

SOLICITATION, OFFER AND AWARD			1. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700)		RATING	PAGE OF PAGES 1 74	
2. CONTRACT NO.		3. SOLICITATION NO. W91CRB19R0076		4. TYPE OF SOLICITATION [] SEALED BID (IFB) [X] NEGOTIATED (RFP)		5. DATE ISSUED 30 Sep 2019	
6. REQUISITION/PURCHASE NO.		7. ISSUED BY ACC - APG - W91CRB BLDG 4310 6515 INTEGRITY COURT ABERDEEN PROVING GROUND MD 21005-3013 CODE W91CRB		8. ADDRESS OFFER TO (If other than Item 7) See Item 7		CODE	
TEL:		FAX:		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 IAN A. WARNER	B. TELEPHONE (Include area code) (NO COLLECT CALLS) 410-278-5410	C. E-MAIL ADDRESS ian.a.warner.civ@mail.mil
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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)	
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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)
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15B. TELEPHONE NO (Include area code)	15C. CHECK IF REMITTANCE ADDRESS IS DIFFERENT FROM ABOVE - ENTER SUCH ADDRESS IN SCHEDULE. <input type="checkbox"/>	17. SIGNATURE	18. OFFER DATE
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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: <input type="checkbox"/> 10 U.S.C. 2304(c)() <input type="checkbox"/> 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) TEL: EMAIL:		27. UNITED STATES OF AMERICA (Signature of Contracting Officer)	28. AWARD DATE

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

Section A - Solicitation/Contract Form

CONTRACT TYPE

The Government anticipates awarding one (1) award as a result of this solicitation. The basic contract will be a Cost Plus Fixed Fee/Cost Reimburseable, indefinite delivery, indefinite quantity (IDIQ)-type contract with an ordering period of five (5) years or sixty (60) months, in accordance with Federal Acquisition Regulations (FAR) 16.503.

SMALL BUSINESS SET ASIDE

Notice of Complete Small Business Set Aside: 100%

The contract award will be made to an 8(a) Small Business Concern in accordance with the evaluation criteria and basis of award. However, the Small Business set aside will be dissolved, if it does not meet the evaluation criteria and basis of award.

Section B - Supplies or Services and Prices

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0001	Labor CPFF In accordance with PWS paragraphs 1.6.11. through 1.6.13. FOB: Destination PSC CD: D301		Job		
				MAX COST FIXED FEE	
				TOTAL MAX COST + FEE	

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0002	Travel COST In accordance with PWS paragraph 1.6.17. FOB: Destination PSC CD: D301		Job		
				MAX COST	

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0003	Other Direct Costs (ODC's) COST This CLIN is for ODCs associated with Labor overtime. FOB: Destination PSC CD: D301		Job		
				MAX COST	

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0004	Contractor Manpower Reporting FFP	5	Each		

Contractor Manpower Reporting
FFP

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

MAX
NET AMT

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0005	Contract Data Requirement Lists (CDRLs) FFP	5	Each		

Contract Data Requirement Lists (CDRLs)
FFP

(CDRL) A001-A020. 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

MAX
NET AMT

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0006	Phase - In Period FFP In accordance with PWS paragraph 1.6.20. FOB: Destination PSC CD: D301	1	Job		

MAX
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. **Objectives:**
 - 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. **Scope:** 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. Period of Performance: 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 Contract".

1.6. General Information

- 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 work 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. Quality Assurance: 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. Recognized Holidays: 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. Hours of Operation: The contractor is responsible for conducting business, between the core hours of 0700 - 1700 local 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 work day 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. Key Control. 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 at the expense of the contractor; 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. Lock Combinations. 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. Special Qualifications: 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 skilled 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 is 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	2	Arlington, VA	2-TS w/SCI 1-Secret
Software Developer – Senior	3	Arlington, VA	1-TS w/SCI 1-TS 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	2	Arlington, VA	1-TS w/SCI 1-TS

Database Developer - Senior	1	Arlington, VA	TS w/SCI
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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 personnel are listed below:

1.6.11.1. Application Administrator – Senior

1.6.11.1.1. 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.

1.6.11.1.2. 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.

1.6.11.1.3. 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.

1.6.11.2. Application Administrator

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

1.6.11.2.2. 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.

1.6.11.2.3. 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.

1.6.11.3. Business Systems Analyst – Senior

1.6.11.3.1. 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.

1.6.11.3.2. 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.

1.6.11.3.3. 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.

1.6.11.4. Business Systems Analyst

1.6.11.4.1. 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.

1.6.11.4.2. 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.

1.6.11.4.3. 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.

1.6.11.5. Business Systems Analyst – Junior

1.6.11.5.1. 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.

1.6.11.5.2. 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.

- 1.6.11.5.3. 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.
- 1.6.11.6. 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 Administrator
- 1.6.11.7.1. Education: The Database Administrator requires a Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other relevant discipline; or equivalent work experience.
- 1.6.11.7.2. 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.
- 1.6.11.7.3. 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.

1.6.11.8. Database Administrator – Junior

- 1.6.11.8.1. 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.
- 1.6.11.8.2. 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.
- 1.6.11.8.3. 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.

1.6.11.9. Database Developer – Senior

- 1.6.11.9.1. 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.
- 1.6.11.9.2. 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.
- 1.6.11.9.3. 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.

1.6.11.10. Database Developer

- 1.6.11.10.1. Education: The Database Developer requires a Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other relevant discipline; or equivalent work experience.
- 1.6.11.10.2. 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.
- 1.6.11.10.3. 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.

1.6.11.11. Database Developer – Junior

1.6.11.11.1. 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.

1.6.11.11.2. 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.

1.6.11.11.3. 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.

1.6.11.12. Knowledge Manager

1.6.11.12.1. 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.

1.6.11.12.2. 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.

1.6.11.12.3. 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.

1.6.11.13. Program Manager/Software Developer - Senior

1.6.11.13.1. 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.

1.6.11.13.2. 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, casualties, 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.

1.6.11.13.3. 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.

1.6.11.14. Project Lead

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

1.6.11.14.2. 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.

1.6.11.14.3. 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.

1.6.11.15. Quality Assurance Specialist / Tester

- 1.6.11.15.1. 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.
- 1.6.11.15.2. 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.
- 1.6.11.15.3. 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.
- 1.6.11.16. SharePoint Administrator – Senior
- 1.6.11.16.1. 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.
- 1.6.11.16.2. 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.
- 1.6.11.16.3. 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.
- 1.6.11.17. SharePoint Administrator
- 1.6.11.17.1. Education: The SharePoint Administrator requires a Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other relevant discipline; or equivalent work experience.
- 1.6.11.17.2. 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.
- 1.6.11.17.3. 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.

1.6.11.18. SharePoint Administrator – Junior

1.6.11.18.1. 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.

1.6.11.18.2. 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.

1.6.11.18.3. 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.

1.6.11.19. Software Developer – Senior

1.6.11.19.1. 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.

1.6.11.19.2. 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.

1.6.11.19.3. 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.

1.6.11.20. Software Developer

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

1.6.11.20.2. 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.

1.6.11.20.3. 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.

1.6.11.21. Software Developer – Junior

1.6.11.21.1. 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.

1.6.11.21.2. 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.

1.6.11.21.3. 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.

1.6.11.22. Subject Matter Expert - II

1.6.11.22.1. 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.

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

1.6.11.22.3. 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.

1.6.11.23. Subject Matter Expert I

- 1.6.11.23.1. 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.
- 1.6.11.23.2. Experience: The Subject Matter Expert - I requires more than seven years of experience working in a technically complex information technology environment.
- 1.6.11.23.3. 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.

1.6.11.24. Technical Writer - Senior

- 1.6.11.24.1. 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.
- 1.6.11.24.2. 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.
- 1.6.11.24.3. 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.

1.6.11.25. Technical Writer

- 1.6.11.25.1. Education: The Technical Writer requires a Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other relevant discipline; or equivalent work experience.
- 1.6.11.25.2. 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.
- 1.6.11.25.3. 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.

1.6.11.26. Technical Writer – Junior

1.6.11.26.1. 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.

1.6.11.26.2. 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.

1.6.11.26.3. 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.

1.6.11.27. Trainer - Senior

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

1.6.11.27.2. 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.

1.6.11.27.3. 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 improve new and upcoming training to capture new technologies and applications in the DoD environment. 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.

1.6.11.28. Trainer

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

1.6.11.28.2. 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.

1.6.11.28.3. 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 improve 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.

1.6.11.29. Trainer – Junior

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

1.6.11.29.2. 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.

1.6.11.29.3. 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 improve 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.

1.6.11.30. Web Designer - Senior

1.6.11.30.1. 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.

1.6.11.30.2. 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.

1.6.11.30.3. 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.

1.6.11.31. Web Designer

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

1.6.11.31.2. 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.

1.6.11.31.3. 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.

1.6.11.32. Web Designer – Junior

1.6.11.32.1. 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.

1.6.11.32.2. 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.

1.6.11.32.3. 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.

1.6.11.33. 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.

1.6.11.34. 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).

1.6.11.35. 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. Security Clearances: The contract personnel shall possess the clearances specified in the tables outlined in 1.6.11 for 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.

- 1.6.12.1. Unless otherwise specified, all personnel and their alternates shall possess, at time of submission for task order, at least an Interim Top Secret clearance.
- 1.6.13. 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.
- 1.6.14. 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.
- 1.6.15. 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.
- 1.6.16. 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.
- 1.6.17. Data Rights: 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.
- 1.6.18. Organizational Conflict of Interest: 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.
- 1.6.19. 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.

- 1.6.19.1. 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.
- 1.6.19.2. Remaining NON-KEY PERSONNEL are required to be present on the 16th work day 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.
- 1.6.19.3. 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.
- 1.6.19.4. 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.
- 1.6.19.5. 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.
- 1.6.19.6. The Contractor shall provide coordination of phase-in and phase-out services, as long as there is an active task order.
- 1.6.20. Antiterrorism and Operation Security Requirements:
 - 1.6.20.1. 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>.
 - 1.6.20.2. 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.
 - 1.6.20.3. 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.
 - 1.6.20.4. 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.

- 1.6.20.5. 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.
- 1.6.20.6. 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.
- 1.6.20.7. 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.
- 1.6.20.8. 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. DEFINITIONS AND ACRONYMS:

2.1. DEFINITIONS:

- 2.1.1. CONTRACTOR. 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. CONTRACTING OFFICER. 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. CONTRACTING OFFICER'S REPRESENTATIVE (COR). 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. DEFECTIVE SERVICE. A service output that does not meet the standard of performance associated with the Performance Work Statement.
- 2.1.5. DELIVERABLE. 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. KEY PERSONNEL. 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. OPERATION AND MAINTENANCE (O&M). 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 adjusting of business rules and requirements, troubleshooting and correction, and database maintenance tasks.
- 2.1.8. PHYSICAL SECURITY. Actions that prevent the loss or damage of Government property.
- 2.1.9. QUALITY ASSURANCE. The government procedures to verify that services being performed by the Contractor are performed according to acceptable standards.
- 2.1.10. QUALITY ASSURANCE SURVEILLANCE PLAN (QASP). An organized written document specifying the surveillance methodology to be used for surveillance of contractor performance.
- 2.1.11. QUALITY CONTROL. 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. SUBCONTRACTOR. One that enters into a contract with a prime contractor. The Government does not have privity of contract with the subcontractor.
- 2.1.13. WORK DAY. The number of hours per day the Contractor provides services in accordance with the contract.
- 2.1.14. WORK WEEK. 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 PROPERTY, EQUIPMENT, AND SERVICES

3. GOVERNMENT FURNISHED ITEMS AND SERVICES:

- 3.1. Facilities: 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. Utilities: 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. Equipment: 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 FURNISHED 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. **Government Rights in Technical Data and Computer Software:** The Government's rights in non-commercial technical data and software deliverables shall be governed by DFARS 252.227-7013 and DFARS 252.227-7014, respectively. The Government's rights in commercial technical data deliverables shall be governed by DFARS 252.227-7015. All technical data (e.g. documents, drawings, computer aided design models, simulation and modeling) and software deliverables shall be properly marked in accordance with the marking requirements set forth in DFARS 252.227-7013(f) and DFARS 252.227-7014(f). Technical data and software deliverables with non-conforming restrictive markings shall be rejected and corrected by the Contractor at the Contractor's expense, in accordance with DFARS 252.227-7013(h)(2) and DFARS 252.227-7014(h)(2) respectively. A current version of the Data Rights Assertion List governing all Prime and sub-Contractors shall be included in the Proposal for this contract and any subsequent task orders. The Government shall not award this contract or task order unless the corresponding commercial software license agreements are reviewed and approved by the Contracting Officer. The Government shall not accept any commercial software license terms that conflict with federal procurement law or do not satisfy user needs. Commercial Software License terms that are unacceptable to the Government include (but are not limited to) indemnification provisions (and other types of provisions that include unauthorized or unbudgeted funding obligations), attorney's fees provision, state or foreign choice of law/jurisdiction provisions, binding arbitration provisions, and injunctive relief provisions.

PART 5
SPECIFIC TASKS

5. SPECIFIC TASKS:

- 5.1. Basic Services. 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, CAMS (Capabilities and AROC Management System), and all applications included in the Mobilization Common Operating Picture (MobCop) suite. 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 workflow 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. Document code/database review meetings and make recommendations 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.
 - 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. Contractor Management Reporting (CMR): 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 <https://www.ecmra.mil>. 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. **ATTACHMENT/TECHNICAL EXHIBIT LIST:**

7.1. Attachment 1/Technical Exhibit 1 – Performance Requirements Summary

7.2. Attachment 2/Technical Exhibit 2 – Deliverables Schedule

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 5.18 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**

Additional tasks or data deliverables will be determined at the task order level within the scope of the contract.

<u>Deliverable</u>	<u>Frequency</u>	<u># of Copies</u>	<u>Medium/Format</u>	<u>Submit To</u>
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, 5.2, 5.9.1, 5.18.2.	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 5.9.3.	Upon completion or by suspense.	1	Stored online using approved tool.	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 5.4.4, 5.4.5, 5.6	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 Government IT Project Managers
Document applications IAW agency Software Development Life Cycle process IAW PWS paragraph 5.1, 5.2, 5.3, 5.4, 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
Document database design IAW agency Software Development Life Cycle process IAW PWS 5.1, 5.5	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

<u>Deliverable</u>	<u>Frequency</u>	<u># of Copies</u>	<u>Medium/Format</u>	<u>Submit To</u>
Provide demonstrations of prototypes, modules and applications in various stages of as directed by the Government IAW PWS paragraph 5.7.	As required	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
Conduct and document quarterly review of industry standards and evolving technologies IAW PWS 5.4.2, 5.13.5, 5.13.5.1.	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
Create Test Plans IAW PWS paragraph 5.8.	At end of each unit level of code engineering	1	Within SharePoint 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
Document code/database review meetings and provide 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
Accreditation documentation of the software applications IAW PWS paragraph 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 and 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, IT Project Managers, designated Customer

Deliverable	Frequency	# of Copies	Medium/Format	Submit To
Source Code IAW PWS paragraph 5.4.5, 5.9, 5.9.2, 5.9.3.	Every work day	1	Stored online under prescribed locations and according to directed naming conventions and formats.	Provide file link to COR, Branch Chief, IT Project Managers, designated Customer
Source Code Documentation IAW PWS paragraph 5.6, 5.9.3.	Every work day	1	Stored online under prescribed locations and according to directed naming conventions and formats.	Provide file link to COR, Branch 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, 5.10, 5.13.4, 5.21, 5.21.1.	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	Stored online under prescribed locations and according to directed naming conventions and formats.	Provide file link to COR, CCSA Admin Officer, Branch Chief, Division Chief, IT Program Managers
Provide database maintenance and administration IAW PWS paragraph 5.1, 5.2, 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, 5.15.1, 5.15.1.2, 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
Status reports on projects, tasks, man-hours/funds expended	By suspense; The COR Monthly Workload report is	1	Stored online under prescribed location and according to	Provide file link to COR, Branch

Deliverable	Frequency	# of Copies	Medium/Format	Submit To
by project IAW PWS 5.18, 5.18.1, 5.18.2.	due by the 5th of each month. The Weekly project status report is due every Friday by noon.		directed naming conventions and formats	Chief, and IT Project Managers
Data extracts/reports IAW PWS paragraph 5.12.	By suspense or as required	1	Stored online under prescribed location 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.	Provide file link to COR, Branch Chief, and 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.	As required	1	System updates and maintenance in prescribed formats IAW agency policies.	COR
Briefing Slides supporting systems and applications IAW PWS paragraph 5.4, 5.4.1, 5.4.2, 5.13, 5.13.1, 5.13.5, 5.14.1.1, 5.15.1.1.	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
Monthly Invoices including Labor Hours and cost per contractor employee for extended hours, and the associated project, travel expenses, and discounts IAW PWS paragraph 5.18.1, 5.18.2.	By the 7 th calendar day of each month	1	Via email in the Government prescribed format	COR

<u>Deliverable</u>	<u>Frequency</u>	<u># of Copies</u>	<u>Medium/Format</u>	<u>Submit To</u>
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 3 work days after return from travel	1	Via email in the Government prescribed format	COR
Phase-In. 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 5 work days after completion of Phase-In period 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
Phase-Out. 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.	60 work 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

ATTACHMENT 3 / TECHNICAL EXHIBIT 3

CONTRACT DATA REQUIREMENTS LIST SUMMARY

Data Item #	Authority	Data Item Title	Contract Reference
A001	DI-ADMN-81505	Report, Record of Meeting/Minutes	PWS 5.1, 5.2, 5.9.1, 5.18.2
A002	DI-IPSC-81433A	SW Requirements Specification (SRS)	PWS 5.4.4 and 5.6
A003	DI-IPSC-81433A	SW Requirements Specification (SRS)	PWS 5.1, 5.2, 5.4.2, 5.5
A004	DI-IPSC-81435A	SW Design Description (SDD)	PWS 5.1, 5.5
A005	DI-MISC-80711A	Scientific and Technical Reports	PWS 5.4.2, 5.13.5
A006	DI-IPSC-81439A	Software Test Description (STD)	PWS 5.8
A007	DI-IPSC-81440A	Software Test Report (STR)	PWS 5.8
A008	DI-ADMN-81505	Report, Record of Meeting/Minutes	PWS 5.9.1, 5.13, 5.14.1.4
A009	DI-MGMT-82001	DOD Risk Management Framework Package Deliverables	PWS 5.10, 5.13.3, 5.13.4
A010	DI-IPSC-81443A	SW User Manual (SUM) and Guide	PWS 5.10
A011	DI-IPSC-81441A	Software Product Specification (SPS)	PWS 5.4.5, 5.9, 5.9.2, 5.9.3
A012	DI-IPSC-80590B	Computer Program End Item Documentation	PWS 5.6, 5.9.3
A013	DI-IPSC-81756	Software Documentation	PWS 5.4.1, 5.10, 5.13.4, 5.21.1
A014	DI-MGMT-81834	Contractor's Personnel Roster	PWS 5.11
A015	DI-FNCL-80912	Performance and Cost Report	PWS 5.18, 5.18.1, 5.18.2
A016	DI-MISC-80711A	Scientific and Technical Reports	PWS 5.12
A017	DI-MGMT-81605	Briefing Material	PWS 5.4.1, 5.13.1, 5.13.5, 5.14.1.1, 5.15.1.1
A018	DI-MGMT-80368A	Status Report	PWS 5.18.1, 5.18.2
A019	DI-MISC-81943	Trip/Travel Report	PWS 5.18.2
A020	DI-MISC-80711A	Scientific and Technical Reports	PWS 5.19
A021	DI-MGMT-81945	Phase-Out Transition Plan	PWS 5.19

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
0006	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	POP 29-FEB-2020 TO 13-JAN-2025	N/A	W241 USA CMD & CONTL SPT AGCY W241 USA CMD & CONTL SPT AGCY 3200 ARMY PENTAGON, RM BF762 WASHINGTON DC 703-695-6264 FOB: Destination	W80NUQ
0002	POP 29-FEB-2020 TO 13-JAN-2025	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	W80NUQ
0003	POP 29-FEB-2020 TO 13-JAN-2025	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	W80NUQ
0004	POP 29-FEB-2020 TO 13-JAN-2025	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	W80NUQ
0005	POP 29-FEB-2020 TO 13-JAN-2025	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	W80NUQ
0006	POP 14-JAN-2020 TO 28-FEB-2020	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	W80NUQ

Section G - Contract Administration Data

PAYMENT INSTRUCTIONS

Contract/Order Payment Clause	Type of Payment Request	Supply	Service	Construction	Payment Office Allocation Method
52.232-1, Payments;	Invoice	X	X	N/A	Line Item Specific proration. If there is more than one ACRN within a deliverable line or deliverable subline item, the funds will be allocated in the same proportion as the amount of funding currently unliquidated for each ACRN on the deliverable line or deliverable subline item for which payment is requested.

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

(Contracting Officer: Insert applicable invoice and receiving report document type(s) for fixed price line items that require shipment of a deliverable.)

(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.

TBD

(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.

TBD

(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*

<i>Field Name in WAWF</i>	<i>Data to be entered in WAWF</i>
Pay Official DoDAAC	TBD
Issue By DoDAAC	TBD
Admin DoDAAC**	TBD
Inspect By DoDAAC	TBD
Service Approver (DoDAAC)	TBD
Service Acceptor (DoDAAC)	TBD

Accept at Other DoDAAC	TBD
DCAA Auditor DoDAAC	TBD

(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.

TBD

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

(End of clause)

Section H - Special Contract Requirements

CONFLICT OF INTEREST

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.

MINIMUM GUARANTEE

1. This requirement will be a total (100%) 8(a) 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 \$10,000.00.
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

52.204-25

52.204-25 Prohibition on Contracting for Certain Telecommunications and Video Surveillance Services or Equipment.

As prescribed in 4.2105(b), insert the following clause:

Prohibition on Contracting for Certain Telecommunications and Video

Surveillance Services or Equipment (AUG 2019)

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

Covered foreign country means The People's Republic of China.

Covered telecommunications equipment or services means--

(1) Telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities);

(2) For the purpose of public safety, security of Government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities);

(3) Telecommunications or video surveillance services provided by such entities or using such equipment; or

(4) Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of National Intelligence or the Director of the Federal Bureau of Investigation, reasonably

believes to be an entity owned or controlled by, or otherwise connected to, the government of a covered foreign country.

Critical technology means--

(1) Defense articles or defense services included on the United States Munitions List set forth in the International Traffic in Arms Regulations under subchapter M of chapter I of title 22, Code of Federal Regulations;

(2) Items included on the Commerce Control List set forth in Supplement No. 1 to part 774 of the Export Administration Regulations under subchapter C of chapter VII of title 15, Code of Federal Regulations, and controlled--

(i) Pursuant to multilateral regimes, including for reasons relating to national security, chemical and biological weapons proliferation, nuclear nonproliferation, or missile technology; or

(ii) For reasons relating to regional stability or surreptitious listening;

(3) Specially designed and prepared nuclear equipment, parts and components, materials, software, and technology covered by part 810 of title 10, Code of Federal Regulations (relating to assistance to foreign atomic energy activities);

(4) Nuclear facilities, equipment, and material covered by part 110 of title 10, Code of Federal Regulations (relating to export and import of nuclear equipment and material);

(5) Select agents and toxins covered by part 331 of title 7, Code of Federal Regulations, part 121 of title 9 of such Code, or part 73 of title 42 of such Code; or

(6) Emerging and foundational technologies controlled pursuant to section 1758 of the Export Control Reform Act of 2018 (50 U.S.C. 4817). Substantial or essential component means any component necessary for the proper function or performance of a piece of equipment, system, or service.

(b) Prohibition. Section 889(a)(1)(A) of the John S. McCain National Defense Authorization Act for Fiscal Year 2019 (Pub. L. 115-232) prohibits the head of an executive agency on or after August 13, 2019, from procuring or obtaining, or extending or renewing a contract to procure or obtain, any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system. The Contractor is prohibited from providing to the Government any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system, unless an exception at paragraph (c) of this clause applies or the covered telecommunication equipment or services are covered by a waiver described in Federal Acquisition Regulation 4.2104.

(c) Exceptions. This clause does not prohibit contractors from providing--

(1) A service that connects to the facilities of a third-party, such as backhaul, roaming, or interconnection arrangements; or

(2) Telecommunications equipment that cannot route or redirect user data traffic or permit visibility into any user data or packets that such equipment transmits or otherwise handles.

(d) Reporting requirement. (1) In the event the Contractor identifies covered telecommunications equipment or services used as a substantial or essential component of any system, or as critical technology as part of any system, during contract performance, or the Contractor is notified of such by a subcontractor at any tier or by any other source, the Contractor shall report the information in paragraph (d)(2) of this clause to the Contracting Officer, unless elsewhere in this contract are established procedures for reporting the information; in the case of the Department of Defense, the Contractor shall report to the website at <https://dibnet.dod.mil>. For indefinite delivery contracts, the Contractor shall report to the Contracting Officer for the indefinite delivery contract and the Contracting Officer(s) for any affected order or, in the case of the Department of Defense, identify both the indefinite delivery contract and any affected orders in the report provided at <https://dibnet.dod.mil>.

(2) The Contractor shall report the following information pursuant to paragraph (d)(1) of this clause:

(i) Within one business day from the date of such identification or notification: The contract number; the order number(s), if applicable; supplier name; supplier unique entity identifier (if known); supplier Commercial and Government Entity (CAGE) code (if

known); brand; model number (original equipment manufacturer number, manufacturer part number, or wholesaler number); item description; and any readily available information about mitigation actions undertaken or recommended.

(ii) Within 10 business days of submitting the information in paragraph (d)(2)(i) of this clause: Any further available information about mitigation actions undertaken or recommended. In addition, the Contractor shall describe the efforts it undertook to

prevent use or submission of covered telecommunications equipment or services, and any additional efforts that will be incorporated to prevent future use or submission of covered telecommunications equipment or services.

(e) Subcontracts. The Contractor shall insert the substance of this clause, including this paragraph (e), in all subcontracts and other contractual instruments, including subcontracts for the acquisition of commercial items.

CLAUSES INCORPORATED BY REFERENCE

52.202-1	Definitions	NOV 2013
52.203-3	Gratuities	APR 1984
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
52.203-17	Contractor Employee Whistleblower Rights and Requirement To Inform Employees of Whistleblower Rights	APR 2014
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
52.204-24	Representation Regarding Certain Telecommunications and Video Surveillance Services or Equipment	AUG 2019
52.209-6	Protecting the Government's Interest When Subcontracting With Contractors Debarred, Suspended, or Proposed for Debarment	OCT 2015
52.209-10	Prohibition on Contracting With Inverted Domestic Corporations	NOV 2015
52.213-1	Fast Payment Procedure	MAY 2006
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
52.215-13	Subcontractor Certified Cost or Pricing Data--Modifications	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
52.216-8	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
52.219-11	Special 8(a) Contract Conditions	JAN 2017
52.222-2	Payment For Overtime Premiums	JUL 1990
52.222-3	Convict Labor	JUN 2003
52.222-15	Certification of Eligibility	MAY 2014
52.222-17	Nondisplacement of Qualified Workers	MAY 2014
52.222-21	Prohibition Of Segregated Facilities	APR 2015
52.222-26	Equal Opportunity	SEP 2016
52.222-41	Service Contract Labor Standards	AUG 2018
52.222-44	Fair Labor Standards And Service Contract Labor Standards-Price Adjustment	MAY 2014
52.222-46	Evaluation Of Compensation For Professional Employees	FEB 1993

52.222-50	Combating Trafficking in Persons	JAN 2019
52.223-5	Pollution Prevention and Right-to-Know Information	MAY 2011
52.223-6	Drug-Free Workplace	MAY 2001
52.223-18	Encouraging Contractor Policies To Ban Text Messaging While Driving	AUG 2011
52.225-26	Contractors Performing Private Security Functions Outside the United States	OCT 2016
52.227-1	Authorization and Consent	DEC 2007
52.227-2	Notice And Assistance Regarding Patent And Copyright Infringement	DEC 2007
52.227-3	Patent Indemnity	APR 1984
52.227-3 Alt II	Patent Indemnity (Apr 1984) - Alternate II	APR 1984
52.227-6	Royalty Information	APR 1984
52.227-9	Refund Of Royalties	APR 1984
52.228-3	Worker's Compensation Insurance (Defense Base Act)	JUL 2014
52.232-8	Discounts For Prompt Payment	FEB 2002
52.232-17	Interest	MAY 2014
52.232-18	Availability Of Funds	APR 1984
52.232-20	Limitation Of Cost	APR 1984
52.232-25	Prompt Payment	JAN 2017
52.233-3	Protest After Award	AUG 1996
52.237-3	Continuity Of Services	JAN 1991
52.242-13	Bankruptcy	JUL 1995
52.243-1	Changes--Fixed Price	AUG 1987
52.243-2	Changes--Cost-Reimbursement	AUG 1987
52.243-7	Notification Of Changes	JAN 2017
52.244-2	Subcontracts	OCT 2010
52.244-5	Competition In Subcontracting	DEC 1996
52.249-2	Termination For Convenience Of The Government (Fixed-Price)	APR 2012
52.249-6	Termination (Cost Reimbursement)	MAY 2004
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
252.203-7002	Requirement to Inform Employees of Whistleblower Rights	SEP 2013
252.203-7004	Display of Hotline Posters	AUG 2019
252.203-7005	Representation Relating to Compensation of Former DoD Officials	NOV 2011
252.204-7000	Disclosure Of Information	OCT 2016
252.204-7003	Control Of Government Personnel Work Product	APR 1992
252.204-7004	Antiterrorism Awareness Training for Contractors.	FEB 2019
252.204-7006	Billing Instructions	OCT 2005
252.227-7013	Rights in Technical Data--Noncommercial Items	FEB 2014
252.227-7014	Rights in Noncommercial Computer Software and Noncommercial Computer Software Documentation	FEB 2014
252.227-7015	Technical Data--Commercial Items	FEB 2014
252.227-7016	Rights in Bid or Proposal Information	JAN 2011
252.227-7017	Identification and Assertion of Use, Release, or Disclosure Restrictions	JAN 2011
252.227-7019	Validation of Asserted Restrictions--Computer Software	SEP 2016
252.227-7025	Limitations on the Use or Disclosure of Government-Furnished Information Marked with Restrictive Legends	MAY 2013
252.227-7027	Deferred Ordering Of Technical Data Or Computer Software	APR 1988

252.227-7028	Technical Data or Computer Software Previously Delivered to the Government	JUN 1995
252.227-7030	Technical Data--Withholding Of Payment	MAR 2000
252.227-7037	Validation of Restrictive Markings on Technical Data	SEP 2016

CLAUSES INCORPORATED BY FULL TEXT

52.216-7 ALLOWABLE COST AND PAYMENT (AUG 2018)

(a) Invoicing.

(1) The Government will make payments to the Contractor when requested as work progresses, but (except for small business concerns) not more often than once every 2 weeks, in amounts determined to be allowable by the Contracting Officer in accordance with Federal Acquisition Regulation (FAR) subpart 31.2 in effect on the date of this contract and the terms of this contract. The Contractor may submit to an authorized representative of the Contracting Officer, in such form and reasonable detail as the representative may require, an invoice or voucher supported by a statement of the claimed allowable cost for performing this contract.

(2) Contract financing payments are not subject to the interest penalty provisions of the Prompt Payment Act. Interim payments made prior to the final payment under the contract are contract financing payments, except interim payments if this contract contains Alternate I to the clause at 52.232-25.

(3) The designated payment office will make interim payments for contract financing on the (Contracting Officer insert day as prescribed by agency head; if not prescribed, insert "30th") day after the designated billing office receives a proper payment request.

In the event that the Government requires an audit or other review of a specific payment request to ensure compliance with the terms and conditions of the contract, the designated payment office is not compelled to make payment by the specified due date.

(b) Reimbursing costs. (1) For the purpose of reimbursing allowable costs (except as provided in subparagraph (b)(2) of the clause, with respect to pension, deferred profit sharing, and employee stock ownership plan contributions), the term "costs" includes only--

(i) Those recorded costs that, at the time of the request for reimbursement, the Contractor has paid by cash, check, or other form of actual payment for items or services purchased directly for the contract;

(ii) When the Contractor is not delinquent in paying costs of contract performance in the ordinary course of business, costs incurred, but not necessarily paid, for--

(A) Supplies and services purchased directly for the contract and associated financing payments to subcontractors, provided payments determined due will be made--

(1) In accordance with the terms and conditions of a subcontract or invoice; and

(2) Ordinarily within 30 days of the submission of the Contractor's payment request to the Government;

(B) Materials issued from the Contractor's inventory and placed in the production process for use on the contract;

(C) Direct labor;

(D) Direct travel;

(E) Other direct in-house costs; and

(F) Properly allocable and allowable indirect costs, as shown in the records maintained by the Contractor for purposes of obtaining reimbursement under Government contracts; and

(iii) The amount of financing payments that have been paid by cash, check, or other forms of payment to subcontractors.

(2) Accrued costs of Contractor contributions under employee pension plans shall be excluded until actually paid unless--

(i) The Contractor's practice is to make contributions to the retirement fund quarterly or more frequently; and

(ii) The contribution does not remain unpaid 30 days after the end of the applicable quarter or shorter payment period (any contribution remaining unpaid shall be excluded from the Contractor's indirect costs for payment purposes).

(3) Notwithstanding the audit and adjustment of invoices or vouchers under paragraph (g) of this clause, allowable indirect costs under this contract shall be obtained by applying indirect cost rates established in accordance with paragraph (d) of this clause.

(4) Any statements in specifications or other documents incorporated in this contract by reference designating performance of services or furnishing of materials at the Contractor's expense or at no cost to the Government shall be disregarded for purposes of cost-reimbursement under this clause.

(c) Small business concerns. A small business concern may receive more frequent payments than every 2 weeks.

(d) Final indirect cost rates. (1) Final annual indirect cost rates and the appropriate bases shall be established in accordance with Subpart 42.7 of the Federal Acquisition Regulation (FAR) in effect for the period covered by the indirect cost rate proposal.

(2)(i) The Contractor shall submit an adequate final indirect cost rate proposal to the Contracting Officer (or cognizant Federal agency official) and auditor within the 6-month period following the expiration of each of its fiscal years. Reasonable extensions, for exceptional circumstances only, may be requested in writing by the Contractor and granted in writing by the Contracting Officer. The Contractor shall support its proposal with adequate supporting data.

(ii) The proposed rates shall be based on the Contractor's actual cost experience for that period. The appropriate Government representative and the Contractor shall establish the final indirect cost rates as promptly as practical after receipt of the Contractor's proposal.

(iii) An adequate indirect cost rate proposal shall include the following data unless otherwise specified by the cognizant Federal agency official:

(A) Summary of all claimed indirect expense rates, including pool, base, and calculated indirect rate.

(B) General and Administrative expenses (final indirect cost pool). Schedule of claimed expenses by element of cost as identified in accounting records (Chart of Accounts).

(C) Overhead expenses (final indirect cost pool). Schedule of claimed expenses by element of cost as identified in accounting records (Chart of Accounts) for each final indirect cost pool.

(D) Occupancy expenses (intermediate indirect cost pool). Schedule of claimed expenses by element of cost as identified in accounting records (Chart of Accounts) and expense reallocation to final indirect cost pools.

- (E) Claimed allocation bases, by element of cost, used to distribute indirect costs.
 - (F) Facilities capital cost of money factors computation.
 - (G) Reconciliation of books of account (i.e., General Ledger) and claimed direct costs by major cost element.
 - (H) Schedule of direct costs by contract and subcontract and indirect expense applied at claimed rates, as well as a subsidiary schedule of Government participation percentages in each of the allocation base amounts.
 - (I) Schedule of cumulative direct and indirect costs claimed and billed by contract and subcontract.
 - (J) Subcontract information. Listing of subcontracts awarded to companies for which the contractor is the prime or upper-tier contractor (include prime and subcontract numbers; subcontract value and award type; amount claimed during the fiscal year; and the subcontractor name, address, and point of contact information).
 - (K) Summary of each time-and-materials and labor-hour contract information, including labor categories, labor rates, hours, and amounts; direct materials; other direct costs; and, indirect expense applied at claimed rates.
 - (L) Reconciliation of total payroll per IRS form 941 to total labor costs distribution.
 - (M) Listing of decisions/agreements/approvals and description of accounting/organizational changes.
 - (N) Certificate of final indirect costs (see 52.242-4, Certification of Final Indirect Costs).
 - (O) Contract closing information for contracts physically completed in this fiscal year (include contract number, period of performance, contract ceiling amounts, contract fee computations, level of effort, and indicate if the contract is ready to close).
- (iv) The following supplemental information is not required to determine if a proposal is adequate, but may be required during the audit process:
- (A) Comparative analysis of indirect expense pools detailed by account to prior fiscal year and budgetary data.
 - (B) General organizational information and limitation on allowability of compensation for certain contractor personnel. See 31.205-6(p). Additional salary reference information is available at <https://www.whitehouse.gov/wp-content/uploads/2017/11/ContractorCompensationCapContractsAwardedBeforeJune24.pdf> and <https://www.whitehouse.gov/wp-content/uploads/2017/11/ContractorCompensationCapContractsAwardedafterJune24.pdf>.
 - (C) Identification of prime contracts under which the contractor performs as a subcontractor.
 - (D) Description of accounting system (excludes contractors required to submit a CAS Disclosure Statement or contractors where the description of the accounting system has not changed from the previous year's submission).
 - (E) Procedures for identifying and excluding unallowable costs from the costs claimed and billed (excludes contractors where the procedures have not changed from the previous year's submission).
 - (F) Certified financial statements and other financial data (e.g., trial balance, compilation, review, etc.).
 - (G) Management letter from outside CPAs concerning any internal control weaknesses.

(H) Actions that have been and/or will be implemented to correct the weaknesses described in the management letter from subparagraph G) of this section.

(I) List of all internal audit reports issued since the last disclosure of internal audit reports to the Government.

(J) Annual internal audit plan of scheduled audits to be performed in the fiscal year when the final indirect cost rate submission is made.

(K) Federal and State income tax returns.

(L) Securities and Exchange Commission 10-K annual report.

(M) Minutes from board of directors meetings.

(N) Listing of delay claims and termination claims submitted which contain costs relating to the subject fiscal year.

(O) Contract briefings, which generally include a synopsis of all pertinent contract provisions, such as: Contract type, contract amount, product or service(s) to be provided, contract performance period, rate ceilings, advance approval requirements, pre-contract cost allowability limitations, and billing limitations.

(v) The Contractor shall update the billings on all contracts to reflect the final settled rates and update the schedule of cumulative direct and indirect costs claimed and billed, as required in paragraph (d)(2)(iii)(I) of this section, within 60 days after settlement of final indirect cost rates.

(3) The Contractor and the appropriate Government representative shall execute a written understanding setting forth the final indirect cost rates. The understanding shall specify (i) the agreed-upon final annual indirect cost rates, (ii) the bases to which the rates apply, (iii) the periods for which the rates apply, (iv) any specific indirect cost items treated as direct costs in the settlement, and (v) the affected contract and/or subcontract, identifying any with advance agreements or special terms and the applicable rates. The understanding shall not change any monetary ceiling, contract obligation, or specific cost allowance or disallowance provided for in this contract. The understanding is incorporated into this contract upon execution.

(4) Failure by the parties to agree on a final annual indirect cost rate shall be a dispute within the meaning of the Disputes clause.

(5) Within 120 days (or longer period if approved in writing by the Contracting Officer) after settlement of the final annual indirect cost rates for all years of a physically complete contract, the Contractor shall submit a completion invoice or voucher to reflect the settled amounts and rates. The completion invoice or voucher shall include settled subcontract amounts and rates. The prime contractor is responsible for settling subcontractor amounts and rates included in the completion invoice or voucher and providing status of subcontractor audits to the contracting officer upon request.

(6)(i) If the Contractor fails to submit a completion invoice or voucher within the time specified in paragraph (d)(5) of this clause, the Contracting Officer may--

(A) Determine the amounts due to the Contractor under the contract; and

(B) Record this determination in a unilateral modification to the contract.

(ii) This determination constitutes the final decision of the Contracting Officer in accordance with the Disputes clause.

(e) Billing rates. Until final annual indirect cost rates are established for any period, the Government shall reimburse the Contractor at billing rates established by the Contracting Officer or by an authorized representative (the cognizant auditor), subject to adjustment when the final rates are established. These billing rates--

- (1) Shall be the anticipated final rates; and
 - (2) May be prospectively or retroactively revised by mutual agreement, at either party's request, to prevent substantial overpayment or underpayment.
- (f) Quick-closeout procedures. Quick-closeout procedures are applicable when the conditions in FAR 42.708(a) are satisfied.
- (g) Audit. At any time or times before final payment, the Contracting Officer may have the Contractor's invoices or vouchers and statements of cost audited. Any payment may be (1) Reduced by amounts found by the Contracting Officer not to constitute allowable costs or (2) Adjusted for prior overpayments or underpayments.
- (h) Final payment. (1) Upon approval of a completion invoice or voucher submitted by the Contractor in accordance with paragraph (d)(5) of this clause, and upon the Contractor's compliance with all terms of this contract, the Government shall promptly pay any balance of allowable costs and that part of the fee (if any) not previously paid.
- (2) The Contractor shall pay to the Government any refunds, rebates, credits, or other amounts (including interest, if any) accruing to or received by the Contractor or any assignee under this contract, to the extent that those amounts are properly allocable to costs for which the Contractor has been reimbursed by the Government. Reasonable expenses incurred by the Contractor for securing refunds, rebates, credits, or other amounts shall be allowable costs if approved by the Contracting Officer. Before final payment under this contract, the Contractor and each assignee whose assignment is in effect at the time of final payment shall execute and deliver--
- (i) An assignment to the Government, in form and substance satisfactory to the Contracting Officer, of refunds, rebates, credits, or other amounts (including interest, if any) properly allocable to costs for which the Contractor has been reimbursed by the Government under this contract; and
 - (ii) A release discharging the Government, its officers, agents, and employees from all liabilities, obligations, and claims arising out of or under this contract, except--
- (A) Specified claims stated in exact amounts, or in estimated amounts when the exact amounts are not known;
 - (B) Claims (including reasonable incidental expenses) based upon liabilities of the Contractor to third parties arising out of the performance of this contract; provided, that the claims are not known to the Contractor on the date of the execution of the release, and that the Contractor gives notice of the claims in writing to the Contracting Officer within 6 years following the release date or notice of final payment date, whichever is earlier; and
 - (C) Claims for reimbursement of costs, including reasonable incidental expenses, incurred by the Contractor under the patent clauses of this contract, excluding, however, any expenses arising from the Contractor's indemnification of the Government against patent liability.

(End of clause)

52.219-1 SMALL BUSINESS PROGRAM REPRESENTATIONS (OCT 2014)

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

Economically disadvantaged women-owned small business (EDWOSB) concern means a small business concern that is at least 51 percent directly and unconditionally owned by, and the management and daily business operations of which are controlled by, one or more women who are citizens of the United States and who are economically

disadvantaged in accordance with 13 CFR part 127. It automatically qualifies as a women-owned small business concern eligible under the WOSB Program.

Service-disabled veteran-owned small business concern--

(1) Means a small business concern--

(i) Not less than 51 percent of which is owned by one or more service-disabled veterans or, in the case of any publicly owned business, not less than 51 percent of the stock of which is owned by one or more service-disabled veterans; and

(ii) The management and daily business operations of which are controlled by one or more service-disabled veterans or, in the case of a service-disabled veteran with permanent and severe disability, the spouse or permanent caregiver of such veteran.

(2) Service-disabled veteran means a veteran, as defined in 38 U.S.C. 101(2), with a disability that is service-connected, as defined in 38 U.S.C. 101(16).

Small business concern means a concern, including its affiliates, that is independently owned and operated, not dominant in the field of operation in which it is bidding on Government contracts, and qualified as a small business under the criteria in 13 CFR Part 121 and the size standard in paragraph (b) of this provision.

Small disadvantaged business concern, consistent with 13 CFR 124.1002, means a small business concern under the size standard applicable to the acquisition, that--

(1) Is at least 51 percent unconditionally and directly owned (as defined at 13 CFR 124.105) by--

(i) One or more socially disadvantaged (as defined at 13 CFR 124.103) and economically disadvantaged (as defined at 13 CFR 124.104) individuals who are citizens of the United States, and

(ii) Each individual claiming economic disadvantage has a net worth not exceeding \$750,000 after taking into account the applicable exclusions set forth at 13 CFR 124.104(c)(2); and

(2) The management and daily business operations of which are controlled (as defined at 13 CFR 124.106) by individuals who meet the criteria in paragraphs (1)(i) and (ii) of this definition.

Veteran-owned small business concern means a small business concern--

(1) Not less than 51 percent of which is owned by one or more veterans (as defined at 38 U.S.C. 101(2)) or, in the case of any publicly owned business, not less than 51 percent of the stock of which is owned by one or more veterans; and

(2) The management and daily business operations of which are controlled by one or more veterans.

Women-owned small business concern means a small business concern--

(1) That is at least 51 percent owned by one or more women; or, in the case of any publicly owned business, at least 51 percent of the stock of which is owned by one or more women; and

(2) Whose management and daily business operations are controlled by one or more women.

Women-owned small business (WOSB) concern eligible under the WOSB Program (in accordance with 13 CFR part 127), means a small business concern that is at least 51 percent directly and unconditionally owned by, and the management and daily business operations of which are controlled by, one or more women who are citizens of the United States.

(b)(1) The North American Industry Classification System (NAICS) code for this acquisition is **541511**.

(2) The small business size standard is **\$30M**.

(3) The small business size standard for a concern which submits an offer in its own name, other than on a construction or service contract, but which proposes to furnish a product which it did not itself manufacture, is 500 employees.

(c) Representations. (1) The offeror represents as part of its offer that it [] is, [] is not a small business concern. (2) [Complete only if the offeror represented itself as a small business concern in paragraph (c)(1) of this provision.] The offeror represents that it [] is, [] is not, a small disadvantaged business concern as defined in 13 CFR 124.1002.

(3) [Complete only if the offeror represented itself as a small business concern in paragraph (c)(1) of this provision.] The offeror represents as part of its offer that it [] is, [] is not a women-owned small business concern.

(4) Women-owned small business (WOSB) concern eligible under the WOSB Program. [Complete only if the offeror represented itself as a women-owned small business concern in paragraph (c)(3) of this provision.] The offeror represents as part of its offer that--

(i) It [] is, [] is not a WOSB concern eligible under the WOSB Program, has provided all the required documents to the WOSB Repository, and no change in circumstances or adverse decisions have been issued that affects its eligibility; and

(ii) It [] is, [] is not a joint venture that complies with the requirements of 13 CFR part 127, and the representation in paragraph (c)(4)(i) of this provision is accurate for each WOSB concern eligible under the WOSB Program participating in the joint venture. [The offeror shall enter the name or names of the WOSB concern eligible under the WOSB Program and other small businesses that are participating in the joint venture: ____ --.] Each WOSB concern eligible under the WOSB Program participating in the joint venture shall submit a separate signed copy of the WOSB representation.

(5) Economically disadvantaged women-owned small business (EDWOSB) concern. [Complete only if the offeror represented itself as a women-owned small business concern eligible under the WOSB Program in (c)(4) of this provision.] The offeror represents as part of its offer that--

(i) It [] is, [] is not an EDWOSB concern eligible under the WOSB Program, has provided all the required documents to the WOSB Repository, and no change in circumstances or adverse decisions have been issued that affects its eligibility; and

(ii) It [] is, [] is not a joint venture that complies with the requirements of 13 CFR part 127, and the representation in paragraph (c)(5)(i) of this provision is accurate for each EDWOSB concern participating in the joint venture. [The offeror shall enter the name or names of the EDWOSB concern and other small businesses that are participating in the joint venture: ____ --.] Each EDWOSB concern participating in the joint venture shall submit a separate signed copy of the EDWOSB representation.

(6) [Complete only if the offeror represented itself as a small business concern in paragraph (c)(1) of this provision.] The offeror represents as part of its offer that it [] is, [] is not a veteran-owned small business concern.

(7) [Complete only if the offeror represented itself as a veteran-owned small business concern in paragraph (c)(6) of this provision.] The offeror represents as part of its offer that it [] is, [] is not a service-disabled veteran-owned small business concern.

(8) [Complete only if the offeror represented itself as a small business concern in paragraph (c)(1) of this provision.] The offeror represents, as part of its offer, that--

(i) It [____] is, [____] is not a HUBZone small business concern listed, on the date of this representation, on the List of Qualified HUBZone Small Business Concerns maintained by the Small Business Administration, and no material changes in ownership and control, principal office, or HUBZone employee percentage have occurred since it was certified in accordance with 13 CFR Part 126; and

(ii) It [____] is, [____] is not a HUBZone joint venture that complies with the requirements of 13 CFR Part 126, and the representation in paragraph (c)(8)(i) of this provision is accurate for each HUBZone small business concern participating in the HUBZone joint venture. [The offeror shall enter the names of each of the HUBZone small business concerns participating in the HUBZone joint venture: ____ --.] Each HUBZone small business concern participating in the HUBZone joint venture shall submit a separate signed copy of the HUBZone representation.

(d) Notice.

(1) If this solicitation is for supplies and has been set aside, in whole or in part, for small business concerns, then the clause in this solicitation providing notice of the set-aside contains restrictions on the source of the end items to be furnished.

(2) Under 15 U.S.C. 645(d), any person who misrepresents a firm's status as a business concern that is small, HUBZone small, small disadvantaged, service-disabled veteran-owned small, economically disadvantaged women-owned small, or women-owned small eligible under the WOSB Program in order to obtain a contract to be awarded under the preference programs established pursuant to section 8, 9, 15, 31, and 36 of the Small Business Act or any other provision of Federal law that specifically references section 8(d) for a definition of program eligibility, shall—

(i) Be punished by imposition of fine, imprisonment, or both;

(ii) Be subject to administrative remedies, including suspension and debarment; and

(iii) Be ineligible for participation in programs conducted under the authority of the Act.

(End of provision)

52.219-17 SECTION 8(a) AWARD (JAN 2017)

(a) By execution of a contract, the Small Business Administration (SBA) agrees to the following:

(1) To furnish the supplies or services set forth in the contract according to the specifications and the terms and conditions by subcontracting with the Offeror who has been determined an eligible concern pursuant to the provisions of section 8(a) of the Small Business Act, as amended (15 U.S.C. 637(a)).

(2) Except for novation agreements, delegates to the **Army Contracting Command – Aberdeen Proving Ground (ACC-APG)** the responsibility for administering the contract with complete authority to take any action on behalf of the Government under the terms and conditions of the contract; provided, however that the contracting agency shall give advance notice to the SBA before it issues a final notice terminating the right of the subcontractor to proceed with further performance, either in whole or in part, under the contract.

(3) That payments to be made under the contract will be made directly to the subcontractor by the contracting activity.

(4) To notify the **ACC-APG** Contracting Officer immediately upon notification by the subcontractor that the owner or owners upon whom 8(a) eligibility was based plan to relinquish ownership or control of the concern.

(5) That the subcontractor awarded a subcontract hereunder shall have the right of appeal from decisions of the cognizant Contracting Officer under the "Disputes" clause of the subcontract.

(b) The offeror/subcontractor agrees and acknowledges that it will, for and on behalf of the SBA, fulfill and perform all of the requirements of the contract.

(c) The offeror/subcontractor agrees that it will not subcontract the performance of any of the requirements of this subcontract to any lower tier subcontractor without the prior written approval of the SBA and the cognizant Contracting Officer of the **ACC-APG**.

52.219-18 NOTIFICATION OF COMPETITION LIMITED TO ELIGIBLE 8(A) PARTICIPANTS (JAN 2017)

(a) Offers are solicited only from small business concerns expressly certified by the Small Business Administration (SBA) for participation in the SBA's 8(a) Program and which meet the following criteria at the time of submission of offer--

(1) The Offeror is in conformance with the 8(a) support limitation set forth in its approved business plan; and

(2) The Offeror is in conformance with the Business Activity Targets set forth in its approved business plan or any remedial action directed by the SBA.

(b) By submission of its offer, the Offeror represents that it meets all of the criteria set forth in paragraph (a) of this clause.

(c) Any award resulting from this solicitation will be made to the Small Business Administration, which will subcontract performance to the successful 8(a) offeror selected through the evaluation criteria set forth in this solicitation.

(d)(1) Agreement. A small business concern submitting an offer in its own name shall furnish, in performing the contract, only end items manufactured or produced by small business concerns in the United States or its outlying areas. If this procurement is processed under simplified **acquisition** procedures and the total amount of this contract does not exceed \$25,000, a small business concern may furnish the product of any domestic firm. This paragraph does not apply to construction or service contracts.

(2) The insert name of SBA's contractor will notify the **Army Contracting Command – Aberdeen Proving Ground (ACC-APG)** Contracting Officer in writing immediately upon entering an agreement (either oral or written) to transfer all or part of its stock or other ownership interest to any other party.

(End of clause)

52.219-28 POST-AWARD SMALL BUSINESS PROGRAM REREPRESENTATION (JULY 2013)

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

Long-term contract means a contract of more than five years in duration, including options. However, the term does not include contracts that exceed five years in duration because the period of performance has been extended for a cumulative period not to exceed six months under the clause at 52.217-8, Option to Extend Services, or other appropriate authority.

Small business concern means a concern, including its affiliates, that is independently owned and operated, not dominant in the field of operation in which it is bidding on Government contracts, and qualified as a small business under the criteria in 13 CFR part 121 and the size standard in paragraph (c) of this clause. Such a concern is "not dominant in its field of operation" when it does not exercise a controlling or major influence on a national basis in a kind of business activity in which a number of business concerns are primarily engaged. In determining whether dominance exists, consideration shall be given to all appropriate factors, including volume of business, number of employees, financial resources, competitive status or position, ownership or control of materials, processes, patents, license agreements, facilities, sales territory, and nature of business activity.

(b) If the Contractor represented that it was a small business concern prior to award of this contract, the Contractor shall rerepresent its size status according to paragraph (e) of this clause or, if applicable, paragraph (g) of this clause, upon the occurrence of any of the following:

(1) Within 30 days after execution of a novation agreement or within 30 days after modification of the contract to include this clause, if the novation agreement was executed prior to inclusion of this clause in the contract.

(2) Within 30 days after a merger or acquisition that does not require a novation or within 30 days after modification of the contract to include this clause, if the merger or acquisition occurred prior to inclusion of this clause in the contract.

(3) For long-term contracts--

(i) Within 60 to 120 days prior to the end of the fifth year of the contract; and

(ii) Within 60 to 120 days prior to the date specified in the contract for exercising any option thereafter.

(c) The Contractor shall rerepresent its size status in accordance with the size standard in effect at the time of this rerepresentation that corresponds to the North American Industry Classification System (NAICS) code assigned to this contract. The small business size standard corresponding to this NAICS code can be found at <http://www.sba.gov/content/table-small-business-size-standards>.

(d) The small business size standard for a Contractor providing a product which it does not manufacture itself, for a contract other than a construction or service contract, is 500 employees.

(e) Except as provided in paragraph (g) of this clause, the Contractor shall make the representation required by paragraph (b) of this clause by validating or updating all its representations in the Representations and Certifications section of the System for Award Management (SAM) and its other data in SAM, as necessary, to ensure that they reflect the Contractor's current status. The Contractor shall notify the contracting office in writing within the timeframes specified in paragraph (b) of this clause that the data have been validated or updated, and provide the date of the validation or update.

(f) If the Contractor represented that it was other than a small business concern prior to award of this contract, the Contractor may, but is not required to, take the actions required by paragraphs (e) or (g) of this clause.

(g) If the Contractor does not have representations and certifications in SAM, or does not have a representation in SAM for the NAICS code applicable to this contract, the Contractor is required to complete the following rerepresentation and submit it to the contracting office, along with the contract number and the date on which the rerepresentation was completed:

The Contractor represents that it () is, () is not a small business concern under NAICS Code - assigned to contract number .

(Contractor to sign and date and insert authorized signer's name and title).

(End of clause)

52.233-2 SERVICE OF PROTEST (SEP 2006)

(a) Protests, as defined in section 33.101 of the Federal Acquisition Regulation, that are filed directly with an agency, and copies of any protests that are filed with the Government Accountability Office (GAO), shall be served on the Contracting Officer (addressed as follows) by obtaining written and dated acknowledgment of receipt from:

Sabrinna R. Cosom, Procuring Contracting Officer
ACC-ACP Division D
6515 Integrity Court, Building 4310
APG, MD 21005
sabrinna.r.cosom.civ@mail.mil

(b) The copy of any protest shall be received in the office designated above within one day of filing a protest with the GAO.

(End of provision)

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)

252.219-7010 NOTIFICATION OF COMPETITION LIMITED TO ELIGIBLE 8(A) CONCERNS--
PARTNERSHIP AGREEMENT (MAR 2016)

(a) Offers are solicited only from small business concerns expressly certified by the Small Business Administration (SBA) for participation in the SBA's 8(a) Program and which meet the following criteria at the time of submission of offer:

(1) The Offeror is in conformance with the 8(a) support limitation set forth in its approved business plan.

(2) The Offeror is in conformance with the Business Activity Targets set forth in its approved business plan or any remedial action directed by the SBA.

(3) If the competition is to be limited to 8(a) concerns within one or more specific SBA regions or districts, then the offeror's approved business plan is on the file and serviced by ____.

[Contracting Officer completes by inserting the appropriate SBA District and/or Regional Office(s) as identified by the SBA.]

(b) By submission of its offer, the Offeror represents that it meets all of the criteria set forth in paragraph (a) of this clause.

(c) Any award resulting from this solicitation will be made directly by the Contracting Officer to the successful 8(a) offeror selected through the evaluation criteria set forth in this solicitation.

(d)(1) Agreement. A small business concern submitting an offer in its own name shall furnish, in performing the contract, only end items manufactured or produced by small business concerns in the United States or its outlying areas, unless--

(i) The SBA has determined that there are no small business manufacturers or processors in the Federal market place in accordance with FAR 19.502-2(c);

(ii) The acquisition is processed under simplified acquisition procedures and the total amount of this contract does not exceed \$25,000, in which case a small business concern may furnish the product of any domestic firm; or

(iii) The acquisition is a construction or service contract.

(2) The ____ [insert name of SBA's contractor] will notify the **Army Contracting Command – Aberdeen Proving Ground (ACC-APG)** Contracting Officer in writing immediately upon entering an agreement (either oral or written) to transfer all or part of its stock or other ownership interest to any other party.

(End of clause)

Section J - List of Documents, Exhibits and Other Attachments

ATTACHMENTS/EXHIBITS

TITLE	DESCRIPTION
Attachment 1	Contract Data Requirement Lists (CDRLs) A001-A020
Attachment 2	Past Performance Questionnaire
Attachment 3	Cost Model

Section M - Evaluation Factors for Award

EVALUATION OF OFFERORS**Basis for Award**

The basis for award will utilize trade-off source selection procedures. The Government anticipates making an award to the best overall (i.e., best value) proposal determined to be the most beneficial to the Government, with appropriate consideration given to the four (4) evaluation factors:

Technical Approach, Past Performance, Small Business Participation and Cost/Price. Factor I - Technical Approach is significantly more important than Factor II - Past Performance and Factor III - Small Business Participation. Factor II - Past Performance and Factor III – Small Business Participation are more important than the Cost/Price factor.

To receive consideration for award, a rating of no less than “Acceptable” must be achieved for Factor I Technical Approach (to include all sub-factors), Factor II Past Performance and Factor III Small Business Participation. Offerors are cautioned that the award may not necessarily be made to the lowest cost offered.

NOTE: ALL NON-PRICED FACTORS WHEN COMBINED ARE SIGNIFICANTLY MORE IMPORTANT THAN THE COST/PRICE FACTOR.

Factors and Sub-Factors to be Evaluated

The following evaluation factors and sub-factors will be used to evaluate each proposal. The award will be made to the offeror *whose proposal is* most advantageous to the Government based upon an integrated assessment of the evaluation factors and sub-factors described below.

Factor 1. The Technical Approach:

Sub-factor 1 – Understanding of the Requirement and Performance Plan (Trade – Off)

Sub-factor 2 – Key Personnel (Acceptable/Unacceptable)

Sub-factor 3 – Corporate Experience (Trade-Off)

Sub-factor 4 – Phase In (Acceptable/Unacceptable)

Sub-factor 5 – Sustainment Approach (Acceptable/Unacceptable)

Factor 2. Past Performance

Factor 3. Small Business Participation

Factor 4. Cost/Price

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

Factor 1 – Technical Approach: 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:

Subfactor 1 – Understanding the Requirement: This subfactor will be evaluated for the following:

Adequacy of Response. 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.

Feasibility of Approach. 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.

Additionally, 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.

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 the proposed personnel meet the minimum qualifications stated in the PWS and can be obtained by the conclusion of the transition period and day one of full contract performance.

Sub-factor 3 – Corporate Experience. The Government will evaluate the Offeror's corporate experience as it applies to fulfilling existing requirements with a similar size, scope and degree of complexity for the requirements set forth in the PWS. The Government will utilize information pertaining to Offeror performance on recent, relevant contracts as identified in the offeror's proposal. The objective of the evaluation is to: 1) Determine the degree to which the offeror has previously encountered requirements of like breadth, detail, and challenges that it may encounter under the prospective contract; 2) Develop insight into the offeror's demonstrated capabilities and its ability to meet the Government's stated requirement.

Sub-factor 4 – Phase In. 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.

Sub-factor 5 – Sustainment Approach. The Government will consider how the Offeror's proposal will impact the sustainment of the software developed under this Contract (hereinafter "Software"). Thus, this subfactor will be evaluated for the following:

Adequacy of Response. When technical data or software will be furnished to the Government with restrictions under this Contract, the Offeror's proposal will be given a Strength for proposed sustainment approach that: 1) demonstrates a thorough understanding of the technical data and computer software rights under this Contract using a tabular format prescribed in DFARS 252.227-7017; and 2) provides a thorough description of how the proposed sustainment approach impacts the Government's competitive procurement of maintenance/sustainment services of the Software. Accordingly, the Offeror's proposal will be deemed moderate risk and given a Weakness if the Offeror's proposal does not show a thorough understanding of the technical data and computer software rights under this Contract, or does not thoroughly describe how the proposed sustainment approach will impacts the Government's competitive procurement of the Software maintenance/sustainment services.

When technical data or software will be furnished to the Government without restrictions under this Contract, the Offeror's response to Data/Software Rights Assertions Requirement (set forth in DFARS 252.227-7017) shall be clearly stated as "none" and the Offeror's proposal will be given a Strength.

Feasibility of Approach. The Offeror's proposal will be given a Strength for a proposed sustainment approach that permits the Government to competitively procure the Software maintenance/sustainment services from third parties. In contrast, the Offeror's proposal will be deemed deficient if license restrictions (in technical data and software deliverables) impede competitive procurement of the Software maintenance/sustainment services related to software deliverables and there is no plan to mitigate hindrances to competitive procurement of the Software maintenance/sustainment services related to software deliverables. If the Offeror's proposal provides a mitigation plan in cases where the Government's license rights in software deliverables do not facilitate competitive procurement of the Software maintenance/sustainment services, the proposal must provide supporting documentation to demonstrate how the mitigation plan will be reasonably executed. For example, if the Offeror proposes a mitigation plan that is unreasonable (i.e., the mitigation plan does not allow the Government to competitively procure the same or equivalent items, components, or services in the Offeror's proposal at a similar or lesser price than that proposed by the Offeror; and/or the mitigation plan requires a binding agreement between the Offeror and alternate vendors, but the Offeror's proposal offers no documentation of the Offeror's plans to secure such agreements) then the proposed sustainment approach may be deemed high risk and given a Weakness. In addition, any proposals that offer the Government more restrictive license terms than a "Limited Rights" or "Restricted Rights" license in NON-COMMERCIAL technical data or software deliverables (respectively) will be deemed deficient (in view of minimums set forth in the DFARS 227.71 and DFARS 227.72 for license rights in technical data and software deliverables).

Offerors will not be considered non-responsive to the solicitation or ineligible for contract award simply because the Offeror did not offer the Government broader license rights than it is entitled under DFARS 252.227-7013 or DFARS 252.227-7014. In accordance with 10 USC §2320 and DFARS 227.7103-1, Offerors are not required, either as a condition of being responsive to a solicitation or as a condition for award, to sell or otherwise relinquish to the Government rights

in technical data related to items, components or processes developed exclusively at private expense except for the data and rights identified at 227.7103-5(a)(2) and (a)(4) through (9). An Offeror that does not propose to sell or otherwise relinquish any additional rights in technical data related to items, components or process developed exclusively at private expense will still be considered responsive.

Factor 1 – Technical Approach Rating

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.

Factor 2. Past Performance: Each offeror's past performance will be reviewed to determine relevancy and confidence assessment. 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.

Evaluation of past performance shall be in accordance with this plan utilizing the forms and questionnaires set forth in Attachment 2.

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.

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.

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.

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.

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.

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
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.

Factor 3 – Small Business Participation. All Offerors will be evaluated on the extent of proposed participation/commitment to use U.S. small businesses in the performance of this acquisition (as small business prime offeror or small business subcontractors) relative to the 30% small business participation objective and requirements established herein. The Government will evaluate the following:

The extent to which offerors meet or exceeds the 30% quantitative small business participation objective.

i. The extent of participation of small business firms on this acquisition in terms of the value of the total acquisition and small business firms provide a significant amount of the value of the total acquisition. This shall be represented in percentages for the base year and for each individual option period.

ii. The extent to which the offeror provides detailed explanations/documentation supporting the proposed quantitative participation and how it will be attained.

iii. The extent to which offerors providing less than the 12.5% small business participation provide adequate data and rationale to support their proposed small business participation target.

(2) The extent to which firms, as defined in FAR Part 19, are specifically identified by name in each category in the Small Business Participation proposal; and which offerors demonstrate minimum acceptable commitment to small business firms, such as enforceable letters of commitment.

(3) The extent to which the type, variety, and complexity of work small business firms are proposed to perform are in accordance with the requirement, such as work supporting section 5 of the Performance Work Statement.

(4) The extent to which the offeror complied with requirements of FAR 52.219-8, Utilization of Small Business Concerns

B. Offerors Small Business Participation will be rated using the table below:

Small Business Ratings

Rating	Definition
Outstanding	Proposal indicates an exceptional approach and understanding of small business objectives.
Good	Proposal indicates a thorough approach and understanding of the small business objectives.
Acceptable	Proposal indicates an adequate approach and understanding of the small business objectives.
Unacceptable	Proposal does not meet small business objectives.

A rating of "acceptable" or higher must be achieved to be considered for award.

ii. Offerors that have enforceable agreements must provide fully executed copies (i.e. the entire agreement and not just first and last pages).

iii. An enforceable commitment is defined as a written and signed agreement (by both parties) detailing that all parties have agreed to a business relationship for this procurement.

iv. The document must be clear that both parties have defined and agreed to the extent of the relationship to include the type or types of work the subcontractors/partners shall perform.

v. The agreement shall be specific in nature.

Factor 4 – Cost/Price. The resulting award will be an IDIQ under which CPFF task orders will be issued. The Offeror's proposal is presumed to represent the Offeror's best effort to respond to the solicitation. The Government may determine that an Offeror's price proposal is not awardable if the prices proposed are materially unbalanced. Unbalanced pricing exists when, despite an acceptable total evaluated price, one or more contract line item numbers (CLINs) are

significantly overstated or understated by the application of price analysis techniques. A proposal may be rejected if the Contracting Officer determined that the lack of balance poses an Unacceptable risk to the Government.

Note: The Offeror is cautioned that the variance from proposed rates will be used as a performance metric for the awardee and used as input for the award of additional contracts/task orders as well as for past performance reviews issued under CPARS.

Proposed price will not be adjectively rated. A total price will be evaluated for each Offeror. The total evaluated price will be the summation of the Section B CLINs. Each offeror must propose manpower identical with the levels stated in the LOE_Spreadsheet.xls.

Each offeror's price proposal will be evaluated in accordance with the criteria in FAR 15.404-1 as determined necessary by the Contracting Officer based on competition and other factors. The objective of price proposal analysis is to ensure that all proposed costs are fair and reasonable. Accordingly, the analytical techniques and procedures described in FAR 15.404-1 may be used singly or in combination with others to ensure the costs are fair and reasonable. Additionally, the proposal will be evaluated to ensure compliance with the Limitations of Subcontracting Clause, FAR 52.219-14.

NOTE: The Government may use external sources of information in performing its analysis to include, but not limited to, Bureau of Labor Statistics, Department of Labor, Department of State, Defense Contract Audit Agency (DCAA), or Defense Contract Management Agency (DCMA). This DOES NOT excuse the Offeror from following the proposal submission instructions.

Offeror and subcontractor proposals will be evaluated based on the price reasonableness criteria contained in FAR 15.404-1. The manner and degree of the criteria used will be determined by the contracting officer based on competition and other factors. A proposal is presumed to represent the Offeror's best effort to respond to the solicitation. Any inconsistency between the price proposal and other sections of the Offeror's proposal (e.g., technical proposal), whether real or apparent, shall be explained in the proposal. Any significant inconsistency, if unexplained, raises a fundamental issue of the Offeror's understanding of the nature and scope of the work required and may be grounds for rejection of the proposal.