compl</p> <p>AQL 1 and 4: Three or more c</p> <p>AQL 3, 5 and 6: Four or mor</p> <p>ALL AQLs: Corrective action</p>
Performance		Standard (STD)/Acceptable Quality Level (AQL)				

Objective/Element	Task	What	How/Method	Who	5	
<p>7. Video Design and Production and Photographic Support</p> <p>Reference</p> <p>PWS: 3.7</p>	<p>The contractor shall provide video design, production and photographic support to the Agency. The contractor shall implement policies and procedures in the area of video design/production and photographic support and recommendations for best practices for the approval of the government</p>	<p>1. STD: Schedule - Timeliness. VIPC products are delivered by assigned deadline 1. AQL: No more than two validated customer complaints, in writing, within the monthly reporting period / across all locations</p> <p>2. STD: Quality - Error-free and technically accurate 2. AQL: No more than one validated customer complaint, in writing, within the monthly reporting period / across all locations</p> <p>3. STD: Quality - Compliant with applicable DoD, MDA and local VIPC directives, policies, procedures and instructions 3. AQL: Zero validated customer complaints, in writing, within the monthly reporting period / across all locations</p> <p>4. STD: Quality - Professional Demeanor: Employees maintain professional demeanor at all times 4. AQL: No more than two validated customer complaints, in writing, within the monthly reporting period / across all locations</p> <p>5. STD: Quality - Duties performed with minimal Government Oversight 5. AQL: No more than two validated customer complaints, in writing, within the monthly reporting period / across all locations</p>	<p>CPAS Inputs</p> <p>Written Validated Complaint, defined as a formal written document submitted to the evaluator. COTR, COR or PCO. The appropriate concerned individuals will validate the complaint.</p>	<p>Customer input</p> <p>On-site periodic inspections</p> <p>Periodic sampling</p> <p>Review Reports</p>	<p>Evaluator</p> <p>COTR</p> <p>COR</p> <p>PCO</p>	<p>Exceptional: Exceeded expect manner that created greater eff ALL AQLs: Zero complaints ALL AQLs: Documented sign</p> <p>Very Good: Performance/proc stipulated by the contract and e PCO/COR/COTR/Stakeholder AQL 1, 4 and 5: One compl AQL 2 and 3: Zero complain ALL AQLs: At least one doc</p> <p>Satisfactory: Performance/pro guidelines/standards/AQLs set</p> <p>Marginal: Performance/produ TO, but were delivered. AQL 1, 4 and 5: Three compl AQL 2: Two complaints AQL 3: One complaint ALL AQLs: Corrective action</p> <p>Unsatisfactory: Performance/ addressed beyond the standard AQL 1, 4 and 5: Four or mor AQL 2: Three or more compl AQL 3: Two or more complai ALL AQLs: Corrective actior</p>

Performance Objective/Element	Task	Standard (STD)/Acceptable Quality Level (AQL)	What	How/Method	Who	Sta
8. VIPIC Administration Reference PWS: 3.8	The contractor shall provide VIPIC Administration services and support to administer VIPIC operations across the Agency. The contractor shall implement VIPIC procedures and processes.	<p>1. STD: Schedule - Timeliness. VIPIC products are delivered by assigned deadline</p> <p>1. AQL: No more than one validated customer complaint, in writing, within the monthly reporting period / across all locations</p> <p>2. STD: Quality - Error-free and technically accurate</p> <p>2. AQL: No more than two validated customer complaints, in writing, within the monthly reporting period / across all locations</p> <p>3. STD: Quality - Compliant with applicable DoD, MDA and local VIPIC directives, policies, procedures and instructions</p> <p>3. AQL: Zero validated customer complaints, in writing, within the monthly reporting period / across all locations</p> <p>4. STD: Quality - Professional Demeanor: Employees maintain professional demeanor at all times</p> <p>4. AQL: No more than two validated customer complaints, in writing, within the monthly reporting period / across all locations</p> <p>5. STD: Quality - Duties performed with minimal Government Oversight</p> <p>5. AQL: No more than two validated customer complaints, in writing, within the monthly reporting period / across all locations</p>	<p>CPAS Inputs</p> <p>Written Validated Complaint, defined as a formal written document submitted to the evaluator. COTR, COR or PCO. The appropriate concerned individuals will validate the complaint.</p>	<p>Customer input</p> <p>On-site periodic inspections</p> <p>Periodic sampling</p> <p>Review Reports</p>	<p>Evaluator</p> <p>COTR</p> <p>COR</p> <p>PCO</p>	<p>Exceptional: Exceeded expectation manner that created greater efficient</p> <p>ALL AQLs: Zero complaints</p> <p>ALL AQLs: Documented significance</p> <p>Very Good: Performance/products the contract and expectations of the AQL 1 and 3: Zero complaints AQL 2, 4 and 5: One complaint ALL AQLs: At least one document</p> <p>Satisfactory: Performance/products guidelines/standards/AQLs set forth</p> <p>Marginal: Performance/products did not meet but were delivered.</p> <p>AQL 1: Two complaints</p> <p>AQL 3: One complaint</p> <p>AQL 2, 4 and 5: Three complaints</p> <p>ALL AQLs: Corrective action plan</p> <p>Unsatisfactory: Performance/products addressed beyond the standard.</p> <p>AQL 1: Three or more complaints</p> <p>AQL 3: Two or more complaints</p> <p>AQL 2, 4 and 5: Four or more complaints</p> <p>ALL AQLs: Corrective action plan</p>

Performance Objective/Element	Task	Standard (STD)/Acceptable Quality Level (AQL)	What	How/Method	Who	S
9. Foreign Military Sales (FMS) Reference PWS: 3.8	The contractor shall perform FMS visual information production and graphic design; recommend and advise related current state-of-the-art information and design production methods; perform executive-level visual information analysis; and perform video design, production, photography, and audio visual efforts for approved functional organization and/or BMDS program FMS activities.	1. STD: Schedule - Timeliness. VIPC products are delivered by assigned deadline 1. AQL: No more than two validated customer complaints, in writing, within the monthly reporting period / across all locations 2. STD: Quality - Compliant with applicable DoD, MDA and local VIPC directives, policies, procedures and instructions 2. AQL: Zero validated customer complaints, in writing, within the monthly reporting period / across all locations 3. STD: Quality - Professional Demeanor: Employees maintain professional demeanor at all times 3. AQL: No more than two validated customer complaints, in writing, within the monthly reporting period / across all locations 4. STD: Quality - Error-free and technically accurate 4. AQL: No more than two validated customer complaints, in writing, within the monthly reporting period / across all locations 5. STD: Schedule - Coverage: Maintain 100% office coverage during standard duty hours 5. AQL: Zero validated customer complaints, in writing, within the monthly reporting period / across all locations 6. STD: Quality - Duties performed with minimal Government Oversight 6. AQL: No more than two validated customer complaints, in writing, within the monthly reporting period / across all locations	CPAS Inputs Written Validated Complaint, defined as a formal written document submitted to the evaluator. COTR, COR or PCO. The appropriate individuals will validate the complaint.	Customer input On-site periodic inspections Periodic sampling Review Reports	Evaluator COTR COR PCO	Exceptional: Exceeded expectations in a manner that created greater efficiency ALL AQLs: Zero complaints ALL AQLs: Documented sign-off Very Good: Performance/product stipulated by the contract and exceeded PCO/COR/COTR/Stakeholders AQL 1,3,4,6: One complaint ALL AQLs: At least one documented Satisfactory: Performance/product guidelines/standards/AQLs set forth Marginal: Performance/product TO, but were delivered. AQL 2,5: One complaint AQL 1,3,4,6: Three complaints ALL AQLs: Corrective action Unsatisfactory: Performance/product addressed beyond the standard. AQL 2,5: Two or more complaints AQL 1,3,4,6: Four or more complaints ALL AQLs: Corrective action

Contract Number: HQ0147-XX-X-XXXX-XXXX
Missile Defense Agency Engineering and Support Service (MiDAESS)
Task Order Quality Assurance Surveillance Plan (QASP)
Visual Information Production Center (VIPC) Support/DS-05-13



**DEPARTMENT OF DEFENSE
CONTRACT SECURITY CLASSIFICATION SPECIFICATION**

(The requirements of the DoD Industrial Security Manual apply to all aspects of this effort)

1. CLEARANCE AND SAFEGUARDING

a. FACILITY CLEARANCE REQUIRED
TOP SECRET

b. LEVEL OF SAFEGUARDING REQUIRED
NONE

2. THIS SPECIFICATION IS FOR: (X and complete as applicable)

<input checked="" type="checkbox"/>	a. PRIME CONTRACT NUMBER HQ0174-10-D-0030-0008
<input type="checkbox"/>	b. SUBCONTRACT NUMBER
<input type="checkbox"/>	c. SOLICITATION OR OTHER NUMBER RTOP DS-05-13

3. THIS SPECIFICATION IS: (X and complete as applicable)

<input checked="" type="checkbox"/>	a. ORIGINAL (Complete date in all cases)	Date (YYYYMMDD) 2013/11/12
<input type="checkbox"/>	b. REVISED (Supersedes all previous specs)	Revision No. Date (YYYYMMDD)
<input type="checkbox"/>	c. FINAL (Complete Item 5 in all cases)	Date (YYYYMMDD)

4. IS THIS A FOLLOW-ON CONTRACT? YES NO. If Yes complete the following
Classified material received or generated under _____ (Preceding Contract Number) is transferred to this follow-on contract

5. IS THIS A FINAL DD FORM 254? YES NO. If Yes complete the following
In response to the contractor's request dated _____, retention of the identified classified material is authorized for the period of _____.

6. CONTRACTOR (Include Commercial and Government Entity (CAGE) Code)

a. NAME, ADDRESS, AND ZIP CODE Harlan Lee & Associates LLC 8229 Boone Blvd Suite 610 Vicnna, VA 22182	b. CAGE CODE 1N7P1	c. COGNIZANT SECURITY OFFICE (Name, Address, and Zip Code) Defense Security Service (IOFCK1) 241 18th Street South, Suite 100A Arlington, VA 22202
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7. SUBCONTRACTOR

a. NAME, ADDRESS, AND ZIP CODE	b. CAGE CODE	c. COGNIZANT SECURITY OFFICES (Name, Address, and Zip Code)
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8. ACTUAL PERFORMANCE

a. LOCATION See Block 13, Reference Item 8.a.	b. CAGE CODE	c. COGNIZANT SECURITY OFFICE (Name, Address, and Zip Code)
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9. GENERAL IDENTIFICATION OF THIS PROCUREMENT
Agency Operations (SBSA) Visual Information Production Center (VIPIC) Support (RTOP DS-05-13)

10. THIS CONTRACT WILL REQUIRE ACCESS TO:		YES	NO	11. IN PERFORMING THIS CONTRACT, THE CONTRACTOR WILL:		YES	NO
a. COMMUNICATIONS SECURITY (COMSEC) INFORMATION	<input type="checkbox"/>	<input checked="" type="checkbox"/>	a. HAVE ACCESS TO CLASSIFIED INFORMATION ONLY AT ANOTHER CONTRACTOR'S FACILITY OR A GOVERNMENT ACTIVITY	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
b. RESTRICTED DATA	<input checked="" type="checkbox"/>	<input type="checkbox"/>	b. RECEIVE CLASSIFIED DOCUMENTS ONLY	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
c. CRITICAL NUCLEAR WEAPON DESIGN INFORMATION	<input checked="" type="checkbox"/>	<input type="checkbox"/>	c. RECEIVE AND GENERATE CLASSIFIED MATERIAL	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
d. FORMERLY RESTRICTED DATA:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	d. FABRICATE, MODIFY, OR STORE CLASSIFIED HARDWARE	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
e. INTELLIGENCE INFORMATION:			e. PERFORM SERVICES ONLY	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
(1) Sensitive Compartmented Information (SCI)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	f. HAVE ACCESS TO U.S. CLASSIFIED INFORMATION OUTSIDE THE U.S., PUERTO RICO, U.S. POSSESSIONS AND TRUST TERRITORIES	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
(2) Non-SCI	<input checked="" type="checkbox"/>	<input type="checkbox"/>	g. BE AUTHORIZED TO USE THE SERVICES OF DEFENSE TECHNICAL INFORMATION CENTER (DTIC) OR OTHER SECONDARY DISTRIBUTION CENTER	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
i. SPECIAL ACCESS INFORMATION	<input type="checkbox"/>	<input checked="" type="checkbox"/>	h. REQUIRE A COMSEC ACCOUNT	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
g. NATO INFORMATION	<input checked="" type="checkbox"/>	<input type="checkbox"/>	i. HAVE A TEMPEST REQUIREMENT	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
h. FOREIGN GOVERNMENT INFORMATION	<input checked="" type="checkbox"/>	<input type="checkbox"/>	j. HAVE OPERATIONS SECURITY (OPSEC) REQUIREMENTS	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
i. LIMITED DISSEMINATION INFORMATION	<input type="checkbox"/>	<input checked="" type="checkbox"/>	k. BE AUTHORIZED TO USE THE DEFENSE COURIER SERVICE	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
j. FOR OFFICIAL USE ONLY INFORMATION	<input checked="" type="checkbox"/>	<input type="checkbox"/>	l. OTHER (Specify)	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
k. OTHER (Specify)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	- Restrict Access to Contractor's Unclassified Automated Information System (AIS).				

12. PUBLIC RELEASE. Any information (classified or unclassified) pertaining to this contract shall not be released for public dissemination except as provided by the industrial Security Manual or unless it has been approved for public release by appropriate U.S. Government authority. Proposed public release shall be submitted for approval prior to release

Direct

Through (Specify):

Missile Defense Agency/MS
Bldg 4505 Martin Road
Redstone Arsenal, AL 35898

to the Directorate for Freedom of Information and Security Review, Office of the Assistant Secretary of Defense (Public Affairs)* for review.
*In the case of non-DoD User Agencies, requests for disclosure shall be submitted to that agency.

13. SECURITY GUIDANCE. The security classification guidance needed for this effort is identified below. If any difficulty is encountered in applying this guidance or if any other contributing factor indicates a need for changes in this guidance, the contractor is authorized and encouraged to provide recommended changes; to challenge the guidance or classification assigned to any information or material furnished or generated under this contract; and to submit any questions for interpretation of this guidance to the official identified below. Pending final decision, the information involved shall be handled and protected at the highest level of classification assigned or recommended. (Fill in as appropriate for the classified effort. Attach, or forward under separate correspondence, any document/guides/extracts referenced herein. Add additional pages as needed to provide complete guidance.)

The contractor shall provide the following to the MDA Industrial Security Office (contact information below):

- Report any initial security violation to the MDA Industrial Security Office within 24 hours.
- Provide any Defense Security Service (DSS) letter that indicates a less than satisfactory security rating within 48 hours of receipt.
- Provide any DSS letter that negatively impacts the Facility Clearance Level (FCL) of the company within 48 hours of receipt.
- Provide electronic copies of subcontractor DD Form 254s issued by the Prime and the subcontractors. The Prime contractor shall act as the focal point for collecting their subcontractors' DD Form 254s and the Prime is responsible for forwarding these DD Form 254s to MDA.

Direct all questions pertaining to the DD 254 to the MDA Industrial Security office by phone at 256-313-9429, by email at MDAIndustrialSecurity@mda.mil, or by mail at Bldg 5222, Martin Road, Redstone Arsenal, AL 35898.

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See Continuation Page

14. ADDITIONAL SECURITY REQUIREMENTS. Requirements, in addition to ISM requirements, are established for this contract. (If Yes, identify the pertinent contractual clauses in the contract document itself, or provide an appropriate statement which identifies the additional requirements. Provide a copy of the requirements to the cognizant security office. Use Item 13 if additional space is needed.)

Yes

No

See Reference Items 10.j, 11.j, and 11.l.

15. INSPECTIONS. Elements of this contract are outside the inspection responsibility of the cognizant security office. (If Yes, explain and identify specific areas or elements carved out and the activity responsible for inspections. Use Item 13 if additional space is needed.)

Yes

No

16. CERTIFICATION AND SIGNATURE. Security requirements stated herein are complete and adequate for safeguarding the classified information to be released or generated under this classified effort. All questions shall be referred to the official named below.

a. TYPED NAME OF CERTIFYING OFFICIAL

(b)(6)

b. TITLE

Director, Research, Development
& Acquisition Security

c. TELEPHONE (Include Area Code)

(b)(6)

d. ADDRESS (Include ZIP Code)

Missile Defense Agency
5700 18th Street
Fort Belvoir, Virginia 22060-5573

e. SIGNATURE

(b)(6)

17. REQUIRED DISTRIBUTION

a. CONTRACTOR

b. SUBCONTRACTOR

c. COGNIZANT SECURITY OFFICE FOR PRIME AND SUBCONTRACTOR

d. U.S. ACTIVITY RESPONSIBLE FOR OVERSEAS SECURITY ADMINISTRATION

e. ADMINISTRATIVE CONTRACTING OFFICER

f. OTHERS AS NECESSARY MDA Industrial Security

SECURITY GUIDANCE (BLOCK 13) CONTINUATION:

Special Instructions:

The Prime contractor and subcontractors are authorized to flow access to and/or dissemination of classified information to the TOP SECRET level to their subcontractors. This authorization includes access to Non-Sensitive Compartmented Information (SCI) (NISPOM 9-304), Critical Nuclear Weapon Design Information (CNWDI) (NISPOM 9-204), and North Atlantic Treaty Organization (NATO) (NISPOM 10-708) information. The contractor shall provide the appropriate accesses to its subcontractors as required per NISPOM 5-502. The Prime contractor and subcontractors must verify Facility Clearance, Safeguarding Capability and Access Authorizations prior to the dissemination of classified information.

Reference Item 8.a. (continued) Government Locations:

Classified performance will occur at various MDA and/or other government locations as directed by the Performance Work Statement, Statement of Work, or Statement of Objectives. The contractor shall abide by government security requirements per NISPOM 6-105c. The cognizant security office at the performance location is MDA or the host installation.

Reference Item 10.b & d: Contractors shall adhere to the requirements of DoDI 5210.02, "Access to and Dissemination of Restricted Data (RD) and Formerly Restricted Data (FRD)," 3 June 2011, for access and training requirements. **Flow this requirement to subcontractors when applicable.**

1. Contractors shall possess a valid DoD security clearance at a level commensurate with the information concerned and shall have a need-to-know for access. DoD contractors require a final Secret security clearance for access to Secret RD/ FRD information. Contractors shall have a final Top Secret security clearance for access to Top Secret RD/ FRD information.
2. The Prime contractor and its subcontractors shall be required to complete training for access to RD/FRD material and for derivative classification of RD/FRD information. This training is provided by the Department of Energy (DOE) and can be accessed at the DOE website (<http://www.doc.gov/hss/services/classification/classification-training-institutc/training-other-agency-personnel>).
 - a. For individuals with access to RD/FRD information, personnel shall complete the "Classification of Nuclear Weapons-Related Information (Restricted Data and Formerly Restricted Data)" course. The contractor company shall maintain a record of the training for each individual with access to RD/FRD. These records shall be made readily available during security inspections or for other government purposes. Records shall be maintained for two years after an individual no longer requires access to RD/FRD information.

b. For individuals who will conduct derivative classification, personnel shall complete the "Restricted Data Classifiers Course." Upon completion of the course, the contractor company shall request a written exam from MDA. MDA will grade the written exam and will provide a certificate of completion. The contractor shall at a minimum obtain an 80% to successfully pass the exam. The contractor company shall maintain a record of the training for each individual designated as a RD Classifier. These records shall be made readily available during security inspections or for other government purposes. Records shall be maintained for two years after an individual is no longer designated as a RD Classifier.

3. Contractors should contact the MDA Industrial Security office listed in block 13 of the DD 254 for information and materials concerning the RD Classifier exam.

Reference Item 10.c: NISPOM Chapter 9, Section 2 requirements apply.

Reference Item 10.e.(2): NISPOM Chapter 9, Section 3 requirements apply.

Reference Item 10.g: NISPOM Chapter 10, Section 7 requirements apply.

Reference Item 10.h: NISPOM Chapter 10, Section 3 requirements apply.

Reference Item 10.j: See For Official Use Only/Controlled Unclassified Information Supplement below. **This requirement will be imposed on all subcontracts.**

Reference Item 11.a: Classified contract performance is restricted to MDA facilities and/or other contractor company facilities. The host contractor/government activity will provide required security classification guidance for the performance of this contract, consistent with work performed at that location. The Prime contractor, as listed in Item 6.a, shall be required to follow all security policies and procedures and use Security Classification Guides of the host activity. **This requirement shall be imposed on all subcontracts.**

Reference Item 11.g: Contractor is authorized to use the services of the Defense Technical Information Center (DTIC) or other secondary distribution center. As required, the contractor will prepare and submit the DD Form 1540, "Registration for Scientific and Technical Information Services" and DD Form 2345, "Militarily Critical Technical Data Agreement" to the contracting office for approval. Subcontractors are required to submit requests through the Prime contractor.

Reference Item 11.j: The contractor is required to apply Operations Security (OPSEC) to enhance protection of classified and unclassified critical information pursuant to DoD Directive 5205.02, "DoD OPSEC Program; DoD 5205.02-M, "OPSEC Program Manual;" National Security Decision Directive Number 298, "National Operations Security Program;" MDA Instruction 5205.02, "OPSEC Program;" and supplementary instructions. Service OPSEC guidance may also apply if the contracted activity is performed in a Service-level operational environment. If a conflict is identified between Service and higher-level guidance, contact the MDA OPSEC Staff for clarification.

Reference Item 11.1:

I. Contractor's Unclassified Automated Information System (AIS):

a. The contractor shall submit, and obtain approval of the Program supported for its procedures for protecting For Official Use Only (FOUO)/Critical Unclassified Information (CUI) from unauthorized access from both internal and external sources prior to placing FOUO/CUI on the contractor's unclassified AIS. Use Office of Management and Budget (OMB) Circular A-130, Revised, Management of Federal Information Resources, November 30, 2000; DoD Directive 8100.2, "Use of Commercial Wireless Devices, Services, Technologies in the Department of Defense (DoD) Global Information Grid (GIG)," April 14, 2004; and DoDI 8582.01, "Security of Unclassified DoD Information on Non-DoD Information Systems," June 6, 2012 as guidance documents.

b. AIS access to Controlled Unclassified Information, which includes FOUO (access qualifies as an Automated Data Processing/Information Technology (ADP/IT)-III Position requirement), must be limited to U.S. Persons (**precludes access by individuals claiming dual citizenship without MDA/Personnel Security permission**) that have a minimum interim SECRET level clearance; or have been the subject of a favorably completed National Agency Check (NAC) or a more stringent personnel security investigation (access pending completion of NAC and final clearance determination is subject to approval by MDA/Special Security); or contractor equivalent.

(1) Contractor Equivalent: Contractor equivalent includes various background checks such as those performed by employers during hiring process. Minimum checks shall include Citizenship, Personal Identification (Social Security Number), Criminal, and Credit. **This option is subject to MDA/Personnel Security approval.**

(2) ADP/IT-III Requirement: ADP/IT-III positions are located at the contractor's facility. Only electronic SF-85Ps can now be submitted. The contractor shall contact MDA/Personnel Security and provide the information requested. MDA/Personnel Security will electronically notify the individual when they may enter e-QIP through the OPM portal. The individual shall then enter information to complete the SF 85P, "Questionnaire for Public Trust Positions," electronically. It will be necessary to mail two DD Forms 258 (Fingerprint Cards), through the Contracting Officer's Representative, to: MDA/Personnel Security, 5700 18th Street, Fort Belvoir, Virginia 22060-5573.

c. See the "For Official Use Only/Controlled Unclassified Information Supplement" below for additional guidance on handling that information.

d. MDA/Research, Development, and Acquisition Security reserves the right to conduct compliance inspections for the protection of For Official Use Only/Controlled Unclassified Information.

2. Publicly Accessible Internet Websites: Prime Contractors and subcontractor must receive written official public release approval for MDA/Ballistic Missile Defense System (BMDS) information from MDA Public Affairs before that information is uploaded onto any computer system that provides public access via an Internet website.

Reference Item 12:

1. Proposed public disclosure of unclassified information relating to work under this contract shall be coordinated with the MDA organizational OPSEC Coordinator and the MDA COR/TM/CLIN COTR for submission to MDA Public Affairs for public release processing. Only information that has been favorably reviewed and authorized by MDA/Public Affairs may be disclosed. Information developed after initial approval for public release must be resubmitted for review and processing.

2. Visits by public media representatives in reference to this contract shall receive prior approval from the MDA COR/TM/CLIN COTR and from MDA/Public Affairs.

3. Critical technology subject to the provisions of DoD Directives 5230.24, "Distribution Statements on Technical Documents," and 5230.25, "Withholding of Unclassified Technical Data from Public Disclosure," shall be reviewed in accordance with established directives.

4. A request from a foreign government, or representative thereof, including foreign contractors, for classified and/or unclassified information in reference to this contract shall be forwarded to MDA International Security for review and appropriate action.

**FOR OFFICIAL USE ONLY/CONTROLLED UNCLASSIFIED
INFORMATION SUPPLEMENT**

1. Definitions.

a. Automated Information System (AIS). An assembly of computer hardware, software, and firmware configured to automate functions of calculating, computing, sequencing, storing, retrieving, displaying, communicating, or otherwise manipulating data, information, or textual material.

b. Controlled Unclassified Information (CUI). Unclassified information which requires access and distribution limitations prior to appropriate coordination and an official determination by cognizant authority approving clearance of the information for release to one or more foreign governments or international organizations, or for official public release. Per DoD Manual 5200.01, Volume 4 it includes the following types of information: "For Official Use Only" (FOUO) in accordance with DoD 5400.7-R; "Sensitive But Unclassified" (State Department information); "DEA Sensitive Information" (Drug Enforcement Agency information); "DoD Unclassified Controlled Nuclear Information"; "Sensitive Information" as defined in the Computer Security Act of 1987; and information contained in technical documents (i.e., Technical Data) as discussed in DoD 5230.24, 5230.25, International Traffic in Arms Regulation (ITAR), and the Export Administration Regulations (EAR).

c. Dual Citizenship. A dual citizen is a citizen of two nations. For the purposes of this document, an individual must have taken an action to obtain or retain dual citizenship. Citizenship gained as a result of birth to non-U.S. parents or by birth in a foreign country to U.S. parents thus entitling the individual to become a citizen of another nation does not meet the criteria of this document unless the individual has taken action to claim and to retain such citizenship.

d. For Official Use Only (FOUO). FOUO is information that may be withheld from public disclosure under one or more of the nine exemptions of the Freedom of Information Act (FOIA) (See DOD 5400.7-R). FOUO is not a form of classification to protect U.S. national security interests.

e. National of the United States. Title 8, U.S.C. Section 1101(a)(22), defines a National of the U.S. as:

- (1) A citizen of the United States, or,
- (2) A person who, but not a citizen of the U.S., owes permanent allegiance to the U.S.

NOTE: 8 U.S.C. Section 1401, paragraphs (a) through (g), lists categories of persons born in and outside the U.S. or its possessions that may qualify as Nationals and Citizens of the U.S. This subsection should be consulted when doubt exists as to whether or not a person can qualify as a National of the U.S.

f. Personal Information. Information about an individual that is intimate or private to the individual, as distinguished from information related to the individual's official functions or public life.

g. U.S. Person. Any form of business enterprise or entity organized, chartered, or incorporated under the laws of the United States or its possessions and trust territories and any person who is a citizen or national (see National of the United States) of the United States, or permanent resident of the United States under the Immigration and Nationality Act.

h. Privacy Act. The Privacy Act of 1974, as amended, 5 U.S.C. Section 552a.

2. General.

a. The FOIA requires U.S. Government offices to disclose to any requestor information resident in U.S. Government files unless the information falls under one of nine exemption categories. FOUO/CUI and other information may fall in this category. Mark such information as "For Official Use Only."

b. FOUO/CUI in the hands of contractors may not be released to the public by the contractor unless (a) the COR/TM/CLIN COTR concurs and (b) written approval has been provided by MDA/Public Affairs. Note: MDA/Public Affairs coordinates public release requests with MDA Research, Development, and Acquisition Security.

c. Access:

(1) Access to FOUO/CUI must be limited to U.S. Persons (**precludes access by individuals claiming dual citizenship without MDA/Special Security permission**) or, in the case of technical data as defined by the ITAR, the access is covered by a Technical Assistance Agreement or other form of duly licensed export. This requirement does not apply to use of commercial off the shelf (COTS) equipment and services that do not have export limitations.

(2) Non-Sensitive Positions (ADP/IT-III positions). Non-sensitive positions associated with FOUO/CUI are found at contractor facilities processing such information on their (contractor's) unclassified computer systems. Personnel nominated to occupy ADP/IT-III designated positions (applies to any individual that may have access to FOUO/CUI on the contractor's computer system) must have at least a National Agency Check (NAC) or contractor equivalent (company hiring practices reviewed and approved by MDA/Personnel Security). When "contractor equivalent" option is NOT authorized and there is no record of a valid investigation, the contractor shall contact MDA/Personnel Security at (571) 231-8459, and provide the requested information. MDA/Personnel Security will electronically notify the individual when they may enter e-QIP through the OPM portal. The individual will then enter information to complete the SF 85P, Questionnaire for Positions of Public Trust, electronically. It will be necessary to mail two DD Forms 258 (Fingerprint Cards), through the Contracting Officer's Representative, to: MDA/Personnel Security, 5700 18th Street, Fort Belvoir, Virginia 22060-5573.

3. Identification Markings.

Within the Department of Defense CUI shall be marked as FOR OFFICIAL USE ONLY or with a DISTRIBUTION STATEMENT, to include the appropriate WARNING for ITAR or the EAR.

a. An unclassified document that qualifies for FOUO marking, when marked, shall be marked "For Official Use Only" at the bottom of the page on the outside of the front cover (if any), on the first page, on each page containing FOUO information, on the back page and on the outside of the back cover (if any), centered at the bottom of the page. For convenience, all pages, even those that do not contain FOUO information, may be marked "For Official Use Only" in documents generated by an automated system.

b. Individual pages within a classified document that contain both FOUO and classified information shall be marked at the top and bottom with the highest security classification of information appearing on the page. Individual pages containing FOUO information but no classified information shall be marked "For Official Use Only" at the top and bottom of the page (unless all pages are being marked with the highest overall security classification level).

c. Subjects, titles, and each section, part, paragraph, or similar portion of an FOUO document shall be marked to show that they contain information requiring protection. Use the parenthetical notation "(FOUO)" (or optionally "(U//FOUO)") to identify information as FOUO for this purpose. Place this notation immediately before the text.

d. All declassified MDA information is "unclassified official government information" and requires official MDA Security and Policy Review prior to official public release.

e. E-mails and other electronic files shall be marked in the same fashion as described for documents above, to the maximum extent possible.

4. Handling.

a. During any temporary sojourn of U.S. Government Unclassified information outside of the contractor controlled work space (residence, telework facility, hotel), the material must be stored in a locked room, drawer, filing cabinet, briefcase, or other storage device, so that access to the material by unauthorized individuals (i.e., family members, hotel staff, etc.) is prevented whenever untended by the contract employee.

(1) Long term task driven deadlines (in excess of five days) or the need to be able to perform official work while in an extended travel status on contract-driven business, require extended access to MDA Unclassified information outside of "official" work spaces. When that happens, employees may request written approval from their supervisors to possess, work on, and store MDA Unclassified information in non-contractor facilities for a period of not more than thirty calendar days.

(2) Requests for extended possession, use, and storage of U.S. Government Unclassified information outside of "official" work spaces (periods in excess of 30 days) shall take the form of a Memorandum For Record (MFR) prepared by the employee, specifying the body of information to be removed by listing the: title or subject matter; Program, Project, or Task being supported; general volume and format of the information concerned; and projected date of return. Additionally, the MFR shall contain a signature block for the supervisor to sign and date when approval is granted.

(3) The availability of supervisory copies of MFRs as described in this section may be an inspection item during Security Program Reviews conducted by the MDA/Research, Development, and Acquisition Security staff.

(4) The affected employee shall keep the originally signed MFR in validation of authorization granted for the agreed term of use. The supervisor shall maintain a copy of the MFR with employee records for the same term.

(5) Requested extensions of supervisory authorization for employee possession, use, and storage of MDA Unclassified information outside of "official" work spaces may be granted in incremental blocks of 30 days each so long as the work-related requirement continues.

(6) All affected employees authorized to possess, use, and store U.S. Government Unclassified information outside of "official" work spaces must return all U.S. Government Unclassified information to contractor control upon "task" completion. When such a return has been completed, the supervisor shall annotate the date that all items were returned. The supervisor's copy shall be retained for a period of time, not to exceed one year.

b. The above excludes unclassified information of an administrative nature including necessary personnel recall rosters and official telephone lists which are needed by supervisors and employees to assure the physical security, safety, health, and general psychological well-being of the contractor work force.

5. Transmission/Dissemination/Reproduction.

a. Subject to compliance with official distribution statements, FOUO markings (e.g., Export Control, Proprietary Data) and/or Non-Disclosure Agreements which may apply to individual items in question; authorized contractors, consultants and grantees may transmit/disseminate FOUO/CUI information to each other, other DoD contractors and DoD officials who have a legitimate need to know in connection with any DoD authorized contract, solicitation, program or activity. The government Procuring Contracting Officer (PCO) will confirm with the Contracting Officer's Representative or Task Order Monitor "legitimate need to know" when required. The MDA/Chief Information Officer has determined that encryption of external data transmissions of FOUO/CUI are now practical. The MDA/Chief Information Officer has stated that Public Key Infrastructure (PKI) and Public Key (PK) enabling technologies are available and cost effective. The following general guidelines apply:

(1) In accordance with DoD Manual 5200.01, Volume 4, "Controlled Unclassified Information (CUI)," Enclosure 3, external electronic data transmissions of CUI/FOUO shall be only over secure communications means approved for transmission of such information whenever practical. Encryption of e-mail to satisfy this requirement shall be in accordance with MDA Directive 8190.01, Electronic Collaboration with Commercial, Educational, and Industrial Partners, May 12, 2009, being accomplished by use of DoD approved Public Key Infrastructure Certification available from: <http://iase.disa.mil/pki/eca/certificate.html> or by the company's participation in the "Federal Bridge. The MDA/Chief Information Officer (CIO), PKI Common Access Card (CAC) point of Contact is, (b)(6)

(2) In accordance with DoD Manual 5200.01, Volume 4, Enclosure 3, external electronic transmissions of FOUO/CUI shall only be over secure communications means approved for transmission of information wherever practical. Transmitting FOUO/CUI via these means, without encryption requires prior written authorization by MDA/CIO.

b. Failure of the contractor to encrypt FOUO/CUI introduces significant risks to the BMDS mission. It is essential for the contractor to understand that mitigation options that are available. The contractor must understand that failure to encrypt FOUO/CUI carries with it certain risks to the mission. These risks can be mitigated with the thoughtful application of processes, procedures, and technology.

Some of the available mitigation tools include:

- Approved DOD PKI/CAC hardware token certificates or DOD trusted software certificates for encrypting data in transport
- Industry best practice of Virtual Private Network (VPN) Internet Protocol Security (IPSEC) for intra-organization transport
- Industry best practice of Secure Sockets Layer Portal Web Services for document sharing and storage
- Approved DOD standard solutions for encrypting data at rest
- Approved DOD E-Collaboration services via MDA Portal or Defense Information Systems Agency (DISA) Network Centric Enterprise Services (NCES)
- Any FIPS 140-2 validated encryption [e.g., IPSEC, Secure Socket Layer/Transport Layer Security (SSL/TLS), Secure/Multipurpose Internet Mail Extensions (S/MIME)]
- Procure and employ Secure Telephone Equipment (STE)
- Procure and employ secure facsimile (FAX) capability
- Utilize secure VTC capabilities
- Hand-carry FOUO/CUI
- Utilize mailing through U.S. Postal Service
- Utilize overnight express mail services.

c. The MDA CIO has taken the position that encryption technologies are readily available, easy to obtain, inexpensive, and practical to implement. Therefore, if the contractor believes there are performance locations identified that cannot encrypt FOUO/CUI, the contractor will provide within 120 days of contract signing, a list of those locations along with explanation as to why encryption is not practical. This list will be provided to the PCO and COR/TM/CLIN COTR for transmission to MDA/CIO and MDA/Research, Development, and Acquisition Security. The MDA/CIO will determine the acceptability of contractor submissions and will notify the PCO of any decisions regarding encryption.

d. FOUO/CUI shall be processed and stored internally on Automated Information Systems (AIS) or networks 1) when distribution is to an authorized recipient and 2) if the receiving system is protected by either physical isolation or a password protection system. Holders shall not use general, broadcast, or universal e-mail addresses to distribute FOUO/CUI. Discretionary access control measures may be used to preclude access to FOUO/CUI files by users who are authorized system users, but who are not authorized access to FOUO/CUI. External transmission of FOUO/CUI shall be secured using NIST-validated encryption.

e. The World Wide Web shall be equated with "Public Access." Information must be reviewed by MDA/Public Affairs and officially approved for public release before it is placed on publicly-accessible Web pages or electronic bulletin boards. Contractor personnel who maintain and post information on websites or web logs (BLOGS), and who provide OPSEC reviews of such, should receive OPSEC Awareness information that specifically addresses DoD guidance associated with these activities.

f. Do not mark shipping containers as containing CUI or FOUO.

g. Reproduction of FOUO/CUI may be accomplished on unclassified copiers within designated government or contractor reproduction areas.

6. Storage. During working hours, FOUO/CUI shall be stored in a manner that limits access by persons who do not have an official need for the information. During non-working hours and when internal building security is provided, FOUO/CUI may be filed with other unclassified records in unlocked files or desks. When there is no internal building security, locked buildings or rooms provide adequate after-hours protection, or the material can be stored in locked receptacles such as cabinets, desks, or bookcases.

7. Disposition.

a. When no longer needed, FOUO/CUI shall be destroyed in a manner to reasonably assure destruction beyond recognition and reconstruction. The following destruction methods are authorized: burning; pulping; pulverizing; shredding; or tearing by hand. If tearing/cutting by hand, the minimum standard is a maximum tear/cut width of one-half of an inch.

b. Removal of the FOUO/CUI status can only be accomplished by the government originator. The MDA COR/TM/CLIN COTR shall review and/or coordinate with proper authority the removal of FOUO/CUI status for information in support of contract activity.

ORDER FOR SUPPLIES OR SERVICES

1. CONTRACT/PURCH. ORDER/ AGREEMENT NO. HQ0147-10-D-0030	2. DELIVERY ORDER/ CALL NO. 000815	3. DATE OF ORDER/CALL (YYYYMMDD) 2014 May 16	4. REQ/PURCH. REQUEST NO. See Schedule	5. PRIORITY
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6. ISSUED BY MISSILE DEFENSE AGENCY (MDA) CONTRACTS DIRECTORATE BLDG 5222 MARTIN RD REDSTONE ARSENAL AL 35898-0001	CODE HQ0147	7. ADMINISTERED BY (if other than 6) SEE ITEM 6	CODE
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9. CONTRACTOR HARLAN LEE & ASSOCIATES LLC NAME HARLAN LEE AND 8229 BOONE BLVD STE 610 ADDRESS VIENNA VA 22182-2835	CODE 1N7P1	FACILITY	10. DELIVER TO FOB POINT BY (Date) (YYYYMMDD) SEE SCHEDULE	11. MARK IF BUSINESS IS <input type="checkbox"/> SMALL <input checked="" type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED
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14. SHIP TO SEE SCHEDULE	CODE	15. PAYMENT WILL BE MADE BY DFAS IN VP DAI MDA 8899 E 56TH STREET INDIANAPOLIS IN 46249-1505	CODE HQ0623	MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.
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16. TYPE OF ORDER	DELIVERY/ CALL	<input checked="" type="checkbox"/>	This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract.
	PURCHASE	<input type="checkbox"/>	Reference your quote dated _____ Furnish the following on terms specified herein. REF: _____

ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED. SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH. AND AGREES TO PERFORM THE SAME.

NAME OF CONTRACTOR	SIGNATURE	TYPED NAME AND TITLE	DATE SIGNED (YYYYMMDD)
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If this box is marked, supplier must sign Acceptance and return the following number of copies: **1**

17. ACCOUNTING AND APPROPRIATION DATA/LOCAL USE
See Schedule

18. ITEM NO.	19. SCHEDULE OF SUPPLIES/ SERVICES	20. QUANTITY ORDERED/ ACCEPTED*	21. UNIT	22. UNIT PRICE	23. AMOUNT
	SEE SCHEDULE				
* If quantity accepted by the Government is same as quantity ordered, indicate by X. If different, enter actual quantity accepted below quantity ordered and encircle.					
	(b)(6)	(b)(6)			25. TOTAL \$8,331,380.00
					26. DIFFERENCES

27a. QUANTITY IN COLUMN 20 HAS BEEN
 INSPECTED RECEIVED ACCEPTED. AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED

b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE	c. DATE (YYYYMMDD)	d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE
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e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE	28. SHIP NO.	29. DO VOUCHER NO.	30. INITIALS
f. TELEPHONE NUMBER g. E-MAIL ADDRESS	<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		32. PAID BY

36. I certify this account is correct and proper for payment.

a. DATE (YYYYMMDD)	b. SIGNATURE AND TITLE OF CERTIFYING OFFICER
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37. RECEIVED AT	38. RECEIVED BY	39. DATE RECEIVED (YYYYMMDD)	40. TOTAL CONTAINERS	41. S/R ACCOUNT NO.	42. S/R VOUCHER NO.
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Section B - Supplies or Services and Prices

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0014	Travel COST This CLIN will be used for Government approved travel in accordance with procedures set forth in H-02 clause entitled, "Authorized Travel and Travel Costs as specified under a Travel CLIN". Cost will be in accordance with the Joint Travel Regulation (JTR). This includes a fixed burden factor. Fee is not allowed. FOB: Destination PURCHASE REQUEST NUMBER: HQ0147434835	1	Lot		(b)(4)
				ESTIMATED COST	(b)(4)

FSC CD: R425

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
001401	Incremental Funding (DT) COST FOB: Destination PURCHASE REQUEST NUMBER: HQ0147434835				(b)(4)
				ESTIMATED COST	(b)(4)
	ACRN AA CIN: HQ0147434835001401				

FSC CD: R425

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
001402	Incremental Funding (AB) COST FOB: Destination PURCHASE REQUEST NUMBER: HQ0147434835				(b)(4)
				ESTIMATED COST	(b)(4)
	ACRN AB CIN: HQ0147434835001402				

FSC CD: R425

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
001403	Incremental Funding (DS) COST FOB: Destination PURCHASE REQUEST NUMBER: HQ0147434835				(b)(4)
	ACRN AC CIN: HQ0147434835001403			ESTIMATED COST	(b)(4)

FSC CD: R425

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
001404	Incremental Funding (DT) COST FOB: Destination PURCHASE REQUEST NUMBER: HQ0147437230				(b)(4)
	ACRN AA CIN: HQ01474372300003			ESTIMATED COST	(b)(4)

FSC CD: R425

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
001405	Incremental Funding (AB) COST FOB: Destination PURCHASE REQUEST NUMBER: HQ0147437230				(b)(4)
	ACRN AB			ESTIMATED COST	(b)(4)

CIN: HQ01474372300005

FSC CD: R425

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
001406	Incremental Funding (DS) COST FOB: Destination PURCHASE REQUEST NUMBER: HQ0147437230				(b)(4)
	ACRN AC CIN: HQ01474372300007			ESTIMATED COST	(b)(4)

FSC CD: R425

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
001407	Incremental Funding (DS) COST FOB: Destination PURCHASE REQUEST NUMBER: HQ0147540040				(b)(4)
	ACRN AG CIN: HQ01475400400002			ESTIMATED COST	(b)(4)

FSC CD: R425

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
001408	Incremental Funding (DS) COST FOB: Destination PURCHASE REQUEST NUMBER: HQ0147541653				(b)(4)
	ACRN AG CIN: HQ01475416530002			ESTIMATED COST	(b)(4)

FSC CD: R414

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
001409	Incremental Funding (FMS) COST FOB: Destination PURCHASE REQUEST NUMBER: F3RTCM5030G001				(b)(4)
	ACRN AJ CIN: F3RTCM5030G0010001			ESTIMATED COST	(b)(4)

FSC CD: R414

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0015	Other Direct Costs COST This CLIN is for other direct costs that are incidental to the A&AS services provided under this contract. ODCs will be defined and authorized in individual TOs. This includes a fixed burden factor. Fee is not allowed. FOB: Destination PURCHASE REQUEST NUMBER: HQ0147434835	1	Lot		(b)(4)
				ESTIMATED COST	(b)(4)

FSC CD: R425

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
001501	Incremental Funding (DS) COST FOB: Destination PURCHASE REQUEST NUMBER: HQ0147434835				(b)(4)
	ACRN AC CIN: HQ0147434835001501			ESTIMATED COST	(b)(4)

FSC CD: R425

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
001502	Incremental Funding (DS) COST FOB: Destination PURCHASE REQUEST NUMBER: HQ0147437230				(b)(4)
	ACRN AC CIN: HQ01474372300002			ESTIMATED COST	(b)(4)

FSC CD: R425

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
001503	Incremental Funding (DS) COST FOB: Destination PURCHASE REQUEST NUMBER: HQ0147541653				(b)(4)
	ACRN AG CIN: HQ01475416530003			ESTIMATED COST	(b)(4)

FSC CD: R414

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
001504	Incremental Funding (DS) COST FOB: Destination PURCHASE REQUEST NUMBER: HQ0147542511				(b)(4)
	ACRN AG CIN: HQ01475425110001			ESTIMATED COST	(b)(4)

FSC CD: R414

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0027	Labor - AB CPFF This Task Orders (TO) is issued on a Cost Plus Fixed Fee basis for non-personal A&AS services for Visual Information Production Center (VIPIC) support, as defined in the Performance Work Statement (PWS) in Section J. FOB: Destination PURCHASE REQUEST NUMBER: HQ0147434835	(b)(4)	Hours		(b)(4)
				ESTIMATED COST FIXED FEE	(b)(4)
				TOTAL EST COST + FEE	

FSC CD: R425

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
002701	Incremental Funding CPFF FOB: Destination PURCHASE REQUEST NUMBER: HQ0147434835				(b)(4)
				ESTIMATED COST FIXED FEE	(b)(4)
				TOTAL EST COST + FEE	(b)(4)
	ACRN AD CIN: HQ0147434835002701				

FSC CD: R425

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
002702	Incremental Funding CPFF FOB: Destination PURCHASE REQUEST NUMBER: HQ0147434835				(b)(4)
				ESTIMATED COST FIXED FEE	(b)(4)
				TOTAL EST COST + FEE	(b)(4)
	ACRN AB CIN: HQ0147434835002702				

FSC CD: R425

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
002703	Incremental Funding CPFF FOB: Destination PURCHASE REQUEST NUMBER: HQ0147434835				(b)(4)
				ESTIMATED COST FIXED FEE	(b)(4)
				TOTAL EST COST + FEE	
	ACRN AC CIN: HQ0147434835002703				

FSC CD: R425

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
002704	Incremental Funding (AB) CPFF FOB: Destination PURCHASE REQUEST NUMBER: HQ0147437230				(b)(4)
				ESTIMATED COST FIXED FEE	(b)(4)
				TOTAL EST COST + FEE	
	ACRN AB CIN: HQ01474372300004				

FSC CD: R425

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
002705	Incremental Funding (AB) CPFF FOB: Destination PURCHASE REQUEST NUMBER: HQ0006540080				(b)(4)
				ESTIMATED COST FIXED FEE	(b)(4)
				TOTAL EST COST + FEE	
	ACRN AH CIN: HQ00065400800001				

FSC CD: R425

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0028	Labor - DS CPFF This Task Orders (TO) is issued on a Cost Plus Fixed Fee basis for non-personal A&AS services for Visual Information Production Center (VIPIC) support, as defined in the Performance Work Statement (PWS) in Section J. FOB: Destination	(b)(4)	Hours		(b)(4)
				ESTIMATED COST FIXED FEE	(b)(4)
				TOTAL EST COST + FEE	(b)(4)

FSC CD: R425

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
002801	Incremental Funding (DS) CPFF FOB: Destination PURCHASE REQUEST NUMBER: HQ0147437230				(b)(4)
				ESTIMATED COST FIXED FEE	(b)(4)
	ACRN AC CIN: HQ01474372300006			TOTAL EST COST + FEE	(b)(4)

FSC CD: R425

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
002802	Incremental Funding (DS) CPFF FOB: Destination PURCHASE REQUEST NUMBER: HQ0147540040				(b)(4)
				ESTIMATED COST FIXED FEE	(b)(4)
				TOTAL EST COST + FEE	(b)(4)
	ACRN AG CIN: HQ01475400400001				

FSC CD: R425

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
002803	Incremental Funding (DS) CPFF FOB: Destination PURCHASE REQUEST NUMBER: HQ0147541653				(b)(4)
				ESTIMATED COST FIXED FEE	(b)(4)
				TOTAL EST COST + FEE	(b)(4)
	ACRN AG CIN: HQ01475416530001				

FSC CD: R414

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0029	Labor - IC CPFF This Task Orders (TO) is issued on a Cost Plus Fixed Fee basis for non-personal A&AS services for Visual Information Production Center (VIPIC) support, as defined in the Performance Work Statement (PWS) in Section J. FOB: Destination	(b)(4)	Hours		(b)(4)
ESTIMATED COST					(b)(4)
FIXED FEE					
TOTAL EST COST + FEE					

FSC CD: R425

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
002901	Incremental Funding (IC) CPFF FOB: Destination PURCHASE REQUEST NUMBER: HQ0147437230				(b)(4)
ESTIMATED COST					(b)(4)
FIXED FEE					
TOTAL EST COST + FEE					
ACRN AD CIN: HQ01474372300001					

FSC CD: R425

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
002902	Incremental Funding (IC) CPFF FOB: Destination PURCHASE REQUEST NUMBER: HQ0147539921				(b)(4)
ESTIMATED COST					(b)(4)
FIXED FEE					
TOTAL EST COST + FEE					
ACRN AF CIN: HQ01475399210001					

FSC CD: R425

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0115	FMS Other Direct Costs COST This CLIN is for other direct costs that are incidental to the A&AS services provided under this contract, as defined in the Performance Work Statement (PWS), Objective #9, in Section J. ODCs will be defined and authorized in individual TOs. This includes a fixed burden factor. Fee is not allowed. FOB: Destination PURCHASE REQUEST NUMBER: HQ0147434835	1	Lot		(b)(4)
				ESTIMATED COST	(b)(4)

FSC CD: R425

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
011501	Incremental Funding (FMS) COST FOB: Destination PURCHASE REQUEST NUMBER: MIPR4UAFMDA82C				(b)(4)
	ACRN AE CIN: MIPR4UAFMDA82C0001			ESTIMATED COST	(b)(4)

FSC CD: R425

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0127	FMS Labor CPFF This Task Orders (TO) is issued on a Cost Plus Fixed Fee basis for non-personal A&AS services for Visual Information Production Center (VIPIC) support, as defined in the Performance Work Statement (PWS), Objective #9, in Section J. FOB: Destination PURCHASE REQUEST NUMBER: HQ0147434835	1	Lot		(b)(4)
				ESTIMATED COST	(b)(4)
				FIXED FEE	
				TOTAL EST COST + FEE	

FSC CD: R425

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
012701	Incremental Funding (FMS) CPFF FOB: Destination PURCHASE REQUEST NUMBER: MIPR4UAFMDA82C				(b)(4)
				ESTIMATED COST	(b)(4)
				FIXED FEE	
				TOTAL EST COST + FEE	
	ACRN AE CIN: MIPR4UAFMDA82C0002				

FSC CD: R425

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1014 OPTION	Option Travel COST	1	Lot		(b)(4)
	This CLIN will be used for Government approved travel in accordance with procedures set forth in H-02 clause entitled, "Authorized Travel and Travel Costs as specified under a Travel CLIN". Cost will be in accordance with the Joint Travel Regulation (JTR). This includes a fixed burden factor. Fee is not allowed. FOB: Destination PURCHASE REQUEST NUMBER: HQ0147434835				

ESTIMATED COST (b)(4)

FSC CD: R425

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1015 OPTION	Option Other Direct Costs COST	1	Lot		(b)(4)
	This CLIN is for other direct costs that are incidental to the A&AS services provided under this contract. ODCs will be defined and authorized in individual TOs. This includes a fixed burden factor. Fee is not allowed. FOB: Destination PURCHASE REQUEST NUMBER: HQ0147434835				

ESTIMATED COST (b)(4)

FSC CD: R425

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1027 OPTION	Option Labor - AB CPFF	(b)(4)	Hours		(b)(4)
This Task Orders (TO) is issued on a Cost Plus Fixed Fee basis for non-personal A&AS services for Visual Information Production Center (VIPIC) support, as defined in the Performance Work Statement (PWS) in Section J. FOB: Destination PURCHASE REQUEST NUMBER: HQ0147434835					
ESTIMATED COST					(b)(4)
FIXED FEE					
TOTAL EST COST + FEE					

FSC CD: R425

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1028 OPTION	Option Labor - DS CPFF	(b)(4)	Hours		(b)(4)
This Task Orders (TO) is issued on a Cost Plus Fixed Fee basis for non-personal A&AS services for Visual Information Production Center (VIPIC) support, as defined in the Performance Work Statement (PWS) in Section J. FOB: Destination					
ESTIMATED COST					(b)(4)
FIXED FEE					
TOTAL EST COST + FEE					

FSC CD: R425

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1029 OPTION	Labor - IC CPFF	(b)(4)	Hours		(b)(4)
<p>This Task Orders (TO) is issued on a Cost Plus Fixed Fee basis for non-personal A&AS services for Visual Information Production Center (VIPIC) support, as defined in the Performance Work Statement (PWS) in Section J. FOB: Destination</p>					
ESTIMATED COST					(b)(4)
FIXED FEE					
TOTAL EST COST + FEE					(b)(4)

FSC CD: R425

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1115 OPTION	Option FMS Other Direct Costs COST	1	Lot		(b)(4)
<p>This CLIN is for other direct costs that are incidental to the A&AS services provided under this contract, as defined in the Performance Work Statement (PWS), Objective #9, in Section J. ODCs will be defined and authorized in individual TOs. This includes a fixed burden factor. Fee is not allowed. FOB: Destination PURCHASE REQUEST NUMBER: HQ0147434835</p>					
ESTIMATED COST					(b)(4)

FSC CD: R425

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1127 OPTION	Option FMS Labor CPFF This Task Orders (TO) is issued on a Cost Plus Fixed Fee basis for non-personal A&AS services for Visual Information Production Center (VIPIC) support, as defined in the Performance Work Statement (PWS), Objective #9, in Section J. FOB: Destination PURCHASE REQUEST NUMBER: HQ0147434835	1	Lot		(b)(4)
ESTIMATED COST					(b)(4)
FIXED FEE					
TOTAL EST COST + FEE					

FSC CD: R425

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
3027 OPTION	Surge Labor CPFF This CLIN is an option that may be exercised more than once, as required, in accordance with H-44, Incremental Exercise of Options. Upon Government request, the contractor shall provide, within 24 hours, a cost estimate which will be used to obtain funding and to exercise a portion of the option CLIN. Once the Surge effort is exercised, the value of the Surge CLIN will be decreased while the Labor CLIN is increased. No funding will be provided under the Surge CLIN, but will be added to the current Labor CLIN. FOB: Destination PURCHASE REQUEST NUMBER: HQ0147434835	1	Lot		(b)(4)
ESTIMATED COST					(b)(4)
FIXED FEE					
TOTAL EST COST + FEE					

FSC CD: R425

Section C - Descriptions and Specifications

CLAUSES INCORPORATED BY FULL TEXT

The contractor shall perform advisory and assistance services for the Visual Information Production Center (VIPIC), as described in the Performance Work Statement (PWS), attached in Section J.

The contractor shall comply with the DD Form 254 Contract Security Classification Specification, attached in Section J.

The format for the Monthly Cost Report, as referenced in the PWS, is attached in Section J.

(b)(4)

Section E - Inspection and Acceptance

INSPECTION AND ACCEPTANCE TERMS

Supplies/services will be inspected/accepted at:

CLIN	INSPECT AT	INSPECT BY	ACCEPT AT	ACCEPT BY
0014	Destination	Government	Destination	Government
001401	Destination	Government	Destination	Government
001402	Destination	Government	Destination	Government
001403	Destination	Government	Destination	Government
001404	Destination	Government	Destination	Government
001405	Destination	Government	Destination	Government
001406	Destination	Government	Destination	Government
001407	Destination	Government	Destination	Government
001408	Destination	Government	Destination	Government
001409	Destination	Government	Destination	Government
0015	Destination	Government	Destination	Government
001501	Destination	Government	Destination	Government
001502	Destination	Government	Destination	Government
001503	Destination	Government	Destination	Government
001504	Destination	Government	Destination	Government
0027	Destination	Government	Destination	Government
002701	Destination	Government	Destination	Government
002702	Destination	Government	Destination	Government
002703	Destination	Government	Destination	Government
002704	N/A	N/A	N/A	Government
002705	N/A	N/A	N/A	Government
0028	Destination	Government	Destination	Government
002801	N/A	N/A	N/A	Government
002802	N/A	N/A	N/A	Government
002803	N/A	N/A	N/A	Government
0029	N/A	N/A	N/A	Government
002901	Destination	Government	Destination	Government
002902	N/A	N/A	N/A	Government
0115	Destination	Government	Destination	Government
011501	Destination	Government	Destination	Government
0127	Destination	Government	Destination	Government
012701	Destination	Government	Destination	Government
1014	Destination	Government	Destination	Government
1015	Destination	Government	Destination	Government
1027	Destination	Government	Destination	Government
1028	Destination	Government	Destination	Government
1029	Destination	Government	Destination	Government
1115	Destination	Government	Destination	Government
1127	Destination	Government	Destination	Government
3027	Destination	Government	Destination	Government

Section F - Deliveries or Performance

DELIVERY INFORMATION

CLIN	DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	DODAAC
0014	POP 16-MAY-2014 TO 18-AUG-2015	N/A	MISSILE DEFENSE AGENCY (MDA) (b)(6) BLDG 5222 MARTIN RD REDSTONE ARSENAL AL 35898-0001 (b)(6) FOB: Destination	HQ0147
001401	N/A	N/A	N/A	N/A
001402	N/A	N/A	N/A	N/A
001403	N/A	N/A	N/A	N/A
001404	N/A	N/A	N/A	N/A
001405	N/A	N/A	N/A	N/A
001406	N/A	N/A	N/A	N/A
001407	N/A	N/A	N/A	N/A
001408	N/A	N/A	N/A	N/A
001409	N/A	N/A	N/A	N/A
0015	POP 16-MAY-2014 TO 18-AUG-2015	N/A	MISSILE DEFENSE AGENCY (MDA) (b)(6) BLDG 5222 MARTIN RD REDSTONE ARSENAL AL 35898-0001 (b)(6) FOB: Destination	HQ0147
001501	N/A	N/A	N/A	N/A
001502	N/A	N/A	N/A	N/A
001503	N/A	N/A	N/A	N/A
001504	N/A	N/A	N/A	N/A

0027	POP 16-MAY-2014 TO 18-AUG-2015	N/A	MISSILE DEFENSE AGENCY (MDA) (b)(6) BLDG 5222 MARTIN RD REDSTONE ARSENAL AL 35898-0001 (b)(6) FOB: Destination	HQ0147
002701	N/A	N/A	N/A	N/A
002702	N/A	N/A	N/A	N/A
002703	N/A	N/A	N/A	N/A
002704	N/A	N/A	N/A	N/A
002705	N/A	N/A	N/A	N/A
0028	POP 16-MAY-2014 TO 18-AUG-2015	N/A	N/A FOB: Destination	
002801	N/A	N/A	N/A	N/A
002802	N/A	N/A	N/A	N/A
002803	N/A	N/A	N/A	N/A
0029	POP 16-MAY-2014 TO 18-AUG-2015	N/A	N/A FOB: Destination	
002901	N/A	N/A	N/A	N/A
002902	N/A	N/A	N/A	N/A
0115	POP 16-MAY-2014 TO 18-AUG-2015	N/A	MISSILE DEFENSE AGENCY (MDA) (b)(6) BLDG 5222 MARTIN RD REDSTONE ARSENAL AL 35898-0001 (b)(6) FOB: Destination	HQ0147
011501	N/A	N/A	N/A	N/A
0127	POP 16-MAY-2014 TO 18-AUG-2015	N/A	MISSILE DEFENSE AGENCY (MDA) (b)(6) BLDG 5222 MARTIN RD REDSTONE ARSENAL AL 35898-0001 (b)(6) FOB: Destination	HQ0147
012701	N/A	N/A	N/A	N/A

1014	POP 19-AUG-2015 TO 18-AUG-2016	N/A	MISSILE DEFENSE AGENCY (MDA) (b)(6) BLDG 5222 MARTIN RD REDSTONE ARSENAL AL 35898-0001 (b)(6) FOB: Destination	HQ0147
1015	POP 19-AUG-2015 TO 18-AUG-2016	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0147
1027	POP 19-AUG-2015 TO 18-AUG-2016	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0147
1028	POP 19-AUG-2015 TO 18-AUG-2016	N/A	N/A FOB: Destination	
1029	POP 19-AUG-2015 TO 18-AUG-2016	N/A	N/A FOB: Destination	
1115	POP 19-AUG-2015 TO 18-AUG-2016	N/A	MISSILE DEFENSE AGENCY (MDA) (b)(6) BLDG 5222 MARTIN RD REDSTONE ARSENAL AL 35898-0001 (b)(6) FOB: Destination	HQ0147
1127	POP 19-AUG-2015 TO 18-AUG-2016	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0147
3027	POP 19-AUG-2015 TO 18-AUG-2016	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0147

Section G - Contract Administration Data

ACCOUNTING AND APPROPRIATION DATA

AA: 044411 097 0400 000 N 20142015 D 2520 YF_ST04S_FY14	DT-00-FY1415	71DT	251
AMOUNT: (b)(4)			
CIN HQ0147434835001401: (b)(4)			
CIN HQ01474372300003: (b)(4)			
AB: 044411 097 0400 000 N 20142015 D 2520 XC_SD09S_FY14	AB-00-FY1415	71AB	251
AMOUNT: (b)(4)			
CIN HQ0147434835001402: (b)(4)			
CIN HQ0147434835002702: (b)(4)			
CIN HQ01474372300004: (b)(4)			
CIN HQ01474372300005: (b)(4)			
AC: 044411 097 0400 000 N 20142015 D 2520 YB_SD40S_FY14	DX-DXDS-FY1415	71MH	251
AMOUNT: (b)(4)			
CIN HQ0147434835001403: (b)(4)			
CIN HQ0147434835001501: (b)(4)			
CIN HQ0147434835002703: (b)(4)			
CIN HQ01474372300002: (b)(4)			
CIN HQ01474372300006: (b)(4)			
CIN HQ01474372300007: (b)(4)			
AD: 044411 097 0400 000 N 20142015 D 2520 XL_SD22S_FY14	IC-50-FY1415	71IC	251
AMOUNT: (b)(4)			
CIN HQ0147434835002701: (b)(4)			
CIN HQ01474372300001: (b)(4)			
AE: 97 11 X 8242 AEO1 6X 5L69 UAF082 31EM S01021 MRRN: 5M2AE044ILQY05 CC: 5M CRN: MIPR4UAFMDA82C JONO: 25MA82 ALC			
AMOUNT: (b)(4)			
CIN MIPR4UAFMDA82C0001: (b)(4)			
CIN MIPR4UAFMDA82C0002: (b)(4)			
AF: 044411 097 0400 000 N 20152016 D 2520 XL_SD22S_FY15	IC-50-FY1516	71IC	251
AMOUNT: (b)(4)			
CIN HQ01475399210001: (b)(4)			
AG: 044411 097 0400 000 N 20152016 D 2520 YB_SD40S_FY15	DX-DXDS-FY1516	71MH	251
AMOUNT: (b)(4)			
CIN HQ01475400400001: (b)(4)			
CIN HQ01475400400002: (b)(4)			
CIN HQ01475416530001: (b)(4)			
CIN HQ01475416530002: (b)(4)			
CIN HQ01475416530003: (b)(4)			
CIN HQ01475425110001: (b)(4)			
AH: 044411 097 0400 000 N 20152016 D 2520 XC_SD09S_FY15	AB-114DS-FY1516	71AB	251
AMOUNT: (b)(4)			
CIN HQ00065400800001: (b)(4)			
AJ: 5753400 305 32MD F30400 010000 559ZZ 11320F 503000 F03000			
AMOUNT: (b)(4)			
CIN F3RTCM5030G0010001: (b)(4)			

CLAUSES INCORPORATED BY FULL TEXT

G-01 CONTRACT ADMINISTRATION (MAY 2012)

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

a. CONTRACTING OFFICERS

All contract administration will be effected by the Procuring Contracting Officer (PCO) or designated Administrative Contracting Officer (ACO). Communication pertaining to the contract administration should be addressed to the Contracting Officer. Contract administration functions (see FAR 42.302 and DFARS 242.302) are assigned to the cognizant contract administration office. No changes, deviations, or waivers shall be effective without a modification of the contract executed by the Contracting Officer or his duly authorized representative authorizing such changes, deviations, or waivers.

The point of contact for all contractual matters is:

PCO

Name: (b)(6)

Organizational Code: MDA/DACM

Telephone Number: (b)(6)

E-Mail Address: (b)(6)

Contract Specialist:

Name: (b)(6)

Organizational Code: MDA/DACM

Telephone Number: (b)(6)

E-Mail Address: (b)(6)

b. CONTRACTING OFFICER'S REPRESENTATIVE/CONTRACTING OFFICER'S TECHNICAL REPRESENTATIVE

Neither the Contracting Officer's Representative (COR) nor the Contracting Officer's Technical Representative (COTR) is authorized to change any of the terms and conditions of the contract. The Contractor is advised that only the Contracting Officer can change or modify the contract terms or take any other action which obligates the Government. Then, such action must be set forth in a formal modification to the contract. The authority of the COR and the COTR is strictly limited to him/her, without redelegation, to the specific duties set forth in his/her letter of appointment, a copy of which is furnished to the Contractor. Contractors who rely on direction from other than the Contracting Officer, a COR or a COTR acting outside the strict limits of his/her responsibilities as set forth in his/her letter of appointment do so at their own risk and expense. Such actions do not bind the Government contractually. Any contractual questions shall be directed to the Contracting Officer.

The COR under this contract is:

Name: (b)(6)

Organizational Code: MDA/DACM

Telephone Number: (b)(6)

E-Mail Address: (b)(6)

The COTR under this contract is:

Name: (b)(6)

Organizational Code: MDA/DS

Telephone Number: (b)(6)

E-Mail Address: (b)(6)

c. CONTRACTING OFFICIAL FOR eSRS

FAR 52.219-9, Small Business Subcontracting Plan requires the use of the Electronic Subcontracting Reporting System (eSRS) for subcontract reporting. The contracting official for eSRS under this contract is:

Name: (b)(6)
Organizational Code: MDA/DACM
Telephone Number: (b)(6)
E-Mail Address: (b)(6)

For detailed information regarding eSRS visit <http://www.acq.osd.mil/dpap/pdi/cb/index.html>.

G-06 ALLOTMENT OF FUNDS (MAY 2005)

Pursuant to FAR 52.232-22, "Limitation of Funds," the total amount of funds presently available for payment and allotted to this contract (which covers all items, including fee payable), and the estimated period of performance said funds cover, are as follow:

(b)(4)

Total Funded Amount: (b)(4)

Estimated funds exhaustion date: TBD

Section H - Special Contract Requirements

CLAUSES INCORPORATED BY FULL TEXT

H-44 INCREMENTAL EXERCISE OF OPTIONS (SEP 2012)

The Government may exercise from time to time, either in whole or in part, some or all the option line items, CLINs 1014, 1015, 1027, 1028, 1029, 1115 and 1127. Specific contract line items or sub-line items delineating a description of the supplies or services, quantity requirements, and a corresponding delivery schedule for the exercised options shall be identified in a unilateral contract modification. The Contracting Officer may exercise such an option by written notice to the Contractor within 30 days prior to the end of the task order.

Section I - Contract Clauses

CLAUSES INCORPORATED BY FULL TEXT

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

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

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

(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed 28 months.

(End of clause)

Section J - List of Documents, Exhibits and Other Attachments

DOCUMENT TYPE	DESCRIPTION	DATE	PAGES
Attachment 01	Performance Work Statement (PWS) for Visual Information Production Center (VIPIC) (Rev 1)	01 Oct 2014	21
Attachment 01a	PWS Key Product Tables	3 Apr 2014	4
Attachment 02	Quality Assurance Surveillance Plan (QASP)	3 Apr 2014	18
Attachment 03	DD 254, Contract Security Classification Specification for VIPIC	18 Nov 2013	12
Attachment 04	Monthly Status Report	3 Apr 2014	10
Attachment 05	Monthly Cost Report	30 Nov 2012	1
Attachment 06	Travel Status Report	21 Nov 2012	1