SOLICITATION, OFFER AND AWARD

SOLICITATION, OFFER AND AWARD	1. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700)	RATING

2. CONTRACT NO.	3. SOLICITATION NO. W91CRB-18-R-0003	4. TYPE OF SOLICITATION [ ] SEALED BID (IFB) [X] NEGOTIATED (RFP)	5. DATE ISSUED 15 Mar 2019	6. REQUISITION/PURCHASE NO.

7. ISSUED BY CODE	W91CRB	8. ADDRESS OFFER TO (If other than Item 7) CODE	

7. ISSUED BY
ACC - APG - W91CRB
BLDG 4310
6515 INTEGRITY COURT
ABERDEEN PROVING GROUND MD 21005-3013

TEL:
FAX:

8. ADDRESS OFFER TO

See Item 7

TEL:
FAX:

NOTE: In sealed bid solicitations "offer" and "offeror" mean "bid" and "bidder".

SOLICITATION

9. Sealed offers in original and _____ copies for furnishing the supplies or services in the Schedule will be received at the place specified in Item 8, or if handcarried, in the depository located in _____ until _____ local time _____
                                                       (Hour)   (Date)

CAUTION - LATE Submissions, Modifications, and Withdrawals: See Section L, Provision No. 52.214-7 or 52.215-1. All offers are subject to all terms and conditions contained in this solicitation.

10. FOR INFORMATION CALL:	A. NAME	B. TELEPHONE (Include area code) *(NO COLLECT CALLS)*	C. E-MAIL ADDRESS

11. TABLE OF CONTENTS

OFFER (Must be fully completed by offeror)

NOTE: Item 12 does not apply if the solicitation includes the provisions at 52.214-16, Minimum Bid Acceptance Period.

12. In compliance with the above, the undersigned agrees, if this offer is accepted within _____ calendar days (60 calendar days unless a different period is inserted by the offeror) from the date for receipt of offers specified above, to furnish any or all items upon which prices are offered at the price set opposite each item, delivered at the designated point(s), within the time specified in the schedule.

13. DISCOUNT FOR PROMPT PAYMENT (See Section I, Clause No. 52.232-8)	

14. ACKNOWLEDGMENT OF AMENDMENTS (The offeror acknowledges receipt of amendments to the SOLICITATION for offerors and related documents numbered and dated):	AMENDMENT NO.	DATE	AMENDMENT NO.	DATE

15A. NAME AND ADDRESS OF OFFEROR	CODE _____ FACILITY _____	16. NAME AND TITLE OF PERSON AUTHORIZED TO SIGN OFFER (Type or print)

15B. TELEPHONE NO (Include area code)	15C. CHECK IF REMITTANCE ADDRESS IS DIFFERENT FROM ABOVE - ENTER SUCH ADDRESS IN SCHEDULE.	17. SIGNATURE	18. OFFER DATE

AWARD (To be completed by Government)

19. ACCEPTED AS TO ITEMS NUMBERED	20. AMOUNT	21. ACCOUNTING AND APPROPRIATION

22. AUTHORITY FOR USING OTHER THAN FULL AND OPEN COMPETITION: [ ] 10 U.S.C. 2304(c)( ) [ ] 41 U.S.C. 253(c)( )	23. SUBMIT INVOICES TO ADDRESS SHOWN IN (4 copies unless otherwise specified)	ITEM

24. ADMINISTERED BY (If other than Item 7) CODE	25. PAYMENT WILL BE MADE BY CODE

26. NAME OF CONTRACTING OFFICER (Type or print)	27. UNITED STATES OF AMERICA	28. AWARD DATE
TEL: EMAIL:	(Signature of Contracting Officer)	

IMPORTANT - Award will be made on this Form, or on Standard Form 26, or by other authorized official written notice.

Section B - Supplies or Services and Prices

ITEM NO 0001	SUPPLIES/SERVICES	QUANTITY	UNIT Job	UNIT PRICE	AMOUNT

Labor
CPFF
In accordance with PWS paragraphs 1.6.11. through 1.6.13.
FOB: Destination
PSC CD: D301

ESTIMATED COST
FIXED FEE

TOTAL EST COST + FEE

ITEM NO 0002	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT

Travel
COST
In accordance with PWS paragraph 1.6.17.
FOB: Destination
PSC CD: D301

ESTIMATED COST

ITEM NO 0003	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT

Other Direct Costs (ODCs)
COST
This CLIN is for ODCs associated with Labor overtime.
FOB: Destination
PSC CD: D301

ESTIMATED COST

ITEM NO 0004	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT

Contractor Manpower Reporting

In accordance with Section 5.20. of the Performance Work Statement (PWS), the Contractor is required to provide data on contractor manpower (including subcontractor manpower) for performance of this contract.

Instructions, including the Contractor and Subcontractor User Guides and help resources, are available at the Contractor Manpower Reporting Application (CMRA) website at: http://www.ecmra.mil.

Reporting inputs shall encompass the labor executed during the period of performance during each Government fiscal year (FY), which runs October 1 through September 30.

FOB: Destination
PSC CD: D301

NET AMT

ITEM NO 0005	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT

Contract Data Requirement Lists (CDRLs)

(CDRL) A001-A028. At a minimum cost voucher information and SF1035 shall be made available to the Contracting Officer and Contracting Officer Representative for each submitted cost type voucher.

Contractors shall reference the attached CDRL for complete reporting requirements.
FOB: Destination
PSC CD: D301

NET AMT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1001			Job		
OPTION					

Labor
CPFF
In accordance with PWS paragraphs 1.6.11. through 1.6.13.
FOB: Destination
PSC CD: D301

ESTIMATED COST
FIXED FEE

TOTAL EST COST + FEE

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1002					
OPTION					

Tavel
COST
In accordance with PWS paragraph 1.6.17
FOB: Destination
PSC CD: D301

ESTIMATED COST

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1003					
OPTION					

Other Direct Costs (ODCs)
COST
This CLIN is for ODCs associated with Labor overtime.
FOB: Destination
PSC CD: D301

ESTIMATED COST

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1004 OPTION	Contractor Manpower Reporting				

In accordance with Section 5.20. of the Performance Work Statement (PWS), the Contractor is required to provide data on contractor manpower (including subcontractor manpower) for performance of this contract.

Instructions, including the Contractor and Subcontractor User Guides and help resources, are available at the Contractor Manpower Reporting Application (CMRA) website at: http://www.ecmra.mil.

Reporting inputs shall encompass the labor executed during the period of performance during each Government fiscal year (FY), which runs October 1 through September 30.
FOB: Destination
PSC CD: D301

                                                                NET AMT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1005 OPTION	Contract Data Requirement Lists (CDRLs)				

(CDRL) A001-A028. At a minimum cost voucher information and SF1035 shall be made available to the Contracting Officer and Contracting Officer Representative for each submitted cost type voucher.

Contractors shall reference the attached CDRL for complete reporting requirements.
FOB: Destination
PSC CD: D301

                                                                NET AMT

ITEM NO 2001 OPTION	SUPPLIES/SERVICES	QUANTITY	UNIT Job	UNIT PRICE	AMOUNT

Labor
CPFF
In accordance with PWS paragraphs 1.6.11. through 1.6.13.
FOB: Destination
PSC CD: D301

ESTIMATED COST
FIXED FEE
_____

TOTAL EST COST + FEE

ITEM NO 2002 OPTION	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT

Travel
COST
In accordance with PWS paragraph 1.6.17.
FOB: Destination
PSC CD: D301

ESTIMATED COST

ITEM NO 2003 OPTION	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT

Other Direct Costs (ODCs)
COST
This CLIN is for ODCs associated with Labor overtime.
FOB: Destination
PSC CD: D301

ESTIMATED COST

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
2004 OPTION					

Contractor Manpower Reporting

In accordance with Section 5.20. of the Performance Work Statement (PWS), the Contractor is required to provide data on contractor manpower (including subcontractor manpower) for performance of this contract.

Instructions, including the Contractor and Subcontractor User Guides and help resources, are available at the Contractor Manpower Reporting Application (CMRA) website at: http://www.ecmra.mil.

Reporting inputs shall encompass the labor executed during the period of performance during each Government fiscal year (FY), which runs October 1 through September 30.
FOB: Destination
PSC CD: D301

NET AMT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
2005 OPTION					

Contract Data Requirement Lists (CDRLs)

(CDRL) A001-A028. At a minimum cost voucher information and SF1035 shall be made available to the Contracting Officer and Contracting Officer Representative for each submitted cost type voucher.

Contractors shall reference the attached CDRL for complete reporting requirements.
FOB: Destination
PSC CD: D301

NET AMT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
3001			Job		
OPTION	Labor				
	CPFF				
	In accordance with PWS paragraphs 1.6.11. through 1.6.13.				
	FOB: Destination				
	PSC CD: D301				

ESTIMATED COST
FIXED FEE
_____

TOTAL EST COST + FEE

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
3002					
OPTION	Travel				
	COST				
	In accordance with PWS paragraph 1.6.17.				
	FOB: Destination				
	PSC CD: D301				

ESTIMATED COST

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
3003					
OPTION	Other Direct Costs (ODCs)				
	COST				
	This CLIN is for ODCs associated with Labor overtime.				
	FOB: Destination				
	PSC CD: D301				

ESTIMATED COST

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT

3004
OPTION   Contractor Manpower Reporting

In accordance with Section 5.20. of the Performance Work Statement (PWS), the Contractor is required to provide data on contractor manpower (including subcontractor manpower) for performance of this contract.

Instructions, including the Contractor and Subcontractor User Guides and help resources, are available at the Contractor Manpower Reporting Application (CMRA) website at: http://www.ecmra.mil.

Reporting inputs shall encompass the labor executed during the period of performance during each Government fiscal year (FY), which runs October 1 through September 30.
FOB: Destination
PSC CD: D301

NET AMT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT

3005
OPTION   Contract Data Requirement Lists (CDRLs)

(CDRL) A001-A028. At a minimum cost voucher information and SF1035 shall be made available to the Contracting Officer and Contracting Officer Representative for each submitted cost type voucher.

Contractors shall reference the attached CDRL for complete reporting requirements.
FOB: Destination
PSC CD: D301

NET AMT

ITEM NO 4001	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
OPTION			Job		

Labor
CPFF
In accordance with PWS paragraphs 1.6.11. through 1.6.13.
FOB: Destination
PSC CD: D301

ESTIMATED COST
FIXED FEE
_____

TOTAL EST COST + FEE

ITEM NO 4002	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
OPTION					

Travel
COST
In accordance with PWS paragraph 1.6.17.
FOB: Destination
PSC CD: D301

ESTIMATED COST

ITEM NO 4003	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
OPTION					

Other Direct Costs (ODCs)
COST
This CLIN is for ODCs associated with Labor overtime.
FOB: Destination
PSC CD: D301

ESTIMATED COST

ITEM NO 4004	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
OPTION	Contractor Manpower Reporting				

In accordance with Section 5.20. of the Performance Work Statement (PWS), the Contractor is required to provide data on contractor manpower (including subcontractor manpower) for performance of this contract.

Instructions, including the Contractor and Subcontractor User Guides and help resources, are available at the Contractor Manpower Reporting Application (CMRA) website at: http://www.ecmra.mil.

Reporting inputs shall encompass the labor executed during the period of performance during each Government fiscal year (FY), which runs October 1 through September 30.
FOB: Destination
PSC CD: D301

NET AMT

ITEM NO 4005	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
OPTION	Contract Data Requirement Lists (CDRLs)				

(CDRL) A001-A028. At a minimum cost voucher information and SF1035 shall be made available to the Contracting Officer and Contracting Officer Representative for each submitted cost type voucher.

Contractors shall reference the attached CDRL for complete reporting requirements.
FOB: Destination
PSC CD: D301

NET AMT

Section C - Descriptions and Specifications

PERFORMANCE WORK STATEMENT
Application Development and Maintenance Services

PART 1
GENERAL INFORMATION

1. **GENERAL: This is a non-personal services contract to provide ON-SITE Headquarters, Department of the Army (HQDA) G-3/5/7, Command and Control (C2) and Business Application, Database and Web Maintenance Services as defined in this Performance Work Statement except as specified in Part 3 as government furnished property and services. The Government shall not exercise any supervision or control over the contract service providers performing the services herein. Such contract service providers shall be accountable solely to the Contractor who, in turn is responsible to the Government.**

    1.1. **Description of Services/Introduction: The contractor shall provide all personnel, equipment, supplies, facilities, transportation, tools, materials, supervision, and other items and non-personal services necessary to perform ON-SITE HQDA G-3/5/7, C2 and Business Application, Database and Web Maintenance Services as defined in this Performance Work Statement except for those items specified as government furnished property and services. The contractor shall have, at a minimum; a current Capability Maturity Model Integration (CMMI) Maturity Level 3 for development and level 2 for services released in the Carnegie Mellon Software Engineering Institute's Published Appraisal System (PARS). The tasks are performed in multiple locations including The Pentagon (primary), other locations within the National Capital Region (NCR), and an alternate location within 100 miles of the Pentagon. Due to the nature of the crisis action support to the Continental United States (CONUS) and Outside the Continental United States (OCONUS), the contractor is responsible for emergency response capability which entails being on call 24/7 or adjusting their work hours to provide additional crisis and troubleshooting support. The contractor personnel performing work under this contract shall have a Secret, Top Secret, or Top Secret with Sensitive Compartmented Information (SCI) depending on the position. The contractor shall perform to the standards in this contract.**

    1.2. **Background: With the Overseas Contingency Operations, there are continuing requirements to provide responsive C2 automation services to support the Army Operations Center's (AOC) mission of C2 support to the HQDA G-3/5/7, and the Army as a whole. The U. S. Army Command and Control Support Agency's (CCSA) mission is to facilitate C2 and related business for the Army Chief of Staff (CSA), the Army, Deputy Chief of Staff (DCS), HQDA G-3/5/7, and the Department of the Army Military Operations – Operations, Readiness, and Mobilization Directorate (DAMO-OD). The task orders issued under this contract will cover discrete life-cycle tasking within a system or application development**

and maintenance program, inter-relate with other task orders under the same program, and have defined exit criteria for successful completion.

1.3. <u>Objectives</u>:

- Provide a range of automation services supporting CCSA's mission and accreditation requirements in a collaborative environment.

- Maintain processes to continue CMMI Maturity Level 3 for Development and Level 2 for Services.

- Sustain performance of in-house C2 and business applications.

- Identify and mitigate risks and issues; maintain and troubleshoot applications and databases as necessary.

- Provide support by managing the complexities and difficulties that are characteristic of implementing, integrating, maintaining, and securing software solutions.

1.4. <u>Scope</u>: **This work involves management and technical Information Technology (IT) support for the automation services of the CCSA in support of the HQDA G-3/5/7. It includes in-house C2 and business solutions supporting the HQDA G-3/5/7, MACOMs, Army Component Commands, and Headquarters, Department of the Army. The services also include the securing, testing, implementation, documentation, training, accreditation, management, and the operation and maintenance (O&M) of all DCS G-3/5/7 internal automation services. The intent of this Performance Work Statement (PWS) is to provide the broadest opportunity to acquire innovative, cost-effective, and efficient integrated solutions for meeting the mission and program objectives of CCSA in the AOC and HQDA G-3/5/7.**

The program-level management and technical activities envisioned under this contract form an integrated set of activities. The contractor shall accomplish these activities as tasks through the issuance of task orders under this contract. The contractor shall ensure that all work performed under this contract complies with enterprise-level standards, guidance, and requirements for integration according to CCSA's enterprise operational, management, communications, and security environments.

1.5. <u>Period of Performance</u>: **The period of performance shall be for a five year ordering period.**

The Government reserves the right to extend the term of this contract at the prices set forth in Section B in accordance with the terms and conditions contained in clause 52.217-9 entitled, "Option to Extend the Term of the Contact".

1.6. <u>General Information</u>

1.6.1. Quality Control: The contractor shall develop and maintain an effective quality control program to ensure services are performed in accordance with this PWS. The contractor shall develop and implement procedures to identify, prevent, and ensure non-recurrence of defective services. The contractor's quality control program is the means by which he assures himself that his work complies with the requirement of the contract. As a minimum, the contractor shall develop quality control procedures that address the areas identified

in Technical Exhibit 1, "Performance Requirements Summary". The Quality Control (QC) Plan will be submitted 30 days after the contract award for Government approval. After acceptance of the quality control plan, the contractor shall receive the contracting officer's acceptance in writing of any proposed change to his QC system.

1.6.2. <u>Quality Assurance</u>: The government shall evaluate the contractor's performance under this contract in accordance with the Quality Assurance Surveillance Plan. This plan is primarily focused on what the Government shall do to ensure that the contractor has performed in accordance with the performance standards. It defines how the performance standards will be applied, the frequency of surveillance, and the minimum acceptable defect rate(s).

1.6.3. <u>Recognized Holidays</u>: The contractor is not required to perform services on the following holidays, except for emergency response, crises and troubleshooting support:

New Year's Day	Labor Day
Martin Luther King Jr.'s Birthday	Columbus Day
President's Day	Veteran's Day
Memorial Day	Thanksgiving Day
Independence Day	Christmas Day

1.6.4. <u>Hours of Operation</u>: The contractor is responsible for conducting business, between the core hours of 0700 - 1700 Monday thru Friday except Federal holidays or when the Government facility is closed due to local or national emergencies, administrative closings, or similar Government directed facility closings. Tours of duty may be adjusted to accommodate work spaces and projects/tasks. In order to collaborate with the customer and government personnel day to day tours of duty will normally cover 8.5 hours with a half hour non-chargeable lunch. Depending on projects, the beginning and ending times of the tour of duty may be dictated and may occasionally fall outside the core workday coverage of 0700-1700. Due to the nature of the crisis action support to the CONUS and OCONUS operations, the contractor is responsible for emergency response capability which entails being on call at all times (24/7) to provide additional crisis and troubleshooting

support. Duties outside the core duty hours may include phone coordination, giving troubleshooting instructions and assistance, or returning to the duty site to provide hands on troubleshooting and maintenance fixes. For other than firm fixed price contracts, the contractor will not be reimbursed when the government facility is closed for the above reasons unless when prior written approval from the government is received. The Contractor shall at all times maintain an adequate workforce for the uninterrupted performance of all tasks defined within this PWS when the Government facility is not closed for the above reasons. When hiring personnel, the Contractor shall keep in mind that the stability and continuity of the workforce are essential.

1.6.5. Place of Performance: The work to be performed under this contract will be performed at CCSA, the Pentagon, NCR, and remote sites serviced by CCSA at the discretion of the Contracting Officer's Representative (COR). The contractor may also be required to support occasional deployments to one of the HQDA Alternate Relocation Sites (ARS) located within 150 miles of the Pentagon.

1.6.6. Type of Contract: The government will award Cost Plus Fixed Fee (CPFF) Task Orders against a single award Indefinite Delivery, Indefinite Quantity (IDIQ) contract.

1.6.7. Security Requirements: Contractor personnel performing work under this contract shall have a Secret, Top Secret, or Top Secret with SCI depending on the position at time of the proposal submission, and shall maintain the level of security required for the life of the contract. The security requirements are in accordance with the attached DD254.

1.6.7.1. Physical Security: The contractor shall be responsible for safeguarding all government equipment, information and property provided for contractor use. Information classified Unclassified (FOUO) and higher will be accessed and stored in appropriate Government spaces and according to office policies and procedures. Contractor personnel, with appropriate clearances, when authorized by the Government, may carry classified materials in accordance with

Army and Department of Defense (DoD) procedures relevant for the materials. The contractor shall insure that classified data is handled in accordance with appropriate Army and DoD security regulations. At the close of each work period, government facilities, equipment, and materials shall be secured, in accordance with standard government procedures.

1.6.7.2. <u>Key Control</u>. The Contractor shall establish and implement methods of making sure all keys/key cards issued to the Contractor by the Government are not lost or misplaced and are not used by unauthorized persons. NOTE: All references to keys include key cards. No keys issued to the Contractor by the Government shall be duplicated. The Contractor shall develop procedures covering key control that shall be included in the Quality Control Plan. Such procedures shall include turn-in of any issued keys by personnel who no longer require access to locked areas. The Contractor shall immediately report any occurrences of lost or duplicate keys/key cards to the Contracting Officer.

1.6.7.2.1. In the event keys, other than master keys, are lost or duplicated, the Contractor shall, upon direction of the Contracting Officer, re-key or replace the affected lock or locks; however, the Government, at its option, may replace the affected lock or locks or perform re-keying. When the replacement of locks or re-keying is performed by the Government, the total cost of re-keying or the replacement of the lock or locks shall be deducted from the monthly payment due the Contractor. In the event a master key is lost or duplicated, all locks and keys for that system shall be replaced by the Government and the total cost deducted from the monthly payment due the Contractor.

1.6.7.2.2. The Contractor shall prohibit the use of Government issued keys/key cards by any persons other than the Contractor's employees. The Contractor shall prohibit the opening of locked areas by Contractor employees to permit entrance of persons other than Contractor employees engaged in the performance of assigned work in those areas, or personnel authorized entrance by the Contracting Officer.

1.6.7.3. <u>Lock Combinations</u>. The Contractor shall establish and implement methods of ensuring that all lock combinations are not revealed to unauthorized persons. The Contractor shall ensure that lock combinations are changed when personnel having access to the combinations no longer have a need to know such combinations. These procedures shall be included in the Contractor's Quality Control Plan.

1.6.8. <u>Special Qualifications</u>: The CCSA has a heterogeneous, enterprise-operating environment consisting of servers, network devices (i.e. switches, routers, firewalls, intrusion detection systems, etc.)

workstations, printers, and other peripherals in support of C2 and business systems. The contractor shall have a working knowledge of both Sun and Intel based servers and a variety of PCs, workstations and printers. The contractor shall have a working knowledge of, at a minimum, Microsoft (MS) Windows 2016 and Active Directory Federation Services (ADFS). The contractor is required to be proficient, at a minimum, in the following: MS SharePoint (SP) 2016 administration and sustainment; MS Project Server 2013; MS Project Professional 2013; MS Visio Professional 2013; MS Visual Studio 2015 C#.NET; MS SQL Server 2016 Database Administration and Development; MS Visual Studio 2015 ASP.NET; ASP.NET MVC 4; MS Team Foundation Server (TFS) 2015 administration, use, and sustainment; MS Office 2013; MS Test Manager 2015; Adobe Design and Web Premium Creative Suite 6 (CS6); Adobe Technical Communication Suite 2015; XML; XSLT; XPATH; JavaScript; and JQuery. The contractor shall have a working knowledge of other scripting languages, AJAX, Adobe Professional XI, decision agents, and Oracle database architecture. The contractor shall be proficient in code scanning tools for security, vulnerabilities and issues, such as Fortify, as well as, industry standards and best business practice for the implementation and sustainment of a Secure Software Development Life Cycle (SSDLC) in coordination with mission partners and cybersecurity team members. The contractor shall be proficient in the use of vulnerability scanning tools and interpreting the outputs for vulnerability remediation, such as Tenable's Nessus. The contractor shall be proficient in MS IIS, engineering and consuming MS .NET Web Services, and implementing PKI. The current environment is primarily in the MS Windows .NET framework using MS Visual Studio in the Team Services environment. The Contractor shall have, at a minimum; a current CMMI Maturity Level 3 for Development and Level 2 for Services released in the Carnegie Mellon Software Engineering Institute's PARS at time of the proposal submission. The Contractor shall provide resumes of the key

personnel indicated in 1.6.11 for government review. Whenever these key personnel are replaced the contractor shall provide resumes for Government approval and provide a two week notice prior to their departure. The COR may (but is not required to) waive the prior notice of the departure depending on the circumstance. Replacement for key personnel shall be on board within two weeks after predecessor's departure.

All Contractor personnel are required to maintain training, certification and education commensurate with Information Assurance, DoD Directive 8140.01/DoD Instruction 8570.01 at beginning of performance except as specified in the "Key Personnel" section of this PWS.

1.6.9. Post Award Conference/Periodic Progress Meetings: The Contractor agrees to attend any post award conference convened by the contracting activity or contract administration office in accordance with Federal Acquisition Regulation Subpart 42.5. The contracting officer, COR, and other Government personnel, as appropriate, may meet periodically with the contractor to review the contractor's performance. At these meetings the contracting officer will apprise the contractor of how the government views the contractor's performance and the contractor will apprise the Government of problems, if any, being experienced. Appropriate action shall be taken to resolve outstanding issues. These meetings shall be at no additional cost to the government.

1.6.10. Contracting Officer's Representative (COR): The COR will be identified by separate letter. The COR monitors all technical aspects of the contract and assists in contract administration. The COR is authorized to perform the following functions: assure that the Contractor performs the technical requirements of the contract: perform inspections necessary in connection with contract performance: maintain written and oral communications with the Contractor concerning technical aspects of the contract: issue written interpretations of technical requirements, including Government drawings, designs, specifications: monitor Contractor's performance and notifies both the Contracting Officer and Contractor of any deficiencies; coordinate availability of government furnished

property, and provide site entry of Contractor personnel. A letter of designation issued to the COR, a copy of which is sent to the Contractor, states the responsibilities and limitations of the COR, especially with regard to changes in cost or price, estimates or changes in delivery dates. The COR is not authorized to change any of the terms and conditions of the resulting order.

1.6.11. Key Personnel: The follow personnel are considered key personnel by the government. The number of Contract Manpower Equivalent (CME) positions listed here are an estimate and may increase or decrease throughout the life of the contract.

Position	# CMEs	Location	Security Clearance
Program Manager/Software Developer - Senior	1	Arlington, VA	TS w/SCI
Project Lead	3	Arlington, VA	2-TS w/SCI 1-Secret
Software Developer – Senior	3	Arlington, VA	2-TS w/SCI 1-Secret
Business Systems Analyst - Senior	2	Arlington, VA	1-TS w/SCI 1-Secret
SharePoint Administrator – Senior	1	Arlington, VA	TS w/SCI
Database Administrator – Senior	1	Arlington, VA	TS w/SCI
Database Developer - Senior	1	Arlington, VA	TS w/SCI

The contractor shall provide a contract manager who shall be responsible for the performance of the work. The name of this person and an alternate who shall act for the contractor when the manager is absent shall be designated in writing to the contracting officer. The contract manager or alternate shall have full authority to act for the contractor on all contract matters relating to daily operation of this contract. The contract manager or alternate shall be available between 8:00 a.m. to 4:00 p.m., Monday thru Friday except Federal holidays or when the government facility is closed for administrative reasons. Qualifications for all key personnel are listed below:

1.6.11.1. Program Manager/Software Developer - Senior

1.6.11.1.1. Education: The Program Manager/Software Developer – Senior requires a Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other relevant discipline; or equivalent work experience; and a Project Management Institute (PMI) Project Management Professional (PMP) and a Certified Information Systems Security Professional (CISSP) certifications.

1.6.11.1.2. Experience: The Program Manager/Software Developer – Senior requires at least fifteen years of supervisory experience in managing large data communications and/or data processing systems projects that involve planning, analysis, design, development, or conversion. This position is required to be proficient in war fighting reporting systems that focus on military functions, such as, equipping the force, causalities, planning, logistics, Continuity of Operations (COOP), and requirements, while

working, at a minimum, at the CMMI Maturity Level 3 for Development and Level 2 for Services. This position is required to have a working knowledge with all items listed in 1.6.8 and proficient, at a minimum, in the following: Fortify Suite, SP 2016 administration and engineering, MS Project Server 2013, MS Project Professional 2013, MS Visio Professional 2013, MS Visual Studio 2015 C#.NET, MS SQL Server 2016 Database Administration, MS Visual Studio 2015 ASP.NET, ASP.NET MVC 4, MS TFS 2015, MS Office 2013, Adobe Design and Web Premium (CS6), XML, XSLT, XPATH, JavaScript, and JQuery.

1.6.11.1.3. The Program Manager/Software Developer – Senior is responsible for the overall performance of the contractor workforce, providing skills analysis and receiving, evaluating and acting on government feedback on contractor workforce accomplishments and shortcomings. Responsible for providing the skills required to accomplish the engineering and implementation of assigned projects. Responsible for engineering detailed work plans, schedules, project estimates, resource plans, and status reports based on Task Orders. Provides advice and assistance to the government organization relative to IT related practices. Researches and investigates new or improved IT products and practices and presents briefings and recommendations to the government staff. Conducts meetings with the COR to review, discuss and evaluate progress of accomplishments, way ahead and resolve any problems or issues. Ensures adherence to quality standards and reviews project deliverables. Tracks and reviews vendor deliverables. Provides technical and analytical guidance to vendor team. Recommends and takes action to direct the analysis and solutions of problems. Coordinates with Cybersecurity team members to implement and maintain a SSDLC with an understanding of the NIST SP 800-63 Risk Management Framework (RMF) and the DoD implementation of RMF. Requires certification as an IAT Technical II, DoDD 8140.01/DoDI 8570.01-M when performance of this labor category commences with respect to any task order awarded under the contract. All additional mandatory certifications shall be acquired within six months of the start of performance of the related task order.

1.6.11.2. Project Lead

1.6.11.2.1. Education: The Project Lead requires a Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other relevant discipline; or equivalent work experience.

1.6.11.2.2. Experience: The Project Lead requires more than ten years of experience working in a technically complex information technology environment. This position is required to be proficient in war fighting reporting systems that focus on military functions, such as, equipping the force, causalities, planning, logistics, COOP, and requirements, while working at a minimum at the CMMI Maturity Level 3 for Development

and Level 2 for Services. This position is required to have a working knowledge of all items listed in 1.6.8 and proficient, at a minimum, in the following: MS Project Server 2013, MS Project Professional 2013, and MS Visio Professional 2013, MS Visual Studio 2015 C#.NET, MS SQL Server 2016 Database Development, MS Visual Studio 2015 ASP.NET, ASP.NET MVC 4, MS TFS 2015, MS Office 2013, Adobe Design and Web Premium (CS6), XML, XSLT, XPATH, JavaScript, JQuery, and managing SP 2016 projects.

1.6.11.2.3. The Project Lead provides project leadership for enterprise information technology efforts, including enterprise application projects. Plans and oversees the engineering and support of a specific IT area or system. Coordinates technical aspects of work for the successful completion of a project and/or production. Develops detailed work plans, schedules, project estimates, resource plans, and status reports based on Task Orders. Prepares and utilizes project plans for significant IT engineering, enhancement and maintenance efforts. Leads a technical team through project engineering phases: analysis, engineering, implementation, deployment and production. Establishes goals and provides regular feedback to team members. Acts as a liaison for the technical team to management including government senior leaders. Communicates regularly with internal and external customers. Supervises staff. Performs related responsibilities as required. Requires certification as an IAT Technical II, DoDD 8140.01/DoDI 8570.01-M when performance of this labor category commences with respect to any task order awarded under the contract. All additional mandatory certifications shall be acquired within six months of the start of performance of the related task order.

1.6.11.3. Software Developer - Senior

1.6.11.3.1. Education: The Software Developer – Senior requires a Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other relevant discipline; or equivalent work experience.

1.6.11.3.2. Experience: The Software Developer – Senior requires more than ten years of experience in software design, engineering, installation, integration, evaluation, enhancement, maintenance, testing, or problem diagnosis and resolution. This position is required to be proficient in war fighting reporting systems that focus on military functions, such as, equipping the force, causalities, planning, logistics, COOP, and requirements, while working at a minimum at the CMMI Maturity Level 3 for Development and Level 2 for Services. This position is required to be proficient, at a minimum, in the following: SP 2016 engineering, Fortify Suite, MS Visual Studio 2015 C#.NET, MS SQL Server 2016 Database Development, MS Visual Studio 2015 ASP.NET, ASP.NET MVC 4, MS TFS 2015, MS Office 2013, XML, JavaScript, and JQuery. This position is required to have a working knowledge of, at a minimum,

with MS SQL Server 2016 Administration, MS Project Professional 2013, MS Visio Professional 2013, Adobe Professional XI, MS Test Manager 2015, Adobe Design and Web Premium (CS6), XSLT, and XPATH.

1.6.11.3.3. The Software Developer – Senior works independently designing and engineering new software products or major enhancements to existing software. May lead a team in design of highly complex software systems. Acts as highest-level technical expert, addressing problems of systems integration, compatibility, and multiple platforms. Works independently designing and engineering new software products or major enhancements to existing software. Devises or modifies procedures to solve complex problems considering computer equipment capacity and limitations, operating time and form of desired results. Designs, codes, tests, debug and document those programs. Conducts code reviews of subordinate developers and peers. Competent to work at the highest technical level of all phases of applications programming activities. Coordinates with Cybersecurity team members to implement and maintain a SSDLC with an understanding of the NIST SP 800-63 RMF and the DoD implementation of RMF. Requires certification as an IAT Technical II, DoDD 8140.01/DoDI 8570.01-M when performance of this labor category commences with respect to any task order awarded under the contract. All additional mandatory certifications shall be acquired within six months of the start of performance of the related task order.

1.6.11.4. Business Systems Analyst - Senior

1.6.11.4.1. Education: The Business Systems Analyst – Senior requires a Bachelor's a degree in Computer Science, Information Systems, Engineering, Business, or other relevant discipline; or equivalent work experience.

1.6.11.4.2. Experience: The Business Systems Analyst – Senior requires more than ten years of experience on information systems projects involving planning and performing complex studies and analyses of functional requirements and the derivation of automated processes that satisfy application requirements. This position is required to be proficient in war fighting reporting systems that focus on military functions, such as, equipping the force, causalities, planning, logistics, COOP, and requirements, while working at a minimum at the CMMI Maturity Level 3 for Development and Level 2 for Services. This position is required to be proficient, at a minimum, in the following: MS Project Professional 2013, MS Visio Professional 2013, MS TFS 2015, and MS Office 2013. This position is required to have a working knowledge of, at a minimum, with SP 2016, Adobe Professional XI.

1.6.11.4.3. The Business Systems Analyst – Senior works independently analyzing business systems needs working with various levels of end-users, including government senior leaders, to create the logical

specifications for software application systems that will provide a solution for the needs of moderate to complex business problems. Performs the research necessary to create technical designs and logical functionality which will ensure that business application systems can be effectively engineered and implemented to meet actual business needs. Responsible for creating all SSDLC required documentation, such as, Project Charter, Project Scope, Business Requirement Document, Use Case, Functional Requirement Document, Project Schedule, Test Case, Test Plan, Test Script, and User Guide. This position is responsible for creating documents for briefings and presentations. This position typically does not involve hands-on programming, but focuses on the analysis, definition, and logical design of software application systems. Conducts reviews of subordinates and peers work. Requires certification as an IAT Technical II, DoDD 8140.01/DoDI 8570.01-M when performance of this labor category commences with respect to any task order awarded under the contract. All additional mandatory certifications shall be acquired within six months of the start of performance of the related task order.

1.6.11.5. SharePoint Administrator - Senior

1.6.11.5.1. Education: The SharePoint Administrator - Senior requires a Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other relevant discipline; or equivalent work experience.

1.6.11.5.2. Experience: The SharePoint Administrator – Senior requires more than eight years of experience in SharePoint administration, installation, migration, implementation, topology, and server configuration (Web and Index). This position is required to be proficient in war fighting reporting systems that focus on military functions, such as, equipping the force, causalities, planning, logistics, COOP, and requirements, while working at a minimum at the CMMI Maturity Level 3 for Development and Level 2 for Services. This position is required to be proficient, at a minimum, in the following: SP 2016 administration, MS Visual Studio 2015 ASP.NET, ASP.NET MVC 4, MS TFS 2015, MS Office 2013, XML, JavaScript, JQuery, XSLT, and XPATH. This position is required to have a working knowledge of, at a minimum, with MS SQL Server 2016 Administration, MS Visual Studio 2015 C#.NET, MS Project Professional 2013, MS Visio Professional 2013, and Adobe Professional XI.

1.6.11.5.3. The SharePoint Administrator – Senior works independently, designing, planning, implementing, and maintaining complex SP Server 2013/2016 and Windows 2012 R2/2016 server environments, including implementation and support of web front end servers, index servers, and application and search servers. Supports all components of the SP environment including form, administrative site collection administration

activities such as site creation, user training, backup, restore, performance analysis, and issue resolution. The administrator will also assist in the design, architecture, availability, reliability, and security of future SP environments and work with customers to document administrative tasks and verify service level agreement requirements are being met. Works closely with staff to provide advice and support to properly implement engineering efforts into staging. Works with other technical staff to train them on proper SP Administration and troubleshooting techniques as well as outline standard processes and procedures for administration and engineering. Requires certification as an IAT Technical II, DoDD 8140.01/DoDI 8570.01-M when performance of this labor category commences with respect to any task order awarded under the contract.

1.6.11.6. Database Administrator – Senior

1.6.11.6.1. Education: The Database Administrator - Senior requires a Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other relevant discipline; or equivalent work experience.

1.6.11.6.2. Experience: The Database Administrator - Senior requires more than ten years of experience in SQL Server database engineering, design, development, management, installation, integration, evaluation, enhancement, maintenance, testing, or problem diagnosis and resolution. Ability to write advanced T-SQL, SSIS, and SSRS packages. This position is required to be proficient, at a minimum, in the following MS SQL Server 2016 Database Administration, MS Visio Professional 2013, MS TFS 2015, and MS Office 2013. This position is required to have a working knowledge of, at a minimum, with MS Project Professional 2013, MS Visual Studio 2015 C#.NET, MS Visual Studio 2015 ASP.NET, ASP.NET MVC 4, JavaScript, JQuery, SP 2016, and Adobe Professional XI.

1.6.11.6.3. The Database Administrator - Senior independently responsible for the design, implementation, operation, and maintenance of database programs and applications, evaluates and recommends available database management system products after matching requirements with system capabilities, determines file organization, indexing methods and security procedures for specific applications, controls the design and use of databases, controls the global view of databases, controls the access to the databases, assures the safekeeping of the databases (from accidental or intentional damage or loss), and monitors the use of databases. Frequently supports several tasks concurrently and evaluates problems of workflow, organization, and planning, and develops appropriate corrective actions and prepares and performs presentations at technical interchange meetings and project design reviews. Leads a database administrator team in management of highly complex software systems. Conducts code and design reviews of subordinate database administrators and peers. Requires certification as an IAT Technical II, DoDD

8140.01/DoDI 8570.01-M when performance of this labor category commences with respect to any task order awarded under the contract. All additional mandatory certifications shall be acquired within six months of the start of performance of the related task order.

1.6.11.7. Database Developer – Senior

1.6.11.7.1. Education: The Database Developer - Senior requires a Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other relevant discipline; or equivalent work experience.

1.6.11.7.2. Experience: The Database Developer - Senior requires more than ten years of experience in SQL Server database design, development, installation, integration, evaluation, enhancement, maintenance, testing, or problem diagnosis and resolution. This position is required to be proficient, at a minimum, in the following MS SQL Server 2016 Database Development, Fortify Suite, MS Visio Professional 2013, MS TFS 2015, and MS Office 2013. This position is required to have a working knowledge of, at a minimum, with MS SQL Server 2016 Administration, MS Project Professional 2013, MS Visual Studio 2015 C#.NET, MS Visual Studio 2015 ASP.NET, ASP.NET MVC 4, JavaScript, JQuery, SP 2016, and Adobe Professional XI.

1.6.11.7.3. The Database Developer - Senior independently design and engineer data models and database architecture for complex database systems, tools, and applications with, at a minimum, SQL Server 2016. Create queries and stored procedures, using data modeling tools, designing and optimizing databases. Creates and maintains SQL Server Integrated Services (SSIS) packages. Designs and creates reports using, at a minimum, SQL Reporting Services 2016. Determine how data should be organized and prepare reports. Leads a database team in design of highly complex software systems. Conducts code and design reviews of subordinate database developers and peers. Requires certification as an IAT Technical II, DoDD 8140.01/DoDI 8570.01-M when performance of this labor category commences with respect to any task order awarded under the contract. All additional mandatory certifications shall be acquired within six months of the start of performance of the related task order.

1.6.11.8. The Contractor shall submit all proposed substitutions of Key personnel to the COR for approval. Each request shall provide a detailed explanation of the circumstances necessitating the proposed substitution.

1.6.11.9. The Government reserves the right to require the Contractor to reassign key Contractor employees who are deemed incompetent, careless, unsuitable or otherwise objectionable, or whose continued use under any task order issued under this contract is deemed contrary

to the best interests of the Government. Notice of such reassignment will be given in writing by the Contracting Officer (KO).

1.6.11.10. Employment and staffing difficulties shall not be justification for the Contractor's failure to meet established schedules, and if such difficulties impair performance, the Contractor may be subject to termination for default.

1.6.12. <u>Non-Key Personnel and Non-Key Labor Categories</u>: The following positions are identified as non-key personnel by the government. The number of CME positions listed here are an estimate and may increase or decrease throughout the life of the contract.

Position	# CMEs	Location	Security Clearance
Application Administrator – Senior	1	Arlington, VA	TS
Application Administrator	0	Arlington, VA	TS
Business Systems Analyst – Senior	2	Arlington, VA	TS
Business Systems Analyst	3	Arlington, VA	2-TS 1-Secret
Business Systems Analyst – Junior	1	Arlington, VA	TS
Database Administrator – Senior	2	Arlington, VA	TS
Database Administrator	0	Arlington, VA	TS
Database Administrator – Junior	0	Arlington, VA	TS
Database Developer – Senior	0	Arlington, VA	TS
Database Developer	2	Arlington, VA	TS
Database Developer – Junior	0	Arlington, VA	TS
Knowledge Manager	0	Arlington, VA	TS
Project Lead	0	Arlington, VA	TS
Quality Assurance Specialist/Tester	1	Arlington, VA	TS
SharePoint Administrator – Senior	1	Arlington, VA	TS
SharePoint Administrator	1	Arlington, VA	TS
SharePoint Administrator – Junior	0	Arlington, VA	TS
Software Developer – Senior	2	Arlington, VA	TS
Software Developer	4	Arlington, VA	2-TS 2-Secret
Software Developer – Junior	2	Arlington, VA	TS
Subject Matter Expert – I	0	Arlington, VA	TS
Subject Matter Expert – II	0	Arlington, VA	TS
Technical Writer – Senior	2	Arlington, VA	TS
Technical Writer	0	Arlington, VA	TS
Technical Writer – Junior	0	Arlington, VA	TS
Trainer – Senior	1	Arlington, VA	TS
Trainer	0	Arlington, VA	TS
Trainer – Junior	0	Arlington, VA	TS
Web Designer – Senior	0	Arlington, VA	TS
Web Designer	0	Arlington, VA	TS
Web Designer – Junior	0	Arlington, VA	TS

1.6.12.1. Application Administrator – Senior

1.6.12.1.1. Education: The Application Administrator - Senior requires a Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other relevant discipline; or equivalent work experience.

1.6.12.1.2. Experience: The Application Administrator – Senior requires more than eight years of experience performing application administration support services, such as application installation, troubleshooting, security compliance, configuration management, upgrade cycle, on-going operations, optimization, disaster recovery, backup and decommission. This position is required to be proficient, at a minimum, in the implementation, operation, and maintenance of a variety of Microsoft Server Applications, TFS 2015 administration, MS Visual Studio 2015, MS Office 2013, XML, JavaScript, JQuery, XSLT, and XPATH.. This position is required to have a working knowledge of, at a minimum, with MS SQL Server 2016 Administration, MS Visual Studio 2015 C#.NET, Fortify Suite, MS Project Professional 2013, MS Visio Professional 2013, and Adobe Professional XI.

1.6.12.1.3. The Application Administrator – Senior works independently configuring, installing, updating, patching, tuning, diagnosing, upgrading and monitoring internal and third party applications, such as, TFS, MS SQL Server, including Database, Reporting Services, Integration Services and Analysis Services. Maintain system documentation in accordance with configuration and compliance tracking. Coordinates with Cybersecurity team members to implement and maintain a SSDLC with an understanding of the NIST SP 800-63 RMF and the DoD implementation of RMF. Requires certification as an IAT Technical II, DoDD 8140.01/DoDI 8570.01-M when performance of this labor category commences with respect to any task order awarded under the contract. All additional mandatory certifications shall be acquired within six months of the start of performance of the related task order.

1.6.12.2. Application Administrator

1.6.12.2.1. Education: The Application Administrator requires a Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other relevant discipline; or equivalent work experience.

1.6.12.2.2. Experience: The Application Administrator requires more than four years of experience performing application administration support services, such as application installation, troubleshooting, security compliance, configuration management, upgrade cycle, on-going operations, optimization, disaster recovery, backup and decommission. This position is required to be proficient, at a minimum, in the implementation, operation and maintenance of a variety of Microsoft Server Applications, TFS 2015 administration, MS Visual Studio 2015, MS Office 2013, XML, JavaScript, JQuery, XSLT, and XPATH.. This position is required to have a working knowledge of, at a minimum, with

MS SQL Server 2016 Administration, MS Visual Studio 2015 C#.NET, Fortify Suite, MS Project Professional 2013, MS Visio Professional 2013, and Adobe Professional XI.

1.6.12.2.3. The Application Administrator works, under general direction, configuring, installing, updating, patching, tuning, diagnosing, upgrading and monitoring internal and third party applications, such as, TFS, MS SQL Server, including Database, Reporting Services, Integration Services and Analysis Services. Maintain system documentation in accordance with configuration and compliance tracking. Coordinates with Cybersecurity team members to implement and maintain a SSDLC with an understanding of the NIST SP 800-63 RMF and the DoD implementation of RMF. Requires certification as an IAT Technical II, DoDD 8140.01/DoDI 8570.01-M when performance of this labor category commences with respect to any task order awarded under the contract. All additional mandatory certifications shall be acquired within six months of the start of performance of the related task order.

1.6.12.3. Business Systems Analyst – Senior

1.6.12.3.1. Education: The Business Systems Analyst – Senior requires a Bachelor's a degree in Computer Science, Information Systems, Engineering, Business, or other relevant discipline; or equivalent work experience.

1.6.12.3.2. Experience: The Business Systems Analyst - Senior requires more than ten years of experience on information systems projects involving planning and performing complex studies and analyses of functional requirements and the derivation of automated processes that satisfy application requirements. This position is required to be proficient, at a minimum, in the following: MS Project Professional 2013, MS Visio Professional 2013, MS TFS 2015, and MS Office 2013. This position is required to have a working knowledge of, at a minimum, with SP 2016, Adobe Professional XI.

1.6.12.3.3. The Business Systems Analyst – Senior works independently analyzing business systems needs working with various levels of end-users, including government senior leaders, to create the logical specifications for software application systems that will provide a solution for the needs of moderate to complex business problems. Performs the research necessary to create technical designs and logical functionality which will ensure that business application systems can be effectively engineered and implemented to meet actual business needs. Responsible for creating all SSDLC required documentation, such as, Project Charter, Project Scope, Business Requirement Document, Use Case, Functional Requirement Document, Project Schedule, Test Case, Test Plan, Test Script, and User Guide. This position is responsible for creating documents for briefings and presentations. This position typically does not involve hands-on programming, but focuses on the

analysis, definition, and logical design of software application systems. Conducts reviews of subordinates and peers work. Requires certification as an IAT Technical II, DoDD 8140.01/DoDI 8570.01-M when performance of this labor category commences with respect to any task order awarded under the contract. All additional mandatory certifications shall be acquired within six months of the start of performance of the related task order.

1.6.12.4. Business Systems Analyst

1.6.12.4.1. Education: The Business Systems Analyst requires a Bachelor's a degree in Computer Science, Information Systems, Engineering, Business, or other relevant discipline; or equivalent work experience.

1.6.12.4.2. Experience: The Business Systems Analyst requires more than six years of experience on information systems projects involving planning and performing complex studies and analyses of functional requirements and the derivation of automated processes that satisfy application requirements. This position is required to be proficient, at a minimum, in the following: MS Project Professional 2013, MS Visio Professional 2013, MS TFS 2015, and MS Office 2013. This position is required to have a working knowledge of, at a minimum, with SP 2016, Adobe Professional XI.

1.6.12.4.3. The Business Systems Analyst, under general direction, analyzes business systems needs working with various levels of end-users to create the logical specifications for software/hardware systems that will provide a solution for the needs of moderate to complex business problems. Performs the research necessary to create technical designs and logical functionality which will ensure that business application systems can be effectively engineered and implemented to meet actual business needs. This position typically does not involve hands-on programming, but focuses on the analysis, definition, and logical design of hardware/software systems. Requires certification as a user who is granted use of government information systems and access to government networks when performance of this labor category commences with respect to any task order awarded under the contract. This is not an IA position. All additional mandatory certifications shall be acquired within six months of the start of performance of the related task order.

1.6.12.5. Business Systems Analyst – Junior

1.6.12.5.1. Education: The Business Systems Analyst – Junior requires a Bachelor's a degree in Computer Science, Information Systems, Engineering, Business, or other relevant discipline; or equivalent work experience.

1.6.12.5.2. Experience: The Business Systems Analyst – Junior requires more than two years of experience on information systems projects involving planning and analyses of functional requirements and the derivation of

automated processes that satisfy application requirements. This position is required to have a working knowledge of, at a minimum, with MS Project Professional 2013, MS Visio Professional 2013, MS TFS 2015, MS Office 2013, SP 2016, and Adobe Professional XI.

1.6.12.5.3. The Business Systems Analyst - Junior, under supervision, analyzes business systems needs working with various levels of end-users to create the logical specifications for software/hardware systems that will provide a solution for the needs of moderate to complex business problems. Performs the research necessary to create technical designs and logical functionality which will ensure that business application systems can be effectively engineered and implemented to meet actual business needs. This position typically does not involve hands-on programming, but focuses on the analysis, definition, and logical design of hardware/software systems. Requires certification as a user who is granted use of government information systems and access to government networks when performance of this labor category commences with respect to any task order awarded under the contract. This is not an IA position. All additional mandatory certifications shall be acquired within six months of the start of performance of the related task order.

1.6.12.6. Database Administrator – Senior

1.6.12.6.1. Education: The Database Administrator - Senior requires a Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other relevant discipline; or equivalent work experience.

1.6.12.6.2. Experience: The Database Administrator - Senior requires more than ten years of experience in SQL Server database engineering, design, development, management, installation, integration, evaluation, enhancement, maintenance, testing, or problem diagnosis and resolution. Ability to write advanced T-SQL, SSIS, and SSRS packages. This position is required to be proficient, at a minimum, in the following MS SQL Server 2016 Database Administration, MS Visio Professional 2013, MS TFS 2015, and MS Office 2013. This position is required to have a working knowledge of, at a minimum, with MS Project Professional 2013, MS Visual Studio 2015 C#.NET, MS Visual Studio 2015 ASP.NET, ASP.NET MVC 4, JavaScript, JQuery, SP 2016, and Adobe Professional XI.

1.6.12.6.3. The Database Administrator - Senior independently responsible for the design, implementation, operation, and maintenance of database programs and applications, evaluates and recommends available database management system products after matching requirements with system capabilities, determines file organization, indexing methods and security procedures for specific applications, controls the design and use of databases, controls the global view of databases, controls the access to the databases, assures the safekeeping of the databases (from accidental or intentional damage or loss), and monitors the use of databases.

Frequently supports several tasks concurrently and evaluates problems of workflow, organization, and planning, and develops appropriate corrective actions and prepares and performs presentations at technical interchange meetings and project design reviews. Leads a database administrator team in management of highly complex software systems. Conducts code and design reviews of subordinate database administrators and peers. Requires certification as an IAT Technical II, DoDD 8140.01/DoDI 8570.01-M when performance of this labor category commences with respect to any task order awarded under the contract. All additional mandatory certifications shall be acquired within six months of the start of performance of the related task order.

1.6.12.7. Database Administrator

1.6.12.7.1. Education: The Database Administrator requires a Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other relevant discipline; or equivalent work experience.

1.6.12.7.2. Experience: The Database Administrator requires more than eight years of experience in SQL Server database engineering, design, development, management, installation, integration, evaluation, enhancement, maintenance, testing, or problem diagnosis and resolution. Ability to write advanced T-SQL, SSIS, and SSRS packages. This position is required to be proficient, at a minimum, in the following MS SQL Server 2016 Database Administration, MS Visio Professional 2013, MS TFS 2015, and MS Office 2013. This position is required to have a working knowledge of, at a minimum, with MS Project Professional 2013, MS Visual Studio 2015 C#.NET, MS Visual Studio 2015 ASP.NET, ASP.NET MVC 4, JavaScript, JQuery, SP 2016, and Adobe Professional XI.

1.6.12.7.3. The Database Administrator, under general direction, designs, implements and maintains complex databases with respect to access methods, access time, device allocation, validation checks, organization, protection and security, documentation, and statistical methods. Includes maintenance of database dictionaries, overall monitoring of standards and procedures, and integration of systems through database design. Competent to work at the highest level of all phases of database management. Requires certification as an IAT Technical II, DoDD 8140.01/DoDI 8570.01-M when performance of this labor category commences with respect to any task order awarded under the contract. All additional mandatory certifications shall be acquired within six months of the start of performance of the related task order.

1.6.12.8. Database Administrator – Junior

1.6.12.8.1. Education: The Database Administrator - Junior requires a Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other relevant discipline; or equivalent work experience.

1.6.12.8.2. Experience: The Database Administrator - Junior requires more than five years of experience in SQL Server database engineering, design, development, management, installation, integration, evaluation, enhancement, maintenance, testing, or problem diagnosis and resolution. Ability to write advanced T-SQL, SSIS, and SSRS packages. This position is required to have a working knowledge of, at a minimum, in the following MS SQL Server 2016 Database Administration, MS Visio Professional 2013, MS TFS 2015, MS Office 2013, MS Project Professional 2013, MS Visual Studio 2015 C#.NET, MS Visual Studio 2015 ASP.NET, ASP.NET MVC 4, JavaScript, JQuery, SP 2016, and Adobe Professional XI.

1.6.12.8.3. The Database Administrator – Junior, under supervision, serves as a team member for designing and developing database systems, tests and debugs components and modules, participates in system and subsystem planning, adheres to product build schedules, release schedules, and project strategies, and develops technical documentation. Requires certification as an IAT Technical II, DoDD 8140.01/DoDI 8570.01-M when performance of this labor category commences with respect to any task order awarded under the contract. All additional mandatory certifications shall be acquired within six months of the start of performance of the related task order.

1.6.12.9. Database Developer – Senior

1.6.12.9.1. Education: The Database Developer - Senior requires a Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other relevant discipline; or equivalent work experience.

1.6.12.9.2. Experience: The Database Developer - Senior requires more than ten years of experience in SQL Server database design, development, installation, integration, evaluation, enhancement, maintenance, testing, or problem diagnosis and resolution. This position is required to be proficient, at a minimum, in the following MS SQL Server 2016 Database Development, Fortify Suite, MS Visio Professional 2013, MS TFS 2015, and MS Office 2013. This position is required to have a working knowledge of, at a minimum, with MS SQL Server 2016 Administration, MS Project Professional 2013, MS Visual Studio 2015 C#.NET, MS Visual Studio 2015 ASP.NET, ASP.NET MVC 4, JavaScript, JQuery, SP 2016, and Adobe Professional XI.

1.6.12.9.3. The Database Developer - Senior independently design and engineer data models and database architecture for complex database systems, tools, and applications with, at a minimum, SQL Server 2016. Create queries and stored procedures, using data modeling tools, designing and optimizing databases. Creates and maintains SQL Server Integrated Services (SSIS) packages. Designs and creates reports using, at a minimum, SQL Reporting Services 2016. Determine how data should be organized and prepare reports. Leads a database team in design of highly

complex software systems. Conducts code and design reviews of subordinate database developers and peers. Coordinates with Cybersecurity team members to implement and maintain a SSDLC with an understanding of the NIST SP 800-63 RMF and the DoD implementation of RMF. Requires certification as an IAT Technical II, DoDD 8140.01/DoDI 8570.01-M when performance of this labor category commences with respect to any task order awarded under the contract. All additional mandatory certifications shall be acquired within six months of the start of performance of the related task order.

1.6.12.10.   Database Developer

1.6.12.10.1. Education: The Database Developer requires a Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other relevant discipline; or equivalent work experience.

1.6.12.10.2. Experience: The Database Developer requires more than eight years of experience in database design, development, installation, integration, evaluation, enhancement, maintenance, testing, or problem diagnosis and resolution. This position is required to be proficient, at a minimum, in the following: MS SQL Server 2016 Database Development, Fortify Suite, MS Visio Professional 2013, MS TFS 2015, and MS Office 2013. This position is required to have a working knowledge of, at a minimum, with MS SQL Server 2016 Administration, MS Project Professional 2013, MS Visual Studio 2015 C#.NET, MS Visual Studio 2015 ASP.NET, ASP.NET MVC 4, JavaScript, JQuery, SP 2016, and Adobe Professional XI.

1.6.12.10.3. The Database Developer, under general direction, design and engineer data models and database architecture for complex database systems, tools, and applications. Create queries and stored procedures, using data modeling tools, designing and optimizing databases. Determine how data should be organized and prepare reports. May lead a database team in design of highly complex software systems. Conducts code and design reviews of subordinate database developers and peers. Coordinates with Cybersecurity team members to implement and maintain a SSDLC with an understanding of the NIST SP 800-63 RMF and the DoD implementation of RMF. Requires certification as an IAT Technical II, DoDD 8140.01/DoDI 8570.01-M when performance of this labor category commences with respect to any task order awarded under the contract. All additional mandatory certifications shall be acquired within six months of the start of performance of the related task order.

1.6.12.11.   Database Developer – Junior

1.6.12.11.1. Education: The Database Developer - Junior requires a Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other relevant discipline; or equivalent work experience.

1.6.12.11.2. Experience: The Database Developer – Junior requires more than three years of experience in database design, development, installation, integration, evaluation, enhancement, maintenance, testing, or problem diagnosis and resolution. This position is required to have a working knowledge of, at a minimum, with MS SQL Server 2016 Database Development, Fortify Suite, MS SQL Server 2016 Administration, MS Visio Professional 2013, MS TFS 2015, MS Office 2013, MS Project Professional 2013, MS Visual Studio 2015 C#.NET, MS Visual Studio 2015 ASP.NET, ASP.NET MVC 4, JavaScript, JQuery, SP 2016, and Adobe Professional XI.

1.6.12.11.3. The Database Developer – Junior, under supervision, design and engineer data models and database architecture for complex database systems, tools, and applications. Create queries and stored procedures, using data modeling tools, designing and optimizing databases. Determine how data should be organized and prepare reports. Coordinates with Cybersecurity team members to implement and maintain a SSDLC with an understanding of the NIST SP 800-63 RMF and the DoD implementation of RMF. Requires certification as an IAT Technical II, DoDD 8140.01/DoDI 8570.01-M when performance of this labor category commences with respect to any task order awarded under the contract. All additional mandatory certifications shall be acquired within six months of the start of performance of the related task order.

1.6.12.12.   Knowledge Manager

1.6.12.12.1. Education: The Knowledge Manager requires a Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other relevant discipline; or equivalent work experience. If the proposed personnel do not have a Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other relevant discipline, then a Bachelor, Master's degree, or equivalent in one of these disciplines will meet the requirement.

1.6.12.12.2. Experience: The Knowledge Manager requires more than five years of experience in Knowledge Management. This position is required to be proficient, at a minimum, in the following: MS Office 2013 and SP 2016. This position is required to have a working knowledge of with MS Project Professional 2013, MS Visio Professional 2013, and Adobe Professional XI.

1.6.12.12.3. Knowledge Manager provides techniques, processes and procedures for leaders and members of the Directorate that facilitate knowledge transfer to both internal and external stakeholders. Advises Director and staff on Knowledge Management (KM) practices, processes and technology procedures and knowledge skill training suitable for mission success. Monitors developing KM trends suitable for advancing knowledge sharing in the Directorate. Works with staff to capture processes and maps knowledge exchange points. Oversees the

Directorate information management process and procedures to create effective content management. Help disseminate information about the organization's knowledge sharing program to internal and external audiences, including organizing knowledge sharing events (such as knowledge fairs, site visits, interviews), maintaining communications on knowledge sharing across the organization, participation in orientation and training sessions, and preparation of presentations. Requires certification as a Certified Knowledge Management (CKM) IAW Industry Standard, for example, Knowledge Management Institute, when performance of this labor category commences with respect to any task order awarded under the contract. All additional mandatory certifications shall be acquired within six months of the start of performance of the related task order.

1.6.12.13.   Project Lead

1.6.12.13.1. Education: The Project Lead requires a Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other relevant discipline; or equivalent work experience.

1.6.12.13.2. Experience: The Project Lead requires more than ten years of experience working in a technically complex information technology environment. This position is required to have a working knowledge of, at a minimum, with all items listed in 1.6.8 and proficient, at a minimum, in the following: MS Project Professional 2013, and MS Visio Professional 2013, MS Visual Studio 2015 C#.NET, MS SQL Server 2016 Database Development, MS Visual Studio 2015 ASP.NET, ASP.NET MVC 4, MS TFS 2015, MS Office 2013, Adobe Design and Web Premium (CS6), XML, XSLT, XPATH, JavaScript, and JQuery.

1.6.12.13.3. The Project Lead provides project leadership for enterprise information technology efforts, including enterprise application projects. Plans and oversees the engineering and support of a specific IT area or system. Coordinates technical aspects of work for the successful completion of a project and/or production. Develops detailed work plans, schedules, project estimates, resource plans, and status reports based on Task Orders. Prepares and utilizes project plans for significant IT engineering, enhancement and maintenance efforts. Leads a technical team through project engineering phases: analysis, engineering, implementation, deployment and production. Establishes goals and provides regular feedback to team members. Acts as a liaison for the technical team to management including government senior leaders. Communicates regularly with internal and external customers. Supervises staff. Performs related responsibilities as required. Requires certification as an IAT Technical II, DoDD 8140.01/DoDI 8570.01-M when performance of this labor category commences with respect to any task order awarded under the contract. All additional mandatory

certifications shall be acquired within six months of the start of performance of the related task order.

1.6.12.14.   Quality Assurance Specialist / Tester

1.6.12.14.1. Education: The Quality Assurance Specialist / Tester requires a Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other relevant discipline; or equivalent work experience.

1.6.12.14.2. Experience: The Quality Assurance Specialist / Tester requires more than five years software engineering experience and/or more than five years of quality assurance review experience. This position is required to be proficient, at a minimum, in the following: MS Office 2013 and MS Test Manager 2015. This position is required to have a working knowledge of, at a minimum, with MS TFS 2015 and Adobe Professional XI.

1.6.12.14.3. The Quality Assurance Specialist / Tester, under general direction, creates test scripts and conducts tests on computer software programs to make sure the programs perform properly and are fairly easy to use. The testing may be done on both new programs and updated or modified versions of existing programs. Document test results and provide to project team. Requires certification as a user who is granted use of government information systems and access to government networks when performance of this labor category commences with respect to any task order awarded under the contract. This is not an IA position. All additional mandatory certifications shall be acquired within six months of the start of performance of the related task order.

1.6.12.15.   SharePoint Administrator – Senior

1.6.12.15.1. Education: The SharePoint Administrator - Senior requires a Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other relevant discipline; or equivalent work experience.

1.6.12.15.2. Experience: The SharePoint Administrator – Senior requires more than eight years of experience in SP administration, installation, migration, implementation, topology, and server configuration (WEB and Index). This position is required to be proficient, at a minimum, in the following SP 2016 administration, MS Visual Studio 2015 ASP.NET, ASP.NET MVC 4, MS TFS 2015, MS Office 2013, XML, JavaScript, JQuery, XSLT, and XPATH. This position is required to have a working knowledge of, at a minimum, with MS SQL Server 2016 Administration, MS Visual Studio 2015 C#.NET, MS Project Professional 2013, MS Visio Professional 2013, and Adobe Professional XI.

1.6.12.15.3. The SharePoint Administrator – Senior works independently, designing, planning, implementing, and maintaining complex SP Server

2013/2016 and Windows 2012 R2/2016 server environments, including implementation and support of web front end servers, index servers, and application and search servers. Supports all components of the SP environment including form, administrative site collection administration activities such as site creation, user training, backup, restore, performance analysis, and issue resolution. The administrator will also assist in the design, architecture, availability, reliability, and security of future SP environments and work with customers to document administrative tasks and verify service level agreement requirements are being met. Works closely with staff to provide advice and support to properly implement engineering efforts into staging. Works with other technical staff to train them on proper SP Administration and troubleshooting techniques as well as outline standard processes and procedures for administration and engineering. Requires certification as an IAT Technical II, DoDD 8140.01/DoDI 8570.01-M when performance of this labor category commences with respect to any task order awarded under the contract. All additional mandatory certifications shall be acquired within six months of the start of performance of the related task order.

1.6.12.16.   SharePoint Administrator

1.6.12.16.1. Education: The SharePoint Administrator requires a Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other relevant discipline; or equivalent work experience.

1.6.12.16.2. Experience: The SP Administrator requires more than five years of experience in SP administration, installation, migration, implementation, topology, and server configuration (WEB and Index). This position is required to be proficient, at a minimum, in the following SP 2016 administration, MS Visual Studio 2015 ASP.NET, ASP.NET MVC 4, MS TFS 2015, MS Office 2013, XML, JavaScript, JQuery, XSLT, and XPATH. This position is required to have a working knowledge of, at a minimum, with MS SQL Server 2016 Administration, MS Visual Studio 2015 C#.NET, MS Project Professional 2013, MS Visio Professional 2013, and Adobe Professional XI.

1.6.12.16.3. The SharePoint Administrator works, under general direction, designing, planning, implementing, and maintaining complex SP 2013/2016 and Windows 2012 R2/2016 server environments, including implementation and support of web front end servers, index servers, and application and search servers. Supports all components of the SP environment including form, administrative site collection administration activities such as site creation, user training, backup, restore, performance analysis, and issue resolution. The administrator will also assist in the design, architecture, availability, reliability, and security of future SP environments and work with customers to document administrative tasks and verify service level agreement requirements are being met. Works closely with staff to provide advice and support to properly implement

engineering efforts into staging. Works with other technical staff to train them on proper SP Administration and troubleshooting techniques as well as outline standard processes and procedures for administration and engineering. Requires certification as an IAT Technical II, DoDD 8140.01/DoDI 8570.01-M when performance of this labor category commences with respect to any task order awarded under the contract. All additional mandatory certifications shall be acquired within six months of the start of performance of the related task order.

1.6.12.17.   SharePoint Administrator – Junior

1.6.12.17.1. Education: The SharePoint Administrator - Junior requires a Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other relevant discipline; or equivalent work experience.

1.6.12.17.2. Experience: The SharePoint Administrator - Junior requires more than three years of experience in SP administration. This position is required to be proficient, at a minimum, in the following: MS Office 2013 and a working knowledge of SP 2016 administration, MS SQL Server 2016 Administration, MS Visual Studio 2015 ASP.NET, ASP.NET MVC 4, MS TFS 2015, MS Office 2013, XML, JavaScript, JQuery, XSLT, XPATH, MS Visual Studio 2015 C#.NET, MS Project Professional 2013, MS Visio Professional 2013, and Adobe Professional XI.

1.6.12.17.3. The SharePoint Administrator – Junior works, under supervision, designing, planning, implementing, and maintaining complex SP Server 2013/2016 and Windows 2012 R2/2016 server environments, including implementation and support of web front end servers, database servers, and application and search servers. Supports all components of the SP environment including typical system administrative activities such as site creation, user training, backup, restore, performance analysis, and issue resolution. The administrator will also assist in the design, architecture, availability, reliability, and security of future SP environments and work with customers to document administrative tasks and verify service level agreement requirements are being met. Works closely with staff to provide advice and support to properly implement engineering efforts into staging. Works with other technical staff to train them on proper SP Administration and troubleshooting techniques as well as outline standard processes and procedures for administration and engineering. Requires certification as an IAT Technical II, DoDD 8140.01/DoDI 8570.01-M when performance of this labor category commences with respect to any task order awarded under the contract. All additional mandatory certifications shall be acquired within six months of the start of performance of the related task order.

1.6.12.18.   Software Developer – Senior

1.6.12.18.1. Education: The Software Developer – Senior requires a Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other relevant discipline; or equivalent work experience.

1.6.12.18.2. Experience: The Software Developer – Senior requires more than ten years of experience in software design, development, installation, integration, evaluation, enhancement, maintenance, testing, or problem diagnosis and resolution. This position is required to be proficient, at a minimum, in the following: SP 2016 development, MS Visual Studio 2015 C#.NET, Fortify Suite, MS SQL Server 2016 Database Development, MS Visual Studio 2015 ASP.NET, ASP.NET MVC 4, MS TFS 2015, MS Office 2013, XML, JavaScript, and JQuery. This position is required to have a working knowledge of, at a minimum, with MS SQL Server 2016 Administration, MS Project Professional 2013, MS Visio Professional 2013, Adobe Professional XI, MS Test Manager 2015, Adobe Design and Web Premium (CS6), XSLT, and XPATH.

1.6.12.18.3. The Software Developer – Senior works independently designing and engineering new software products or major enhancements to existing software. May lead a team in design of highly complex software systems. Acts as highest-level technical expert, addressing problems of systems integration, compatibility, and multiple platforms. Works independently designing and engineering new software products or major enhancements to existing software. Devises or modifies procedures to solve complex problems considering computer equipment capacity and limitations, operating time and form of desired results. Designs, codes, tests, debug and document those programs. Conducts code reviews of subordinate developers and peers. Competent to work at the highest technical level of all phases of applications programming activities. Coordinates with Cybersecurity team members to implement and maintain a SSDLC with an understanding of the NIST SP 800-63 RMF and the DoD implementation of RMF. Requires certification as an IAT Technical II, DoDD 8140.01/DoDI 8570.01-M when performance of this labor category commences with respect to any task order awarded under the contract. All additional mandatory certifications shall be acquired within six months of the start of performance of the related task order.

1.6.12.19. Software Developer

1.6.12.19.1. Education: The Software Developer requires a Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other relevant discipline; or equivalent work experience.

1.6.12.19.2. Experience: The Software Developer requires more than eight years of experience in software design, development, installation, integration, evaluation, enhancement, maintenance, testing, or problem diagnosis and resolution. This position is required to be proficient, at a minimum, in the following: SP 2016 development, MS Visual Studio 2015 C#.NET, Fortify Suite, MS SQL Server 2016 Database Development, MS Visual

Studio 2015 ASP.NET, ASP.NET MVC 4, MS TFS 2015, MS Office 2013, XML, JavaScript, and JQuery. This position is required to have a working knowledge of, at a minimum, with MS SQL Server 2016 Administration, MS Project Professional 2013, MS Visio Professional 2013, Adobe Professional XI, MS Test Manager 2015, Adobe Design and Web Premium (CS6), XSLT, and XPATH.

1.6.12.19.3. The Software Developer works, under general direction, designing and engineering new software products or major enhancements to existing software. May lead a team in design of highly complex software systems. Works under general direction designing and engineering new software products or major enhancements to existing software. Devises or modifies procedures to solve complex problems considering computer equipment capacity and limitations, operating time and form of desired results. Designs, codes, tests, debug and document those programs. Coordinates with Cybersecurity team members to implement and maintain a SSDLC with an understanding of the NIST SP 800-63 RMF and the DoD implementation of RMF. Requires certification as an IAT Technical II, DoDD 8140.01/DoDI 8570.01-M when performance of this labor category commences with respect to any task order awarded under the contract. All additional mandatory certifications shall be acquired within six months of the start of performance of the related task order.

1.6.12.20.   Software Developer – Junior

1.6.12.20.1. Education: The Software Developer – Junior requires a Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other relevant discipline; or equivalent work experience.

1.6.12.20.2. Experience: The Software Developer – Junior requires more than five years of experience in software design, development, installation, integration, evaluation, enhancement, maintenance, testing, or problem diagnosis and resolution. This position is required to have a working knowledge of, at a minimum, with SP 2016 development, MS Visual Studio 2015 C#.NET, Fortify Suite, MS SQL Server 2016 Database Development, MS Visual Studio 2015 ASP.NET, ASP.NET MVC 4, MS TFS 2015, MS Office 2013, XML, JavaScript, JQuery, MS SQL Server 2016 Administration, MS Project Professional 2013, MS Visio Professional 2013, Adobe Professional XI, MS Test Manager 2015, Adobe Design and Web Premium (CS6), XSLT, and XPATH.

1.6.12.20.3. The Software Developer – Junior works, under supervision, designing and engineering new software products or major enhancements to existing software. Devises or modifies procedures to solve complex problems considering computer equipment capacity and limitations, operating time and form of desired results. Designs, codes, tests, debug and document those programs. Coordinates with Cybersecurity team members to implement and maintain a SSDLC with an understanding of the NIST SP 800-63 RMF and the DoD implementation of RMF.

Requires certification as an IAT Technical II, DoDD 8140.01/DoDI 8570.01-M when performance of this labor category commences with respect to any task order awarded under the contract. All additional mandatory certifications shall be acquired within six months of the start of performance of the related task order.

1.6.12.21.   Subject Matter Expert - II

1.6.12.21.1. Education: The Subject Matter Expert - II requires a Master's degree in Computer Science, Information Systems, Engineering, Business, or other relevant discipline; or equivalent work experience.

1.6.12.21.2. Experience: The Subject Matter Expert - II requires more than 10 years of experience working in a technically complex information technology environment.

1.6.12.21.3. The Subject Matter Expert - II provides expertise in best practices. Depending on the work environment, the SME may lead or be an active participant of a work-group with the need for specialized knowledge. The SME provides guidance on how their area of capability can resolve an organizational need, and actively participates in all phases of the secure software development life cycle. During software engineering assignments, the SME is responsible for defining business requirements and recommending a technical approach to meet those needs. They also generate design specifications for software engineering, which typically involves translating business requirements into detailed algorithms for coding. Requires certification as a user who is granted use of government information systems and access to government networks when performance of this labor category commences with respect to any task order awarded under the contract. This is not an IA position. All additional mandatory certifications shall be acquired within six months of the start of performance of the related task order.

1.6.12.22.   Subject Matter Expert I

1.6.12.22.1. Education: The Subject Matter - I Expert requires a Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other relevant discipline; or equivalent work experience.

1.6.12.22.2. Experience: The Subject Matter Expert - I requires more than seven years of experience working in a technically complex information technology environment.

1.6.12.22.3. The Subject Matter Expert - I provides expertise in best practices. Depending on the work environment, the SME may lead or be an active participant of a work-group with the need for specialized knowledge. The SME provides guidance on how their area of capability can resolve an organizational need, and actively participates in all phases of the secure software development life cycle. During software engineering assignments, the SME is responsible for defining business requirements

and recommending a technical approach to meet those needs. They also generate design specifications for software engineering, which typically involves translating business requirements into detailed algorithms for coding. Requires certification as a user who is granted use of government information systems and access to government networks when performance of this labor category commences with respect to any task order awarded under the contract. This is not an IA position. All additional mandatory certifications shall be acquired within six months of the start of performance of the related task order.

1.6.12.23.   Technical Writer - Senior

1.6.12.23.1. Education: The Technical Writer – Senior requires a Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other relevant discipline; or equivalent work experience.

1.6.12.23.2. Experience: The Technical Writer - Senior requires more than eight years of experience in writing and editing technical materials. This position is required to be proficient, at a minimum, in the following: MS Office 2013 and MS Visio Professional 2013. This position is required to have a working knowledge of with SP 2016, MS Project Professional 2013, MS TFS 2015, and Adobe Professional XI.

1.6.12.23.3. The Technical Writer - Senior generates and edits documentation for IT application projects as directed by the project lead. Works with a project team to create and edit requirements and design specifications; reports; templates; document processes; manuals (both technical and non-technical); plans and procedures; and, in general, produce documents to accompany each phase of application engineering. Reviews subordinate and peer's work. Works closely with the project lead and team members to meet schedules. Requires certification as a user who is granted use of government information systems and access to government networks when performance of this labor category commences with respect to any task order awarded under the contract. This is not an IA position. All additional mandatory certifications shall be acquired within six months of the start of performance of the related task order.

1.6.12.24.   Technical Writer

1.6.12.24.1. Education: The Technical Writer requires a Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other relevant discipline; or equivalent work experience.

1.6.12.24.2. Experience: The Technical Writer requires more than six years of experience in writing and editing technical materials. This position is required to be proficient, at a minimum, in the following: MS Office 2013 and MS Visio Professional 2013. This position is required to have a working knowledge of with SP 2016, MS Project Professional 2013, MS TFS 2015, and Adobe Professional XI.

1.6.12.24.3. The Technical Writer, under general direction, generates and edits documentation for IT application projects as directed by the project lead. Works with a project team to create and edit requirements and design specifications; reports; templates; document processes; manuals (both technical and non-technical); plans and procedures; and, in general, produce documents to accompany each phase of application engineering. Works closely with the project lead and team members to meet schedules. Requires certification as a user who is granted use of government information systems and access to government networks when performance of this labor category commences with respect to any task order awarded under the contract. This is not an IA position. All additional mandatory certifications shall be acquired within six months of the start of performance of the related task order.

1.6.12.25.   Technical Writer – Junior

1.6.12.25.1. Education: The Technical Writer - Junior requires a Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other relevant discipline; or equivalent work experience.

1.6.12.25.2. Experience: The Technical Writer - Junior requires more than three years of experience in writing and editing technical materials. This position is required to have a working knowledge of, at a minimum, with MS Office 2013, MS Visio Professional 2013, SP 2016, MS Project Professional 2013, MS TFS 2015, and Adobe Professional XI.

1.6.12.25.3. The Technical Writer - Junior, under supervision, generates and edits documentation for IT application projects as directed by the project lead. Works with a project team to create and edit requirements and design specifications; reports; templates; document processes; manuals (both technical and non-technical); plans and procedures; and, in general, produce documents to accompany each phase of application engineering. Works closely with the project lead and team members to meet schedules. Requires certification as a user who is granted use of government information systems and access to government networks when performance of this labor category commences with respect to any task order awarded under the contract. This is not an IA position. All additional mandatory certifications shall be acquired within six months of the start of performance of the related task order.

1.6.12.26.   Trainer - Senior

1.6.12.26.1. Education: The Trainer - Senior requires a Bachelor's degree from an accredited college or university or equivalent work experience.

1.6.12.26.2. Experience: The Trainer - Senior requires more than eight years of experience in writing course material and conducting training. This position is required to be proficient, at a minimum, in MS Office 2013 and Adobe Technical Communication Suite 2015. This position is required to have a working knowledge of with SP 2016, MS Project

Professional 2013, MS Visio Professional 2013, and Adobe Professional XI.

1.6.12.26.3. The Trainer – Senior independently conducts on-going, regular training classes for staff in a classroom environment and conducts one-on-one sessions as needed on DoD developed desktop products; desktop and network applications, software and utilities. Assesses and conducts training needs based upon organizational and mission requirements, recommends appropriate learning solutions using a variety of delivery methods. Plans and implements training associated with new technology deployments and upgrades. Ability to collaborate with subject matter experts to develop curriculum, design courses and create materials to develop and implement learning solutions that will improve user community performance. Ability to develop and maintain instructor-led, self-taught and possibly eLearning training curricula and related training materials (i.e., Quick Reference Guides, Training Documents, Computer Based Training, etc.). Current on training trends, technology and applications. Recommends training changes to tweak new and upcoming training to capture new technologies and applications in the DoD environment. May lead a team of trainers. Requires certification as an IAT Technical II, DoDD 8140.01/DoDI 8570.01-M when performance of this labor category commences with respect to any task order awarded under the contract. All additional mandatory certifications shall be acquired within six months of the start of performance of the related task order.

1.6.12.27. Trainer

1.6.12.27.1. Education: The Trainer requires a Bachelor's degree from an accredited college or university or equivalent work experience.

1.6.12.27.2. Experience: The Trainer requires more than six years of experience in writing course material and conducting training. This position is required to be proficient, at a minimum, in MS Office 2013 and Adobe Technical Communication Suite 2015. This position is required to have a working knowledge of with SP 2016, MS Project Professional 2013, MS Visio Professional 2013, and Adobe Professional XI.

1.6.12.27.3. The Trainer, under general direction, conducts on-going, regular training classes for staff in a classroom environment and conducts one-on-one sessions as needed on DoD developed desktop products; desktop and network applications, software and utilities. Assesses and conducts training needs based upon organizational and mission requirements, recommends appropriate learning solutions using a variety of delivery methods. Plans and implements training associated with new technology deployments and upgrades. Ability to collaborate with subject matter experts to develop curriculum, design courses and create materials to develop and implement learning solutions that will improve user community performance. Ability to develop and maintain instructor-led,

self-taught and possibly eLearning training curricula and related training materials (i.e., Quick Reference Guides, Training Documents, Computer Based Training, etc.). Current on training trends, technology and applications. Recommends training changes to tweak new and upcoming training to capture new technologies and applications in the DoD environment. Requires certification as a user who is granted use of government information systems and access to government networks when performance of this labor category commences with respect to any task order awarded under the contract. This is not an IA position. All additional mandatory certifications shall be acquired within six months of the start of performance of the related task order.

1.6.12.28.   Trainer – Junior

1.6.12.28.1. Education: The Trainer - Junior requires a Bachelor's degree from an accredited college or university or equivalent work experience.

1.6.12.28.2. Experience: The Trainer - Junior requires more than three years of experience in writing course material and conducting training. This position is required to be proficient, at a minimum, in MS Office 2013. This position is required to have a working knowledge of with Adobe Technical Communication Suite, SP 2016, MS Project Professional 2013, MS Visio Professional 2013, and Adobe Professional XI.

1.6.12.28.3. The Trainer – Junior, under supervision, conduct on-going, regular training classes for staff in a classroom environment and may conduct one-on-one sessions as needed on DoD developed desktop products; desktop and network applications, software and utilities. Assesses and conducts training needs based upon organizational and mission requirements, recommends appropriate learning solutions using a variety of delivery methods. Plans and implements training associated with new technology deployments and upgrades. Ability to collaborate with subject matter experts to develop curriculum, design courses and create materials to develop and implement learning solutions that will improve user community performance. Ability to develop and maintain instructor-led, self-taught and possibly eLearning training curricula and related training materials (i.e., Quick Reference Guides, Training Documents, Computer Based Training, etc.). Current on training trends, technology and applications. Recommends training changes to tweak new and upcoming training to capture new technologies and applications in the DoD environment. Requires certification as a user who is granted use of government information systems and access to government networks when performance of this labor category commences with respect to any task order awarded under the contract. This is not an IA position. All additional mandatory certifications shall be acquired within six months of the start of performance of the related task order.

1.6.12.29.   Web Designer - Senior

1.6.12.29.1. Education: The Web Designer – Senior requires a Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other relevant discipline; or equivalent work experience.

1.6.12.29.2. Experience: The Web Designer – Senior requires more than ten years of experience with a variety of Web design tasks. This position is required to be proficient, at a minimum, in MS TFS 2015, Fortify Suite, MS Office 2013, Adobe Design and Web Premium (CS6), JavaScript, and cascading style sheets. This position is required to have a working knowledge of with MS Project Professional 2013, MS Visio Professional 2013, MS Visual Studio 2015 C#.NET, MS Visual Studio 2015 ASP.NET, and ASP.NET MVC 4.

1.6.12.29.3. The Web Designer – Senior independently creates the look and feel of web applications and World Wide Web pages for Web sites. This involves engineering a graphic design that effectively communicates the ideas being promoted by the Web application/site. May take part in the initial planning of a Web application/site, meeting with the customer, including government senior leaders, to discuss ideas for the layout and organization of the site, the types of colors or images to use (photos, illustrations, videos, etc.), and other matters concerning overall graphic design. Reviews code of subordinates and peers. Coordinates with Cybersecurity team members to implement and maintain a SSDLC with an understanding of the NIST SP 800-63 RMF and the DoD implementation of RMF. Requires certification as an IAT Technical II, DoDD 8140.01/DoDI 8570.01-M when performance of this labor category commences with respect to any task order awarded under the contract. All additional mandatory certifications shall be acquired within six months of the start of performance of the related task order.

1.6.12.30. Web Designer

1.6.12.30.1. Education: The Web Designer requires a Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other relevant discipline; or equivalent work experience.

1.6.12.30.2. Experience: The Web Designer requires more than eight years of experience with a variety of Web design tasks. This position is required to be proficient, at a minimum, in MS TFS, Fortify Suite, MS Office 2013, Adobe Design and Web Premium (CS6), JavaScript, and cascading style sheets. This position is required to have a working knowledge of with MS Project Professional 2013, MS Visio Professional 2013, MS Visual Studio 2015 C#.NET, MS Visual Studio 2015 ASP.NET, and ASP.NET MVC 4.

1.6.12.30.3. The Web Designer, under general direction, creates the look and feel of web applications and World Wide Web pages for Web sites. This involves engineering a graphic design that effectively communicates the ideas being promoted by the Web application/site. May take part in the

initial planning of a Web application/site, meeting with the customer, including government senior leaders, to discuss ideas for the layout and organization of the site, the types of colors or images to use (photos, illustrations, videos, etc.), and other matters concerning overall graphic design. Reviews code of subordinates and peers. Coordinates with Cybersecurity team members to implement and maintain a SSDLC with an understanding of the NIST SP 800-63 RMF and the DoD implementation of RMF. Requires certification as an IAT Technical II, DoDD 8140.01/DoDI 8570.01-M when performance of this labor category commences with respect to any task order awarded under the contract. All additional mandatory certifications shall be acquired within six months of the start of performance of the related task order.

   1.6.12.31.   Web Designer – Junior

1.6.12.31.1. Education: The Web Designer - Junior requires a Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other relevant discipline; or equivalent work experience.

1.6.12.31.2. Experience: The Web Designer - Junior requires more than five years of experience with a variety of Web design tasks. This position is required to be proficient, at a minimum, in MS Office 2013. This position is required to have a working knowledge of with MS TFS 2015, Fortify Suite, Adobe Design and Web Premium (CS6), JavaScript, cascading style sheets, MS Project Professional 2013, MS Visio Professional 2013, MS Visual Studio 2015 C#.NET, MS Visual Studio 2015 ASP.NET, and ASP.NET MVC 4.

1.6.12.31.3. The Web Designer – Junior, under supervision, creates the look and feel of web applications and World Wide Web pages for Web sites. This involves engineering a graphic design that effectively communicates the ideas being promoted by the Web application/site. May take part in the initial planning of a Web application/site, meeting with the customer, including government senior leaders, to discuss ideas for the layout and organization of the site, the types of colors or images to use (photos, illustrations, videos, etc.), and other matters concerning overall graphic design. Coordinates with Cybersecurity team members to implement and maintain a SSDLC with an understanding of the NIST SP 800-63 RMF and the DoD implementation of RMF. Requires certification as an IAT Technical II, DoDD 8140.01/DoDI 8570.01-M when performance of this labor category commences with respect to any task order awarded under the contract. All additional mandatory certifications shall be acquired within six months of the start of performance of the related task order.

                  1.6.13.   Security Clearances: The contract personnel shall possess the clearances specified in the tables outlined in 1.6.11 for KEY PERSONNEL and in 1.6.12 for NON-KEY PERSONNEL. The KEY

PERSONNEL positions are required to be filled on the first day of the task order and must possess the clearance by the due date and time established for submission of all task orders.

1.6.13.1. Unless otherwise specified, all personnel and their alternates shall possess, at time of submission for task order, at least an Interim Top Secret clearance.

1.6.14. Task Order Proposal Requirements: (Also see Section H of RFP) The issuance of a Task Order (TO) request for proposal (RFP) does not obligate the Government to issue Task Orders under this contract. The TO RFP shall not authorize the contractor to perform any work prior to receipt of award. The contractor is not authorized to begin performance prior to the issuance of the Task Order or other proper notice provided by the KO.

1.6.15. Requirements for this contract include work in government facilities and off-site locations, as specified in each Task Order. Employees who do not work in a government office setting shall be responsible to supply everything necessary to accomplish the work at no additional cost to the Government unless the Task Order specifically authorizes reimbursement.

1.6.16. Identification of Contractor Employees: All contract personnel attending meetings, answering Government telephones, and working in other situations where their contractor status is not obvious to third parties are required to identify themselves as such to avoid creating an impression in the minds of members of the public that they are Government officials. They shall also ensure that all documents or reports produced by contractors are suitably marked as contractor products or that contractor participation is appropriately disclosed. All contract personnel will be required to obtain and wear the appropriate site badges according to Pentagon or alternate site policy whenever they are on duty.

1.6.17. Contractor Travel: Contractor will be required to travel CONUS and within the NCR during the performance of this contract to attend meetings, conferences, and training. The contractor may be

required to travel to off-site training locations and to ship training aids to these locations in support of this PWS. Contractor will be authorized travel expenses consistent with the substantive provisions of the Joint Travel Regulation (JTR) and the limitation of funds specified in this contract. All travel requires Government approval/authorization and notification to the COR. Typically, travel includes a monthly one-day trip to an alternate location within 100 miles of the Pentagon for one person.

1.6.18. <u>Data Rights</u>: The Government has unlimited rights to and owns all documents/material produced under this contract. All documents and materials, to include the source code of any software, produced under this contract shall be Government owned and are the property of the Government with all rights and privileges of ownership/copyright belonging exclusively to the Government. These documents and materials may not be used or sold by the contractor without written permission from the Contracting Officer. All materials supplied to the Government shall be the sole property of the Government and may not be used for any other purpose. This right does not abrogate any other Government rights.

1.6.19. <u>Organizational Conflict of Interest</u>: Contractor and subcontractor personnel performing work under this contract may receive, have access to or participate in the development of proprietary or source selection information (e.g., cost or pricing information, budget information or analyses, specifications or work statements, etc.) or perform evaluation services which may create a current or subsequent Organizational Conflict of Interests (OCI) as defined in Federal Acquisition Regulation (FAR) Subpart 9.5. The Contractor shall notify the Contracting Officer immediately whenever it becomes aware that such access or participation may result in any actual or potential OCI and shall promptly submit a plan to the Contracting Officer to avoid or mitigate any such OCI. The Contractor's mitigation plan will be determined to be acceptable solely at the discretion of the Contracting Officer

and in the event the Contracting Officer unilaterally determines that any such OCI cannot be satisfactorily avoided or mitigated, the Contracting Officer may impact other remedies as he or she deems necessary, including prohibiting the Contractor from participation in subsequent contracted requirements which may be affected by the OCI.

1.6.20. Phase In / Phase Out Period: To minimize any decreases in productivity and to prevent possible negative impacts on additional services, the Contractor shall have Key and Non-Key Personnel on board, during the 45 calendar day phase-in and 45 calendar day phase-out periods. During the 45 calendar day phase-in period, Key and Non-Key Personnel shall acquire knowledge in order to commence full performance of services on the first day after the phase-in period. 90 calendar days prior to the phase-out period, Key and Non-Key Personnel shall review all documentation required for successful knowledge transfer to the successor contractor. All documentation will be updated prior to the phase-in/phase-out period. Additional updates and documents may be required during the phase-in/phase-out period. During the 45 calendar day phase-out period, Key and Non-Key Personnel shall provide knowledge transfer to the successor contractor.

1.6.20.1. The Contractor shall provide a 45 calendar day phase-in plan and schedule identifying milestones and mitigating risks. The KEY PERSONNEL, outlined in paragraph 1.6.11, are required to be present on day one after the conveyance of a task order for the phase-in. They shall possess the clearances specified in the table outlined in 1.6.11.

1.6.20.2. Remaining NON-KEY PERSONNEL are required to be present on the 16th workday after the conveyance of a task order for the phase-in. During the phase-in period, the Contractor shall obtain a working knowledge of the performance requirements in order to commence full performance of services on the first day after the phase-in period.

Non-Key Personnel: The number of CME positions listed in paragraph 1.6.12 is an estimate and may increase or decrease throughout the life of the contract.

1.6.20.3. The Contractor shall provide a 45 calendar day phase-out plan and schedule identifying milestones and mitigating risks. Key and Non-

key Personnel are required to be present during the phase-out period. During the phase-out period, the Contractor will provide the latest version of the source code and documentation for all projects.

1.6.20.4. The Contractor shall recognize that services under this contract shall continue without interruption and that upon contract expiration, a successor, either the Government or another Contractor, may continue services. The Contractor agrees to exercise its best effort and cooperate effectively in an orderly and efficient transition to any successor contractor.

1.6.20.5. If a successor contract is awarded prior to the final expiration date of this contract, the Government may issue task orders to the successor Contractor prior to this contract's expiration date.

1.6.20.6. The Contractor shall provide coordination of phase-in and phase-out services, as long as there is an active task order.

1.6.21.   Antiterrorism and Operation Security Requirements:

1.6.21.1. AT Level I Training. This provision/contract text is for contractor employees with an area of performance within an Army controlled installation, facility or area. All contractor employees, to include subcontractor employees, requiring access to Army installations, facilities and controlled access areas shall complete AT Level I awareness training within 30 calendar days after task order start date or effective date of incorporation of this requirement into the task order, whichever is applicable. The contractor shall submit certificates of completion for each affected contractor employee and subcontractor employee, to the COR or to the contracting officer, if a COR is not assigned, within 30 calendar days after completion of training by all employees and subcontractor personnel. AT Level I awareness training is available at the following website: https://atlevel1.dtic.mil/at.

1.6.21.2. Access and General Protection/Security Policy and Procedures. This standard language text is for contractor employees with an area of performance within an Army controlled installation, facility or area. Contractor and all associated sub-contractors employees shall comply with applicable installation, facility and area commander installation/facility access and local security policies and procedures (provided by government representative). The contractor shall also provide all information required for background checks to meet installation access requirements to be accomplished by installation Provost Marshal Office, Director of Emergency Services or Security Office. Contractor workforce shall comply with all personal identity verification requirements as directed by DoD, HQDA and/or local policy. In addition to the changes otherwise authorized by the changes clause of this contract/task order, should the Force Protection

Condition (FPCON) at any individual facility or installation change, the Government may require changes in contractor security matters or processes.

1.6.21.3. iWATCH Training. This standard language is for contractor employees with an area of performance within an Army controlled installation, facility or area. The contractor and all associated sub-contractors shall brief all employees on the local iWATCH program (training standards provided by the requiring activity ATO). This local developed training will be used to inform employees of the types of behavior to watch for and instruct employees to report suspicious activity to the COR. This training shall be completed within 30 calendar days of task order award and within 30 calendar days of new employees commencing performance with the results reported to the COR NLT 30 calendar days after task order award.

1.6.21.4. Contractor Employees Who Require Access to Government Information Systems. All contractor employees with access to a government info system shall be registered in the ATCTS (Army Training Certification Tracking System) at commencement of services, and shall successfully complete the DoD Information Assurance Awareness prior to access to the information systems and then annually thereafter.

1.6.21.5. For Contracts that Require Operations Security (OPSEC) Training. Per AR 530-1, Operations Security, new contractor employees shall complete Level I OPSEC training within 30 calendar days of their reporting for duty. All contractor employees shall complete annual OPSEC awareness training.

1.6.21.6. For Information assurance (IA)/information technology (IT) training. All contractor employees and associated sub-contractor employees shall complete the DoD IA awareness training before issuance of network access and annually thereafter. All contractor employees working IA/IT functions shall comply with DoD and Army training requirements in DoDI 8570.01-M, DoDD 8140.01 and AR 25-2 at time of employment initiation.

1.6.21.7. For information assurance (IA)/information technology (IT) certification. Per DoDD 8140.01/DoDI 8570.01-M, DFARS 252.239.7001 and AR 25-2, the contractor employees supporting IA/IT functions shall be appropriately certified upon task order award. The baseline certification as stipulated in DoDD 8140.01/DoDI 8570.01-M shall be completed upon task order award.

1.6.21.8. For Contracts That Require Handling or Access to Classified Information. Contractor shall comply with FAR 52.204-2, Security Requirements. This clause involves access to information classified "Confidential," "Secret," or "Top Secret" and requires contractors to

comply with— (1) The Security Agreement (DD Form 441), including the National Industrial Security Program Operating Manual (DoD 5220.22-M); any revisions to DoD 5220.22-M, notice of which has been furnished to the contractor.

PART 2
DEFINITIONS & ACRONYMS

2. <u>**DEFINITIONS AND ACRONYMS**</u>:

2.1. <u>**DEFINITIONS**</u>:

2.1.1. <u>CONTRACTOR</u>. A supplier or vendor awarded a contract to provide specific supplies or service to the government. The term used in this contract refers to the prime.

2.1.2. <u>CONTRACTING OFFICER</u>. A person with authority to enter into, administer, and or terminate contracts, and make related determinations and findings on behalf of the government. Note: The only individual who can legally bind the government.

2.1.3. <u>CONTRACTING OFFICER'S REPRESENTATIVE (COR)</u>.   An employee of the U.S. Government appointed by the contracting officer to administer the contract. Such appointment shall be in writing and shall state the scope of authority and limitations. This individual has authority to provide technical direction to the Contractor as long as that direction is within the scope of the contract, does not constitute a change, and has no funding implications. This individual does NOT have authority to change the terms and conditions of the contract.

2.1.4. <u>DEFECTIVE SERVICE</u>. A service output that does not meet the standard of performance associated with the Performance Work Statement.

2.1.5. <u>DELIVERABLE</u>. Anything that can be physically delivered, but may include non-manufactured things such as meeting minutes or reports. May include electronic correspondence.

2.1.6. <u>KEY PERSONNEL</u>. Contractor personnel evaluated in a source selection process and may be required to be used in the performance of a contract by the Key Personnel listed in the PWS. When key personnel are used as an evaluation factor in best value procurement, an offer can be rejected if it

does not have a firm commitment from the persons that are listed in the proposal.

2.1.7. <u>OPERATION AND MAINTENANCE (O&M)</u>. This refers to the operation and maintenance of software beyond the development phase. Under normal circumstances an application is considered complete and no major enhancements are in process. In O&M there may be occasional tweaking of business rules and requirements, troubleshooting and correction, and database maintenance tasks.

2.1.8. <u>PHYSICAL SECURITY</u>. Actions that prevent the loss or damage of Government property.

2.1.9. <u>QUALITY ASSURANCE</u>. The government procedures to verify that services being performed by the Contractor are performed according to acceptable standards.

2.1.10. <u>QUALITY ASSURANCE SURVEILLANCE PLAN (QASP)</u>. An organized written document specifying the surveillance methodology to be used for surveillance of contractor performance.

2.1.11. <u>QUALITY CONTROL</u>. All necessary measures taken by the Contractor to assure that the quality of an end product or service shall meet contract requirements.

2.1.12. <u>SUBCONTRACTOR</u>. One that enters into a contract with a prime contractor. The Government does not have privity of contract with the subcontractor.

2.1.13. <u>WORK DAY</u>. The number of hours per day the Contractor provides services in accordance with the contract.

2.1.14. <u>WORK WEEK</u>. Monday through Friday, unless specified otherwise.

2.2. ACRONYMS:

ADFS	Active Directory Federation Services
AOC	Army Operations Center
AR	Army Regulation
ARS	Alternate Relocation Sites
AT	Anti-terrorism
ATCTS	Army Training Certification Tracking System
ATO	Authority To Operate
C2	Command and Control
CCSA	Command and Control Support Agency
CME	Contract Manpower Equivalent
CMMI	Capability Maturity Model Integration
CONUS	Continental United States (excludes Alaska and Hawaii)
COOP	Continuity of Operations
COR	Contracting Officer's Representative
CPFF	Cost Plus Fixed Fee
CS6	Creative Suite 6
CSA	Chief of Staff, United States Army
DAMO-OD	Department of the Army Military Operations – Operations, Readiness, and Mobilization Directorate
DCS	Deputy Chief of Staff
DD254	Department of Defense Contract Security Requirement List
DFARS	DoD Federal Acquisition Regulation Supplement
DoD	Department of Defense
FAR	Federal Acquisition Regulation
FPCON	Force Protection Condition
G-3/5/7	Department of the Army, Deputy Chief of Staff, G-3/5/7
HQDA	Headquarters, Department of the Army
IA	Information Assurance
IAW	In accordance with
IDIQ	Indefinite Delivery, Indefinite Quantity
IT	Information Technology
JTR	Joint Travel Regulation
KM	Knowledge Management
KO	Contracting Officer
MACOM	Major Command
MS	Microsoft
NCR	National Capital Region
O&M	Operation and Maintenance
OCI	Organizational Conflict of Interest
OCONUS	Outside the Continental United States
OPSEC	Operations Security
PARS	Published Appraisal System
PMI	Project Management Institute
PMP	Project Management Professional
POC	Point of Contact
PRS	Performance Requirements Summary
PWS	Performance Work Statement
QASP	Quality Assurance Surveillance Plan
QC	Quality Control
RFP	Request For Proposal
RMF	Risk Management Framework
SSDLC	Secure Software Development Life Cycle
SCI	Sensitive Compartmented Information
SP	SharePoint
SSIS	SQL Server Integrated Services

TFS   Team Foundation Server

PART 3
GOVERNMENT FURNISHED PAROPERTY, EQUIPEMNT, AND SERVICES

3. <u>**GOVERNMENT FURNISHED ITEMS AND SERVICES**</u>**:**

3.1. <u>**Facilities**</u>**: The Government will provide the necessary workspace for the contractor staff to provide the support outlined in this PWS to include desk space, telephones, computers, office supplies, and other items necessary to maintain an office environment.**

3.2. <u>**Utilities**</u>**: The Government will provide all utilities in the facility for the contractor's use in performance of duties outlined in this PWS. The Contractor shall instruct employees in utilities conservation practices. The contractor shall be responsible for operating under conditions that preclude the waste of utilities, which include turning off the water faucets or valves after using the required amount to accomplish cleaning vehicles and equipment.**

3.3. <u>**Equipment**</u>**: The Government will provide office space and access to general office support (e.g., telephone, copier, fax, computer hardware, software, etc.) on Government sites. In addition, all office and word processor equipment shall be government furnished equipment. Contractor will be liable for proper use, care, and safekeeping of provided Government property. All property is certified to be safe and free of health hazards.**

PART 4
CONTRACTOR FURNESHED ITEMS AND SERVICES

4. **CONTRACTOR FURNISHED ITEMS AND RESPONSIBILITIES:**

 4.1. **General: The Contractor shall furnish all supplies, equipment, facilities and services required to perform work under this contract that are not listed under Section 3 of this PWS.**

 4.2. **Facility Clearance: The contractor shall possess and maintain a TOP SECRET facility clearance from the Defense Security Service. The Contractor's employees, performing work in support of this contract shall possess and maintain a SECRET, TOP SECRET or TOP SECRET SCI (depending on the position) security clearance from the Defense Industrial Security Clearance Office. The DD 254 is provided as an attachment.**

 4.3. **Unlimited Rights: All Software, scripts, plans, procedures and documents produced under this contract become the property of the U.S Government and may be altered, modified or shared with other public and private activities at the sole discretion of the U.S. Government.**

PART 5
SPECIFIC TASKS

5. **SPECIFIC TASKS:**

   5.1. <u>Basic Services</u>. **The contractor shall provide services for HQDA G-3/5/7 C2 and business solutions to include administration, maintenance, documentation, and accreditation support for the CCSA as directed and/or approved by the COR. The primary applications include Army G-3/5/7 Enterprise Portal, ERoSter (Emergency Relocation System Roster), ECOP (Equipment Common Operating Picture), Resourcing Tool, and CAMS (Capabilities and AROC Management System). More applications may be added as requirements are identified.**

   5.2. **Contractor shall be responsible for software development, maintenance and administration tasks to include all aspects described in paragraph 5.1 for the above referenced C2 and business software packages. These tasks shall be accomplished according to approved timelines and suspenses in fully executed task orders. Contractor shall evaluate and 1) provide advice to the organization on methods and procedures for providing administrative support systems such as records, communications, directives, forms, files, and documentation; 2) research and investigate new or improved business and management practices for application to agency programs or operations.**

   5.3. **Contractor shall follow industry standards for the software life cycle development processes IAW DoD, G-3/5/7, CCSA, AOC and Army policies and regulations.**

   5.4. **Contractor shall perform work to the standard described below, as required by the task order:**

   > 5.4.1. Gather and compile data; prepare, format and present complete background material and supporting documentation; facilitate open communications; participate in meetings; and provide support in the preparation, development and formatting of, but not limited to, briefings, presentations, "read aheads", etc. IAW established DoD, G-3/5/7, CCSA, AOC and Army policies and procedures.

   > 5.4.2. Conduct life cycle and cost analysis and trade studies; identify options; perform evaluation, trend analysis, and risk analysis; perform post-production engineering investigations associated with interchangeability, and maintainability, and technical advances.

5.4.3. Review, examine, evaluate, and reverse engineer existing solutions.

5.4.4. Document all requirements and business rules using the prescribed policy and procedures.

5.4.5. Develop, modify, and secure software code and scripts according to CCSA's software development environment. Contractor shall scan all SharePoint and other maintained software code for vulnerabilities prior to submission for deployment to the pre-production and production environments. All CAT I IAVM and CAT I STIGs shall be remediated prior to submission for deployment to the pre-production and production environments, unless when prior written approval from the government is received. Previously approved exceptions must be reapproved prior to any deployments.

5.5. Contractor shall develop, create, and maintain database designs; and prepare modifications and documentation, using industry standards and IAW DoD, G-3/5/7, CCSA, AOC and Army policy, procedures and regulations. Contractor's objective is to maintain a close liaison with the government Project Teams to verify that planned end-to-end projects are in accordance with the project documentation and approved project plans. This will be accomplished by facilitating discussions of issues, by engaging the appropriate project managers to coordinate and obtain resolutions, and by escalating issues that cannot be resolved at the working level.

5.6. Contractor shall follow standardization principles and agency standardization practices and directives for code and database development and maintenance to include, but not limited to, naming conventions, table design, field characteristics, code documentation, and work flow processes.

5.7. Contractor shall provide demonstrations of prototypes, modules and applications in various stages of the process.

5.8. Contractor shall validate and support integration test planning and test execution, to include, but not limited to: gathering, managing and reviewing test scripts, test cases and test artifacts to ensure complete coverage. Execution and test plans are to be conducted at various levels of testing utilizing standard test phases as prescribed by industry standard (e.g. Unit, Modular, and User Acceptance) and shall adhere to any further terms and formats directed by the Government. Contractor shall document test plans and results; and provide them for review upon Government request.

5.9. Contractor shall provide all code and database designs and make available to the Government for review.

        5.9.1.   Participate and make recommendations in code/database review meetings in support of software sustainment and repair, where IT Project Managers and peers will review for efficiency, effectiveness and standardization practices and provide feedback.

        5.9.2.   Maintain code and database design according to instructions resulting from this feedback.

        5.9.3.   Contractor shall check code in and out of a Government provided source control tool on a daily basis to maintain integrity and availability of updated code in support of software sustainment and repair.

5.10.   Contractor shall develop and refine administration and accreditation documentation of the software solutions IAW with DoD, G-3/5/7, CCSA, AOC and Army policies and regulations, and direction. This includes, but not limited to, user guides and system manuals, Standard Operating Procedures (SOPs), checklists, policies, and procedures, all subject to Government technical direction and approval.

5.11.   Contractor shall provide Operation and Maintenance (O&M) support to include, but not limited to, troubleshooting, correcting, testing, and verifying results of automation solution errors or failures. Troubleshooting may occur at any time due to the 24/7 nature of the DoD, G-3/5/7, CCSA, AOC mission IAW emergency response capability. Contractor shall, upon direction by the Government, provide troubleshooting services and/or advice by phone or be called on-site to complete these tasks.

5.12.   Contractor shall provide database maintenance support and provide data extracts, in formats as requested by functional customers and approved by the Government.

5.13.   Contractor shall provide baseline assessments, analysis and effectiveness reviews of solutions described in Paragraph 5.1; and implement approved changes in the following areas.

        5.13.1. PKI-enabled authentication and data integrity. Contractor shall provide state of the art expertise and support related to PKI-enabled authentication. The duties will include, but not limited to, researching Army policy and procedures, coordinating detailed advice and specific steps to

take with individuals from external agencies and commands, making formal and informal presentations that contain alternative solutions and best recommendations to the Government, implementing and maintaining solutions as the Government approves and directs.

5.13.2. Information system security issues. Contractor shall develop, enhance, and maintain information security to include the identification of the potential need for and existence of existing security-related tools, or the development and modification of such tools. Contractor shall maintain security best practices that assure the confidentiality, integrity, availability and secure handling of command and control information and information of a sensitive nature. All solutions will be secured according to the direction and spirit of applicable DOD, Army and CCSA policies, procedures and regulations.

5.13.3. All security controls and related documentation efforts shall be integrated into all phases of the solution process. The Contractor shall support all activities and requirements defined in the Risk Management Framework (RMF), Tenant Security Plans (TSPs), and Privacy Impact Assessments (PIAs) for all automation solutions. The Contractor shall prepare all TSP and PIA documentation for all automation solutions that will be managed under this contract. The Contractor shall coordinate with other government elements to obtain the required information to fully complete the checklists and documentation.

5.13.4. The Contractor shall submit draft versions of the checklists and documentation to the appropriate Government representative(s) for review, feedback, and approval prior to submitting a final version to Joint Service Provider security elements. All completed RMF, TSP, and PIA documentation is due to the COR before a solution is released into the production environment. The Contractor shall prepare and execute a schedule for completing all RMF, TSP, and PIA documentation and submitting it to the COR for existing managed solutions.

5.13.5. Contractor shall keep abreast of current and emerging technologies to determine where they best meet schedule, cost and performance of command and control mission requirements and/or business/industry best practices. Contractor shall make recommendations to the Government where such technologies should and will best affect automation solutions.

5.13.5.1. Contractor shall incorporate these technologies, keeping existing systems operating at optimal speed and efficiency with no negative impact on the current operations, exercise execution, and day to day operations during peace time.

5.13.5.2. Contractor shall perform monitoring and tracking of schedules and process activities, maintain databases, attend meetings, facilitate discussions of issues, engage the appropriate government project managers to obtain resolutions and points of contact, and escalate issues that cannot be resolved at the working level.

5.13.6. Contractor shall analyze, recommend, design, develop and implement effective and efficient integration of existing middleware software, troubleshoot and correct as potential situations and actual issues are identified.

5.13.7. Contractor shall perform general HQDA G-3/5/7 portal maintenance activities; which include add new users, update/validate user security and access, and assist users with portal access issues and troubleshooting. Contractor shall act as liaison with HQDA G-3/5/7 content owners to obtain timely and relevant content; provide assistance with the presentation and posting of the content to an appropriate web part; provide assistance with utilizing all existing features and functionality of the portal; add new features and functionality to the portal; add pages to the portal; maintain the portal taxonomy; and manage the portal security module to ensure only authorized users become authenticated members of the HQDA G-3/5/7 portal community.

5.13.8. Contractor shall assist HQDA G-3/5/7 functional portal site owners in resolving content management problems and portal site user access problems.

5.14.   Provide database administration for the HQDA G-3/5/7 C2 and business solutions. The contractor shall provide database administration tasks in support of the C2 and G-3/5/7 business solutions.

5.14.1.   Contractor shall provide database design and administration according to industry standards. This will be accomplished by tracking actions, facilitating discussions of issues, identifying and engaging the appropriate government project managers to obtain information/points of contact as required.

5.14.1.1.   Provide briefings and presentations on solutions and/or plans developed.

5.14.1.2.   Develop, monitor, and report on project plans for internal projects and work with other government points of contact to ensure those plans are aligned with CCSA, AOC, and G-3/5/7 objectives, resources and implementation schedule.

5.14.1.3.   Interact with other contractors, government points of contact, and other service representatives to gather information required for integration, consolidation, hardware, deployment and training issues and support.

5.14.1.4.   Contractor shall review existing databases to include design, implementation, naming conventions, table relationships, normalization, and authoritative data sources for effectiveness, efficiency, accuracy, and redundancy; and provide a baseline assessment. Contractor shall recommend corrections and modifications to the Government and implement changes as approved.

5.15.   Provide database maintenance for the HQDA G-3/5/7 C2 and business solutions. The contractor shall provide database maintenance tasks in support of the HQDA G-3/5/7 C2 and business solutions.

5.15.1.   Contractor shall maintain and document database design according to industry standards. This will be accomplished by tracking actions, facilitating discussions of issues, identifying and engaging the appropriate government project managers to obtain information/points of contact as required.

5.15.1.1.   Provide briefings and presentations on solutions and/or plans maintained.

5.15.1.2.   Monitor and report on project plans for internal projects and work with other government points of contact to ensure those plans are

aligned with CCSA, AOC, and HQDA G-3/5/7 objectives, resources and implementation schedule.

5.15.1.3. Interact with other contractors, government points of contact, and other service representatives to gather information required for database maintenance and support.

5.15.2. Contractor shall create, develop, integrate, and maintain database capabilities to include design, naming conventions, table relationships, normalization, and authoritative data sources for effectiveness, efficiency, accuracy, and redundancy; and provide a baseline assessment. Contractor shall recommend repair and maintenance to the Government and perform these maintenance and repair items as approved in order to maintain the baseline database.

5.15.3. Contractor shall coordinate and perform as requested, backups (daily or as special requests) of databases, evaluating and managing capacity planning, coordinating closely with the Government, recommending and implementing solutions as approved by the Government. Contractor shall also perform restore processes and configuration and change management.

5.16.   Provide SharePoint System Administration for the HQDA G-3/5/7 portals. The contractor's objective is to provide support services required to support, maintain, and enhance the CCSA, AOC, and HQDA G-3/5/7 solutions and their related services for both internal and external stakeholders and customers. Contractor shall provide systems administration and maintenance for the servers related to the HQDA G-3/5/7. Work is dependent on the hosting network, classified and unclassified.

5.16.1. Contractor shall install, test and implement latest releases of software supporting SharePoint, e.g. Microsoft SharePoint 2016 and PDF Share Forms.

5.16.2. Contractor shall monitor the execution efficiency of the servers, coordinating closely with the Government to identify problems and recommend courses of action for government consideration, and implement government approved solutions.

5.16.3. Contractor shall coordinate and perform and perform restore processes and configuration and change management, as requested, of databases and software, evaluating and managing capacity

planning, coordinating closely with the Government, recommending and implementing solutions as approved by the Government.

5.16.4. Contractor shall manage and execute the movement of databases and applications to new unclassified and classified servers as life cycle implementation and special circumstances dictate.

5.17. **Provide Application Administration for the internal and third party applications. The contractor's objective is to provide support services required to support, maintain, and enhance the CCSA, AOC, and HQDA G-3/5/7 solutions and their related services for both internal and external stakeholders and customers. Contractor shall provide systems administration and maintenance for the servers related to code versioning and compliance. Work is dependent on the hosting network, classified and unclassified.**

5.17.1. Contractor shall install, test and implement latest releases of software supporting code versioning, e.g. Microsoft TFS 2015.

5.17.2. Contractor shall monitor the execution efficiency of the servers, coordinating closely with the Government to identify problems and recommend courses of action for government consideration, and implement government approved solutions.

5.17.3. Contractor shall coordinate and perform restore processes and configuration and change management, as requested, of databases and software, evaluating and managing capacity planning, coordinating closely with the Government, recommending and implementing solutions as approved by the Government.

5.17.4. Contractor shall manage and execute the movement of databases and applications to new unclassified and classified servers as life cycle implementation and special circumstances dictate.

5.18. **Provide Documentation and Workload/Management Reports. Contractor shall provide workload related reports as directed by the Government. The Contractor will provide two reports to the COR as supporting documentation for the COR Tool Database Monthly Report. The COR Monthly Workload report is due by the 5th of each month as defined by the COR.**

5.18.1. Contractor shall provide reports/documents in formats directed or approved by the Government

that summarize or detail the actions taken on various projects and tasks. These include but are not limited to Monthly Invoices, Weekly Activities, Monthly Review Summaries, Project Issues, Application Security Analysis and Implementation, Quality Control Reports and Review.

5.18.2. The contractor shall provide reports related to travel incurred to include but not limited to Attendees, Dates of Travel, Summary of Meetings, Accomplishments, and Requests for information and further action. Contractor shall also furnish under separate cover a detailed report of costs incurred for travel.

5.19.   The Contractor shall provide a Phase In and a Phase Out plan for the beginning and the end of the contract, respectively.

5.20.   <u>Contractor Management Reporting (CMR)</u>: The Office of the Assistant Secretary of the Army (Manpower & Reserve Affairs) operates and maintains a secure Army data collection site where the Contractor shall report ALL Contractor manpower (including subcontractor manpower) required for performance of this contract. The Contractor shall completely fill in all the information in the format using the following web address <u>https://www.ecmra.mil</u>. The required information includes: (1) Contracting Office, Contracting Officer, Contracting Officer's Technical Representative (COTR) or also known as the Contracting Officer's Representative (COR); (2) Contract number, including task and delivery order number; (3) Beginning and ending dates covered by reporting period; (4) Contractor's name, address, phone number, e-mail address, identity of Contractor employee entering data; (5) Estimated direct labor hours (including sub-Contractors); (6) Estimated direct labor dollars paid this reporting period (including sub-Contractors); (7) Total payments (including sub-Contractors); (8) Predominant Federal Service Code (FSC) reflecting services provided by Contractor (and separate predominant FSC for each sub-Contractor if different); (9) Estimated data collection cost; (10) Organizational title associated with the Unit Identification Code (UIC) for the Army Requiring Activity (the Army Requiring Activity is responsible for providing the Contractor with its UIC for the purposes of reporting this information); (11) Locations where Contractor and sub-Contractors perform the work (specified by zip code in the United States and nearest city, country, when in an overseas location, using standardized nomenclature provided on website); (12) Presence of deployment or contingency contract language; and (13) Number of Contractor and sub-Contractor employees deployed in theater this reporting period (by country). As part of its submission, the Contractor shall provide the estimated total cost (if any) incurred to comply with this reporting requirement. Reporting period shall be the period of performance not to exceed 12 months ending September 30 of each government

fiscal year and shall be reported by 31 October of each calendar year. Contractors may use a direct XML data transfer to the database server or fill in the fields on the website. The XML direct transfer is a format for transferring files from a Contractor's system to the secure website without the need for separate data entries for each required data element at the website. The specific formats for the XML direct transfer may be downloaded from the website.

5.21.   The Contract Program Manager/Lead Contractor Tasks:

5.21.1. Personnel – The Contract Program Manager/Lead Contractor shall ensure that all contract personnel who are arriving or departing the G-3/5/7 complete the required in and out-processing checklists and required actions. All Contractors that have a need for access to G-3/5/7 facilities shall be in-processed within 24 hours of arrival or change of assignment to comply fully with the G-3/5/7 policy and out-processed within 48 hours of departure. The in/out processed Contractor shall be escorted by a COR-designated individual during the in and out processing. The Contract Program Manager/Lead Contractor shall verify that all government issued property and/or equipment (e.g., CAC cards/badges/access control, etc.) are turned in by the departing Contractor at time of departure and provided to the COR. If there is a security clearance issue with any Contractor, the Contract Program Manager/Lead Contractor shall follow the COR/Agency POC's instructions related to the guidelines set forth in the G-3/5/7 Memorandum, subj: Contracting Officers Representative (COR) Duties and Responsibilities, paragraph 4d, dated 8 April 2014. Additional requirements may be added as G-3/5/7 policy dictates.

PART 6
APPLICABLE PUBLICATIONS

6. **APPLICABLE PUBLICATIONS (CURRENT EDITIONS):**

   6.1. The Contractor shall abide by all applicable regulations, publications, manuals, and local policies and procedures.

      6.1.1.   AR 25-1 /Army Knowledge Management and Information Technology, dated 4 December 2008, Chapters 4 (The Army Enterprise Architecture) and 5 (Information Assurance), Mandatory, http://www.army.mil/usapa/epubs/pdf/r25_1.pdf

      6.1.2.   AR 25-1-1 /Information Technology Support and Services, dated 25 Oct 2006, Chapter 9 (Software and Hardware Asset Management), Mandatory, http://www.army.mil/usapa/epubs/pdf/p25_1_1.pdf

      6.1.3.   AR 25-2 /Information Assurance, dated 23 March 2009, Chapter 4 (Information Assurance Policy), Sections 1 (General Policy) and 2 (Software Security), Mandatory, http://www.army.mil/usapa/epubs/pdf/r25_2.pdf

      6.1.4.   Federal Information Management Act of 2002 (FISMA), Mandatory

      6.1.5.   DoDD 8500.1 /Information Assurance, dated 24 Oct 2002, Mandatory

      6.1.6.   DoDD 8510.01 DOD Information Assurance Certification and Accreditation Process (DICAP) dated 28 Nov 2007, Mandatory

      6.1.7.   DoD Acquisition Regulations System (DFARS) 48 CFR Parts 239 and 252 RIN 0750-AF52, Supplement; "Information Assurance Contractor Training and Certification" (DFARS Case 2006-D023)

      6.1.8.   DoD Instruction 5200.01, "DoD Information Security Program and Protection of Sensitive Compartmented Information," October 9, 2008

      6.1.9.   Memorandum, DAMO-ZCA, 8 Apr 14, subject: Contracting Officers Representative (COR) Duties and Responsibilities.

6.1.10. DoDD 8140.01 DoD Cyberspace Workforce Management dated 11 Sep 2015

6.1.11. DoDI 8570.01-M DoD Information Assurance Workforce Improvement Program dated 11 Oct 2015

PART 7
ATTACHMENT/TECHNICAL EXHIBIT LISTING

7. **<u>ATTACHMENT/TECHNICAL EXHIBIT LIST</u>:**

   7.1. **<u>Attachment 1/Technical Exhibit 1 – Performance Requirements Summary</u>**

   7.2. **<u>Attachment 2/Technical Exhibit 2 – Deliverables Schedule</u>**

ATTACHMENT 1 / TECHNICAL EXHIBIT 1

PERFORMANCE REQUIREMENTS SUMMARY

The contractor service requirements are summarized into performance objectives that relate directly to mission essential items. The performance threshold briefly describes the minimum acceptable levels of service required for each requirement. These thresholds are critical to mission success.

Performance Objective	Standard	Performance Threshold	Method of Surveillance
PRS # 1. The contractor shall provide software administration and maintenance IAW PWS paragraph 5.2.	The contractor provided IAW applicable publications listed in Part 6 of the PWS and software industry standards.	5% variance	Periodic Surveillance by COR
PRS # 2 The contractor shall provide baseline assessments, analysis and reviews of solutions IAW PWS paragraph 5.13.	The contractor provided IAW applicable industry standards as approved by the government.	5% variance	Customer Feedback
PRS # 3 Contractor shall provide web automation solutions IAW PWS paragraph 5.4.	The contractor provided IAW applicable publications listed in Part 6 of the PWS and software industry standards.	5% variance	Periodic Surveillance by COR
PRS # 4 The contractor shall provide database administration IAW PWS paragraph 5.14.	The contractor provided IAW applicable publications listed in Part 6 of the PWS and software industry standards.	5% variance	Periodic Surveillance by COR
PRS # 5 The contractor shall provide SharePoint Systems and Application Administration and maintenance IAW PWS paragraph 5.16, 5.17.	The contractor provided IAW applicable publications listed in Part 6 of the PWS and software industry standards.	5% variance	Periodic Surveillance by COR
PRS # 6 The contractor shall provide documentation and workload/management reports IAW PWS paragraph 5.4, 5.5, 5.6, 5.8, 5.10, 5.18.	The contractor provided IAW applicable publications listed in Part 6 of the PWS and applicable industry standards as directed by the government. The COR Tool Database is used by the government for this Base contract and all Task Orders. If Paragraph 5.17 is not provided, the government can reduce the cost invoice amounts based upon the level of effort and withhold payments in WAWF.	5% variance	Periodic Surveillance by COR
PRS #7 The Contract Program Manager/Lead Contractor shall ensure that all contract personnel in-process and out-process IAW PWS paragraph 5.21.1.	IAW the G-3/5/7 Administration and Resources Directorate's designated timelines.	Zero deviation	100% Inspection

ATTACHMENT 2 / TECHNICAL EXHIBIT 2

DELIVERABLES SCHEDULE

Deliverable	Frequency	# of Copies	Medium/Format	Submit To
Attend all meetings approved by the Government (CCSA) representative IAW PWS paragraph 5.4.1, 5.13.5.2, 5.18.2	As required			
Document all formal and informal meetings with detailed notes of attendees, issues discussed, due outs, and suspenses IAW PWS paragraph 5.1, 5.4.1, 5.13.5.2, 5.14.1, 5.15.1.	Upon completion or by suspense.	1	Stored online under prescribed location and according to directed naming conventions using MS Word.	Provide file link to COR, Branch Chief, and IT Project Managers
Document requirements and business rules in government approved tool IAW PWS paragraph 5.1, 5.4.4, 5.9.3, 5.13.3.	Within 1 business day from date and time of requirements receipt.	1	Within Quality Center software product.	Provide file link to COR, Branch Chief, and IT Project Managers
Document workflow using Government provided software tools as requested by Government IT Project Manager IAW PWS paragraph 5.4.1, 5.4.4, 5.4.5, 5.5, 5.6, 5.9.3, 5.10	Upon completion or by suspense	1	Stored online under prescribed location and according to directed naming conventions and formats.	Provide file link to COR, Branch Chief, and Government IT Project Managers
Document applications IAW agency Software Development Life Cycle process IAW PWS paragraph 5.1, 5.3, 5.4.2, 5.5, 5.13.4, 5.13.6.	Upon completion or by suspense	1	Stored online under prescribed location and according to directed naming conventions and formats.	Provide file link to COR, Branch Chief, and IT Project Managers
Provide demonstrations of prototypes, modules and applications in various stages of	Upon completion or by suspense and updated as required	1	Stored online under prescribed location and according to directed naming	Provide file link to COR, Branch Chief, and IT Project Managers

Deliverable	Frequency	# of Copies	Medium/Format	Submit To
engineering with associated screen prints and briefing slides as directed by the Government IAW PWS paragraph 5.7.			conventions and formats.	
Create Test Plans IAW PWS paragraph 5.8.	At end of each unit level of code engineering	1	Within Quality Center (QC)/soft copies of Test Plans outside of QC according to format directed and approved by the IT Project Manager.	Provide file link to COR, IT Project Managers
Document Test Results IAW PWS paragraph 5.8.	At time of Test execution	1	Stored online under prescribed location and according to directed naming conventions and formats.	Provide file link to COR, IT Project Managers
Participate in code/database review meetings and corresponding paperwork IAW PWS paragraph 5.4.3, 5.9, 5.9.1, 5.13, 5.14.1.4.	Quarterly: NLT the 30th of the month in Dec, Mar, Jun, Sep	One per attendee	Copy of Code, briefing slides, checklist. Online storage will be under prescribed location and formats IAW agency policies.	Provide file link to COR, IT Project Managers
Document Code to include date of change, what and why description, name of developer IAW PWS paragraph 5.6, 5.9.2.	With each modification made to the code	1	Embedded in Code	IT Project Managers
Accreditation documentation of the software applications IAW PWS paragraph 5.1, 5.10. 5.13.3, 5.13.4.	As required	1	Stored online under prescribed location and according to directed naming conventions and formats.	Provide file link to COR, Branch Chief, Division Chief, IT Project Managers
User Guides IAW PWS paragraph 5.10.	Upon unit completion or as required. This may require to be piecemealed as application engineering progresses or as a final product at time of application implementation.	1	Stored online under prescribed locations and according to directed naming conventions and formats.	Provide file link to COR, Branch Chief, Division Chief, IT Project Managers, designated Customer

Deliverable	Frequency	# of Copies	Medium/Format	Submit To
System manuals IAW PWS paragraph 5.10.	Upon unit completion or as required. This may require to be piecemealed as application engineering progresses or as a final product at time of application implementation.	1	Stored online under prescribed locations and according to directed naming conventions and formats.	Provide file link to COR, Branch Chief, Division Chief, IT Project Managers, designated Customer
Standard Operating Procedures (SOPs), checklists, and policies for executing services related to applications and databases IAW PWS paragraph 5.3, 5.4.1, 5.4.4, 5.5, 5.10, 5.13.3, 5.13.4.	Upon completion or by suspense.	1	Stored online under prescribed locations and according to directed naming conventions and formats.	Provide file link to COR, Branch Chief, and IT Project Managers
Contractor Contact Information, i.e., home phone numbers, cell phone numbers, contact instructions so the contractors can be called for information or to return to duty to troubleshoot and correct problems or issues IAW PWS paragraph 5.11.	At time of employment and updates within 24 hours of changes.	1	Via email and stored online under prescribed locations and according to directed naming conventions and formats.	Via email and provide file link to COR, CCSA Admin Officer, Branch Chief, Division Chief, IT Program Managers
Database maintenance and administration as directed and approved by the Government IAW PWS paragraph 5.1, 5.6, 5.9.2, 5.11, 5.12, 5.13.2, 5.13.3, 5.13.5.2, 5.14, 5.14.1, 5.14.1.1, 5.14.1.2, 5.14.1.3, 5.14.1.4, 5.15.1, 5.15.1.3, 5.15.2, 5.15.3.	As required	1	Database updates and maintenance in prescribed database formats.	Provide file link to COR, Branch Chief, and IT Project Managers
Data extracts/reports as directed and	By suspense; The COR Monthly	1	Stored online under prescribed location	Provide file link to COR, Branch

Deliverable	Frequency	# of Copies	Medium/Format	Submit To
approved by the Government IAW PWS paragraph 5.12, 5.18, 5.18.1, 5.18.2.	Workload report is due by the 5th of each month. The Bi-Weekly Labor Hour Report is due by the 15th and 30th of each month. These reports are covered under the Contract Management Reporting requirement.		and according to directed naming conventions and formats. Formats include but are not limited to SQL Server Reporting Services, Crystal Reports, Excel, PowerPoint, MS Word and XML.	Chief, and IT Project Managers
Update engineering code IAW PWS paragraph 5.4.5, 5.6, 5.9, 5.9.1, 5.9.2, 5.9.3.	By COB daily	1	Online in source control tool.	Provide file link to COR, IT Project Managers
Provide SP Systems and Application Administration IAW PWS paragraph 5.16, 5.16.1, 5.16.2, 5.16.3, 5.16.4, 5.17, 5.17.1, 5.17.2, 5.17.3, 5.17.4.	By suspense	1	System updates and maintenance in prescribed formats IAW agency policies.	COR
Briefing Slides depicting alternative solutions to IT hardware or software issues or emerging technology IAW PWS paragraph 5.4, 5.4.1, 5.4.2, 5.13, 5.13.1, 5.13.5, 5.13.5.1.	By suspense or as required	1	Stored online under prescribed location and according to directed naming conventions and formats.	Provide file link to COR, Branch Chief, Division Chief, IT Project Managers, designated Customer
Web Pages IAW PWS paragraph 5.13, 5.13.1, 5.13.7, 5.13.8.	By suspense or as required	1	Stored online under prescribed location and according to directed naming conventions and formats.	Provide file link to COR, IT Project Managers, and designated Customer
Summary status of projects IAW PWS paragraph 5.18.1, 5.18.2.	Weekly and as special need dictated by the Government	1	Stored online under prescribed location and according to directed naming conventions and formats	Provide file link to COR, Branch Chief and IT Project Managers
Monthly Invoices including Labor Hours and cost per contractor employee	By the 7th calendar day of each month	1	Via email in the Government prescribed format	COR

Deliverable	Frequency	# of Copies	Medium/Format	Submit To
for extended hours, and the associated project, travel expenses, and discounts IAW PWS paragraph 5.18.1, 5.18.2.				
Weekly status report documenting the projects/tasks supported for the week, hours dedicated to each task, and the approval verification of the IT Project Manager IAW PWS paragraph 5.18.1	Weekly by COB Fridays	1	Via email in the Government prescribed format	COR, IT Project Managers
Weekly Assessment Report listing primary issues for the last week, e.g. server stability, hot requirements, and bugs and fixes, status of contractor workforce to include recommendations for project placements, use of skills, individual productivity, billing questions and issues IAW PWS paragraph 5.5, 5.13.2, 5.13.5.2, 5.13.6, 5.18.1.	By COB Fridays	1	Via email in the Government prescribed format	COR
Monthly Management Review Meetings between contractor Program Manager and the COR which cover Weekly Assessment emails received since the last monthly meeting and all new topics of concern IAW PWS paragraph 5.13.5.2, 5.18.1.	As required but no later than the 16th of each month		Meeting	COR

Deliverable	Frequency	# of Copies	Medium/Format	Submit To
Travel Report to include costs incurred, days traveled, reason for travel, accomplishments, Travel POCs, meeting notes, and due outs IAW PWS paragraph 5.18.2.	NLT 5 business days after return from travel	1	Via email	COR
Transition Milestones and Briefing which assesses the current status of efforts addressed in the transition to the new contract, the major steps to accomplish, the actions taken IAW PWS paragraph 5.19.	Within 1st 30 days of the new contract performance	1	Stored online under prescribed locations and according to directed naming conventions and formats.	COR, Branch Chief, Division Chief, IT Project Managers
Transition Milestones and Briefing which assesses the current status of efforts to be addressed in the transition to the new contract, the major steps to accomplish, the actions taken IAW PWS paragraph 5.19.	30 days prior to the end of contract performance	1	Stored online under prescribed locations and according to directed naming conventions and formats.	COR, Branch Chief, Division Chief, IT Project Managers

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
0001	Destination	Government	Destination	Government
0002	Destination	Government	Destination	Government
0003	Destination	Government	Destination	Government
0004	Destination	Government	Destination	Government
0005	Destination	Government	Destination	Government
1001	Destination	Government	Destination	Government
1002	Destination	Government	Destination	Government
1003	Destination	Government	Destination	Government
1004	Destination	Government	Destination	Government
1005	Destination	Government	Destination	Government
2001	Destination	Government	Destination	Government
2002	Destination	Government	Destination	Government
2003	Destination	Government	Destination	Government
2004	Destination	Government	Destination	Government
2005	Destination	Government	Destination	Government
3001	Destination	Government	Destination	Government
3002	Destination	Government	Destination	Government
3003	Destination	Government	Destination	Government
3004	Destination	Government	Destination	Government
3005	Destination	Government	Destination	Government
4001	Destination	Government	Destination	Government
4002	Destination	Government	Destination	Government
4003	Destination	Government	Destination	Government
4004	Destination	Government	Destination	Government
4005	Destination	Government	Destination	Government

CLAUSES INCORPORATED BY REFERENCE

52.246-5   Inspection Of Services Cost-Reimbursement   APR 1984

Section F - Deliveries or Performance

DELIVERY INFORMATION

CLIN	DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	DODAAC / CAGE
0001	N/A	N/A	N/A	N/A
0002	N/A	N/A	N/A	N/A
0003	N/A	N/A	N/A	N/A
0004	N/A	N/A	N/A	N/A
0005	N/A	N/A	N/A	N/A
1001	N/A	N/A	N/A	N/A
1002	N/A	N/A	N/A	N/A
1003	N/A	N/A	N/A	N/A
1004	N/A	N/A	N/A	N/A
1005	N/A	N/A	N/A	N/A
2001	N/A	N/A	N/A	N/A
2002	N/A	N/A	N/A	N/A
2003	N/A	N/A	N/A	N/A
2004	N/A	N/A	N/A	N/A
2005	N/A	N/A	N/A	N/A
3001	N/A	N/A	N/A	N/A
3002	N/A	N/A	N/A	N/A
3003	N/A	N/A	N/A	N/A
3004	N/A	N/A	N/A	N/A
3005	N/A	N/A	N/A	N/A
4001	N/A	N/A	N/A	N/A
4002	N/A	N/A	N/A	N/A

4003	N/A	N/A	N/A	N/A
4004	N/A	N/A	N/A	N/A
4005	N/A	N/A	N/A	N/A

Section G - Contract Administration Data

CLAUSES INCORPORATED BY FULL TEXT

252.232-7006 WIDE AREA WORKFLOW PAYMENT INSTRUCTIONS (DEC 2018)

(a) Definitions. As used in this clause—

"Department of Defense Activity Address Code (DoDAAC)" is a six position code that uniquely identifies a unit, activity, or organization.

"Document type" means the type of payment request or receiving report available for creation in Wide Area WorkFlow (WAWF).

"Local processing office (LPO)" is the office responsible for payment certification when payment certification is done external to the entitlement system.

"Payment request" and "receiving report" are defined in the clause at 252.232-7003, Electronic Submission of Payment Requests and Receiving Reports.

(b) Electronic invoicing. The WAWF system provides the method to electronically process vendor payment requests and receiving reports, as authorized by Defense Federal Acquisition Regulation Supplement (DFARS) 252.232-7003, Electronic Submission of Payment Requests and Receiving Reports.

(c) WAWF access. To access WAWF, the Contractor shall—

(1) Have a designated electronic business point of contact in the System for Award Management at https://www.sam.gov; and

(2) Be registered to use WAWF at https://wawf.eb.mil/ following the step-by-step procedures for self-registration available at this web site.

(d) WAWF training. The Contractor should follow the training instructions of the WAWF Web-Based Training Course and use the Practice Training Site before submitting payment requests through WAWF. Both can be accessed by selecting the "Web Based Training" link on the WAWF home page at https://wawf.eb.mil/.

(e) WAWF methods of document submission. Document submissions may be via web entry, Electronic Data Interchange, or File Transfer Protocol.

(f) WAWF payment instructions. The Contractor shall use the following information when submitting payment requests and receiving reports in WAWF for this contract or task or delivery order:

(1) Document type. The Contractor shall submit payment requests using the following document type(s):

(i) For cost-type line items, including labor-hour or time-and-materials, submit a cost voucher.

(ii) For fixed price line items—

(A) That require shipment of a deliverable, submit the invoice and receiving report specified by the Contracting Officer.

N/A

(B) For services that do not require shipment of a deliverable, submit either the Invoice 2in1, which meets the requirements for the invoice and receiving report, or the applicable invoice and receiving report, as specified by the Contracting Officer.

Invoice 2in1

(iii) For customary progress payments based on costs incurred, submit a progress payment request.

(iv) For performance based payments, submit a performance based payment request.

(v) For commercial item financing, submit a commercial item financing request.

(2) Fast Pay requests are only permitted when Federal Acquisition Regulation (FAR) 52.213-1 is included in the contract.

[Note: The Contractor may use a WAWF "combo" document type to create some combinations of invoice and receiving report in one step.]

(3) Document routing. The Contractor shall use the information in the Routing Data Table below only to fill in applicable fields in WAWF when creating payment requests and receiving reports in the system.

Routing Data Table*

Field Name in WAWF	Data to be entered in WAWF
Pay Official DoDAAC	TBD
Issue By DoDAAC	W91CRB
Admin DoDAAC**	W91CRB
Inspect By DoDAAC	W80NUQ
Ship To Code	W80NUQ
Service Approver (DoDAAC)	W80NUQ
Service Acceptor (DoDAAC)	W80NUQ

 (4) Payment request. The Contractor shall ensure a payment request includes documentation appropriate to the type of payment request in accordance with the payment clause, contract financing clause, or Federal Acquisition Regulation 52.216-7, Allowable Cost and Payment, as applicable.

(5) Receiving report. The Contractor shall ensure a receiving report meets the requirements of DFARS Appendix F.

(g) WAWF point of contact.

(1) The Contractor may obtain clarification regarding invoicing in WAWF from the following contracting activity's WAWF point of contact.

N/A

(2) Contact the WAWF helpdesk at 866-618-5988, if assistance is needed.

(End of clause)

Section H - Special Contract Requirements

<u>CONFLICT OF INTEREST</u>

The contractor acknowledges that it is familiar with FAR 9.5 and agrees that it shall avoid conflicts of interest and, to the maximum possible extent, the appearance of conflict of interest, in accordance with the principles set forth in the FAR.

<u>SPECIAL REQUIREMENTS</u>

1. This requirement will be a total (100%) small business set-aside.
2. All delivery orders shall issued electronically and unilaterally by the contracting office only.
3. Orders shall be placed using pricing information from Section B.
4. The Minimum ordering amount equates to $1,000,000.00.
5. The Maximum ordering amount equates to the amount of the contract including all exercised options: TBD
6. The ordering period is for this Indefinite Delivery/Indefinite Quantity contract is five (5) years from the date of contract award.
7. The Government has the right to order only the minimum.

Section I - Contract Clauses

CLAUSES INCORPORATED BY REFERENCE

52.202-1	Definitions	NOV 2013
52.203-3	Gratuities	APR 1984
52.203-5	Covenant Against Contingent Fees	MAY 2014
52.203-6	Restrictions On Subcontractor Sales To The Government	SEP 2006
52.203-7	Anti-Kickback Procedures	MAY 2014
52.203-8	Cancellation, Rescission, and Recovery of Funds for Illegal or Improper Activity	MAY 2014
52.203-10	Price Or Fee Adjustment For Illegal Or Improper Activity	MAY 2014
52.203-12	Limitation On Payments To Influence Certain Federal Transactions	OCT 2010
52.203-13	Contractor Code of Business Ethics and Conduct	OCT 2015
52.204-2	Security Requirements	AUG 1996
52.204-4	Printed or Copied Double-Sided on Postconsumer Fiber Content Paper	MAY 2011
52.204-7	System for Award Management	OCT 2018
52.204-9	Personal Identity Verification of Contractor Personnel	JAN 2011
52.209-6	Protecting the Government's Interest When Subcontracting With Contractors Debarred, Suspended, or Proposed for Debarment	OCT 2015
52.215-2	Audit and Records--Negotiation	OCT 2010
52.215-8	Order of Precedence--Uniform Contract Format	OCT 1997
52.215-10	Price Reduction for Defective Certified Cost or Pricing Data	AUG 2011
52.215-12	Subcontractor Certified Cost or Pricing Data	OCT 2010
52.215-15	Pension Adjustments and Asset Reversions	OCT 2010
52.215-18	Reversion or Adjustment of Plans for Postretirement Benefits (PRB) Other than Pensions	JUL 2005
52.215-19	Notification of Ownership Changes	OCT 1997
52.215-21	Requirements for Certified Cost or Pricing Data and Data Other Than Certified Cost or Pricing Data -- Modifications	OCT 2010
52.216-7	Allowable Cost And Payment	AUG 2018
52.216-8	Fixed Fee	JUN 2011
52.219-6	Notice Of Total Small Business Set-Aside	NOV 2011
52.219-8	Utilization of Small Business Concerns	OCT 2018
52.222-2	Payment For Overtime Premiums	JUL 1990
52.222-3	Convict Labor	JUN 2003
52.222-26	Equal Opportunity	SEP 2016
52.222-50	Combating Trafficking in Persons	JAN 2019
52.223-6	Drug-Free Workplace	MAY 2001
52.228-3	Worker's Compensation Insurance (Defense Base Act)	JUL 2014
52.232-22	Limitation Of Funds	APR 1984
52.233-1	Disputes	MAY 2014
52.233-3	Protest After Award	AUG 1996
52.233-3 Alt I	Protest After Award (Aug 1996) - Alternate I	JUN 1985
52.237-3	Continuity Of Services	JAN 1991
52.242-13	Bankruptcy	JUL 1995
52.243-2	Changes--Cost-Reimbursement	AUG 1987
52.243-2 Alt I	Changes--Cost-Reimbursement (Aug 1987) - Alternate I	APR 1984
52.244-2	Subcontracts	OCT 2010
52.244-5	Competition In Subcontracting	DEC 1996
52.244-6	Subcontracts for Commercial Items	JAN 2019

52.245-1	Government Property	JAN 2017
52.245-9	Use And Charges	APR 2012
52.246-25	Limitation Of Liability--Services	FEB 1997
52.249-6	Termination (Cost Reimbursement)	MAY 2004
52.249-14	Excusable Delays	APR 1984
52.252-6	Authorized Deviations In Clauses	APR 1984
252.201-7000	Contracting Officer's Representative	DEC 1991
252.203-7000	Requirements Relating to Compensation of Former DoD Officials	SEP 2011
252.203-7001	Prohibition On Persons Convicted of Fraud or Other Defense-Contract-Related Felonies	DEC 2008
252.204-7000	Disclosure Of Information	OCT 2016
252.204-7003	Control Of Government Personnel Work Product	APR 1992
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 Country that is a State Sponsor of Terrorism	OCT 2015
252.227-7013	Rights in Technical Data--Noncommercial Items	FEB 2014
252.243-7002	Requests for Equitable Adjustment	DEC 2012
252.245-7001	Tagging, Labeling, and Marking of Government-Furnished Property	APR 2012
252.245-7002	Reporting Loss of Government Property	DEC 2017
252.245-7003	Contractor Property Management System Administration	APR 2012
252.245-7004	Reporting, Reutilization, and Disposal	DEC 2017
252.247-7023	Transportation of Supplies by Sea	FEB 2019

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 the date of contract award through 60 months after contract award.

(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 $1,000,000.00, 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 $10,000,000.00;

(2) Any order for a combination of items in excess of $10,000,000.00; or

(3) A series of orders from the same ordering office within 7 days that together call for quantities exceeding the limitation in paragraph (b) (1) or (2) of this section.

(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) of this section.

(d) Notwithstanding paragraphs (b) and (c) of this section, 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 7 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 60 months after contract award.

(End of clause)

52.217-8   OPTION TO EXTEND SERVICES (NOV 1999)

The Government may require continued performance of any services within the limits and at the rates specified in the contract. These rates may be adjusted only as a result of revisions to prevailing labor rates provided by the Secretary of Labor. The option provision may be exercised more than once, but the total extension of performance hereunder shall not exceed 6 months. The Contracting Officer may exercise the option by written notice to the Contractor 30 days.

(End of clause)

52.243-7   NOTIFICATION OF CHANGES (JAN 2017)

(a) Definitions.

"Contracting Officer," as used in this clause, does not include any representative of the Contracting Officer.

"Specifically authorized representative (SAR)," as used in this clause, means any person the Contracting Officer has so designated by written notice (a copy of which shall be provided to the Contractor) which shall refer to this subparagraph and shall be issued to the designated representative before the SAR exercises such authority.

(b) Notice. The primary purpose of this clause is to obtain prompt reporting of Government conduct that the Contractor considers to constitute a change to this contract. Except for changes identified as such in writing and signed by the Contracting Officer, the Contractor shall notify the Administrative Contracting Officer in writing, within 7 calendar days from the date that the Contractor identifies any Government conduct (including actions, inactions, and written or oral communications) that the Contractor regards as a change to the contract terms and conditions. On the basis of the most accurate information available to the Contractor, the notice shall state--

(1) The date, nature, and circumstances of the conduct regarded as a change;

(2) The name, function, and activity of each Government individual and Contractor official or employee involved in or knowledgeable about such conduct;

(3) The identification of any documents and the substance of any oral communication involved in such conduct;

(4) In the instance of alleged acceleration of scheduled performance or delivery, the basis upon which it arose;

(5) The particular elements of contract performance for which the Contractor may seek an equitable adjustment under this clause, including--

(i) What line items have been or may be affected by the alleged change;

(ii) What labor or materials or both have been or may be added, deleted, or wasted by the alleged change;

(iii) To the extent practicable, what delay and disruption in the manner and sequence of performance and effect on continued performance have been or may be caused by the alleged change;

(iv) What adjustments to contract price, delivery schedule, and other provisions affected by the alleged change are estimated; and

(6) The Contractor's estimate of the time by which the Government must respond to the Contractor's notice to minimize cost, delay or disruption of performance.

(c) Continued performance. Following submission of the notice required by (b) above, the Contractor shall diligently continue performance of this contract to the maximum extent possible in accordance with its terms and conditions as construed by the Contractor, unless the notice reports a direction of the Contracting Officer or a communication from a SAR of the Contracting Officer, in either of which events the Contractor shall continue performance; provided, however, that if the Contractor regards the direction or communication as a change as described in (b) above, notice shall be given in the manner provided. All directions, communications, interpretations, orders and similar actions of the SAR shall be reduced to writing and copies furnished to the Contractor and to the Contracting Officer. The Contracting Officer shall countermand any action which exceeds the authority of the SAR.

(d) Government response. The Contracting Officer shall promptly, within 14 calendar days after receipt of notice, respond to the notice in writing. In responding, the Contracting Officer shall either--

(1) Confirm that the conduct of which the Contractor gave notice constitutes a change and when necessary direct the mode of further performance;

(2) Countermand any communication regarded as a change;

(3) Deny that the conduct of which the Contractor gave notice constitutes a change and when necessary direct the mode of further performance; or

(4) In the event the Contractor's notice information is inadequate to make a decision under (1), (2), or (3) above, advise the Contractor what additional information is required, and establish the date by which it should be furnished and the date thereafter by which the Government will respond.

(e) Equitable adjustments.

(1) If the Contracting Officer confirms that Government conduct effected a change as alleged by the Contractor, and the conduct causes an increase or decrease in the Contractor's cost of, or the time required for, performance of any part of the work under this contract, whether changed or not changed by such conduct, an equitable adjustment shall be made--

(i) In the contract price or delivery schedule or both; and

(ii) In such other provisions of the contract as may be affected.

(2) The contract shall be modified in writing accordingly. In the case of drawings, designs or specifications which are defective and for which the Government is responsible, the equitable adjustment shall include the cost and time extension for delay reasonably incurred by the Contractor in attempting to comply with the defective drawings, designs or specifications before the Contractor identified, or reasonably should have identified, such defect. When the cost of property made obsolete or excess as a result of a change confirmed by the Contracting Officer under this clause is included in the equitable adjustment, the Contracting Officer shall have the right to prescribe the manner of disposition of the property. The equitable adjustment shall not include increased costs or time extensions for delay resulting from the Contractor's failure to provide notice or to continue performance as provided, respectively, in (b) and (c) above.

Note: The phrases "contract price" and "cost" wherever they appear in the clause, may be appropriately modified to apply to cost-reimbursement or incentive contracts, or to combinations thereof.

(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):

http://farsite.hill.af.mil/

(End of clause)

252.211-7003   ITEM UNIQUE IDENTIFICATION AND VALUATION (MAR 2016)

(a) Definitions. As used in this clause-

Automatic identification device means a device, such as a reader or interrogator, used to retrieve data encoded on machine-readable media.

Concatenated unique item identifier means--

(1) For items that are serialized within the enterprise identifier, the linking together of the unique identifier data elements in order of the issuing agency code, enterprise identifier, and unique serial number within the enterprise identifier; or

(2) For items that are serialized within the original part, lot, or batch number, the linking together of the unique identifier data elements in order of the issuing agency code; enterprise identifier; original part, lot, or batch number; and serial number within the original part, lot, or batch number.

Data Matrix means a two-dimensional matrix symbology, which is made up of square or, in some cases, round modules arranged within a perimeter finder pattern and uses the Error Checking and Correction 200 (ECC200) specification found within International Standards Organization (ISO)/International Electrotechnical Commission (IEC) 16022.

Data qualifier means a specified character (or string of characters) that immediately precedes a data field that defines the general category or intended use of the data that follows.

DoD recognized unique identification equivalent means a unique identification method that is in commercial use and has been recognized by DoD. All DoD recognized unique identification equivalents are listed at http://www.acq.osd.mil/dpap/pdi/uid/iuid_equivalents.html.

DoD item unique identification means a system of marking items delivered to DoD with unique item identifiers that have machine-readable data elements to distinguish an item from all other like and unlike items. For items that are serialized within the enterprise identifier, the unique item identifier shall include the data elements of the enterprise identifier and a unique serial number. For items that are serialized within the part, lot, or batch number within the enterprise identifier, the unique item identifier shall include the data elements of the enterprise identifier; the original part, lot, or batch number; and the serial number.

Enterprise means the entity (e.g., a manufacturer or vendor) responsible for assigning unique item identifiers to items.

Enterprise identifier means a code that is uniquely assigned to an enterprise by an issuing agency.

Government's unit acquisition cost means--

(1) For fixed-price type line, subline, or exhibit line items, the unit price identified in the contract at the time of delivery;

(2) For cost-type or undefinitized line, subline, or exhibit line items, the Contractor's estimated fully burdened unit cost to the Government at the time of delivery; and

(3) For items produced under a time-and-materials contract, the Contractor's estimated fully burdened unit cost to the Government at the time of delivery.

Issuing agency means an organization responsible for assigning a globally unique identifier to an enterprise, as indicated in the Register of Issuing Agency Codes for ISO/IEC 15459, located at http://www.aimglobal.org/?Reg_Authority15459.

Issuing agency code means a code that designates the registration (or controlling) authority for the enterprise identifier.

Item means a single hardware article or a single unit formed by a grouping of subassemblies, components, or constituent parts.

Lot or batch number means an identifying number assigned by the enterprise to a designated group of items, usually referred to as either a lot or a batch, all of which were manufactured under identical conditions.

Machine-readable means an automatic identification technology media, such as bar codes, contact memory buttons, radio frequency identification, or optical memory cards.

Original part number means a combination of numbers or letters assigned by the enterprise at item creation to a class of items with the same form, fit, function, and interface.

Parent item means the item assembly, intermediate component, or subassembly that has an embedded item with a unique item identifier or DoD recognized unique identification equivalent.

Serial number within the enterprise identifier means a combination of numbers, letters, or symbols assigned by the enterprise to an item that provides for the differentiation of that item from any other like and unlike item and is never used again within the enterprise.

Serial number within the part, lot, or batch number means a combination of numbers or letters assigned by the enterprise to an item that provides for the differentiation of that item from any other like item within a part, lot, or batch number assignment.

Serialization within the enterprise identifier means each item produced is assigned a serial number that is unique among all the tangible items produced by the enterprise and is never used again. The enterprise is responsible for ensuring unique serialization within the enterprise identifier.

Serialization within the part, lot, or batch number means each item of a particular part, lot, or batch number is assigned a unique serial number within that part, lot, or batch number assignment. The enterprise is responsible for ensuring unique serialization within the part, lot, or batch number within the enterprise identifier.

Type designation means a combination of letters and numerals assigned by the Government to a major end item, assembly or subassembly, as appropriate, to provide a convenient means of differentiating between items having the same basic name and to indicate modifications and changes thereto.

Unique item identifier means a set of data elements marked on items that is globally unique and unambiguous. The term includes a concatenated unique item identifier or a DoD recognized unique identification equivalent.

Unique item identifier type means a designator to indicate which method of uniquely identifying a part has been used. The current list of accepted unique item identifier types is maintained at http://www.acq.osd.mil/dpap/pdi/uid/uii_types.html.

(b) The Contractor shall deliver all items under a contract line, subline, or exhibit line item.

(c) Unique item identifier. (1) The Contractor shall provide a unique item identifier for the following:

(i) Delivered items for which the Government's unit acquisition cost is $5,000 or more.

(ii) Items for which the Government's unit acquisition cost is less than $5,000 that are identified in the Schedule or the following table:

```
------------------------------------------------------------------------
 Contract line, subline, or exhibit
       line item No.                Item description
------------------------------------------------------------------------
             TBD
------------------------------------------------------------------------
```

(If items are identified in the Schedule, insert ``See Schedule'' in this table.)

(iii) Subassemblies, components, and parts embedded within delivered items, items with warranty requirements, DoD serially managed reparables and DoD serially managed nonreparables as specified in Attachment Number ----.

(iv) Any item of special tooling or special test equipment as defined in FAR 2.101 that have been designated for preservation and storage for a Major Defense Acquisition Program as specified in Attachment Number ----.

(v) Any item not included in paragraphs (c)(1)(i), (ii), (iii), or

(iv) of this clause for which the contractor creates and marks a unique item identifier for traceability.

(2) The unique item identifier assignment and its component data element combination shall not be duplicated on any other item marked or registered in the DoD Item Unique Identification Registry by the contractor.

(3) The unique item identifier component data elements shall be marked on an item using two dimensional data matrix symbology that complies with ISO/IEC International Standard 16022, Information technology--International symbology specification--Data matrix; ECC200 data matrix specification.

(4) Data syntax and semantics of unique item identifiers. The Contractor shall ensure that--

(i) The data elements (except issuing agency code) of the unique item identifier are encoded within the data matrix symbol that is marked on the item using one of the following three types of data qualifiers, as determined by the Contractor:

(A) Application Identifiers (AIs) (Format Indicator 05 of ISO/IEC International Standard 15434), in accordance with ISO/IEC International Standard 15418, Information Technology--EAN/UCC Application Identifiers and Fact Data Identifiers and Maintenance and ANSI MH 10.8.2 Data Identifier and Application Identifier Standard.

(B) Data Identifiers (DIs) (Format Indicator 06 of ISO/IEC International Standard 15434), in accordance with ISO/IEC International Standard 15418, Information Technology--EAN/UCC Application Identifiers and Fact Data Identifiers and Maintenance and ANSI MH 10.8.2 Data Identifier and Application Identifier Standard.

(C) Text Element Identifiers (TEIs) (Format Indicator 12 of ISO/IEC International Standard 15434), in accordance with the Air Transport Association Common Support Data Dictionary; and

(ii) The encoded data elements of the unique item identifier conform to the transfer structure, syntax, and coding of messages and data formats specified for Format Indicators 05, 06, and 12 in ISO/IEC International Standard 15434, Information Technology-Transfer Syntax for High Capacity Automatic Data Capture Media.

(5) Unique item identifier.

(i) The Contractor shall--

(A) Determine whether to--

(1) Serialize within the enterprise identifier;

(2) Serialize within the part, lot, or batch number; or

(3) Use a DoD recognized unique identification equivalent (e.g. Vehicle Identification Number); and

(B) Place the data elements of the unique item identifier (enterprise identifier; serial number; DoD recognized unique
identification equivalent; and for serialization within the part, lot, or batch number only: Original part, lot, or batch number) on items requiring marking by paragraph (c)(1) of this clause, based on the criteria provided in MIL-STD-130, Identification Marking of U.S. Military Property, latest version;

(C) Label shipments, storage containers and packages that contain uniquely identified items in accordance with the requirements of MIL-STD-129, Military Marking for Shipment and Storage, latest version; and

(D) Verify that the marks on items and labels on shipments, storage containers, and packages are machine readable and conform to the applicable standards. The contractor shall use an automatic identification technology device for this verification that has been programmed to the requirements of Appendix A, MIL-STD-130, latest version.

(ii) The issuing agency code--

(A) Shall not be placed on the item; and

(B) Shall be derived from the data qualifier for the enterprise identifier.

(d) For each item that requires item unique identification under paragraph (c)(1)(i), (ii), or (iv) of this clause or when item unique identification is provided under paragraph (c)(1)(v), in addition to the information provided as part of the Material Inspection and Receiving Report specified elsewhere in this contract, the Contractor shall report at the time of delivery, as part of the Material Inspection and Receiving Report, the following information:

(1) Unique item identifier.

(2) Unique item identifier type.

(3) Issuing agency code (if concatenated unique item identifier is used).

(4) Enterprise identifier (if concatenated unique item identifier is used).

(5) Original part number (if there is serialization within the original part number).

(6) Lot or batch number (if there is serialization within the lot or batch number).

(7) Current part number (optional and only if not the same as the original part number).

(8) Current part number effective date (optional and only if current part number is used).

(9) Serial number (if concatenated unique item identifier is used).

(10) Government's unit acquisition cost.

(11) Unit of measure.

(12) Type designation of the item as specified in the contract schedule, if any.

(13) Whether the item is an item of Special Tooling or Special Test Equipment.

(14) Whether the item is covered by a warranty.

(e) For embedded subassemblies, components, and parts that require DoD unique item identification under paragraph (c)(1)(iii) of this clause, the Contractor shall report as part of, or associated with, the Material Inspection and Receiving Report specified elsewhere in this contract, the following information:

(1) Unique item identifier of the parent item under paragraph (c)(1) of this clause that contains the embedded subassembly, component, or part.

(2) Unique item identifier of the embedded subassembly, component, or part.

(3) Unique item identifier type.**

(4) Issuing agency code (if concatenated unique item identifier is used).**

(5) Enterprise identifier (if concatenated unique item identifier is used).**

(6) Original part number (if there is serialization within the original part number).**

(7) Lot or batch number (if there is serialization within the lot or batch number).**

(8) Current part number (optional and only if not the same as the original part number).**

(9) Current part number effective date (optional and only if current part number is used).**

(10) Serial number (if concatenated unique item identifier is used).**

(11) Description.

** Once per item.

(f) The Contractor shall submit the information required by paragraphs (d) and (e) of this clause as follows:

(1) End items shall be reported using the receiving report capability in Wide Area WorkFlow (WAWF) in accordance with the clause at 252.232-7003. If WAWF is not required by this contract, and the contractor is not using WAWF, follow the procedures at http://dodprocurementtoolbox.com/site/uidregistry/.

(2) Embedded items shall be reported by one of the following methods--

(i) Use of the embedded items capability in WAWF;

(ii) Direct data submission to the IUID Registry following the procedures and formats at http://dodprocurementtoolbox.com/site/uidregistry/; or

(iii) Via WAWF as a deliverable attachment for exhibit line item number (fill in) ----, Unique Item Identifier Report for Embedded Items, Contract Data Requirements List, DD Form 1423.

(g) Subcontracts. If the Contractor acquires by subcontract any items for which item unique identification is required in accordance with paragraph (c)(1) of this clause, the Contractor shall include this clause, including this paragraph (g), in the applicable subcontract(s), including subcontracts for commercial items.

(End of clause)

Section J - List of Documents, Exhibits and Other Attachments

ATTACHMENTS

Title	Description
Attachment 1	CDRLs A001-A028
Attachment 2	Past Performance Questionnaire
Attachment 3	Sample Tasks
Attachment 4	Cost Model
Attachment 5	
Attachment 6	
Attachment 7	
Attachment 8	

Section L - Instructions, Conditions and Notices to Bidders

INSTRUCTIONS TO OFFERORS

A. Proposal Submission (Section L)

1. Introduction. The offeror's proposal shall be submitted in hard copy, with accompanying digital copies, as set forth below. The Request for Proposal (RFP) shall provide the Government address and receipt date for proposal submittal.

The offeror's proposal shall consist of five (5) volumes. The Volumes are I – Technical Approach, II – Past Performance, III – Cost/Price, IV – Small Business Participation, and V – Solicitation, Offer and Award Documents and Certifications/Representations. Files shall not contain classified data. The use of hyperlinks in proposals is prohibited. The intent of this standardized format is not to limit creativity. Creativity is permitted within the parameters below to allow the Government a more fair and easy assessment of offers.

Offerors are cautioned that "parroting" of the Technical requirements or the PWS with a statement of intent to perform does not reflect an understanding of the requirement or capability to perform. Offerors are responsible for including sufficient details to permit a complete and accurate evaluation of each proposal. Proprietary information shall be clearly marked.

2. Proposal Submission Requirements

a. Each volume shall be submitted in a separate three-ring binder. Any pages changed (as a result of negotiations or proposal revisions) should be of a different color and have changed information clearly marked by a vertical line in the right margin of the page. The revised pages shall be dated. Each binder shall be clearly labeled with its Title and a copy number (e.g., copy 1 of 5).

b. Printing should be single spaced. Each paragraph shall be separated by at least one blank line. A standard, 12-point minimum font size applies. Arial or New Times Roman fonts are required. Tables and illustrations may use a reduced font size no less than 8-point and may be landscape.

c. The following volumes of material shall be submitted:

Volume Title	Printed Copies	Digital Copies	Maximum Pages
I – Technical Approach	Original + 4	3	300*
II – Past Performance	Original + 4	2	25
III – Cost/Price	Original + 4	4	N/A
IV – Small Business Participation	Original + 4	2	25
V – Solicitation, Offer and Award Documents and Certifications / Representations	Original + 4	2	N/A

NOTE: Pages exceeding the required page limitations will not be evaluated. Additional pages over the maximum allowed will be removed or not read and will not be evaluated by the Government.

*Manpower charts and the small business subcontracting plan are excluded from the page count.

3. Proposal Files

a. Format. The submission shall be clearly indexed and logically assembled. Each volume shall be clearly identified and shall begin at the top of a page. All pages of each volume shall be appropriately numbered and identified by the complete company name, date and RFP number in the header and/or footer. A Table of Contents should be created using the Table of Content feature in MS Word. MS Word (doc) files shall use the following page setup parameters:

Margins – Top, Bottom, Left, Right – 1"
Gutter – 0"
From Edge – Header, Footer 0.5"
Page Size, Width – 8.5"
Page Size, Height – 11"

NOTE: 11X17 folded pages are acceptable for tables/graphic representations; however, each 11X17 page counts as two pages.

The following additional restrictions apply:

b. File Packaging. All of the proposal files shall be compressed (zipped) into one file entitled proposal zip using WinZip version 6.2 or later, or as separate uploads in their native format, i.e. doc, xls, ppt, etc., and provided on CDs or DVDs. Zip disks are not permitted. Files shall be in read-only format, using PDF files. All price breakdown information to aide in the cost/price evaluation shall be submitted in Microsoft Office Excel Read/Write format and viewable in Microsoft Excel 2007. Each disc shall be externally labeled with the volume number, date, and the offeror's name. **Please note – Self extracting exe files are not acceptable. ** If the hard-copy proposal differs from the electronic version, the hard copy will govern.

c. Content Requirement. All information shall be confined to the appropriate file. The offeror shall confine submissions to essential matters, sufficient to define the proposal in a concise manner, to permit a complete and accurate evaluation of each proposal. Each file of the proposal shall consist of a Table of Contents, Summary Section, and the Narrative discussion. The Summary Section shall contain a

brief abstract of the file. Proprietary information shall be clearly marked. The following shall be included in the Narrative discussion:

(i) VOLUME I – Technical Approach. Offerors shall submit all necessary information to permit evaluation of the sections in this volume. No cost information is to be provided in the Technical Approach proposal; however, offerors must submit information on their proposed labor mix (labor categories and proposed hours) in this volume. The volume shall be organized into the following sections:

(1) Section 1 (Sub-factor 1) – Understanding of the Requirement and Performance Plans. The offeror shall submit a proposal demonstrating the offeror's understanding of the requirements and provisions of the Performance Work Statement described in Part 5 of the PWS and the extent to which potential risks are identified and mitigated.

(2) Section 2 (Sub-factor 2) – Key Personnel. The offeror shall submit resumes for its eleven key labor categories, Program Manager/Software Developer – Senior, Project Lead, Software Developer – Senior, Business Systems Analyst – Senior, SharePoint Systems Administrator – Senior, Database Administrator – Senior, and Database Developer - Senior. The resumes of the key labor categories shall meet or exceed the minimum requirements described at PWS sections 1.6.11.1 through 1.6.11.10. In addition, the offeror shall provide a matrix to include the background/experience of the company's proposed key personnel mapped to the appropriate PWS sections 5.1 through 5.20. The offeror must propose personnel possessing a Top Secret (TS) security clearance with SCI eligibility to perform requirements of the PWS.

(3) Section 3 (Sub-factor 3) – Quality Control Plan. The offeror shall submit a Quality Control Plan (QCP) demonstrating how they intend to monitor, inspect, and correct deficiencies for the requirements of the PWS. The Government will incorporate the QCP in the contract resulting from this solicitation. The QCP will no longer be considered proprietary and will be considered releasable under FOIA.

(4) Section 4 (Sub-factor 4) – Phase In/Out. The offeror shall submit a Phase In and Phase Out plan demonstrating how they intend to conduct knowledge transfer and mitigate risks in accordance with section 1.6.20 of the PWS.

(ii) Volume II – Past Performance. This volume shall contain past performance information regarding similar contracts. This volume shall not exceed 25 pages plus five pages for each major subcontractor, excluding Past Performance Questionnaire Forms. Offerors shall submit all Government and/or commercial contracts for the prime offeror and each major subcontractor in performance or awarded during the past three years, from the issue date of this RFP, which are relevant to the efforts required by this solicitation. Relevant efforts are defined as services/efforts that are the same as or similar to the effort (as compared to NAICS code 541511) required by the RFP. Data concerning the offeror shall be provided first, followed by each proposed major

subcontractor, in alphabetical order. The Offeror shall also submit the written consent of its major subcontractors to allow the disclosure of its subcontractor's past performance information to the Offeror. In addition, letters of commitment shall be included for all major subcontractors for their past performance to be considered. This volume shall be organized into the following sections:

(5)   Section 1 – Contract Descriptions. This section shall include the following information in the following format.

(a)   Contractor/Subcontractor place of performance, CAGE Code and DUNS Number. If the work was performed as a subcontractor, also provide the name of the prime contractor and Point of Contact (POC) within the prime contractor organization (name, and current address, e-mail address, and telephone and fax numbers).

(b)   Government contracting activity, and current address, Procuring Contracting Officer's name, e-mail address, telephone and fax numbers.

(c)   Government's technical representative/COR and current e-mail address, telephone and fax numbers.

(d)   Government contract administration activity and the Administrative Contracting Officer's name, and current e-mail address, telephone and fax number.

(e)   Government contract administration activity's Pre-Award Monitor's name, and current e-mail address, telephone and fax numbers.

(f)   Contract Number and, in the case of Indefinite Delivery type contracts, GSA contracts, and Blanket Purchase Agreements, include Delivery Order Numbers.

(g)   Contract Type (specific type such as Fixed-Price (FP), Cost Reimbursement (CR), Time & Material (T&M), etc.). In the case of Indefinite Delivery contracts, indicate specific type (Requirements, Definite Quantity, and Indefinite Quantity) and secondary contract type (FP, CR, T&M, etc.).

(h)   Awarded price/cost.

(i)   Final or projected final price/cost.

(j)   Original delivery schedule, including dates of start and completion or work.

(k)   Final or projected final, delivery schedule, including dates of start and completion of work.

(6)   Section 2 – Performance. Offerors shall provide a specific narrative explanation of each contract listed in Section 1, Contract Description, describing the objectives achieved and detailing how the effort is relevant to the requirement of this RFP.

(a)   For any contracts that did not/do not meet original schedule or technical performance requirements, provide a brief explanation of the reason(s) for the shortcomings and any corrective action(s) taken to avoid recurrence. The offerors shall list each time the delivery schedule was revised and provide an explanation of why the revision was necessary. All Requests for Deviation and Requests for Waiver shall be addressed with respect to causes and corrective actions. The offerors shall also provide copy of any Cure Notices or Show Cause Letters received on each contract listed and a description of any corrective action implemented by the offeror or proposed subcontractor. The offerors shall indicate if any of the contracts listed were terminated and the type and reasons for the termination.

(b)   For all contracts, the offeror shall provide data on all manufacturing warranty returns. Data shall delineate total number of warranty returns, number of Could Not Duplicate (CND), number of failures attributable to GFE component failures, and number and nature of failures attributable to the offeror's delivered product.

(7)   Section 3 – Subcontracts. Offerors shall provide an outline of how the effort required by the RFP will be assigned for performance within the offeror's corporate entity and among the proposed subcontractors. The information provided for the prime offeror and each proposed major subcontractor must include the entire company name, company address, CAGE Code, DUNS Number and type of work to be performed by citing the applicable Government PWS subparagraph number. This includes all subcontractors who will be providing critical hardware/services or whose subcontract is for more than 10% of the total proposed cost/price. This section will further include written consent of major subcontractors to allow the disclosure of their subcontractor's past performance information to the Offeror. In addition, letters of commitment shall be included for all major subcontractors.

(8)   Section 4 – New Corporate Entities. New corporate entities may submit data on prior contracts involving its officers and employees. However, in addition to the other requirements in this section, the offeror shall discuss in detail the role performed by such persons in the prior contracts cited. Information should be included in the files described in the sections above. Letters of Commitment shall be included in the proposal for these employees in order to be considered.

(9)   Past Performance Questionnaire. For all contracts identified in Section 1, Contract Descriptions, a Past Performance Questionnaire must be completed and submitted. The offeror shall complete Part I of the Past Performance Questionnaire and e-mail the questionnaire to both the Government contracting activity and technical representative responsible for the past/current contract. The POCs shall be instructed to electronically complete Part II of the questionnaire and e-mail the entire questionnaire to the Contracting Office no later than the proposal due date, to: Sabrinna.r.cosom.civ@mail.mil and ian.a.warner.civ@mail.mil. The offeror shall e-mail to the Contracting Officer a list of all the POC's who were sent a questionnaire. The Government must receive this list no later than the proposal due date. The POC List shall be submitted in Word for Windows Table Format to include the following fields: Solicitation Number; Company Name; Contract Number; Government Agency; POC Last Name, First Name; POC Title; POC Telephone Number; POC E-mail Address; and Date E-Mail to POC (month/day).

(10)   Submissions. Offerors are discouraged from providing points of contact with another contractors' facility, i.e., in case an offeror (or one of his/her team members) is in a subcontract with another contractor who has submitted a proposal on the same requirement. Offerors shall provide and submit the prime contract number and all Governmental agency points of contact (POC) in lieu of subcontract numbers or prime contract POCs in situations as described above.

(11)   Small Business participation Past Performance. All Offerors shall submit information substantiating the Offerors' past performance in complying with FAR 52.219-8, "Utilization of Small Business", maximizing opportunities for U.S. small business subcontractors. Offerors shall also provide a statement indicating whether any negative information has been reported in the past six years concerning the Offerors' past compliance with FAR 52.219-8. If any such negative information has been reported, the Offeror may submit explanations or comments responding to such negative information. Offerors with no prior contracts containing FAR 52.219-8 shall certify the same.

(iii)Volume III – Cost/Price. This volume shall consist of all information, required to support proposed costs and prices. Certified cost and pricing data are not currently required; however, the Government reserves the right to request such data prior to award. The information submitted in this volume shall comply with FAR 15.408, Table 15-2, and the requirements set forth below. There are no page limitations for this volume.

(12)   The offeror shall ensure that the information submitted in this volume is consistent with and fully supports the amounts set forth in the SF33 and Cost Model.

(13)   The proposal shall set forth a summary of the total estimated costs by cost element and shall provide a breakdown of the

proposed estimated costs of each CLIN separately, including all direct and indirect charges and fees. In order to maintain a minimum level of commonality between proposals, each offeror is required to complete (in entirety) the four (4) cost summary spreadsheets provided at Attachment TBD. The cost summary spreadsheets shall be provided for the base effort and each option year. All documentation furnished to support the cost summaries are to be provided in a format chosen by the offeror that is easily traceable to the cost summary sheets.

(14)   Estimated phase-in costs shall be included separately in the offerors cost proposal.

(15)   The specific direct labor rates utilized to price the proposal must be identified in the cost and pricing proposal only. The proposal shall set forth a complete breakdown of the direct and indirect rates by category and the rationale thereof. Provisions for overtime and shift differential charges shall be clearly addressed on a per-hour basis. Bid codes (applicable codes used to identify a labor category in the offerors accounting system), employee names and/or other documentation (such as assigned letter of commitment for key personnel not currently employed by the offeror) to support the rates proposed shall be provided. Letters of commitment shall clearly identify the prospective employees' agreed-to salary/hourly rate and other pertinent conditions of employment. The same detailed support data shall be furnished for all major subcontractors.

(16)   For evaluation purposes only and in determining probable cost for options in the out-years, wage determination rates shall be escalated 3 percent per year. However, if the offeror substantiates higher wage rates and justifies different escalation factors, those wage/escalation factors will be utilized. Direct labor rates shall identify the baseline (takeoff point) plus projected escalation for each basic and option period, and the methodology for computing composite labor rates shall be shown. For example: 3 months of FY12 + 9 months of FY13 divided by 12 = the average labor rates for the contractual period of performance. The offeror and each subcontractor shall clearly state their fiscal year. Offerors are advised that projected escalation must be applied to both exempt and non-exempt labor categories.

(17)   Direct labor hours and rates shall be delineated by labor category by contract year for the offeror and each subcontractor. The labor hour delineation must be directly traceable to the same information proposed in the Technical Volume.

(18)   Indirect expense rates shall be proposed in the same manner as direct labor rates, i.e., by contract year with the methodology used to derive any composite rates proposed.

(19)   Forward-pricing Rate Agreements (FPRA) shall be clearly documented with agreements and responsible Government officials identified.

(20)   Offerors are reminded to identify any uncompensated or partially compensated overtime included in the proposal – per FAR Clause 52.237-10.

(21)   Pursuant to the Service Contract Act of 1965, the determination by the Secretary of Labor as to the applicable minimum monetary wage and fringe benefits will be made part of any resulting contract. For evaluation purposes only, the Government has incorporated the applicable Area Wage Determinations and the Collective Bargaining Agreement as Attachment XXX of this RFP. The offeror shall provide a crosswalk of the proposed labor categories against the Area Wage Determinations.

(22)   In order to expedite the evaluation, offerors (prime and sub) are requested to provide a copy of their cost and pricing proposal, in the same format required by this RFP, to their cognizant DCAA office upon submission of the proposal to the Contracting Officer. The offeror shall provide information regarding its cognizant DCAA office, to include point of contact, telephone number and email address.

(23)   Offerors are reminded of the requirements of Section 39 of the Office of Federal Procurement Policy (OFPP) Act (41 U.S.C. 1127, formerly 41 U.S.C. 435), as amended, which limits allowable costs for senior executive personnel compensation to $693,951 per year.

(24)   An offerors proposed target fee on the cost plus incentive fee effort will be added to the bottom line value.

(25)   For proposal preparation purposes, the expected or approximate date for initiation of contract performance is July 2019.

(26)   The offeror shall submit a complete breakdown of costs by major subcontractor. A major subcontractor is defined as a member of the offeror's overall team who is expected to perform ##% or more of the proposed effort.

(iv) Volume IV – Small Business Participation. See Appendix F, Enclosure 4.

(v) Volume V – Solicitation, Offer and Award Documents and Certifications / Representations.

Certifications and Representations – Each offeror shall complete (fill-in and signatures) the solicitation sections indicated below using the file (without modification to the file) provided with the RFP. An authorized official of the firm shall sign the SF 33 and all certifications requiring original signature. An Acrobat PDF file shall be created to capture the signatures for submission.

Section A – Standard Form 33 (SF 33), Solicitation, Offer and Award

Section G – Contract Administration Data
Section K – Representations, Certification and Other Statements of Offerors

Solicitations, Offer and Award Documents and Certifications/Representations shall not be addressed separately from that submitted in <u>Volume V – Solicitations, Offer and Award Documents and Certifications / Representations</u>

B. Discussion

1.   General Information. In accordance with FAR 15.306(d), discussion sessions with each offeror may be held. Should discussions take place, all offerors in the competitive range will be allowed a minimum of 14 calendar days to submit Final Proposal Revisions.

2.   Discussion Scheduling. If discussions are conducted, the Contracting Officer will schedule the discussion sessions, and each offeror will be notified of the time and place at least three (3) business days prior to their discussion session. Appropriate security clearances should be provided by the offerors in sufficient time to process the requests. The Contracting Officer will provide additional instructions with the notification. The discussion sessions will take place at a facility of the Government's choosing in the DMV area.

Section M - Evaluation Factors for Award

<u>EVALUATION OF OFFERORS</u>

All proposals shall be subject to evaluation by the Source Selection Team (SST).

3. All proposals shall be subject to evaluation by the Source Selection Team (SST).

a. <u>Adequacy of Response</u>. The proposal will be evaluated to determine whether the offeror's methods and approach have adequately and completely considered, defined, and satisfied the requirements specified in the RFP. The proposal will be evaluated to determine the extent to which each requirement has been addressed in the proposal in accordance with the proposal submission section of the RFP.

b. <u>Feasibility of Approach</u>. The proposal will be evaluated to determine the extent to which the proposed approach is workable and the end results achievable. The proposal will be evaluated to determine the extent to which successful performance is contingent upon proven devices and techniques. The proposal will be evaluated to determine the extent to which the offeror is expected to be able to successfully complete the proposed tasks and technical requirements within the required schedule.

4. <u>Technical Approach Factor</u>. The focus of the proposal evaluation and selection process will be to identify the individual proposal meeting the requirements of the PWS. The evaluation will analyze each offeror's resources available to perform under the contract, and how those resources will be utilized during contract performance. This includes the offeror's proven ability through demonstrated past experience to satisfy all Performance Work Statement requirements. This factor is divided into the following sub-factors:

a. <u>Sub-factor 1 – Understanding of the Requirement and Performance Plan</u>. The Government will evaluate the proposal to ensure it demonstrates the offeror's methods and approach and adequately and completely address each PWS task, and demonstrate an understanding of the requirements and those needs to successfully perform the tasks. The proposal will be evaluated as to how well the offeror recognizes possible risks to performance and whether plans to handle risks are realistic and comprehensive, and how well the offeror's methods and approach to meeting the solicitation requirements provide the Government with a high level of confidence of successful completion within the required schedule.

b. Sub-factor 2 – Key Personnel. The Government will evaluate the resumes for the key labor categories. The resumes shall describe the individual's specialized experience, education and qualifications as it relates specifically to the duties assigned in this contract. In addition, the offeror shall provide a matrix to include the background/experience of the company's proposed key personnel mapped to the appropriate PWS section 1.6.11. The offeror must propose personnel possessing a Secret, Top Secret or Top Secret (TS) security clearance with Sensitive Compartmented Information (SCI) eligibility to perform requirements of the PWS. For all non-key personnel, offerors shall submit a statement certifying personnel meet the minimum qualifications stated herein can be obtained by the start date of the contract.

c. Sub-factor 3 – Quality Control Plan. The Government will evaluate the Quality Control Plan (QCP) to ensure it demonstrates how the contractor intends to monitor, inspect, and correct deficiencies for the requirements of the PWS. The Government will incorporate the QCP in the contract resulting from this solicitation. The QCP will no longer be considered proprietary and will be considered releasable under FOIA.

d. Sub-factor 4 – Phase In/Out. The Government will evaluate the phase in and phase out plan and schedules. The offeror shall demonstrate how it's proposed phase in and phase out plan and schedules will successfully perform knowledge transfer; and its ability to mitigate related performance risks.

The Technical Approach Factor Ratings, excerpted below, focus on the strengths, deficiencies, weaknesses, risks and uncertainties of the offeror's proposal. The color rating depicts how well the offeror's proposal meets the Technical Approach sub-factor requirements.

Rating	Description
Outstanding	Proposal meets requirements and indicates an exceptional approach and understanding of the requirements. Strengths far outweigh any weaknesses. Risk of unsuccessful performance is very low.
Good	Proposal meets requirements and indicates a thorough approach and understanding of the requirements. Proposal contains strengths which outweigh any weaknesses. Risk of unsuccessful performance is low.
Acceptable	Proposal meets requirements and indicates an adequate approach and understanding of the requirements. Strengths and weaknesses are offsetting or will have little or no impact on contract performance. Risk of unsuccessful performance is no worse than moderate.

Rating	Description
Marginal	Proposal does not clearly meet requirements and has not demonstrated an adequate approach and understanding of the requirements. The proposal has one or more weaknesses which are not offset by strengths. Risk of unsuccessful performance is high.
Unacceptable	Proposal does not meet requirements and contains one or more deficiencies. Proposal is not awardable.

5.   Past Performance Factor. The Government will evaluate the offeror's record of past and current performance to ascertain the probability of successfully performing the required efforts of the PWS.

a.   Evaluation of past performance shall be in accordance with this plan utilizing the forms and questionnaires set forth in Appendix D.

b.   The Government will focus its inquiries on the offeror's (and major subcontractor's) record of performance as it relates to all solicitation requirements, including cost, schedule, performance and management of subcontractors. Major subcontractors are defined as members of an offeror's overall team who are expected to perform ten (10) percent or more of the proposed effort. A significant achievement, problem, or lack of relevant data in any element of the work can become an important consideration in the evaluation process. Therefore, offerors will be reminded to include the most recent and relevant efforts (within the past three years) in their proposal. Absent any recent and relevant past performance history *or when the performance record is so sparse that no meaningful confidence assessment rating can be reasonably assigned*, the offeror will be assigned an "unknown confidence rating" and its proposal will not be evaluated either favorably or unfavorably on past performance. The Government may use data provided by the offeror in its proposal and data obtained from other sources, including data in Government files or data obtained through interviews with personnel familiar with the contractor and their current and past performance under Federal, State or Local government or commercial contracts for same or similar services as compared to the North American Industry Classification System (NAICS) 541511. Data used in conducting performance risk assessments shall not extend past three years prior to the issue date of the RFP, but may include performance data generated during the past three years without regard to the contract award date.

c.   Offerors shall submit all Government and/or commercial contracts for the prime offeror and each major subcontractor in

performance or awarded during the past three years, from the issue date of this RFP, which are relevant to the efforts required by this RFP. The Government may consider a wide array of information from a variety of sources, but is not compelled to rely on all of the information available.

d. The past performance factor considers each offeror's demonstrated recent and relevant record of performance in supplying products and services meeting the contract requirements. There are two aspects to the past performance evaluation: relevancy and performance confidence assessment.

(i) Relevancy. The first aspect of the past performance evaluation is to assess the offeror's past performance to determine how relevant a recent effort accomplished by the offeror is to the effort to be acquired through the source selection. Relevancy is not separately rated; however, the following criteria will be used to establish what is relevant which shall include similarity of service/support, complexity, dollar value, contract type, and degree of subcontract/teaming.

Past Performance Relevancy Ratings	
Rating	**Description**
Very Relevant	Present/past performance effort involved essentially the same scope and magnitude of effort and complexities this solicitation requires.
Relevant	Present/past performance effort involved similar scope and magnitude of effort and complexities this solicitation requires.
Somewhat Relevant	Present/past performance effort involved some of the scope and magnitude of effort and complexities this solicitation requires.
Not Relevant	Present/past performance effort involved little or none of the scope and magnitude of effort and complexities this solicitation requires.

(ii) Quality Assessment. Assess the quality of the offeror's past performance on those recent efforts determined relevant by determining how well the contractor performed on the contracts. Documented results from Past Performance Questionnaires, interviews, CPARS, and other sources form the support and basis for this assessment.

(iii) Performance Confidence Assessment. The final step is for the team to arrive at a single consensus performance confidence assessment for the offeror, selecting the most appropriate rating from the chart below. This rating considers the assessed quality of the relevant/recent efforts gathered. Ensure the rationale for the conclusions reached are included.

Performance Confidence Assessments	
Rating	**Description**

Performance Confidence Assessments	
Substantial Confidence	Based on the offeror's recent/relevant performance record, the Government has a high expectation the offeror will successfully perform the required effort.
Satisfactory Confidence	Based on the offeror's recent/relevant performance record, the Government has a reasonable expectation the offeror will successfully perform the required effort.
Limited Confidence	Based on the offeror's recent/relevant performance record, the Government has a low expectation the offeror will successfully perform the required effort.
No Confidence	Based on the offeror's recent/relevant performance record, the Government has no expectation the offeror will be able to successfully perform the required effort.
Unknown Confidence (Neutral)	No recent/relevant performance record is available or the offeror's performance record is so sparse no meaningful confidence assessment rating can be reasonably assigned.

Cost/Price Factor. The contract will be a Cost Reimbursable – Cost Plus Fixed Fee (CPFF) type contract. The Government will evaluate the realism of the offerors' proposed cost for the cost reimbursable effort through a probable cost analysis IAW FAR 15.404-1. The Government will evaluate price reasonableness for the effort. In determining the evaluated cost, the Government's determined probable cost, will be added to the offerors' proposed priced effort to obtain the total evaluated price. The Government will evaluate offers for award purposes by adding the total cost of all CLINs in the Cost Model. No adjectival ratings will be used to evaluate COST.

Cost Reimbursable Requirements:

e. Probable Cost is the Government's estimation of the cost of completing the contract using the offeror's technical and management approaches, adjusted by any additional cost to the Government, including use of the Government facilities and Government Furnished Equipment (GFE) requirements other than those specified in the PWS. If the evaluated total cost is less than the proposed, the proposed total cost becomes the recommended probable cost. In evaluating this area, the following criteria will be used:

(i) The offeror's proposed rates, factors, and expenses will be examined to substantiate utilization of consistent forward-pricing procedures, i.e., negotiated forward-pricing rates, if applicable, or rates and factors contractors ordinarily utilize in proposals if no negotiated forward-pricing agreement exists. This includes indirect expense rates, projected rates, and projected expense pools.

(ii) The rates and factors shall then be applied to the quantitative and qualitative analyses of the labor hours, travel, and other direct cost factors which shall be proposed to accomplish the required efforts for the base effort and all options.

(iii) Probable cost shall include a consideration of the evaluated quantitative and qualitative proposal in relation to the costs proposed against that resource mix. Probable cost shall include a comparison of proposed rates with factors, as determined by the Government to be equitable. These factors shall include wage determinations included in this RFP as well as proposed professional compensation plans and average salary/wage rates. The comparison serves as a basis for determining the amount of risk inherent in an offeror's proposal.

(iv) The offeror shall ensure that a complete breakdown of costs is provided by major subcontractors. Major subcontractors are defined as members of an offeror's overall team who are expected to perform ten (10) percent or more of the proposed effort. A complete evaluation of major subcontractors' probable cost will be performed in the same manner as the offeror's as defined in paragraphs (a), (b), (c) and this paragraph.

(v) For evaluation purposes only, in determining probable cost for options in the out-years, wage determination rates shall be escalated three (3) percent per year. However, if the offeror substantiates higher wage rates and justifies a different escalation factor, those wage/escalation factors will be utilized.

6. <u>Small Business Participation Factor</u>. All offerors (both large and small businesses) will be evaluated on the level of proposed participation of small businesses in the performance of acquisition (as small business prime offerors or small business subcontractors) relative to the objectives and goals established herein. The government will evaluate:

a. The extent to which such firms, as defined in FAR Part 19, are specifically identified in proposals.

b. The extent of commitment to use such firms (and enforceable commitments will be considered more favorably than non-enforceable ones).

c. Identification of the complexity and variety of the work small firms are to perform.

d. The extent past performance in compliance with FAR 52.219-8 "Utilization of Small Business" and maximizing opportunities for U.S. Small Business Subcontractors.

e. The extent of participation of small business prime offerors and small business subcontractors in terms of the percentage of the value of the total acquisitions. The Government will evaluate the extent to which the offeror meets or exceeds the goals: Goals for this procurement are -- Small Business: *{8%}* of the total contract value; Small Disadvantaged Business (SDB): *{2%}* of the total contract

value; Woman-Owned Small Business (WOSB): *{1%}* of the total contract value; Historically Underutilized Business Zone (HUBZone) Small Business: *{0.50%}* of the total contract value; Veteran Owned Small Business (VOSB): *{1%}* of the total contract value; Service Disabled Veteran Owned Small Business (SDVOSB): *{1%}* of the total contract value. Historically Black Colleges and Universities and Minority Institutions (HBCU/MI) *{0%}* **(Note**, for example, a participation plan reflecting *{1%}* of the contract value for WOSB would also count towards the overall Small Business Goal; and percentages for SDVOSB also count towards VOSB).

Small Business Participation Factor Rating Definitions	
Rating	**Description**
Outstanding	Proposal meets requirements and indicates an exceptional approach and understanding of the requirements. Strengths far outweigh any weaknesses. Risk of unsuccessful performance is very low.
Good	Proposal meets requirements and indicates a thorough approach and understanding of the requirements. Proposal contains strengths which outweigh any weaknesses. Risk of unsuccessful performance is low.
Acceptable	Proposal meets requirements and indicates an adequate approach and understanding of the requirements. Strengths and weaknesses are offsetting or will have little or no impact on contract performance. Risk of unsuccessful performance is no worse than moderate.
Marginal	Proposal does not clearly meet requirements and has not demonstrated an adequate approach and understanding of the requirements. The proposal has one or more weaknesses which are not offset by strengths. Risk of unsuccessful performance is high.
Unacceptable	Proposal does not meet requirements and contains one or more deficiencies. Proposal is not awardable.