

MiDAESS Task Order Performance Work Statement
Public Information Support/PA-01-12
Revision 1
17 October 2014

1. Administrative Information

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: Public Affairs

1.4. CLIN: Per the Task Order

Option 1 CLIN: **Per the Task Order**

Option 2 CLIN: **Per the Task Order**

1.5. Task Order Title/No.: Public Information Support/RTOP PA-01-12

1.6. Base Period of Performance: Per the Task Order

Option 1: **Per the Task Order**

Option 2: **Per the Task Order**

1.7. Basic Contract PWS Reference: Paragraph 3.1.2

2. Top Level Functional Requirements/Scope

2.1. Purpose

The purpose of this Performance Work Statement is to identify requirements and associated products for the Missile Defense Agency (MDA) and the Public Affairs (PA) Directorate to accurately communicate to both internal and external audiences the mission, goals and current events of the MDA in an effective and timely manner.

The requirements in this task order cover support to development, implementation and dissemination of internal and external information products to include news releases, talking points, public affairs plans, fact sheets, information papers, news release video, social media sites and products, and other means of communicating the overall Ballistic Missile Defense (BMD) mission and elements of that mission to the workforce of MDA, the news media and the public at large as described in specific functional responsibilities listed in section 2.2. NOTE: While contractors will at times assist with dissemination of materials and products to the news media and general public, at no time will a contractor speak in public or to news media on behalf of MDA.

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2.2. Organizational Description

The PA Directorate serves in an advisory capacity to the MDA Director for planning, coordinating, facilitating and implementing media and public affairs strategies, policies and programs for the Agency and its organizations.

The PA Directorate provides support to the MDA mission in four major areas:

- a. Media Relations. Serve as spokespersons for the agency in response to news media queries, arranging and monitoring news media interviews for senior leaders and other MDA officials and coordinating media appearances for the agency.
- b. Internal and External Communications. Support leadership in communicating with agency personnel and members of the general public.
- c. Community Relations. Coordinating and facilitating participation in events, speeches and programs that increase public awareness, education and information concerning the Ballistic Missile Defense System (BMDS) and MDA.
- d. Security and Policy Review. Receive, distribute for coordination, track and provide analysis of documents and visual imagery through the security and policy review process.

The PA Directorate researches, monitors and advises senior leadership on the suitability of using emerging technologies to tell the MDA story, for example, taking advantage of social media by establishing and maintaining a Facebook page.

The PA Directorate directs and carries out all public affairs activities associated with flight test activities in the planning stages, on the ground during events, and post-event to disseminate public affairs materials to include still and video imagery and news releases. Government staff is responsible for program (element) activities as assigned by the PA Director.

Specific functional responsibilities are as follows:

- a. Develops communication and public affairs planning and policy for MDA.
- b. Coordinates public appearances, speeches, news briefings and news conferences.
- c. Interfaces with the office of the Assistant Secretary of Defense for Public Affairs (OASD/PA), other Agencies and Departments, Combatant Commands (COCOMs) and Services for policy and media relations activities and serves as the principal day-to-day spokesperson for MDA with the news media and public.
- d. Plans and executes public communication, public involvement and public information plans, strategies and external website content to support the MDA mission.
- e. Serves as the primary public affairs representative and spokesperson for MDA programs.
- f. Writes and coordinates letters to the public, press announcements, memoranda for correspondents, video scripts, talking points and briefings intended for the news

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media and public in coordination with other MDA directorates and program offices.

- g. Participates in the public comment periods on all aspects of the environmental impact process relating to MDA testing, site determination, military construction and deployment programs.
- h. Develops and maintains fact sheets intended for public dissemination on MDA programs.
- i. Publishes the MDA digest, electronic newspaper (MDA Shield) and MDA Image of the Day (all on the MDA Portal) and other products as directed.
- j. Develops and maintains content on social media websites e.g. Facebook, Flickr and YouTube.
- k. Manages production of all PA video and photographic materials.
- l. Provides onsite public affairs and media relations support for test and other events.
- m. Serves as a team member in the Incident Management Center during natural disasters and other emergency situations.
- n. Maintains Agency Senior Leader biographies on the MDA Portal.
- o. Conducts the MDA Security and Policy Review program in accordance with DoD Directive 5230.9, Clearance of DoD Information for Public Release, and MDA Directive 5400.03, Security and Policy Review of MDA Information for Public Release.

2.3 Individual Responsibilities and Geographic Locations

The PA Directorate has 10 government personnel with offices at Fort Belvoir, Virginia; Huntsville, Alabama; Anchorage, Alaska; and Colorado Springs, Colorado. There are three government personnel assigned at the MDA headquarters at Fort Belvoir: PA Director; MDA Outreach Lead; and Security and Policy Review Lead.

There are four government personnel assigned to Huntsville. These include the Deputy Director; the Community Relations Lead; and two Public Affairs Specialists with responsibilities for Internal Communications and Community Relations.

There are two government personnel assigned to Colorado Springs (COS), Colorado. One person supports the Missile Defense Integration and Operations Center (MDIOC), providing internal and external communications support. Another person supports programs (elements) of the BMDS from COS and serves as a backup to the MDIOC PA person if required.

One person is assigned to Anchorage, Alaska and provides public affairs support to MDA activities at Fort Greely, Alaska and performs other duties as required.

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The Public Affairs Organization Chart is shown in Figure 1.

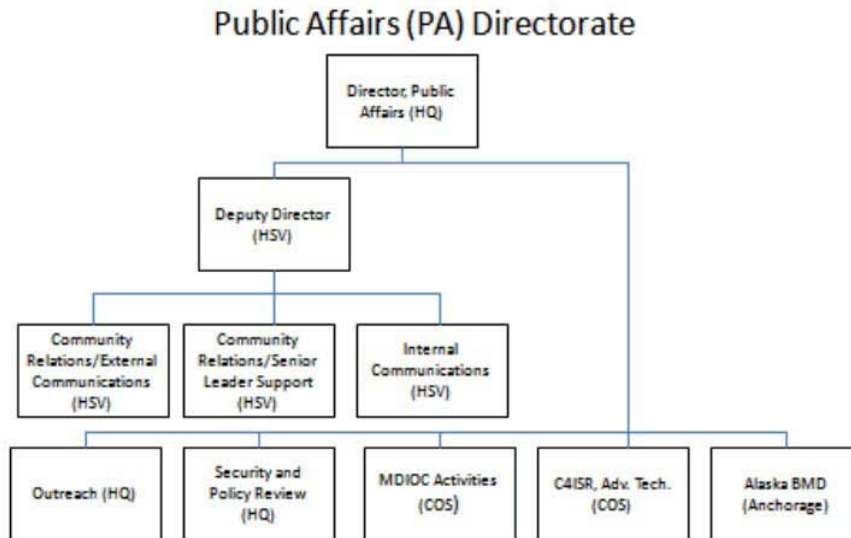


Figure 1: MDA Public Affairs (PA) Organization Chart

3. Performance Objectives and Detail Requirements

Table 3.0 below is the Performance Objectives Index outlining the objectives to be performed In Accordance With (IAW) 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	All
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. Public Affairs Internal and External Communications Support	All
6. Community Relations Support	All
7. Support to the MDA Security and Policy Review (SPR) Process	NCR

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 PA Directorate 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 measured by the contractor's ability to respond timely to defined day-to-day tasks, issues, or planned or unplanned contract changes in task order requirements execution.
- c. The contractor shall provide Management of Key Personnel as measured by the contractor's ability to respond timely to defined day-to-day tasks, issues, or 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 issue to the MS Program Manager, MS Contracting Director, and Procuring Contracting Officer (PCO) at 30th day of being outstanding (or sooner, if contractor deems critical).
 - 3) Responsive, timely, and quality change proposal submission; and timely execution of contract changes
- e. Communication Plan: The contractor shall develop, deliver, and implement a Task Order Communication Plan. The plan shall provide specific details of how the contractor will operate the team and manage the task order, with content as specified below.

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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 and difficulty of filling vacancies.
- 4) Specify communication methods with each program, including frequency and location.

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

Performance Objective #1		
Objective	Standards	Acceptable Quality Limit (AQL)
Delivery of Support Services for the BMDS	Business Relations/Timeliness – Effective Teamwork/Cooperation	No more than 2 validated customer complaints in writing, within the monthly reporting period / across all locations
	Business Relations/Timeliness - Management of Personnel	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
	<u>Management of Key Personnel/Timeliness</u> – Management of Key Personnel	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 – Overall Task Order Management	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 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 proposed 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, 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	Acceptable Quality Levels (AQL)
Effective small business utilization throughout execution of this task order	The contractor meets or exceeds the proposed percentage of small business utilization on the task order as defined above	Contractor's proposed percentage of small business utilization

Table 3.2.1: Performance Objective #2 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 a 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.

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- 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 (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, 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 the inclusion of fee and does not include any ODC or travel charges.

Performance Objective #3		
Objective	Standards	AQL
Utilize small business, 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 3.3.1: 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.
- 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. Invoices are submitted 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 submit it with the Monthly Status Report by the 15th of every month. Initial (or first) cost report after task order award shall submit a monthly accrual plan (or spend plan) for each 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. 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	AQL
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 milestones with zero late or missed milestones within the monthly reporting period

Table 3.4: Performance Objective #4 Standards

3.5 Performance Objective #5: Public Affairs Internal and External Communications Support

Performance Element: The contractor shall develop and produce internal and external MDA communications materials. All copyrights for updated and newly developed technical data and models will be assigned to the Government (see DFARS 252.227-7020).

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Task Details

- a. Prepare a daily draft of the MDA Digest and the Items of Interest, both of which are compilations of news articles of interest, for approval by the PA director for dissemination to the internal BMD community.
- b. Produce the MDA Shield on the MDA Portal. Activities shall include desktop publishing, word-processing, layout and editorial assistance, and photographic and web-based graphic support.
- c. Maintain and update information on the Intranet portal and assist public affairs staff with the creation, maintenance and updating of content of the MDA public web site, www.mda.mil, in compliance with MDA Directive 5400.04, Management of the MDA Public Web Site.
- d. Assist with producing the MDA Image of the Day to be posted seven days a week on the MDA Portal. When possible, a group of several approved images shall be available for posting.
- e. Create and/or adapt content for the MDA social media pages, currently consisting of Facebook, Flickr and YouTube.
- f. Record and archive audio files as required.
- g. Perform public affairs pre-mission and post-mission flight test support to include planning and coordinating; generating documents; gathering information, data and reports; and assisting with the transmission of public affairs products.
- h. Perform general support for activities within the MDA PA Directorate including support to government personnel for informational briefings and public outreach as required.

Performance Objective # 5		
Objective	Standard	AQL
Public Affairs Internal and External Communications Support	Quality – Near error-free and technically accurate	Less than 2 validated customer complaints, in writing, within the monthly reporting period / across all locations
	Quality - Compliant with applicable DoD, MDA and local public affairs policies, procedures and	Zero validated violations, in writing, within the monthly reporting period / across all locations

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	instructions regarding public information.	
	Quality - Effective. Works independently with minimum corrective action required.	No more than 2 corrective action events within the monthly reporting period / across all locations. Note: A corrective action event is when an action is taken, in a corrective manner, due to lower than satisfactory performance
	Schedule - Timely - Meets Schedules. Completes actions within specified deadlines	No more than 1 late or missed scheduled event within the monthly reporting period / across all locations.

Table 3.5: Performance Objective #5 Standards

3.6 Performance Objective #6: Community Relations Support

Performance Element: The contractor shall support communications efforts between MDA and local government and civilian stakeholders.

Task Details

- a. Support effective communication of upcoming events and speaking requests.
- b. Recommend courses of action and identify key stakeholders and potential speakers for events.
- c. Provide a written lessons learned report within 10 days post-event.
- d. Provide support between MDA and local elected officials and civic leaders to ensure a planned, scheduled and appropriate support plan is in place for events and speaking engagements for MDA Senior Leadership.

Performance Objective # 6		
Objective	Standard	AQL
Community Relations Support	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 public affairs directives, policies, procedures and instructions regarding community relations.	Zero validated violations, in writing, within the monthly reporting period / across all locations
	Quality – Effective. Works independently with minimum corrective action required.	No more than 2 corrective action events within the monthly reporting period / across all

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		locations. Note: A corrective action event is when an action is taken, in a corrective manner, due to lower than satisfactory performance.
	Schedule - Timely - Meets Schedules. Completes actions within specified deadlines	No more than 1 late or missed scheduled event within the monthly reporting period / across all locations.

Table 3.6: Performance Objective #6 Standards

3.7 Performance Objective #7: Support to the MDA Security and Policy Review (SPR) Process

Performance Element: Assist with executing the MDA SPR program.

MDA has been given authority by OSD Public Affairs to clear material for public release. MDA's SPR process is contained in MDA Directive 5400.03, Security and Policy Review of MDA Information for Public Release and is compliant with DoD Directive 5230.9, Clearance of DoD Information for Public Release. The contractor shall receive, distribute for coordination, track and provide analysis of documents through the SPR process as described under task details.

Task Details

- a. Initiate electronic staffing (with internal and/or external coordination), tracking and provide an outcome determination letter to the customer with approval and/or recommended actions. Timeliness standard for this task is 15 or fewer working days.
- b. Maintain, update and recommend improvements to the security and policy review database.
- c. Provide the Public Affairs Director with weekly, monthly and annual security review statistics to include the number of cases, average review times and case anomalies from the security review database.

Performance Objective #7		
Objective	Standard	AQL
Support to the MDA Security and Policy Review (SPR) Process	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 Public Affairs directives, policies, procedures and instructions for security and policy review.	Zero validated violations, in writing, within the monthly reporting period / across all locations

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	Quality – Effective. Works independently with minimum corrective action required.	No more than 2 corrective action events within the monthly reporting period / across all locations. Note: A corrective action event is when an action is taken, in a corrective manner, due to lower than satisfactory performance.
	Schedule - Timely - Meets Schedules. Completes actions within 15 working days	Actions completed within 30 working days.

Table 3.7: Performance Objective #7 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 Performance 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.

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 the actual labor

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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 Performance Objective #2 and not the Limitation on Subcontracting (50% Rule) in Performance Objective #3.

- d. Limitation on Subcontracting dollars as defined in Performance 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 Performance 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 Clearance upon Task Order Award as described by the table below and required by the DD254. Contractor shall submit clearance paperwork for hires upon award to immediately begin the process.

Work Area	% Secret Upon Award	% Top Secret Eligibility Upon Award	% Top Secret Total Upon Award	% SCI Eligibility Upon Award	% SCI Total Upon Award
Public Information Support	100	0	0	0	0

Table 5: Task Order Security Requirements

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6. Travel and Other Direct Cost (ODC) Requirements

- a. Travel is anticipated 5-20% 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. No ODCs anticipated on this Task Order.

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

7.1. Facilities

- a. The Government will provide office facilities, equipment, and materials for daily business use. This includes office space, desk/work station, telephone, chair, computer, printer, and requisite consumable materials.
- b. The Government will provide keys or codes for access to Government facilities. These keys and codes shall be controlled, tracked, and protected. Upon termination of the 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	0.5
National Capital Region	4
Colorado Springs	1

Table 7.2: GFE Requirements per Site

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 task order award.
- 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

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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) Centralized Property Office (CPO) 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 or TOL shall meet with the Functional Government customer within 5 working days of award 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	At Award
Contractor personnel to support all Performance Objectives	Approximately 10 Work Days after award Transition will be coordinated with the FI/COTR

Table 8.0: Staffing Timelines

9. Options

All requirements for the option year 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.

**Small Business Set-Aside (SBSA)
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Protocol and Event Management Support/DS-03-13
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1. Administrative Information

Date: 9 April 2014

- 1.1. Full and Open (F&O) or Small Business Set Aside (SBSA): SBSA**
- 1.2. Functional Capability Group # 5: Agency Operations Support**
- 1.3. Functional Area: Chief of Staff (DS)**
- 1.4. CLIN:**
 - Base Period of Performance: **Per the Task Order**
 - Option Period 1: **Per the Task Order**
- 1.5. Task Order Title/No.: Protocol and Event Management Support/DS-03-13**
- 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**

2. Top Level Functional Requirements/Scope

2.1. Purpose

To execute protocol initiatives and other major events across the enterprise and provide effective guidance, oversight, and assistance to subordinate organizations for their internal activities at the Missile Defense Agency (MDA) in support of Ballistic Missile Defense System (BMDS) efforts throughout the acquisition life cycle.

This support is required for the Chief of Staff Directorate (DS) and covers geographically dispersed locations identified in this PWS e.g., the National Capital Region (NCR); Dahlgren, VA (DHL); Huntsville, AL (HSV); Fort Greely, AK (FGA); Vandenberg AFB, CA (VAFB) and Colorado Springs, CO (COS).

The requirements in this task order cover DS Directorate efforts to consistently provide reliable, value-added, direct, professional protocol and event management support in an efficient and business-oriented manner that is fully aligned with successful mission execution. The level of executive interactions and the operational tempo with external distinguished visitors are greater for protocol and event management at the MDA Headquarters (NCR, VA) and Aegis Program Office (DHL, VA) locations.

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2.2. DS Organizational Description

The MDA Chief of Staff Directorate provides comprehensive, dedicated executive support services to the MDA Director, Deputy Director, and Executive Director (Command Group). These services include executive communications, strategic planning, internal support of critical initiatives, intra-Agency communications, and external liaison activities, facilitation of executive meetings and travel, resource management, logistics coordination, 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 Visual Information Production Center (VIPC). Additionally, the Chief of Staff organization supports all Agency locations in order to standardize administrative processes, publish administrative guidance, and provide administrative professionals to executing and functional organizations.

2.3. Organizational Description

Provide protocol, event management, and meeting support to the Agency Executive and Senior leadership and their related activities across the agency. The protocol and event management, and meeting support services include: 1) protocol and event management (e.g., conferences, ceremonies, flight tests, international and congressional visits, BMDS reviews, Agency diversity, wellness, and morale events); 2) battle rhythm (or recurring) event and meeting support (i.e., office calls and board meetings); 3) protocol and event management policy guidance; and 4) protocol and event management personnel training.

2.4. Applicable Documents

The following documents are applicable to this PWS:

- a. Department of Defense (DoD) 5200.1-R, DoD Information Security Program
- b. DoD 5400.7-R, DoD Freedom of Information Act Program
- c. DoD Instruction 7250.13, Use of Appropriated Funds for Official Representative Purposes (ORF)
- d. MDA Directive 1005.01, Protocol and Event Management
- e. MDA Directive 5200.01, Security Policy
- f. MDA Directive 8110.01, Privacy Program
- g. MDA Instruction 5200.04-INS, Personnel Security Program
- h. MDA Instruction 5200.02-INS, Freedom of Information Act Program
- i. MDA Security Manager's Guide
- j. Federal Travel Regulation (FTR) §301-74, Conference Planning Policy
- k. Joint Federal Travel Regulations (JFTR) and Joint Travel Regulations (JTR)
Appendix R - Conferences

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3. Performance Objectives and Detail Requirements

Table 3.0 below is the Performance Objectives Index outlining the objectives to be performed in accordance with (IAW) 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 BMDS	Colorado Springs, CO (COS) Dahlgren, VA (DHL) Fort Greely, AK (FGA) Huntsville, AL (HSV) National Capital Region (NCR) Vandenberg AFB, CA (VAFB) Or As Otherwise Required
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. Protocol and Event Management	All
6. Agency Battle Rhythm and Meeting Events	All
7. Protocol and Event Management Policy Guidance	All
8. Protocol and Event Management Training	All

Table 3.0 Performance Objectives

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

Task Details.

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

- a. Teamwork/Cooperation is defined as fostering a collaborative environment in order to perform task requirements as an integrated team member in the Protocol and Event Management Office. The contractor shall provide timely open communication of program information required to complete the tasks.

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- b. The contractor shall provide Management of Personnel as measured by the contractor's ability to respond timely to defined day-to-day tasks, issues, or planned or unplanned contract changes in task order requirements execution.
- c. The contractor shall provide Management of Key Personnel as measured by the contractor's ability to respond timely to defined day-to-day tasks, issues, or 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 customers 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 Contracting Officer (PCO) at 30th day of being outstanding (or sooner, if contractor deems critical).
 - 3) Responsive, timely, and quality change proposal submission; and timely execution of contract changes.
- e. **Communication Plan**: The contractor shall develop, deliver, and implement a Task Order Communication Plan. The plan shall provide specific details of how the contractor will operate the team and manage the task order, with content as specified below.
 - 1) Identify CPM and TOL.
 - 2) Describe in detail how operations will be executed daily, including subcontractor management.
 - 3) Provide details on how continuity of services will be provided, e.g., turnover, difficulty of filling vacancies.
 - 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

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Contracting Officer's 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

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

3.2.1 Task Details

- a. Small Business utilization on the task order will be evaluated on how well the contractor meets or exceeds the awarded percentage of the total labor cost (minus prime and subcontractor fee) that will go to small businesses as either the prime or first tier subcontract.
- b. Small Business utilization is defined as 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 Other Direct Costs (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

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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	Acceptable Quality Levels (AQL)
Effective small business utilization throughout execution of this task order	The contractor meets or exceeds the awarded percentage of small business utilization on the task order as defined above	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 (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

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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.

3.4.2 Key Products

The contractor shall provide a monthly cost report using the Government provided format and submit 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 task order (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 via the MIDAESSdata@mda.mil inbox.

Performance Objective #4		
Objective	Standards	AQLs
Effective management and reporting of cost throughout execution of	Cost - Accuracy of reported financial data and analysis	No more than 2 validated errors within the monthly reporting period

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Performance Objective #4		
Objective	Standards	AQLs
this task order	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: Protocol and Event Management

Task Details

The contractor shall engage in protocol and event management activities across the agency in accordance with (IAW) the MDA and Department of Defense (DoD) directives, policies, and procedures. The contractor shall plan and execute requirements at the MDA Headquarters and Aegis Program Office (AB) locations that include daily executive level interface, coordination, and routine engagements with external distinguished visitors identified by the DS organization.

a. Protocol and Event Management Plan.

Develop support planning packages for specified events IAW event requirements and established timelines. Assist with protocol and event planning at all organization identified across the agency. Engage with executives at the MDA Headquarters and AB program, which includes efforts for external distinguished visitors, e.g., General Officers, Congressional members or staffers, or other senior leaders.

- 1) Release protocol and event management support checklists to requesting organization (customer) and follow-up to provide customer assistance.
- 2) Schedule and meet with customer to determine protocol and/or event management requirements, including preferred venue and site selection, budget, administration, and logistics. Provide protocol and event management guidance IAW event requirements and applicable directives and executive-level interface at the NCR and DHL locations. Gather information, research, review, and recommend event funding sources.
- 3) Develop a final Protocol and Event Management Plan for the customer's approval that includes a detailed description of site and vendor recommendations, estimated cost for final budget assessments, administrative support requirements and source, and proposed logistical arrangements for the entire event.

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- 4) Coordinate event requirements internal to DS Directorate and external to other MDA organizations in compliance with policies and procedures:
- Facilities Directorate (DPF)
 - General Counsel (GC)
 - Information and Technology Management Directorate (IC)
 - Public Affairs Directorate (PA)
 - Security and Intelligence Directorate (DEI)
 - Chief of Staff, Visual Information and Production Center (VIPIC) (DS)

Attend related planning meetings that support functional management, execution, and non-matrix operations, such as Calendar Synchronization, organizational staff meetings, and external coordination meetings to address activities and action items for closure.

- 5) Serve as alternate Security Manager for major events, in conjunction with DEI Directorate guidelines and DS Directorate policy. Note: As set forth in the MDA Security Manager's Guide (See Paragraph 2.0, Applicable Documents) a Security Manager's duties are advisory in nature, therefore, at no time shall contractor personnel perform an "Inherently Governmental function" as defined by FAR 2.101. Support Government security manager with controlling classified information to be presented in conference rooms and facilities where the contractor is responsible for operations. Maintain safes, secure areas, secure phones, secure hard drives, and other sensitive items to ensure no loss of classified or sensitive data during an event.

b. Protocol and Event Management Execution.

Execute approved protocol and event management plan for the customer IAW established protocol and event management guidelines, including executive-level engagement at the NCR and DHL locations. Organize event in compliance with laws, regulations, and DoD and MDA Protocol and Event Management policies and directives.

- 1) Identify the Protocol and Event Management support Action Officer and establish Customer Protocol and Event Management Plan and procedures for the following:
- Develop sequence of events
 - Develop agenda and schedule
 - Create, distribute, and track invitations
 - Develop scripts and programs
 - Reserve room and secure layout
 - Design room diagram (event layout) with seating charts

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- Coordinate briefings (unclassified and classified) for presentation approval, display review, and public release.
- 2) Prepare and present executive-level progress briefings to MDA senior and execution leadership customer organizations; and update others involved in the specific event.
 - 3) Coordinate with internal and external service providers, vendors, and others to secure information and recommend the most cost effective Customer Protocol and Event Management Plan.
 - 4) Coordinate with requesting organizations and other required support offices to establish a timeline for rehearsals, dry-runs, and/or walk-thru of event and/or facilities.
 - 5) Plan, schedule, and secure transportation for events that include distinguished visitor, groups, event visitors, MDA senior leaders and/or staff, and others approved for participation. Coordinate event with the Logistics Directorate (DPL), Vehicle Control Manager (VCM) to secure approved transportation.
 - Support and transport MDA senior staff IAW MDA policy, DS Directorate, and DPL Directorate guidelines.
 - Transport distinguished visitors, groups, event visitors, and others at external or remote locations such as access to Schriever Air Force Base (AFB), CO. Verify license and insurance of drivers using Government-provided transportation.
 - Escort personnel at major events hosted by the Senior Leadership and act as bus captains, typically 3 hours/day.
 - Submit a bus captains report for each event, including a security report where directed by policy at specific locations, e.g., Shriever AFB.
 - 6) Document and publish registration process for each event.
 - Establish automated registration for events (e.g., wargames, flight tests, ground tests, and external conferences and events). Prepare and issue badges for all approved Protocol and Event Management Office events, including distinguished visitors, which includes pre-badging at home organization or designated off-site location.

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- Set-up alternate on-site registration capability for events. Obtain and provide (transport, ship, or deliver) documentation and material for registration, including badging supplies, and return unused items to the designated Protocol and Event Management Office storage location. Prepare and issue badges for all approved Protocol and Event Management Office events, including distinguished visitors. On-site registration and assistance is typically 8 hours/day for duration of event.
- 7) Coordinate delivery, set-up, and operation of portable public address system in support of events. Identify and secure approval for personnel to handle the portable microphones when used for an event.
 - 8) Coordinate viewing locations, reservations, and audio support to end users during conference events with the IC Directorate and DPF Directorate for compliance with network and facility requirements.
 - 9) Coordinate presenter's schedule for distinguished visitors and any major event hosted by Senior Leadership with the organizations that will be visited based on the approved plan. Coordinate associated tours, and access requirements or other assistance for viewing the area.

c. Protocol and Event Management Closeout.

Analyze each protocol event and submit an executive level closeout report.

- 1) Reconcile event budget and submit final expenditure reports.
- 2) Schedule and conduct post-event meetings to review lessons learned and customer satisfaction survey feedback from participants. Evaluate successes and areas that require improvement and submit final lessons learned, and customer feedback report for the event within 10 working days after event.

d. MDIOC Protocol and Event Management Operations.

Support events and associated technical operations at the Missile Defense Intergrations and Operations Center (MDIOC) in Colorado Springs, CO in the following areas: Rooms 105B, 105D, 309T, Presentation Center (main auditorium), and MDIOC end user facilities. Events vary from individual distinguished visitors to groups of 100+ (e.g., National and Multi-National Conferences, Wargames, Flight Tests, Ground Tests).

- 1) Operate audio and video equipment.

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- 2) Coordinate room reconfiguration and setup. Develop MDA video teleconferencing (VTC) view plans for events.
- 3) Use classified Local Area Network (LAN) account and event group accounts to enable classified briefings during event.
- 4) Coordinate with the IC Directorate regarding agency network connectivity and DPF Directorate relative to facilities for any required area upgrades to meet approved customer requirements.

Performance Objective #5		
Objective	Standards	AQLs
Protocol and Event Management	Schedule - Timeliness. Protocol and Event Management 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 Protocol and Event Management 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
	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: Performance Objective #5 Standards

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3.6 Performance Objective #6: Agency Battle Rhythm and Meeting Events

Task Details

The contractor shall support Agency battle rhythm and meetings and implement MDA and DoD directives, policies, and procedures for Agency battle rhythm and meetings IAW protocol and event management guidelines. The contractor shall assist with executive level agency battle rhythm and events and higher operational tempo at the MDA Headquarters and Aegis Program (AB), including external distinguished visitors identified by the DS organization, e.g., General Officers, Congressional members or staffers, or other senior leaders.

Agency Battle Rhythm and Meeting Support.

Execute approved protocol and event management support for agency battle rhythm IAW established procedures and timelines.

- 1) Assist with executive level agency battle rhythm at the MDA Headquarters and Aegis Program (AB). Coordinate and implement efforts to organize events and execute on an approved schedule, which includes activities involving external distinguished visitors identified by the DS organization.
- 2) Coordinate meeting room set-up IAW DoD and MDA precedence directives.
- 3) Plan, coordinate, and execute refreshment or catering at request of meeting organizer IAW DOD and MDA policy.
- 4) Coordinate design and production of table tents, chair tags, and any other graphic products with VIPC.
- 5) Coordinate with requesting organizations for rehearsals, dry-runs, or a walk-thru of event and/or facilities.
- 6) Coordinate with internal/external agency organizations for event support in conjunction with Objective 3.5 of this PWS.
- 7) Maintain Protocol and Event Management Office equipment accountability, as well as Government Furnished Equipment (GFE) reporting in accordance with Section 7 of this PWS. Submit report monthly that identifies accountability for all Protocol and Event Management Office equipment, including disposition any authorized for disposal, and GFE for the task order (one combine report with separate accountability reporting).

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Performance Objective #6		
Objective	Standards	AQLs
Agency Battle Rhythm and Meeting Events	Schedule - Timeliness. Meets Schedules. Completes actions within specified deadlines	No more than 1 late or missed scheduled event within the monthly reporting period / across all locations
	Quality – Compliant with applicable DoD, MDA and local Protocol and Event Management directives, policies, procedures and instructions	Zero validated violations, 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 violations, in writing, within the monthly reporting period / across all locations
	Quality - Accuracy: 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: Performance Objective #6 Standards

3.7 Performance Objective #7: Protocol and Event Management Policy Guidance

Task Details

The contractor shall execute activities and implement MDA and DoD directives, policies, and procedures in the area of Protocol and Event Management policy guidance IAW Protocol and Event Management policy to support Agency leadership and organizations (See Paragraph 2.0, Applicable Documents).

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Protocol and Event Management Policy Guidance

Execute approved protocol and event management IAW protocol and event management policy guidance to support Agency and Executive Leadership, including inventory and reporting.

- 1) Maintain the Director's coin and gift locker program IAW agency mandated guidance and directives.
- 2) Coordinate with internal and external organizations to provide distinguished visitor support commensurate with rank, rate, government, or diplomatic status of the visitor.
- 3) Oversee Agency flag etiquette and direct display, maintain, store, and replace as defined in Government directives and policies.
- 4) Identify, coordinate, and track expenditure of Organizational Representational Funds (ORFs) in support of a warranted event IAW applicable laws and DoD and MDA policies.
- 5) Communicate Protocol and Event Management policy and guidance to Agency leadership and organizations and engage in implementation.

Performance Objective #7		
Objective	Standards	AQLs
Protocol and Event Management Policy Guidance	Schedule - Timeliness. Meets Schedules. Completes actions within specified deadlines	No more than 1 late or missed scheduled event within the monthly reporting period / across all locations
	Quality – Compliant with applicable DoD, MDA and local Protocol and Event Management directives, policies, procedures and instructions	Zero validated violations, in writing, within the monthly reporting period / across all locations

Table 3.7: Performance Objective #7 Standards

3.8 Performance Objective #8: Protocol and Event Management Training

Task Details

The contractor shall implement best practices, processes, and procedures to have a high performing protocol and event management workforce. The contractor shall train the protocol and event management workforce to be thoroughly knowledgeable of guidelines and address of DoD and MDA protocol and event management directives, policies, and procedures for all events. The training shall include best practices for

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executive level protocol and event management engagements, including distinguished visitors at all locations.

Protocol and Event Management Training

Conduct protocol and event management unique training being thoroughly knowledgeable of guidelines and addresses DoD and MDA protocol and event management directives, policies, and procedures for all events.

- 1) Develop, coordinate, and secure approval of Protocol and Event Management Training Plan. Generate training materials that provide information on protocol and event management policies, processes, and/or other related best practices. Use the MDA VIPC for reproduction requirements. Coordinate with the Human Resources Directorate (DOH) and provide documentation for participants to receive training credit. Upgrade training materials based on feedback from training sessions.
- 2) Schedule protocol and event management unique training and identify other educational opportunities for refresher or best practices courses. Develop a training report based on approved plan and include recommendations for updates to policies, procedures, and guidelines based on feedback from training opportunities.

Performance Objective #8		
Objective	Standards	AQLs
Protocol and Event Management Training	Schedule - Timeliness: Protocol and Event Management personnel receive annual training	No more than 3 validated customer complaints, in writing, within the monthly reporting period / across all locations
	Schedule – Timeliness: Compliant with MDA Training Plan	No more than 1 validated customer complaint, 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: Performance Objective #8 Standards

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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.

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 performance Objective #3 and FAR 52.219-14, Limitation on Subcontracting.
- e. Government Furnished Equipment (GFE). See paragraph 7.2 for reporting requirements.

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- 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.

Table 5: Task Order Security Requirements

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

6. Travel and ODC Requirements

- a. Travel is anticipated 0-10% 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 locate and coordinate facilities support for conferences and/or meetings. This includes meeting preparation and protocol equipment.

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.

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- 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	5
National Capital Region	3
Vandenberg AFB, CA	1
Fort Greely, AK	1
Colorado Springs, CO	8
Dahlgren, VA	2

Table 7.1 GFE Requirements Per Site

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 (POP) 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 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,

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hire, and fill all positions within the timeline specified in Table 8.0 at the Task Order Kickoff Meeting.

Staffing Area	Timeline
Contract Program Manager Task Order Lead	At Base POP start date
Contractor personnel to support all Performance Objectives	100 % of personnel NLT 10 Work Days after Base POP start date. Transition to be coordinated with FI/COTR.

Table 8.0 Staffing Timelines

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, Protocol and Event Management/DS-03-13.

Performance Objective Index	Location
1. Delivery of Support Services for BMDS	Colorado Springs, CO (COS) Dahlgren, VA (DHL) Fort Greely, AK (FGA) Huntsville, AL (HSV) National Capital Region (NCR) Vandenberg AFB, CA (VAFB)
2. Effective Small Business Utilization 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 the execution of this Task Order	All
5. Protocol and Event Management	All
6. Agency Battle Rhythm and Meeting Events	All
7. Protocol and Event Management Policy Guidance	All
8. Protocol and Event Management Training	All

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)	Ten (10) Working Days after Base POP Start Date

Table 2.0 Performance Objective #1 Key Products

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

The requirements for this objective should be submitted with the Monthly Status Report.

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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)

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: Provide Protocol and Event Management Support

Performance Objective #5			
Task Product	Location	# of Orgs Per Site Requiring Support	Frequency
Protocol Event Management Checklist Ref 3.5.a (1)	NCR	1	9/weekly
	HSV	1	20/weekly
	VAFB	1	1/weekly
	DHL	1	10/weekly
	COS	1	14/weekly
	FGA	1	1/weekly
Protocol and Event Management Meeting Strategy Plan Ref 3.5.a (2, 3)	NCR	1	4/weekly
	HSV	1	20/weekly
	VAFB	1	1/weekly
	DHL	1	10/weekly
	COS	1	25/weekly

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Performance Objective #5			
Task Product	Location	# of Orgs Per Site Requiring Support	Frequency
	FGA	1	1/weekly
Conference Room and Auditorium Calendars Ref 3.5.d (4)	NCR	1	1/Daily
	HSV	1	1/Daily
	COS	1	1/Daily
Customer Protocol and Event Management Plan Ref 3.5.b (1), 3.5.b.(3)	NCR	1	9/weekly
	HSV	1	20/weekly
	VAFB	1	1/weekly
	DHL	1	10/weekly
	COS	1	19/weekly
	FGA	1	3 monthly per location
Invitations Ref 3.5.b (1)	NCR	1	10/weekly
	HSV	1	20 weekly
	VAFB	1	1 weekly
	DAHL	1	10 weekly
	COS	1	25 weekly
	FGA	1	1 weekly
Scripts Ref 3.5.b (1)	NCR	1	10weekly
	HSV	1	20 weekly
	VAFB	1	1 weekly
	DAHL	1	10 weekly
	COS	1	25 weekly
	FGA	1	1 weekly
Agenda and Program Ref 3.5.b (1)	NCR	1	10 weekly
	HSV	1	20 weekly
	VAFB	1	1 weekly
	DAHL	1	10 weekly
	COS	1	25 weekly
	FGA	1	1 weekly
Event Layout (Room	NCR	1	10weekly

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Performance Objective #5			
Task Product	Location	# of Orgs Per Site Requiring Support	Frequency
& Seating) Ref 3.5.b (1)	HSV	1	20 weekly
	VAFB	1	1 weekly
	DAHL	1	10 weekly
	COS	1	25 weekly
	FGA	1	1 weekly
Event Book/Welcome Package Ref 3.5.b (1)	NCR	1	3 monthly
	HSV	1	4 monthly
	VAFB	1	1 monthly
	DHL	1	5 monthly
	COS	1	5 weekly
	FGA	1	2 monthly
Event Progress Briefings Ref 3.5.b (2)	NCR	1	3 weekly
	HSV	1	6 weekly
	VAFB	1	1 weekly
	DHL	1	4 weekly
	COS	1	10 weekly
	FGA	1	1 weekly
Transportation Plan Ref 3.5.b(5)	NCR	1	2 monthly
	HSV	1	2 weekly
	VAFB	1	1 monthly
	DHL	1	3 monthly
	COS	1	5 weekly
	FGA	1	3 monthly
Transportation Bus Captain Report Ref 3.5.b (5)	COS	1	2 weekly
Security Report Ref 3.5.b (5)	COS	1	1 weekly
	NCR	1	1 weekly
Protocol and Event Management Closeout Report Ref 3.5.c	COS	1	1 weekly
	NCR	1	1 weekly

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Performance Objective #5			
Task Product	Location	# of Orgs Per Site Requiring Support	Frequency
Protocol and Event Management Lessons Learned/Customer Feedback Report Ref 3.5.c (2)	COS	1	1 weekly
	NCR	1	1 weekly
VTC View Plans Ref 3.5.d (2)	COS	1	2 weekly
CLAN Account Use Report Ref 3.5.d (3)	COS	1	4 weekly

Table 4.0 Performance Objective #5 Key Products

Performance Objective #6: Agency Battle Rhythm and Meeting Events

Performance Objective #6			
Task Product	Location	# of Protocol Teams Per Site Requiring Product	Frequency
Battle Rhythm & Meeting Room Diagrams and Seating Charts Ref 3.6(1)	NCR	1	10/weekly
	HSV	1	10/weekly
	VAFB	1	2/weekly
	DAHL	1	5/weekly
	COS	1	10/weekly
	FGA	1	2/weekly
Catering Plans and Proposals Ref 3.6(2)	NCR	1	2/weekly
	HSV	1	5/weekly
	VAFB	1	2/weekly
	DAHL	1	3/weekly
	COS	1	7/weekly
	FGA	1	2/weekly
Protocol and Event	NCR	1	1 monthly/per location
	HSV	1	1monthly/per location

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Performance Objective #6			
Task Product	Location	# of Protocol Teams Per Site Requiring Product	Frequency
Management Office Equipment Hand Receipt Report	VAFB	1	1 monthly/per location
	DAHL	1	1 monthly/per location
	COS	1	1 monthly/per location
	FGA	1	1 monthly/per location

Table 5.0 Performance Objective #6 Key Products

Performance Objective #7: Provide Protocol and Event Management Policy Guidance

Performance Objective #7			
Task Product	Location	# of Protocol Teams Per Site Requiring Product	Frequency
Coin and Gift Locker Report Ref 3.7.1 a,b	NCR	1	Monthly
Coin Log Inventory Ref 3.7	NCR	1	Quarterly
	HSV	1	Quarterly
	VAFB	1	Quarterly
	DAHL	1	Quarterly
	COS	1	Quarterly
	FGA	1	Quarterly
Flag Officer(FO)/ General Officer(GO)/ Senior Executive Service (SES) Flags Inventory Ref 3.7.3	NCR	1	Quarterly
	HSV	1	Quarterly
	VAFB	1	Quarterly
	DAHL	1	Quarterly
	COS	1	Quarterly
	FGA	1	Quarterly
ORFs Expenditure	NCR	1	5 per year

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Performance Objective #7			
Task Product	Location	# of Protocol Teams Per Site Requiring Product	Frequency
Reports and Requests Ref 3.7.4	HSV	1	5 per year
	VAFB	1	5 per year
	DAHL	1	5 per year
	COS	1	5 per year
	FGA	1	5 per year
Protocol and Event Management Communications Briefings/Documents Ref 3.7.5	NCR	1	Daily
	HSV	1	Daily
	VAFB	1	Daily
	DAHL	1	Daily
	COS	1	Daily
	FGA	1	Daily

Table 6.0 Performance Objective #7 Key Products

Performance Objective #8: Provide Protocol and Event Management Training

Performance Objective #8			
Task Product	Location	# of Protocol Teams Per Site Requiring Product	Frequency
Training Plan (Curriculum) 3.8.a	HSV	1	1
Training Materials 3.8.a	NCR	1	1
	HSV	1	1
	VAFB	1	1
	DAHL	1	1
	COS	1	1
	FGA	1	1
Protocol and Event Management	NCR	1	Quarterly

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Training Report Ref 3.8.b	HSV	1	Quarterly
	VAFB	1	Quarterly
	DAHL	1	Quarterly
	COS	1	Quarterly
	FGA	1	Quarterly

Table 7.0 Performance Objective #8 Key Products

**Small Business Set-Aside (SBSA)
Missile Defense Agency Engineering and Support Service (MiDAESS)
Task Order Quality Assurance Surveillance Plan (QASP)
Protocol and Event Management Support/DS-03-13**

Functional Vision

Provide a knowledgeable, well-trained, and cohesive services workforce that support to the Missile Defense Agency (MDA) Chief of Staff Directorate to consistently provided reliable, value-added direct, professional protocol and event management in an efficient and business-oriented manner as well as provide MDA Senior and Executive leadership and their related activities.

1. Administrative Data

Date: 9 April 2014

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)**

Contract Line Item Number (CLIN)s:

Base: **0014, 0015, 0027 and 3027**

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

Task Order Title/No.: **Protocol and Event Management Support/DS-03-13**

The Quality Assurance Surveillance Plan (QASP) is effective for the entirety of the task order, from the task order award date until the last day of contract, including awarded options and extensions.

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

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.

Source Selection Information See FAR 2.101 and 3.104

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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.

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

Source Selection Information See FAR 2.101 and 3.104

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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. The TO COTR detailed assessment responsibilities are defined below.

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.
- 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.

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- 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 ratings have been established for assessment of all performance objectives. Below are the ratings along with examples for each.

- 1. **Exceptional:** Performance meets contractual requirements and exceeds many to the Governments benefit. The contractual performance of the task and sub-task being assessed was accomplished with few minor problems for which corrective actions taken by the contractor were highly effective.
- 2. **Very Good:** Performance meets contractual requirements and exceeds some to the Governments benefit. The contractual performance of the task and sub-task being assessed was accomplished with some minor problems for which corrective actions taken by the contractor were effective.

Source Selection Information See FAR 2.101 and 3.104

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3. Satisfactory: Performance meets contractual requirements. The contractual performance of the task and sub-task contain some minor problems for which corrective actions taken by the contractor appear to be or were satisfactory.
4. Marginal: Performance does not meet contractual requirements. The contractual performance of the task and sub-task being assessed reflect a serious problem for which the contractor has not yet identified corrective actions. The contractors proposed actions appear only marginally effective or were not fully implemented.
5. Unsatisfactory: Performance does not meet most contractual requirements and recovery is not likely in a timely manner. The contractual performance of the task or sub-task contains a serious problem(s) for which the contractor's actions appear or 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 Contractor Performance Assessment Report (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 proposed 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.

- 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.

Source Selection Information See FAR 2.101 and 3.104

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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 (CS), Financial Officer Representative (FOR), Customers
<ul style="list-style-type: none"> Small Business Utilization 	OBJ 2. Effective Small Business utilization throughout execution of this task order OBJ 3. Small Business utilization, as specified by the "50% rule"	Contractor (CTR), COR
<ul style="list-style-type: none"> Cost 	OBJ 4. Effective Management and Reporting of Cost throughout execution of this Task Order	CTR, FOR
<ul style="list-style-type: none"> Quality Schedule 	OBJ 5. Protocol and Event Management OBJ 6. Agency Battle Rhythm and Meeting Events OBJ 7. Protocol and Event Management Policy Guidance OBJ 8. Protocol and Event Management Training	Customer, COTR, COR

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.

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.

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HQ0147-10-D-0031-0008
Attachment 2

Response for
OSD/JS FOIA 15-F-1132

Appendix - Surveillance Matrix

Source Selection Information See FAR 2.101 and 3.104

**Missile Defense Agency Engineering and Support Service (MIDEASS)
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Performance Objective/Element	Task	Standard/AQL	What	How/Method	Who	Standard Rating
1. Delivery of Support Services for the Ballistic Missile Defense System (BMDS)	The contractor shall manage the task order, execute requirements, deliver services, and provide	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	Corrective Action Reports Corrective Action Plans	On-site periodic inspections Contractor self-reporting Customer input	Customer COTR COR PCO	Exceptional: Exceeded expectations and performance/products provided in a manner that created greater efficiency. 1. Zero complaints 2. Within 12 hrs of notification and zero late responses 3. Within 12 hrs of notification and zero late responses 4. Zero complaints All: Documented benefits / efficiencies
Reference	Teamwork/Cooperation; Management of Personnel; Management of Key Personnel; Overall Task Order Management; and a Communication Plan		Contractor's Monthly Report	Periodic sampling		Very Good: Performance/products provided at a manner higher than stipulated by the contract and expectations of the PCO/COR/COTR/Stakeholders. 1. One complaint 2. 24 > action > 12 hrs of notification and zero late responses 3. 24 > action > 12 hrs of notification and zero late responses 4. One complaint All: At least one documented benefits / efficiencies
PWS: 3.1		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	Financial Data CPAS Inputs			Satisfactory: Performance/products fulfilled expectations; met guidelines/standards/AQLs set forth in the PWS Marginal: Performance/products did not meet the standard dictated by the TO, but were delivered. Corrective action plan in place. 1. Three but less than five complaints 2. 36 > action > 24 hrs of notification and two late responses 3. 36 > action > 24 hrs of notification and two late responses 4. Three but less than five complaints All: Corrective action plan in place
		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	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.			Unsatisfactory: Performance/products were unacceptable and have to be addressed beyond the standard. 1. Five complaints or more 2. Action > 36 hrs of notification and 3 or more late responses 3. Action > 36 hrs of notification and 3 or more late responses 4. Five complaints or more All: Corrective action plan fails
		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				

Source Selection Information See FAR 2.101 and 3.104

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Performance Objective/Element	Task	Standard/AQL	What	How/Method	Who	Standard Rating
2. Effective Small Business Utilization throughout Execution of this Task Order	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)	1. STD: The contractor meets or exceeds the awarded percentage of small business utilization on the task order as defined above.	Corrective Action Reports Corrective Action Plans Contractor's Monthly Report CPAS Inputs	Contractor self-reporting Customer input On-site periodic inspections Track receipt of reports Analysis of Reports Periodic sampling	Customer COTR COR PCO SB Office	Exceptional: Exceeds expectations and have been provided in a manner that created greater efficiency. Exceeds awarded percentage by an additional 5% or greater or proposes and meets a Small Business Utilization of 95% or higher. EXAMPLE: Proposed 40% Actual 45% Rating Exceptional
Reference		1. AQL: Contractor's awarded percentage of small business utilization.	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.			Very Good: Expectations are provided at a manner higher than stipulated by the contract and the expectations of the PCO/COR/COTR/Stakeholders. Exceeds awarded percentage up to 4.99% EXAMPLE: Proposed 40% Actual 43.5% Rating Very Good
PWS: 3.2	that will go to small businesses as either the prime or first tier subcontract.			The COR and/or FI/COTR can request additional information twice a year to validate Small Business Utilization numbers		Satisfactory: Fulfills expectations: meet guidelines / standards / proposed percentage as set forth Marginal: Expectations are not meeting the standard dictated by the TO, but are being delivered. Actual percentage < awarded percentage by <5% EXAMPLE: Proposed 40% Actual 37% Rating Marginal
						Unsatisfactory: Expectations are unacceptable and have to be addressed beyond the standard and achieving improvement. Actual percentage < awarded percentage by 5% or more EXAMPLE: Proposed 40% Actual 32% Rating Unsatisfactory
Performance Objective/Element	Task	Standard/AQL	What	How/Method	Who	Standard Rating

Source Selection Information See FAR 2.101 and 3.104

**Missile Defense Agency Engineering and Support Service (MIDAESS)
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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)	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 AOL: 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	Customer COTR COR PCO SB Office	<p>Exceptional: Cumulative Small Business Utilization is 55% or greater of awarded efforts</p> <p>Very Good: Cumulative Small business Utilization is 51% or greater of awarded efforts</p> <p>Satisfactory: Cumulative Small Business Utilization is at least</p> <p>42% 1st year</p> <p>44% 2nd year</p> <p>48% 3rd year</p> <p>49% 4th year</p> <p>50% 5th year</p> <p>of awarded efforts</p> <p>Marginal: Cumulative Small Business Utilization is at least</p> <p>41% 1st year</p> <p>43% 2nd year</p> <p>47% 3rd year</p> <p>48% 4th year</p> <p>49% 5th year</p> <p>of awarded efforts</p> <p>Unsatisfactory: Cumulative Small Business Utilization is less than</p> <p>40% 1st year</p> <p>42% 2nd year</p> <p>46% 3rd year</p> <p>47% 4th year</p> <p>48% 5th year</p> <p>of awarded efforts</p>
<p>Reference</p> <p>PWS:</p> <p>3.3</p>						

Source Selection Information See FAR 2.101 and 3.104

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Performance Objective/Element	Task	Standard/AQL	What	How/Method	Who	Standard Rating
4. Effective management and reporting of cost throughout the execution of this task order	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	1. STD: Cost - Accuracy of reported financial data and analysis 1. AQL: No more than two validated errors within the monthly reporting period	Contractor's Monthly Report Financial Data 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. Travel Status Report	Contractor self-reporting Customer input On-site periodic inspections Track receipt of reports Review Monthly Cost Report. Analyze Monthly Cost Reports Periodic sampling Review Reports	Customer COTR COR FOR PCO	Exceptional: Exceeded expectations and performance/products provided in a manner that created greater efficiency. 1. Zero errors 2. Zero late or missed deadlines and ahead of scheduled deliverables by at least 5 days All: Documented benefits / efficiencies Very Good: Performance/products provided at a manner higher than stipulated by the contract and expectations of the PCO/COR/COTR/Stakeholders. 1. At least one error 2. Zero late or missed deadlines and some times ahead of scheduled deliverables All: At least one documented benefit / efficiency Satisfactory: Performance/products fulfilled expectations; met guidelines/standards/AQLs set forth in the PWS Marginal: Performance/products did not meet the standard dictated by the TO, but were delivered. Corrective action plan in place. 1. Three but less than five errors 2. One or more late or missed deliverables All: Corrective action plan in place Unsatisfactory: Performance/products were unacceptable and have to be addressed beyond the standard. 1. Five errors or more 2. More than five late or missed deliverables All: Corrective action plan fails
Reference PWS: 3.4		2. STD: Cost - Timely submission of financial documents (i.e.: cost reports, letters, and invoices) 2. AQL: Submission of financial documents in accordance with (IAW) specified deadlines with zero late or missed deliverables within the monthly reporting period				

Source Selection Information See FAR 2.101 and 3.104

**Missile Defense Agency Engineering and Support Service (MIDAESS)
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Performance Objective/Element	Task	Standard/AQL	What	How/Method	Who	Standard Rating
5. Protocol and Event Management Reference PWS: 3.5	The contractor shall engage in protocol and event management activities across the agency in accordance with (IAW) the MDA and Department of Defense (DoD) directives, policies, and procedures. The contractor shall plan and execute requirements at the MDA Headquarters and Aegis Program Office (AB) locations that include daily executive level interface, coordination, and routine engagements with external distinguished visitors identified by the DS organization.	<p>1. STD: Schedule - Timeliness. Protocol and Event Management products are delivered by assigned deadline</p> <p>1. AQL: No more than one 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 Protocol and Event Management directives, policies, procedures and instructions</p> <p>2. AQL: No more than one 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: Quality - Error-free and technically accurate</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>Customer</p> <p>COTR</p> <p>COR</p> <p>PCO</p>	<p>Exceptional: Exceeded expectations and performance/products provided in a manner that created greater efficiency.</p> <p>ALL AQLs: Zero complaints</p> <p>ALL AQLs: Documented significant or multiple benefits</p> <p>Very Good: Performance/products provided at a manner higher than stipulated by the contract and expectations of the PCO/COR/COTR/Stakeholders.</p> <p>AQL 3, 4 and 5: One complaint</p> <p>AQL 1 and 2: Zero complaints</p> <p>ALL AQLs: At least one documented benefit</p> <p>Satisfactory: Performance/products fulfilled expectations; met guidelines/standards/AQLs set forth in the PWS</p> <p>Marginal: Performance/products did not meet the standard dictated by the TO, but were delivered. Corrective action plan in place.</p> <p>AQL 3, 4 and 5: Three complaints</p> <p>AQL 1 and 2: Two complaints</p> <p>ALL AQLs: Corrective Action is implemented</p> <p>Unsatisfactory: Performance/products were unacceptable and have to be addressed beyond the standard.</p> <p>AQL 1 and 2: Three or more complaints</p> <p>AQL 3, 4 and 5: Four or more complaints</p> <p>ALL AQLs: Corrective Action is not implemented</p>

Performance	Task	Standard/AQL	What	How/Method	Who	Standard Rating
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Source Selection Information See FAR 2.101 and 3.104

**Missile Defense Agency Engineering and Support Service (MIDAESS)
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Objective/Element					
6. Agency Battle Rhythm and Meeting Events	The contractor shall support Agency battle rhythm and meetings and implement MDA and DoD directives, policies, and procedures for Agency battle rhythm and meetings IAW protocol and event management guidelines. The contractor shall assist with executive level agency battle rhythm and events and higher operational tempo at the MDA Headquarters and Aegis Program (AB), including external distinguished visitors identified by the DS organization, e.g., General Officers, Congressional members or staffers, or other senior leaders.	1. STD: Schedule - Timeliness. Products are delivered by assigned deadline 1. AQL: No more than one late or missed scheduled event 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 concerned individuals will validate the complaint.	Customer input On-site periodic inspections Periodic sampling Review Reports	Customer COTR COR PCO
PWS: 3.6		2. STD: Quality - Compliant with applicable DoD, MDA and local Protocol and Event Management 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: 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>Exceptional: Exceeded expectations and performance/products provided in a manner that created greater efficiency.</p> <p>AQL 1: Zero late or missed scheduled events and ahead of scheduled deliverables by at least 5 days</p> <p>AQL 2-5: Zero complaints and documented significant or multiple benefits</p> <p>Very Good: Performance/products provided at a manner higher than stipulated by the contract and expectations of the PCO/COR/COTR/Stakeholders.</p> <p>AQL 1: Zero late or missed scheduled events</p> <p>AQL 2: Zero complaints and at least one documented benefit</p> <p>AQL 3, 4 and 5: One complaint</p> <p>Satisfactory: Performance/products fulfilled expectations; met guidelines/standards/AQLs set forth in the PWS</p> <p>Marginal: Performance/products did not meet the standard dictated by the TO, but were delivered. Corrective action plan in place.</p> <p>AQL 1: Two late or missed scheduled events</p> <p>AQL 2: One complaint</p> <p>AQL 3, 4 and 5: Three complaints</p> <p>ALL AQLs: Corrective Action is implemented</p> <p>Unsatisfactory: Performance/products were unacceptable and have to be addressed beyond the standard.</p> <p>AQL 1: Three or more late or missed scheduled events</p> <p>AQL 2: Two or more complaints</p> <p>AQL 3, 4 and 5: Four or more complaints</p> <p>ALL AQLs: Corrective Action is not implemented</p>

Source Selection Information See FAR 2.101 and 3.104

Missile Defense Agency Engineering and Support Service (MIDEASS)
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Performance Objective/Element	Task	Standard/AQL	What	How/Method	Who	Standard Rating
7. Protocol and Event Management Policy Guidance Reference PWS: 3.7	The contractor shall execute activities and implement MDA and DoD directives, policies, and procedures in the area of Protocol and Event Management policy guidance IAW Protocol and Event Management policy to support Agency leadership and organizations.	1. STD: Schedule - Timeliness. Products are delivered by assigned deadline 1. AQL: No more than one late or missed deliverable within the monthly reporting period / across all locations 2. STD: Quality - Compliant with applicable DoD, MDA and local Protocol and Event Management directives, policies, procedures and instructions 2. AQL: Zero validated violations, 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 concerned individuals will validate the complaint.	Customer input On-site periodic inspections Periodic sampling Review Reports	Customer COTR COR PCO	Exceptional: Exceeded expectations and performance/products provided in a manner that created greater efficiency. AQL 1: Zero late or missed scheduled events and ahead of scheduled deliverables by at least 5 days AQL 2: Zero validated violations and documented significant or multiple benefits Very Good: Performance/products provided at a manner higher than stipulated by the contract and expectations of the PCO/COR/COTR/Stakeholders. AQL 1: Zero late deliverables AQL 2: Zero validated violations and at least one documented benefit Satisfactory: Performance/products fulfilled expectations; met guidelines/standards/AQLs set forth in the PWS Marginal: Performance/products did not meet the standard dictated by the TO, but were delivered. Corrective action plan in place. AQL 1: Two late or missed scheduled events AQL 2: One validated violation ALL AQLs: Corrective Action is implemented Unsatisfactory: Performance/products were unacceptable and have to be addressed beyond the standard. AQL 1: Three or more late or missed scheduled events AQL 2: Two or more validated violations ALL AQLs: Corrective Action is not implemented

Source Selection Information See FAR 2.101 and 3.104

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Performance Objective/Element	Task	Standard/AQL	What	How/Method	Who	Standard Rating
8. Protocol and Event Management Training Reference PWS: 3.8	The contractor shall implement best practices, processes, and procedures to have a high performing protocol and event management workforce. The contractor shall train the protocol and event management workforce to be thoroughly knowledgeable of guidelines and addresses of DoD and MDA protocol and event management directives, policies, and procedures for all events. The training shall include best practices for executive level protocol and event management engagements, including distinguished visitors at all locations.	1. STD: Schedule - Timeliness. Protocol and Event Management personnel receive annual training 1. AQL: No more than three validated customer complaints, in writing, within the monthly reporting period / across all locations 2. STD: Schedule -Timeliness: Compliant with MDA Training Plan 2. AQL: No more than one validated customer complaint, in writing, within the monthly reporting period / across all locations 3. STD: Quality - Duties performed with minimal Government Oversight 3. 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 concerned individuals will validate the complaint.	Customer input On-site periodic inspections Periodic sampling Review Reports	Customer COTR COR PCO	Exceptional: Exceeded expectations and performance/products provided in a manner that created greater efficiency. ALL AQLs: Zero complaints ALL AQLs: Documented significant or multiple benefits Very Good: Performance/products provided at a manner higher than stipulated by the contract and expectations of the PCO/COR/COTR/Stakeholders. AQL 1: Two or less complaints AQL 2: Zero complaints AQL 3: One complaint ALL AQLs: At least one documented benefit Satisfactory: Performance/products fulfilled expectations; met guidelines/standards/AQLs set forth in the PWS Marginal: Performance/products did not meet the standard dictated by the TO, but were delivered. Corrective action plan in place. AQL 1: Four complaints AQL 2: Two complaints AQL 3: Three complaints ALL AQLs: Corrective Action is implemented Unsatisfactory: Performance/products were unacceptable and have to be addressed beyond the standard. AQL 1: Five or more complaints AQL 2: Three or more complaints AQL 3: Four or more complaints ALL AQLs: Corrective Action is not implemented

Source Selection Information See FAR 2.101 and 3.104

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Source Selection Information See FAR 2.101 and 3.104

**Small Business Set-Aside (SBSA)
Missile Defense Agency Engineering and Support Service (MiDAESS)
Task Order Quality Assurance Surveillance Plan (QASP)
Public Information Support / PA-01-12**

Functional Vision

The Directorate of Public Affairs serves as the principal advisor to the MDA director for planning, coordinating, facilitating and implementing media and public affairs strategies, policies and programs for the Agency and its organizations.

1. Administrative Data

Date: 01/18/2013

Functional Capability Group: 5, Agency Operations

Functional Area: Public Affairs

CLINs: 0014, 0028 Option 1 CLINs: 1014, 1028, Option 2 CLINs: 2014, 2028

Task Order Title/No.: Public Information Support/PA-01-12

Base Period of Performance: Start Date: 28 January 2013 End Date: 27 January 2015

Option 1: Start Date: 28 January 2015 End Date: 18 August 2015

Option 2: Start Date: 19 August 2015 End Date: 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.

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.

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.

Bottom line, the QASP should ensure early identification and resolution of performance issues to minimize impact on mission performance.

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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 are delivering 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.

5.3. CLIN Contracting Officer 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.

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5.4. Task Order (TO) Contracting Officers 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 task orders, 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 Task Order (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):

1. **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, must be signed, and must be in CPAS as part of the surveillance report, and submitted to the TO COTR.
2. **100% Inspection.** The 100% inspection method will be conducted if and when specified in individual task orders. For the objectives identified and included in this QASP, inspections may be performed by the TO COTR or other Technical Evaluator.
3. **Periodic Inspection.** Periodic inspections will be conducted if and when specified in individual task orders. For the objectives identified in this QASP, the inspection may be performed by the TO COTR or other Technical Evaluator.
4. **Random Monitoring.** Random monitoring will be conducted if and when specified in individual task orders. For the objectives identified in this QASP, random monitoring shall be performed by the TO COTR or other Technical Evaluator.

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

1. **Accurate:** All assessment data collected must be reflective of actual contractor performance.
2. **Fair:** The assessment must be based on known baseline requirements and approved contract/task changes executed by modification.
3. **Comprehensive:** Data shall be comprehensive enough to facilitate identification of shortfall root causes (not just the fact that a shortfall exists).
4. **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.
5. **Repeatable:** The processes, forms, analysis methodology, and reporting must be consistent across all MiDAESS contracts and task orders throughout the life of this effort.
6. **Timely:** Assessment reporting cycle must remain consistent across all MiDAESS contracts to ensure timely notification of issues and to enable timely resolution.

Five (5) principal ratings have been established for assessment of all performance objectives. Below are the ratings along with examples for each.

1. **Exceptional:** Performance meets contractual requirements and exceeds many to the Governments benefit. The contractual performance of the task and sub-task being assessed was accomplished with few minor problems for which corrective actions taken by the contractor were highly effective.
2. **Very Good:** Performance meets contractual requirements and exceeds some to the Governments benefit. The contractual performance of the task and sub-task being assessed was accomplished with some minor problems for which corrective actions taken by the contractor were effective.
3. **Satisfactory:** Performance meets contractual requirements. The contractual performance of the task and sub-task contain some minor problems for which corrective actions taken by the contractor appear to be or were satisfactory.

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4. Marginal: Performance does not meet contractual requirements. The contractual performance of the task and sub-task being assessed reflect a serious problem for which the contractor has not yet identified corrective actions. The contractors proposed actions appear only marginally effective or were not fully implemented.
5. Unsatisfactory: Performance does not meet most contractual requirements and recovery is not likely in a timely manner. The contractual performance of the task or sub-task contains a serious problem(s) for which the contractor's actions appear or 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 CPARS.

6.2 SBSA - Small Business

1. **Small Business Utilization**: Small Business utilization on the task order will be evaluated on how well the contractor meets or exceeds the proposed 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 5, Monthly Status Report for example of reporting Small Business Utilization.

2. **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 metrics 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 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 5, Monthly Status Report for example of reporting Limitation on Subcontracting.

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6.3. Data Collection & CPARS Crosswalk

CPARS Crosswalk	Performance Objectives	Primary Data Collection Point
<ul style="list-style-type: none"> Quality of Service Business Relations Schedule (Timeliness) Management of Key Personnel 	OBJ 1. Delivery of Support Services for the BMDS	COR, COTR, PCO, Contract Specialist, Financial Officer's Representative (FOR) Customers
	OBJ 5. Public Affairs Internal and External Communications Support	
	OBJ 6. Community Relations Support	
	Obj 7. Support to the MDA Security and Policy Review (SPR) Process	
<ul style="list-style-type: none"> Small Business Utilization 	OBJ 2. Effective Small Business Utilization throughout execution of this Task Order	Contractor COR
	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 a cumulative performance)	
<ul style="list-style-type: none"> Cost 	OBJ 4. Effective management and reporting of cost	Contractor FOR

6.4. Surveillance Matrix

The Surveillance Matrix (Appendix 1) 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 Appendix 1 of the Surveillance Matrix the ratings will be based on subjective and objective data for an overall assessment.

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 1 - Surveillance Matrix

Missile Defense Agency Engineering and Support Service (MIDAESS)
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Performance Objective/Element	Task	Standard/AQL	What	How/Method	Who	Standard Rating
1. Delivery of Support Services for the 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	1. STD: Business Relations/Timeliness – Effective Teamwork/Cooperation 1. AQL: No more than 2 validated customer complaints in writing, within the monthly reporting period / across all locations	Corrective Action Reports	On-site periodic inspections	COR	Exceptional: Exceed expectations and have been provided in a manner that created greater efficiency. 1. Zero complaints 2. Within 12 hrs of notification and zero late responses 3. Within 12 hrs of notification and zero late responses 4. Zero complaints All. Documented benefits / efficiencies
		2. STD: Business Relations/Timeliness - Management of Personnel 2. AQL: 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	Corrective Action Plans Contractor's Monthly Report Financial Data CPAS Inputs Written Accolades	Contractor self-reporting	PCO	Very Good: Expectations are provided at a manner higher than stipulated by the contract and the expectations of the PCO/COR/COTR/Stakeholders. 1. One complaint 2. 24 > action > 12 hrs of notification and zero late responses 3. 24 > action > 12 hrs of notification and zero late responses 4. One complaint All. At least 1 documented benefits / efficiencies
		3. STD: Management of Key Personnel/Timeliness – Management of Key Personnel 3. AQL: 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	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	FOR	Satisfactory: Fulfills expectations: meet guidelines / standards / AQL set forth Marginal: Expectations are not meeting the standard dictated by the TO, but are being delivered. Corrective action plan in place 1. 3 but less than 5 complaints 2. 36 > action > 24 hrs of notification and 2 late responses 3. 36 > action > 24 hrs of notification and 2 late responses 4. 3 but less than 5 complaints All. Corrective action plan in place
		4. STD: Business Relations/Quality/Timeliness – Overall Task Order Management 4. AQL: No more than 2 validated customer complaints, in writing, within the monthly reporting period / across all locations		Periodic sampling	Customers	Unsatisfactory: Expectations are unacceptable and have to be addressed beyond the standard. 1. 5 complaints or more 2. Action > 36 hrs of notification and 3 or more late responses 3. Action > 36 hrs of notification and 3 or more late responses 4. 5 complaints or more All. Corrective plan fails improvement

Missile Defense Agency Engineering and Support Service (MIDAESS)
Task Order Quality Assurance Surveillance Plan (QASP)
Public Information Support / RTOP PA-01-12

Performance Objective/Element	Task	Standard/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 proposed 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. 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.	1. STD: The contractor meets or exceeds the proposed percentage of small business utilization on the task order as defined above. 1. AQL: Contractors proposed 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	Evaluator COTR COR PCO Small Business Office	Exceptional: Exceeds expectations and have been provided in a manner that created greater efficiency. Exceeds proposed percentage by an additional 5% or greater EXAMPLE: Proposed 40% Actual 45% Rating Exceptional Very Good: Expectations are provided at a manner higher than stipulated by the contract and the expectations of the PCO/COTR/Stakeholders. EXAMPLE: Proposed 40% Actual 43.5% Rating Very Good Satisfactory: Fulfills expectations: meet guidelines / standards / proposed percentage as set forth Marginal: Expectations are not meeting the standard dictated by the TO, but are being delivered. EXAMPLE: Proposed 40% Actual 37% Rating Marginal Unsatisfactory: Expectations are unacceptable and have to be addressed beyond the standard and achieving improvement. Actual percentage < proposed percentage by 5% or more EXAMPLE: Proposed 40% Actual 32% Rating Unsatisfactory

Missile Defense Agency Engineering and Support Service (MIDEASS)
Task Order Quality Assurance Surveillance Plan (QASP)
Public Information Support / RTOP PA-01-12

Performance Objective/Element	Task	Standard/AQL	What	How/Method	Who	Standard Rating
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)	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.	<p>1. STD: 50% of all effort at the basic contract level is executed by the small business concern</p> <p>1. AQL: Cumulative small business utilization is within the percentages identified in the Standard Rating of the QASP</p>	<p>Corrective Action Reports</p> <p>Corrective Action Plans</p> <p>Contractor's Monthly Report</p> <p>Financial Data</p> <p>CPAS Inputs</p> <p>Written Accolades.</p>	<p>On-site periodic inspections</p> <p>Contractor self-reporting,</p> <p>Customer input</p> <p>Periodic sampling</p>	<p>Evaluator</p> <p>COTR</p> <p>COR</p> <p>PCO</p> <p>Small Business Office</p>	<p>Exceptional: Cumulative Small Business Utilization is 55% or greater of awarded efforts</p> <p>Very Good: Cumulative Small business Utilization is 51% or greater of awarded efforts</p> <p>Satisfactory: Cumulative Small Business Utilization is at least</p> <p>42% 1st year</p> <p>44% 2nd year</p> <p>48% 3rd year</p> <p>49% 4th year</p> <p>50% 5th year</p> <p>of awarded efforts</p> <p>Marginal: Cumulative Small Business Utilization is at least</p> <p>41% 1st year</p> <p>43% 2nd year</p> <p>47% 3rd year</p> <p>48% 4th year</p> <p>49% 5th year</p> <p>of awarded efforts</p> <p>Unsatisfactory: Cumulative Small Business Utilization is less than</p> <p>40% 1st year</p> <p>42% 2nd year</p> <p>46% 3rd year</p> <p>47% 4th year</p> <p>48% 5th year</p> <p>of awarded efforts</p>

Missile Defense Agency Engineering and Support Service (MIDAESS)
Task Order Quality Assurance Surveillance Plan (QASP)
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Performance Objective/Element	Task	Standard/AQL	What	How/Method	Who	Standard Rating
4. Effective management and reporting of cost throughout the execution of this task order	The contractor shall provide effective management and reporting of cost including the efforts listed below: -Manage costs to avoid an overrun at the end of the Period of Performance (PoP). -Provide cost reports monthly and Limitations of Funds letters, when required, that are timely and accurate. -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. -Invoices are submitted at least monthly but not more frequently than bi-weekly. Final invoice shall be submitted within 30 days of the end of the PoP.	1. STD: Cost - Accuracy of reported financial data and analysis 1. AQL: No more than 2 validated errors within the monthly reporting period 2. STD: Cost - Timely submission of financial documents (i.e.: cost reports, letters, and invoices) 2. AQL: Submission of financial documents in accordance with (IAW) specified milestones with zero late or missed milestones within the monthly reporting period	Contractor's Monthly Report Financial Data 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. Travel Status Report	Contractor self-reporting Customer input On-site periodic inspections Track receipt of reports Review Monthly Cost Report. Analyze Monthly Cost Reports Periodic sampling Review Reports	Evaluator COTR COR FOR PCO	Exceptional: Exceed expectations and have been provided in a manner that created greater efficiency. 1. Zero errors 2. Zero late or missed events and ahead of scheduled milestones by at least 5 days All: Documented benefits / efficiencies Very Good: Expectations are provided at a manner higher than stipulated by the contract and the expectations of the PCO/COR/COTR/Stakeholders. 1. At least 1 error 2. Zero late or missed events and some times ahead of scheduled milestones All: At least 1 documented benefit / efficiency Satisfactory: Fulfills expectations: meet guidelines / standards / AQL set forth Marginal: Expectations are not meeting the standard dictated by the TO, but are being delivered. Corrective action plan in place 1. 3 but less than 5 errors 2. One or more late or missed submissions All: Corrective action plan in place Unsatisfactory: Expectations are unacceptable and have to be addressed beyond the standard. 1. Five (5) errors or more 2. More than 5 late or missed submissions All: Corrective plan fails improvement

Missile Defense Agency Engineering and Support Service (MIDAESS)
Task Order Quality Assurance Surveillance Plan (QASP)
Public Information Support / RTOP PA-01-12

Performance Objective / Element	Task	Standard / AQL	What	How / Method	Who	Standard Rating
5. Public Affairs Internal and External Communications Support Reference PWS: 3.5	The contractor shall develop and produce internal and external MDA communications materials. Reference PWS Section 3.5 Task Details	<p>1.STD: Quality – Error-free and technically accurate</p> <p>1. AQL: No more than 2 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 public affairs policies, procedures and instructions regarding public information.</p> <p>2. AQL: Zero validated violations, in writing, within the monthly reporting period / across all locations</p> <p>3.STD: Quality - Effective. Works independently with minimum corrective action required.</p> <p>3. AQL: No more than 2 corrective action events within the monthly reporting period / across all locations Note: A corrective action event is when an action is taken, in a corrective manner, due to lower than satisfactory performance.</p> <p>4.STD: Schedule - Timely - Meets Schedules. Completes actions within specified deadlines</p> <p>4. AQL: No more than 1 late or missed scheduled event within the monthly reporting period / across all locations</p>	<p>Corrective Action Reports</p> <p>Corrective Action Plans</p> <p>Contractor's Monthly Report</p> <p>CPAS Inputs</p> <p>Written Accolades</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>Contractor self-reporting</p> <p>Customer input</p> <p>On-site periodic inspections</p> <p>Periodic sampling</p>	<p>Evaluator</p> <p>COTR</p> <p>COR</p> <p>PCO</p>	<p>Exceptional: Exceed expectations and have been provided in a manner that created greater efficiency.</p> <ol style="list-style-type: none"> 1. Zero complaints 2. Zero violations 3. Zero corrective action events 4. Zero late or missed events and ahead of scheduled milestones by at least 5 days <p>All. Documented benefits / efficiencies</p> <p>Very Good: Expectations are provided at a manner higher than stipulated by the contract and the expectations of the PCO/COR/COTR/Stakeholders.</p> <ol style="list-style-type: none"> 1. One complaint 2. Zero violations 3. One corrective action events 4. Zero late or missed events and ahead of scheduled milestones by at least 1-4 days <p>All. At least one documented benefits / efficiencies</p> <p>Satisfactory: Fulfills expectations: meet guidelines / standards / AQL set forth</p> <p>Marginal: Expectations are not meeting the standard dictated by the TO, but are being delivered. Corrective action plan in place</p> <ol style="list-style-type: none"> 1. 3 but less than 5 complaints 2. 1 violation – severity dependent 3. 3 but less than 5 corrective action events 4. 2 but no more than 5 late or missed scheduled events <p>All. Corrective action plan in place</p> <p>Unsatisfactory: Expectations are unacceptable and have to be addressed beyond the standard.</p> <ol style="list-style-type: none"> 1. 5 or more complaints 2. 1 or more violations (default if violation occurs) 3. 5 or more corrective action events 4. More than 6 late or missed scheduled events <p>All. Corrective plan fails improvement</p>

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Performance Objective / Element	Task	Standard / AQL	What	How / Method	Who	Standard Rating
6. Community Relations Support Reference PWS: 3.6	The contractor shall support communications efforts between MDA and local government and civilian stakeholders. Reference PWS Section 3.6 Task Details	<p>1.STD: Quality – Error-free and technically accurate</p> <p>1. AQL: No more than 2 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 public affairs directives, policies, procedures and instructions regarding community relations.</p> <p>2. AQL: Zero validated violations, in writing, within the monthly reporting period / across all locations</p> <p>3.STD: Quality - Effective. Works independently with minimum corrective action required</p> <p>3. AQL: No more than 2 corrective action events within the monthly reporting period / across all locations. Note: A corrective action event is when an action is taken, in a corrective manner, due to lower than satisfactory performance.</p> <p>4.STD: Schedule - Timely - Meets Schedules. Completes actions within specified deadlines</p> <p>4. AQL: No more than 1 late or missed scheduled event within the monthly reporting period / across all locations</p>	<p>Corrective Action Reports</p> <p>Corrective Action Plans</p> <p>Contractor's Monthly Report</p> <p>CPAS Inputs</p> <p>Written Accolades</p> <p>Written Validated Complaint, defined as a formal written document submitted to the evaluator, COTR, COR or PCO.</p> <p>The appropriate concerned individuals will validate the complaint.</p>	<p>Contractor self-reporting</p> <p>Customer input</p> <p>On-site periodic inspections</p> <p>Periodic sampling</p>	<p>Evaluators</p> <p>COTR</p> <p>COR</p> <p>PCO</p>	<p>Exceptional: Exceed expectations and have been provided in a manner that created greater efficiency.</p> <ol style="list-style-type: none"> 1. Zero complaints 2. Zero violations 3. Zero corrective action events 4. Zero late or missed events and ahead of scheduled milestones by at least 5 days <p>All. Documented benefits / efficiencies</p> <p>Very Good: Expectations are provided at a manner higher than stipulated by the contract and the expectations of the PCO/COR/COTR/Stakeholders.</p> <ol style="list-style-type: none"> 1. One complaint 2. Zero violations 3. One corrective action events 4. Zero late or missed events and ahead of scheduled milestones by at least 1-4 days <p>All. At least one documented benefits / efficiencies</p> <p>Satisfactory: Fulfills expectations: meet guidelines / standards / AQL set forth</p> <p>Marginal: Expectations are not meeting the standard dictated by the TO, but are being delivered. Corrective action plan in place</p> <ol style="list-style-type: none"> 1. 3 but less than 5 complaints 2. 1 violation – severity dependent 3. 3 but less than 5 corrective action events 4. 2 but no more than 5 late or missed scheduled events <p>All. Corrective action plan in place</p> <p>Unsatisfactory: Expectations are unacceptable and have to be addressed beyond the standard.</p> <ol style="list-style-type: none"> 1. 5 or more complaints 2. 1 or more violations (default if violation occurs) 3. 5 or more corrective action events 4. More than 6 late or missed scheduled events <p>All. Corrective plan fails improvement</p>

Missile Defense Agency Engineering and Support Service (MIDAESS)
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Performance Objective / Element	Task	Standard / AQL	What	How / Method	Who	Standard Rating
7. Support to the MDA Security and Policy Review (SPR) Process Reference PWS: 3.7	The contractor shall receive, distribute for coordination, track and provide analysis of documents through the SPR process as described under task details. Reference PWS Section 3.7 Task Details	<p>1. STD: Quality - Error-free and technically accurate</p> <p>1. AQL: No more than 2 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 security directives, policies, procedures and instructions security and policy review.</p> <p>2. AQL: Zero validated violations, in writing, within the monthly reporting period / across all locations</p> <p>3. STD: Quality - Effective. Works independently with minimum corrective action required</p> <p>3. AQL: No more than 2 corrective action events within the monthly reporting period / across all locations. Note: A corrective action event is when an action is taken, in a corrective manner, due to lower than satisfactory performance.</p> <p>4. STD: Schedule - Timely - Meets Schedules. Completes actions.</p> <p>4. AQL: Scheduled events completed within 30 working days.</p>	<p>Corrective Action Reports</p> <p>Corrective Action Plans</p> <p>Contractor's Monthly Report</p> <p>CPAS Inputs</p> <p>Written Accolades</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>Contractor self-reporting</p> <p>Customer input</p> <p>On-site periodic inspections</p> <p>Periodic sampling</p>	<p>Evaluators</p> <p>COTR</p> <p>COR</p> <p>PCO</p>	<p>Exceptional: Exceed expectations and have been provided in a manner that created greater efficiency.</p> <ol style="list-style-type: none"> 1. Zero complaints 2. Zero violations 3. Zero corrective action events 4. Events completed ahead of scheduled milestones within 14 days <p>All. Documented benefits / efficiencies</p> <p>Very Good: Expectations are provided at a manner higher than stipulated by the contract and the expectations of the PCO/COR/COTR/Stakeholders.</p> <ol style="list-style-type: none"> 1. One complaint 2. Zero violations 3. One corrective action events 4. Events completed ahead of scheduled milestones within 15 – 29 days <p>All. At least one documented benefits / efficiencies</p> <p>Satisfactory: Fulfills expectations: meet guidelines / standards / AQL set forth</p> <p>Marginal: Expectations are not meeting the standard dictated by the TO, but are being delivered. Corrective action plan in place</p> <ol style="list-style-type: none"> 1. 3 but less than 5 complaints 2. 1 violation – severity dependent 3. 3 but less than 5 corrective action events 4. Events completed after scheduled milestones by 31- 40 days (late) <p>All. Corrective action plan in place</p> <p>Unsatisfactory: Expectations are unacceptable and have to be addressed beyond the standard.</p> <ol style="list-style-type: none"> 1. 5 or more complaints 2. 1 or more violations (default if violation occurs) 3. 5 or more corrective action events 4. Events completed after scheduled milestone more than 40 days (late) <p>All. Corrective plan fails improvement</p>



DEPARTMENT OF DEFENSE CONTRACT SECURITY CLASSIFICATION SPECIFICATION <i>(The requirements of the DoD Industrial Security Manual apply to all aspects of this effort)</i>				1. CLEARANCE AND SAFEGUARDING a. FACILITY CLEARANCE REQUIRED <div style="text-align: center; font-weight: bold; font-size: 1.2em;">SECRET</div> b. LEVEL OF SAFEGUARDING REQUIRED <div style="text-align: center; font-weight: bold; font-size: 1.2em;">NONE</div>																																																																																					
2. THIS SPECIFICATION IS FOR: (X and complete as applicable) a. PRIME CONTRACT NUMBER <input checked="" type="checkbox"/> HQ0147-10-D-0030 TO-0006 b. SUBCONTRACT NUMBER <input type="checkbox"/> c. SOLICITATION OR OTHER NUMBER <input type="checkbox"/> RTOP PA-01-12			3. THIS SPECIFICATION IS: (X and complete as applicable) a. ORIGINAL (Complete date in all cases) <input checked="" type="checkbox"/> Date (YYYYMMDD) 2013/01/15 b. REVISED (Supersedes all previous specs) <input type="checkbox"/> Revision No. c. FINAL (Complete Item 5 in all cases) <input type="checkbox"/> Date (YYYYMMDD)																																																																																						
4. IS THIS A FOLLOW-ON CONTRACT? <input type="checkbox"/> YES <input checked="" type="checkbox"/> 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? <input type="checkbox"/> YES <input checked="" type="checkbox"/> 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) <table style="width: 100%;"> <tr> <td style="width: 40%;"> a. NAME, ADDRESS, AND ZIP CODE Harlan Lee & Associates LLC 8229 Boone Blvd, Suite 610 Vienna, VA. 22182 </td> <td style="width: 10%;"> b. CAGE CODE 1N7P1 </td> <td style="width: 50%;"> c. COGNIZANT SECURITY OFFICE (Name, Address, and Zip Code) Defense Security Service (IOFCC1) 14428 Albemarle Point Place, Suite 140 Chantilly, VA 20151 </td> </tr> </table>						a. NAME, ADDRESS, AND ZIP CODE Harlan Lee & Associates LLC 8229 Boone Blvd, Suite 610 Vienna, VA. 22182	b. CAGE CODE 1N7P1	c. COGNIZANT SECURITY OFFICE (Name, Address, and Zip Code) Defense Security Service (IOFCC1) 14428 Albemarle Point Place, Suite 140 Chantilly, VA 20151																																																																																	
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8. ACTUAL PERFORMANCE <table style="width: 100%;"> <tr> <td style="width: 40%;">a. LOCATION See Block 13, Reference Item 8.a</td> <td style="width: 10%;">b. CAGE CODE</td> <td style="width: 50%;">c. COGNIZANT SECURITY OFFICE (Name, Address, and Zip Code)</td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </table>						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 (Small Business Set Aside) Public Information Support/ RTOP PA-01-12																																																																																									
<table style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 35%;">10. THIS CONTRACT WILL REQUIRE ACCESS TO:</th> <th style="width: 5%;">YES</th> <th style="width: 5%;">NO</th> <th style="width: 35%;">11. IN PERFORMING THIS CONTRACT, THE CONTRACTOR WILL:</th> <th style="width: 5%;">YES</th> <th style="width: 5%;">NO</th> </tr> <tr> <td>a. COMMUNICATIONS SECURITY (COMSEC) INFORMATION</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td>a. HAVE ACCESS TO CLASSIFIED INFORMATION ONLY AT ANOTHER CONTRACTOR'S FACILITY OR A GOVERNMENT ACTIVITY</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>b. RESTRICTED DATA</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td>b. RECEIVE CLASSIFIED DOCUMENTS ONLY</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td>c. CRITICAL NUCLEAR WEAPON DESIGN INFORMATION</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td>c. RECEIVE AND GENERATE CLASSIFIED MATERIAL</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td>d. FORMERLY RESTRICTED DATA:</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td>d. FABRICATE, MODIFY, OR STORE CLASSIFIED HARDWARE</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td>e. INTELLIGENCE INFORMATION:</td> <td style="background-color: #cccccc;"></td> <td style="background-color: #cccccc;"></td> <td>e. PERFORM SERVICES ONLY</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td> (1) Sensitive Compartmented Information (SCI)</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td>f. HAVE ACCESS TO U.S. CLASSIFIED INFORMATION OUTSIDE THE U.S., PUERTO RICO, U.S. POSSESSIONS AND TRUST TERRITORIES</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td> (2) Non-SCI</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td>g. BE AUTHORIZED TO USE THE SERVICES OF DEFENSE TECHNICAL INFORMATION CENTER (DTIC) OR OTHER SECONDARY DISTRIBUTION CENTER</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td>f. SPECIAL ACCESS INFORMATION</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td>h. REQUIRE A COMSEC ACCOUNT</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td>g. NATO INFORMATION</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td>i. HAVE A TEMPEST REQUIREMENT</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td>h. FOREIGN GOVERNMENT INFORMATION</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td>j. HAVE OPERATIONS SECURITY (OPSEC) REQUIREMENTS</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>i. LIMITED DISSEMINATION INFORMATION</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td>k. BE AUTHORIZED TO USE THE DEFENSE COURIER SERVICE</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td>j. FOR OFFICIAL USE ONLY INFORMATION</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td>l. 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RECEIVE CLASSIFIED DOCUMENTS ONLY	<input type="checkbox"/>	<input checked="" type="checkbox"/>	c. CRITICAL NUCLEAR WEAPON DESIGN INFORMATION	<input type="checkbox"/>	<input checked="" type="checkbox"/>	c. RECEIVE AND GENERATE CLASSIFIED MATERIAL	<input type="checkbox"/>	<input checked="" type="checkbox"/>	d. FORMERLY RESTRICTED DATA:	<input type="checkbox"/>	<input checked="" 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. 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DD Form 254, DEC 1999

Previous editions are obsolete

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/PA

5700 18th Street

Fort Belvoir, VA. 22060

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.

COR/TM/CLIN COTR Concurrence:

(b)(6)

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

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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

DD Form 254 Reverse, DEC 1999

SECURITY GUIDANCE (BLOCK 13) CONTINUATION:

Special Instructions:

The Prime contractor and subcontractors are authorized to flow access of classified information to the SECRET level to their subcontractors in accordance with the NISPOM. This authorization includes access to Non-SCI information. The Prime 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.e.(2): NISPOM Chapter 9, 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.j:

The contractor is required to apply operations security (OPSEC) to enhance protection of classified and unclassified critical information pursuant to MDA OPSEC Program Instruction 5205.02; DoD OPSEC Program Directive 5205.02; DoD OPSEC Program Manual 5205.02-M; National Security Decision Directive Number 298; 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.l:

1. Contractor's Unclassified AIS:

a. The contractor shall submit, and obtain approval of the Program supported for its procedures for protecting FOUO/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 and 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/CUI (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/Special 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/Special 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/Special Security and provide the information requested. MDA/Special 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 positions of Public Trust, electronically. It will be necessary to mail 2 DD Forms 258 (Fingerprint Cards), through the Contracting Officer's Representative, to: MDA/Special 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: Contractors and subcontractor must receive written official public release approval for MDA/BMDS information from MDA Public Affairs before that information is uploaded onto any respective 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 through the Organizational OPSEC Coordinator, to 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 submitted for re-review and processing.

2. Contemplated 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.

Reference Item 14:

Critical Program information (CPI) and Critical Technologies (CT), will be identified by MDA, and protected by the contractor to the standards articulated in DoD INST 5200.39, Incorporating Change 1, December 28, 2010 and the DTM 09-016, Incorporating Change 2, August 31, 2011 and implemented by a Program Protection Plan. If a Program Protection Implementation Plan is required, it shall be submitted by the contractor to MDA/Research, Development, and Acquisition Security for review and approval.

**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 9 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 9 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/Special Security). When "contractor equivalent" option is NOT authorized and there is no record of a valid investigation, the contractor shall contact MDA/Special Security at (571) 231-8459, and provide the requested information. MDA/Special 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 2 DD Forms 258 (Fingerprint Cards), through the Contracting Officer's Representative, to: MDA/Special 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, 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, 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/Chief Information Officer.

b. Failure of the contractor to encrypt FOUO/CUI introduces significant risks to the BMDS mission. It is essential for the contractor to understand the risks and 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.

(1) Risks Include:

- Undermining our OPSEC efforts at a time that we begin to focus on implementing missile defense plans in Europe.
- The aggregation of FOUO/CUI can communicate events and plans that may be classified (i.e., "classification by compilation").
- Not properly encrypting contributes to a lax security environment.

(2) 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/Chief Information Officer and MDA/Research, Development, and Acquisition Security. The MDA/Chief Information Officer 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.

DEPARTMENT OF DEFENSE CONTRACT SECURITY CLASSIFICATION SPECIFICATION				1. CLEARANCE AND SAFEGUARDING	
<i>(The requirements of the DoD Industrial Security Manual apply to all aspects of this effort)</i>				a. FACILITY CLEARANCE REQUIRED TOP SECRET	
				b. LEVEL OF SAFEGUARDING REQUIRED NONE	
2. THIS SPECIFICATION IS FOR: <i>(X and complete as applicable)</i>			3. THIS SPECIFICATION IS: <i>(X and complete as applicable)</i>		
<input checked="" type="checkbox"/>	a. PRIME CONTRACT NUMBER HQ0147-10-D-0031 TO 0008		<input checked="" type="checkbox"/>	a. ORIGINAL <i>(Complete date in all cases)</i>	Date (YYYYMMDD) 2014/04/09
<input type="checkbox"/>	b. SUBCONTRACT NUMBER		<input type="checkbox"/>	b. REVISED <i>(Supersedes all previous specs)</i>	Revision No. Date (YYYYMMDD)
<input type="checkbox"/>	c. SOLICITATION OR OTHER NUMBER RTOP DS-03-13	Due Date (YYYYMMDD)	<input type="checkbox"/>	c. FINAL <i>(Complete Item 5 in all cases)</i>	Date (YYYYMMDD)
4. IS THIS A FOLLOW-ON CONTRACT? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO. If Yes complete the following					
Classified material received or generated under _____ <i>(Preceding Contract Number)</i> is transferred to this follow-on contract					
5. IS THIS A FINAL DD FORM 254? <input type="checkbox"/> YES <input checked="" type="checkbox"/> 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 <i>(Include Commercial and Government Entity (CAGE) Code)</i>					
a. NAME, ADDRESS, AND ZIP CODE PeopleTec, Inc. 4901-D Corporate Dr. Huntsville, AL 35805-6219		b. CAGE CODE 369B0	c. COGNIZANT SECURITY OFFICE <i>(Name, Address, and Zip Code)</i> Defense Security Service (IOFSH) 1525 Perimeter Parkway, Suite 250 Huntsville, AL 35806		
7. SUBCONTRACTOR					
a. NAME, ADDRESS, AND ZIP CODE		b. CAGE CODE	c. COGNIZANT SECURITY OFFICES <i>(Name, Address, and Zip Code)</i>		
8. ACTUAL PERFORMANCE					
a. LOCATION See Block 13, Reference Item 8.a.		b. CAGE CODE	c. COGNIZANT SECURITY OFFICE <i>(Name, Address, and Zip Code)</i>		
9. GENERAL IDENTIFICATION OF THIS PROCUREMENT Agency Operations (SBSA) Protocol and Event Management Support/RTOP DS-03-13					
10. THIS CONTRACT WILL REQUIRE ACCESS TO:			11. IN PERFORMING THIS CONTRACT, THE CONTRACTOR WILL:		
a. COMMUNICATIONS SECURITY (COMSEC) INFORMATION	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>	a. HAVE ACCESS TO CLASSIFIED INFORMATION ONLY AT ANOTHER CONTRACTOR'S FACILITY OR A GOVERNMENT ACTIVITY	YES <input checked="" type="checkbox"/>	NO <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"/>
f. 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 <i>(Specify)</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
k. OTHER <i>(Specify)</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	- Restrict Access to Contractor's Unclassified Automated Information System (AIS).		

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Previous editions are obsolete

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/DS
5224 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 incident involving loss, compromise, or suspected compromise 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.

(b)(6)

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 10j, 11j and 11l.

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



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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 1-200 and 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 an interim Secret security clearance for access to Secret RD/ FRD information. Contractors shall have at least an interim 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://energy.gov/hss/services/classification/classification-training-institute/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. Access to Critical Nuclear Weapons Design Information (CNWDI) requires a final clearance.

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.I:

1. 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: The Prime contractor shall forward all requests for public release authorization through the Contracting Officer's Representative/Task Monitor/Contracting Officer's Technical Representative to the listed MDA program office. Per NISPOM section 5-511, the contractor shall include all necessary information to assist with the decision of the MDA program office. Per NISPOM section 7-102c., the Prime contractor shall act as the focal point for all subcontractor requests for public release. A lack of response from the MDA program office does not constitute as public release authorization. The Prime contractor shall not release information to the public prior to receiving written authorization from the MDA program office.

**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); "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 a dissemination control applied by the DoD to unclassified 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										PAGE 1 OF 24	
1. CONTRACT/PURCH. ORDER/ AGREEMENT NO. HQ0147-10-D-0030			2. DELIVERY ORDER/ CALL NO. 000619		3. DATE OF ORDER/CALL (YYYYMMDD) 2013 Jan 28		4. REQ / PURCH. REQUEST NO. See Schedule		5. PRIORITY		
6. ISSUED BY MISSILE DEFENSE AGENCY (MDA) CONTRACTS DIRECTORATE BLDG 5222 MARTIN RD REDSTONE ARSENAL AL 35898-0001				7. ADMINISTERED BY (if other than 6) SEE ITEM 6		8. DELIVERY FOB <input checked="" type="checkbox"/> DESTINATION <input type="checkbox"/> OTHER (See Schedule if other)					
9. CONTRACTOR CODE 1N7P1 HARLAN LEE & ASSOCIATES LLC 8229 BOONE BLVD STE 610 VIENNA VA 22182-2635 NAME AND ADDRESS				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		12. DISCOUNT TERMS	
						13. MAIL INVOICES TO THE ADDRESS IN BLOCK See Item 15					
14. SHIP TO CODE HQ0147 MISSILE DEFENSE AGENCY (MDA) BLDG 5222 MARTIN RD REDSTONE ARSENAL AL 35898-0001				15. PAYMENT WILL BE MADE BY CODE HQ0623 DFAS IN VP DAI MDA 8899 E 56TH STREET INDIANAPOLIS IN 46249-1505				MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.			
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		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)	
<input checked="" type="checkbox"/> 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.						24. UNITED STATES OF AMERICA TEL: (b)(6) EMAIL: (b)(6) BY: (b)(6)		(b)(6)		25. TOTAL \$2,485,204.00	
27a. QUANTITY IN COLUMN 20 HAS BEEN <input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED						26. DIFFERENCES					
b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE						c. DATE (YYYYMMDD)		d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE			
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		33. AMOUNT VERIFIED CORRECT FOR	
36. I certify this account is correct and proper for payment.						31. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		34. CHECK NUMBER		35. BILL OF LADING NO.	
a. DATE (YYYYMMDD)		b. SIGNATURE AND TITLE OF CERTIFYING OFFICER									
37. RECEIVED AT		38. RECEIVED BY		39. DATE RECEIVED (YYYYMMDD)		40. TOTAL CONTAINERS		41. S/R ACCOUNT NO.		42. S/R VOUCHER NO.	

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: HQ0147322866	1	Lot		(b)(4)
				ESTIMATED COST	(b)(4)

FSC CD: R499

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
001401	Incremental Funding COST FOB: Destination PURCHASE REQUEST NUMBER: HQ0147322866				(b)(4)
	ACRN AC CIN: HQ0147322866001401			ESTIMATED COST	(b)(4)

FSC CD: R499

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
001402	Incremental Funding COST FOB: Destination PURCHASE REQUEST NUMBER: HQ0147322866				(b)(4)
	ACRN AB CIN: HQ0147322866001402			ESTIMATED COST	(b)(4)

FSC CD: R499

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
001403	Incremental Funding COST FOB: Destination PURCHASE REQUEST NUMBER: HQ0147322866				(b)(4)
	ACRN AA CIN: HQ0147322866001403			ESTIMATED COST	(b)(4)

FSC CD: R499

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
001404	Incremental Funding COST FOB: Destination PURCHASE REQUEST NUMBER: HQ0147328936				(b)(4)
	ACRN AD CIN: HQ01473289360001			ESTIMATED COST	(b)(4)

FSC CD: R499

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
001405	Incremental Funding COST FOB: Destination PURCHASE REQUEST NUMBER: HQ0147436474				(b)(4)
	ACRN AG			ESTIMATED COST	(b)(4)

CIN: HQ01474364740001

FSC CD: R499

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
001406	Incremental Funding (DT) COST FOB: Destination PURCHASE REQUEST NUMBER: HQ0147540246				(b)(4)
	ACRN AH CIN: HQ01475402460002			ESTIMATED COST	(b)(4)

FSC CD: R499

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
001407	Incremental Funding (PA) COST FOB: Destination PURCHASE REQUEST NUMBER: HQ0147539801				(b)(4)
	ACRN AJ CIN: HQ01475398010002			ESTIMATED COST	(b)(4)

FSC CD: R499

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0028	Labor CPFF This Task Order (TO) is issued on a Cost Plus Fixed Fee basis for non-personal A&AS services for Public Information Support (MDA/PA) as defined in the Performance Work Statement (PWS) in Section J. FOB: Destination PURCHASE REQUEST NUMBER: HQ0147322866	1	Lot		(b)(4)
ESTIMATED COST					(b)(4)
FIXED FEE					
TOTAL EST COST + FEE					

FSC CD: R499

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
002801	Incremental Funding CPFF FOB: Destination PURCHASE REQUEST NUMBER: HQ0147322866				(b)(4)
ESTIMATED COST					(b)(4)
FIXED FEE					
TOTAL EST COST + FEE					
ACRN AA CIN: HQ0147322866002801					

FSC CD: R499

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
002802	Incremental Funding CPFF FOB: Destination PURCHASE REQUEST NUMBER: HQ0147322866				(b)(4)
				ESTIMATED COST FIXED FEE	(b)(4)
				TOTAL EST COST + FEE	
	ACRN AB				

CIN: HQ0147322866002802

FSC CD: R499

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
002803	Incremental Funding (PA) CPFF FOB: Destination PURCHASE REQUEST NUMBER: HQ0147322866				(b)(4)
				ESTIMATED COST FIXED FEE	(b)(4)
				TOTAL EST COST + FEE	
	ACRN AC CIN: HQ0147322866002803				

FSC CD: R499

ITEM NO	SUPPLIES/SERVICES	AMOUNT
002804	Incremental Funding (PA) ACRN AC PURCHASE REQUEST NUMBER: HQ0147325112	(b)(4)

FSC CD: R499

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE
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002805

Incremental Funding (PA)

CPFF

FOB: Destination

PURCHASE REQUEST NUMBER: HQ0147326578

AMOUNT

(b)(4)

ESTIMATED COST

FIXED FEE

TOTAL EST COST + FEE

ACRN AC

CIN: HQ01473265780001

(b)(4)

FSC CD: R499

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE
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002806

Labor Funding (DT)

CPFF

FOB: Destination

PURCHASE REQUEST NUMBER: HQ0147328644

AMOUNT

(b)(4)

ESTIMATED COST

FIXED FEE

TOTAL EST COST + FEE

ACRN AA

CIN: HQ01473286440001

(b)(4)

FSC CD: R499

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE
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AMOUNT

002807

(b)(4)

Labor Funding (IC)

CPFF

FOB: Destination

PURCHASE REQUEST NUMBER: HQ0147328644

ESTIMATED COST

FIXED FEE

TOTAL EST COST + FEE

ACRN AB

CIN: HQ01473286440002

(b)(4)

FSC CD: R499

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE
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AMOUNT

002808

(b)(4)

Labor Funding (PA)

CPFF

FOB: Destination

PURCHASE REQUEST NUMBER: HQ0147328644

ESTIMATED COST

FIXED FEE

TOTAL EST COST + FEE

ACRN AD

CIN: HQ01473286440003

(b)(4)

FSC CD: R499

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE
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AMOUNT

002809

(b)(4)

Incremental Funding (DT)

CPFF

FOB: Destination

PURCHASE REQUEST NUMBER: HQ0147431506

ESTIMATED COST

FIXED FEE

TOTAL EST COST + FEE

ACRN AE

CIN: HQ01474315060001

(b)(4)

FSC CD: R499

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
002810	Incremental Funding (IC) CPFF FOB: Destination PURCHASE REQUEST NUMBER: HQ0147431506				(b)(4)
				ESTIMATED COST FIXED FEE	(b)(4)
				TOTAL EST COST + FEE	
	ACRN AF CIN: HQ01474315060002				

FSC CD: R499

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
002811	Incremental Funding (PA) CPFF FOB: Destination PURCHASE REQUEST NUMBER: HQ0147431506				(b)(4)
				ESTIMATED COST FIXED FEE	(b)(4)
				TOTAL EST COST + FEE	
	ACRN AG CIN: HQ01474315060003				

FSC CD: R499

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
002812	Incremental Funding (DT) CPFF FOB: Destination PURCHASE REQUEST NUMBER: HQ0147540246				(b)(4)
				ESTIMATED COST FIXED FEE	(b)(4)
				TOTAL EST COST + FEE	
	ACRN AH CIN: HQ01475402460001				

FSC CD: R499

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
002813	Incremental Funding (PA) CPFF FOB: Destination PURCHASE REQUEST NUMBER: HQ0147539801				(b)(4)
				ESTIMATED COST FIXED FEE	(b)(4)
				TOTAL EST COST + FEE	
	ACRN AJ CIN: HQ01475398010001				

FSC CD: R499

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
002814	Incremental Funding (IC) CPFF FOB: Destination PURCHASE REQUEST NUMBER: HQ0147540867				(b)(4)
				ESTIMATED COST FIXED FEE	(b)(4)
				TOTAL EST COST + FEE	
	ACRN AK CIN: HQ01475408670001				

FSC CD: R499

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1014		1	Lot		(b)(4)
EXERCISED OPTION	Travel (Option 1) 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: HQ0147322866				
				ESTIMATED COST	(b)(4)

FSC CD: R499

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
101401					(b)(4)
	Incremental Funding (PA) COST FOB: Destination PURCHASE REQUEST NUMBER: HQ0147542742				
				ESTIMATED COST	(b)(4)
	ACRN AJ CIN: HQ01475427420002				

FSC CD: R414

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
101402	Incremental Funding (PA) COST FOB: Destination PURCHASE REQUEST NUMBER: HQ0147546601				(b)(4)
	ACRN AJ CIN: HQ01475466010001			ESTIMATED COST	(b)(4)

FSC CD: R414

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1028 EXERCISED OPTION	Labor (Option 1) CPFF This Task Order (TO) is issued on a Cost Plus Fixed Fee basis for non-personal A&AS services for Public Information Support (MDA/PA) as defined in the Performance Work Statement (PWS) in Section J. FOB: Destination PURCHASE REQUEST NUMBER: HQ0147322866	1	Lot		(b)(4)
				ESTIMATED COST FIXED FEE	(b)(4)
				TOTAL EST COST + FEE	

FSC CD: R499

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
102801	Incremental Funding (PA) CPFF FOB: Destination PURCHASE REQUEST NUMBER: HQ0147542742				(b)(4)
	ACRN AJ CIN: HQ01475427420001			ESTIMATED COST FIXED FEE	(b)(4)
				TOTAL EST COST + FEE	

FSC CD: R414

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
102802	Incremental Funding (DT) CPFF FOB: Destination PURCHASE REQUEST NUMBER: HQ0147542900				(b)(4)
				ESTIMATED COST FIXED FEE	(b)(4)
				TOTAL EST COST + FEE	
	ACRN AH CIN: HQ01475429000001				

FSC CD: R414

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
102803	Incremental Funding (IC) CPFF FOB: Destination PURCHASE REQUEST NUMBER: HQ0147542643				(b)(4)
				ESTIMATED COST FIXED FEE	(b)(4)
				TOTAL EST COST + FEE	
	ACRN AK CIN: HQ01475426430001				

FSC CD: R414

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
2014 OPTION	Travel (Option 2) 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: HQ0147322866	1	Lot		(b)(4)
ESTIMATED COST					(b)(4)

FSC CD: R499

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
2028 OPTION	Labor (Option 2) CPFF This Task Order (TO) is issued on a Cost Plus Fixed Fee basis for non-personal A&AS services for Public Information Support (MDA/PA) as defined in the Performance Work Statement (PWS) in Section J. FOB: Destination PURCHASE REQUEST NUMBER: HQ0147322866	1	Lot		(b)(4)
ESTIMATED COST FIXED FEE					(b)(4)
TOTAL EST COST + FEE					

FSC CD: R499

Section C - Descriptions and Specifications

CLAUSES INCORPORATED BY FULL TEXT

The contractor shall perform advisory and assistance services for Public Information Support, as described in the Performance Work Statement, 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.

With regards to the PWS performance objective #2, the contractor's proposed percentage for small business utilization during the performance of this task order is (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
0028	Destination	Government	Destination	Government
002801	Destination	Government	Destination	Government
002802	Destination	Government	Destination	Government
002803	Destination	Government	Destination	Government
002804	N/A	N/A	N/A	Government
002805	N/A	N/A	N/A	Government
002806	Destination	Government	Destination	Government
002807	Destination	Government	Destination	Government
002808	Destination	Government	Destination	Government
002809	N/A	N/A	N/A	Government
002810	N/A	N/A	N/A	Government
002811	N/A	N/A	N/A	Government
002812	N/A	N/A	N/A	Government
002813	N/A	N/A	N/A	Government
002814	N/A	N/A	N/A	Government
1014	Destination	Government	Destination	Government
101401	Destination	Government	Destination	Government
101402	Destination	Government	Destination	Government
1028	Destination	Government	Destination	Government
102801	N/A	N/A	N/A	Government
102802	N/A	N/A	N/A	Government
102803	N/A	N/A	N/A	Government
2014	Destination	Government	Destination	Government
2028	Destination	Government	Destination	Government

Section F - Deliveries or Performance

DELIVERY INFORMATION

CLIN	DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	DODAAC
0014	POP 28-JAN-2013 TO 27-JAN-2015	N/A	MISSILE DEFENSE AGENCY (MDA) BLDG 5222 MARTIN RD REDSTONE ARSENAL AL 35898-0001 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
0028	POP 28-JAN-2013 TO 27-JAN-2015	N/A	MISSILE DEFENSE AGENCY (MDA) BLDG 5222 MARTIN RD REDSTONE ARSENAL AL 35898-0001 FOB: Destination	HQ0147
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
002804	N/A	N/A	N/A	N/A
002805	N/A	N/A	N/A	N/A
002806	N/A	N/A	N/A	N/A
002807	N/A	N/A	N/A	N/A
002808	N/A	N/A	N/A	N/A
002809	N/A	N/A	N/A	N/A
002810	N/A	N/A	N/A	N/A
002811	N/A	N/A	N/A	N/A

002812	N/A	N/A	N/A	N/A
002813	N/A	N/A	N/A	N/A
002814	N/A	N/A	N/A	N/A
1014	POP 28-JAN-2015 TO 18-AUG-2015	N/A	MISSILE DEFENSE AGENCY (MDA) BLDG 5222 MARTIN RD REDSTONE ARSENAL AL 35898-0001 FOB: Destination	HQ0147
101401	N/A	N/A	N/A	N/A
101402	N/A	N/A	N/A	N/A
1028	POP 28-JAN-2015 TO 18-AUG-2015	N/A	MISSILE DEFENSE AGENCY (MDA) BLDG 5222 MARTIN RD REDSTONE ARSENAL AL 35898-0001 FOB: Destination	HQ0147
102801	N/A	N/A	N/A	N/A
102802	N/A	N/A	N/A	N/A
102803	N/A	N/A	N/A	N/A
2014	POP 19-AUG-2015 TO 18-AUG-2016	N/A	MISSILE DEFENSE AGENCY (MDA) BLDG 5222 MARTIN RD REDSTONE ARSENAL AL 35898-0001 FOB: Destination	HQ0147
2028	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 20132014 D 2520 YF SSY04_FY13 AMOUNT: (b)(4) CIN HQ0147322866001403: (b)(4) CIN HQ0147322866002801: CIN HQ01473286440001: (b)(4)	50-03-FY1314	710000	251
AB: 044411 097 0400 000 N 20132014 D 2520 XL SS122_FY13 AMOUNT: (b)(4) CIN HQ0147322866001402: (b)(4) CIN HQ0147322866002802: CIN HQ01473286440002: (b)(4)	50-FY1314	710000	251
AC: 044411 097 0400 000 N 20132014 D 2520 G6 SSZ38_FY13 AMOUNT: (b)(4) CIN HQ0147322866001401: (b)(4) CIN HQ0147322866002803: CIN HQ01473251120001: (b)(4) CIN HQ01473265780001:	50-PA-FY1314	710000	251
AD: 044411 097 0400 000 N 20132014 D 2520 X2 SSZ40_FY13 AMOUNT: (b)(4) CIN HQ01473286440003: (b)(4) CIN HQ01473289360001:	50-PA-FY1314	710000	251
AE: 044411 097 0400 000 N 20142015 D 2520 YF_ST04S_FY14 AMOUNT: (b)(4) CIN HQ01474315060001: (b)(4)	DT-00-FY1415	71DT	251
AF: 044411 097 0400 000 N 20142015 D 2520 XL_SD22S_FY14 AMOUNT: (b)(4) CIN HQ01474315060002: (b)(4)	IC-50-FY1415	71IC	251
AG: 044411 097 0400 000 N 20142015 D 2520 G6_SD38S_FY14 AMOUNT: (b)(4) CIN HQ01474315060003: (b)(4) CIN HQ01474364740001:	DX-DXPA-FY1415	71MH	251
AH: 044411 097 0400 000 N 20152016 D 2520 YF_ST04S_FY15 AMOUNT: (b)(4) CIN HQ01475402460001: (b)(4) CIN HQ01475402460002: CIN HQ01475429000001:	DT-00-FY1516	71DT	251
AJ: 044411 097 0400 000 N 20152016 D 2520 YR_SD40S_FY15 AMOUNT: (b)(4) CIN HQ01475398010001: (b)(4) CIN HQ01475398010002: CIN HQ01475427420001: CIN HQ01475427420002: CIN HQ01475466010001:	DX-DXPA-FY1516	71MH	251
AK: 044411 097 0400 000 N 20152016 D 2520 XL_SD22S_FY15 AMOUNT: (b)(4) CIN HQ0147540867000: (b)(4) CIN HQ0147542643000:	IC-50-FY1516	71IC	251

CLAUSES INCORPORATED BY REFERENCE

MDA G-06

ALLOTMENT OF FUNDS

MAY 2005

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:

Contract Specialist

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

PCO:

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/PA
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/eb/index.html>.

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, 1028; 2014 and 2028. 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 current task order period.

(End of Clause)

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 45 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 Public Information Support (Rev1)	17 Oct 14	16
Attachment 01a	Key Product Table	28 Jan 13	2
Attachment 02	Quality Assurance Surveillance Plan	28 Jan 13	15
Attachment 03	DD Form 254, Contract Security Classification Specification for Public Information Support	16 Jan 13	12
Attachment 04	Monthly Cost Report (Format)	28 Jan 13	9
Attachment 05	Monthly Status Report (Format)	28 Jan 13	14
Attachment 06	Travel Status Report (Format)	28 Jan 13	14
Attachment 07	Labor Competency Level Description for PA-01-12	28 Jan 13	5
Attachment 08	Invoicing Guidance Sample	28 Jan 13	1

ORDER FOR SUPPLIES OR SERVICES										PAGE 1 OF 22	
1. CONTRACT/PURCH. ORDER/ AGREEMENT NO. HQ0147-10-D-0031			2. DELIVERY ORDER/ CALL NO. 000815		3. DATE OF ORDER/CALL (YYYYMMDD) 2014 May 16		4. REQ / PURCH. REQUEST NO. See Schedule		5. PRIORITY		
6. ISSUED BY MISSILE DEFENSE AGENCY (MDA) CONTRACTS DIRECTORATE BLDG 5222 MARTIN RD REDSTONE ARSENAL AL 35898-0001				7. ADMINISTERED BY (if other than 6) SEE ITEM 6		8. DELIVERY FOB <input checked="" type="checkbox"/> DESTINATION <input type="checkbox"/> OTHER (See Schedule if other)					
9. CONTRACTOR NAME AND ADDRESS PEOPLETEC, INC. 4901 CORPORATE DR NW STE I HUNTSVILLE AL 35805-6206				10. DELIVER TO FOB POINT BY (Date) (YYYYMMDD) SEE SCHEDULE		11. MARK IF BUSINESS IS <input checked="" type="checkbox"/> SMALL <input type="checkbox"/> SMALL DISADVANTAGED <input checked="" type="checkbox"/> WOMEN-OWNED					
14. SHIP TO SEE SCHEDULE				15. PAYMENT WILL BE MADE BY DFAS IN VP DAI MDA 8899 E 56TH STREET INDIANAPOLIS IN 46249-1505		13. MAIL INVOICES TO THE ADDRESS IN BLOCK See Item 15					
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		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)		
<input checked="" type="checkbox"/> 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.						24. UNITED STATES OF AMERICA TEL: (b)(6) EMAIL: (b)(6) BY: (b)(6)		25. TOTAL \$3,693,929.00		26. DIFFERENCES	
27a. QUANTITY IN COLUMN 20 HAS BEEN <input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> 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			
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		33. AMOUNT VERIFIED CORRECT FOR	
36. I certify this account is correct and proper for payment.						31. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		34. CHECK NUMBER			
a. DATE (YYYYMMDD)		b. SIGNATURE AND TITLE OF CERTIFYING OFFICER						35. BILL OF LADING NO.			
37. RECEIVED AT		38. RECEIVED BY		39. DATE RECEIVED (YYYYMMDD)		40. TOTAL CONTAINERS		41. S/R ACCOUNT NO.		42. S/R VOUCHER NO.	

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: HQ0147435014	1	Lot		(b)(4)

ESTIMATED COST

(b)(4)

FSC CD: R425

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
001401	Incremental Funding (AB) COST FOB: Destination PURCHASE REQUEST NUMBER: HQ0147435014				(b)(4)
	ACRN AA CIN: HQ01474350140004				

ESTIMATED COST

(b)(4)

FSC CD: R425

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
001402	Incremental Funding (DS) COST FOB: Destination PURCHASE REQUEST NUMBER: HQ0147435014				(b)(4)
	ACRN AB CIN: HQ01474350140006				

ESTIMATED COST

(b)(4)

FSC CD: R425

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
001403	Incremental Funding (AB) COST FOB: Destination PURCHASE REQUEST NUMBER: HQ0147437288				(b)(4)
	ACRN AA CIN: HQ01474372880004			ESTIMATED COST	(b)(4)

FSC CD: R425

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
001404	Incremental Funding (DX) COST FOB: Destination PURCHASE REQUEST NUMBER: HQ0147437288				(b)(4)
	ACRN AB CIN: HQ01474372880006			ESTIMATED COST	(b)(4)

FSC CD: R425

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
001405	Incremental Funding (DTW) COST FOB: Destination PURCHASE REQUEST NUMBER: HQ0147438079				(b)(4)
	ACRN AD			ESTIMATED COST	(b)(4)

CIN: HQ01474380790001

FSC CD: R425

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
001406	Incremental Funding (AB) COST FOB: Destination PURCHASE REQUEST NUMBER: HQ0006543825				(b)(4)
	ACRN AE CIN: HQ00065438250001			ESTIMATED COST	(b)(4)

FSC CD: R414

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
001407	Incremental Funding (DS) COST FOB: Destination PURCHASE REQUEST NUMBER: HQ0147540025-0004				(b)(4)
	ACRN AG CIN: HQ01475400250003			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: HQ0147435014	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: HQ0147435014				(b)(4)
	ACRN AB CIN: HQ01474350140002			ESTIMATED COST	(b)(4)

FSC CD: R425

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
001502	Incremental Funding (DX) COST FOB: Destination PURCHASE REQUEST NUMBER: HQ0147437288				(b)(4)
	ACRN AB CIN: HQ01474372880002			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: HQ0147540025				(b)(4)
	ACRN AG CIN: HQ01475400250001			ESTIMATED COST	(b)(4)

FSC CD: R425

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0027	Labor - AB CPFF Task Order (TO) is issued on a Cost Plus Fixed Fee basis for non-personal A&AS services for Protocol and Event Management support, as defined in the Performance Work Statement (PWS) in Section J. FOB: Destination PURCHASE REQUEST NUMBER: HQ0147435014	(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 (IC) CPFF FOB: Destination PURCHASE REQUEST NUMBER: HQ0147435014				\$0.00
	ACRN AC			ESTIMATED COST FIXED FEE	(b)(4)
				TOTAL EST COST + FEE	

CIN: HQ01474350140001

FSC CD: R425

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
002702	Incremental Funding (AB) CPFF FOB: Destination PURCHASE REQUEST NUMBER: HQ0147435014				(b)(4)
				ESTIMATED COST FIXED FEE	(b)(4)
				TOTAL EST COST + FEE	
	ACRN AA CIN: HQ01474350140003				

FSC CD: R425

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
002703	Incremental Funding (DS) CPFF . FOB: Destination PURCHASE REQUEST NUMBER: HQ0147435014				(b)(4)
				ESTIMATED COST FIXED FEE	(b)(4)
				TOTAL EST COST + FEE	

FSC CD: R425

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE
002704	Incremental Funding (AB) CPFF FOB: Destination PURCHASE REQUEST NUMBER: HQ0147437288			

AMOUNT

(b)(4)

ESTIMATED COST
FIXED FEE
TOTAL EST COST + FEE

(b)(4)

ACRN AA
CIN: HQ01474372880003

FSC CD: R425

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE
002705	Incremental Funding (AB) CPFF FOB: Destination PURCHASE REQUEST NUMBER: HQ0006540071			

AMOUNT

(b)(4)

ESTIMATED COST
FIXED FEE
TOTAL EST COST + FEE

(b)(4)

ACRN AE
CIN: HQ00065400710001

FSC CD: R425

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0028	Labor - DS CPFF Task Order (TO) is issued on a Cost Plus Fixed Fee basis for non-personal A&AS services for Protocol and Event Management 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					

FSC CD: R425

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
002801	Incremental Funding (DX) CPFF FOB: Destination PURCHASE REQUEST NUMBER: HQ0147437288				(b)(4)
ESTIMATED COST FIXED FEE					(b)(4)
TOTAL EST COST + FEE					
ACRN AB CIN: HQ01474372880005					

FSC CD: R425

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
002802	Incremental Funding (DS) CPFF FOB: Destination PURCHASE REQUEST NUMBER: HQ0147540025				(b)(4)
ESTIMATED COST FIXED FEE					(b)(4)
TOTAL EST COST + FEE					
ACRN AG CIN: HQ01475400250002					

FSC CD: R425

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0029	Labor - IC CPFF Task Order (TO) is issued on a Cost Plus Fixed Fee basis for non-personal A&AS services for Protocol and Event Management 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					

FSC CD: R425

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
002901	Incremental Funding (IC) CPFF FOB: Destination PURCHASE REQUEST NUMBER: HQ0147437288				(b)(4)
ESTIMATED COST FIXED FEE					(b)(4)
TOTAL EST COST + FEE					
ACRN AC CIN: HQ01474372880001					

FSC CD: R425

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
002902	Incremental Funding (IC) CPFF FOB: Destination PURCHASE REQUEST NUMBER: HQ0147539783				(b)(4)
				ESTIMATED COST FIXED FEE	(b)(4)
				TOTAL EST COST + FEE	
	ACRN AF CIN: HQ01475397830001				

FSC CD: R425

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1014 OPTION	Option 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: HQ0147435014	1	Lot		(b)(4)
				ESTIMATED COST	(b)(4)

FSC CD: R425

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1015 OPTION	Option 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: HQ0147435014	1	Lot		(b)(4)
				ESTIMATED COST	(b)(4)

FSC CD: R425

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1027		(b)(4)	Hours		(b)(4)
OPTION	Option Labor - AB CPFF Task Order (TO) is issued on a Cost Plus Fixed Fee basis for non-personal A&AS services for Protocol and Event Management support, as defined in the Performance Work Statement (PWS) in Section J. FOB: Destination PURCHASE REQUEST NUMBER: HQ0147435014				
ESTIMATED COST FIXED FEE					(b)(4)
TOTAL EST COST + FEE					

FSC CD: R425

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

FSC CD: R425

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1029 OPTION	Option Labor - IC CPFF Task Order (TO) is issued on a Cost Plus Fixed Fee basis for non-personal A&AS services for Protocol and Event Management 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
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: HQ0147435014	1	Lot		(b)(4)
ESTIMATED COST FIXED FEE					(b)(4)
TOTAL EST COST + FEE					(b)(4)

FSC CD: R425

CLAUSES INCORPORATED BY FULL TEXT

The contractor shall perform advisory and assistance services for Protocol and Event Management, 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.

With regards to the PWS performance objective #2, the contractor's proposed percentage for small business utilization during the performance of this task order is (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
0015	Destination	Government	Destination	Government
001501	Destination	Government	Destination	Government
001502	Destination	Government	Destination	Government
001503	Destination	Government	Destination	Government
0027	N/A	N/A	N/A	Government
002701	N/A	N/A	N/A	Government
002702	N/A	N/A	N/A	Government
002703	N/A	N/A	N/A	Government
002704	N/A	N/A	N/A	Government
002705	N/A	N/A	N/A	Government
0028	N/A	N/A	N/A	Government
002801	N/A	N/A	N/A	Government
002802	N/A	N/A	N/A	Government
0029	N/A	N/A	N/A	Government
002901	N/A	N/A	N/A	Government
002902	N/A	N/A	N/A	Government
1014	Destination	Government	Destination	Government
1015	Destination	Government	Destination	Government
1027	N/A	N/A	N/A	Government
1028	N/A	N/A	N/A	Government
1029	N/A	N/A	N/A	Government
3027	N/A	N/A	N/A	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
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
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	MISSILE DEFENSE AGENCY (MDA) BLDG 5222 MARTIN RD REDSTONE ARSENAL AL 35898-0001 FOB: Destination	HQ0147
002801	N/A	N/A	N/A	N/A
002802	N/A	N/A	N/A	N/A
0029	POP 16-MAY-2014 TO 18-AUG-2015	N/A	MISSILE DEFENSE AGENCY (MDA) BLDG 5222 MARTIN RD REDSTONE ARSENAL AL 35898-0001 FOB: Destination	HQ0147
002901	N/A	N/A	N/A	N/A
002902	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	N/A	N/A	N/A	N/A
1029	N/A	N/A	N/A	N/A
3027	POP 16-MAY-2014 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

Section G - Contract Administration Data

ACCOUNTING AND APPROPRIATION DATA

AA: 044411 097 0400 000 N 20142015 D 2520 XC_SD09S_FY14	AB-00-FY1415	71AB	251
AMOUNT (b)(4)			
CIN HQ01474350140003 (b)(4)			
CIN HQ01474350140004 (b)(4)			
CIN HQ01474372880003 (b)(4)			
CIN HQ01474372880004 (b)(4)			
AB: 044411 097 0400 000 N 20142015 D 2520 YB_SD40S_FY14	DX-DXDS-FY1415	71MH	251
AMOUNT (b)(4)			
CIN HQ01474350140002 (b)(4)			
CIN HQ01474350140006 (b)(4)			
CIN HQ01474372880002 (b)(4)			
CIN HQ01474372880005 (b)(4)			
CIN HQ01474372880006 (b)(4)			
AC: 044411 097 0400 000 N 20142015 D 2520 XL_SD22S_FY14	IC-50-FY1415	71IC	251
AMOUNT (b)(4)			
CIN HQ01474350140001 (b)(4)			
CIN HQ01474372880001 (b)(4)			
AD: 044411 097 0400 000 N 20142015 D 2520 YF_ST04S_FY14	DT-00-FY1415	71DT	251
AMOUNT (b)(4)			
CIN HQ01474380790001 (b)(4)			
AE: 044411 097 0400 000 N 20152016 D 2520 XC_SD09S_FY15	AB-114DS-FY1516	71AB	251
AMOUNT (b)(4)			
CIN HQ00065400710001 (b)(4)			
CIN HQ00065438250001 (b)(4)			
AF: 044411 097 0400 000 N 20152016 D 2520 XL_SD22S_FY15	IC-50-FY1516	71IC	251
AMOUNT (b)(4)			
CIN HQ01475397830001 (b)(4)			
AG: 044411 097 0400 000 N 20152016 D 2520 YB_SD40S_FY15	DX-DXDS-FY1516	71MH	251
AMOUNT (b)(4)			
CIN HQ01475400250001 (b)(4)			
CIN HQ01475400250002 (b)(4)			
CIN HQ01475400250003 (b)(4)			

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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/eb/index.html>.
(End of clause)

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:

CLIN 0014:	(b)(4)
CLIN 0015	(b)(4)
CLIN 0027	(b)(4)
CLIN 0028	(b)(4)
CLIN 0029	(b)(4)

Total Funded Amount:	(b)(4)
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Estimated funds exhaustion date: TBD

Section H - Special Contract Requirements

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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)

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 and 1027. 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.

(End of clause)

Section J - List of Documents, Exhibits and Other Attachments

DOCUMENT TYPE	DESCRIPTION	DATE	PAGES
Attachment 01	Performance Work Statement (PWS) for Protocol and Event Management (Rev1)	17 Oct 2014	20
Attachment 01a	PWS Key Product Tables	9 Apr 2014	7
Attachment 02	Quality Assurance Surveillance Plan (QASP)	9 Apr 2014	16
Attachment 03	DD 254, Contract Security Classification Specification for Protocol and Event Management	10 Apr 2014	12
Attachment 04	Monthly Status Report	18 Apr 2013	10
Attachment 05	Monthly Cost Report	30 Nov 2012	1
Attachment 06	Travel Status Report	24 Jan 2013	1