

Full and Open (F&O)
MiDAESS Task Order Performance Work Statement
Integration Synchronization Group/DP-01-13
Revision 3
19 January 2015

1. Administrative Information

Date: 14 Jan 2013

- 1.1. Full and Open (F&O) or Small Business Set Aside (SBSA): F&O**
- 1.2. Functional Capability Group # 2: Acquisition Support**
- 1.3. Functional Area: Program Executive for Programs and Integration**
- 1.4. CLIN: Per the task order**
- 1.5. Task Order Title/No.: Integration Synchronization Group/DP-01-13**
- 1.6. Base Period of Performance: Per the task order**
- 1.7. Basic Contract PWS Reference: Paragraph 3.1.3**

2. Top Level Functional Requirements/Scope

2.1. Purpose

To identify requirements and associated products for the Missile Defense Agency (MDA) and the Integration Synchronization Center (ISC) for effective change management, analysis, and operations support to sustain the Ballistic Missile Defense System (BMDS) throughout the acquisition life cycle.

This support is required for the ISC located in Huntsville, Alabama and covers efforts in geographically dispersed locations identified in this Performance Work Statement (PWS). This effort requires routine coordination between Programs and Integration organization (DP) and the Acquisition Directorate (DA).

The requirements in this task order support the BMDS change management process to affect the six components of the BMDS Baselines: contract, resource, technical, operational, test, and schedule.

2.2. Organizational Description

The ISC under the guidance of the DP organization manages the BMDS program control and change management process for establishing and changing BMDS Baselines at either an Integration Synchronization Group (ISG) or Program Change Board (PCB). See organizational chart at figure 1. The ISC consists of matrixed MDA program (referred to as element) and functional subject matter experts co-located in Huntsville, AL at the

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MDA Von Braun Complex on Redstone Arsenal with counterparts at other geographic locations. The center supports the executive decision making processes across the agency and provides a forum to facilitate shared situational awareness and integration and synchronization of the six BMDS Baselines (Contract, Resource, Technical, Operational, Test, and Schedule). The ISC assesses BMDS Change Requests (BCRs) courses of action for feasibility and executability. Change requests, depending on level of delegation authority, are presented and approved at an ISG or PCB, chaired by the Program Executive for Programs and Integration (DP) or the MDA Director, respectively.

The ISC Director oversees the ISG Secretariat functions that perform administrative support for ISGs, to include developing meeting agendas, scheduling meetings, taking meeting notes and executing Video Teleconferences (VTCs). These functions also include tracking the status of BCRs and facilitating development, coordination and approvals during the change process.

The ISC Director also oversees the business operations to maintain the working environment required for the day-to-day execution of the ISC mission. These functions include operating procedures, internal control management, space management, security and safety.

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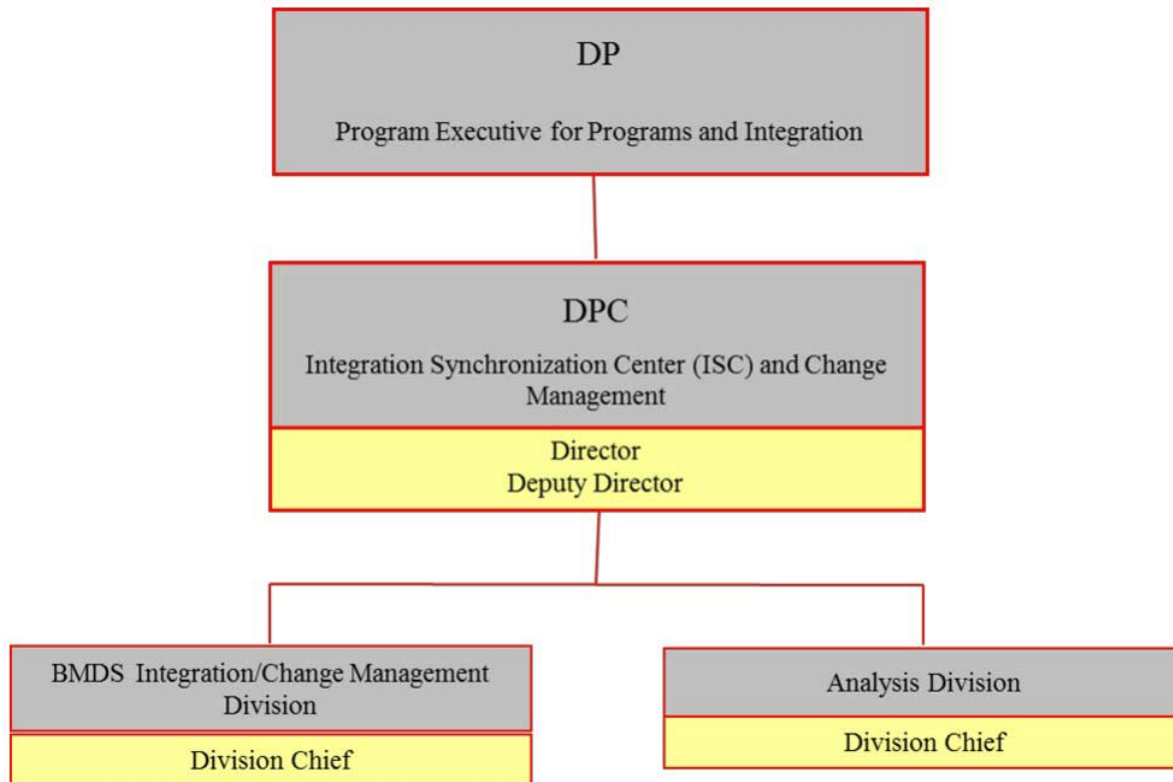


Figure 1 MDA/DPC Organization Chart

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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 the BMDS	HSV
2. Effective Small Business Utilization throughout Execution of this Task Order	HSV
3. Utilize Small Business, as specified by the Small Business Subcontracting Plan	HSV
4. Effective management and reporting of cost throughout execution of this task order	HSV
5. ISG Secretariat Support	HSV
6. Topic Development and Change Request Analysis in Support of ISGs and PCBs	HSV
7. ISC Operations Support	HSV
8. DPB Schedule Baseline Support	HSV

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 Integration Synchronization Center 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

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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 be limited to two pages and provide specific details of how the contractor will operate the team and manage the task order, with content as specified below.
 - 1) Identify CPM and TOL.
 - 2) Describe in detail how operations will be executed daily, including subcontractor management.
 - 3) Provide details on how continuity of services will be provided, e.g., turnover and difficulty of filling vacancies.
 - 4) Specify communication methods with each program, including frequency and location.
- a. 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).

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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
	Management of Key Personnel/Timeliness – 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

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: (1) For large business prime contractors, include the first tier subcontractor total labor cost (minus fee); (2) For small businesses prime contractors, include the prime small business total labor cost (minus prime and subcontractor fee), plus the first tier subcontractor small businesses total labor cost (minus fee). Labor cost is defined as the total fully burdened labor without fee and does not include ODC and travel charges.

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3.2.2. Key Products:

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

Performance Objective #2		
Objective	Standards	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: Performance Objective #2 Performance Standards

3.3 Performance Objective #3: Utilize Small Business, as specified by the Small Business Subcontracting Plan. (Not applicable for small business prime contractors)

3.3.1 Task Details

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

3.3.2 Key Products:

The contractor shall report in the Monthly Status Report in accordance with the requirements of FAR 52.219-9, Small Business Subcontracting Plan. For contractors under the Department of Defense Comprehensive Small Business Subcontracting Plan (Test Program) (DFAR 252.219-7004, Small Business Subcontracting Plan (Test Program) is incorporated into the contract), see paragraph 4.2 d below.

Performance Objective #3		
Objective	Standards	Acceptable Quality Levels(AQL)
Utilize small business, as specified by the contract Small Business Subcontracting	The contractor meets or exceeds the proposed percentage of small business	Cumulative small business utilization is within the percentages identified in the

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Plan.	utilization at the basic contract level.	Standard Rating of the QASP
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Table 3.3: 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. Submit invoices on a monthly basis. Final invoice shall be submitted within 30 days of the end of the PoP.

3.4.2 Key Products

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

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

Table 3.4: Performance Objective #4 Standards

3.5 Performance Objective #5: ISG Secretariat Support

Task Details: The contractor shall develop, support and deliver ISG and PCB notes, decision memos, read-aheads, daily updates, metrics and Ad-Hoc reports as they relate to the following task details.

- a. **Status Tracking:** The contractor shall track the status of topics in development or review that will be presented at an ISG and/or PCB meeting; Program Element (PE)/Functional Manager (FM) level decisions determined to be BMDS integration topics; and implementation status of PE/FM, ISG and PCB decision.
- b. **ISC Meetings:** The contractor shall support ISC meetings, to include Pre-ISC Analysis meetings, which provide status of topics coming to working groups and the ISG and/or PCB. This support includes posting read-ahead material within established timelines; notifying Core Integration Team (CIT) members of the availability of topic-related postings; scheduling the meetings; and administering meetings with Government approved VTC connectivity at locations which may include: Huntsville, AL; Arlington, VA; Colorado Springs, CO; Dahlgren, VA; Omaha, NE; Los Angeles, CA; Albuquerque, NM and other MDA or supporting locations. Information is nominally reviewed at two ISC meetings and two Pre-ISC Analysis meetings each week.
- c. **Integration Synchronization Group (ISG):** The contractor shall support ISG meetings in compliance with MDA policy and timelines, to include coordinating the ISG meetings with the ISG Chair's calendar; notifying ISG Principals and

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Alternates of changes in meeting times; posting read-ahead materials within established deadlines for each topic to be presented at the ISG; scheduling meeting locations; administering meetings with Government provided VTC connectivity; creating, coordinating, and distributing notes from the meetings; staffing ISG decision memorandums which formalize final decisions made at the ISG level, and tracking decision implementation status. Coordinate the decision memorandum package with the Office of Primary Responsibility (OPR) within two workdays of an ISG meeting and secure signature(s), in accordance with MDA policy. This meeting is conducted by VTC normally involving the following sites, Huntsville, AL; Arlington, VA; Colorado Springs, CO; Dahlgren, VA; and Omaha NE. Periodically (normally no more than once or twice a month) conduct virtual (electronic) ISG coordination of topics to expedite staffing and ultimate finalization of decisions and other administrative support.

- d. Support PE/FM Level Decision Facilitation.** The contractor shall support the agency Program Executive and Functional Manager organizations with the processing of decision packages, including drafting and formatting of decision memoranda and staff summary sheets intended for leadership coordination and approvals.
- e. Program Change Board (PCB):** The contractor shall support PCB meetings in compliance with MDA Directive 5000.04 and MDA Directive 5010.20. The PCB process requires quality products for decision making on specific timelines to meet mission priorities. This includes efforts such as coordinating meeting schedules; clearing meeting attendees with MDA Boards, a division in the Chief of Staff's Office (DS); and reviewing and coordinating material in advance (e.g., executive level briefings and associated draft decision documents). Provide comments on accuracy and quality of the material, which includes coordination at the Program Executive (PE), Functional Manager (FM), and OPR office levels for clarity. Participate in a "hot wash" with MDA Boards immediately after the PCB meeting to provide inputs to the minutes.
- f. ISG & PCB Information Center (IPIC) Daily Update.** The contractor shall develop, maintain, and distribute the IPIC update daily. This product summarizes the status of active BMDS integration topics being reviewed by baseline working groups, senior leader interest items, and other topics under development or being finalized by PE/FM decision authorities. Distribute the updates by e-mail as prescribed by the ISC Standard Operating Procedures.
- g. Quality Control:** The contractor shall support quality control review of briefings prior to posting for compliance with approved formats, classification markings, and readability.

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- h. Ad Hoc and Tiger Team Meetings:** The contractor shall support the scheduling and facilitation activities for short notice changes pertaining to BMDS integration required internal to the agency and/or to external agencies such as Congress, National Security Authority, or the other Services.
- i. Database Management:** The contractor shall update daily the historical database of briefings, notes, minutes, decision memoranda or topics that have gone through ISGs and PCBs. There are existing Microsoft Access databases resident on MDA electronic files that will be made available. These databases are used to maintain the status of all topics intended for ISC staffing and adjudication. The databases will be used as the foundation for providing status reports, processing metrics and facilitating research activities.
- j. Metrics and Reporting:** The contractor shall collect metrics on topics coming through the ISG and PCB for Continuous Process Improvement. Provide recommendations on how to improve the ISG and PCB processes. Prepare historical reports on topics that have come through the ISG and PCB approval process. Provide reports to highlight cycle times through PE/FM, ISG and PCB processes. Collect and report processing milestones on topics going through the ISG and PCB process improvement opportunities and trend analysis.

Performance Objective # 5		
Objective	Standard	Acceptable Quality Levels (AQLs)
ISG Secretariat Support	Responsiveness = Work completed within assigned deadlines	95% of work completed within assigned deadlines
	Technical Accuracy = Maintain and provide services and documentation with minimal rework	Work completed with no more than 10% rework

Table 3.5 Performance Objective #5 Standards

3.6 Performance Objective #6: Topic Development and Change Request Analysis

Task Details: The contractor shall develop, support and deliver Pre-ISG Triage Spot reports as well as Pre-ISG summary reports as they relate to the task details.

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- a. **Topic Development:** The contractor shall coordinate and facilitate change request development, in accordance with the MDA Battle Rhythm (or agency weekly/daily routine), to support the generation of clear and effective compliance and decision briefings based on ISG and PCB lessons learned.
- b. **Change Request Analysis:** The contractor shall support analysis of topics coming through the ISG and PCB from a BMDS perspective that includes assessing cost, budget, schedule, performance, and risk issues of options presented and determining the appropriate decision path for resolution. Recommend the assignment of a change request to the appropriate decision level (PE/FM/Program Manager (PM), ISG, or PCB). This process is termed “triage”. Support analysis development by validating that briefing content is clear and concise, confirming the correct template is used, and assisting in coordinating working group reviews to produce an integrated and synchronized product. Provide recommendations during review of topics coming to the ISG and/or PCB.
- c. **Analysis Assessment Reports:** The contractor shall prepare and provide assessment of cost, schedule, performance, and risk issues.
- The contractor shall provide a Triage Spot Report and Pre-ISG Assessment Report of cost, schedule, performance, and risk of options being presented at an ISG for executive organizations in the ISG/PCB process, as defined in policy.
 - The contractor shall interface with Working Groups, Program Offices and their representatives to facilitate topic coordination, analysis, and report on status within established ISC timelines.
 - **Core Integration Team (CIT):** The contractor shall support CIT meetings, to include Pre-ISG Analysis meetings, which provide status of topics coming to working groups and the ISG and/or PCB. This support includes posting read-ahead material within established timelines; notifying CIT members of the availability of topic-related postings; scheduling the meetings; and administering meetings with Government approved VTC connectivity at locations which may include: Huntsville, AL; Arlington, VA; Colorado Springs, CO; Dahlgren, VA; Omaha, NE; Los Angeles, CA; Albuquerque, NM and other MDA or supporting locations. Information is nominally reviewed at one CIT meeting and two Pre-ISG Analysis meetings each week.

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Performance Objective # 6		
Objective	Standard	Acceptable Quality Levels (AQLs)
Topic Development and Change Request Analysis in support of ISG/PCBs	Responsiveness = Work completed within assigned deadlines	95% of work completed within assigned deadlines
	Technical Accuracy = Maintain and provide services and documentation with minimal rework	Work completed with no more than 10% rework

Table 3.6 Performance Objective #6 Standards

3.7 Performance Objective #7: ISC Operations Support

Task Details: The contractor shall develop, support and deliver directives and procedure updates associated with the following task details.

- a. Calendar Management:** The contractor shall schedule activities for the ISC using Microsoft Outlook, as prescribed by the MDA policy and procedures, and post on the Agency portal (web-based tool). Support ISC calendar management for the CIT, and other meetings, such as Pre-ISG analysis, and Ad Hoc.
- b. Portal Management:** The contractor shall maintain the IPIC, ISG and Calendar Portal Sites on both the classified and unclassified systems (six total portal sites). Maintain archives of briefings, notes, decision implementation status and decision memoranda on topics that have been reviewed during the change management process at the PE/FM, ISG, and PCB levels. As changes occur update all reference material on the ISG and IPIC portals, to include procedures, policies, templates, status reports, agendas and personnel listings used for site security and dissemination of information.
- c. Directives & Procedures:** The process and procedures used to conduct Change Management in the Agency are codified in MDA Directives and Standard Operating Procedures. The contractor shall assist in preparation and update of ISG and PCB directives and Standard Operating Procedures. Review and update ISC operations directives that document procedures on an annual basis.

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Performance Objective # 7		
Objective	Standard	Acceptable Quality Levels (AQLs)
ISC Operations Support	Responsiveness = Work completed within assigned deadlines	95% of work completed within assigned deadlines
	Technical Accuracy = Maintain and provide services and documentation with minimal rework	Work completed with no more than 10% rework

Table 3.7.1 Performance Objective #7 Standards

3.8 Performance Objective #8: DPB Schedule Baseline Support

Task Details: The contractor shall develop, support and deliver BMDS schedules and reports using the Project Server/SharePoint framework associated with the task details identified in support of BMDS Integration efforts.

- a. **BMDS Schedules:** The contractor shall possess a competency with scheduling tools (i.e. MS Project/MS Project Server). The contractor shall have a sound understanding of SharePoint and schedule reporting tools (i.e. Milestones Professional, OnePagerPro, etc). The contractor shall develop, maintain, and distribute BMDS Event Schedules based on MDA BMDS Project Server data.
- b. **Schedule Reports:** The contractor shall update and disseminate tabular reports, to include deliverables and dependencies for BMDS Project Schedules.
- c. **Scheduler Training:** The contractor shall assist with training new schedulers on the program management tools used for BMDS scheduling. The contractor shall maintain and distribute user documentation and training guides.
- d. **Project Server Implementation:** The contractor shall assist with maintaining the UMKO site used for the BMDS Project Server.

Performance Objective # 7		
Objective	Standard	Acceptable Quality Levels (AQLs)

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DPB Schedule Baseline Support	Responsiveness = Work completed within assigned deadlines	95% of work completed within assigned deadlines
	Technical Accuracy = Maintain and provide services and documentation with minimal rework	Work completed with no more than 10% rework

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 Procuring Contracting Officer (PCO) with a copy to the designated Contracting Officer's Representative (COR) 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 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 and travel charges.

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

For small businesses prime contractors, include the small business total labor

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Cost (minus prime and subcontractor fee), plus the first tier subcontractor small businesses total labor cost (minus fee).

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

- d. Small Business Subcontracting Plan as defined in Objective #3. Contractor shall submit an Individual Subcontracting Report (ISR) via the electronic Subcontracting Reporting System (eSRS). If the contractor is under the Department of Defense Comprehensive Small Business Subcontracting Plan (Test Program) (DFAR 252.219-7004, Small Business Subcontracting Plan (Test Program) incorporated into the contract), the contractor shall submit a report to the Contracting Officer semi-annually, as of 30 September and 31 March, with essentially the same information as contained in an ISR outlined in FAR 52.219-9, for evaluation of this performance objective. These reports shall encompass the cumulative performance on all MiDAESS task orders performed as of the date of the report.
- e. Government Furnished Equipment (GFE). See paragraph 7.2 for reporting requirements.
- f. Submit on-site/off-site data in Government provided format identifying support for each location identified in the PWS

4.2 Travel Status Report

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

5. Security Clearance Requirements

All personnel must hold a minimum of a SECRET clearance upon Task Order Award as defined by the table below. Contractor shall submit clearance paperwork for hires within 14 days after award to begin the process.

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Work Area	Secret	% Top Secret Eligibility Upon Award	% Top Secret Total Upon Award	% SCI Eligibility Upon Award	% SCI Total Upon Award
Huntsville, AL	100%	N/A	0	0	0

Table 5: Task Order Security Requirements

6. Travel and Other Direct Cost (ODC) Requirements

- a. No travel is anticipated on this task order
- 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 Other Direct Costs are 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	5
National Capital Region	0
Colorado Springs	0
Dahlgren	0

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Table 7.1 GFE Requirements Per Site

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

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).
- 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 Temporary (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 8.1 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
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Program Manager	At Award
Task Order Lead	At Award
Contractor personnel to support all Performance Objectives	Within 14 days of award

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.

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1. Performance Objectives and Detail Requirements

Table 1.0 below depicts the Performance Objectives associated with MiDAESS Task Order PWS, Integration Synchronization Group/DP-01-13.

Performance Objective Index	Location
1. Delivery of Support Services for the Ballistic Missile Defense System (BMDS)	HSV
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7. Integration Synchronization Center (ISC) Operations Support	HSV

Table 1.0 Performance Objectives

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

Task Product	Location & Number Required	Frequency
Task Order Communication Plan (3.1)	Huntsville, AL (HSV), (1)	5 Working Days after Task Order Award

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.

Performance Objective #3: Utilize Small Business, as specified by the Small Business Subcontracting Plan

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

Full and Open (F&O)
MiDAESS Task Order Performance Work Statement
Integration Synchronization Group/DP-01-13
Key Product Tables
Revision 2
19 January 2015

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

Task Product	Location & Number Required	Frequency
Cost Reports (3.4.2)	HSV (1)	Monthly
Limitations of Funds Letter (3.4.1.b)	HSV (1)	When required
Invoices (3.4.1.d)	HSV (1)	Monthly
Travel Status report (3.4.2)	HSV (1)	Monthly

Table 3.0 Performance Objective #4 Key Products

Performance Objective #5: Integration Synchronization Group (ISG) Secretariat Support

Task Product	Location & Number Required	Frequency
ISG Notes (3.5 c)	HSV (1)	2/weekly
ISG decision memos (3.5 c)	HSV (1)	2/weekly
PCB briefing read-ahead (3.5 e)	HSV (1)	2/weekly
Monthly Implementation Report (3.5 i)	HSV (1)	Monthly
ISG & PCB Information Center Daily Update (3.5 f)	HSV (1)	Daily
Ad Hoc reports (3.5 h)	HSV (1)	12/ yearly
ISG and PCB Metrics (3.5 j)	HSV (1)	1/monthly

Table 4.0 Performance Objective #5 Key Products

Full and Open (F&O)
MiDAESS Task Order Performance Work Statement
Integration Synchronization Group/DP-01-13
Key Product Tables
Revision 2
19 January 2015

Performance Objective #6: Topic Development and Change Request Analysis in Support of ISGs and Program Change Boards (PCBs)

Task Product	Location & Number Required	Frequency
Pre-ISG Analysis Assessment Report (3.6 c)	HSV(1)	2/weekly
Triage Spot Report (3.6 c)	HSV (1)	Projected Value of 125 per year

Table 5.0 Performance Objective #6 Key Products

Performance Objective #7: Integration Synchronization Center (ISC) Operations Support

Task Product	Location & Number Required	Frequency
Directives & Procedures Update (3.7 c)	HSV (1)	1/Yearly

Table 6.0 Performance Objective #7 Key Products

Performance Objective #8: DPB Schedule Baseline Support

Task Product	Location & Number Required	Frequency
BMDS Schedules (3.8a)	HSV (1)	Projected Value of 4 per month
BMDS Schedule Reports (3.8b)	HSV (1)	Projected Value of 8 per month
BMDS Schedule Support (3.8d)	HSV (1)	Monthly

Table 5.0 Performance Objective #8 Key Products

**Basic Contract
Performance Work Statement (PWS)**

for

**Missile Defense Agency
Engineering and Support Services (MiDAESS)**

**Acquisition Support
Capability Group
Small Business Set-Aside**

Date: 17 June 2009

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APPENDIX: PERFORMANCE STANDARD SUMMARY MATRIX

1.0 BACKGROUND

The Department of Defense (DoD) created the Missile Defense Agency (MDA) in January 2002. The Agency's mission is to develop a layered integrated Ballistic Missile Defense System (BMDS) that will destroy all ranges of ballistic missiles by engaging them in all phases of flight.

The DoD assigned existing missile defense programs from the military services to the Agency. These included the Army's National Missile Defense program, Navy's Aegis Ballistic Missile Defense program, and Air Force's Airborne Laser program, among others. Each of the existing service program and project offices became part of the Missile Defense Agency. The Agency has re-aligned functionally to ensure centralized Headquarters control with decentralized execution. Individual Functional Managers are accountable to MDA Senior Leadership for the quality and quantity of support throughout the Agency, enhanced sharing of BMDS expertise among executing organizations, developing Agency-wide processes, and procedures, and training within the individual disciplines.

The MDA follow-on Advisory and Assistance Services (A&AS) will be centrally managed by the Missile Defense Agency Engineering and Support Services (MiDAESS) Program Office. The program has several explicit objectives:

- Implement national engineering and support services for the BMDS mission across the enterprise.
- Enhance the sharing of BMD expertise and knowledge across the Agency.
- Centralize the acquisition of support services manpower in a more efficient manner.
- Reduce Agency overhead cost enterprise-wide.

2.0 INTRODUCTION

The Acquisition Support Capability Group is comprised of five (5) functional areas: 1) Acquisition (DA), 2) Readiness Management (DWL), 3) International Affairs (DI), 4) Business and Financial Management (DOB), and 5) Legislative Affairs (LA). These Functional Managers are responsible for execution of support for the BMDS and each of the geographically dispersed programs within the Agency. The Acquisition Support Capability Group will utilize a matrix management approach that ensures A&AS professionals are provided across the Agency. Matrix management is an organizational concept where a Functional Manager (FM) allocates personnel resources with like skills among executing organizations needing these skills.

The Functional Managers serve as the principal executives for acquisition, readiness management, international affairs, business and finance, and legislative affairs matters relating to support for the BMDS. Each functional organization has unique requirements and discrete responsibilities, but all require similar expertise that has been consolidated into a single capability group for execution.

2.1 Acquisition (DA)

The Director for Acquisition is the principal advisor to the Director, MDA on all issues relating to acquisition, contracting matters, and small business. The mission of the DA Directorate is to facilitate BMDS and program development and deployment by establishing acquisition and contracting policies and processes, developing direction and guidance for the BMDS and associated programs, assessing program performance, developing an acquisition workforce to support mission needs, and providing support through all phases of the acquisition cycle. The Director for Acquisition has five (5) subordinate organizations: Acquisition Policy, Planning, and Assessment; Program Element Management; Small Business Programs; Operations; and Contracting*. Acquisition activities are executed with a streamlined Headquarters staff and functional matrix personnel geographically distributed and co-located with program offices across the Agency. Specific functional management responsibilities include, but are not limited to:

- a. Providing acquisition authorization, assessment, oversight, and assistance throughout the Agency. Developing policies, plans, processes, procedures, and guidance for MDA acquisitions.
- b. Providing acquisition expertise and support to the Program Directors (PDs)/Program Managers (PMs) and their respective Acquisition Functional Leads for execution of the acquisition function.
- c. Preparing analyses, providing advice, and making recommendations to MDA leadership.
- d. Providing oversight and management of the MDA Small Business Program.
- e. Establishing and maintaining the Acquisition organization and workforce.

*The Acquisition Directorate responsibilities also include oversight and management of Agency contracting efforts. The contracting activities are NOT included in the MiDAESS A&AS requirement.

In addition, DA provides acquisition matrix support to the BMDS Plans, Programs and Integration Directorate (DPB). The DPB Directorate reports to the Deputy Program Manager for the BMDS and supports the DP mission of supervising the execution of the BMDS Program. The Directorate is headquartered at Redstone Arsenal, Alabama and has personnel assigned in the National Capitol Region (NCR) and Colorado Springs. The Directorate is responsible for BMDS Baseline Integration, providing the Offices of Primary Responsibility (OPRs) for the Schedule Baseline, developing the BMDS Master Plan (BMP) and the BMDS Integrated Master Schedule (IMS), and maturing the BMDS Program Plan.

2.2 Readiness Management (DWL)

The Director of Readiness Management will utilize multiple Memorandum of Understanding (MOU) agreements to ensure effective communication and coordination between subject matter experts (SMEs) and service representatives. Specific functional responsibilities include, but are not limited to:

- a. Lead MDA efforts to ensure the BMDS meets Warfighters readiness requirements, including associated planning, analysis, and assessment requirements.
- b. Define, track, and report appropriate BMDS level (including programs) readiness metrics.
- c. Resolve problems identified through BMDS and program reporting.
- d. Interface with readiness stakeholders (Services, Joint Staff, COCOMS, and OSD) to ensure appropriate stakeholder concerns are considered in BMDS and program readiness trades.
- e. Identify and communicate BMDS and program readiness lessons learned and best practices across the BMDS, programs, services, and other agency stakeholders.

2.3 International Affairs (DI)

The Director for International Affairs provides executive leadership and strategic direction for all international activities and engagements proposed or conducted by the MDA to ensure the BMDS and associated acquisition program plans and accomplishments are aligned with established policies, strategies, guidance, and objectives. The DI Directorate develops and implements the Agency international strategy to facilitate BMDS development and deployment. International Affairs has a Headquarters staff with functional matrix personnel geographically distributed and co-located with programs across the Agency. It is currently organized into four (4) divisions: 1) Europe and the Americas, 2) Asia-Pacific, 3) Middle East, and 4) Strategy and Integration. These divisions cover all regions, countries, and functions germane to the effective execution of its mission. The Director for International Affairs applies unique expertise to a broad range of international policy and foreign affairs issues for the MDA Director, MDA headquarters staff, and to programs across the Agency. The International Affairs Directorate mission consists of the following activities:

- a. International Strategy Development and Execution
- b. Strategic Communication Planning and Execution; Global BMD Outreach
- c. Regional and Global Policy and Affairs

- d. Armaments Cooperation Planning and Execution (including cooperative R&D, international agreements development and negotiation)
- e. Security Assistance Planning and Execution (e.g., Foreign Military Sales)
- f. Multinational BMD Conference Planning and Execution
- g. Arms Control Implementation Planning and Development
- h. Internal Strategic Planning and Execution Supporting International Affairs

2.4 Business and Financial Management (DOB)

The Director for Business and Financial Management reports to the Deputy for Agency Operations and provides executive support, along with on-call support to other Agency senior leaders. The Directorate develops, allocates, executes, reviews, and analyzes funding and manpower expenditures and manages other accounting-related matters across the Agency. It validates that Agency and BMDS programs are resourced in an efficient, business-like, timely manner based on relevant and reliable information to support informed decision-making at all levels. The DOB Directorate also manages the implementation of decisions and executive action plans; establishes and manages Agency fiscal procedures; coordinates fiscal and workforce accounting concerns with Agency senior leadership and external stakeholders, including the Office of Management and Budget (OMB), Office of the Secretary of Defense (OSD), Military Departments, Government Accountability Office (GAO); collaborates in Base Realignment and Closure (BRAC) related planning and execution; and provides specialized financial management support and oversight to Agency Special Access Programs. Support to the Business and Financial Management Directorate is divided into three functional activities:

- Area 4: Accounting Systems
- Area 5: Cost Estimating
- Area 6: Acquisition Business Support

2.5 Legislative Affairs (LA)

The Director for Legislative Affairs serves as the principal advisor for planning, coordinating, facilitating, and implementing Congressional affairs strategies, policies, and programs for the Agency. The Directorate serves as the single point of contact for Congressional communications, monitors legislation related to the BMD program and potential impacts, and coordinates with MDA and OSD legislative organizations on actions.

3.0 DETAILED DESCRIPTION OF REQUIRED SERVICES

The Acquisition Support Capability group provides acquisition, readiness management, international affairs, financial management, and legislative affairs expertise for planning and

execution of BMDS and program development, fielding, and sustainment efforts. The following paragraphs detail the requirements for the Acquisition Support capability group.

3.1 Acquisition (DA)

The following paragraphs define the detailed requirements in this PWS for the Acquisition support efforts.

3.1.1 Acquisition (DA) Detailed Requirements

The contractor shall provide acquisition and program management expertise to develop acquisition policies, plans, processes, procedures, and implementation guidance in support of the MDA and each of the geographically dispersed programs. The contractor shall ensure expertise is provided for BMDS development, including program acquisition products, execution of Acquisition Executive tasks associated with development of policies, assessment of program performance, and evaluation of acquisition products developed by the individual program offices.

a. Acquisition Executive Support

- (1) Assist in developing BMDS and program acquisition strategies, to include the Single Acquisition Management Plan (SAMP). Support and facilitate the communication and coordination of overarching acquisition strategy guidance to the programs. Provide strategic acquisition planning expertise, including high-level strategic acquisition analysis and plan of action and milestone (POA&M) development.
- (2) Support the establishment of policies and procedures for the planning, preparation, and execution of reviews, to include but not limited to, Acquisition Strategy Panels (ASPs), Acquisition Strategy Boards (ASBs), and Program Execution Reviews (PERs).
- (3) Support the PER process, to include but not limited to, developing the PER Concept of Operations (CONOPS) documentation; building briefing templates; coordinating schedules; assisting with internal assessments, including related coordination; and reporting status.
- (4) Support the Significant Activity Watchlist (SAW) process, to include but not limited to, automation and refinement of the SAW software tool; collection and integration of data from the programs; and assessment and preparation of reports on key acquisition events to provide status to the Agency leadership.
- (5) Support and facilitate coordination with external stakeholders of the Agency, such as OSD (AT&L) and intra-department organizations.

- (6) Support development and updates of the MDA Acquisition Handbook and information posted on the internal acquisition website.
- (7) Provide acquisition expertise and coordination to summarize top-level program information and activities for reviews and decision-making. Develop and maintain program smart books.
- (8) Provide acquisition expertise and support for assessment, oversight, and execution of acquisition policy, processes, and procedures by the PDs/PMs and other Agency organizations.
- (9) Provide expertise to conduct analysis in support of cost, schedule, and technical performance trade-off analyses and risk assessments. Trade-off results will support technical, acquisition, contract, budget, policy, and legislative activities impacting the programs and the overall BMDS.
- (10) Support the development and coordination of acquisition external reports (e.g., Selected Acquisition Report (SAR)) for stakeholders of the Agency.
- (11) Support the management of the MDA knowledge point process and reviews. Provide acquisition expertise to support capturing the most critical program risks and data, and to measure program progress against goals.
- (12) Provide expertise on the development of contract documentation required by Procurement Initiation Document (PID).
- (13) Support the development of contract documentation required by the PID.
- (14) Provide data, populate templates, prepare documentation, and comply with approved process in support of the SAW, ASP/ASB, and PER.

b. Acquisition and Program Management Support

- (1) Provide acquisition and program management expertise and support for the Acquisition Directorate, BMDS Deputy PM Office, geographically dispersed program offices, and Acquisition Functional Leads within the various program execution organizations.
- (2) Provide support for functional meetings, including but not limited to, weekly Program Director/Program Manager (PD/PM) meetings and bi-weekly Functional Lead meetings.
- (3) Support PDs/PMs and Acquisition Functional Leads in monitoring technical, schedule, and cost performance on the programs. Analysis includes the review, interpretation, recommendations, development, resolution, and

reporting on subjects including funding adequacy, estimated costs, financial performance and programmatic risks.

- (4) Support the PD/PM with developing their respective Acquisition Program Plans, which are synchronized with the overarching BMDS block strategy and BMDS Accountability Report (BAR). Provide acquisition planning support, including POA&M development. Provide acquisition expertise to support the development and maintenance of other acquisition related documents.
- (5) Provide acquisition and programmatic expertise for the development of program planning, programming, budgeting and execution documents.
- (6) Provide acquisition and program management expertise to support the evaluation of contract performance against the program baseline. This includes identifying trigger points to convey system performance to stakeholders. Monitor contract funding and execution, identifying shortfalls, and recommend alternatives.
- (7) Provide acquisition expertise to perform analyses to support quick reaction responses to proposed planning (programmatic, fiscal, and contractual) changes.
- (8) Develop, coordinate, and track input from external inquiries and action items; assist in planning options; and update physical and electronic filing systems to provide timely responses.
- (9) Provide program management expertise to develop and maintain an Operation Planning Center (or War Room), including automated databases. Provide a "one-stop" information location for center access within the respective program, along with CLASSIFIED capability, where necessary. The center will include or provide access to program; project; planning; risk assessment; and Earned Value Management System (EVMS) data, (as defined in EVMS section of this PWS). The automated databases must be available to support document development in support of Agency leadership decision-making, briefing preparation, and other quick-turn around actions.
- (10) Provide programmatic expertise to engage in the budgeting, finance, and contract execution processes to ensure EVMS data is appropriately gathered, managed, and utilized by the PDs/PMs. Ensure the EVMS data is supportive of program execution and provides the Director an accurate view of program performance.
- (11) Provide programmatic expertise to engage with the engineering and technical community to understand technical aspects in sufficient detail to address and report on potential programmatic impacts across the Agency.

- (12) Facilitate effective acquisition communication and information exchange throughout the MDA enterprise with the goal of reducing acquisition tasking and action cycle times.
- (13) Provide acquisition expertise and programmatic support for international acquisition strategy development and establishment of programs to promote joint and allied cooperative programs and interoperability. Support international contract planning activities.
- (14) Provide acquisition expertise to support ad hoc teams and special studies for the Acquisition Directorate, BMDS Deputy PM Office, and program offices.
- (15) Provide expert advice on transition and transfer activities of the program weapon system to the appropriate service.
- (16) Provide routine and short notice support developing briefings, papers, status reports, web-based materials, data base materials; attend meetings; track, coordinate and follow up on action items; ensure technical written products are at executive presentation level.
- (17) Assist in identifying, designing, and developing innovative concepts, research projects, and experiments for technology engineering. Assist with technology transfer, with particular emphasis on the maturation of Small Business Innovative Research (SBIR) projects. Report status of research and development projects.
- (18) Support Small Business Innovation Research/Small Business Technology Transfer (SBIR/STTR) program management responsibilities and support the MDA SBIR/STTR Steering Group Secretariat.

c. Acquisition Workforce Requirements

- (1) Provide acquisition expertise to support the development and coordination of the Program Management Personnel Policy Directive. Support development and monitoring of processes for acquisition workforce selection; acquisition workforce balancing; and establishment of rating chains for PD/PMs and Functional Leads.
- (2) Provide expertise to assist with acquisition and program management career development, including advice and support for training of the Acquisition workforce. Support the development and tracking of the PD/PM selection process.
- (3) Assist in the acquisition and program management civilian hiring and manpower sustainment process, which includes updating the Program Resource Internet Database Environment (PRIDE) database; assisting with

tracking workforce qualifications, identifying training opportunities, documenting training status; and supporting the National Security Personnel System (NSPS) evaluation process.

d. MDA Small Business Programs

- (1) Provide support to track Congressional actions impacting the Office of Small Business Programs (OSBP); assist in development of required small business program reports; assist in coordination with the OSD OSBP administrative staff, as necessary, to process Mentor Protégé Program funding documents and other administrative actions related to the program. Monitor small business laws, regulations, policies, and directives and provide updates as necessary.
- (2) Support the MDA Mentor Protégé Program, to include reviewing proposed agreements, working with the Contracts Directorate to insure agreements are placed on appropriate MDA contracts and monitoring the performance of the Mentor and Protégé with respect to the agreement.
- (3) Support the MDA Small Business Outreach Program, to include producing a quarterly newsletter, supporting the planning and conduct of MDA small business conferences, producing outreach materials for distribution to the Small Business Community, assisting with acquiring equipment and manning booths at various outreach events, managing and supporting the electronic MDA Small Business Directory and other general support of the program.
- (4) Support the MDA Small Business Subcontracting Oversight Program to include monitoring and tracking the Electronic Subcontracting Reporting System (ESRS) inputs required from MDA large business Prime Contractors, providing support for the MDA Large Business Council; and other general support to the program.

e. BMDS Plans, Programs, and Integration

- (1) Support management of BMDS Blocks and Capability Deliveries.
- (2) Support all activities associated with developing and maintaining BMDS program documentation, including, but not limited to, the Single Acquisition Management Plan, the Acquisition Program Plan, the Common Work Breakdown Structure and the BMDS Accountability Report.
- (3) Support all activities associated with developing and maintaining the BMDS Master Plan, Schedule Baseline, Integrated Master Schedule and Integrated Master Plan.

- (4) Support the management of the BMDS Baselines Integration Automation activities.
- (5) Support the integration of cost, performance and schedule metrics and planning for the management of BMDS development and capability delivery.
- (6) Support building integrated decision packages that allow for executive decisions and baseline change implementation.
- (7) Support creating, modifying and analyzing options that consider interdependencies and baseline interactions as critical decision elements for the Deputy Program Manager for the BMDS.

3.2 Readiness Management (DWL)

The following paragraphs define the detailed requirements in this PWS for the Readiness Management Organization.

3.2.1 Readiness Management (DWL) Detailed Requirements

The contractor shall provide the readiness management expertise required to support the BMDS and each of the geographically dispersed programs within MDA. The contractor shall provide expertise to develop policies, plans, processes, procedures; implementation guidance; and interpret external agency regulations, policies, directives, and other related documents. The contractor shall ensure sufficient expertise is provided to support Readiness Executive tasks with external stakeholders.

- a. Provide expertise and support for planning, defining, analysis and readiness assessments for all of the programs and components of the BMDS. Define, track, assess, and report the readiness of the BMDS. Support execution of day-to-day readiness tasks for all of the programs and components of the BMDS.
- b. Provide expertise and support for readiness tracking of each of the programs and components of the BMDS. Support the establishment of policy and procedures for the collection, reporting, and analysis of readiness metric data, including problems identified through BMDS and program reporting.
- c. Support development of readiness metrics and data collection requirements. Support and facilitate the communication of readiness data to the programs and stakeholders. Provide readiness planning expertise and support, including high level strategic readiness analysis, and the development of supporting documentation.
- d. Support and facilitate coordination with external stakeholders Services, Joint Staff, COCOMS, and OSD.

- e. Support the services in the definition and execution of missile defense system readiness requirements and trades.
- f. Identify and communicate BMDS and program readiness lessons learned. Incorporate best practices across the BMDS, programs, services, and other agency stakeholders.

3.3 International Affairs (DI)

The International Affairs Directorate applies unique expertise to a broad range of international policy and foreign affairs issues across the Agency. The responsibilities cover all regions, countries, and functions essential to the effective conduct of international activities and engagements to facilitate BMDS development and deployment.

3.3.1 International Affairs (DI) Detailed Requirements

The contractor shall provide foreign affairs and acquisition expertise to support planning and execution of the range of MDA international affairs activities, including but not limited to those described in detail below. The contractor shall ensure personnel are available to support each of the geographically dispersed MDA locations. The contractor shall support MDA efforts to garner support for US BMD programs, promote foreign nation participation in MDA programs, and integrate partner nation capabilities with US capabilities.

- a. International Strategy Development and Execution
 - (1) Provide support to the development, evolution and implementation of the MDA International Strategy.
 - (2) Assist in developing and implementing related performance metrics/balanced scorecard methodology.
 - (3) Assist with the development and implementation of regional and country-specific campaign plans.
- b. Strategic Communication Planning and Execution; Global BMD Outreach
 - (1) Assist in the development, execution, and refinement of a roadmap for global BMD outreach, including the identification of new outreach opportunities and the development of novel implementation strategies.
 - (2) Support bilateral and multilateral meetings, committees, steering groups, conferences, and other fora to educate and share information with friends and allies to advance priority MDA initiatives.

- (3) Support the establishment and maintenance of strong working relationships with MDA activities outside the continental United States (OCONUS) and with key external counterparts (e.g., Combatant Commands (COCOMs), in coordination with the Warfighter Support Center (DFO); the Department of State, US Embassies, Consulates, and Missions abroad; and other Agencies).
- (4) Support MDA representation by executive management and staff at international fora such as, but not limited to NATO Missile Defense Steering Group and International Program Committee.
- (5) Support the development of interactive simulations that benefit or can be used in support of international objectives. Facilitate MDA participation in events that use interactive simulations to foster further international collaboration in missile defense.

c. Regional and Global Policy Affairs

- (1) Conduct Political-Military assessments (quick response and long-term) to analyze international developments and potential effects on international BMD cooperation and US BMD development and fielding activities. This includes assessment of official white papers, position papers, or other related documents as well as other political, social, and cultural influences on government decision making as it relates to missile defense and international initiatives.
- (2) Support agency efforts with Office of Secretary of Defense (OSD) Policy, Joint Chief's of Staff, military services, COCOMs, other US Government executive departments, and those foreign governments eligible for cooperative participation in missile defense activities.

d. Armaments Cooperation Planning and Execution

- (1) Support the execution of country-specific international activities to include, but not limited to studies and analyses; international agreement planning, development, negotiation and implementation; cooperative research and development, co-production; technology assessments; and export licensing and technology transfer analyses.
- (2) Identify opportunities for and support planning and execution related to foreign participation in US BMDS testing, US use of foreign test facilities, and US participation in foreign test activities.
- (3) Support MDA planning and execution related to multilateral activities, initiatives, and programs including, but not limited to, international organizations such as NATO.

- (4) Identify new and novel approaches and initiatives related to armaments cooperation.

e. Security Assistance Planning and Execution

- (1) Assist with development and implementation of MDA security assistance plans and processes. Provide support to the development and implementation of potential security assistance cases.
- (2) Identify opportunities for foreign military sales (FMS) and supporting engagement strategies.

f. Multinational BMD Conference Planning and Execution

- (1) Support the planning and execution of the annual MDA multinational conference.
- (2) Analyze conference execution, to include recommendations for design improvements and areas for future strategy development.

g. Arms Control Implementation Planning and Development

- (1) Develop implementation plans to support MDA program compliance with arms control treaties, protocols, and other agreements.
- (2) Support development of presentation materials and participate in meetings and discussions to ensure MDA personnel are aware of Agency obligations under arms control treaties, protocols, and other agreements.
- (3) Provide technical analyses of arms control impacts on current and potential MDA activities.

h. Internal Strategic Planning and Execution Supporting International Affairs

- (1) Provide international affairs subject matter expertise supporting key internal MDA corporate decision bodies (EMB, PCB, PPB, etc.)
- (2) Provide international affairs subject matter expertise supporting MDA engagements across DoD and in Interagency fora; this includes but is not limited to the Quadrennial Defense Review (QDR), Ballistic Missile Defense Review (BMDR), Nuclear Posture Review (NPR), and the Compliance Review Group.

3.4 Business and Financial Management (DOB)

The following paragraphs define the detailed requirements in this PWS for the Business Operations Directorate.

3.4.1 Accounting Systems Detailed Requirements

The contractor shall provide accounting, financial record reconciliation, and financial information system support for functional organizations and programs. The contractor shall provide support for compliance with the Chief Financial Officers (CFO) Act of 1990 and the MDA internal controls program. The contractor shall provide system, program, and functional area general financial support.

- a. Provide research, analysis, and technical support for the reconciliation of internal records.
- b. Provide assistance in the development and publication of Agency financial and accounting policies and procedures to promote efficiency and effectiveness of operations, and accuracy, reliability, and timeliness of financial reporting.
- c. Provide assistance in the identification and implementation of actions to improve financial management operations and reporting.
- d. Provide technical support for the current and planned accounting systems and entitlement systems with the official accounting records maintained by the Defense Finance and Accounting Service (DFAS) accounting and paying offices.
- e. Provide on-site financial reconciliation, research and analysis support at DFAS-Columbus and DFAS-Indianapolis Service Centers.
- f. Record obligations and adjustments in the official accounting system based on research and analysis of various types of official supporting documentation. Perform follow-up activities and report the status of Agency accounting data and records and Defense Finance and Accounting Service activities and changes.
- g. Provide accounting transaction level data analysis and reconciliation support for over ten separate legacy accounting and financial systems.
- h. Support system implementation and sustainment, operations, maintenance and training.

- i. Provide project management assistance, to include requirements, operational processes, structure definition, installation, deployment, testing, operations, and maintenance.
- j. Provide expertise to integrate multi-layered schedule of tasks required in support of PPBES.
- k. Provide assistance in the development of supporting documents and audit trails to prepare the Agency quarterly and annual financial statements in accordance with the CFO Act. Provide assistance with communicating project status and risk, developing recommendations for emerging issues, and providing resolution implementation assistance.
- l. Provide assistance in the identification and implementation of corrective actions needed to obtain an unqualified audit opinion on the annual financial statements and accompanying supplemental reports.
- m. Provide assistance in the administration of the MDA internal control program to support development of the Annual Statement of Assurance process and the supporting organizational internal control self-assessments.
- n. Provide assistance in the development and issuance of annual training and supporting materials to functional and program organization representatives.
- o. Research related government and industry best practices; assist in incorporating best practices into Agency policies, procedures, and processes to promote continual process improvements to the internal controls program.
- p. Provide special studies, along with routine and short notice support developing briefings, papers, status reports, web-based materials, data base materials; attend meetings; track, coordinate and follow up on action items; and ensure technical written products are at executive presentation level.

3.4.2 Cost Estimating Detailed Requirements

- a. Provide analytical expertise for development of detailed cost estimates and courses of action (COAs) for decision making throughout the Agency.
 - (1) Support the development of common cost methods, for prescribed BMDS commodities and functional organizations.
 - (2) Provide analytical support for cost estimating of Agency commodities, to include cost driver sensitivity analyses, and integrate the results of the Earned Value Management (EVM) analysis into the cost estimating process; support development and documentation of cost estimating and analysis processes, policies, and procedures.

- (3) Establish and maintain a cost library for use by all cost analysts.
 - (4) Develop and conduct cost estimating and analysis training for entry-level through senior-level personnel for the missile defense community, in conjunction with the Human Resources Directorate (DOH).
- b. Formulate and apply mathematical modeling and other operations research methods to develop and interpret cost estimates that assist management with decision making. Develop cost estimates using various software tools (Excel, ACIET, Price). Collect and analyze cost data from various databases and cost reports.
- (1) Analyze information obtained from management conceptualization and define assumptions concerning technical requirements, schedule, and cost, and make recommendations.
 - (2) Break systems into their component parts in the Work Breakdown Structures (WBS) and develop cost-estimating relationships for each program in the structure.
 - (3) Define data requirements. Gather and validate information, apply judgment and statistical tests, and provide recommendations.
 - (4) Evaluate data. Develop probabilistic cost estimating relationships and validate the using appropriate statistical techniques. Use cost estimating relationships in the development of estimates for complex systems, and systems of systems.
 - (5) Investigate program uncertainties through cost estimates based on data provided. Use statistics and simulation techniques to analyze and develop the cost risk portion of the cost estimates.
 - (6) Perform validation and testing of cost estimates to ensure adequacy; reformulate cost estimate models.
 - (7) Analyze various COAs. Prepare a cost estimate for each, compare the COAs, and make recommendations to leadership.
- c. Provide cost estimating and analysis support for the National Missile Defense Cost Division, Theater Weapons Cost Division, the Sensors and C3 Cost Division, and Operations Cost Division.
- (1) Develop cost models that incorporate cost risk analysis and generate cost estimates to support building the program budget. Participate in developing Common Cost Models with Lead Service and Prime

Contractor. Interface with functional leads in the programs (e.g., engineering, business, etc.) to ensure cost models and estimates reflect the most current program information.

- (2) Anticipate program requirements using information gained in program meetings, technical reviews, and baseline reviews. Perform analyses of alternatives to support program and MDA-wide decision making process.
 - (3) Prepare Independent Government Estimates in support of MDA contractual activities.
 - (4) Assist with developing and reviewing Cost Analysis Requirements Documents (CARs).
 - (5) Assist with developing WBS structure, cost data collection plans, Contract Data Requirements Lists (CDRL), and Data Item Descriptions (DID) in support of new contracts.
 - (6) Implement cost data collection process. Assist with evaluating quality of cost data and develop databases.
 - (7) Assist with quality reviews of MDA cost models and estimates. Assist in standardizing cost estimating and analysis products across the division
- d. Provide cost estimating and analysis support for the BMDS Analysis Division.
- (1) Provide on site support to the MDA Integration and Synchronization Center (ISC) by preparing BMDS-wide cost analyses and participating in Business Case Analyses.
 - (2) Coordinate ISC activities with the cost estimating divisions and matrix cost teams to ensure awareness of ongoing actions and to collect relevant cost and program information from the teams.
 - (3) Assist with Analyses of Alternatives (AoAs) and mid-far term architecture planning studies. Provide cost analyses and estimates for alternative COAs. Provide tools and methods to frame the decision space. Engage with technical community and planners in developing recommended COAs.
 - (4) Research and develop new cost estimate tools and methods to improve the quality of MDA cost estimates. Coordinate research requirements with the cost estimating divisions to prioritize research activities.

- (5) Establish and maintain a cost library for use by all cost analysts.
- e. Provide technical and analytical support to the Cost Estimating Operations Division (DOE).
 - (1) Assist with developing and publishing Memorandum of Understanding (MOU) agreements, cost and analysis guidance, and cost related directives and standards for DOE.
 - (2) Assist with coordinating DOE activities with external agencies, e.g., OSD Cost Analysis Improvement Group (CAIG), lead service cost Agencies, and Defense Cost and Resource Center.
 - (3) Develop DOE activity schedules and manage DOE actions (e.g. E-tasker).
 - (4) Assist with coordinating and managing DOE resources, including cost estimating software, IT systems, travel, and office moves.
 - (5) Assist with developing and implementing the DOE internal training and professional development program, in conjunction with the Human Resources Directorate (DOH) training programs.
- f. Cost Estimating Capabilities
 - (1) Provide personnel with expertise who have knowledge and understand cost estimating hardware and software systems, their components, and technologies.
 - (2) Provide expertise to analyze complex problems and apply logical mathematics based solutions for problem solving.
 - (3) Provide expertise to develop cost models using Microsoft Excel and Automated Cost Estimating Integrated Tools (ACEIT).
 - (4) Conduct cost risk analysis by Monte Carlo simulation using Crystal Ball and ACE-Risk applications.
 - (5) Develop databases using Microsoft Access.
 - (6) Develop schedules and perform schedule analysis using Microsoft Project and @Risk for Project (risk analysis management software).
 - (7) Develop software cost estimates using SEER-SEM and CoStar cost estimating software.

- (8) Develop presentation materials using Microsoft PowerPoint.
- (9) Apply statistical techniques, evaluate data, and develop cost estimating relationships.
- (10) Apply earned value information to improve cost estimates during execution.
- (11) Develop data collection plans that are compliant with DoD 5000.4M-1, Contractor Cost Data Reporting Manual.
- (12) Communicate with PDs/PMs Systems Engineers, Business Managers, Test Agents, Logisticians, Industry, etc. to develop program estimates cost estimates.
- (13) Lead and support Integrated Product Teams that develop cost estimates.
- (14) Apply Planning, Programming, Budgeting System PPBES to cost estimates, including correct use of appropriations and fiscal law.

3.4.3 Acquisition Business Support Detailed Requirements

The contractor shall provide general business support for the functional program organizations. The contractor shall provide Defense Travel System (DTS) helpdesk support. The contractor shall support for the external review process. The contractor shall support the EVM process for functionals and programs, to include implementation of policy across the Agency; and review and update of directives, handbooks, and memorandums. Provide training support for the implementation of the Lean Six Sigma Continuous Process Initiative (CPI).

a. Earned Value Management Support

- (1) Provide the EVMS data required to conduct assessment of program execution. Support the assembly, integration, and analysis of data that integrates technical requirements, schedules and budgets. Develop and implement practices to conduct integrated assessments.
- (2) Support integrated baseline reviews and baseline maintenance reviews.
- (3) Support joint EVMS Systems surveillance review process.
- (4) Support acquisition strategy meetings and procurement processes to ensure complete and accurate inclusion of EVM contractual requirements.

- (5) Support the EVM Health (Gap Analysis) process and sharing of EVM and Integrated Baseline Review (IBR) lessons learned and best practices across the Agency.
 - (6) Research industry EVM best practices; assist with incorporating best practices into Agency policies, procedures and processes to promote continual process improvements.
 - (7) Support the EVM program, develop, support and evaluate EVM related contract requirements, analyze and report on cost/schedule deviations to program baselines, and assist in program status reviews.
 - (8) Update existing EVM training modules to reflect policies and best practices and provide training, in conjunction with the Human Resources Directorate (DOH).
 - (9) Interface with industry and government experts on missile defense EVM issues; facilitate sharing of lessons learned. Participate in workshops and/or conferences, assisting in the development of meeting minutes, workshop logistical support, and data gathering and /reporting.
- b. Other Business Support
- (1) Provide research, analysis and support on all external requests for information and meetings originating from the GAO, DoD IG, or other offices with oversight responsibility.
 - (2) Assist in developing documents in support of GAO and DoD IG audit data collection phases and pre-draft reviews. Attend and prepare meeting minutes for Entrance and Exit Conferences, and follow-on meetings.
 - (3) Support external interfaces and requests from Congress, Office of the Under Secretary of Defense (Acquisition, Technology and Logistics) (OSD/AT&L), DoD Inspector General (IG), General Accountability Office (GAO), Defense Contract Management Agency (DCMA), Office of Management and Budget (OMB), and other Federal agencies.
 - (4) Provide regular, repeated, sustaining activities related to congressional communication, GAO and DoD IG activities. Provide assistance to develop standard queries and reports, developing recommendations for emerging issues, and providing implementation assistance. Use comprehensive Congressional, GAO, and DoD IG databases to facilitate research, review, and analysis of previous communications.

- (5) Provide support for creating the BMDS Booklet; an annual brochure that describes the MDA and programs. Provide graphics expertise, obtain new photographs from various sources, coordinate and update through the Agency, and coordinate the printing and delivery of the authorized number of booklets.
- (6) Provide DTS Help Desk assistance to travelers, authorizing officials, and other entry agents. Receive course materials, reference materials, and training aids to support the implementation of the Defense Travel System, work training in conjunction with the Human Resources Directorate (DOH).
- (7) Provide special studies, along with routine and short notice support developing briefings, papers, status reports, web-based materials, data base materials; attend meetings; track, coordinate and follow up on action items; ensure technical written products are at executive presentation level.
- (8) Research industry business best practices; assist with incorporating best practices into Agency policies, procedures and processes to promote continual process improvements.

3.5 Legislative Affairs (LA)

3.5.1 Legislative Affairs (LA) Detailed Requirements

The Legislative Affairs Directorate is the single point of contact for all Congressional actions. The Directorate oversees Congressional testimony preparation and meetings with members of Congress and key Congressional staff. Legislative impacts to BMD programs are monitored and related activities worked through this organization. The contractor shall provide legislative and analysis capability to support the development, coordination, implementation, and delivery of Congressional strategies and communications.

- a. Monitor defense-related Congressional committees to provide information on legislative initiatives that may impact the BMD program. Assist in providing insight and advice to management on the views and background of members of Congress with respect to the BMD program.
- b. Assist in maintaining the hearing issues of interest from members of Congress and coordinating with stakeholders in drafting and reviewing testimony, hearings, transcripts, Congressional correspondence, and Congressional visits. Assist with reviewing and coordinating the testimony internally and developing “murderboard” and hearing preparation materials.

- c. Obtain "official" Congressional transcripts as required within one working day of hearing or as soon as released by news service, distribute, and review. Ensure hearing follow-up actions are completed.
- d. Assist in interfacing with the National Security Council, Office of the Assistant Secretary of Defense for Legislative Affairs (OASD/LA) and the Office of the Comptroller on Congressional actions.
- e. Develop and execute annual and long-term strategies for defending the President's budget before Congress.
- f. Support the Legislative Affairs staff in maintaining close working relationships with Congressional staff, military service liaisons, and OSD staff on Congressional matters. Maintain Congressional Military Legislative Assistant (MLA) lists. Assist the Legislative Affairs staff in contacting member offices of the Defense Committee members and identifying the new MLAs in January of each year.
- g. Assist in preparing and reviewing responses for Congressional correspondence. Maintain a database of congressional inquiries and Agency responses. Track and report on BMD-related legislation through on-line legislative tracking service, and other publicly available means. Develop Congressional Funding Tracks and update within 12 hours of Congressional activity and markups.
- h. Develop charts (bi-monthly) for the program reviews to provide status of legislation and Congressional schedules that impacts the BMD program.
- i. Prepare, maintain, and update a Congressional calendar of events.
- j. Assist in tracking of the legislative schedule and develop the planning charts to support the Congressional cycle. Track floor amendments in real time by viewing C-SPAN. Update Legislative Affairs staff on relevant amendments. Develop quick-look reports of Defense Committee Bill actions within 12 hours of major activity using PowerPoint application. Secure Defense Committee Reports and Bills from THOMAS federal legislative site.
- k. Publish daily early-morning Congressional update report. Incorporate Early Bird press articles, Congressional quarterly related articles, key hearing dates, House and Senate activities of the day, and a brief summary of major bill status.
- l. Order Defense Committee Reports and Bills from House and Senate Document offices. Disseminate copies to Legislative Affairs staff and other key staff within the Agency. Identify Reports to Congress from legislation starting with the Defense committee Bills and continue tracking through completion of the annual Defense authorization and appropriations Acts and signing into law by the President.

- m. Track Congressional security clearances and coordinate with Congressional security offices, member offices, and MDA Security Operations Center. Ensure visit requests for Congressional staff visits to MDA remain current to support visits.
- n. Provide election analysis and tracking during and beyond normal duty hours. Prepare post-election results briefings.
- o. Support the Legislative Affairs staff with conferences and breakfast presentations on Capitol Hill; take notes and prepare meeting summaries.
- p. Conduct research and keep Legislative Affairs website current.
- q. Prepare PowerPoint presentations and briefings in support of Legislative Affairs activities to include developing the annual legislative engagement strategy.
- r. Maintain historical files in a library.
- s. Maintain and update Legislative Affairs database. Update member biographies in Legislative Affairs electronic storage processes when preparing for Congressional hearings. Incorporate missile defense related statements made during the year from all sources.
- t. Assist in developing year-end Congressional Activity Report Synopsis (CARS) within 30 days of enactment of annual Defense Appropriations and Authorization Acts.
- u. Assist with reviewing and coordinating the testimony internally and with other stakeholders.
- v. Maintain and update the Legislative Affairs Standard Operating Procedures document for the Directorate.

4.0 PERFORMANCE STANDARD SUMMARY

The contractor shall perform Advisory and Assistance Services (A&AS) in accordance with the requirements identified in this performance work statement and any subsequent task orders. The performance standards describe the minimum acceptable performance levels for each requirement. The MiDAESS Program Office will evaluate contractor performance in accordance with the Performance Standard Summary Matrix (Appendix).

5.0 DATA

The contractor shall submit a monthly status report. The status report shall provide specific details for each task order. A report is not required, if the contractor does not have open, active task orders. Contractor format is acceptable for the report. The report shall be submitted to the Contracting Officer, with a copy to the designated contracting officer's representative, and include the following information:

Number of Positions under contract at the task order level; identified by task order.

Vacancy Data: Number of vacancies, number of days vacant, and status of each vacancy, Position ID, date vacancy identified, date vacancy filled, identified by task order.

- a. Status of Travel and Other Direct Costs (ODC). As a minimum, final actual travel costs will be reported by task order, by approved MDA Form 110, Request for Contractor Travel and Extended Commuting Travel.
- b. Small business utilization on each task order as a percentage of task order price.
- c. Cumulative small business utilization on all task orders.

At the task order level, the contractor shall submit data in accordance with the task order PWS:

- a. Scientific and Technical Reports, Studies, Presentations, and related Briefing Materials.
- b. Executive Decision Memoranda and Guidance Letters (draft documents).
- c. Presentation and Briefing Materials.
- d. Safety Assessment Reports.
- e. Special Reports, such as Trip Reports, and others as defined by task order.
- f. Program Management Schedules (input) and Tracking Reports.

Each task order may contain additional data requirements which will be identified at time of task order proposal request.

6.0 SECURITY REQUIREMENTS

All personnel must hold a minimum of SECRET security clearance immediately upon contract award. Each task order will define the percentage of the workforce required to ultimately hold TOP SECRET (TS) and TS Sensitive Compartmentalized Information (SCI). In addition the table below defines the percentage of personnel required to have TS and TS SCI eligibility upon task order award.

Below are the specific work areas and their expected security clearance levels:

WORK AREA	SECRET	TOP SECRET ELIGIBILITY UPON AWARD	TOP SECRET TOTAL	SCI ELIGIBILITY UPON AWARD	SCI TOTAL
Acquisition Management (DA)					
Acquisition	100%	5%	5%	2%	2%
Readiness Management (DWL)					
Readiness Management	100%	0	0	0	0
International Affairs (DI)					
International Affairs	100%	5%	50%	2%	2%
Business and Financial Operations (DOB)					
Accounting Systems	100%	20%	20%	0	0
Cost Estimating	100%	20%	20%	0	0
Acquisition Business Support	100%	20%	20%	0	0
Legislative Affairs (LA)					
Legislative Affairs	100%	0	0	0	0

7.0 TRAVEL REQUIREMENTS

Contractor employees should expect to travel from 15% to 30% of the time to various locations related to systems, specific components, manufacturing sites, integration sites, test sites, and other sites as specified by task order.

8.0 GOVERNMENT FURNISHED INFORMATION/EQUIPMENT/SUPPORT

- a. Access may be provided to MDA facilities, as required, including on-site work stations with computers and telephones. On-site and off-site requirements will be designated by task order.
- b. Government laptops and blackberries may be provided on a need-justified basis.

9.0 SMALL BUSINESS UTILIZATION

In the execution of task orders, the contractor shall utilize small business to the maximum extent practical. Small business utilization shall be detailed in the monthly status report.

APPENDIX
PERFORMANCE WORK STATEMENT (PWS) STANDARD SUMMARY
Small Business Set-Aside (SBSA)

PERFORMANCE OBJECTIVE	PWS PARA	PERFORMANCE STANDARD	PERFORMANCE MEASURE		
Perform requirements as an integrated team member, ensuring unconstrained flow of program data and information to effectively and efficiently complete tasks. Foster a collaborative environment to ensure requirements are completed, as established in the individual Task Order.	3.0	Teamwork Cooperation	0 Complaints	1 or 2 Verified Complaints	3 or More Verified Complaints
			<i>Exceptional</i>	<i>Satisfactory</i>	<i>Unsatisfactory</i>
Fill positions specified at contract award within the timelines established in the Task Order staffing plan.	3.0	Promptness in Filling Positions after Task Order Award	Fill Rate Meets 95% or Greater of Planned Staffing Goal	Fill Rate Meets 90 – 94 % of Planned Staffing Goal	Fill Rate Meets Less than 90% of Staffing Plan
			<i>Exceptional</i>	<i>Satisfactory</i>	<i>Unsatisfactory</i>
Fill positions due to departures of personnel within established timelines.	3.0	Promptness in Filling Departure Vacancies	All Departure Vacancies Filled Within 60 Days or Less	90-99% of Identified Departure Vacancies Filled Within 60 Days	Less than 90% of Identified Departure Vacancies Filled Within 60 Days
			<i>Exceptional</i>	<i>Satisfactory</i>	<i>Unsatisfactory</i>
Perform tasks requirements specified in the Task Order. Provide sound, comprehensive, professional products and services that a) directly respond to the task and answers the action, question, issue, or provides specified information; and b) meets the customer's timeline to support Government decision making and responses.	3.0, 5.0	Contribution Effectiveness <ul style="list-style-type: none"> Quality Responsiveness Timeliness 	Performance meets or exceeds Task Order requirements. Products are high quality with no technical or editorial issues. No rework on final delivered product. Problems identified by customer are minor and can be resolved in a quick efficient manner.	Performance meets most Task Order requirements. Products are good quality meeting minimal technical requirements with few editorial issues. Minimal rework required on final delivered product. Problems identified by customer are minor and are resolved quickly.	Performance meets few Task Order requirements. Products are poor quality and do not meet minimal technical requirements due to excessive errors. Major re-work required on final delivered product. Problems identified by customer are substantial and cannot be resolved quickly due to rework.
			<i>Exceptional</i>	<i>Satisfactory</i>	<i>Unsatisfactory</i>

APPENDIX
PERFORMANCE WORK STATEMENT (PWS) STANDARD SUMMARY
Small Business Set-Aside (SBSA)

PERFORMANCE OBJECTIVE	PWS PARA	PERFORMANCE STANDARD	PERFORMANCE MEASURE		
Utilize small business, as specified by "50% rule" outlined in FAR 52.219-14 (Prime contractor small business work share cumulative performance).	9.0	Contract Small Business Cumulative Utilization	Cumulative Small Business Utilization	Cumulative Small Business Utilization is at least:	Cumulative Small Business Utilization is less than:
			51% or greater of awarded efforts	40% 1 st year, 43% 2 nd year, 47% 3 rd year, 49% 4 th year 50% 5 th year	40% 1 st year, 43% 2 nd year, 47% 3 rd year, 49% 4 th year 50% 5 th year
			<i>Exceptional</i>	of awarded efforts	of awarded efforts
				<i>Satisfactory</i>	<i>Unsatisfactory</i>
Utilize small business, as a percentage of Total Price of Task Order.	9.0	Task Order Small Business Percentage	Exceeds	Meets	Does Not Meet
			Small Business Utilization Proposed as Percentage of Total Price of Task Order	Small Business Utilization Proposed as Percentage of Total Price of Task Order	Small Business Utilization Proposed as Percentage of Total Price of Task Order
			<i>Exceptional</i>	<i>Satisfactory</i>	<i>Unsatisfactory</i>

Capability Group 2: Acquisition Support	Government Labor Competency Level Description
Contract Program Manager	Capable of providing leadership, direction, and management of support for the Acquisition, Business Operations, Legislative Affairs, International Affairs, and Logistics fields and proficient in standards, principles, practices, and processes related to complex weapon systems. Possess extensive managerial, technical, and business knowledge, and experience relating to DoD and major systems or programs. Proven ability to lead and provide direct input in solving complex issues involving staff and resources of sizable magnitude. Capable of thinking strategically to address issues and implement plans for major operational defense programs. Responsible for overall contract performance. Top Secret clearance required.
Analyst (Advanced)	Capable of leading and executing task associated with acquisition, readiness, financial, legislative affairs, and international issues for complex weapon systems. Has specialized related knowledge. Capable of working independently or leading teams in the solving of solve problems. Capable of providing daily supervision and direction to support teams. Security Clearance requirements (TS, TS/SCI, S) as defined in the respective PWS. (MA/MS in Related Field)
Analyst (Intermediate)	Capable of applying managerial, technical, and business knowledge and judgment to acquisition, readiness, financial, legislative affairs, and international issues related to complex weapon systems. Works as a member of team and assists with solving complex problems. Has specialized related knowledge. Security Clearance requirements (TS, TS/SCI, S) as defined in the respective PWS. (BA/BS in Related Field)
Analyst (Basic)	With general supervision capable of assisting in execution of acquisition, readiness, financial, legislative affairs, and/or international issues. Follows established procedures, and solves routine problems. Security Clearance requirements (minimum S) as defined in the respective PWS. (Associates or Bachelors in related field). No direct experience required.
Accountant (Advanced)	Capable of leading and executing the performance of financial aspects of accounting and applying theories, concepts, principles, and standards for a complex weapon system effort. Capable of leading and executing the design, development, operation, or inspection of accounting systems; analyzing and interpreting data, records, and reports; or advising or assisting management on financial management matters. Has specialized related knowledge. Capable of working independently or leading teams to solve problems. Capable of providing daily supervision and direction to support teams. Security Clearance requirements (TS, TS/SCI, S) as defined in the respective PWS. (MA/MS in Related Field)
Accountant (Intermediate)	Capable of assisting in the execution of financial aspects of accounting and applying theories, concepts, principles, and standards. Capable of assisting in the designing, developing, operating, or inspecting accounting systems; analyzing and interpreting data, records, and reports; or assisting on financial management matters. Works as a member of team and assists with solving complex problems. Security Clearance requirements (TS, TS/SCI, S) as defined in the respective PWS. (BA/BS in Related Field)
Accountant (Basic)	With general supervision capable of understanding financial aspects of accounting and applying theories, concepts, principles, and standards. Capable of assisting in the analysis and interpretation of, records, and reports and assisting on financial management matters. Works under general supervision, follows established procedures, and solves routine problems. Security Clearance requirements (TS, TS/SCI, S) as defined in the respective PWS. (Associates or Bachelors in related field). No direct experience required.
SME (Advanced)	Recognized industry expert with significant depth and breadth of knowledge capable of providing advisor and consultant services based on unique experience that has a significant level of technical value and return on investment. Capable of supporting teams and/or working independently regarding very complex technical or programmatic issues usually related to complex weapon systems. Security Clearance requirements (TS, TS/SCI, S) as defined in the respective PWS.
SME (Intermediate)	Recognized industry expert with depth and breadth of knowledge capable of providing advisor and consultant services based on unique experience that has a high level of technical value and return on investment. Capable of supporting teams and/or working independently regarding very complex technical or programmatic issues. Security Clearance requirements (TS, TS/SCI, S) as defined in the respective PWS.
SME (Basic)	Industry expert with significant depth and breadth of knowledge capable of providing advisor and consultant services based on experience that has a unique, specific level of technical value. Capable of supporting teams working complex technical or programmatic issues. Security Clearance requirements (TS, TS/SCI, S) as defined in the respective PWS.

DEPARTMENT OF DEFENSE CONTRACT SECURITY CLASSIFICATION SPECIFICATION (The requirements of the National Industrial Security Program Operating Manual (NISPOM) apply to all security aspects of this effort)				1. CLEARANCE AND SAFEGUARDING a. FACILITY CLEARANCE REQUIRED TOP SECRET b. LEVEL OF SAFEGUARDING REQUIRED SECRET	
2. THIS SPECIFICATION IS FOR (x and complete as applicable)				3. THIS SPECIFICATION IS: (x and complete as applicable)	
X	a. PRIME CONTRACT NUMBER HQ0147-10-D-0037		X	a. ORIGINAL (Complete date in all cases) Date (YYYYMMDD) 2010/06/24	
	b. SUBCONTRACT NUMBER			b. REVISED (Supersedes all previous specs) Revision No. Date (YYYYMMDD)	
	c. SOLICITATION OR OTHER NUMBER HQ0147-09-R-0001			c. FINAL (Complete Item 5 in all cases) Date (YYMMDD)	
4. IS THIS A FOLLOW-ON CONTRACT? <div style="display: flex; justify-content: space-between; align-items: center;"> <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO </div> 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? <div style="display: flex; justify-content: space-between; align-items: center;"> <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO </div> NO. If Yes, complete the following: In response to the contractor's request dated _____, retention of the identified classified material is authorized for the period of _____.					
6. CONTRACTOR (Include Commercial and Government Entity (CAGE) Code)					
a. LOCATION Quantech Services, Inc 91 Hartwell Ave., Third Floor Lexington, MA 02421		b. CAGE CODE 1KKR5		c. COGNIZANT SECURITY OFFICE (Name, Address, and Zip Code) Defense Security Service (IOFNW) 1 Tech Drive, Suite 330 Andover, MA 01810-2452	
7. SUBCONTRACTOR					
a. NAME, ADDRESS, AND ZIP CODE		b. CAGE CODE		c. COGNIZANT SECURITY OFFICE (Name, Address, and Zip Code)	
8. ACTUAL PERFORMANCE					
a. LOCATION See Continuation		b. CAGE CODE		c. COGNIZANT SECURITY OFFICE (Name, Address, and Zip Code)	
9. GENERAL IDENTIFICATION OF THIS PROCUREMENT Acquisition (Small Business Set-Aside)					
10. THIS CONTRACT WILL REQUIRE ACCESS TO:					
		YES	NO	11. IN PERFORMING THIS CONTRACT, THE CONTRACTOR WILL:	
a. Communications Security (COMSEC) Information		X		a. Have Access To Classified Information Only At Another Contractor's Facility Or A Government Activity	
b. Restricted Data (RD)		X		b. Receive Classified Documents Only	
c. Critical Nuclear Weapon Design Information (CNWDI)		X		c. Receive And Generate Classified Material	
d. Formerly Restricted Data (FRD)		X		d. Fabricate, Modify, Or Store Classified Hardware	
e. Intelligence Information:				e. Perform, Services Only	
(1) Sensitive Compartmented Information (SCI)		X		f. Have Access To United States (US) Classified Information Outside The US, Puerto Rico, US Possessions And Trust Territories	
(2) Non-SCI		X		g. Be Authorized To Use The Services Of Defense Technical Information Center (DTIC) Or Other Secondary Distribution Center	
f. Special Access Information			X	h. Require a COMSEC Account	
g. North Atlantic Treaty Organization (NATO) INFORMATION		X		i. Have TEMPEST Requirements	
h. Foreign Government Information		X		j. Have Operations Security (OPSEC) Requirements	
i. Limited Dissemination Information			X	k. Be Authorized To Use The Defense Courier Service (DCS)	
j. For Official Use Only (FOUO) Information (Includes Term Controlled Unclassified Information (CUI))		X		l. Other (Specify) 1. Restrict access to Contractor's Unclassified Local Area	
k. Other (Specify)			X		

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

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Direct

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Through (Specify):

Missile Defense Agency/Public Affairs (MDA/PA)

7100 Defense Pentagon

Washington, DC 20301-7100

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 classified 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 the 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 documents/guides/extracts referenced herein. Add additional pages as needed to provide complete guidance.)

Forward a copy of any DSS letter that informs of any serious deficiency to MDA/DXSS within 48 hours of receipt.

Any incident of possible compromise will be reported to MDA/DXSS within 24 hours.

Reference Item 8.a. (continued) Performance Location may include one or more of the following: (The Cognizant Security Office in all cases is MDA/DXSS)

Missile Defense Agency, 7100 Defense Pentagon, Washington, DC 20301-7100

Missile Defense Agency, Ft. Belvoir, VA 22060

Missile Defense Agency, Bldg 5222, Martin Road, Redstone Arsenal, AL 35898

Missile Defense Agency, Operations Support Group, 386 10th St., Vandenberg AFB, CA 93437

Missile Defense Agency, 106 Wynn Drive, Room 1A2800, Huntsville, AL 35807

Missile Defense Agency, Bldg 7649, Redstone Arsenal, AL 35898

Missile Defense Agency, Bldg 663, 1st St., Ft Greely, AK 99731

Missile Defense Integration and Operations Center, 720 Irwin Ave, Schriever AFB, Colorado Springs, CO 80912

Airborne Laser, 3300 Target Road, Building 760, Kirtland AFB, NM 87117-6612

Space Tracking and Surveillance System, 483 N. Aviation Blvd, Bldg 271, El Segundo, CA 90245-2808

Alaska Command, 10490 Mundy Avenue, Elmendorf AFB, AK 99506

Missile Defense Agency, Bldgs 4505 and 7649, Redstone Arsenal, AL 35898

Missile Defense Agency/Aegis BMD, 17211 Avenue D (Bldg 1705) Dahlgren, VA 22448

See Continuation Page

14. **ADDITIONAL SECURITY REQUIREMENTS.** Requirements, in addition to NISPOM 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 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 of elements carved out and the activity responsible for inspections. Use Item 13 if additional space is needed.)

☒

Yes

☐ No

MDA/DXSS reserves the right to conduct compliance inspections for protection of For Official Use Only/Controlled Unclassified Information. See Block 13, Reference Items 10.e (1), 10.j, and 11.l.

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/APPROVAL OFFICIAL

(b)(6)

b. TITLE

Director, Security and Program Protection

c. TELEPHONE (Include Area Code)

(b)(6)

d. ADDRESS (Include Zip Code)

Missile Defense Agency (MDA/DXSS)

7100 Defense Pentagon

Washington, DC 20301-7100

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/DXSS

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SECURITY GUIDANCE (BLOCK 13) CONTINUATION:

Reference Item 10.a and 11.h: Contractor shall comply with the requirements of DoD 5220.22-M and National Security Agency/Central Security Service (NSA/CSS) Policy Manual Number (No.) 3-16, Control of COMSEC Material, dated 5 August 2005.

Reference Items 10.b, c, & d: NISPOM, Chapter 9, Sections 1 & 2, requirements apply. The Department of Energy requires that if a contractor's access to RD/CNWDI/FRD data is for the additional purpose of reviewing, analyzing, and creating new RD/CNWDI/FRD products or material, then they must complete relevant training. As a minimum training requirement, MDA requires successful completion of the DOE Historical Records Restricted Data Reviewers Course. Additionally, personnel must be appointed in writing as a Classifier by an MDA RD/Alternate RD Official and have access to the Joint DOD/DOE Security Classification Guide CG-W-5. Processing or transmitting CNWDI is not authorized on a Local Area Network (LAN) without system being accredited for CNWDI by the Defense Security Service. **Flow this requirement to subcontractors when applicable.**

Reference Item 10.e (1): This contract requires access to SCI material. The contractor is not required to have an accredited SCIF but requires access to SCI at other locations. **Additionally, the FSO will ensure that when a contractor with access to SCI is due for a Periodic Reinvestigation (PR), the Periodic Reinvestigation request is identified to be conducted to meet SCI standards.** Written U.S. Government approval (the Special Security Branch) is required prior to imposing this requirement on a subcontractor. See attached SCI Supplement.

Reference Item 10.e (2): NISPOM requirements apply.

Reference Item 10.g: NISPOM 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.c: The following Security Classification Guides apply:

1. Ballistic Missile Defense System (BMDS) SCG, Current Version.
2. Other Security Classification Guides will be provided as required.

Reference Item 11.f:

1. Contractor is not authorized to establish a contractor facility Outside the United States, Puerto Rico, US Possessions and Trust Territories as part of this contract.
2. Travel to such areas needing access to classified information requires that the contractor's security clearance information be included as part of the Country Clearance.

Reference Item 11.g: Contractor is authorized to use the services of DTIC or other secondary distribution center. The contractor and/or subcontractor will prepare the DD Form 1540 and DD Form 2345, if required, and submit to the contracting office.

Reference Item 11.j: This contract requires the application of OPSEC in Compliance with MDA O-5205.02-INS (MDA OPSEC Instruction) to either specific instruction of the Contracting Officer/Contract Technical Monitor, "H" Clause, or Department of Defense (DD) Form 1423, Contract Data Requirements List, DD Form 1664, Data Item Description.

1. The contractor supporting event-oriented activities will develop OPSEC Plans/Annexes when directed by the supported program, or comply with the program's OPSEC Plan/Annex.

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2. Contractor personnel assigned will receive OPSEC Awareness Education and Duty-Related Training as deemed necessary by the Government or program supported. OPSEC Awareness Education and Training will be provided by or coordinated through government channels (for example, MDA, Interagency OPSEC Support Staff (IOSS), etc.) and OPSEC protective measures (countermeasures) will be applied as directed by government or program sponsors.

Reference Item 11.k: The Contractor is authorized to use the Defense Courier Service. Request services from the Commander, DCS, ATTN: Operations Division, Fort George G. Meade, MD 29755-5370.

Reference Item 11.l:

1. Contractor's Unclassified LAN

a. The contractor shall submit to, 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 LAN. 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, and Technologies in the Department of Defense (DoD) Global Information Grid (GIG)," April 14, 2004 as guidance documents.

b. LAN 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/DXSS 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/DXSS); 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/DXSS 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 (b)(6) MDA/DXSS(Z) (b)(6) providing information requested by him. (b)(6) 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 CLIN Contracting Officer's Technical Representative, to: MDA/DXSS; Special Security, 7100 Defense Pentagon, Washington, D.C. 20301-7100.

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

2. Publicly Accessible Internet Websites:

Contractors and subcontractor must receive written official public release approval for MDA/BMDS information from MD/PA 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 CLIN COTR/Task Manager for submission to MDA Public Affairs (MDA/PA) for public release processing. ONLY information that has been favorably reviewed and authorized by the MDA Public Affairs Directorate (MDA/PA) may be disclosed. Information developed after initial approval for public release must be submitted for review and processing.
2. Contemplated visits by public media representatives in reference to this contract shall receive prior approval from the MDA CLIN COTR and from MDA/PA.
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 the MDA Security and Program Protection Division (MDA/DXSS) for review and appropriate action.

MDA SCI Supplement (Item 10.e (1)) for DD Form 254:

This supplement applies to Prime Contract Number: HQ0147-10-D-0037

Delivery/Task Order Number **Task Order** _____. Expiration date: _____. **(Do not include option years until option is exercised.)**

A. The following controls will apply to SCI provided under this contract:

1. DoD 5105.21-M-1, "Sensitive Compartmented Information Administrative manual," DCIDs 6/1, "Security Policy for SCI," 6/4, "Personnel Security Standards and Procedures Governing Eligibility for access to SCI," and 6/9, "Physical Security for SCIFs," DoD Regulation 5200.1-R, "Information Security Program Regulation," and MDA SCI Handbook provide the necessary guidance for physical, personnel, and information security measures, to include proper marking requirements, and is part of the SCI security specifications for the contract. NOTE: CSSO/FSO are required to process all SCI administration requirements for all MDA SCI contract efforts per the MDA SCI Handbook. The Handbook can be obtained by contacting MDA/DXSS(Z).

2. Inquiries pertaining to classification guidance will be directed to the responsible MDA contracting officer's technical representative (COTR). The name/phone number for the MDA CLIN COTR is:

(b)(6)

(Additionally, identify the Company Security POC (FSO/CSSO) & phone number and email address at the contractor's/subcontractor's location): _____.

3. All SCI furnished to the contractor in support of this contract/delivery/task order remains the property of the Department of Defense, or the agency or command that releases it. Upon completion of the contract, SCI furnished to the prime contractor will be returned to MDA or destroyed as directed by the MDA CLIN COTR. NOTE: Prime contractor and subcontractor company security officers who destroy derivative or MDA generated SCI material will be required to provide a copy of the destruction certificate to the MDA CLIN COTR.

4. The contract/delivery/task order requires the following SCI access(es): (CLIN COTR is required to mark with an "X" the SCI accesses needed to effectively fulfill the SCI contractual obligation) **SI** X, **TK** X, **G** __, **HCS** __. Contact MDA SSCO for additional accesses. Access will be granted by the government agency. Upon completion or cancellation of the contract the MDA CLIN COTR will provide a by name list of all contractors required to be debriefed from SCI to the MDA SSCO before contract close-out. All debriefed contractors will be removed from MDA SCI billets immediately by the SSCO once they have been debriefed. This contract requires TBD SCI billets.

5. Contractor personnel requiring access to SCI and justification for MDA SCI billets will be initiated by the company's security officer with validation by the CLIN COTR per the guidelines in the MDA SCI Administration Handbook enclosure found below. Company security officers are required to obtain a copy of the MDA SCI Handbook by contacting the MDA/DXSS(Z). NOTE: CSSO/FSO should only submit contractors employees who have a completed in scope (within the last 5 years) Single Scope Background Investigation (SSBI) for SCI access.

6. The CSSO/FSO shall advise the MDA SSCO, through the contracting officer's representative, upon reassignment of personnel to other duties not associated with this contract. NOTE: Individual contractors who no longer support a MDA SCI contract will be subject to a debrief from SCI access immediately. Company security officers are required to coordinate with the MDA SSCO to get their individual contractors debriefed.

7. The CSSO must coordinate with the MDA CLIN COTR prior to subcontracting any portion of the SCI efforts involved in their MDA SCI prime contract. A separate DD Form 254, utilizing this SCI Supplement, for the subcontractor will be processed and a copy provided to MDA SSCO and DIA SSO. NOTE: The SSCO will not provide any SCI administration support to prime contractors or subcontractors who do not have a signed active DD 254 for an MDA SCI contract.

8. The contractor shall not use references to SCI accesses, even by unclassified acronyms, in advertising, promotional efforts, or recruitment of employees.

9. All SCI work will be performed in a DIA accredited MDA SCIF unless otherwise authorized. Is there a SCIF required for this contract? _____ Yes or X No (CLIN COTR required to mark and "X" in the appropriate space).

10. AIS SCI Processing. Electronic processing of SCI requires accreditation of the equipment in accordance with DCID 6/3 and DIAM 50-4.

11. Visit Cert. The contractor FSO/CSSO will submit the request for SCI visit certifications per guidelines of the MDA SCI Handbook through the CLIN COTR for approval of the visit. The certification request must arrive at MDA/DXSS(Z) at least five (5) working days prior to the visit.

12. The contractor will not reproduce any SCI related material without prior written permission of the CLIN COTR.

13. MDA has exclusive security oversight for all SCI released to the contractor or developed under this contract. Defense Intelligence Agency (DIA) is the cognizant security authority for all inspections of MDA sponsored contractor SCIF to ensure compliance with SCI Directives/Regulations. MDA/DXSS(Z) will conduct self-inspections of MDA-sponsored SCIFs.

B. The Missile Defense Agency is designated as the User Agency for SCI requirements.

Print name of MDA SSCO: (b)(6)

(b)(6)

MDA SSCO Signature: _____ Date: _____

Phone: (b)(6)

Print name of CLIN COTR/Directorate designation: (b)(6)

(b)(6)

CLIN COTR Signature: _____

Phone: (b)(6)

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(To be used by MDA affiliated CSSO/FSO in submitting contractors for SCI access)
(Put the template below on company letterhead)

MEMORANDUM FOR DEFENSE INTELLIGENCE AGENCY

Date

THROUGH CHIEF, SPECIAL SECURITY, MDA

SUBJECT: MDA Contractor SCI Access Nomination Request

Request the below named individual be nominated for SCI access.

- a. Name:
- b. Aliases:
- c. SSN:
- d. DOB/POB:
- e. Current Investigation/Type/Date:
- f. Citizenship:
- g. Position Title:
- h. CLIN COTR's Name, Grade, Organization, and Telephone Number:
- i. MDA SCI Contract Number:
- j. Contract Services Start and Expiration Date:
- k. Location of Facilities Where Work is to be Performed:
- l. Access required: **(Fill in SCI compartments required, i.e. SI/TK, G, HCS)**
- m. Justification: **(Separate justification for each SCI compartment is required, why the job cannot be performed without access to SCI, and how the individual will use the information. This is mandatory)**

SI / TK: G: (If required) If you are requesting (HCS) access, you will have to complete a separate memo (same format) to request HCS access with a strong justification. The justification must indicate/certify a definite work-related Need-to-Know. (SEE ATTACHED MEMO)

Signature Block for MDA CLIN COTR

CSSO/FSO Signature Block

(Both Prime and Sub CSSO/FSO must sign if the individual supports a subcontract)

NOTE: Submit this signed letter with a copy of the candidate's SF 86 with minimal pen and ink updates (initialed and dated), originally re-signed and re-dated within 60 days, a copy of the contract's DD Form 254 (both sub and prime as applicable), and Appendix 4, Attachment 12 for candidates with foreign national immediate family members (Mother, Father, Brother, Sister, Spouse, Children, Mother In-Law, Father In-Law) as a part of the complete SCI Access/Billet (Nomination) Request package to MDA/DOSS(Z).

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FOR OFFICIAL USE ONLY/CONTROLLED UNCLASSIFIED INFORMATION SUPPLEMENT

1. Definitions.

a. 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 5200.1-R 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).

b. 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.

c. 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.

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

(1) A citizen of the United States, or,

(2) A person who, though not a citizen of the United States, owes permanent allegiance to the United States.

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

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

f. 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.

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. CUI and other information may fall in this category. Such information may be marked 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 Contracting Officer's Technical Representative (COTR) concurs and (b) written approval has been provided by MDA/Public Affairs (PA). Note: MDA/PA coordinates public release requests with MDA Security and Program Protection (DXSS).

c. Access.

(1) Access to FOUO/CUI must be limited to U.S. Persons (**precludes access by individuals claiming dual citizenship without MDA/DXSS permission**) unless the access is authorized by MDA/DXSS 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 MDA 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/DXSS). When "contractor equivalent" option is NOT authorized and there is no record of a valid investigation, the contractor shall contact (b)(6) MDA/DXSS(Z) (b)(6) providing information requested by him (b)(6) 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/DXSS; Special Security, 7100 Defense Pentagon, Washington, D.C. 20301-7100.

d. Impact of 9/11/01. Listings and locations of critical infrastructure, lists of individuals, information on security systems, and other information that may allow terrorists to target a facility have taken on greater significance. This type information is now protected as FOUO or, in many cases, is being classified.

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

d. 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 which specifies 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/DXSS 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 (CIO) has determined that encryption of external data transmissions of FOUO/CUI are now practical. The CIO 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 5200.1-R, Appendix III, 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 Information Management & Technical Operations Directorate 9MDA/DXC) PKI Common Access Card (CAC) point of Contact is, (b)(6)

(b)(6)

(2) In accordance with DoD 5200.1-R, Appendix III, external electronic transmissions of FOUO/CUI via voice, facsimile, or video teleconference shall be only 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/DXC - Chief Information Officer (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 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 Unit/Secure Telephone Equipment (STU/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 Procuring Contracting Officer (PCO) and Contracting Officer's Representative for transmission to MDA/DXC (CIO) and MDA/DXSS. 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/PA 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 disposed of in the same manner as classified waste, or in a manner that will preclude reconstruction. To use the "preclude reconstruction" option, the following minimum standard must be met:

- (1) Cross-cut shredder with a maximum width of 1/4" and a maximum length of 1.5", or
- (2) Strip shredder (or tearing/cutting) with a maximum width of 1/4".

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

MiDAESS Task Order Performance Work Statement (PWS)
Acquisition Executive Support/DA-02-13
Revision #9
22 April 2015

1. Administrative Information**Date: March 27, 2013**

- 1.1. Full and Open (F&O) or Small Business Set Aside (SBSA): SBSA**
- 1.2. Functional Capability Group # 2: Acquisition Support**
- 1.3. Functional Area: Acquisition (DA)**
- 1.4. CLIN: Per the task order**
- 1.5. Task Order Title/No.: Acquisition Executive Support/DA-02-13**
- 1.6. Period of Performance: Per the task order**
- 1.7. Basic Contract PWS Reference: Paragraph 3.1.1**

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

To provide support for acquisition assessment, oversight, documentation, and assistance throughout the Missile Defense Agency (MDA) with effective Ballistic Missile Defense System (BMDS) development and deployment through all phases of the acquisition cycle.

This support is required for the Acquisition Directorate (DA) and covers geographically dispersed locations identified in this Performance Work Statement (PWS): National Capital Region, VA (NCR) and Huntsville, AL (HSV).

The requirements in this task order include support for these Acquisition Executive functional management responsibilities:

- a. Providing acquisition assessment, oversight, documentation, and assistance throughout the Agency.
- b. Developing and/or updating policies, plans, processes, procedures, and guidance for MDA acquisitions.
- c. Providing subject matter expert (SME) acquisition support to Program Executive organizations; programs; and other functional offices for execution of policy and processes in the MDA Acquisition Framework.
- d. Preparing analyses, providing advice, and making acquisition recommendations
- e. Supporting management of the MDA Small Business Programs.

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2.2. Organizational Description

The Director for Acquisition is the principal advisor to the Director of MDA on issues relating to acquisition, contracting, and small business. The mission of the Acquisition Directorate is to facilitate BMDS and program development and deployment by establishing acquisition and contracting policies and processes, developing direction and guidance for the BMDS and associated programs, assessing program performance, developing an acquisition workforce to support mission needs, and providing support through all phases of the acquisition cycle. The support for this task order covers two (2) subordinate organizations in the Acquisition Directorate: Acquisition Policy, Planning, and Assessment; and Operations, as depicted in Figure 1. Acquisition Policy and Operations support activities are concentrated in Huntsville, AL with the Acquisition Directorate executive office and a small staff located at MDA Headquarters in the National Capital Region, VA.

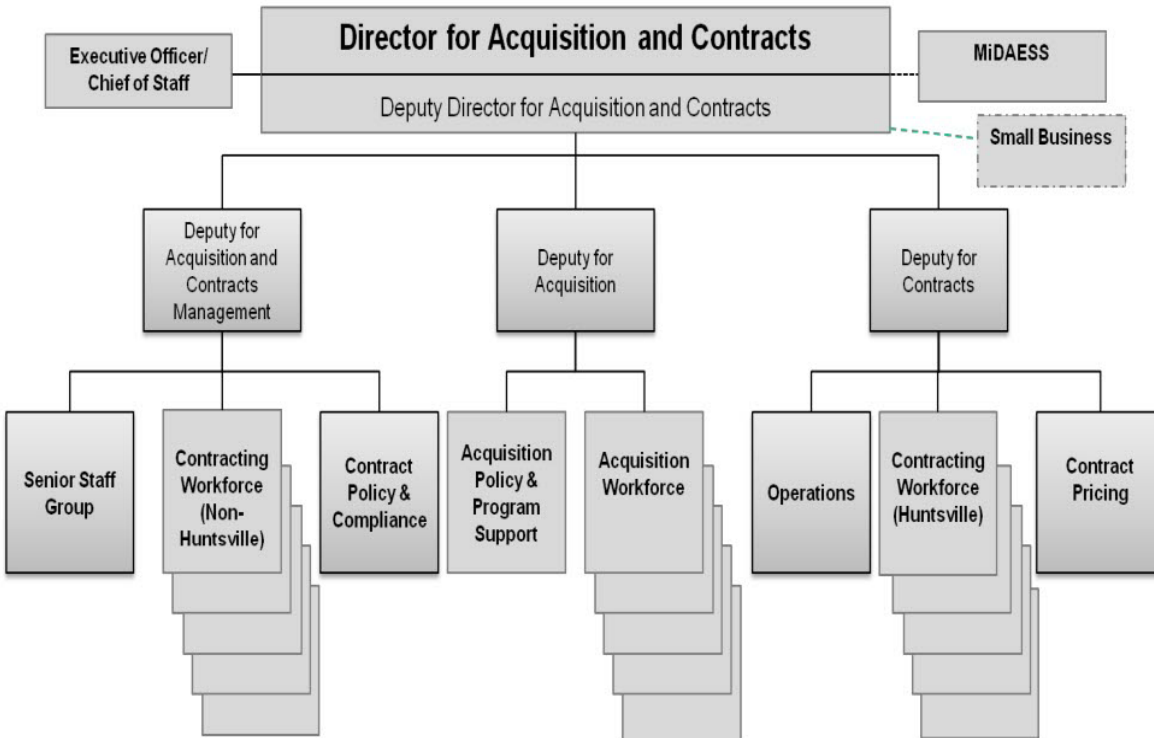


Figure 1: Acquisition Directorate Organizational Chart

2.3. The support for this task order covers the Office of Small Business Program (OSBP), which supports the MDA Executive Director and works in conjunction with the Acquisition Directorate (chart at Figure 2). The OSBP provides agency access to the efficiency, innovation, and creativity offered by small businesses. This organization is an

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advisor in the development of MDA acquisition strategies to ensure compliance with laws, directives, goals, and objectives related to small business initiatives; and serves as a facilitator for accessing small business resources.

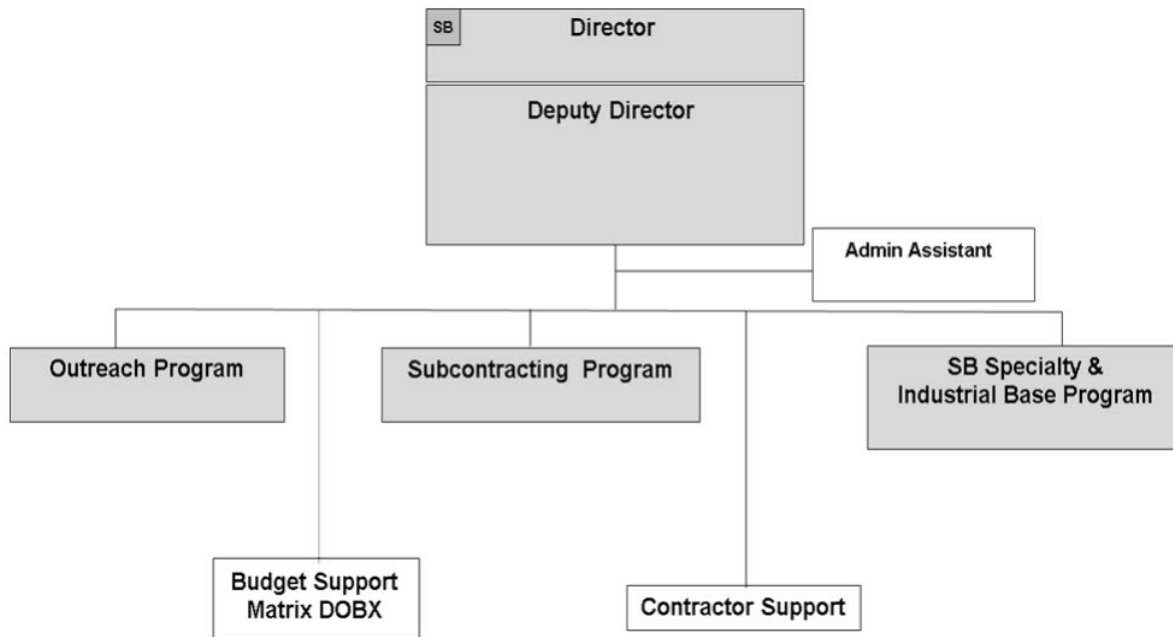


Figure 2: Office of Small Business Program Organizational Chart

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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 the BMDS	Huntsville, AL (HSV) National Capital Region, VA (NCR)
2. Effective Small Business Utilization throughout execution of this Task Order	All
3. Small Business Utilization, as specified by the "50% rule" outlined in FAR 52.219-14, Limitation on Subcontracting (Prime contractor small business work share cumulative performance)	All
4. Effective Management and Reporting of Cost throughout execution of this Task Order	All
5. Acquisition Processes, Policies, and Associated Training and Tools	All
6. BMDS Baseline Integration and Reporting	All
7. Acquisition Planning	All
8. Acquisition Operational Requirements	All
9. Small Business Programs Support	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 Acquisition organization. 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 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.
 - 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

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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
	Management of Key Personnel/Timeliness – 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 Standard

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

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is defined as the total fully burdened labor without fee and does not include any ODC or travel charges.

3.2.2 Key Products.

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

Performance Objective #2		
Objective	Standards	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	Contractors proposed percentage of small business utilization

Table 3.1.2: 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 basic contract level; however, each task order metric 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.

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

Table 3.3.2: Performance Objective #3 Standards

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

3.4.1 Task Details

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

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

3.4.2 Key Products.

The contractor shall provide a monthly cost report using the Government provided format and 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 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

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

Table 3.4.2: Performance Objective #4 Standards

3.5 Performance Objective #5: Acquisition Processes, Policies, and Associated Training and Tools.

Task Details.

The MDA Acquisition Management Framework and policy issuances are the foundation for disciplined oversight and reporting. The contractor shall assist with the development, coordination, and maintenance of acquisition oversight policies, regulations, and statutory requirements in accordance with (IAW) MDA Directive 5013.01, Acquisition Management. Policy issuance is subject to an annual update. The contractor shall assist the DA Business Operations Directorate (DAR) in the determination of inactive contracts and deobligation of associated unliquidated obligation (ULO) balances. An inactive contract is defined as a contract that is past the period of performance (PoP) or delivery schedule and ALL contractual actions are completed (i.e., there are no claims, invoice adjustments, etc.). A contract must be physically complete to be inactive. The Key Product Table attachment provides the key deliverable items from the performance of this PWS.

- a. Review Office of the Secretary of Defense (OSD) policies, regulations, and statutory requirements and incorporate changes, updates, and/or new requirements into MDA acquisition oversight policies. Develop new or update existing acquisition policy issuances based on higher level guidance and/or internal agency policy change (e.g., directives, instructions, manuals, guides, operating instructions, draft interim guidance, final guidance memorandums). Coordinate new or updated issuances, secure approval for implementation, disseminate issuance IAW agency policies, and engage in the implementation of acquisition oversight processes changes. Policy issuance is subject to an annual update.
- b. Research MDA internal acquisition policies, processes, procedures and related documentation and flow down changes in conjunction with OSD guidelines.

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Identify acquisition needs based on emerging requirements, as well as inter-agency organizational and executive forum changes, and other executive guidance. Develop new or update existing MDA acquisition issuances based on higher level guidance and/or internal agency policy change (e.g., manuals, guides, instructions, templates, and forms). Coordinate new or updated issuances, secure approval for implementation, disseminate issuance IAW agency policies, and engage in the implementation of acquisition oversight process changes.

- c. Maintain configuration control of issuances and disseminate to the acquisition community. Post approved issuances on the Acquisition Directorate (DA) portal at the MDA Knowledge Online (MKO) internal agency web site IAW Acquisition Policy Directorate (DAP) processes and guidelines.
- d. Conduct acquisition unique training related to the MDA Acquisition Management Framework Survey the acquisition workforce and secure training areas of interest. Coordinate training topics with the DAP Directorate to secure approval for defined emphasis and events; anticipate six sessions per year, with video-conference requirements to multiple locations. Generate training materials (e.g., modules) and aids (e.g., handouts and storyboards) that provide information on acquisition oversight policies, processes, and/or other related best practices. Tailor training based on identified need for senior Leads or general workforce understanding of acquisition processes and activities. Provide materials and aids for acquisition unique training, including using the MDA Visual Information Production Center (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.
- e. Maintain and operate end-to-end acquisition, business, and automation tools that define the overarching process for completing an acquisition. Develop instruction manual(s) for general acquisition community use of these tools. The acquisition tools will be a comprehensive identification and compilation of acquisition processes into an executive-level process with drill down capabilities in the acquisition framework, and the ability to synchronize evolving and emerging acquisition processes. Maintenance includes continuous updates to the acquisition community regarding approved acquisition releases that provide current information affecting areas such as requirements generation, strategy definition, situational awareness, cost analysis, quality control, schedules, performance reporting, training, and related internal and external acquisition efforts. Maintaining the tools also includes routine sanitizing for refresh and creating and resetting user passwords. Examples of tools are the DAP Directorate's existing MDA Comprehensive Acquisition Process (CAP) Electronic Document Access (EDA), and Standard Procurement

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System (SPS). Access to the acquisition tools will be through the DA Directorate portal.

- f. Review contracts to determine if they are physically complete and when they became physically complete by: (1) verifying that the required deliveries have been made and/or that the required services have been performed, and that the Government has inspected and accepted the supplies and/or services; (2) ensuring that all option provisions, if any, have expired; or (3) verifying that the Government has given the vendor a notice of complete contract termination.
- g. Obtain Contracting Officer Representative (COR) Completion Memorandum as verification that the contract is physically complete, all deliverables have been received and accepted, and disposition of Government Furnished Property (GFP)/ Contractor Acquired Property (CAP) and/or Classified Material has occurred.
- h. Ensure vendor coordination is accomplished to resolve funds deobligation issues in accordance with the below schedule:
 - 1) Issuance of 1st request to vendor for submission of final invoice/billing six (6) months after PoP completion;
 - 2) Issuance of 2nd request to vendor for submission of final invoice/billing twelve (12) months after PoP completion; and
 - 3) Assisting of a bilateral contract modification to deobligate excess funds balance fifteen (15) months after the initial request, unless adequate/sufficient justification is provided by the contractor.
- i. Review contracts to determine if they are inactive by verifying/ensuring that: (1) disposition of classified material is completed; (2) final patent report DD 882 is submitted; (3) final royalty report is submitted; (4) final patent report is cleared; (5) final royalty report is cleared; (6) no outstanding Value Engineering Change Proposal (VECP) exists; (7) plant/property clearance is received; (8) settlement of all interim or disallowed costs are completed; (9) price revision is completed; (10) settlement of subcontracts by the prime contractor/vendor are completed; (11) prior year overhead rates are completed; (12) contractor's closing statement is received/completed; (13) final subcontracting plan/report is submitted; (14) termination docket is completed; (15) contract audit is completed; (16) final voucher is submitted; and (17) final paid voucher is received.
- j. Ensure COR Memorandum is obtained reflecting the COR's concurrence with the final patent report, DD Form 882, "Report of Inventions and Subcontracts," and forward all applicable backup material to MDA's Patent Counsel for review and concurrence. Once patent clearance is obtained, provide a copy of the DD Form 882 and patent clearance memo to the Administrative Contracting Officer (ACO).

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- k. Determine if any ULOs exist on inactive contracts and initiate action to deobligate ULO excess fund balances, through coordination with the Financial Officer's Representative (FOR), assigned by MDA Directorate of Budget (MDA/DOB), the COR, vendor, and the ACO, as applicable. A reconciliation of obligations and disbursements shall be performed, using data obtained from the Defense Financial Accounting System (DFAS); Defense Agencies Initiative (DAI); Command Information Management System (CIMS); as well as, Defense Contract Management Agency (DCMA) Shared Data Warehouse (SDW); DCMA eTools; Electronic Document Access (EDA); Wide Area Workflow (WAWF); and the Procurement Desktop Defense (PD2)/ Standard Procurement System (SPS).

For inactive contracts, the initiation of action to deobligate ULO balances shall require:

- 1) Determining ULO balances, and obtaining verification as to whether the vendor will invoice or if funds can be deobligated.
 - 2) Obtaining document(s) for deobligation of ULO funds.
 - 3) Processing deobligation of ULO funding.
 - 4) Tracking submitted invoices until payment occurs, for ULO balances invoiced by the vendor.
 - 5) Ensuring deobligated contract actions and payments clear DAI.
- l. Provide all required backup material to the Government contracting officer.
- m. Support agency audit readiness preparation to include reviewing contracts and MIPRs in order to establish existence and completeness of government property and its subsequent valuation for recording in the Defense Property Accountability System (DPAS) in accordance with the Financial Improvement and Audit Readiness (FIAR) Guidance, Federal Acquisition Regulation, and Defense Federal Acquisition Regulation Supplement.
- n. Compile/consolidate relevant contract and MIPR review results for analysis and synopsis. Develop a status report and/or integrate information requirements with current established reporting formats on a weekly basis.

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Performance Objective #5		
Objective	Standards	Acceptable Quality Levels (AQL)
Acquisition Processes, Policies, and Associated Training and Tools	Schedule / Timeliness = products and services delivered on time within assigned deadline(s).	No more than one (1) missed scheduled event or deadline within the monthly reporting period / across all locations
	Quality = responsive to Government needs with products and services that are comprehensive, accurate, and compliant	No more than two (2) validated customer complaints, in writing, within the monthly reporting period / across all locations
	Quality / Management of Personnel = Works independently (minimal Government guidance and instruction)	No more than two (2) validated customer complaints, in writing, within the monthly reporting period / across all locations

Table 3.5: Performance Objective #5 Standards

3.6 Performance Objective #6: BMDS Baseline Integration and Reporting

Task Details.

The BMDS Life Cycle Management Process established acquisition controls for cost, schedule, and technical performance (IAW) MDA Directive 5013.01, Acquisition Management. The acquisition processes provide “strategic” oversight to use BMDS baselines to assess program maturity and determine readiness to continue on the acquisition life cycle, including risk assessment. The acquisition framework is a tool to link agency acquisition management policies, processes, documentation, and other activities supporting executive-level investment decisions. The process is based on reviews that validate when a program has met previously established exit criteria to transition from current phase and approves exit criteria for the life cycle phase or establishes updated baselines. The baseline approval process includes: 1) Technology Baseline Review (TBR) and 2) Developmental Baseline Review (DBR). The MDA baseline execution process adds the Baseline Execution Review (BER) and Material Solutions Analysis (MSA-BER). Other executive-level MDA acquisition reviews include Missile Defense Executive Board (MDEB), Defense Acquisition Board (DAB), Military Services Board of Directors (BOD); and Office of the Secretary of Defense (OSD) which provides the oversight implementation of strategic policies and plans, program priorities, and MDA investments decisions.

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In addition, the Program Change Board (PCB) is the agency's primary forum for integration and synchronization of BMDS capabilities. It manages the development, fielding, and integration IAW MDA Directive 5000.04, Program Change Board. It is the decision forum for establishing and centrally managing changes to the BMDS and the six component baselines: technical, operational configuration, test, resource, contracts, and schedule. The Integration and Synchronization Group (ISG) provides integrated and coordinated analysis of BMDS Baseline Change Requests for the PCB. The PCB and ISG processes provide BMDS-wide configuration control.

The contractor shall assist the DA Directorate with integration, reporting, and preparation for the MDA acquisition reviews in the baseline process; each conducted on a quarterly basis (except the DAB, which is considered annual for proposal purposes). This includes preparing, reviewing, and analyzing technical and programmatic briefings, papers, and related documentation and includes short-term assignments (average 3 months) to assist programs. The Key Product Table attachment provides the key deliverable items from the performance of this PWS.

- a. Analyze and/or assess acquisition documentation for readiness to use at BMDS Life Cycle Management executive reviews. Review and integrate data; perform analysis; and develop and coordinate executive-level briefings, papers, and supporting documentation for the TBR, DBR, BER, MDEB, DAB, BOD, OSD, and other associated meetings.
 - 1) Analyze acquisition documents such as briefings, decision documents, and supporting materials for the reviews and meetings; determine compliance with agency policies. Provide an executive summary analysis, engage throughout the coordination process, and make recommendations.
 - 2) Assist in coordination efforts with OSD and military service staff in preparation for phase reviews (TBRs and DBRs) with production decisions, e.g., engaging with staffs to complete read-ahead reviews.
 - 3) Develop Acquisition Directorate executive-level materials such as briefings, white papers or other documents related to BMDS Life Cycle Management executive reviews.
- b. Attend life cycle management reviews. Prepare executives and managers for the meetings, which may include read-ahead (i.e., advance materials) with EXSUM, desk-side discussions, and/or pre-meetings. Lead and schedule post-review meeting discussions to document results of meeting. Prepare after-action summaries, track DA Directorate actions items, and make recommendations on response for closure. Recommend response to the quick-turn review of the formal minutes from the decision review developed by the Chief of Staff (DS) Boards Management office.

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- c. Assist with developing and coordinating annual external acquisition reports (e.g., Selected Acquisition Report (SAR), BMDS Accountability Report (BAR) or other similar reports). The SAR provides cost, schedule, and performance information for MDAPs within the DOD and to Congress. The BAR is a report to Congress summarizing key schedule, performance, and cost baselines and estimates for achieving Ballistic Missile Defense (BMD) capabilities; explains variances to baselines; and describes near-term test goals. Research data, develop reports, and prepare informational/decision briefings and supporting documents for compliance with reporting guidelines to leadership. Coordinate and secure approval to submit.
- d. Assist with analyzing the BMDS baselines established at a TBR or DBR, including developing and/or coordinating program contract baseline content (new and updated). Engage in baseline reviews; analyze draft briefings and supporting documentation for acquisition specific content and format, contract baseline impacts, exit criteria adherence, and verification of correlation to other BMDS baselines. Provide recommendations on baseline documentation path ahead for the event.
- e. Engage in the development and coordination of responses to external agency inquiries.
 - 1) Research and prepare draft responses to external inquiries, e.g., OSD, services, and other non-Congressional organizations. Coordinate and secure approval to release.
 - 2) Coordinate and record responses to Question for Records (QFR) and Request for Information (RFI) from Congress, General Accountability Office (GAO), and Office of Inspector General (DoDIG).

Performance Objective #6		
Objective	Standards	Acceptable Quality Levels (AQL)
BMDS Baseline Integration and Reporting	Schedule / Timeliness = products and services completed within deadline	No more than one (1) missed scheduled event or deadline within the monthly reporting period / across all locations
	Quality = responsive to Government needs with products and services that are comprehensive, accurate, and compliant	No more than two (2) validated customer complaints, in writing, within the monthly reporting period / across all locations

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Performance Objective #6		
Objective	Standards	Acceptable Quality Levels (AQL)
	Quality / Management of Personnel = Works independently (minimal Government guidance and instruction)	No more than two (2) validated customer complaints, in writing, within the monthly reporting period / across all locations

Table 3.6: Performance Objective #6 Standards and Data Collection

3.7 Performance Objective #7: Acquisition Planning

Task Details.

Acquisition planning integrates all efforts related to a strategy into a comprehensive plan for fulfilling the agency need in a timely manner and at a reasonable cost. It includes developing the overall strategy for managing the acquisition. This includes the Acquisition Strategy Board (ASB) process for approval of acquisition strategies or other high level acquisition concerns recommended by the Director for Acquisition based on the Acquisition Strategy Panel (ASP) endorsement IAW MDA Directive 5000.11, Acquisition Strategy Board. The contractor shall engage in acquisition planning, e.g., requirements definition, strategies, plans, estimates, schedules, risk assessments, performance data and reporting, and recommend best practices and process improvements. The Key Product Table attachment provides the key deliverable items from the performance of this PWS.

- a. Provide updates on critical acquisition events and assist with collection of data and integration of changes affecting the BMDS programs. Develop a matrix to identify acquisition resource allocations for projects across the agency and update weekly for status reporting.
- b. Assist with acquisition policy implementation and synchronizing acquisition documentation with ongoing BMDS development. Review government developed documents for compliance with agency and acquisition policies, e.g., strategies, plans, analysis, and briefings. Provide analysis with recommendations. Engage in coordination to provide information regarding policies, procedures, and compliance.
- c. Obtain and track current schedules for critical acquisition events, e.g., TBRs, DBRs, BERs, MSA-BERs, BAR and SAR submissions, and Requests for Proposals (RFP) reviews and releases. Develop an acquisition tracking schedule based on information obtained; continuously update and integrate activities into a comprehensive overarching schedule for DAP Directorate review and status.

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- d. Assist with finalizing acquisition documentation, e.g., strategies, plans, analysis, briefings, and Plan of Actions and Milestones (POAM) for the Acquisition Strategy Panel (ASP) and Acquisition Strategy Board (ASB) processes, which include pre-ASP review. Review and analyze documentation, decision documents, and supporting materials, routinely conducted on a monthly basis. Assess for content accuracy, currency, program impacts, and determine compliance with agency policies. Provide an executive summary analysis, engage throughout the coordination process, and make recommendations. Engage in meeting preparation, attend meetings; prepare after-action summaries, track actions items, and make recommendation on response for closure.
- e. Assist with conducting Military Interdepartmental Purchase Request (MIPR) reviews annually for approximately 3 months. These reviews result in authorization to transfer agency funds to external sources for execution of MDA requirements, historically 15 per year. Review MIPR request submitted for ASP executive review and assess threshold values IAW agency guidelines to recommend whether a formal meeting is required. Assist the programs with developing the formal MIPR requirements package, which includes a briefing and decision document, as a minimum. A MIPR request package may also include statement of work, support agreements, and/or other associated documents. Assist with processing identified requirements through the reviews and coordination. Prepare executives and managers for the MIPR ASP, which may include read-ahead with EXSUM, desk-side discussions, and/or pre-meetings. Attend review and prepare after-action summaries, track DA Directorate ASP actions items, and make recommendations on actions for closure.
- f. Track and report status of incoming and outgoing documentation related to each acquisition reviews and formal events, and provide status, e.g., strategies, RFPs, plans, schedules. Update DA Directorate databases with current information and/or post status for availability to multiple organizations.
- g. Support administrative acquisition functions for each meeting, e.g., schedule meetings and conference rooms; secure and disseminate approved read-aheads; provide briefing copies to support attendance; set-up conference rooms, including VTC connectivity; set-up name plates based on approved attendance, per agency protocol guidelines; operate visual aids when DA Directorate responsibility; and clear the room following the meeting, per DS Directorate policy.
- i. Maintain the MDA Support Agreements (SAs) in compliance with agency policies, including compiling data and information for decision making,

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and coordination. Track SA expirations, notify organizations in advance of renewal timeline, and update the database.

- 1) Research and assist with updating external support and transactions Memorandums of Agreement (MOAs), Inter-Service Support Agreements (ISSAs), and Memorandums of Understanding (MOUs) requirements. Review agreement content for accuracy, currency, and compliance with approved program acquisition strategy.
 - 2) Review SA funds transfer through the MIPR process and document approval. Compile data and update SA and MIPR records in the library on the DA Directorate website.
- j. Engage in assigned BMDS program source selection activities in an advisory capacity to the DA Directorate, typically nine (11) per year; and provide advice based on unique acquisition requirements, overarching strategy, higher level Department of Defense (DoD) guidelines, and federal regulation policy. Participate in standardizing the cost estimating and analysis process within the DOC Directorate and across the Agency to eliminate inconsistencies in cost estimating, modeling, methodologies or documentation techniques. Support contract proposal evaluation teams with cost modeling and cost estimating for prime contractor cost or price proposal reviews, including analysis of historical cost data for similar systems or efforts. Coordinate cost model and estimate support with the Contracting Directorate (DAC).
- k. Identify process improvements and streamlining initiatives for analysis and assessments of interdependencies where Government regulations, guidelines, or policies allow for incorporating best practices in acquisition and/or programmatic areas. Implement Government approved best practices, improvements, and/or initiatives, and recommend related acquisition and/or programmatic training.
- l. Perform general acquisition support functions such as 1) sharing relevant data with the DA Directorate in a status report that complies information on major acquisitions, planned activities, projected efforts, and other relevant information on coordination and planning efforts; 2) participating in organizational staff calls, stand-ups, project office tag-ups, or similar venues and integrating with working groups, IPTs, or other program related venues to gather current information; 3) reviewing actions items in a comprehensive manner that provides opportunity to set priorities; and 4) recommending and/or preparing draft responses to inquiries (referred to as E-Taskers) based on assignments. Provide information, analysis, and recommendations to enhance or improve program products and processes.

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Performance Objective #7		
Objective	Standards	Acceptable Quality Levels (AQL)
Acquisition Planning	Schedule / Timeliness = products and services delivered on time within assigned deadline(s).	No more than one (1) missed scheduled event or deadline within the monthly reporting period / across all locations
	Quality = responsive to Government needs with products and services that are comprehensive, accurate, and compliant	No more than (2) validated customer complaints, in writing, within the monthly reporting period / across all locations
	Quality / Management of Personnel = Works independently (minimal Government guidance and instruction)	No more than (2) validated customer complaints, in writing, within the monthly reporting period / across all locations

Table 3.7: Performance Objective #7 Standards

Performance Objective #8: Acquisition Operational Requirements

Task Details.

The contractor shall assist with DA Directorate business activities to support organizational operations, and recommend best practices and process improvements. The contractor shall act as Portal Administrator for the DA Directorate unclassified and classified websites and attend all required training related to this responsibility. There are no key deliverable for this Objective in this PWS.

- a. Maintain and update DA Directorate unclassified and classified website and databases IAW all applicable laws, regulations, and policies, and Information and Technology Management Directorate (IC) requirements. Maintenance and update efforts include activities such as developing new sites as acquisition planning evolves; updating existing sites, as mentioned in other section of the PWS; updating document libraries; sustaining portal applications; maintaining lists (documents/templates/guides located on the portal available for use by acquisition personnel), and identifying best practices and process improvements. Integrate new materials at the website as decisions are made, new guidance is available, program data evolves, and routine updates are available for the directorate.
- b. Monitor and sanitize outdated information from the portal on a monthly basis. Coordinate sanitizing efforts with the entire DA Directorate data

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owners, provide recommendations for updating the site, secure approval for purging, and implement changes.

Performance Objective #8		
Objective	Standards	Acceptable Quality Levels (AQL)
Acquisition Operational Requirements	Schedule / Timeliness = products and services delivered on time within assigned deadline(s).	No more than (1) late or missed scheduled event or deadline within the monthly reporting period / across all locations
	Quality = responsive to Government needs with products and services that are comprehensive, accurate, and compliant	No more than two (2) validated customer complaints, in writing, within the monthly reporting period / across all locations
	Quality / Management of Personnel = Works independently (minimal Government guidance and instruction)	No more than (2) validated customer complaints, in writing, within the monthly reporting period / across all locations

Table 3.8: Performance Objective #8 Standards

3.9. Performance Objective #9: Small Business Programs Support Task Details.

The contractor shall support the internet based, telephone based, and face-to-face efforts of the MDA Office of Small Business Programs (OSBP) with outreach activities to small businesses throughout the nation. The contractor shall attend and participate in weekly OSBP staff meetings and forums.

- a. **Electronic Media Support:** Update and maintain the OSBP websites and portal IAW the requirements defined below.

- 1) **OSBP Public Website:** Update and maintain the OSBP website IAW the following:

- Clear documentation for public release IAW SB Policy and comply with Public Affairs Directorate (PA) guidelines for release of documentation prior to posting on the OSBP website. Posting shall be within one (1) working day following clearance approval.

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- Maintain and update OSBP website, which is a tool that provides core information specifically for small businesses on the MDA and BMDS; as well as related news releases, media and other resources, and business opportunities. Maintenance includes continuous updates to the website with current and relevant information approved for release. This also covers 1) compliance with agency policies and guidelines for website utilization; 2) monitoring and routine sanitizing for refresh on a monthly basis; and 2) routine coordination with the Information Technology Management Directorate (IC) for overall agency requirements for website use.
 - Create and maintain a fully functional MDA Marketplace database online. The Marketplace is an online searchable repository of firms that have an interest in performing under a specific MDA Program effort. The purpose of the MDA Marketplace is to create a public point of convergence where businesses can market their capabilities and/or search for other businesses to partner and team with in reference to MDA requirements. A Marketplace database shall be posted no later than five (5) working days of notification of the requirement to support a program or staff office program.
 - Generate data and information, as defined by the Government, for use in metrics reports.
- 2) **MDA OSBP Internal Portal:** Act as portal manager responsible for maintaining and updating the OSBP portal page. Monitor and sanitize from the portal any outdated information on a monthly basis by coordination with applicable owner of data. The portal shall be maintained IAW all applicable MDA Directives and MDA IT requirements.
- b. Outreach:** Develop and support OSBP outreach efforts by completing the following tasks leading to a fully developed annual outreach effort.
- 1) Develop a Fiscal Year (FY) outreach calendar of events with monthly updates to include the OSBP Travel Dashboard with current actual expenditures and post to MDA/OSBP Portal.
 - 2) Develop and maintain an inventory of outreach marketing materials for distribution at events IAW the FY Outreach Calendar of Events schedule and other specified MDA Public Affairs Outreach Events. Utilize the MDA Visual Information Production Center (VIPC) to prepare materials. Process outreach materials for public

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release prior to distribution. Ensure outreach marketing materials are available for all planned activities.

3) Support conference planning and logistics IAW outreach calendar. Conference planning and logistic support includes coordination with event planners; transporting and/or shipping event materials and associated MDA provided displays (IAW MDA contract shipping requirements and policies); setup and breakdown displays at outreach events; and conference/booth registration. Materials shall be available and set up at start of event.

4) Collect Outreach Metrics. Identify the number of SB's contacted at each event and post on OSBP Travel Dashboard. Prepare semi-annual reports identifying the number of events attended (year to date) and the number of SB's contacted (year to date). Provide follow up emails to small business encountered at outreach events within 10 business days from event.

5) Monitor and respond to small business inquiries in the OSBP outreach E-mailbox on a weekly basis, as a minimum. Upon direction from OSBP, forward suspicious emails to the appropriate MDA security office for review.

6) Staff booths at outreach events IAW the FY Outreach Calendar of Events schedule. Prepare and provide an after action report for each outreach event within 10 business days. The report should identify metrics such as, number of SBs in attendance, number of SBs contacted, and number of SBs capable of doing business with the agency.

c. Newsletters: Develop quarterly newsletters, which include gathering articles from OSBP staff, writing articles, clearing draft newsletters through MDA/PA and coordinating with the MDA VIPC for printing. The effort shall also include providing an electronic version of the newsletter to be posted on the MDA website and distributing printed newsletters to local facilities designated in quantities specified by the MDA OSBP.

d. Market Research: Interface with MDA organizations to provide market research support. Collect and analyze information about potential small business offerors and provide market research reports. Utilize available tools, e.g. DoD MaxPrac, System for Award Management (SAM), and Internet.

e. Documentation Support: Prepare agendas, briefings, reports, surveys, spreadsheets and correspondence as designated by the MDA OSBP. Maintain action item spreadsheet and track action items to closure. Prepare Historical

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Summary Report, Scorecard Report, Internal Controls Assessments, and special OSD draft reports as directed.

f. Small Business Industrial Base Tracking Develop, update, and maintain a comprehensive list of MDA Small Business Prime contractors, MDA Large Business Prime contractors first tier subcontractors, and small businesses with the capability of performing within the BMDS. This comprehensive list will form the OSBP Small Business Industrial Base database. The database shall be maintained in Microsoft Access and shall be updated monthly and include:

- 1) Company name, DUNS number, city and state, socioeconomic category, and applicable NAICS codes. Establish search capability by company name, DUNS number, city and state, socioeconomic category, and applicable NAICS codes.
- 2) Prepare electronic maps detailing the location, contract value, and obligated dollars per state of all MDA prime contractors and update semi-annually

Performance Objective #9		
Objective	Standards	Acceptable Quality Levels (AQL)
Small Business Programs Support	Schedule / Timeliness = products and services completed or delivered on time within assigned deadline(s).	No more than one (1) missed scheduled event or deadline within the monthly reporting period / across all locations
	Quality = responsive to Government needs with products and services that are comprehensive, accurate, and compliant	No more than one (1) validated customer complaint, in writing, within the monthly reporting period / across all locations
	Quality / Management of Personnel = Works independently (minimal Government guidance and instruction)	No more than one (1) validated customer complaint, in writing, within the monthly reporting period / across all locations
	Schedule / Availability = products and services are available within required timeline	No more than one (1) late or missed scheduled event within the monthly reporting period / across all locations.

Table 3.9: Performance Objective #9 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 Procuring Contracting Officer (PCO) with a copy to the designated Contracting Officer's Representative (COR) 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 the actual labor cost to small businesses, divide the Task Order total labor cost (minus prime and subcontractor fee) into the total labor cost (minus fee) that will go to small businesses on the task order. This measure correlates to Objective #2 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.
- f. Submit on-site/off-site data in Government provided format identifying support for each location identified in the PWS.

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4.2 Travel Status Report

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

5. Security Clearance Requirements

All personnel must hold a minimum of SECRET security clearance immediately upon base period of performance start date. The table below defines the percentage of personnel required to have Top Secret and Top Secret Sensitive Compartmentalized Information (SCI) eligibility upon base period of performance start date. Contractor shall submit clearance paperwork for hires upon base period of performance start date to immediately begin the process.

Work Area	% Secret At Base PoP Start Date	% Top Secret Eligibility Upon Base PoP Start Date	% Top Secret Total	% SCI Eligibility Upon Base PoP Start Date	% SCI Total
DA	100%	5%	5%	5%	20%

Table 5: Task Order Security Requirements

6. Travel and Other Direct Cost (ODC) Requirements

The contractor should expect to travel 10%-20% of the time to HSV, NCR, Dahlgren, and Colorado Springs to support the Acquisition Directorate to complete tasks as outlined in this Task Order. In support of OSBP activities, the contractor should expect to travel 30-40% of the time to support the OSBP Outreach Calendar of Events. Travel could include attendance at conferences, reviews, and coordination and planning meetings

- 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.

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- c. ODC costs are required in support of OSBP activities and material such as displays, pens, portfolios, conference fees, and booth fees.

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

7.1. Facilities

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

Location	Number of work stations*
Huntsville, AL	31
National Capital Region, VA	5

Table 7.2 GFE Requirements Per Site

***Number will be based on the winning contractor's proposal.**

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).
- 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 Procuring Contracting Officer (PCO) or COR request.

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- 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 or TOL shall meet with the Functional Government customer within five (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. Submit clearance paperwork for hires upon award to immediately begin the process.

Staffing Area	Timeline
Program Manager	At Award
Task Order Lead	NLT 5 Work Days after award.
Contractor personnel to support all Performance Objectives	NLT 14 Work Days after award.

Table 8.0 Staffing Timelines

9. Options

All requirements for the options shall 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. 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

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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, Acquisition Executive Support/DA-02-13.

Performance Objective Index	Location
1. Successful Development, Deployment and Support of the BMDS	Huntsville, AL (HSV) National Capital Region, VA (NCR)
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. Acquisition Processes, Policies, and Associated Training and Tools	All
6. BMDS Baseline Integration and Reporting	All
7. Acquisition Planning	All
8. Acquisition Operational Requirements	All
9. Small Business Programs Support	All

Table 1.0 Performance Objectives

Performance Objective #1: Successful Development, Deployment and Support of the BMDS

Product	Location	# of Orgs Per Site Requiring Support	Frequency
Task Order Communication Plan 3.1	HSV	1	5 Working Days after Task Order Award

Table 2.0 Performance Objective #1 Key Products

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

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

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

Product	Location 1	# of Orgs Per Site Requiring Support	Frequency
Cost Reports (3.4.1.b)	HSV	1	Monthly
Limitations of Funds Letter (3.4.1.b)	HSV	1	When required
Invoices (3.4.1.d)	HSV	1	Monthly
Travel Status Report (3.4.2)	HSV	1	Bi-weekly

Table 3.0 Performance Objective #4 Key Products

Performance Objective #5: Acquisition Processes, Policies, and Associated Training and Tools

Products	Location	# of Orgs Per Site Requiring Support	Frequency (daily, weekly, monthly, etc)
Program Manager Selection Directive Update (3.5.a)	HSV	1	Annually
Acquisition Team Guide (3.5.a)	HSV	1	Annually
Acquisition Management Directive and Instruction (3.5.a, b)	HSV	1	Annually
Acquisition Plan Development Manual (3.5.a, b)	HSV	1	Annually
Acquisition Plan Guide Update (3.5.a, b)	HSV	1	Annually

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Products	Location	# of Orgs Per Site Requiring Support	Frequency (daily, weekly, monthly, etc)
Acquisition Strategy Board (ASB) and Acquisition Strategy Panel (ASP) Manual Update (3.5.a, b)	HSV	1	Annually
Military Interdepartmental Purchase Request (MIPR) ASP Manual Update (3.5.a, b)	HSV	1	Annually
Acquisition Strategy Report Manual (3.5.a, b)	HSV	1	Annually
Acquisition Requirements Package Guide (3.5.a, b)	HSV	1	Annually
BMDS Accountability Report (BAR) Process Manual (3.5.a, b)	HSV	1	Annually
BMDS Component Program Single Acquisition Master Plan (SAMP) Instruction Update (3.5.a, b)	HSV	1	Annually
Baseline Execution Review (BER) Process Manual Update (3.5.a, b)	HSV	1	Annually
Developmental Baseline Review (DBR) / Technology Baseline Review (TBR) Manual (3.5.a, b)	HSV	1	Annually
Acquisition Delegations of Authority Matrix (3.5.a, b)	HSV	1	Annually
Contract Data Management Manual (3.5.a, b)	HSV	1	Annually
Request For Proposal (RFP) Process Manual Update (3.5.a, b)	HSV	1	Annually
Selected Acquisition Report (SAR) Manual Update (3.5.a, b)	HSV	1	Annually
New Issuances (3.5.a, b)	HSV	1	Quarterly
Military Interdepartmental Purchase Request (MIPR) ASP Template Update (3.5.b)	HSV	1	Annually
Interim Guidance Memos Template (3.5.b)	HSV	1	Monthly

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Products	Location	# of Orgs Per Site Requiring Support	Frequency (daily, weekly, monthly, etc)
Acquisition Plan Template Update (3.5.b)	HSV	1	Annually
Acquisition Strategy Report Template(3.5.b)	HSV	1	Annually
Baseline Execution Review (BER) Briefing Template Update (3.5.b)	HSV	1	Annually
BAR Template Update (3.5.b)	HSV	1	Annually
SAMP Template Update (3.5.b)	HSV	1	Annually
Memorandum of Agreement (MOA) Template Update (3.5.b)	HSV	1	Annually
Decision Memorandum Template Update (3.5.b)	HSV	1	Annually
DBR Briefing Template Update (3.5.b)	HSV	1	Annually
TBR Briefing Template Update (3.5.b)	HSV	1	Annually
Materiel Solution Analysis (MSA) BER Template Update (3.5.b)	HSV	1	Annually
MSA TBR Template Update (3.5.b)	HSV	1	Annually
Acquisition Strategy Panel (ASP) Template Update (3.5.b)	HSV	1	Annually
Acquisition Strategy Board (ASB) Template Update(3.5.b)	HSV	1	Annually
Training Material (3.5.d)	HSV	1	Quarterly
Training Aids (3.5.d)	HSV	1	Quarterly
DPAS Property Custodian Report (3.5.g)	COS	1	Quarterly
	DAHL	1	Quarterly
	HSV	1	Quarterly
DPAS Master Download Report (3.5.g)	COS	1	Quarterly
	DAHL	1	Quarterly
	HSV	1	Quarterly

Table 4.0 Performance Objective #5 Key Products

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Performance Objective #6: BMDS Baseline Integration and Reporting

Products	Location	# of Orgs Per Site Requiring Support	Frequency (daily, weekly, monthly, etc)
Talking Points (3.6.a)	HSV	1	Annually
	NCR	1	Annually
White Papers (3.6.a)	HSV	1	Quarterly
	NCR	1	Quarterly
Briefings (3.6.a)	HSV	1	Quarterly
	NCR	1	Quarterly
Selected Acquisition Report (SAR) (3.6.c)	NCR	1	Annually
BMDS Accountability Report (BAR) (3.6.c)	NCR	1	Annually
BAR Briefing (3.6.c)	NCR	1	Annually
Contract Baseline or Update (3.6.d)	HSV	1	Monthly
Response to Request For Information (RFI) (3.6.e)	HSV	1	Quarterly
	NCR	1	Quarterly

Table 5.0 Performance Objective #6 Key Products

Performance Objective #7: Acquisition Planning

Products	Location	# of Orgs Per Site Requiring Support	Frequency (daily, weekly, monthly, etc)
Program Support Matrix (3.7.a)	HSV	1	Weekly
Acquisition Correspondence (3.7.b, e, l)	HSV	1	Weekly
Integrated Review Schedule (3.7.c)	HSV	1	Weekly

Table 6.0 Performance Objective #7 Key Products

Performance Objective #8: Acquisition Operational Requirements

Products	Location	# of Orgs Per Site Requiring Support	Frequency (daily, weekly, monthly, etc)
There are no Products for Objective #8.			

Table 7.0 Performance Objective #8 Key Products

Performance Objective #9: Small Business Programs Support

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Products	Location	# of Orgs Per Site Requiring Support	Frequency (daily, weekly, monthly, etc)
Marketplace Database (3.9.a.1)	HSV	1	Monthly
Outreach Calendar of Events (3.9.b.1)	HSV	1	Monthly
Outreach Metrics Report (3.9.b.4)	HSV	1	Semi-Annually
Event After Action Reports (Within 10 working days of event completion) (3.9.b.6)	IAW Outreach Calendar	1	Bi-Weekly
Newsletter (3.9.c)	HSV	1	Quarterly
Market Research Report (3.9.d)	HSV	1	Bi-Weekly
Action Item Tracking Report (3.9.e)	HSV	1	Weekly
Historical Summary (3.9.e)	HSV	1	Annually
Scorecard Report (3.9.e)	HSV	1	Annually
Internal Controls Assessment (3.9.e)	HSV	1	Annually
Small Business Industrial Database (3.9.f)	HSV	1	Monthly
Small Business Industrial Base Map (3.9.f.2)	HSV	1	Semi-Annually

Table 8.0 Performance Objective #9 Key Products

Small Business Set-Aside (SBSA)
Missile Defense Agency Engineering and Support Service (MiDAESS)
Task Order Quality Assurance Surveillance Plan (QASP)
Acquisition Executive Support / DA-02-13
19 March 2013

Functional Vision

The Acquisition Directorate facilitates BMDS and program development and deployment by establishing acquisition and contracting policies and processes, developing direction and guidance for the BMDS and associated programs, assessing program performance, developing an acquisition workforce to support mission needs, and providing support through all phases of the acquisition cycle.

1. Administrative Data

Date: **27 03 2013**

Functional Capability Group: **#2, Acquisition Support**

Functional Area: Acquisition (DA)

CLIN: **0014, 0015, and 0017**

Option 1: **1014, 1015, and 1017**

Option 2: **2014, 2015, and 2017**

Option 3: **3014, 3015, and 3017**

Task Order Title/No.: **Acquisition Support / DA-02-13**

Base Period of Performance: Start Date: **27 March 2013**. End Date: **28 February 2014**

Option 1: **1 March 2014 through 28 February 2015**

Option 2: **1 March 2015 through 28 Feb 2016**

Option 3: **29 February 2016 through 18 July 2016**

2. Purpose

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

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

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

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

Small Business Set-Aside (SBSA)
Missile Defense Agency Engineering and Support Service (MiDAESS)
Task Order Quality Assurance Surveillance Plan (QASP)
Acquisition Executive Support / DA-02-13
19 March 2013

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.

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 the 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.

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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.

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):

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

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

6.1. MiDAESS Quality Performance Standards

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

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

- a. **Accurate:** All assessment data collected must be reflective of actual contractor performance.
- b. **Fair:** The assessment must be based on known baseline requirements and approved contract/task changes executed by modification.
- c. **Comprehensive:** Data shall be comprehensive enough to facilitate identification of shortfall root causes (not just the fact that a shortfall exist).
- d. **Relevant:** Data must be reflective of those quality assessment areas identified in the Performance Work Statement (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 (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.

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2. Very Good: Performance meets contractual requirements and exceeds some to the Government's 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.
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 contractor's 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 the 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 8, 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.

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

Refer to Attachment 8, 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 BMDS	COR, COTR, PCO, CS, BFM, Stakeholders
<ul style="list-style-type: none"> Small Business Utilization 	OBJ 2. Effective Small Business Utilization throughout execution of this task order	CTR, COR
<ul style="list-style-type: none"> Small Business Utilization 	OBJ 3. Small Business Utilization, as specified by the "50% rule" outlined in FAR 52.219-14, Limitation on Subcontracting (Prime contractor small business work share cumulative performance)	CTR, COR
<ul style="list-style-type: none"> Cost 	OBJ 4. Effective management and reporting of cost throughout execution of this task order	CTR, BFM
<ul style="list-style-type: none"> Quality Schedule 	OBJ 5 thru OBJ 9. Technical Objectives as identified in the PWS	Evaluators, COTR

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.

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

Appendix 1 - Surveillance Matrix

Performance Objective/Element	Task	Standard/AQL	What	How/Method	Who	Standard Rating
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1. Delivery of Support Services for the Ballistic Missile Defense System (BMDS) Reference PWS: 3.1	The contractor shall manage the task order, execute requirements, deliver services, and provide Teamwork/Cooperation; Management of Personnel; Management of Key Personnel; Overall Task Order Management; and a Communication Plan	<p>1. STD: Business Relations/Timeliness – Effective Teamwork/Cooperation</p> <p>AQL: No more than 2 validated customer complaints in writing, within the monthly reporting period / across all locations</p> <p>2. STD: Business Relations/Timeliness - Management of Personnel AQL: Addresses actions within 24 hours of verbal or written notification with no more than 1 late response within the monthly reporting period / across all locations</p> <p>3. STD: Management of Key Personnel/Timeliness – Management of Key Personnel AQL: Addresses actions within 24 hours of verbal or written notification with no more than 1 late response within the monthly reporting period / across all locations</p> <p>4. STD: Business Relations/Quality/Timeliness – Overall Task Order Management AQL: No more than 2 validated customer complaints, in writing, 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>Financial Data</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>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>Exceptional: Exceeded expectations and performance/products provided in a manner that created greater efficiency.</p> <p>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</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>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</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>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</p> <p>Unsatisfactory: Performance/products were unacceptable and have to be addressed beyond the standard.</p> <p>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 action plan fails</p>
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Performance Objective/Element	Task	Standard/AQL	What	How/Method	Who	Standard Rating
2. Effective Small	Small Business utilization	STD: The contractor meets or	Corrective	Contractor self-	Evaluator	Exceptional: Exceeds expectations and have been provided in a manner that

Business Utilization throughout Execution of this Task Order Reference PWS: 3.2	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.	exceeds the proposed percentage of small business utilization on the task order as defined above. AQL: Contractor's proposed percentage of small business utilization.	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.	reporting Customer input On-site periodic inspections Track receipt of reports Analysis of Reports Periodic sampling The COR and/or FI/COTR can request additional information twice a year to validate Small Business Utilization numbers	COTR COR PCO SB Office	created greater efficiency. Exceeds proposed 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 Very Good: Expectations are provided at a manner higher than stipulated by the contract and the expectations of the PCO/COR/COTR/Stakeholders. Exceeds proposed percentage up to 4.99% 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. Actual percentage < proposed 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 < proposed percentage by 5% or more EXAMPLE: Proposed 40% Actual 32% Rating Unsatisfactory
Performance Objective/Element	Task	Standard/AQL	What	How/Method	Who	Standard Rating
3. Small Business Utilization, as specified by the "50% rule"	Small Business utilization, as specified by the "50% rule" will be	STD: 50% of all effort at the basic contract level is executed by the small business concern	Corrective Action Reports	On-site periodic inspections	Evaluator COTR	Exceptional: Cumulative Small Business Utilization is 55% or greater of awarded efforts

outlined in FAR 52.219-14, Limitation on Subcontracting (Prime contractor small business work share a cumulative performance) Reference PWS: 3.3	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.	AQL: Cumulative small business utilization is within the percentages identified in the Standard Rating of the QASP	Corrective Action Plans Contractor's Monthly Report Financial Data CPAS Inputs Written Accolades	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	COR PCO SB Office	Very Good: Cumulative Small business Utilization is 51% or greater of awarded efforts Satisfactory: Cumulative Small Business Utilization is at least 42% 1 st year 44% 2 nd year 48% 3 rd year 49% 4 th year 50% 5 th year of awarded efforts Marginal: Cumulative Small Business Utilization is at least 41% 1 st year 43% 2 nd year 47% 3 rd year 48% 4 th year 49% 5 th year of awarded efforts Unsatisfactory: Cumulative Small Business Utilization is less than 40% 1 st year 42% 2 nd year 46% 3 rd year 47% 4 th year 48% 5 th year of awarded efforts
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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	I. STD: Cost - Accuracy of reported financial data and analysis AQL: No more than 2 validated errors within the monthly reporting period	Contractor's Monthly Report Financial Data	Contractor self-reporting Customer input	Evaluator COTR COR	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

Reference PWS: 3.4	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 on a monthly basis, final invoice shall be submitted within 30 days of the end of the POP	2.STD: Cost - Timely submission of financial documents (i.e.: cost reports, letters, and invoices) AQL Submission of financial documents in accordance with (IAW) specified deadlines with zero late or missed deliverables within the monthly reporting period	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	On-site periodic inspections Track receipt of reports Review Monthly Cost Report. Analyze Monthly Cost Reports Periodic sampling Review Reports	FOR PCO	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 1 error 2. Zero late or missed deadlines and some times ahead of scheduled deliverables All: At least 1 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. 3 but less than 5 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 (5) errors or more 2. More than 5 late or missed deliverables All: Corrective action plan fails
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Performance Objective/Element	Task	Standard/AQL	What	How/Method	Who	Standard Rating
5. Acquisition Processes, Policies, and Associated Training and Tools Reference	The contractor shall complete all tasks defined under this section of the PWS and as defined in the Performance Objectives	1.STD: Schedule / Timeliness = products and services completed or delivered on time within assigned deadline(s) AQL: No more than 1 late or missed scheduled event within the monthly	Corrective Action Reports Corrective Action Plans	Contractor self-reporting Customer input On-site periodic inspections	Evaluator COTR COR PCO	Exceptional: exceed expectations and have been provided in a manner that created greater efficiency. 1. Zero complaints 2. Zero late or missed scheduled events 3. Zero corrective event All. Documented benefits / efficiencies

<p>PWS: 3.5</p>		<p>reporting period / across all locations</p> <p>2.STD: Quality / Quality = responsive to government needs with products and services that are comprehensive, accurate, and compliant</p> <p>AQL: No more than 2 validated customer complaints, in writing, within the monthly reporting period / across all locations</p> <p>3.STD: Quality / Management of Personnel - Works independently (minimal Government guidance and instruction)</p> <p>AQL: No more than 2 validated customer complaints, in writing, within the monthly reporting period / across all locations.</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>Periodic sampling</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> <p>1. One complaint 2. One late or missed scheduled events 3. One corrective event 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> <p>1. 3 complaints 2. 3 late or missed scheduled events 3. 3 corrective events All. Corrective action plan in place</p> <p>Unsatisfactory: expectations are unacceptable and have to be addressed beyond the standard.</p> <p>1. 4 or more complaints 2. 4 or more late or missed scheduled 3. 4 or more corrective events All. Corrective plan fails improvement</p>
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Performance Objective/Element	Task	Standard/AQL	What	How/Method	Who	Standard Rating
<p>6. BMDS Baseline Integration and Reporting</p> <p>Reference</p> <p>PWS:</p>	<p>The contractor shall complete all tasks requested under this section of the PWS and as defined in Performance Objectives and Key</p>	<p>1.STD: Schedule / Timeliness = products and services completed or delivered on time within assigned deadline(s)</p> <p>AQL: No more than 1 late or missed</p>	<p>Corrective Action Reports</p> <p>Corrective Action Plans</p>	<p>Contractor self-reporting</p> <p>Customer input</p> <p>On-site periodic</p>	<p>Evaluator</p> <p>COTR</p> <p>COR</p>	<p>Exceptional: exceed expectations and have been provided in a manner that created greater efficiency.</p> <p>1. Zero complaints 2. Zero late or missed scheduled events 3. Zero corrective event All. Documented benefits / efficiencies</p>

3.6	Products Table	<p>scheduled event within the monthly reporting period / across all locations</p> <p>2.STD: Quality / Quality = responsive to government needs with products and services that are comprehensive, accurate, and compliant</p> <p>AQL: No more than 2 validated customer complaints, in writing, within the monthly reporting period / across all locations</p> <p>3.STD: Quality / Management of Personnel - Works independently (minimal Government guidance and instruction)</p> <p>AQL: No more than 2 validated customer complaints, in writing, within the monthly reporting period / across all locations.</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>inspections</p> <p>Periodic sampling</p>	PCO	<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> <p>1. One complaint 2. One late or missed scheduled events 3. One corrective event 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> <p>1. 3 complaints 2. 3 late or missed scheduled events 3. 3 corrective events All. Corrective action plan in place</p> <p>Unsatisfactory: expectations are unacceptable and have to be addressed beyond the standard.</p> <p>1. 4 or more complaints 2. 4 or more late or missed scheduled 3. 4 or more corrective events All. Corrective plan fails improvement</p>
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Performance Objective/Element	Task	Standard/AQL	What	How/Method	Who	Standard Rating
7. Acquisition Planning Reference PWS: 3.7	The contractor shall complete all tasks requested under this section of the PWS and as defined in Performance Objectives and Key Products Table	<p>1.STD: Schedule / Timeliness = products and services completed or delivered on time within assigned deadline(s)</p> <p>AQL: No more than 1 late or missed scheduled event within the monthly</p>	<p>Corrective Action Reports</p> <p>Corrective Action Plans</p>	<p>Contractor self-reporting</p> <p>Customer input</p> <p>On-site periodic inspections</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> <p>1. Zero complaints 2. Zero late or missed scheduled events 3. Zero corrective event All. Documented benefits / efficiencies</p>

		reporting period / across all locations 2.STD: Quality / Quality = responsive to government needs with products and services that are comprehensive, accurate, and compliant AQL: No more than 2 validated customer complaints, in writing, within the monthly reporting period / across all locations 3.STD: Quality / Management of Personnel - Works independently (minimal Government guidance and instruction) AQL: No more than 2 validated customer complaints, in writing, within the monthly reporting period / across all locations.	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.	Periodic sampling		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. One late or missed scheduled events 3. One corrective event All. At least one documented benefits / efficiencies 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 complaints 2. 3 late or missed scheduled events 3. 3 corrective events All. Corrective action plan in place Unsatisfactory: expectations are unacceptable and have to be addressed beyond the standard. 1. 4 or more complaints 2. 4 or more late or missed scheduled 3. 4 or more corrective events All. Corrective plan fails improvement
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Performance Objective/Element	Task	Standard/AQL	What	How/Method	Who	Standard Rating
8.Acquisition Operational Requirements Reference PWS: 3.8	The contractor shall complete all tasks requested under this section of the PWS and as defined in Performance Objectives and Key Products Table	1.STD: Schedule / Timeliness = products and services completed or delivered on time within assigned deadline(s) AQL: No more than 1 late or missed scheduled event within the monthly reporting period / across all locations 2.STD: Quality / Quality =	Corrective Action Reports Corrective Action Plans Contractor's Monthly Report	Contractor self-reporting Customer input On-site periodic inspections Periodic sampling	Evaluator COTR COR PCO	Exceptional: exceed expectations and have been provided in a manner that created greater efficiency. 1. Zero complaints 2. Zero late or missed scheduled events 3. Zero corrective event 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. One complaint

		<p>responsive to government needs with products and services that are comprehensive, accurate, and compliant</p> <p>AQL: No more than 2 validated customer complaints, in writing, within the monthly reporting period / across all locations</p> <p>3.STD: Quality / Management of Personnel - Works independently (minimal Government guidance and instruction)</p> <p>AQL: No more than 2 validated customer complaints, in writing, within the monthly reporting period / across all locations.</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>2. One late or missed scheduled events 3. One corrective event 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> <p>1. 3 complaints 2. 3 late or missed scheduled events 3. 3 corrective events All. Corrective action plan in place</p> <p>Unsatisfactory: expectations are unacceptable and have to be addressed beyond the standard.</p> <p>1. 4 or more complaints 2. 4 or more late or missed scheduled 3. 4 or more corrective events All. Corrective plan fails improvement</p>
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Performance Objective/Element	Task	Standard/AQL	What	How/Method	Who	Standard Rating
<p>9. Small Business Programs Support</p> <p>Reference</p> <p>PWS:</p> <p>3.9</p>	The contractor shall complete all tasks defined under this section of the PWS and as defined in the Performance Objectives	<p>1.STD: Schedule -Timeliness = products and services completed or delivered on time within assigned deadline(s)</p> <p>AQL: No more than 1 late or missed scheduled event within the monthly reporting period / across all locations</p> <p>2.STD: Quality - Quality = responsive to government needs with products and services that are comprehensive, accurate,</p>	<p>Corrective Action Reports</p> <p>Corrective Action Plans</p> <p>Contractor's Monthly Report</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> <p>1. Zero compliant 2. Zero late or missed scheduled event 3. Zero corrective event 4. Zero issues with product(s) or services availability and delivered ahead of schedule 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>

		<p>and compliant</p> <p>AQL: No more than 1 validated customer complaints, in writing, within the monthly reporting period / across all locations</p> <p>3.STD: Quality / Management of Personnel - Works independently (minimal Government guidance and instruction)</p> <p>AQL: No more than 1 validated customer complaints, in writing, within the monthly reporting period / across all locations</p> <p>4.STD: Schedule / Availability = products and services are available within required timeline.</p> <p>AQL: No more than 1 late or missed scheduled event within the monthly reporting period / across all locations</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>1. Zero complaint 2. One late or missed scheduled events 3. One corrective event 4. Zero issue with product(s) or services availability 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 1. 2 complaints 2. 2 late or missed scheduled events 3. 2 corrective events 4. 2 issues with product(s) or services availability All. Corrective action plan in place</p> <p>Unsatisfactory: expectations are unacceptable and have to be addressed beyond the standard. 1. 3 or more complaints 2. 3 or more late or missed scheduled 3. 3 or more corrective events 4. 3 or more issues with product or services availability All. Corrective plan fails improvement</p>
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Missile Defense Agency Engineering and Support Service (MiDAESS)
Task Order Quality Assurance Surveillance Plan (QASP) **HQ0147-10-D-0037-0006**
Acquisition Executive Support / RTOP DA-02-12
19 March 19, 2013



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Integration Synchronization Group / DP-01-13
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Functional Vision

The Integration Synchronization Center (ISC) and Change Management Directorate (DPC) under the guidance of the Program Executive for Programs and Integration (DP) organization manages the Ballistic Missile Defense System (BMDS) program control and change management process for establishing and changing BMDS Baselines at either an Integration Synchronization Group (ISG) or Program Change Board (PCB).

1. Administrative Data

Date: 19 Jan 2013

Functional Capability Group: **#2, Acquisition Support**

Functional Area: Business and Financial Management (DOB)

CLIN: **0011**, Option year CLIN: **1011**, Option year 2 CLIN: **2011**

Task Order Title/No.: **Integration Synchronization Group/DP-01-13**

Base Period of Performance: Start Date: **19 Jan 2013**. End Date: **18 Jan 2014**.
Option 1: **19 Jan 2014** through **18 Jan 2015**
Option 2: **19 Jan 2015** through **18 Jan 2016**

2. Purpose

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

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

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

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.

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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.

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

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 the 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.

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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.

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.

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2. **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.
3. **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 TO COTR or other Technical Evaluator.
4. **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 Reporting 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 Performance Work Statement (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.

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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 Government's 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 Government's 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.
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 contractor's 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 the annual Contractor Performance Assessment Report (CPAR).

6.2 Small Business Utilization – Full and Open

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.

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Refer to Attachment 8, Monthly Status Report for example of reporting Small Business Utilization.

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

Refer to Attachment 8, Monthly Status Report for example of reporting Small Business Subcontracting Plan.

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 BMDS	COR, COTR, PCO, CS, BFM, Stakeholders
<ul style="list-style-type: none"> Small Business Utilization 	OBJ 2. Effective Small Business Utilization throughout Execution of this Task Order	CTR, COR
<ul style="list-style-type: none"> Small Business Utilization 	OBJ 3. Utilize Small Business as specified by the Small Business Subcontracting Plan	CTR, COR
<ul style="list-style-type: none"> Cost 	OBJ 4. Effective management and reporting of cost throughout execution of this task order	CTR, BFM
<ul style="list-style-type: none"> Quality Schedule 	OBJ 5 thru OBJ 7. Technical Objectives as identified in the PWS	Evaluators, COTR

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.

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

Appendix 1 - Surveillance Matrix

Performance Objective/Element	Task	Standard/AQL	What	How/Method	Who	Standard Rating
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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) Reference PWS: 3.1	The contractor shall manage the task order, execute requirements, deliver services, and provide Teamwork/Cooperation; Management of Personnel; Management of Key Personnel; Overall Task Order Management; and a Communication Plan	<p>1.STD: Business Relations/Timeliness – Effective Teamwork/Cooperation</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: Business Relations/Timeliness - Management of Personnel</p> <p>2.AQL: Addresses actions within 24 hours of verbal or written notification with no more than 1 late response within the monthly reporting period / across all locations</p> <p>3.STD: <u>Management of Key Personnel/Timeliness</u> – Management of Key Personnel</p> <p>3.AQL: Addresses actions within 24 hours of verbal or written notification with no more than 1 late response within the monthly reporting period / across all locations</p> <p>4.STD: Business Relations/Quality/Timeliness – Overall Task Order Management</p> <p>4.AQL: No more than 2 validated customer complaints, in writing, 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>Financial Data</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>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>Exceptional: Exceed expectations and have been provided in a manner that created greater efficiency.</p> <p>1. Zero complaints</p> <p>2. Within 12 hrs of notification and zero late responses</p> <p>3. Within 12 hrs of notification and zero late responses</p> <p>4. Zero complaints</p> <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> <p>1. One complaint</p> <p>2. 24 > action > 12 hrs of notification and zero late responses</p> <p>3. 24 > action > 12 hrs of notification and zero late responses</p> <p>4. One complaint</p> <p>All: At least 1 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> <p>1. 3 but less than 5 complaints</p> <p>2. 36 > action > 24 hrs of notification and 2 late responses</p> <p>3. 36 > action > 24 hrs of notification and 2 late responses</p> <p>4. 3 but less than 5 complaints</p> <p>All: Corrective action plan in place</p> <p>Unsatisfactory: Expectations are unacceptable and have to be addressed beyond the standard.</p> <p>1. 5 complaints or more</p> <p>2. Action > 36 hrs of notification and 3 or more late responses</p> <p>3. Action > 36 hrs of notification and 3 or more late responses</p> <p>4. 5 complaints or more</p> <p>All: Corrective action plan fails</p>

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.	1. STD: The contractor meets or exceeds the proposed percentage of small business utilization on the task order as defined above. 1. AQL: TBD...Proposed percentage to be completed upon contract award ...within the monthly reporting period / across all locations	Corrective Action Reports Corrective Action Plans Contractor's Monthly Report CPAS Inputs Written Accolades Written Validated Complaint, defined as a formal written document submitted to the evaluator, COTR, COR, or PCO. The appropriate concerned individuals will validate the complaint.	Contractor self-reporting Customer input On-site periodic inspections Track receipt of reports Analysis of Reports Periodic sampling The COR and/or FI/COTR can request additional information twice a year to validate Small Business Utilization numbers	Evaluator COTR COR PCO SB Office	Exceptional: Exceed 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/COR/COTR/Stakeholders. Exceeds proposed percentage up to 4.99% 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. Actual percentage < proposed 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 < proposed percentage by 5% or more EXAMPLE: Proposed 40% Actual 32% Rating Unsatisfactory
Performance Objective/Element	Task	Standard/AQL	What	How/Method	Who	Standard Rating
3. Utilize small business, as specified by the Small	Small Business utilization, as specified	1. STD: SB - The contractor meets or	Corrective Action	On-site periodic inspections	Evaluator	Exceptional: Exceeds overall proposed goals by an additional 5% or greater + meets or exceeds all sub-categories.

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Business Subcontracting Plan. Reference PWS: 3.3	by the Small Business Subcontracting Plan will be evaluated at the contract level; however, each task order's metrics will contribute to the overall evaluation of the contractor's performance against the Small Business Subcontracting Plan included in the basic contract	exceeds the proposed percentage of small business utilization at the basic contract level. 1. AQL: See Standard Rating	Reports Corrective Action Plans Contractor's Monthly Report Financial Data CPAS Inputs Written Accolades	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	COTR COR PCO SB Office	<p>Very Good: Exceeds overall proposed goals up to 4.99% + meets all sub-categories.</p> <p>Satisfactory: Cumulative Small Business Utilization and sub-category goal performance is within: 10% (1st year) 7% (2nd year) 3% (3rd year) 1% (4th year) Meets (5th year)</p> <p>Marginal: Cumulative Small Business utilization is within: 10% (1st year) 7% (2nd year) 3% (3rd year) 1% (4th year) Meets (5th year) Additionally, meets the above percentages in at least 3 of 5 sub-categories</p> <p>Unsatisfactory: Cumulative Small Business utilization expectations are unacceptable and have to be addressed beyond the standard.</p> <p>Cumulative Small Business utilization is Not within: 10% (1st year) 7% (2nd year) 3% (3rd year) 1% (4th year) Does not meet 5th year Or the above percentages are not met for at least 3 of 5 sub-categories</p>
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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	The contractor shall provide effective management and	1. STD: Cost - Accuracy of reported financial data and analysis	Contractor's Monthly Report	Contractor self-reporting	Evaluator COTR	<p>Exceptional: Exceed expectations and have been provided in a manner that created greater efficiency.</p> <p>1. Zero errors</p>

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<p>this task order</p> <p>Reference</p> <p>PWS: 3.4</p>	<p>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 on a monthly basis, final invoice shall be submitted within 30 days of the end of the POP</p>	<p>1. AQL: No more than 2 validated errors within the monthly reporting period</p> <p>2. STD: Cost - Timely submission of financial documents (i.e.: cost reports, letters, and invoices)</p> <p>2. AQL: Submission of financial documents in accordance with (IAW) specified deadlines with zero late or missed deliverables within the monthly reporting period</p>	<p>Financial Data</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>Travel Status Report</p>	<p>Customer input</p> <p>On-site periodic inspections</p> <p>Track receipt of reports</p> <p>Review Monthly Cost Report.</p> <p>Analyze Monthly Cost Reports</p> <p>Periodic sampling</p> <p>Review Reports</p>	<p>COR</p> <p>FOR</p> <p>PCO</p>	<p>2. Zero late or missed deadlines and ahead of scheduled deliverables by at least 5 days 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> <p>1. At least 1 error</p> <p>2. Zero late or missed deadlines and some times ahead of scheduled deliverables All: At least 1 documented benefit / efficiency</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> <p>1. 3 but less than 5 errors</p> <p>2. One or more late or missed deliverables All: Corrective action plan in place</p> <p>Unsatisfactory: Expectations are unacceptable and have to be addressed beyond the standard.</p> <p>1. Five (5) errors or more</p> <p>2. More than 5 late or missed deliverables All: Corrective action plan fails</p>
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Performance Objective/Element	Task	Standard/AQL	What	How/Method	Who	Standard Rating
5. ISG Secretariat Support	The contractor shall develop, support and deliver ISG and PCB	1. STD: Responsiveness – Work completed within assigned deadlines	Corrective Action Reports	Contractor self-reporting	Evaluator	Exceptional: Performance/products exceeded expectations and have been provided in a manner that created greater efficiency.
Reference					COTR	1. 98% - 100% Work completed within assigned deadlines

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PWS: 3.5	notes, decision memos, read-aheads, daily updates, metrics and Ad-Hoc reports.	1. AQL: 95% of work completed within assigned deadlines	Corrective Action Plans	Customer input	COR	2. Work completed with greater than 95% accuracy All. Documented benefits / efficiencies
		2.STD: Technical Accuracy - Maintain and provide services and documentation with minimal rework	Contractor's Monthly Report CPAS Inputs Written Accolades	On-site periodic inspections Periodic sampling	PCO	Very Good: Performance/products expectations are provided at a manner higher than stipulated by the contract and the expectations of the PCO/COR/COTR/Stakeholders. 1. 96% - 97% Work completed within assigned deadlines 2. Work completed with 91% - 94% accuracy All. At least one documented benefits / efficiencies
		2. AQL: Work completed with 90% accuracy	Written documentation such as ISG/PCB Notes, ISG/PCB Read-Aheads, Daily Updates, Decision Memos and Ad-Hoc Reports			Satisfactory: Performance/products fulfills expectations; meet guidelines / standards / AQL set forth Marginal: Performance/products expectations are not meeting the standard dictated by the TO, but are being delivered. Corrective action plan in place 1. 94% - 90% Work completed within assigned deadlines 2. Work completed with 85% - 89% accuracy All. Corrective action plan in place Unsatisfactory: Performance/products expectations are unacceptable and have to be addressed beyond the standard. 1. Less than 90% work completed within assigned deadlines 2. Work completed with less than 85% accuracy All. Corrective plan failed to provide improvement

Performance Objective/Element	Task	Standard/AQL	What	How/Method	Who	Standard Rating
6. Topic Development and Change Request Analysis in Support of ISGs and PCBs	The contractor shall develop, support and deliver Pre-ISG Triage	1. STD: Responsiveness – Work completed within assigned deadlines	Corrective Action Reports	Contractor self-reporting	Evaluator COTR	Exceptional: Performance/products exceeded expectations and have been provided in a manner that created greater efficiency. 1. 98% - 100% Work completed within assigned deadlines

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Reference	Spot reports as well as Pre-ISG summary reports.	1. AQL: 95% of work completed within assigned deadlines 2. STD: Technical Accuracy - Maintain and provide services and documentation with minimal rework 2. AQL: Work completed with 90% accuracy	Corrective Action Plans Contractor's Monthly Report CPAS Inputs Written Accolades Written documentation such as Triage Spot reports and Pre-ISG Assessment Reports	Customer input On-site periodic inspections Periodic sampling	COR PCO	2. Work completed with greater than 95% accuracy All. Documented benefits / efficiencies Very Good: Performance/products expectations are provided at a manner higher than stipulated by the contract and the expectations of the PCO/COR/COTR/Stakeholders. 1. 96% - 97% Work completed within assigned deadlines 2. Work completed with 91% - 94% accuracy All. At least one documented benefits / efficiencies Satisfactory: Performance/products fulfills expectations; meet guidelines / standards / AQL set forth Marginal: Performance/products expectations are not meeting the standard dictated by the TO, but are being delivered. Corrective action plan in place 1. 94% - 90% Work completed within assigned deadlines 2. Work completed with 85% - 89% accuracy All. Corrective action plan in place Unsatisfactory: Performance/products expectations are unacceptable and have to be addressed beyond the standard. 1. Less than 90% work completed within assigned deadlines 2. Work completed with less than 85% accuracy All. Corrective plan failed to provide improvement
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Performance Objective/Element	Task	Standard/AQL	What	How/Method	Who	Standard Rating
7. ISC Operations Support	The contractor shall develop., support and deliver Directives and	1. STD: Responsiveness – Work completed within assigned deadlines	Corrective Action Reports	Contractor self-reporting	Evaluator COTR	Exceptional: Performance/products exceeded expectations and have been provided in a manner that created greater efficiency. 1. 98% - 100% Work completed within assigned deadlines

PWS: 3.7	Procedure updates.	<p>1. AQL: 95% of work completed within assigned deadlines</p> <p>2.STD: Technical Accuracy - Maintain and provide services and documentation with minimal rework</p> <p>2. AQL: Work completed with 90% accuracy</p>	<p>Corrective Action Plans</p> <p>Contractor's Monthly Report</p> <p>CPAS Inputs</p> <p>Written Accolades</p> <p>Calendar and Portal management</p> <p>Directives and Procedures</p>	<p>Customer input</p> <p>On-site periodic inspections</p> <p>Periodic sampling</p>	<p>COR</p> <p>PCO</p>	<p>2. Work completed with greater than 95% accuracy</p> <p>All. Documented benefits / efficiencies</p> <p>Very Good: Performance/products expectations are provided at a manner higher than stipulated by the contract and the expectations of the PCO/COR/COTR/Stakeholders.</p> <p>1. 96% - 97% Work completed within assigned deadlines</p> <p>2. Work completed with 91% - 94% accuracy</p> <p>All. At least one documented benefits / efficiencies</p> <p>Satisfactory: Performance/products fulfills expectations: meet guidelines / standards / AQL set forth</p> <p>Marginal: Performance/products expectations are not meeting the standard dictated by the TO, but are being delivered.</p> <p>Corrective action plan in place</p> <p>1. 94% - 90% Work completed within assigned deadlines</p> <p>2. Work completed with 85% - 89% accuracy</p> <p>All. Corrective action plan in place</p> <p>Unsatisfactory: Performance/products expectations are unacceptable and have to be addressed beyond the standard.</p> <p>1. Less than 90% work completed within assigned deadlines</p> <p>2. Work completed with less than 85% accuracy</p> <p>All. Corrective plan failed to provide improvement</p>

HQ0147-10-D-0019-0002 Missile Defense Agency Engineering and Support Service (MIDAESS)
Task Order Quality Assurance Surveillance Plan (QASP)
RTOP DP-01-13 4 October 2013



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 SECRET b. LEVEL OF SAFEGUARDING REQUIRED NONE			
2. THIS SPECIFICATION IS FOR: (X and complete as applicable) <input checked="" type="checkbox"/> a. PRIME CONTRACT NUMBER HQ0147-10-D-0019 TO 0004 <input type="checkbox"/> b. SUBCONTRACT NUMBER <input type="checkbox"/> c. SOLICITATION OR OTHER NUMBER Due Date (YYYYMMDD)			3. THIS SPECIFICATION IS: (X and complete as applicable) <input checked="" type="checkbox"/> a. ORIGINAL (Complete date in all cases) Date (YYYYMMDD) 20120102 <input type="checkbox"/> b. REVISED (Supersedes all previous specs) Revision No. Date (YYYYMMDD) <input type="checkbox"/> c. FINAL (Complete Item 5 in all cases) Date (YYYYMMDD)				
4. IS THIS A FOLLOW-ON CONTRACT? <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) a. NAME, ADDRESS, AND ZIP CODE b. CAGE CODE c. COGNIZANT SECURITY OFFICE (Name, Address, and Zip Code) COMPUTER SCIENCES CORPORATION 5N002 Defense Security Service (IOFSH) 310 BRIDGE ST 1525 Perimeter Parkway, Suite 250 HUNTSVILLE AL 35806-0002 Huntsville, AL 35806							
7. SUBCONTRACTOR a. NAME, ADDRESS, AND ZIP CODE b. CAGE CODE c. COGNIZANT SECURITY OFFICES (Name, Address, and Zip Code)							
8. ACTUAL PERFORMANCE a. LOCATION b. CAGE CODE c. COGNIZANT SECURITY OFFICE (Name, Address, and Zip Code) See Block 13 Reference Item 8.a							
9. GENERAL IDENTIFICATION OF THIS PROCUREMENT Integration Synchronization Center Task Order under the Acquisition (Full & Open) Contract							
10. THIS CONTRACT WILL REQUIRE ACCESS TO:		YES	NO	11. IN PERFORMING THIS CONTRACT, THE CONTRACTOR WILL:		YES	NO
a. COMMUNICATIONS SECURITY (COMSEC) INFORMATION		<input type="checkbox"/>	<input checked="" type="checkbox"/>	a. HAVE ACCESS TO CLASSIFIED INFORMATION ONLY AT ANOTHER CONTRACTOR'S FACILITY OR A GOVERNMENT ACTIVITY		<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. RESTRICTED DATA		<input type="checkbox"/>	<input checked="" type="checkbox"/>	b. 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. 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 (Specify)		<input checked="" type="checkbox"/>	<input type="checkbox"/>
k. OTHER (Specify)		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Restrict access to Contractor's Unclassified Automated Information System (AIS).			

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/DA/DPC

5222 Martin Rd.

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.

Forward a copy of any Defense Security Service letter that informs of any serious deficiency to MDA Industrial Security Office, Bldg 5222, Martin Road, Redstone Arsenal, AL 35898, within 48 hours of receipt. Any incident of possible compromise will be reported to MDA Industrial Security Office, Bldg 5222, Martin Road, Redstone Arsenal, AL 35898, within 24 hours.

Direct questions pertaining to the DD 254 to MDA Industrial Security at 256-313-9429

(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

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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 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 dissemination of Non-SCI and NATO information. The Prime and subcontractors must verify Facility Clearance, Safeguarding Capability and Access Authorizations prior to dissemination of access to classified information.

Reference Item 8.a. (continued) Performance Locations include the following MDA and/or Government Facilities (The cognizant security office in most cases is the host installation):

Various MDA/government locations per the Performance Work Statement.

Reference Item 10.e(2): NISPOM requirements apply.

Reference Item 10.g: NISPOM requirements apply.

Reference Item 10.h: NISPOM 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 DTIC or other secondary distribution center. The contractor and/or subcontractor will prepare the DD Form 1540 and DD Form 2345, if required, and submit to the contracting office.

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 11.1:

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, and Technologies in the Department of Defense (DoD) Global Information Grid (GIG)," April 14, 2004 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.

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

d. 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 via voice, facsimile, or video teleconference shall be only 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 <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;">TOP SECRET</div> b. LEVEL OF SAFEGUARDING REQUIRED <div style="text-align: center; font-weight: bold;">NONE</div>	
2. THIS SPECIFICATION IS FOR: (X and complete as applicable)			3. THIS SPECIFICATION IS: (X and complete as applicable)		
<input checked="" type="checkbox"/>	a. PRIME CONTRACT NUMBER <div style="font-weight: bold;">HQ0147-10-D-0037 TO-0006</div>		<input type="checkbox"/>	a. ORIGINAL (Complete date in all cases) <div style="text-align: right;">Date (YYYYMMDD) 2013/02/28</div>	
<input type="checkbox"/>	b. SUBCONTRACT NUMBER		<input checked="" type="checkbox"/>	b. REVISED (Supersedes all previous specs) <div style="text-align: center; font-weight: bold;">3</div>	<div style="text-align: right;">Date (YYYYMMDD) 2015/01/13</div>
<input type="checkbox"/>	c. SOLICITATION OR OTHER NUMBER <div style="font-weight: bold;">DA-02-13</div>	Due Date (YYYYMMDD)	<input type="checkbox"/>	c. FINAL (Complete Item 5 in all cases) <div style="text-align: right;">Date (YYYYMMDD)</div>	
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)					
a. NAME, ADDRESS, AND ZIP CODE Quantech Services, Inc 91 Hartwell Ave 3 rd Floor Lexington, MA 02421		b. CAGE CODE <div style="font-weight: bold;">1KKR5</div>	c. COGNIZANT SECURITY OFFICE (Name, Address, and Zip Code) Defense Security Service (IOFNW) 1 Tech Drive Suite 330 Andover, MA 01810		
7. SUBCONTRACTOR					
a. NAME, ADDRESS, AND ZIP CODE		b. CAGE CODE	c. COGNIZANT SECURITY OFFICES (Name, Address, and Zip Code)		
8. ACTUAL PERFORMANCE					
a. LOCATION See Block 13, Reference Item 8.a.		b. CAGE CODE	c. COGNIZANT SECURITY OFFICE (Name, Address, and Zip Code)		
9. GENERAL IDENTIFICATION OF THIS PROCUREMENT Acquisition Executive Services Support (RTOP DA-02-13)					
10. THIS CONTRACT WILL REQUIRE ACCESS TO:			11. IN PERFORMING THIS CONTRACT, THE CONTRACTOR WILL:		
a. COMMUNICATIONS SECURITY (COMSEC) INFORMATION	YES	NO	a. HAVE ACCESS TO CLASSIFIED INFORMATION ONLY AT ANOTHER CONTRACTOR'S FACILITY OR A GOVERNMENT ACTIVITY	YES	NO
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 checked="" type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input type="checkbox"/>	h. REQUIRE A COMSEC ACCOUNT	<input type="checkbox"/>	<input checked="" type="checkbox"/>
g. NATO INFORMATION	<input checked="" type="checkbox"/>	<input type="checkbox"/>	i. HAVE A TEMPEST REQUIREMENT	<input type="checkbox"/>	<input checked="" type="checkbox"/>
h. FOREIGN GOVERNMENT INFORMATION	<input checked="" type="checkbox"/>	<input type="checkbox"/>	j. HAVE OPERATIONS SECURITY (OPSEC) REQUIREMENTS	<input checked="" type="checkbox"/>	<input type="checkbox"/>
i. LIMITED DISSEMINATION INFORMATION	<input type="checkbox"/>	<input checked="" type="checkbox"/>	k. BE AUTHORIZED TO USE THE DEFENSE COURIER SERVICE	<input type="checkbox"/>	<input checked="" type="checkbox"/>
j. FOR OFFICIAL USE ONLY INFORMATION	<input checked="" type="checkbox"/>	<input type="checkbox"/>	l. OTHER (Specify)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
k. OTHER (Specify)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	– Restrict Access to Contractor's Unclassified Automated Information System (AIS).		

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/MS
Bldg 4505, C202 B, Martin Road
Redstone Arsenal, Alabama 35898

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

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

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

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

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

(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.e.(1), 10.f, 10.j, 11.j, and 11.l.

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



Yes



No

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

a. TYPED NAME OF CERTIFYING OFFICIAL

(b)(6)

b. TITLE

Director, Research, Development
& Acquisition Security

c. TELEPHONE (Include Area Code)

(b)(6)

d. ADDRESS (Include ZIP Code)

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

e. SIGNATURE

(b)(6)

17. REQUIRED DISTRIBUTION



a. CONTRACTOR



b. SUBCONTRACTOR



c. COGNIZANT SECURITY OFFICE FOR PRIME AND SUBCONTRACTOR



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



e. ADMINISTRATIVE CONTRACTING OFFICER

f. OTHERS AS NECESSARY MDA Industrial Security

DD Form 254 Reverse, DEC 1999

Response for
OSD/JS FOIA 15-F-1136

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) 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. The following require specific authority: SCI - not authorized to flow without prior approval from MDA/Special Security and Special Access Program (SAP) - not authorized to flow without prior approval from MDA/Special Programs.

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.a: Contractor shall comply with the requirements of DoD 5220.22-M, "National Industrial Security Program Operating Manual (NISPOM)" and National Security Agency/Central Security Service (NSA/CSS) Policy Manual Number (No.) 3-16, Control of COMSEC Material, dated 5 August 2005.

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.(1): This contract requires access to Sensitive Compartmented Information (SCI) material. The contractor is not required to have an accredited SCIF but requires access to SCI at other locations. Additionally, the FSO will ensure that when a contractor with access to SCI is due for a Periodic Reinvestigation (PR), the Periodic Reinvestigation request is identified to be conducted to meet SCI standards. Written U.S. Government approval by MDA Special Security is required prior to imposing this requirement on a subcontractor. See attached SCI Supplement.

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

Reference Item 10.f: See attached SAP Supplement.

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 13	
1. CONTRACT/PURCH. ORDER/ AGREEMENT NO. HQ0147-10-D-0019		2. DELIVERY ORDER/ CALL NO. 000424		3. DATE OF ORDER/CALL (YYYYMMDD) 2013 Jan 19		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 HQ0147 COMPUTER SCIENCES CORPORATION NAME (b)(6) AND 310 THE BRIDGE ST ADDRESS HUNTSVILLE AL 35806-0002				FACILITY		10. DELIVER TO FOB POINT BY (Date) (YYYYMMDD) SEE SCHEDULE		11. MARK IF BUSINESS IS <input type="checkbox"/> SMALL <input type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED	
14. SHIP TO 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		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 OR 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 \$3,106,445.15		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
0011	Labor CLIN CPFF This Task Order is issued on a Cost-Plus-Fixed Fee (CPFF) basis for non-personal advisory and assistance services (A&AS) for Business & Financial Management (MDA/DP) as defined in the Performance Work Statement (PWS) in Section J. FOB: Destination	1	Lot		(b)(4)
				ESTIMATED COST FIXED FEE	(b)(4)
				TOTAL EST COST + FEE	

FSC CD: R415

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
001101	Incremental Funding for Labor CLIN 0011 CPFF PURCHASE REQUEST NUMBER: HQ0147322202				(b)(4)
				ESTIMATED COST FIXED FEE	(b)(4)
				TOTAL EST COST + FEE	
	ACRN AA CIN: HQ01473222020001				

FSC CD: R414

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
001102	Labor - IF CPFF FOB: Destination PURCHASE REQUEST NUMBER: HQ0147430073				(b)(4)
				ESTIMATED COST FIXED FEE	(b)(4)
				TOTAL EST COST + FEE	
	ACRN AB CIN: HQ01474300730001				

FSC CD: R414

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1011 EXERCISED OPTION	Option 1 Labor CLIN CPFF This Task Orders is issued on a Cost-Plus-Fixed Fee (CPFF) basis for non-personal advisory and assistance services (A&AS) for Business & Financial Management (MDA/DP) as defined in the Performance Work Statement (PWS) in Section J. FOB: Destination	1	Lot		(b)(4)
				ESTIMATED COST FIXED FEE	(b)(4)
				TOTAL EST COST + FEE	

FSC CD: R415

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
101101	Incremental Funding CPFF FOB: Destination PURCHASE REQUEST NUMBER: HQ0147432012				(b)(4)
				ESTIMATED COST FIXED FEE	(b)(4)
				TOTAL EST COST + FEE	
	ACRN AB				

CIN: HQ01474320120001

FSC CD: R414

ITEM NO	SUPPLIES/SERVICES	AMOUNT
101102	Incremental Funding	
	ACRN AC	(b)(4)
PURCHASE REQUEST NUMBER: HQ0147539720		

FSC CD: R414

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
2011		1	Lot		(b)(4)
EXERCISED OPTION	Option 2 Labor CLIN CPFF This Task Orders is issued on a Cost-Plus-Fixed Fee (CPFF) basis for non- personal advisory and assistance services (A&AS) for Business & Financial Management (MDA/DP) 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: R415

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
201101	Incremental Funding CPFF FOB: Destination PURCHASE REQUEST NUMBER: HQ0147542085				(b)(4)
				ESTIMATED COST FIXED FEE	(b)(4)
				TOTAL EST COST + FEE	
	ACRN AC CIN: HQ01475420850001				

FSC CD: R414

DESCRIPTION AND SPECIFICATIONS

The contractor shall perform advisory and assistance services for Integration Synchronization Group, 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 regard 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
0011	Destination	Government	Destination	Government
001101	Destination	Government	Destination	N/A
001102	Destination	Government	Destination	Government
1011	Destination	Government	Destination	Government
101101	Destination	Government	Destination	Government
101102	Destination	Government	Destination	Government
2011	Destination	Government	Destination	Government
201101	Destination	Government	Destination	Government

Section F - Deliveries or Performance

DELIVERY INFORMATION

CLIN	DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	DODAAC
0011	POP 19-JAN-2013 TO 18-JAN-2014	N/A	MISSILE DEFENSE AGENCY (MDA) BLDG 5222 MARTIN RD REDSTONE ARSENAL AL 35898-0001 FOB: Destination	HQ0147
001101	N/A	N/A	N/A	N/A
001102	N/A	N/A	N/A	N/A
1011	POP 19-JAN-2014 TO 18-JAN-2015	N/A	MISSILE DEFENSE AGENCY (MDA) BLDG 5222 MARTIN RD REDSTONE ARSENAL AL 35898-0001 FOB: Destination	HQ0147
101101	N/A	N/A	N/A	N/A
101102	N/A	N/A	N/A	N/A
2011	POP 19-JAN-2015 TO 19-JUL-2016	N/A	MISSILE DEFENSE AGENCY (MDA) BLDG 5222 MARTIN RD REDSTONE ARSENAL AL 35898-0001 FOB: Destination	HQ0147
201101	N/A	N/A	N/A	N/A

Section G - Contract Administration Data

ACCOUNTING AND APPROPRIATION DATA

AA: 044411 097 0400 000 N 20132014 D 2520 Z4 SSZ40_FY13 50-DPB-FY1314 710000 251
 AMOUNT: (b)(4)
 CIN HQ01473222020001 (b)(4)

AB: 044411 097 0400 000 N 20142015 D 2520 XD_SD40S_FY14 DX-DXDPB-FY1415 71MH 251
 AMOUNT: (b)(4)
 CIN HQ01474300730001 (b)(4)
 CIN HQ01474320120001

AC: 044411 097 0400 000 N 20152016 D 2520 XD_SD40S_FY15 DX-DXDPB-FY1516 71MH 251
 AMOUNT: (b)(4)
 CIN HQ01475397200001 (b)(4)
 CIN HQ01475420850001

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:

The contract specialist is as follows:

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

The contracting officer is as follows:

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 COTR under this contract is:

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

The COR under this contract is:

Name: (b)(6)
Organizational Code: MDA/DACM
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>.

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 0011:

Ceiling: (b)(4)
 Total Funded: (b)(4)
 Total Unfunded: (b)(4)
 Estimated funds exhaustion date: 31 November 2013

CLIN 1011:

Ceiling: (b)(4)
 Total Funded: (b)(4)
 Total Unfunded: (b)(4)
 Estimated funds exhaustion date: 31 December 2014

CLIN 2011:

Ceiling: (b)(4)
 Total Funded: (b)(4)
 Total Unfunded: (b)(4)
 Estimated funds exhaustion date: 10 December 2015

Base CLIN Total:

Option CLIN Total:

Option 2 CLIN Total:

Task Order Total:

(b)(4)

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 1011, 2011. 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.

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 unless a 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

LIST OF DOCUMENTS

LIST OF ATTACHMENTS

Section J – List of Documents, Exhibits, and Other Attachments

DOCUMENT TYPE	DESCRIPTION	DATE	PAGES
Attachment 01	Performance Work Statement (PWS) for Integration Synchronization Group Rev 3	19 Jan 2015	19
Attachment 01a	Key Product Table Rev 1	21 Aug 2013	3
Attachment 02	DD Form 254, Contract Security Classification	10 Jan 2013	11
Attachment 03	Monthly Cost Report (Format)	14 Jan 2013	1
Attachment 04	Quality Assurance Surveillance Plan	14 Jan 2013	17
Attachment 05	Monthly Status Report (Format)	14 Jan 2013	1
Attachment 06	Invoicing Guidance Sample	14 Jan 2013	1

AWARD/CONTRACT		1. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700)		RATING DX-C9	PAGE OF PAGES 1 47		
2. CONTRACT (Proc. Inst. Ident.) NO. HQ0147-10-D-0037-P00009		3. EFFECTIVE DATE 21 Jul 2010		4. REQUISITION/PURCHASE REQUEST/PROJECT NO.			
5. ISSUED BY MISSILE DEFENSE AGENCY (MDA) CONTRACTS DIRECTORATE BLDG 5222 MARTIN RD REDSTONE ARSENAL AL 35898-0001		CODE HQ0147	6. ADMINISTERED BY (If other than Item 5) See Item 5				
7. NAME AND ADDRESS OF CONTRACTOR (No., street, city, county, state and zip code) QUANTECH SERVICES INC. 91 HARTWELL AVE 3RD FL LEXINGTON MA 02421-3130			8. DELIVERY [] FOB ORIGIN [X] OTHER (See below)				
			9. DISCOUNT FOR PROMPT PAYMENT				
			10. SUBMIT INVOICES (4 copies unless otherwise specified) TO THE ADDRESS SHOWN IN:		ITEM		
CODE 1KKR5		FACILITY CODE					
11. SHIP TO/MARK FOR See Schedule		CODE	12. PAYMENT WILL BE MADE BY DFAS IN VP DAI MDA 8899 E 56TH STREET INDIANAPOLIS IN 46249-1505				
13. AUTHORITY FOR USING OTHER THAN FULL AND OPEN COMPETITION: [] 10 U.S.C. 2304(c)() [] 41 U.S.C. 253(c)()			14. ACCOUNTING AND APPROPRIATION DATA				
15A. ITEM NO.	15B. SUPPLIES/ SERVICES	15C. QUANTITY	15D. UNIT	15E. UNIT PRICE	15F. AMOUNT		
SEE SCHEDULE							
15G. TOTAL AMOUNT OF CONTRACT					\$601,800,000.00		
16. TABLE OF CONTENTS							
(X)	SEC.	DESCRIPTION	PAGE(S)	(X)	SEC.	DESCRIPTION	PAGE(S)
PART I - THE SCHEDULE				PART II - CONTRACT CLAUSES			
X	A	SOLICITATION/ CONTRACT FORM	1 - 2	X	I	CONTRACT CLAUSES	37 - 46
X	B	SUPPLIES OR SERVICES AND PRICES/ COSTS	3 - 9	PART III - LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACHMENTS			
X	C	DESCRIPTION/ SPECS/ WORK STATEMENT	10 - 11	X	J	LIST OF ATTACHMENTS	47
X	D	PACKAGING AND MARKING	12	PART IV - REPRESENTATIONS AND INSTRUCTIONS			
X	E	INSPECTION AND ACCEPTANCE	13		K	REPRESENTATIONS, CERTIFICATIONS AND	
X	F	DELIVERIES OR PERFORMANCE	14			OTHER STATEMENTS OF OFFERORS	
X	G	CONTRACT ADMINISTRATION DATA	15 - 20		L	INSTRS., CONDS., AND NOTICES TO OFFERORS	
X	H	SPECIAL CONTRACT REQUIREMENTS	21 - 36		M	EVALUATION FACTORS FOR AWARD	
CONTRACTING OFFICER WILL COMPLETE ITEM 17 OR 18 AS APPLICABLE							
17. [X] CONTRACTOR'S NEGOTIATED AGREEMENT Contractor is required to sign this document and return 1 copies to issuing office. Contractor agrees to furnish and deliver all items or perform all the services set forth or otherwise identified above and on any continuation sheets for the consideration stated herein. The rights and obligations of the parties to this contract shall be subject to and governed by the following documents: (a) this award/contract, (b) the solicitation, if any, and (c) such provisions, representations, certifications, and specifications, as are attached or incorporated by reference herein. (Attachments are listed herein.)				18. [] AWARD (Contractor is not required to sign this document.) Your offer on Solicitation Number HQ0147-09-R-0001-0002 including the additions or changes made by you which additions or changes are set forth in full above, is hereby accepted as to the items listed above and on any continuation sheets. This award consummates the contract which consists of the following documents: (a) the Government's solicitation and your offer, and (b) this award/contract. No further contractual document is necessary.			
19A. NAME AND TITLE OF SIGNER (Type or print)				20A. NAME OF CONTRACTING OFFICER (b)(6) / CONTRACTING OFFICER TEL: (b)(6) EMAIL: (b)(6)			
19B. NAME OF CONTRACTOR BY _____ (Signature of person authorized to sign)		19C. DATE SIGNED		20B. UNITED STATES OF AMERICA (b)(6) BY _____ (Signature of Contracting Officer)		20C. DATE SIGNED 21-Jul-2010	

AUTHORIZED FOR LOCAL REPRODUCTION

Previous edition is usable

STANDARD FORM 26 (REV. 4/2008)

Prescribed by GSA
FAR (48 CFR) 53.214(a)

Response for
OSD/JS FOIA 15-F-1136

Section A - Solicitation/Contract Form

SMALL BUSINESS SET ASIDE

This contract is awarded under the restricted (small business set-aside) solicitation HQ0147-09-R-0001 for Missile Defense Agency Engineering and Support Services (MiDAESS).

Section B - Supplies or Services and Prices

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0002	Acquisition Support Capability Group FFP Task Orders (TOs) will be issued on a Firm Fixed Price basis for non-personal A&AS services for Acquisition Management (MDA/DA) as defined in the Performance Work Statement (PWS) in Section J. FOB: Destination MFR PART NR: r4	(b)(4)	Job	(b)(4)	(b)(4)
NET AMT					(b)(4)

FSC CD: R414

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0003	Acquisition Support Capability Group FFP Task Orders (TOs) will be issued on a Firm Fixed Price basis for non-personal A&AS services for Readiness Management (MDA/DWL) as defined in the Performance Work Statement (PWS) in Section J. FOB: Destination	(b)(4)	Job	(b)(4)	(b)(4)
NET AMT					(b)(4)

FSC CD: R414

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0004	Acquisition Support Capability Group FFP Task Orders (TOs) will be issued on a Firm Fixed Price basis for non-personal A&AS services for International Affairs (MDA/DI) as defined in the Performance Work Statement (PWS) in Section J. FOB: Destination	(b)(4)	Job	(b)(4)	(b)(4)
NET AMT					(b)(4)

FSC CD: R414

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0005	Acquisition Support Capability Group FFP Task Orders (TOs) will be issued on a Firm Fixed Price basis for non-personal A&AS services for Business and Financial Management (MDA/DOB) as defined in the Performance Work Statement (PWS) in Section J. FOB: Destination	(b)(4)	Job	(b)(4)	(b)(4)
NET AMT					(b)(4)

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		Job		(b)(4)
				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		Job		(b)(4)
				ESTIMATED COST	(b)(4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0017	Labor CPFF Task Orders (TOs) will be issued on a Cost Plus Fixed Fee(CPFF) basis for non personal advisory and assistance (A&AS) services for Acquisition Management (MDA/DA) as defined in the Performance Work Statement (PWS) in Section J. FOB: Destination		Job		(b)(4)
ESTIMATED COST FIXED FEE					(b)(4)
TOTAL EST COST + FEE					

FSC CD: R414

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0018	Labor CPFF Task Orders (TOs) will be issued on a Cost Plus Fixed Fee(CPFF) basis for non personal advisory and assistance (A&AS) services for Acquisition Management (MDA/DWL) as defined in the Performance Work Statement (PWS) in Section J. FOB: Destination		Job		(b)(4)
ESTIMATED COST FIXED FEE					(b)(4)
TOTAL EST COST + FEE					

FSC CD: R414

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0019	Labor CPFF Task Orders (TOs) will be issued on a Cost Plus Fixed Fee(CPFF) basis for non personal advisory and assistance (A&AS) services for Acquisition Management (MDA/DI) as defined in the Performance Work Statement (PWS) in Section J. FOB: Destination		Job		(b)(4)
ESTIMATED COST FIXED FEE					(b)(4)
TOTAL EST COST + FEE					

FSC CD: R414

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0020	Labor CPFF FOB: Destination		Job		(b)(4)
ESTIMATED COST FIXED FEE					(b)(4)
TOTAL EST COST + FEE					

FSC CD: R414

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0021	eCMRA CPFF Enterprise-wide Contractor Manpower Reporting Application FOB: Destination				(b)(4)
ESTIMATED COST FIXED FEE					(b)(4)
TOTAL EST COST + FEE					

0B-01 ADDITIONAL CLINS (MAY 2009)

Additional CLINS may be created by the Contracting Officer during performance of this contract to accommodate multiple types of funds and cost type task orders, if the requirement warrants.

B-02 GUARANTEED MINIMUM (MAY 2009)

All services to be ordered under this contract shall be set forth in each individual task order. All task orders will be issued in accordance with the provisions of Section H, Task Ordering, and Section I clauses 52.216-18, Ordering; 52.216-19, Order Limitations, and 52.216-22, Indefinite Quantity.

The minimum amount to be awarded under this contract is \$ 5,000.00. The government is not obligated to issue orders beyond the minimum amount. The first task order will be for attendance at a post award conference and will satisfy the guaranteed minimum under this contract.

The estimated contract value amounts identified in the CLIN structure contained in this section are placeholder values assigned to facilitate the issuance of task orders. The estimated amounts shall not be construed as an obligation of the Government or guaranteed tasking value.

B-03 TASK ORDER PRICING (MAY 2009)

The Labor Competency Levels, Descriptions, and Rates (LCDR) Table (attached in Section J of this contract) represents fully burdened labor rates by labor competency level. These rates include both contractor site and government site rates and rates for various geographic locations. These fully burdened hourly rates represent the maximum rates allowable for prime and subcontractors to be utilized in the pricing of competitive or sole source task orders.

For cost plus fixed fee task orders, pricing instructions for labor costs will be provided in each individual task order. The fixed fee of (b)(4) is based on the total estimated labor cost ceiling identified in CLIN 0017, 0018, 0019, and 0020. However, contractors may propose a lower fee amount when competing on individual task orders.

The fixed burden factor for travel and incidental other direct costs (identified below) will be used through the life of the contract in individual task orders. In the spirit of competition, contractors may propose lower rates when competing on individual task orders.

Fixed Burden Factor

	2009	2010	2011	2012	2013	2014
Travel	(b)(4)					
ODC						

At any time and throughout the performance of the contract, additional labor competency levels, rates, and descriptions for CONUS and OCONUS locations may be added at the task order level, if they are not in the basic

contract. Fully Burdened Fixed Labor Rates (FBFLRs) will include all costs for contract level administrative support.

CLINS 0001 and 0006 through 0013 are intentionally not included in this contract.

Section C - Descriptions and Specifications

C-01 PERFORMANCE WORK STATEMENT (PWS) (MAY 2009)

C-01 PERFORMANCE WORK STATEMENT (PWS) (MAY 2009)

a. The Missile Defense Agency Engineering and Support Services (MiDAESS) acquisition encompasses the Advisory and Assistance Services (A&AS) for the Missile Defense Agency (MDA). The required engineering and technical support for A&AS includes analyses, alternatives, evaluations, studies, information, recommendations, advice, opinions, training, and general services as required to deliver those products identified in the Performance Work Statement (PWS). The Contractor may be required to provide evaluations and assessments of the performance of other contractors' and Original Equipment Manufacturer's deliverables, as well as systems engineering and technical direction services. The Contractor may also be required to assist the agency in developing acquisition strategies for future procurements (and modifications of existing procurements), to include developing statements of work and providing requirements definition services. The Contractor shall perform the work specified in the PWS attached in Section J of this contract in support of these functions.

b. Place of Performance: The potential places of performance include any location where an operation or task may occur for the Missile Defense Agency (MDA) and may include overseas locations. Locations include, but are not limited to, (1) National Capital Region (NCR)/Ft. Belvoir, VA; (2) Huntsville, AL; (3) Dahlgren, VA; (4) Colorado Springs, CO; (5) Ft. Greely, AK; (6) Vandenberg AFB, CA; (7) Albuquerque, NM; (8) Los Angeles AFB, CA; (9) Ft. Bliss, TX. Specific locations will be identified in individual task orders. Performance of deliverables and products may also be performed at the contractor's facility or other venue as necessary to complete the objectives and requirements of the PWS.

c. Local Area: Travel within the local area or base of assignment to attend meetings, conferences, seminars or perform work shall be considered a cost of doing business and shall not be separately reimbursed as a travel expense. Local area travel is defined as a 30 mile radius around the base of assignment or designated place of performance.

d. Duty Hours: This contract procures through the Task Order's Performance Work Statements, products and deliverables that are not LOE based and as such Core Duty hours do not apply unless so stated in the Task Orders. However, the Agency's Core duty hours are 0900-1500 and represent the time frame in which the Contractor may access necessary resources within the Agency to complete their deliverables. The government is not liable for contractors' costs incurred outside of the actual work performed in accordance with the PWS requirements.

e. Legal Holidays: The following Federal Holidays are observed under this contract:

New Year's Day: 1 January
Birthday of Martin Luther King Jr: Third Monday in January
Washington's Birthday: Third Monday in February
Memorial Day: Last Monday in May
Independence day: 4 July
Labor day: First Monday in September
Columbus Day: Second Monday in October
Veterans Day: 11 November
Thanksgiving Day: Fourth Thursday in November
Christmas Day: 25 December

Note: Any of the above holidays falling on a Saturday shall be observed on the preceding Friday.
Holidays falling on Sunday shall be observed on the following Monday.

- f. Records Management: Support both the technical and business management of the MDA Records Management Program to include implementation of policy, procedures necessary for the identification, storage, and access to MDA official records.

Section D - Packaging and Marking

D-01 PACKAGING AND MARKING OF TECHNICAL DATA (JUN 2009)

Technical data items shall be preserved, packaged, packed, and marked for shipment in accordance with the best commercial practices to meet the packaging requirements of the carrier and insure safe delivery at destination. Classified reports, data and documentation shall be prepared for shipment in accordance with the current National Security Program Operation Manual (NISPOM), DOD 5220.22-M.

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
0002	Destination	Government	Destination	Government
0003	Destination	Government	Destination	Government
0004	Destination	Government	Destination	Government
0005	Destination	Government	Destination	Government
0014	Destination	Government	Destination	Government
0015	Destination	Government	Destination	Government
0017	N/A	N/A	N/A	Government
0018	N/A	N/A	N/A	Government
0019	N/A	N/A	N/A	Government
0020	N/A	N/A	N/A	Government
0021	N/A	N/A	N/A	Government

CLAUSES INCORPORATED BY REFERENCE

52.246-3	Inspection Of Supplies Cost-Reimbursement	MAY 2001
52.246-4	Inspection Of Services--Fixed Price	AUG 1996
52.246-5	Inspection Of Services Cost-Reimbursement	APR 1984
52.246-16	Responsibility For Supplies	APR 1984
252.246-7000	Material Inspection And Receiving Report	MAR 2008

Section F - Deliveries or Performance

CLAUSES INCORPORATED BY REFERENCE

52.242-15	Stop-Work Order	AUG 1989
52.242-15 Alt I	Stop-Work Order (Aug 1989) - Alternate I	APR 1984
52.247-34	F.O.B. Destination	NOV 1991

F-01 ORDERING PERIOD (NOVEMBER 2008)

The ordering period for this contract shall be five (5) years from the effective date of the contract.

Section G - Contract Administration Data

CLAUSES INCORPORATED BY FULL TEXT

G-01 CONTRACT ADMINISTRATION (SEP 2010)

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 Contract Specialist is:

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

The PCO is:

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

b. CONTRACTING OFFICER'S REPRESENTATIVE (COR)

The Contracting Officer's Representative (COR) is not 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 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 or a COR 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 for the ID/IQ basic contract is :

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

The CLIN Contracting Officer's Technical Representative is:

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

The Alternate Contracting Officer's Technical Representative is:

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

G-01 GOVERNMENT POINTS OF CONTACT AND THEIR ROLES IN ADMINISTERING THE CONTRACT (APR 2009)

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 Contract Specialist is:

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

The PCO is:

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

b. CONTRACTING OFFICER'S REPRESENTATIVE (COR)

The Contracting Officer's Representative (COR) is not 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 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 or a COR 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 for the ID/IQ basic contract is :

Name: TBD

Organizational Code: MDA/XXX

Telephone Number:

E-Mail Address: _____@mda.mil

The CLIN Contracting Officer's Technical Representative for CLIN 0002 is:

Name: (b)(6)

Organizational Code: MDA/MS/DA

Telephone Number: (b)(6)

E-Mail Address: (b)(6)

The CLIN Contracting Officer's Technical Representative for CLIN 0003 is:

Name: (b)(6)

Organizational Code: MDA/DWL

Telephone Number: (b)(6)

E-Mail Address: (b)(6)

The CLIN Contracting Officer's Technical Representative for CLIN 0004 is:

Name: (b)(6)

Organizational Code: MDA/DIE

Telephone Number: (b)(6)

E-Mail Address: (b)(6)

The CLIN Contracting Officer's Technical Representative for CLIN 0005 is:

Name: (b)(6)

Organizational Code: MDA/DO

Telephone Number: (b)(6)

E-Mail Address: (b)(6)

G-02 PATENTS - REPORTING OF SUBJECT INVENTIONS (APR 2009)

a. This contract incorporates DFARS clause 252.227-7039, which implements the provisions of FAR 27.303(b)(2).

b. The Contractor must submit the interim and final invention reports through the Administrative Contracting Officer to the Procuring Contracting Officer on DD Form 882, Report of Inventions and Subcontracts. In accordance with DFARS 252.227-7038(e)(7) and 252.227-7039, the Contractor must furnish interim reports every twelve (12) months and final reports within three (3) months after completion of the contracted work. If the Contractor fails to disclose a subject invention, the Government may invoke the withholding of payments provision in DFARS clause 252.227-7038(k), if applicable.

c. The Contractor must include the clause at DFARS 252.227-7039 in all subcontracts with small businesses and non profit organizations, regardless of tier, for experimental, developmental, or research work.

d. The Contractor must account for the interim and final invention reports submitted by its subcontractor(s). The Contractor's invention reports must contain a copy of each of its subcontractor's invention reports.

G-03 SUBMISSION OF PAYMENT REQUESTS USING WIDE AREA WORK FLOW – RECEIPT AND ACCEPTANCE (WAWF-RA) (APR 2009)

a. Requirement for Electronic Payment Requests by WAWF-RA

(1) The Contractor shall submit all payment requests electronically in accordance with FAR Part 32. As prescribed in DFARS clause 252.232-7003, Electronic Submission of Payment Requests and Receiving Reports, contractors shall submit all payment requests in electronic form unless the exception in the DFARS clause applies. Paper copies will no longer be processed for payment.

(2) To facilitate electronic submission, contractors shall submit all payment requests through the Wide Area Work Flow-Receipt and Acceptance (WAWF-RA) System as described at <http://www.dfas.mil/contractorpay/electroniccommerce/wideareaworkflow.html> using the appropriate Service Acceptor's DoDAAC (MDA/NCR is HQ0006; JNIC is H95001, MDA/HSV is HQ0147). When using WAWF-RA, the contractor must include the Contracting Officer's Representative's (COR) e-mail in the invoice submission template in order to notify the COR that a WAWF document has been submitted for approval.

(3) In accordance with Appendix F of the DFARS, at the time of each delivery of supplies or services under this contract, the contractor shall prepare and furnish to the Government the WAWF-RA electronic form in lieu of a paper copy Material Inspection and Receiving Report (MIRR), DD Form 250.

(4) When requesting final payment, the Contractor must establish compliance with all terms of the contract by submitting a Final Receiving Report through WAWF-RA, or Letter of Transmittal, as applicable.

(5) The WAWF Training Links are located on the Internet at <http://www.wawftraining.com/> and on the 'live' site at <https://wawf.eb.mil> under "About WAWF".

(6) Questions regarding the use of the system are to be directed to the WAWF Help Desk:

DISA DECC Ogdan
Electronic Business Service Desk
CONUS ONLY: 1-866-618-5988
COMMERCIAL: 801-605-7095
DSN: 338-7095
FAX COMMERCIAL: 801-605-7453
FAX DSN: 388-7453
cscassig@csd.disa.mil

b. Submission of Invoices under Fixed Price Type Contracts

- (1) "Invoice" as used in this paragraph does not include the contractor's requests for progress payments.
- (2) The use of WAWF-RA electronic form and invoice are in accordance with DFARS Appendix F.
- (3) In addition to the requirements of the Prompt Payment clause of the contract, the contractor shall cite on each invoice the contract line item (CLIN); the contract subline item number (SUBCLIN), if applicable; the accounting classification reference number (ACRN), and the payment terms.
- (4) The contractor shall prepare either:
 - i. a separate invoice for each activity designated to receive the supplies or services; or,
 - ii. a consolidated invoice covering all shipments delivered under an individual order.
- (5) If acceptance is at origin, the contractor shall submit the WAWF-RA electronic form or other acceptance verification directly to the designated payment office.
- (6) If acceptance is at destination, the consignee will forward acceptance verification to the designated payment office.

c. Submission of Vouchers under Time and Materials and Cost Type Contracts

- (1) Contractors approved under the Defense Contract Audit Agency's (DCAA) direct billing program may submit the first and subsequent interim vouchers directly to the disbursing office. Contractors participating in the direct billing program must provide a copy of the first interim voucher to the cognizant DCAA office within 5 days of its submission to the disbursing office.
- (2) Upon written notification to the contractor, DCAA may rescind the direct submission authority. Upon receipt of the notice to rescind the direct submission authority, the contractor will immediately begin to submit invoices for the affected contracts to DCAA.
- (3) When authorized by the DCAA in accordance with DFARS 242.803(b) (i) (C), the contractor may submit interim payment requests. Such authorization does not extend to the first and final vouchers. Vouchers requesting interim payments shall be submitted no more than once every two weeks. For indefinite delivery type contracts, interim payment requests shall be submitted no more than once every two weeks for each delivery order. There shall be a lapse of no more than 90 calendar days between performance and submission of an interim payment request.
- (4) The contractor agrees to segregate costs incurred under this contract at the level of performance, either task or subtask, or CLIN or SUBCLIN, rather than on a total contract basis, and to submit vouchers reflecting costs incurred at that level. Vouchers shall contain summaries of work charged during the period covered, as well as overall cumulative summaries for all work invoiced to date, by line item, subline item, task or subtask. Delivery orders will be segregated by individual order.
- (5) Prior to final voucher submission, the contractor must submit the final report/final deliverable to the contracting officer's representative (COR) for approval. The COR will provide to the contractor an e-mail stating acceptance of the final report/final deliverable. The contractor must attach the approval to the final voucher in WAWF and forward to the cognizant DCAA office and ACO for approval.

G-04 NOTICE OF THE GOVERNMENT'S USE OF OUTSIDE CONTRACTORS TO REVIEW SUBMITTED INVOICES, PAYMENT REQUESTS, AND MATERIAL INSPECTION AND RECEIVING REPORTS (MAY 2009)

The Government may utilize support contractors to assist the Government in the review and evaluation of the offeror's invoices, payment requests, material inspection and receiving reports, and similar requests for payment or evidence of delivery. These contractors will be provided access to these and other records which may contain the proprietary information of the offeror, to include awarded contracts, to support Government officials in reviewing and reconciling invoices, payment records, and the Government's financial and budgetary records, and in facilitating the timely payment of submitted invoices.

The support contractors are prohibited from obtaining proprietary information to which their employees will have access in the performance of their responsibilities, and are required to promptly notify the contracting officer of any breach of their employees' non-disclosure obligations. Each of the contractor employees has also been required to execute a non-disclosure agreement which acknowledges their responsibilities to only use proprietary information in performance of the above tasks and for no other reason; that they will not share proprietary information with their employers; that they will not use such information for personal or other benefit; and that they will promptly notify their employers of any breaches of their responsibilities.

Unless the offeror specifically objects in writing, the offeror agrees, by the submission of a proposal, to allow the Government's support contractors to have access to the offeror's proprietary information for the purposes described above.

Section H - Special Contract Requirements

H-15 PROHIBITION ON CROSS TEAMING (JUL 2009)

a. Cross teaming is prohibited at the prime and subcontract level for the same functional capability group under the basic contracts and the subsequent task orders. This prohibition also applies to affiliated companies.

b. The only exception is the case where a single supplier provides a core functional requirement unique to MDA. In the event that the supply chain for one function is exclusive to one subcontractor then more than one prime contractor may include this critical supplier in the proposed list of subcontractors. Market research must be submitted to support this industrial base assertion.

c. This clause does not apply to Ability One nonprofit agencies, as described in FAR Subpart 8.7. AbilityOne nonprofit agencies can be in multiple teams for the same functional capability group under the basic contracts and the subsequent task orders.

d. Prime contractors can add subcontractors to their team during contract performance after written notification has been provided to the contracting office. Cross teaming, however, is still prohibited in contract and task order proposals as well as in contract and task order performance in accordance with paragraph (a) above.

H-14 SECURITY CERTIFICATION AND ACCREDITATION SUPPORT (MAY 2009)

a. Security support shall include the development, implementation, and maintenance of all security documents, procedures, and agreements necessary to effect type and site accreditation at all operating locations in accordance with the Department of Defense Information Assurance Certification and Accreditation Process (DIACAP - DODI 8510.01).

b. The contractor shall be responsible for all the C&A functions assigned to the Certification Authority, Program Manager, and Developer/Integrator as outlined in DODI 8510.01.

H-13 CONTRACTOR EMPLOYEE OUT-PROCESSING (MAY 2009)

Prior to the departure of on-site contractor employees, the departing employee shall complete an MDA Form 14, Out Processing Checklist as required by MDA Directive Number 5000.01, and return the completed checklist, with all required signatures, to the cognizant Contracting Officer's Representative (COR). The COR will provide the completed MDA Form 14 to the Contracting Officer to be retained in the official contract file by the Contracting Officer.

H-12 TOP SECRET PERIODIC REINVESTIGATION (MAY 2009)

When Contractor personnel with TOP SECRET clearance are due for a Periodic Reinvestigation (PR), the Contractor shall monitor and determine if the individual currently has access to Sensitive Compartmented Information (SCI) or if eligibility for access to SCI is required to support the contract. The Contractor's Facility

Security Officer, or other authorized official, will ensure that Contractor personnel having access to or eligibility for access to SCI is submitted for a Periodic Reinvestigation meeting SCI standards. This will ensure that once the investigation is completed, the appropriate Central Adjudication Facility will also have the investigation adjudicated for continued eligibility for access to SCI.

Failure to have the PR meet SCI standards will most likely result in the individual being denied continued access to SCI until a PR is re-investigated to appropriate standards. The Contractor will be required to provide an eligible replacement within 60 working days if required.

H-11 SENSITIVE INFORMATION TECHNOLOGY WORK (APR 2009)

DoD 5200.2-R, DoD Personnel Security Program, requires Contractor personnel, who perform work on sensitive Information Technology (IT)/Automated Data Processing (ADP) systems (hereafter referred to as IT), to be assigned to positions which are designated at one of three sensitivity levels (IT-I, IT-II or IT-III). These designations equate to Critical Sensitive, Non-Critical Sensitive, and Non-Sensitive. Working On-Site in any MDA Facility requires a minimum Sensitivity of IT-II. The following investigations are required:

IT-I designated positions require a Single Scope Background Investigation (SSBI).

IT-II designated positions require a National Agency Check with Law and Credit (NACLC).

IT-III positions associated with MDA are found only at contractor's facilities. See below for requirement.

The required investigation will be completed prior to the assignment of individuals to sensitive duties associated with the position.

For IT-III positions at the Contractor's facility, the Contractor will forward their employee information (completed SF 85P, Questionnaire for Positions of Public Trust), and two (2) DD Forms 258 (Fingerprint cards) either electronically or on magnetic media to: Missile Defense Agency, Security and Program Protection (MDA/DOSS); ATTN: Personnel Security, 7100 Defense Pentagon, Washington, DC 20301-7100.

MDA retains the right to request removal of Contractor personnel, regardless of prior clearance or adjudication status, whose actions, while assigned to this contract, clearly conflict with the interests of the Government. The reason for removal will be fully documented in writing by the Contracting Officer. When and if such removal occurs, the Contractor will within 60 working days assign qualified personnel to any vacancy(ies) thus created.

H-10 INHERENTLY GOVERNMENTAL FUNCTIONS (MAY 2009)

a. An inherently governmental function is a function that is so intimately related to the public interest as to mandate performance by Government employees. See the definition at FAR 2.101. These functions include those activities that require either the exercise of discretion or the making of value judgments in making decisions for the Government. The Contractor is not an agent or a representative of MDA and shall not assume these roles. While the Contractor may be required to visit other governmental agencies or Contractors to obtain information for MDA, such work shall be under the guidance of the Contracting Officer's Representative (COR).

b. The Contractor shall ensure that its employees under this contract do not perform inherently governmental functions as described in FAR 2.101 and 7.503. In the event the Contractor is concerned that work requested of it constitutes an inherently governmental function, it shall immediately inform the Contracting Officer.

H-09 CONTRACTOR ACCESS TO PLANNING, PROGRAMMING, BUDGETING AND EXECUTION (PPBE) DATA (MAY 2009)

a. In order to perform the requirements of this contract, the Contractor shall be required to receive, review, analyze, and prepare (hereinafter shall be referred to as "process") reports/data which contain Government Planning, Programming, Budgeting, and Execution (PPBE) data. However, the Missile Defense Agency is authorized to release PPBE data to the Contractor only after compliance with the provisions of this clause has been met. Additionally, the Contractor is also required to comply with the provisions of MDA Directive 7045.01, "Contractor Access to Planning, Programming, Budgeting, and Execution (PPBE) Data" where applicable.

b. The prime Contractor shall provide the following information to the Contracting Officer within fifteen (15) days from the date of this contract:

(1) Affiliates (parent company, subsidiaries, joint ventures, and partnerships, etc.):

- (a) Company's name and complete address;
- (b) Affiliation; and
- (c) Nature of the company's business.

(2) Agents, consultants, and subcontractors related to this contract:

- (a) Company's name and complete address;
- (b) Relationship; and
- (c) Nature of the company's business.

The Contracting Officer shall be immediately notified in writing in the event of any changes in b (1) or (2) above throughout the performance of this contract. With regard to competing on future MDA procurements, the Contractor must abide by the Organizational Conflict of Interest provisions of this contract.

c. PPBE data is defined as: Current or future Planning, Programming, Budgeting and Execution (PPBE) data regarding any activity relating to the MDA Program or any of its projects regardless of the funding source or date of the document.

- (1) Planning data defines the national military strategy; integrates the military forces necessary to accomplish that strategy; prioritizes the resources for effectively accomplishing the mission; and provides decision options.
- (2) Programming data reflects the systematic analysis of missions and objectives to be achieved, alternative methods, and effective allocation of limited resources.
- (3) Budgeting data are detailed financial estimates of the MDA Program or any of its related projects.
- (4) Execution data relates to the recording of expenditures that document how the funds were spent.

d. The following list of documents (which is exemplary but not all inclusive) obtained from DoD Directive 7045.14, "The Planning, Programming and Budgeting System (PPBS)", May 22, 1984 and other sources are considered PPBE documents:

(1) PLANNING

- (a) Strategic Planning Guidance (SPG)
- (b) Fiscal Guidance (when separate from SPG or Joint Planning Guidance)
- (c) Directors' Intent

(d) Technical Planning Guide

(2) PROGRAMING

- (a) Program Objective Memoranda (POM)
- (b) Joint Programming Guidance (JPG)
- (c) Future Year Defense Program (FYDP) documents (POM Defense Program, Procurement & RDT&E Annexes)
- (d) Program Change Proposals (PCPs)
- (e) POM Issue Papers
- (f) Proposed Program Reductions (Or Program Offsets)
- (g) Tentative Issue Decision Memoranda
- (h) Program Decision Memoranda

(3) BUDGETING

- (a) Future Year Defense Program (FYDP) documents for September Budget Estimate Submission (BES) & President's BES including Procurement (P-1), RDT&E (R-1), & Construction (C-1) Program Annexes
- (b) Financial Control Board (FCB) Documentation
- (c) Classified P-1, R-1, & C-1 Program Annexes
- (d) Program Budget Decisions/Defense Management Review Decisions/Management Initiative Directives (MID)
- (e) Reports Generated by the Comptroller Information System (CIS)
- (f) Budget Change Proposals (BCPs)

(4) EXECUTION

- (a) DD Form 1414 Base for Reprogramming
- (b) DD Form 1416 Report of Programs
- (c) Contract Award Reports
- (d) DD COMP (M) 1002 Appropriation Status by Fiscal Year Program
- (e) FCB Execution Review Documentation

e. The Contractor shall be responsible for informing its personnel (hereinafter includes persons employed by the Contractor as an agent, consultant, or subcontractor) of the provisions of this clause and providing original MDA PPBE certifications "PPBE Non-Disclosure Agreements" (MDA Form 99 - attached in Section J) to the Contracting Officer within fifteen (15) days after the award of the task order. A "PPBE Non-Disclosure Agreement" shall be obtained from each Contractor employee involved in the performance of this contract that requires access to such data. Each individual shall be required to agree to:

- (1) Read and comply with the applicable provisions of this clause, the non-disclosure agreement, and the provisions of MDA Directive 7045.01.
- (2) Handle PPBE data as for official use only.
- (3) Ensure PPBE data entrusted to them will ONLY be used in accordance with applicable MDA governing regulations, for the purpose for which it was provided, and within the scope of the Statement of Work.
- (4) Not divulge PPBE data (obtained directly or indirectly in the performance of this contract unless directed by the Contracting Officer) to any individual, except to Government personnel whom they know to have a "need-to-know" and non-Government person(s) whom they know to have MDA PPBE authorization. Even though data becomes part of the public domain, contractor personnel are bound by the provisions of this clause not to confirm or deny questions regarding PPBE data. Inquiries by

unauthorized persons should be referred to the Contracting Officer's Representative or the Contracting Officer. (Verification of contractor personnel authorized access to PPBE data can be obtained only from the Contracting Officer.)

- (5) Not transport (by any medium), maintain, or process PPBE data outside a Government facility unless the removal or preparation of such data at the facility is accomplished in accordance with a company's facility plan approved by MDA. (Verification of MDA PPBE-approved contractor facilities and individuals can be obtained from the Contracting Officer.) Authorization to transport PPBE data shall be provided by the Contracting Officer.
- (6) Notify the Contracting Officer promptly if any non-Government person(s) or company(s) requests access to PPBE data.

f. The Contractor shall be responsible for immediately notifying the Contracting Officer in writing of any changes in its personnel with access to PPBE data, such as departures, new employees, or employees who no longer need access to such data under this contract.

g. Contractor personnel who have been granted access to PPBE data shall process, when possible, such data in Government workspaces using equipment furnished by the Government. However, if a contractor anticipates processing PPBE data in a Government facility on Contractor-owned equipment, prior written approval from the Contracting Officer must be obtained. The Contractor's written request should describe the equipment being used and a brief justification. After approval by the Contracting Officer, the request must be endorsed by the appropriate MDA office before bringing the equipment into the facility:

(1) Information Management and Technology Operations – all information technology equipment to include telefax and reproduction machines.

(2) Infrastructure and Environment Directorate – all other equipment and furniture.

h. Processing PPBE data at the Contractor's facility shall be performed only when absolutely essential and processing in Government workspaces is impractical. Prior to the processing of any such data outside of a Government facility or removal of PPBE data from a Government facility, the Contractor shall submit a written plan to the Contracting Officer outlining the procedures for maintaining and safeguarding such data at its facility. The Contractor shall submit its own plan or a plan which meets the general requirements identified in MDA Directive 7045.01. The plan shall be approved in writing by the Contracting Officer prior to removal of any PPBE data from a Government facility or the processing of any such data in the contractor's facility. A Contractor may submit a separate plan for each of its facilities that need to maintain such data or one plan as long as any differences between the procedures followed at each facility are clearly distinguishable in the plan. If an agent, consultant, or subcontractor requires the processing of PPBE data at its facility(s), they also must submit a separate facility plan through the prime Contractor for approval by the Contracting Officer.

NOTE: A plan is not required for Contractor personnel who have been given prior access to PPBE data to transport, process, or maintain such data at a Government or an MDA-approved contractor facility. (Verification of MDA approved Contractor facilities and authorized personnel can be obtained only from the Contracting Officer.)

i. If the Contractor is not required to process PPBE data at its facility(s), the contractor shall inventory all Government documents in its possession. The contractor shall notify the Contracting Officer in writing of such documents and request the method of document disposal. If the requirement to process such data at the contractor's facility(s) changes in the future, compliance with paragraph h above shall be required.

j. The Contractor shall provide training for all employees who require access to PPBE data on the proper handling and disclosure of such data. The contractor shall be responsible for ensuring that persons in their employment that have been granted access to PPBE data understand the consequences of divulging such data. Revealing PPBE data to unauthorized persons may provide other companies with an unfair advantage in future competitions or jeopardize national security interests.

k. In the event the Contractor or any of its employees, agents, subcontractor employees, or consultants fail to comply with the provisions of this clause, such noncompliance shall be deemed a material breach of the contract for which the Government reserves the right to terminate the contract for default and/or resort to such other rights and remedies, as provided for under this contract or under Federal laws. Noncompliance with the provisions of this clause may also adversely affect the evaluation of a Contractor's reliability in future acquisitions.

H-08 MIDAESS KEY PERSONNEL QUALIFICATIONS (FEB 2012)

a. The Contractor shall notify the Contracting Officer and Contracting Officer's Representative prior to making any changes or additions to key personnel. The qualifications for key personnel shall meet or exceed the applicable labor competency level description attached to Section J. Key personnel positions are defined as: Contract Program Manager, Subject Matter Expert (SME), and other personnel identified in individual task orders. The use of a SME on any effort requires advance government approval.

b. All Contractor notifications must provide the name, complete resume for the proposed replacement/addition, departure date for incumbent personnel leaving, and any other pertinent information requested by the Contracting Officer. The Government shall be provided the opportunity to review the proposed replacement/additional personnel qualifications, security matters, or any other concerns which could, in its opinion, affect performance under this contract.

c. This clause does not, in any way, abrogate the contractor's authority to hire or assign personnel as it sees fit, or its responsibility to fill key positions with qualified personnel.

H-07 CONTROL OF ACCESS TO MDA SPACES AND INFORMATION SYSTEMS (MAY 2009)

a. To maintain the security of the MDA spaces and information systems, the Contractor shall notify the COR in writing whenever a prime or subcontractor employee included on the current Visit Authorization Request/Letter (VAR/VAL) no longer supports this contract. This requirement shall apply to both Contractor and employee initiated termination of services and to temporary suspension of services.

b. The contractor will take the following actions to remove the employee and ensure the return to Government control of all badges, keycards, identification documents, and/or passes. Specifically the contract Facility Security Officer will:

(1) Notify in writing the COR, contract Program Manager/Deputy Program Manager, the employee's contract work supervisor, the corporate on-site security lead (if applicable), and the local MDA Security Operations Center (SOC).

(2) Work with the COR and contact PM/DPM to ensure the immediate removal of the employees from MDA premises;

(3) Work with the COR and contact PM/DPM to remove the employee from the current Visit Authorization Request /Letter (VAR/VAL);

(4) Work with the COR and contact PM/DPM to obtain any Common Access Card, Government issued Building Pass/badge; or vehicle decals issued pursuant to the VAR/VAL, and turn them in to the respective issuing authorities; and

(5) Work with the COR and contact PM/DPM to ensure the cancellation of MDA LAN account/access privileges.

c. The contractor shall identify the reason for and date of termination or expected period of suspension and submit the notification to the COR within five (5) working days prior to service discontinuation. For unplanned termination or suspension of services, notification shall be made on the same working day as the termination/suspension action. Reasons for VAR/VAL cancellation include: Change of Employment, Change of Job Function, Loss of Clearance or Other.

H-06 MDA VISIT AUTHORIZATION PROCEDURES (APR 2009)

a. The Contractor shall submit all required visit clearances in accordance with current NISPOM regulations and will forward all visit requests, identifying the contract number, to:

Missile Defense Agency,
Security Operations Center
7100 Defense Pentagon
Washington, DC 20301-7100
Telephone No.: (703) 697-8204 Facsimile No.: (703) 693-1526

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

H-05 BALLISTIC MISSILE DEFENSE SYSTEM (BMDS) INTERFACE SUPPORT, COOPERATION, AND INFORMATION SHARING AMONG MISSILE DEFENSE AGENCY (MDA) CONTRACTORS (MAY 2009)

a. The Government requires the complete integration of platforms, sensors and other components of the BMDS which were or are under separate development by multiple contractors. To facilitate the complete development and integration of the BMDS, it is critical that all contractors supporting MDA furnish, receive and exchange technical and other information, to include proprietary information. This information may include information regarding interfaces, commonality of parts, processes, and procedures and common efficiencies across the BMDS.

b. Consequently, during the performance of this contract, the contractor must provide technical and other information (to include proprietary information) to other ballistic missile defense (BMD) contractors and Government agencies to facilitate these agency objectives. Additionally, the contractor must safeguard from unauthorized use or disclosure technical, proprietary, and other information furnished to it by other BMD contractors during performance of this contract.

c. The contractor must negotiate appropriate associate contractor agreements (ACAs) and non-disclosure agreements (NDAs) with such other BMD contractors as necessary to implement the exchanges of information described above and protect proprietary information from unauthorized disclosure or use. These agreements must not restrict any of the Government's rights established pursuant to this or any other contract. The contractor must provide copies of the ACAs and NDAs to the Contracting Officer so that the Government can document the flow of information.

d. The contractor's performance with respect to integration support, cooperation, and the exchange and sharing of information with other BMD contractors, must comply with this contract's security classification and controlled unclassified information requirements as outlined in the DD Form 254 incorporated into this contract.

e. The contractor must include the requirements of this clause in each of its subcontracts. This does not relieve the contractor of its responsibility to manage its subcontractors effectively nor does it establish privity of contract between the Government and subcontractors.

f. The Government will assess the contractor's performance and ability to effect interface support, cooperate, and share and exchange information with other BMD contractors as part of the annual performance assessment. The Government will input this assessment into the DoD Past Performance Information Retrieval System.

H-04 ORGANIZATIONAL CONFLICT OF INTEREST (OCI) AND ACCESS AND USE OF PROPRIETARY AND NONPUBLIC INFORMATION (JUL 2009)

a. Introduction

(1) The Missile Defense Agency's OCI policy is in Attachment 5 of this contract.

(2) The term "contractor" as used in this clause includes the contractor, all its separate corporate divisions or entities, subcontractors at any tier, and all successors in interest.

(3) The term "organizational conflict of interest" is defined in FAR 2.101 and shall include actual or potential conflicts as well as situations which create an appearance of an OCI. In assessing and addressing conflicts of interest, MDA will follow the guidance in FAR Subpart 9.5.

(4) This contract requires the contractor to provide support services to the Government that may result in actual or potential conflicts of interest for the contractor, or may provide the contractor with the potential to attain an unfair competitive advantage. To ensure that the contractor's objectivity and judgment are not biased, and to prevent unfair competitive advantages, the contractor shall comply fully with the requirements and restrictions of this clause.

b. Eligibility Restrictions on Other MDA-Funded Efforts

(1) Bias and impaired objectivity:

(a) The contracting officer may preclude the contractor from participating in other MDA-funded contracts, as a prime or subcontractor, based upon its performance of technical direction or systems engineering, its participation in the preparation of specifications or work statements, or its performance of evaluation, analysis of services, products or capabilities under this contract.

(b) These restrictions may be imposed to prevent bias or impaired objectivity in situations where the contractor may be placed in a position of evaluating or favoring its own work products and capabilities, those of other companies with whom it has a financial relationship, or those of its competitors. To preclude bias or impaired objectivity with respect to other MDA-funded contracts, the contractor shall obtain the written approval of the contracting officer before participating in other MDA-funded contracts at the prime or subcontractor levels.

(c) To the extent that the contractor believes its participation in other MDA-funded contracts should not be proscribed by this clause or the provisions of FAR Subpart 9.5, the contractor shall furnish its detailed justification to the contracting officer and obtain written concurrence that such activities are not objectionable to the agency on the basis of actual or potential OCI's.

(2) Continuing duty:

(a) The contractor is responsible for meeting the terms of this OCI clause, and has an affirmative continuing duty to promptly and fully disclose actual or potential conflicts to the contracting officer and to submit an acceptable mitigation plan to the contracting officer, and update its mitigation plan as necessary.

(b) The contractor shall review and update its OCI disclosures and its mitigation plan in connection with the competition or award of each task order, and whenever it adds a subcontractor to this contract. The prime contractor has the responsibility for demonstrating that its performance of a task order, to include that of its subcontractors, does not create an actual or potential OCI. The contracting officer may also require the contractor to update its OCI disclosures and mitigation plan prior to a contract modification or contract extension, or at any time an actual or potential OCI is suspected.

(c) The contractor shall also promptly advise the contracting officer of its intent to acquire other contractors doing business with the agency or that it is being acquired by another contractor. Such notice shall be provided no later than the public acknowledgement of such acquisition actions. No later than 7 days after this notice to the contracting officer, or as sooner as directed by the contracting officer, the contractor shall submit a listing and description of all contracts which may be affected by the acquisitions, identify any conflicts that may result from these acquisition activities, and specify additional mitigation measures.

(d) The contractor shall establish OCI policies and training to ensure its responsibilities for the identification and prevention of OCIs are met. Such training shall be accomplished upon contract award or no later than upon award of a task order for which the contractor assigns new personnel to the contract, with refresher training conducted annually. The contractor will furnish copies of its policies and training upon request of the contracting officer.

(3) The contracting officer's decision regarding the existence or nonexistence of an OCI shall be final. The government reserves the right to waive OCIs when in the government's interest.

(4) Individual employee conflicts of interest:

(a) The contractor shall be responsible for maintaining satisfactory standards for employee conduct and integrity. The contractor shall establish measures to identify and resolve individual financial or other conflicts of interest of employees performing this contract, and to prevent employees from using information obtained in connection with this contract for private gain. Employees shall not, under circumstances which might reasonably be interpreted as an attempt to influence the recipients in the conduct of their duties, accept gratuities or special favors from individuals or organizations with whom the contractor is doing business, or proposes to do business, in performing this contract.

(b) Except as authorized by the contracting officer:

(1) An employee shall not be permitted to provide advice regarding matters in which the employee's individual financial interests may be incompatible with the interests of the government.

(2) An employee shall not support or participate in a procurement source selection in which he may have an individual financial interest in any of the competitors for the procurement.

(3) Individual financial interests shall include the financial interests of an employee or any member of his household.

(c) A The contractor shall, upon request, furnish the contracting officer its policies for complying with this provision.

(5) MDA National Team (MDNT) Participants may work for a MiDAESS contract awardee, including direct or indirect involvement with any subsequently competed MiDAESS Task Orders, so long as they are not continuing to also work as a MDNT Participant. The term "MDNT Participant" means those individuals who are assigned by their MDNT employer to work on the MDNT and, by reason of this assignment, will have access to the

Proprietary Information of others or to information that could provide its employer an unfair competitive advantage. Former MDNT Participants have a continuing duty to protect proprietary information acquired under the MDNT program and to refrain from any non-MDNT use of such information without permission of the owner.

c. Access and Use of Proprietary and Nonpublic Information

(1) In the course of performance of this contract, the contractor may obtain access and shall protect from unauthorized disclosure proprietary information of other contractors. The contractor agrees that it shall treat such information consistent with the restrictions imposed on such information. Unless the government has obtained prior consent to the contractor's use or access to another contractor's proprietary information, the contractor shall enter into a written nondisclosure agreement with other contractors for the protection of their proprietary information, and shall protect such information from unauthorized release or use.

(2) In the course of performance of this contract, the contractor may also obtain access to and generate non-public information. Non-public information consists of government sensitive information and includes, but is not limited to: acquisition planning and strategy; statements of work and solicitations, planning, programming, budgeting and execution (PPBE) information; the government's financial information; information pertaining to the operation and plans of the agency or the federal government; and information that would be protected from disclosure pursuant to an exemption under the Freedom of Information or Privacy Acts. Except to the extent such information has been made available to the public, the contractor agrees that it shall not disclose or use such information without the prior approval of the contracting officer. The contractor agrees that it shall not use such information for any private purpose or permit any employee to use such information for any private purpose.

(3) Proprietary and nonpublic information shall be used solely in performance of this contract and shall not be disclosed to other contractor employees or officials. Such information shall not be disclosed to government employees except on a need to know basis. The contractor shall take appropriate measures to ensure such information is only used by the contractor employees involved in performance of this contract, and shall create firewalls and other appropriate measures to ensure such information is only disclosed and used by employees performing this contract. The contractor (and its officers) shall not solicit or obtain proprietary or nonpublic information from its employees who are performing this contract. The contractor shall promptly report all unauthorized disclosures in violation of this provision, and actions it has taken to preclude future occurrences.

(4) The contractor additionally shall establish nondisclosure policies and training to ensure its responsibilities for the protection of proprietary and nonpublic information are met. Such training shall be accomplished upon contract award or no later than upon award of a task order for which the contractor assigns new personnel to the contract, with refresher training conducted annually. The contractor shall obtain nondisclosure agreements from all employees who receive such information and shall provide to the contracting officer a list of all employees who have executed such agreements upon commencement of performance of this contract, and on an annual basis thereafter, and as requested by the contracting officer. The contractor will also furnish copies of the agreements to the contracting officer on request. The contractor shall also furnish its nondisclosure policies and training programs to the contracting officer if requested.

(5) To address contingencies not specifically addressed by this clause, the contracting officer may direct the contractor to take additional appropriate measures to safeguard information, particularly during the course of the development of acquisition strategy and its implementation, and in support of a source selection.

(6) In order to facilitate the complete development and integration of the BMDS, the contracting officer may additionally direct the contractor to negotiate appropriate nondisclosure agreements with the agency's major development contractors.

(7) In performance of this contract, contractor employees shall wear name tags or badges which disclose their contractor status, and shall promptly identify themselves, and their corporate affiliation prior to engaging in communications involving proprietary or nonpublic information.

(8) Proprietary and nonpublic information shall not be stored in contractor facilities or on contractor equipment except as authorized by the contracting officer. Should such information be stored in other than government facilities or equipment, the contractor shall furnish for contracting officer approval its policies for safeguarding and storing such information, will comply with the information assurance provisions of this contract, and will allow the contracting officer access to its facilities and equipment for the purpose of ensuring proprietary and nonpublic information is properly safeguarded and stored.

(9) Upon the termination of the contract, the contractor shall not retain any proprietary or nonpublic information, except as authorized by the contracting officer. The contractor shall submit its plan for the return, destruction or other disposition of such information as part of its transition plan.

d. Flow down requirements: The contractor shall include this clause in all subcontracts for performance of any portion of this contract, and shall be responsible for ensuring its subcontractors strictly adhere to the requirements imposed by this clause.

e. Remedies: Compliance with this clause shall be a material requirement of this contract. Should the contractor fail to comply with this clause or misrepresent relevant facts in its disclosures or submissions, the government may terminate the contract for default, and pursue other appropriate remedies.

f. The requirements of this clause are in addition to those contained in the Contractor Access to Planning, Programming, Budgeting, and Execution Data clause.

H-03 PUBLIC RELEASE OF INFORMATION (APR 2009)

a. The policies and procedures outlined herein apply to information submitted by the Contractor and his subcontractors for approval for public release. Prior to public release, all information shall be cleared as shown in the "National Industrial Security Program Operations Manual" (DoD 5220.22-M). At a minimum, these materials may be technical papers, presentations, articles for publication and speeches or mass media material, such as press releases, photographs, fact sheets, advertising, posters, compact discs, videos, etc.

b. All materials which relate to the work performed by the contractor under this contract shall be submitted to MDA for review and approval prior to release to the public. Subcontractor public information materials shall be submitted for approval through the prime contractor to MDA.

c. The MDA review and approval process for contractors working under an MDA contract starts with the contracting officer's representative (COR).

(1) The contractor shall request a copy of MDA form "Security and Policy Review Worksheet for Public Release Review" (.pdf format) or any superseding form from the MDA.

(2) The contractor shall complete Blocks 1, 2, 3 and 6 of the Clearance Request form (or comply with the instructions of any superseding form) and submit it with materials to be cleared to the COR (see paragraph j. below). If the information was previously cleared, provide the Public Release Case Number if available and a copy of the previous document highlighting the updated information.

(3) The COR may affirm "public releaseability" by signing the Statement of Certification in Block 7 of the Clearance Request.

(4) The COR will forward the Clearance Request with the materials to be cleared to the MDA designated point of contact for Block 8 approval and submission of package to MDA/PA.

(5) The COR will notify the contractor of the agency's final decision regarding the status of the request.

d. The contractor shall submit the following to the COR at least 60 days in advance of the proposed release date:

(1) Security and Policy Review worksheet and one (1) electronic copy of the material to be reviewed.

(2) Written statement, including:

- (a) To whom the material is to be released
- (b) Desired date for public release
- (c) Statement that the material has been reviewed and approved by officials of the contractor or the subcontractor, for public release, and
- (d) The contract number.

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

f. Outlines, rough drafts, marked-up copy (with handwritten notes), incorrect distribution statements, FOUO information, export controlled or ITAR information will not be accepted or cleared.

g. Abstracts or abbreviated materials may be submitted if the intent is to determine the feasibility of going further in preparing a complete paper for clearance. However, clearance of abstracts or abbreviated materials does not satisfy the requirement for clearance of the entire paper.

h. The MDA Director of Public Affairs (MDA/PA) is responsible for coordinating the public release review. MDA/PA will work directly with the COR if there are questions or concerns regarding submissions. MDA/PA will not work with contractors who have not gone through their COR.

i. Once information has been cleared for public release, it is in the public domain and shall always be used in its originally cleared context and format. Information previously cleared for public release but containing new, modified or further developed information must be submitted again for public release following the steps outlined in items a. through h. above.

j. Due to time and screening constraints, it is recommended that all "public release" packages submitted to MDA be forwarded by a commercial overnight delivery service, addressed as follows:

Missile Defense Agency/MDA/DACM/MS
Attn: (b)(6) Bradford Building
5222 Martin Road
Redstone Arsenal, AL 35898

H-02 AUTHORIZED TRAVEL AND TRAVEL COSTS AS SPECIFIED UNDER A TRAVEL CLIN (APR 2009)

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

b. Extended Commuting Travel.

(1) All contractor extended commuting travel under this contract must be approved by the COR and by the PCO using MDA Form 110. Such approval will be granted only after review and government acceptance of contractor documentation showing that extended commuting travel is the most effective means of fulfilling the government's requirements – cost and other factors considered.

(2) Extended commuting travel may be authorized for up to 90 days at a time and must be authorized in advance as stated in b. (1) above.

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

H-01 TASK ORDERING (MAY 2009)

a. GENERAL INFORMATION:

- (1) The Government will issue the Request for Task Order Proposal (RTOP) to the prime contractor(s) consistent with the ordering procedures contained in FAR, DFARS and MDA guidance. The agency intends to give all multiple award contractors a “fair opportunity” to compete for all tasks orders unless an exception is authorized in statute or regulation to the “fair opportunity” process (see FAR 16.505(b), and as it may be amended in the future). TO’s will predominantly be issued on a Firm-Fixed Price Basis. For FFP task order awards, invoicing and payment terms will be negotiated at the individual task order level. The government may issue cost-type TO’s, if the nature of the work warrants. The government may require the submittal of cost and pricing data with proposals for cost-type task orders.
- (2) Performance can only be authorized by issuance of a task order or revision thereto issued by the contracting officer. All task orders will be issued in writing via DD Form 1155. Any changes will be issued in writing, will set forth any additional obligation incurred by the Government, will be adequately funded, and shall be signed by the PCO in advance of the contractor initiating the change.
- (3) It is anticipated that orders will be solicited, negotiated, and awarded based on bilateral agreement of the parties. In emergency situations or when a bilateral task order cannot be otherwise definitized in a timely manner, the government reserves the right to issue unilateral task orders on an undefinitized basis. Any such undefinitized unilateral task order shall be definitized in accordance with DFARS 252.217-7027 (Contract Definitization) utilizing a not to exceed ceiling amount provided by the contractor.
- (4) The Government may release task order proposal data submitted by the contractor to non-Government advisors for review and analysis. These contractor personnel are restricted by the “Organizational Conflict of Interest” clause in their respective contracts from being a prime, subcontractor, or teaming partner on any other MDA contract. CACI, Incorporated, Kepler Research, Incorporated and Mitre, which are precluded from competing on any other MDA contract and have nondisclosure requirements pertaining to the use and disclosure of proprietary information in their respective contracts, will review contractor submitted proposal data. The Government will also disclose the identity of any other contractors which may be provided access to contractor submitted proposal data in connection with task order competitions. The contractor agrees, by submission of their task order proposal, to have it reviewed by these contractors: CACI, Incorporated, Kepler Research, Incorporated, and Mitre.
- (5) The task order ombudsman’s role is to review complaints from contractors awarded multiple award indefinite-quantity contracts to ensure they are afforded a fair opportunity to be considered for orders, as detailed in the contract. Our task order Ombudsman is:

Competition Advocate
MDA/DACP
7100 Defense Pentagon
Washington, DC 20307-7100
Email: usncr-dacp1@mda.mil

- b. **TASK ORDER PROPOSAL PROCESS:** The government will prepare an RTOP which will include as a minimum (i) a performance work statement (PWS), (ii) overall period of performance, (iii) DD Form 254 (if different from the basic contract DD Form 254), (iv) any government furnished equipment (GFE), and (v) applicable evaluation criteria. Upon receipt of the RTOP, the contractor shall submit its proposal for the task order effort within the designated time allotted in the RTOP. During this period, contractors will be afforded the opportunity to submit questions regarding the draft requirement. Each RTOP proposal shall include a brief description of the following (if requested in the RTOP):
- (1) How the Contractor proposes to accomplish the effort, including a description of the performing team member(s), including the one individual who will act as the single point of contact. The contractor's proposed technical solution may be provided via an oral technical presentation, as well as written, as specified in the RTOP.
 - (2) Order estimate by CLIN, including the mix of labor competency levels, hours and rates. Rates shall be at or below those contained in the Pricing Tables attached in Section J of the base contract. Submitted labor competency levels shall be IAW with the descriptions and position requirements located in the competency level description (also attached in Section J.)
 - (3) Availability and capability of key personnel that would perform under the task order to include resumes. (Resume format may be provided in the RTOP.)
 - (4) The percentage of the proposed total price for the task order that will go to small businesses either as the prime contractor or as the first tier subcontractor. Small businesses shall be defined by the applicable size standard associated with the NAICS code solicited in the basic contract RFP.
 - (5) For each RTOP after the first, the actual percentage of the total price of previous task orders that went to small businesses either as a prime contractor or a first tier subcontractor. Small businesses shall be defined by the applicable size standard with the NAICS code associated with the base contract RFP. A separate percentage should be submitted for each previous task order received under this contract.
 - (6) Resolution of any potential organizational conflict(s) of interest (OCI) or a statement explaining why none exists. Submit as needed, revisions to OCI Mitigation Plan.
 - (7) Any additional input as required by the RTOP.
- c. **TASK ORDER CRITERIA AND EVALUATION PROCESS.**
- (1) The evaluation criteria will reflect best value analysis for performance-based acquisition. The Federal Acquisition Regulation encourages consideration of non-price evaluation factors as part of the best value analysis. In making the best value determination, it is possible that after conducting a tradeoff analysis of the proposals, the lowest price may not necessarily represent the best value.
 - (2) After responses, to include oral presentations, have been evaluated against the factors identified in the RTOP, and the contractor's rates have been verified, the order will be placed with the contractor whose proposal represents the best value to meet the Government's needs. Oral presentations along with written proposals or oral proposals may be required as specified in individual RTOPs.
 - (3) Contractors are put on notice that, among other evaluation factors listed in the RTOP, total small business utilization for the proposed task order will be an evaluation factor. Contractors are also put on notice that after the issuance of the first task order, past performance with regard to proposed small business utilization on previous task orders will be an evaluation factor on every RTOP.
 - (4) Performance data will be collected IAW the Quality Assurance Surveillance Plan (QASP) provided in each task order. All past performance data, including CPARS data shall be utilized in the evaluations of task order proposals. The Government reserves the right to not award a task order after issuing an RTOP.

H-18 ENTRY OF ADDITIONAL CONTRACTORS (MAY 2009)

The Government reserves the right to add additional contractors to each capability group, particularly if contractors do not maintain a satisfactory record of past performance, if the number of contractors in any capability

group should fall below two contractors, or if the small business contractor's size standard changes as result of the recertification requirements contained in FAR 19.301-2.

H-19 ASSIGNMENT OF RIGHTS (Task Orders) (JUN 2009)

Per DFARS 252.227-7020, Rights in Special Works, those works specifically identified in the individual task orders that are first produced, created, or generated under the task order and required to be delivered must contain the following notice: "C (Year date of delivery) United States Government, as represented by the Secretary of Defense. All rights reserved." In addition, the contractor hereby relinquishes any rights to use or disclose such works beyond what is required by the contract or specifically approved by the Government. Use on other federal Government contracts is approved, unless otherwise stated in the task order.

CLAUSES INCORPORATED BY FULL TEXT

H-06 INSURANCE (Apr 2009)

In accordance with FAR Part 28.307-2, Liability, the Contractor shall maintain the types of insurance and coverage listed below:

TYPES OF INSURANCE	MINIMUM AMOUNT
Workmen's Compensation and all occupational disease	As required by Federal and State law
Employer's Liability including all occupational disease when not covered by Workmen's Compensation above	\$100,000 per accident
General Liability (Comprehensive) Bodily Injury	\$500,000 per occurrence
Automobile Liability (Comprehensive)	
Bodily Injury per person	\$200,000
Bodily Injury per accident	\$500,000
Property Damage per accident	\$ 20,000

H-16 COMPLIANCE WITH FAR 52.219-14, LIMITATION ON SUBCONTRACTING (referred to as the "50% rule") (APR 2009)

a. The period of time used to determine compliance with FAR 52.219-14, Limitation on Subcontracting, will be the base contract period, including all task orders issued under the contract. Small business contractors do not have to comply with the "50% rule" on each task order.

b. In accordance with 13 CFR Section 125.6(i), if the contractor is a joint venture and meets the following requirements, compliance with the "50% rule" will apply to the cooperative effort of the joint venture, not its individual members:

- (1) The joint venture contractor is exempt from affiliation under 13 CFR Section 121.103(h)(3); and,
- (2) The joint venture contractor qualifies as a small business concern.

c. Pursuant to 13 CFR Section 121.103(h), a joint venture may or may not be in the form of a separate legal entity.

H-17 ACQUISITION OMBUDSMAN (MAY 2009)

The MDA Acquisition Ombudsman is the Executive Director of the Agency. Government and contractor personnel may directly contact the Acquisition Ombudsman to ask that he inquire into any acquisition integrity issue and resolve it appropriately. The Acquisition Ombudsman will assist in handling integrity, fairness or other issues associated with individual contracts, award fee recommendations, and negotiations. His objective is to help MDA ensure that our processes, and their implementation, are fair, unbiased and consistent. You may contact the Acquisition Ombudsman at 703-697-7691, or by mail at Missile Defense Agency/DX, 7100 Defense Pentagon, Washington, D.C. 20307-7100

Section I - Contract Clauses

CLAUSES INCORPORATED BY REFERENCE

52.202-1	Definitions	JUL 2004
52.203-3	Gratuities	APR 1984
52.203-5	Covenant Against Contingent Fees	APR 1984
52.203-6	Restrictions On Subcontractor Sales To The Government	SEP 2006
52.203-7	Anti-Kickback Procedures	JUL 1995
52.203-8	Cancellation, Rescission, and Recovery of Funds for Illegal or Improper Activity	JAN 1997
52.203-10	Price Or Fee Adjustment For Illegal Or Improper Activity	JAN 1997
52.203-12	Limitation On Payments To Influence Certain Federal Transactions	SEP 2007
52.203-13	Contractor Code of Business Ethics and Conduct	DEC 2008
52.203-14	Display of Hotline Poster(s)	DEC 2007
52.204-2	Security Requirements	AUG 1996
52.204-4	Printed or Copied Double-Sided on Recycled Paper	AUG 2000
52.204-7	Central Contractor Registration	APR 2008
52.204-9	Personal Identity Verification of Contractor Personnel	SEP 2007
52.204-10	Reporting Subcontract Awards	SEP 2007
52.209-6	Protecting the Government's Interest When Subcontracting With Contractors Debarred, Suspended, or Proposed for Debarment	SEP 2006
52.211-15	Defense Priority And Allocation Requirements	APR 2008
52.215-2	Audit and Records--Negotiation	MAR 2009
52.215-8	Order of Precedence--Uniform Contract Format	OCT 1997
52.215-10	Price Reduction for Defective Cost or Pricing Data	OCT 1997
52.215-11	Price Reduction for Defective Cost or Pricing Data--Modifications	OCT 1997
52.215-12	Subcontractor Cost or Pricing Data	OCT 1997
52.215-13	Subcontractor Cost or Pricing Data--Modifications	OCT 1997
52.215-21	Requirements for Cost or Pricing Data or Information Other Than Cost or Pricing Data--Modifications	OCT 1997
52.216-7	Allowable Cost And Payment	DEC 2002
52.216-8	Fixed Fee	MAR 1997
52.216-11	Cost Contract--No Fee	APR 1984
52.216-24	Limitation Of Government Liability	APR 1984
52.216-25	Contract Definitization	OCT 1997
52.219-6	Notice Of Total Small Business Set-Aside	JUN 2003
52.219-8	Utilization of Small Business Concerns	MAY 2004
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52.219-28	Post-Award Small Business Program Rerepresentation	APR 2009
52.222-3	Convict Labor	JUN 2003
52.222-21	Prohibition Of Segregated Facilities	FEB 1999
52.222-26	Equal Opportunity	MAR 2007
52.222-29	Notification Of Visa Denial	JUN 2003
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52.222-36	Affirmative Action For Workers With Disabilities	JUN 1998
52.222-37	Employment Reports On Special Disabled Veterans, Veterans Of The Vietnam Era, and Other Eligible Veterans	SEP 2006
52.222-39	Notification of Employee Rights Concerning Payment of Union Dues or Fees	DEC 2004

52.222-50	Combating Trafficking in Persons	FEB 2009
52.222-50 Alt I	Combating Trafficking in Persons (Aug 2007) Alternate I	AUG 2007
52.223-6	Drug-Free Workplace	MAY 2001
52.223-10	Waste Reduction Program	AUG 2000
52.223-14	Toxic Chemical Release Reporting	AUG 2003
52.223-15	Energy Efficiency in Energy-Consuming Products	DEC 2007
52.224-1	Privacy Act Notification	APR 1984
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52.225-13	Restrictions on Certain Foreign Purchases	JUN 2008
52.227-1	Authorization and Consent	DEC 2007
52.227-1 Alt I	Authorization And Consent (Dec 2007) - Alternate I	APR 1984
52.227-2	Notice And Assistance Regarding Patent And Copyright Infringement	DEC 2007
52.227-3	Patent Indemnity	APR 1984
52.227-10	Filing Of Patent Applications--Classified Subject Matter	DEC 2007
52.227-11	Patent Rights--Ownership By The Contractor	DEC 2007
52.228-3	Worker's Compensation Insurance (Defense Base Act)	APR 1984
52.228-5	Insurance - Work On A Government Installation	JAN 1997
52.228-7	Insurance--Liability To Third Persons	MAR 1996
52.229-1	State and Local Taxes	APR 1984
52.229-3	Federal, State And Local Taxes	APR 2003
52.232-1	Payments	APR 1984
52.232-8	Discounts For Prompt Payment	FEB 2002
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52.232-18	Availability Of Funds	APR 1984
52.232-19	Availability Of Funds For The Next Fiscal Year	APR 1984
52.232-20	Limitation Of Cost	APR 1984
52.232-22	Limitation Of Funds	APR 1984
52.232-23	Assignment Of Claims	JAN 1986
52.232-25	Prompt Payment	OCT 2008
52.232-25 Alt I	Prompt Payment (Oct 2008) Alternate I	FEB 2002
52.232-33	Payment by Electronic Funds Transfer--Central Contractor Registration	OCT 2003
52.233-1	Disputes	JUL 2002
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52.233-4	Applicable Law for Breach of Contract Claim	OCT 2004
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52.243-1 Alt V	Changes--Fixed-Price (Aug 1987) - Alternate V	APR 1984
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52.246-25	Limitation Of Liability--Services	FEB 1997
52.249-2	Termination For Convenience Of The Government (Fixed-Price)	MAY 2004

52.249-4	Termination For Convenience Of The Government (Services) (Short Form)	APR 1984
52.249-6	Termination (Cost Reimbursement)	MAY 2004
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252.201-7000	Contracting Officer's Representative	DEC 1991
252.203-7000	Requirements Relating to Compensation of Former DoD Officials	JAN 2009
252.203-7001	Prohibition On Persons Convicted of Fraud or Other Defense-Contract-Related Felonies	DEC 2008
252.203-7002	Display Of DOD Hotline Poster	DEC 1991
252.204-7000	Disclosure Of Information	DEC 1991
252.204-7002	Payment For Subline Items Not Separately Priced	DEC 1991
252.204-7003	Control Of Government Personnel Work Product	APR 1992
252.204-7004 Alt A	Central Contractor Registration (52.204-7) Alternate A	SEP 2007
252.204-7005	Oral Attestation of Security Responsibilities	NOV 2001
252.204-7006	Billing Instructions	OCT 2005
252.204-7008	Requirements for Contracts Involving Export-Controlled Items	JUL 2008
252.205-7000	Provision Of Information To Cooperative Agreement Holders	DEC 1991
252.209-7004	Subcontracting With Firms That Are Owned or Controlled By The Government of a Terrorist Country	DEC 2006
252.211-7007	Reporting of Government-Furnished Equipment in the DoD Item Unique Identification (IUID) Registry	NOV 2008
252.222-7000	Restriction On Employment Of Personnel	MAR 2000
252.222-7002	Compliance With Local Labor Laws (Overseas)	JUN 1997
252.223-7004	Drug Free Work Force	SEP 1988
252.223-7006	Prohibition On Storage And Disposal Of Toxic And Hazardous Materials	APR 1993
252.225-7004	Report of Contract Performance Outside the United States and Canada--Submission after Award	MAY 2007
252.225-7006	Quarterly Reporting of Actual Contract Performance Outside the United States	MAY 2007
252.225-7040	Contractor Personnel Authorized to Accompany U.S. Armed Forces Deployed Outside the United States	JAN 2009
252.225-7041	Correspondence in English	JUN 1997
252.225-7043	Antiterrorism/Force Protection Policy for Defense Contractors Outside the United States	MAR 2006
252.226-7001	Utilization of Indian Organizations and Indian-Owned Economic Enterprises, and Native Hawaiian Small Business Concerns	SEP 2004
252.227-7000	Non-estoppel	OCT 1966
252.227-7013	Rights in Technical Data--Noncommercial Items	NOV 1995
252.227-7014	Rights in Noncommercial Computer Software and Noncommercial Computer Software Documentation	JUN 1995
252.227-7015	Technical Data--Commercial Items	NOV 1995
252.227-7016	Rights in Bid or Proposal Information	JUN 1995
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252.227-7025	Limitations on the Use or Disclosure of Government-Furnished Information Marked with Restrictive Legends	JUN 1995
252.227-7026	Deferred Delivery Of Technical Data Or Computer Software	APR 1988
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252.227-7039	Patents--Reporting Of Subject Inventions	APR 1990
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252.228-7003	Capture and Detention	DEC 1991
252.232-7003	Electronic Submission of Payment Requests and Receiving Reports	MAR 2008
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252.237-7019	Training for Contractor Personnel Interacting with Detainees	SEP 2006
252.239-7000	Protection Against Compromising Emanations	JUN 2004
252.239-7001	Information Assurance Contractor Training and Certification	JAN 2008
252.243-7001	Pricing Of Contract Modifications	DEC 1991
252.243-7002	Requests for Equitable Adjustment	MAR 1998
252.247-7023	Transportation of Supplies by Sea	MAY 2002
252.247-7024	Notification Of Transportation Of Supplies By Sea	MAR 2000
252.249-7002	Notification of Anticipated Program Termination or Reduction	DEC 2006

CLAUSES INCORPORATED BY FULL TEXT

52.216-18 ORDERING (OCT 1995)

(a) Any supplies and services to be furnished under this contract shall be ordered by issuance of delivery orders or task orders by the individuals or activities designated in the Schedule. Such orders may be issued from date of contract award through 60 months after contract award (base ID/IQ expiration).

(b) All delivery orders or task orders are subject to the terms and conditions of this contract. In the event of conflict between a delivery order or task order and this contract, the contract shall control.

(c) If mailed, a delivery order or task order is considered "issued" when the Government deposits the order in the mail. Orders may be issued orally, by facsimile, or by electronic commerce methods only if authorized in the Schedule.

(End of clause)

52.216-19 ORDER LIMITATIONS (OCT 1995)

(a) Minimum order. When the Government requires supplies or services covered by this contract in an amount of less than \$5,000, the Government is not obligated to purchase, nor is the Contractor obligated to furnish, those supplies or services under the contract.

(b) Maximum order. The Contractor is not obligated to honor:

(1) Any order for a single item in excess of \$100,000,000;

(2) Any order for a combination of items in excess of \$100,000,000; or

(3) A series of orders from the same ordering office within 15 days that together call for quantities exceeding the limitation in subparagraph (1) or (2) above.

(c) If this is a requirements contract (i.e., includes the Requirements clause at subsection 52.216-21 of the Federal Acquisition Regulation (FAR)), the Government is not required to order a part of any one requirement from the

Contractor if that requirement exceeds the maximum-order limitations in paragraph (b) above.

(d) Notwithstanding paragraphs (b) and (c) above, the Contractor shall honor any order exceeding the maximum order limitations in paragraph (b), unless that order (or orders) is returned to the ordering office within 3 days after issuance, with written notice stating the Contractor's intent not to ship the item (or items) called for and the reasons. Upon receiving this notice, the Government may acquire the supplies or services from another source.

(End of clause)

52.216-22 INDEFINITE QUANTITY (OCT 1995)

(a) This is an indefinite-quantity contract for the supplies or services specified, and effective for the period stated, in the Schedule. The quantities of supplies and services specified in the Schedule are estimates only and are not purchased by this contract.

(b) Delivery or performance shall be made only as authorized by orders issued in accordance with the Ordering clause. The Contractor shall furnish to the Government, when and if ordered, the supplies or services specified in the Schedule up to and including the quantity designated in the Schedule as the "maximum". The Government shall order at least the quantity of supplies or services designated in the Schedule as the "minimum".

(c) Except for any limitations on quantities in the Order Limitations clause or in the Schedule, there is no limit on the number of orders that may be issued. The Government may issue orders requiring delivery to multiple destinations or performance at multiple locations.

(d) Any order issued during the effective period of this contract and not completed within that period shall be completed by the Contractor within the time specified in the order. The contract shall govern the Contractor's and Government's rights and obligations with respect to that order to the same extent as if the order were completed during the contract's effective period; provided, that the Contractor shall not be required to make any deliveries under this contract after 12 months after the expiration of the ordering period.

(End of clause)

52.252-2 CLAUSES INCORPORATED BY REFERENCE (FEB 1998)

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this/these address(es):

Federal Acquisition Regulation (FAR)

<http://www.arnet.gov/far/>

Defense Federal Acquisition Regulation Supplement (DFARS)

<http://www.acq.osd.mil/dpap/dars/dfarspgi/current/index.html>

(End of clause)

252.204-7012 SAFEGUARDING OF UNCLASSIFIED CONTROLLED TECHNICAL INFORMATION (NOV 2013)

(a) Definitions. As used in this clause--

Adequate security means protective measures that are commensurate with the consequences and probability of loss, misuse, or unauthorized access to, or modification of information.

Attribution information means information that identifies the Contractor, whether directly or indirectly, by the grouping of information that can be traced back to the Contractor (e.g., program description or facility locations).

Compromise means disclosure of information to unauthorized persons, or a violation of the security policy of a system, in which unauthorized intentional or unintentional disclosure, modification, destruction, or loss of an object, or the copying of information to unauthorized media may have occurred.

Contractor information system means an information system belonging to, or operated by or for, the Contractor.

Controlled technical information means technical information with military or space application that is subject to controls on the access, use, reproduction, modification, performance, display, release, disclosure, or dissemination. Controlled technical information is to be marked with one of the distribution statements B-through-F, in accordance with DoD Instruction 5230.24, Distribution Statements on Technical Documents. The term does not include information that is lawfully publicly available without restrictions.

Cyber incident means actions taken through the use of computer networks that result in an actual or potentially adverse effect on an information system and/or the information residing therein.

Exfiltration means any unauthorized release of data from within an information system. This includes copying the data through covert network channels or the copying of data to unauthorized media.

Media means physical devices or writing surfaces including, but is not limited to, magnetic tapes, optical disks, magnetic disks, large-scale integration memory chips, and printouts onto which information is recorded, stored, or printed within an information system.

Technical information means technical data or computer software, as those terms are defined in the clause at DFARS 252.227-7013, Rights in Technical Data--Non Commercial Items, regardless of whether or not the clause is incorporated in this solicitation or contract. Examples of technical information include research and engineering data, engineering drawings, and associated lists, specifications, standards, process sheets, manuals, technical reports, technical orders, catalog-item identifications, data sets, studies and analyses and related information, and computer software executable code and source code.

(b) Safeguarding requirements and procedures for unclassified controlled technical information. The Contractor shall provide adequate security to safeguard unclassified controlled technical information from compromise. To provide adequate security, the Contractor shall—

(1) Implement information systems security in its project, enterprise, or company-wide unclassified information technology system(s) that may have unclassified controlled technical information resident on or transiting through them. The information systems security program shall implement, at a minimum—

(i) The specified National Institute of Standards and Technology (NIST) Special Publication (SP) 800-53 security controls identified in the following table; or

(ii) If a NIST control is not implemented, the Contractor shall submit to the Contracting Officer a written explanation of how—

(A) The required security control identified in the following table is not applicable; or

(B) An alternative control or protective measure is used to achieve equivalent protection.

(2) Apply other information systems security requirements when the Contractor reasonably determines that information systems security measures, in addition to those identified in paragraph (b)(1) of this clause, may be required to provide adequate security in a dynamic environment based on an assessed risk or vulnerability.

Table 1--Minimum Security Controls for Safeguarding

Minimum required security controls for unclassified controlled technical information requiring safeguarding in accordance with paragraph (d) of this clause. (A description of the security controls is in the NIST SP 800-53, "Security and Privacy Controls for Federal Information Systems and Organizations" (<http://csrc.nist.gov/publications/PubsSPs.html>).)

BILLING CODE 5001-06-P

[GRAPHIC] [TIFF OMITTED] TR18NO13.031

BILLING CODE 5001-06-C

Legend:

AC: Access Control
AT: Awareness and Training MP:
AU: Auditing and Accountability
CM: Configuration Management
CP: Contingency Planning
IA: Identification and Authentication
IR: Incident Response
MA: Maintenance
MP: Media Protection
PE: Physical & Environmental Protection
PM: Program Management
RA: Risk Assessment
SC: System & Communications Protection
SI: System & Information Integrity

(c) Other requirements. This clause does not relieve the Contractor of the requirements specified by applicable statutes or other Federal and DoD safeguarding requirements for Controlled Unclassified Information as established by Executive Order 13556, as well as regulations and guidance established pursuant thereto.

(d) Cyber incident and compromise reporting.

(1) Reporting requirement. The Contractor shall report as much of the following information as can be obtained to the Department of Defense via (<http://dibnet.dod.mil/>) within 72 hours of discovery of any cyber incident, as described in paragraph (d)(2) of this clause, that affects unclassified controlled technical information resident on or transiting through the Contractor's unclassified information systems:

(i) Data Universal Numbering System (DUNS).

(ii) Contract numbers affected unless all contracts by the company are affected.

(iii) Facility CAGE code if the location of the event is different than the prime Contractor location.

(iv) Point of contact if different than the POC recorded in the System for Award Management (address, position, telephone, email).

- (v) Contracting Officer point of contact (address, position, telephone, email).
 - (vi) Contract clearance level.
 - (vii) Name of subcontractor and CAGE code if this was an incident on a subcontractor network.
 - (viii) DoD programs, platforms or systems involved.
 - (ix) Location(s) of compromise.
 - (x) Date incident discovered.
 - (xi) Type of compromise (e.g., unauthorized access, inadvertent release, other).
 - (xii) Description of technical information compromised.
 - (xiii) Any additional information relevant to the information compromise.
- (2) Reportable cyber incidents. Reportable cyber incidents include the following:
- (i) A cyber incident involving possible exfiltration, manipulation, or other loss or compromise of any unclassified controlled technical information resident on or transiting through Contractor's, or its subcontractors', unclassified information systems.
 - (ii) Any other activities not included in paragraph (d)(2)(i) of this clause that allow unauthorized access to the Contractor's unclassified information system on which unclassified controlled technical information is resident on or transiting.
- (3) Other reporting requirements. This reporting in no way abrogates the Contractor's responsibility for additional safeguarding and cyber incident reporting requirements pertaining to its unclassified information systems under other clauses that may apply to its contract, or as a result of other U.S. Government legislative and regulatory requirements that may apply (e.g., as cited in paragraph (c) of this clause).
- (4) Contractor actions to support DoD damage assessment. In response to the reported cyber incident, the Contractor shall—
- (i) Conduct further review of its unclassified network for evidence of compromise resulting from a cyber incident to include, but is not limited to, identifying compromised computers, servers, specific data and users accounts. This includes analyzing information systems that were part of the compromise, as well as other information systems on the network that were accessed as a result of the compromise;
 - (ii) Review the data accessed during the cyber incident to identify specific unclassified controlled technical information associated with DoD programs, systems or contracts, including military programs, systems and technology; and
 - (iii) Preserve and protect images of known affected information systems and all relevant monitoring/packet capture data for at least 90 days from the cyber incident to allow DoD to request information or decline interest.
- (5) DoD damage assessment activities. If DoD elects to conduct a damage assessment, the Contracting Officer will request that the Contractor point of contact identified in the incident report at (d)(1) of this clause provide all of the damage assessment information gathered in accordance with paragraph (d)(4) of this clause. The Contractor shall comply with damage assessment information requests. The requirement to share files and images exists unless there are legal restrictions that limit a company's ability to share digital media. The Contractor shall inform the Contracting Officer of the source, nature, and prescription of such limitations and the authority responsible.

(e) Protection of reported information. Except to the extent that such information is lawfully publicly available without restrictions, the Government will protect information reported or otherwise provided to DoD under this clause in accordance with applicable statutes, regulations, and policies. The Contractor shall identify and mark attribution information reported or otherwise provided to the DoD. The Government may use information, including attribution information and disclose it only to authorized persons for purposes and activities consistent with this clause.

(f) Nothing in this clause limits the Government's ability to conduct law enforcement or counterintelligence activities, or other lawful activities in the interest of homeland security and national security. The results of the activities described in this clause may be used to support an investigation and prosecution of any person or entity, including those attempting to infiltrate or compromise information on a contractor information system in violation of any statute.

(g) Subcontracts. The Contractor shall include the substance of this clause, including this paragraph (g), in all subcontracts, including subcontracts for commercial items.

(End of clause)

252.232-7007 LIMITATION OF GOVERNMENT'S OBLIGATION (MAY 2006)

(Note: This clause will be applicable to fixed price Task Orders that are Incrementally Funded)

(a) Contract line item(s) 0002 through 0005 are incrementally funded. For these item(s), the sum of \$_____ of the total price is presently available for payment and allotted to this contract. An allotment schedule is set forth in paragraph (j) of this clause.

(b) For item(s) identified in paragraph (a) of this clause, the Contractor agrees to perform up to the point at which the total amount payable by the Government, including reimbursement in the event of termination of those item(s) for the Government's convenience, approximates the total amount currently allotted to the contract. The Contractor is not authorized to continue work on those item(s) beyond that point. The Government will not be obligated in any event to reimburse the Contractor in excess of the amount allotted to the contract for those item(s) regardless of anything to the contrary in the clause entitled "TERMINATION FOR THE CONVENIENCE OF THE GOVERNMENT." As used in this clause, the total amount payable by the Government in the event of termination of applicable contract line item(s) for convenience includes costs, profit and estimated termination settlement costs for those item(s).

(c) Notwithstanding the dates specified in the allotment schedule in paragraph (j) of this clause, the Contractor will notify the Contracting Officer in writing at least ninety days prior to the date when, in the Contractor's best judgment, the work will reach the point at which the total amount payable by the Government, including any cost for termination for convenience, will approximate 85 percent of the total amount then allotted to the contract for performance of the applicable item(s). The notification will state (1) the estimated date when that point will be reached and (2) an estimate of additional funding, if any, needed to continue performance of applicable line items up to the next scheduled date for allotment of funds identified in paragraph (j) of this clause, or to a mutually agreed upon substitute date. The notification will also advise the Contracting Officer of the estimated amount of additional funds that will be required for the timely performance of the item(s) funded pursuant to this clause, for subsequent period as may be specified in the allotment schedule in paragraph (j) of this clause, or otherwise agreed to by the parties. If after such notification additional funds are not allotted by the date identified in the Contractor's notification, or by an agreed substitute date, the Contracting Officer will terminate any item(s) for which additional funds have not been allotted, pursuant to the clause of this contract entitled "TERMINATION FOR THE CONVENIENCE OF THE GOVERNMENT".

(d) When additional funds are allotted for continued performance of the contract line item(s) identified in paragraph (a) of this clause, the parties will agree as to the period of contract performance which will be covered by the funds. The provisions of paragraph (b) through (d) of this clause will apply in like manner to the additional allotted funds and agreed substitute date, and the contract will be modified accordingly.

(e) If, solely by reason of failure of the Government to allot additional funds, by the dates indicated below, in amounts sufficient for timely performance of the contract line item(s) identified in paragraph (a) of this clause, the Contractor incurs additional costs or is delayed in the performance of the work under this contract and if additional funds are allotted, an equitable adjustment will be made in the price or prices (including appropriate target, billing, and ceiling prices where applicable) of the item(s), or in the time of delivery, or both. Failure to agree to any such equitable adjustment hereunder will be a dispute concerning a question of fact within the meaning of the clause entitled "disputes."

(f) The Government may at any time prior to termination allot additional funds for the performance of the contract line item(s) identified in paragraph (a) of this clause.

(g) The termination provisions of this clause do not limit the rights of the Government under the clause entitled "DEFAULT." The provisions of this clause are limited to work and allotment of funds for the contract line item(s) set forth in paragraph (a) of this clause. This clause no longer applies once the contract is fully funded except with regard to the rights or obligations of the parties concerning equitable adjustments negotiated under paragraphs (d) or (e) of this clause.

(h) Nothing in this clause affects the right of the Government to this contract pursuant to the clause of this contract entitled "TERMINATION FOR CONVENIENCE OF THE GOVERNMENT."

(i) Nothing in this clause shall be construed as authorization of voluntary services whose acceptance is otherwise prohibited under 31 U.S.C. 1342.

(j) The parties contemplate that the Government will allot funds to this contract in accordance with the following schedule:

To be determined at TO level

On execution of contract \$--

(month) (day), (year) \$----

(month) (day), (year) \$----

(month) (day), (year) \$----

(End of clause)

Section J - List of Documents, Exhibits and Other Attachments

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Exhibit/Attachment Table of Contents

DOCUMENT TYPE	DESCRIPTION	DATE	PAGES
Attachment 01	Performance Work Statement (PWS) for Acquisition Support Capability Group	17 Oct 13	28
Attachment 02	Labor Competency Levels, Descriptions, and Rates (LCDR) Table as provided in the contractor's proposal, dated 04 June 2010, is incorporated by reference.		
Attachment 03	DD Form 254, Contract Security Classification Specification for Acquisition Support Capability Group	30 Jun 10	13
Attachment 04	PPBE Non Disclosure Form (Form 099)	Mar 09	2
Attachment 05	Missile Defense Agency Statement of Policy Regarding Organizational Conflict of Interest (OCIs)	8 Jun 09	7
Attachment 06	Acronyms List	17 Jun 09	8
Attachment 07	OCI Mitigation Plan	16 Jul 10	30

ORDER FOR SUPPLIES OR SERVICES										PAGE 1 OF 30			
1. CONTRACT/PURCH. ORDER/ AGREEMENT NO. HQ0147-10-D-0037			2. DELIVERY ORDER/ CALL NO. 000637		3. DATE OF ORDER/CALL (YYYYMMDD) 2013 Mar 27		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 QUANTECH SERVICES INC. 91 HARTWELL AVE 3RD FL LEXINGTON MA 02421-3130				10. DELIVER TO FOB POINT BY (Date) (YYYYMMDD) SEE SCHEDULE		11. MARK IF BUSINESS IS <input type="checkbox"/> SMALL <input 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 SEE SCHEDULE				15. PAYMENT WILL BE MADE BY DFAS INDIANAPOLIS CENTER 8899 EAST 56TH STREET INDIANAPOLIS IN 46249-1510				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		<input type="checkbox"/>		Reference your quote dated Furnish the following on terms specified herein. REF:									
ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.													
NAME OF CONTRACTOR				SIGNATURE				TYPED NAME AND TITLE		DATE SIGNED (YYYYMMDD)			
<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 \$18,530,041.88		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: HQ0147324260	1	Lot		(b)(4)
				ESTIMATED COST	(b)(4)

FSC CD: R415

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
001401	Travel COST FOB: Destination PURCHASE REQUEST NUMBER: HQ0147324455				(b)(4)
				ESTIMATED COST	(b)(4)
	ACRN AA CIN: HQ0147324455001401				

FSC CD: R415

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
001402	Funding for Travel CLIN 0014 COST PR#: HQ0147324607; Basic; Line Item#: 1 FOB: Destination PURCHASE REQUEST NUMBER: HQ0147324607				(b)(4)
				ESTIMATED COST	(b)(4)
	ACRN AA				

CIN: HQ01473246070001

FSC CD: R414

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
001403	IF for Travel; DA COST PR# HQ0147324982 - Line Item #1 FOB: Destination PURCHASE REQUEST NUMBER: HQ0147326183				(b)(4)
	ACRN AB CIN: HQ01473261830001			ESTIMATED COST	(b)(4)

FSC CD: R414

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
001404	IF for Travel; DA/SB COST PR# HQ0147326183 - Line Item #2 FOB: Destination PURCHASE REQUEST NUMBER: HQ0147326183				(b)(4)
	ACRN AB CIN: HQ01473261830002			ESTIMATED COST	(b)(4)

FSC CD: R414

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
001405	DA/SB Travel COST PR HQ0147329232 Line # 1 FOB: Destination PURCHASE REQUEST NUMBER: HQ0147329232				(b)(4)
	ACRN AC CIN: HQ01473292320001			ESTIMATED COST	(b)(4)

FSC CD: R414

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
001406	Incremental Funding (DA) COST FOB: Destination PURCHASE REQUEST NUMBER: HQ0147438462				(b)(4)
	ACRN AB CIN: HQ01474384620002			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: HQ0147324260	1	Lot		(b)(4)
				ESTIMATED COST	(b)(4)

FSC CD: R415

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
001501	Funding for ODC CLIN 0015 COST PR#: HQ0147324982; Basic; Line Item# 2 FOB: Destination PURCHASE REQUEST NUMBER: HQ0147324982				(b)(4)
	ACRN AB CIN: HQ01473249820002			ESTIMATED COST	(b)(4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
001502	Incremental Funding COST Incremental Funding is provided for conference booth fee and material handling fees for Missile Defense Agency(MDA) Executive Director(DX) approved Small Business Conferences for MDA Small Business Office. FOB: Destination PURCHASE REQUEST NUMBER: HQ0147432791				(b)(4)
	ACRN AE CIN: HQ01474327910001			ESTIMATED COST	(b)(4)

FSC CD: R415

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
001503	Incremental Funding COST FOB: Destination PURCHASE REQUEST NUMBER: HQ0147438462				(b)(4)
	ACRN AB CIN: HQ01474384620001			ESTIMATED COST	(b)(4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0017	Labor CPFF Task Orders (TOs) will be issued on a Cost Plus Fixed Fee(CPFF) basis for non personal advisory and assistance (A&AS) services for Acquisition Management (MDA/DA) as defined in the Performance Work Statement (PWS) in Section J. FOB: Destination PURCHASE REQUEST NUMBER: HQ0147324260	1	Lot		(b)(4)
				ESTIMATED COST FIXED FEE	(b)(4)
				TOTAL EST COST + FEE	

FSC CD: R415

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
001701	Labor - IF CPFF FOB: Destination PURCHASE REQUEST NUMBER: HQ0147324260				(b)(4)
				ESTIMATED COST FIXED FEE	(b)(4)
				TOTAL EST COST + FEE	
	ACRN AA CIN: HQ0147324260001701				

FSC CD: R415

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
001702					(b)(4)

Funding for Labor CLIN 0017

CPFF

PR#: HQ0147324982; Basic; Line Item# 2

FOB: Destination

PURCHASE REQUEST NUMBER: HQ0147324982

ESTIMATED COST

FIXED FEE

TOTAL EST COST + FEE

ACRN AB

CIN: HQ01473249820001

(b)(4)

FSC CD: R414

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
001703					(b)(4)

Funding for Labor CLIN 0017

CPFF

PR#: HQ0147324982; Basic; Line Item# 3

FOB: Destination

PURCHASE REQUEST NUMBER: HQ0147324982

ESTIMATED COST

FIXED FEE

TOTAL EST COST + FEE

ACRN AB

CIN: HQ01473249820003

(b)(4)

FSC CD: R414

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
001704	Labor - IF CPFF FOB: Destination PURCHASE REQUEST NUMBER: HQ0147430808				(b)(4)
				ESTIMATED COST FIXED FEE	(b)(4)
				TOTAL EST COST + FEE	
	ACRN AD CIN: HQ01474308080001				

FSC CD: R414

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
001705	Labor - IF CPFF FOB: Destination PURCHASE REQUEST NUMBER: HQ0147430808				(b)(4)
				ESTIMATED COST FIXED FEE	(b)(4)
				TOTAL EST COST + FEE	
	ACRN AD CIN: HQ01474308080002				

FSC CD: R414

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

FSC CD: R415

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
101401	Incremental Funding				(b)(4)
	COST				
	DA Travel				
	FOB: Destination				
	PURCHASE REQUEST NUMBER: HQ0147434392				
				ESTIMATED COST	(b)(4)
	ACRN AD				
	CIN: HQ01474343920001				

FSC CD: R425

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
101402	Incremental Funding				(b)(4)
	COST				
	DA/SB Travel				
	FOB: Destination				
	PURCHASE REQUEST NUMBER: HQ0147434913				
				ESTIMATED COST	(b)(4)
	ACRN AD				
	CIN: HQ01474349130001				

FSC CD: R425

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
101403	Incremental Funding (DA/SB) COST FOB: Destination PURCHASE REQUEST NUMBER: HQ0147541749				(b)(4)
	ACRN AF CIN: HQ01475417490002			ESTIMATED COST	

FSC CD: R414

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1015 EXERCISED OPTION	Other Direct Cost 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	1	Lot		(b)(4)
				ESTIMATED COST	(b)(4)

FSC CD: R415

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
101501	Incremental Funding COST Incremental Funding is provided for conference booth fee and material handling fees IAW DX approved FY14 Calendar of Events Replacement Conferences. FOB: Destination PURCHASE REQUEST NUMBER: HQ0147436015				(b)(4)
	ACRN AD CIN: HQ01474360150001			ESTIMATED COST	(b)(4)

FSC CD: R425

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
101502	Incremental Funding COST FOB: Destination PURCHASE REQUEST NUMBER: HQ0147539632				(b)(4)
	ACRN AD CIN: HQ01475396320001			ESTIMATED COST	

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1017	Labor	1	Lot		(b)(4)
EXERCISED OPTION	CPFF Task Orders (TOs) will be issued on a Cost Plus Fixed Fee(CPFF) basis for non personal advisory and assistance (A&AS) services for Acquisition Management (MDA/DA) 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: R415

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE
101701	Incremental Funding CPFF FOB: Destination PURCHASE REQUEST NUMBER: HQ0147433545			
			ESTIMATED COST FIXED FEE	
			TOTAL EST COST + FEE	
	ACRN AD CIN: HQ01474335450001			

AMOUNT

(b)(4)

FSC CD: R414

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE
101702	Incremental Funding CPFF MR #639 FOB: Destination PURCHASE REQUEST NUMBER: HQ0147439004			
			ESTIMATED COST FIXED FEE	
			TOTAL EST COST + FEE	
	ACRN AD CIN: HQ01474390040001			

AMOUNT

(b)(4)

FSC CD: R414

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE
101703	Incremental Funding CPFF FOB: Destination PURCHASE REQUEST NUMBER: HQ0147541022			
			ESTIMATED COST FIXED FEE	
			TOTAL EST COST + FEE	
	ACRN AF			

AMOUNT

(b)(4)

CIN: HQ01475410220001

FSC CD: R414

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
101704	Incremental Funding CPFF FOB: Destination PURCHASE REQUEST NUMBER: HQ0147541749				(b)(4)
				ESTIMATED COST FIXED FEE	
				TOTAL EST COST + FEE	
	ACRN AF CIN: HQ01475417490001				

FSC CD: R414

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1018	Surge Labor	1	Lot		(b)(4)
OPTION	CPFF Task Orders (TOs) will be issued on a Cost Plus Fixed Fee(CPFF) basis for non personal advisory and assistance (A&AS) services for Acquisition Executive (MDA/DA) 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
2014	Travel	1	Lot		(b)(4)
EXERCISED OPTION	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				
				ESTIMATED COST	(b)(4)

FSC CD: R415

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
201401	Incremental Funding				(b)(4)
	COST FOB: Destination PURCHASE REQUEST NUMBER: HQ0147543832				
	ACRN AG CIN: HQ01475438320002			ESTIMATED COST	(b)(4)

FSC CD: R414

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
201402	Incremental Funding				(b)(4)
	COST FOB: Destination PURCHASE REQUEST NUMBER: HQ0147543281				
	ACRN AF CIN: HQ01475432810002			ESTIMATED COST	(b)(4)

FSC CD: R414

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
2015 EXERCISED OPTION	Other Direct Cost 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	1	Lot		(b)(4)

ESTIMATED COST

(b)(4)

FSC CD: R415

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
201501	Incremental Funding COST FOB: Destination PURCHASE REQUEST NUMBER: HQ0147545575				(b)(4)

ESTIMATED COST

(b)(4)

ACRN AF
CIN: HQ01475455750001

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
2017 EXERCISED OPTION	Labor CPFF Task Orders (TOs) will be issued on a Cost Plus Fixed Fee(CPFF) basis for non personal advisory and assistance (A&AS) services for Acquisition Management (MDA/DA) as defined in the Performance Work Statement (PWS) in Section J. FOB: Destination	1	Lot		(b)(4)

ESTIMATED COST
FIXED FEE

(b)(4)

TOTAL EST COST + FEE

FSC CD: R415

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
201701	Incremental Funding CPFF FOB: Destination PURCHASE REQUEST NUMBER: HQ0147543832				(b)(4)
				ESTIMATED COST FIXED FEE	
				TOTAL EST COST + FEE	
	ACRN AG CIN: HQ01475438320001				

FSC CD: R414

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
201702	Incremental Funding CPFF FOB: Destination PURCHASE REQUEST NUMBER: HQ0147543281				(b)(4)
				ESTIMATED COST FIXED FEE	
				TOTAL EST COST + FEE	
	ACRN AF CIN: HQ01475432810001				

FSC CD: R414

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
2018 OPTION	Surge Labor CPFF Task Orders (TOs) will be issued on a Cost Plus Fixed Fee(CPFF) basis for non personal advisory and assistance (A&AS) services for Acquisition Executive (MDA/DA) as defined in the Performance Work Statement (PWS) in Section J. FOB: Destination	1	Lot		(b)(4)
ESTIMATED COST FIXED FEE					(b)(4)
TOTAL EST COST + FEE					

FSC CD: R425

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
3014 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	1	Lot		(b)(4)
ESTIMATED COST					(b)(4)

FSC CD: R415

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
3015 OPTION	Other Direct Cost 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	1	Lot		(b)(4)
ESTIMATED COST					(b)(4)

FSC CD: R415

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
3017	Labor	1	Lot		(b)(4)
OPTION	CPFF				
	Task Orders (TOs) will be issued on a Cost Plus Fixed Fee(CPFF) basis for non personal advisory and assistance (A&AS) services for Acquisition Management (MDA/DA) as defined in the Performance Work Statement (PWS) in Section J. FOB: Destination				
				ESTIMATED COST	(b)(4)
				FIXED FEE	
				TOTAL EST COST + FEE	

FSC CD: R415

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
3018	Surge Labor	1	Lot		(b)(4)
OPTION	CPFF				
	Task Orders (TOs) will be issued on a Cost Plus Fixed Fee(CPFF) basis for non personal advisory and assistance (A&AS) services for Acquisition Executive (MDA/DA) as defined in the Performance Work Statement (PWS) in Section J. FOB: Destination				
				ESTIMATED COST	(b)(4)
				FIXED FEE	
				TOTAL EST COST + FEE	

Section C - Descriptions and Specifications

SECTION C

CLAUSES INCORPORATED BY FULL TEXT

The contractor shall perform acquisition support for DA, as described in the Performance Work Statement, attached in Section J.

The Quality Assurance Surveillance Plan (QASP) is 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.

The format for the Monthly Status 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
0015	Destination	Government	Destination	Government
001501	Destination	Government	Destination	Government
001502	Destination	Government	Destination	Government
001503	Destination	Government	Destination	Government
0017	Destination	Government	Destination	Government
001701	N/A	N/A	N/A	Government
001702	N/A	N/A	N/A	Government
001703	N/A	N/A	N/A	Government
001704	N/A	N/A	N/A	Government
001705	N/A	N/A	N/A	Government
1014	Destination	Government	Destination	Government
101401	Destination	Government	Destination	Government
101402	Destination	Government	Destination	Government
101403	Destination	Government	Destination	Government
1015	Destination	Government	Destination	Government
101501	Destination	Government	Destination	Government
101502	Destination	Government	Destination	Government
1017	Destination	Government	Destination	Government
101701	Destination	Government	Destination	Government
101702	N/A	N/A	N/A	Government
101703	N/A	N/A	N/A	Government
101704	N/A	N/A	N/A	Government
1018	Destination	Government	Destination	Government
2014	Destination	Government	Destination	Government
201401	Destination	Government	Destination	Government
201402	Destination	Government	Destination	Government
2015	Destination	Government	Destination	Government
201501	Destination	Government	Destination	Government
2017	Destination	Government	Destination	Government
201701	N/A	N/A	N/A	Government
201702	N/A	N/A	N/A	Government
2018	Destination	Government	Destination	Government
3014	Destination	Government	Destination	Government
3015	Destination	Government	Destination	Government
3017	Destination	Government	Destination	Government
3018	N/A	N/A	N/A	Government

Section F - Deliveries or Performance

DELIVERY INFORMATION

CLIN	DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	DODAAC
0014	POP 27-MAR-2013 TO 28-FEB-2014	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
0015	POP 27-MAR-2013 TO 28-FEB-2014	N/A	MISSILE DEFENSE AGENCY (MDA) BLDG 5222 MARTIN RD REDSTONE ARSENAL AL 35898-0001 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
0017	POP 27-MAR-2013 TO 28-FEB-2014	N/A	MISSILE DEFENSE AGENCY (MDA) BLDG 5222 MARTIN RD REDSTONE ARSENAL AL 35898-0001 FOB: Destination	HQ0147
001701	N/A	N/A	N/A	N/A
001702	N/A	N/A	N/A	N/A
001703	N/A	N/A	N/A	N/A
001704	N/A	N/A	N/A	N/A
001705	N/A	N/A	N/A	N/A

1014	POP 01-MAR-2014 TO 28-FEB-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
101403	N/A	N/A	N/A	N/A
1015	POP 01-MAR-2014 TO 28-FEB-2015	N/A	MISSILE DEFENSE AGENCY (MDA) BLDG 5222 MARTIN RD REDSTONE ARSENAL AL 35898-0001 FOB: Destination	HQ0147
101501	N/A	N/A	N/A	N/A
101502	N/A	N/A	N/A	N/A
1017	POP 01-MAR-2014 TO 28-FEB-2015	N/A	MISSILE DEFENSE AGENCY (MDA) BLDG 5222 MARTIN RD REDSTONE ARSENAL AL 35898-0001 FOB: Destination	HQ0147
101701	N/A	N/A	N/A	N/A
101702	N/A	N/A	N/A	N/A
101703	N/A	N/A	N/A	N/A
101704	N/A	N/A	N/A	N/A
1018	POP 01-MAR-2014 TO 28-FEB-2015	N/A	MISSILE DEFENSE AGENCY (MDA) (b)(6) BLDG 5222 MARTIN RD REDSTONE ARSENAL AL 35898-0001 (b)(6) FOB: Destination	HQ0147
2014	POP 01-MAR-2015 TO 28-FEB-2016	N/A	MISSILE DEFENSE AGENCY (MDA) BLDG 5222 MARTIN RD REDSTONE ARSENAL AL 35898-0001 FOB: Destination	HQ0147
201401	N/A	N/A	N/A	N/A
201402	N/A	N/A	N/A	N/A
2015	POP 01-MAR-2015 TO 28-MAR-2016	N/A	MISSILE DEFENSE AGENCY (MDA) BLDG 5222 MARTIN RD REDSTONE ARSENAL AL 35898-0001 FOB: Destination	HQ0147
201501	N/A	N/A	N/A	N/A

2017	POP 01-MAR-2015 TO 28-FEB-2016	N/A	MISSILE DEFENSE AGENCY (MDA) BLDG 5222 MARTIN RD REDSTONE ARSENAL AL 35898-0001 FOB: Destination	HQ0147
201701	N/A	N/A	N/A	N/A
201702	N/A	N/A	N/A	N/A
2018	POP 01-MAR-2015 TO 28-FEB-2016	N/A	MISSILE DEFENSE AGENCY (MDA) (b)(6) BLDG 5222 MARTIN RD REDSTONE ARSENAL AL 35898-0001 (b)(6) FOB: Destination	HQ0147
3014	POP 29-FEB-2016 TO 18-JUL-2016	N/A	MISSILE DEFENSE AGENCY (MDA) BLDG 5222 MARTIN RD REDSTONE ARSENAL AL 35898-0001 FOB: Destination	HQ0147
3015	POP 29-FEB-2016 TO 18-JUL-2016	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0147
3017	POP 29-FEB-2016 TO 18-JUL-2016	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0147
3018	POP 29-FEB-2016 TO 18-JUL-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 20132014 D 2520 G6 SSZ38_FY13	50-DA-FY1314	710000	251
AMOUNT: (b)(4)			
CIN HQ0147324260001701:	(b)(4)		
CIN HQ0147324455001401:			
CIN HQ01473246070001:	(b)(4)		
AB: 044411 097 0400 000 N 20132014 D 2520 XY SSZ40_FY13	50-DA-FY1314	710000	251
AMOUNT: (b)(4)			
CIN HQ01473249820001:	(b)(4)		
CIN HQ01473249820002:			
CIN HQ01473249820003:			
CIN HQ01473261830001:			
CIN HQ01473261830002:			
CIN HQ01474384620001:			
CIN HQ01474384620002:			
AC: 044411 097 0400 000 N 20122013 D 2520 XC SMZ61_FY12	50-FY1213	710000	251
AMOUNT: (b)(4)			
CIN HQ01473292320001:	(b)(4)		
AD: 044411 097 0400 000 N 20142015 D 2520 X2_SD40S_FY14	DX-DXDA-FY1415	71MH	251
AMOUNT: (b)(4)			
CIN HQ01474308080001:	(b)(4)		
CIN HQ01474308080002:			
CIN HQ01474335450001:			
CIN HQ01474343920001:			
CIN HQ01474349130001:			
CIN HQ01474360150001:			
CIN HQ01474390040001:			
CIN HQ01475396320001:			
AE: 044411 097 0400 000 N 20142015 D 2520 G6_SD38S_FY14	DX-DXDA-FY1415	71MH	251
AMOUNT: (b)(4)			
CIN HQ01474327910001:	(b)(4)		
AF: 044411 097 0400 000 N 20152016 D 2520 X2_SD40S_FY15	DX-DXDA-FY1516	71MH	251
AMOUNT: (b)(4)			
CIN HQ01475410220001:	(b)(4)		
CIN HQ01475417490001:			
CIN HQ01475417490002:			
CIN HQ01475432810001:			
CIN HQ01475432810002:			
CIN HQ01475455750001:			
AG: 044411 097 0400 000 N 20152016 D 2520 G6_SD38S_FY15	DX-DXDA-FY1516	71MH	251
AMOUNT: (b)(4)			
CIN HQ01475438320001:	(b)(4)		
CIN HQ01475438320002:			

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 Contract Specialist for this contract is:

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

The PCO for this contract is:

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

The COTR under this contract is:

Name: (b)(6)
Organizational Code: MDA/MS
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/MS
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>.

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:
Ceiling: (b)(4)
Total Funded: (b)(4)
Total Unfunded: (b)(4)

Funds exhaust date: 30 Sept 2014

CLIN 0015:
Ceiling: (b)(4)
Total Funded: (b)(4)
Total Unfunded: (b)(4)

Funds exhaust date: 28 Feb 2014

CLIN 0017:
Ceiling: (b)(4)
Total Funded: (b)(4)
Total Unfunded: (b)(4)

Funds exhaust date: 15 Jan 2014

CLIN 1014:
Ceiling: (b)(4)
Total Funded: (b)(4)
Total Unfunded: (b)(4)

CLIN 1015:
Ceiling: (b)(4)
Total Funded: (b)(4)
Total Unfunded: (b)(4)

CLIN 1017:
Ceiling: (b)(4)

Total Funded:
Total Unfunded:

(b)(4)

Estimated funds exhaustion date: 31 Jan 2015

CLIN 2014:

Ceiling:
Total Funded:
Total Unfunded:

(b)(4)

CLIN 2015:

Ceiling:
Total Funded:
Total Unfunded:

(b)(4)

CLIN 2017:

Ceiling:
Total Funded:
Total Unfunded:

(b)(4)

Estimated Funds Exhaustion date: 21 October 2015

Base CLIN Total:
Option 1 CLIN Total:
Option 2 CLIN Total:
Task Order Total:

(b)(4)

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, CLIN [1014, 1015, 1017, 2014, 2015, 2017, 3014, 3015, 3017]. 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.

Section I - Contract Clauses

CLAUSES INCORPORATED BY REFERENCE

52.217-9	Option To Extend The Term Of The Contract	MAR 2000
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Section J - List of Documents, Exhibits and Other Attachments

Section J - List of Documents, Exhibits and Other Attachments

DOCUMENT TYPE	DESCRIPTION	DATE	PAGES
Attachment 01	Performance Work Statement (PWS) Rev 9 and Key Product Tables Rev 1 for Acq. Executive Supt.	22 Apr 15	28
Attachment 02	Quality Assurance Surveillance Plan	15 Oct 12	19
Attachment 03	DD Form 254 Rev 3, Contract Security Classification Specification for Acquisition Executive Supt.	13 Jan 15	12
Attachment 04	Monthly Cost Report (Format)	13 Feb 13	1
Attachment 05	Monthly Status Report (Format)	13 Feb 13	1
Attachment 06	Travel Status Report	13 Feb 13	2

SAP Supplement to Contract No: HQ0147-10-D-0037 TO-0006
SP Ver. 1.0, 15 Sep 2010

1. Item 10f:

a. Access to MDA SAP information or material is authorized only at facilities and locations specifically approved by MDA/Special Programs. Access to SAP information requires a final U.S. Government Secret (or Top Secret) clearance with a favorable NACLC or PRS (or SSBI/PPR) investigation completed within the last five years, an approved SAP nomination, and a signed special access non-disclosure agreement prior to access. The Government Program Security Officer (PSO) will contact the contractor Facility Security Officer (FSO) to obtain security information on facilities and personnel required to perform on this contract.

b. All SAP work, regardless if in a prime or subcontractor's location, will be performed in an MDA-approved SAP facility (SAPF). If there is a requirement to discuss, store, or process SAP information in an existing SCIF, SAPF, or Closed Area, a Memorandum of Understanding (MOU) for co-utilization must be executed between the MDA cognizant SAP security representative and the other government or contractor customer cognizant security representative. A Co-Utilization Agreement (CUA) is required between MDA/Special Programs and the SCI Cognizant Security Authority (CSA) prior to introduction of MDA-sponsored SAP data into a Sensitive Compartmented Information Facility (SCIF). A Standard Operating Procedure (SOP) will be written for each SAPF and coordinated with MDA/Special Programs.

2. Item 11h: Consult with MDA/Special Programs prior to ordering encryption devices or COMSEC keying material (other than STEs) to support SAP transmissions.

3. Item 11i: TEMPEST requirements may be necessary in the performance of this contract in accordance with program requirements, JAFAN 6/3, and where appropriate, JAFAN 6/0.

4. Item 11j: OPSEC requirements may be necessary in the performance of this contract in accordance with individual program requirements and JAFAN 6/0. Specific guidance will be provided by MDA/Special Programs.

5. Item 12:

a. Public release of SAP information is PROHIBITED. Documents or other materials pertaining to this effort will not be released to the Defense Technical Information Center (DTIC) or any other such information service under any circumstances. A pre-publication and/or presentation(s) review is required prior to the use of any classified or unclassified information which is either tangentially or directly related to any SAP. In each case, approval must be obtained from the MDA SAP Central Office (SAPCO). The request must be submitted by the person who desires to make the publication or presentation, via the Contractor Program Security Officer (CPSO) to the MDA SAPCO Security Director.

b. The contractor shall not use references to SAP accesses (Nicknames, Code Words, etc.) or information, even by unclassified acronyms, in advertising, promotional efforts or recruitment of employees.

6. Item 13: The Government PSO will provide additional Security Classification Guides specific to the SAPs under this contract. Contractors will classify SAP material IAW these SCGs and applicable publications listed in Item 14.

a. Contractor Information Systems (IS) and/or networks that are involved in support of the MDA/SAPCO mission shall operate in accordance with controlling laws, regulations, DoD and MDA SAPCO policy as referenced in Item 14.

b. Prior to processing, storing, transmitting, transferring, or communicating MDA SAP information on any information system or network, the Contractor shall comply with certification & accreditation controlling laws, regulations, DoD and MDA SAPCO policy as referenced in Item 14 and be required to obtain the requisite accreditation to test or operate from the MDA SAPCO Designated Approving Authority (DAA).

c. The Contractor shall employ physical security safeguards for IS(s) and/or network(s) involved in processing or storage of Government information/data to prevent the unauthorized access, disclosure, modification, destruction, use, and to otherwise protect the confidentiality and ensure use conforms with DoD regulations. In addition, the Contractor will support a physical and information technology security audit performed by the Government of the Contractor's internal information management infrastructure.

7. Item 14: MDA adopted the JAFAN series publications as an implementer to the National Industrial Security Program Operating Manual (NISPOM) Supplement. Contractors performing under this contract will use the below listed security publications unless exempted by MDA/Special Programs.

- a. JAFAN 6/0, Rev 1, *Special Access Program Security Manual*
- b. JAFAN 6/3, *Protecting SAP Information Within Information Systems*
- c. JAFAN 6/3 Implementation Guide
- d. JAFAN 6/4, Rev 1, *Special Access Program Tier Review Process*
- e. JAFAN 6/9, *Physical Security Standards for SAP Facilities*
- f. DoD 5220.22M Sup 1, *National Industrial Security Program Operating Manual Supplement; DoD Overprint to the NISPOMSUP*;
- g. Applicable Facility Specific Standard Operating Procedures, Treaty Plans, and OPSEC Guides
- h. DoD Directive 5205.07, *Special Access Program Policy*
- i. DoDI 0-5205.11, *Management, Administration, and Oversight of DoD Special Access Programs*
- j. MDA SAPCO Policy, *Certification and Accreditation Program*.
- k. National Security Agency/Central Security Service NSA/CSS Policy Manual 9-12

MDA/Special Programs will provide the contractor named in Item 6a these publications if they do not have a copy.

8. Item 15: MDA/Special Programs will conduct program/security reviews of all SAP facilities, material and operations related to this contract. DSS oversight over SAP portions of this contract is carved-out.

9. CONTRACT NUMBER. The complete contract number is HQ0147-10-D-0037 TO-0006. The contractor may be required to establish non-attributable internal procedures and charge numbers that will be documented in their Business Financial Management procedures as necessary for cost accumulation by uncleared personnel.

10. SUBCONTRACTING. Subcontracting must have prior approval of MDA/Special Programs. Any classified program activity that requires the use of a subcontractor facility must meet JAFAN 6/9 criteria and be approved by MDA/Special Programs.

11. COMMUNICATIONS AND TRANSMISSIONS.

a. Any communications of SAP information with outside activities not involved with the specific supported SAP are PROHIBITED, unless otherwise authorized by MDA/Special Programs.

b. All programmatic material relating to this contract and its administration shall be classified in accordance with the requirements outlined in MDA and SAP-specific classification guides and this DD254 or as directed by MDA/Special Programs.

c. Program related telephonic communications will be conducted on secure telephone units.

d. All documentation concerning SAP portions of this contract will be transmitted in accordance with JAFAN 6/0. If U.S. Postal mailing is used, MDA/Special Programs will provide guidance, as required.

12. VOUCHERS. All invoices/vouchers submitted under this contract shall be UNCLASSIFIED and devoid of any information that would require them to be classified. The invoice/voucher may reveal the contractor's name, customer name or UIC of the contract number. All classified or sensitive invoices/vouchers shall be transmitted via means identified in paragraph 11, above, or as directed by MDA/Special Programs.

13. LEGAL COUNSEL. Should the contractor require private counsel to represent corporate interests in matters related to or associated with SAP sponsored activities, the Procurement Contracting Officer, and MDA/Special Programs shall be notified in writing. The private counsel shall be treated as a subcontractor. In those incidents where the issues are not program specific, it is the responsibility of the appropriate indoctrinated contractor personnel to prevent inadvertent dissemination of SAP related information/data, operational procedures and/or administrative details to the private counsel.

14. RETENTION OF PROGRAM RELATED DOCUMENTATION, SOFTWARE, AND HARDWARE. Upon completion of this contract and acceptance by the Government of final deliverables, the contractor shall:

a. Conduct an inventory/audit of all SAP material received and/or generated under this contract and forward it to MDA/Special Programs.

b. In accordance with MDA/Special Programs direction, the contractor shall destroy administrative security records and related documents utilizing approved destruction procedure/methods and maintain certificates of destruction for final close-out review. Retention of SAP information at the contractor facility is not generally authorized beyond contract close-out unless a follow on contract/task is anticipated. A written request for authorization for document retention must be forwarded to the Procurement Contracting Officer and the MDA Program Security Officer for approval.

15. ISSUES/CONFLICT REPORTING.

a. Any questions regarding classification, access, or any other security related issue in regard to the SAP portion of this contract must be referred to MDA/Special Programs.

b. Any conflict between instructions contained in the NISPOM, the Overprint to the NISPOMSUP, JAFAN 6/0 and this DD Form 254 must be reported to MDA/Special Programs by the most expedient and secure means.



SAP COR/TM/CLIN COTR



Special Access Program Representative
Missile Defense Agency

MDA SCI Supplement (Item 10.e (1)) for DD Form 254

This supplement applies to Prime Contract Number: **HQ0147-10-D-0037.**

Delivery/Task Order Number: **0006.** Expiration date: **28 February 2016.**

A. The following controls will apply to SCI provided under this contract:

1. DoD 5105.21, "Sensitive Compartmented Information Administrative Manual;" ICD 503, "Intelligence Community Information Technology Systems Security Risk Management, Certification and Accreditation;" ICD 704, ICPG 704-1 – 704-5, "Personnel Security Standards and Procedures Governing Eligibility for access to SCI;" ICD 705, ICS 705-1 – 705-2, "Technical Specifications for Construction and Management of Sensitive Compartmented Information Facilities;" DoDM 5200.01, "DoD Information Security Program;" and MDA SCI Manual provide the necessary guidance for physical, personnel, and information security measures, to include proper marking requirements, and is part of the SCI security specifications for the contract. NOTE: CSO or FSO are required to process all SCI administration requirements for all MDA SCI contract efforts per the MDA SCI Manual. The Manual can be obtained by contacting MDA Special Security.

2. Inquiries pertaining to classification guidance will be directed to the responsible MDA Contracting Officer's Representative (COR). The name/phone number for the MDA COR is:

(b)(6)

(Additionally, identify the Company Security POC (FSO/CSO) & phone number and email address at the contractor's/subcontractor's location):

(b)(6)

3. All SCI furnished to the contractor in support of this contract/delivery/task order remains the property of the Department of Defense, or the agency or command that releases it. Upon completion of the contract, SCI furnished to the prime contractor will be returned to MDA or destroyed as directed by the MDA COR. NOTE: Prime contractor and subcontractor company security officers who destroy derivative or MDA generated SCI material will be required to provide a copy of the destruction certificate to the MDA COR.

4. It is the Prime Contractor's responsibility to ensure that all Sub-contractors requesting access to SCI have been properly cleared in accordance with the National Industrial Security Program. The Prime Contractor will provide this SCI Supplement to their Sub-contractors as necessary according to the Sub-contractor's clearance requirements. The Prime Contractor is further advised that SCI Billets used by the Sub-contractor will be subtracted from the total authorized billets allocated for this contract in paragraph 5 below. The COR, the Prime Contractor FSO, and the Sub-contractor FSO will sign SCI nomination requests. A continuing access memo for all current support to the contract must be completed annually and submitted to the MDA SSCO.

5. The contract/delivery/task order requires the following SCI access(es): (COR is required to mark with an "X" the SCI accesses needed to effectively fulfill the SCI contractual obligation) **SI X, TK X, G X, HCS X**. Access will be granted by the government agency. Upon completion or cancellation of the contract the MDA COR will provide a by name list of all contractors required to be debriefed from SCI to the MDA SSCO before contract close-out. All debriefed contractors will be removed from MDA SCI billets immediately by the SSCO. Based on mission requirements, this contract may authorize up to **9** SCI billets.
6. Contractor personnel requiring access to SCI and justification for MDA SCI billets will be initiated by the company's security officer with validation by the COR per the guidelines in the MDA SCI Manual. The CSO/FSO should only submit contractors employees who have a completed in scope (within the last 5 years) Single Scope Background Investigation (SSBI) for SCI access. Company Security Officers should submit a SCI Nomination Package (Nom Memo, updated SF86 questionnaire and copy of DD Form 254 (Prime & Sub, as required) to the MDA Special Security Contact Office for processing. Submit only personnel that have a real day-to-day need-to-know requirement. NOTE: The MDA SSCO will not accept SF86 questionnaires dated prior to the 2010 version.
7. The CSO/FSO shall advise the MDA SSCO, through the contracting officer's representative, upon reassignment of personnel to other duties not associated with this contract. NOTE: Individual contractors who no longer support a MDA SCI contract will be debriefed from SCI access immediately. Company security officers are required to coordinate with the MDA SSCO to get their individual contractors debriefed.
8. The CSO must coordinate with the MDA COR prior to subcontracting any portion of the SCI efforts involved in their MDA SCI prime contract. A separate DD Form 254, utilizing this SCI Supplement, for the subcontractor will be processed and a copy provided to MDA SSCO. NOTE: The SSCO will not provide any SCI administration support to prime contractors or subcontractors who do not have a signed active DD 254 for an MDA SCI contract.
9. The contractor shall not use references to SCI accesses, even by unclassified acronyms, in advertising, promotional efforts, or recruitment of employees.
10. All SCI work will be performed in a DIA accredited MDA SCIF unless otherwise authorized. Is there a SCIF required at the Contractor's Facility? Yes or **X** No (COR required to mark and "X" in the appropriate space).
11. AIS SCI Processing. Electronic processing of SCI requires accreditation of the equipment in accordance with ICD 503 and DIAM 50-4.
12. Visit Cert. The contractor FSO/CSO will submit the request for SCI visit certifications per guidelines of the MDA SCI Manual through the COR for approval of the visit. The certification request must arrive at MDA Special Security at least five (5) working days prior to the visit.
13. The contractor will not reproduce any SCI related material without prior written permission

13. The contractor will not reproduce any SCI related material without prior written permission of the COR/TM/CLIN COTR.

14. MDA has exclusive security oversight for all SCI released to the contractor or developed under this contract. Defense Intelligence Agency (DIA) is the cognizant security authority for inspections of MDA-sponsored contractor SCIFs to ensure compliance of SCI Directives and Regulations. MDA Special Security will conduct self-inspections of MDA-sponsored SCIFs.

B. The Missile Defense Agency is designated as the User Agency for SCI requirements.

MDA SSCO:	(b)(6)	Special and Personnel Security
	(b)(6)	
MDA SSCO Signature:		
Phone:	(b)(6)	

COR/TM/CLIN COTR/Directorate designation:	(b)(6)
	(b)(6)
COR/TM/CLIN COTR Signature:	
Phone:	(b)(6)

Directorate Technical Oversight Representative:	(b)(6)
	(b)(6)
DTOR Signature	
Phone:	(b)(6)